



BOARD OF TRUSTEES MEETING

Thursday, January 23, 2025

Executive Session at 5:00 PM / **Regular Meeting at 6:00 PM**

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order & Roll Call

Convene to Executive Session

A) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Larsen/Monument Ridge (Buc-ee's) eligibility determination and annexation, as well as the lawsuit initiated against the Town by Integrity Matters and others, and to develop strategy and instruct negotiators in connection with such matters.

B) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Eco Spa lease and to develop strategy and instruct negotiators in connection with such matters.

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

Roll Call

Pledge of Allegiance

Presentations

1. State of Municipal Court, Judge John Ciccolella
2. Elephant Rock Property Vision, Parks Commission Chair, Reid Wiecks

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.*

3. Minutes from January 9, 2025 Meeting
4. Checks over \$15,000 - CIRSA (\$42,065.84) quarterly property/casualty; Shadow Systems (\$15,012.80) for PLPD firearms w/accessory
5. Financials (December 2024)

Staff/Department Reports

6. Attorney
7. Administrator/Clerk

Business Items

- [8.](#) Application for Public Display - Troll Design at Pedestrian Bridge, Awake Palmer Lake
- [9.](#) Direction Regarding Parks Vision for Elephant Rock Property
- [10.](#) Resolution 13-2025 to Approve 2025 Master Fee Schedule
- [11.](#) Resolution to Approve Amended Employee Handbook
- [12.](#) Distribute List of Completed Parks and Trails Commission Projects 2024

Public Comment - *Public comments are encouraged to be emailed to the Town office at 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 (2/13) and Future Items**

Convene to Executive Session (if needed to complete discussion, noted above)

Reconvene to Open Session

Adjourn

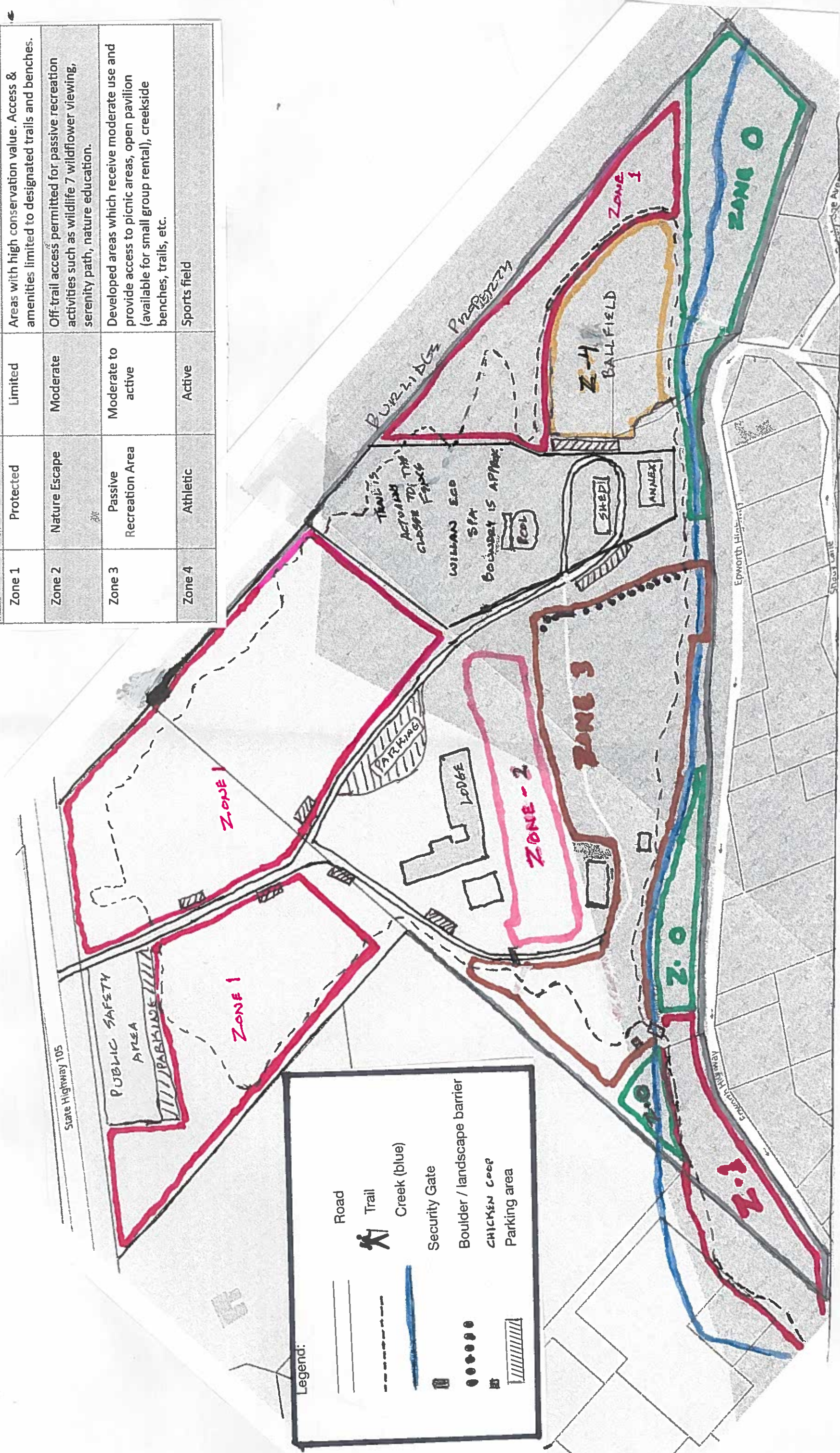
Americans with Disabilities Act

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.

E-Rock Palmer Lake Parks and Trails Vision as requested by BOT,

PROPOSED USE/MAINTENANCE ZONE DESCRIPTIONS

Rating	Allocation	Public Use	Description
Zone 0	Closed	None	Access restricted due to lack of public amenities, wildlife refuge, leased lands, safety concerns, etc.
Zone 1	Protected	Limited	Areas with high conservation value. Access & amenities limited to designated trails and benches.
Zone 2	Nature Escape	Moderate	Off-trail access permitted for passive recreation activities such as wildlife 7 wildflower viewing, serenity path, nature education.
Zone 3	Passive Recreation Area	Moderate to active	Developed areas which receive moderate use and provide access to picnic areas, open pavilion (available for small group rental), creekside benches, trails, etc.
Zone 4	Athletic	Active	Sports field



E-Rock PLP&T vision concept in response to Board of Trustees' request October 2024

November 14, 2024 BOT minutes: "clarified the scope of the vision that the Board wanted from the Parks Commission and it was agreed to focus on the space that the cabins will leave vacant while providing an overall concept if Parks has any ideas."

The Town of Palmer Lake Parks and Trails (and Open Space) Plan is an integrated, visionary plan to guide the development of Palmer Lake's parks, recreation, open space, and trails facilities, programs and services for up to ten years. As a companion document to the Palmer Lake Comprehensive Plan (dated, 2022), the Plan responds to and builds on other long-range planning documents and recommends the Town, Public Works, and Parks and Trails Commission develop management plans for key open space areas such as E-Rock (to include possibly a new name).

The Town is moving forward with a mission to protect and enhance the natural, cultural, and scenic resources unique to the open spaces of its planning area. This Open Space Management Plan (OSMP) is designed to guide the management of undeveloped areas, like E-Rock, that are recommended to be permanently maintained in a natural state, with added recreation amenities considered in the future, e.g. athletic field, nature center, etc..

In general this scope is a long-range plan developed by Palmer Lake Parks and Trails (PLP&T) for the immediate and future use of the portion of E-Rock property along Monument Creek identified on the attached map as Zones 0, 1, and 3, the trail that was established in June 2024 that runs inside the perimeter of the entire property, and along Monument Creek to the west of USAFA bridge #1. The area includes the open air pavilion that is being renovated by the PLP&T Commission, areas where the cabins were, and one remaining chapel building whose fate has not been addressed by the BOT, yet most feel that it should be put to some use, and the small chicken coop just inside the property next to the USAFA bridge #1 (which PLP&T would like to turn into a temporary weather shelter for trail users).

PLP&T will "provide an overall concept (vision)" of the rest of the property: ball-field, perimeter trail corridor, open field areas north of the lodge and dorm buildings - Zones 1 & 4, "beaver pond" area SE of ball field - Zone 0, and recently mitigated slope just south and adjacent to the above two buildings - Zone 2. This vision/concept excludes the future Public Safety area along State Hwy 105 (2-3 acres), Willan's leased 2.8 acres, the large lodge / dorm buildings, and former "caretaker house" next to the large buildings.

As the PLP&T Commission is made up of volunteers, relying on help from Palmer Lake Public Works department, we suggest going slowly with quality and timely additions to the property, i.e. additional trails, athletic field, designated wildlife and open space areas, and nature center all driven by public input, and available funds to maintain a mostly passive park and open space environment **with no large scale events and no new building construction recommended by the Elephant Rock Advisory Committee (2024)**. Palmer Lake is fortunate to have Centennial Park which has successfully hosted numerous large scale events, thus a second venue of this sort in E-Rock would be contraindicated.

The attached map outlines the suggested use and maintenance zones for the entire property - Zones 0-4

The Palmer Lake Parks and Trails Commission also would like to see the above areas, Zones 0-4, be designated as a park so that future improvement and maintenance activities could be funded by the Conservation Trust Fund moneys the Town receives annually from lottery funds.

Purpose and Intent

Open space is defined as: protected lands of significant value that are conserved in their natural state, restored, or improved with appropriate native landscaping to retain a natural or natural-appearing condition.

This OSMP is different from the Comprehensive Plan and its companion Glen Park or Centennial Park Master Plans because it does not provide land use policies or development design guidelines; it is a roadmap of sustainable practices for maintaining and managing lands the Town has acquired for an open space park. These open space parcels and passive park differ from traditional park developments because infrastructure is focused to provide passive recreational uses that are more aligned to natural areas such as hiking, picnicking, wildflower viewing, and birdwatching - not irrigated, nor are there active park amenities such as playground equipment, outdoor grills or fire pits.

MISSION STATEMENT

To protect and enhance the natural, cultural, and scenic resources unique to the Town of Palmer Lake through:

- Thoughtful land acquisition;
- Appropriate land stewardship;
- Sustainable management.

in order to:

- Provide exceptional passive recreational opportunities;
- Preserve open space and wildlife habitat;
- Connect the community with each other and the natural environment;
- Respect the nearby residents.

Taking this context into consideration, the OSMP intends to:

- Define Palmer Lake’s mission for open space management and identify objectives and strategies to satisfy its mission;
- Adhere to federal, state, and regional regulations and guidance as applicable;
- Provide sustainable actions to manage natural areas well into the future; and
- Identify a framework and tools to aid in ecological assessments and monitoring

Palmer Lake is a community which recognizes the importance of:

- Conserving and enhancing its historic small-town character, the roots from which it grew, preserving the natural environment in which it resides;
- A caring community which offers its residents an environment in which to seek a high quality of life;

- A balanced community with a diverse range of housing, employment, educational, shopping, and recreational opportunities; and
- A vital community which provides financial and social support for quality of life

Once PLP&T has more guidance from the BOT we will outline in more detail:

GUIDING PRINCIPLES FOR OPEN SPACE

Stewardship of the Natural Environment

Protected Lands Program

General Management Objectives for:

- Vegetation
- Restoration and enhancement
- Open Space Management Plan
- Maintenance of Primitive Trails
- Maintenance of Picnic Areas and Benches
- Maintenance of Hardscapes - parking areas, trailheads, ADA designated areas
- Fencing and Signage
- Control of Hazardous Weeds

Zones - areas divided into zones for recreational use and maintenance

Maintenance/Use zones will inform Town management objectives and public access policies, in turn it can help improve efficiency by focusing efforts where it is needed most.

Specifically, proposed use/maintenance zones may be used to:

- Identify high public use areas;
- Protect ecologically sensitive areas;
- Designate the level of maintenance intensity required within each zone; and
- Track the acreage associated with each maintenance zone across the Town's open space.

Additionally, if the Town determines an average cost per acre associated with each management zone, this method can be used to support budget forecasting for annual maintenance/use activities.

PLP&T would like to see the park & trails open space areas addressed in this concept preserved permanently for future generations.

Maintenance/use zones can be a valuable planning and evaluation tool that can scale as the Town's open space portfolio grows.

PROPOSED USE/MAINTENANCE ZONE DESCRIPTIONS

Rating	Allocation	Public Use	Description
Zone 0	Closed	None	Access restricted due to lack of public amenities, wildlife refuge, leased lands, safety concerns, etc.
Zone 1	Protected	Limited	Areas with high conservation value. Access & amenities limited to designated trails and benches.
Zone 2	Nature Escape	Moderate	Off-trail access permitted for passive recreation activities such as wildlife 7 wildflower viewing, serenity path, nature education.
Zone 3	Passive Recreation Area	Moderate to active	Developed areas which receive moderate use and provide access to picnic areas, open pavilion (available for small group rental), creekside benches, trails, etc.
Zone 4	Athletic	Active	Sports field

Description of possible amenities and /or needs for each zone:

Zone 0: limited use single track trail, 1 or 2 benches, signage, designated wildlife refuge

Zone 1: Strategic mowing, 2-3’ each side of single track trails, natural areas leave wild except for mowing strategically as outlines in more detailed maintenance description. Wildflower ID signage, plant native grasses and pollinator plants, remove noxious/invasive weeds, Place 2-3 benches along the east fence and in the oak groves with views toward the mountains and Ben Lomond, benches placed below the PS area facing the south, SW.

Zone 2: Single track nature trail with education and ID signage. No benches, tables etc.

Zone 3: Picnic tables (away from the creek, in the shade, spaced well away from each other on the space left by the cabin foundations removal), Bear proof trash cans (2) placed at either end of the area, benches along the creek and trail (2-4 to start), benches (1-2) above the USAFA bridge #1 area along the trail with views of the mountains, 1-2 along the trail above the Willan’s property. Open pavilion & trails along the creek, 1 porta potty with wooden tasteful surround placed at the east end of the area where it can be serviced easily, stone barriers/gates placed at both ends of the area to limit vehicle traffic to PLPD, PLFD, PLPW, and PLSD, create a boulder barrier/fence along the east boundary of Zone 3, remove the fire ring near the pavilion, plant ground cover or use PLFD generated wood chips, from mitigation, where the cabin foundations were.

Zone 4: work with athletic clubs and organizations to renovate the ball-field and a parking area adjacent to it.

Additional notes/suggestions/vision from PLP&T Commission Workshop 11/26/2024

The PLP&T Commission reiterated that the overall concept would be of a mainly “passive park” that contains no playground equipment, athletic courts, hosting of large events, etc. as these facilities are available in Glen Park, Centennial Parks, or Columbine Park.

A. Where the former cabin foundations are, everyone felt that leaving them with planted ground cover, sand, or wood-chips as the surface would mean less or no maintenance. Primary uses would be for picnicking (tables from logs at the reservoir with help from PLFD and PLPW), possibly horse shoe pit on one or two. Need for bear proof trash cans and pet waste station(s). Parking possible for 4-5 cars in the area just inside the USAFA bridge where it is flat - up for discussion. Create a weather or rest shelter out of the chicken coop just inside the USAFA bridge #1. Possible memorial garden, serenity path on the hill below the lodge where the PLFD cleared scrub oak this summer. The memorial garden idea was mentioned by one of the victims of the Living Word Chapel abuse - Reid to follow up to get the contact info. Caution in the creation of the memorial garden is needed especially if there is going to be a plaque of some sort (regarding the wording).

B. Benches along the creek, above the aforementioned parking area, along the trail, especially the east and northeast sections at beautiful view spots toward the mountains, with enough space between them to afford uninterrupted appreciation of the natural surroundings and views . The benches would be constructed of wood harvested from the Upper Reservoir in partnership with the PLFD and PLPW as part of the mitigation of the logs.

C. Initially one information kiosk just inside the USAFA bridge #1 showing trails with difficulty symbols, rules, facilities, cautions. Once the rest of the property use is decided a second kiosk would be erected at the shared with Public Safety parking lot/area near the trail at the entrance off State Hwy 105.

