



BOARD OF TRUSTEES MEETING

Thursday, November 09, 2023

Executive Session at 5 PM / Regular Meeting at 6 PM

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order & Roll Call

Convene to Executive Session

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible sale of public property; asbestos estimate claim; Town Administrator employment contract; and personnel matter under C.R.S. 24-6-402(4)(f) - Town Administrator evaluation; and for the purpose of conference with Town Attorney(s) for the local body to receive legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) - PD complaint.

Reconvene to Open Session by 5:45 pm to open doors for regular meeting at 6 pm

Roll Call

Pledge of Allegiance

Presentations

1. Recognition of Citizen Volunteer, Jane Garrabrant
2. Presentation on Request to Install EV Charger at Palmer Lake - Rob Osborn, CORE

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 October 26, 2023 Meeting
4. Checks over \$15,000 - Bradley Excavating (\$42,243.36); Krob Law (\$20,668.50)

Staff/Department Reports

5. Water
6. Public Works including Roads & Park Maintenance
7. Police
8. Fire

- 9. Administration
- 10. Attorney
- 11. Administrator/Clerk

Public Hearing – *Chair will introduce the item and hear the applicant request. Chair will ask if any public member wishes to speak for or against the request. Public should address the Commission members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Chair will close the hearing and members will discuss the item, move a recommendation, and/or continue the hearing to a particular date.*

- 12. Proposed 2024 Budget

Business Items

- [13.](#) Resolution 73-2023 to Authorize Rate Study to Consider Stormwater Enterprise Fund
- [14.](#) Resolution 74-2023 to Set Hearing for Petition of Annexation (UCC)
- [15.](#) Resolution 75-2023 to Authorize Fire Protection Services in Unincorporated EPSO
- [16.](#) Resolution 76-2023 to Consider Final Water Rate Study Report
- [17.](#) Resolution 77-2023 to Authorize Installation of Lighting on Pedestrian Bridge
- [18.](#) Ordinance 23-2023 to Amend Section 12.08.020 Relating to Minimum Standards of Streets
- [19.](#) Direction to Consider Lease Agreement for Placement of EV Charger at Palmer Lake (CORE)
- [20.](#) Direction on Ordinance Relating to Motor Vehicles on Undeveloped Right of Ways
- [21.](#) Direction for the Proposed 2024 Budget

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 (12/6 workshop; 12/14) and Future Items

Convene to Executive Session for unfinished items

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.

The Energy to Thrive™

CORE Electric Cooperative Town of Palmer Lake EV Charger

November 9, 2023



CORE EV Public Charging Program

- CORE submitted a CHARGE AHEAD COLORADO Grant Application in June 2022
- 11 Locations including were proposed to help Members learn about EV charging and promote EV transportation through CORE's communities
- CORE received funding for 7 locations
- CORE did not submit or receive a Grant for Palmer Lake
- CORE is committed to serving Palmer Lake and has requested to place a Level III Charger at the Parking Area located at HW 105 and the West Side of the lake.
 - No Cost to Town
 - 5 Year minimum installation requested
 - CORE will own, operate, and maintain





PRELIMINARY
FOR REFERENCE ONLY



ChargePoint Express 250
Two (2) Level 3 DC Fast Charger (Single Port)
125kW shared charging

Primrose St. & State Hwy 105 Palmer Lake, CO

39.123085, -104.914046

Level 3 Public Charging Station

Proposed Layout - Rev. 0, 10/13/2023

The Energy to Thrive™



CORE Public EV Charging Program : Frequently Asked Questions

Item 2.

Q: What is the goal of CORE's Public EV Charging Program?

A: CORE Electric Cooperative's public EV charger program was developed to improve access to electric vehicle charging infrastructure for CORE members as well as support economic development in our rural communities.

Q: How will the public use the electric vehicle chargers?

A: Users will need to create a free account with ChargePoint. This free account will allow EV owners to access ChargePoint's network of free and paid public chargers. ChargePoint operates a charger network across the USA.

Q: Where will CORE's public EV chargers be located?

A: The electric vehicle chargers will be installed in high-traffic areas that provide easy access to businesses. Charger locations will be coordinated with local municipalities.

Q: Will CORE's EV chargers be free to use?

A: Initially, all CORE-owned public EV chargers will be free of charge. CORE will analyze usage patterns at EV chargers to determine fair market pricing. CORE is proposing 30 days of free charging. A cost to charge at these stations will apply where CORE members pay the same rate as their residential rate and nonmembers will pay a market rate.

CORE Public EV Charging Program : Frequently Asked Questions

Item 2.

Q: Can CORE's EV charging stations be turned off?

A: EV charging stations will be connected to the internet which allows CORE to monitor and control the stations. Stations can be configured to operate on a predetermined schedule if necessary.

Q: Who will own and operate the EV charging station?

A: CORE will own the charging station and be responsible for all operational aspects of the charging station including maintenance, electricity charges, control, and data collection.

Q: How much space is required and what accessibility requirements are there for each charging station?

A: The minimum charging station site will require two (2) standard (11'-0" wide) parking spaces plus an adjacent 5'-0" wide striped area for accessible vehicle access. In some cases, a curb-cut and ramp may need to be installed for wheelchair access. These parking spaces are not required to be limited to accessible vehicle usage, but they must have accessible features.

Q: What are the proposed land usage and contractual terms for these stations?

A: CORE will need a minimum 5-year lease agreement. The 5-year lease can have a renewal option if desired.

The Energy to Thrive™

Thank You & Questions

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BOARD OF TRUSTEES MEETING

Thursday, October 26, 2023

Executive Session at 5 PM / Regular Meeting at 6 PM

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

MINUTES

Call to Order & Roll Call. Mayor Havenar called the meeting to order at 5 pm. Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Shana Ball, Kevin Dreher, Jessica Farr, Dennis Stern. Excused: Trustee Sam Padgett.

Convene to Executive Session - For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – potential sale of public property; and for the purpose of conference with Town Attorney(s) for the local body to receive legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) - PD complaint. MOTION (Stern, Farr) to convene to executive session at 5:04 pm. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Farr, Dreher) to reconvene to open session at 5:44 pm. Roll call vote – aye 6; nay 0. Motion passed. Doors were opened for the public and a short recess taken.

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

Pledge of Allegiance (led by Sarah "Buddy" Caldwell). Mayor Havenar presented a certificate of appreciation to Buddy.

Consent Agenda. Mayor Havenar requested that the items be taken separately for a question from the public.

1. Minutes from October 12, 2023 Meeting. MOTION (Farr, Dreher) to approve the minutes as presented. Roll call vote – aye 6; nay 0. Motion passed.

2. Financials (September). Ms Marty Brodzik inquired about two savings account lines removed from the water fund financials, commented about the ARP line item, and provided background about inconsistencies on prior check register reports. She requested that Board members review the financials more closely. Collins responded that savings accounts are reflected on the cash position page of the financials and that there is clean up taking place to present financial data more clearly. MOTION (Farr, Dreher) to approve the financials. Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

3. Attorney. Attorney Krob advised the Board about CORA requests including staff requirements and response with records (documents). He explained that CORA requests are not a tool to dialogue nor is staff required to summarize or explain records.

4. Administrator/Clerk. Collins reported that an audit was completed on all checks dating back to the start of 2022. It was learned that previous practice by Fromm Accounting services was to void and sometimes re-use checks. Collins explained that the best practice going forward is that if a check is not issued for the initial purpose, it will be voided and not used. Both the check register and voided check register reports will be

included in the monthly financials. Collins stated that a draft budget will be distributed to Board members and encouraged members to reach out with suggestions or questions. Julie Cole, the new accounting clerk, starts with the Town on 10/30. Collins provided an update of the activity at Elephant Rock relating to Willans' renting the current gymnasium to Tri-lakes Soccer beginning in December for about three months. She also informed the Board about a request from Willans that snow is removed by the town this winter. Collins explained a discussion with Supervisor Dosch to treat the snow removal of the main drive onto the property similar to other public areas – clear the day following a snow event – as town roadways remain the priority for clearing.

Chief Vincent informed the Board that two fire personnel are currently on deployment.

Public Hearing

5. Application for Conditional Use for Motorcycle Maintenance/Repair in CC Zone, 84 Hwy 105 (Yak's). Mr. Greg Nargone provided the story of Yak's and explained the planned business on Hwy 105. He addressed some of the concerns that were raised at the Planning Commission meeting – explaining that they will not run motorcycles inside, they are checking into sound deadening walls and carts with exhaust fans that attach to the rear of the bike to minimize fumes, as well as other solutions/options for the concerns. Trustee Ball inquired about regulations being addressed. Trustee Dreher asked about the type of bikes they work on. Mayor Havenar inquired about the conditions that were recommended by the Planning Commission. Trustee Stern asked if there were any complaints from neighbors now and the hours of operation were discussed – planning for Mon-Sat., from 9-5 or 6p. Trustee Ball requested that Chief Vincent speak to the fire code and inspections. Chief Vincent stated that a change of occupancy with the use will be required with PPRBD. It was noted that this is conditional use and regulations will be addressed with a land use application to remodel the space. Attorney Krob referenced a letter submitted by Trustee Padgett and suggested that it be weighed as a citizen comment. Ms Maria Duran asked what will happen if regulations are not met. Ms Terri Hayes spoke in favor of the business in the location requested as a positive addition to the town. Mayor Havenar closed the hearing.

6. Application for Replat of Interior Lot Line, 84 Hwy 105 (Wilson). Mr. David Wilson presented his request to replat an interior lot line approximately five feet to make an existing structure comply with zoning code. No person spoke for or against the request. Mayor Havenar closed the hearing.

7. Application for Replat of Glen Park Properties (Duran Walton Ventures). Ms Maria Duran explained the modification to the request to replat. This was previously approved by the Board with a different lot line and, due to the change of the El Moro right of way vacation, the revised exhibit required reconsideration. Collins noted the request to waive the application fee. No person spoke for or against the request. Mayor Havenar closed the hearing.

Business Items

8. Resolution 69-2023 to Approve Conditional Use for Motorcycle Maint/Repair in CC Zone, Hwy 105. MOTION (Farr, Stern) to approve Resolution 69-2023 as presented including the conditions recommended by the Planning Commission. Roll call vote – aye 6; nay 0. Motion passed.

9. Resolution 70-2023 to Authorize Replat of Interior Lot Line, Hwy 105 (Wilson). MOTION (Stern, Dreher) to approve Resolution 70-2023 to authorize the replat of the interior lot line for Mr. Wilson. Roll call vote – aye 6; nay 0. Motion passed.

10. Resolution 71-2023 to Authorize Revised Replat of Glen Park Parcels (Duran Walton Venture). MOTION (Farr, Dreher) to approve Resolution 71-2023 to authorize the replat at Glen Park and waive the application fee for Ms Duran. Roll call vote – aye 6; nay 0. Motion passed.

11. Special Event Application - Funky Little Theater, Stinky Cheese Man (11/11). Collins reviewed the production on November 11 with one show at 10 am for all ages. It was requested to waive the event fee. MOTION (Dreher, Ehrhardt) to approve the special event for Funky Little Theater and waive the event fee. Roll call vote – aye 6; nay 0. Motion passed.

12. Resolution 72-2023 to Authorize MOU with Awake Palmer Lake (APL) for Pickleball Court Project. Discussion took place about the in-kind requirements agreed by the Town. Trustee Dreher inquired about the amount of time expected from staff to assist in grading dirt for the project. Collins replied that the level of detail is unknown at this time. Discussion took place about the design of the project and the expected timeline. Attorney Krob noted that use of town hall for project meetings should be added to the MOU if the Board wanted to approve the MOU contingent upon the acceptance by APL. MOTION (Farr, Stern) to approve Resolution 72-2023 authorizing the MOU with the added language for use of town hall as available. Roll call vote – aye 6; nay 0. Motion passed.
13. Ordinance 22-2023 to Extend Moratorium for Sign Permits. Attorney Krob suggested the Board open the floor to the public. MOTION (Farr, Dreher) to adopt Ordinance 22-2023 to extend the sign moratorium. It was further discussed that the revisions of the draft sign code will be assembled for review by the Planning Commission at the November meeting. Attorney Krob addressed questions provided by email from Brenda Woodward inquiring how current signs will be impacted. Attorney Krob stated the moratorium does not change anything or impact the sign code. Roll call vote – aye 6; nay 0. Motion passed.
14. Consider Rate Study for Stormwater Enterprise, GMS Proposal. Mr. Mark Morton summarized the estimate for a rate study as requested by the Board for the consideration of an enterprise fund. He explained there will be coordination with staff on capital costs, operations and estimates for future operations to establish. He further explained that they will conduct a workshop with a draft report and a final report for Board consideration within approximately four months. The Board directed staff to bring back a resolution to act on for the proposal presented. Mr. Roger Moseley provided the Board with a handout speaking to his concerns about a stormwater enterprise fund. Ms Marty Brodzik inquired when this item was approved to move forward. Trustee Stern inquired about the town's ownness to the MS4 permit. Mr. Morton explained the enterprise fund supporting infrastructure and a plan to manage stormwater and supporting a potential loan for capital projects. Ms Brodzik spoke about illicit discharge and drainage as well as areas of the town that do not have drainage issues. Trustee Ehrhardt addressed town infrastructure that is impacted not just homeowners, and that managing stormwater and drainage will improve and protect all infrastructure. Ms Brodzik asked the Board what service is being provided. Mr. Moseley stated that he surveyed buildable lots and believes that building is causing drainage issues.
15. Information Relating to Roadway Standards (Discussion of Undeveloped Town Right of Way). Mr. Mark Morton explained the various design levels for road classifications within the El Paso County engineering criteria manual as previously adopted for roadway standards. Discussion took place about when the standards were adopted (2021). Attorney Krob described past activity relating to undeveloped right of way use and the liability that it creates for the town. Discussion took place about how the level of standard that a road is to be built is decided. Mr. Morton stated there is typically, at minimum, a traffic statement to develop land. Mr. Morton and Attorney Krob warned the Board not to stray from standards. Attorney Krob referenced non-conforming use as it relates to roadway standards. Chief Vincent spoke about fire code regulations. Attorney Krob continued to express the importance of a standard, a process to review the proposed development, and the variance measure that exists in the code with the adoption of the standards from 2021. Mr. Morton reiterated the need for standards and proper material. Mayor Havenar pointed out that the adopted ordinance states that a roadway "must be paved" and Attorney Krob agreed that language can be amended. Ms Marty Brodzik inquired about a gate blocking an undeveloped right of way. Collins responded that the gate in question was previously installed for public safety purposes. It was agreed that the Board will revisit the current language.
16. Petition for Annexation, United Congregational Church. Attorney Krob introduced this as the first step to set a hearing for the requested annexation by UCC. Ms Marty Brodzik provided background to the Board about this specific landowner intending to disconnect and shared the course of activity taken with El Paso County. She suggested that a statement of intent be included along with the exhibits referenced in the petition. Attorney Krob addressed Ms Brodzik's comments to be more appropriate at the time of the hearing versus now. The Board directed staff to bring back a resolution to set a hearing.

17. Request to Install EV Charger (CORE). Collins explained that in addition to supporting CORE for the grant opportunity, CORE may have an EV charger available now to install and areas in town were suggested. Board members agreed that staff obtain more information including renumerations.

Public Comment. None.

Board Reports. Trustee Nick Ehrhardt shared information from the Parks workshop and encouraged members to check out the trail and bridge established from Kent St. Trustee Dennis Stern attended the PPRBD meeting and reported that building permits are down; however, valuations are up. Mayor Glant Havenar stated that she attended the Board of Health and PPACG, both deep in budget planning for 2024.

Next Meeting (joint workshop on 11/1 with Planning Commission; 11/9 regular meeting) and Future Items

Convene to Executive Session for the purpose of conference with Town Attorney(s) for the local body to receive legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) - PD complaint. MOTION (Stern, Farr) to convene to executive session at 9:05 pm. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Dreher, Stern) to reconvene to open session at 9:29 pm. Roll call vote – aye 6; nay 0. Motion passed.

