



BOARD OF TRUSTEES

Thursday, November 18, 2021 at 5:00 PM

Palmer Lake **Elementary School Library**, Upper Glenway

In-person

AGENDA - REVISED

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

Call to Order

Pledge of Allegiance

Roll Call

Consent Agenda

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

- [1.](#) Minutes from October 28th Meeting
- [2.](#) Minutes from November 4th Special Meeting
3. Checks over \$15,000 - Marion Ford Hyundai (\$29,077.60); TN Parker (\$39,121.48); Martin Marietta (\$52,834.50)
- [4.](#) Financials (October)

Staff/Department Reports

- [5.](#) Water
- [6.](#) Public Works including Roads & Park Maintenance (staff introduction)
- [7.](#) Police
- [8.](#) Fire
- [9.](#) Administration
10. Attorney
11. Administrator/Clerk

Public Comment

Public comments are encouraged to be emailed to the Town office at info@palmerlake.org with subject line of Public Comment (48 hour prior to meeting) and shall be announced, distributed, and addressed 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 concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!

Public Hearing

12. PUBLIC HEARING - Proposed 2022 Town Budget

Business Items

13. Mayor's Message
- [14.](#) Ordinance 11-2021 Amending Developer Warranty to 2 Years
- [15.](#) Direction for Ordinance Relating to Short Term Rental
- [16.](#) Update on Guidelines for Residential Wells

Board Reports**Next Meeting (December 9) and Future Items****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.



BOARD OF TRUSTEES

Thursday, October 28, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order. Mayor Bass called the meeting to order at 5 PM.

Pledge of Allegiance

Roll Call. Mayor Bass, Trustees Karen Stuth, Glant Havenar, Nicole Currier, Jessica Farr were present. Trustee Sam Padgett arrived late. Trustee Darin Dawson was excused.

Consent Agenda

MOTION (Havenar, Stuth) to approve the consent agenda, including items 1) Minutes from October 14, 2021 Meeting; 2) Financials (September); 3) Checks Over \$15,000 - Bradley Excavating, Hydro Resources Rocky Mtn, and Wells & West. Roll call vote – aye (5); nay (0). Motion passed.

Staff/Department Reports

4. Attorney – no report.

5. Administrator/Clerk. Collins provided an update of the town hall project with roof truss replacement complete this week, the ramp project awaiting delivery of the fabricated railings, budget revisions continue to take place with a special meeting on November 4th. Bob Radosevich provided an update of the elephant rock ideas – having received five from citizens. Trustee Havenar provided an update of the time capsule project – any personal items should be forwarded to Glant in the next couple weeks. Special photo paper will be available to keep pictures. The installation will be Thanksgiving weekend.

Public Comment – none.

Public Hearing

6. PUBLIC HEARING & Resolution 52-2021 to Approve Request to Replat 717 Westward Ln (ERock LLP). Mr. Kurt Ehrhardt addressed the Board about the replat request of one lot to a total of three to build one additional single family home. Discussion took place about the additional lot to be considered for park space. Discussion also ensued about the roadway connecting Westward and Meadow. Staff stated the request to name the roadway is not on the agenda for consideration but will be included in the private development Kurt has preliminarily discussed with staff. MOTION (Currier, Stuth) to approve Resolution 52-2021 to approve the replat at 717 Westward Ln. Roll call vote – aye (6); nay (0). Motion passed.

Business Items

7. Special Event - 1st Annual Palmer Lake Hockey Classic (Jan-6-2022). Lewis Palmer High School hockey coaches reviewed the request for an outdoor hockey game on Palmer Lake, a first annual foundation game and fundraiser on Tuesday, Jan 4th. Board members inquired about adding portable restrooms and further considered tying this event into Winterfest activities. MOTION (Havenar, Farr) to approve the outdoor classic special event. Roll call vote - aye (6); nay (0). Motion passed. MOTION (Havenar, Padgett) to waive the \$100 fee as requested. Roll call vote - aye (6); nay (0). Motion passed.
8. Update - Elite Crane Relocation. Diacut property owner Bruno Furrer was present to speak to the relocation of Elite Cranes from the property. He stated all equipment should be moved by the end of the weekend and staff is directed to confirm with property owner on Monday, Nov 1st.
9. Ordinance 11-2021 to Amend Code Relating to Developer Warranty (2-year). This item is postponed.
10. Resolution 53-2021 to Communicate and Promote Town Mission Statement. Mayor Bass read the new mission statement formulated by the Town Board. MOTION (Havenar, Stuth) to approve Resolution 53-2021. Roll call vote - aye (6); nay (0). Motion passed.
11. Consideration to Participate in Colorado Opioid Settlement – MOU. Staff and Trustee Currier explained the Town participation in the opioid settlement in order to collect any funds. MOTION (Currier, Padgett) to execute the MOU. Roll call vote - aye (6); nay (0). Motion passed.
12. Ordinance to Grant Renewal of Black Hills Franchise Agreement - Schedule 2 Readings. Discussion took place about the renewal of the franchise agreement with Black Hills, currently at 4%. MOTION (Havenar, Padgett) to schedule the two required readings. Roll call vote - aye (6); nay (0). Motion passed.
13. Set Hearing for Review of Business License - Bach Crawlers (BC Off Road). Trustee Currier recused herself from discussion of this item and exited the room. Attorney Krob explained the request to remove this item as the current code did not align with the past practice of reviewing complaints. The code relating to town business licenses will be reviewed and brought to the Board for review. Attorney Krob suggested that staff be directed to renew the license. MOTION (Padgett, Farr) so moved. Roll call vote - aye (3); nay (2 – Stuth, Havenar). Motion passed.
14. Review/Direction for Code Relating to Short Term Rental. This item is postponed.
15. Update - 2022 Draft Budget. Collins restated the upcoming meeting dates – special budget meeting on November 4, regular meeting rescheduled to November 18, and regular meeting on December 9. Budget documents continue to be worked on.

Board Reports. Trustee Stuth provided an update for the Master/Comp Plan, stating the Planning Commission awarded the project to the consultant Community Matters, and she expressed her concerns of the presentation as well as the survey work. She noted that Commission members will allow one more Trustee to join the advisory team.

Next Meeting (Special Budget Meeting 11/4 and Regular Meeting 11/18) and Future Items

Adjourn. MOTION (Farr) to adjourn at 6:02 PM. Motion passed.



BOARD OF TRUSTEES - SPECIAL PUBLIC MEETING

Thursday, November 04, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order. Mayor Bass called the meeting to order at 5 PM.

Pledge of Allegiance

Roll Call. Mayor Bass and Trustees Jessica Farr, Darin Dawson, Glant Havenar and Karen Stuth present. Excused were Trustees Sam Padgett and Nicole Currier.

Public Comment. Our Community News requested that the activity for installing the time capsule be added to the town calendar and website.

Business Items

1. Check over \$15,000 - TN Parker (\$45,185). MOTION (Havenar, Stuth) to approve the check for TN Parker. Roll call vote – aye (5); nay (0). Motion passed.
2. Mayor's Message. Mayor Bass thanked the Town Board members and staff for the progress this year, the detailed budget documents, and spoke to the Board's commitment to explore options to create sustaining revenue for future town needs.
3. Review of Draft 2022 Town Budget. A review of the draft budget took place, including modifications – final revenue numbers still coming in, contingency (backfill) line reduced; increased retirement benefit; consideration for other medical plan options; consideration to modify (reduce) a vehicle loan/lease currently impacting Water, Police and Roads department; technology upgrades being detailed into multiple year phase for water treatment system. Discussion took place about the cost for the Master/Comp Plan consultant work. Additional grants for particular projects may be further identified and updated.

Next Regular Meeting (November 18) and Future Items. Thursday, November 18, is the public hearing for the 2022 budget with final adoption on December 9. The draft budget will be posted to the town website and may continue modification up until final adoption.

Adjourn. MOTION (Havenar, Farr) to adjourn at 5:47 PM. Motion passed.

Mayor Bill Bass

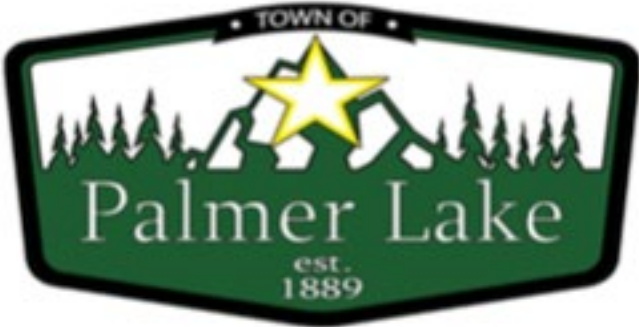
Dawn A. Collins, Town Clerk

TOWN OF PALMER LAKE
Financial Statements
October 2021
Unaudited



CASH POSITION

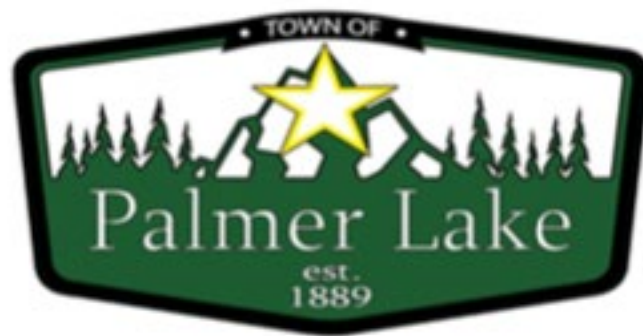
October 31, 2021



TOWN OF PALMER LAKE						
Schedule of Cash Position						
October 31, 2021						
UNAUDITED						
FINANCIAL INSTITUTION				RATE		FUNDS
CoBank - General Operating				n/a		\$ 1,738,197
CoBank - Water Operating				n/a		\$ 860,539
ColoTrust - General Fund				0.02%		\$ 976,918
ColoTrust - Water Reserve				0.02%		\$ 177,306
ColoTrust - Water Loan Reserve				0.02%		\$ 197,488
ColoTrust - Pedestrian Bridge				0.02%		\$ 7
ColoTrust - Fire Fund				0.02%		\$ 105,452
ColoTrust - CTF Reserves				0.02%		\$ 27,083
Total - Cash Accounts						\$4,082,990