D. Additional detailed information, uses, maintenance will be included in the overall vision once decided upon, including the athletic field which the PLP&T Commission would like to leave natural for the time being and work on renovating it with a partnership at a future date.

E. Leave the rest of the property north of the large buildings in their nature state with a "strategic mowing plan" developed with Public Works.



BOARD OF TRUSTEES MEETING

Thursday, January 09, 2025 at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor called the meeting to order at 5 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher. Excused: Trustee Dennis Stern.

Convene to Executive Session - For the purpose of:

A) 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) – elephant rock property lease review (EcoSpa); and

B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town with the Colorado Attorney General and concerns that have been raised regarding the Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Buc-ee's/Monument Ridge West annexation petitions.

MOTION (Dreher, Caves) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session at 5:45 pm. Recess to open doors for regular meeting and reconvene at 6 pm.

Roll Call. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher. Excused: Trustee Dennis Stern.

Pledge of Allegiance. Mayor Havenar invited Ms. Olivia Hayes to lead the pledge.

Presentations

1. Acknowledge Ms. Olivia Hayes - Miss Palmer Lake. Mayor Havenar recognized Ms. Hayes for being chosen as Miss Palmer Lake to compete in the Miss Colorado pageant in the spring.
2. Administer Oath of Office, Chief Glen Smith. Mayor Havenar introduced Police Chief Glen Smith and Collins administered a ceremonial oath of office. Chief Smith thanked the Board members and PLPD members for welcoming him. He commended Lt Lundy and Sgt Ramirez for their ongoing support of the department.

Consent Agenda. MOTION (Ball, Jurka) to approve the consent agenda including items 3) Minutes from December 12, 2024 Meeting; 4) Checks Over \$15,000 - Krob Law (\$21,402.50), Meyer & Sam's/GMS (\$20,419.00), West Fork Construction (\$75,000.00); 5) Financials (November 2024); 6) Resolution 1-2025 to Designate Posting Sites; 7) Resolution 2-2025 to Appoint Town Officers; 8) Resolution 3-2025

to Re-appoint Members to Planning Commission; 9) Resolution 4-2025 to Re-appoint Members to Parks and Trails Commission; 10) Resolution 5-2025 to Re-appoint Members to Board of Adjustment; 11) Resolution 6-2025 to Appoint Board Official to PPACG; 12) Resolution 7-2025 to Appoint Board Official to PPRBD. Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports. No questions presented.

13. Water
14. Public Works including Roads & Park Maintenance
15. Police
16. Fire – Chief John Vincent explained the aircraft landing in the unincorporated El Paso County field off Hwy 105 and Red Rock Rd. Brief discussion took place about how the pilot will move the plane.
17. Administration
18. Attorney – none.
19. Administrator/Clerk – Collins reported that two new hires started this week – Accounting Clerk, Kathy Neal and Deputy Town Clerk, Erica Romero. Advertising for the Water ORC continues, and Police and Fire will start the process of filling full-time positions, as budgeted. Roof material for the open air pavilion on elephant rock was delivered and replacement will be completed when weather permits. The RFQ for feasibility of a public safety facility location was issued, solicited to several firms with a deadline of 2/3. A kickoff meeting for design work for the Spruce Mountain road improvement is Tue., 1/14 with JR Engineering. Collins reminded members of upcoming Chamber event dates.

Public Hearing. Mayor Havenar asked for a show of hands of public members wanting to speak for the hearing. She reviewed rules, allowing three minutes for each speaker.

20. Application for Master Plan Resubdivision for Lakeview Heights (continued from 12/12/24). Collins informed members that she inadvertently placed the initial draft memo from the Fire Chief in the packet instead of the final version included in the prior Planning Commission packet and provided proper copies on the Board tabletop. Collins introduced the application, explaining this application is a resubdivision of a past approved, platted subdivision that was not completed. She offered background about past rezoning from 5000 sq ft to 10,000 sq ft and reviewed the code regulation in place at the time of initial application, explaining why the application is reviewed under the former Ch 16 subdivision code. Attorney Krob informed the Board of his discussion with Trustee Hutson, as an abutting property owner. Trustee Hutson recused herself from the Board discussion and vote, and she joined the audience to speak as a citizen. The applicant was invited to the podium.

Ms. Andrea Barlow, NES, introduced herself and the team, including the applicant, Mr. Eric Sepp. She reviewed the request of the master plan and defined this first step, master plan, of the process. The conditions recommended by the Planning Commission were specifically reviewed, including notification to non-applicant owned lots about cost recovery, easements, and regulation to sprinkler. Ms. Barlow stated an assessed fee in lieu of parkland will be considered, and they will resubmit the traffic study with modifications. She reviewed the constraints surrounding the area – Ben Lomand Mountain to the north, railroad to the south, and private owned conservancy to the east. The phased master plan layout of lots was reviewed, along with the future phase for large lot, and statements of alignment to the Community Master Plan were made. Ms. Barlow stated this area was originally platted in the 1960s and reviewed original zoning of 5000 sq ft and rezoning to 10,000 sq ft. She

reviewed the character of the property not being covered by trees and low-medium fire risk. She further reviewed the general requirements of the current (IFC 2015) fire code explaining the proposed plan is a looped roadway, not a dead end, and noting emergency access for authorized apparatus from the Santa Fe Trail. Ms. Barlow added that internal connectivity with permanent trail easements on applicant owned property is proposed, and she generally explained the proposed paved roads to County Line with curb and gutter along with drainage. She summarized that 1) the proposed Master Plan meets the provisions of Town Code Chapter 16.16. and presents a general summary of the proposed development; 2) the proposed lot configuration meets the R-10,000 zoning requirements; 3) the project meets State, County, and Town requirements; and 4) it is consistent with the Palmer Lake Community Master Plan. Mayor Havenar asked if the Board members had any questions for the applicant. Discussion ensued about emergency access, specifically if the Palmer Lake fire apparatus was tested on the Santa Fe Trail access. Chief Vincent stated the side by side and brush truck utilized the trail. Discussion took place about whether the applicant inquired with the railroad. It was responded that was done for other projects with no success for emergency use. Discussion returned to having a second egress. Applicant, Mr. Eric Sepp, explained the anticipated agreement with the El Paso County Parks for immediate emergency access – breakaway bollards or Knox box. Concern was expressed about the existing homes not under the same regulation (adopted in 2021). Attorney Krob explained there is no authority to go back and require any change under new regulations. GMS Engineer, Mark Morton, explained the roadway development standards for second access being different from the Fire code regulation for second (emergency) access. He stated this master plan does not fit the definition of a dead-end roadway and explained the review of other County projects for verification of the interpretation of the code. Attorney Krob asked the applicant about the 5 ft easements on all lots, and the applicant replied they found that 6 ft easements are required within the original covenants for all lots. Discussion returned to emergency access and Chief Vincent stated there are two to three options from the trail and from the air. Discussion took place about the 20% parkland dedication being the Board’s choice. The applicant explained it would be difficult with non-contiguous lots, so they proposed to pay the fee in lieu of land dedication, and did not want to burden the town with additional property to maintain. It was determined the applicant owned lots totaled about 13 acres. Mayor Havenar opened the floor to the public and called speakers by name from the sign-up list.

Mr. Roger Moseley stated the town’s engineer twisted the language about the access point, mentioning a sign that states no outlet. He concluded it is a dead end and stated that a 50 ft roadway will not fit at the entrance. He recommended an HOA be established to maintain the streets due to erosion, and he mentioned the current Palisade fires are an example of fire moving by wind. Ms. Martha Brodzik referenced the Planning Commission meeting memo provided by Attorney Krob with four options including approving with conditions. Mr. Mike Beeson stated it is okay to develop but not at the expense of others. He stated the Fire code memo should be thrown out and explained that he disagreed with the interpretation for the intent of the code. Ms. Jennifer Rausch expressed concerns about Chief Vincent’s comments. She reviewed prior fires and safety and requested that an independent analysis be considered for traffic, including emergency and an evacuation plan. Mr. Pete Tomitsch spoke about his past experience with fires. He stated that he spoke with a subject matter expert with CSFD about this project and that a fire would not be fought. He asked why a reasonable egress is not considered, inquiring whether it is impossible or difficult. Mr. Jeff Hatcher referenced section 16.20.90 about water resources, and he stated the applicant’s water resource report fails to speak to adequate water. Mr. Kurt Stevens stated there is a fundamental theme here of failure of analysis. He recommended this to go back to the Planning Commission for more information. Mr. Kip

Murray explained the letter from his attorney and spoke about fire access to cross the Santa Fe Trail. He stated there will be intense heat due to the red rock in the area. Ms. Angela Dawson expressed concern about the increased traffic and safety for children in the area and drainage issues. Mr. Reid Wiecks referenced the Community Wildfire Plan in place for 16 years, pointing out guidelines suggesting a minimum of four egress points and identifying the Glen areas and Oakdale neighborhoods being most vulnerable. Ms. Amy Hutson stated the applicant did not meet conditions because she did not receive a notification, and she stated the project does not align with the Community Master Plan for open space. Mr. Bill Dandino stated he wants responsible development, mentioning that he currently cannot get home insurance coverage. Mr. Phil Tedeschi offered his background as an original landowner at the start of Oakdale and firefighter with the town. He highlighted several fire incidents that started by the train, a car fire, and if a train stops, you cannot access the area. He expressed concern about paved streets creating increased speed of vehicles. Ms. Marilyn Stur described her property line and a fence place along the right of way. She asked if there would be protection for other property owners. Ms. Patti Brooks pleaded that the Board require a second access for development. She inquired about current setbacks and zoning. Ms. Brooks gave a summary of the Planning Commission vote and stated her concern about increased traffic on Oakdale. Mr. Dandino returned to suggest that the Fire code is minimal requirement and encouraged the Board to require more. Ms. Trina Shook clarified that sanitation is a separate entity and the applicant being within the district. Ms. Rausch returned to ask Chief Vincent to address the plan for existing homes. Mayor Havenar invited Ms. Andrea Barlow to respond to comments. She reiterated there is emergency access via El Paso County Parks via Santa Fe Trail. She stated the master plan code does not have specific criteria and the conditions do matter to set the stage for the next step in the process. She reiterated that the subdivision was originally platted for 280 units and this resubdivision master plan reduces to about 100, decreasing potential traffic. She explained that right of ways were previously platted and development will not go beyond the platted right of way, also mentioning the extensive retaining wall and grading of additional fill. Mr. Sepp added he did not approach property owners if abutting lots were extended as a backyard and accessed from other roadways. He stated that he understands the concern of paving Oakdale with drainage issues and agreed to include curb and gutter with paving, noting that the detent pond can manage it. Fire Chief Vincent stated he followed regulations of the Fire code. Mayor Havenar invited Ms. Rausch to repeat her question to Chief Vincent, which she asked what the plan is for the existing homes to evacuate. Chief Vincent stated he reached out to the Office of Emergency Management for a model evacuation. Discussion ensued between Board members about possible second egress points and whose responsibility to keep easement via Santa Fe Trail clear for emergency use. Attorney Krob asked the applicant to explain which exceptions of the Fire code applied and Ms. Barlow reviewed exception one and three – 1) due to single point of access, sprinklers meet requirement and 3) the surrounding area has significant constraints for a reasonable solution for additional access. Ms. Rausch added the access is Oakdale not Lake Ave. Ms. Brooks disagreed with the Planning Commission vote and stated there was no traffic study for Oakdale. Ms. Barlow stated the application does include a traffic study. Mr. Beeson stated if there is no public safety, residents will die. Mr. Stevens stated this will go to court. Mayor Havenar closed the hearing and called a brief recess at 8:51 pm.

Mayor Havenar reconvened the meeting at 9:04 pm.

Business Items

21. Resolution 8-2025 Considering Resubdivision - Master Plan, Lakeview Heights. Trustee Caves asked the applicant about Mr. Murray's comments about the railroad, as Mr. Murray left the meeting. Mr. Eric Sepp was uncertain and explained his efforts for emergency access from El Paso County. Members stated they heard the concern about evacuation for the area and discussion ensued about the trail use. Attorney Krob offered a few amendments to the resolution to approve with conditions, noting that section 1 (d) relating to a meandering trail should be stricken; (h) all lots, add "owned by applicant;" and add curb and gutter with all paved roadways; section 2 - timing to fulfill prior to preliminary plat. Questions were asked if denied, and Attorney Krob explained the applicant can appeal in district court and a new application under rules at the time of application could be considered. He further explained that Board members can refer to Planning Commission or continue with the Board. Mayor Havenar asked each member what they think, stating that she has concerns about the code referencing "all" lots and would like an evacuation plan for the area. Trustee Jurka stated he wants an evacuation plan and facts from the railroad. Trustee Ball stated she wants an evacuation plan and a sample agreement from El Paso County about responsibilities for the trail. Trustee Caves stated that he wants an evacuation plan and expressed concern about "all" lots with access starting at Oakdale. Trustee Dreher stated that evacuation will be an issue with only one egress. Attorney Krob relayed that the Board could continue the matter to allow the applicant an opportunity to further address: 1) an evacuation plan; 2) whether the application fits within exception 1 of Fire code regulation 107.1 and how the term "all" should be interpreted; and 3) whether the application fits within exception 3 and the applicant's efforts made to demonstrate it is "not possible" to provide a second access. MOTION (Ball, Caves) moved as presented. Roll call vote – aye 4; nay 1 (Dreher). Motion passed. Attorney Krob suggested that the applicant confer the amount of time needed and waive any objection to the continuance. The applicant responded with a timeframe of 3 months and waived objection to the motion to continue. Trustee Hutson returned to her seat.
22. Resolution 9-2025 to Authorize Agreement with UC Health (Clinician). Collins provided background about adding a clinician to the PLPD crisis intervention team. This step will complete what grant monies awarded late in 2023 will cover for two years. It was suggested that health services partnered with law enforcement is needed and this program will be utilized throughout northern El Paso County. MOTION (Dreher, Ball) to approve Resolution 9-2025 to authorize agreement UC Health. Roll call vote – aye 6; nay 0. Motion passed.
23. Resolution 10-2025 to Authorize Agreement with Chavez Consulting. Collins explained that the rate increased slightly and reviewed the various ways Mr. John Chavez works with the town as it related to stormwater management. MOTION (Ball, Hutson) to approve Resolution 10-2025 to authorize the agreement with Chavez Consulting. Roll call vote – aye 6; nay 0. Motion passed.
24. Resolution 11-2025 to Authorize Services with Hydro Corp, Cross Connection/Backflow. Attorney Krob explained the cross connection program including annual inspections to prevent backflow contamination. Collins stated that this is a request of the water department to remove the administrative work from the office and reporting from the ORC. Hydro Corp manages the entire program for the town. MOTION (Dreher, Ball) to approve Resolution 11-2025 to authorize service with Hydro Corp. Roll call vote – aye 6; nay 0. Motion passed.
25. Resolution 12-2025 to Renew MOU Regarding Investigation of Incidents Including Other Use of Deadly Force. Chief Smith explained the renewal of the MOU to assist with investigations involving

officers. MOTION (Ball, Jurka) to approve Resolution 12-2025 to renew the MOU as presented. Roll call vote – aye 6; nay 0. Motion passed.

26. Consider Nomination of Mayor Pro Tem. Mayor Havenar stated that Trustee Dennis Stern has done an excellent job in her absence and would like to continue as Mayor Pro Tem. MOTION (Dreher, Hutson) to nominate Dennis Stern as Mayor Pro Tem. Trustee Jurka stated that he wanted to nominate Trustee Shana Ball. Mayor Havenar suggested a vote take place on the first motion. Roll call vote – aye 6; nay 0. Motion passed.

27. Consider Nomination of Board Member to El Paso-Teller 9-1-1 Authority. Mayor Havenar stated that Trustee Ball expressed interest in this appointment. MOTION (Havenar, Jurka) to nominate Shana Ball for the El Paso—Teller 9-1-1 Authority. Roll call vote – aye 6; nay 0. Motion passed. Trustee Ball stated that she sent her letter of interest to the Authority.

28. Distribute/Review Employee Handbook Revisions. Collins reviewed the redline version of edits, generally clarification and specifically proposing a portion of accrued, unused sick leave be paid at resignation. Trustee Dreher inquired about the maximum amount of vacation that an employee can accrue. He suggested research to compare to other municipalities. Collins noted that this item is under legal review with Employer’s Council and will come back to the Board for consideration.

