



Board of Trustees Regular Meeting
Thursday, September 10, 2020 at 6:00 PM
Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado
****In-person – masks & distancing required – LIVE STREAM available at Town website****

Town Board Meeting Agenda

This agenda is subject to revision 24 hours prior to commencement of the meeting.

- Board members, staff, and public please be recognized if you want to speak to an agenda item
- Please stand at the podium and identify yourself prior to speaking
- Please address questions to the Chair

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Proclamation Recognizing Creek Week – 7th Annual Creek Week Cleanup (September 26 - Oct 4th)
Presentation by Alli Schuch, Outreach Coordinator

5. Presentation of Certificates of Appreciation (Christie & John Ramshur)

6. Consent Agenda

Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.

6a. Approval of Agenda

6b. Approval of Board Minutes from August 27, 2020

6c. Financials/Bills

**6d. Checks Over \$15,000 – Avery Asphalt Inc (\$18,365.50); Pall Corporation (\$76,610.13);
Bradley Excavating (114,680.00)**

7. Public Comment

This time is reserved for the public to speak to items not on the agenda. Individuals must state name and limit comments to three (3) minutes. Town Board role is to listen and not discuss the

item nor make any decision on an item presented at this time, but rather refer the item to staff for follow up. Personnel issues may not be discussed nor individuals named.

- 8. Special Event – Revised .5k Event (Awake the Lake, 10/4)**
- 9. Special Event – Cross Country Meet (Lewis-Palmer HS, 9/17-18)**
- 10. Special Event – Cross Country Meet (Discovery Canyon HS, 9/21)**
- 11. Special Event – Cross Country Meet (Palmer Ridge HS, 9/25)**
- 12. Discussion/Direction Relating to Bid Activity for Library Project**
- 13. Discussion/Direction to Amend Ordinance Relating to Land Use Fee**
- 14. Update and Discussion/Direction to Amend Ordinance 13-2020 Relating to Parking and Reopen Trailhead (Reference Ord 15-2018)**
- 15. Discussion/Direction Relating to Water (Past Debt Service)**
- 16. Staff/Department Reports**
 - Water
 - Roads
 - Police
 - Fire
 - Parks
 - Clerk
 - Attorney
 - Manager – *include any Public Comments from previous meeting*
- 17. Board Reports – Other meetings attended**
- 18. Convene to Executive Session – Pursuant to C.R.S. 24-6-402(4)(f); Personnel matters, except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. (Review of Town Clerk/Deputy Administrator)**
- 19. Reconvene to Open Session**
- 20. Next Meeting (September 24) and Future Items**
- 21. Adjourn**

Please note: Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 4	SUBJECT:
Presented by: Town Clerk		Proclamation to Recognize Creek Week 2020

Recommended Action

Please read and promote the Proclamation.

Background

Town of Palmer Lake is a member of the Fountain Creek Watershed Flood Control and Greenway District, and Palmer Lake has been a participant in Creek Week since its inception. The week identified will be September 26 through October 4, 2020. A video was shared with Council members and will be promoted on the Town website.

Ms Schuch, the Watershed Outreach Coordinator, will be present to speak to this effort, and the Parks members may also spearhead clean-up efforts.

Financial Impacts

n/a

Legal Impacts

n/a

Conclusion

Read and promote waterway clean up.

SEEKING ALL WATERSHED WARRIORS

Individuals and groups (families, clubs, schools, church groups, neighbors, etc.) are invited to form a "Creek Crew" during the biggest cleanup in the State of Colorado!

Trash and debris on the land eventually end up in our waterways. This rubbish clogs drainage systems, impacts wildlife, affects water quality, and ruins the view of our beautiful natural landscape.

Commit today to take action by volunteering for a cleanup at one of over 100 sites over 9 days throughout your home watershed.

Creek Week is a safe event appropriate for all age groups.

Social distancing and other COVID-19 related safety measures will be enforced during this years cleanup.



More information at:
www.fountaincreekweek.com

TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO
PROCLAMATION RECOGNIZING "CREEK WEEK 2020"

- WHEREAS,** the Town of Palmer Lake is fortunate to have extensive and diverse natural resources, such as forests, grasslands, riparian areas, lakes, creeks and a wide variety of open spaces; and
- WHEREAS,** the Fountain Creek Watershed is a unique and important resource and asset to the residents and visitors of Fountain and all of the Pikes Peak Region; and
- WHEREAS,** the Fountain Creek Watershed Flood Control and Greenway District is partnering with the City of Colorado Springs, El Paso County, Pueblo County, the Cities of Manitou Springs, Fountain, and towns of Monument, Palmer Lake and Green Mountain Falls, and numerous community organizations to coordinate the 7th Annual "Creek Week" cleanup, which will encourage the protection, restoration and maintenance of the Fountain Creek watershed; and
- WHEREAS,** this 9-day litter clean-up effort runs September 26th through October 4th, 2020 throughout the watershed and is now the largest cleanup effort in our State; and
- WHEREAS,** "Creek Week" programs and activities are designed to raise awareness about the littering issue within our watershed, to encourage organizations and individuals to collect litter and debris to make Fountain Creek and the watershed cleaner and safer; and
- WHEREAS,** businesses, churches, schools, non-profits, neighborhood associations, youth groups, service clubs and individuals are encouraged to form a "Creek Crew" to clean up at a "Creek Week" project site; and
- WHEREAS,** "Creek Week" litter removal activities will reduce pollution in our creeks and clogs in our waterways that can lead to flooding, provide for a safer drinking water supply, and enhance wildlife habitat and property values.

NOW, THEREFORE, the Board of Trustees of the Town of Palmer Lake, Colorado, hereby proclaim the week of September 26 – October 4, 2020, as "Creek Week" in Palmer Lake and encourage Town citizens to help protect, restore and maintain our waterways by participating in "Creek Week" activities.

DONE THIS 10th day of September 2020 in Palmer Lake, Colorado.

BOARD OF TRUSTEES:

Paul Banta
Glant Havenar
Patty Mettler
Susan Miner
Bob Mutu
Mark Schuler

John Cressman, Mayor

ATTEST:

Dawn A. Collins, Town Clerk



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 5	SUBJECT: Present Certificate of Appreciation
Presented by: Town Clerk/Mayor		

Recommended Action

Join in .

Background

John and Christie Ramshur have contributed their time and efforts to develop the disc golf course as well as other Centennial Park activities since the Commission was reformed.

The Ramshur's will be relocating from Palmer Lake, and Town staff is thankful for the years of service they have given to parks.

Financial Impacts

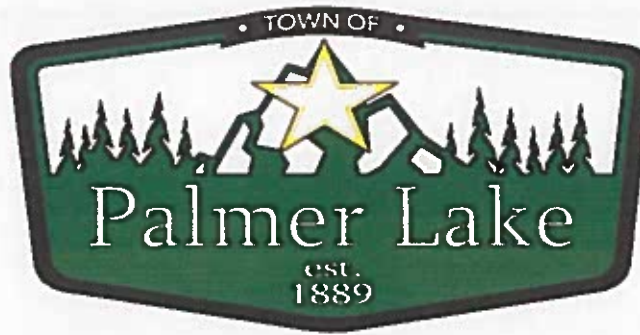
n/a

Legal Impacts

n/a

Conclusion

Express sincere gratitude for Ramshur's service to Town parks.



RECORD OF MINUTES

Board of Trustees

Thursday, August 27, 2020, at 6 PM

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

1. **Call to Order.** Mayor Cressman called the meeting to order at 6:03 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. **Consent Agenda.** The Board agreed to remove items 4d and 4e from the Consent Agenda to address as 5a and 5b. Consent Agenda includes Approval of the Agenda with modification to this item; Approval of Board Minutes from August 13, 2020; and Financials/Bills. MOTION (Havenar, Schuler) to approve the consent agenda including items 4a,b,c. Motion PASSED.

5a. **Resolution 16-2020 to Approve Appointment Planning Commission (Amy Hutson).** Board members discussed background and inquired about the candidate. Direction was given to staff to invite Ms. Hutson to the next meeting and provide a summary of her background. MOTION (Banta, Mutu) to table this item for the next meeting. Motion PASSED.

5b. **Special Event – Cross Country Meet (Monument Academy, 9/4).** Board members inquired about the details of the Middle School meet mixing with the visitors to the lake. The guidelines the schools are required to follow were generally discussed. Public comment from Ms. Banta was that the school conducted this event last year with proper signage and that the school does a thorough job. Additional requirements were discussed. MOTION (Schuler, Mettler) to approve the cross-country event with the

requirement of the school bringing in adequate number of portable restrooms and that staff provide notice of the lake area closing between the hours of 3-7p for the event. Roll call vote – aye (7); nay (0). Motion PASSED UNANIMOUSLY.

5. Public Comment. Reid Wiecks requested that the Board reconsider the lake rules recently approved by ordinance, specifically to amend to include item 3 that was removed, stating “no swimming or wading.” It was also suggested to update the lake signs.

6. Preliminary Approval for Special Event – Awake the Lake .5k Race. Mr. Dawson explained the request to pre-approve the .5k race, in case COVID requirements change by the end of September. Discussion took place about the event being planned completely virtual at this point. If things change, this item will come back late September for approval prior to the October event. Reid Wiecks stated that virtual events have been taking place since March, however, live races can take place with precaution. The Board offered support for the event.

