



BOARD OF TRUSTEES MEETING

Thursday, July 13, 2023

Executive Session at 5:00 PM & Regular Meeting at 6:00 PM

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

* LIVE STREAM available at Town website *

AGENDA

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

Call to Order & Roll Call

Convene to Executive Session

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) – Lease Agreement for EcoSpa (Willans); Lease Agreement for Star View Ranch; Fire IGA.

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

Roll Call

Pledge of Allegiance

Presentations

1. Recognize Volunteers for Festival on the Fourth
2. Presentation of 2022 Financial Audit, Green & Associates

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 June 22, 2023 Meeting
4. Checks over \$15,000 - Schmidt Construction Company (\$241,939.50)

Staff/Department Reports

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

8. Fire
9. Administration
10. Attorney
11. Administrator/Clerk

Business Items

12. Special Event Application - Verity Village Fundraiser (9/16)
13. Resolution 47-2023 to Renew the Law Enforcement Cooperative Agreement, PD - Child Welfare
14. Resolution 48-2023 to Authorize Filing of 2022 Financial Audit
15. Consider Direction for Water Rate Structure and Capital Improvement Plan
16. Consider Ordinance to Prohibit "RV" Use in Town
17. Set Hearing for Request to Annex a Parcel ID 7109013007 (Parco)
18. Discussion/Explanation of Request to Disconnect Parcel (Fitzgerald)
19. Consider Recommendation for Elephant Rock Master Plan by Planning Commission
20. Review Proposed 2024 Budget Schedule
21. Addendum to Water System Improvements Preliminary Engineering Report (PER)

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 announced, distributed, and addressed at the meeting. Otherwise, please step to the microphone, state your name and address for the record and address the Board on matters not on the agenda. Please note that the Board will not take action on your concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!

Board Reports**Next Meeting (July 27) and Future Items****Convene to Executive Session for unfinished discussion****Adjourn**

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



BOARD OF TRUSTEES MEETING Thursday, June 22, 2023 at 6:00 PM

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

MINUTES

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

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

Convene to Executive Session for the purpose of receiving legal advice from the Town Attorney on specific legal questions under C.R.S. 24-6-402(4)(b) - Pikes property; PD complaint; Senior Grant; and 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) – ER lease agreement. MOTION (Farr, Ball) to convene to executive session at 5:03pm. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Farr, Stern) to reconvene to open session at 5:46pm. Roll call vote – aye 6; nay 0. Motion passed.

Mayor called a short recess to open doors to the public.

Roll Call at 6:01 pm with all members present.

Pledge of Allegiance. Mayor Havenar again extended the offer to any elementary or junior high school student to join the Board and to lead the pledge. Please contact her or the Town office.

Consent Agenda. Before the motion, the Board took a public comment from Mr. Roger Mosley. He stated that we are five months into the 2023 budget, and he is concerned about the Water Dept salary projections being high. Deputy Clerk Julia Stambaugh explained that the budgets are created a year and half in advance. She stated that prior to the past two years, salaries and benefits were not established and the last two budget cycles, the Town began creating tiers and refining them within the departments for salaries and benefits. The budgeted Water Dept salaries are higher to accommodate the possible retirement of the Water Supervisor and the cost to replace him. However, if at the end of the year, those funds are not needed in salaries, they would be moved to operating, as needed. MOTION (Farr, Ball) to approve the consent agenda including 1) Minutes from May 25, 2023, Meeting and 2) May Financials. Roll call vote – aye 6; nay 0. Motion passed.

Mayor Havenar asked that Mayor Pro Tem Stern facilitate the balance of the Board meeting as his grandsons are in the audience. There were no objections, and all Trustees were in favor.

Staff/Department Reports

3. Attorney. No report
4. Administration. Deputy Clerk Stambaugh reported on behalf of Town Administrator/Clerk Collins. The 2022 financial audit is being completed and staff expects the report to be presented in July. Staff completed the CIRSA insurance audit, and a comparison of past years will be forthcoming in July. The audit has improved substantially every year. Kudos to the departments for their hard work. Also, a special thank you to Christi for her extra efforts keeping all departments on track! Review of “tax revenue” of General Fund – over \$1m to date – fairly on track compared to 2022 (May financials). Fromm Accounting has limited availability for additional financial functions; thus, we will seek an interim accounting service to assist. Staff would like to see the Great Plains accounting program properly set up in-house for a new hire. A discussion with Water Supervisor, Steve Orcutt, took place with GMS and subsequently, there will be an addendum assembled to re-prioritize some of the projects identified in the PER priorities in the study - no changes are anticipated to the study but clarification and slight reprioritizing projects, expected in July. Due to this addendum, staff will communicate the reprioritization to Chris Brandewie to incorporate in the rate analysis, also expected in July. Beginning Friday, June 30, the town office will close to the public on Fridays. Staff and the Mayor will be available by email and appointment only through the end of August. This is a trial through summer months. A draft of the 2024 budget schedule will also be forthcoming in July. Trustee Dreher asked if Fire and Police had anything to report. Chief Vanderpool had nothing to report. Chief Vincent reported the plant growth, due to the rains, would soon begin to dry out. He stated the fire danger will be high come fall. He spoke to the need for fire mitigation year-round. He is seeking a controlled slash pile for citizen drop-offs and the pile then used for fire training. His goal is to make the Town a Fire Wise community. He then explained the types of fuel in the area and the time it takes for them to burn.

Public Hearing

5. Application for Conditional Use - Mixed Use in CC Zone (Primrose-Columbine). The property owner Curtis Claar is requesting to use the property at Primrose/Columbine as mixed use of commercial and residential, and to set up a charging stations for electric vehicles in the parking lot. He decided it would be more beneficial to the community to approach the plan as a CC zoned concept. He wants to be flexible with the concept. He received valuable feedback from the Planning Commission and the public, which will help develop the plan for what the community wants. Mayor Havenar asked about the Planning Commission’s opinion of the concept, and she reminded the Trustees this hearing was for conditional use only. There was a question about how Conditional Use (CU) worked. Attorney Krob explained what happens when there is a CU in place. Planning Commissioner Amy Hutson explained why there was an objection to the CU among the Commissioners. She stated the Commission members had concerns that the plan would not work in that small space, along with commercial use of the property. She stated that Mr. Claar was willing to work with them on the plan. They focused on the CU and will work on the details later. No public comment was made. The hearing was closed.
6. Application to Vacate El Moro ROW (Powell and Duran Walton Venture). Mayor Havenar disclosed that she was involved in the sale of the property described in this application. However, the sale closed a year ago and she is no longer involved. Applicant Cindy Powell described the use of the road as a driveway to the residence that she bought. The road was previously vacated and is now dead-end. She is looking to vacate to the abutting properties with a 20 ft easement. She is looking to keep

the area (~10,000sq ft) in its natural state. Mr. Drew Walton also wants to vacate the right of way to keep the area density low. Attorney Krob pointed out that there will be a retention of a 10 ft trail easement on the east side of the property, with the Town retaining the right to develop a trail through the area, up to the 10 ft easement. Since the applicants were unable to obtain permission from one landowner, this is a way to vacate the right of way without their participation. The Town will retain the permanent trail easement for future use. No public comment made. The hearing was closed.

Trustee Farr left the meeting at approximately 5:35 pm.

7. Application to Vacate Bijou ROW (Duran Walton Venture). This is a similar request to vacate Bijou Rd for Ms. Powell and Mr. Duran. This right of way runs between the two properties. The vacation will allow the applicant to create larger lots. It will not prevent access to the area. The desire is to have large buffers between the homes. Mr. Mike Richards asked for the size of the lots. They are going from 5,000 sq ft to about 13,000 sq ft. No other public comments were made. The hearing was closed.

8. Application to Replat Lots (Glen Park) - Duran Walton Ventures. Mr. Duran requested this replat of the 13 parcels to 5 parcels contingent upon the approval of the right of way vacations. This is to ensure open space and buffer between homes. No public comments were made. The hearing was closed.

Business Items

9. Special Event Application - PPLD Concert Series (08/11, 08/18, 08/25). Deputy Clerk Stambaugh presented the concert series on the Library District's behalf. PPLD is putting on three concerts in the Village Green from 6—7 pm on Friday in August. There is no charge to attend. PPLD invites everyone to come and enjoy an evening of music. Bring your blanket or lawn chair. PPLD is requesting the application fee to be waived. MOTION (Ball, Ehrhardt) to approve the PPLD Concert Series and waive the application fee. Roll call vote – aye 5, nay 0. Motion passed.

10. Resolution 45-2023 to Approve the Conditional Use of Mixed Residential and Commercial in CC Zone (Primrose/Columbine). MOTION (Ball, Havenar) to approve the application as presented with the site plan review by Planning Commission. Roll call vote – aye 5, nay 0. Motion passed.

11. Ordinance 16-2023 to Approve Vacation of El Moro ROW. MOTION (Ball, Ehrhardt) to approve the application as presented including the permanent easement. Roll call vote – aye 5, nay 0. Motion passed.

12. Ordinance 17-2023 to Approve the Vacation of Bijou ROW. MOTION (Ball, Dreher) to approve the application as presented including the relocation of the water line paid for by the applicant. Roll call vote – aye 5, nay 0. Motion passed.

13. Resolution 46-2023 to Approve Replat to Five Lots - Duran Walton Venture. MOTION (Ball, Dreher) to approve the application as presented. Roll call vote – aye 5, nay 0. Motion passed.

14. Update on Senior Grant - Pickleball Courts. Awake the Lake (ATL) representative, Tim Caves and Parks Commissioner Mike Pietsch, informed the Board that the PPACG Senior grant for the Pickleball courts was awarded \$250,000. Mr. Caves stated the two of them will be overseeing the project. He will be meeting with staff to begin the process of accepting the grant and planning the project. However, an issue was discovered concerning a waterline running under the proposed court site. A meeting involving Tim Caves, Mike Pietsch, Reid Wiecks, Water Supervisor Orcutt, Mayor Havenar and Deputy Clerk Stambaugh was held to discuss relocating the water line. Mr. Orcutt objects to the move as a

waste of money and time; however, there is no barrier to its movement. Mayor Havenar explained the way the grant works and how the bathroom site must be centrally located to serve the sports fields and the courts. They were unable to locate an alternative site that would serve that purpose without moving the water line. Discussion revolved around the possibility of changes to the grant and the ramifications of that action. Mayor discussed entering into an MOU with ATL to sort out the details of accepting the grant and the responsibilities of each party. Trustee Dreher questioned the dimensions of the courts. He expressed concerns about cost overruns that could be far more than the award. Mayor stated there is no match and that ATL is to pay for all expenses. Mr. Pietsch informed the Board that ATL has pledged \$100,000 to the project. Mr. Caves does not want to move forward with accepting the grant until they are sure the Town is willing to partner with them. Trustee Dreher is in support of the project; however, he is concerned about the Town's obligations. Mr. Mike Richards asked if the project could be reduced. The grant must be accepted as presented and awarded. The courts will be open to the public. The monetary focus will be on the leagues and tournaments. The revenue will be used to maintain the courts, the area around them, and bathrooms. The next steps are for ATL and staff to meet early next week to work out the details of an agreement before accepting the grant. Attorney Krob reiterated that the Town has authorized ATL to accept the grant upon the signing of the agreement. The audience applauded.