29. Distribute/Review Draft Master Fee Schedule for 2025. Collins reviewed the draft master fee schedule noting starting rental fees, earmarked for the future set up of the reservation system (Civic Rec) for additional venues - pickleball courts, ballfield and pavilion on elephant rock, as determined by the Board. Collins requested that comments or questions be forwarded to her. This item will come back for consideration.

Ms. Martha Brodzik suggested the Board review all fees for water against the operating costs.

30. Direction Relating to Single Hauler Collection Service Request. Collins explained the initial direction to request proposals for both residential and commercial trash/recycle services. She explained, however, that providers reached out with questions for specific information of commercial needs (size container, quantity of containers, number of service days, etc.). Collins stated staff does not have the resources to assemble the requested commercial information. Collins reviewed her discussion with Trustee Stern and suggested beginning with the residential services and, if successful, the provider can obtain the commercial information to extend services. Trustee Stern agreed. Members offered a thumbs up to move forward with residential proposals to be presented to the Board.

31. Direction for ER Advisory Committee, Citizen Volunteers. Collins explained that since the creation of an advisory committee (August 2024) to consider the fiscal impact of the vision presented to the Board for elephant rock property, the request for citizen volunteers has resulted in only two members expressing interest. Discussion took place about other items of discussion relating to the elephant rock property and members agreed that the topic should wait until mid-year. Collins stated while it sits, the main building roof continues to deteriorate, causing damage inside the structure.

Mayor Havenar stated that as a result of the executive session prior to the regular meeting, there is one added item 32 to consider.

32. Action on Media Release discussed in executive session. MOTION (Ball, Dreher) to issue the media release as proposed and amended in executive session. Roll call vote – aye 6; nay 0. Motion passed.

Mr. Roger Moseley stated that the Denver article was crap. Ms. Martha Brodzik stated there was planted false information.

Public Comment – Mayor Havenar reminded public members of the rules for comments.

Mr. Roger Moseley told Board members they are not doing their job. He stated that the auditor missed a \$200,000 expense in the audit. He implied that there must be financial issues because the former Deputy Town Clerk left and the former accounting firm quit and the prior auditor quit, and they must investigate it. He stated that no person is taking their comments seriously. When coming from executive session, there is not enough information exchanged between members to understand the position of members.

Ms. Martha Brodzik suggested the Board have an open discussion about how the Town Board will operate. She referenced the Community Master Plan about the commissioner structure and former municipal code Rule 12 about standing committees. She stated that Board members are not doing what they promised noting going line by line through the municipal code. Ms. Brodzik stated this is January, session 1 on the code and she will bring back session 2 at the next meeting.

Ms. Patti Brooks suggested contacting BSI for the backflow program, stated the fees at The Mine for pickleball are \$5/2-hour, and said she liked that each member was asked their thoughts on the Lakeview Heights topic.

Board Reports. Trustee Ball provided an update on the Police recruit program awarded and finalized.

Next Meeting (1/23) and Future Items

Attorney Krob provided a statement about executive session being within the scope of statutes.

Adjourn. MOTION (Ball, Dreher) to adjourn at 10:32 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

Town of Palmer Lake

50359

Vendor ID	Name	Payment Number	Check Date	Check Number		
CIRSA	CIRSA	0002757	1/9/2025	50359		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
250314	1/1/2025	Property/casualty Quarterly	\$42,065.84	\$42,065.84	\$0.00	\$42,065.84

Totals: \$42,065.84 \$42,065.84 \$0.00 \$42,065.84

LMP100 WP CHECK



QUARTERLY INVOICE

Town of Palmer Lake
Attn: Accounts Payable
P.O. Box 208
Palmer Lake CO 80133

Date: January 01, 2025
Invoice #: 250314
Member ID: 12468

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
Property/Casualty Coverage:	01/01/2025-01/01/2026	
All Risk Property		\$7,588.42
Auto Liability		\$2,411.26
Auto Physical Damage		\$3,007.80
General Liability (including separately rated exposures)		\$2,116.11
Law Enforcement Liability		\$23,441.76
Public Officials Errors & Omissions Liability		\$3,500.49
Total Property/Casualty Coverage:		\$42,065.84
	70% Admin 10-21-5133	29,446.09 <i>WRC</i>
	30% Water 20-71-5133	12,619.75 <i>WRC</i>
	TOTAL	\$42,065.84

This invoice constitutes your Property/Casualty Pool billing for 2025. Based on your selection when you accepted your quote, you opted to pay your contribution premium in quarterly installments. Payments received in our office after February 15, 2025 will be charged interest at the current Prime Rate.

Delinquencies are subject to CIRSA Bylaws, Article VIII (1) (a) and Article XV.

PAYMENT OPTIONS:

Pay On-Line Website Address:

<https://www.cirsa.org/billpay>

Pay On-Line by EFT:

Bank Name: Wells Fargo Bank N.A.
Account Name: CIRSA
Routing Number: 102000076
Account Number: 1018076908

Pay by Check Mailing Address:

CIRSA
P.O. Box 910543
Denver, CO 80291-0543

SHADOW SYSTEMS

Item 4.

1001 Los Rios Blvd, Suite 100
Plano TX 75074
United States

Date 12/26/2024
Order # 93779

Payment Method
Terms Net 30
PO # Palmer Lake PD
Sales Rep Cameron Fife
Shipping Method UPS
Subsidiary Shadow Systems LLC
Requested Ship Date 12/31/2024
Cancel Date
Email cameron@shadowsyst...

Bill To
Palmer Lake Police Department
Glen Smith
54 Valley Crescent
Palmer Lake CO 80133
United States

Ship To
Palmer Lake Police Department
Glen Smith
54 Valley Crescent
Palmer Lake CO 80133
United States

Item	Qty Ordered	Units	Description	Expected Ship Date	Rate	Amount
ML-3306-1D	20	EA	XR920, 9mm, Black Frame, FOUNDATION Slide Optic Black, Unthreaded Black, Steel Rod, Grn Trit 1D, LE/MIL ONLY		438.14	8,762.80
Holosun HE507C-GR X2	20	EA	Holosun 507C Green Dot		300.00	6,000.00
RPR-KIT-MED 1	1	EA	Model HE507C-GR X2 Medium Frame Repair Kit 1		250.00	250.00

Subtotal 15,012.80
Shipping Cost (UPS) 0.00
Total Amount \$15,012.80
Total Quantity 41





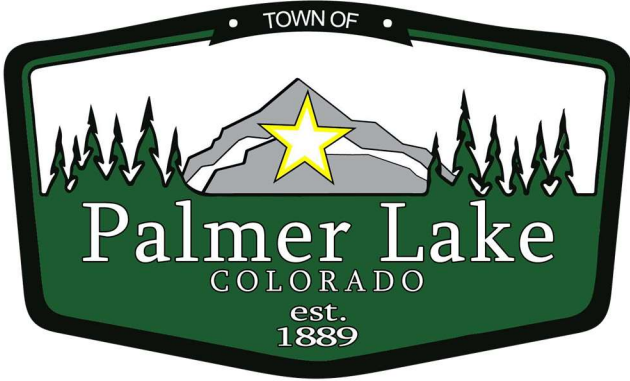
TOWN OF PALMER LAKE
Financial Statements
December 2024
Unaudited



**Schedule of Cash Position
December 2024**

TOWN OF PALMER LAKE
Schedule of Cash Position
December 2024

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,408,188
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	5.02%	\$ 1,581,565
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.02%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.02%	\$ 67,216
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.02%	\$ 11,194
General Fund Reserves Subtotal				<u>\$ 1,659,982</u>
General Fund Accounts Total				<u><u>\$ 3,068,170</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,372,730
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.02%	\$ 201,460
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.02%	\$ 223,881
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	5.02%	\$ 223,187
Water Fund Accounts Total				<u><u>\$ 2,021,258</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.02%	\$ 30,608
Conservation Trust Fund Account Total				<u><u>\$ 30,608</u></u>



Financial Reports
December 2024

TOWN OF PALMER LAKE

Item 5.

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

For the Twelve Months Ended December 31, 2024
UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Taxes	\$ 2,869,043	\$ 3,863,987	\$ 994,944	135%
Fees and Licenses	291,025	230,684	(60,341)	79%
Intergovernmental	7,000	8,658	1,658	124%
Fines	65,000	67,234	2,234	103%
Interest	80,000	97,930	17,930	122%
Departmental	65,000	78,481	13,481	121%
Grants and Donations	1,199,782	274,558	(925,224)	23%
Miscellaneous	70,000	118,172	48,172	169%
Other Financing Sources	40,300	40,300	-	100%
Total Revenue	\$ 4,687,150	\$ 4,780,004	\$ 92,854	102%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 246,873	\$ 200,856	\$ 46,017	81%
Professional Services	373,000	319,719	53,281	86%
Administrative/Operations	332,936	380,489	(47,553)	114%
Capital Outlays	10,000	11,129	(1,129)	111%
Total Administration	\$ 962,809	\$ 912,193	\$ 50,616	95%
Police Department				
Salaries and Benefits	\$ 674,622	\$ 669,772	\$ 4,850	99%
Professional Services	112,600	25,779	86,821	23%
Administrative/Operations	86,845	124,830	(37,985)	144%
Capital Outlays	80,000	99,634	(19,634)	125%
Total Police Department	\$ 954,067	\$ 920,015	\$ 34,052	96%
Fire Department				
Salaries and Benefits	\$ 630,741	\$ 712,675	\$ (81,934)	113%
Professional Services	10,000	12,846	(2,846)	128%
Administrative/Operations	128,600	150,531	(21,931)	117%
Capital Outlays	-	35,145	(35,145)	0%
Total Fire Department	\$ 769,341	\$ 911,197	\$ (141,856)	118%
Public Works Department - Roads				
Salaries and Benefits	\$ 334,898	\$ 243,198	\$ 91,700	73%
Professional Services	40,300	26,437	13,863	66%
Administrative/Operations	167,500	109,580	57,920	65%
Capital Outlays	1,682,357	1,069,378	612,979	64%
Total Roads Department	\$ 2,225,055	\$ 1,448,593	\$ 776,462	65%
Public Works Department - Parks				
Administrative/Operations	\$ 42,100	\$ 36,157	\$ 5,943	86%
Capital Outlays	31,000	39,027	(8,027)	126%
Total Parks Department	\$ 73,100	\$ 75,184	\$ (2,084)	103%
Total Expenditures	\$ 4,984,373	\$ 4,267,182	\$ 717,191	86%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (297,223)	\$ 512,822	\$ 810,045	
FUND BALANCE - BEGINNING OF YEAR		\$ 3,661,915		
FUND BALANCE - END OF YEAR		\$ 4,174,737		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the Twelve Months Ended December 31, 2024

UNAUDITED

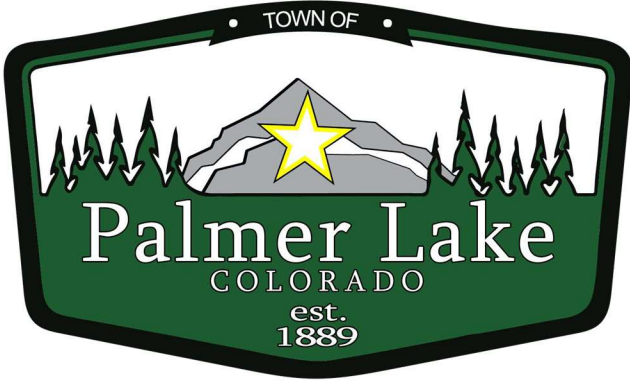
	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Water Billing	\$ 1,375,000	\$ 1,378,588	\$ 3,588	100%
Water Improvement Fee	74,000	75,652	1,652	102%
Water Loan	216,000	216,687	687	100%
Water Tap Fees	72,000	73,057	1,057	101%
Water Meter/Parts	2,550	1,700	(850)	67%
Late Fees/Service Fees	16,000	19,924	3,924	125%
Interest	24,000	33,391	9,391	139%
American Rescue Plan	103,669	103,669	-	100%
PLES Upper Glenway Water Improvement	287,697	-	(287,697)	0%
Miscellaneous	-	795	795	0%
Total Revenue	<u>\$ 2,170,916</u>	<u>\$ 1,903,463</u>	<u>\$ (267,453)</u>	<u>88%</u>
EXPENDITURES				
Salaries and Benefits	\$ 519,749	\$ 412,378	\$ 107,371	79%
Professional Services	137,000	85,738	51,262	63%
Administrative/Operations	438,300	414,982	23,318	95%
Capital Outlays	1,015,995	792,282	223,713	78%
Debt Service	197,515	197,513	2	100%
Other Uses	40,300	40,300	-	100%
Total Expenditures	<u>\$ 2,348,859</u>	<u>\$ 1,943,193</u>	<u>\$ 405,666</u>	<u>83%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ (177,943)</u>	<u>\$ (39,730)</u>	<u>\$ 138,213</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,304,220</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,264,490</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,047,919</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 Twelve Months Ended December 31, 2024 UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 32,656	\$ (3,484)	90%
Interest	1,200	1,576	376	131%
Total Revenue	\$ 37,340	\$ 34,232	\$ (3,108)	92%
EXPENDITURES				
Salaries and Benefits	\$ 14,380	\$ 8,651	\$ 5,729	60%
Administrative/Operations	3,000	-	3,000	0%
Capital Outlays	19,000	-	19,000	0%
Total Expenditures	\$ 36,380	\$ 8,651	\$ 27,729	24%
NET CHANGE IN FUND BALANCE	\$ 960	\$ 25,581	\$ 24,621	
FUND BALANCE - BEGINNING OF YEAR		\$ 59,044		
FUND BALANCE - END OF YEAR - Restricted		\$ 84,625		