Adjourn. MOTION (Stern, Dreher) to adjourn at 9:30 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

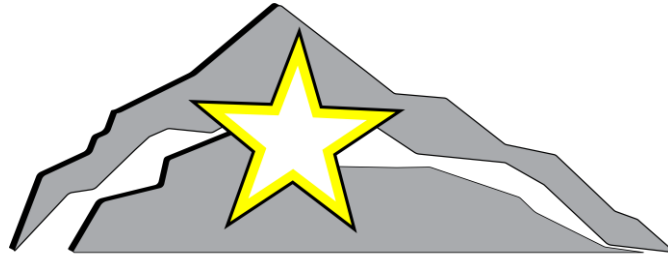
Town of Palmer Lake Monthly Water Usage

Month Year October 2023

	Gallons	Acre Ft
Surface Water	2,208,000	6.78
Well A2	0	0
Well D2	2,286,000	7.02
Total	4,494,000	13.79
Avg. Gal/Day	145,000	0.45

Release To Lake 8.27 AF Max Allowed = 8.4 AF / Month
Release Glen Park Evaporation 0 AF
Water system 0 AF

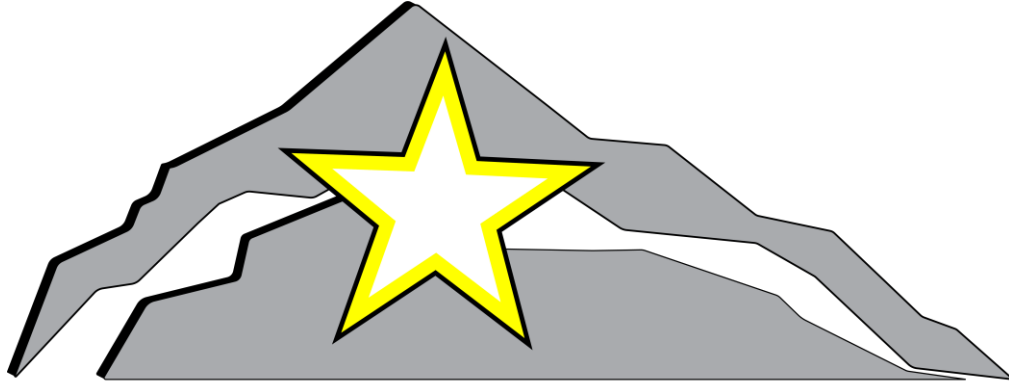
Total 0 AF



Town of Palmer Lake

Board of Trustees Summary Sheet

	October 2023
Title	Public Works Monthly Report
Date	11/9/2023
Contact	Supervisor Jason Dosch
Summary	<p>Graded roads Replaced culverts Plowed and sanded ROWs after storm Patched potholes Cut tree limbs from ROW Replaced and repaired street signs Performed routine maintenance on equipment and playground equipment Mowed grass in Town Parks Emptied trash cans at Lake/Rec area Maintained area around the Town office and Town Hall Set up and tear down seating and tables at Town Hall for meetings and events Attended Parks Committee meetings Attended Special Event Permit meetings Attended TAC meeting at PPACG Performed maintenance on parking kiosk at Trailhead parking lot Hired Stacy Delozier for heavy equipment operator position Graveled Buena Vista after new water line installation</p>
Training	Ongoing safety training
Other Activity	<p>Working on design phase on Palmer Lake Elementary School Project GMS Eng is designing Circle Rd and Circle Dr for construction in summer of 2024 Working on PW draft 2024 budget Considering converting Buena Vista to two-way traffic Started importing material for pickleball courts in Centennial Park</p>



Town of Palmer Lake

Board of Trustees Summary Sheet

	September & October 2023
Title	PARKS Report
Date	November 2023
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 90.5 Clerical (email, calls, grants, spreadsheets) : 85.75 Miscellaneous Meetings (other than Parks) : 32.0
Total Volunteer Time	Total = 208.25 hours
Upcoming Activity	Continued Trail and Grant activity



Board of Trustees Summary Sheet

	November 2023
Title	Police Monthly Report
Action	N/A
Date	10/1-10/31/2023
Contact	J. Vanderpool
Summary	In the Month of October 2023, the PLPD conducted 138 traffic stops and issued 87 citations. 1 parking ticket was issued for nonpayment at the kiosk. Also, in the month of October, 1 Harassment, 3 DUI, and 2 Domestic Violence arrests were made.
Training	Officers attended training for Report writing, Sex Offender, and Reflex optic instructor.
Photographs	The Photograph(s) is of the official 2023 Halloween patch designed by Officer Perry.
Other Actions	PLPD Officers participated in High Visibility Enforcement, which is a grant funded program which allows the PLPD to put extra patrols on the road for the purpose of keeping DUI drivers off the road, which resulted in 3 DUI Arrests.
Active investigations	Palmer Lake PD officers are actively investigating thefts involving catalytic converts. This investigation has included one other agency and may include others as the investigation continues.

Calls for service	Officers responded to 439 calls for service this month. 406 of these calls were in the Town of Palmer Lake, 33 were outside of town.
Code Enforcement	Code enforcement officers have been working with town residents to correct several violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.
S.T.E.P.	S.T.E.P. was instituted in March of last year and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.

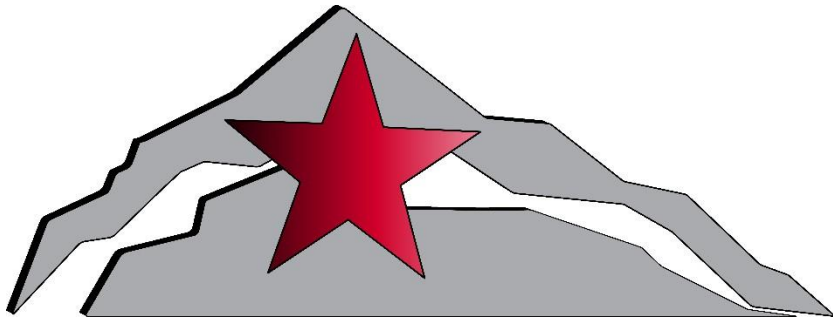
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HALLOWEEN 2023



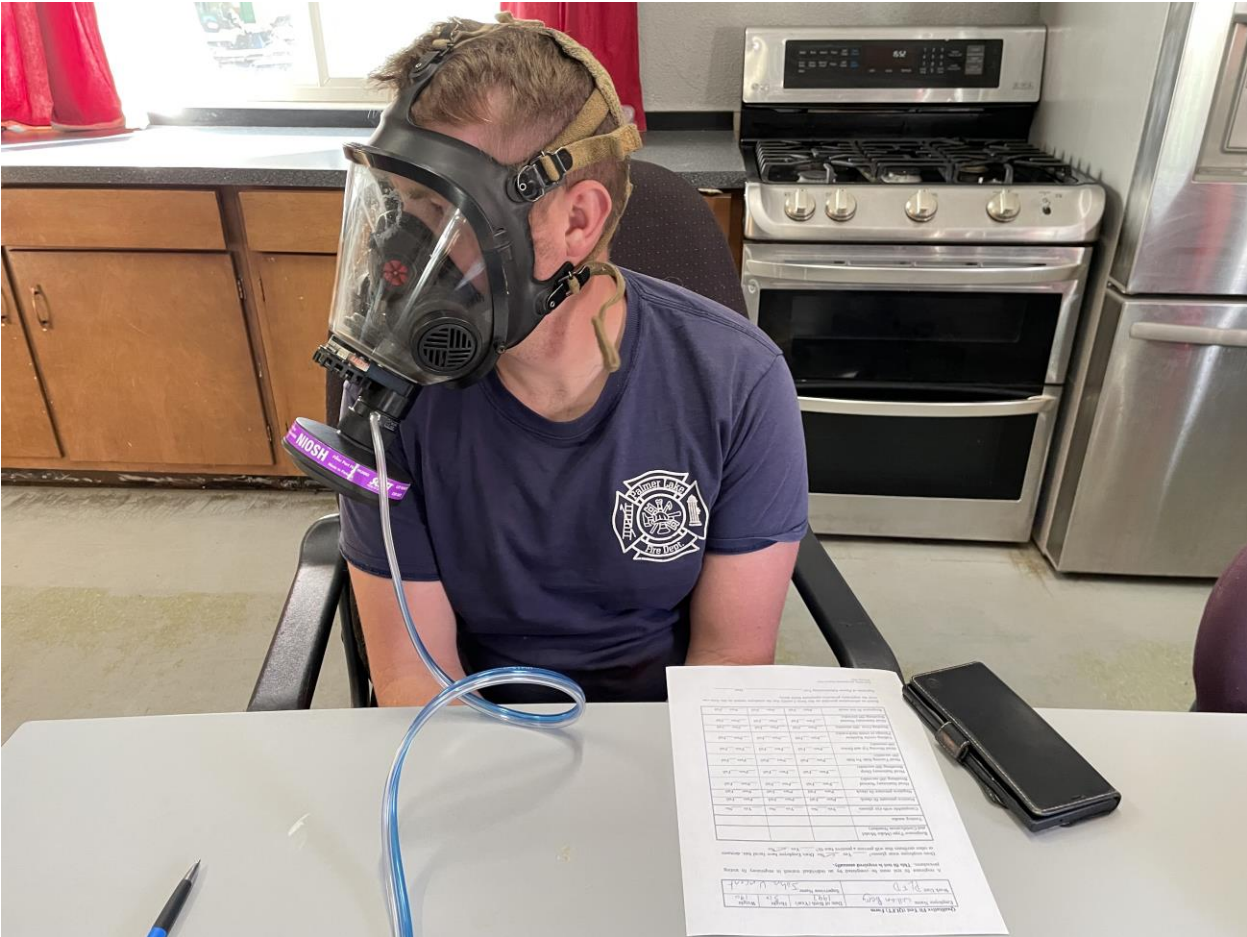
Case #	Date	Address	Complaint	Status	Notes	Additional
23-01	1/30/2023	232 Highland Rd.	Lights	Closed	Lights shone on back of property and trespassed onto neighbors backyard	
23-02	2/4/2023	242 Shady Ln	Junk	Closed	Rotting couch on property. Warning/ 1 week notice given- 2/13	
23-03	2/8/2023	Dino's	Lights	Closed	Complaint that lights around building were too bright. All within compliance.	
23-04	2/10/2023	720 Westward Unit 22	Junkyard	Closed	Took down privacy fence. Multiple ATC have failed. Send notice via mail	privacy fence re-established as of April
23-05	2/20/2023	Palmer Lake Elementary	Lights	In-progress	Complaint about security lights. Two of the SE lights not in compliance.	
23-06	2/21/2023	695 Hwy 105	Dog at Large	Closed	report of beagle type dog wandering around at various times. Have not seen yet.	No dog seen at large after multiple checks.
23-07	2/27/2023	151 Epworth	Barking Dog	Closed	Report of poodle barking at night. Nothing heard yet. Informed RP to advise when it occurs next	No barking heard after multiple checks.
23-08	3/3/2023	230 Auralia St.	Barking Dog	Closed	Report of dog barking all day. Checked @1630 on 3/7, no dogs barking. Will continue to check	No barking heard after multiple checks.
23-09	3/5/2023	695 Hwy 105 Unit B-2	Junkyard	Closed	Junkyard forming again.	Resident appears to have moved out, all trash removed as of May
23-10	4/29/2023	720 Westward Unit 22	Unauthorized building	Closed	Resident appears to be building some sort of structure on roof of her trailer.	Structure was taken down.
23-11	5/9/2023	151 Epworth	Bears in Trash	In-progress	Complaint that resident put trash out Sunday night and bears got into it.	Will advise residents to leave trash out on Monday mornings before collection, not Sunday. Pamphlets in office.
23-12	6/9/2023	670 Eisenhower	Lights	In-progress	Complaint received that bright lights on porch with no cover being left on.	driven by residence twice, no lights on to observe
23-13	6/10/2023	HWY 105/Veil	Dumping	Closed	Complaint regarding shed near apartments.	Waiting to get owner I.D and number
23-14	6/10/2023	84 Hilltop	House on wheels	In-progress	Complaint of miniature house on wheels in a field	Attempting to contact owner
23-15	6/20/2023	93 Academy	Cut Brush	Closed	Complaint of cut branches near house	Owners are working on yard and will be renting trailer to remove all debris when finished.
23-16	6/25/2023	289 Truman	Mini Horses-Zoning	Closed	Complaint of mini horses grazing on property not zoned for agriculture.	Driven by multiple times, no horses observed.
23-17	7/3/2023	289 Truman	Barking Dog	Closed	Complaint of dogs barking	No barking heard after multiple checks.
23-18	7/7/2023	HWY 105/Veil	Signs	Pending	Complaint that signs are posted on side of street	
23-19	7/12/2023	228 Shady	Trash	Pending	Complaint of loose trash attracting bears	
23-20	7/13/2023	210 South Valley	Bears in Trash	Closed	Complaint of bears getting into trash. Crystal Hoganson spoken to and verbal warning.	RP: Phylis-Head, Patrick Slack 719-437-9599
23-22	10/10/2023	126 Star View	Barking Dog	Served	Complaint of dog barking persistently throughout day. Videos taken.	Attempted to serve summons x3. Will send via certified mail 10/25/2023
23-21	9/22/2023	136 Star View	Bears in Trash	Closed	Complaint of STR renters leaving trash out and bears getting in	Spoke to new property manager and issue has been addressed.



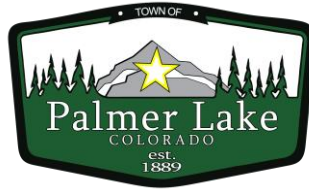
PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	Fire Department Report- October 2023
Date	9 November, 2023
Contact	John Vincent, Chief
Summary	Fire Department RMS on-boarding continues. New full-time firefighter on-boarded. 2 personnel deployed to California. Annual FIT testing is being done this month. Annual “Star” maintenance conducted.
Training	189 Hours
Photographs	FIT Testing, California Deployment
Other Action	Calls for Service: 20
Code Enforcement	23 Inspections Completed







Board of Trustees Summary Sheet

	Oct-Nov 2023																																									
Title	Administration																																									
Date	11/9/2023																																									
Contact	Admin personnel																																									
Kiosk Revenue	<p>October Collections for the Kiosk / Transactions: 821</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 4,351.30</td><td style="width: 80%;">Gross Collections</td><td style="width: 10%;"></td></tr> <tr><td>\$ (246.30)</td><td>Fees</td><td></td></tr> <tr><td>\$ (1,130.00)</td><td>Supplies (Kiosk Paper)**reclassified supplies</td><td></td></tr> <tr><td>\$ (900.00)</td><td>Annual Maintenance Contract**remove</td><td></td></tr> <tr><td>\$ (70.00)</td><td>Monthly T2 Svc charge</td><td></td></tr> <tr><td style="border-top: 1px solid black;">\$ 2,005.00</td><td>Net Collections - October</td><td></td></tr> </table> <p>Collections 2023 YTD / YTD Transactions: 8.108</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 42,972.40</td><td style="width: 80%;">Gross Collections</td><td style="width: 10%;"></td></tr> <tr><td>\$ (2,388.40)</td><td>Fees</td><td></td></tr> <tr><td>\$ (1,130.00)</td><td>Supplies (Kiosk Paper)</td><td></td></tr> <tr><td>\$ (900.00)</td><td>Annual Maintenance Contract</td><td></td></tr> <tr><td>\$ (744.00)</td><td>Monthly T2 Svc charge</td><td></td></tr> <tr><td style="border-top: 1px solid black;">\$ 37,810.00</td><td>Net Collections</td><td></td></tr> <tr><td>\$ (5,162.40)</td><td>Total Fees and Maintenance</td><td style="text-align: right;">14%</td></tr> </table>			\$ 4,351.30	Gross Collections		\$ (246.30)	Fees		\$ (1,130.00)	Supplies (Kiosk Paper)**reclassified supplies		\$ (900.00)	Annual Maintenance Contract**remove		\$ (70.00)	Monthly T2 Svc charge		\$ 2,005.00	Net Collections - October		\$ 42,972.40	Gross Collections		\$ (2,388.40)	Fees		\$ (1,130.00)	Supplies (Kiosk Paper)		\$ (900.00)	Annual Maintenance Contract		\$ (744.00)	Monthly T2 Svc charge		\$ 37,810.00	Net Collections		\$ (5,162.40)	Total Fees and Maintenance	14%
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\$ 37,810.00	Net Collections																																									
\$ (5,162.40)	Total Fees and Maintenance	14%																																								
Contact Us (online)	Submitted Time	First Name	Subject																																							
	10/1/2023	Devyn	JOB INQUIRY																																							
	10/2/2023	Leah	Reservation For Pavilion																																							
	10/5/2023	Matthew	Potholes near S Valley Rd																																							
	10/16/2023	James	Siloam stone pile on the lake's south shore																																							
	10/17/2023	Dana	Pavilion rental																																							
	10/19/2023	Angelica	Renewal of business License																																							
	10/25/2023	Brian	Confirmation of Paid Ticket																																							
	10/29/2023	Caden	CG & AB July 12, 2024																																							
Land	October 2023																																									

Use permits issued Type: Single Family; Qty: 0
 Other; Qty: 9
 Total water taps issued: **1038**

Business Licenses	BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE		2023	2023
			Oct	Oct
	Business Type		STR	other
	New Licenses		0	3
	Licenses Renewed		0	6
	Licenses Expired		0	0
	Businesses Closed		0	0
	CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)		44	166
	TOTAL CURRENT BUSINESS LICENSES (New + Renewed)		210	
SCHEDULED TO RENEW IN DECEMBER:				
BUSINESS NAME				
American Heritage & Restoration, LLC				
American Wholesale, LLC dba Palmer Lake Wellness Center				
Blue Raven Solar Holdings, LLC dba BRS Field Ops, LLC				
Brooks Plumbing & Heating, Inc.				
Cygnus Home Service, LLC dba Schwan's Home Service				
D'Amado Leather				
Diacut, Inc.				
Facinelli Motors, Inc.				
Johan				
Joseph O'Malley's Steak Pub Inc. dba Joseph O'Malley's Steak Pub				
Kurt Ehrhardt Construction Corp.				
Life Point Medical Consultants				
MJB Plumbing & Heating, Inc.				
Ocean Construction				
Peak Structural				
Pioneer Public Storage				
Polarized Electric				
Protech Mfg., Inc				
Pyramid Roofing, Corp.				
Rocky Mountain Custom Trim				
Sara Sausage				
Stretching, Inc.				
Tri-Lakes Center for the Arts				

Wash & Roll, LLC dba Wash & Roll
Waste Management
Wildlife in Wood/Suncrest Studio
Yoga with Amber & Crystal

Water Billing

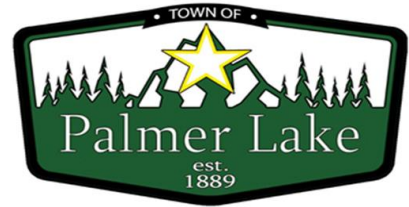
Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
2022	Jan-Dec	1015	41,405,900	11
2023	Jan	1010	3,181,700	0
	Feb	1010	3,221,100	0
	Mar	1011	2,909,900	0
	Apr	1014	3,211,200	0
	May	1014	3,499,400	0
	Jun	1014	3,657,400	5
	Jul	1017	4,428,800	0
	Aug	1018	5,105,400	0
	Sept	1018	4,896,950	0
	Oct	1018	4,087,400	2
	YTD		38,199,250	7

Grant Activity Updates

Dept	Grantor - Grant/Award Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
<i>Police</i>	<i>COPS Grant</i>	BHCON-Mental Health co-responder with EPSO	\$284,798	0	Awarded. 2-yr term. Working on requirements.
<i>Fire</i>	<i>Leary Firefighters Foundation</i>	electric saws for engine, thermal imaging camera	\$17,500	0	Application submitted on 10/12. Decision by end of Nov.