Public Comment

Ms. Debbie Evans asked if one pickleball court would be free to the public. She asked Ms. Powell and Mr. Duran for a possible commitment to xeriscape. She commented that the history of a lot in Palmer Lake was that the Chautauquas "sold" lots for two weeks in the summer to put a tent on it. The lots were never meant for a house. She also commented on the 4,999 gallons of water per household. She stated that it's too high as an average. Mr. Roger Mosely brought up the stormwater drainage enterprise to the Board. He drove around town looking at other streets besides High Street with the heavy rains in recent days, and he looked at the hillside ordinance. He referenced Ordinance Chapter 17.68.060 (b)(6) and stated that if the landowner does not clear out their culverts, the Town has the authority to charge people for the clearing of their culverts. He understands drainage is a big problem and that it will be difficult to solve, but he appreciates everyone thinking about it.

Board Reports

Trustee Shana Ball gave Public Works Supervisor Jason Dosch praise for the new asphalt road work done on Mystic, Vale and Spring Streets, noting that the new asphalt looks great. She stated the work crews were courteous and didn't hold up traffic long. She appreciated Jason's oversight of the project. Mayor Havenar will be attending the CML conference next week to meet with other mayors and officials from around the state.

Next Meeting (7/13) and Future Items - Note: 7/5 workshop cancelled due to the Holiday week

Convene to Executive Session for any unfinished discussion. MOTION (Ball, Dreher) to adjourn to executive session at 7:19 pm for same purposes above. Roll call vote – aye 5, nay 0. Motion passed.

Adjourn. MOTION (Ball, Dreher) to adjourn at 8:13 pm. Motion passed.

Glant Havenar, Mayor

ATTEST: Dawn A. Collins, Town Clerk

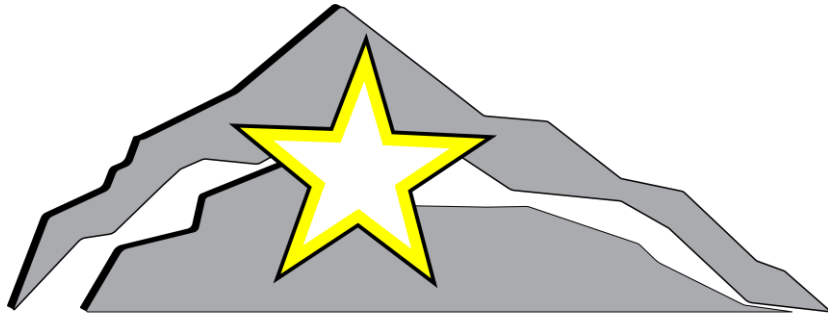
Town of Palmer Lake Monthly Water Usage

**Month
Year June
 2023**

	Gallons	Acre Ft
Surface Water	3,967,000	12.18
Well A2	0	0
Well D2	852,000	2.61
Total	4,819,000	14.79
Avg. Gal/Day	161,000	0.49

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

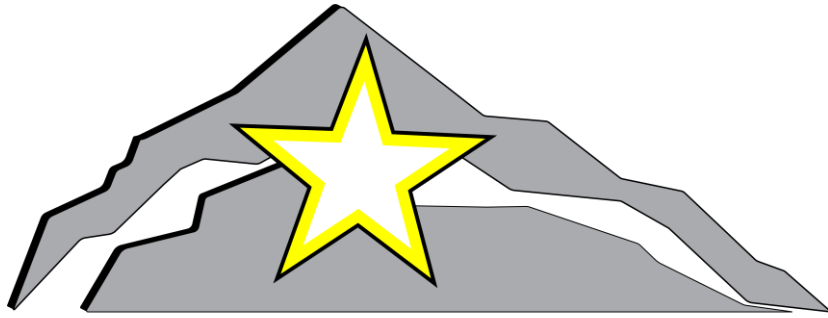
Total 0 AF



Town of Palmer Lake

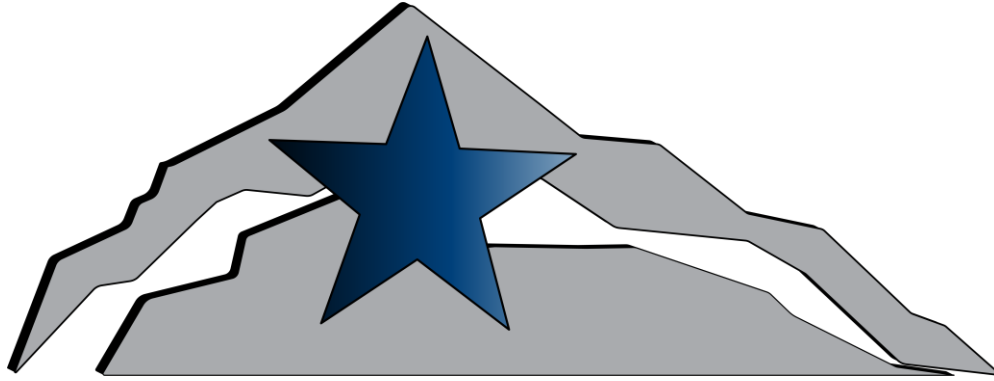
Board of Trustees Summary Sheet

	June 2022
Title	Public Works Monthly Report
Date	7/13/2023
Contact	Supervisor Jason Dosch
Summary	<p>Graded roads Started applying dust control Cleaned drainage ditches after heavy rains Patched potholes Cut tree limbs from ROW Replaced and repaired street signs Performed routine maintenance on equipment and playground equipment Emptied trash cans at Lake Rec area Performed playground inspections 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 CORE Electric completed new power at Ped Bridge in Centennial Park Hired GMS Eng for design of Circle Rd and Circle Dr for construction in summer of 2024 Completed repaving Spring St and part of Greeley Blvd, Vale St, Sailing Way and Mystic Ln Prepared Centennial Park for Festival on the Forth</p>



Town of Palmer Lake

Training	Ongoing safety training and cyber training
Other Activity	Working on design phase on Palmer Lake Elementary School project Planning for Westward Ln and Hillview Rd road improvement project for late July and repair of Town office parking lot



Board of Trustees Summary Sheet

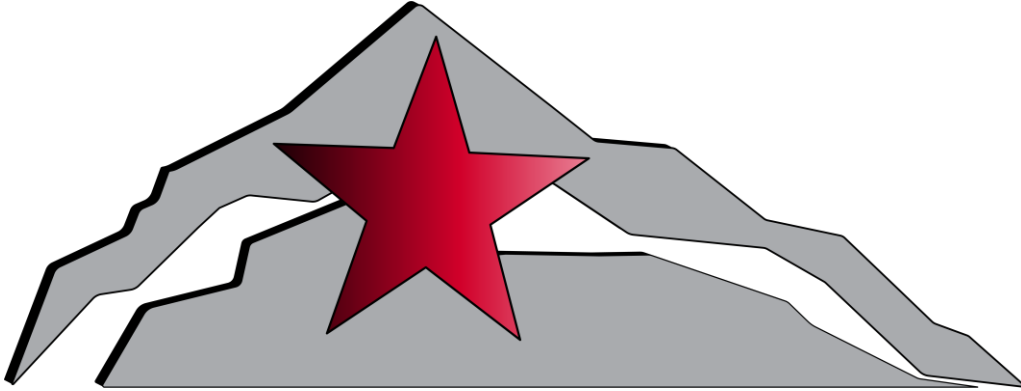
June-July 2023	
Title	Police Monthly Report
Date	6/1-6/30/2023
Contact	J. Vanderpool
Summary	In the Month of June 2023, the PLPD conducted 94 traffic stops and issued 58 citations. Also, in the month of May, 1 DUI arrest, and 1 Domestic Violence arrest were made.
Training	Firearms, Active Shooter/ Mass Casualty Incident training was conducted. A large scale, multi-agency scenario training over 3 days in which all levels of command and patrol were deployed. Training skills in active shooter reaction, rescue task force, medical triage, and incident command were utilized among others.
Photographs	Photos are of some of the role players at the MCI. To make the exercise more realistic the role players were adorned in Moulage (injury make up).
Other Actions	The PLPD participated in a Mass Casualty Incident (MCI) exercise this month along with PLFD, MPD, MFD, BFFD, CSFD, SFD, AMR, UC Health and Centura Health.
Active investigations	Palmer Lake PD officers continue actively investigate several different crimes that have occurred this month.
Calls for service	Officers responded to 338 calls for service this month. 208 of these calls were in the Town of Palmer Lake, 30 were outside of town.

<p>Code Enforcement</p>	<p>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.</p>
<p>S.T.E.P.</p>	<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 more safe for residents.</p>









Board of Trustees Summary Sheet

Title	Fire Department Report - June 2023
Date	13 July 2023
Contact	John Vincent, Fire Chief
Summary	<p>Participated in Mass Casualty Exercise at Monument Fire Protection District.</p> <p>Assisted Parks Committee with tree falling on proposed walking trail.</p> <p>Brush Truck 2041 in-service.</p> <p>Larkspur FPD railway safety sponsored by BNSF.</p> <p>Ladder training with Monument FPD.</p> <p>Fire Academy continues.</p> <p>Exterior maintenance of Fire station.</p>
Training	266.32 hours
Photographs	N/A
Code Enforcement	4 Inspections/Pre-Plans completed.

Palmer Lake Fire Department

Palmer Lake, CO

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Item 8.