**Accounts Payable Reports
December 2024**

Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2024 12/31/2024
 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
50280	ALLWATERSUPPLY	ADVANCED PUMP & EQUIPMENT, INC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$692.92
50281	AIRGAS	AIRGAS USA, LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$89.29
50282	ALERT360	ALERT 360	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$32.03
50283	AMCOBIIT	AMCOBI	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$3,753.50
50284	ANGELROOFINGLLC	ANGEL ROOFING CO LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$4,677.98
50285	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$133.85
50286	BROOKSPUMBING	BROOKS PLUMBING & HEATING, INC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$2,743.00
50287	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$1,312.50
50288	CITYFINANCEACCT	CITY FINANCE ACCT REC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$9,622.70
50289	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$60.00
50290	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$2,724.76
50291	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$15,410.00
50292	ECS	EMPLOYERS COUNCIL	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$7,525.25
50293	ESO	ESO SOLUTIONS, INC.	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$208.53
50294	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$1,513.00
50295	FRANKLINVERZEY	FRANKLINVERZEY	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$75.00
50296	HACHCOMPANY	HACH COMPANY	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$3,531.26
50297	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$84.16
50298	INTERMOUNTAINSA	INTERMOUNTAIN SALES OF DENVER	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$3,747.00
50299	JOLENEHOWARD	JOLENE HOWARD	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$1,590.00
50300	KELLYBOOKSLLC	KellyBooks LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$5,000.00
50301	MONARCHMERCHANT	MONARCH MERCHANDISING	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$29.52
50302	OREILLY	O'REILLY	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$363.58
* 50303	SMALLENGINE	SMALL ENGINE WAREHOUSE	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$308.99
* 50304	SMARTFORCE	SMARTFORCE TECHNOLOGIES, INC.	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$259.97
* 50305	SOLMETEXLLC	SOLMETEX, LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$75.00
50306	STERICYCLE	STERICYCLE, INC.	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$40.52
50307	T2SYSTEMS	T2 SYSTEMS CANADA INC.	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$70.00
50308	VECTORSOLUTIONS	TARGET SOLUTIONS LEARNING	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$2,865.00
50309	GAZETTE	THE GAZETTE	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$11,831.79
50310	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$1,114.00
50311	TRAFTONROOFING	TRAFTON ROOFING	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$4,493.50
50312	USDAFORESTSERVI	USDA FOREST SERVICE	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$1,257.03
50313	UNCC	UTILITY NOTIFICATION CENTER OF	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$27.09
50314	WESTFORKCONSTRU	WEST FORK CONSTRUCTION LLC	12/6/2024	COBANK-CKG 9495	PMCHK00000198	\$70,207.92
50315	ANDREWHUDNICKI	ANDREW HUDNICKI	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$154.00
50316	AT&TMOBILITY	AT & T MOBILITY	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$173.32
50317	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$8,730.00
50318	CHRISKEOUGH	CHRIS KEOUGH	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$1,655.34
50319	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$60.00
50320	DENNISEWILSON	DENNISE WILSON	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$75.00
50321	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$267.75
50322	KUMAR&ASSOCIATE	KUMAR & ASSOCIATES, INC.	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$8,082.25
50323	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$25,033.64
50324	OREILLY	O'REILLY	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$55.73
50325	PALMERLAKESANIT	PALMER LAKE SANITATION	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$1,870.88
50326	DPCINDUSTRIES	PVS DX, INC.	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$70.00
50327	REPUBLICSERVICE	REPUBLIC SERVICES #653	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$2,013.18
50328	VULCRAFTSALESCO	VULCRAFT SALES CORP.	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$3,532.25
50329	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	12/12/2024	COBANK-CKG 9495	PMCHK00000199	\$25.00
50330	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$2,050.00
50331	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$1,965.00
50332	ELPASOCOUNTY	EL PASO COUNTY, COLORADO	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$59.61
50333	CICCOLELLAJOHN	JOHN CICCOLELLA	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$320.00
50334	PINNACLEINVESTI	PINNACLE INVESTIGATIONS, LLC	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$1,190.00
50335	POWERSERVICEINC	POWER SERVICE INC.	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$2,006.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50336	PSYCHOLOGICALDI	PSYCHOLOGICAL DIMENSIONS	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$425.00
50337	STOLFUS&ASSOCIA	STOLFUS & ASSOCIATES, INC.	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$6,107.40
50338	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$1,239.88
50339	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	12/19/2024	COBANK-CKG 9495	PMCHK00000200	\$1,449.37
50340	ALERT360	ALERT 360	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$32.03
50341	CENTURYLINK	CENTURYLINK	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$654.21
50342	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$3,759.00
50343	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$1,616.00
50344	GALLS	GALLS, LLC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$1,027.61
50345	INTERSTATECHEMI	INTERSTATE CHEMICAL CO., INC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$4,225.89
50346	KELLYBOOKSLLC	KellyBooks LLC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$5,000.00
50347	KROBLAWOFFICES	KROB LAW OFFICE, LLC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$21,402.50
50348	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$20,419.00
50349	OCCUPATIONALHEA	OCCUPATIONAL HEALTH CENTERS OF	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$118.00
50350	ORKIN	Orkin	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$98.65
50351	SLWS	SALT LAKE WHOLESALE SPORTS	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$2,760.00
50352	SOURCEMANAGE	SOURCE MANAGEMENT INC.	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$36.15
50353	WESTFORKCONSTRU	WEST FORK CONSTRUCTION LLC	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$75,000.00
50354	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	12/27/2024	COBANK-CKG 9495	PMCHK00000201	\$73.61

Total Checks:	75			Total Amount of Checks:		\$361,660.07
						=====

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
12/1/2024	12/1/2024	12/31/2024
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
12/2/2024	CMTRX00000175	Bank Transaction Entry	WDL000001743	Xfinity	11.07
12/2/2024	CMTRX00000175	Bank Transaction Entry	WDL000001746	Comcast	193.35
12/3/2024	CMTRX00000176	Bank Transaction Entry	WDL000001754	Parking Kiosk Fee	46.59
12/5/2024	CMTRX00000176	Bank Transaction Entry	WDL000001747	PCS	1,534.41
12/6/2024	CMTRX00000176	Bank Transaction Entry	WDL000001749	FPPA	7,542.93
12/6/2024	CMTRX00000176	Bank Transaction Entry	WDL000001755	WEX Fuel	2,600.93
12/9/2024	CMTRX00000174	Bank Transaction Entry	WDL000001733	Black Hills Energy	136.57
12/9/2024	CMTRX00000176	Bank Transaction Entry	WDL000001752	HealthEquity	7.50
12/9/2024	CMTRX00000176	Bank Transaction Entry	WDL000001753	Humana	894.82
12/10/2024	CMTRX00000181	Bank Transaction Entry	WDL000001782	CORE Electric	13,092.55
12/10/2024	CMTRX00000183	Bank Transaction Entry	WDL000001784	Community Banks of CO	59.00
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001734	Black Hills Energy	169.84
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001735	Black Hills Energy	128.59
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001736	Black Hills Energy	125.64
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001737	Black Hills Energy	107.96
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001738	Black Hills Energy	93.23
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001739	Black Hills Energy	60.81
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001740	Black Hills Energy	44.60
12/12/2024	CMTRX00000174	Bank Transaction Entry	WDL000001741	Black Hills Energy	25.45
12/12/2024	CMTRX00000176	Bank Transaction Entry	WDL000001756	Paycom	64,731.03
12/16/2024	CMTRX00000174	Bank Transaction Entry	WDL000001742	Visa Cardmember Services	8,597.79
12/19/2024	CMTRX00000181	Bank Transaction Entry	WDL000001781	FPPA	2,519.00
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001720	Amcobi	1,663.61
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001721	Amcobi	211.24
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001722	Amcobi	145.70
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001723	Amcobi	130.45
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001724	Amcobi	112.69
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001725	Amcobi	111.85
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001726	Amcobi	111.85
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001727	Amcobi	92.56
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001728	Amcobi	90.04
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001729	Amcobi	90.04
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001730	Amcobi	90.04
12/23/2024	CMTRX00000174	Bank Transaction Entry	WDL000001731	Amcobi	85.00
12/23/2024	CMTRX00000176	Bank Transaction Entry	WDL000001748	PCS	1,525.56
12/23/2024	CMTRX00000176	Bank Transaction Entry	WDL000001750	FPPA	8,265.89
12/26/2024	CMTRX00000182	Bank Transaction Entry	WDL000001783	Paycom	139,623.47
12/27/2024	CMTRX00000180	Bank Transaction Entry	WDL000001779	Anthem	8,568.74
12/31/2024	CMTRX00000175	Bank Transaction Entry	WDL000001744	Xfinity	11.07
12/31/2024	CMTRX00000175	Bank Transaction Entry	WDL000001745	Comcast	193.35
12/31/2024	CMTRX00000176	Bank Transaction Entry	WDL000001751	FPPA	8,042.77
12/31/2024	CMTRX00000181	Bank Transaction Entry	WDL000001780	PCS	1,485.03

Total ACHs:	42	Total Amount of ACHs:	\$ 273,374.61
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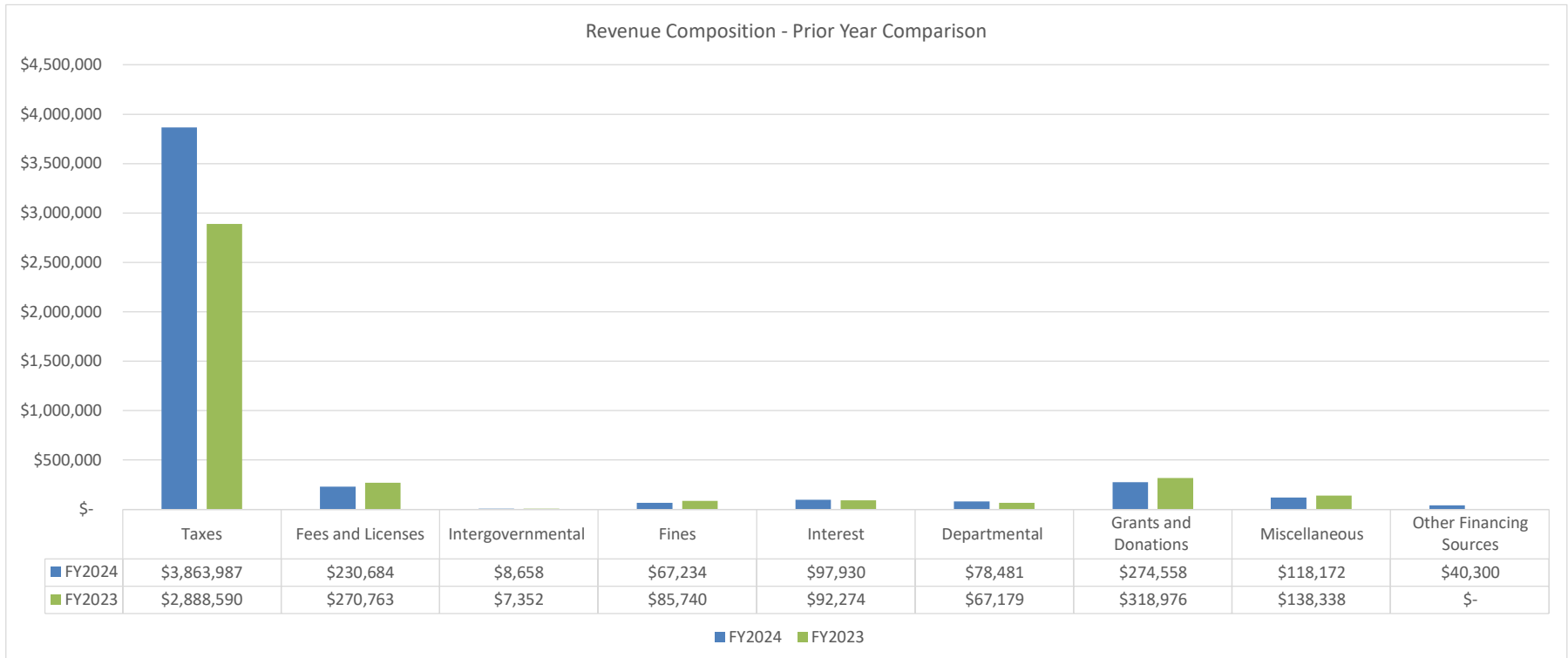
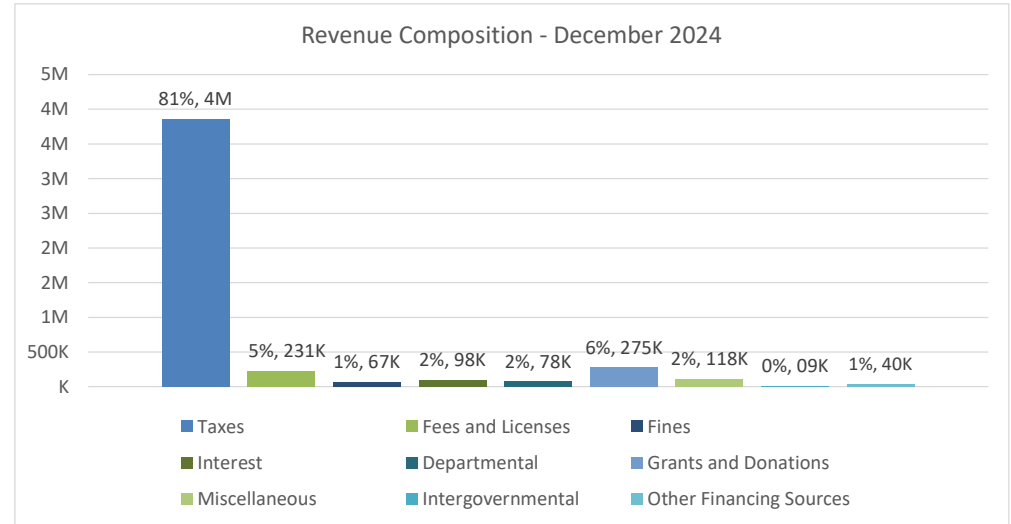
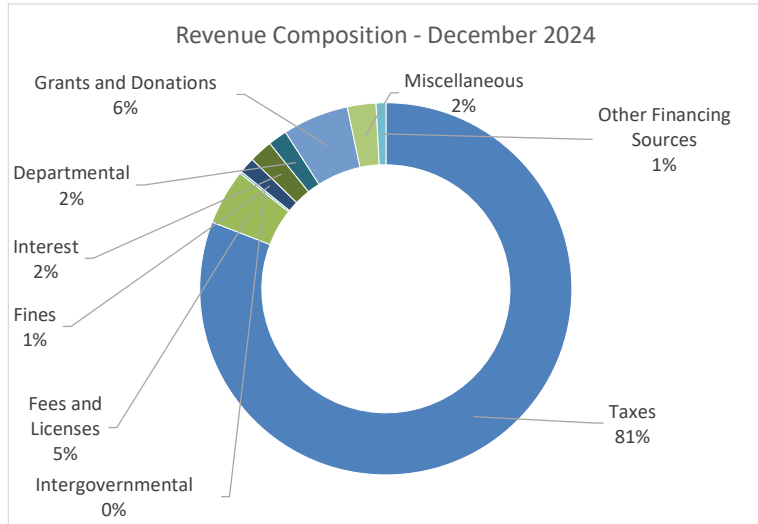
Charts
December 2024

TOWN OF PALMER LAKE

Item 5.

REVENUE CHARTS GENERAL FUND

For the Twelve Months Ended December 31, 2024
UNAUDITED



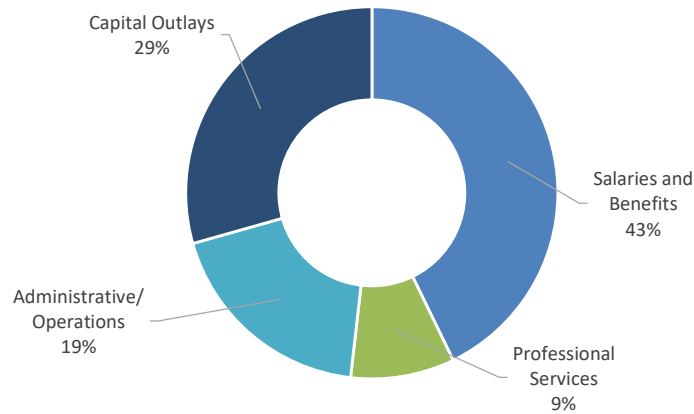
TOWN OF PALMER LAKE

Item 5.