GENERAL FUND

October 2021



TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021

Item 4.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
Account Number	REVENUE				
10-10-2110-000	General Property Tax	\$ 431,070	\$ 432,081	\$ 1,011	100%
10-10-2112-000	Fire Mill Levy Property Tax	383,582	383,167	(415)	100%
10-10-2120-000	Specific Own Tax Auto / Use Tax Motor Vehicle	95,000	107,353	12,353	113%
10-10-2124-000	Use Tax Building Materials	50,000	31,377	(18,623)	63%
10-10-2126-000	Highway Users Tax Fund	89,605	89,744	139	100%
10-10-2130-000	City Sales Tax	600,000	903,998	303,998	151%
10-10-2131-000	Tax- Other	-	7,848	7,848	0%
10-10-2136-000	Fees / Permits / Zoning / Subdivision Fees	40,000	62,287	22,287	156%
10-10-2138-000	Business Licenses Fees	7,000	6,845	(155)	98%
10-10-2142-000	Franchise Tax- IREA	39,000	42,595	3,595	109%
10-10-2144-000	Franchise Tax- Black Hills	35,000	25,491	(9,509)	73%
10-10-2146-000	Franchise Tax- Century Link	1,300	864	(436)	66%
10-10-2147-000	Franchise Tax- Comcast/ Other	44,609	28,518	(16,091)	64%
10-10-2150-000	MMJ / Liquor License Fees	6,500	6,576	76	101%
10-10-2152-000	Tobacco Products Tax	18,200	6,531	(11,669)	36%
10-10-2156-000	Hotel Occupancy Tax	30,000	16,630	(13,370)	55%
10-10-2160-000	Land / Building Rents	5,000	7,983	2,983	160%
10-10-2164-000	Court Fines	50,000	83,950	33,950	168%
10-10-2166-000	Town OJW Surcharge	900	-	(900)	0%
10-10-2167-000	State OJW Surcharge	900	-	(900)	0%
10-10-2168-000	Savings / Interest	2,000	466	(1,534)	23%
10-10-2170-000	Miscellaneous Income	1,000	540	(460)	54%
10-10-2172-000	Insurance Income	-	7,269	7,269	0%
10-10-2184-000	Impact Fees / Drainage	5,000	10,261	5,261	205%
10-10-2186-000	FPPA Matching Funds	8,000	-	(8,000)	0%
10-10-2188-000	El Paso Co Road & Bridge	5,500	6,320	820	115%
10-10-2194-000	Library Revenue	12,000	2,304	(9,696)	19%
10-10-2195-000	Police Surcharge	10,000	-	(10,000)	0%
10-10-3685-000	ATL Revenue	24,270	2,500	(21,770)	10%
10-10-2250-003	COVID Employer Tax Credit	-	872	872	0%
10-19-2320-000	Interest- Loan to Water Fund	10,000	5,000	(5,000)	50%
10-19-2322-000	Fund Reserve- ColoTrust	728,539	-	(728,539)	0%
10-10-3621-000	Admin Revenue	-	503	503	0%
10-10-3631-000	Police Revenue	-	-	-	0%
10-10-3680-000	Parks Revenue	-	2,270	2,270	0%
10-19-2322-000	Interest	-	1,503	1,503	0%
	Total Revenue	\$ 2,733,975	\$ 2,283,647	\$ (450,328)	84%
	EXPENDITURES				
	General and Administrative				
	<u>Salaries and Benefits</u>				
10-21-3111-000	Salaries / Wages Regular	\$ 103,330	\$ 93,328	\$ 10,002	90%
10-21-3112-000	Salaries / Wages Temp / Part Time	35,000	45,684	(10,684)	131%
10-21-3115-000	Overtime	1,000	162	838	16%
10-21-3119-000	Employer Taxes	7,925	10,730	(2,805)	135%
10-21-3124-000	Sick Leave	4,100	1,147	2,953	28%
10-21-3125-000	Employee Retirement Benefits	7,200	13,134	(5,934)	182%
10-21-3127-000	Insurance Premiums	6,720	381	6,339	6%
10-21-3131-000	Workers Compensation	6,000	6,820	(820)	114%
	Total Salaries and Benefits	\$ 171,275	\$ 171,385	\$ (110)	100%
	<u>Professional Services</u>				
10-21-3161-000	Professional Services- Legal	\$ 50,000	\$ 32,361	\$ 17,640	65%
10-21-3162-000	Professional Services- Acctg/Audit	25,000	24,818	182	99%
10-21-3163-000	Professional Services- Other	28,000	47,220	(19,220)	169%
10-21-3164-000	Professional Services- IT	30,000	14,019	15,981	47%
	Total Professional Services	\$ 133,000	\$ 118,418	\$ 14,582	89%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis For the Ten Months Ending October 31, 2021

Item 4.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
	<u>General Administration</u>				
10-21-3141-000	Employee Clothing	\$ 800	\$ -	\$ 800	0%
10-21-3145-000	Employee/ BOT Training	4,000	836	3,164	21%
10-21-3149-000	Employee/ BOT Travel	2,000	-	2,000	0%
10-21-3151-000	Employee/ BOT Per Diem	2,000	788	1,212	39%
10-21-3153-000	Memberships / Registrations	6,000	7,736	(1,736)	129%
10-21-3169-000	Bank Fees and Services	600	76	524	13%
10-21-3170-000	State OJW Surcharge	900	-	900	0%
10-21-3211-000	General (Contract) Services	20,000	18,652	1,348	93%
10-21-3223-000	Operating Supplies	20,000	7,070	12,930	35%
10-21-3225-000	Building Maintenance	10,000	881	9,119	9%
10-21-3245-000	Utilities	18,900	11,529	7,371	61%
10-21-3253-000	Postage	2,000	1,172	828	59%
10-21-3275-000	Fuel	500	246	254	49%
10-21-3281-000	Insurance	20,000	30,600	(10,600)	153%
10-21-3291-000	Capital Improvement Bldg	10,000	-	10,000	0%
10-21-3292-000	Capital Improvement Bldg- Other	500,000	224,968	275,032	45%
10-21-3293-000	Capital Equipment	1,000	-	1,000	0%
10-21-3313-000	Equipment Maintenance	1,000	-	1,000	0%
10-21-3333-000	Legal Notices / Recordings	5,000	3,889	1,111	78%
10-21-3338-000	Communication	3,500	3,550	(50)	101%
10-21-3365-000	Advertising	500	1,780	(1,280)	356%
10-21-3391-000	Misc. Expenses	-	6,782	(6,782)	0%
10-21-3392-000	County Treasurer Fees	10,000	8,168	1,832	82%
10-21-3513-000	Economic Development	2,200	1,020	1,180	46%
	Total General Administration	\$ 640,900	\$ 329,744	\$ 311,156	51%
	Total General Administrative Expenditures	\$ 945,175	\$ 619,546	\$ 325,629	66%
	<u>Operations</u>				
	<u>Police Department Expenditures</u>				
	<u>Salaries and Benefits- Police Department</u>				
10-31-3111-000	Salaries / Wages Regular	\$ 157,564	\$ 128,661	\$ 28,903	82%
10-31-3112-000	Salaries / Wages Temp/Part-time	261,375	216,330	45,045	83%
10-31-3115-000	Overtime	1,000	2,271	(1,271)	227%
10-31-3119-000	Employer Taxes	22,167	20,319	1,848	92%
10-31-3123-000	FPPA	10,335	10,127	208	98%
10-31-3124-000	Sick Leave	7,650	190	7,460	2%
10-31-3125-000	Employee Benefits	9,450	6,323	3,127	67%
10-31-3127-000	Insurance Premiums	20	202	(182)	1009%
10-31-3131-000	Workers Compensation	18,000	22,816	(4,816)	127%
10-31-3133-000	FPPA Death + Disability	3,620	3,179	441	88%
	Total Salaries and Benefits- Police Department	\$ 491,181	\$ 410,417	\$ 80,764	84%
	<u>Professional Services- Police Department</u>				
10-31-3161-000	Professional Services- Legal	\$ 1,000	\$ 2,000	\$ (1,000)	200%
10-31-3162-000	Professional Services- Acctg/Audit	8,200	6,387	1,813	78%
10-31-3164-000	Professional Services- IT	8,000	6,996	1,004	87%
	Total Professional Services- Police Department	\$ 17,200	\$ 15,383	\$ 1,817	89%
	<u>General Administration- Police Department</u>				
10-31-3141-000	Employee Clothing / Uniform	\$ 7,000	\$ 3,576	\$ 3,424	51%
10-31-3145-000	Employee Training	2,000	2,051	(51)	103%
10-31-3149-000	Employee Travel	750	412	338	55%
10-31-3151-000	Employee Per Diem	200	-	200	0%
10-31-3153-000	Memberships / Registrations	500	180	320	36%
10-31-3211-000	General (Contract) Services	1,500	8,179	(6,679)	545%
10-31-3223-000	Operating Supplies	4,000	2,490	1,510	62%
10-31-3225-000	Building Maintenance	5,000	4,565	435	91%
10-31-3226-000	Repair / Maintenance Supplies	1,000	-	1,000	0%
10-31-3245-000	Utilities	5,500	4,382	1,118	80%
10-31-3253-000	Postage	120	-	120	0%
10-31-3276-000	Vehicle Loan- Principal	16,418	6,216	10,202	38%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis For the Ten Months Ending October 31, 2021

