



## **BOARD OF TRUSTEES MEETING**

**Thursday, November 10, 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 5:04 pm.

#### **Pledge of Allegiance**

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

**Consent Agenda.** MOTION (Farr, Stuth) to approve the consent agenda including items 1) Minutes from October 27, 2022 Meeting; 2) Checks over \$15,000 to Timberline. Roll call vote – aye 7; nay 0. Motion passed.

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

3) Water; 4) Public Works including Roads & Park Maintenance; 5) Police; 6) Fire; 7) Administration – included in packet. Interim Fire Chief Vincent addressed the inquiry about exploring options to remove the logs from the reservoir area since mitigation.

8. Attorney – Attorney Krob informed the Board of the History Colorado covenant to alterations to the town hall with the grant submittal with the State Historical Society. Staff will research the limitations with the State.

9. Administrator/Clerk – Collins requested that Chief Vincent address Board direction relative to the ambulance. He has the opportunity to return it to Black Forest if it is not intended to be put in service. The Board clarified this was a donation and the consensus was to return it. Collins continued with congratulations to newly elected officials and thanks to all candidates. An update was provided on the collaborative work on the GOCO grant concept submittal; an MMOF grant application for the design work of a main street improvement project; completion of the Walnut St water line improvement; and training dates for Board members.

#### **Public Hearing**

10. 1st Reading - Ordinance to Adopt the New Town Code. Trustee Havenar requested the record reflect that she did not want the first reading to take place until a public workshop was conducted on the new town code. Trustee Dawson inquired what members want to accomplish. Discussion took place between members about the sequence of events – launch of recodification project in 2016, multiple changes of office administration, direction by Board in 10/2020 to bring it to completion, direction by Board in 3/2021 to bring it to completion with the understanding it will require review and

amendment. It was noted that one of two options can take place at this point – scrap the project and start over at a higher cost (paid to Municode) or adopt the code and begin to amend as desired. Trustee Havenar suggested the Board ratify the code with the following – establish the Board member “liaison” role at the first meeting in January; review one chapter of code each month; and clarify/confirm that the code reflects “statutory town” not city. Public members were invited to speak. Ms Nikki McDonald offered background to past codification and that the current town code revisions pre-date the current Board, current staff and discussion took place about the petition turned over to the Board and how to move forward. Attorney Krob stated that the town municipal code is a living document and should be regularly reviewed and amended as desired. Ms Susan Miner stated the positive to adopt the town code to address land use code since the adoption of the Community Master Plan. Ms Shana Ball referenced Title 31 of State Statute relating to statutory towns and cities. Trustee Havenar inquired with new elected officials in attendance of their commitment to review the code once in office. Mr. Kevin Dreher stated he supports reviewing the code. Mr. Dennis Stern agreed with the review activity. Ms Miner noted to the Board that the structure of the commissioner or liaison in some form is a core value in the Master Plan. Trustee Dawson confirmed that the town code needs to be adopted to amend it. Mayor Bass closed the hearing.

Attorney Krob noted this Ordinance requires a passing on the first reading and suggested the Board add action on the first reading as item 21 to the agenda.

#### **Business Items**

11. Special Event Application - Star Lighting and Chili Supper (11/26). Mr. Calvin Pickup represented the Firefighters Association requesting approval of the traditional chili supper and star lighting activity on November 26. MOTION (Farr, Padgett) to approve the event. Roll call vote – aye 7; nay 0. Motion passed.
12. Special Event Application - EZ Business Workshop (11/30) – PLEDG. Trustee Stuth addressed the public and Board members about the town being within the enterprise zone and for local business to take advantage of tax credits. A workshop is being offered on 11/30 to assist with the required pre-application process – must be completed in 2022 to be eligible to apply for future credit. MOTION (Farr, Dawson) to approve the workshop and waive fees. Roll call vote – aye 6; nay 0 (abstain 1 – Stuth). Motion passed.
13. Special Event Application - *A Christmas Carol* Production (12/9 & 12/10). Mr. Lynn Roth explained the production of *A Christmas Carol* by the funky little theater group as an interactive show. Three shows will take place from December 9-10. Discussion from the public took place about making wassail in the kitchen Saturday morning of 12/10. MOTION (Dawson, Havenar) to approve the event with coordination of those assembling wassail Saturday AM. Roll call vote – aye 7; nay 0. Motion passed.
14. Special Event Application - “LOVE to Party” Valentine Dinner and Dance (02/11/23). Trustee Currier left the room for this item. Ms Cathy Wilcox stated the name is officially “All You Need is Love” with a pasta dinner and dance from 4-10p. The funds will assist Awake Palmer Lake for lights and addition of stairs from the east side of the bridge. MOTION (Padgett, Stuth) to approve the event. Roll call vote – aye 6; nay 0 (abstain 1 – Currier). Motion passed.