7. Resolution 17-2020 to Approve Minor Subdivision (134 Starview – land swap/replat – Coen/Algood). Mr. Tim Coen was present to speak for his son James and explained the agreement to resolve the dispute of the current easement for access to property. Mr. Algood was present and in agreement. The Planning Commission recommended unanimous approval of this replat. MOTION (Banta, Havenar) to approve Resolution 17-2020 for the minor subdivision. Roll call vote – aye (7); nay (0). Motion PASSED UNANIMOUSLY.

8. Ordinance 07-2020 to Amend Title 9 Regarding Excessive Noise. Attorney Krob addressed the modifications since the last meeting. He also explained that vehicle noise should fall under the traffic code adopted by the Town. Discussion took place about not having exemptions for outdoor amplified music. Public comment from Gary Atkins suggested that, historically, officials of the town worked to protect the residents from excessive noise. Discussion ensued about the level of noise that should be allowable (i.e., 60 dB is normal conversation). Ms. Bromfield asked the Board to come up with something to give the Police to address complaints. Discussion continued relating to modifications. MOTION (Mutu) to amend the ordinance to 61 dB at 25 feet and to strike exemptions A and B. Motion withdrawn. MOTION (Schuler, Banta) to approve Ordinance 07-2020 with removal of exemptions A and B completely. Roll call vote – aye (7); nay (0). Motion PASSED UNANIMOUSLY.

9. Ordinance 13-2020 to Amend Parking and Reopen Trailhead. Trustee Miner requested that this item be tabled to allow for the Master Plan Team to meet with the Glen neighborhood in September. Mayor Cressman suggested the Reservoir Road remain closed due to the restrictions of being in Stage II Burn Ban. Discussion took place distinguishing the opening of the road versus parking at the trailhead. Comments from Reid Wiecks were about the gate being cut and his preference of the road being open so that local hikers can be aware of and report what is taking place in that area. Trustee Miner invited Reid to attend the upcoming neighborhood meeting. Mayor Cressman asked Chief McCarthy to state his concern, and the Mayor further directed staff to increase patrol – with appropriate staff/volunteers as necessary around the reservoir area. Additionally, direction was given to amend language to close trails when in Stage II Burn Ban. MOTION (Miner, Havenar) to table Ordinance 13-2020 until September. Roll call vote – aye (7); nay (0). Motion PASSED UNANIMOUSLY. Board directed staff to keep the Reservoir Road closed.

10. Discussion Relating to \$0.10 per Square Foot (Land Use). Trustee Banta explained the summary from Attorney Krob, that the state of Colorado does not allow a fee for square footage and that the fee should be a flat administrative fee for staff review. It was suggested to amend the code. Discussion took place about earnest money to transfer property. Attorney Krob will add information relating to this to a future item amending the current code.

11. Staff/Department Reports

Clerk – Collins reported on the Business Relief Funds being awarded; the candidates successfully filed for the November ballot, including for Mayor – Paul Banta and Bill Bass, and for Trustees – Shana Ball, Kit Bromfield, Nicole Currier, Jessica Farr, Sam Padgett, and Karen Stuth; progress in hiring a Deputy Town Clerk and administrative support for the office; beginning work with departments for the 2021 budget, alerts posted for the Stage II Burn Ban restrictions; and requested a performance review with the Board.

Trustee Havenar inquired what businesses were awarded funds. Businesses include: O'Malleys, Tri-Lakes Building, Speedtrap, Shana's Place, Tri-Lakes Center for the Arts, and 105 Social House.

Trustee Miner asked Collins about an advisory committee. Details of slight modification to committee structure are yet being assembled to propose to the board for consideration.

Attorney – no report.

Manager – Radosevich provided a report on the meetings with engineers for the Town hall roof, which will be covered by insurance; an update on the library; former church property; closing for the Glen property; reviewed a request to clean up the remainder of Vale St and rezone area to R-3 - a handout providing details of proposed vacation and rezoning was provided. Direction was provided to move forward with proposed ordinance for contradictory animal ordinance; as well as direction to offer a portion of the landscaping/grading costs (approximately \$34,000) to Awake the Lake.

12. Board Reports. Trustee Mutu spoke about overseeing Parks and addressed Trustee Miner in regard to the activity of the Master Plan Team. Miner explained the categories and progress of the neighborhood groups.

Trustee Schuler offered kudos to Chief McCarthy for taking on an instructor role to provide the Fire crew certification training at no cost, saving the town about \$2,500. Schuler also commended Collins for working through a hydrant issue relating to the water and fire departments. Schuler stated he will highlight positive publicity for the town.

21. Next Meeting (September 10)

22. Adjourn. MOTION to adjourn at 8:59 pm. Motion PASSED.

John Cressman, Mayor

Dawn A. Collins, Town Clerk

Date Approved



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 8	SUBJECT:
Presented by: Town Manager/Clerk		Review/Action on Special Event Revised Awake the Lake .5k Event on Oct-4

Recommended Action

Approve the revised "*Drive* the .5" Event for Awake the Lake Fundraiser on October 4th

Background

Mr. Chris Cummins will be present to review this revised event. Staff met with Mr. Hulsmann and the revised event is being presented for your approval to modify the .5k to a *drive* event, staging participants (vehicles) north of the gazebo, keeping all activity east of 105, and releasing in waves up to 20 cars at a time over the course of four hours on October 4. Participants still get a donut at the half-way point and sponsors may provide handouts (coupons) at the end, wrapping up the event at the lot behind restaurants.

Event route is enclosed. Based on prior event reviews, discussion with staff included that the .5k route area be marked with signs noting "reserved" for the overall time of the event. Police will be present to be available to volunteers if there is any issue. Social distancing shall be adhered to and volunteers will be masked. There will not be a gathering after the event.

Financial Impacts

n/a

Legal Impacts

n/a

Conclusion

Consider approval for the fundraising event to take place for ATL.

Palmer Lake .5K

2020 Drive-By Edition

Legend

- Drive By .5K Exit Route
- Drive By .5K Route
- O'Malley's Steak Pub
- Pedestrian Bridge





**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 9-10-11	SUBJECT:
Presented by: Town Clerk		Special Events – Lewis Palmer, Discovery Canyon, Palmer Ridge

Recommended Action

Please review and approve the special events with conditions applied.

Background

Cross Country events are underway. These requests have been reviewed and discussed with the schools, required to follow the CHSAA guidelines as well as County requirements (3 level of compliance). Schools are instructed to have no spectators, limited runners in waves, no mingling and no award announcements, and have additionally been instructed to provide additional portable restroom and sign the area reserved for the event. PD/Fire shall be informed to provide presence for the event.

Financial Impacts

n/a

Legal Impacts

n/a

Conclusion

Review and provide any further condition for the events to occur.

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE _____
INSURANCE _____
MAP/PLAN _____

**APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY**

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name Deerway Canyon High Application Date 8-13-20
Designated Representative Ron Sucke
Mailing Address 1810 North Center 50921

Phone (work) 719-424-0626 (home) _____ e-mail ronald.sucke@psd2000.net 9/17
Event Name High School Cross Event Date Anytime needed 9/21
Event Time(s) (inc: setup/takedown): from 3:00 to 5:00 Day of
Week _____

Event Description High school cross country race only 100 participants
no fans

Estimated Number of Participants 100 Estimated Number of Spectators 0
Proposed Route (please attach map and traffic control plan) Regular

Estimated cost of road closure and/or traffic control (payable to Town of Palmer Lake) none

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

I, the undersigned, certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization Deerway Canyon
By Ron Sucke Title _____ Date 8-13-20

EL PASO COUNTY



Parks & Leisure Services Special Event Request Form

This form must be submitted no later than 30 days before your event.
Submission of form does not guarantee approval.

A: Event Contact Information:

Organization Name: Discovery Canyon High School	
Contact Person: ron sukle	Phone Number: 719-424-0620
E-Mail Address: ronald.sukle@asd20.org	
Mailing Address: 1810 north gate blvd	
Date and Time of Event: 9/12/2020 4pm 9/17/20 4:30 every ~ 5 min; Add Portable RR.	
Park and Facility Requested: palmer lake Add signage	
Description of Event/Scope of Activities (attach narrative if appropriate, list any equipment used): We will be hosting a high school cross country race. We have to follow CHSAA guidelines in accordance with El Paso County health to meet the COVID requirements. the race has to be done in two waves of 25 participants. We will only have participants and coaches at the race, no fans or spectators. all coaches and meet officials have to social distance and wear masks. Participants cannot mingle with other teams. as soon as the race is over they have to leave.	
Number of Participants: 150	Entry Fee per Participant:
Number of Vendors:	Number of Spectators: 0

park
by bridge
or drop off

B: Vicinity Map/Site Plan (site maps are available on our web site at www.elpasocountyparks.com or by calling Park Headquarters at (719) 520-PLAY (7529). Please attach a site map indicating layout of activities/functions.

C: Parking/Traffic Flow- Requirement for all events with over 250 people

** Indicate number of parking spaces on location of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan **

Authorized personnel to direct traffic are: none
How will these people be identified?
Will you have off-site parking?
If yes, how will you moving people to the event site?

D: Portable Restrooms - **Indicate location and number of portable restrooms on the site plan**

Number of Portable Restrooms Facilities Provided: none
Date restrooms will be delivered and removed:

E: Trash Collection/Removal- ** Indicate location and number of trash containers on site plan**

Number of trash receptacles to be provided:
Describe trash removal plan/schedule:

F: Animal Control

Will pets be allowed at this event? no
If yes, what types of animals?
Types of activities involving animals:

G: Utilities - **Indicate all electrical sources and lighting locations on the site plan**

Describe utilities required for this event. we will bring an outside company to time this event
Will this event require a sound system/amplification? no
If yes, describe system to be used:

H: Signage - Please attach a diagram of each sign describing the text, size and materials proposed.

