RECORD OF MINUTES

Board of Trustees

Thursday, October 8, 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 6:04 PM.

2. Pledge of Allegiance. All attending gathered outside Town Hall to raise new flags and recite the pledge together.

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
Excused	Trustee Patty Mettler

4. Consent Agenda. The Consent Agenda included Approval of Agenda; Approval of Board Minutes from September 24, 2020; and 2019 Audit Report. MOTION (Havenar, Banta) to approve the consent agenda items 4a, b, and c. Motion passed.

5. Public Comment. Dee Banta suggested modification be considered on the website so that articles are found easier in the news section. Karen Stuth requested clarification of the Living Word property and suggested that an Economic Development specialist be considered to determine a plan for use. Sam Padgett inquired about the chicken and goat discussion item on the agenda.

6. New Business License – The Drum Set Coach Academy. Owner, Henrique, provided his background and discussion took place about services offered. MOTION (Schuler, Banta) to approve the new business license. Roll call vote – aye (6); nay (0). Motion passed.

7. Possible Action on Bids for ADA Ramp at Library/Museum. Interim Manager Radosevich stated that no bids were received for the ramp design build.

8. Possible Action on Bids for Emergency Shoring Project at Town Hall. Radosevich reviewed the four bids received for the emergency shoring project, explaining the temporary work until spring and a bid to completely replace the town hall roof truss. Questions about the bid details were discussed as well as insurance coverage. MOTION (Mutu, Banta) to accept the low bid of approximately $7,000 from ?? for the temporary project with the expectation of adequate insurance. Roll call vote – aye (5); nay (1 - Miner). Motion passed.

9. Discussion to Amend Ordinance(s) Relating to Animals (Chicken, Goats) in Town. Discussion took place about the discrepancy of language in the code of ordinances - goats are allowed in particular zoning and no goats allowed in town. Trustee Havenar read for the record a message to allow goats. Currently, the code states they are allowed in parcels of 5 acre (RA zoning). Discussion took place about allowing wherever space allows for goats. Citizens – including Shana Ball, Kit Bromfield, Gary Atkins, Reid Wiecks, Lindsay and Josie Leichert – spoke in support of goats for various reasons. Trustees discussed additional research to be done for appropriate size of lots to fence goats.

Discussion about increasing the number of chickens also took place. Trustee Havenar suggested a quantity of 20 and discussion ensued about a property supporting a coop and run to be humane and safe. Discussion took place about the appropriate size, and staff was directed to research recommended space and size for coop/run(s).

10. Direction to Prepare Parking Spaces for Glen Trailhead (Sketch). Discussion took place about the parking spaces sketched along Old Carriage Road per Board direction, including parking layout and enforcement. Reid Wiecks explained the specific plans for parking in the trailhead. Discussion ensued about various long-term plans to extend the trail and ideas of providing shuttle service to the trailhead, pay parking, permit parking. Trustee Miner stated that the long-term vision from the Master Plan may modify the current immediate plan. The Board provided a consensus to move forward with the parking spaces as sketched including regular enforcement once the reservoir road opens.

11. Direction to Amend Municipal Code, Title 2, Sections Relating to Board, Officers and Commissions. Collins reviewed the proposal relating to the code sections in order to get the town code complete in one format. She stated it is a vital need for staff and public alike. Once recodified, it will require regular observance for maintenance. This particular section is proposed to align staff reporting and redefine the Board of Adjustment and Parks and Recreation Commission as an advisory Parks Committee to Section 2, respectively. Additionally, Collins suggested a regular public input workshop in order to gather data, along with staff input, for options or recommendations to be considered by the Board. Discussion took place about waiting for the new Board to determine this modification. Collins requested Board direction to continue the recodification project to get complete. A consensus from the Board was given to move forward.

12. Authorize Signature to Employment Agreement for Town Administrator/Clerk. Attorney Krob explained this item should be authorized as the employer of the position for execution of a contract. MOTION (Schuler, Mutu) to approve signing the employment agreement as presented. Roll call vote – aye (6); nay (0). Motion passed.

13. Staff/Department Reports

Collins stated the water department report was provided in paper copy as well as an addendum to the police department report. Additionally, Collins stated two Administrative staff are welcomed to the office; the drafted employee handbook will be distributed; one on one budget meetings with departments are underway and will require a special meeting mid-November; discussion took place with GMS, Dave Frisch, to build and maintain a zoning map of the town that staff and public can select a property and drill into for parcel details; and requested that Board member Ipads are collected in order to retrieve town records and/or clean before turning over.

Manager Radosevich provided an update on the library discussions and the request for further review of the structural needs of the building. An update was provided about the progress of Elite Crane moving out of the current location as requested in spring, with the deadline coming in November. Budget meetings were discussed for *tentative* dates as: public hearing on November 16 and Board action on December 3. A special meeting date was identified for Tuesday, October 13, specifically to address what has been done, status and next steps for the Living Word property.

14. Board Reports

Trustee Miner handed out the flyer for the next Master Plan Team neighborhood meetings planned (October 14, 15 and 17) and also asked to be on the next Planning Commission meeting.

Trustee Havenar stated the town sign was delivered and should get installed next week (Oct-12).

20. Next Meeting (October 22) and Special Meeting on October 13 to review the Living Word property.

21. Adjourn / MOTION (Schuler, Mutu) to adjourn at 8:30 PM. Motion passed.

John Cressman, Mayor

Dawn A. Collins

Dawn A. Collins, Town Clerk

10/22/2020

Date Approved