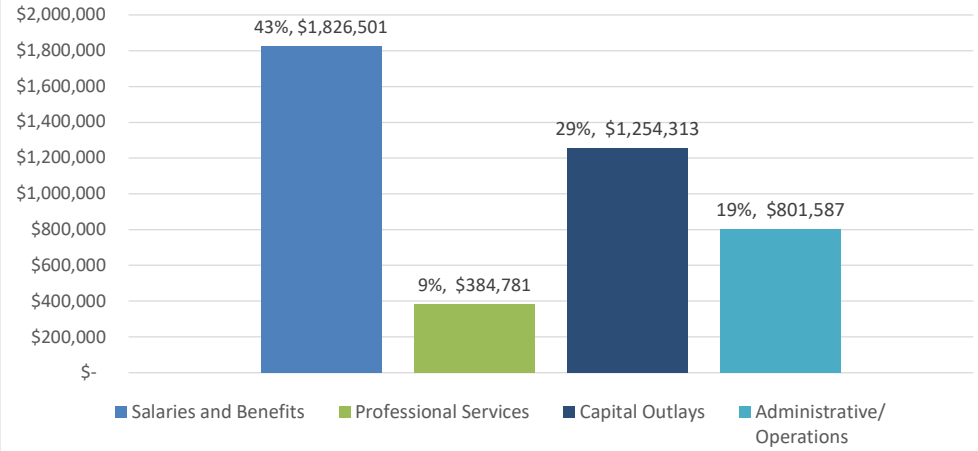
EXPENDITURE CHARTS GENERAL FUND

For the Twelve Months Ended December 31, 2024
UNAUDITED

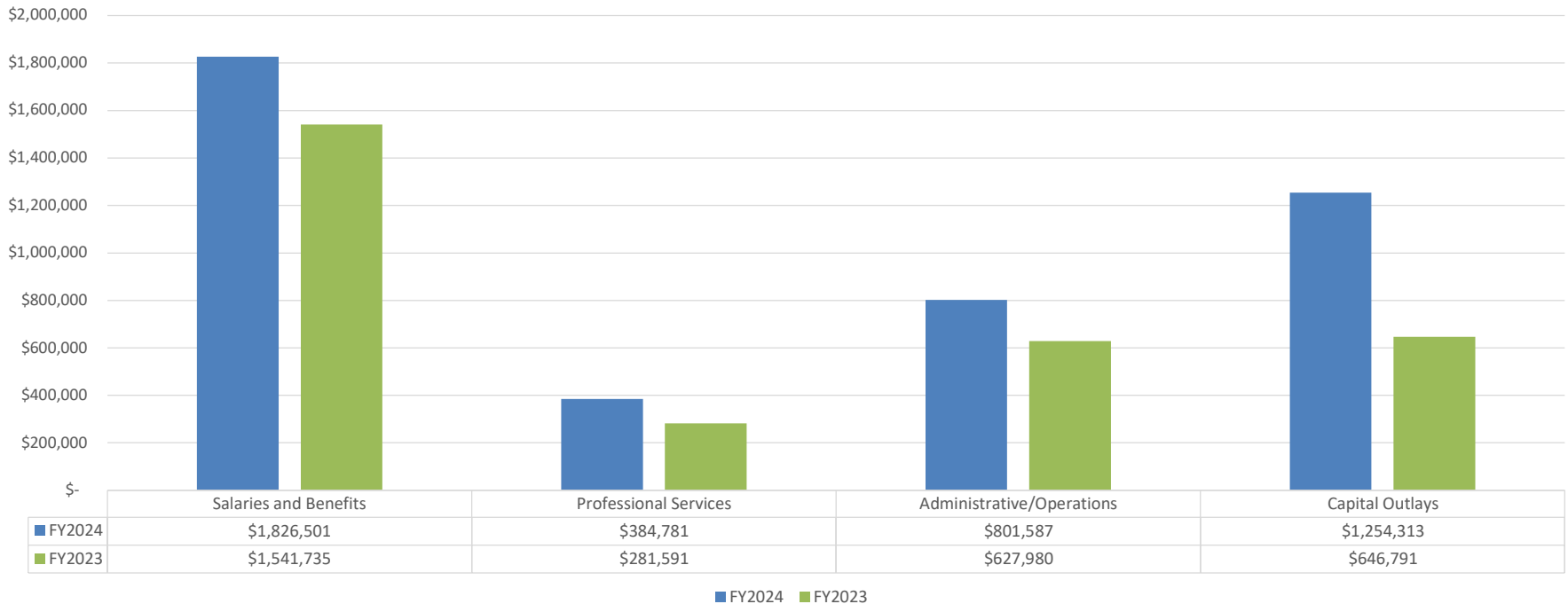
Expenditure Composition by Type - December 2024



Expenditure Composition by Type - December 2024



Expenditure Composition by Type - Prior Year Comparison



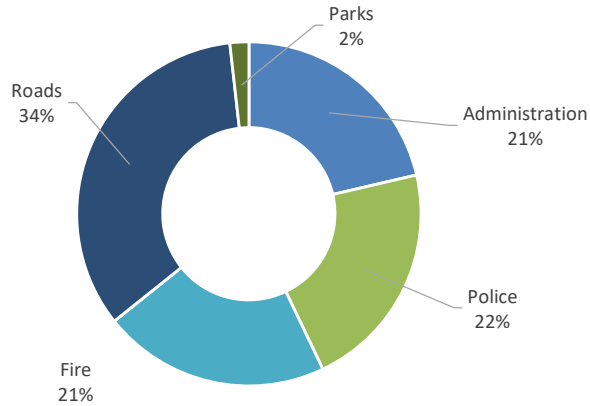
TOWN OF PALMER LAKE

Item 5.

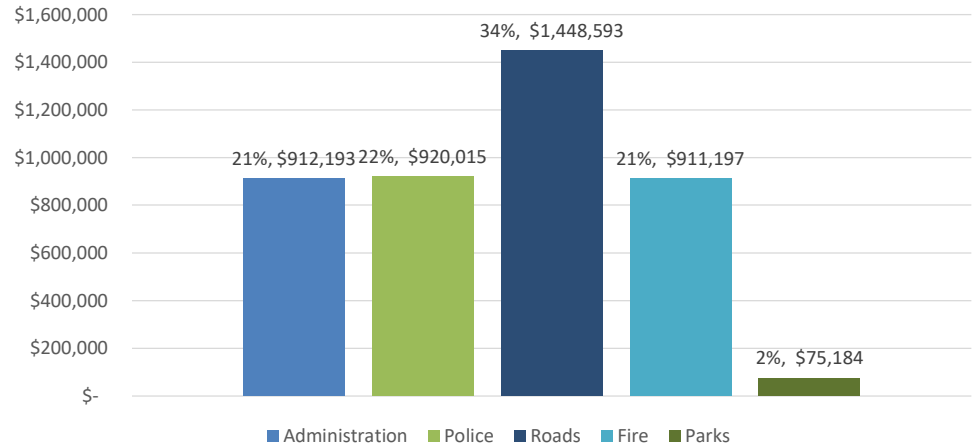
EXPENDITURE CHARTS GENERAL FUND

For the Twelve Months Ended December 31, 2024
UNAUDITED

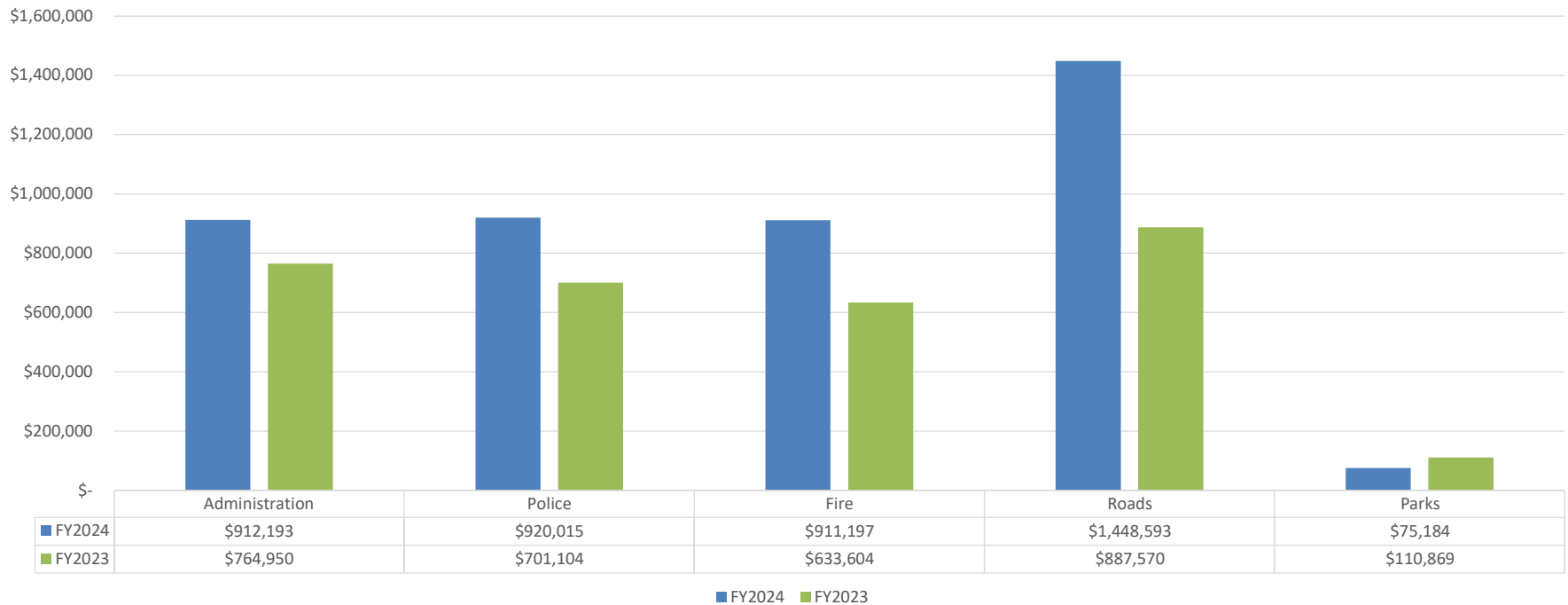
Expenditure Composition by Department - December 2024



Expenditure Composition by Department - December 2024



Expenditure Composition by Department - Prior Year Comparison

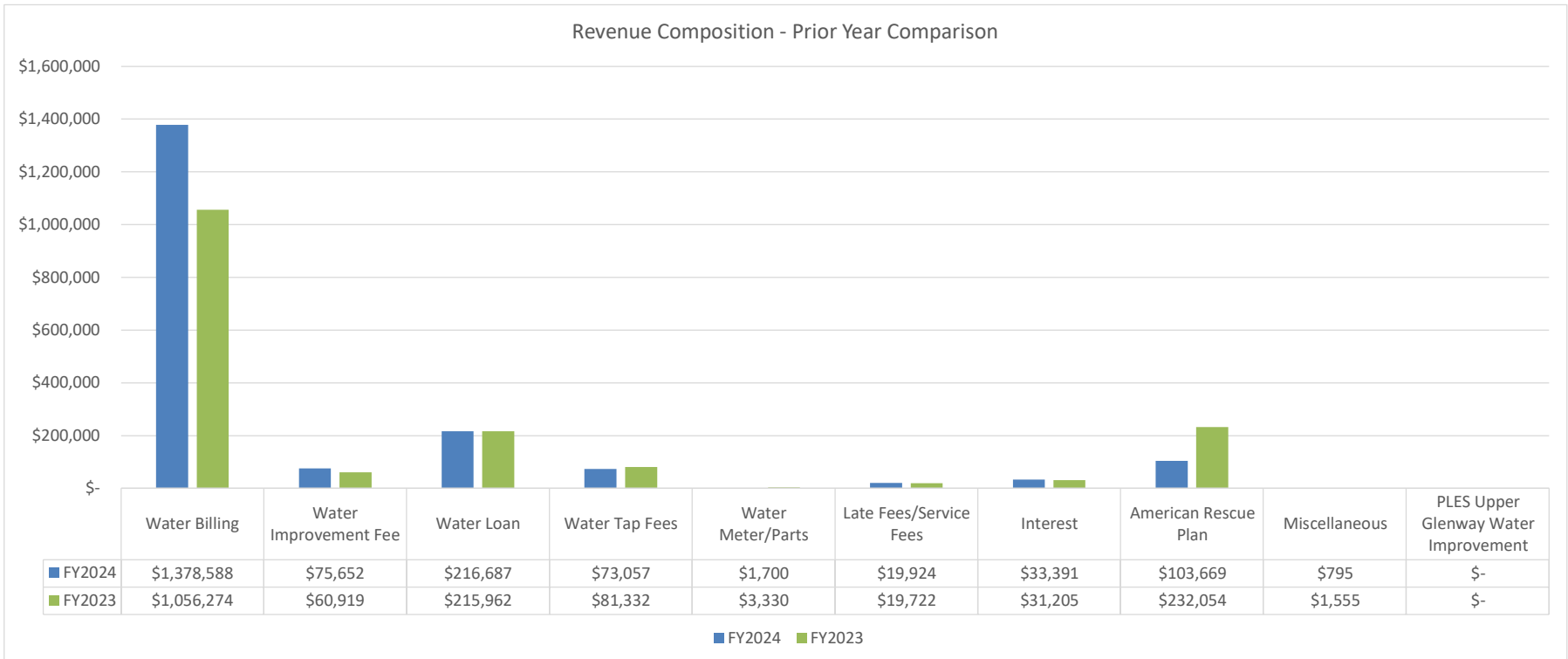
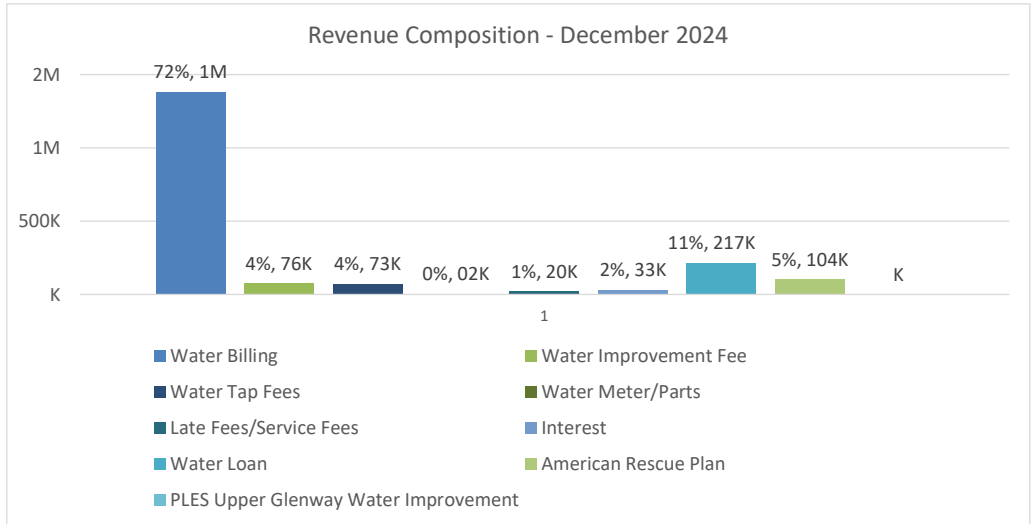
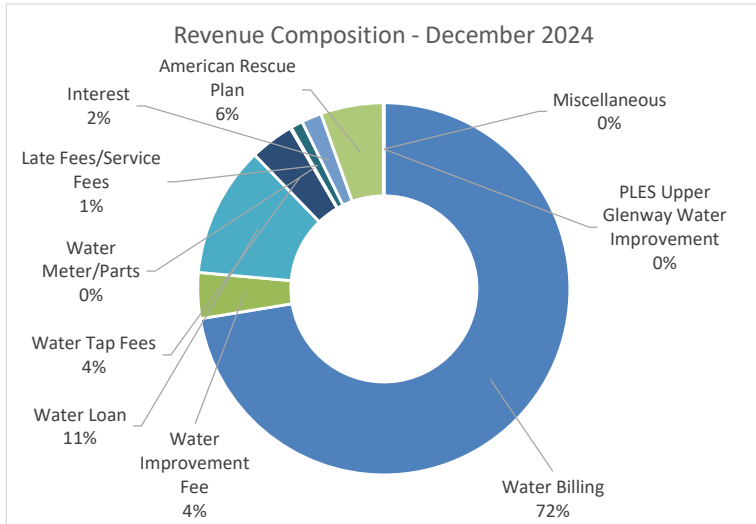


TOWN OF PALMER LAKE

Item 5.

REVENUE CHARTS WATER ENTERPRISE FUND

For the Twelve Months Ended December 31, 2024
UNAUDITED



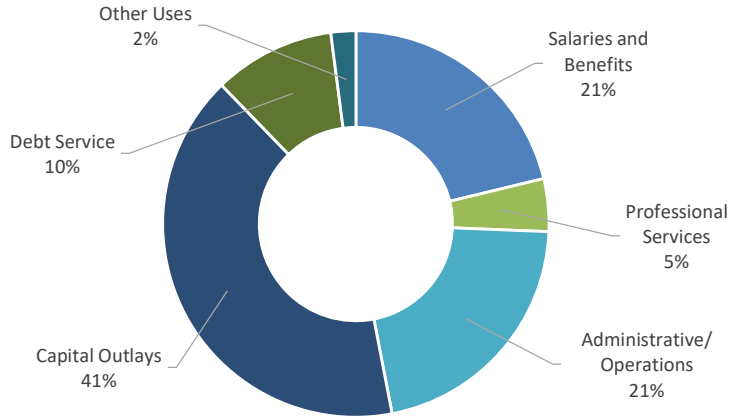
TOWN OF PALMER LAKE

Item 5.

