RECORD OF MINUTES

Board of Trustees Meeting

Thursday, June 24, 2021, at 6 PM

TOWN HALL, 28 VALLEY CRESCENT, PALMER LAKE, COLORADO

1. **Call to Order.** Mayor Bass called the meeting to order at 6:00 PM.
2. **Pledge of Allegiance.**
3. **Roll call**

Present	Mayor Bill Bass
Excused	Mayor Pro Tem Sam Padgett
Present	Trustee Nicole Currier
Present	Trustee Darin Dawson
Present	Trustee Jessica Farr
Present	Trustee Glant Havenar
Present	Trustee Karen Stuth

4. Consent Agenda. MOTION (Havenar, Stuth) to approve the consent agenda including Minutes from the June 10, 2021 meeting; Checks over $15,000 (GMS); and Financials. Roll call vote – aye (6); nay (0). Motion PASSED.

5. Staff/Department Reports. Attorney Krob noted the required paperwork to accept the living word property is on the agenda, identifying the bill of sale is for the truck on the property and a deed for 28 acres. Collins reported that the ramp project final plans are under review by PPRBD; that staff will be meeting with TN Parker, Contractor, and GMS next week to kick off the Town Hall restoration project; that testing will be scheduled for the redrilling of the Denver basin well; that the S Valley road improvement project will require additional funds of approximately $20,000 due to soft spots that need placement of a geogrid material and that paving will begin after 7/4. Collins provided an update of staff continuing to work with applicants on various past development projects, including additional buildings for the Highbrook Townhomes and additional buildings at Illumination Point. Collins reported that beautification work will be done around the town electronic sign, including plantings and a custom awning paid for by a generous donor; and that staff met with El Paso County Parks to explore expanded parking to be planned to incorporate into the County Master Plan and Town Centennial Park Plan on the east side of the lake due to the opening of the Santa Fe Open Space later this summer and increased visitors. Collins also mentioned training is taking place with staff on the parking kiosk as well as a new agenda management program.

6. Public Comment. Mr. Chris Brown spoke in opposition to IREA not removing old poles with new pole installation. He asked that the Town rally together to do something about the accumulation of poles and old wires that should be removed/cleaned up. Trustee Havenar echoed his concern. Staff will reach out to the contacts on file for IREA as a starting point to make the request to remove old poles.

7. Resolution 34-2021 to Accept the Transfer of Living Word Property and Authorize Recording. MOTION (Stuth, Dawson) to approve Resolution 34-2021 to accept the transfer of the property and authorize recording of the deed. Roll call vote – aye (6); nay (0). Motion PASSED.

8. Direction on Next Steps and Goals for 28-Acre Property. Trustee Stuth requested that a public meeting take place soon to gather public ideas for the 28 acres to incorporate into the Master/Comp Plan community survey. Trustee Farr requested that town officials stay involved in the planning of this project and seek feedback from the Parks Commission. Trustee Dawson suggested that the serious needs are addressed first and a list be prioritized for the property. Discussion took place about the immediate needs on the property, including – turning on water for new water line, a buildings assessment, re-keying locks, locking the gate, adding to the Town insurance – and the Board directed staff to have all inquiries be directed to Bob Radosevich at this time and regularly report back on the status of the items listed. The Board supported Collins' request for staff to search and utilize any useful office furniture or equipment from the property for office use.

9. Ordinance 9-2021 to Amend Code Relating to Water Conservation. Mayor Bass stated this item has been previously reviewed and discussed. Havenar inquired whether planted pots are considered landscaping. Staff provided a dictionary definition of landscape and the Board determined that pots are not included in the limited watering of landscape. MOTION (Farr, Stuth) to approve Ordinance 9-2021 to amend Town water conservation. Roll call vote – aye (6); nay (0). Motion PASSED. It was noted that the Town is not currently under emergency restrictions.

10. Review of Proposed 2022 Budget Timeline. Collins provided a list of dates to establish regular meetings for 2022 budget planning noting that the timeline is subject to change.

11. Board Reports. Trustee Stuth provided a brief update of the Master Plan Team activity, including meeting with staff to review the survey platform, review of email addresses from the "subscribe" feature on the town website, drafting the RFP to hire a consultant, developing a marketing plan to reach the 1600 count of emails. Trustee Stuth reported that she presented Economic Development ideas to the Parks Commission for feedback on the "outdoor" portion. Trustee Stuth and Havenar offered a review of the CML Effective Governance workshop they attended virtually on 6/18. Trustee Stuth explained that following a discussion about the use of commissioners in small towns, she made calls to various comparable statutory towns to Palmer Lake and learned that the majority of such towns phased out the use of commissioners with the growth of their community and staff. Trustee Stuth summarized the business profiles she will develop to pass on to town staff to post to the town website. Trustee Havenar stated that PPACG will begin meeting in person again. Attorney Krob encouraged the Board members to plan to participate in the CML Conference to take place in person in Westminster on September 21-24.

12. Next Meeting (July 8).

13. Convene to Executive Session. MOTION (Currier, Farr) to convene to executive session at 7:20 PM.

14. Reconvene to Open Session.

15. Adjourn. MOTION (Stuth, Currier) to adjourn at 8:18 PM. Motion PASSED.

William Bass

William Bass, Mayor

Dawn A. Collins

Dawn A. Collins, Town Administrator/Clerk

7/8/2021

Date