**RECORD OF MINUTES**

# Board of Trustees

**Thursday, September 24, 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 6:00 PM.

**2. Pledge of Allegiance**

**3. Roll call**

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| Present | Mayor John Cressman |
| Excused | Mayor Pro Tem Mark Schuler |
| Present | Trustee Paul Banta |
| Excused | Trustee Glant Havenar |
| Present | Trustee Bob Mutu |
| Present | Trustee Susan Miner |
| Present | Trustee Patty Mettler |

**4. Consent Agenda.** Staff requested that item 4c be addressed separately in order to provide the Auditor, David Green, an opportunity to speak to the financials, specifically the preliminary results of the 2019 audit. The Consent Agenda otherwise includes Approval of Agenda; Board Minutes from September 10, 2020; Checks over $15,000 (Pall Corporation, Awake the Lake). MOTION (Banta, Mutu) to approve the consent agenda items 4a, b, and d. Motion passed.

**4c. Financials/Bills.** Mr. David Green provided an overview of the 2019 audit activity. He stated the office was responsive and provided good cooperation. He reiterated that his review is of the 2019 financials, and that some items may already be addressed, but his final management letter will include that timesheets should have approval signature and reimbursement requests should have approval signature. He stated the accounting relationship with Fromm has proven successful. His final report, if there is no surprise that surfaces, will include an "unmodified opinion" meaning it is a clean audit and the financials are reliable. August 2020 financials were further reviewed by the Board including clarification of revenue increase, due to grants. MOTION (Banta, Mutu) to approve item 4c, financials. Motion passed.

**5. Public Comment.** No public comment.

**6. Resolution 16-2020 to Approve Appointment to Planning Commission (Hutson).** Ms. Amy Hutson was present to meet the Board. She is a resident for over two years and seeking to get more involved with the community. Board members asked a few questions and offered a few suggestions. MOTION (Miner, Mettler) to approve Resolution 16-2020 appointing Amy Hutson. Roll call vote – aye (5); nay (0). Motion passed.

**7. Resolution 18-2020 Imposing a Temporary Moratorium on Sale of New Water Taps.** Mayor Cressman provided some background to the moratorium in order to get a better handle on the status of the water availability to the community. Discussion took place about gathering information with the Water Attorney, Engineer and staff. Citizen Bill Fisher spoke about a Spring Street development having to add a new main to serve multiple homes. Discussion took place about the land use application coming in the day after the Board directed staff to hold all applications and sale of taps. Fisher offered to assist staff with mapping/graphics relating to a study. Kurt Ehrhardt acknowledged the seriousness of the water issue and addressed development, inquiring about the "essential needs" for the Town. Reid Wiecks, a member of the Sanitation Board, provided a review of the moratorium in Phase I of 3 for the district, as well as background of the current second phase. Discussion took place about increasing the size of lots. Richard Willan spoke to four lots that are in process of building. Board directed staff to review the one lot that plans were provided for the day following the 9/10 meeting putting a hold on applications. MOTION (Mutu, Banta) to approve Resolution 18-2020 for a temporary moratorium. Roll call vote – aye (5); nay (0). Motion passed.

**8. Ordinance 14-2020 to Amend Language Relating to Cost for Right of Way Vacation.** Background was provided on the prior language of payment for square footage. MOTION (Banta, Mutu) to approve Ordinance 14-2020 to amend language to a flat fee. Roll call vote – aye (5); nay (0). Motion passed.

**9. Update to Amend Automatic Closing in Stage II Restriction (Reservoir Road) and Consideration of Trail Watch Proposal.** Attorney Krob reviewed the existing language in municipal code providing the Board the authority to close any trail. Reid Wiecks addressed the Board relating to a monitoring program to report only for the area of the reservoir and back trails with the access road open. Discussion ensued about the process and concerns of a citizen being in harm's way. Discussion took place about enforcement, mitigation and; if the road is open, moved into item 10 relating to parking at the trailhead. Tim Eckert stated that he and many other residents want the trail open. Bill Fisher stated that traffic is debatable with trail open. Trustee Miner questioned whether a traffic study will help determine parking in the Glen area. Chief McCarthy stated his reasons why he prefers the reservoir access road closed during the ban. Trustee Mutu stated there are no current issues with vehicles. Discussion continued to shift to parking and the Board took no action on this particular item.

**10. Ordinance 13-2020 Regulating Parking.** Collins provided background on this ordinance in order to direct staff to prepare the parking area when the access road is opened to the public. Trustee Miner stated that traffic needs to be managed regardless of parking. Discussion took place about limited parking, no parking, and walkability. Tim Eckert stated he would like to see the trail and the parking open. Bill Fisher stated that parking should stay closed until there is a plan for parking by permit only. Trustee Banta asked for current candidates to weigh in. Shana Ball stated she agreed with the Fire Chief for public safety, also adding that parking can remain limited and modified as the Master/Comp Plan Team review the long-term changes. Bill Bass stated there is an overwhelming desire for the trail to open and that parking should be open for all with a pay/permit program. Karen Stuth identified the issues she observes and suggested a professional study and, in the short-term, to keep parking closed until a long-term plan is identified. Jess Smith referred to the parking proposal he shared with the Board, requesting they consider the guidance of the Master/Comp Plan and preserve and protect the area, requesting that parking on the south side be allowed for residents only by permit. Trustee Miner suggested consideration of a shuttle bus to/from the Hwy 105 parking. MOTION (Mettler, Banta) to approve Ordinance 13-2020 with amended language for item 5 to include additional language designated parking space as determined by the Board and once the burn ban is lifted. Board directed staff to bring back a sketch of the parking spaces for the trail area. Roll call vote – aye (5); nay (0). Motion passed.

**11. Staff/Department Reports**

Clerk Collins pointed out the information from El Paso County on updates around the lake. Additional reports include two new hires for administration; submitted COVID funds of $94,000 to date; reminder to the Board of serving current seats (Nov-Dec turnover to new board members); status of employee handbook; code book codification update; final stages of the MS4 work and thanks to Mr. John Chavez for his efficient work and coming in under budget as well as budgeting for his assistance in 2021; direction requested for the maintenance and approval process for events on the disc golf course. Board provided consensus for events to run through Parks, and staff will further discuss the suggested maintenance work by Tri Lakes Disc Golf Club to assemble an agreement for service and bring it back to the Board.

Manager Radosevich provided a town hall update on the temporary repair; a library update on the removal of the ramp – demo work provided by Mr. Ehrhardt and that bids are out for the ramp design build; a review of the former Living Word property in process for closing, potentially by the end of October. Radosevich requested a special Board meeting to address the property – what has taken place and the direction to move forward. A special meeting date will be determined.

**17. Board Reports**

Trustee Miner stated the Master/Comp Plan Team met to review the first neighborhood meeting. The next meetings will be for sections 13, 14 and 15 for the same three categories and there will be two meetings planned – one remote (zoom) and one in-person. Information will be posted and provided to those neighborhoods.

Trustee Banta suggested that, in the future, races not be allowed to use spray paint to mark the course.

**20. Next Meeting (October 8)**

**21. Adjourn.** MOTION (Miner, Mettler) to adjourn at 8:54 PM. Motion passed.

John Cressman, Mayor

Dawn A Collins

Dawn A. Collins, Town Clerk

10/09/2020

Date Approved