Admin Activity

Staff updates:
 Accounting Clerk, Julie Cole, getting acclimated & will start training with Maria Kelly (GP)
 New hires on hold



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Rate Study for Stormwater Enterprise Fund, GMS
Presented by: Town Administrator /Clerk		

Background

As directed by the Board of Trustees, GMS provided a proposal to conduct a rate study for a possible stormwater enterprise fund for Board consideration.

As explained to the Board, an evaluation is required to justify rates for an enterprise fund. GMS will evaluate expenditures and forecast infrastructure to support proposed fees. At the 10/26 meeting, the Board directed to bring back a resolution to consider the proposal. Enclosed is the resolution and professional service agreement presented by GMS.

Recommended Action

With direction to consider a stormwater enterprise fund, approve the resolution to authorize GMS to conduct the proposed rate study.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 73 - 2023

A RESOLUTION TO AUTHORIZE A RATE STUDY FOR A POSSIBLE STORMWATER ENTERPRISE FUND FOR THE TOWN OF PALMER LAKE, COLORADO

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 Board of Trustees have been exploring the possibility of a Stormwater Enterprise Fund to assist with drainage infrastructure within the Town of Palmer Lake; and

WHEREAS, the Town’s Engineering consultant proposed a rate study to research and justify appropriate rates; and

WHEREAS, the Town Board of Trustees are interested in conducting the rate study.

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

1. The Town Board of Trustees hereby authorize the rate study to be conducted by GMS for \$18,500 as described in the attached exhibit.
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 9th DAY OF NOVEMBER 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into the _____ day of _____, 2023, by and between the Town of Palmer Lake, hereinafter called "Client," and MEYER & SAMS, INC. d/b/a GMS, INC., a Colorado corporation, hereinafter called "Engineer," is as follows:

The Client engages Engineer to perform professional services for a project known and described as Stormwater Rate Study, hereinafter called the "Project."

- A. Engineer agrees to provide and perform certain professional services for Client on the Project as follows: Per the attached Scope of Services.
- B. Period in which services are to be rendered: Complete the evaluation and associated study and prepare the DRAFT Recommendation for presentation at a workshop within 120 calendar days.
- C. Client's responsibility shall be as follows: Assist in providing audits, financial data, and input on future capital improvement projects.
- D. Client agrees to pay Engineer as compensation for its services as follows: Services to be provided for a Lump Sum Fee of \$18,500. The fee shall be due and payable as work progresses based on monthly statements submitted to the Client. Final payment will be made once the final report has been provided to the Client.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, and on the attachment hereto, the day and year first above written.

MEYER & SAMS, INC. d/b/a GMS, INC.
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903

TOWN OF PALMER LAKE
42 Valley Crescent
Palmer Lake, CO 80133

By _____

By _____

Title Principal

Title _____

**SCOPE OF SERVICES
FOR
STORMWATER RATE STUDY**

GMS, Inc. will perform the following services:

1. Review of the existing in-house financial statements for the Town of Palmer Lake as it relates to stormwater expenditures.
2. Prepare cost estimates for capital construction projects as defined and prioritized by the Town staff to incorporate capital needs for the Stormwater Enterprise.
3. Evaluate the cost of service for the Stormwater Enterprise in order to set a user fee.
4. Work with Town legal counsel to develop a mechanism for funding the Stormwater Enterprise and the establishment of fees.
5. Evaluate the defined mechanism for the collection of the proposed fee, especially for those constituents without water service.
6. Facilitate and participate in a workshop meeting with the Town staff to review the initial evaluation and recommendations for stormwater rates.
7. Finalize, prepare, and provide a final Stormwater Rate Study to the Town staff within 120 days of execution of the Agreement.
8. The evaluation and report prepared for the Town of Palmer Lake will provide the necessary documentation and data to support the proposed stormwater fees for the Town of Palmer Lake's constituents.

The Town will provide the following documentation for the completion of the study:

1. Operation and Maintenance costs for stormwater expenses for the last three (3) years (including the estimated 2023 expenses).
2. Work with GMS, Inc. to determine planned capital improvement projects, prioritization of those defined projects, and schedule to undertake those improvements.
3. Provide the number of water customers for the Town (within Town limits).
4. Provide the number of constituents that do not receive Town water but are within the Town limits.
5. Provide the number of commercial properties, address, lot size (if readily accessible).

STANDARD PROVISIONS OF AGREEMENT
FOR PROFESSIONAL SERVICES

The Client and Engineer agree that the following provisions shall be a part of their agreement.

1. Neither the Client nor Engineer shall assign its interest in this agreement without the written consent of the other.

2. All agreements on Engineer's part are contingent upon, and Engineer shall not be responsible for damages or be in default, or be deemed to be in default, by reason of delays in performance by reason of strikes, lock-outs, accidents, acts of God and other delays unavoidable or beyond Engineer's reasonable control, or due to shortages or unavailability of labor at established area wage rate or delays caused by failure of Client or Client's agents to furnish information or to approve or disapprove Engineer's work promptly, or due to late, slow, or faulty performance by Client, other contractors or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of Engineer's work. In the case of the happening of any such cause of delay, the time of completion shall be extended accordingly.

3. In the event that any changes are made in the plans and specifications by the Client or persons other than Engineer which affect Engineer's work, any and all liability arising out of such changes is waived as against Engineer and the Client assumes full responsibility for such changes unless Client has given Engineer prior notice and has received from Engineer written consent for such changes.

4. Engineer is not responsible, and liability is waived by Client as against Engineer, for use by Client or any other person of any plans or drawings not signed by Engineer.

5. All tracings, survey notes and other original documents are instruments of service and shall remain the property of Engineer, except where by law or precedent these documents become public property.

6. Engineer's liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which legal liability may be found to rest upon Engineer, other than that for professional errors and omissions, will be limited to \$1,000,000. For any damage on account of any error, omission or other professional negligence, Engineer's liability will be limited to a sum not to exceed \$50,000 or Engineer's fee, whichever is greater.

7. Fees and all other charges will be billed monthly as the work progresses, and the net amount shall be due at the time of billing.

8. Interest of 1½% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days of the billing date, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

9. The Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, soils testing fees, aerial topography fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.

10. In the event all or any portion of the work prepared or partially prepared by Engineer is suspended, abandoned, or terminated, the Client shall pay Engineer for the work performed on an hourly basis, not to exceed any maximum contract amount specified herein.

11. The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for jobsite conditions during the course of

construction of the project, including safety of all persons and property and that this requirement shall be made to apply continuously and not be limited to normal working hours.

12. In the performance of its professional services, Engineer will use that degree of care and skill ordinarily exercised under similar conditions in similar localities and no other warranties, express or implied, are made or intended in any of Engineer's proposals, contracts or reports.

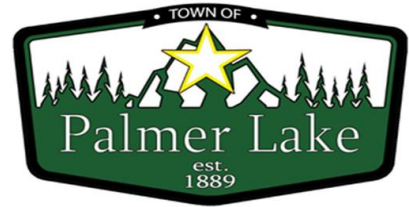
13. In the event Client fails to pay Engineer within thirty (30) days after invoices are rendered, then Client agrees that Engineer shall have the right to consider said default a total breach of this agreement and the duties of Engineer under this agreement terminated upon five (5) days' written notice. This agreement may be terminated by either Client or Engineer upon thirty (30) days' written notice in the event of substantial failure of the other party to perform in accordance with the terms of this agreement. In the event of termination of this agreement, Client shall then promptly pay Engineer for all of the fees, charges and services performed by Engineer in accordance with the compensation arrangements under this agreement or on an agreed hourly basis.

14. Should litigation be necessary to enforce any term or provision of this agreement, or to collect any portion of the amount payable under this agreement, then all litigation and collection expenses, witness fees and court costs, and attorney's fees shall be paid to the prevailing party.

15. Should any provision herein be found or deemed to be invalid, this agreement shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this agreement are declared to be severable.

16. Services provided within this agreement are for the exclusive use of the Client.

17. There are no understandings or agreements except as herein expressly stated.



Item 14.

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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Resolution to Set a Public Hearing for Annexation Petition, UCC
Presented by: Town Administrator /Clerk		

Background

Per direction of the Board of Trustees on 10/26, enclosed is the resolution to set a hearing for the request to annex parcels from El Paso County to the Town of Palmer Lake, as requested by United Congregational Church (UCC).

Recommended Action

Approve the resolution to set the public hearing for the annexation petition by UCC.

RESOLUTION 74-2023

**A RESOLUTION OF INTENT REGARDING A PETITION FOR ANNEXATION
FILED WITH THE TOWN OF PALMER LAKE AND SETTING A PUBLIC
HEARING REGARDING THE ANNEXATION OF THE SUBJECT PROPERTY
KNOWN AS THE BEN LOMAND MOUNTAIN VILLAGE**

WHEREAS, United Congregational Church is the sole owners of the parcels referred to as the Ben Lomand Mountain Village and has requested annexation of certain property to the Town of Palmer Lake; and

WHEREAS, C.R.S. 31-12-107 and 31-12-108 require that the Town hold a hearing regarding such petition.

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

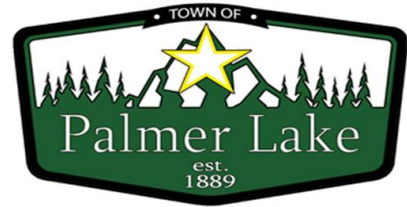
1. A public hearing shall be held before the Board of Trustees of the Palmer Lake, Colorado on the 25th day of January, 2024 at 6:00 p.m. or as soon thereafter as may be heard for the purpose of determining and finding whether the area proposed to be annexed meets the requirements of the Colorado Revised Statutes §§ 31-12-104, 31-12-105, or such provisions thereof as may be required to establish eligibility under the terms of §31-12-108(1) and is therefore eligible for annexation.
2. The area proposed to be annexed is attached hereto as Exhibit A, including the legal description of each of the parcels, containing a total of approximately 181.5 acres.
3. The Clerk shall cause a copy of the Resolution and public notice to be posted once a week for four (4) consecutive weeks in a newspaper of general circulation in the area proposed to be annexed with the first publication no less than thirty days prior to the date of the public hearing.
4. Due to the holidays, the Board of Trustees will only meet once in November and once in December and therefore the effective date of this Resolution shall be November 27, 2023.

RESOLVED this 9th day of November, 2024.

Mayor

ATTEST:

Town Administrator/Clerk



Item 15.

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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Fire Protection Services for Unincorporated El Paso County – Town Fire Dept
Presented by: Town Administrator /Clerk		

Background

A request was made from El Paso County for fire protection services to the Fire Department. There is a small area of unincorporated El Paso County that requires fire protection service.

Enclosed under Resolution is the Letter of Understanding for Board consideration. Chief Vincent will respond to any questions that arise from the Board.

Recommended Action

Approve the resolution to authorize fire protection services.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 75 - 2023

A RESOLUTION TO AUTHORIZE FIRE PROTECTION SERVICES IN UNINCORPORATED EL PASO COUNTY PROPERTY, PALMER LAKE FIRE DEPARTMENT, COLORADO

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, El Paso County seeks fire protection service from the Palmer Lake Fire Department for unincorporated property; and

WHEREAS, the Palmer Lake Fire Department is able and willing to assist with fire protection services; and

WHEREAS, the Board of Trustees desire the Fire Department to assist El Paso County.

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

1. The Town Board of Trustees hereby authorize signature to provide fire protection services as described in the attached exhibit.
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 9th DAY OF NOVEMBER 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

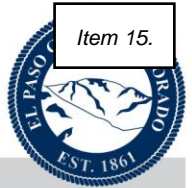
Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



El Paso County Sheriff's Office

Sheriff Joseph J. Roybal



October 23rd, 2023

El Paso County Sheriff's Office
27 E. Vermijo Ave
Colorado Springs, CO 80903

Palmer Lake Fire Department
12 Valley Crescent St
Palmer Lake, CO 80133

Chief John Vincent,

There are several areas within El Paso County that do not have fire protection services. There is a provision within the Colorado Revised Statutes whereby the Sheriff may request assistance in the event of a fire in these areas.

In accordance with Colorado Revised Statute **30-10-513.5** Authority of sheriff relating to fires within unincorporated areas of county – liability for expenses.

(1) (a) The sheriff of any County may request assistance from a fire protection district or municipality in controlling or extinguishing a fire occurring on private property if, in the judgement of such sheriff, the fire constitutes a danger to the health and safety of the public or a risk of serious damage to property ...

With the existing mutual aid in agreement in place I am requesting your assistance with the following areas and/or addresses:

Address	Assessor Parcel
06-11-67	7100000222
5250 EISENHOWER DR	7100000025

Realizing that there are incurred costs for such support I would like to draw your attention to the rest of Colorado Revised Statute (C.R.S.) 30-10-513.5 You may in fact recover costs for your support. Please keep in mind that your invoice must be sent to the property owner and not to this office.

(1)(a) ... Except as provided in subsection (3) of this section, any fire protection district or municipality assisting in controlling or extinguishing such fire is entitled to reimbursement from the property owner on whose property the fire occurred or from the party responsible for the occurrence of such fire for the reasonable and documented costs

resulting from such assistance. The fire protection district or municipality may recover the costs incurred in a civil action against the property owner or the responsible party or may, by resolution of its board or governing body adopted at a public hearing after notice to the affected parties, certify to the county treasurer the amount of costs incurred that remains uncollected after diligent effort for a period greater than one hundred eighty days. Such certification is subject to the appeal process and all other remedies, if any, provided in the “State Administrative Procedure Act”, article 4 of title 24, C.R.S. If the fire protection district or municipality prevails, the amount certified shall be collected by the treasurer in the same manner as taxes are authorized to be collected pursuant to section 39-10-107, C.R.S. To defray the costs of collection, the treasurer shall be authorized to charge an amount equal to ten percent of the amount collected.

(b) For purposes of this subsection (1), “fire occurring on private property” means:

(I) A fire occurring on property not located within a fire protection district or municipality providing fire protection services.

(II) (Deleted by amendment, L. 93, p. 1253, § 1, effective July 1, 1993.)

(2) (a) An owner of private property who has contracted with a fire protection district for fire protection services shall advise the sheriff of such contract and any fire protection district with which such district has mutual aid agreements. In the event that a fire occurs on such property, the sheriff shall make a reasonable attempt to secure the services from such district. If the district does not respond, he shall make a reasonable attempt to secure such services from any of the districts with which such district has mutual aid agreements. If services cannot be secured, the sheriff, in his discretion, may attempt to secure fire protection services from any other district or municipality, and, if services are provided, the owner of the property or the party responsible for the fire shall be liable for the costs incurred by such district or municipality. Such costs may be assessed and collected in the manner provided in subsection (1) of this section.

(b) No sheriff shall be held liable for failure to secure fire protection services as required by paragraph (a) of this subsection (2) unless the failure was due to willful misconduct, gross negligence, or bad faith.

(3) Any property owner who desires to conduct a controlled burn of a structure or building located on such property shall notify the county sheriff on the date when such controlled burn will be conducted. Any property owner provided such notification shall not be liable for any costs under this section resulting from the response by a fire protection district or municipality to such controlled burn due to any person informing or warning such district or municipality of the fire arising from such burn.

Historically, Palmer Lake Fire Department has agreed to provide fire protection services (and ambulance transport, if applicable) to these addresses. Please respond to this request in writing. Once received, response plans in CAD will be updated accordingly. Your assistance and

cooperation in this matter is sincerely appreciated. Should you or your staff have any questions please feel free to contact Communications Manager Meighan Powell at 719-520-7117 or via email at meighanpowell@elpasoco.com.

The duration of this Agreement shall be five (5) years from the date of signature, after which the Agreement will expire. Nothing in this Agreement shall be construed as imposing an automatic renewal period beyond the five (5) years from the date of signature. Any property listed in this agreement that becomes included by any fire protection district or municipality will automatically be excluded from this Agreement no later than forty-five (45) days after the inclusion agreement is executed.

