TOWN OF

Palmer Lake

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**RECORD OF MINUTES**

# Board of Trustees Meeting

**Thursday, January 14, 2021, at 6 PM**

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

**1. Call to Order.** Mayor Bass called the meeting to order at 6 PM.

**2. Pledge of Allegiance.**

**3. Roll call**

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| Present | Mayor Bill Bass |
| Present | Mayor Pro Tem Sam Padgett |
| Present | Trustee Jessica Farr |
| Present | Trustee Karen Stuth |
| Present | Trustee Glant Havenar |
| Present | Trustee Nicole Currier |
| | Trustee (Vacant) |

**4. Presentation of Certificate of Appreciation (Bob Mutu).** Mayor Bass offered a message of gratitude to Bob Mutu for his years of service to the Town of Palmer Lake.

**5. Consent Agenda.** Trustee Padgett requested that the Special meeting minutes of December 15, 2020 be removed from the consent agenda, moved to item 5J. MOTION (Havenar, Stuth) to approve consent items including Minutes from December 10, 2020 meeting; Resolution 1-2021 to Adopt Posting Sites; Resolution 5-2021 to Approve Town Officers; Resolution 4-2021 to Approve Appointments to Board of Adjustment; Resolution 3-2021 to Approve Appointments to Planning Commission; Resolution 2-2021 to Approve Appointments to Parks Commission; Resolution 6-2021 to Amend the Electronic Sign Policy; Financials; and Checks over $15,000 (including Timber Line, GMS, CIRSA, Daniels Long Chevrolet). Roll call vote – aye (6); nay (0). Motion passed.

**Item 5J; Minutes from Special Meeting on December 15, 2020.** MOTION (Padgett, Currier) to review further with staff and bring back to next meeting. Roll call vote – aye (6); nay (0). Motion passed.

**6. Department/Staff Reports.** Department Supervisors were present to address questions from the Board. Water Supervisor Steve Orcutt answered question about measuring water levels. It was agreed that Board members want Steve to participate in the upcoming Board item about water. Public Works Supervisor Jason Dosch explained the activity of the Roads Department and mentioned taking on the Parks maintenance supervision beginning this year. Mayor Bass stated Police Chief Vanderpool was unable to attend due to an emergency and questions should be directed to staff. Fire Chief Chris McCarthy addressed staffing questions due to COVID protocol as well as training of Fire staff. Attorney Krob offered gratitude to the Board members for interest and care to learn their new role and explained not yet having a substantial update on the 28-acre property. Collins stated she will add the Administration Department for Julia Stambaugh on future agendas. As the Board requested, a regular report will be provided of the online inquiries to the Town. Collins provided a report of the following – summary of the total business relief funds awarded in amount of $140k from the CARES Act; library ramp project update and direction was given to post final design of the project and updates to the town website; update given on town hall bids being accepted with a deadline of Jan-21; applications being accepted for appointment to fill vacancy on Planning Commission, Board of Adjustment and the Board of Trustees through January; the upcoming distribution and posting of the Program Description Document (PDD) for stormwater management; direction to schedule the water discussion at a Board workshop beginning at 5p prior to the next regular 1/28 Board meeting; and upcoming business license renewals that may require Board review.

**7. Public Comment.** Dee Banta expressed her concern of not hearing the Board meetings via Live Stream and asked all Board members to listen to the recording and consider another alternative. Bill Dandino inquired about the structure built on Milton/Upper Glenway and requested that Board members consider the surrounding neighborhood prior to approval of a build. Tyler Woodward requested that property owners with current construction plans have priority consideration for available water taps once open.

**8. PUBLIC HEARING – Ordinance 18-2020 to Approve Vacation and Replat of Property along Hermosa Ave.** Trustee Havenar asked to recuse herself and exited the room. Collins provided background to the discussion and recommendation from Planning Commission to approve the replat. She also explained the course of action staff has taken with the property owners to identify a viable turnaround. Applicant Laura McGuire addressed the Board members stating that she is pleased with the revised language of the ordinance. Hearing no other person speak for or against the replat, the hearing was closed. MOTION (Stuth, Currier) to approve Ordinance 18-2020 to approve the vacation and replat along Hermosa. Roll call vote – aye (5); nay (0); abstain (1). Motion passed. Trustee Havenar returned to the meeting.

**9. PUBLIC HEARING – Resolution 8-2021 to Approve Minor Subdivision – Woodward (205 S Valley).** Collins gave summary of the discussion at Planning Commission to adjust the proposed rear property line at least 7.5 feet from the existing structure on the back lot. Applicant Tyler Woodward explained the error in the sketch and agreed to the 7.5 feet minimum distance for the new rear lot line. Stuth inquired about covenants. Hearing no other person speak for or against this item, the hearing was closed. MOTION (Stuth, Farr) to approve Resolution 8-2021 to approve the minor subdivision as presented. Roll call vote – aye (6); nay (0). Motion passed.

**10. PUBLIC HEARING – Application for Conditional Use – Diacut Inc, Hwy 105.** This item is requested to continue. Hearing nothing from the public, a MOTION (Havenar, Farr) made to continue hearing to the next meeting. Roll call vote – aye (6); nay (0). Motion passed.

**11. New Business License – Hilltop Ranch (Pinecrest Way).** Mr. Rich Caldwell introduced his wife Becky and explained they are new owners of Pinecrest and further shared the mission of Hilltop Ranch, a group home for special needs adults. Owners were welcomed to the Town. MOTION (Havenar, Padgett) to approve the new business license for Hilltop Ranch. Roll call vote – aye (6); nay (0). Motion passed.

**12. Resolution 7-2021 to Authorize Signature for Audit Services with Green & Associates LLC.** Attorney Krob offered clarification of the required financial audit. MOTION (Currier, Stuth) to approve Resolution 7-2021. Roll call vote – aye (6); nay (0). Motion passed.

**13. Resolution 9-2021 Declaring Board of Trustee Vacancy.** Mayor Bass explained the process to apply for appointment to the Board position. Applications are available on the town website, the deadline for a completed application is February 1 by 5p, and a special meeting will be held on February 4 to review applicants and consider the appointment to be filled at the February 11 meeting. MOTION (Farr, Currier) to approve Resolution 9-2021. Roll call vote – aye (6); nay (0). Motion passed.

**14. Board Reports.** Trustee Havenar informed the board of the discussion at PPACG, including potential of available COVID Relief Act funds for transportation and an expected increase from 25% capacity for business to 50% in the next couple weeks, as well as updated positions for PPACG. Trustee Farr announced that Winterfest will take place at the lake on February 6 from noon to 3p. Farr reported attending the Fire Association meeting and suggested a workshop to hear the needs and planning for the Fire department.

**15. Adjourn.** MOTION (Havenar, Currier) to adjourn at 7:40 PM. Motion passed.

William Bass

William Bass, Mayor

Dawn A. Collins

Dawn A. Collins, Town Clerk

1/28/2021

Date Approved