



## BOARD OF TRUSTEES MEETING

Thursday, April 25, 2024

**Executive Session at 5 PM / Regular Meeting at 6 PM**

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

**\*LIVE STREAM available at Town website\***

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### AGENDA

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*This agenda is subject to revision 24 hours prior to commencement of the meeting.*

#### **Call to Order & Roll Call**

**Convene to Executive Session** - *For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – offer to purchase town property.*

**Reconvene to Open Session to open doors at 5:45 pm for Regular Meeting at 6 pm**

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#### **Roll Call**

#### **Pledge of Allegiance**

#### **Administer Oath of Office, Deputy Town Clerk**

**Consent Agenda** - *Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.*

1. Minutes from April 11, 2024 Meeting
2. Checks Over \$15,000 - Bradley (\$50,751); Daniels Long Chevrolet (\$52,950)
3. Financials (March)

#### **Public Hearing –**

4. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *Continued by Planning Commission to May 15; Requesting Continue Hearing to May 30*

#### **Business Items**

5. Special Event Application – 24 Hour Run, Stride Events LLC (9/27-29)
6. Special Event Application - Community Cinco de mayo Dinner Service, Joy on the Rock (5/4)
7. Special Event Application - Wine Festival (9/14)
8. Update - Advisory Committee for Elephant Rock Vision Plan

9. Discussion/Direction Relating to Fire Adaptive Initiatives

10. Discussion/Direction on Wayfinding Signs, Examples

**Public Comment** - *Public comments are encouraged to be emailed to the Town office at [info@palmer-lake.org](mailto:info@palmer-lake.org) with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please step to the microphone, state your name and address for the record, and address the Board on matters not on the agenda. Please note that the Board will not take action on your comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

### **Board Reports**

**Next Meeting (May 1 workshop; May 9; *rescheduled* May 23 to May 30) and Future Items**

**Convene to Executive Session if unfinished discussion**

*For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – offer to purchase town property.*

**Reconvene to Open Session**

11. Resolution to Authorize Mayor to Sign Purchase and Sale Agreement (PSA)

**Adjourn**

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### **Americans with Disabilities Act**

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Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



## BOARD OF TRUSTEES MEETING

**Thursday, April 11, 2024 at 6:00 PM**

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

### MINUTES

**Call to Order.** Mayor Havenar called the meeting to order at 6:08 pm.

**Pledge of Allegiance.** Mayor Havenar introduced Sophie and Mia Underwood to lead the pledge. A certificate of appreciation was presented.

**Roll Call.** Present: Mayor Glant Havenar; Trustees Kevin Dreher, Nick Ehrhardt, Jessica Farr, Dennis Stern. Excused: Trustees Sam Padgett, Shana Ball.

**Consent Agenda.** MOTION (Ehrhardt, Stern) to approve the consent agenda including items 1) Minutes from March 28, 2024, Meeting; 2) Checks over \$15,000 - Core & Main (\$26,911.44); Meyer & Sams/GMS (\$46,643.50); South Beach Motors (\$35,145.00). Roll call vote – aye 5; nay 0. Motion passed.

#### Staff/Department Reports

3) Water; 4) Public Works including Roads & Park Maintenance; 5) Police; 6) Fire; 7) Administration – no questions.

8. Attorney Krob reported that a summons was received from former Chief Vanderpool and is under review with the town insurance provider, CIRSA.

9. Administrator/Clerk – Collins provided an update on town hiring and recruitment. A permanent modification of the office hours was requested, and Board members agreed to the change – Mon-Thu., 7:30a until 5p. The PLES roadway project is being prepared for RFP. The tree removal at Spring/Vale was clarified. PPRBD amended codes are posted to the website.

#### Business Items

10. Special Event Application - Ducks Unlimited Dash Run (6/9). Mr. Justin Huggins explained the DU Dash planned for Sunday, June 9, beginning after 7am. Collins reviewed the details. MOTION (Farr, Dreher) to approve the event. Roll call vote – aye 5; nay 0. Motion passed.

11. Discussion/Direction for Directional Sign, Alpine Essentials. Collins stated that the site location proposed must be reconsidered to be outside of the utility easement. It was requested that this item be tabled. MOTION (Stern, Farr) to table to the next meeting. Roll call vote – aye 5; nay 0. Motion passed.

12. Ordinance 4-2023 Relating to Annexation Procedure. Attorney Krob explained the statutory process for annexation. He explained the negotiation process with annexation and suggested that

regulation around annexation be limited so the Board has flexibility to negotiate. He stated that members should reference the Community Master Plan but not be restrained by it. MOTION (Stern, Dreher) to adopt Ordinance 4-2024 to create code relating to annexation. Roll call vote – aye 5; nay 0. Motion passed.

13. Resolution 24-2024 to Approve Land Use Application Checklists. Mayor Havenar stated the checklists were received at the prior meeting. MOTION (Dreher, Farr) to approve Resolution 24-2024 land use application checklists. Roll call vote – aye 5; nay 0. Motion passed.

14. Resolution 25-2024 to Create a Temporary Elephant Rock Advisory Committee. Mayor Havenar invited Ms Susan Miner to review the structure and process she is planning. Discussion took place about the quantity of members. Discussion was held about the process she intends to follow to organize data. It was agreed to modify the quantity to ten members. MOTION (Dreher, Ehrhardt) to approve Resolution 25-2024 creating a temporary advisory committee to consider and assemble a vision for elephant rock property with an amended quantity to ten total members. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

15. Resolution 26-2024 to Approve Public Records Policy. Collins and Krob reviewed the policy primarily amending regulation around electronic documents being provided at no cost. MOTION (Stern, Dreher) to adopt Resolution 26-2024 to approve the public records policy. Roll call vote – aye 5; nay 0. Motion passed.

16. Discussion/Direction on Town Way Finding Signs. Following discussion about way finding signs on either end of town, the Board directed staff to gather examples for review and further discussion.

17. Discussion/Direction on R4 Zoning Code Regulations. Discussion took place about the R4 zoning code regulations to consider noting that there is no assignment of R4 code currently within town boundaries. The Board directed staff to work with the Planning Commission for a recommendation.

Discussion took place about hearing from the Sanitation District.

18. Discussion/Direction Relating to Fire Mitigation/Adaptive Plan. Chief Vincent reviewed a list of initiatives to move in the direction of a Firewise community. It was requested to identify a possible drop off location for a community slash pile. Members discussed locations and agreed that elephant rock property was not a favorable option. It was discussed further to gather information – estimate to destroy and/or haul slash vs burn; check with a joint option (Larkspur); map of town track area.

19. Discussion/Direction on Conditional Use Permits. Discussion took place about including language to set timeframes for conditional use on a case by case basis. Staff will draft amended code.

**Public Comment** – none.

### **Board Reports**

Trustee Ehrhardt encouraged other members to look at the new bridge, which should be completed the coming weekend.

Mayor Havenar reported that the Board of Health opposed House Bill 1028 advocating safe-use sites.

### **Next Meeting (4/25) and Future Items**

**Convene to Executive Session** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under

C.R.S. 24-6-402(4)(e) – possible offer to purchase town property. MOTION (Dreher, Ehrhardt) to convene to executive session at 7:42 pm. Roll call vote – aye 5; nay 0. Motion passed.

**Reconvene to Open Session.** At 8:30 pm, the Board reconvened to open session.

20. Consider Offer to Purchase Town Property. No action taken.

**Adjourn.** MOTION (Stern, Farr) to adjourn at 8:30 pm. Motion passed.

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*Mayor Glant Havenar*

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*ATTEST: Dawn A. Collins, Town Clerk*