Item 4.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
10-31-3277-000	Vehicle Loan- Interest	2,598	1,821	777	70%
10-31-3271-000	Vehicle Repair / Maint	11,000	5,417	5,583	49%
10-31-3275-000	Fuel	11,000	11,545	(545)	105%
10-31-3281-000	Insurance	14,000	11,884	2,116	85%
10-31-3293-000	Capital Equipment	5,000	8,842	(3,842)	177%
10-31-3313-000	Equipment Maintenance	500	23	477	5%
10-31-3338-000	Communication	7,600	5,415	2,185	71%
10-31-3393-000	Subject Testing	500	680	(180)	136%
10-31-3523-000	Grants Expense	-	6,501	(6,501)	0%
	Total General Administration- Police Department	\$ 96,186	\$ 84,179	\$ 12,007	88%
	Total Police Department Expenditures	\$ 604,567	\$ 509,980	\$ 94,587	84%
	<u>Fire Department Expenditures</u>				
	<u>Salaries and Benefits- Fire Department</u>				
10-41-3111-000	Salaries / Wages Regular	\$ 278,600	\$ 220,603	\$ 57,997	79%
10-41-3112-000	Salaries / Wages Temp/Part-time	61,000	55,941	5,059	92%
10-41-3115-000	Overtime	18,000	17,086	914	95%
10-41-3119-000	Employer Taxes	6,840	9,923	(3,083)	145%
10-41-3123-000	FPPA	40,000	28,175	11,825	70%
10-41-3124-000	Sick Leave	3,700	-	3,700	0%
10-41-3125-000	Employee Benefits	16,000	18,538	(2,538)	116%
10-41-3127-000	Insurance Premiums	734	617	117	84%
10-41-3131-000	Workers Compensation	15,000	18,961	(3,961)	126%
10-41-3133-000	FPPA Death + Disability	6,500	6,388	112	98%
	Total Salaries and Benefits- Fire Department	\$ 446,374	\$ 376,232	\$ 70,142	84%
	<u>Professional Services- Fire Department</u>				
10-41-3161-000	Professional Services- Legal	\$ 1,000	\$ 1,000	\$ -	100%
10-41-3162-000	Professional Services- Acctg/Audit	8,200	8,094	106	99%
10-41-3164-000	Professional Services- IT	8,000	10,181	(2,181)	127%
	Total Professional Services- Fire Department	\$ 17,200	\$ 19,275	\$ (2,075)	112%
	<u>General Administration- Fire Department</u>				
10-41-3141-000	Employee Clothing / Uniform	\$ 6,000	\$ 4,516	\$ 1,484	75%
10-41-3145-000	Employee Training	3,500	916	2,584	26%
10-41-3151-000	Employee Per Diem	-	1,278	(1,278)	0%
10-41-3153-000	Memberships / Registrations	1,000	769	231	77%
10-41-3211-000	General (Contract) Services	15,000	6,906	8,094	46%
10-41-3223-000	Operating Supplies	8,000	3,366	4,634	42%
10-41-3225-000	Building Maintenance	5,000	3,313	1,687	66%
10-41-3226-000	Repair / Maintenance Supplies	1,000	1,614	(614)	161%
10-41-3245-000	Utilities	6,800	2,623	4,177	39%
10-41-3253-000	Postage	250	-	250	0%
10-41-3271-000	Vehicle Repair / Maint	15,000	14,178	822	95%
10-41-3275-000	Fuel	5,000	5,003	(3)	100%
10-41-3281-000	Insurance	16,500	18,290	(1,790)	111%
10-41-3293-000	Capital Equipment	-	43,220	(43,220)	0%
10-41-3313-000	Equipment Maintenance	1,000	301	699	30%
10-41-3338-000	Communication	6,100	5,733	367	94%
10-41-3351-000	Medical Equip / Supplies	3,000	3,685	(685)	123%
10-41-3391-000	Misc. Expenses	-	1	(1)	0%
10-41-3523-000	Grants Expense	-	15,365	(15,365)	0%
	Total General Administration- Fire Department	\$ 93,150	\$ 131,076	\$ (37,926)	141%
	Total Fire Department Expenditures	\$ 556,724	\$ 526,583	\$ 30,141	95%
	<u>Roads Department Expenditures</u>				
	<u>Salaries and Benefits- Roads Department</u>				
10-51-3111-000	Salaries / Wages Regular	\$ 142,000	\$ 114,740	\$ 27,260	81%
10-51-3115-000	Overtime	1,000	1,294	(294)	129%
10-51-3119-000	Employer Taxes	10,864	8,845	2,019	81%
10-51-3125-000	Employee Benefits	9,100	11,930	(2,830)	131%
10-51-3127-000	Insurance Premiums	880	246	634	28%
10-51-3131-000	Workers Compensation	13,000	15,728	(2,728)	121%
	Total Salaries and Benefits- Roads Department	\$ 176,844	\$ 152,784	\$ 24,060	86%

TOWN OF PALMER LAKE

GENERAL FUND

Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021

Item 4.

Unaudited

		2021		Variance	Percent
		Budget	YTD Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
	<u>Professional Services- Roads Department</u>				
10-51-3162-000	Professional Services- Acctg/Audit	\$ 8,200	\$ -	\$ 8,200	0%
10-51-3163-000	Professional Services- Other	8,000	17,217	(9,217)	215%
10-51-3163-001	Professional Services- MS4	10,000	17,641	(7,641)	176%
10-51-3163-002	Professional Services- Engineering	20,000	-	20,000	0%
10-51-3164-000	Professional Services- IT	4,000	5,433	(1,433)	136%
	Total Professional Services- Roads Department	\$ 50,200	\$ 40,291	\$ 9,909	80%
	<u>General Administration- Roads Department</u>				
10-51-3141-000	Employee Clothing / Uniform	\$ 500	\$ 173	\$ 327	35%
10-51-3145-000	Employee Training	250	-	250	0%
10-51-3149-000	Employee Travel	250	-	250	0%
10-51-3153-000	Memberships / Registrations	1,066	779	287	73%
10-51-3211-000	General (Contract) Services	20,000	7,284	12,716	36%
10-51-3223-000	Operating Supplies	4,000	4,160	(160)	104%
10-51-3225-000	Building Maintenance	2,000	815	1,185	41%
10-51-3227-000	Road / Street Material	25,000	18,622	6,378	74%
10-51-3229-000	Sign Parts / Supplies	1,000	492	509	49%
10-51-3243-000	Street Lights	16,000	9,205	6,795	58%
10-51-3245-000	Utilities	8,000	2,918	5,082	36%
10-51-3276-000	Vehicle Loan- Principal	4,360	5,763	(1,403)	132%
10-51-3277-000	Vehicle Loan- Interest	2,174	1,686	488	78%
10-51-3271-000	Vehicle Repair / Maint	6,000	2,138	3,862	36%
10-51-3273-000	Heavy Equipment Repair	10,000	1,723	8,278	17%
10-51-3275-000	Fuel	15,000	9,189	5,811	61%
10-51-3281-000	Insurance	9,800	8,896	904	91%
10-51-3293-000	Capital Equipment	31,700	31,529	171	99%
10-51-3338-000	Communication	5,379	953	4,426	18%
10-51-3230-000	Dust Control	15,000	10,963	4,037	73%
10-51-3231-000	Culverts	3,500	-	3,500	0%
10-51-3295-000	Capital Improvement Roads	175,000	224,038	(49,038)	128%
10-51-3296-000	Capital Improvement- Drainage	3,000	-	3,000	0%
10-51-3296-003	Capital Improvement- MS4	2,000	-	2,000	0%
	Total General Administration- Roads Department	\$ 360,979	\$ 341,325	\$ 19,654	95%
	Total Roads Department Expenditures	\$ 588,023	\$ 534,400	\$ 53,623	91%
	<u>Parks Department Expenditures</u>				
	<u>Salaries and Benefits- Parks Department</u>				
10-80-3111-000	Salaries / Wages Regular	\$ -	\$ -	\$ -	0%
10-80-3112-000	Salaries / Wages Temp/Part-time	24,000	7,887	16,113	33%
10-80-3119-000	Employer Taxes	1,836	800	1,036	44%
10-80-3124-000	Sick Leave	900	-	900	0%
10-80-3125-000	Employee Benefits	900	-	900	0%
10-80-3131-000	Workers Compensation	900	1,095	(195)	122%
	Total Salaries and Benefits- Parks Department	\$ 28,536	\$ 9,782	\$ 18,754	34%
	<u>General Administration- Parks Department</u>				
10-80-3141-000	Employee Clothing / Uniform	\$ 200	\$ -	\$ 200	0%
10-80-3145-000	Employee Training	250	-	250	0%
10-80-3153-000	Memberships / Registrations	100	-	100	0%
10-80-3211-000	General (Contract) Services	3,000	11,978	(8,978)	399%
10-80-3223-000	Operating Supplies	3,500	1,924	1,576	55%
10-80-3226-000	Repair / Maint Supplies	250	-	250	0%
10-80-3245-000	Utilities	1,200	-	1,200	0%
10-80-3271-000	Vehicle Repair / Maint	300	-	300	0%
10-80-3275-000	Fuel	800	-	800	0%
10-80-3313-000	Equipment Maintenance	1,000	462	538	46%
10-80-3338-000	Communication	150	-	150	0%
10-80-3391-000	Misc. Expenses- Volunteers	200	341	(141)	171%
	Total General Administration- Parks Department	\$ 10,950	\$ 14,706	\$ (3,756)	134%
	Total Parks Department Expenditures	\$ 39,486	\$ 24,488	\$ 14,998	62%

TOWN OF PALMER LAKE

GENERAL FUND

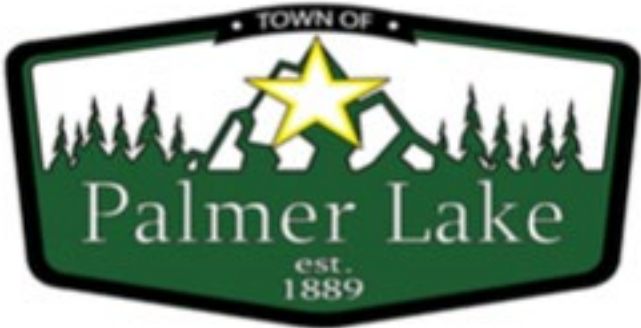
Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021

Item 4.

Unaudited

	2021	YTD	Variance	Percent
	Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
Total Operations	\$ 1,788,800	\$ 1,595,450	\$ 193,350	89%
Total General Administrative and Operations	\$ 2,733,975	\$ 2,214,996	\$ 518,979	81%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES AND OTHER FINANCING USES	\$ -	\$ 68,651	\$ 68,651	