Total Elapsed Time per Incident by Incident Type for Date Range

Incident Type(s): All Incident Types | Start Date: 06/01/2023 | End Date: 06/30/2023

Incident#	Incident Type	Alarm Date Time	Last Unit Scene Clear Date Time	Total Elapsed Time
1XX - Fire				
2023-00211	113 - Cooking fire, confined to container	06/20/2023 20:25:00	06/20/2023 21:15:00	00:50:00
Incidents Elapsed Time				00:50:00
Total Elapsed Time				00:50:00
3XX - EMS				
2023-00210	311 - Medical assist, assist EMS crew	06/19/2023 22:26:56	06/19/2023 23:12:14	00:45:18
2023-00217	311 - Medical assist, assist EMS crew	06/26/2023 23:20:09	06/27/2023 00:08:21	00:48:12
Incidents Elapsed Time				01:33:30
2023-00187	321 - EMS call, excluding vehicle accident with injury	06/01/2023 20:42:50	06/01/2023 21:25:44	00:42:54
2023-00191	321 - EMS call, excluding vehicle accident with injury	06/05/2023 14:41:59	06/05/2023 15:38:34	00:56:35
2023-00192	321 - EMS call, excluding vehicle accident with injury	06/05/2023 14:58:00	06/05/2023 15:23:00	00:25:00
2023-00193	321 - EMS call, excluding vehicle accident with injury	06/05/2023 18:21:11	06/05/2023 18:51:37	00:30:26
2023-00195	321 - EMS call, excluding vehicle accident with injury	06/08/2023 01:35:48	06/08/2023 01:43:05	00:07:17
2023-00196	321 - EMS call, excluding vehicle accident with injury	06/10/2023 08:18:21	06/10/2023 09:25:51	01:07:30
2023-00200	321 - EMS call, excluding vehicle accident with injury	06/13/2023 20:20:37	06/13/2023 20:44:22	00:23:45
2023-00204	321 - EMS call, excluding vehicle accident with injury	06/16/2023 23:50:40	06/17/2023 00:55:03	01:04:23
2023-00215	321 - EMS call, excluding vehicle accident with injury	06/23/2023 16:58:32	06/23/2023 17:45:24	00:46:52
2023-00222	321 - EMS call, excluding vehicle accident with injury	06/29/2023 18:09:00	06/29/2023 18:30:29	00:21:29
Incidents Elapsed Time				06:26:11
2023-00206	324 - Motor vehicle accident with no injuries.	06/17/2023 16:53:27	06/17/2023 17:07:30	00:14:03
2023-00214	324 - Motor vehicle accident with no injuries.	06/23/2023 15:32:30	06/23/2023 15:41:24	00:08:54
Incidents Elapsed Time				00:22:57
2023-00198	341 - Search for person on land	06/11/2023 14:44:00	06/11/2023 14:58:33	00:14:33
2023-00225	341 - Search for person on land	06/30/2023 20:55:32	06/30/2023 23:01:33	02:06:01
Incidents Elapsed Time				02:20:34
Total Elapsed Time				10:43:12
5XX - Service Call				
2023-00205	500 - Service Call, other	06/17/2023 11:48:46	06/17/2023 12:30:06	00:41:20
2023-00219	500 - Service Call, other	06/27/2023 22:14:14	06/27/2023 22:24:28	00:10:14
Incidents Elapsed Time				00:51:34
2023-00220	511 - Lock-out	06/28/2023 08:09:11	06/28/2023 08:17:00	00:07:49
2023-00224	511 - Lock-out	06/30/2023 15:05:04	06/30/2023 15:37:55	00:32:51
Incidents Elapsed Time				00:40:40

Incident data is restricted to Completed or Reviewed incidents. Alarm Date Time from Basic Info 4



Palmer Lake Fire Department

Palmer Lake, CO

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Item 8.

2023-00207	520 - Water problem, other	06/17/2023 17:55:08	06/17/2023 18:34:11	00:39:03
Incidents Elapsed Time				00:39:03
2023-00221	550 - Public service assistance, other	06/29/2023 13:03:58	06/29/2023 13:29:33	00:25:35
Incidents Elapsed Time				00:25:35
2023-00186	554 - Assist invalid	06/01/2023 18:37:27	06/01/2023 19:05:09	00:27:42
2023-00188	554 - Assist invalid	06/02/2023 18:58:36	06/02/2023 19:30:13	00:31:37
2023-00190	554 - Assist invalid	06/05/2023 09:38:47	06/05/2023 10:36:45	00:57:58
2023-00197	554 - Assist invalid	06/10/2023 08:18:21	06/10/2023 09:25:51	01:07:30
Incidents Elapsed Time				03:04:47
Total Elapsed Time				05:41:39
6XX - Good Intent				
2023-00194	600 - Good intent call, other	06/06/2023 14:19:19	06/06/2023 14:27:18	00:07:59
2023-00208	600 - Good intent call, other	06/18/2023 10:06:06	06/18/2023 10:43:32	00:37:26
Incidents Elapsed Time				00:45:25
2023-00209	611 - Dispatched & cancelled en route	06/19/2023 19:48:44	06/19/2023 20:09:40	00:20:56
2023-00223	611 - Dispatched & cancelled en route	06/29/2023 19:15:09	06/29/2023 19:17:11	00:02:02
2023-00226	611 - Dispatched & cancelled en route	06/30/2023 23:27:45	06/30/2023 23:44:42	00:16:57
Incidents Elapsed Time				00:39:55
2023-00213	622 - No incident found on arrival at dispatch address	06/22/2023 16:12:27	06/22/2023 16:42:14	00:29:47
Incidents Elapsed Time				00:29:47
2023-00212	652 - Steam, vapor, fog or dust thought to be smoke	06/21/2023 17:57:06	06/21/2023 18:54:40	00:57:34
Incidents Elapsed Time				00:57:34
Total Elapsed Time				02:52:41
7XX - False Alarm				
2023-00189	700 - False alarm or false call, other	06/02/2023 19:18:00	06/02/2023 19:30:22	00:12:22
2023-00216	700 - False alarm or false call, other	06/25/2023 18:09:03	06/25/2023 18:20:16	00:11:13
Incidents Elapsed Time				00:23:35
2023-00203	711 - Municipal alarm system, malicious false alarm	06/16/2023 17:34:43	06/16/2023 17:43:19	00:08:36
Incidents Elapsed Time				00:08:36
2023-00218	743 - Smoke detector activation, no fire - unintentional	06/27/2023 11:09:24	06/27/2023 11:27:38	00:18:14
Incidents Elapsed Time				00:18:14
Total Elapsed Time				00:50:25
9XX - Special Incident Type				
2023-00199	900 - Special type of incident, other	06/12/2023 10:30:44	06/12/2023 10:37:20	00:06:36
Incidents Elapsed Time				00:06:36
Total Elapsed Time				00:06:36

Incident data is restricted to Completed or Reviewed incidents. Alarm Date Time from Basic Info 4



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Palmer Lake Fire Department

Palmer Lake, CO

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Item 8.

Total Report Elapsed Time

21:04:33

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Board of Trustees Summary Sheet

	June 2023																																						
Title	Administration																																						
Date	7/13/2023																																						
Contact	Admin personnel																																						
Kiosk Revenue	<p>June Collections for the Kiosk / Transactions: 949</p> <table> <tr> <td>\$ 5,029.70</td> <td>Gross Collections</td> <td></td> </tr> <tr> <td>\$ (284.70)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td><u>\$ 4,675.00</u></td> <td>Net Collections - June</td> <td></td> </tr> </table> <p>Collections 2023 YTD / YTD Transactions: 2,610</p> <table> <tr> <td>\$ 18,862.70</td> <td>Gross Collections</td> <td></td> </tr> <tr> <td>\$ (1,023.70)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ (464.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td><u>\$ 17,375.00</u></td> <td>Net Collections</td> <td></td> </tr> <tr> <td>\$ 1,487.70</td> <td>Total Fees</td> <td>9%</td> </tr> </table>			\$ 5,029.70	Gross Collections		\$ (284.70)	Fees		\$ (70.00)	Monthly T2 Svc charge		<u>\$ 4,675.00</u>	Net Collections - June		\$ 18,862.70	Gross Collections		\$ (1,023.70)	Fees		\$ (464.00)	Monthly T2 Svc charge		<u>\$ 17,375.00</u>	Net Collections		\$ 1,487.70	Total Fees	9%									
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Land Use permits issued	<p>June 2023</p> <p>Type: Single Family; Qty: 0 Other; Qty: 2 Total water taps issued: 1039</p>																																						

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2023	2023
	Jun	Jun
Business Type	STR	other
New Licenses	1	7
Licenses Renewed	4	13
Licenses Expired	0	6
Businesses Closed	0	2
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	43	152
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	195	

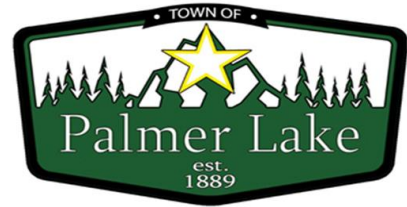
SCHEDULED TO RENEW IN AUGUST:

BUSINESS NAME
Bassett Heating & AC, Inc.
Front Range Cabinets Distributors, Inc.
Groundworks Colorado
Ion Developer, LLC
Lynn Roth Imagery
Reliable Roofing and Restoration
Shaw Industries, Inc.

Water Billing

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
2022	Jan-Dec	1015	87,118,100	11
2023	Jan	1010	9,514,500	0
	Feb	1010	9,625,800	0
	Mar	1011	8,698,800	0
	Apr	1014	9,591,600	0
	May	1014	10,463,700	0
	Jun	1014	10,970,400	5
2023	YTD		58,864,800	5

Grant Activity Updates	Dept	Grantor - Grant/Award Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
	Police	CDOT - HVE High Visibility Enforcement	DUI enforcement, STEP extra duty	\$7,000	0	PD fills the 12 HVE shifts as they come and then requests reimb.
	Parks	GOCO - Conservation Service Corps	Mile High Youth Corp activity (build trails)	\$8600/wk, up to 4 weeks	0	MHYC grant writer is reviewing submittal (for 2024).
	Parks	GOCO - Community Impact	improve PL Rec Area: multi-use field	\$500,000	0	Reid, Dawn, Chris (GOCO rep) will review concept submittal week of 7/10.
Admin Activity	<p>HR hiring activity: Max Herte, P/T Firefighter transitioned to a F/T position (1 P/T FF accepted another agency F/T position). Maria, KellyBooks LLC, started this week as interim bookkeeping. The Deputy Town Clerk position will be posted (budgeted). A Public Works F/T position will be posted (budgeted since 2022).</p>					



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

DATE: 07/13/2023	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Verity’s Village Run for the Rare 2023 (9/16)
Presented by: Town Clerk Dawn Collins		

Recommended Action

To approve the fundraiser event at the lake pavilion as presented.

Background

Verity’s Village is a non profit organization conducting a run on Sat., September 16 at the lake pavilion anticipating up to 200 participants. Volunteers will arrive about 7 am and the race begin at 8am with wrap up about noon. Parking is agreed to be on the west side of the lake. No parking is allowed along the EPC drive area (east side). Race sponsors will set up at the pavilion and any food trucks will require a peddlers permit. Police will be available. Note the enclosed event details and the support of department staff.

Verity Village is requesting a waiver of the \$100 application fee.