List all signage proposed for this event and its purpose:

the only signage will be to direct the participants on the course and to the requirements of social distancing and masks

I: Water **Indicate all water locations on the site plan**

Indicate if participants are providing their own water:
they have to bring their own water

If providing water for your participants, describe water source and method of distribution:

J: Food Service - **Indicate all food service booths on the site plan**

Describe all food services planned for this event and list all vendors:

none

K: Open Space and Trails Facilities - **Indicate all trails, open space parcels and the recreational pathway that are proposed on the site plan**

List all open space parcel, natural surfaces trails and/or recreational pathway sections that are proposed to be used by this event:

We would like to use the trail and park around palmer lake for a cross country race.

Any changes to your event after the completion of the application must be submitted immediately in writing to El Paso County Parks and Leisure Services
I certify that all application information is true and correct to the best of my knowledge.

Signature of Event Holder

Date

8/12/20

EL PASO COUNTY



Parks & Leisure Services Special Event Request Form

This form must be submitted no later than 30 days before your event.
Submission of form does not guarantee approval.

A: Event Contact Information:

Organization Name: Discovery Canyon High School	
Contact Person: ron sukle	Phone Number: 19-424-0620
E-Mail Address: ronald.sukle@asd20.org	
Mailing Address: 1810 north gate blvd	
Date and Time of Event: 9/21/2020- 4pm <i>* TENTATIVE (MAKE-UP) DATE .</i>	
Park and Facility Requested: palmer lake	
Description of Event/Scope of Activities (attach narrative if appropriate, list any equipment used): We will be hosting a high school cross country race. We have to follow CHSAA guidelines in accordance with El paso county health to meet the COVID requirements. the race has to be done in two waves of 25 participants. We will only have participants and coaches at the race, no fans or specators. all coaches and meet officials have to social distance and wear masks. Participants cannot minlde with other teams. as soon as the race is over they have to leave.	
Number of Participants: 150	Entry Fee per Participant:
Number of Vendors:	Number of Spectators: 0

B: Vicinity Map/Site Plan (site maps are available on our web site at www.elpasocountyparks.com or by calling Park Headquarters at (719) 520-PLAY (7529). Please attach a site map indicating layout of activities/functions.

C: Parking/Traffic Flow- Requirement for all events with over 250 people

** Indicate number of parking spaces on location of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan **

Authorized personnel to direct traffic are: none
How will these people be identified?
Will you have off-site parking?
If yes, how will you moving people to the event site?

D: Portable Restrooms - **Indicate location and number of portable restrooms on the site plan**

Number of Portable Restrooms Facilities Provided: none
Date restrooms will be delivered and removed:

E: Trash Collection/Removal- ** Indicate location and number of trash containers on sit plan**

Number of trash receptacles to be provided:
Describe trash removal plan/schedule:

F: Animal Control

Will pets be allowed at this event? no
If yes, what types of animals?
Types of activities involving animals:

G: Utilities - **Indicate all electrical sources and lighting locations on the site plan**

Describe utilities required for this event. we will bring an outside company to time this event
Will this event require a sound system/amplification? no
If yes, describe system to be used:

H: Signage - Please attach a diagram of each sign describing the text, size and materials proposed.

List all signage proposed for this event and its purpose:
the only signage will be to direct the participants on the course and to the requirements of social distancing and masks

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Indicate if participants are providing their own water:
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If providing water for your participants, describe water source and method of distribution:

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Describe all food services planned for this event and list all vendors:

none

K: Open Space and Trails Facilities - **Indicate all trails, open space parcels and the recreational pathway that are proposed on the site plan**

List all open space parcel, natural surfaces trails and/or recreational pathway sections that are proposed to be used by this event:

We would like to use the trail and park around palmer lake for a cross country race.

Any changes to your event after the completion of the application must be submitted immediately in writing to El Paso County Parks and Leisure Services
I certify that all application information is true and correct to the best of my knowledge.

Signature of Event Holder

Date

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208

Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE _____
INSURANCE _____
MAP/PLAN _____

APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name Lewis-Palmer High School Application Date 8/18/20

Designated Representative Mike Diamond, Coach Nick Baker, Athletic Director

Mailing Address 1300 Higby Road, Monument, CO 80132

Phone (work) 719-488-4720 (home) 719-648-5655

mdiamond@lewispalmer.org nbaker@lewispalmer.org e-mail

Event Name LPHS Cross Country Meets Event Date 8/18/20

Event Time(s) (inc. setup/takedown): from 4:00 pm to 7:00 pm Day of Week Thursdays & Friday

Event Description High School Cross Country Meets. Two races per meet. Approximately 50 student athletes per race.

Estimated Number of Participants 100

Estimated Number of Spectators none

Proposed Route (please attach map and traffic control plan) Course map attached

Estimated cost of road closure and/or traffic control (payable to Town of Palmer Lake)

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

I, the undersigned, that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization Lewis-Palmer High School

By [Signature] Title Athletic Director Date 8/18/20

EL PASO



COUNTY

Parks & Leisure Services Special Event Request Form

This form must be submitted no later than 30 days before your event.
Submission of form does not guarantee approval.

A: Event Contact Information:

Organization Name: Lewis-Palmer High School	
Contact Person: Mike Diamond, Coach Nick Baker, Athletic Director	Phone Number: school – 719-488-4720 Cell – 719-648-5655
E-Mail Address: mdiamond@lewispalmer.org nbaker@lewispalmer.org	
Mailing Address: 1300 Higby Road, Monument, CO 80132	
Date and Time of Event: 9/18/2020 4:00 pm – 7:00 pm	
Park and Facility Requested: Palmer Lake Santa Fe Trailhead park	
Description of Event/Scope of Activities (attach narrative if appropriate, list any equipment used): High School Cross Country Meet. Two races per meet. 50 runners per race. Spectators not allowed per CHSAA guidelines. <i>own transportation for drop off</i>	
Number of Participants: 100	Entry Fee per Participant: none
Number of Vendors: none	Number of Spectators: none

B: Vicinity Map/Site Plan (site maps are available on our web site at www.elpasocountyparks.com or by calling Park Headquarters at (719) 520-PLAY (7529). Please attach a site map indicating layout of activities/functions.

C: Parking/Traffic Flow- Requirement for all events with over 250 people

** Indicate number of parking spaces on location of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan **

Authorized personnel to direct traffic are: n/a

How will these people be identified?

Will you have off-site parking? Parking in lot across railroad tracks

If yes, how will you moving people to the event site? People will walk.

D: Portable Restrooms - **Indicate location and number of portable restrooms on the site plan**

Number of Portable Restrooms Facilities Provided: 3 currently on site. No additional restrooms needed.

Date restrooms will be delivered and removed:

E: Trash Collection/Removal- ** Indicate location and number of trash containers on sit^e plan**

Number of trash receptacles to be provided: no additional receptacles needed.

Describe trash removal plan/schedule:

F: Animal Control

Will pets be allowed at this event? no

If yes, what types of animals?

Types of activities involving animals:

G: Utilities - **Indicate all electrical sources and lighting locations on the site plan**

Describe utilities required for this event. None needed.

Will this event require a sound system/amplification?

If yes, describe system to be used:

H: Signage - Please attach a diagram of each sign describing the text, size and materials proposed.

List all signage proposed for this event and its purpose: No signage needed.

I: Water **Indicate all water locations on the site plan**

Indicate if participants are providing their own water: All participants will provide their own water.

If providing water for your participants, describe water source and method of distribution:

J: Food Service - **Indicate all food service booths on the site plan**

Describe all food services planned for this event and list all vendors: None

K: Open Space and Trails Facilities - **Indicate all trails, open space parcels and the recreational pathway that are proposed on the site plan**

List all open space parcel, natural surfaces trails and/or recreational pathway sections that are proposed to be used by this event: Santa Fe trail south of Palmer Lake for .71 miles and around lake. (Course map attached)

Any changes to your event after the completion of the application must be submitted immediately in writing to El Paso County Parks and Leisure Services
I certify that all application information is true and correct to the best of my knowledge.

Signature of Event Holder

Date

For EPCP Use Only:
Conditions of Approval:
Permit Fee: \$
Security Deposit: \$
Insurance:
Written operational plan: MEET REQUIRMENTS • Instead of additional event staff serving as course marshals, coaches will fill this role to limit additional bodies. START • The field of 50 athletes will be broken into 2 waves of 25, and they will start 2 minutes apart. • Athletes will come to the start line masked. The athlete will be required to keep the mask with them throughout the duration of the race. Coaches will not be allowed to take a mask from their athlete at the start line before the start of the race. FINISH • Finish area will be widened sufficiently to allow for athletes to adequately space themselves when crossing the finish line • All results will be digital (posted on a website to drive people digitally). • All team areas should be spread out with appropriate social distancing.
Public Notice:
Additional Permits:



Lewis-Palmer High School
Range Run 5K
Cross Country Course

Course Description: Starting line is just south of the playground. Runners begin running south, then turn right, making a loop of the lake. After looping the lake, runners continue south on the Santa Fe Trail to the turn around point (marked with cone). Runners then head north, turning left when they reach the lake. After a completing a second loop of the lake, runners will finish near the sand volleyball court, just south of the start line.

- 1st mile
- 2nd mile
- 3rd mile

Certificate of Coverage

303.722.2600
 www.cdsip.org
 6857 South Spruce Street
 Centennial, CO 80112

Toll-Free: 800.332.3556
 Fax: 303.722.7888
 @CSDSIP

07/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE, AND THE CERTIFICATE HOLDER.

