

Manager's Report

October 13, 2020

- Living Word Church update –

There have been numerous rumors being circulated around Town concerning LWC.

THE TRUTH IS:

1. We do not own the property as of today.
2. I (the Town, with discussion with the Mayor) instructed to run a new water main to the church in case we had to use it this winter (if we owned it) for Town meetings/events, etc., if the Town Hall could not be used. The buildings are not heated, and we don't know what repairs need to take place - whether we should charge everything up to see and then winterize the buildings again. That's going to cost a lot of money that I'm not sure we have extra funds to cover.
3. I requested direction during my report at a Board meeting, that I would have a "task force" help gather ideas for the Town's FIRST steps. I asked both the Police & Fire Chief to assist in creating an inventory of what was on the property, especially since it had been broken into to a few times. I also asked them what use they saw for the property. I asked Trustee Miner as she has de-commissioned buildings before. I asked Ms. Kit Bromfield as she was a former member of the church for insight as to what they used to use the facility for. Dawn and I completed the group and met at the property. I was trying to get to a point where we could give you some ideas.
4. Some ideas outside of this group are, a community center, the Town Offices moving there, a Fire/Police complex, renting it out for revenue. These are not bad ideas, JUST ideas. NOTHING has been decided by you, the Board or the citizens.
5. So far, we have proposals for use by 2 Churches to rent portions of the 2 main buildings. I don't think anything we do, should be long term at this point, as we don't know what all the possibilities are. I think someone other than this Board should help us along the way. I have contacted to meet with an independent company to give ideas that could be proposed to the Board, along with citizen input, in which they would host to gather input. This is an incredible gift, not to be squandered.
6. The Police & Fire have completed an inventory of the personal property that has been left on the grounds/inside buildings. There has been vandalism of broken windows, buildings trashed. It has taken away some Police time as well as increased patrolling there.
7. Some questions for the Board:
 - How does the Board want to proceed?
 - After we get ownership, should we sell/donate what personal property items the Town cannot use?
 - We will have to get some professional help for utility work, cleaning, etc..
 - We will check into the bylaws of what the church can or cannot do; check into getting keys changed especially with break-ins and others showing up on the property..

8. We are cautiously entering the 2021 budget year expecting to spend monies in preparation of the property and main buildings - large items such as windows, roof, siding, etc., will be on an as needed basis.

General operation will be our main focus, but seeking some revenue source.

Enclosed:

Inventory list of 2 main buildings (less kitchen)

Notes from initial request to meet with others

Notes from initial meeting on 9/8

Proposals provided to staff

© Suppl Pkt 8/27

met 9/8

Manager's Report

August 27, 2020

- Town Hall update-I met with MGA Structural Engineers on Tuesday, August 11, 2020. They will be putting plans together, 1 temporary, 1 permanent. We received word from CIRSA that the roof will be covered under our policy. Jack Anthony, Teresa Salerno have started writing a grant to the State Historical Fund for the Town Hall.
- Library update – I have rewritten the bid ad to demolish and to construct. Those bids will be due September 5th. Dawn & I met (zoom) with Library officials. They are willing to pay rent & utilities (pending their Board approval). They can only do a year to year lease (TABOR) TOPL will do a complete building assessment. They asked of the Town's commitment to the Library. I told them that getting the Library open is our 1st priority.
- Living Word Church update – I'm forming a task force to get options for the Church use. How to use it, both short and long term. I've reached out to Staff and I'd like 1 or 2 Board members and possibly, 1 or 2 citizens to join.
- We have completed the purchase of the property within the Glen Park property. The closing will be in mid-September.
- Ordinance change – I have informed the Planning Commission that I would like to clean up the rest of Vale Street by vacating the last 110'. This vacation is at the corner of Vale and Mystic. This will also allow the property owner to build on that corner without a Variance.
- I'd like to, also change the zoning on Sailing Way and Mystic Lane from C-1 with an R-3 Conditional Use to an R-3 Zone. Does the Board have any objections? MAP
- I'd like the Board's permission to work with Matt to update our Animal Ordinance. I have concerns of goats being in residential zones. While the Ordinance says they're not allowed at all, in Town, it allows them in certain zones.
- After review of funding for the Bridge, the received a grant for approximately \$369,000 and sold land on County Line for \$225,000. With that, I'd like to issue a check to ATL for \$34,000 as our break even point. With that, ATL will apply that to final grading & landscaping.