VERITY'S VILLAGE EVENT INFORMATION

Scheduled: Saturday, September 16, 2023 at Palmer Lake Regional Recreation Area

Verity's Village "Run for the Rare 2023" is a fundraiser for our nonprofit organization. Though we use the word "run" in the title, participants are also invited to walk, push a stroller or wheelchair, or jog, however they wish to make their way around Palmer Lake. Participants will pre-register before the event, allowing us to have a better estimation of total attendance.

Set up will begin at 7am for event volunteers and sponsors. We will encourage sponsors/vendors, after they have unloaded, to move their vehicles to the parking area just off 105 on the other side of the lake to allow more space for others to park closer to the event, with notice to participants to make use of available parking areas.

Check-in will begin at 8am at the main pavilion (already reserved/paid for online). We will have different "waves" of walkers/runners depending on how many participants register. Thus, start times will be staggered. The route will be counterclockwise around the Lake. For those who wish to complete a full 5K, we will notify them of the appropriate number of laps and ending point. (We are asking for help in determining the distance around the lake!)

Vendors will be those who choose to sponsor our event. They may share information about their organizations/ businesses throughout the morning but will not be selling anything.

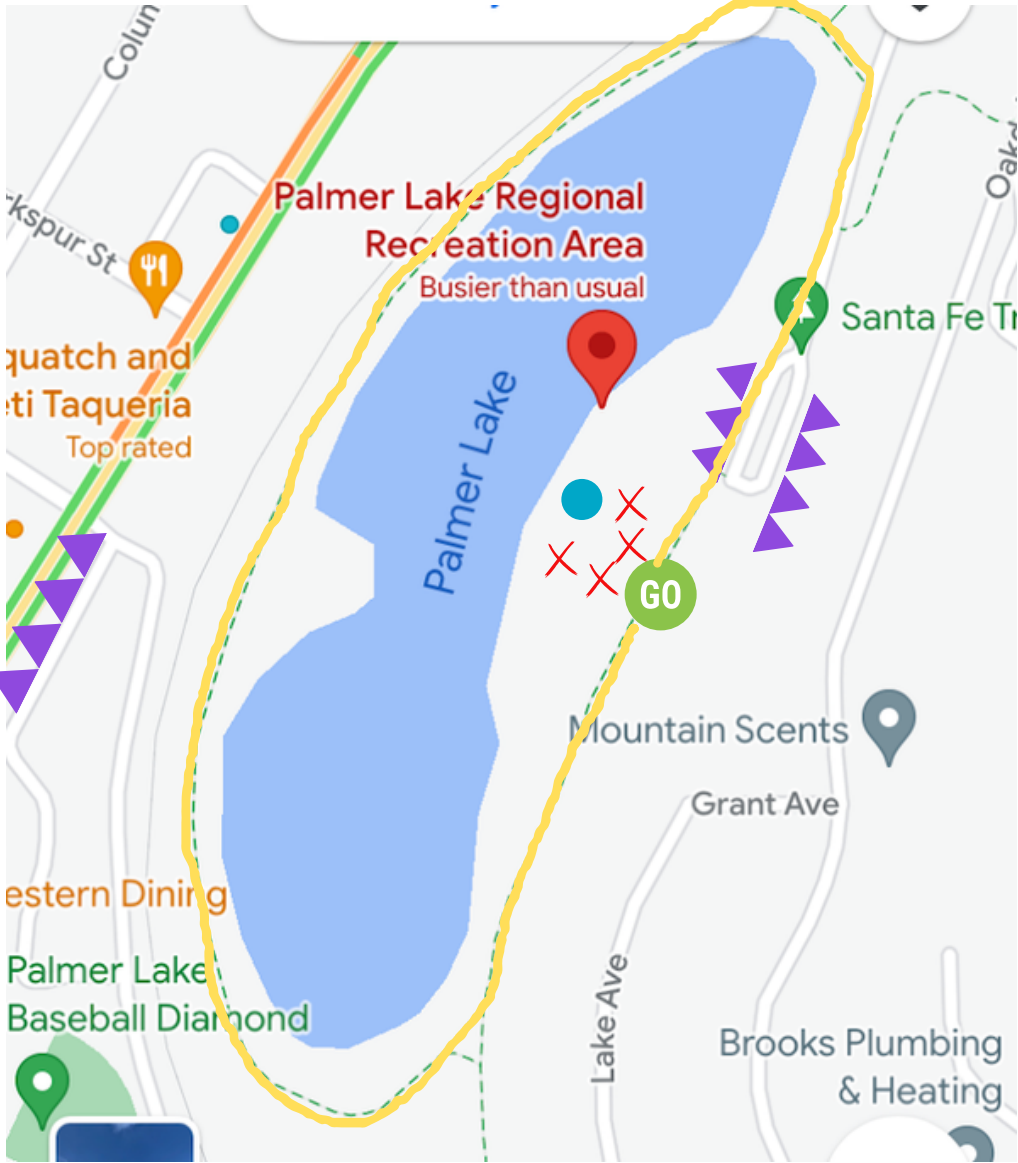
We will invite food trucks (Kona Ice and Holy Smokes BBQ, possibly others) to participate and make sure they have appropriate permits.

Based on our estimated numbers for attendance, it is agreed we should be fine with existing toilet facilities at the recreational area. We have been told the bathrooms will be accessible and unlocked at the time of the event.

We will bring additional garbage containers and liners and will have volunteers collect all trash as we close out the event so we can take it away to dumpsters. Volunteers will observe trash levels and change out liners as needed throughout the event.

We will be speaking with local businesses to assess interest in donating items for our door prizes and silent auction as well as providing information to them about sponsorship opportunities. Along with this, we will ask for permission to put up flyers in their establishments. We will reach out to Monument Living to see about getting coverage in their magazine as well as local papers and radio stations. Finally, we will be spreading the word through our social media channels and inviting our sponsors to do the same.

We will have nurses on site along with First-Aid kits. If we are required to hire a professional emergency medical services provider for our event, we will do so and would appreciate recommendations. Since our expected attendance is fairly small, and since we do not anticipate much risk associated with this event, we do not at this time plan to hire additional services (such as through the fire and police departments); however, this is our first event, and if the council believes these are necessary services for our event, we will comply accordingly.



● Main Pavilion: Check-in; event info; first-aid/lost child station

— Walk/fun run route around the lake

✗ Sponsor tables/booths

▲▲ Parking area

GO Start line for race



5K FUN

RUN & WALK

Run
FOR THE *Rare*
2023

REGISTRATION
\$35



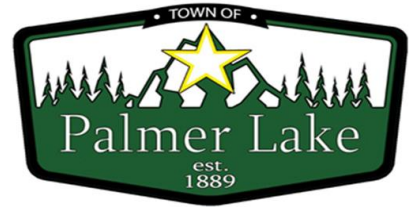
SATURDAY
SEP, 16 2023
START 08.00 AM

PALMER LAKE
PALMER LAKE, COLORADO

SILENT
AUCTION

DOOR PRIZES

MEDALS FOR
FINISHER



Item 13.

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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Resolution to Renew the Law Enforcement Cooperative Agreement with El Paso County Department of Human Services
Presented by: Town Administrator /Clerk		

Background

The County Department of Human/Social Services and law enforcement have a responsibility to assess and investigate allegations of child abuse and neglect and this cooperative agreement outlines the specific responsibilities of both parties.

Recommended Action

Staff recommends the cooperative agreement between El Paso County and Palmer Lake Police Department be renewed.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 47-2023

**A RESOLUTION TO RENEW A COOPERATIVE AGREEMENT BETWEEN EL PASO COUNTY
DEPARTMENT OF HUMAN/SOCIAL SERVICES AND PALMER LAKE POLICE
DEPARTMENT, 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;

WHEREAS, Colorado law encourages cooperation between local departments of Human/Social Services and Local Law Enforcement; and

WHEREAS, from time to time, Human/Social Services and Law Enforcement have the responsibility to assess/investigate allegations of child abuse and neglect; and

WHEREAS, the parties hereto desire to renew the cooperative arrangement; and

WHEREAS, by custom, Human/Social Services has taken the prime responsibility to assess/investigate child abuse and neglect cases, and the parties affirmatively state that this Agreement is not intended to change this custom; and

WHEREAS, while each of the undersigned professionals and agencies have specific responsibilities in the treatment, protection, and investigation of children, it is acknowledged that the multidisciplinary team approach on matters of child abuse and neglect is a more positive approach to the ultimate resolution of the problems related to these most difficult situations; and

WHEREAS, the purpose of this agreement is to enhance the ability of agencies, organizations, and individuals to implement coordinated efforts in dealing with children and families involved in child abuse and neglect.

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

1. The Board approves the renewal of the cooperative agreement between El Paso County and Palmer Lake Police Department, attached hereto, and authorizes the appropriate personnel to sign said agreement.
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 13TH DAY OF JULY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

DHS-23-155

**COOPERATIVE AGREEMENT BETWEEN EL PASO
COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES, AND PALMER LAKE
POLICE DEPARTMENT**

This agreement is entered into, by and between the El Paso County Department of Human Services, hereinafter "Human/Social Services", and the Palmer Lake Police Department, hereinafter "Law Enforcement".

WITNESSETH

WHEREAS, Colorado law encourages cooperation between local departments of Human/Social Services and Local Law Enforcement; and

WHEREAS, from time to time, Human/Social Services and Law Enforcement have the responsibility to assess/investigate allegations of child abuse and neglect; and

WHEREAS, the parties hereto desire to memorialize their cooperative arrangement; and

WHEREAS, by custom, Human/Social Services has taken the prime responsibility to assess/investigate child abuse and neglect cases, and the parties affirmatively state that this Agreement is not intended to change this custom; and

WHEREAS, while each of the undersigned professionals and agencies have specific responsibilities in the treatment, protection, and investigation of children, it is acknowledged that the multidisciplinary team approach on matters of child abuse and neglect is a more positive approach to the ultimate resolution of the problems related to these most difficult situations; and

WHEREAS, the purpose of this agreement is to enhance the ability of agencies, organizations, and individuals to implement coordinated efforts in dealing with children and families involved in child abuse and neglect.

NOW THEREFORE, the parties agree as follows:

A. PROTOCOL FOR COOPERATION

The following protocol shall apply for cooperation between Human/Social Services and local Law Enforcement.

1. Child abuse reporting laws allow reports to both Law Enforcement and Human/Social Services. This makes cooperation essential to assure prompt action, protection for the child and the responses required by law. The decision regarding who assess /investigates a suspected child abuse/neglect case shall be made jointly by the referring agency and the receiving agency. Joint assessment/ investigation may also be requested by the receiving agency if there *is* a determination of that need.
2. Human/Social Services has an assigned worker on call twenty-four hours per day, seven days per week. Any referrals should be made to a caseworker or the director during regular working hours or the staff person on call after hours. All referrals from Human/ Social Services will be made to the officer on duty.