Palmer Lake Fire Department agrees to be dispatched as primary to fire related incidents

Palmer Lake Fire Department agrees to be dispatched as the primary first responder and ambulance transport, in lieu of AMR, to medical related incidents

Chief John Vincent

Date

Commander Christopher Gonzalez

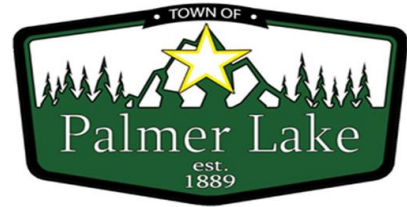
Date

[American Medical Response]

Date

Communications Manager Meighan Powell

Date



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Resolution to Accept the Water Rate Study Report
Presented by: Town Administrator /Clerk		

Background

As a result of numerous workshops and discussions, the Board authorized restructure of the water usage tiers as well as increase water rates, effective with the 9/15-10/15/2023 billing cycle.

The enclosed report is the final water rate study report assembled by Mr. Chris Brandewie. This report reflects a five year capital plan for water infrastructure and provides the basis for the rate modification. Staff has reviewed the general content and figures and supports the capital plan for the water fund. The practice has been to allocate a portion to capital improvement and debt service of billing to the water fund. The allocation policy will be documented and followed to continue to build the capital savings for water infrastructure.

Recommended Action

Approve the resolution to accept the water rate study report.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 77 - 2023

A RESOLUTION TO AUTHORIZE THE INSTALLATION OF LIGHTING FOR THE PEDESTRIAN BRIDGE, PALMER LAKE, COLORADO

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 Parks Commission has explored lighting options for the pedestrian bridge meeting the Railway requirements; and

WHEREAS, the lighting plan was accepted and quotes were solicited to install the lighting; and

WHEREAS, staff recommends the lighting be installed by Dukes Electric for the proposed amount of \$24,800.

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

1. The Town Board of Trustees hereby authorize the installation of the lighting of the pedestrian bridge by Dukes Electric for a total of \$24,800 as described in the attached proposal.
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 9th DAY OF NOVEMBER 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

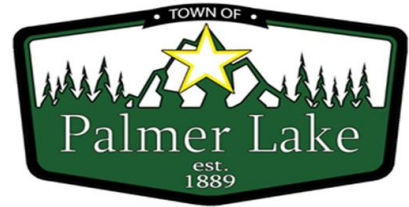
Dukes Electric, Inc.

PROPOSAL
Dukes Electric, Inc
P.O. Box 453
Monument, CO 80132
Phone: 719.499.8962

Submitted To: Town of Palmer Lake	Phone: 719. 481.2953	Date: 11.05.23
Address: 42 Valley Crescent/ P.O. Box 208	Job Name: Palmer Lake Bridge	
City, and Zip Code: Palmer Lake, Co 80133	Job Location: 199 Hwy 105	

1. East Side of Bridge:
 - a. (2) 20amp GFI circuits in Lockable Metal Cover.
2. West Side of Bridge:
 - a. (2) 20amp GFI circuits in Lockable Metal Cover.
3. Overhead Lights
 - a. (5) Overhead Lights (Lamar # EC 19404)
 - b. Controlled By Photo Cell
4. Circuit Wiring:
 - a. Circuits Raceway Across Bridge will be in 1" Ridge Metal Conduit (GRC).
 - b. Circuit Wiring will be # 8 THHN C.U. Across Bridge to East Side Outlets.
 - c. Circuit Wiring will be # 10 THHN C.U. to West Side Outlets.
 - d. Circuit Wiring will be # 10 THHN C.U. to Lights.
5. Under Ground Wiring:
 - a. (2) 1" PVC Conduits from Service to Bridge Column.
 - b. Trenching and Backfill.
6. Sub Total: \$22,300.00
7. Engineering/ Permit: 2,500.00
- \$24,800.00**

AMOUNT DUE: \$24,800.00



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Ordinance to Amend Language Relating to Roadway Standards
Presented by: Town Administrator /Clerk		

Background

The Board has held numerous discussions about roadway standards. As identified by the Board, this ordinance shall amend language in the adopted ordinance (4-2021) to modify the requirement of “paving” all streets.

The current adopted roadway standards include variations of roadway requirements depending on the area as identified in the El Paso County Engineering Criteria Manual, adopted in 2021.

Staff supports amending this language to clarify the roadway standards as determined by a developer (landowner) and staff per the Engineering Criteria Manual.

Recommended Action

Adopt the ordinance to amend the current language.

PALMER LAKE, COLORADO

ORDINANCE NO. 23-2023

AN ORDINANCE AMENDING SECTION 12.08.020 OF THE PALMER LAKE MUNICIPAL CODE REGULATING STREET CONSTRUCTION MINIMUM STANDARDS

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

WHEREAS, previously the Board of Trustees adopted regulations regarding street construction standards within the Town of Palmer Lake; and,

WHEREAS, the ordinance adopting the street construction standards inadvertently purported to require that each road be paved, despite the El Paso County Engineering Criteria Manual and the adopted Road Standards providing for roads with certain anticipated uses to not be paved.

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

1. Section 12.08.020 of the Palmer Lake Municipal Code is amended by adding the underlined text and striking the strikethrough text as indicated below, with such Section to read in its entirety as follows:

12.08.020. - Minimum standards.

The minimum standards for street or road construction shall be as follows:

- (1) The drawings set forth in the El Paso County Engineering Criteria Manual shall be used to establish the minimum street or road cross sections.
- (2) The materials and construction requirements for street or road construction shall be as set forth in Sections 200 through Section 700 of the CDOT Standards.
- (3) The geometrics, drainage, sediment control and pavement standards shall be as set forth in the El Paso County Engineering Criteria Manual.
- (4) Submittal requirements shall be as set forth in the Subdivision Requirements of the Town of Palmer Lake.

(5) All new street or road construction within rights-of-way shall be paved built pursuant to the El Paso County “Engineering Criteria Manual” and the applicable provisions of the Palmer Lake Town Code as may be amended from time to time.

(6) Dedication of additional rights-of-way may be required for existing substandard platted streets.

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 Board of Trustees 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.

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.

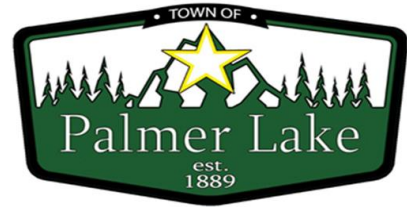
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF NOVEMBER, 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator / Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Direction to Consider Lease for CORE to Install (1) EV Charger at Palmer Lake
Presented by: Town Administrator /Clerk		

Background

As presented at the start of the meeting, CORE has one EV charger available to place and CORE is interested in installing it at Palmer Lake. The request is for two parking spaces at no cost to CORE to install and maintain the EV charger. This placement will assist in gathering data for CORE and service owners of electric vehicles.

Staff requests direction from the Board to consider this lease or not and subsequently complete a letter of support for CORE to receive grant funds to continue this effort.

**GROUND LEASE FOR ELECTRIC VEHICLE CHARGER
AT PALMER LAKE COLORADO**

DATE: November , 2023

PARTIES: TOWN PALMER LAKE a Colorado municipal corporation, 42 Valley Crescent, Palmer Lake, CO 80133 ("Landlord"); and

CORE ELECTRIC COOPERATIVE, a Colorado cooperative association, 5496 North US Highway 85, Sedalia, Colorado 80135 ("Tenant"), collectively the "Parties".

RECITALS:

WHEREAS, Landlord is the fee simple owner of certain real property more particularly described in the attached *Exhibit A* ("Property"); and

WHEREAS, Tenant is the recipient of a grant from Charge Ahead Colorado to build one (1) dual port electric vehicle charger ("EV Charger"); and

WHEREAS, Tenant wishes to enter into this Lease in order to install said EV Charger on the Property in a location more particularly described in the attached *Exhibit B* ("Premises"); and

WHEREAS, Landlord is willing to lease the Premises to Tenant and Tenant is willing to lease the Premises from Landlord upon the terms, covenants and conditions set forth in this Ground Lease ("Lease").

NOW, THEREFORE, in consideration of the lease of the Premises and the mutual covenants hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Landlord and Tenant hereby agree as follows:

Section 1. Definitions. The following words shall have the meanings indicated:

Premises means the property described in *Exhibit B* and all related easements, licenses, privileges, rights and appurtenances. The term "Premises" does not include the "Improvements".

Improvements mean the EV Charger and any and all structures and improvements, including but not limited to conduit and an ADA curb ramp, erected/constructed on the Premises pursuant to this Lease, and all fixtures, machinery, equipment, all building equipment, and, without limitation, other property of every kind or nature situated on the Premises or used in connection therewith.

Rent means the "Base Rent" and any adjustment thereto, and any other charges or payments of money due from Tenant in connection with this Lease whether or not payable to Landlord.

Section 2. Lease of the Premises. Landlord hereby demises and leases unto Tenant, and Tenant hereby takes and hires from Landlord, the Premises, for and in consideration of the rents, covenants and agreements, and upon the terms and conditions set forth herein. The Lease of the Premises is subject to any and all encumbrances, conditions, covenants, easements, restrictions, rights-of-way, and all other matters of any nature affecting the Premises during the Term (in each case whether or not of record), such matters as may be disclosed by an inspection or survey, and all zoning, land use, subdivision, and all other laws, rules, regulations and judicial or administrative orders now or hereafter applicable to the Premises or any part thereof or any use or occupancy thereof (herein collectively called the "Restrictions").

Section 3. Term. The term of this Lease shall be five (5) years, beginning on the date of the execution of this Lease, as extended pursuant to this Section 3, and subject to earlier termination as herein set forth ("Term"). Upon Mutual agreement of the Parties, Tenant shall have two consecutive options to renew the Lease for an additional five (5) years upon Tenant's written notice to Landlord of Tenant's election to renew the Lease provided at least sixty (60) days prior to the expiration of the Term, and Landlord's written approval of such option to renew provided at least thirty (30) days prior to expiration of the Term.

- A. At the expiration of the Term, the Parties agree that Tenant shall offer to Landlord a transfer of ownership and control over the EV Charger, and Landlord may accept ownership and control over, subject to a separate agreement of sale or transfer, the EV Charger and all related Improvements; provided, however, that Landlord shall then be responsible for all electrical consumption costs resulting from the use of the EV Charger.
- B. Shall the Landlord not accept ownership and control of the EV Charger, Tenant shall remove the EV Charging equipment, disconnect, and abandon in place underground facilities between the service interconnection and the EV Charging Equipment.

Section 4. Rent. As rent for the Premises, Tenant shall pay the sums hereinafter set forth.

- A. **Base Rent.** Tenant shall pay to Landlord during the Term a minimum net annual rent of zero (\$00.00) dollars, in consideration for allowing the public to access and use the EV Charger free of charge for an initial period as outlined in Section 9. As additional consideration to this lease and subsequent extensions, Landlord also has the option to take ownership of the EV Charger at the expiration of the term of this lease and any subsequent extensions at no cost.

Section 5. Use of Premises.

- A. Tenant shall use the Premises for the purposes of constructing and operating thereon an EV Charger and related Improvements, as described in *Exhibit C*, to be used for public electric charging stations, including maintenance and repair thereof; and for no other use without Landlord's prior written consent in each instance, which may be withheld if the proposed use will, in Landlord's sole discretion, be detrimental to the orderly development and operation of the Premises.
- B. Tenant shall comply with all federal, state, and municipal laws, regulations and ordinances affecting the Premises or any portion thereof and shall maintain in

force during the Term all permits, authorizations and licenses that may be necessary for Tenant's use or operation of the Premises or any portion thereof pursuant to Section 5(A) above (including, without limitation, the making, placing, maintaining or altering of the Improvements of any portion thereof). Tenant shall not use the Premises or any portion thereof for any purpose or use which is in violation of any applicable certificate of occupancy, building permit, or any of the Restrictions.

- C. Tenant will not suffer any act to be done or condition to exist on the Premises, or any part thereof, or any article to be brought thereon which may be dangerous, unless safeguarded as required by law, or which may, in law, constitute a nuisance, public or private.
- D. Tenant shall not have the right to maintain or install any signs in or at the Premises visible from adjacent parcels or roads except as approved in writing by Landlord in each instance. This provision is not applicable to brands, logos, instructions, or other signage on the Improvements.
- E. Tenant shall have full responsibility for protecting the Premises and all Improvements located thereon from damage due to theft, robbery, and vandalism.

Section 6. Temporary Construction Easement. Landlord hereby grants to Tenant and its agents a temporary construction easement over and across the Property. The temporary construction easement shall be for Tenant's use during construction of the Improvements on, over and across the area more particularly described in the attached *Exhibit D*. Upon completion of construction of the Improvements, this temporary construction easement shall automatically terminate. Upon request of Landlord, Tenant agrees to execute, acknowledge, and deliver to Landlord an instrument in recordable form evidencing such termination.

Section 7. Electrical Infrastructure. Tenant shall have the right to connect to the existing electrical infrastructure on the Property.

Section 8. Reports on EV Charger Usage. Tenant shall share with Landlord, upon Landlord's reasonable request, regular reports on the public usage of the EV Charger.

Section 9. Public Use of EV Charger. In consideration for this Lease, the EV Charger initially shall be made available to the public for use without cost for a minimum period of one thirty (30) days from the date of installation of the EV Charger. Tenant will collect data on the EV Charger's use and may implement a service charge at any point during the Term, but not prior to the first 30 days. Tenant will notify Landlord of its proposed implementation of the service charge no less than thirty (30) days prior to the date it becomes effective. Service charges will be assessed and collected directly from the EV Charger users through a direct pay protocol provided through the EV Charger.

Section 10. EV Charger Operating Costs. Tenant shall be responsible for all electrical consumption costs resulting from the public's use of the EV Charger. The EV Charger shall be sub-metered in order to isolate any electrical consumption.

Section 11. Maintenance.

- A. Tenant, at Tenant's cost, shall be responsible for the maintenance of the Improvements. Tenant shall keep the Improvements in an operable condition and shall make all repairs thereto, structural, and nonstructural, ordinary and extraordinary, foreseen and unforeseen, as necessary to permit the public's use of the EV Charger during the Term.
- B. Tenant will not commit, knowingly permit, or suffer any waste, damages, disfigurement or injury to or upon the Premises, or Improvements, or any part thereof.
- C. Landlord shall be responsible for snow plowing and other maintenance of the Property, including the parking spaces on the Premises.

Section 12. Insurance. Tenant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to cover the obligations of Tenant imposed by this Lease and naming Landlord as an additional insured, as set forth in the Certificates of Insurance attached as *Exhibit E* (the "Certificates of Insurance"). Tenant shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to this Lease by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

- A. Tenant shall procure and maintain a policy or policies with the minimum insurance coverage set forth on the Certificates of Insurance. The form and insurer on the Certificates of Insurance is acceptable to the Landlord. All coverage shall be continuously maintained from the date of execution of this Lease. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain continuous coverage.
 - 1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this Lease, and Employer's Liability insurance.
 - 2. Commercial General Liability insurance applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.
 - 3. Comprehensive Automobile Liability Insurance with respect to each of Tenant's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

- B. The policies required above, except Workers' Compensation insurance and Employers' Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above, except Workers' Compensation shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Tenant. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Tenant shall be solely responsible for any deductible losses under each of the policies required above.
- C. The Certificates of Insurance shall be attached as *Exhibit E* as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect and shall be subject to review and approval by the Landlord. Each certificate shall identify the Lease and shall provide that coverage afforded under the policies shall not be cancelled, terminated, or materially changed until at least 30 days prior written notice has been given to the Landlord. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Landlord reserves the right to request and receive a certified copy of any policy and any endorsement thereto. Tenant shall deliver annually to Landlord an updated Certificates of Insurance on or before May 1st, of each year.
- D. Failure on the part of Tenant to procure or maintain policies providing the required coverage, conditions, and minimum limits shall constitute a material breach of this Lease upon which at the Landlord's discretion, may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Landlord shall be repaid by Tenant to the Landlord upon demand.

Section 13. Construction. All construction work shall be performed in a good and workmanlike manner in accordance with industry standards for the type of work in question. All construction work shall be done in compliance with all applicable laws, building codes, ordinances, and regulations. No construction or work shall commence until all necessary licenses, permits and authorizations required of any applicable government authority having jurisdiction are obtained. Tenant shall be responsible for acquiring and paying the costs for all required licenses and authorizations. Tenant and Landlord agree that Tenant shall be responsible for acquiring all necessary permits but shall not be responsible for the payment of any related fees as approved by Town Council pursuant to Section XXXXXX of the Town of Palmer Lake Municipal Code. (Dawn Please let us know if it is possible to waive permitting fees. If not we can amend this section.)

Section 14. Liens. Tenant shall have no right, authority or power to bind Landlord or any interest of Landlord in the Premises for any claim for labor or material or for any other charge or expense incurred in constructing any Improvements or performing any alteration, renovation, repair, refurbishment or other work with regard thereto, nor to render Landlord's interest in the

Premises liable for any lien or right of lien for any labor, materials or other charge or expense incurred in connection therewith. Tenant shall not be considered the agent of Landlord in construction, erection, or operation of any such Improvements. If any liens or claims for labor or materials supplied or claimed to have been supplied to the Premises are filed, Tenant shall diligently pursue the release or discharge thereof.