WATER ENTERPRISE FUND
October 2021



TOWN OF PALMER LAKE

WATER FUND

Budget Status Report - GAAP Basis For the Ten Months Ending October 31, 2021

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable	of Budget
				(Unfavorable)	(YTD 83%)
Account Number	REVENUE				
20-19-2314-000	Water Tap Fees	\$ 200,000	\$ 137,000	\$ (63,000)	69%
20-19-2320-000	Water Revenue	990,000	810,905	(179,095)	82%
20-19-2322-000	Water Revenue Interest	4,600	83	(4,517)	2%
20-19-2324-000	Water Reserve Interest	4,200	74	(4,126)	2%
20-19-2325-000	Water Reserve Colo Trust	345,147	-	(345,147)	0%
20-19-2326-000	Water Meter Sales / Parts	6,500	2,163	(4,337)	33%
20-19-2330-000	Late Fees	18,500	8,426	(10,074)	46%
20-19-2335-000	Water Improvement Fee	42,250	43,242	992	102%
20-19-2340-000	Water Loan Revenue	190,200	160,091	(30,109)	84%
20-19-2360-000	Water Dept. Misc. Revenue / TANK	-	7,942	7,942	0%
	Total Revenue	\$ 1,801,397	\$ 1,169,928	\$ (631,469)	65%
	EXPENDITURES				
	General Administrative				
	<u>Salaries and Benefits</u>				
20-81-3111-000	Salaries / Wages Regular	\$ 328,500	\$ 180,940	\$ 147,560	55%
20-81-3115-000	Overtime	-	500	(500)	0%
20-81-3119-000	Employer Taxes	25,135	13,891	11,244	55%
20-81-3124-000	Sick Leave	-	430	(430)	0%
20-81-3125-000	Employee Benefits	18,430	1,815	16,615	10%
20-81-3127-000	Insurance Premiums	100	189	(89)	189%
20-81-3131-000	Workers Compensation	15,000	17,964	(2,964)	120%
	Total Salaries and Benefits	\$ 387,165	\$ 215,727	\$ 171,438	56%
	<u>Professional Services</u>				
20-81-3161-000	Professional Services- Legal	\$ 20,000	\$ 18,511	\$ 1,489	93%
20-81-3162-000	Professional Services- Acctg	9,500	7,730	1,770	81%
20-81-3163-000	Professional Services- Other/ Engineering, etc.	40,000	32,877	7,123	82%
20-81-3164-000	Professional Services- IT/ Water Billing	30,000	60,905	(30,905)	203%
	Total Professional Services	\$ 99,500	\$ 120,023	\$ (20,523)	121%
	<u>Administrative</u>				
20-81-3141-000	Employee Clothing	\$ 500	\$ 118	\$ 382	24%
20-81-3145-000	Employee Training	3,000	661	2,339	22%
20-81-3149-000	Employee Travel	200	-	200	0%
20-81-3153-000	Memberships / Registrations	8,300	9,156	(856)	110%
20-81-3167-000	Payment Processing	10,037	370	9,667	4%
20-81-3169-000	Bank Fees and Services	460	18	442	4%
20-81-3211-000	General (Contract) Services	11,000	13,330	(2,330)	121%
20-81-3245-000	Utilities	115,000	96,797	18,203	84%
20-81-3253-000	Postage	7,000	606	6,394	9%
20-81-3281-000	Insurance	10,000	8,738	1,262	87%
20-81-3333-000	Publication / Legal Notices	500	-	500	0%
20-81-3338-000	Communication	5,500	1,472	4,028	27%
20-81-3391-000	Misc. Expenses	800	7,888	(7,088)	986%
	Total Administration	\$ 172,297	\$ 139,154	\$ 33,143	81%
	Total General Administrative	\$ 658,962	\$ 474,905	\$ 184,057	72%
	Operations				
20-81-3276-000	Vehicle Loan- Principal	\$ 7,820	\$ 3,186	\$ 4,634	41%
20-81-3277-000	Vehicle Loan- Interest	1,240	930	310	75%
20-82-3223-000	Operating Supplies- Treatment	25,000	38,097	(13,097)	152%
20-82-3224-000	Operating Supplies- Distribution	15,000	20,607	(5,607)	137%
20-82-3225-000	Building Maintenance	1,000	1,114	(114)	111%
20-82-3226-000	Repairs / Maintenance Supplies- Treatment	40,000	3,256	36,744	8%

TOWN OF PALMER LAKE

WATER FUND

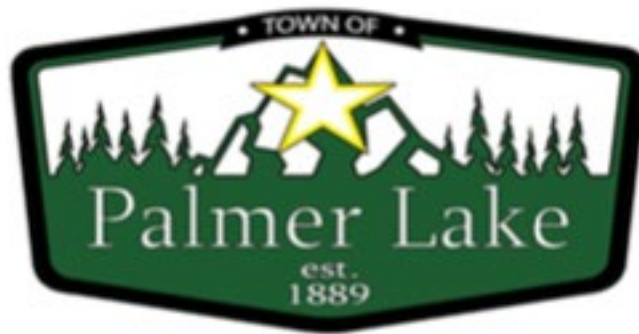
**Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021**

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable	of Budget
				(Unfavorable)	(YTD 83%)
20-82-3227-000	Repairs / Maintenance Supplies- Distribution	12,500	2,059	10,441	16%
20-82-3233-000	Water Meters / Replacements	5,000	3,919	1,081	78%
20-82-3234-000	Water Meters / Supplies & Repairs	5,000	2,708	2,292	54%
20-82-3271-000	Vehicle Repair / Maint	6,000	375	5,625	6%
20-82-3275-000	Fuel	6,000	4,506	1,494	75%
20-82-3292-000	Capital Improvement- Water	700,000	636,018	63,982	91%
20-82-3293-000	Capital Equipment / TANK	-	-	-	0%
20-82-3294-000	Water Line Repair	100,000	45,477	54,523	45%
20-82-3313-000	Equipment Maintenance	23,000	34,612	(11,612)	150%
20-82-3338-000	Communications	1,550	3,285	(1,735)	212%
20-82-3411-000	Reservoirs / Dam Maintenance	10,000	-	10,000	0%
20-82-3431-000	Water Quality Tests	26,000	14,285	11,715	55%
	Total Operations	\$ 985,110	\$ 814,433	\$ 170,677	83%
	Total Administrative and Operations	\$ 1,644,072	\$ 1,289,338	\$ 354,734	78%
	Debt Service				
20-81-3400-000	CWRPDA 2009 Principal	\$ 83,916	\$ 87,323	\$ (3,407)	104%
20-81-3401-000	CWRPDA 2009 Interest	20,775	17,648	3,127	85%
20-81-3405-000	CWRPDA 2018 Principal	26,872	47,883	(21,011)	178%
20-81-3406-000	CWRPDA 2018 Interest	15,762	20,286	(4,524)	129%
20-81-3426-000	General Fund Loan- Interest	10,000	5,000	5,000	50%
	Total Debt Service	\$ 157,325	\$ 178,139	\$ (20,814)	113%
	Total Expenditures	\$ 1,801,397	\$ 1,467,477	\$ 333,920	81%
	EXCESS OF REVENUE OVER (UNDER)				
	EXPENSES	\$ -	\$ (297,550)	\$ (297,550)	

CONSERVATION TRUST FUND

October 2021



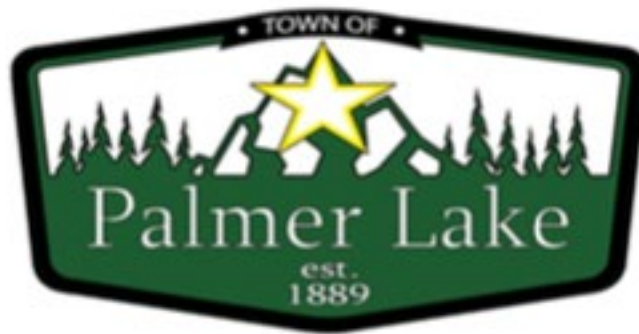
TOWN OF PALMER LAKE
Conservation Trust Fund
Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable	of Budget
				(Unfavorable)	(YTD 83%)
Account Number	REVENUE				
50-10-2160-000	Carry Over	\$ 30,000	\$ -	\$ (30,000)	0%
50-10-2170-000	Miscellaneous Income - CTF	-	13	13	0%
50-10-2210-000	Conservation Trust Interest	-	11	11	0%
50-10-2410-000	State Shared Revenue	19,507	26,279	6,772	135%
	Total Revenue Conservation Trust	\$ 49,507	\$ 26,303	\$ (23,204)	53%
	EXPENDITURES				
	<u>Administrative</u>				
	<u>Salaries and Benefits</u>				
50-30-3112-000	Salaries / Wages Temp/Part-time	\$ 24,000	\$ 17,044	\$ 6,956	71%
50-30-3119-000	Employer Taxes	1,836	1,508	328	82%
	Total Salaries and Benefits	\$ 25,836	\$ 18,552	\$ 7,284	72%
	<u>Administrative</u>				
50-30-3211-000	Contract Services	\$ -	\$ 2,623	\$ (2,623)	0%
50-30-3223-000	Operating Supplies / Materials	4,000	7,306	(3,306)	183%
50-30-3226-000	Repair / Maintenance Supplies	2,500	485	2,015	19%
50-30-3245-000	Utilities	1,000	1,028	(28)	103%
50-30-3275-000	Fuels / Lubricants	234	1,832	(1,598)	783%
50-30-3293-000	Capital Improvements	15,937	7,986	7,952	50%
	Total General Administration	\$ 23,671	\$ 21,259	\$ 2,412	90%
	Total General Administrative	\$ 49,507	\$ 39,811	\$ 9,696	80%
	Total Expenditures	\$ 49,507	\$ 39,811	\$ 9,696	80%
	EXCESS OF REVENUE OVER (UNDER)				
	EXPENDITURES	\$ -	\$ (13,509)	\$ (13,509)	

GRANTS & DONATIONS FUND

October 2021



TOWN OF PALMER LAKE

GRANT & DONATION FUND

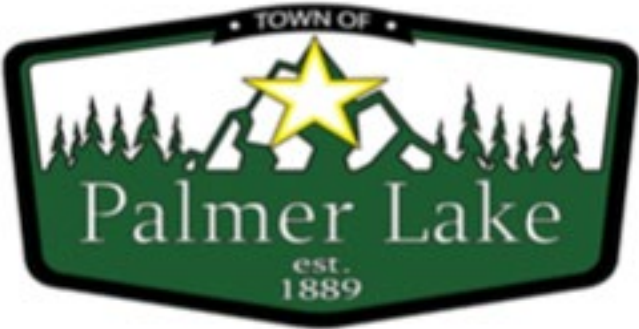
Budget Status Report - GAAP Basis
For the Ten Months Ending October 31, 2021

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 83%)
Account Number	REVENUE				
10-10-2186-000	FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
10-10-2191-000	Fire Mitigation Grant	50,000	10,000	(40,000)	20%
10-10-2192-000	DOLA Grant	360,000	376,145	16,145	104%
10-10-2193-000	CESF Grant	-	14,231	14,231	0%
10-10-3631-000	Police Donations/ Grants	15,000	2,887	(12,113)	19%
10-10-3680-000	Parks Donations/ Grants	1,000	1,870	870	187%
	Total Revenue	\$ 440,000	\$ 405,133	\$ (34,867)	92%
	EXPENDITURES				
	General Administrative				
10-21-3523-000	Grants Expense- DOLA / GOCO	\$ 360,000	\$ -	\$ 360,000	0%
	Total General Administrative Expenditures	\$ 360,000	\$ -	\$ 360,000	0%
	Police Department Expenditures				
10-31-3523-000	Grant Expense	\$ 15,100	\$ 6,501	\$ 8,599	43%
	Total Police Department Expenditures	\$ 15,100	\$ 6,501	\$ 8,599	43%
	Fire Department Expenditures				
10-41-3523-000	Grants Expense	\$ -	\$ -	\$ -	0%
	Total Fire Department Expenditures	\$ -	\$ -	\$ -	0%
	Roads Department Expenditures				
10-51-3519-000	RMB SRTS Grant	\$ -	\$ -	\$ -	0%
10-51-3523-000	Grants Expense- Douglas	13,900	-	13,900	0%
	Total Roads Department Expenditures	\$ 13,900	\$ -	\$ 13,900	0%
	Parks Department Expenditures				
10-80-3215-000	Parks Committee (donations)	\$ 1,000	\$ 2,500	\$ (1,500)	250%
10-80-3314-000	Fire Mitigation CUSP	50,000	-	50,000	0%
10-80-3523-000	Grants Expense	-	2,040	(2,040)	0%
	Total Parks Department Expenditures	\$ 51,000	\$ 4,540	\$ 46,460	9%
	Water Department Expenditures				
20-81-3523-000	Grant Expense- DOUG	\$ -	\$ -	\$ -	0%
	Total Water Department Expenditures	\$ -	\$ -	\$ -	0%
	Total Expenditures	\$ 440,000	\$ 11,041	\$ 428,959	
	EXCESS OF REVENUE OVER (UNDER)				
	EXPENDITURES	\$ -	\$ 394,092	\$ 394,092	

