



## **BOARD OF TRUSTEES MEETING**

**Thursday, December 08, 2022 at 5:00 PM**

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

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### **MINUTES**

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**Call to Order.** Mayor Bass called the meeting to order at 5:02 pm.

#### **Pledge of Allegiance**

**Roll Call.** Present: Mayor Bill Bass, Trustees Karen Stuth, Jessica Farr, Darin Dawson, Nicole Currier, Sam Padgett, Glant Havenar.

#### **Consent Agenda**

MOTION (Havenar, Padgett) to approve the consent agenda, including items 1) Minutes from November 10, 2022 Meeting; 2) Special Meeting Minutes from November 17, 2022; 3) Checks over \$15,000 - Martin Marietta; Bradley Excavating; Filtronics; GMS. Roll call vote – 6 aye; 1 nay (Farr). Motion passed.

#### **Business Items**

4. Ordinance 17-2022 to Amend Code Section 5.20 Relating to Adult Use Cannabis. Attorney Krob provided background of the state requirements for a municipal ordinance and establishments to begin the application process for a state license. The Board was directed to the new code section 5.21 as provided at the 11/17 special meeting. The emergency ordinance reflected not requiring a new application to go before the Planning Commission for zoning and the approved new license and application fee. Discussion took place about waiting to set additional regulation. Ms Melissa Woodward, Alpine Essentials, stated any delay of the Board decision will delay the application process which will delay revenue to the town. Discussion ensued about setting additional regulations. MOTION (Farr, Stuth) to approve Ordinance 17-2022. Mayor Bass recognized public members wanting to address the topic. Mr. Gary Atkins addressed the Board about his acceptance of the election results but also wanted his concerns about traffic, parking space, signs and lighting to be addressed for the residential area surrounding the facility, as well as potential roadway needs of Circle being the single access point for the 37 residents in the area. Ms Laura Maguire agreed with the concerns stated. Discussion continued about addressing each establishment plan. Ms Brenda Woodward, Alpine Essentials, noted that the landowner is open to expanding parking. Mayor Bass reiterated that this ordinance sets the framework to apply and the plans that come forward may be specifically addressed by the new Board with each application. Original MOTION restated (Farr, Stuth) to approve Emergency Ordinance 17-2022. Roll call vote - 6 aye; 1 nay (Currier). Motion passed.

5. Certificates of Appreciation. Mayor Bass expressed gratitude to the current Board, staff and department supervisors, all of the town personnel and the public for the work that was accomplished the past two years. He shared a message for the incoming Board to understand the important role they will fill. Collins presented a certificate of appreciation to Mayor Bill Bass, and Mayor Bass presented a certificate of appreciation to outgoing Trustees Nicole Currier and to Darin Dawson.

**Recess for Social (approximately 45 minutes).** Mayor Bass recessed at approximately 5:40 pm for a social. At approximately 6:25 pm, the meeting reconvened.

**Administer Oath of Office for Mayor - Glant Havenar.** Collins administered the Oath of Office to Mayor Glant Havenar. Mayor Havenar took up the next item.

**Administer Oath of Office for Trustees - Kevin Dreher, Shana Ball, Dennis Stern.** Mayor Havenar and Collins welcomed new Board members and Collins administered the Oath of Office to Trustees Kevin Dreher, Shana Ball and Dennis Stern.

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

#### **Presentation by Tri-lakes Cares**

6. Tri-Lakes Cares Presentation - Haley Chapin, Executive Director. Tri-lakes Cares representatives Haley and Stephanie addressed the Board handing out information and reviewing the stats of families served by Tri-lakes, eligibility for services, and ways to be involved and volunteer with the organization.

#### **Staff/Department Reports**

Reports for 7) Water, 8) Public Works including Roads & Park Maintenance, 9) Police, 10) Fire, 11) Administration were presented in the packet. Mayor Havenar offered kudos to the Fire department for being a hit at the tree lighting event. Collins noted a copy of the year end summary of PD code enforcement provided.

12. Attorney Krob welcomed the new Board members.

13. Administrator/Clerk. Collins welcomed new Board members and mentioned the staff modification in the Fire department – Captain Snelling transitioned to part-time firefighter-EMT and an internal posting and interview process resulted in part-time firefighter William Berry to full-time Lieutenant position. Collins stated two grant submittals – state historical funds for the ADA compliant town hall entrance and the GOCO funds – were denied funding. Staff will continue to search for funding sources for these projects. Trustee Stuth reported the final desktop publishing work for the Community Master Plan this week.

#### **Consent Agenda**

MOTION (Farr, Dreher) to approve the consent agenda, item 14) Financials of October. Roll call vote – aye 7; nay 0. Motion passed.

#### **Business Items**

15. Resolution 57-2022 to Summarize Revenues and Expenditures and Adopt the 2023 Budget and Certify Mill Levy. Mayor Havenar asked the Board if there were any questions to address. MOTION (Dreher, Stern) to approve Resolution 57-2022 to summarize revenue and expenditures, adopt the 2023 budget and certify the mill levy. Roll call vote – aye 5; nay 2 (Farr, Padgett). Motion passed.

16. Resolution 58-2022 to Confirm Audit Services for YE2022 (Green & Associates LLC). Mayor Havenar noted this is an annual audit. MOTION (Farr, Ball) to approve Resolution 58-2022 to authorize services with Green & Associates. Roll call vote – aye 6; nay 1 (Padgett). Motion passed.

17. Nomination and Approval of Mayor Pro Tem. Mayor Havenar asked for a nomination of Mayor Pro Tem. MOTION (Dreher, Padgett) to nominate and approve Trustee Dennis Stern as Mayor Pro Tem. Roll call vote – aye 7; nay 0. Motion passed.

18. Distribute Final Preliminary Engineering Report for Water System Improvements. Collins provided background of the initiation of the PER in 2021 utilizing DOLA funds, the draft presented to the Board mid-year 2022, and the final report completed by GMS. A workshop was requested for GMS to address with the Board. Discussion took place about a workshop to cover the report in January.

#### Public Comment

Mr. Roger Moseley encouraged the Board to address the issues of the water fund and stated his concerns, including the proposed increase in the budget not being enough, overspending in the prior two years, monthly summary of operating and capital, saving for capital improvement, amount from billing must be set aside, potential radon concerns, upcoming balloon payment. Mayor Havenar confirmed that a water fund analysis is being conducted and Collins stated that it is in process and expected by the end of Q1 2023.

**Board Reports.** Mayor Havenar spoke of the successful kickoff of the tree lighting and great turnout of ornament sales for PLEDG. She mentioned the upcoming events.

**Next Meetings (12/15 Special Meeting; 1/5 Training; 1/12) and Future Items.** An additional workshop, possibly January 19 will be confirmed.

**Adjourn.** MOTION (Farr, Padgett) to adjourn at 7:12 pm.

  
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Mayor Grant Havenar

  
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ATTEST: Dawn A. Collins, Town Clerk