Section 15. Colorado Governmental Immunity Act. The parties understand and agree that Landlord is relying on, and does not waive or intend to waive by any provision of this Lease, the monetary limitations (presently \$424,000.00 per person, \$1,195,000.00 for two or more persons, per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., as from time to time amended, or otherwise available to Landlord, its officers, or its employees.

Section 16. Hold Harmless. Tenant shall so maintain the Improvements as to afford all reasonable protection against injury or damage to persons or property therefrom, and Tenant shall save and hold Landlord harmless from all liability or damage and all reasonable expenses necessarily accruing against Landlord arising out of the negligent exercise by Tenant of the rights and privileges hereby granted, provided that Tenant shall have had notice of the pendency of any action against Landlord arising out of such exercise by Tenant of said rights and privileges within ten (10) days thereof and be permitted at its own expense to appear and defend or assist in the defense of the same.

Section 17. Entire Agreement. This Lease represents the entire agreement between the parties and there are no oral or collateral agreements or understandings. This Lease may be amended only by an instrument in writing signed by the parties. If any other provision of this Lease is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Lease shall continue in full force and effect.

Section 18. Default and Remedies. In the event either party should default in performance of its obligations under this Lease, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action; provided, however, that no Party will be entitled to lost profits, economic damages, or actual, direct, incidental, consequential, punitive or exemplary damages in the event of a default.

Section 19. Waiver. A waiver by any party to this Lease of the breach of any term or provision of this Lease shall not operate or be construed as a waiver of any subsequent breach by either party.

Section 20. Governing Law and Venue. This Lease shall be governed by the laws of the State of Colorado in the **El Paso County** District Court.

Section 21. No Third-Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Lease, and all rights of action relating to such enforcement, shall be strictly reserved to Landlord and Tenant, and nothing contained in this Lease shall give or allow any such claim or right of action by any third party. It is the express intention of the parties that any person other than Landlord or Tenant receiving services or benefits under this Lease shall be deemed to be an incidental beneficiary only.

Section 22. Assignment, Subletting, and Sale of Tenant's Interests. Tenant shall not assign, sublet, or sell Tenant's interest in this Lease or the Improvements without prior written approval of the Landlord.

Section 23. Counterparts. This Lease may be executed in counterparts, each of which shall be deemed an original, and all of which together shall be deemed to constitute one and the same instrument. Each of the Parties hereto shall be entitled to rely upon a counterpart of the instrument executed by the other Party and sent by electronic mail.

Section 24. Authority. The individuals executing this Lease represent that they are expressly authorized to enter into this Lease on behalf of Landlord and Tenant and bind their respective entities. This Lease is executed and made effective on the first date written above.

[Signature Page to Follow]

LANDLORD

ATTEST:

TOWN of PALMER LAKE

Dawn Collins,
Town Manager

Glant Havenar, Mayor

Approved as to Form:

_____, Town Attorney

TENANT

CORE ELECTRIC COOPERATIVE

By: _____
Brooks Kaufman
Lands and Rights of Way Manager

Exhibit A
Description of the Property

TOWN TO CONFIRM

Owner:
LAKE, PALMER OF

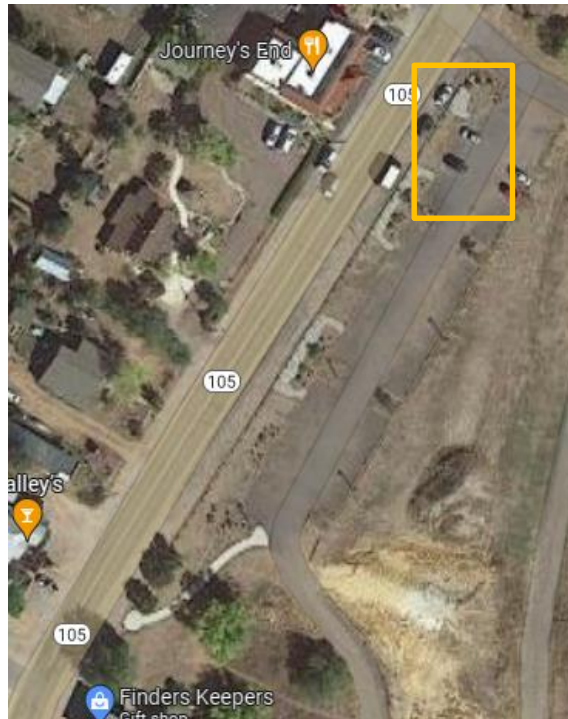
Legal Description:
**THAT PART OF W2NE4 AND NW4SE4 OF SEC 05-11-67 LY ELY OF AN ADJ TO EXTISTING
HWY 105, WLY OF AND ADJ TO WLY R/W LN OF**

Parcel Number:
7105100004

Exhibit B
Description of the Premises

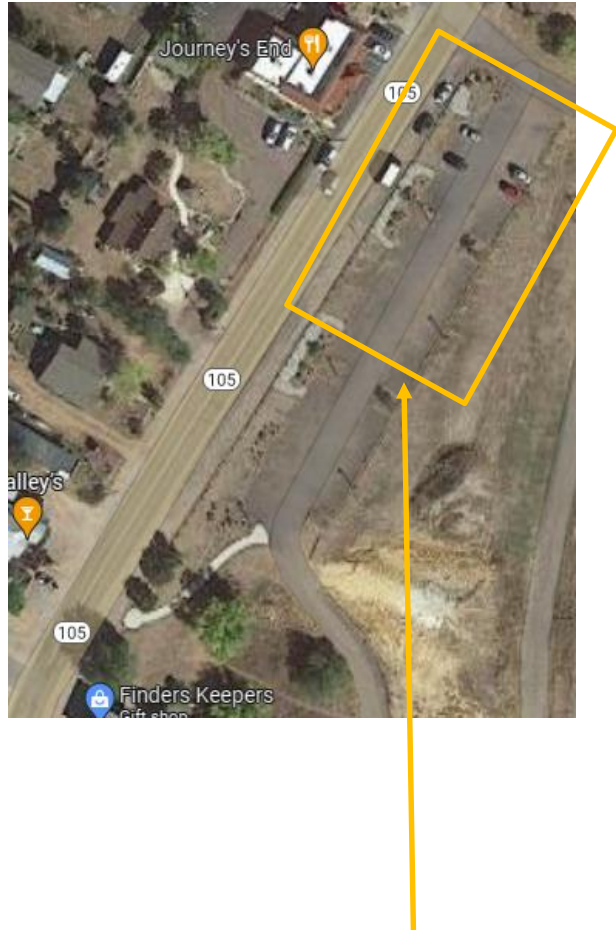
CORE TO PROVIDE ENGINEERING RENDERING

Exhibit C EV Charger and Related Improvements Location



ChargePoint Express 250
Two (2) Level 3 DC Fast Charger (Single Port)
125kW shared charging

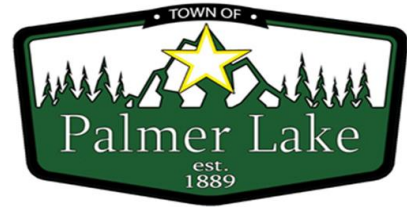
Exhibit D
Description of Temporary Construction
Easement



General Construction Easement Area: CORE Electric Cooperative will conduct construction activities in this general area. CORE will provide appropriate lane closure, traffic signage, safety barriers and coordinate with the Town PALMER LAKE staff to accommodate access during construction as needed. CORE will be responsible for construction area restoration and clean up. This General Construction Easement is subject to the terms of the **GROUND LEASE FOR ELECTRIC VEHICLE CHARGER AT PALMER LAKE**

Exhibit E
Certificates of Insurance

(CORE TO PROVIDE)



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Direction Relating to Undeveloped Right of Ways
Presented by: Town Administrator /Clerk		

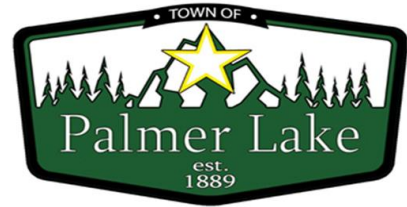
Background

The town has several platted, undeveloped right of ways throughout town. The liability of allowing motor vehicles on undeveloped right of ways has been discussed at several meetings with the Board. It was also reiterated that a previous Board directed to cease granting private driveway agreements to eliminate the use of undeveloped right of ways and encourage proper roadway development. Attorney Krob and GMS have provided opinions that the Board apply consistent standards for roadway development.

The question of the quantity of agreements has been raised in discussion. Staff conducted a brief search of driveway agreements and, although many agreements are not likely “current” (which was not researched), the count of driveway agreements is less than 20.

Recommended Action

This item is to continue the discussion for Board direction as it relates to undeveloped right of ways going forward.



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

DATE: November 9, 2023	ITEM NO.	SUBJECT: Direction on Proposed 2024 Budget
Presented by: Town Administrator /Clerk		

Following is a general recap of 2023 –

The Town rounded out the year with new hires: one Equipment Operator, one Accounting Clerk, one F/T Firefighter/EMT.

The following highlights projects accomplished in 2023, among others – Buena Vista water line replacement; water treatment telemetry upgrades; mill and overlay of Spring, Greeley, Mystic, Vale, Sailing, Circle, regrade, pave and drainage landscaping at the village green visitor parking, new trail and bridge connectivity; and completed landscaping at the east abutment of the pedestrian bridge.

Planning in 2023 has prepared the following projects to be considered in 2024 – design and start of construction for the PLES Upper Glenway road and drainage improvement and water line replacement; design of Spruce Mtn roadway improvement; design of a pedestrian walkway at Hwy 105 downtown corridor; additional trail and bridge activity onto elephant rock property; land use code critical issues update; and the start of the water line replacement at Shady. Possible additional projects include roadway improvement at Circle, drainage improvement at Aurelia, and a rate study for a potential stormwater enterprise fund. Other projects positively impacting the town include a lease agreement to begin development plans for an EcoSpa at elephant rock property; pickleball courts and a restroom at Palmer Lake Rec area funded by Awake Palmer Lake. Grant fund opportunities continue to be sought for the development of Centennial Park, an improved ADA entrance for Town Hall, feasibility for a public safety facility at elephant rock property, A/V improvements for town hall meeting needs.

Additionally, the Police Department held its first citizens academy with about 12 participants. The Fire dept has one brush truck and two Firefighters certified for deployment, returning revenue to the department.

At the 10/13 workshop, the Board directed staff to prioritize infrastructure – roadway, drainage, water capital improvement projects. The revised draft of the 2024 budget provides options for the Board to consider.

- The first column is revised to exclude all new hires, provide slim wage increase, no change to departments. The bottom line is an approximate deficit of \$113k to consider GF savings to cover.
- The PD revised their department budget, cutting operating expenses to increase staff wages.
- A third option cuts PD staff to 5 FT positions (note that all town departments have working managers). This version adds the following new hires - PW equipment operator, which is needed with the amount of infrastructure projects (and in the budget since 2022), a Deputy Town Clerk, which is needed for increased administrative work. This option also adjusts wages to be slightly more competitive (3-5% increase) and increases capital funds for the grant funded and potential improvement projects. In summary, capital funds are allocated to the PW department for awarded roadway improvement projects as well as funds for other roadway improvement and possible drainage projects. With the addition of pickleball courts to the Lake area, funding these projects without addressing the needed PW staff will burden the existing department staff. Additionally, managing the administration of these projects without addressing needed administrative staff will further burden the current overloaded office staff. This option provides for the capital needs and immediate staff necessary to accommodate the desired projects.

As directed by the Board on 10/13, staff has reached out to El Paso County to research County law enforcement coverage. More information will be forthcoming to the Board.



One additional proposal made to staff is to also consider contracting a local grant writer on a PT basis to assist with research, writing and managing grant project activity. I believe we can consider this for \$30,000 in 2024 and evaluate the success of the contract in Q3 of 2024, if desired. There is an abundance of funds available if the town can appropriately plan and capitalize on the opportunity to utilize available funds.

Staff remains open to suggestions, ideas and direction from the Board. If necessary, staff requests that the date of Wednesday, December 6, 2023 be held for continued budget discussion prior to finalizing the proposed 2024 budget document for consideration on Thursday, December 14.

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

Description in Budget (column to be removed once reconciled to description in GP)	Description in GP	Final		Final		YTD Estimate	OPTION A	2024 Budget Explanatory Notes	OPTION B	Proposed	Proposed	OPTION C	
		Budget	Actual	Budget	Actual as of	Ending for	Prop Budget		PD PROPOSED NOTES	Budget	Budget	GF PROPOSED NOTES	
		FY2022	FY2022	FY2023	9.30.2023	FY2023	FY2024			FY2024	FY2024		
GENERAL FUND REVENUE													
Taxes													
Property Tax - General	Property Tax - General	\$ 512,393	\$ 510,451	\$ 503,417	\$ 497,610	\$ 505,135	\$ 654,000	LIGHT YELLOW CELLS ARE NOT YTD EST FORMULAS					
Property Tax - Fire	Property Tax - Fire	455,948	452,664	447,960	441,277	447,950	582,000		See 2024 Property Tax Calc			654,000	
Specific Own Tax Auto/Motor Vehicle Registration	Specific Own Tax Auto/Motor Vehicle Registration	100,000	100,686	108,000	82,929	110,572	108,000					108,000	
Registrations	Motor Vehicle Registrations	-	12,633	-	-	-	-		DNU - include with Spec Own Tax Auto (4103)			-	
Use Tax - Building Materials	Use Tax - Building Materials	40,000	33,697	40,000	24,113	32,150	36,000					36,000	
Highway Users Tax Fund	Highway Users Tax Fund	90,000	103,546	100,000	66,412	88,550	85,000					85,000	
Sales Tax - City/Tobacco/MJ	Sales/Use/Excise Tax - All Other	862,000	1,161,105	2,465,000	903,343	1,204,457	1,348,000		Estimated annualized total tax			1,348,000	
		\$ 2,060,341	\$ 2,374,782	\$ 3,664,377	\$ 2,015,684	\$ 2,388,813	\$ 2,813,000					\$ 2,813,000	
Fees and Licenses													
Franchise Fee - Comcast	Franchise Fee - Comcast	38,000	17,288	38,000	16,826	22,435	25,000					25,000	
Franchise Fee - CORE (IREA)	Franchise Fee - CORE (IREA)	39,000	59,124	50,000	31,672	42,229	47,000				47,000		
Hills	Franchise Fee - Black Hills	35,000	77,899	50,000	54,134	72,179	74,000				74,000		
Franchise Fee - Century Link	Franchise Fee - Century Link	1,300	-	-	-	-	-	DNU - can remove in 2025			-		
Franchise Fee - Other	Franchise Fee - Other	-	243	35	20	27	25				25		
Administration Fees	Administration Fees	-	-	-	175	725	-				-		
Fees/Permits/Zoning/Sub divisions	Fees/Permits/Zoning/Subdivisions	60,000	28,985	40,000	20,752	27,670	28,000	Review Master Fee Schedule (Land Use)			28,000		
Lodging Fees	Lodging Fees	30,000	40,946	40,000	38,248	40,000	40,000				40,000		
Business Licenses Fees	Business Licenses	5,200	28,392	30,000	20,784	27,712	29,000				29,000		
Impact Fees - Drainage	Impact Fees - Drainage	7,200	6,900	7,200	14,959	19,945	20,000				20,000		
Liquor/MJ License Fees	Liquor/MJ License Fees	6,200	18,605	6,200	5,590	6,200	10,000	Liquor renewal 1200 + MJ 8500			10,000		
		\$ 221,900	\$ 278,382	\$ 261,435	\$ 203,160	\$ 259,122	\$ 273,025				\$ 273,025		
Intergovernmental													
Town Share State Surcharge	Town Share State Surcharge	450	-	-	-	-	-	DNU - can remove in 2025			-		
State Share Surcharge	State Share Surcharge	450	-	-	-	-	-	DNU - can remove in 2025			-		
Bridge	El Paso Co Road & Bridge	6,000	7,317	6,000	6,929	7,000	7,000	Review receipts so far			7,000		
		\$ 6,900	\$ 7,317	\$ 6,000	\$ 6,929	\$ 7,000	\$ 7,000				\$ 7,000		
Fines													
Citation Fines/Court Fees	Citation Fines/Court Fees	70,000	46,821	70,000	35,278	47,038	45,000				45,000		
Citation Fines/Court Fees - STEP	Citation Fines/Court Fees - STEP	-	20,085	20,000	20,602	27,469	20,000				20,000		
		\$ 70,000	\$ 66,906	\$ 90,000	\$ 55,880	\$ 74,507	\$ 65,000				\$ 65,000		
Interest													
Savings/Interest	Savings/Interest	2,000	-	3,000	-	-	-	DNU - can remove in 2026			-		
Savings/Reserve	Interest - Savings/Reserve	-	24,652	10,000	60,398	80,531	70,000	Estimating 4.75% on \$1,500,000 ColoTrust balances			70,000		
Interest - Water Loan	Interest - Water Loan	10,000	10,000	30,000	5,000	10,000	10,000				10,000		
		\$ 12,000	\$ 34,652	\$ 43,000	\$ 65,398	\$ 90,531	\$ 80,000				\$ 80,000		
Departmental													
Library Revenue	Library Revenue	12,000	2,613	5,000	-	5,095	-	DNU - can remove in 2026			-		
Admin Revenue	Admin Revenue	-	38,081	-	252	336	5,000	Library utilities			5,000		