Check Register

October 2021



Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 10/1/2021 To:
 Checkbook ID First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47482	5STARLIFEINSURA	5Star Life Insurance Company	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$116.25
47483	AMCOBI	American Conservation & Billin	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$1,819.81
47484	BISONMEDIA	Bison Media, Inc.	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$400.66
47485	BLACKHILLSSENERG	Black Hills Energy	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$184.72
47486	CENTURYLINK	Century Link	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$284.20
47487	CITYFINANCEACCT	City Finance Accts Rec	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$2,197.44
47488	CLERKOFTHECOURT	Clerk of the Court	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$94.00
47489	COMMUNITYBANKSO	Community Banks of Colorado	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$2,547.33
47490	COMPANIONLIFE	Companion Life Insurance	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$44.44
47491	COREANDMAIN	Core & Main	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$5,935.81
47492	COREELECTRICCOO	CORE Electric Association	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$10,185.01
47493	CICCOLELLAJOHNS	John Ciccolella	10/6/2021	GENERAL CHECKIN	PMCHK00000244	\$320.00
47512	DPCINDUSTRIES,I	DPC Industries, Inc.	10/6/2021	GENERAL CHECKIN	PMCHK00000247	\$70.00
47513	EMERGENCYNETWOR	Emergency Network Security Sys	10/6/2021	GENERAL CHECKIN	PMCHK00000247	\$61.00
47515	KROBLAWOFFICELL	Kler Law Office, LLC	10/6/2021	GENERAL CHECKIN	PMCHK00000247	\$7,353.50
47516	HOMEDEPOT	Home Depot Credit Service	10/6/2021	GENERAL CHECKIN	PMCHK00000247	\$498.80
47517	HYDRORESOURCESR	Hydro Resources Rocky Mtn.	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$29,776.50
47518	LEWANTECHNOLOGY	Lewan & Associates, Inc.	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$55.29
47519	MIDWEST	Midwest Barricade CO., Inc.	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$142.00
47520	NEVADATAPMASTER	Nevada Tap Master, Inc	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$625.00
47521	ONEMANLITTLELAD	One Man & Little Lady Cleaning	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$600.00
47522	PIONEER	Pioneer	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$910.08
47523	UNITEDSTATESTRE	United States Treasury	10/6/2021	GENERAL CHECKIN	PMCHK00000248	\$509.49
47525	XFINITY	Xfinity	10/6/2021	GENERAL CHECKIN	PMCHK00000249	\$104.85
47526	AIRGAS	Airgas USA, LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$88.88
47527	ABGBENEFITGROUP	Alliance Benefit Group- Rocky	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$602.28
47528	AMCOBIIT	American Conservation & Billin	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$4,007.50
47529	AMERICANPORTABL	American Portable Services, In	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$527.00
47530	ANGRYSQUIRREL	Dan Elders	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$275.00
47531	BBAWATERCONSULT	Bishop-Brogden Associates, Inc	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$11,375.07
47532	BRADLEYEXCAVATI	Bradley Excavating	10/19/2021	GENERAL CHECKIN	PMCHK00000256	\$47,005.20
47533	BRADLEYEXCAVATI	Bradley Excavating	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$1,800.00
47534	BROOKSPLUMBINGA	Brooks Plumbing and Heating, I	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$8,662.00
47535	CECTI	CECTI	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$275.00
47536	CENTENNIALEQUIP	Centennial Equipment Co, Inc.	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$1,254.00
47537	CENTURYLINK	Century Link	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$66.73
47538	CHRISTIANBROTHER	Christian Brothers Automotive	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$732.66
47539	CENTURYLINKLEVE	Level 3 Communications, LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000250	\$492.96
47540	CIRSA	Cirsa	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$8,325.09
47541	COLORADOSPRINGW	Colorado Springs Winwater Work	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$3,922.64
47542	COMCAST	Comcast	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$193.35
47543	CKT	Common Knowledge Technology	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$1,822.50
47544	COREANDMAIN	Core & Main	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$14,141.86
47545	COREELECTRICCOO	CORE Electric Association	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$1,017.50
47546	DENVERHEALTH	Denver Health and Hospital Aut	10/19/2021	GENERAL CHECKIN	PMCHK00000251	\$680.00
47547	ELLISONTRUCKING	Ellison Trucking, Inc.	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$1,120.00
47548	EMPLOYERSCOUNC	Employers Council	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$61.00
47549	EVOQUA	Evoqua Water Technologies LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$1,250.00
47550	FAILSAFETESTING	Failsafe Testing LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$300.80
47551	FROMMANDCOMPANY	Fromm & Company, LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$7,974.00
47552	GEN-TECH	GEN-TECH of Colorado, LLC	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$1,278.28
47553	GAZETTE	The Gazette	10/19/2021	GENERAL CHECKIN	PMCHK00000252	\$166.24
47554	GFLNVIROMENTA	GFL Environmental	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$287.14
47555	HOLDENVANDERPOO	Holden Vanderpool	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$8,300.00
47556	HYDRORESOURCESR	Hydro Resources Rocky Mtn.	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$269,458.00
47557	LEWANTECHNOLOGY	Lewan & Associates, Inc.	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$55.29
47558	MEYER&SAMSINC	Meyer & Sams, Inc. dba GMS, In	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$10,848.23
47559	OREILLY	O'Reilly	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$349.93
47560	ORKIN	Orkin	10/19/2021	GENERAL CHECKIN	PMCHK00000253	\$525.65
47561	PALMERLAKEELEME	Palmer Lake Elementary	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$355.00
47562	PALMERLAKESANIT	Palmer Lake Sanitation	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$1,946.32
47563	PIONEER	Pioneer	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$485.10
47564	RAMPARTSUPPLY	Rampart Supply, Inc.	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$353.48
47565	ROCKYMOUNTAINOI	Rocky Mountain Oil Change M	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$72.22
47566	TANGLEWOODTRAIL	Tanglewood Trailers	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$95.00
47567	TRILAKESPRINTIN	Tri-Lakes Printing	10/19/2021	GENERAL CHECKIN	PMCHK00000254	\$120.00
47568	UNCC	Utility Notification Center of	10/19/2021	GENERAL CHECKIN	PMCHK00000255	\$95.00
47569	WELLS&WEST	Wells & West General Contracto	10/19/2021	GENERAL CHECKIN	PMCHK00000255	\$72,128.00
47570	WHISLERINDUSTRI	Whisler Industrial Supply	10/19/2021	GENERAL CHECKIN	PMCHK00000255	\$277.64

Item 4.

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47571	XFINITY	Xfinity	10/19/2021	GENERAL CHECKIN	PMCHK00000255	\$7.98
47651	BRADLEYEXCAVATI	Bradley Excavating	10/28/2021	GENERAL CHECKIN	PMCHK00000264	\$14,520.00
47652	CICCOLELLAJOHN	John Ciccolella	10/28/2021	GENERAL CHECKIN	PMCHK00000264	\$320.00
Total Checks: 72						Total Amount of Checks: \$564,854.45

Town of Palmer Lake Monthly Water Usage

**Month
Year**

**October
2021**

	Gallons	Acre Ft
Surface Water	1,972,000	6.05
Well A2	2,877,000	8.83
Well D2	0	0
Total	4,849,000	14.88
Avg. Gal/Day	156,000	0.48

Release To Lake 8.39 AF Max Allowed = 8.4 AF / Month
Release Glen Park Evaporation 0 AF

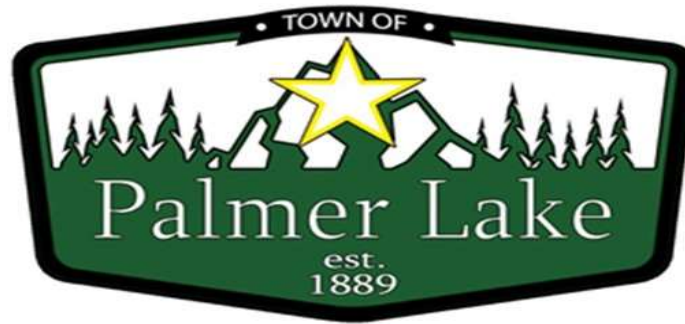
Total 0.00 AF

Dawn Collins

From: Jason D.
Sent: Monday, November 01, 2021 10:15 AM
To: Dawn Collins
Subject: Oct Public Works Report

Graded roads
Patched Potholes
Cut tree limbs from ROW
Replaced and repaired street signs
Made improvements to Upper Glenway St from Larkspur St to dead end
Performed routine maintenance on equipment
Emptied trash cans at Lake Rec. area, mowed grass and weed whipped in Park areas
Attended Parks Committee meetings
Programed Spruce Mt. Rd. project in FYs 25-26 through PPACG \$1.5 million total still needs to be approved By PPACG Board
Working with CDOT for \$200,000 in stimulus funds for next year for bridge upkeep
Attended Special events permit meetings
Worked on 2022 Public Works budget
Continued having involvement in the High St Drainage Study
Prepared snow plows for upcoming winter
Oversaw Glenside Rd. paving after new water line installation
Completed online CIRSA training
Hauled wood chips to Glen Park playground for Volunteer Day
Remove dead deer from ROW
Removed fountain from Lake for winter
Interviewed possible part time Parks Dept employee