(2) Chief (PD, FD)

Kit Bromfield (former member)

Susan Miner (Board, prior pres.)

DC

BR

INITIAL DISCUSSION – LIVING WORD PROPERTY

9/8/2020

Ideas for use:

- Cabins become community raised gardens
- Exercise classes in sanctuary or gymnasium
- Dog park in open space
- Musical events
- Pop up shops in available rooms
- Rental of (2) two-bedroom living space
- Church use – 2 proposal (Vanguard, Fuel with 2 options)
- Training for Fire/PD throughout County
- Police and Fire – relocate offices
- Town meetings
- Table/chair rental
- Community events
- Community “kitchen”

Note: Brian Bucher has plans for property (remodel/expansion). Former building plans found.

Following are items to check into - DC making initial inquiry:

- Check into aerial (drone) of property
- Check Chamber for shortage/niche of business needs and management of property
- Check contract with YMCA and church
- Check with CIRSA re: business rental allowable, if any, and coverage

Inventory of items in the buildings being assembled

Note: phases of use – start with sanctuary/offices – 6-9 mo, 1-2 years – no lease/rent more than 1 year

Dawn Collins

From: JESS SMITH <Jess@historicpinecrest.com>
Sent: Thursday, September 24, 2020 2:51 PM
To: Mark Schuler; Dawn Collins
Cc: Susan Miner; maria
Subject: elephant Rock camp

Hi Mark,

per our previous conversations and as requested by you a few weeks back, I would like to outline some ideas, thoughts and concerns regarding the towns recently donated property known as the Living Word Chapel.

As you know, Maria and I along with several other citizens believe this property should be utilized in a way and a manner that benefits the citizens of this town directly and that in fact, to use it solely for the benefit of the town staff and admin would be self serving and not in line with what many citizens we have spoken with believe to be the highest best use for the property.

This property has the potential of serving our citizens indefinitely so long as it is preserved and maintained in a way the can create its own sustainable funding rather than being a source of added expense to the town and in turn to the tax payers.

Discussions we have had over the last year with several residents lead us to believe that the towns citizens would benefit by having this property being used first and foremost as a community center with the potential of serving Palmer Lake residents of almost every age.

We believe this could be achieved best by leasing the property to a non profit organization that would be able to create a variety of revenue generating outreaches that along with donations and fund raising would not only provide a much needed activity center for young and old but also do it in a way that doesn't put a create financial liability on the constraints of an already tight town budget.

To that end, The citizens should have a voice in how this wonderful resource should be used going forward before any town services such as Police and or Fire position themselves in an irrevocable manner or way. No one is suggesting to cut funding in these areas but likewise growing or expanding these services without clearly reviewing the costs associated with that growth would be reckless at best.

If its determined that the citizens are open to using the property for truly community based services, We stand ready to present a non profit organization which we formulated last year with this purpose in mind named "The Elephant Rock Community Center, 501c3" that would be interested in working with the town in order to fulfill the various wishes of our community. This organizational name is of course derived from the original Salvation Army Elephant Rock Camp that first established the facilities previous to the church.

Lastly, I would say it's not so much about who operates this property as how it directly benefits our citizens first and not so much our government. Ive seen so many donations of money and resources given to this town that in the end never really trickle down to the common citizen, instead they are some how used to benefit only the staff and bureaucrats. Thats how government grows and somehow our infrastructure or benefit to the community never really improves.

**Letter of Intent to Lease Space at
Living Word Chapel Property**

DATE: September 12, 2020

TO: City of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
(719) 481-2953

FROM: Vanguard Church Palmer Lake

On behalf of Vanguard Church Palmer Lake, we formally present this letter of intent to enter into a leasing agreement of your property, Living Word Chapel. The space available at Living Word is most suitable for our church in terms of gathering size, location, and community impact.

