RECORD OF MINUTES

Board of Trustees

Thursday, September 10, 2020, at 6 PM

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

1. Call to Order. Mayor Pro Tem Schuler called the meeting to order at 6:00 PM.

2. Pledge of Allegiance

3. Roll call

Excused	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. Proclamation Recognizing Creek Week. Collins read the Proclamation Recognizing Creek Week 2020 and the Board provided consensus to support it. Outreach Coordinator, Alli Schuch and Mr. Bill Banks were present to speak to the significance and appreciation of participation in the clean-up of waterways, September 26 through October 4, 2020. Trustee Miner noted that the Town was previously represented with the Fountain Creek Watershed.

5. Presentation of Certificates of Appreciation. Mayor Pro Tem Schuler presented certificates of appreciation to John and Christie Ramshur for their service to the community, specifically to Parks.

6. Consent Agenda. Including Approval of Agenda; Board Minutes from August 27, 2020; Checks over $15,000 (Avery Asphalt Inc, Pall Corporation, Bradley Excavating). MOTION (Mutu, Havenar) to approve the consent agenda. Motion passed.

7. Public Comment. Kurt Ehrhart offered to demo the existing ramp area to the library for a not-to-exceed amount of $14,000. Kirk Noll stated the Parks will be leading a "Creek Week" clean up on October 3 beginning at 9 AM. Jason Phillips expressed support to open the Reservoir Road.

8. Special Event – Revised .5k Event (Awake the Lake, 10/4). Chris Cummins explained the revised plan to drive the .5k and discussion took place relating to details of gathering and staging vehicles, sponsors with giveaways and the route. Nicole Currier inquired about a health incentive. Staff previously met with Mr. Hulsmann to review the plan. The timeframe of waves will depend upon the number of participants, roughly beginning at 9-10 AM. Police will plan to be present and the route will get marked with reserved event signs. MOTION (Havenar, Miner) to approve the event. Roll call vote – aye (6); nay (0). Motion passed.

9. Special Event – Cross Country Meet (Lewis-Palmer HS, 9/17-18). Discussion took place about the guidelines the schools are required to follow, as well as the conditions the Board required for identifying the event, adding portable restroom, and advising no spectators. Police will be present for the event. Trustee Havenar requested that staff check for any issues following each event to cure any issue prior to the next event (review with PD and event coordinator). MOTION (Havenar, Mutu) to approve the cross country event for 9/17-18 as discussed. Roll call vote – aye (6); nay (0). Motion passed.

10. Special Event – Cross Country Meet (Discovery Canyon HS, 9/21). Staff mentioned this is a make-up date only if needed. Trustee Banta requested that all approval be contingent upon a certificate of insurance and staff affirmed that all insurance will be on file. MOTION (Mettler, Mutu) to approve the cross country event for 9/21 if needed with the same conditions discussed. Roll call vote – aye (6); nay (0). Motion passed.

11. Special Event – Cross Country Meet (Palmer Ridge HS, 9/25). MOTION (Havenar, Mutu) to approve the cross country event for 9/25 as previously discussed. Roll call vote – aye (6); nay (0). Motion passed.

12. Discussion/Direction Relating to Bid Activity for Library Project. Radosevich explained the quotes received for the library project – demo, removal and rebuild of ramp/entrance for the library and museum. One quote was received as a demo/design build from Wells and West, Colorado Springs, for $138,393.21. Radosevich also reviewed the quotes to demo – one previously received from the original bid to demo only, as well as a quote from the Fire Department to demo. Ehrhart suggested a hybrid with the Fire Department to demo and remove the existing structure. Discussion took place about needing a design to follow for a new ramp build. Various citizens spoke to overall building needs for the library and museum, suggestions to complete the project, as well as proper accessibility - Atkins, Bromfield, Stephen. Schuler stated the Fire Department's primary mission should be training firefighters. Attorney Krob spoke to the bid process – directing to reject current bids and invite additional bids for a required design build. MOTION (Miner, Banta) to accept the demo offer from Ehrhart not to exceed $14,000. Roll call vote – aye (5); nay (Schuler). Motion passed. Ehrhart stated he could start approximately 9/21 and Attorney Krob stated an agreement for service will be made. Once the start of work is confirmed, it will be communicated, and the Historical Society will be closed to the public and utilize the back door.