**TOWN OF PALMER LAKE**  
**Financial Statements**  
**March 2024**  
**Unaudited**



## **Schedule of Cash Position**

### **March 2024**

**TOWN OF PALMER LAKE**  
**Schedule of Cash Position**  
**March 2024**

| FINANCIAL INSTITUTION                                                            | ACCOUNT NAME           | CHECKING / SAVINGS | BANK RATE | BALANCE             |
|----------------------------------------------------------------------------------|------------------------|--------------------|-----------|---------------------|
| <b>GENERAL FUND</b>                                                              |                        |                    |           |                     |
| <b>GENERAL FUND OPERATING:</b>                                                   |                        |                    |           |                     |
| Community Banks of CO                                                            | General Fund Operating | Checking           | n/a       | \$ 1,637,898        |
| <b>GENERAL FUND RESERVES:</b>                                                    |                        |                    |           |                     |
| Colorado Trust (ColoTrust)<br>* Operating Reserve - 3 months (\$752,109)         | General Fund Reserve   | Savings            | 5.45%     | \$ 1,520,816        |
| Colorado Trust (ColoTrust)                                                       | Police Reserve         | Savings            | 5.45%     | \$ 7                |
| Colorado Trust (ColoTrust)                                                       | Fire Reserve           | Savings            | 5.45%     | \$ 64,635           |
| Colorado Trust (ColoTrust)                                                       | Roads Reserve          | Savings            | 5.45%     | \$ 10,764           |
| <b>General Fund Reserves Subtotal</b>                                            |                        |                    |           | <b>\$ 1,596,222</b> |
| <b>General Fund Accounts Total</b>                                               |                        |                    |           | <b>\$ 3,234,120</b> |
| <b>WATER FUND</b>                                                                |                        |                    |           |                     |
| <b>WATER FUND OPERATING:</b>                                                     |                        |                    |           |                     |
| Community Banks of CO                                                            | Water Fund Operating   | Checking           | n/a       | \$ 1,344,031        |
| <b>WATER FUND RESERVES:</b>                                                      |                        |                    |           |                     |
| Colorado Trust (ColoTrust)                                                       | Water Reserve          | Savings            | 5.45%     | \$ 193,721          |
| Colorado Trust (ColoTrust)                                                       | Water Cap Imp Reserve  | Savings            | 5.45%     | \$ 215,281          |
| <b>RESTRICTED FUNDS (WATER FUND):</b>                                            |                        |                    |           |                     |
| Colorado Trust (ColoTrust)<br>* Restricted - Loan Reserve - 3 months (\$224,600) | Water Loan Reserve     | Savings            | 5.45%     | \$ 214,614          |
| <b>Water Fund Accounts Total</b>                                                 |                        |                    |           | <b>\$ 1,967,647</b> |
| <b>CONSERVATION TRUST FUND</b>                                                   |                        |                    |           |                     |
| <b>CONSERVATION TRUST FUND:</b>                                                  |                        |                    |           |                     |
| Colorado Trust (ColoTrust)                                                       | CTF Reserve            | Savings            | 5.45%     | \$ 29,432           |
| <b>Conservation Trust Fund Account Total</b>                                     |                        |                    |           | <b>\$ 29,432</b>    |



## **Financial Reports**

### **March 2024**

# TOWN OF PALMER LAKE

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND

For the Three Months Ended March 31, 2024  
UNAUDITED

Item 3.

|                                         | 2024<br>Adopted<br>Budget | Actual                     | Variance<br>Favorable<br>(Unfavorable) | Percent<br>of Budget<br>(YTD 25%) |
|-----------------------------------------|---------------------------|----------------------------|----------------------------------------|-----------------------------------|
| <b>REVENUE</b>                          |                           |                            |                                        |                                   |
| Taxes                                   | \$ 2,794,447              | \$ 899,613                 | \$ (1,894,834)                         | 32%                               |
| Fees and Licenses                       | 291,025                   | 21,607                     | (269,418)                              | 7%                                |
| Intergovernmental                       | 7,000                     | 82                         | (6,918)                                | 1%                                |
| Fines                                   | 65,000                    | 16,965                     | (48,035)                               | 26%                               |
| Interest                                | 80,000                    | 21,707                     | (58,293)                               | 27%                               |
| Departmental                            | 65,000                    | 12,847                     | (52,153)                               | 20%                               |
| Grants and Donations                    | 1,385,959                 | 3,469                      | (1,382,490)                            | 0%                                |
| Miscellaneous                           | 70,000                    | 15,399                     | (54,601)                               | 22%                               |
| Total Revenue                           | <u>\$ 4,758,431</u>       | <u>\$ 991,689</u>          | <u>\$ (3,766,742)</u>                  | <u>21%</u>                        |
| <b>EXPENDITURES</b>                     |                           |                            |                                        |                                   |
| Administration                          |                           |                            |                                        |                                   |
| Salaries and Benefits                   | \$ 246,873                | \$ 38,835                  | \$ 208,038                             | 16%                               |
| Professional Services                   | 373,000                   | 70,130                     | 302,870                                | 19%                               |
| Administrative/Operations               | 332,936                   | 53,364                     | 279,572                                | 16%                               |
| Capital Outlays                         | 10,000                    | -                          | 10,000                                 | 0%                                |
| Total Administration                    | <u>\$ 962,809</u>         | <u>\$ 162,329</u>          | <u>\$ 800,480</u>                      | <u>17%</u>                        |
| Police Department                       |                           |                            |                                        |                                   |
| Salaries and Benefits                   | \$ 674,622                | \$ 166,331                 | \$ 508,291                             | 25%                               |
| Professional Services                   | 112,600                   | 5,556                      | 107,044                                | 5%                                |
| Administrative/Operations               | 86,845                    | 13,494                     | 73,351                                 | 16%                               |
| Capital Outlays                         | 80,000                    | -                          | 80,000                                 | 0%                                |
| Total Police Department                 | <u>\$ 954,067</u>         | <u>\$ 185,381</u>          | <u>\$ 768,686</u>                      | <u>19%</u>                        |
| Fire Department                         |                           |                            |                                        |                                   |
| Salaries and Benefits                   | \$ 630,741                | \$ 153,943                 | \$ 476,798                             | 24%                               |
| Professional Services                   | 10,000                    | 5,870                      | 4,130                                  | 59%                               |
| Administrative/Operations               | 128,600                   | 27,143                     | 101,457                                | 21%                               |
| Capital Outlays                         | -                         | 35,145                     | (35,145)                               | 0%                                |
| Total Fire Department                   | <u>\$ 769,341</u>         | <u>\$ 222,101</u>          | <u>\$ 547,240</u>                      | <u>29%</u>                        |
| Public Works Department - Roads         |                           |                            |                                        |                                   |
| Salaries and Benefits                   | \$ 334,898                | \$ 60,410                  | \$ 274,488                             | 18%                               |
| Professional Services                   | 40,300                    | 1,272                      | 39,028                                 | 3%                                |
| Administrative/Operations               | 167,500                   | 16,962                     | 150,538                                | 10%                               |
| Capital Outlays                         | 1,673,580                 | 66,330                     | 1,607,250                              | 4%                                |
| Total Roads Department                  | <u>\$ 2,216,278</u>       | <u>\$ 144,974</u>          | <u>\$ 2,071,304</u>                    | <u>7%</u>                         |
| Public Works Department - Parks         |                           |                            |                                        |                                   |
| Administrative/Operations               | \$ 42,100                 | \$ 15,687                  | \$ 26,413                              | 37%                               |
| Capital Outlays                         | \$ 31,000                 | \$ -                       | \$ 31,000                              | 0%                                |
| Total Parks Department                  | <u>\$ 73,100</u>          | <u>\$ 15,687</u>           | <u>\$ 57,413</u>                       | <u>21%</u>                        |
| Total Expenditures                      | <u>\$ 4,975,596</u>       | <u>\$ 730,472</u>          | <u>\$ 4,245,124</u>                    | <u>15%</u>                        |
| <b>EXCESS OF REVENUE OVER (UNDER)</b>   |                           |                            |                                        |                                   |
| <b>EXPENDITURES</b>                     | <u>\$ (217,165)</u>       | <u>\$ 261,217</u>          | <u>\$ 478,382</u>                      |                                   |
| <b>FUND BALANCE - BEGINNING OF YEAR</b> |                           | <u>\$ 3,651,518</u>        |                                        |                                   |
| <b>FUND BALANCE - END OF YEAR</b>       |                           | <u><u>\$ 3,912,735</u></u> |                                        |                                   |