Our specific request includes the following:

- 5000 square feet of gathering space which would include:
 - o Sanctuary
 - o Office
 - o Education rooms
 - o Access to gym
 - o Access to kitchen
- An initial two-year lease with two four-year rights to renew.
- Utilities as part of rent.

We would provide our own general liability insurance as part of this agreement.

Within the above asks, we would like to gather on Sundays for our worship services, throughout the week for life groups and student ministry, and hosting events for both our church and the community.

We look forward to discussing these details further with you.

Sincerely,

The Palmer Lake Leadership Team

PROPOSAL

From: Fuel Church, Inc.

To: The Town of Palmer Lake

Proposal to lease the Previously Living Word Church property

Sept 8, 2020

Term of lease: 9 months with longer option

Proposal 1

\$2,500 per month for the following

- 22 hours of the main sanctuary and kitchen on Sunday mornings (7:30am-1:00pm)
- 12 hours of the gym on Sunday mornings (9:30am-12:30pm)
- 12 hours of nursery space near main sanctuary (9:30am-12:30pm)
- 18 hours use of the gym on Sunday afternoons (4:00pm-8:00pm)
- 20 hours of the fellowship hall and kitchen on Saturday mornings (7:30am-12:30pm)
- 750 sq. office space 24/7

Proposal 2

\$5,000 per month for the following 24/7:

Master lease of sanctuary, fellowship hall, kitchen, nursery, offices, gym, banquet building, and cabin

- Will take care of mowing, utilities, snow removal, and minor repairs.

Contact Information:

Pastor Dan Crosby

cell: 719-330-9001

Email: dan@fuel.org

COMPUTER ELECTRONICS	MAKE/MODEL	SSN	ROOM	QTY
Printer	HP\ M254dw	VNB3X21039		3 1
Printer	Brother\ MFC	U62240LOJ478675		3 1
Video Camera	Unknown make	none found		3 1
Video Camera	Canon\FS10	792682203752.00		3 1
Digital Camera	Canon\A520	929119006		3 1
Digital Camera	Canon\SD1200	8628175345		3 1
Camera Flash	Yongnuo\YN560-II	54223561\ 54223565		3 2
Transmitter	Sennheiser\SK100	4324145141		3 1
Reciever	Sennheiser\SK100	4324091625		3 1
Card Reader\Writer	Sony\ SBAC-US20	BV370027-34858GAC		3 1
Misc Cables	numerous	N/A		3 1 box
Video Lights	Yongnuo\YN300	80522262\80522251\80522260		3 3
Camera Flash	Polaroid\1 step	none found		3 1
Printer	HP	VND3F19417		16
Tape Recorder	N/A			16 1
Apple Charger	Apple	N/A		16 2
Apple Keyboard	Apple	N/A		16 1
Apple Mouse	Apple	N/A		16 1
Sony Portable Stereo	Sony			16 1
Monitor	Azus	E4LMQ5011218		16 1
Keyboard	Microsoft			16 1
Gigabit Switch	Netgear			14
Connetion cables	Miscellaneous	Miscellaneous		14
Mouse				14 1
LED Flashlights				14 2
Misc Cables	Miscellaneous			4
Music Keyboard	Roland VP-30	Black		4 1
Music Amplifier				4 3
Tripods				4 ?
Lights				4 ?
Drums				4 ?
Speaker	Alesis	A41512144322645		4 1
Spealer	Crate	D20DDQ3A205		4 1
Speaker	Carvin	SP36636		4 1
Vacuums	Misc		Janitor Closet	3
Keyboard	Logitech K120			10 1
Monitor	Asus	H3LMQ5010533		10 1
Monitor	Asus	433HS013R58		10 1
Mouse	Logitech			10 1
Keyboard	Dell SK8115	E145614		10 1
Monitor	Dell	CN-019G4H-14J-OCW4		10 1
Keyboard	Dell	CN-0N8WF8-71581. 34H-0656-A00		10 1
Mouse	Dell			10 1
Monitor	Asus	E3LMQ5019408		10 1
Washing Machine	Samsung Aquajet			6 1
Dryer	Samsung Aquajet			6 1
Vacuum				6 1
phone At&t		725 CS6500U24B		17 1
voice station 100	polycom	A2014600484A		17 1
APC battery backup		BR1006		15 1
Computer screen	dell	09715H0203433		15 1