13. Discussion/Direction to Amend Ordinance Relating to Land Use Fee. Attorney Krob reviewed the collected fees from other municipalities. The Board provided direction to modify to $500 fee.

14. Update and Discussion/Direction to Amend Ordinance 13-2020 Relating to Parking and Reopen Trailhead -- Reference Ordinance 15-2018. It was stated this item is for direction to staff on the preferred language of which trails to automatically close when in Stage II burn ban, as directed from the prior meeting discussion. Citizens provided feedback relating to the Reservoir Road, including: Nicole Currier, stating since closed, folks still access from Rampart and camp, in which it is not being monitored; Reid Wiecks, noting the Mayor has stated the road will close permanently, and explaining his email request for citizen volunteers to monitor the trails, having 70+ respond to help. Discussion took place about volunteer monitors. Chief McCarthy stated that El Paso County will discuss the Stage II status again on Friday. Schuler asked the Board members what the ordinance language should read if the Town is in Stage II restrictions. Mettler stated that no trails should close, while a majority suggested that just the road to the reservoir should close, and Havenar asked that volunteer monitoring be considered. The Board directed to open the reservoir road when Stage II restriction ends.

15. Discussion/Direction Relating to Water. Radosevich provided an overview - including less than 40 taps remaining and the need to review the water status more fully, requesting that the Board place a moratorium on new construction and the sale of water taps. Attorney Krob explained that staff can act on the implication of a moratorium and hold all incoming requests. Discussion took place about wells, and staff will confirm what is allowed in areas with service for water. The ordinance for a moratorium will be forthcoming, and staff will proceed to hold new construction and requests for water taps. A meeting is scheduled the week of 9/14 with the Town water attorney, staff and engineer. The moratorium will be drafted through January, 2021, but may come back to the Board with updates if additional time is recommended.

16. Staff/Department Reports.

Parks reported there is a service day on 9/12 for the Glen Park area, as well as an update of the work that El Paso County is doing by the lake – updating the restroom and the drive entrance. The lake parking area will also become the main parking for the new Santa Fe "open space." Discussion took place about removing the sign at the Fletcher Drilling property not used for posting information. Collins stated the approved posting locations have been Town Hall, Town office, Post Office and the website. Trustee Miner requested the sign not be removed until feedback is received from that particular neighborhood to the Master Plan Team.

Clerk Collins provided an update of three additional applications for Business Relief Funds (using the CARES Act) and potential payment for the recodification project. Consensus from the Board was to move forward to get one electronic version of the town code of ordinances. Conditional offers were made and accepted for two admin positions. The phone system got replaced and Collins requested email feedback if issues are encountered. Planning for the 2021 budget is taking place, including review of current outsourced tasks and future technology tools for staff.

17. Board Reports

Trustee Havenar provided an update from PPACG, stating that COVID numbers are down and possible availability of funds for traffic lights from CDOT. Collins will explore.

Trustee Banta suggested a salary increase be considered for Chief Vanderpool and to increase part-time wage for officers.

Trustee Miner provided on overview of the Master Plan neighborhood meeting for the Glen area. She will provide an update at the Planning Commission meeting as well as facilitate a debrief with the Master Plan Team to determine improvements for the next neighborhood meeting.

Manager Radosevich was skipped earlier, and he provided a summary of the temporary fix for the Town hall roof with CIRSA and the start of bids for the permanent fix in spring. Additional microphones and plexi are both still in transit. Items that have been left at the Living Word property are being inventoried.

Trustee Schuler offered a review of the 758 police calls, approximately 1 every hour, and less than 10% are traffic, offering gratitude to the Police Department for their service. He also shared news from the successful slash collection that the Fire Department completed.

18. Convene to Executive Session. Pursuant to C.R.S. Section 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). MOTION (Havenar, Mettler) to convene into executive session at 8:47 PM. Roll call vote – aye (6); nay (0). MOTION passed.

19. Reconvene to Open Session. MOTION (Banta, Mettler) to reconvene to regular session. Motion passed.

20. Next Meeting (September 24)

21. Adjourn. MOTION (Havenar, Mettler) to adjourn at 10:16 PM. Motion passed.

Mark Schuler, Mayor Pro Tem

Dawn A. Collins

Dawn A. Collins, Town Clerk

9/25/2020

Date Approved