Recommended Operating Reserve - 3 months

752,109

# TOWN OF PALMER LAKE

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL

### WATER ENTERPRISE FUND

For the Three Months Ended March 31, 2024

UNAUDITED

|                                                        | 2024<br>Adopted<br>Budget | Actual                     | Variance<br>Favorable<br>(Unfavorable) | Percent<br>of Budget<br>(YTD 25%) |
|--------------------------------------------------------|---------------------------|----------------------------|----------------------------------------|-----------------------------------|
| <b>REVENUE</b>                                         |                           |                            |                                        |                                   |
| Water Billing                                          | \$ 1,375,000              | \$ 302,810                 | \$ (1,072,190)                         | 22%                               |
| Water Improvement Fee                                  | 74,000                    | 18,837                     | (55,163)                               | 25%                               |
| Water Loan                                             | 216,000                   | 54,068                     | (161,932)                              | 25%                               |
| Water Tap Fees                                         | 72,000                    | 7,703                      | (64,297)                               | 11%                               |
| Water Meter/Parts                                      | 2,550                     | -                          | (2,550)                                | 0%                                |
| Late Fees/Service Fees                                 | 16,000                    | 5,544                      | (10,456)                               | 35%                               |
| Interest                                               | 24,000                    | 8,481                      | (15,519)                               | 35%                               |
| American Rescue Plan                                   | 103,669                   | 26,588                     | (77,081)                               | 26%                               |
| PLES Upper Glenway Water Improvement                   | 101,520                   | -                          | (101,520)                              | 0%                                |
| Total Revenue                                          | <u>\$ 1,984,739</u>       | <u>\$ 424,031</u>          | <u>\$ (1,560,708)</u>                  | <u>21%</u>                        |
| <b>EXPENDITURES</b>                                    |                           |                            |                                        |                                   |
| Salaries and Benefits                                  | \$ 519,749                | \$ 101,012                 | \$ 418,737                             | 19%                               |
| Professional Services                                  | 137,000                   | 21,741                     | 115,259                                | 16%                               |
| Administrative/Operations                              | 438,300                   | 115,993                    | 322,307                                | 26%                               |
| Capital Outlays                                        | 649,290                   | 34,908                     | 614,382                                | 5%                                |
| Debt Service                                           | 207,179                   | -                          | 207,179                                | 0%                                |
| Total Expenditures                                     | <u>\$ 1,951,518</u>       | <u>\$ 273,654</u>          | <u>\$ 1,677,864</u>                    | <u>14%</u>                        |
| <b>EXCESS OF REVENUE OVER (UNDER)<br/>EXPENDITURES</b> | <u>\$ 33,221</u>          | <u>\$ 150,377</u>          | <u>\$ 117,156</u>                      |                                   |
| <b>FUND BALANCE - BEGINNING OF YEAR</b>                |                           | <u>\$ 1,316,293</u>        |                                        |                                   |
| <b>FUND BALANCE - END OF YEAR</b>                      |                           | <u>\$ 1,466,670</u>        |                                        |                                   |
| Less: Restricted Operating Reserve - 3 months          |                           | (224,600)                  | <i>Note 1</i>                          |                                   |
| <b>FUND BALANCE - END OF YEAR - Unrestricted</b>       |                           | <u><u>\$ 1,242,070</u></u> |                                        |                                   |

*Note 1: CWR&PDA Loan Requirement*

# TOWN OF PALMER LAKE

## STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND

For the Three Months Ended March 31, 2024

UNAUDITED

|                                                | 2024<br>Adopted<br>Budget | Actual                  | Variance<br>Favorable<br>(Unfavorable) | Percent<br>of Budget<br>(YTD 25%) |
|------------------------------------------------|---------------------------|-------------------------|----------------------------------------|-----------------------------------|
| <b>REVENUE</b>                                 |                           |                         |                                        |                                   |
| State Shared Revenue                           | \$ 36,140                 | \$ -                    | \$ (36,140)                            | 0%                                |
| Interest                                       | 1,200                     | 400                     | (800)                                  | 33%                               |
| <b>Total Revenue</b>                           | <u>\$ 37,340</u>          | <u>\$ 400</u>           | <u>\$ (36,940)</u>                     | <u>1%</u>                         |
| <b>EXPENDITURES</b>                            |                           |                         |                                        |                                   |
| Salaries and Benefits                          | \$ 14,380                 | \$ -                    | \$ 14,380                              | 0%                                |
| Administrative/Operations                      | 3,000                     | -                       | 3,000                                  | 0%                                |
| Capital Outlays                                | 19,000                    | -                       | 19,000                                 | 0%                                |
| <b>Total Expenditures</b>                      | <u>\$ 36,380</u>          | <u>\$ -</u>             | <u>\$ 36,380</u>                       | <u>0%</u>                         |
| <b>NET CHANGE IN FUND BALANCE</b>              | <u>\$ 960</u>             | <u>\$ 400</u>           | <u>\$ (560)</u>                        |                                   |
| <b>FUND BALANCE - BEGINNING OF YEAR</b>        |                           | <u>\$ 59,044</u>        |                                        |                                   |
| <b>FUND BALANCE - END OF YEAR - Restricted</b> |                           | <u><u>\$ 59,444</u></u> |                                        |                                   |



## **Accounts Payable Reports**

### **March 2024**

Town of Palmer Lake  
VENDOR CHECK REGISTER REPORT  
Payables Management

Ranges: From: To: From: To:  
Check Number First Last Check Date 3/1/2024 3/31/2024  
Vendor ID First Last Checkbook ID First Last  
Vendor Name First Last

Sorted By: Check Number

\* Voided Checks

| Check Number | Vendor ID       | Vendor Check Name              | Check Date | Checkbook ID    | Audit Trail Code | Amount      |
|--------------|-----------------|--------------------------------|------------|-----------------|------------------|-------------|
| 49634        | CANYONSYSTEMS   | CANYON SYSTEMS INC.            | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$5,148.27  |
| 49635        | ROUBIDOUX,CHARL | Charles Roubidoux              | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$19.07     |
| 49636        | DANAKEPNERCOMPA | DANA KEPNER COMPANY, LLC       | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$2,377.97  |
| 49637        | EAGLEPROFESSION | EAGLE PROFESSIONAL STANDARDS,  | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$5,503.45  |
| 49638        | EMERGENCYNETWOR | EMERGENCY NETWORK SECURITY SYS | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$32.03     |
| 49639        | HOLMAN          | HOLMAN                         | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$776.00    |
| 49640        | RUSSELL, JOHN   | JOHN RUSSELL                   | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$75.00     |
| 49641        | OREILLY         | O'REILLY                       | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$251.07    |
| 49642        | PATRICKMIELKUS  | PATRICK E. MIELKUS             | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$900.00    |
| 49643        | ROBERTANDERSON  | ROBERT A. ANDERSON AND JEAN E. | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$1,610.00  |
| 49644        | SGS             | SGS NORTH AMERICA, INC.        | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$551.82    |
| 49645        | STERICYCLE      | STERICYCLE, INC.               | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$38.59     |
| 49646        | TRILAKESMONUMEN | Tri-Lakes Monument Fire Protec | 3/4/2024   | COBANK-CKG 9495 | PMCHK00000152    | \$3,713.00  |
| 49647        | AIRGAS          | AIRGAS USA, LLC                | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$79.71     |
| 49648        | AMCOBIIT        | AMCOBI                         | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$3,708.00  |
| 49649        | ASPENAUTOCLINIC | ASPEN AUTO CLINIC MONUMENT     | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$22,684.91 |
| 49650        | CHAVEZCONSULTIN | CHAVEZ CONSULTING INC., LLC    | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$825.00    |
| 49651        | CIVICPLUSLLC    | CIVICPLUS LLC                  | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$1,685.55  |
| 49652        | CKT             | COMMON KNOWLEDGE TECHNOLOGY    | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$2,475.25  |
| 49653        | ESO             | ESO SOLUTIONS, INC.            | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$208.53    |
| 49654        | EVOQUA          | EVOQUA WATER TECHNOLOGIES LLC  | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$1,463.00  |
| 49655        | HIGHERSTANDARD  | HIGHER STANDARD PAINTING COMPA | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$1,215.00  |
| 49656        | HOMEDEPOTCREDIT | HOME DEPOT CREDIT SERVICES     | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$810.02    |
| 49657        | KELLYBOOKSLLC   | KellyBooks LLC                 | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$5,000.00  |
| 49658        | KROBLAWOFFICES  | KROB LAW OFFICE, LLC           | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$9,152.50  |
| 49659        | MATTHEWMCHARG   | MATTHEW G. MCHARG AND SABRINA  | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$600.00    |
| 49660        | MEYER&SAMS,INC  | MEYER & SAMS, INC. DBA GMS INC | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$18,245.10 |
| 49661        | MYFLEETCENTER   | MYFLEETCENTER                  | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$258.34    |
| 49662        | OREILLY         | O'REILLY                       | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$95.74     |
| 49663        | PALMERLAKESANIT | PALMER LAKE SANITATION         | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$1,700.08  |
| 49664        | PURCELLTIRECO   | PURCELL TIRE CO.               | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$722.04    |
| 49665        | SPRINGSMOUNTAIN | Springs Mountain Water         | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$22.78     |
| 49666        | T2SYSTEMS       | T2 SYSTEMS CANADA INC.         | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$70.00     |
| 49667        | TLECC           | TIMBER LINE ELECTRIC & CONTROL | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$3,171.50  |
| 49668        | TRILAKESPRINTIN | TRI-LAKES PRINTING             | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$87.50     |
| 49669        | UNCC            | UTILITY NOTIFICATION CENTER OF | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$29.67     |
| 49670        | WEARPARTS&EQUIP | Wear Parts & Equipment         | 3/11/2024  | COBANK-CKG 9495 | PMCHK00000153    | \$4,067.52  |
| 49671        | BLUETREELL      | BLUE TREE, LLC                 | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$2,000.00  |
| 49672        | COLORADODIVISIO | COLORADO DIVISION OF FIRE PREV | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$30.00     |
| 49673        | CKT             | COMMON KNOWLEDGE TECHNOLOGY    | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$875.00    |
| 49674        | COMMUNITYMATTER | COMMUNITY MATTERS INSTITUTE    | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$6,790.00  |
| 49675        | CRIMEWATCH      | CRIME WATCH TECHNOLOGIES       | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$2,400.00  |
| 49676        | DIXIEMURPHY     | DIXIE MURPHY                   | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$75.00     |
| 49677        | ELIZABETHRHODS  | ELIZABETH RHODS                | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$900.00    |
| 49678        | JAN-PROFRANCHIS | JAN-PRO FRANCHISE DEVELOPMENT  | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$255.00    |
| 49679        | JESSEALLSUP     | JESSE ALLSUP AND CHERAN ALLSUP | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$1,200.00  |
| 49680        | LYONGSADDIS     | LYONS GADDIS                   | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$32.00     |
| 49681        | MICHAELFISK     | MICHAEL FISK                   | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$75.00     |
| 49682        | PAVEMENTREPAIR  | PAVEMENT REPAIR & SUPPLIES, IN | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$1,237.50  |
| 49683        | PIPESTONEEQUIPM | PIPESTONE EQUIPMENT            | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$643.55    |
| 49684        | RATHBURNWELDING | Rathburn Welding               | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$81.00     |
| 49685        | REPUBLICSERVICE | REPUBLIC SERVICES #653         | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$1,148.58  |
| 49686        | TRILAKESCHAMBER | TRI-LAKES CHAMBER OF COMMERCE  | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$50.00     |
| 49687        | XEROX           | XEROX BUSINESS SOLUTIONS SOUTH | 3/13/2024  | COBANK-CKG 9495 | PMCHK00000154    | \$66.91     |
| 49688        | ALLWINDOWS      | ALL WINDOWS & DOORS PLUS       | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$900.00    |
| 49689        | AT&TMOBILITY    | AT & T MOBILITY                | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$1,570.00  |