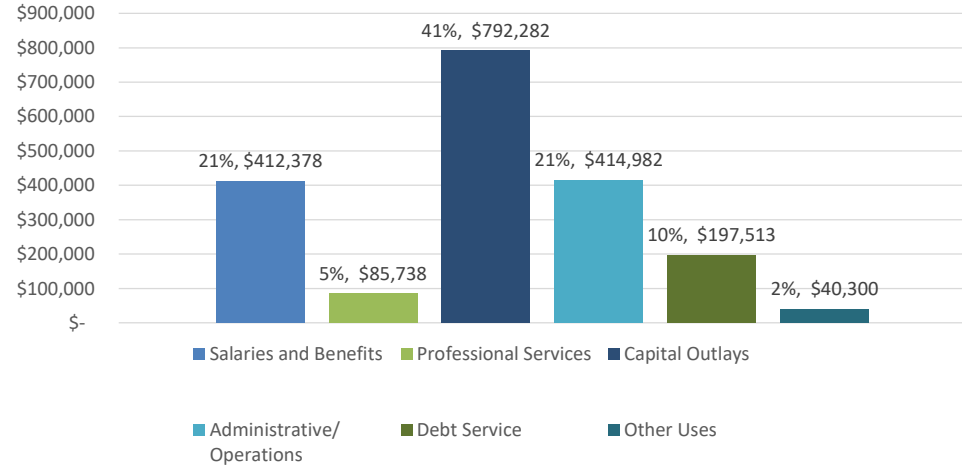
EXPENDITURE CHARTS WATER ENTERPRISE FUND

For the Twelve Months Ended December 31, 2024
UNAUDITED

Expenditure Composition by Type - December 2024

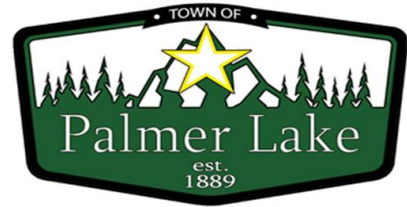


Expenditure Composition by Type - December 2024



Expenditure Composition by Type - Prior Year Comparison





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

DATE: January 23, 2025	ITEM NO.	SUBJECT: Application for Public Display, Awake Palmer Lake
Presented by: Town Administrator /Clerk		

Background

Enclosed is an application for public display presented by the Awake Palmer Lake organization and local artist. The application is in conformance to the procedures to the extent of placing it on the Board agenda for consideration.

The Parks and Trails Commission will review the design and location at a special meeting Tuesday, 1/21, and a recommendation be forwarded to the Board for consideration.

Recommended Action

Consider the public display in reference to the respective code noted below, sec. 5.36 – entire code here – https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT5BULIRE_C H5.36PUDI

5.36.060. - Requirements, standards and conditions.

All public displays authorized and approved under this chapter must comply at all times with the following terms, conditions, requirements, and standards:

(1) Public displays that are designed to be touched, handled and experienced by the public, or which may due to their nature be subject to such touching and handling, must be constructed of appropriately substantial material so as to prevent damage or destruction of such public displays. The town shall in no instance be liable for such damage or destruction, including vandalism, by the public.

(2) To the extent any public display is to be physically installed, constructed, or mounted upon property and infrastructure of the town, such public displays must be adequately engineered and designed so as to prevent damage to such property and infrastructure, and so as not to pose a safety risk to the public as a result of such design and engineering, or mounting/installation methods. The town may require stamped engineering drawings prior to approval, and in no instance shall the town be liable for damage, destruction or injury resulting from inadequate design or engineering, even should the engineering and design of such public display have been provided and reviewed by the town prior to approval. upon removal of any public display, the applicant shall be responsible for restoring the public property back to the original state prior to installation of the public display.

(3) Public displays may include advertising of commercial, charitable or other nature, provided such advertising is otherwise in compliance with all requirements, standards and conditions described herein. Consideration will be given to structural and surface integrity, permanence, and protection against injury, theft, vandalism, weathering, and excessive maintenance and repair costs. All "signage" of an advertising nature within any public display must conform to all advertising and sign standards as described in this Code, in addition to the specific terms of this chapter or conditions of approval. All advertising within a public display subject to this chapter shall also conform to the following standards:

- a. A public display visible from any public roadway will not contain the words "stop," "drive-in," or any



other word, phrase, character, or symbol which as determined by the town administrator, may interfere with, mislead, or direct vehicular traffic.

b. A public display shall not contain pictures, language, graphics or materials that are offensive to community standards and values.

c. A public display shall not contain pictures, language, graphics or materials that depict, offer or imply the use or sale of tobacco or marijuana products, paraphernalia related thereto, or other drugs. Public displays that depict beer, wine or alcohol may be permitted, provided such depictions are not offensive to community standards and values, and it is expressly recognized that there are valued members of the business community within the town whose businesses include service of alcoholic beverages.

d. A public display within the town shall be limited to those businesses catering to the community, specifically being limited to those businesses located within the "Tri-Lakes" area of northern El Paso County, Colorado.

(4) Messages or language prohibited by federal or state law or town ordinance shall not be permitted, nor shall messages, images, depictions, language or inferences drawn therefrom intended to intimidate, demean or otherwise discriminate on the basis of religion, race, creed, color or sexual orientation be permitted.

(5) Public displays must be placed so as not to interfere with the safe and efficient passage of pedestrians, bicyclists and other non-motorized users of the town's roads, sidewalks, paths and parks, and specifically may not impede pedestrian access to or use of traffic control devices, public rights-of-way, or private property.

(6) The location and placement of any public display must not interfere with vehicular traffic or other uses of the public roads and rights-of-way, including visual impairment from sight lines, corners, or other visual obstacles.

(7) Unless otherwise specifically provided in the approval of the board, as may be the case in public displays of a permanent nature, the applicant shall maintain all public displays and environs in a safe, clean and presentable condition at all times.

(8) Damaged or disfigured public displays, or components thereof, shall be removed, repaired, or replaced by the applicant within ten days of notification of damage. If such conditions pose a safety hazard, such conditions shall be removed, repaired, or replaced immediately.

(9) The applicant of each public display shall release and indemnify, defend and save harmless the town, its officers, agents, and employees, from and against any and all claims, actions, causes of action, demands, judgment, cost, expenses, including attorneys' fees, and damages of every kind and nature incurred by or occurring to any person whatsoever predicated upon injury to, or death of, any person, or loss of, or damage to, property, public or private, or of whatever ownership, or damage to business, provided such injury, death, or loss or damage shall arise out of or be connected directly or indirectly to the exercise of any right or privilege granted by any approval of a public display pursuant to this chapter.

Dawn Collins

Subject: Parks





42 Valley Crescent
 PO Box 208
 Palmer Lake, CO 80133
 Phone: (719) 481-2953
 Fax: (719) 488-9305
www.townofpalmerlake.com

TOWN OFFICE USE ONLY		Item 8.
Date Received: _____	By: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Expires: _____	By: _____	

TOWN OF PALMER LAKE PUBLIC DISPLAY PERMIT

The following application is pursuant to Ordinance No. 02-2020 and must be completed for any Public Display placed upon public property within the Town of Palmer Lake. This includes Sponsorship projects, Public Art, and Advertising Displays. A separate application must be completed for each display. There is no fee for this application. The following must be submitted for this application to be considered:

- Completed Public Display Permit Application
- Picture or sketch of the display, including the nature, size, color, and location of the proposed display

Submission of application does not guarantee approval.

Note: A minimum of 30 days is required to process this application.

APPLICANT INFORMATION

Name: Awake Palmer Lake Phone: 719-229-8113

Email: Info@awakepalmerlake.org

Mailing Address: PO Box 702

City: Palmer Lake State: CO Zip: 80132

What type of display are you applying for? Advertising Display Public Art Sponsorship Other

If other, describe: _____

Will your display be permanent or temporary? Permanent Temporary

If temporary, approximate dates your display will remain: _____

Note: Temporary displays may not exceed a period of 6 months.

Please describe the purpose and nature of the display (attach additional sheets if needed):

The display will be a custom sculpture of the likeness of a bridge troll. Sculpture will be approximately 9 to 12 feet in height.

APPLICANT ACKNOWLEDGEMENT

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT.

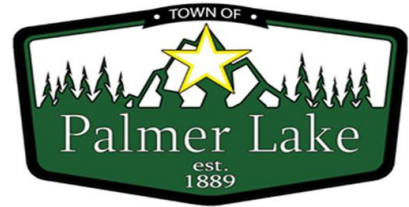

 Applicant Signature

 Catherine Wilcox
 Printed Name

 1/17/25
 Date

Verbiage continued:

Highest concentration of materials used will be metal to include powder coating and weather protectant. This will be the "Troll" that welcomes those who cross our pedestrian bridge leading into and away from the Palmer Lake main street. We will strongly that this will be a stopping place for visitors who are enjoying our trails, lake, pickleball, shops and restaurants. We are hopeful that the troll brings more foot traffic into town while providing a fun place to stop for a smile and a photo. Our ultimate goal would be an art walk that would highlight local artists. The troll will be the inaugural installment. Additionally, we will have a fun naming right contest or the like that will encourage community participation. We appreciate your considering the art piece for our town.



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

DATE: January 23, 2025	ITEM NO.	SUBJECT: Parks and Trails Commission - Vision for Park Area of Elephant Rock Property
Presented by: Town Administrator /Clerk		

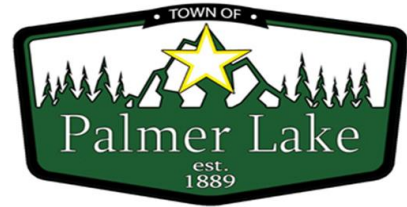
Background

The Board of Trustees previously directed the Parks and Trails Commission to consider a vision for the open space, and further clarified at the November Board meeting to focus on the vacant space of former cabins, while providing an overall concept if Parks had ideas.

Commission Chair Reid Wiecks and members will present their conceptual ideas for vacant areas of the elephant rock property.

Recommended Action

It is the recommendation of staff that the Park concept, along with several staff questions about the remaining vacant property, be further reviewed and discussed as a Board at a future workshop before specific/individual direction is provided.



Item 10.

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

DATE: January 23, 2025	ITEM NO.	SUBJECT: Resolution to Approve Proposed Master Fee Schedule for 2025
Presented by: Town Administrator /Clerk		

Background

The proposed master fee schedule for 2025 was previously distributed. Primarily, changes consist of water usage rates and tap fee modification per adopted Resolution 54-2023; new fees for town facility rental/use suggested by the Parks and Trails Commission for ballfield and pickleball court use; and a land use application fee for change of use, Sec 17.14.30, as adopted (Ord. 3-2024).

Enclosed with this Resolution is the proposed 2025 master fee schedule with no additional change. As the venue reservation comes online (pickleball court reservation blocks, ballfield reservation) via Civic Rec reservation platform, these fees may be further reviewed and/or revised. Staff anticipates roughly a March timeframe to build and train on this new website module.

Staff recommends approval of the 2025 master fee schedule as presented.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 13-2025

A RESOLUTION TO ADOPT THE TOWN MASTER FEE SCHEDULE 2025

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town Board of Trustees has previously established and adopted a fee schedule reflecting the charges assessed by the Town for a variety of services and facilities provided by the Town for the convenience and benefit of the citizens and businesses as well as visitors who desire to utilize such services or facilities of the Town of Palmer Lake; and

WHEREAS, the Board desires to update the fee schedule to keep it current with the costs incurred by the Town in providing and maintaining such services and facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Board of Trustees for the Town of Palmer Lake hereby adopts the Master Fee Schedule for the year 2025, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 23rd DAY OF JANUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
ADMINISTRATION - LICENSES & PERMITS		
BUSINESS LICENSE		Ch 5.04
New Application	\$75	
Annual Renewal	\$50	
SIGN PERMIT	\$100 / sign	Ch 17.76
SHORT TERM RENTAL		Ch 5.08
Safety Inspection Fee	\$75	
Class 1 owner occupied		
New Application	\$250	
Annual Renewal	\$150	
Class 2 non-owner occupied		
New Application	\$500	
Annual Renewal	\$300	
LODGING FEE (less than 30 consecutive days)	\$2 / night	Ch 3.08
FARMERS MARKET APPLICATION FEE	\$100	Ch 5.10
OUTDOOR AMPLIFIED SOUND EVENT PERMIT	\$0	Ch 9.36
PUBLIC DISPLAY PERMIT	\$0	Ch 5.36
LIQUOR SPECIAL EVENT PERMIT (non-profit ONLY)	\$100 / day	
LIQUOR LICENSE - Local Fee		Ch 5.24
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/liquor		
<i>*Meet with Town Clerk for NEW application packet including all respective fees</i>		
New License Application	\$1,000	
Transfer of Ownership	\$750	
Change of Location	\$750	
Renewal Application	\$100	
Corporation/LLC Change - Legal Entity	\$100	
Manager Registration	\$75	
Take Out / Delivery Permit	\$15	
Local License Fee - Restaurant/Lodging/Tavern (depends on license type)	\$75	
MARIJUANA LICENSE - Local Fee		Ch 5.20-21
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/med/applications-and-forms		
<i>*Meet with Town Clerk for NEW application packet</i>		
New (Initial) Application Fee	\$2,500	
New/Annual Renewal License Fee for Medical MJ	\$1,500	
New/Annual Renewal License Fee for Recreational MJ	\$2,000	
Change - Modification of Premises	\$500	
<i>*Note: DR 8545, item 3. MOP - Local Licensing approval prior to MED approval per Rule 2-260</i>		
Change - Legal Structure (Member)	\$500	
Transfer of Ownership	\$2,500	
DUPLICATE LICENSE FEE	\$10	
LATE RENEWAL FEE > 30 DAYS	\$15	
SOLICITOR / PEDDLER PERMIT	\$25	Ch 5.12/16
SPECIAL EVENT PERMIT	\$100 / event	
<i>*Fee plus applicable reservation/rental fees</i>		
TOWN PROPERTY - RESERVATION & RENTAL FEES		
PALMER LAKE PAVILION		
Resident - minimum 4 hour	\$50 / 4-hour	
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
VILLAGE GREEN / GAZEBO		
Resident - minimum 4 hour	\$50 / 4-hour	
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
CENTENNIAL PARK / GAZEBO		
Resident	\$75 / day	
Non-resident	\$100 / day	

TOWN OF PALMER LAKE FEE SCHEDULE

		2025 FEE	Code Ref:
BASEBALL FIELD		\$50 / 4-hour	
		\$15 / added hours	
PICKLEBALL COURTS	Camp; Tournament; Instructed Play	\$20 / hour	
	League (TBD)	*	
	Resident - DURING RESERVATION BLOCKED TIME (TBD)	\$10 / hour	
	Non-resident	\$15 / hour	
MAINTENANCE FOR FIELD/ COURT - per event		\$35	
GLEN PARK / PICNIC AREA			
	Resident	\$50 / day	
	Non-resident	\$75 / day	
ELEPHANT ROCK PAVILION (TBD)			
	Resident	\$50 / day	
	Non-resident	\$75 / day	
NON-REFUNDABLE (PORTION) RESERVATION FEE		\$25	
PLUS DAMAGE DEPOSIT FOR ALL PROPERTY (Refundable)		\$75	
ROCKIN RAILS DISC GOLF COURSE			
	Special Event	\$150 / day	
	League Play (criteria)	\$250 / year	
	REFUNDABLE DAMAGE DEPOSIT	\$250 / event	
HISTORIC TOWN HALL			
	Rental Event by Hour	\$50 / hour	
	Non-Profit Event	\$25 / event	
RENTAL:	Round Tables (10) & Chairs (80)	\$250 / event	
	Set: 1 table & 8 chairs	\$25 / set	
	Town Hall Maint/Utility Fee	\$65 / event	
	PLUS Damage Deposit (Alcohol)	\$500 / event	
GLEN TRAILHEAD PARKING (+ applicable payment process fee)		\$5 / day	
		<i>*Holiday/special event parking may be modified</i>	

PUBLIC WORKS & WATER FEES

NEW WATER TAP/LINE SET			Ch 13.08
Tap Fee, based on tap size:			
	3/4" (or smaller)	\$ 23,838.42 \$ 25,030.34	
	1"	\$ 43,667.22 \$ 45,850.58	
	1.5"	\$ 76,714.43 \$ 80,550.15	
	2"	\$ 116,369.65 \$ 122,188.13	
	3/4" (or smaller) out of town	\$ 35,757.63 \$ 37,545.51	
	1" irrigation	\$ 65,500.83 \$ 68,775.87	
	2.5"	\$ 164,346.99 \$ 172,564.34	
	4"	\$ 318,770.96 \$ 334,709.51	
	Meter (with accessories and inspection)	\$850	
	<i>Coordinate with Water Department for inspection</i>		
Minimum Monthly Bill (before usage), based on tap size:			
	3/4" (or smaller)	\$ 85.00 \$ 89.25	
	1"	\$ 111.85 \$ 117.44	
	1.5"	\$ 157.01 \$ 164.86	
	2"	\$ 211.24 \$ 221.80	
	3/4" (or smaller) out of town	\$ 127.50 \$ 133.88	
	1" irrigation	\$ 167.78 \$ 176.17	
	2.5"	\$ 277.04 \$ 290.89	
	4"	\$ 489.94 \$ 514.44	
Water Usage Rates (meters read in 100 gl increments)			
	1-999 gl	\$ 0.84 0.88 per 100 gal	
	1,000-2,999 gl	\$ 1.20 1.26 per 100 gal	
	3,000-5,999 gl	\$ 1.45 1.52 per 100 gal	
	6,000-8,999 gl	\$ 1.65 1.73 per 100 gal	
	9,000-11,999 gl	\$ 1.90 2.00 per 100 gal	
	12,000-19,999 gl	\$ 2.10 2.22 per 100 gal	
	20,000+ gl	\$ 2.30 2.42 per 100 gal	