3. Cases of minor and medium physical abuse/neglect will not require immediate referral to local Law Enforcement by the staff of Human/ Social Services. All cases of a more severe nature require immediate contact with local Law Enforcement depending on jurisdiction.
4. Third-party abuse or neglect cases investigated by Law Enforcement as provided in Section 19-3-308(5.3)(a) shall not require immediate notification to Human/Social Services. In such cases, Law Enforcement shall submit a copy of its investigative report to Human/Social Services in order that Human/Social Services may submit a report to the state's automated system if the case is substantiated and may order to have the local Child Protection Team review the case.
5. All reports of confirmed child abuse/neglect shall be forwarded by the Human/Social Services to the District Attorney's office and the local Law Enforcement agency.
6. In Joint assessments/investigations, as a general rule, Human/Social Services will take the lead in interviewing the victim; and Law Enforcement will take the lead in interviewing the alleged perpetrator. Joint interviews shall be preceded by a planning session to outline the conduct of the interview prior to the investigation. However, some assessments/investigations will proceed according to a standard plan of actions, while others will require a unique approach. Upon completion of the joint assessment/investigation:
 - 6.1 Law Enforcement continues criminal investigation without the involvement of Human/Social Services. This shall include the submission of the information to the District Attorney for disposition.
 - 6.2 Human/Social Services shall be responsible for determining what measures are necessary for the protection of the children, which may include, but not necessarily be limited to the removal of the child (ren) from the home, the filing of a Petition for Dependency and Neglect, and appropriate notification to the Court if removal has occurred.
 - 6.3 Appropriate sharing of reports must occur. Law Enforcement shall provide Human/Social Services with copies of incident reports when requested.

B. LANGUAGE AND CRITERIA FOR IDENTIFICATION OF SUSPECTED ABUSE

This section is intended to ensure that all parties are using the same language and criteria for identification of suspected abuse and neglect cases.

1. ABUSE
 - Minor - Excessive or inappropriate force used resulting in a superficial injury.
 - Medium - Excessive or inappropriate force used resulting in an injury which may require medical attention.
 - Severe- Excessive or inappropriate force used resulting in a serious injury which requires medical attention and/or hospitalization.
 - Near fatal - Involves an incident in which a physician determines that a child is in serious, critical, or life-threatening condition as the result of sickness or injury caused by suspected abuse and/or neglect.
 - Fatal - Physical or emotional needs of a child are not met resulting in death.

2. NEGLECT

- Minor - Physical or emotional needs of child are marginally or inconsistently met, but little or no impact on the child's functioning.
- Medium - Physical or emotional needs of a child are inadequately met resulting in some impairment in the child's functioning.
- Severe - Physical or emotional needs of a child are not met resulting in serious injury or illness.
- Near fatal - Physical or emotional needs of the child are not met in an incident in which a physician determines that a child is in serious, critical, or life-threatening condition as the result of sickness or injury caused by suspected abuse and/or neglect.
- Fatal - Physical or emotional needs of a child are not met resulting in death.

3. SEXUAL ABUSE

- Severity of sexual abuse should be determined based upon the type of contact, duration of contact, and the emotional impact upon the child.

C. RESPONSIBILITY FOR INVESTIGATION

1. The following are applicable cases, or types of cases, where it is expected that the sole investigation will be conducted by Human/Social Services (Law Enforcement may be called at any time there may be a safety risk to any worker):

- 1.1 Minor physical abuse
- 1.2 Substance exposed newborn
- 1.3 Organic Failure to Thrive
- 1.4 Medical neglect (including failure to provide medically indicated treatment to disabled infants with life threatening conditions and drug affected babies).
- 1.5 Sexual abuse when perpetrator under age 10. Exception, if there is indication that the under age 10 perpetrator is the victim of someone over 10.
- 1.6 Educational neglect. In truancy cases, after charges have been filed by the school district.
- 1.7 Emotional abuse.
- 1.8 Medium neglect, lack of supervision.
- 1.9 Physical or sexual abuse in a daycare home or center, foster home, group home or institution. (Another county department may need to investigate to avoid a conflict of interest).

2. The following are examples of cases where it is expected that the sole investigation will be conducted by Law Enforcement (Human/Social Services may be called when determined by both parties to be in the best interest of the safety of the child).

- 2.1 Third-party physical abuse.
- 2.2 Third party sexual abuse, when the alleged perpetrator is over 10 and it can be determined that the actor is not an abused child.
- 2.3 Report of immediate danger to a child when proximity and speed of Law Enforcement response is needed, when Child Protective Services are not available, and risk to the child indicates immediate evaluation is needed (e.g., welfare check).

3. The following cases shall be jointly investigated by Human/Social Services and Law Enforcement when abuse or neglect is suspected:
 - 3.1 Death of a child.
 - 3.2 Medium to severe physical abuse or risk of this. Joint investigation by Human/Social Services and Law Enforcement is recommended to evaluate the need for immediate medical evaluation, protective custody of the child and appropriate civil and criminal action.
 - 3.3 All head trauma injuries (i.e., subdural hematoma).
 - 3.4 All injuries involving ruptured organs, unjustifiably explained abdominal injuries or any injury consistent with abuse. (The history given concerning such conditions is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence).
 - 3.5 All fractures which are unjustifiably explained, or multiple fractures or in various stages of healing. (The history given concerning such conditions is at variance with the degree or type of such condition or death; or the circumstances indicate that such condition may not be the product of an accidental occurrence).
 - 3.6 All second or third degree burns, including cigarette burns or other burns consistent with abuse (such as immersion burns).
 - 3.7 All lacerations to the face, external genitalia or extremities which are unjustifiably explained. (The history given concerning such condition is at variance with the degree or type of such condition or death; or the circumstances indicate that such conditions may not be the product of an accidental occurrence).
 - 3.8 All lesions on different parts of the body.
 - 3.9 Intra familial and third-party sexual abuse.
 - 3.10 Injurious Environment. (May require Code Enforcement).
 - 3.11 Sexual abuse when the alleged perpetrator may be a child victim, or the actor may have his/her own children under the age of 18, or any other child may be at risk.
 - 3.12 When a suspected perpetrator who is a parent, custodian, guardian or a child may flee.
 - 3.13 When a parent, custodian, or guardian of a child refuses access to the child (ren) by Human/Social Services or Law Enforcement, or refuses medical examination of the child (ren). It is recognized that it may be necessary for Human/ Social Services to obtain a Court Order for access to said child (ren).
 - 3.14 Conditions suggesting suspicion that a law has been broken.
 - 3.15 Any case in which a child is subjected to human trafficking to include sexual and labor servitude.

D. GENERAL PROVISIONS OF COOPERATIVE AGREEMENT

1. The intent of this Agreement is to clarify and enhance cooperation between agencies to protect children. It is recognized there may be differing opinions regarding some case decisions. In those cases, referral to supervisory levels would be appropriate. Child Protection Teams also may be used for consultation, feedback, and direction regarding cases which have become problematic between agencies. The District Attorney may provide guidance as well. In extreme circumstances, the Court may be requested to intervene to resolve issues related to the legal responsibility of each agency.
2. Because agencies and communities are changing entities, annual review for modification or evaluation is accepted as a part of this cooperative agreement. The parties shall set a mutually convenient annual meeting to review and discuss issues directly related to the fulfillment of this Agreement.

**THE UNDERSIGNED INDIVIDUALS REPRESENTING THEIR RESPECTIVE AGENCIES
HAVE READ THIS DOCUMENT AND AGREE TO IMPLEMENT THE PROCEDURES AS
OUTLINED.**

El Paso County Human Services Representative

Name: Stacie Kwitek-Russell

Title: Executive Director

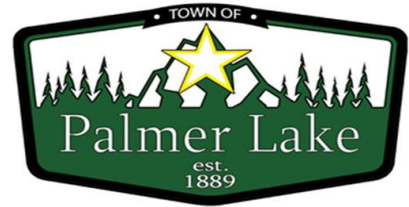
Date:

Palmer Lake Police Department Representative

Name:

Title:

Date:



Item 14.

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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Filing of the 2022 Financial Audit
Presented by: Town Administrator /Clerk		

Background

Annually, the Town financials are audited. Mr. David Green is an independent auditor and will present the 2022 financial audit to the Board. Subsequently, it is requested that the Board authorize filing the audit by resolution.

Recommended Action

Staff recommends approval of the resolution to authorize the Town Administrator to file the 2022 financial audit.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 48-2023

A RESOLUTION ACCEPTING THE 2022 FINANCIAL AUDIT FROM GREEN & ASSOCIATES LLC FOR THE TOWN OF PALMER LAKE

WHEREAS, pursuant to State Statute the Town of Palmer Lake, Colorado, is required to have a financial audit conducted; and

WHEREAS, Green & Associates LLC conducted the audit of financial statements of the governmental activities, the business-type activities, and each major fund including the related notes to the financial statements, for the year ending December 31, 2022 and presented such audit to the Board of Trustees.

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

1. The Board accepts the 2022 financial audit and directs the Town Administrator/Clerk to sign and respectfully file the 2022 financial audit conducted by Green & Associates LLC.
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.

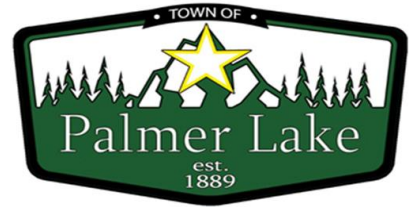
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 13th DAY OF JULY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



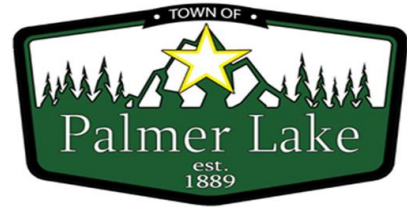
Item 15.

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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Consider Direction for the Water Rate Structure and Capital Improvement Plan
Presented by: Town Administrator /Clerk		

Background

Subsequent to the workshop with Mr. Chris Brandewie, this is an opportunity for additional discussion and/or direction to finalize the options that Mr. Brandewie will assemble relating to a modified water rate structure and a capital improvement plan (CIP) for Board consideration on July 27.



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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Consider Ordinance for Recreational Vehicle Use in Town
Presented by: Town Administrator /Clerk		

With the recodification, a portion of town code that prohibited use of recreational vehicles in town – on public and private property – was removed. PD does not have any enforcement of landowners setting up and utilizing recreational vehicles on private property.

Currently, the code only restricts RV use on public (town) property per Ch. 12:

(p) *Camping.* Except for a ten-by-ten-foot sun canopy, it shall be unlawful for any person to camp in any park or to set up a tent, or any other sleeping shelter, for overnight camping purpose unless such activity shall be specifically authorized by the town administrator. No motor **vehicles**, movable structure or **recreational vehicle**, such as a camper trailer, shall be permitted to remain in a park after closing without the authorization of the town administrator.