\* Voided Checks

| Check Number         | Vendor ID       | Vendor Check Name              | Check Date | Checkbook ID    | Audit Trail Code | Amount      |
|----------------------|-----------------|--------------------------------|------------|-----------------|------------------|-------------|
| 49690                | CENTURYLINK     | CENTURYLINK                    | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$612.84    |
| 49691                | CHRISTOPHEROPIT | CHRISTOPHER & HEATHER OPITZ    | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$600.00    |
| 49692                | CIRSA           | CIRSA                          | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$35,602.73 |
| 49693                | DANAKEPNERCOMPA | DANA KEPNER COMPANY, LLC       | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$8,698.81  |
| 49694                | HACHCOMPANY     | HACH COMPANY                   | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$1,206.90  |
| 49695                | CICCOLELLAJOHNS | JOHN CICCOLELLA                | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$320.00    |
| 49696                | ORKIN           | Orkin                          | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$130.00    |
| 49697                | DPCINDUSTRIES   | PVS DX, INC.                   | 3/22/2024  | COBANK-CKG 9495 | PMCHK00000155    | \$70.00     |
| 49698                | ANDREWROINESTAD | ANDREW AND ANNETTE ROINESTAD   | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$1,370.00  |
| 49699                | ROUBIDOUX,CHARL | Charles Roubidoux              | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$184.07    |
| 49700                | COLORADODIVISIO | COLORADO DIVISION OF FIRE PREV | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$90.00     |
| 49701                | COREANDMAIN     | CORE & MAIN LLP                | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$1,119.92  |
| 49702                | EMERGENCYNETWOR | EMERGENCY NETWORK SECURITY SYS | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$32.03     |
| 49703                | EVOQUA          | EVOQUA WATER TECHNOLOGIES LLC  | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$1,463.00  |
| 49704                | HACHCOMPANY     | HACH COMPANY                   | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$263.40    |
| 49705                | HILLSFIRE&SPEED | HILL'S FIRE & SPEED SHOP       | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$250.00    |
| 49706                | ORKIN           | Orkin                          | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$495.25    |
| 49707                | SLWS            | SALT LAKE WHOLESALE SPORTS     | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$2,428.25  |
| 49708                | SPRINGSMOUNTAIN | Springs Mountain Water         | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$38.00     |
| 49709                | STERICYCLE      | STERICYCLE, INC.               | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$38.59     |
| 49710                | VECTORSOLUTIONS | TARGET SOLUTIONS LEARNING      | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$3,964.94  |
| 49711                | WESLEYMCCONNELL | WESLEY AND LORI-ANN MCCONNELL  | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$1,500.00  |
| 49712                | WHISLERINDUSTRI | WHISLER INDUSTRIAL SUPPLY      | 3/28/2024  | COBANK-CKG 9495 | PMCHK00000156    | \$209.36    |
| REMIT000000000000001 | COREANDMAIN     | CORE & MAIN LLP                | 3/11/2024  |                 | PMCHK00000153    | \$0.00      |

Total Checks: 80

Total Amount of Checks: \$180,392.02

Town of Palmer Lake  
ACH REGISTER REPORT  
Payables Management

|              |                 |                 |
|--------------|-----------------|-----------------|
| ACH Date     | From:           | To:             |
| 3/1/2024     | 3/1/2024        | 3/31/2024       |
| Checkbook ID | COBANK-CKG 9495 | COBANK-CKG 9495 |

Sorted By: Date

| Trx Date           | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name            | Amount               |
|--------------------|-------------------|------------------------|---------------------|------------------------------|----------------------|
| 3/4/2024           | CMTRX00000132     | Bank Transaction Entry | WDL000001206        | Comcast                      | 193.35               |
| 3/4/2024           | CMTRX00000132     | Bank Transaction Entry | WDL000001207        | Xfinity                      | 11.07                |
| 3/4/2024           | CMTRX00000132     | Bank Transaction Entry | WDL000001211        | Parking Kiosk Fee            | 159.58               |
| 3/6/2024           | CMTRX00000132     | Bank Transaction Entry | WDL000001205        | WEX Fuel                     | 2,369.14             |
| 3/7/2024           | CMTRX00000128     | Bank Transaction Entry | WDL000001167        | Paycom                       | 71,053.15            |
| 3/7/2024           | CMTRX00000132     | Bank Transaction Entry | WDL000001210        | Humana                       | 1,103.94             |
| 3/11/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001195        | Black Hills Energy           | 90.49                |
| 3/11/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001209        | HealthEquity                 | 5.00                 |
| 3/12/2024          | CMTRX00000128     | Bank Transaction Entry | WDL000001168        | PCS                          | 3,127.00             |
| 3/12/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001204        | Pinnacol Assurance           | 7,523.00             |
| 3/12/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001208        | CORE Electric                | 9,954.73             |
| 3/14/2024          | CMTRX00000128     | Bank Transaction Entry | WDL000001169        | FPPA                         | 6,770.18             |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001196        | Black Hills Energy           | 211.03               |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001197        | Black Hills Energy           | 162.55               |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001198        | Black Hills Energy           | 116.31               |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001199        | Black Hills Energy           | 105.88               |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001200        | Black Hills Energy           | 90.96                |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001201        | Black Hills Energy           | 89.26                |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001202        | Black Hills Energy           | 27.55                |
| 3/14/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001203        | Black Hills Energy           | 22.35                |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001183        | Amcobi                       | 870.11               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001184        | Amcobi                       | 211.24               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001185        | Amcobi                       | 143.05               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001186        | Amcobi                       | 130.45               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001187        | Amcobi                       | 115.21               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001188        | Amcobi                       | 111.85               |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001189        | Amcobi                       | 92.56                |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001190        | Amcobi                       | 89.20                |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001191        | Amcobi                       | 89.20                |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001192        | Amcobi                       | 88.36                |
| 3/21/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001193        | Amcobi                       | 85.00                |
| 3/21/2024          | CMTRX00000134     | Bank Transaction Entry | WDL000001221        | Visa Cardmember Services     | 3,953.08             |
| 3/21/2024          | CMTRX00000134     | Bank Transaction Entry | WDL000001222        | Paycom                       | 53,940.44            |
| 3/26/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001194        | Anthem                       | 7,724.05             |
| 3/27/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001212        | PCS                          | 1,768.03             |
| 3/27/2024          | CMTRX00000132     | Bank Transaction Entry | WDL000001213        | FPPA                         | 5,817.16             |
| <b>Total ACHs:</b> | <b>36</b>         |                        |                     | <b>Total Amount of ACHs:</b> | <b>\$ 178,415.51</b> |



