RECORD OF MINUTES

Board of Trustees

Thursday, October 22, 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 6:01 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 Consent Agenda included Approval of Agenda; Approval of Board Minutes from October 8, and Special Meeting Minutes from October 13, 2020; Financials and Checks over $15,000 (Core and Main and Engineered Products LLC. MOTION (Havenar, Banta) to approve the consent agenda items 4a, b, c and d. Motion passed.

5. Public Comment. Shana Ball suggested that since the bridge is complete at the lake, the wetland area be explored to be restored.

6. New Business License – Perfectly Elevated Café and Gallery (11 Primrose St). The owner, Shelten Segrest, provided a summary of the coffee house plans to be located inside The Ugly Mug space. MOTION (Mutu, Havenar) to approve the new business license. Roll call vote – aye (7); nay (0). Motion passed unanimously.

7. Introduction of Deputy Town Clerk, Julia Stambaugh. New Deputy Town Clerk, Julia, provided her background and a bit about herself to the Board members.

8. Action to Repeal Former Ordinance to Vacate ROW (Allow Access from Epworth). Attorney Krob reviewed the Ordinance 15-2020 to repeal the former Ordinance 10-2020 to vacate the right of way portion south of Block 14, Lots 17-20 to allow access from Epworth. Staff met with the new property owner and the owner stated they do not have intention to eliminate the interior lot lines to create one parcel; thus, the vacation is void. Mr. Kory DeAngelo asked about the legal implications and Attorney Krob stated it was a condition of the approval. MOTION (Banta, Schuler) to approve Ordinance 15-2020 to repeal Ordinance 10-2020. Roll call vote – aye (7); nay (0). Motion passed unanimously.

9. Authorize Signature to Pikes Peak Regional Multi-Hazard Mitigation Plan Update 2020. Bob Radosevich explained the updates provided relating to Fire and Police. MOTION (Mutu, Banta) to authorize signature to the Plan. Roll call vote – aye (7); nay (0). Motion passed unanimously.

10. Direction for Ordinances Relating to Chickens and Goats. Discussion took place about the size of chicken coops and space for chicken runs. Board members discussed allowing for flexibility in the ordinance language. Collins identified the highlighted text to be removed and capped text to be added. Board members provided consensus to move forward with the code amendment for chickens, including a general guideline of 3 sq ft for coops and a suggested run of 8 sq ft, to come back in ordinance format. Discussion continued relating to goats and providing guidelines. It was agreed that the particular zoning that goats are allowed should be an exception to this particular code, but any other property shall have the general guideline of a minimum of 100 sq ft per goat and keep a minimum of 25 ft from property lines as well as the flexibility for exception to the guidelines, depending upon the property. A draft of the ordinance is directed to come back to the Board. Mr. Kory DeAngelo stated support for minimum guidelines so citizens do not have to go through board approval if meeting the guidelines.

11. Distribution of Employee Handbook. Collins reviewed the primary changes to the handbook, including required HR law, as well as the specific policies to come back under separate cover. The addition of part-time benefits at 75% was stricken and will be reviewed next year in full along with insurance coverage and options. Collins stated that any feedback, questions or concerns relating to content should be provided by the first week of November for the handbook to come back for Board adoption. Collins stated these supplemental documents, not originally in the posted Board packet, are posted to the meeting details under supplemental packet following the meetings.

12. Staff/Department Reports

Collins stated the Parks report was included in the packet and also provided a Clerk's report, including updates on records management and destruction; asset inventory and review of vendors; additional business relief fund applications; placement of the new electronic sign and testing the message programming; replacement of the desktop microphones; the application for a GOCO grant for open space; additional communications underway; modified plans to be announced for the Chili Supper on Saturday, November 28th.

Manager Radosevich provided an update on the Town hall, that the approved lowest bid declined the work and the next lowest bid was accepted and the agreement signed; an update relating to a structural assessment of the library, in which it was quite positive, and asked about whether or not to keep the tree in front of the building, in which Board direction was to keep it unless necessary to prune or remove it for construction purposes; provided an update on the ramp design requested and direction provided was to bring costs back to the Board; a report on the church property; as well as a budget update and status with department input. A special budget meeting is planned for November 5, the official hearing on November 12, and final adoption planned for the December 10th meeting with the new Board. Radosevich also provided a review of the past 10 months as Interim Manager, expressed his confidence in the new Town staff, and requested that citizens also trust in them.

13. Board Reports

Gary Atkins offered his background information about the Library building as well as his notes taken walking through the assessment. He stated they were very positive and that the structure is in good condition.

Shana Ball offered her thanks to Bob Radosevich for his work for the Town and also encouraged others to trust new staff.

Trustee Miner provided a review of the recent neighborhood meeting with the eastern portion of the Town.

Trustee Banta expressed commendation to Chief Vanderpool for more than $200k in grants/donations and his thoroughness over the Police department.

20. Next Meeting (November 12) and Special Budget Meeting on November 5th.

21. Adjourn. MOTION (Mutu, Mettler) to adjourn at 7:32 PM. Motion passed.

John Cressman, Mayor

Dawn A. Collins

Dawn A. Collins, Town Clerk

11/13/2020

Date Approved