Former town code provided the following *enforcement* for “house car parking” on private property –

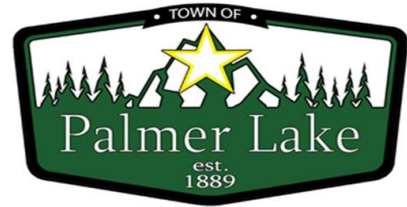
5.20.070 House Cars - Parking.

A. No person shall permit any house car to be parked or stand upon any public street, alley, park, or way of the Town of Palmer Lake for longer than one hour during any twenty-four hour (24h) period; provided, however, that the Town Board, by resolution, may designate locations within the Town of Palmer Lake on property owned by the Town of Palmer Lake, Colorado, where house cars may be maintained and which house cars may be used for living purposes provided that the same shall pose no threat to the public health.

B. No house cars shall be permitted to be parked on any street within the corporate limits of the Town of Palmer Lake, so as to extend outward into the street a distance in excess of ten feet (10') measured at right angles with the curb.

5.20.080 House Cars - **On Private Property.**

No person shall maintain or permit to be maintained any house car upon any private property within the Town of Palmer Lake when the same is used for living purposes unless the same shall be licensed as a tourist camp.



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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Set Hearing for Request to Annex a Parcel & Explanation of Request to Disconnect a Parcel
Presented by: Town Administrator /Clerk		

These two business items go hand in hand in explanation.

Mr. Jim Parco (town resident) and Mr. Jim Fitzgerald (County resident) swapped an equal portion of property. In doing so, they each own a piece of property in a different jurisdiction and cannot combine the parcel to their existing property.

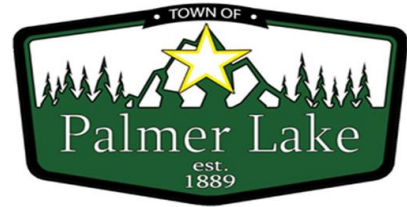
Therefore, the request is to clean this up with a request to annex a portion of private property from the County into the town and, concurrently, disconnect a portion of property within the town boundary to the County. There is no change to the overall amount of property in/out of the town but an amended boundary line due to this clean up.

These two requests have a different process to follow for completion. At this time, staff is recommending a hearing be set by the Board to properly notice the hearing for Mr. Parco’s request to annex a parcel of County property into the town and rezone to . At such time, a request will be made by Mr. Fitzgerald to disconnect a parcel within town boundary to the County.

The suggested hearings to be noticed for the annexation and rezoning are:

- Planning Commission on Wed., August 16 at 5pm
- Board of Trustees on Thu., August 24 at 6pm

The request to disconnect will be scheduled also for the August 24 Board meeting.



TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO

DATE: July 13, 2023	ITEM NO.	SUBJECT: Consider Recommendation for Elephant Rock Master Plan
Presented by: Town Administrator /Clerk		

Background

At the Planning Commission meeting, members discussed and moved the following for Board consideration:

6. Update on Elephant Rock Property Master Plan Activity (Trustee Jessica Farr) – Trustee Farr was not in attendance. She told the staff that she had nothing substantial to report. Commissioner Fischer stated that the Parks Commission is continuing to work on the Elephant Rock Master Plan. He also stated that the Planning Commission is very interested in that plan. Ms. Powell, as a member of the Parks Commission, offered to give an update. She explained that volunteers did work on the trail at Epworth Hwy with more work to be done at Kent St and Prairie St. She discussed a proposal that will be going before the Board of Trustees for an “Adopt a Cabin” program to restore the cabins rather than tearing them down. There was also discussion on funding resources to preserve the cabins. The Commissioners agreed with the value of her proposal. Commissioner Fischer inquired about the road millings placed on the roadway from the entrance of Elephant Rock property down to the buildings, and wanted to know if any parking and roadways were going to be developed. He stated that the Elephant Rock Master Plan should be completed before any work starts in the area. Ms. Powell did not have any knowledge of the ER Master Plan. She is only involved with phase 1 of the trail development. Commissioner Fischer expressed concern about covering the Town’s parks with asphalt millings. He made a motion to recommend to the Board of Trustees that before any additional parking or roadways be placed at the Elephant Rock property that the Master Plan be finalized. Commissioner Hutson asked if they could help to develop the Elephant Rock Master Plan. Ms. Powell reported on the Centennial Park Master Plan being finalized and the grants she is pursuing. Discussion about the Pickleball courts and possible relocation of the waterline under the proposed site took place. Deputy Clerk Stambaugh stated the waterline had been placed on the Board’s agenda for the next evening. Commissioner Zapalac followed up on Commissioner Fischer’s motion and wanted to know a timeline for the Elephant Rock Master Plan completion and the concern of tenants putting in roads. Deputy Clerk Stambaugh stated the workgroup held their first meeting the week before for the master plan and that there are no roads being developed at this time. The millings were offered to the town and placed to improve the drive for access to the property. Chairman Ihlenfeld explained that Public Works received the millings at no cost, and it fit to improve the dirt drive. **MOTION (Fischer, Zapalac) to recommend to the Board of Trustees that before any significant work begin, excluding trails, a Master Plan be completed. Motion PASSED (6-0).** Discussion returned to saving the cabins. Mr. Mosely recalled that when the tearing down of the cabins was discussed at a previous Board meeting there were insurance concerns.

Recommended Action

Perhaps determine the process relating to the ER activity, ideas for the master plan, along with the enclosed required process by town code.



Being that this property is zoned Planned Unit Development (PUD), it will follow the town code requirements for the PUD permitted use: Nonresidential uses of a cultural, recreational, religious, nonprofit or commercial character.

- **Plans** for amendment to the PUD (Living Word Church) will be submitted and reviewed by staff
- **Review of Plans** will be scheduled with a hearing before the Planning Commission and subsequently the Board of Trustees
- **Recommendation from Planning Commission** will be made to the Board of Trustees
- **Agreements** for development/redevelopment will be drafted and approved by the Board of Trustees

Only after approval of the PUD amended plan may land use applications be submitted to the town (PPRBD) for construction.

Note enclosed code:

Section 17.72.100 PUD Plan.

3) Amendments to the approved PUD plan. Minor changes in siting of buildings, interior access, or arrangement of parking or open space may be approved by the planning commission. Determination of whether an amendment to the approved PUD plan is necessary shall be made by the planning commission. Major changes as described below require an amendment to the PUD plan to be resubmitted, reviewed by the planning commission and approved by the board of trustees. If changes are slightly in excess of the criteria below but would result in minimal impact on the development and its surroundings, the **requirement for an amendment may be waived by the planning commission**.

- a. Increased density.
- b. Relocation of points of access.
- c. Decreased perimeter setbacks.
- d. Major changes in building location, arrangement of parking, or open space.
- e. Change in unit type (townhouse to apartments, etc.).
- f. In projects over 20 acres:
 1. Over ten percent reduction in area of open space.
 2. Over ten percent increase in building lot coverage.
- g. In projects under 20 acres:
 1. Over five percent reduction in area of open space.
 2. Over five percent increase in building lot coverage.



17.72.110. - Final PUD development plan.

The final PUD development plan must substantially conform to the approved PUD plan. A final PUD development plan which is in substantial conformance with the approved PUD plan and which conforms to criteria contained in this section shall be reviewed by the planning commission. The final PUD development plan as reviewed by the planning commission, and their recommendations shall be referred to the town board for their consideration.

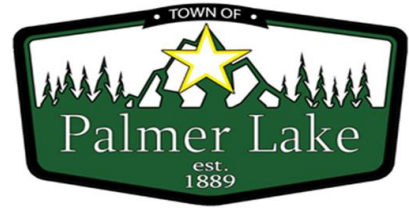
- (1) Plan relationship to subdivision. No subdivision in a PUD zone district shall be approved nor any building permits issued until a final PUD development plan is approved for an entire district, except for approved phased projects. Platting of separate phases may be approved if there is an approved master plan over the entire district and an approved final PUD development plan on the phase to be platted.
- (2) Control of common amenities in phased projects. If a phased project contemplates a disproportionate share of the open space, recreational facilities or other common amenities or facilities to be provided in later phases, some form of assurance, approved by the board of trustees, is required so that if the later phases are not developed, sufficient common facilities will be provided for the phases actually developed. Suitable assurances may be in the form of a letter of credit, escrow, recorded agreements by the mortgage holder or owner guaranteeing the development of the open space, recreational facilities or other common amenities.
- (3) Final PUD development plan submittal requirements.
 - a. Boundaries and size of parcels, legal description.
 - b. Vicinity map, north arrow and appropriate scale.
 - c. Name, address and consent of existing owner and name, address and telephone number of person or firm responsible for preparing the plan.
 - d. Date of plan preparation.
 - e. Proposed ownership configuration.
 - f. All major improvements of surrounding properties within 100 feet of the proposed PUD.
 - g. If this is a phased final development plan, show how this phase fits within the overall, approved PUD Plan and any previously approved final PUD development plan phases.
 - h. Gross and net density, number of units, range of size of units, and maximum height of buildings, unless, after review by the planning commission, the town board has determined that the same may be waived or modified.
 - i. Area to be conveyed, dedicated or reserved for public parks, trails, schools and other public purpose sites.
 - j. Area to be used as common, usable open space and recreational facilities.
 - k. Lighting standards, location, typical detail and height.
 - l. Location and width of right-of-way or access easement and driving surface of proposed streets, public and private.
 - m. Public facilities plan including placement and size of all public facilities including streets, utility lines and storm drainage facilities and easements.
 - n. For attached residential and nonresidential projects, show the location, required number, number provided and detail plans of proposed off-street parking and loading facilities, including any common trash enclosures. Indicate the percent of total area

covered by parking surface and drives.