## Charts

### March 2024

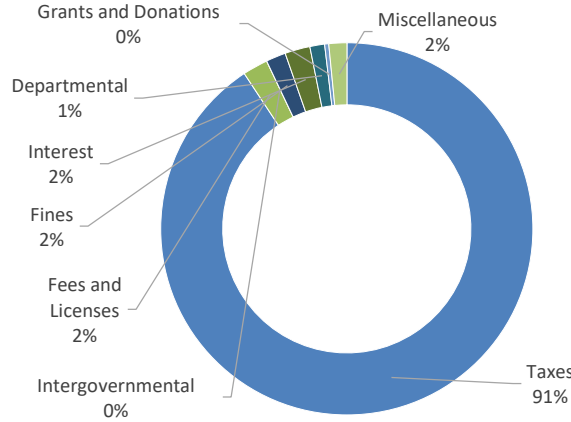
# TOWN OF PALMER LAKE

## REVENUE CHARTS GENERAL FUND

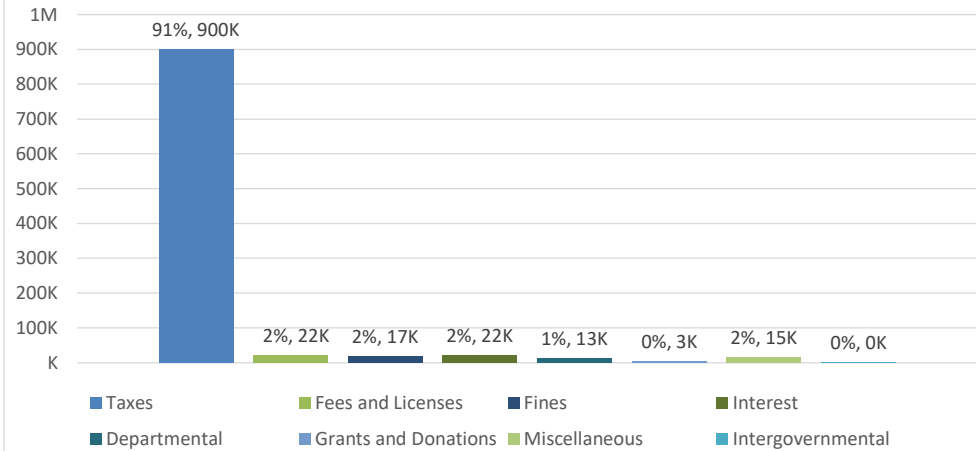
For the Three Months Ended March 31, 2024  
UNAUDITED

Item 3.

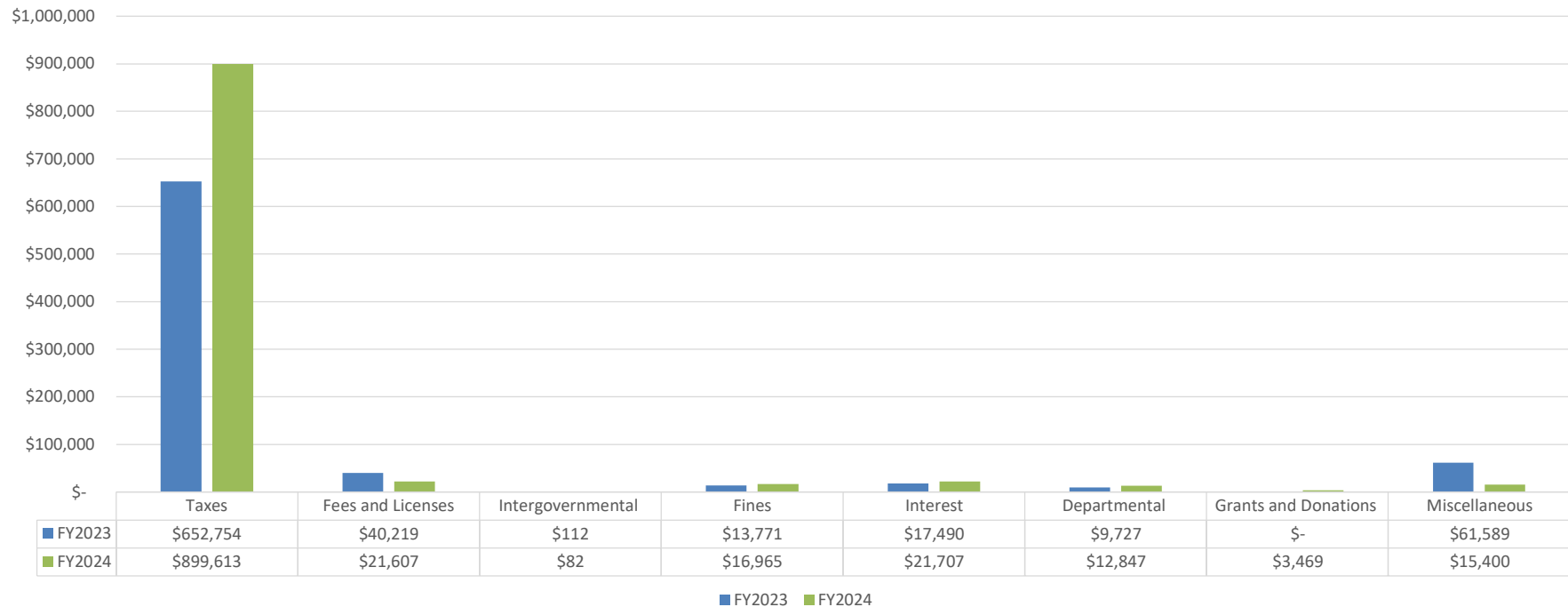
Revenue Composition - March 2024



Revenue Composition - March 2024



Revenue Composition - Prior Year Comparison



# TOWN OF PALMER LAKE

Item 3.

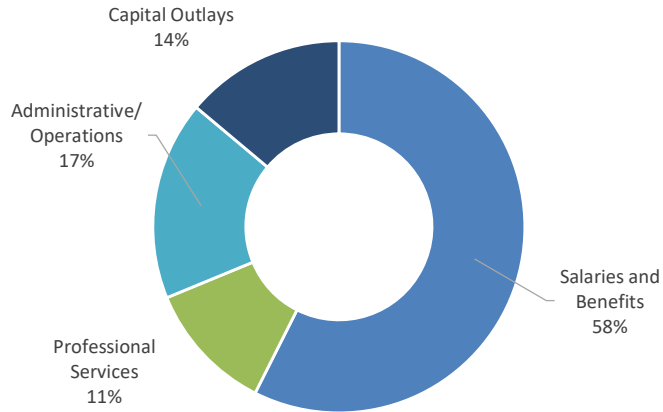
## EXPENDITURE CHARTS

### GENERAL FUND

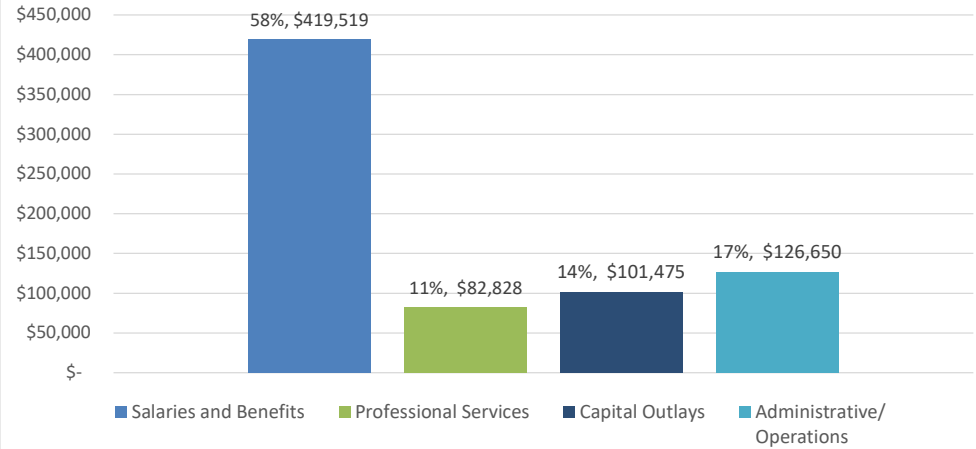
For the Three Months Ended March 31, 2024

