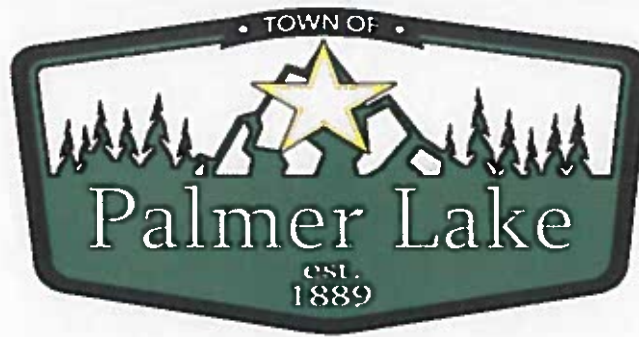




RECORD OF MINUTES

Board of Trustees SPECIAL Meeting

Tuesday, November 5, 2020, at 6 PM

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

1. Call to Order. Mayor Cressman called the special meeting to order at 6:02 PM.

Mayor Cressman welcomed the new elected officials and offered good wishes for the future.

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

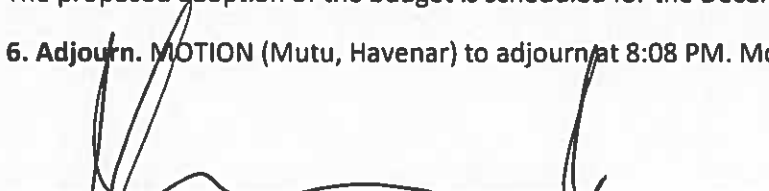
4. Review of the Proposed 2021 Budget. Bob Radosevich provided the background since his involvement early this year. He stated that he reviewed actuals going back to 2019, adjusted 2020 actuals with the Town accounting firm primarily due to miscoding but that, financially, the Town has been in fair shape. The recent audit for 2019 reflected such as well. Julia Stambaugh (new Deputy Town Clerk) offered an open door for any questions, as well as a message of appreciation to Bob for his assistance, to the current board for their commitment to the Town, and the new board members for taking on the responsibility. She also stated her role in serving the community and working with staff to better manage and plan for the future. Collins reviewed the process of drafting the 2021 budget. She stated that 2021 was planned for the Town's human assets (employees) including adjustments and increased wages (averaging 2-3%) as well as rounding out benefits and providing for technological resources that will assist in efficiency as well as improved communication and transparency to the community. Department heads including Chief Vanderpool, Chief McCarthy and Jason Dosch were present. The board and staff reviewed each department. Review of Revenue items took place. Discussion ensued about the anticipated AV (Assessed Valuation) and anticipated library revenue from leasing. The fund reserve was reviewed, and Bob and Dawn explained that the budget planning is very

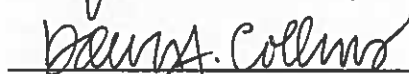
conservative, especially with the uncertainty of COVID in the next year, funds for COVID and the former Living Word property, all of which are not budgeted for.

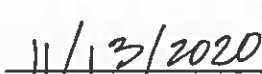
Operating expenses for Administration were reviewed and workers compensation was inquired about. Staff stated they will review and redistribute the workers compensation expense to each department based on the experience. The Police items were reviewed, and Karen Stuth asked Chief Vanderpool about special investigations, and he stated it is an account that has not been used for years. Collins explained that some accounts will exist if expenditures were coded in the past few years. It will take three years for the line item to be removed when not used or redistributed. Fire department was reviewed, and a discussion took place about reserve funds Bob carried over to a savings for the department. It was pointed out that building maintenance did not have funds appropriated and, although Chief stated there is some building work planned this year, staff stated funds will be adjusted for future structure needs. Trustee Schuler inquired about the total wages and staff responded they will review and adjust accordingly for 2021. The Roads department was reviewed and Supervisor Dosch explained the increase for general contract services due to trucking/hauling material. He requested additional funds be considered in order to complete an improvement project for Spring-South Valley and shared plans (in 2023) for an anticipated grant the Town will need to match a portion of. Trustee Miner stated that citizens have significant concerns about the road conditions. Staff was directed to consider modifying Roads funds to increase the improvement line to the suggested \$150,000 for the project. The Parks budget ties closely with the Conservation Trust Fund, which were both reviewed. Bob mentioned examples of the use of Conservation Trust monies. Discussion about the recommended minimum reserve took place. The Water department was reviewed, and it was noted that drilling for the D2 well is in the budget. Inquiry was made about a vehicle loan payment. Bob stated that past administration borrowed for three vehicles and, as soon as feasible, staff plans to pay the loan off. Collins stated that vehicles should be on a replacement schedule as part of operating costs, which will not be borrowed for going forward. Staff will confirm the term and the payoff for the vehicles. Bill Bass inquired about the reservoir/dam expenditure line and Bob stated that, due to the work on the reservoir road this year, the line is expected to be lower next year. Discussion about potential grants took place. Staff stated these documents will continue to be updated and distributed to the board members for the next agenda.

5. Next Regular Meeting (November 12). Collins stated the public hearing for the 2021 budget is on the November 12 agenda. If public members or new officials have any questions, please contact the office. The proposed adoption of the budget is scheduled for the December 10 agenda.

6. Adjourn. MOTION (Mutu, Havenar) to adjourn at 8:08 PM. Motion passed.


John Cressman, Mayor


Dawn A. Collins, Town Clerk


Date Approved