Member: LEWIS PALMER SCHOOL DISTRICT #38
Attention: Shanna Seelye
Mailing Address: PO BOX 40
 MONUMENT, CO 80132
Policy Number: 2138-20-00139
Policy Period: 07/01/2020 to 07/01/2021

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE COVERAGES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, DEFINITIONS AND CONDITIONS OF SAID COVERAGE FORMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Coverages		Limits/Deductibles
School Entity Liability Coverage Occurrence Form	Each Occurrence, School Leaders Wrongful Act & Employment Wrongful Act Annual Aggregate Limit Medical Expense (Per Person/ Per Accident)	\$3,000,000 \$15,000,000 \$1,000/\$10,000
School Auto Coverage Any Auto, Hired and Non-Owned	Limit Per Accident	\$3,000,000
Medical Payments	Limit Per Person	\$5,000
Auto Physical Damage Coverage	Auto Physical Damage Deductible	\$5,000
Property Coverage Special Form	Building/Business Personal Property Limit	\$205,059,792
	Property Damage To Premises Rented To You	\$500,000

Description of Operations/Locations/Vehicles/Special Items

Town of Palmer Lake, its officers, agents, and employees have been included as an Additional Insured on the Member's School Entity Liability Coverage for "bodily injury", "personal injury" or "property damage" caused by the Member's negligence if required by written contract or agreement subject to the policy terms and conditions with respect to LPHS Cross Country Meets.

Certificate Holder:

Town of Palmer Lake
 42 Valley Crescent
 PO Box 208
 Palmer Lake, CO 80133

Cancellation: SHOULD THE ABOVE DESCRIBED POLICY BE CANCELLED BEFORE THE EXPIRATION DATE, WE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Authorized Representative

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208

Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE _____
INSURANCE _____
MAP/PLAN _____

APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name PALMER RIDGE HS Application Date 9/1/20
Designated Representative MATT FROST, HEAD CROSS COUNTRY COACH
Mailing Address 19255 MONUMENT HILL RD
MONUMENT CO 80132
Phone (work) 719 867 8605 (home) _____ e-mail MFROST@CROSSCOUNTRY.COACH fax 719 867 8605
Event Name XC MEET Event Date 9/25/20
Event Time(s) (inc. setup/takedown): from 3:00PM to 5:00PM Day of FRIDAY
Week FRIDAY
Event Description JUNIOR VARSITY CROSS COUNTRY MEET - 100 ATHLETES
+ ASSOCIATED COACHES, NO SPECTATORS
Estimated Number of Participants 120 Estimated Number of Spectators NONE
Proposed Route (please attach map and traffic control plan) SEE ATTACHED COURSE MAP
Estimated cost of road closure and/or traffic control (payable to Town of Palmer Lake) 0

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

I, the undersigned, certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization PALMER RIDGE HS
By MATT FROST Title HEAD CROSS COUNTRY COACH Date 9/1/20

Dawn Collins

From: Matthew Frost <mfrust@lewispalmer.org>
Sent: Wednesday, September 02, 2020 9:06 AM
To: Dawn Collins
Subject: Re: Events in Palmer Lake
Attachments: Palmer lake cc 07 map.doc

Certainly! The course map is attached.

We will not be allowing spectators at our race, and we'll make that clear to the other coaches/schools that will be attending. Our permit with the county says that we can't block any of the trail, but if our application with you all does in fact include the pavilion/gazebo by the playground, that is what we'll be using as our staging point - the spot where coaches will pick up their race numbers and course maps - so that won't be a place where people can congregate. We'll be following CHSAA, our school district, and county health regulations for coaches and athletes. The county has approved us for 175 participants, but we won't be expecting that many (3-4 coaches per school, 100 athletes max, and several meet volunteers (for course direction, timing, etc.).

If there's any additional information that I can provide, please let me know.

On Wed, Sep 2, 2020 at 8:56 AM Dawn Collins <dawn@palmer-lake.org> wrote:

Thank you, do you mind also sharing the course map for staff to review? And any specifics relating to limiting spectators or gathering spaces?

Thanks!

Dawn

From: Matthew Frost <mfrust@lewispalmer.org>
Sent: Wednesday, September 02, 2020 8:53 AM
To: Dawn Collins <dawn@palmer-lake.org>
Subject: Re: Events in Palmer Lake

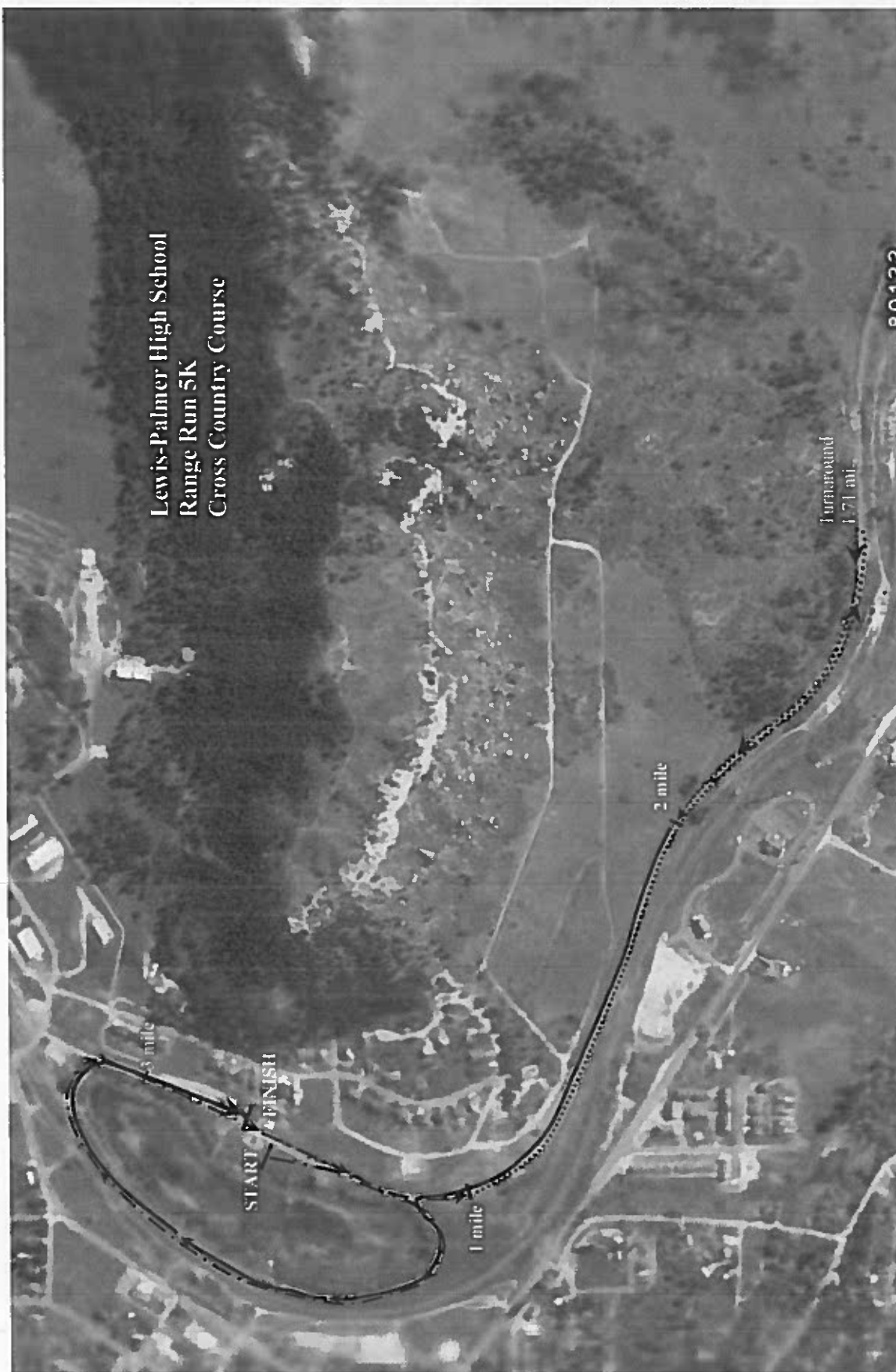
Hi Dawn--

I've attached the application for 9-25 per your request. My apologies for not getting this to you sooner; I emailed Toni last week, and there wasn't any suggestion at that time that I'd need to fill out an application beyond what the county was asking for.

On Tue, Sep 1, 2020 at 12:00 PM Dawn Collins <dawn@palmer-lake.org> wrote:

Hello!

Lewis-Palmer High School
Range Run 5K
Cross Country Course



Course Description: Starting line is just south of the playground. Runners begin running south, then turn right, making a loop of the lake. After looping the lake, runners continue south on the Santa Fe Trail to the turn around point (marked with cone). Runners then head north, turning left when they reach the lake. After a completing a second loop of the lake, runners will finish near the sand volleyball court, just south of the start line.

1st mile
2nd mile
3rd mile

Course Marking Notes:

- ◆ Start line should be marked just south of the playground, even with the aspen tree(s).
- ◆ One mile marker is located just south of trail intersection at the south end of the lake.
- ◆ Turn around cone should be placed at 1.71 miles
- ◆ Two mile marker is located on curved section of trail, even with the light blue office building and the two clumps of trees on either side of the trail.
- ◆ Three mile marker is located at the opening in the fence leading to the section of trail that heads toward the Greenland Open Space.

Finish line is located adjacent to trail leading to pier/platform on the east side of the lake, even with the restroom building.