UNAUDITED

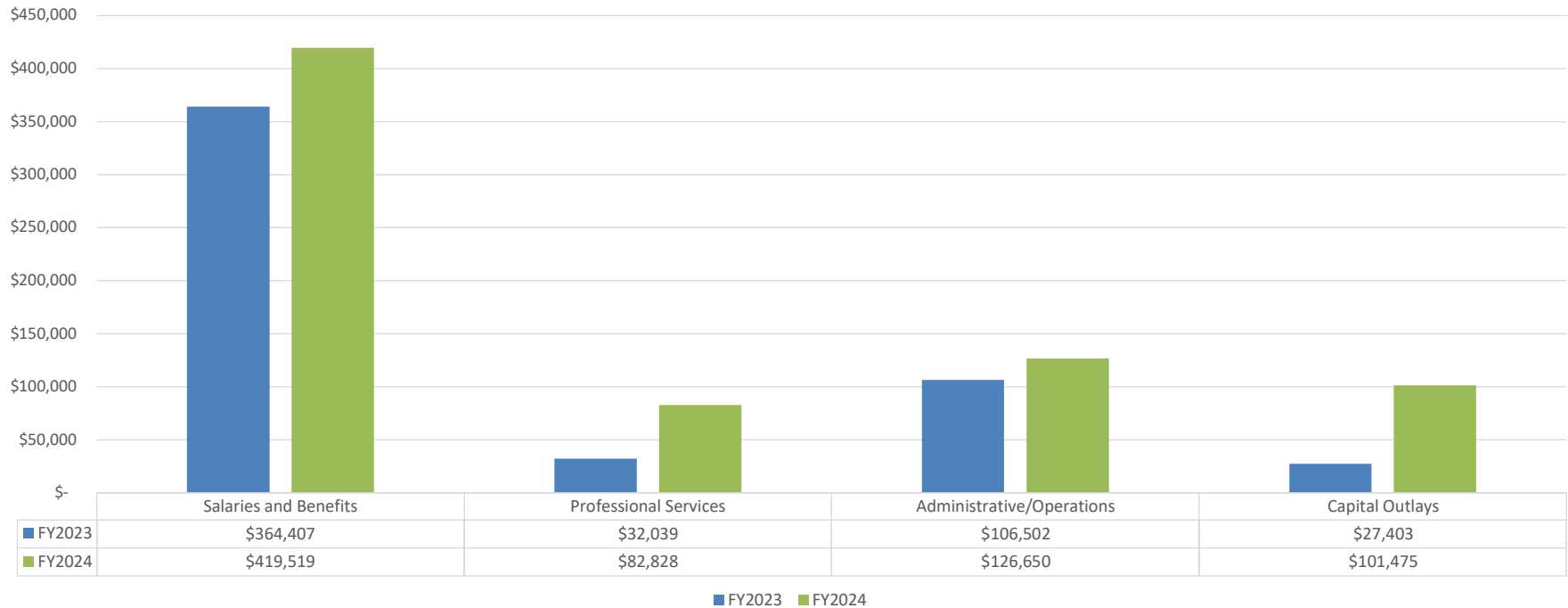
Expenditure Composition by Type - March 2024



Expenditure Composition by Type - March 2024



Expenditure Composition by Type - Prior Year Comparison



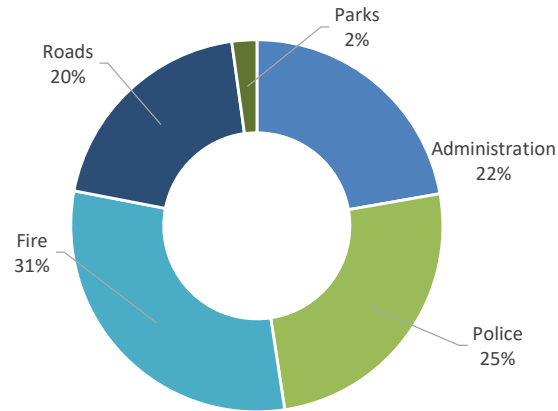
# TOWN OF PALMER LAKE

## EXPENDITURE CHARTS GENERAL FUND

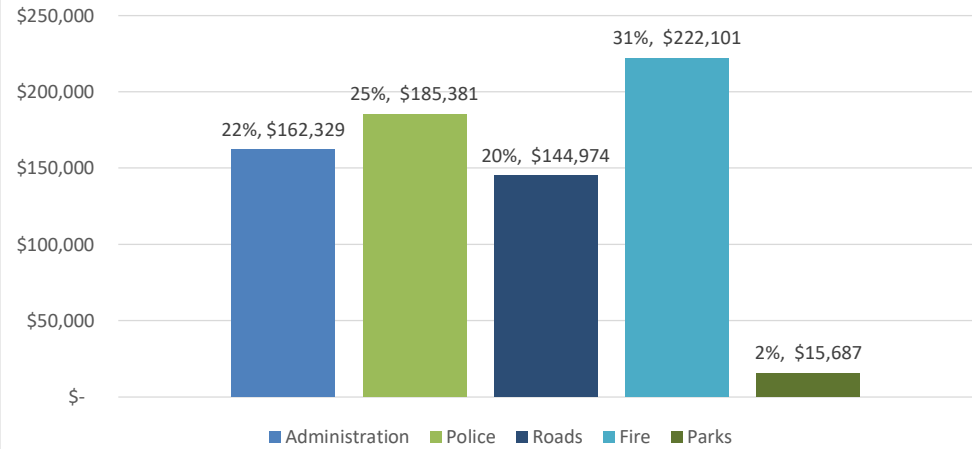
For the Three Months Ended March 31, 2024  
UNAUDITED

Item 3.

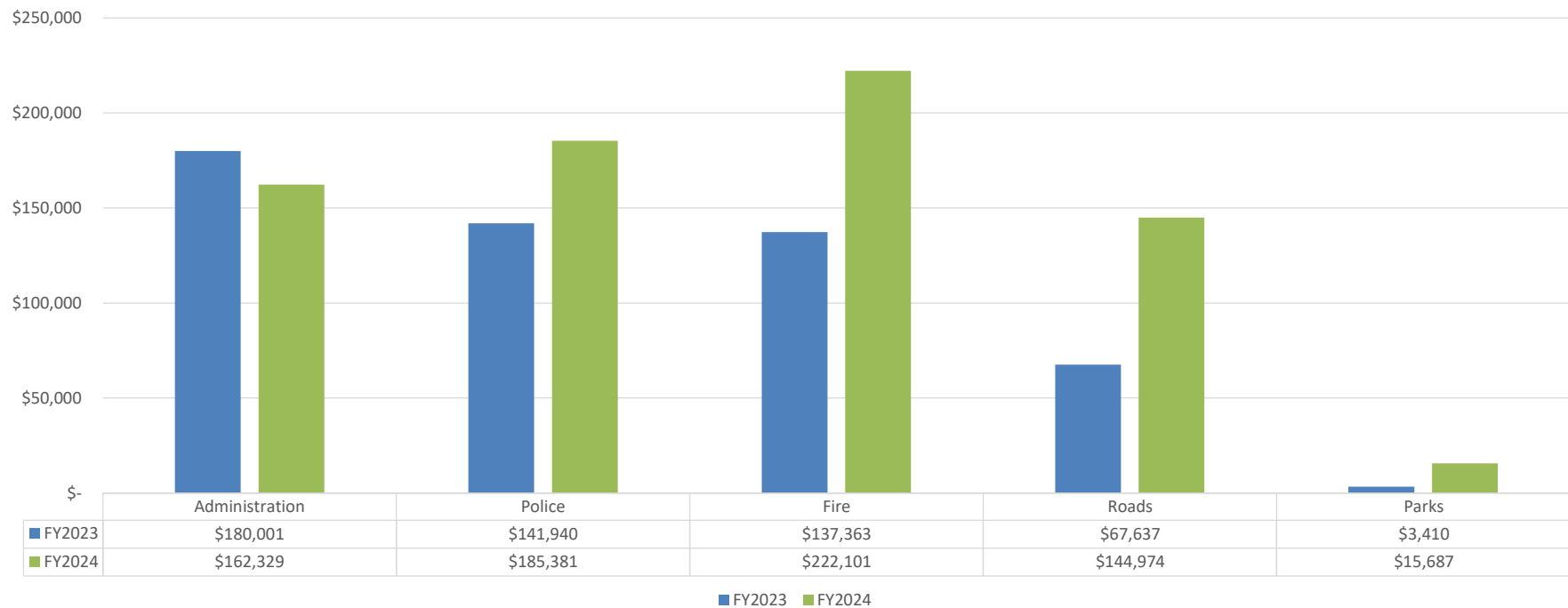
Expenditure Composition by Department - March 2024