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15. Resolution 54-2022 Yule Log Community Tradition (Dinner and Hunt). Mayor Bass read the resolution to indefinitely approve and support the Yule Log tradition. MOTION (Currier, Padgett) to approve Resolution 54-2022. Roll call vote – aye 7; nay 0. Motion passed.
16. Resolution 55-2022 to Amend the Town Star Lighting Policy. It was noted that the revision includes adding the hockey classic to the regular star lighting. MOTION (Dawson, Currier) to approve Resolution 55-2022 to amend the star lighting policy. Roll call vote – aye 7; nay 0. Motion passed.
17. Resolution 53-2022 to Support Adoption of the Community Master Plan. Mr. Bill Fisher approached the Board to provide the purpose of the Planning Commission work and adoption of the Community Master Plan as a guideline for the town. Members thanked the community for their efforts. MOTION (Dawson, Stuth) to approve Resolution 53-2022. Roll call vote – aye 7; nay 0. Motion passed.
18. Resolution 56-2022 to Adopt 3-mile Plan. Ms Susan Miner spoke to the purpose of the 3-mile plan and that it is a statutory requirement that the town did not previously have in place. MOTION (Stuth, Havenar) to approve Resolution 56-2022 to adopt the plan. Roll call vote – aye 7; nay 0. Motion passed.
19. Distribute/Review Draft Master Fee Schedule for 2023. Collins reviewed the modifications to the proposed master fee schedule in preparation for adoption in January. Discussion and direction took place to check into adult use cannabis licensing fees. Discussion took place about water tap size fees and ongoing work of revised fire review/inspection fees.
20. Review of Proposed 2023 Budget (Direction for Final Budget). Deputy Clerk Stambaugh reviewed the modifications to the proposed budget including the revenue modification with the passing of ballot issue 2D. Discussion took place about \$1.5 million being an appropriate revenue forecast. The wildland fire program was added, and discussion took place to balance the revenue and expenses. Collins reviewed items to address with remaining 2022 funds including a podium, mason repair to the fireplace, and repair to the library door frame due to water damage. Mr. Niall Byrne offered to assist with the fireplace masonry work. Mr. Roger Moseley addressed the Board about the water fund – 7% being a good change and he inquired about a review 2x/year of the water fund. Collins that the reference made was in the former Town code, and Board members noted this is being done with a review of monthly financials. Collins requested Board member support to bring the accounting functions in-house. Currently, outsourcing the municipal accounting is more than \$90,000 and about 60% of the functions can be managed internally with access to the financial data. The savings of over \$60,000 will cover the cost of wages. Discussion took place about the quantity of administrative personnel in the office. Collins asked what information Board members want to see to justify administrative positions. Trustee Currier suggested detailed job descriptions and financial details of the accounting would be helpful to consider. Mr. Dreher suggested an explanation on the website of who does what administrative function would be helpful. Board members agreed to add administrative personnel with functions and who to contact on the website.
21. Added pursuant to item 10. Ordinance 16-2022 to Adopt Town Code – First Reading. MOTION (Padgett, Currier) to waive the reading of Ordinance 16-2022. Roll call vote – aye 7; nay 0. Motion passed. MOTION (Padgett, Currier) to pass Ordinance 16-2022 to adopt the town code. Roll call vote – aye 7; nay 0. Motion passed.

**Public Comment.** Ms Dee Banta shared with the Board that she had a great customer service experience with Tish about the electronic sign. She commended the town staff. Mr. Bill Dandino handed an envelope to Attorney Krob stating it is his formal complaint against Mayor Bass and expects a response by November 18, otherwise he will forward a packet to the Secretary of State. Ms Kellie Chandler provided her background in education and administration. She thanked the current board and new members in the audience. She read an email previously sent about hydrants near her home and spoke about the response from staff and lack of response from officials. She expressed concern about the fire department and wanting the hydrants back in service.

**Board Reports.** None stated.

**Next Meeting (Special Meeting 11/17; 12/8) and Future Items.** Collins noted the special meeting on 11/17 is at the Chamber Community Room. Trustees Padgett, Dawson, and Currier will not attend. Attorney Krob inquired about direction with the passing of ballot issue 2D. Board members discussed a draft ordinance and Attorney Krob stated the CML website has ordinances on a marijuana resource page. Trustee Stuth suggested working with Mr. Jim Parco. Attorney Krob will initiate this item with a draft ordinance to consider or workshop. Trustee Currier requested that staff distribute the municipalities used to compare MJ license fees from the master fee schedule.

**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 annexation; and for the purpose of receiving legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) - code of conduct policy. MOTION (Padgett, Stuth) to convene to executive session at 7:45 pm. Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session.** MOTION (Padgett, Currier) to reconvene to open session. Roll call vote – aye 7; nay 0. Motion passed.

**Adjourn.** MOTION (Currier, Padgett) to adjourn at 8:23 pm. Motion passed.

  
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Mayor William Bass

  
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ATTEST: Dawn A. Collins, Town Clerk