CHSAA CROSS COUNTRY MODIFICATION

PLEASE NOTE THAT ALL DATES AND INFORMATION IN THIS BULLETIN ARE SUBJECT TO CHANGE

STUDENTS, COACHES & VOLUNTEERS SHOULD NOT GO TO PRACTICE/PARTICIPATE IF:

- According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Those who are exhibiting any symptoms of the COVID 19 or been in contact with someone with COVID-19 in the last 14 days, should not attend or participate in practice or competitions.

PREPARING TO PRACTICE

Protect against infection by:

- Wash your hands with soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available prior to practice.
- Clean and wipe down your equipment, including water bottles. Do not share any other equipment such as watches, sunglasses, hats, and towels.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- When not actively running, please adhere to all proper personal protective equipment (PPE) and facemask protocols.
- If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of the tissue in a trash can. Use hand sanitizer.
- Arrive as close as possible to when you need to be at practice and maintain social distancing at all times.
- Avoid touching common areas such as doors, benches, handrails, etc., when possible.

****Daily screenings must happen before anyone can play, coach, or practice (CHSAA Symptom Tracker)***

WHEN PRACTICING

- Try to stay at least 30 feet apart from other runners during practice. Do not make physical contact with anyone (such as running with, shaking hands or a high five).
- Appropriate social distancing (minimum 6 feet) will need to be maintained around the exterior of the course
- Avoid touching your face – especially nose and eyes.
- No SPITTING or secretions from the nose.
- Do not share food, drinks, towels, or personal equipment.
- Remain apart from other runners when taking a break or receiving instruction from coaches.
- Water bottles, bags and all personal equipment must remain 6 feet away from the belongings of any other person.
- Require spectators/managers/coaches/officials to wear masks – everyone but those on the course. Athletes in the start line will wear a mask until their flight.

AFTER PRACTICING

- Wash your hands thoroughly (avoid locker rooms/bathrooms all at once) or use a hand sanitizer until you are able to wash your hands.
- Do not use the locker room or changing area. Shower at home.
- No extra-curricular or social activity should take place.
- No prolonged congregation after practice. All players should leave the facility immediately after practice.

MODIFIED REGULAR SEASON & PLAYOFF FORMAT

Numbers are based on state guidelines. The number of athletes per team will be reduced by 1 for all classifications in the post season to allow for more teams to be able to participate.

REGULAR SEASON PARTICIPATION NUMBERS

- First official practice: August 12
- The regular season is reduced from 10 weeks to 8 weeks, exclusive of regionals and state.
- No individual may participate in more than 7 regularly scheduled cross country meets, exclusive of regional and state meets
- 2 races of 50 athletes per race will be allowed at regular season meets.
 - Must start in waves of no more than 25 athletes.
- Teams are allowed to bring as many runners to a meet as will allow for the meet to remain in compliance with the maximum of 50 athletes per race.

CHSAA REGIONAL PARTICIPATION NUMBERS

- 75 athletes per gender will be allowed at the regional meets.
- There will be no additional "pushers", so 5 runners for 2A, 6 runners for 3A/4A/5A to meet guidelines
- Schedules should be based on clearing spectators and teams as soon as they are finished. Example: Boys' race (no more than 75), clear, then do Girls' race (no more than 75)
- Regional qualifying platform coming soon

CHSAA STATE CHAMPIONSHIP PARTICIPATION NUMBERS

- State Championship Date: October 17, 2020.
- 100 athletes per gender, per classification, will be allowed at the state meet.
- 2A will run 5, score 4, and 3A/4A/5A will run 6, score 5.
- 2A: Top 4 teams (instead of 5) from Class 2A Regionals
 - 16 Teams – 16 teams x 5 runners per team = 80 athletes
 - 5 Individuals – top 5 finishers (not qualified through their team) per region x 4 regions = 20 individuals
 - Total Individuals = 100
- 3A-5A: Top 3 teams (instead of 4) from Class 3A-5A Regionals
 - Teams – 15 teams x 6 runners per team = 90 athletes
 - 2 Individuals – top 2 finishers (not qualified through their team) per region x 5 regions = 10 individuals
 - Total Individuals = 100

SCHEDULE (Paired classification together to get them in together and out together)

- 4A Boys – 9:45
- 4A Girls – 10:30
- 3A Boys – 12:00
- 3A Girls – 12:45
- Unified Race – 1:15
- 2A Boys – 2:00
- 2A Girls – 2:45
- 5A Boys – 4:00
- 5A Girls – 4:45

MEET REQUIREMENTS

- Instead of additional event staff serving as course marshals, coaches should fill this role to limit additional bodies.

START

- There are two options for the start: a Wave Format or a Time-Trial Format.
 - Wave Start: The field of 50 athletes may be broken into 2 waves of 25, and they must start at least 2 minutes apart.
 - Time-Trial Start: The field of 50 should be rank ordered from fastest to slowest (seed times).
 - 15 - 30 yard separation between runners (essentially every 2 - 4 seconds next athlete would depart)
 - This will allow 45 - 90 feet at the start between competitors
 - Ideally, a timing mat with bib/chip timing will be used for the start and finish, results based on times
 - **Athletes will come to the start line masked. The athlete will be required to keep the mask with them throughout the duration of the race. Coaches will not be allowed to take a mask from their athlete at the start line before the start of the race.**
 - Lead bike – 50 yards in front of athletes
 - Sweeper – 70 yards behind last runner

FINISH

- Finish areas should be widened sufficiently to allow for athletes to adequately space themselves when crossing the finish line
- **Athletes will be required to reapply their mask at the finish. Coaches will not be allowed in the finish area and are not allowed to collect masks from their athletes.**

PARTICIPANTS

- Varsity meets only (No more than 50 per race (regular season))

AWARDS

- Individual awards recipients must be separated by 6ft or more and athletes would wear a mask.
- Team awards

- One person should accept the trophy, and they must wear a mask.
- All results must be digital (posted on a website to drive people digitally).
- No congregating to review results.
- All team areas should be spread out with appropriate social distancing.

MEDIA

- **COVID-19 Pandemic Media Note:**

Schools and/or school districts will have the final word on how media may or may not access contests during this unprecedented time. CHSAA recommends no practice access be granted to maintain health and safety of all concerned. The decisions will be the sole determination of the school/school districts based on recommendations from local, county, state and federal health guidelines. Schools and school districts should require all media to hold a CHSAA-issued credential. At CHSAA playoff events, passes will be issued up to five days in advance of an event. After that, provisional passes may be accessed on site, with a letter from the assignment editor. CHSAA will limit access to its events based on local, state and national social distancing guidelines. All media will be required to wear face coverings. Additional access through technology is also being explored. Media members are expected to cooperate with school/school district and CHSAA decisions regarding access to students, coaches and events.

MEDICAL

- Medical area/tents should be spread out so no more than one athlete is in the tent at one time to receive care.

CHSAA CROSS COUNTRY Q&A



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 13	SUBJECT:
Presented by: Town Clerk / Town Attorney		Fee for vacation of right of way

Recommended Action

Direct Staff to amend Section 16.75.070 of the Town Code to charge a set fee, to be adjusted in the future by adoption of an updated fee/fine schedule if necessary, to a fixed amount to cover the cost of the service provided.

Background

Currently, the Town code, Section 16.75.070 provides as follows:

16.75.070 Vacation of Street Fee. The vacation of street right-of-way fees shall equal ten cents (\$0.10) per square foot of street right-of-way vacated and shall be paid to the Town Clerk at the time of filing an application for vacation of a street right-of-way. (Ord. 15-1987 §7, 1987).

Previously the Board had discussed the possibility of charging fair market rate for the property being vacated. However, the Colorado legislature has not authorized that, though other municipalities in Colorado have sought to do so. Additionally, SB 20-157 sought to introduce legislation regarding this issue, but failed to get very far in the legislative process.

Staff has reviewed surrounding/similar municipalities and found the following fees being charged for right-of-way vacations:

Monument: \$500
Grand Lake: \$500
Castle Rock: \$250
Cripple Creek: \$100
Boulder: \$775
Weld County: \$216

Legal Impacts

Previously discussed.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. 14	SUBJECT: Update Relating to Parking and Reopen Trailhead
Presented by: Town Clerk		

Recommended Action

Direction for Amending “trail closing” when in Stage II

Background

At the last Board meeting, discussion took place about amending code to “close trails” when in Stage II burn ban. With this, staff requires further direction of which trails to be identified for this automatic closure.

Enclosed with this memo is Ordinance 15-2018 referencing the language of the imposed ban when at Stage II.

Additionally, action on the Parking Ordinance and Reopening Trailhead item was tabled and, due to the Master Plan Team reviewing citizen input from the “Glen neighborhood” this week, the summary of findings will be presented to the Planning Commission for recommendation prior to coming to the Board for consideration. Additionally, staff will forward feedback from various citizens relating to this item.

Financial Impacts

n/a

Legal Impacts

n/a

Conclusion

Identify which “trails” the Board want to automatically close when in Stage II.