Tap Fees are subject to annual 5% increase per Resolution 54 of 2023
Water Usage Rates and Base Fees are established per Resolution 54 of 2023

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
Water Flushing Rates (meters read in 100 gl increments)		
1-2999 gl	\$ 2.80 per 100 gal	
3000-5999 gl	\$ 3.00 per 100 gal	
6,000-12,999 gl	\$ 3.20 per 100 gal	
13,000-24,999 gl	\$ 3.40 per 100 gal	
25,000+ gl	\$ 3.60 per 100 gal	
LATE PAYMENT FEE	\$15 / mo	
PAST DUE INTEREST RATE (water charge only)	18% / yr	
SHUT OFF / TURN ON DUE TO NON PAYMENT	\$20 /incident	
SHUT OFF / TURN ON SERVICE CALL DURING BUSINESS HOURS	\$0	
NON-EMERGENCY SERVICE CALL	\$45 /incident	
EMERGENCY SERVICE CALL	\$0	
RESIDENTIAL WELL PERMIT - subject to \$15,000 drilling allowance	\$ 23,838.42	
DRIVEWAY / STREET CUT PERMIT (ROW)	\$200	
DEMOLITION PERMIT	\$100	
LAND USE APPLICATIONS		
	<i>*Fees PLUS applicable land use 2% use tax</i>	
NEW CONSTRUCTION, ADDITION (Building Permit)	\$200+	Ch 16-17
OTHER (Remodel, Re-roof, Deck, Solar, etc)	\$50+	
DRAINAGE	Application formula	
STORMWATER	\$250	Ch 17.68
PRE-APPLICATION MEETING	\$0	
PLAN REVIEW (estimated by Development Review Team)	\$500 +	
PRELIMINARY PLAT	\$ 1000 + \$100/lot	Ch 16.20
SUBDIVISION/ FINAL PLAT	\$ 1000 + \$200/lot	"
SKETCH PLAN	\$1,000	
MINOR SUBDIVISION (less than 5 parcels)	\$1,000	"
REPLAT/ RESUBDIVISION APPLICATION	\$1,000	"
PLAT AMENDMENT/ CORRECTION	\$500	"
VACATION of RIGHT OF WAY, EASEMENT, PLAT	\$1,000	"
ANNEXATION Over 10 Acres	\$2,500	Ch 17.98
ANNEXATION 10 Acres or Less	\$2,000	
CONDITIONAL USE REQUEST	\$500	Ch 17.100
VARIANCE (APPEAL) - RESIDENTIAL	\$300	
VARIANCE (APPEAL) - NON-RESIDENTIAL	\$500	
PLANNED UNIT DEVELOPMENT (PUD) REQUEST:		Ch 17.72
PUD Sketch Plan (Concept)	\$750 + 100/lot	
PUD Plan 5 Acres or Less	\$2500 + 100/lot	
PUD Plan Over 5 Acres	\$2500 + 200/lot	
PUD Final Development Plan	\$3,000	
PUD AMENDMENT Minor/Major	\$1,500	
REZONING REQUEST (Change) <i>excludes PUD</i>	\$1,000	Ch 17.14
REZONING - Zoning Amendment (Map/Text Correction)	\$300	
SITE DEVELOPMENT PLAN REVIEW - RESIDENTIAL (more than 1 unit)	\$500	Ch 17.12
SITE DEVELOPMENT PLAN REVIEW - NON-RESIDENTIAL	\$750	
CHANGE OF USE	\$300	Ch 17.14
VESTED RIGHTS FEE	\$500	
FEE IN LIEU OF SCHOOL LAND DEDICATIONS (per School District):		Ch 16.50
Single Family Detached	\$2,218	
Townhouse/Duplex/Single Family Attached	\$1,413	
Multi-Family/Other	\$992	
FEE IN LIEU OF PARK, OPEN SPACE, OR TRAILS	TBD	Ch 16.50
COMMUNITY MASTER PLAN AMENDMENT	\$500	
ADMINISTRATION - OTHER FEES		
NOTARY SERVICE	\$0	
LATE FEE / MONTH (after 30 days as applicable)	\$15	
NSF FEE (Includes bank service fee, if applicable)	\$29	

TOWN OF PALMER LAKE FEE SCHEDULE

		2025 FEE	Code Ref:
PUBLIC RECORD / CORA			
	Letter size (b/w photocopy - pg 1-5 no cost)	\$0.25 / page > 6	
	Legal or larger b/w photocopy	\$0.50 / page	
	FAX Transmittal	\$2 / page	
	Document certification	\$5 / Cert	
	Portable media - CD/DVD/Flash Drive	Actual Cost	
	Research, Retrieval, Data Manipulation (1st hour no cost)	\$30 / hour	
	US First Class Mail requested	USPS rate	
FIRE SERVICES			
NOTE: Fire review/inspection fees based on 2015 IFC			2015 IFC
PLAN REVIEW			
	Subdivision/Development Plans		
	< 10 acres	\$500	
	> 10 acres	\$750	
	Single Family Residence (1 inspection)	\$100	
	Tenant Finish/Remodel - Commercial		
	< 1500 SF	\$174	
	1500 - 5000 SF	\$312	
	5001 - 10,000 SF	\$1,521	
	10,001 - 50,000 SF	\$1,782	
	50,001 - 100,000 SF	\$2,673	
	> 100,001 SF	\$6,855	
FIRE INSPECTION			
	Variance Request	\$500	
	Nuisance (after 5th call)	\$325 / call	
	Fire Watch (minimum 2 hours)	\$138 / hour	
BURN PERMIT (Annual)		\$25	Ch 8.28
<u>Water Plan Reviews & Inspections</u>			
	Plan review	\$140.00	
	Inspection first fire hydrant	\$115.00	
	Inspection each additional hydrant	\$58.00	
	Inspection, per fire line	\$230.00	
	Water tank for fire suppression	\$650.00	
<u>Construction Plan Reviews & Inspections</u>			
	A-1 - 50,000 square feet (sq. ft.) or less A-1 - 50,000 + sq. ft. - 150,000 sq. ft.	\$1,377.00--\$1,402.00	
	A-2 - 5,000 sq. ft. or less	\$440.00	
	A-2 - 5,000 + sq. ft. - 10,000 sq. ft.	\$567.00	
	A-2 - Each additional 10,000 sq. ft. or portion thereof greater than 10,000 sq. ft.	\$567.00	
	A-3 - 12,000 sq. ft. or less	\$440.00	
	A-3 - 12,000 + sq. ft. - 50,000 sq. ft.	\$567.00	
	A-3 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$567.00	
	A-4 - 12,000 sq. ft. or less	\$510.00	
	A-4 - 12,000 + sq. ft. 50,000 sq. ft.	\$740.00	
	A-4 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$740.00	
	A-5 - 10,000 sq. ft. or less	\$510.00	
	A-5 - 10,000 + sq. ft. - 50,000 sq. ft.	\$1,300.00	
	B - 10,000 sq. ft. or less	\$312.00	
	B - 10,000 + sq. ft. - 50,000 sq. ft.	\$370.00	
	B - 50,000 + sq. ft. - 100,000 sq. ft.	\$567.00	
	B - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$567.00	
	F-1 - 12,000 sq. ft. or less	\$498.00	
	F-1 - 12,000 + sq. ft. - 50,000 sq. ft.	\$765.00	
	F-1 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$765.00	
	F-2 - 12,000 sq. ft. or less	\$370.00	
	F-2 - 12,000 + sq. ft. - 50,000 sq. ft.	\$625.00	
	F-2 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$625.00	
	H - All groups	\$382.00	
	I-4	\$450.00	
	M - 10,000 sq. ft. or less	\$370.00	
	M - 10,000 + sq. ft. - 50,000 sq. ft.	\$440.00	
	M - 50,000 + sq. ft. - 100,000 sq. ft.	\$880.00	
	M - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$440.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
R-1 - Up to and including 30 sleeping units	\$510.00	
R-1 - 31 to 100 sleeping units	\$1,755.00	
R-1 - Each additional 30 sleeping units or portion there of greater than 100	\$510.00	
R-2 - Up to and including 10 dwelling/sleeping units	\$255.00	
R-2 - 11 - 30 dwelling/sleeping units	\$370.00	
R-2 - 31 - 100 dwelling/sleeping units	\$797.00	
R-2 - 101 - 150 dwelling/sleeping units	\$1,785.00	
R-2 - 151 - 200 dwelling/sleeping units	\$2,270.00	
R2 - Each additional 50 dwelling/sleeping units or portion thereof greater than 200	\$567.00	
R-2 - Townhomes, per building	\$150.00	
R-3 - Wildland urban interface (WUI) home	\$200.00	
R-4	\$370.00	
S-1 & S-2 - 10,000 sq. ft. or less	\$312.00	
S-1 & S-2 - 10,000 sq. ft. - 50,000 sq. ft.	\$510.00	
S-1 & S-2 - 50,000 sq. ft. - 100,000 sq. ft.	\$975.00	
S-1 & S-2 - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. Ft	\$510.00	
U	\$255.00	
Other occupancies or uses not listed	\$740.00	
Shell building	\$382.00	
Foundation only/ superstructure/ limited review	\$75.00	
Smoke management system, exhaust method	\$1,160.00	
Smoke management system, pressurization method	\$3,125.00	
Radio amplification	\$230.00	
Other construction permits not listed	\$370.00	
<u>Fire Alarm System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>		
5-Device letter	\$100.00	
50 or less initiating devices and/or notification appliances	\$312.00	
51 - 100 initiating devices and/or notification appliances	\$567.00	
Each additional 20 initiating devices and/or notification appliances greater than 150	\$995.00	
Residential fire alarm system - single family home	\$300.00	
Change in monitoring technology	\$185.00	
Firefighter communications systems other than radio amplification	\$415.00	
2-way elevator communications	\$300.00	
<u>Fire Sprinkler System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>		
20 - Head letter	\$100.00	
100 sprinkler heads or less, includes 1 wet pipe sprinkler system riser	\$497.00	
101-200 sprinkler heads	\$740.00	
201-300 sprinkler heads	\$995.00	
Each additional 100 sprinkler heads or portion thereof greater than 300	\$255.00	
Each additional wet pipe sprinkler system riser and/or backflow retrofit	\$242.00	
Each standpipe system riser	\$242.00	
Each dry pipe, preaction, and/or deluge system valve	\$242.00	
Each fire pump or foam system	\$530.00	
13D system, sprinkler systems in one- and two-family dwellings and manufactured homes	\$425.00	
NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee.		
<u>Fixed Fire Extinguishing System Plan Reviews & Inspections</u>		
First wet/dry chemical extinguishing system	\$370.00	
Each additional wet/dry chemical extinguishing system	\$127.00	
Gaseous extinguishing system	\$880.00	
Water mist extinguishing system	\$1,900.00	
<u>Miscellaneous Permits & Plan Reviews</u>		
Cancelled projects prior to permit, per hour or portion thereof	\$140.00	
Work at Risk Permit	\$500.00	
System Demolition Permit	\$185.00	
Pre-plan submittal consult, free first thirty minutes, \$140 each subsequent hour or portio	\$140.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
Miscellaneous Inspections		
Convenience inspection, first two hours or portion thereof	\$350.00	
Convenience inspection, exceeding two hours, each additional hour or portion thereof	\$175.00	
Courtesy inspection, per hour or portion thereof	\$115.00	
Trip Fee, second and subsequent partial inspection	\$200.00	
Re-inspection	\$100.00	
NOTE: A re-inspection fee may be applied if the site is inaccessible and/or work is not sufficiently pre-tested, or hazards are not completed in the required timeframe.		
Definitions/Explanations *see addendum		
Hazardous Materials (Construction Associated with Building Permits)		
See Chapter 2 of the International Fire Code for occupancy classification examples		
M - Up to and including 10,000 sq. ft	\$295.00--\$510.00	
Operational Permits		
Special Events/Fairs	\$150.00	
Miscellaneous Combustible Storage	\$150.00	
Open Flames and Candles	\$150.00	
Storage of Scrap Tires & Byproducts	\$200.00	
Temporary Membrane Structures, Tents and Canopies	\$100.00	
Explosives/Blasting	\$50.00	
Pyrotechnics, Fireworks, Special Effects/Theatrical Performances	\$150.00	
Food Vendor with Flame Device	\$25.00	
POLICE SERVICES		
INK FINGERPRINTS	\$20	
SEX OFFENDER REGISTRATION	\$25	
VIN VERIFICATION	\$10	
VIN VERIFICATION FOR ADDITIONAL VEHICLE(S)	\$5	
<i>Check or Money Order - Payable to Town of Palmer Lake</i>		
<i>Credit Card payment at www.townofpalmerlake.com (MUST specify what payment is for)</i>		
<i>Coordinate appointment with Police: Call 719-481-2934</i>		
EXTRA DUTY ASSIGNMENT	\$50 / hour	
PUBLIC SAFETY RECORD REQUESTS		
Traffic Accident Reports	\$10	
Case Reports (1-10 pages)	\$15	
Case Reports (page 11 and after)	\$0.25 / page	
Research/Retrieval of Records (1st hour free)	\$30 / hour	
Digital Video/Audio/Photograph copies	\$25	
Research/Retrieval of Records (1st hour free)	\$30 / hour	<i>duplicate</i>
All 3rd Party Printing	Actual cost	
MUNICIPAL COURT		
COURT COST (includes docket fee)	\$40	
OJW FEE	\$30	
WARRANT FEE (determined by Municipal Judge)	\$300-800	
CITATION SCHEDULE <i>Note: A 37% surcharge will be added to citations</i>		
IMPOUNDING ANIMALS		
		Ch 7.04
	Redeem Fee	\$40
	Additional Fee within 12 months	\$60
DOGS		
		Ch 7.08
	1st offense	\$45
	2nd offense	\$75
	3rd offense	\$100
VICIOUS DOG		
	1st offense	\$75
	2nd offense	\$100
	3rd offense	\$150

TOWN OF PALMER LAKE FEE SCHEDULE

	2025 FEE	Code Ref:
DOMESTICATED POULTRY & FOWL (PETS)		Ch 7.12
1st offense	\$45	
2nd offense	\$75	
3rd offense	\$100	
FEEDING OR ATTRACTING GAME WILDLIFE		Ch 7.16
1st offense	\$100	
2nd offense	\$500	
3rd offense	\$1,000	
JUNKYARD AND DUMPING - LITTER ON PRIVATE/VACANT		Ch 8.12
1st offense followed by 8.04.040 Abatement	\$250	
2nd offense	\$500	
3rd offense	\$1,000	
NUISANCES BY CODE		
1st offense	\$45	
2nd offense	\$75	
3rd offense	\$100	
ABATEMENT		Ch 8.04
Actual cost plus daily citation not resolved	\$100	
FALSE ALARM		Ch 9.04
1st offense followed by charge under C.R.S. 18-8-111	\$500	
DOG AT RESERVOIR		
1st offense	\$800	
PARKING VIOLATION	\$50	Ch 10.08
TRAFFIC VIOLATION		Ch 10.08
Per adopted current Model Traffic Code		
SETTING FIRES WITHIN WATER SYSTEM	\$1000+	Ch 13.20
PROHIBITED SMOKING DURING STAGE 2 RESTRICTION	\$500	
SIGN CODE VIOLATION		Ch. 17.76
1st offense	\$100	
2nd offense	\$200	
3rd offense	\$300	
EXTERIOR LIGHTING VIOLATION		Ch 14.20
1st offense, per fixture	\$50	
2nd offense, per fixture	\$100	



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

DATE: January 23, 2025	ITEM NO.	SUBJECT: Resolution to Approve Revisions to Employee Handbook
Presented by: Town Administrator /Clerk		

Background

The revised version of the handbook was previously distributed providing the following amendments –

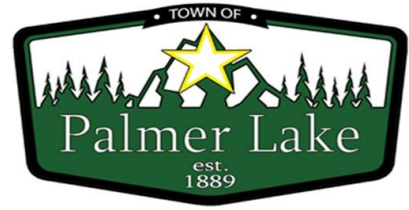
- Numerous grammatical edits
- One third portion of unused sick leave to be paid out to employees resigning in good standing after a minimum of ten years of service
- Clarify:
 - Eligibility for various leave benefits
 - Compensatory time
 - Eligibility for employee benefits and paid leave

At the time of distribution, the Board requested information comparing the total vacation accrual hours (currently maximum of 480 hours). Staff is researching this and obtained data from a few other like municipalities (Mead, Elizabeth); however, other employers lump all paid leave in one bucket – PTO – vs separated by vacation and sick leave. Additionally, some carve out separate benefits for the Police Department. The maximum hours for the highest tiers of accrual ranges from 384 hours to 444 hours.