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

		Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	OPTION A Prop Budget FY2024	2024 Budget Explanatory Notes	OPTION B PD PROPOSED NOTES	Proposed Budget FY2024	Proposed Budget FY2024	OPTION C GF PROPOSED NOTES
Police Revenue	Police Revenue	-	7,497	4,500	5,265	7,019	10,000	Extra duty			10,000	
Fire Revenue	Fire Revenue	-	4,150	-	6,835	9,000	5,000	Inspections			5,000	
Roads Revenue	Roads Revenue	-	50	-	791	791	-				-	
Parks Revenue	Parks Revenue	7,000	44,249	40,000	36,500	48,667	45,000	45k for Kiosk; pickleball courts rev?			45,000	
		\$ 19,000	\$ 96,640	\$ 49,500	\$ 49,643	\$ 70,908	\$ 65,000				\$ 65,000	
Grants and Donations												
Admin Grants	Admin Grants	-	-	-	-	-	25,000	DOLA land use update			25,000	
Colo State Hist Society T	Colo State Hist Society Town Hall ADA I	-	-	42,000	-	-	-	DNU - can remove in 2026			-	
PD Grants	PD Grants	-	81,861	5,000	12,331	10,150	18,900	5500 SRT; 2400 for Crimewatch; 4k POST; 7k HVE; ADD BHCON 142k (Yr1of2)			18,900	
Fire Grants	Fire Grants	-	17,263	-	48,721	48,721	25,000	Leary. Checking on others (pub safety facility?)			25,000	
Roads Grants	Roads Grants	-	-	-	-	-	354,311	Spruce design 204k; MMOF sidewalk design 150k			354,311	
CDOT PL Elementary Ro	CDOT PL Elementary Road Improvement	-	-	145,682	16,061	16,061	846,168	PLES remaining design funds (?) plus construction (846k)			846,168	
CDOT Bridge Rehab	CDOT Overlay Maint.	-	-	200,000	200,000	200,000	-				-	
Parks Grants	Parks Grants	-	6,292	2,500	2,340	3,120	-	Check on Parks grants			-	
Donations	Donations	-	4,327	-	520	693	-	DNU - remove in 2026			-	
Admin Donations	Admin Donations	-	-	-	-	-	-				-	
PD Donations	PD Donations	-	-	-	-	-	-				-	
Fire Donations	Fire Donations	-	500	-	-	-	-	500 donated in 2022 for FD windows			-	
Roads Donations	Roads Donations	-	-	-	-	-	-				-	
Parks Donations	Parks Donations	-	-	-	-	-	-				-	
		\$ -	\$ 110,243	\$ 395,182	\$ 279,973	\$ 278,745	\$ 1,269,379				\$ 1,269,379	
Miscellaneous												
FPPA Matching Funds (DOLA VFP)	FPPA Matching Funds (DOLA VFP)	8,100	-	17,100	-	-	-	DNU - remove in 2026. DOLA pays 90% match to FPPA directly			-	
Land/Building Rent	Land/Building Rent	10,000	24,003	20,000	29,461	29,971	30,000	12k for library; track; ER (50/mo); venue reserv			30,000	
Fire Deployment	Fire Deployment	-	20,860	80,000	17,469	23,291	20,000	Vehicle deployment 14-20k (2 wks)			20,000	
Land/Equipment Sales	Land/Equipment Sales	-	-	-	19,000	19,000	-				-	
Miscellaneous Income	Miscellaneous Income	100	18,585	100	9,374	12,499	-				-	
Insurance Income	Insurance Income	160,000	107,389	-	2,364	2,364	-				-	
Fund Reserve-ColoTrust	Fund Reserve-ColoTrust	400,000	-	-	-	-	-	DNU - remove in 2025 (Fund balance shown above Rev)			-	
		\$ 578,200	\$ 170,837	\$ 117,200	\$ 77,668	\$ 87,125	\$ 50,000				\$ 50,000	
Total Revenue		\$ 2,968,341	\$ 3,139,759	\$ 4,626,694	\$ 2,754,335	\$ 3,256,752	\$ 4,622,404				\$ 4,622,404	
GENERAL FUND EXPENDITURES												
Administration												
Salaries and Benefits												
Salaries / Wages Regul	Salaries/Wages, Full Time	\$ 77,513	\$ 103,341	\$ 163,930	\$ 47,543	\$ 63,390	\$ 93,852	2 FT; staff wage 3% increase			\$ 139,679	2 FT plus 1 FT (Dep Clk)
Salaries / Wages Temp	Salaries/Wages, Part Time	70,501	68,377	56,709	68,606	91,474	41,558	3 PT			42,338	3 PT
Sick Leave	Salaries/Wages, PT Sick	2,350	1,347	1,890	1,514	2,018	1,385	review PT as included in PT wages			1,411	
Overtime, Civilian Uns	Overtime	518	41	-	-	-	332				446	
Social Security Employ	Social Security ER	9,209	10,472	13,797	7,079	9,439	8,502				11,400	
Medicare Employer	Medicare ER	2,154	2,449	3,227	1,656	2,207	1,988				2,666	
FUTA Employer	FUTA	176	195	239	164	218	139				168	
Workers Compensator	Workers Comp Ins	5,533	6,916	8,683	4,082	4,989	5,239	waiting on renewal quote. added 5%			7,042	
Employee Retirement	Retirement ER Match	11,267	10,166	6,557	4,578	6,104	4,003	.25% match increase to 4.25% (5% max)			5,955	
Employee Benefits	Health Ins ER- pd	-	23,099	19,374	15,945	21,259	13,280	health ins avg inc 17%. Town will adjust ER-pd portion to assist.			19,090	
Life Insurance Premium	Life Ins ER- pd	148	749	590	494	659	336				483	
		\$ 179,369	\$ 227,152	\$ 274,996	\$ 151,659	\$ 201,758	\$ 170,613				\$ 230,679	
Professional Services												
Professional Services-	Professional Svcs-Accounting	\$ 49,600	\$ 79,362	\$ 22,275	\$ 60,512	\$ 80,682	\$ 74,000	6k for Paycom + Acctg estimate			74,000	
Professional Services-	Professional Svcs-IT	60,000	48,666	63,200	21,848	29,131	33,000	15k for CKT, 18k for CivicPlus+BlueBeam, REMOVED			33,000	
Professional Services-	Professional Svcs-Legal/OJW	47,000	51,559	60,000	12,107	16,142	60,000	CivicRec 10k (50% disc offered on install, 4725 subseq yrs)			60,000	

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

		Final Budget	Actual	Final Budget	Actual as of	YTD Estimate	OPTION A		OPTION B	Proposed Budget	Proposed Budget	OPTION C	
		FY2022	FY2022	FY2023	9.30.2023	FY2023	Prop Budget	FY2024	PD PROPOSED NOTES	FY2024	FY2024	GF PROPOSED NOTES	
		2024 Budget Explanatory Notes											
Professional Services-	Professional Svcs-Other	159,185	167,264	160,000	59,342	79,123	210,000		Engineering (5% incr), Planning (LU update 50k), Compensation Analysis (10k)		210,000		
Professional Services-	Professional Svcs - Other - Ped Bridge	-	21,763	-	-	-	-	-	DNU - remove in 2026		-		
Professional Services-	Professional Svcs	-	96,057	-	-	-	-	-	DNU - remove in 2026		-		
Professional Svcs- Oth	Professional Svcs- Other - Elephant Rock	-	2,671	-	-	-	-	-	DNU - remove in 2026		-		
		\$ 315,785	\$ 467,342	\$ 305,475	\$ 153,809	\$ 205,078	\$ 377,000				\$ 377,000		
Administrative/Operations													
Employee Clothing	Employee Clothing	\$ 800	\$ -	\$ 800	\$ -	\$ -	\$ 500				500		
Employee, BOT & PC	Employee/BOT/PC Training	4,000	1,651	6,900	685	913	5,000		CE - CMCA Institute, HR, ICMA		5,000		
Employee, BOT & PC	Employee/BOT/PC Travel	2,000	-	6,000	28	37	3,000				3,000		
Employee, BOT & PC	Employee/BOT/PC Per Diem	2,000	1,338	5,000	1,240	1,653	2,000				2,000		
State OJW Surcharge	State OJW Surcharge	450	-	-	-	-	-	-	DNU - Remove in 2025		-		
Advertising	Advertising	2,000	162	2,000	1,175	1,567	2,000				2,000		
Bank Fees and Service	Bank Fees/Services	600	123	700	99	132	200				200		
Communication	Communications	16,000	23,954	28,000	21,647	28,862	1,800		1k for ATT, 800 for internet		1,800		
County Treasurer Fees	County Treasurer Fees	10,000	9,659	18,000	9,424	12,565	13,000		1% of tax distributed		13,000		
Election Expense	Election Expense	15,000	2,364	15,000	-	-	12,000				12,000		
Insurance	Insurance	70,400	86,931	106,000	84,227	112,303	100,100		P&C (70% of 143k) - increased cost to group		100,100		
Legal Notices / Record	Legal Notices/Recordings	5,000	2,072	5,000	2,279	3,038	5,000				5,000		
Memberships / Registr	Memberships/Registrations	9,100	15,871	12,000	11,868	12,000	13,000		added APA for PC		13,000		
Postage	Postage	2,000	562	1,000	1,115	1,486	1,100				1,100		
Economic Developmen	Economic Development	3,187	1,420	13,000	1,255	1,673	5,000				5,000		
General Supplies	General Supplies	20,000	30,234	20,000	8,117	10,823	14,036		admin, town hall camera, ER		14,036		
General Supplies- Elep	General Supplies- Elephant Rock	-	34	-	201	268	-	-	DNU - reclass security lights to 5201-000		-		
	Medical Equip/Supplies	-	266	-	-	-	-	-	DNU - can remove in 2026		-		
General Services	General Services	37,451	23,552	47,807	19,210	25,613	20,000		2100 Orkin (Admin, Town Hall, ER, Lib), Landscape, Cleaning, HVAC, tree svc		20,000		
	General Service- 001	-	11,429	-	-	-	-	-	DNU - can remove in 2026		-		
General Services Town	General Services- 005	-	2,005	-	-	-	-	-	DNU - can remove in 2026		-		
General Services Elepl	General Service- Elephant Rock	-	1,006	-	473	631	1,000		(roll up)		1,000		
Utilities - Electric - All	Utilities	31,500	13,064	14,500	8,327	11,103	20,000		all utilities admin, town hall, library, ER		20,000		
Utilities - Electric - Ele	Utilities- Elephant Rock	-	3,394	-	2,478	3,305	-	-	Utility should be paid by Tenants--pass through		-		
Utilities - Natural Gas	Utilities- Electric	-	5,801	6,600	5,148	6,864	-	-	DNU - can remove in 2026		-		
Utilities - Natural Gas	Utilities- Electric Elephant Rock	-	696	-	3,148	4,197	-	-	DNU - can remove in 2026		-		
Utilities - Water - All	Utilities- Water	-	9,813	7,400	5,824	7,765	-	-	DNU - can remove in 2026		-		
Utilities - Water - Elepl	Utilities Water- Elephant Rock	-	1,542	-	1,013	1,351	-	-	DNU - can remove in 2026		-		
Utilities - Sanitation - A	Utilities- Sanitation	-	1,980	3,100	2,025	2,700	-	-	DNU - can remove in 2026		-		
Utilities - Sanitation - E	Utilities- Sanitation Elephant Rock	-	450	-	360	480	-	-	DNU - can remove in 2026		-		
Building Maintenance	Building Maintenance	5,000	2,343	6,050	-	-	5,000				5,000		
Equipment Maintenance	Equipment Maintenance	1,000	-	1,000	-	-	-	-	DNU - can remove in 2026		-		
Building Maintenance-	Building Maintenance- Elephant Rock	-	1,416	-	-	-	-	-	DNU - can remove in 2025		-		
Misc. Expenses	Miscellaneous Expense	-	804	-	776	1,034	-	-			-		
Fuel	Fuel	500	99	500	124	165	300				300		
		\$ 237,988	\$ 256,035	\$ 326,357	\$ 192,266	\$ 252,530	\$ 224,036				\$ 224,036		
Capital Outlays													
Colo State Hist Society	Colo State Hist Society Town Hall AD	-	-	42,000	-	-	-	-	DNU - can remove in 2026		-		
Capital Improvement B	Capital Improvement	17,344	38,675	220,000	59,529	79,372	-	-	REMOVED Flooring		-		
Capital Improvement B	Capital Improvement- Town Hall	-	151,046	32,960	-	-	-	10,000	REMOVED entrance door 60k, kitchen upgrade 25k		10,000		
Capital Improvement -C	Capital Improvement- Ped Bridge	347,898	5,190	-	-	-	-	-	DNU - can remove in 2025		-		
Capital Equipment	Capital Equipment	2,500	-	6,000	-	-	1,200		1200 PC; REMOVED \$1500 LT, 5k TH AV upgrade		1,200		
		\$ 367,742	\$ 194,911	\$ 300,960	\$ 59,529	\$ 79,372	\$ 11,200				\$ 11,200		
Total Administration Expenditures		\$ 1,100,885	\$ 1,145,440	\$ 1,207,788	\$ 557,263	\$ 738,739	\$ 782,849				\$ 842,915		
Police Department													
Salaries and Benefits													

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

		Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	OPTION A Prop Budget FY2024	2024 Budget Explanatory Notes	OPTION B PD PROPOSED NOTES	Proposed Budget FY2024	Proposed Budget FY2024	OPTION C GF PROPOSED NOTES
Salaries / Wages Regul	Salaries/Wages, Full Time	247,260	\$ 263,790	\$ 426,105	\$ 267,883	\$ 357,177	\$ 397,088	6 FT; 3% wage increase	6 FT; 6% wage inc	\$ 406,954	356,748	5 FT w/wage adjustment
Salaries / Wages Temp	Salaries/Wages, Part Time	216,597	161,611	159,455	82,010	109,347	162,897	5 PT; 3% wage increase	5 PT; 6% wage inc	167,642	-	
Salaries / Wages PT Si	Salaries/Wages, PT Sick	7,274	3,803	5,315	674	899	5,430			5,588	-	
Salaries / Wages STEP	Salaries/Wages, STEP	-	5,590	5,000	10,170	13,560	10,000	expense covered by STEP Revenue (2024 ext 20k)		10,000	10,000	
Salaries / Wages Extra	Salaries/Wages, Extra Duty	-	4,359	5,000	7,285	9,713	8,000	expense covered by EXT Revenue (2024 ext 10k)		8,000	8,000	
Overtime, Sworn Sched	Overtime, Sworn Sched	1,623	149	-	-	-	-	DNU - can remove in 2025		-	-	
Overtime, Sworn Unsch	Overtime	-	-	2,049	413	550	1,960			2,011	1,249	
Social Security Employ	Social Security ER	14,732	11,938	11,570	6,827	9,102	12,046			12,291	1,565	
Medicare Employer	Medicare ER	6,749	6,296	8,597	5,286	7,049	8,227			8,442	5,191	
FUTA Employer	FUTA	470	524	512	472	629	470			470	260	
Workers Compensation	Worker Comp Ins	27,371	25,488	34,876	20,193	24,680	25,914			26,591	16,509	
Employee Retirement	Retirement ER Match	38,466	5,261	17,044	4,882	6,510	16,876			17,296	15,162	
FPPA Employer	FPPA	20,507	21,847	38,599	23,419	31,226	37,309	increase .5% to 10% (max 12% in 2028)		38,395	33,275	
FPPA Death + Disabili	FPPA D&D	7,292	7,768	13,814	8,382	11,175	13,431	increase .2% to 3.6%		13,822	11,979	
Employee Benefits	Health Insurance	-	4,812	51,664	10,060	13,413	34,860			34,860	34,860	
Life Insurance Premium	Life Ins ER- pd	518	931	1,572	950	1,267	1,302			1,302	1,092	
		\$ 588,861	\$ 524,167	\$ 781,175	\$ 448,905	\$ 596,297	\$ 735,810		Sal/Bene Subtotal	\$ 753,664	\$ 495,890	
Professional Services												
Professional Services-	Professional Svcs-IT	-	-	-	5,093	5,093	16,200	11,100 for CKT, 5100 for EFORCE		16,200	16,200	
		\$ -	\$ -	\$ -	\$ 5,093	\$ 5,093	\$ 16,200		Prof Svcs Subtotal	16,200	\$ 16,200	
Administrative/Operations												
Employee Clothing / U	Employee Clothing	\$ 2,000	\$ 3,644	\$ 7,077	\$ 2,569	\$ 3,425	7,000		Reduced, no stipend	\$ 2,000	3,500	
Employee Training	Employee Training	3,300	2,877	5,300	1,075	1,434	4,000		Reduced, in-house/local training	1,500	3,000	
Employee Travel	Employee Travel	1,600	972	4,160	179	239	2,000		Reduced, in-house/local training	700	1,000	
Employee Per Diem	Employee Per Diem	1,800	-	2,560	162	216	2,000		Reduced, in-house/local training	500	1,000	
Subject Testing	Subject Testing	500	178	1,000	-	-	1,000			1,000	1,000	
Communication/Radios	Communications	5,200	6,402	8,400	-	-	18,425	12k for ATT, 800 for internet, 5625 PPRCN		18,425	18,425	
Membership/Registrati	Memberships/Registrations	4,440	442	3,940	12,136	16,182	13,000	Visual Labs 12k, FBI-LEEDA, IACP, Investigation		13,000	13,000	
Postage	Postage	120	327	-	-	-	-	DNU - remove in 2025		-	-	
General Supplies	General Supplies	1,500	4,743	12,292	3,077	4,103	6,000			2,000	10,000	Add firearms
General Services	General Services	910	2,292	6,500	1,593	2,124	4,000	Orkin, Cleaning, Water	Reduced Orkin to Qtrly; Removed cleaning and water service	1,000	3,000	
Utilities	Utilities	-	-	-	-	-	3,800	all utilities - PD		3,800	3,800	
Utilities - Sanitation	Utilities- Sanitation	-	135	-	-	-	-	DNU - remove in 2025		-	-	
Building Maintenance	Building Maintenance	5,000	386	8,600	-	-	1,000	Moved 7k to capital (flooring)		500	1,000	
Equipment Maintenance	Equipment Maintenance	500	-	2,280	-	-	2,000		Removed speed trailer	-	-	
Repair / Maintenance S	Repair & Maintenance	1,000	-	-	-	-	-	DNU - remove in 2025		-	-	
Misc Expenses	Miscellaneous Expense	-	-	-	-	-	-			-	-	
STEP Expenditures	STEP Expenditures	-	24	-	2,613	2,613	-	DNU - Code STEP expenses to appropriate expense line		-	-	
Vehicle Repair / Maint	Vehicle Repair & Maintenance	8,000	3,017	6,863	3,435	4,580	5,000	Vehicle tires, routine		5,000	5,000	
Fuel	Fuel	14,500	17,732	28,000	12,378	16,504	19,000	5% increase		19,000	18,000	
Vehicle Loan- Principa	Vehicle Loan - Principal	6,200	40,614	-	-	-	-	DNU - remove in 2025		-	-	
Vehicle Loan- Interest	Vehicle Loan - Interest	1,900	1,888	-	-	-	-	DNU - remove in 2025		-	-	
Grant Expenses	Police Donations/ Grant Expense	-	40,091	5,000	7,271	9,695	-	DNU - remove in 2026 - Code grant expenses to appropriate expense line		-	-	
		\$ 58,470	\$ 125,764	\$ 101,972	\$ 46,489	\$ 61,115	\$ 88,225		Admin/Op Subtotal	\$ 68,425	\$ 81,725	
Capital Outlays												
Capital Improvement B	Capital Improvement	-	-	-	-	6,000	7,000	Flooring~7k	hard surface flooring	7,000	7,000	
Capital Equipment	Capital Equipment	2,000	-	25,428	-	-	-	REMOVED vehicle replacement (2013 Ford) 70k		-	0	
		\$ 2,000	\$ -	\$ 25,428	\$ -	\$ 6,000	\$ 7,000		Cap Subtotal	7,000	\$ 7,000	
Total Police Department Expenditures		\$ 649,331	\$ 649,931	\$ 908,574	\$ 500,487	\$ 668,505	\$ 847,235		Tot PD Exp	\$ 845,289	\$ 600,815	
Fire Department												
Salaries and Benefits												
Salaries / Wages Regul	Salaries/Wages, Full Time	268,047	\$ 277,442	\$ 468,605	\$ 218,253	\$ 291,004	\$ 382,241	5 FT; 3% increase			\$ 384,617	5 FT