PALMER LAKE, COLORADO

ORDINANCE NO. 15 OF 2018

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE AMENDING CHAPTER 8.10 CONCERNING OUTDOOR BURNING, FIRE, AND SMOKING REGULATIONS WITHIN THE TOWN, AND SETTING AND IMPOSING THE PENALTY FOR VIOLATIONS THEREOF

WHEREAS, THE TOWN OF PALMER LAKE IS A COLORADO MUNICIPAL CORPORATION AUTHORIZED BY STATE LAW, INCLUDING, BUT NOT LIMITED TO, SECTIONS 31-15-401 AND 31-23-301 OF THE COLORADO REVISED STATUTES, TO EXERCISE ITS POLICE POWERS TO PROMOTE AND PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND ITS CITIZENS; AND

WHEREAS, CHAPTER 8.10 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE SETS FORTH REQUIREMENTS FOR FIRE REGULATIONS AND RESTRICTIONS AND BURN PERMITS FOR FIRES WITHIN THE TOWN; AND

WHEREAS, DUE TO (A) ITS URBAN WILDLAND INTERFACE, (B) PROXIMITY TO NATIONAL FOREST AREA USED FOR HIKING, CAMPING AND OTHER ACTIVITIES WHICH ARE OFTEN ACCOMPANIED BY CAMP AND OTHER FIRES AND OTHER CONCERNS MAKING THE TOWN VULNERABLE TO WILDFIRES, (C) TOWN ROAD CONFIGURATION, (D) LIMITED RESOURCES OF THE TOWN'S POLICE AND FIRE DEPARTMENTS, AND (E) OTHER DANGERS FROM UNATTENDED OR CARELESS BURNING, THE TOWN DESIRES TO AMEND CHAPTER 8.10, TO INCLUDE SETTING FORTH MINIMUM PENALTIES FOR VIOLATIONS OF THE CHAPTER

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

Section 1. Chapter 8.10 entitled "Fire Restrictions and Burn Permits" is repealed and readopted with a new title to read as follows in its entirety:

CHAPTER 8.10 OUTDOOR BURNING, FIRE AND SMOKING RESTRICTIONS

Sections:

8.10.010	Definitions
8.10.020	Applicability, Violations and Table of Allowable Activity
8.10.030	Implementation of Fire Restrictions and Notice
8.10.040	Penalty for Violations

8.10.010. Definitions. As used in this Chapter, the following terms shall have the assigned meaning:

“Attendant” means an adult 18 years of age or older.

“Attended” means an attendant is within sight and near proximity to a fire until extinguished in order to timely respond in the event that a spark, flame or ember leaves the container in which the fire is located.

“Camp Lantern” means a pressure lamp made to burn kerosene, gasoline, Coleman fuel (white gas) or propane and use one or two mantles to produce an intense white light.

“Camp Stove” means a small portable stove fueled by liquid such as propane for cooking or heating, especially by campers or picnickers.

“Combustible” means any material that will eventually burn if exposed to enough heat for a long enough time such as, without limitation, branches, firewood, and framing lumber.

“El Paso County Stage 2 Fire Restrictions” means El Paso County Stage 2 Restrictions as imposed within the unincorporated areas of El Paso County, Colorado, in accordance with El Paso County Ordinance 15-001, as may be amended from time to time.

“Extinguish(ed)” means no excessive heat, and no visible flames, smoke, or emissions exist or hot embers are present.

“Extinguishing materials” means a charged hose, a bucket with a minimum of two gallons of water, or a commercial fire extinguisher is nearby such that an attendant can readily access such materials to extinguish a fire.

“Fire Pit” means a commercial container for the purpose of containing combustible and/or flammable materials, embers, flame and sparks of an outdoor fire (recreational fire) to keep the fire from spreading beyond the container.

“Fireworks” means a pyrotechnic device consisting of combustibles designed to burn or explode for the purpose of generating a loud noise, light, sparks, smoke or projectile propulsion for entertainment or display.

“Flammable” means material that can easily catch fire quickly under normal circumstances and with the help of minimal ignition source(s) such as, without limitation, oil, gas, or varnish.

“Open burning” means a type of open fire for (a) vegetation management that involves the combustion of one or more piles of clean, dry natural vegetative material on an open premises, or on any public street, alley or other land adjacent to such premises,

(b) the prescribed burning of fence lines or rows, fields, farmlands, rangelands, wild lands, and (c) the burning of trash and debris.

“Open fire” means an outdoor fire, including but not limited to open burning, recreational fires of all types, the use of explosives, outdoor welding or operating an acetylene or other torch with open flame or operating tools that produce flame or sparks, fireworks of all kinds or brands, or any other activity creating combustion or an open flame.

“Outdoor commercial gas-fueled fire pit” is a type of fire pit that is commercially manufactured and sold as an ornamental structure, the flame of which is fueled by natural gas or propane for outdoor fires, the medium of which is decorative, such as ceramic logs, fire glass, or lava rock, and that does not produce embers or sparks.

“Permanent Town Fire Regulations” means the minimum restrictions on burning, fires and outdoor smoking as set forth in this Chapter which are in effect at all times within the Town.

“Recreational Fire” means an outdoor fire used for pleasure, religious, ceremonial, warmth or similar purposes, including, but not limited to, campfires, fire pits, warming fires, charcoal grill fires, fires in wood-burning stoves involving the burning of charcoal or clean firewood, as well as outdoor commercial gas-fueled fire pit fires. Outdoor cooking in other than a commercially manufactured appliance designed for the purpose of cooking of food outdoors shall be treated the same as a recreational fire.

“Red Flag Warning” means a forecast warning issued by the National Weather Service inclusive of the Town to inform area firefighting, land use management agencies, municipalities and the public that conditions are ideal for wildland fire ignition and propagation either currently or within 24 hours.

“Spark Arrester” means a screen covering with holes no greater than ½ inch that is placed on top of a source of and completely encapsulates flames, embers or sparks to prevent such flames, embers or sparks from exiting the container at all times when flames, embers or sparks are present.

“Special Town Fire Restrictions” shall mean any restrictions imposed in accordance with Section 8.10.030(C) of this Chapter, which may be in addition to or in lieu of any Permanent Town Fire Regulations or Town Stage 2 Fire Restrictions.

“Town Stage 2 Fire Restrictions” are additional restrictions (to the otherwise permanently applicable Permanent Town Fire Regulations) placed on outdoor burning, fires and smoking as and whenever in effect, as provided in this Chapter.

“Town Property” means all Town-owned property to include parks, streets, open space and Town facilities and surrounding grounds and includes the water system

“Unadulterated Wood” means wood that is free of pesticides, fungicides, paint, varnish, glue, resin or other impregnated materials that produce noxious fumes or flames in excess of those that would be produced by wood that was not so impregnated.

“Water System” shall have the same meaning as the term “water system” as defined in Section 13.08.04 of this Code and include any hiking trail or road thereto.

Section 8.10.020. Applicability, Violations and Table of Allowable Activity.

- A. It shall be unlawful to engage in any activity within the Town in violation of any Permanent Town Fire Regulations.
- B. It shall be unlawful to engage in any activity within the Town in violation of Town Stage 2 Fire Restrictions as may be imposed in accordance with Section 8.10.030(B).
- C. It shall be unlawful to engage at any time in any activity within the Town, including public, private, state and applicable federal lands, inclusive of the Water System, involving outdoor fires, burning or smoking, unless such activity is allowed as set forth in Table 1 of this Section.
- D. It shall be unlawful to engage in any activity within the Town in violation of any Special Town Fire Restrictions as may be imposed in accordance with Section 8.10.030(C).
- E. The restrictions and prohibitions in this Chapter shall not apply to:
 - 1. any federal, state, or local officer or member of an organized rescue or firefighting force, in the performance of an official duty; or
 - 2. any Town sponsored event permitted by the Board of Trustees at which the Fire Department is providing oversight of the fire or burning; or
 - 3. Indoor fires, burning or indoor smoking (including within an enclosed motor vehicle or building).
- F. The following chart outlines allowable and prohibited activities involving outdoor burning, fires and smoking by level of fire restrictions in effect (other than Special Town Fire Restrictions which are imposed by separate action in accordance with Section 8.10.030(C)):

Table 1

ACTIVITY	PERMANENT TOWN FIRE REGULATIONS	TOWN STAGE 2 FIRE RESTRICTIONS
Open Burning	Not allowed.	Not allowed.
Sale, Use or Display of Fireworks	Not allowed except commercial fireworks displays are allowed if permitted by the Town Board of Trustees.	Not allowed.
Camp Stoves and Camp Lanterns	Allowed (including on wood decks and on Town property) if: 1. Attended until extinguished. 2. Separated from flammables at least 15 feet in all directions	Not allowed.
Open Fire Charcoal Grills for Cooking	Allowed (including on wood decks and on Town property) if: 3. Attended until extinguished. 4. Separated from flammables at least 15 feet in all directions	Not allowed.
Open Fire Gas Grills for Cooking	Allowed (including on wood decks and on Town property) if: Separated from flammables at least 15 feet in all directions	Allowed (including on wood decks and on Town property) if: Separated from flammables at least 15 feet in all directions
Outdoor welding or operation of acetylene or other torch with open flame or tools that emit flame or sparks	Allowed if 1. Attended until extinguished. 2. Extinguishing materials nearby. 3. Separated from flammables at least 15 feet in all directions	Not allowed
Recreational fires in other than outdoor commercial gas-fueled fire pit	Allowed if: 1. Attended until extinguished. 2. Extinguishing materials nearby. 3. Separated from flammables at least 15 feet in all directions. 4. Separated from combustibles at least 6 feet in all directions. 5. Spark arrester in use 6. Only charcoal or unadulterated wood as fuel (temporary use of commercial fire starter logs allowed) 7. Flame height no greater than 2 feet. 8. Maximum size of chamber 3 feet wide by 2 feet high. 9. Not on Town property.	Not allowed.