Jason Dosch
Public Works Supervisor
Town Of Palmer Lake
719-499-3030

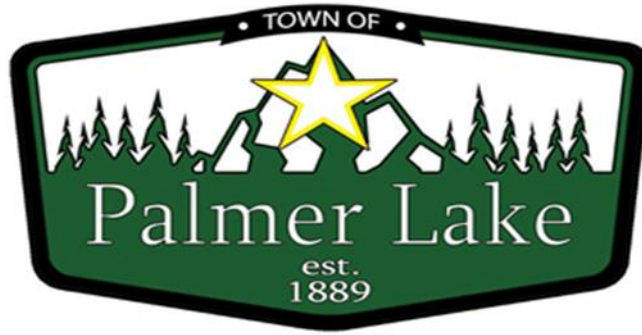


Department Monthly Report - August

Parks Department

Date	Oct-21
Contact	Ande Furrer
Summary	
1.	Service in the Parks Day = 75 hours
2.	Service day prep = 3 hours
3.	DIA display review and correction, actual installation of the display at DIA = 7 hours
4.	Researching Conservation Trust Fund purchase options, creating spreadsheet for the report - 3 hours
5.	Brainstorming, collecting and reporting Centennial Park master plan items for phase 1 of the process = 4 hours
6.	Glen Park zip line investigation, meeting with police and with homeowner = 3 hours
7.	Research and communication with Clear Creek Cider and Burke equipment about the broken park bench and replacement = 1 hour
8.	Parks meeting = 12 hours
9.	Take fountain out of Palmer Lake out = 3 hours
10.	Fireworks meeting = 3 hours
11.	Check list for Winterfest = 1 hour
12.	Spread sheets = 3 hours
13.	Emails = 2 hours
14.	Tending wildflower garden at Glen Park = 1 hour
	Total Volunteer Hours - 121 Hours

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

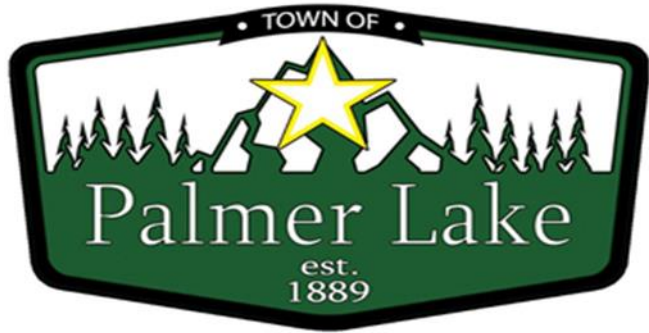


Board of Trustees Summary Sheet

	Oct-Nov 2021
Title	Police Monthly Report
Action	N/A
Date	10/1-10/31/2021
Contact	J. Vanderpool
Summary	In the Month of October 2021, the PLPD conducted 116 traffic stops and issued 60 citations. Also, in the month of July, 1 Criminal violation was investigated.
Training	Officers attended different trainings this month to include, Fire Arms instruction, De-escalation, and critical decision making.
Photographs	The attached photographs of the Palmer Lake PD and FD participating in the Mock Evacuation Drill.
Other Actions	<p>Officers participated in a mock evacuation drill involving the simulated evacuations of areas of northern El Paso County, Monument, and Palmer Lake. This drill allowed the Palmer Lake Police Department to interact with neighboring agencies such as the El Paso County Sheriff's Office, the Monument Police Department, Colorado State Patrol, Tri-Lakes Monument FD, Palmer Lake FD, as well as El Paso County OEM, Humane Society of the Pikes Peak Region, and the American Red Cross.</p> <p>The Palmer Lake Police Department also Participated in the National Prescription Drug take back day. The event was a success.</p>

Active investigations	Palmer Lake PD officers are actively investigating a felony assault case.
Calls for service	Officers responded to 450 calls for service this month. 384 of these calls were in the Town of Palmer Lake, 66 were outside of town.
Code Enforcement	Code enforcement officers have been working closely with the El Paso County Department of Public health to ensure there is safe drinking water in our mobile home parks. Code Enforcement continues to ensure business licenses are current.
S.T.E.P.	S.T.E.P. was instituted in March of this year. The Program seems to be making an impact in the Town.





Board of Trustees Summary Sheet

Title	Palmer Lake Fire Department																
Action	To provide the most professional and highest level of emergency and prevention services to the citizens and visitors of the Town of Palmer Lake																
Date	11/03/2021																
Contact	Christopher McCarthy, Fire Chief																
Summary	<table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Emergency Service Distribution</caption> <thead> <tr> <th>Service Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Rescue & Emergency Medical...</td> <td>56.1%</td> </tr> <tr> <td>False Alarm & False Call</td> <td>12.2%</td> </tr> <tr> <td>Service Call</td> <td>9.76%</td> </tr> <tr> <td>Good Intent Call</td> <td>7.32%</td> </tr> <tr> <td>Special Incident Type</td> <td>7.32%</td> </tr> <tr> <td>Hazardous Condition (No Fire)</td> <td>4.88%</td> </tr> <tr> <td>Fires</td> <td>2.44%</td> </tr> </tbody> </table>	Service Type	Percentage	Rescue & Emergency Medical...	56.1%	False Alarm & False Call	12.2%	Service Call	9.76%	Good Intent Call	7.32%	Special Incident Type	7.32%	Hazardous Condition (No Fire)	4.88%	Fires	2.44%
Service Type	Percentage																
Rescue & Emergency Medical...	56.1%																
False Alarm & False Call	12.2%																
Service Call	9.76%																
Good Intent Call	7.32%																
Special Incident Type	7.32%																
Hazardous Condition (No Fire)	4.88%																
Fires	2.44%																

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	2.44%
Rescue & Emergency Medical Service	23	56.1%
Hazardous Condition (No Fire)	2	4.88%
Service Call	4	9.76%
Good Intent Call	3	7.32%
False Alarm & False Call	5	12.2%
Special Incident Type	3	7.32%
TOTAL	41	100%

Significant Events:

Slash/Mulch Days completed for the year

Public Education for Kindergartners at Palmer Lake Elementary

Training:

EMS: Case Study and Protocol review, Medical and Trauma scenarios
 Fire: Firefighter Skills, MAYDAY, Forcible Entry, Ventilation, HazMat, Driver/Operator and Wildland Training. New volunteer on-boarding and orientation training.

Total: 218.5 hours

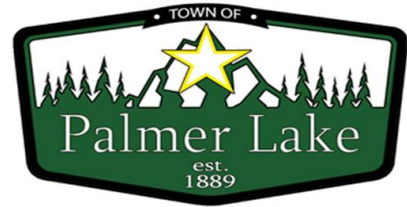
Issues	None at this time
Budget Implications	None at this time
Other Issues	None at this Time
Motion	





CONTACT US REPORT - OCT -2021

	Submitted Time	First Name	Subject
1	10/04/2021 - 2:45pm	Kristen	Pavilion Reservation
2	10/08/2021 - 6:45pm	Annon	Black Honda CAH-E56
3	10/21/2021 - 7:58pm	Gary	Dangerous Tree
4	10/23/2021 - 3:01pm	Bradley	Parking Ticket due date
5	10/26/2021 - 3:01pm	Lisa	Aricle idea
6			
7			
8			
9			
10			
11			
12			
13			



Item 14.

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

DATE: November 18, 2021	ITEM NO.	SUBJECT: Ordinance 11-2021 to Amend Developer Warranty on Infrastructure
Presented by: Town Administrator /Clerk		

Background

Currently, the Town has a one-year warranty identified in municipal code for required infrastructure provided by developers. Two years is typical. We could have one mild winter and get slammed the next with issues. Hence, staff recommends amending the code to a two-year warranty for developer installed infrastructure for streets, water lines, drainage improvements, etc.

PALMER LAKE, COLORADO

ORDINANCE NO. 11-2021

AN ORDINANCE AMENDING TITLES 12, 13, AND 16, SECTIONS 12.01.080, 13.04.020 AND 16.40.140 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE REGARDING WARRANTIES OF DEVELOPER INSTALLED INFRASTRUCTURE

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, previously the Board adopted regulations requiring developers to warrant infrastructure for a period of one year; and

WHEREAS, the Board of Trustees has determined that it is in the public interest to require a two-year warranty on developer installed infrastructure, specifically, streets and water line and other similar improvements.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, THAT:

Section 1.

Titles 12, 13, and 16, Chapters 12.01, 13.04, and 16.40, Sections 12.01.080, 13.04.020, and 16.40.140 of the Palmer Lake Municipal Code shall be amended by adding the underlined text and deleting the strikethrough text as indicated below to read in their entirety as follows:

12.01.080. Warranty of Developer.

The developer shall warrant to the Town of Palmer Lake all required improvements for a period of one~~two~~ years from and after their installation and acceptance by the Town of Palmer Lake. During the one~~two~~-year period all parts and labor for maintenance and repairs in connection with said improvements shall be at the sole cost of the developer. At the end of the one~~two~~-year warranty period, provided that the condition of the required improvements meets the Town's specifications, all maintenance thereafter shall be at the expense of the Town of Palmer Lake

13.04.020. Warranty of Water Line Installation.

All developers, property owners and others who install water lines within the Town of Palmer Lake shall warrant same for a period of one~~two~~ years from and after their acceptance by the Town of Palmer Lake. During the one~~two~~-year period all parts and labor for maintenance and repairs in connection with said improvements shall be at the sole cost of the installer of the water line. At the end of the one~~two~~-year warranty period, provided that the condition of the required improvements meets the Town's

specifications, all maintenance thereafter shall be at the expense of the Town of Palmer Lake

16.40.140. Warranty of Streets Installed.

All developers, property owners and others who install streets or roads within the Town of Palmer Lake shall warrant same for a period of ~~one~~two years from and after their acceptance by the Town of Palmer Lake. During the ~~one~~two-year period all parts and labor for maintenance and repairs in connection with said streets or roads shall be at the sole cost of the installer of the streets or roads. At the end of the ~~one~~two-year warranty period, provided that the condition of the required streets or roads meets the Town's specifications, all maintenance thereafter shall be at the expense of the Town of Palmer Lake.

Section 2.

Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance 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 Ordinance. The Town Board hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3.

Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.

INTRODUCED, READ AND PASSED AT A FIRST READING AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 18TH DAY OF NOVEMBER, 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor



Item 15.

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

DATE: November 18, 2021	ITEM NO.	SUBJECT: Drafted Code for Short Term Rentals
Presented by: Town Administrator /Clerk		

Background

Following multiple workshop discussions, review of various municipal material relating to ordinance and policy for Short Term Rentals, a draft of new code relating to Short Term Rentals will be distributed following legal review.

Chapter 5.X SHORT-TERM RENTALS

5.X.010 Purpose.

The purpose of this chapter is to safeguard the public health, safety and welfare by establishing regulations to control the licensing, use, occupancy, and maintenance of short-term rental dwellings in the Town.

5.X.020 Applicability and interpretation.

This chapter applies to short-term rental only, as that term is hereinafter defined, within any zone district where such use is permitted. This chapter does not apply to hotels, motels, lodges, bed-and-breakfast establishments, or long-term rental units. This chapter does not supersede any private covenants or restrictions prohibiting short-term rental units. This chapter shall not regulate a short-term rental unit during periods when the property is not being used as a short-term rental unit and is instead being used solely for personal use by the owner of such property. This chapter shall not be construed to prohibit the leasing of property within the Town for more than thirty (30) days.

5.X.030 Definitions.