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

		Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	OPTION A Prop Budget FY2024	2024 Budget Explanatory Notes	OPTION B PD PROPOSED NOTES	Proposed Budget FY2024	Proposed Budget FY2024	OPTION C GF PROPOSED NOTES
Salaries / Wages Temp	Salaries/Wages, Part Time	60,408	62,007	100,930	43,801	58,401	98,520	6 PT			98,520	6 PT
	Fire Deployment	-	1,968	-	-	-	-	DNU (duplicate) - remove in 2025			-	
Salaries / Wages PT Sick	Salaries/Wages, PT Sick	2,014	-	3,364	-	-	3,284				3,284	
Salaries / Wages Fire L	Salaries/ Wages- Fire Deployment	-	14,539	-	-	-	-	DNU - remove in 2025			-	
Overtime, Sworn Sched	Overtime	23,645	21,757	44,805	23,303	31,071	33,368				33,692	
Fire Deployment	Fire Deployment	-	-	50,000	13,976	18,635	50,000	Update after completing deployment processing.			50,000	
Social Security Employ	Social Security ER	4,948	5,042	7,694	4,648	6,197	7,800				7,800	
Medicare Employer	Medicare ER	5,105	5,238	8,957	4,161	5,549	7,502				7,542	
FUTA Employer	FUTA	512	452	638	369	491	470				470	
Workers Compensation	Workers Comp Ins	26,023	24,238	45,203	19,199	23,465	24,638				24,760	
Employee Retirement	Retirement ER Match	40,133	4,746	20,536	2,997	3,996	17,663				17,778	
FPPA Employer	FPPA ER	24,506	24,455	46,893	19,665	26,221	39,161	increase .5% to 10% (max 12% in 2028)			39,431	
FPPA Death + Disabili	FPPA D&D	8,713	12,503	16,783	7,038	9,384	14,098	increase .2% to 3.6%			14,195	
FPPA Death + Disabili	FPPA Volunteer Pension Fund	-	-	-	-	3,808	2,519	new account code for 2023/2024			2,519	
Employee Benefits	Health Ins ER- pd	-	8,673	51,664	9,055	12,074	34,860				34,860	
Life Insurance Premium	Life Ins ER- pd	518	760	1,572	627	836	1,092				1,092	
		\$ 464,572	\$ 463,820	\$ 867,644	\$ 367,094	\$ 491,133	\$ 717,217				\$ 720,560	
Professional Services												
Professional Services-	Professional Svcs-IT	-	-	-	3,378	4,504	10,000	\$5,400 for CKT, \$4k+ for ESO			10,000	
		\$ -	\$ -	\$ -	\$ 3,378	\$ 4,504	\$ 10,000				\$ 10,000	
Administrative/Operations												
Employee Clothing / U	Employee Clothing	\$ 6,000	\$ 3,784	\$ 6,703	\$ 2,344	\$ 3,126	\$ 5,000				5,000	
Employee Training	Employee Training	4,850	914	17,473	4,971	6,628	10,000				10,000	
Employee Travel	Employee Travel	-	204	4,000	198	264	2,000				2,000	
Employee Per Diem	Employee Per Diem	-	1,176	3,500	230	307	2,000				2,000	
Communication/Radios	Communications	7,800	7,153	17,000	2,334	3,112	17,200	ATT 7k, internet 800, PPRCN 3k, County Dispatch3k, City Radio 3k, Active 911 400			17,200	
Memberships / Registr	Memberships/Registrations	1,000	4,449	980	2,579	3,439	400	Fire Chief, IFC, State/Co			400	
Postage	Postage	100	-	-	-	-	-	DNU - remove in 2025			-	
General Supplies	General Supplies	12,800	859	17,500	15,323	20,430	15,000				15,000	
Medical Equip/Supplie	Medical Equip/Supplies	3,000	4,178	5,000	628	837	2,500				2,500	
General Services	General Services	8,000	12,265	31,764	6,053	8,071	16,000	Monument IGA 9k, Haz 450, Physicals 6k			16,000	
Utilities	Utilities	-	-	-	-	-	4,500	all utilities - FD			4,500	
Utilities- Electric	Utilities- Electric	-	90	-	-	-	-	DNU - remove in 2025			-	
Building Maintenance	Building Maintenance	5,000	2,641	-	-	-	3,000				3,000	
Equipment Maintenan	Equipment Maintenance	1,000	817	7,000	1,372	1,830	5,000				5,000	
Repair / Maintenance S	Repair & Maintenance - Building	2,000	6,748	4,500	-	-	-	DNU - remove in 2026 - code to bldg or equip maint			-	
	Fire Deployment Expenses	-	-	-	1,595	2,127	10,000	New code for 2023/2024 for reimbursements. Update after finishing deployment processing.			10,000	
Vehicle License / Fees	Vehicle Licenses/Fees	-	-	2,000	-	-	-	DNU - remove in 2026			-	
Vehicle Repair / Maint	Vehicle Repair & Maintenance	14,500	23,308	20,000	12,467	16,622	20,000	2023 = engine repair + pump 4k			20,000	
Fuel	Fuel	7,000	10,083	15,000	7,131	9,508	10,000				10,000	
Fuel	Fire Deployment Expenses	-	-	-	-	-	-	if in GP, delete			-	
Grant Expenses	Grant Expenses	-	105,902	-	-	-	-	DNU - remove in 2027 - Code grant expenses to appropriate expense line			-	
El Pomar Grant	El Pomar Grant	-	10,788	-	-	-	-	DNU - remove in 2026			-	
		\$ 73,050	\$ 195,359	\$ 152,420	\$ 57,225	\$ 76,300	\$ 122,600				\$ 122,600	
Capital Outlays												
Capital Improvement B	Capital Improvements	\$ -	-	-	-	-	-	see unfunded requests			-	
Capital Equipment	Capital Equipment	-	46,223	137,000	-	-	-	REMOVED replace 2003 chevy 65k			-	
		\$ -	\$ 46,223	\$ 137,000	\$ -	\$ -	\$ -				\$ -	
Total Fire Department Expenditures		\$ 537,622	\$ 705,402	\$ 1,157,064	\$ 427,696	\$ 571,936	\$ 849,817	Confirmed w Fire MillLevy			\$ 853,160	
Public Works Department - Roads												
Salaries and Benefits												

TOWN OF PALMER LAKE

GENERAL FUND

2024 Budget DRAFT

Item 21.

		Final Budget	Actual	Final Budget	Actual as of	YTD Estimate	OPTION A		OPTION B	Proposed Budget	Proposed Budget	OPTION C
		FY2022	FY2022	FY2023	9.30.2023	FY2023	FY2024	2024 Budget Explanatory Notes	PD PROPOSED NOTES	FY2024	FY2024	GF PROPOSED NOTES
Salaries / Wages Regul	Salaries/Wages, Full Time	\$ 136,846	\$ 140,646	\$ 179,954	\$ 107,290	\$ 143,054	\$ 158,160	2 FT; 3% increase			\$ 207,560	2 FT plus 1 FT (Eq Op)
Salaries/Wages, Part T	Salaries/Wages, Part Time	-	-	58,826	33,456	44,608	78,394	4 PT			78,394	4 PT-seas
Salaries/Wages, PT Sic	Salaries/Wages, PT Sick	-	-	1,961	171	229	2,613				2,613	
Overtime, Civilian Uns	Overtime	479	1,074	836	443	591	828				1,001	
Social Security Employ	Social Security ER	8,514	8,679	14,978	8,627	11,503	14,880				17,987	
Medicare Employer	Medicare ER	1,991	2,030	3,503	2,018	2,690	3,480				4,199	
FUTA Employer	FUTA	92	92	260	234	312	260				302	
Workers Compensation	Workers Comp Ins	18,366	17,088	23,977	14,505	17,728	18,615				18,615	
Employee Retirement	Retirement ER Match	20,442	2,659	7,232	2,644	3,525	6,757				8,864	
Employee Benefits	Health Insurance ER	-	(874)	22,962	(443)	(590)	18,260				26,560	
Life Ins ER - pd	Life Ins ER - pd	271	437	699	342	456	462				672	
		\$ 187,002	\$ 171,831	\$ 315,186	\$ 169,288	\$ 224,105	\$ 302,709				\$ 366,767	
Professional Services												
Professional Services-	Professional Svcs-IT	-	-	-	-	-	1,300	1,300 for CKT			1,300	
Professional Services -	Professional Services - MS4	-	-	-	-	-	10,000	Stormwater Consultant			10,000	
Professional Services-	Professional Svcs Other	10,000	13,614	10,000	2,585	3,446	29,000	Engineering, storm water enterprise rate study			29,000	
Professional Services-	Professional Svcs-Other-M4	10,000	1,906	10,000	-	-	-	DNU - remove in 2027			-	
Professional Services-	Professional Svcs-Other-Engineering	-	-	10,000	4,588	6,117	-	DNU - remove in 2027			-	
		\$ 20,000	\$ 15,520	\$ 30,000	\$ 7,172	\$ 9,563	\$ 40,300				\$ 40,300	
Administrative/Operations												
Employee Clothing / U	Employee Clothing	\$ 500	\$ 474	\$ 750	\$ 517	\$ 689	\$ 700				700	
Employee Training	Employee Training	250	-	811	-	-	500				500	
Employee Travel	Employee Travel	250	-	250	-	-	200				200	
Employee Per Diem	Employee Per Diem	-	-	200	-	-	200				200	
Communication	Communications	-	-	-	-	-	2,000	\$2k for ATT			2,000	
Memberships / Registr	Memberships/Registrations	750	120	750	519	691	700				700	
Membership/ Registrat	Membership/ Registrations -001	-	515	-	-	-	-	DNU - remove in 2025			-	
General Supplies	General Supplies	4,000	1,137	4,000	2,341	3,121	4,000				4,000	
Sign Parts / Supplies	Signs Parts/Supplies	2,000	2,024	5,000	2,056	2,741	3,500				3,500	
General Services	General Services	20,000	17,049	35,900	33,088	44,117	50,000	(No Orkin), trucking, tree svc, dumpster, porta, rental, noxious weeds, survey shop to fence 20k			50,000	
Utilities	Utilities	-	1,018	-	1,119	1,492	3,500	all utilities - shop			3,500	
Street Lights	Street Lights- Road	13,000	12,025	13,200	7,550	10,066	13,000	CORE			13,000	
Building Maintenance	Building Maintenance	1,000	198	6,000	449	599	5,000	gutters			5,000	
Equipment Maintenance	Equipment Maintenance	-	48	-	246	327	1,000				1,000	
Road / Street Material	Road/Street Material	25,000	22,569	35,000	19,435	25,914	30,000				30,000	
Dust Control	Dust Control	15,500	16,823	18,000	13,807	18,409	18,000				18,000	
Culverts	Culverts	4,221	2,882	5,000	2,162	2,882	5,000				5,000	
Vehicle Repair / Maint	Vehicle Repair & Maintenance	4,000	2,323	4,000	4,651	6,202	5,000				5,000	
Heavy Equipment Rep	Repair - Heavy Equipment	20,000	23,944	20,000	10,263	13,684	20,000				20,000	
Fuel	Fuel	15,000	14,112	18,000	10,823	14,431	17,500				17,500	
Vehicle Loan- Principa	Vehicle Loan - Principal	6,000	38,700	-	-	-	-	DNU - remove in 2025			-	
Vehicle Loan- Interest	Vehicle Loan - Interest	1,600	1,784	-	-	-	-	DNU - remove in 2025			-	
		\$ 133,071	\$ 157,745	\$ 166,861	\$ 109,025	\$ 145,367	\$ 179,800				\$ 179,800	
Capital Outlays												
	Capital Improvements - Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	fence w/ gate (split w/water)			12,000	
Capital Improvement R	Capital Improvements - Roads	215,000	90,482	463,014	159,791	213,055	160,447	Possible road improvements--Circle			160,447	
Capital Improvement -	Capital Improvement - Drainage	30,000	7,965	90,000	-	-	90,000	Aurelia, High St study, others			90,000	
CDOT Overlay Maint.	CDOT Overlay Maint.	-	-	200,000	244,842	326,456	-	DNU - remove in 2026			-	
CDOT Overlay Maint.	CDOT Overlay Maint.	-	16,576	-	-	-	-	DNU - remove in 2025			-	
CDOT PL Elementary	CDOT PL Elementary Road Improvement	-	20	145,682	61,900	82,533	1,031,000	Remaining design work (?), construction (1,023,000) + 8k temp easement work			1,031,000	
CDOT PL Elementary	CDOT PL Elementary Road Improvement	-	2,693	-	-	-	-	DNU - remove in 2025			-	