Recreational fires in outdoor commercial gas-fueled fire pit	Allowed (including on wood decks) if: 1. Attended until extinguished. 2. Separated from flammables at least 15 feet in all directions. 3. Flame height no greater than 2 feet. 4. Maximum size of chamber 9 square feet. 5. Only using fuel as intended by manufacturer. 6. Not on Town property.	Allowed (including on wood decks) if: 1. Attended until extinguished 2. Separated from flammables at least 15 feet in all directions. 3. Flame height no greater than 2 feet. 4. Maximum size of chamber 9 square feet. 5. Only using fuel as intended by manufacturer. 6. Not on Town property.
Outdoor Smoking		
• On residential property	Allowed if smoking implements are fully extinguished prior to safe disposal.	Not allowed
• On Town property	Allowed only in designated smoking areas in accordance with state law on location restrictions and if proper receptacles for disposal of smoking implement, whether extinguished or not, are provided and used.	Not allowed.
• On commercial restaurant and other property	Allowed only in designated smoking areas in accordance with state law on location restrictions and if proper receptacles for disposal of smoking implement, whether extinguished or not, are provided and used.	Not allowed.
• Outdoor disposal of smoking implement or any portion thereof, whether or not extinguished, onto the ground.	Not allowed.	Not allowed.
• Outdoor flicking of embers from a lit smoking implement onto the ground.	Not allowed.	Not allowed.

Section 8.10.030. Implementation of Fire Restrictions and Notice.

- A. **Town Permanent Fire Regulations.** The Town shall at all times be under Permanent Town Fire Regulations on all public and private property and on Town owned property to include the Water System.
- B. **Town Stage 2 Fire Restrictions.** Whenever El Paso County, Colorado, imposes and advertises El Paso County Stage II Fire Restrictions within the unincorporated areas of El Paso County in accordance with El Paso County Ordinance 15-001, as may be amended, such action shall also mean that Town Stage 2 Fire Restrictions shall be automatically imposed within the boundaries of

the Town of Palmer Lake on all public and private property and on Town property. The Town shall post notice of such Town Stage 2 Fire Restrictions on the Town web site, at Town Hall, at the Palmer Lake Post Office, and at the major trailheads to the Water System within one business day of the date on which the Town Stage 2 Fire Restrictions are automatically effective. Upon a cessation of El Paso County Stage II Fire Restrictions within the unincorporated areas of El Paso County, such Town Stage 2 Fire Restrictions shall also automatically cease to be applicable within the Town, without limiting the ability of the Town to impose additional or different Special Town Fire Restrictions in accordance with Subsection (C). Upon a cessation of El Paso County Stage II Fire Restrictions, and resulting cessation of Town Stage 2 Fire Restrictions, the Town shall alter or remove the provided notices, as relevant. The failure of the Town to post or remove the notices as set forth in this subsection shall not be a defense to a charge of violating this chapter. ★ trails?

- C. **Special Town Fire Restrictions.** In addition to the Permanent Town Fire Regulations and the Town Stage 2 Fire Restrictions automatically imposed as set forth in Subsections (A) and (B), in the event that the Mayor or the Town Board of the Town of Palmer Lake determines, in consultation with the Fire Department, that an emergency exists and the fire danger in the Town or on Town property, to include the Water System, is above normal, then the Mayor or his designee or the Town Board, in consultation with the Fire Department, may declare that a fire danger exists and impose appropriate Special Town Fire Restrictions by written declaration. Such Special Town Fire Restrictions may be in addition to or in lieu of, and may or may not be the same as either the Permanent Town Fire Regulations or Town Stage 2 Fire Restrictions. Upon issuance of such emergency declaration and imposition of Special Town Fire Restrictions, the Town shall post notice of such Town Imposed Fire Restrictions on the Town web site, at Town Hall, at the Palmer Lake Post Office and at the major trailheads to the Water System. Special Town Fire Restrictions imposed hereunder shall remain in effect for the entirety of the time that such restrictions are posted in accordance with this Section. Upon a change in or the cessation of Special Town Fire Restrictions, the Town shall alter or remove the provided notices, as relevant. The failure of the Town to post or remove the notices as set forth in this subsection shall be an affirmative defense to a charge of violating this chapter involving a violation of Special Town Fire Restrictions.
- D. **Red Flag Warnings.** Whenever a Red Flag Warning is issued which includes the Town of Palmer Lake, all persons are encouraged to heed such warning and abide by the same restrictions as for Town Stage 2 Fire Restrictions, regardless of whether Town Stage 2 Fire Restrictions have been imposed in accordance with this Section.
- E. In addition to the legally required notice as set forth in subsections B and C of this Section, the Town may pursue, as a courtesy only, additional notice of the applicable fire restrictions to the public through a general press release to newspapers, radio and television channels operating or distributed within the

PASSED AND ADOPTED THIS 13th DAY OF SEPTEMBER, 2018 BY A VOTE OF 5 FOR
AND 0 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 September 13, 2018, and ordered published by title only by
Garrett newspaper on _____, 2018 and published in full on the
Town's official web site.


Verla Bruner, Town Clerk

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

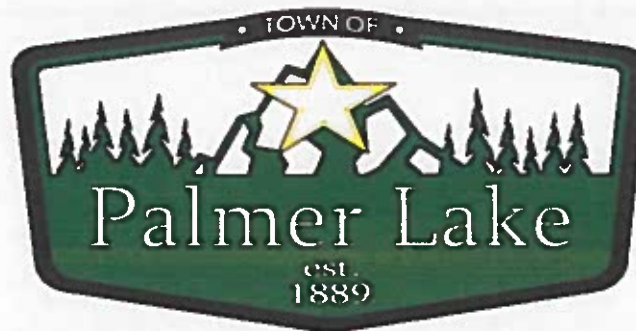
	Gallons	Acre Ft
Surface Water	2,853,000	8.76
Well A2	4,517,000	13.86
Well D2	0	0
Total	7,370,000	22.62
Avg. Gal/Day	238,000	0.73

Dawn Collins

From: Jason D.
Sent: Friday, September 04, 2020 10:15 AM
To: Dawn Collins
Subject: Aug Rds. Report

Graded roads
Patched Potholes
Applied Dust Control
Replaced and repaired street signs
Cleaned out drainage ditches
Cut brush to keep ROW clear
Continuing on paperwork to close out Douglas Ave Project
Mapped drainage outfalls for MS4 permit.
Improved Trailhead parking area as directed
Worked on contract agreement with GMS Eng. for S. Valley Rd. Improvements for 2021

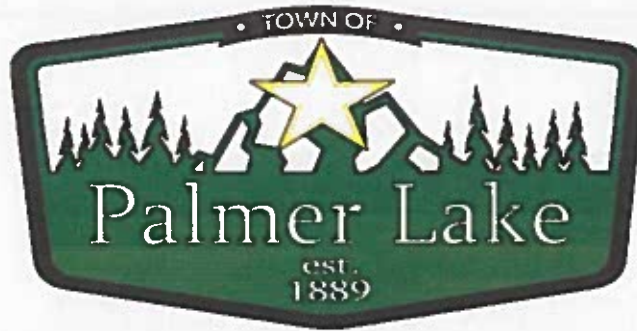
Jason Dosch
Roads Dept. Supervisor
Town of Palmer Lake
719-499-3030



Board of Trustees Summary Sheet

	Police
Title	Monthly Report
Action	N/A
Date	8/1-8/31/2020
Contact	J. Vanderpool
Summary	In the Month of August 2020, the PLPD conducted 230 traffic stops and issued 74 citations. Also, in the month of August, Officers have written 12 parking violations and towed 4 vehicles in violation of the new no parking ordinance.
Training	Officers attended different trainings this month to include Legal Update, and Internet Security.
Photographs	The attached Photograph(s) is/are Officer K. Love speaking with a young lady who would like to be a Police Officer when she grows up.
Other Actions	Officers handled numerous other calls this month, to include 3 criminal mischief cases, 4 theft cases, 1 child abuse case, 3 DUI cases, 2 domestic Violence cases, 1 Felony Criminal Mischief case, 1 Harassment case and 3 fraud cases. 2 Warrant services were also completed.
Active investigations	The Officers from the PLPD are actively investigating all of the theft and Criminal Trespass cases.
Calls for service	Officers responded to 758 calls for service this month. 693 of these calls were in the Town of Palmer Lake, 65 were outside of town.





Board of Trustees Summary Sheet

Title	Palmer Lake Fire Department																										
Action	To serve a protect the Town citizens and all whom visit																										
Date	09/01/2020																										
Contact	Christopher McCarthy, Fire Chief																										
Summary	<table><thead><tr><th>Incident Type</th><th>Percentage</th></tr></thead><tbody><tr><td>Rescue & Emergency Medical Service</td><td>51.06%</td></tr><tr><td>Service Call</td><td>23.4%</td></tr><tr><td>False Alarm & False Call</td><td>12.77%</td></tr><tr><td>Good Intent Call</td><td>8.51%</td></tr><tr><td>Fires</td><td>2.13%</td></tr><tr><td>Hazardous Condition (No Fire)</td><td>2.13%</td></tr></tbody></table>			Incident Type	Percentage	Rescue & Emergency Medical Service	51.06%	Service Call	23.4%	False Alarm & False Call	12.77%	Good Intent Call	8.51%	Fires	2.13%	Hazardous Condition (No Fire)	2.13%										
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	<table><thead><tr><th>MAJOR INCIDENT TYPE</th><th># INCIDENTS</th><th>% of TOTAL</th></tr></thead><tbody><tr><td>Fires</td><td>1</td><td>2.13%</td></tr><tr><td>Rescue & Emergency Medical Service</td><td>24</td><td>51.06%</td></tr><tr><td>Hazardous Condition (No Fire)</td><td>1</td><td>2.13%</td></tr><tr><td>Service Call</td><td>11</td><td>23.4%</td></tr><tr><td>Good Intent Call</td><td>4</td><td>8.51%</td></tr><tr><td>False Alarm & False Call</td><td>6</td><td>12.77%</td></tr><tr><td>TOTAL</td><td>47</td><td>100%</td></tr></tbody></table>			MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL	Fires	1	2.13%	Rescue & Emergency Medical Service	24	51.06%	Hazardous Condition (No Fire)	1	2.13%	Service Call	11	23.4%	Good Intent Call	4	8.51%	False Alarm & False Call	6	12.77%	TOTAL	47	100%
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TOTAL	47	100%																									