"Local agent" means a management company or individual who is identified by an applicant as the responsible agent in the application for a short-term rental license and who is available twenty-four (24) hours per day, seven days per week to respond as the initial point of contact for the short-term rental unit and who is able to respond to emergencies at the short-term rental unit within one hour of the agent's receipt of notice of the emergency. The local agent may be the owner of the short-term rental unit and must have access to the short-term rental unit, authority to assume management of the short-term rental unit, and the ability to take remedial measures as necessary.

"Owner" means the owner of a property within the Town who intends to lease or leases the property or a portion thereof as a short-term rental unit.

"Owner-occupied" means a property on which an owner uses a dwelling unit of any kind, or portion thereof, as the owner's legal, primary residence.

"Parcel" means an area of land which is capable of being described with such specificity that its location and boundaries may be established and which has been or may be developed as a single unit of land.

"Renter" shall mean the party to a lease that has obtained the temporary right to use and occupy a short-term rental unit.

"Short term" rental means charging overnight lodging fee that is in increments less than thirty (30) days.

5.X.040 License required.

It is unlawful to lease, advertise for lease, or permit the leasing of any short-term rental unit within the Town without a valid license issued by the Town pursuant to this chapter. **No person who has obtained a license pursuant to this chapter shall be required to obtain a general business license pursuant to Chapter 5.x of this code for the same business activity.**

5.X.050 Classes of licenses.

An owner must obtain a license for each short-term rental unit within the Town. There shall be two separate classes of licenses available for owners to operate short-term rental units within the Town:

- A. Class 1: A Class 1 License is required to operate any dwelling unit, or portion thereof, as a short-term rental unit on an owner-occupied property within the Town.

- B. Class 2: A Class 2 License is required to operate any dwelling unit, or portion thereof, as a short-term rental unit on a property within the Town that is not owner-occupied.

5.X.060 Application requirements.

- A. Contents of Application. A complete application for a short-term rental license must be submitted to the Town. The application shall be in writing on forms provided and approved by the Town. The following documents and information must be included with the application for the application to be considered complete:
1. The name, address and other contact information of the owner of the short-term rental unit;
 2. The address of the proposed short-term rental unit;
 3. A description of the property and dwelling unit or portion thereof that will be available for lease;
 4. The name, address, and contact information of the local agent for the proposed short-term rental unit;
 5. A site plan that identifies the location of the trash receptacles and available parking for the proposed short-term rental unit;
 6. An acknowledgement, signed by the owner and local agent, that the owner and local agent have read and understand all regulations pertaining to the operation of short-term rental units within the Town and that, following issuance of a license, the Town may contact the owner if the Town deems it necessary or appropriate even if there is a separate local agent for the short-term rental unit;
 7. Proof of ownership of the proposed short-term rental – a lawful dwelling unit;
 8. For owners that are business entities, proof of authorization signed by all applicable members of the business entity showing the applicant may submit a short-term rental license application on behalf of the business entity;
 9. A copy of a current and valid state sales tax license issued to the owner or local agent for the proposed short-term rental unit;
 10. A copy of a current and valid State and County sales tax, and if applicable lodging tax, license issued to the owner or local agent for the proposed short-term rental unit;
 11. Proof that all property tax payments for the property on which the proposed short-term rental unit is located are current;
 12. An affidavit, on forms provided and approved by the Town, signed by the owner attesting that the short-term rental unit has appropriate safety features;
 13. Proof of insurance covering the proposed short-term rental unit sufficient to operate a short-term rental unit;
 14. A copy of a conditional use permit issued by the Town, if required by zoning use;
 15. The applicable fee(s) as set forth in the Town's fee schedule; and
 16. Such other information determined necessary or desirable by the Town to evaluate the compliance of the application, licensed premises or proposed short-term rental activity with the requirements of this code, including but not limited to proof of primary residence acceptable to the Town for Class 1 license applications.
- B. License Fee. All fees and fines set forth in this chapter shall be set by the Town Board by resolution and shall be included in the Town's fee schedule.
- C. Parking. Each site plan must show the parking available for the short-term rental unit, which may be on-street parking, off-street parking, or a combination of both, for the purpose of indicating to renters where

parking is available during their stay. The requirement to include available parking in the site plan does not obligate the owner to provide off-street parking for renters.

- D. Application Meeting. The Town may require a meeting with the applicant prior to approval or denial of the license to address any issues or questions regarding the application and assist the applicant in resolving any application deficiencies.

5.X.070 Application approval.

- A. Approval Criteria. Short-term rental license applications shall be reviewed and approved administratively by the Town designee. The Town designee is the Town staff person designated by the Town Board and/or Administrator to review applications and administer short-term rental licenses. The Town designee shall not approve an application for a short-term rental license or issue a short-term rental license unless:
1. The applicant has submitted a complete application, including the payment of all applicable fees, as set forth in this Section of this chapter;
 2. The proposed short-term rental unit is within a zone district that allows short-term rental units;
 3. The site plan and other information provided with the application show that the property is in compliance with all applicable Town ordinances and all applicable regulations regarding safety, parking and trash collection; and
 4. The applicant has obtained a conditional use permit, if and as required by this code.

5.X.080 Term of license, renewal, and show cause hearings.

- A. **Term.** Short-term rental licenses shall be effective from May 1 until April 30 each year. Applicants who apply for and obtain a short-term rental license any time on or after May 1 shall be responsible for paying the entire license fee. Any license issued after May 1 shall expire on the April 30 following the date of issuance regardless of the issuance date.
- B. **Renewal.** All short-term rental licenses must be renewed annually. All renewal applications must be submitted prior to April 30 each year on forms provided and approved by the Town. For short-term rental licenses subject to the annual cap set forth in **Section 5.X** of this code, all renewal applications meeting the requirements herein and submitted by the deadline set forth in this paragraph, with applicants who are in good standing, will be approved. Notwithstanding the foregoing, any license renewal applications received after the deadline set forth in this paragraph will be considered on a first-come, first-served basis. The Town shall approve a renewal application if:
1. The renewal form is complete and does not omit any required information;
 2. The renewal fee has been paid;
 3. The owner or local agent has **submitted a new, current safety affidavit;**
 4. Neither the owner, the local agent, nor the short-term rental unit is currently in violation of any applicable law, rule, or regulation, including the provisions of this code;
 5. The owner has not been cited by the Town for or convicted by Municipal Court or other court of competent jurisdiction of more than one violation related to the owner's short-term rental unit in the last twelve (12) months; and
 6. For any licenses subject to the annual license cap set forth in this chapter, the short-term rental unit was rented for at least fourteen (14) days during the previous license term. If the short-term rental unit was not rented for at least fourteen (14) days during the previous term, the renewal application shall not be approved. Notwithstanding the foregoing, an owner or local agent may complete an affidavit of non-use declaring the reasons for failing to rent the short-term rental unit as required in this

paragraph. If a renewal application including such affidavit meets all other requirements of this code, then the Town will approve the renewal application. Affidavits of non-use will not be allowed for subsequent renewal applications.

C. Show Cause Hearings.

1. At any time during the term of a license, if the Town's records show that a licensee has had at least three complaints, with each complaint related to a separate incident, concerning the operation or maintenance of the short-term rental unit brought to the attention of the Town during the current license term, which complaints would each constitute a violation of this code and have been substantiated or verified by the Town, the Town may notify the licensee in writing of the date and time established for a show cause hearing before the Town Board. At the show cause hearing, the licensee shall be required to show cause why its license should not be suspended or revoked. Notice of such hearing shall contain a brief description of the grounds for conducting the hearing, which shall include the list of code violations charged. The hearing shall be held no sooner than ten (10) business days after notice has been delivered to the licensee.
2. At the hearing, the Town shall present matters into evidence, and the licensee shall have an opportunity to present evidence on the licensee's behalf and to comment upon the evidence. The Town shall furnish the licensee its decision in writing within thirty (30) days following the hearing. In the event of suspension or revocation of the license, no portion of any licensing fees paid shall be refunded.
3. In all cases where the evidence presented at a show cause hearing demonstrates that a violation of this code occurred, the Town shall consider evidence and statements in mitigation and in aggravation of the violation prior to determining the appropriate penalty. Such evidence and statements may relate to and include, but shall not be limited to, the following factors:
 - a. Seriousness of the violation;
 - b. Corrective action taken by the licensee after the violation;
 - c. Prior violations at the short-term rental unit by the owner, local agent or renters and the effectiveness of prior corrective action;
 - d. Whether the violation is part of a repeated course of conduct or is an isolated occurrence;
 - e. Likelihood of recurrence;
 - f. All circumstances surrounding the violation;
 - g. Willfulness of the violation;
 - h. Length of time the license has been held by the licensee;
 - i. Previous sanctions imposed against the licensee; and
 - j. Other factors making the situation with respect to the licensee or the licensed premises unique.
4. The licensee shall be permitted to give evidence and statements in defense, explanation and mitigation at the show cause hearing if then prepared to do so. If such evidence is not available at the show cause hearing but can be obtained by the licensee, the licensee shall state the substance of such evidence and, upon the licensee's request, the hearing may be continued for not more than ten (10) business days to a date certain.

5.X.090 Limitations and requirements.

- A. Local Agent. The local agent for a short-term rental unit shall have access to and authority to assume management of the short-term rental unit and take remedial measures as necessary. The local agent shall be

available to respond to tenant or neighbor concerns regarding the property twenty-four (24) hours a day, seven days a week. Local agents must respond to complaints, regardless of the source of the complaint, involving the short-term rental unit within twenty-four (24) hours.