COMPUTER ELECTRONICS	MAKE/MODEL	SSN	ROOM	QTY
KEYboard	DELL	CN-ON8WF8-71581-416-06GV-A00		15 1
SET COMPUTER SPEAKERS		CN-0D3431-48220-43P-07CT		15 1
COMPUTER MOUSE		CN-011D3V-71581-07Q-0CH6		15 1
PAPER SHREDDER	225MI	130110A0001870		13 1
KENMORE REFRIGERATOR BLACK			564.946094	13 1
CANON PRINTER IMAGE CLASS	D1550	USE 14657		13 1
ELECTRONIC CALCULATOR			30069935	13 1
BROTHER 6X-6750 TYPEWRITER		E9D636335		13 1
ELECTRONIC CALCULATOR		2D011796		11 1
ELECTRONIC CALCULATOR		3D015692		11 1
APC battery backup		3B1143X12853		11 1
HP LAZER JET	HP	VND3B42758		11 1
Computer screen	DELL	090715H0203073		11 1
KEYboard	DELL	CN-ODJ331-71616-130-0747		11 1
SET COMPUTER SPEAKERS		CN-OD3431-48220-43R-021K		11 1
COMPUTER MOUSE		CN-011D3V-71581-13E-05J6		11 1
Computer screen	DELL	090724H0500452		11 1
KEYboard	DELL	CN-ON-8WF8-7158147Q-020A-A00		11 1
Computer screen	DELL	EN-1964H-74261-143-0CLU		11 1
Computer screen	HP		5.03003E+11	11 1
COMPUTER MOUSE		CN-09RRC7-48729-480-OQYW		11 1
KEYboard	DELL	CN-ON8WF8-7158141H-01HE-A00		11 1
COMPUTER Screen	ASUS	EBLMTF237463		11 1
Computer screen	ASUS	EBLMTF237839		11 1
SAMSUNG TV	Samsung	04JH3CNHG14896Y		9 1
SAMSUNG BLU-RAY		OA561RAG636136F		9 1
BLACK AND DECKER		BS04T1E7X00BKD3J		
calculators	canon	mp25dv		2
safe	mesa			1
trillium		612	881003436	1
trillium		612	881002869	1
weather radio alert	radioshack	aa012-240		1
misc Cables				1
headsets				1
high power video/audio tape eraser				1
sony radio				1
tv				1
computer and keyboard				1
p touch label maker				1
headphones				1
wall speaker		u-711-045408-a		1

TYPE	MANUFACTURER	ROOM	QTY	
Paper Cutter	Boston		3	1
Staplers	Swingline		3	2
Pens/Markers	multiple		3	numerous
Keyboards	mutiple		3	3
Computer Mouse	multiple		3	2
Power Strip	mutiple		3	2
Office Chairs	blk\gry		3	3
Desk	BLACK		3	1
File Cabinet	blk 2 drawer		3	1
Storage Cabinet	tan		3	1
Shelves	white		3	1
Dry Erase Board	blk\gry		3	1
Desk Shelf	silver		3	1
Pen Holder	multiple		3	2
Trash Can	blue\ white		3	2
Desk	Black		16	2
Folding Table			16	2
File Cabinet			16	2
Miscellaneous Office Supplies	N/A	Misc		16
Office Chairs			14	2
Desk			14	2
File Cabinet			14	2
Staplers			14	1
Tables			2	6
Chairs			2	3
Desk			12	1
Miscellaneous Office Supplies			12	
"Reciept Printer"			12	1
"Large Cabinet"			12	1
Binders			12 ?	
File Cabinet			12	1
Office Chairs			12	1
Office Chairs			10	3
Desk			10	2
"Reciept Printer"			10	2
Miscellaneous Office Supplies			10	
Trash Can			6	1
Large Table			17	1
Chairs			17	8
Folding Table			17	8
Small Table			17	1
dry Erase Board			17	1
office supplys			15	
fan lasko black			15	1
Desk			15	1
Book Shelves			15	2