- o. Landscaping plan.
 - p. Building size, location and use (if other than residential), including details of private outdoor space. Percent of coverage of lot by building.
 - q. Pedestrian facilities including types of surfacing.
 - r. Location, height, material and detail of fencing or walls and signs or advertising devices. Signs and advertising devices shall comply with chapter 17.56 unless, after review by the planning commission, the town board determines that the same may be waived or modified.
 - s. Existing and proposed contours and method of erosion control and reclamation when applicable. The 100-year (standard project) floodplain, if applicable, shall be delineated on the plan.
 - t. Details and location of significant natural features such as mature trees, streams, rock outcroppings, etc., and the means of incorporation into the design of the project.
 - u. Single-family detached developments. Setbacks and building location may be established by showing the building envelope on the lots. The landscaping plan may be general in nature and may be shown by typicals rather than the entire site.
- (4) Criteria for review of final development plan. (See section 17.72.100(2) for review criteria.)
- (5) Amendments to the approved final PUD development plan. Minor changes in siting of buildings, interior access or arrangement of parking or open space may be approved by the planning commission. Determination of whether an amendment to the approved final PUD development plan is necessary shall be made by the planning commission. Major changes as described below require an amendment to the final PUD development plan be resubmitted, reviewed by the planning commission and approved by the board of trustees.
- a. Increased density.
 - b. Relocation of points of access.
 - c. Decreased perimeter setbacks.
 - d. Major changes in building location, arrangement of parking or open space.
 - e. Change in unit type (townhouse to apartment type, etc.).
 - f. Substantial changes in the landscape plan.
 - g. Projects over 20 acres:
 - 1. Over ten percent reduction in area of open space.
 - 2. Over ten percent increase in lot coverage.
 - h. Projects under 20 acres:
 - 1. Over five percent reduction in area of open space.
 - 2. Over five percent increase in lot coverage.

17.72.120. - Building permits.

No building permits shall be applied for or granted on any portion of property which is currently zoned PUD district until and unless the property is platted in accordance with the town subdivision ordinance as amended or until and unless a final PUD development plan in conformance with this chapter is reviewed by the planning commission and approved by the town board.



Item 20.

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

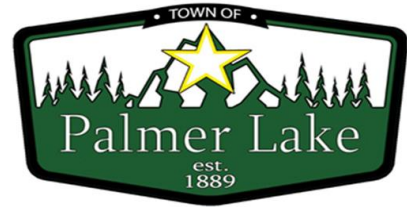
DATE: July 13, 2023	ITEM NO.	SUBJECT: Review and fill dates for Proposed 2024 Budget Schedule
Presented by: Town Administrator /Clerk		

Enclosed is a draft of the proposed 2024 budget schedule for Board review and commit /set dates for the hearing and department workshops to discuss and review the 2024 budget.

The highlighted dates require review and commitment.

Proposed Schedule for 2024 Town Budget

Department Distribution of 2024 Budget Docs	~ August 18 <i>including July 2022 Revenue</i>
Department reviews:	<i>September</i>
Administration	Tue., Sep 19
Water	Wed., Sep 6
Police	Wed., Sep 13
Fire	Thu., Sep 7
Public Works (Roads & Parks)	Tue., Sep 12
	**Follow up meetings 9/18-29
Distribute Draft Budget to Board (due 10/15):	Thursday, October 12 Board Meeting Set hearing date (November 9)
Department Presentation of Draft 2024 Budget	Friday, October 13 or 20 workshop?
<i>Publication for Hearing</i>	<i>Send Notice October 16 to Publish October 25</i>
Distribute Revised Draft 2024 Budget	Thursday, October 26 Board Meeting Review at 5PM?
Review of Proposed 2024 Budget	Thursday, November 9 Board Meeting – 5PM? 2024 Budget Public Hearing – 6 PM
	<i>(Thursday., November 16, special meeting)</i>
	<i>*No meeting on November 23 (Thanksgiving)</i>
2024 Budget Adoption	Thursday, December 14 Board Meeting
	<i>*No meeting December 28 (Christmas)</i>
<i>File for 2024:</i>	<i>EPCounty – December 15 (mill levy certification)</i> <i>DOLA - January 31 (2024 budget)</i>



Item 21.

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

DATE: July 13, 2023	ITEM NO.	SUBJECT: Addendum to Water System Improvements PER, GMS
Presented by: Town Administrator /Clerk		

Enclosed for Board reference is Addendum No. 1 to the Water System Improvements Preliminary Engineering Report (PER).

As reported to the Board at the last meeting, GMS and staff reviewed the priority projects noted in the PER. Based on discussion, it was agreed to submit an addendum to the PER as it relates to the project work. The addendum reflects the discussions between GMS and staff regarding scope of work, ranking of work by importance and updates to cost estimates based on current market pricing. The addendum does not change the context of the PER. This information was provided to Chris Brandewie for the water rate structure and CIP.

This item is distributed for Board review and staff requests direction if you would like GMS to address these at a future meeting or, if there are no questions, staff will bring a follow up resolution to a future meeting to accept and file the addendum to the PER.

ADDENDUM NO. 1 TO
PRELIMINARY ENGINEERING REPORT
FOR
WATER SYSTEM IMPROVEMENTS - 2022

PROJECT NO. 2021-062.100

JULY 2023

OWNER:

TOWN OF PALMER LAKE
28 VALLEY CRESCENT
PALMER LAKE, CO 80133

PREPARED BY:

GMS, INC.
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COLORADO SPRINGS, COLORADO 80903

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ADDENDUM NO. 1 TO
WATER SYSTEM IMPROVEMENTS - 2022
TOWN OF PALMER LAKE
PRELIMINARY ENGINEERING REPORT

BACKGROUND

This Addendum is made to the Preliminary Engineering Report (PER) for Water System Improvements - 2022 conducted for the Town of Palmer Lake dated Final November 2022. The Final PER presented recommended improvements grouped into three priorities consisting of the following:

Priority One

- New Arapahoe Formation Well
- Groundwater Treatment Plant Improvements
- Distribution System Replacements

Priority Two

- Distribution System Looping and Reinforcement

Priority Three

- Distribution System Extension to Serve Properties on Private Wells

The purpose of this PER Addendum is to update the recommended improvement items, priorities, and costs. Further discussions and clarifications are also presented following recent discussions with the Town staff.

This Addendum is structured in a similar format to the November 2022 PER with section and subsection numbers and titles corresponding to the original PER. Revised table numbers also correspond to those contained in the PER. Only those sections in which additional data has been developed or revisions and clarifications were necessary are presented. This Addendum shall be attached to, and shall become a part of, the November 2022 Preliminary Engineer Report for Water System Improvements for the Town of Palmer Lake. This Addendum represents the most current version of this report as of this writing.

SECTION I - EXECUTIVE SUMMARY

The Town of Palmer Lake is a statutory Town with a 2020 estimated population of 2,636 people. The Town is located in central Colorado, in the northwest portion of El Paso County. The Town is located on Colorado Highway 105 on the south side of the Palmer Divide. The Town owns and operates a public drinking water system currently providing potable water to 1,015 active customers.

The Town's water system consists of reservoir storage, supply, groundwater well production, surface water and groundwater treatment, treated water storage, distribution and customer metering components. The Town delivers surface water supply from the Glen Park Reservoir on North Monument Creek, and groundwater supplies from the Denver and Arapahoe aquifers in the Denver Basin utilizing two wells.

The Town was incorporated in 1889. The original water system appears to have been constructed around 1867 with the adjudication of its original water rights. Several Water System Improvement projects have been conducted over the last century including distribution system extensions to new developments within the Town. The Town's surface water treatment plant (SW-WTP), treating water from Glen Park Reservoir, was constructed in the 1960's. New treatment process equipment was installed in 2012. In the late 1980's, the Town completed several water court filings to claim Denver Basin water underlying the corporate limits of the Town. The Denver Aquifer well, D-2, was constructed in 1987 and was replaced in 2021 as well D-2R. The new D-2R well went into service in 2023. In 2002, the Town constructed the Arapahoe Aquifer well, the groundwater treatment plant (GW-WTP) for iron and manganese removal, and the low zone water storage tank. Over the last 20 years, the Town Water Department has been replacing old lead joint cast iron pipe within the older areas of the distribution system. A second high zone distribution system storage tank was completed in 2019 to supplement the storage capacity of the 1960's high zone storage tank.

The Town surface water and groundwater rights are adequate to meet current and projected water demands. The Town's surface water supply has declined over the last 20 years due to long term drought conditions and increased water rights calls on the Glen Park Reservoir. Under worst case conditions of low surface water availability and the larger capacity groundwater well out of service, overall water supply capacity falls short of meeting existing and future maximum day demand conditions. Additional groundwater supply capacity is

recommended with a new Arapahoe well to firm up the supply capacity in meeting existing and future projected demands.

The distribution system is generally in good condition. Continued replacement of older cast iron pipe within the system piping is recommended. Distribution system improvements are also recommended to connect the east and west sides of the distribution system divided by Highway 105, and to reinforce overall water conveyance.

Water quality is generally compliant with water quality regulations. Elevated radium concentrations are present in the Denver and Arapahoe formations combined with elevated levels of iron and manganese. The GW-WTP was designed to provide iron and manganese removal, and subsequently radium is removed. The GW-WTP capacity is currently rated based on the use of both filters, however, levels of radium in the Denver Basin Aquifer are rising regionally. If raw water radium levels rise above the regulated limit, and radium compliance becomes dependent on the GW-WTP for removal, the facility will require the addition of a third filter to provide redundancy. Based on the 2022 radium sampling results from the new D-2R well, this recommendation remains in the Priority One recommendations.

The Town has approximately 141 private wells on individual properties for potable water supply. These were accepted by the Town for installation as the Town was unable to provide public water supply to these properties. The majority of these properties are located in the southeast quadrant of the Town on the northeast side of Highway 105. The necessary potable water supply improvements were determined in this report to serve these properties on private wells. Due to the high capital costs associated with providing public water to these in-Town properties, these necessary improvements are not recommended at this time.

This Preliminary Engineering Report presents a summary of the Town's water system components and an evaluation of the condition and needs of the system. Overall, the water system is well operated and in relatively good condition. The recommended improvements identified in this report include:

- Install new Arapahoe Aquifer groundwater well and pipeline to the GW-WTP.
- Replace lead joint cast iron and problematic pipe segments within the distribution system.

- Install new distribution system piping to loop together the east and west sides of Highway 105 and to provide distribution system reinforcement.
- Install third filter in the GW-WTP.

The recommended improvements have been grouped into two priorities. The first priority includes the recommended new Arapahoe well, replacement of older segments of distribution system piping, and GW-WTP improvements. The estimated project cost for these improvements is \$4,691,700. The second priority of recommended improvements includes distribution system upgrades to loop and reinforce the distribution system. The estimated project cost for these improvements is \$1,436,300. If the Priority One and Priority Two projects are combined into a single project, the combined project cost estimate is \$5,952,600. The third priority of improvements is to provide public water supply to those in-Town properties on private wells. The estimated project cost for these improvements is \$4,067,000. The third priority of water system improvements to provide water service to Town constituents on private wells is not recommended at this time.

A financial review of the Town of Palmer Lake's water fund indicates that the utility is well managed and in good financial condition. Funding of the needed improvements is recommended to be pursued using Drinking Water Revolving Fund (DWRF) loan funds available through the Colorado Water Resources and Power Development Authority (CWR&PDA) as administered by the Colorado Department of Public Health and Environment (CDPHE).