TOWN OF PALMER LAKE

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		Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	OPTION A Prop Budget FY2024	2024 Budget Explanatory Notes	OPTION B PD PROPOSED NOTES	Proposed Budget FY2024	Proposed Budget FY2024	OPTION C GF PROPOSED NOTES
CDOT Spruce Mtn Road	CDOT Spruce Mtn Road Improvement	-	-	-	-	-	247,000	design only (TIP)			247,000	
Capital Improvement Road	Capital Imp - Sidewalk Design	-	-	-	-	-	150,000	MMOF			150,000	
Capital Improvement Road	Capital Imp - Forest Vw/County Line	-	-	-	-	-	-				-	
Capital Equipment	Capital Equipment	10,000	-	37,000	5,700	7,600	-	REMOVED PW vehicle (20k)			-	
		\$ 255,000	\$ 117,736	\$ 935,696	\$ 472,234	\$ 629,645	\$ 1,690,447				\$ 1,690,447	
Total Public Works Dept - Roads Expenditures		\$ 595,073	\$ 462,832	\$ 1,447,743	\$ 757,719	\$ 1,008,680	\$ 2,213,256				\$ 2,277,314	
Public Works Department - Parks Expenditures												
Salaries and Benefits												
Salaries / Wages Regular	Salaries/ Wages, Full-time	\$ 37,440	\$ -	\$ -	\$ -	\$ -	\$ -	DNU - remove in 2025			\$ -	
Salaries / Wages Temp	Salaries/Wages, Full Time	10,875	18,046	-	-	-	-	DNU - remove in 2025			-	
Salaries / Wages PT Sick	Salaries/ Wages, PT Sick	363	-	-	-	-	-	DNU - remove in 2025			-	
FICA Employer	Social Security	2,996	1,121	-	-	-	-	DNU - remove in 2025			-	
Medicare Employer	Medicare ER	701	262	-	-	-	-	DNU - remove in 2025			-	
FUTA Employer	FUTA	84	69	-	-	-	-	DNU - remove in 2025			-	
Workers Compensation	Workers Comp Ins	1,295	1,099	-	-	-	-	DNU - remove in 2025			-	
Employee Retirement/Insurance	Employee Retirement/Benefits	8,355	-	-	-	-	-	DNU - remove in 2025			-	
Life Insurance Premium	Life Insurance Premiums	123	-	-	-	-	-	DNU - remove in 2025			-	
		\$ 62,231	\$ 20,597	\$ -	\$ -	\$ -	\$ -				\$ -	
Administrative/Operations												
Employee Clothing / Uniforms	Employee Clothing	\$ 200	\$ -	\$ 200	138	\$ 184	200				200	
Employee Training	Employee Training	250	-	250	-	-	200				200	
Memberships / Registrations	Memberships/Registrations	100	20	100	-	-	100				100	
Parks Committee Expenses	Parks Committee	-	132	1,000	-	-	-	DNU - remove in 2026 - code expenses to appropriate expense line			-	
General Supplies	General Supplies	3,700	5,391	7,090	8,090	10,786	6,000				6,000	
General Services	General Services	12,000	15,505	14,800	15,366	20,488	20,000				20,000	
General Service -001	General Service -001	-	300	-	-	-	-	DNU - remove in 2025			-	
Utilities	Utilities	-	-	-	-	-	4,600	all utilities - ballfield, gazebo, centennial, parks			4,600	
Equipment Maintenance	Equipment Maintenance	5,600	1,026	1,000	124	165	1,000		1		1,000	
Repair / Maintenance Supplies	Repair & Maintenance Supplies	250	479	-	-	-	-	DNU - remove in 2025			-	
Vehicle Repair / Maintenance	Vehicle Repair	300	-	1,000	414	552	1,000				1,000	
Fuel	Fuel/Lubricants	800	1,066	1,600	-	-	1,600	Keep separate from roads? YES, split fuel bills 80% Roads and 20% Parks.			1,600	
Parks Committee (donations)	Parks Committee (donations)	-	-	2,500	-	-	-	DNU - remove in 2026			-	
	Parking Kiosk Expenses	-	-	-	2,660	3,547	3,500	New code for 2023/2024.	Start coding monthly pay card merchant fees in 5400		3,500	
Parks Grants	Parks Grants	-	315	-	-	-	-	DNU - remove in 2027 - Code grant expenses to appropriate expense line			-	
		\$ 23,200	\$ 24,234	\$ 29,540	\$ 26,792	\$ 35,722	\$ 38,200				\$ 38,200	
Capital Outlays												
Capital Equipment	Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Check plans w Parks				
Capital Equipment	Capital Equipment	\$ -	\$ -	\$ 56,125	\$ 23,600	\$ 60,133	10,000	Playground equipment. REMOVED PW vehicle (20k)	=YTD est +26533+10k		10,000	
		\$ -	\$ -	\$ 56,125	\$ 23,600	\$ 60,133	\$ 10,000				\$ 10,000	
Total Public Works Dept - Parks Expenditures		\$ 85,431	\$ 44,831	\$ 85,665	\$ 50,392	\$ 95,855	\$ 48,200				\$ 48,200	
Total Departments Expenditures		\$ 1,867,456	\$ 1,862,996	\$ 3,599,046	\$ 1,736,294	\$ 2,344,977	\$ 3,958,509				\$ 3,779,489	
Total Admin and Dept Expenditures		\$ 2,968,341	\$ 3,008,436	\$ 4,806,833	\$ 2,293,557	\$ 3,083,715	\$ 4,741,358				\$ 4,622,404	
REVENUE OVER (UNDER) EXPENDITURES								2023 budget deficit covered by fund balance/carryover 2022 unspent revenue (134,014 earmarked Roads + 46,125 earmarked Parks) Ref amended budget by Res 25-2023.				

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	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	OPTION A Prop Budget FY2024	2024 Budget Explanatory Notes	OPTION B PD PROPOSED NOTES	Proposed Budget FY2024	Proposed Budget FY2024	OPTION C GF PROPOSED NOTES
	\$ 0	\$ 131,323	\$ (180,139)	\$ 460,778	\$ 173,036	\$ (118,954)	If directed by BOT, Savings (which are a part of Beg Fund Balance) may be used to cover planned Expenses that exceed Revenue.	PD proposal provides for +2k to the bottom line, meaning \$116k over budget		\$ (0)	
FUND BALANCE - BEGINNING OF YEAR	\$ 2,968,341	\$ 2,749,080	\$ 2,749,080	\$ 2,880,403	\$ 2,880,403	\$ 3,053,439	The 2024 beginning fund balance will update as YTD estimate ending FY2023 is updated				
FUND BALANCE - END OF YEAR*	\$ 2,968,341	\$ 2,880,403	\$ 2,568,941	\$ 3,341,181	\$ 3,053,439	TBD	End Fund Balance = Beg Fund Balance + Revenue - Expenditures				
<i>*3 month Operating Reserve as recommended by State of Colorado</i>											
<i>\$582,475 in 2022</i>							In review				

TOWN OF PALMER LAKE

Item 21.

WATER FUND 2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes	
Description in GP								
WATER FUND REVENUE							LIGHT YELLOW CELLS ARE NOT YTD EST FORMULAS	
Water Billing Revenue	\$ 985,000	\$ 952,704	\$ 940,000	\$ 722,076	\$ 962,768	\$ 1,375,000	1018 accts x mo op fee (61.13) x 12 mo + est usage (per study)	
Water Improvement Fee	57,500	54,250	55,000	42,098	56,131	74,000	10% of monthly operating fee (new)	
Water Loan Revenue	213,500	215,582	216,000	161,937	215,916	216,000	1018 accts x 17.76 debt service x 12 mo	
Water Tap Fees	200,000	81,690	100,000	8,271	11,028	72,000	# of taps reduced due to economic slowdown	
Water Meter/ Parts	6,500	1,950	3,000	1,300	1,733	2,550	Meter sales reduced due to supply chain issues -- increase meter charge to \$850 (currently 650)	
Late Fees/ Service Fees	14,457	20,074	14,000	14,612	19,483	16,000	shutoff/late fees	
Water Reserve/Savings Interest	1,500	9,113	7,000	22,658	30,211	24,000	Estimating 4.75% on \$500,000 ColoTrust balances	
Water Revenue Interest	1,500	-	7,000	-	-	-	DNU - remove in 2026 (included in Water Reserve/Savings Interest line above)	
Water Reserve Colo Trust	343,072	-	-	-	-	-	DNU - remove in 2025 (included in Water Reserve/Savings Interest line above)	
Misc. Income	-	215	200	730	973	-	includes workers comp dividend	
Water Dept. Misc. Revenue / TANK	-	-	10,000	-	-	-	DNU - remove in 2026	
CDPHE 2020 QIF	-	25,300	-	-	-	-	DNU - remove in 2025	
American Rescue Plan	-	249,789	259,238	91,113	91,113	244,610	2024 budget = \$335,723 (deferred revenue from audit) minus 2023 ARP expenses. 87,334 Oct so far + BV line	
DOLA EIAF Water System-PER Grant	-	15,000	-	-	-	-	DNU - remove in 2025	
Rural Water Apprentice Grant	-	-	-	-	-	7,500		
Total Revenue	\$ 1,823,029	\$ 1,625,667	\$ 1,611,438	\$ 1,064,795	\$ 1,389,356	\$ 2,024,160		
WATER FUND EXPENDITURES								
Water Department								
Salaries and Benefits								
Salaries/Wages, Full Time	\$ 296,627	\$ 310,179	\$ 423,291	\$ 223,458	\$ 297,944	\$ 358,768	3% staff wage increase	
Salaries/Wages, Part Time	43,988	4,674	-	16,213	21,617	10,234		
Salaries/Wages, PT Sick	1,466	(507)	-	12	16	341		
On-call pay	-	-	15,308	-	-	15,308		
Overtime	20,303	144	1,482	-	-	1,434		
Social Security ER	22,377	19,287	27,285	14,561	19,415	23,937		
Medicare ER	5,233	4,511	6,381	3,405	4,540	5,598		
FUTA	218	176	239	197	263	214		
Workers Comp Ins	22,988	19,075	29,172	16,960	20,729	21,765	waiting on renewal quote. added 5%	
Retirement ER Match	41,079	60	17,603	2,231	2,975	15,959	.25% match increase to 4.25% (5% max)	

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WATER FUND 2024 Budget DRAFT

	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes	
Health Ins ER- pd	-	(797)	40,900	3,095	4,127	39,840	assist	
Life Ins ER- pd	518	522	1,245	570	760	970		
	\$ 454,797	\$ 357,324	\$ 562,906	\$ 280,702	\$ 372,385	\$ 494,370		
Professional Services								
Professional Svcs- Acctg	\$ 9,500	\$ 25,428	\$ 45,225	\$ 27,126	\$ 36,168	\$ 35,000	paycom and accounting services	
Professional Svcs IT/ Water Billing	58,000	56,637	78,000	40,819	54,425	62,000	4100 for CKT, \$ for Timberline, 2400 for Sensus (reclass laptop)	
Professional Svcs- Legal	20,000	13,529	20,000	5,002	6,669	10,000		
Professional Svcs- Other	40,000	23,401	40,000	16,834	22,445	40,000		
	\$ 127,500	\$ 118,995	\$ 183,225	\$ 89,781	\$ 119,708	\$ 147,000		
Administrative/Operations								
Employee Clothing	\$ 500	\$ 1,036	\$ 1,000	\$ 463	\$ 617	\$ 1,000		
Employee Training	5,000	1,103	4,500	-	-	3,000	CE	
Employee Travel	2,000	248	6,000	-	-	300		
Employee Per Diem	-	-	3,000	-	-	500		
Bank Fees/ Services	400	27	100	-	-	100		
Communications	4,500	2,341	3,100	1,987	2,650	5,650	3k for ATT, 2650 for (look up)	
Insurance	12,000	13,366	13,400	11,081	14,775	42,900	P&C (30% of 143k)	
Publication / Legal Notices	500	-	500	-	-	-	DNU - remove in 2026 (paid in Admin)	
Membership/ Registrations	10,000	10,262	10,000	8,151	10,868	10,000	AWWA, CRW, Regional Water (Sensus moved to IT)	
Postage	-	25	-	-	-	-	DNU - remove in 2025 (paid in Admin)	
Misc. Expenses	800	-	800	-	-	-		
General Supplies	-	6,739	-	-	-	1,000		
General Services - Water Dept	27,000	20,653	27,870	10,788	14,384	29,000	800 Orkin, 25k UNCC, Airgas, nox weeds	
Utilities - Electric	120,750	97,891	83,000	49,964	66,619	135,000	all utilities	
Utilities - Natural Gas	-	4,821	18,400	2,266	3,021	-	DNU - remove in 2026 (all utilities in 5300)	
Utilities- Water	-	10,602	12,500	15,516	20,688	-	DNU - remove in 2026	
Utilities- Sanitation	-	17,227	16,400	11,643	15,524	-	DNU - remove in 2026	
Vehicle Loan- Principal	\$ 2,976	\$ -	\$ -	\$ -	\$ -	\$ -	DNU - remove in 2025	
Vehicle Loan - Interest	945	228	-	-	-	-	DNU - remove in 2025	
General Supplies - Distribution	-	1,485	3,000	5,592	7,456	8,000		
General Supplies- Treatment	45,000	33,214	49,000	36,118	48,157	50,000		
Utilities- Sanitation	37,000	15,822	45,000	-	-	-	DNU - remove in 2026 (all utilities in 5300)	
General Svc/Maint - Treatment	65,000	24,118	22,000	44,058	58,744	40,000	Includes equipment maintenance	
Equipment Maintenance	23,000	138	19,539	-	-	-	DNU - remove in 2026.	
Repair/Maint Supplies Treatment	-	15,943	-	-	-	-	DNU - remove in 2025	
General Svc/Maint - Distribution	135,000	3,395	22,000	54,139	72,185	20,000		
Repair/ Maint Supplies Distribution	-	2,820	-	-	-	-	DNU - remove in 2025	
Water Meters/ Parts Replace	5,000	19,721	2,000	-	-	10,000	ID vendor and reclass meters here	

TOWN OF PALMER LAKE

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	Final Budget FY2022	Actual FY2022	Final Budget FY2023	Actual as of 9.30.2023	YTD Estimate Ending for FY2023	Proposed Budget FY2024	2024 Budget Explanatory Notes						
Water Meters / Repairs	5,000	-	3,000	-	-	-	DNU - remove in 2025 - (coded to Dist#5212)						
Building Maintenance	2,000	649	2,000	3,315	4,420	2,500							
Vehicle Repair/ Maint	6,000	11,286	8,000	14,048	18,731	8,000							
Fuel	10,000	8,196	10,000	6,568	8,757	9,500	5% increase						
Water Line Repair	79,030	700	-	-	-	-	DNU - remove in 2025						
Water Quality Tests	27,949	3,756	23,731	7,324	9,765	10,000							
Reservoirs / Dam Maintenance	13,000	-	13,000	7,702	10,269	13,000							
	\$ 640,350	\$ 327,812	\$ 422,840	\$ 290,723	\$ 387,631	\$ 399,450							
Capital Outlays													
Capital Improvements - Building	\$ 323,254	\$ -	\$ 262,541	\$ 44,823	\$ 121,823	\$ 10,000	Split fence survey (shop); reclass to capital - treatment						
Capital Improvement - Distribution	-	-	-	-	-	100,000	line replacement (upgrades)						
Capital Improvement - Shady Ln	-	-	-	-	-	300,000	Phases?						
Capital Improvement - Treatment	-	-	-	-	59,764	-	review treatment improvements w/ Steve						
ARP - Expenses	-	-	-	91,113	121,484	244,610	Confirm remaining funds						
Capital- CL2	63,000	-	33,984	-	-	-	DNU - remove in 2026						
Capital Equipment	26,400	-	92,000	-	-	54,000	Create 6100-000 in GP "Capital Equipment." 40K vehicle. 14k for SCADA PC.						
	\$ 412,654	\$ -	\$ 388,525	\$ 91,113	\$ 303,071	\$ 708,610							
Debt Service													
CWRPDA 2009 Principal	\$ 89,078	\$ -	\$ 89,078	\$ 45,208	\$ 92,696	\$ 101,229	updated from loan schedule						
CWRPDA 2009 Interest	15,983	15,696	15,983	7,277	12,276	13,406	updated from loan schedule						
CWRPDA 2018 Principal	48,845	-	48,845	24,790	49,580	50,829	updated from loan schedule						
CWRPDA 2018 Interest	19,323	19,160	19,323	9,295	18,590	17,340	updated from loan schedule						
General Fund Loan - Principal	-	-	-	-	-	14,375	updated from loan schedule						
General Fund Loan- Interest	10,000	10,000	10,000	5,000	10,000	10,000	updated from loan schedule						
	\$ 183,229	\$ 44,856	\$ 183,229	\$ 91,570	\$ 183,142	\$ 207,179							
Total Department Expenditures	\$ 1,818,529	\$ 848,987	\$ 1,740,725	\$ 843,889	\$ 1,365,937	\$ 1,956,609							
REVENUE OVER (UNDER) EXPENDITURES							\$ 4,500	\$ 776,680	\$ (129,287)	\$ 220,906	\$ 23,419	\$ 67,551	2023 budget deficit covered by fund balance/carryover water project from 2022. Ref amended budget by Res 25-2023.
If directed by BOT, Savings (which are a part of Beg Fund Balance) may be used to cover planned Expenses that exceed Revenue.													
FUND BALANCE - BEGINNING OF YE							\$ 770,007	\$ 656,879	\$ 958,494	\$ 958,494	\$ 958,494	\$ 981,913	The 2024 beginning fund balance will update as YTD estimate ending FY2023 is updated

TOWN OF PALMER LAKE

Item 21.

WATER FUND 2024 Budget DRAFT

	Final Budget	Actual	Final Budget	Actual as of	YTD Estimate	Proposed Budget	
	FY2022	FY2022	FY2023	9.30.2023	Ending for	FY2024	2024 Budget Explanatory Notes
					FY2023		
FUND BALANCE - END OF YEAR*	\$ 770,007	\$ 1,433,559	\$ 829,207	\$ 1,179,400	\$ 981,913	\$ 1,049,464	End Fund Balance = Beg Fund Balance + Revenue - Expenditures
<i>*3 month Operating Reserve required by CWR&PDA</i>							
<i>\$224,600 per 2022 audit</i>							