TYPE	MANUFACTURER	ROOM	QTY
Trash Can		15	2
DESK CHAIR		15	1
DESK MAT		15	1
LASKO FAN BLACK		13	1
WOOD FILE CABINET		13	1
METAL FILE CABINET		13	1
Small Table		13	2
SMALL DESK		13	1
Chair		13	1
BAGS SHREDDED PAPER		13	2
OFFICE SUPPLYS		13	1
DUST OFF COMPRESSED GAS CAN		13	1
METAL FILE CABINET		11	2
OFFICE Supplys		11	
BOOK SHELVE WOOD		11	1
TABLE WOOD		11	1
DESK WOOD BROWN		11	1
DESK WOOD BLACK		11	1
CHAIRS		11	3
LAMP		11	1
TRash Can		11	2
TRash Can		8	1
trash Can			1
box printer paper			1
clipboard			1
filing cabinets			2
shelving units			1
office supplies			
carts			2
Trash Can			1
office supplies			
trash can			3
pencilsharpener			1
trash cans			4

TYPE	MANUFACTURER	COLOR/DESCR.	ROOM	QTY
Glassware	Various	Various	1	226
Cast Iron Bird			1	2
Candle Holders			1	9
Jesus Juice Cups			1	3 bags
Wooden Basket			1	1
Metal Basket			1	3
Place Card Holders			1	9 boxes
Table Cloths			1	114
Placemats			1	6 boxes
Plastic Plates/silverwear			1	2 boxes
Sea Shell Deco Box			1	1
Mirrors			1	2 boxes
DEAD PLANT			15	1
RUG			13	1
BOX LENS WIPES			13	1
TAPE GUN			11	1
2 SEAT COUCH BLACK LEATHER			9	1
3 SEAT COUCH BLACK LEATHER			9	1
LED SHOP LIGHT IN BOX			9	1
WOOD DRESSER BROWN			9	1
TV STAND WOOD BROWN			9	1
WERNER LADDER BROWN			9	1
DRESSER			8	1
ROUND TABLE			8	1
WOOD CHAIRS			8	6
BLACK FOLDING TABLE			8	1
Humidifiers			8	1
SUITCASE HOLDER			18	3
EMPTY BIN			18	2
WHITE BATH TOWELS			18	4 BOXES
CREAM FLAT TWIN SHEETS			18	3 BOXES
CREAM FITTED TWIN SHEETS			18	3 BOXES
TWIN HOSPITALITY SET			18	1 BOX
THROW BLANKETS			18	1 BOX
CREAM CURTAINS			18	1 BOX
CREAM PILLOWCASES			18	1Box
PILLOWS			18	21
SMALL DESK LAMP			18	2
ALARM CLOCK			18	3
COFFEE MAKER			18	1
IRONING BOARD AND IORN			18	1
LOOSE TOWELS			18	12
QUEEN SIZE BED SET			18	2
STANDING LAMPS			18	2
MEDIUM SIZE LAMP			18	1
BED COVERS			18	4 BOXES 4 LOOSE