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	2.13%
300 - Rescue, EMS incident, other	1	2.13%
311 - Medical assist, assist EMS crew	1	2.13%
320 - Emergency medical service, other	5	10.64%
321 - EMS call, excluding vehicle accident with injury	11	23.4%
324 - Motor vehicle accident with no injuries.	3	6.38%
341 - Search for person on land	1	2.13%
352 - Extrication of victim(s) from vehicle	1	2.13%
381 - Rescue or EMS standby	1	2.13%
424 - Carbon monoxide incident	1	2.13%
500 - Service Call, other	2	4.26%
510 - Person in distress, other	1	2.13%
550 - Public service assistance, other	1	2.13%
552 - Police matter	1	2.13%
554 - Assist invalid	5	10.64%
571 - Cover assignment, standby, moveup	1	2.13%
600 - Good intent call, other	1	2.13%
611 - Dispatched & cancelled en route	2	4.26%
651 - Smoke scare, odor of smoke	1	2.13%
700 - False alarm or false call, other	2	4.26%
711 - Municipal alarm system, malicious false alarm	2	4.26%
736 - CO detector activation due to malfunction	2	4.26%
TOTAL INCIDENTS:	47	100%

Significant Events:

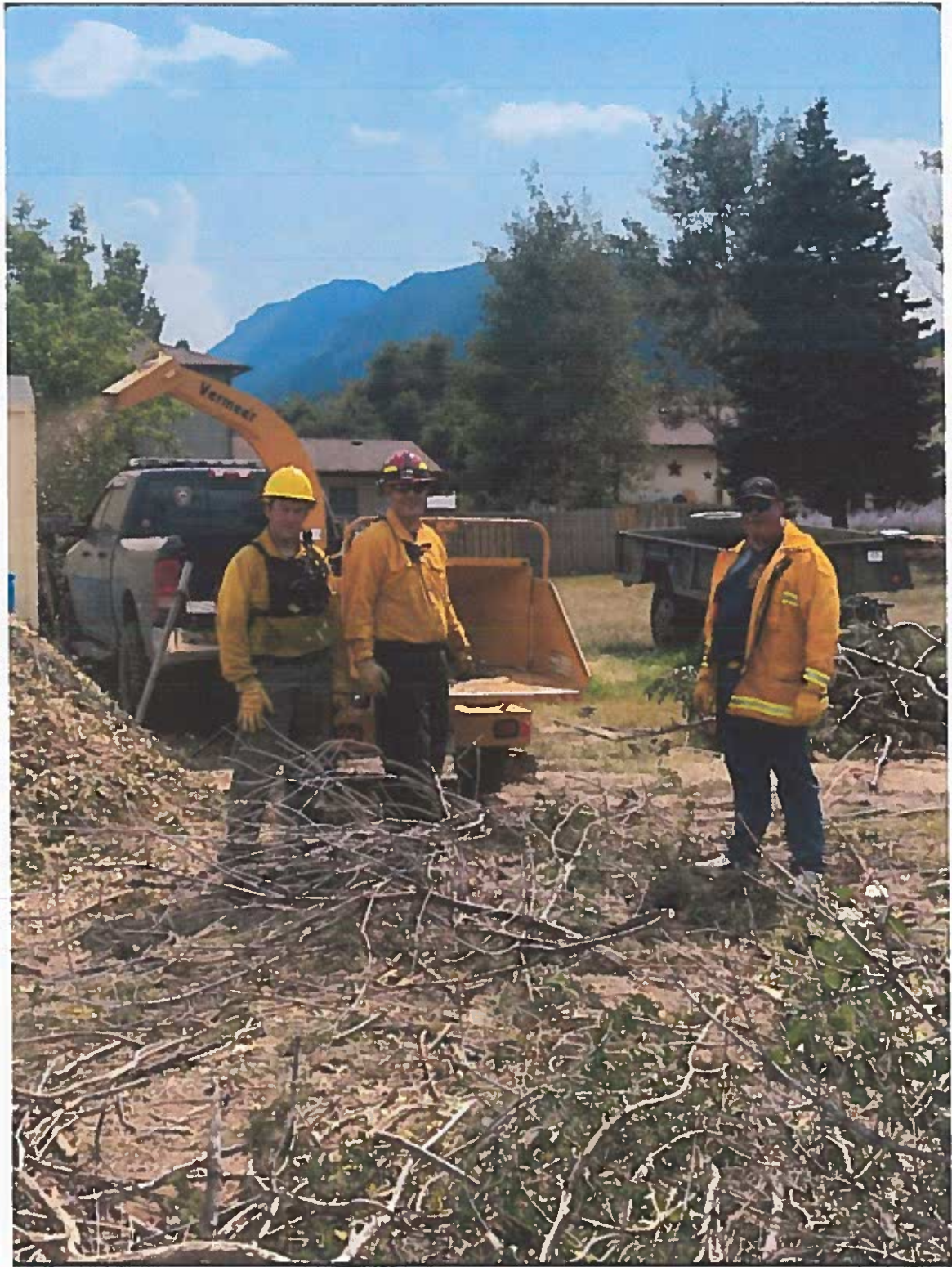
Units were dispatched for a person trapped under a car on 08/09/2020. Upon arrival, PLFD found an adult male who had been trapped under vehicle which had fallen on top of him. Patient was assisted by bystanders prior to the arrival of the Fire Department. Patient was assessed for injuries and refused treatment or transport.

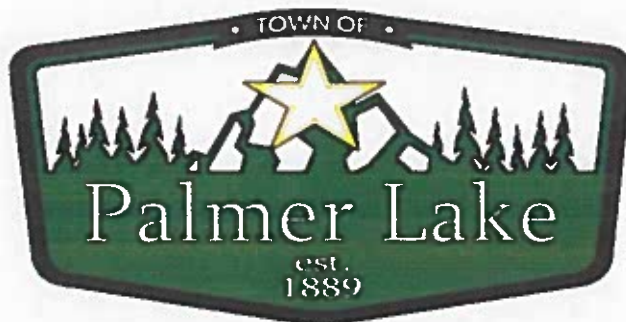
Your Palmer Lake Firefighters hosted a very successful slash collection operation supporting the wildland fire mitigation efforts of our citizens. Over 20 households had their slash turned into mulch over 4 days behind the Firehouse. Members of the department also mitigated the Trailhead by Glen Park by trimming and chipping dead branches. Over 300 person-hours were expended in these projects, and at no additional cost to the town.

	<u>Training:</u> EMS: 60 hours in Stroke Care Fire: 360 hours in Pump Operations, Wildland Firefighting Operations and hose movement/placement Total: 420 <u>Volunteer Hours</u> 463.17
Issues	None at this time
Budget Implications	None at this time
Other Issues	None at this time
Motion	









August 2020 Department Monthly Report

	Parks Department
Date	Meeting Date September , 2020
Contact	Your Name: Reid Wiecks
Summary	
	1. Department meetings 8/10 (8); 8/24 (12)
	2. Meeting with Town Manager(s) 8/13 & 8/17 (4)
	3. Town Meetings 8/13 (2); 8/27 (2)
	4. Lake litter pick-up and pet waste station manitenance (8) & Buoy segregation assessment (3)

5. Columbine Park pet waste station cleaning and recruiting new "monitor" (1)
6. Glen Park parking preparation 8/17 & 19 (2), 8/27 (2)
7. Picking up supplies for adding curbing to GP playground (3) & securing curbing (6)
8. Admin: creating, posting, editing agendas and minutes (4)
9. Mowing Crawford memorial and west side of lake (5)
10. Removing Creekside/Lovers Lane fencing for expanded parking (2)
11. 8/15 Disc golf installation of permanent tee pads on #1 & 2 (21) and Maintenance repair of pads #12 & 8 (6)
12. Hanging Volunteer day banners (1)
13. Removing and disassembling old Town kiosk across from the post office (7)
14. Removing and relocating bear proof trash do the Res. Trailhead (2)

Total volunteer hours = 98 hours



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 10, 2020	ITEM NO. <u>16</u>	SUBJECT:
Presented by: Matthew Z. Krob, Town Attorney		STAFF REPORT - ATTORNEY REPORT

I. General Update:

The Staff has been working on the long list of pending matters, including code codification and update, parking and trail access, encroachments upon right of ways throughout the Town, and other pending matters.

Additionally, CML's annual conference was at the end of August (held virtually due to COVID-19) and provided insight into additional legal issues that Colorado's municipalities are facing. A memo regarding those changes and suggestions for addressing them from the Town's perspective will be forthcoming.

II. Update Living Word Property Transfer:

In addition to getting the property inventoried, which in and of itself is a huge task, the Staff is working on getting a title policy in place to insure the General Warranty Deed transferred from Living Word to the Town is covered. A bill of sale will also help facilitate the transfer of any personal property not otherwise included in the transfer.

If you have any questions about any of the above, please feel free to contact me.

I hope you all had a great Labor Day weekend.