- B. Renter Information Notice. Each short-term rental unit shall have a sign displayed in a conspicuous place within the short-term rental unit that contains the following information:
1. Name and contact information of the local agent;
 2. The short-term rental license number;
 3. The physical address of the short-term rental unit;
 4. The occupancy limit for the short-term rental unit;
 5. The available parking for the short-term rental unit;
 6. A statement that all vehicles must be parked in the indicated available parking spaces unless such spaces are unavailable;
 7. Contact information for police, fire and ambulance service in case of an emergency; and
 8. The location of all fire extinguishers, fire escape routes, and contact information for renters to report safety concerns.
- C. Occupancy Limits. The occupancy limit for each short-term rental unit shall be two persons per bedroom available for lease within the short-term rental unit and two additional persons. By way of example and not limitation, a short-term rental that has three bedrooms available for lease has an occupancy limit of six persons plus two additional persons for a total occupancy limit of eight persons.
- D. Parking.
1. Parking Notice in Advertising. The owner shall include in all official listings of a short-term rental unit a reference to the available parking for the short-term rental unit and the location of any designated parking area or spaces.
 2. Limitations. Parking is prohibited in any landscaped area, in any manner that blocks ingress or egress for adjacent properties, or in any manner that blocks access to mailboxes of adjacent properties.
- E. Trash Receptacles. Each short-term rental unit shall provide trash receptacles to accommodate all garbage generated by renters. Owners shall be responsible for ensuring that all garbage is placed in covered, secured trash receptacles within twenty-four (24) hours of the end of a rental period and shall ensure that all trash is collected from the short-term rental unit within seven calendar days of the end of any rental period – maintaining regular weekly trash removal.
- F. Safety Features. All short-term rental units must have an appropriate number of functional smoke detectors, carbon monoxide detectors, and fire extinguishers and must have adequate egress and other required safety features pursuant to applicable fire or building codes, as determined by the Town fire department and set forth in the Town's short-term rental safety checklist.
- G. Change in Information. An owner shall notify the Town of any change in ownership of the property, a change in the owner's address or contact information, or any change in local agent or local agent name or contact information within five days of such change.
- H. Taxes. Owners shall be responsible for making timely property tax payments for all short-term rental units, as applicable for each property. Owners shall also be responsible for keeping all applicable sales and lodging tax licenses current.
- I. Notices. Any notices or communications required or reasonably implied by this chapter may be sent to the owner and local agent by the Town via U.S. mail or via electronic mail.

- J. Safety Checks. An owner or local agent of a short-term rental unit shall allow the Town access to a licensed short-term rental unit once per year for the purpose of verifying the information set forth in the safety features affidavit submitted with the owner's license application or renewal application. An owner or local agent shall also allow the Town access to a short-term rental unit to investigate a safety complaint about the short-term rental unit. Each safety check shall be subject to a fee set forth in the Town's fee schedule. Following a safety check, the Town may provide the owner or local agent instructions on how to bring the property into compliance with this code and a deadline for such compliance. If the Town determines that the owner or local agent has not complied with the instructions by the compliance deadline, the owner may be subject to the suspension or revocation or denial of a renewal application, as appropriate and in accordance with this code, of the owner's short-term rental license.
- K. Maximum Number of Licenses Per Year. There shall be a maximum number of certain licenses available per year (from May 1 through April 30), which shall not exceed ten (10) percent of the total number of residential parcels within the Town. The total number of residential parcels shall be as determined by the Town using information from the El Paso County Assessor. The following types of licenses shall be subject to the cap set forth in this paragraph:
1. All Class 2 licenses, and
 2. Class 1 licenses for parcels with two or more short-term rental units on a single parcel.
- Class 1 licenses for parcels with only one short-term rental unit are not subject to the cap set forth in this paragraph. Licenses issued for owner-occupied parcels with two or more short-term rental units on a single parcel shall count as one license toward the license cap set forth in this paragraph. Notwithstanding the foregoing, owners or local agents must obtain a license for each proposed short-term rental unit in accordance with this section.
- L. Maximum Number of Licenses Per Parcel.
1. The Town shall issue no more than one license per parcel, subject to the provisions of this chapter.
 2. Parcels may be eligible for more than one license on a case-by-case basis if the additional licenses are approved through the conditional use permit process set forth in this code prior to issuance of a license in accordance with this chapter. Applicants seeking two or more licenses for a single owner-occupied parcel and applicants seeking three or more licenses for a single parcel that is not owner-occupied must obtain a conditional use permit from the Town before the Town will process any such short-term rental license application.
 3. The operation of two short-term rental units on a single parcel that is not owner-occupied is prohibited. In accordance with the requirements of this section, the Town permits the operation and licensure of one short-term rental unit on a parcel that is not owner-occupied or may permit, following the issuance of a conditional use permit as set forth in this section, the operation and licensure of three or more short-term rental units on a single parcel that is not owner-occupied. The operation of two or more short-term rental units on a single parcel that is owner-occupied is permitted.
- M. Large Gatherings. Short-term rental units shall not be used to host large social gatherings, which shall mean a gathering of people that exceeds the maximum occupancy limit set forth in this section (i.e., not allowed to host wedding or social/commercial events).
- N. Nuisances. All owners, local agents, and renters are prohibited from creating, operating, maintaining, or conducting any nuisance as defined in sections of this code – meaning compliance to noise, safety and public health codes.
- O. Eligibility. Lawful dwelling units, including accessory dwelling units, or guest units within a dwelling unit or accessory dwelling unit, may be eligible for a short-term rental license. No vehicle or other containment shall be eligible for a short-term rental license.

- P. Signs. Signs installed on a property related to the operation or management of a short-term rental unit must comply with the requirements of the Town Sign Code set forth in this code.
- Q. License Non-Transferable. No license granted pursuant to this chapter shall be transferable from one person to another or from one location to another. An owner that is a business entity with a short-term rental license whose membership or ownership changes must notify the Town of such change and apply for a new license within thirty (30) days of such change.
- R. Limited Application of Certain Regulations to Condominium Units. Notwithstanding any provision to the contrary set forth in this chapter, the following regulations apply to condominium units:
1. Each condominium unit is eligible for one short-term rental license.
 2. Subsection 5.x.090(L) of this chapter does not apply to parcels containing condominium unit developments, and applicants seeking a short-term rental license for a condominium unit shall not be required to obtain a conditional use permit if other condominium units on the same parcel have obtained short-term rental licenses.
 3. All condominium units licensed as short-term rental units that are not owner-occupied are subject to the maximum number of licenses available per year set forth in subsection 5.x.090(K).
 4. Condominium units are subject to all other provisions of this code, as applicable.

5.X.100 Denial of application.

The Town designee shall deny a short-term rental license application or renewal application for any one or more of the following reasons:

- A. The applicable provisions of the Municipal Code have not been met;
- B. The required application fees have not been paid;
- C. The application is incomplete or contains false, misleading or fraudulent statements;
- D. The owner, local agent or other agent of the owner is currently in violation of this code or has failed to comply with any applicable requirement of this code; or
- E. For renewal applications only, the owner or local agent has been found guilty of more than one code violation regarding the short-term rental unit within the twelve (12) months preceding the renewal application.

Upon determining that an application must be denied, the Town designee shall send a notice of denial to the address provided by the owner. Such notice of denial shall state the reasons for denial and inform the owner of his or her right to appeal the decision.

5.X.110 Suspension or revocation of license.

- A. Suspension. The Town designee may suspend a short-term rental license upon a determination that an owner or local agent has:
1. Been found guilty by the Municipal Court of violating any provision of this chapter on more than one occasion during the term of the current license; or
 2. Operated a short-term rental unit during the term of the current license in violation of a building, fire, health or safety code adopted by the Town, which finding of violation shall be determined by an investigation by the department, division or agency charged with enforcing said code, and has failed to timely cure such violation after receipt of and in accordance with a notice of violation issued by the Town.

Upon a determination that one or more of the above reasons for suspension has occurred, the Town designee may suspend a short-term rental license for a period not to exceed one year. The Town designee shall send the owner a notice of suspension. Such notice of suspension shall state the reasons for suspension, the dates during which the suspension will be effective, and inform the owner of his or her right to appeal the decision. The suspension shall remain in effect until and including the last day in the notice of suspension or until such time as the violation at issue has been corrected, whichever is later. No license shall be suspended past the license expiration date. Any owners whose licenses have been suspended until the expiration of the license must apply for renewal of the license per the renewal provisions of this chapter.

- B. Revocation. The Town designee shall revoke a short-term rental license upon determining that:
1. A short-term rental license has been suspended more than once during the preceding twelve (12) months;
 2. An owner or local agent gave the Town false, misleading or fraudulent information in the materials submitted during the application process;
 3. An owner or local agent knowingly operated a short-term rental unit during a time when the short-term rental license was suspended; or
 4. Any fact or condition exists that, if it had existed or had been known to exist at the time of the application for the license or renewal of the license, would have warranted the denial of the license application.

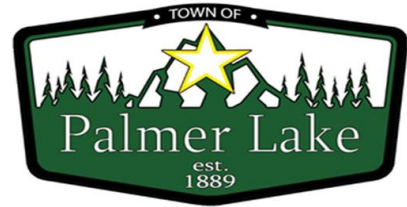
When the Town designee revokes a short-term rental license, the revocation shall continue for one year from the date of revocation, the owner shall not be issued a short-term rental license during the time such revocation is effective and must submit a new license application after the revocation expires. The Town designee shall send the owner a notice of revocation. Such notice of revocation shall state the reasons for revocation, the time period which the revocation is effective, and inform the owner of his or her right to appeal the decision.

5.X.120 Appeal of denial, suspension or revocation.

- A. Appeal. An owner may appeal a denial of his or her application or suspension or revocation of his or her short-term rental license to the Town Board and shall be entitled to a public hearing before the Town Board. An appeal must be made in writing, stating the grounds for appeal, and delivered to the Town within five business days of the date of the notice of denial, suspension, or revocation by the Town designee. In the event of an appeal of a suspension or revocation decision, the owner may continue to operate the short-term rental unit during the hearing process unless the continued operation of the short-term rental unit pending resolution of the appeal will endanger the public health, safety or welfare, as determined by the Town.
- B. Hearing. A public hearing on the appeal shall be held within thirty (30) days of the date the appeal was submitted to the Town. At the hearing, the Town Board shall hear such statements and consider such evidence as is offered that is relevant to the reasons alleged for denial, suspension, or revocation. The Town Board shall make findings of fact from the statements and evidence offered at the hearing as to whether such reasons exist. The Town Board shall issue a written order either affirming or overturning the denial, suspension or revocation and stating the findings on which the Board's decision is based. A copy of the order shall be sent to the owner within thirty (30) days of the date of the hearing.
- C. No Refund. In the event of suspension or revocation of a short-term rental license, no portion of the short-term rental license fee shall be refunded.

5.X.130 Violation, penalty and enforcement.

- A. It is unlawful for any owner, local agent, other agent of the owner or renter to violate any provision of this chapter.
- B. In addition to the suspension and revocation actions set forth in this chapter, violations of this chapter are subject to the penalties set forth in this code.
- C. Any violation of this chapter shall constitute a nuisance under this code and may be subject to the abatement procedures set forth in **Section X**.
- D. This section shall not be construed to prohibit the Town from taking any action permitted by law or in equity to remedy a violation of this chapter, including but not limited to seeking an injunction in any court of competent jurisdiction.



Item 16.

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

DATE: November 18, 2021	ITEM NO.	SUBJECT: Update on Guidelines for Residential Wells
Presented by: Town Administrator /Clerk		

Background

At a prior meeting, Board directed staff to bring back the discussion of amending guidelines for residential wells. Upon further staff discussion, more questions were identified.

Additional information will be forthcoming from GMS to inform the Board of clarification with the state – as residential wells are state issued permits – to be sure Town aligns with state requirements and does not create additional issues for residents.