TOWN OF

Palmer Lake

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RECORD OF MINUTES

Board of Trustees

Thursday, November 12, 2020, at 6 PM

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

1. Call to Order. Mayor Cressman announced his appreciation of the cooperation for additional COVID precautions taking place for the meeting and called it to order at 6:05 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

Mayor Cressman switched the order of agenda items 4 and 5.

4. Police Promotion to Lieutenant – Sgt Adam Lundy. Fire Chief McCarthy administered the oath of office to Sgt Lundy in promotion to Lieutenant for the Palmer Lake Police Department. Congratulations were offered.

5. PUBLIC HEARING – 2021 Budget Presentation. Mayor Cressman mentioned the special budget meeting that took place November 5th. Collins and Radosevich reviewed the modifications, including that sales tax revenue was increased, road improvement was increased, funds for public building maintenance was added, and Board questions clarifying workers compensation and employee wages distribution were addressed. Mayor Cressman opened it to the public and no person spoke to the budget. The hearing was closed.

6. Consent Agenda. The Consent Agenda included Approval of Agenda; Approval of Board Minutes from October 22 and Special Meeting Minutes from November 5, 2020; Financials and Checks over $15,000 (Bradley Excavating and Wells & West). MOTION (Havenar, Mutu) to approve the consent agenda items 6a, b, c and d. Motion passed.

7. Public Comment. No person offered any comment.

8. New Business License – Tri County Construction Services (677 B Hwy 105). Owner Mr. Johnson explained his construction services and the primary use of the space for bookwork and design work. Mayor Cressman welcomed Mr. Johnson to the community. MOTION (Havenar, Mettler) to approve the new business license. Roll call vote – aye (7); nay (0). Motion passed unanimously.

9. Tentative Plans for Yule Log 2020. Niall Byrne provided the background of the Yule Log tradition and addressed the Board with tentative planning to continue the Yule Log event this year. He stated they would like to utilize the Town Hall kitchen and restroom with limited access and distancing. Details will be finalized the week before and, depending upon the environment, he stated the hunt will take place, the burning of the log will take place, although activities may take place in an alternative fashion. The committee encourages citizens to stay updated from the Yule Log Facebook page.

10. Discussion and Direction for the Library (Ramp) Project. Radosevich reviewed the background of this bidding process and the design offered, along with the schedule and not to exceed amount to build the ramp. It was stated that this bid, along with the cost of ramp removal, is much lower than the original proposal for the full project. Consensus from the Board was for staff to move forward with Wells and West to complete the design-build.

11. Resolution 19-2020 to Approve Memo of Understanding with Tri Lakes Disc Golf Club. Trustee Mutu questioned the authorization of the club managing the maintenance and course. Discussion took place about the years of planning and managing by the Parks Commission. It was directed for staff to confirm a course rule not to cross the railroad tracks. Concern about overuse was raised. Board members discussed the positive perspective of the agreement and benefit to the Town. MOTION (Schuler, Havenar) to approve the memo of understanding with Tri Lakes Disc Golf Club. Roll call vote – aye (7); nay (0). Motion passed unanimously.

12. Resolution 20-2020 to Approve Policy Relating to Electronic Sign Content. Discussion took place about the sign in place and generally content was reviewed. Direction was given for staff to allow public to make requests in order to learn what requests are made. MOTION (Havenar, Mettler) to approve Resolution 20-2020 for the sign content policy. Roll call vote – aye (7); nay (0). Motion passed unanimously.

13. Resolution 21-2020 to Accept Donation of an Emergency Vehicle. Chief McCarthy provided the background of the emergency vehicle offered to the Town from Black Forest. Questions were addressed about the vehicle, including approximately $60,000 to complete the equipment. McCarthy is working on locating items. Trustee Miner suggested listing the items for donation to the Town. Trustee Schuler offered a thank you to Black Forest for the generous donation. MOTION (Schuler, Banta) to approve Resolution 21-2020 to accept the donation. Roll call vote – aye (7); nay (0). Motion passed unanimously.

14. Resolution 22-2020 to Adopt the Revised Employee Handbook. Mayor Cressman stated that the handbook was previously distributed for review. A question about the injury reporting for workers compensation was addressed as well as the acknowledgement for policies. MOTION (Mettler, Havenar) to approve Resolution 22-2020 for the revised handbook. Roll call vote – aye (7); nay (0). Motion passed unanimously.

15. Ordinance 18-2020 to Approve the Hermosa Creek Replat. This item was suggested to be continued to the next regular meeting. Mayor Cressman opened the floor for anyone to speak for or against the item. MOTION (Havenar, Mutu) to continue the Ordinance to the December 10th meeting. Roll call vote – aye (7); nay (0). Motion passed unanimously.

16. Ordinance 17-2020 to Approve the Vacation of Eaton Road ROW. This item was originally presented to the Planning Commission in March and recommended for approval, approved by the Board in April, and an ordinance was needed for a final approval. MOTION (Miner, Mutu) to approve Ordinance 17-2020 to approve the vacation of Eaton Road ROW. Roll call vote – aye (7); nay (0). Motion passed unanimously.

17. Ordinance 16-2020 to Amend Section 7.09 Relating to Chickens. This item was previously discussed. MOTION (Havenar, Miner) to approve Ordinance 16-2020 relating to chickens. Roll call vote – aye (7); nay (0). Motion passed unanimously.

18. Ordinance 19-2020 Creating Section 7.07 Relating to Keeping of Animals (specifically goats). Discussion ensued about the size of the area for keeping goats - 100 sq ft versus 250 sq ft – as well as balancing the language to be flexible while providing for care of animals. MOTION (Miner, Havenar) to approve Ordinance 19-2020 for keeping animals. Roll call vote – aye (6); nay (1 - Schuler). Motion passed.

19. Staff/Department Reports. Water, Roads, Police, Fire and Parks reports are provided in the packet.

Attorney Krob reported that, according to the representative for the former Living Word property, it is planned to close by the end of the month.

Collins provided an update of the unofficial election results as well as plans for new official orientation; an opening for a Water Tech position with the Town, applications due by 11/30 deadline; microphones are on back order and all officials are encouraged to speak into microphones for the Live Stream audience; communication tools being worked on; and additional precautions being taken due to COVID spikes.

Radosevich provided an update of the Town Hall activity to be bid; permission requested for additional fire mitigation on Town property from Sungs and needing a release; and Bob requested direction for the abundance of questions coming in about residents renting rooms in a single-family zoning district. Discussion took place and consensus, at this time, was to restate the code as it currently allows, and bring the item back for future discussion.

20. Board Reports. None.

21. Next Meeting (December 10).

22. Adjourn. MOTION (Mutu, Mettler) to adjourn at 8:05 PM. Motion passed.

John Cressman, Mayor

Dawn A. Collins

Dawn A. Collins, Town Clerk

12/10/2020

Date Approved