The redline draft of the handbook is also under a legal/HR review by Employers Council (EC) and it is not expected until the last week of January. Therefore, staff suggests that this item be tabled to a future meeting to include the recommendations from EC. Furthermore, staff will remove the recommendation to alter the sick paid leave at this time. The intention was to consider adding benefits to the employees. Instead, in the coming months, staff can research a comprehensive review of all benefits to round them out further, not only for long-term employees, but to attract early-career employees to the Town.

Recommended Action

Table to a future meeting.



Item 12.

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

DATE: January 23, 2025	ITEM NO.	SUBJECT: Distribution of Parks and Trails Commission Completed Projects
Presented by: Town Administrator /Clerk		

Background

For distribution to the Board members as information, enclosed is a list of projects completed by the Parks and Trails Commission.

Staff is grateful for the dedicated work of the many volunteers and partnerships with the Parks and Trails Commission.

Palmer Lake Parks & Trails: Project List (New, In Progress, Completed, Ongoing, Removed) - updated 12/29/2024

CL- Columbine Park; ER- Elephant Rock; CRK - Creekside Trail; KNT - Kent St. to Creekside Trail; RES - Reser

CP - Centennial Park; GP- Glen Park;

Ref#	Park	PROJECT LIST:	Source of funds	PLP&T Project Lead(s)	Project Progress & Notes
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Annual – Semi Annual Events / Projects

2024 Completed Projects by Palmer Lake Parks and Trails Commission and Roads Department (report to the Board of Trustees in December and then archive)

	CP	Repair and add to the existing dock at the N. End of the Lake		Staff	Funding source? PW took care of this (bought bridge section) September-October 2024. New section to be installed springs 2025.
	CP	Proposed relocation of disk golf holes 1 & 2 so that all the holes are on the east side of the bridge. 1 hole in EPCP property SE of VB court, other hole along the lake SE shore (approved by PLP&T 5/24		Disc golf club	Greg – Hole 1 and 18 would star and end , respectively, at the pedestrian bridge. Talked with Greg in mid-summer. No decision yet. Called Greg 4/17/24 to set up a mtg. - done May '24. Presented to PLP&T May '24. Meeting w/EPCP 7/22/24 moved to 8/29/24. Approved by EPCP 10/24
	CP	Research, propose to PLP&T, Town staff, and BOT for the appropriate fee for baseball field.		Dawn and Jennifer	Check with other entities and work with LL if they respond, on an appropriate fee for practice and games. Dawn - how to manage? No response as of 7/9/24. Get approval for the fee from BOT. To be included in 2025 master fee schedule.
	GP	Additional signs at kiosk for Res. trailhead: reason for the fees; more reminder signs along the South side of parking.	Public works	Public works	Jennifer to research and present wording to PLP&T, draft to be presented at Sept. '24 PLP&T mtg. Signs received by PW October '24. Waited to be mounted. Mounted Nov. 2024
	CP	Research and propose field fees for soccer field to build into fee schedule and MUF budget		Reid	Received email from PDSC outlining field fees that Monument charges for soccer. Passed onto Dawn 11/24
	ER	develop a punch list of necessary tasks and material to accomplish Open Air pavilion at ER. Break into smaller tasks and spread over time?		PLP&T	Start with an assessment of needs, dimensions, etc. Consultants if need be, research grants & donations for materials, brainstormed ideas May 28 workshop - plan field trip to site. Done summer 2024
	GP	Install an adequate ADA path from the handicapped parking spot into the playground.		PW Reid	Recommended by CIRSA May 2023, June 8th service day. Doing by Public works department early fall 2024
	CP	Complete the 6 pickle ball courts and the restroom on the west side of the RR tracks.		Mike, John	APL liaison : Tim Caves, updated Parks at 1/9/24 meeting, received a waiver of tap fee from PLSD 1/10/24, as early as August per Tim C. (4/17/24), started earth work May 2024

	ER	Safety cable installed at the E-Rock bridge per PPRB code		Kevin & John	
	ER	Construct a fence along the Burlidge's property line in the open area at east fence. Donated wire on the southern end,		Kevin	Materials came from the Burlidge's. Completed? 9/3/24, put up fencing into the thick oak. Repaired the barbed wire fencing with smooth wire fencing further down the hill - 8/24
	CP	Move some of the boulders protecting the RR fence on the south side of the ped. Bridge to define the parking area across from art center before the pickle ball courts construction begins		Staff and Reid	Leave a few for the pickle ball landscaping. Most were moved to the pickle ball area summer 2024.
	CP	Insure restroom on west side, south parking lot near ped bridge sidewalk is connected to paths and is safest orientation and design		Mike /, John	Work with Tim Caves, APL funded
	GP	Purchased a pickle ball net for open use at GP courts. Will remain available for public.		Jennifer	Approved by PLP&T commission July 2024, placed in service - August 1, 2024
	CP	Remove dead trees/brush from around lake, trim dead branches etc.		Jennifer	PW – Service day: ongoing spring/summer. Tree service taking down large daed trees etc. Some done 6/8/24 along NW shore. Part of service day
	ER/CRK	Planning meeting with Kevin, Reid & Gene to work out and plan for the details so that they can be arranged well ahead of time. April 18, 2024. Gene never responded to the 2 invitations to meet. Priority work areas, porta potty location, workday treats, flagging, etc.		Kevin, Reid, John	Cost for materials, tools, porta potty locations , etc TBD. Dates to be accomplished by and who. Snacks & water. Trail section priorities. Possible walk with Phillip or trail developer between now and mid-June. Gene (lead volunteer). Numerous flagging walks April-June '24 w/VOC, MHYC, Wesley. Gene removed from all trail activity June 2024
	ER	E-Rock advisory sub-committee		John, Cindy	Meet to develop a master plan process for E-Rock - 2 reps, started 5/6/2024? Presented July 2024
	ER	Flag the perimeter trail in E-Rock with consideration of a 20' - 30' permanent easement. Try to complete by 4/14/2024	Kiosk	Reid, Kevin	Easement would be through the Willan's property currently leased and to be purchased by them in 6-7 years. Detail flagging w/ MHYC if possible. Reid & Richard walked it & agreed on location. Reflagged May & June '24
	ER/CRK	Install a porta potty for work being performed by MHYC - June 3-28, 2024		Town / Kevin	Location TBD by trail location MHYC will be working on - relocate as needed. Location decided 4/18/24

ER/CRK	Build the rest of the approved trail system.	Grant	Kevin, Reid, John	Key Partners – Gene (Lead Volunteer) and Mile High Youth Corps We have 4 weeks 16 days) of trail work in the summer of 2024 to be done by the MHYC (grant funded). Project scheduling mtg with MHYC 3-4-24. Won't flag entrances otherwise curious people will be in the way. Schedule June 3-28. Flag Perimeter Trail every 10' to 15'. MHYC completed trail June 25, 2024
CP	Repair gazebo weather vane	Public works	Public works	Completed by Stacy, Buzz, and Andrew June 2024
CRK	Formalize a 5-7 cars parking area at the intersection of Walnut and Greeley for trail parking. Wood logs or donated stone barriers	Kiosk	Reid & Public works	Key Partners – PLPW Cost would for parking strips, 6' rubber parking blocks \$50.00 ea. Presented to Town staff a diagram of the project - google map view, on 4/15/24. Done 6/24
ALL	Continue to work with Eagle Scouts to add to facilities and amenities in the Park(s).	Scouts	Mike	Eagle Scouts - going to build a small pavilion in wildlife area on west side of lake, presented at May 2024 PLP&T mtg. Design doesn't do the job it is intended to do. Ask Mike to inquire if another scout would like to add to this project.
CP	Stain / Paint Gazebo Deck	Parks budget	Cindy	Need to research material costs & obtain, and organize a day for the staining. Done late May '24
CRK	Build the trail from Spring Street bridge to Greeley Bridge crossing & Greeley steps & east section by USAFA bridge into E-rock. Mostly done 4/2-4/24 and May 28-31 by VOC & MHYC trainees.	Training for VOC & MHYC	Kevin, Reid, John	Gene (lead volunteer) – Directed by the BOT 4/5/23, use volunteers; started 6/23/23, Used MHYC (grant). Cost was for ice cream. Need to access the trail surface for any additional gravel & completion of the steps @ Greeley
ALL	Research and develop E-Bike use recommendation to the BoT on each PL trail that PLP&T has authority over	NA	Jennifer & Reid	Conduct a trail users survey to help make decision. Beta tested 2/26 at Parks workshop, the revised survey put out for public input 2/28/24 on social media & Town newsletter. Continue collecting data and comments until 3/24 & discuss at 3/26/24 & 4/23/24 workshops, voted May '24 PLP&T mtg to table until 2025.
ER	Apply for a Kiwanis donation for an information kiosk at the Chicken Coop bridge exit into Erock trail	NA	Reid	Deadline is mid-May - didn't get submitted in time. Look to 2025 submission
	Removed a large tree at the Chicken Coop, 1st USAFA bridge site		Reid, Kevin	Necessary to meet the PPRB break-away bridge requirement . Done by Blue Tree - Yonny
KNT	Complete Kent Street to the Creekside Trail, don't advertise - local knowledge only	Training grant	Reid, Kevin	Gene (lead volunteer) Work w/neighbors' concerns, completed with VOC trainee volunteers May 2024
CP	Install railroad bridge lighting.	Town	Duke & Porche Electric, staff, Reid	BOT at 10/23 meeting asked for additional bids; asked APL for a share of the cost, declined 1/3/24; BOT approved expenditure 1/11/24, work to begin 4/29/24 possibly per Bill Porche(4/22/24). Completed May 2024

	CP	Spray paint the galvanized conduit brown or black once the lighting is done so it blends in with the bridge steel beams.	NA	Staff and Reid	Staff decided and with Reid's agreement, not to paint it at this time - not necessary.
	ALL	Service in the parks day - spring - Centennial Park only 2024	NA	Reid, Cindy	June 8th. advertising starting early May (hrs. Including Commissioners)
	GP	Repaired Little Free Library box at playground	Donation	Cindy	Hinges, latch
	CP	Establish a plan for the Holiday lights - putting up and taking down	Rest. Grp	Reid & April	April Velej and Reid met to develop a proposal for the 2024 - 2025 winter lights. To PLP&T Comm. 3/12/24 - adopted
	ER/CRK	Submit / present an explanation plan to the BOT for the bridges and trail beyond their 1st resolution.	NA	Reid, Kevin, Jennifer	1st draft created 11/23, Presentation at the BOT mtg 12/14/23. Resolution for BOT consideration 1/11/24; adopted 1/11/24 by BOT
	ER	Seek a resolution from the BOT for the E-Rock perimeter trail inside the E-Rock property to start sometime in 2024	NA	Reid, Kevin	Resolution approved by BOT 1/11/24; Res. 10-2024 to build trail and renovate the pavilion.
	ER/CRK	Apply for MHYC/GOCO grant to pay for trail building along N. Monument and Monument Creek into E-Rock	NA	Cindy, Jennifer	Received 12/23, received the grant jan. 2024
	ER/CRK	Work with and check with the appropriate wildlife division for rules and restrictions to placing a single track trail in a potential Treble Mouse and / or wetlands area.		Gene, Kevin	Document : Who when authority
	ER	Apply for Non-motorize grant to pay for the 2 nd and 3 rd bridges		Jennifer, Kevin	Done in October '23 for 2024 award. We asked for \$60,000. Presentation 1/17/2024; didn't get the grant. Reapply 2024
	CP	Add some protection around the edge of the roof of the information kiosk at the west end of the pedestrian bridge	Parks budget	Reid, PW staff	Eagle Scouts – Low and sharp - a bit dangerous - done 2/2024, improved by PW staff late 2024
	GP	Create and install 2 signs for the center post reminding users to close the center net after using the courts.		Mike / Reid	Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024
	GP	Update the tennis/pickle ball rules sign and mount at least 2 at the tennis courts		Mike / Reid	Draft 11/2023, created 12/23, mount ASAP in 2024 - done 2/2024
	ER	Build permanent bridge for Chicken Coop crossing	Kiosk / USAFA	Kevin	Key Partners – Gene (Lead Volunteer / USAFA) Parks reviewed USAFA presentation Dec. '23 and decided on design. USAFA installation is scheduled for May 2024. Willans agreed 3/7/24 to let the cadets use the porta potty at the Anex during installation of the bridge. Started physical work 3/21/24. Dedicated 5/6/24

	ALL	Develop a list of trail signs for parks & trails that we can use in the application for a Lions Club donation.		Reid	Check with Dawn re the process as she told me verbally about the donation 3/11/2024. Okayed by PLP&T comm. 3/12/24. Received donation 4/12/24.
	CRK	Expand log bridge and add hand rail on one side		Gene	3/12/24 Gene and Kevin felt it is unnecessary so proposed waiting
	CRK	Plan a trail training area for MHYC training - April 2,3, or 4 (2 of the 3 days)		Kevin	Gene (lead volunteer) Another free trail work training day provided by MHYC. 20-25 trainees. Ice cream only expense
	ALL	Develop a table / flyer for noxious weed control - time of year, type of control, specific weeds to Palmer Lake		Phyllis, Cindy, John	Publish on Town weekly newsletter. Phyllis is already working with a couple of entities to accomplish this. Phyllis wanted to do more 3/12/24.
	ALL	Once Phyllis has brought it back to PLP&T at the 3/26/24 workshop & if it is adopted. Adopted by PLP&T 4/9/24		Phyllis, Tish/ John	Put onto social media, Town website, Parks media, and see about printing 2 page (front & back) flyer that is specific to PL and can be supplemented by the Colorado Nox. Weed book.
	CP	Removed Holiday lights and stored in Madelines shed for 2024. Labeled bins		April, Reid	See agreement between parks and April for 2024-2025 Holiday lighting plan adopted by PLP&T Feb. ? 2024
	CP	Develop a Centennial Park Master Plan site map per Planning Commission		Reid and Nick E.	Started and completed 1st draft Nov. '23, 2nd draft 11/27/23, to Parks commission on 3/12/2024 for recommendation. Ran the site map by Bill Fischer 3/7/24 for his input. Adopted by the PLP&T Commission 3/12/24 Submitted to BOT for adoption and inclusion to the CP Master Plan
	ER	Install a porta potty for work being performed by USAFA If necessary - see comments		Kevin	Wait until after it is scheduled.. Used Kevins house.
	BL	Monitor and participate when appropriate in the development of the Ben Lomand Mountain Trail and Open Space in conjunction with the Ben Lomand property development Annexation into PL.		Reid	Reid attended the BOT meeting to determine eligibility for annexation - passed by Resolution. Application has been withdrawn by them.
	CP	Install electric charging station in one of the parking areas along st. hwy 105. Across from Depot		Dawn, PW, & CORE	CORE is interested and has reached out to the Town and mayor, presented to BOT and Staff, Started May 2024, completed 6/2024