TYPE	MANUFACTURER	COLOR/DESCR.	ROOM	QTY
Picture Frames	Variety	variety	3	approx 60
Picture Frames	Large	variety	3	2
Electric Fan	Honewell	table top	3	1
Lamp		table top	3	1
Bungee Cords		black	3	6
Light Shades		black	3	3
Signs	lot full	blue\white	3	2
Easel	1 large 1 small	brown	3	2
Binder	music	blue\ white	3	2
Clamp	lg\med\sm	black\orange	3	22
Cloth Bags		black	3	2
Computer Bag		BLACK	3	1
Camera Bag		black	3	1
Camera Equipment	light shades	black\white	3	1 bag
Light Stand	PBL	black	3	2
Tripod	sunpark	blk\sil	3	1
Tripod	bogen	blk\sil	3	1
Camera Equipment	light shades	blk\wht\green	3	1
Light Stand		small black	3	1
Light Shades		small black	3	1
Camera Equipment	Velbon Light Shade	blk\sil	3	1
Clothes Steamer	My Little Steamer	go minnie	3	1
DVD	Living Word		16	27
Miscellaneous Books		Numerous	16	
Hydrogen Peroxide			14	1
Lifegear Flashlight			14	2
Bongos			4	1
Cleaning Supplies			JC	
Humidifiers			JC	6
Wine Glasses			2	15 box
"Sport Boxes"			2	?
Dishes			2	?
Lamp			2	2
Dresses			2	?
Map			12	?
Board Games	Miscellaneous		1	24
Disco Ball			1	1
Ribbons/Streamers			1	1 Box
Party Decorations			1	13 box
Small Candles			1	1box
Candles			1	1 box
Sombrero			1	11
"Flower Petals"			1	1 Box
Wax Grapes			1	1 Box
Pine Cones			1	1 Box
Party favors			1	1 Box

TYPE	MANUFACTURER	COLOR/DESCR.	ROOM	QTY
MATTRESS PROTECTOR			18	2
TRASH CAN			18	1
CREAM TOWELS			18	2 BOXES
Mirrors			18	1
LOOSE BLANKETS			18	8
LARGE CARDBOARD BOX			18	3
BLANKET SET			18	2
LOOSE TABLE CLOTH			18	22
BAG OF PARTS			18	1
GUEST ENTRY KEY BOX			18	1
FLOOR MAT			18	1
LOOSE SHEETS			18	8
LASKO FAN GRAY			5	1
LASKO FAN WHITE			5	1
2 GLASS END TABLE			5	1
1 GLASS COFFEE TABLE			5	1
1 GOLD TELL LAMP			5	1
2 SEAT COUCH GRAY CLOTH			5	1
SMALL GRAY LAMP			5	1
POWER STRIP			5	1
FOLDING TABLE				15
FOLDING CHAIR				77
TRASH CAN				4
PLASTIC CUP SET				1
AED				1
HIGHCHAIR				4
WOOD TABLE AND CHAIR				1
DRY CHEM CAN				1
tables				4
bottles of vitamins				45
shadow box				1
bottles of honey				11
jars of honey sticks				8
books				12
food bars				5
boxes of soap and oils				2
tables				1
spinny chairs				2
folding chair				1
trash cans				4
white board/ supplies				1
piano and chair				1
desk				2
white board/ supplies				1
folding chAIR				9
living word chapel sign				1

TYPE	MANUFACTURER	COLOR/DESCR.	ROOM	QTY
office supplies				1
fire extinguisher				1
trash can				1
shovels				3
christmans lights				1
extension cords				1
broom				1
ladders				2
hose				1
lightbulbs				1
wiring				1
white board/ supplies				1
miscellaneous tools				1
keys				1
books				
filing cabinet				1
brown cabinet				1
cd cases				1
table				1
chairs				7
rug with sea animals				1
dr seuss décor				1
white board/ supplies				1
mini book shelf and books				1
classroom supplies				1
first aid kit				1
curtains				1
cork board				1
trash can				2
mini white board and magnets				1
couch and 2 pillows				1
table				1
chairs				6
book shelf				1
white board/ supplies				1
miscellaneous classroom supplys				1
white boards				3
book shelf				5
rugs				1
bean bags				1
table				3
chairs				16
cubical walls				2
toys				1
filing cabinet				1
kitchen supplies				1

TYPE	MANUFACTURER	COLOR/DESCR.	ROOM	QTY
dvds and books				1
back board				1
micellaneous décor				1
bean bag chairs				7
tables				3
chairs				4
shelving units				4
filing cabinet				8
tabel				1
chairs				11
rugs				5
toys/ playset				1
changing table				1
vaccum				1
kids tablet				1
random				
miscellaneous classroom supplys				1
rocking chair				3
rocking leg rest				3
pack and play				1
diaper genie				1
rug				1
crib supplies				1
night stand				1
lamp				1
nursery supplies				1
lego duplos				1
stroler				1
bouncers				1
fan				1