Expenditure Composition by Department - March 2024



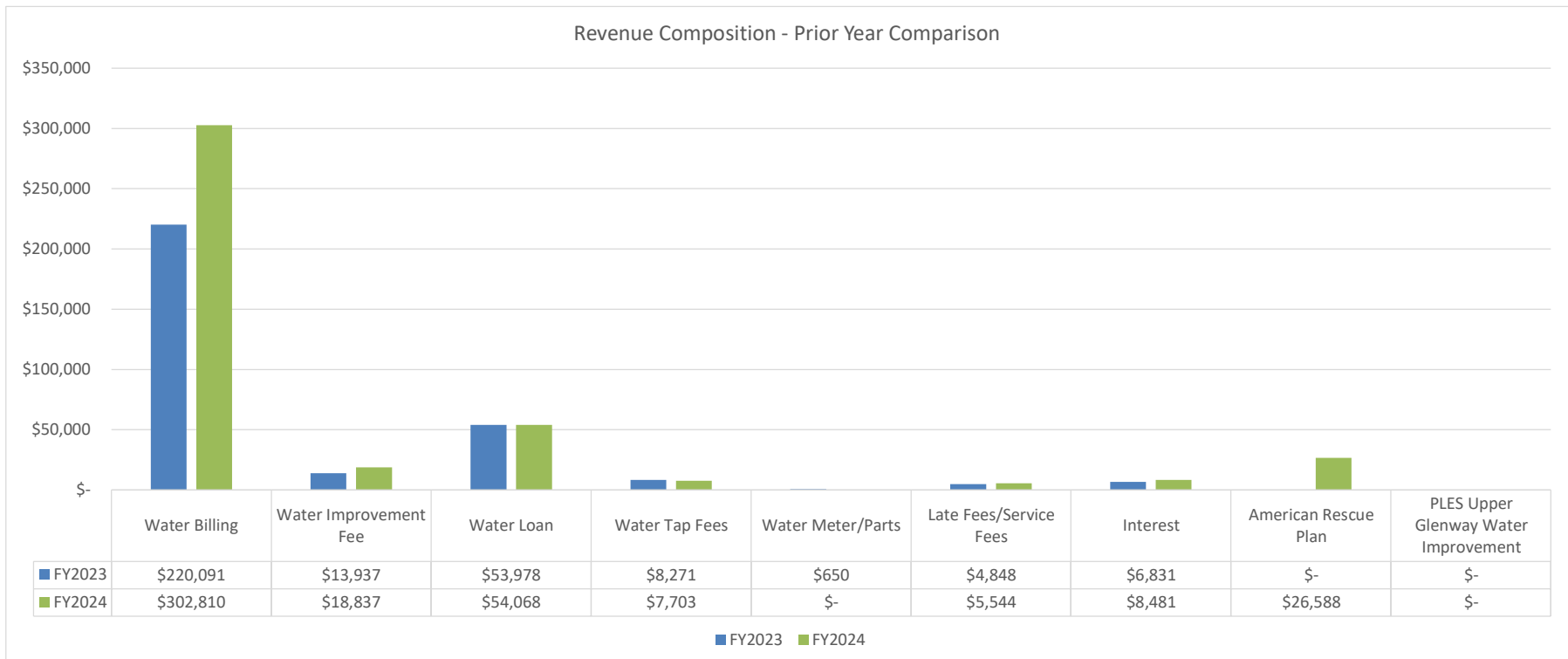
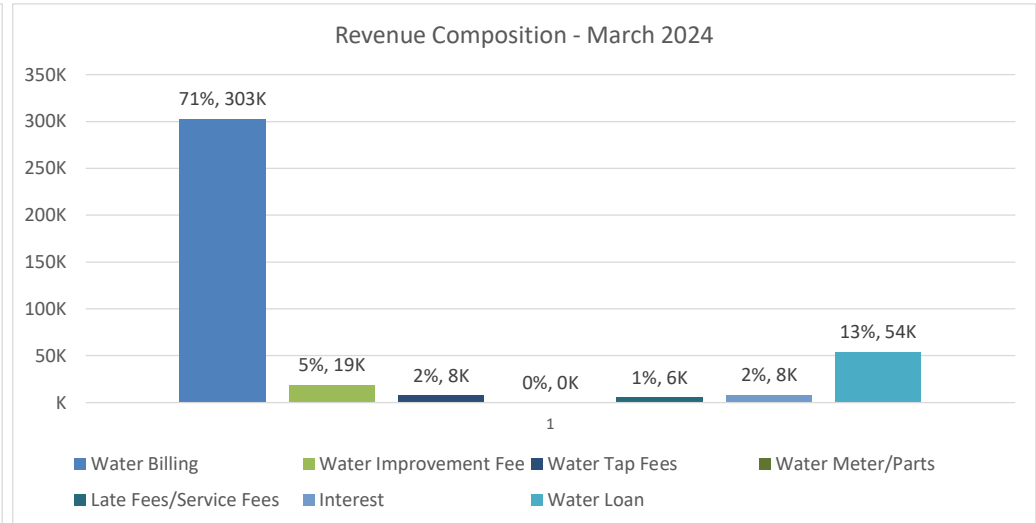
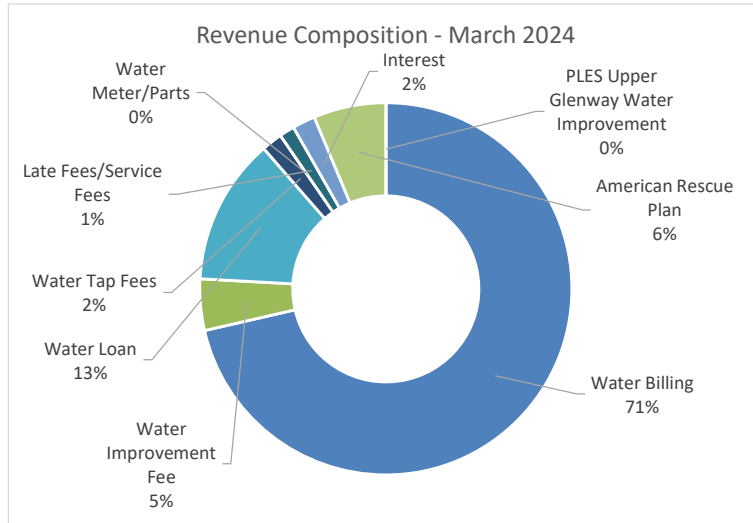
Expenditure Composition by Department - Prior Year Comparison



# TOWN OF PALMER LAKE

Item 3.

## REVENUE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2024 UNAUDITED

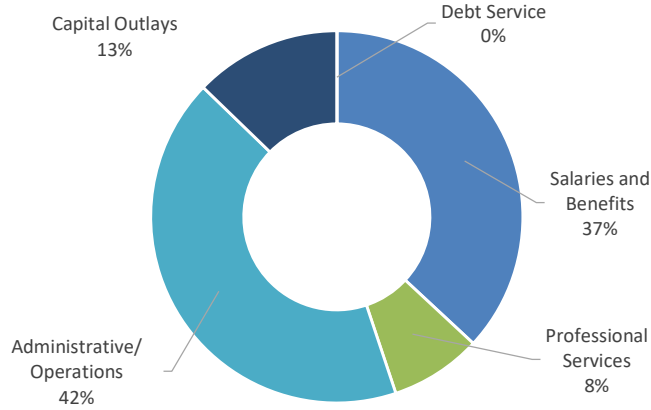


# TOWN OF PALMER LAKE

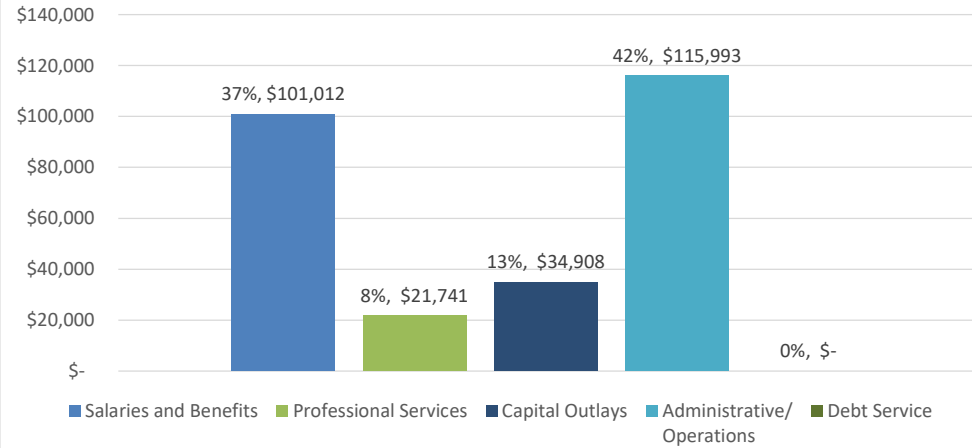
Item 3.

## EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2024 UNAUDITED

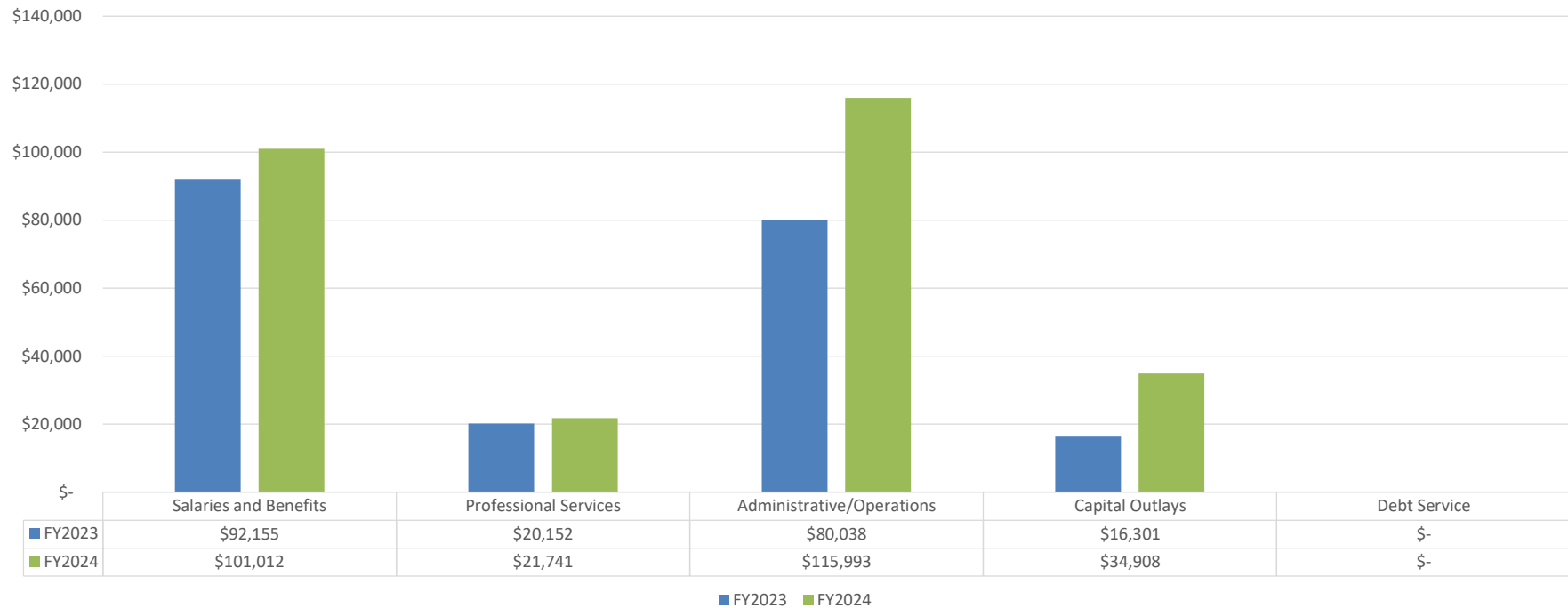
Expenditure Composition by Type - March 2024



Expenditure Composition by Type - March 2024



Expenditure Composition by Type - Prior Year Comparison





**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                                |                 |                                                                          |
|------------------------------------------------|-----------------|--------------------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                    | <b>ITEM NO.</b> | <b>SUBJECT:</b> Special Event Application<br>for Stride Events (9/27-29) |
| <b>Presented by:</b><br><br>Town Administrator |                 |                                                                          |

**Background**

Town departments reviewed the 24 hour run event with the run sponsor for Stride Events. Mr. Lance Pearce will attend to speak to the event.

Anticipated participants is about 150; parking will be directed on the west side of the lake; drop off only on east side of lake; small canopies will be installed for event timing and participant shelter; signs announcing the event will be placed on the east side of the lake about 48 hours advance; additional two restrooms will be placed; additional two trash bins will be regularly emptied; cost of emergency will be reimbursed if utilized.

It was requested that the star be lit for the 24 hour run to encourage runners through the night.

**Recommendation**

There were no issues identified by staff; thus, requesting Board approval of the run event.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                                |                 |                                                                        |
|------------------------------------------------|-----------------|------------------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                    | <b>ITEM NO.</b> | <b>SUBJECT:</b> Special Event Application<br>for Joy on the Rock (5/4) |
| <b>Presented by:</b><br><br>Town Administrator |                 |                                                                        |

**Background**

Staff reviewed the community dinner and service planned for Sat., May 4. Setup will begin about 2p at the town hall and dinner will be served at 5 pm with worship music until about 7 pm. Overflow parking is directed to the public parking by the ballfield. Anticipated quantity of attendees is about 30.

It was requested that all fees are waived.

**Recommendation**

The Board approve the community event.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                                |                 |                                                                                       |
|------------------------------------------------|-----------------|---------------------------------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                    | <b>ITEM NO.</b> | <b>SUBJECT:</b> Special Event Application<br>for the Palmer Lake Wine Festival (9/14) |
| <b>Presented by:</b><br><br>Town Administrator |                 |                                                                                       |

**Background**

Glant Havenar will speak to the annual event scheduled for September 14, 2024. A department review will take place.

**Recommendation**

Staff requests approval of the annual Wine Festival.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                                |                 |                                                                              |
|------------------------------------------------|-----------------|------------------------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                    | <b>ITEM NO.</b> | <b>SUBJECT:</b> Update – Advisory<br>Committee for Elephant Rock Vision Plan |
| <b>Presented by:</b><br><br>Town Administrator |                 |                                                                              |

**Background**

Susan Miner will be present to provide an update for the elephant rock advisory committee. The first organizational meeting is scheduled for Monday, 4/22 at 5 pm.

**Informational**



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                            |                 |                                                                  |
|--------------------------------------------|-----------------|------------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                | <b>ITEM NO.</b> | <b>SUBJECT:</b> Discussion Relating to Fire Adaptive Initiatives |
| <b>Presented by:</b><br>Town Administrator |                 |                                                                  |

### Background

Chief Vincent began a discussion about fire adaptive initiatives and seeking direction first to consider a slash pile collection site and plan to manage a controlled burn at appropriate times of the year to rid of the biomass from town and private property.

It was requested by the Board to check into – estimate to haul/destroy biomass, joint option with Larkspur, map of track area. Note following –

1. Slash site(s) in Larkspur are controlled by local HOAs and are *not* an option for the public.
2. Current Town chipper is inadequate for larger material.
3. Roll off(s) are inadequate, expensive and cannot be controlled at all times for drop off on non-chipped material (approximate 30-yd roll off ~ \$600).
4. Elephant Rock property must be wildfire mitigated and only that material collected on-site should be burned on-site. *Consider in short term 2024-25.*
5. Motorbike track is viable for public slash drop off because it is currently fenced, gated and can be controlled as well as the material be burned on-site (note map).
6. Moving slash material more than once is inefficient use of town staff time and equipment.

### Recommendation

Staff seeks direction, if any, to consider slash pile and controlled burn location in the short term and develop long term fire adaptive initiatives.



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

|                                                |                 |                                                               |
|------------------------------------------------|-----------------|---------------------------------------------------------------|
| <b>DATE:</b> April 25, 2024                    | <b>ITEM NO.</b> | <b>SUBJECT:</b> Discussion About Way Finding Signs (examples) |
| <b>Presented by:</b><br><br>Town Administrator |                 |                                                               |

**Background**

Examples of signs are provided for review to consider signs for the Town of Palmer Lake entrance from the south on Hwy 105 through Monument and the north on County Line Road.

Note articles included with the examples.

What would Board members like to see - should business names be included with arrow? Or simply town amenities, public parking, lake area, etc.?

**Recommendation**

Staff seeks direction, if any, to consider exploring the addition of way finding signs.



Population 5862 (2022)

Estes Park, CO

<https://estespark.colorado.gov/wayfinding>



Telluride, Co

<https://www.codot.gov/programs/signs/logos-tods>

<https://www.codot.gov/travel/colorado-byways/southwest/san-juan-skyway/FinalTheSanJuanSkywayFrameworkforWayshowing.pdf>



Population 9845 (2022)

Alamosa, CO

<https://www.alamosacitizen.com/changes-to-downtown-alamosa>



Population 61,222(2022)

Parker, CO



Population 11,793 (2022)

Monument, CO

[https://gazette.com/thetribune/monument-wayfinding-signage-project-seeks-additional-community-input/article\\_a5e5bd56-a3ff-11ed-9949-670ac0e1b9f6.html](https://gazette.com/thetribune/monument-wayfinding-signage-project-seeks-additional-community-input/article_a5e5bd56-a3ff-11ed-9949-670ac0e1b9f6.html)



Population 17,258

Canon City, CO

<https://www.canoncitydailyrecord.com/2017/06/07/general-government-committee-reviews-designs-for-a-gateway-monument-wayfinding-signage-for-city>



Population 215 (2022)

Larkspur, CO



Population 2608 (2022)

Leadville, CO

[https://www.leadvilleherald.com/news/article\\_a76bdf62-32cf-11e8-961d-679c116f5681.html](https://www.leadvilleherald.com/news/article_a76bdf62-32cf-11e8-961d-679c116f5681.html)



Population 2897 (2022)

Bayfield, CO