SECTION II – INTRODUCTION

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION III – PLANNING AREA

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION IV – EXISTING WATER SYSTEM

B. WATER SUPPLY

2. Groundwater Rights

Clarification: The Colorado Division of Water Resources, 2020 “Groundwater Levels in the Denver Bedrock Aquifers” indicated that the Arapahoe aquifer had gained greater than 12 feet of water level. This information was based on short-term historic and basin-wide monitoring levels. A review of the 2022 “Groundwater Levels in the Denver Bedrock Aquifers” indicates a basin-wide 10-year decline in the Arapahoe aquifer of 13 feet. In the vicinity of Monument, the Arapahoe has declined between 12 feet and 16 feet.

SECTION V – HISTORICAL AND PROJECTED WATER CONSUMPTION

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION VI – FUTURE WATER SUPPLY REQUIREMENTS

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION VII – EXISTING FINANCIAL STATUS OF THE WATER DEPARTMENT

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION VIII – EVALUATION OF EXISTING FACILITIES

E. METERS

On December 16, 2021, EPA finalized the Lead and Copper Rule Revisions (LCRR), which further strengthen the protections against lead in drinking water. The overall goal of the LCRR is the replacement of all lead service lines and galvanized/steel service lines that have been subject to lead service line exposure. The LCRR requires a

comprehensive inventory of all service line materials and a comprehensive lead service line replacement plan be submitted to the CDPHE by October 16, 2024. The inventory will require service line material determination either by age (post 1986), records review, visual inspection (in-home and meter pits), excavation, or other predictive means. All service lines identified as unknown will be considered as lead or galvanized requiring replacement. The Town has indicated that there are several service lines that will need to be replaced under the requirements of the LCRR. The framework for the Lead Service Line Inventory has been established by CDPHE, and guidance documents for the Lead Service Line Replacement Plan are available from CDPHE.

SECTION IX – WATER SYSTEM IMPROVEMENT NEEDS AND ALTERNATIVES

No revisions to the November 2022 Preliminary Engineering Report are made to this section.

SECTION X – RECOMMENDED IMPROVEMENTS

The recommended improvements presented in the November 2022 Preliminary Engineering Report were presented in three priorities of work. The Priority Three improvements consisting of distribution system extensions to serve properties on private wells is not recommended at this time. Based on discussions with the Town staff, the Priority One recommended improvements have been updated to reflect improvements that have been completed, or are planned for completion, under other projects. The items have also been reordered based on their importance. Both Priority One and Priority Two improvements have been updated to reflect current construction costs. These updates are reflected in the following revised cost estimate tables:

TABLE 15
TOWN OF PALMER LAKE
PRIORITY ONE IMPROVEMENTS

Item	Description	Quantity	Unit Cost	Total Cost
A. Distribution System Replacement				
1.	Shady Lane - Greeley Blvd. to Laughing Water Dr.			
a.	Replace existing with 6" piping	1,600 LF	\$88	\$141,120
b.	6" gate valve	5 EA	\$3,500	\$17,500
c.	New fire hydrant	3 EA	\$9,050	\$27,150
d.	Service connections	32 EA	\$900	\$28,800
e.	Connection to existing piping	4 EA	\$4,500	\$18,000
f.	Asphalt replacement	1,067 SY	\$120	\$128,040
	Subtotal			\$360,610
2.	Park Street - Dixie St. to Milton St.			
a.	Replace existing with 6" piping	370 LF	\$88	\$32,634
b.	Service connections	6 EA	\$900	\$5,400
c.	Connection to existing piping	2 EA	\$4,500	\$9,000
d.	Asphalt replacement	247 SY	\$120	\$29,640
	Subtotal			\$76,674
3.	Glenway Street - High St. to Hwy. 105			
a.	Replace existing with 6" piping	1,110 LF	\$88	\$97,902
b.	6" gate valve	4 EA	\$3,500	\$14,000
c.	New fire hydrant	1 EA	\$9,050	\$9,050
d.	Service connections	16 EA	\$900	\$14,400
e.	Connection to existing piping	2 EA	\$4,500	\$9,000
f.	Asphalt replacement	740 SY	\$120	\$88,800
	Subtotal			\$233,152
4.	Valley Crescent Street - S Valley Rd. to Middle Glenway			
a.	Replace existing with 6" piping	625 LF	\$88	\$55,125
b.	6" gate valve	6 EA	\$3,500	\$21,000
c.	Service connections	4 EA	\$900	\$3,600
d.	Connection to existing piping	4 EA	\$4,500	\$18,000
e.	Asphalt replacement	417 SY	\$120	\$50,040
	Subtotal			\$147,765
5.	Glen Street at SW-WTP			
a.	Cap and abandon existing 6" CI piping	1 LS	\$8,000	\$8,000
	Subtotal			\$8,000
B. New Arapahoe Formation Well				
1.	Mobilization/demobilization	1 LS	\$250,000	\$250,000
2.	18" diameter hole	2,154 VF	\$110	\$236,940

Item	Description	Quantity	Unit Cost	Total Cost
3.	30" surface casing	40 VF	\$630	\$25,200
4.	10" diameter steel casing	1,601 VF	\$130	\$208,130
5.	10" stainless steel wire screen	553 VF	\$260	\$143,780
6.	Gravel pack	553 VF	\$150	\$82,950
7.	Cement grout	1,601 VF	\$30	\$48,030
8.	Well development	24 HRS	\$3,300	\$79,200
9.	72-hr pumping test	1 LS	\$60,000	\$60,000
10.	Geophysical log	1 LS	\$40,000	\$40,000
11.	Video log	1 LS	\$3,000	\$3,000
12.	Well pump, motor, level sensor and conductors	1 LS	\$210,000	\$210,000
13.	4" stainless steel drop pipe with centralizers	1,854 VF	\$105	\$194,670
14.	Pitless Unit	1 LS	\$30,000	\$30,000
15.	Electrical including new service, power panel, step-up transformer, VFD, pressure switches and pump control panel	1 LS	\$140,000	\$140,000
16.	Disinfection	1 LS	\$3,000	\$3,000
17.	Site work, fencing and piping	1 LS	\$15,000	\$15,000
18.	SCADA and control integration	1 LS	\$20,000	\$20,000
19.	Well house building, piping and valves	1 LS	\$100,000	\$100,000
20.	8" piping to Town WTP	3,200 LF	\$100	\$320,000
21.	Property purchase	1 LS	\$25,000	\$25,000
22.	Water Rights Filing	1 LS	\$30,000	\$30,000
	Subtotal			\$2,264,900
C. Groundwater Treatment Plant Improvements				
1.	Add third filter including installation, media, startup, and moving of existing filter	1 LS	\$360,000	\$360,000
2.	Piping modifications for filter move	1 LS	\$35,000	\$35,000
3.	Piping and valves	1 LS	\$100,000	\$100,000
4.	Filter control modifications	1 LS	\$30,000	\$30,000
5.	Add building exterior double doors for chemical deliveries	1 LS	\$10,000	\$10,000
	Subtotal			\$535,000
Total construction cost estimate				\$3,626,101
Project contingencies @ 15%				543,999
Engineering design/contract administration				271,100
Construction observation based on 150 calendar days				150,000
Other Engineering ¹⁾				85,000
Administrative expenses (advertising, legal counsel, bond counsel, and project audit)				15,500
Total preliminary project cost estimate				\$4,691,700

1) Other engineering costs includes: easements, environmental report, geotechnical services, reproduction, funding administration, CDPHE approvals, DWP permit and approvals, well sampling, Prequalification Application, Project Needs Assessment, and permits.

TABLE 16
TOWN OF PALMER LAKE
PRIORITY TWO IMPROVEMENTS

Item	Description	Quantity	Unit Cost	Total Cost
A. Distribution System Looping and Reinforcement				
1.	County Line Road - Oak Dale Rd. to Spruce Ave.			
a.	New 10" piping	800 LF	\$120	\$96,000
b.	10" gate valve	2 EA	\$4,500	\$9,000
c.	Connection to existing piping	2 EA	\$4,500	\$9,000
d.	Asphalt replacement	533 SY	\$120	\$63,960
	Subtotal			\$177,960
2.	East-West Loop - Northeast from Shady Lane to existing 6" on town property (formerly Living Word Chapel)			
a.	New 6" piping	580 LF	\$88	\$51,156
b.	New 6" HDPE bore across Monument Creek	100 LF	\$350	\$35,000
c.	6" gate valve	4 EA	\$3,500	\$14,000
d.	Connection to existing piping	2 EA	\$4,500	\$9,000
	Subtotal			\$109,156
3.	South Loop - Red Rock Ranch Dr. northeast from Forest View Way to Hwy. 105 thence northwest to existing 8"			
a.	New 8" piping	4,660 LF	\$100	\$466,000
b.	New 8" HDPE DR9 bore across Monument Creek	400 LF	\$350	\$140,000
c.	8" gate valve	4 EA	\$4,000	\$16,000
d.	New fire hydrant	2 EA	\$9,050	\$18,100
e.	Connection to existing piping	2 EA	\$4,500	\$9,000
f.	Asphalt replacement	400 SY	\$120	\$48,000
	Subtotal			\$697,100
Total construction cost estimate				\$984,216
Project contingencies @ 15%				147,684
Engineering design/contract administration				84,900
Construction observation based on 120 calendar days				120,000
Other Engineering ¹⁾				86,500
Administrative expenses (advertising, legal counsel, bond counsel, and project audit)				13,000
Total preliminary project cost estimate				\$1,436,300

1) Other engineering costs includes: easements, environmental report, geotechnical services, reproduction, funding administration, Prequalification Application, Project Needs Assessment, and permits.

The following Table is a summary of the three priorities of system improvements.

TABLE 18
TOWN OF PALMER LAKE
SUMMARY OF PROJECT COSTS

Description	Cost
Priority One - New Well, GW-WTP Improvements, and Distribution System Piping Replacements	\$4,691,700
Priority Two - Distribution System Looping and Reinforcement	\$1,436,300
Priority Three - Distribution System extension to Properties In Town with Private Wells	\$4,067,200
Grand Total Estimated Project Cost	\$10,195,200

SECTION XI – FUNDING OF THE RECOMMENDED IMPROVEMENTS

All construction and project cost estimate discussions in this Section shall be updated with the numbers presented in this Addendum No. 1. The following table presents the updated potential funding scenarios for the Priority One recommendations and combined Priority One and Two recommendations. The estimated project cost of the combined Priority One and Two recommendations accounts for a savings in soft costs versus constructing the two priorities in separate projects over time.

TABLE 19
TOWN OF PALMER LAKE
WATER SYSTEM IMPROVEMENTS
POTENTIAL PROJECT FUNDING SCENARIO

Component	Priority One Only	Priorities One and Two
Project Cost ¹⁾	\$4,691,700	\$5,952,600
Local Match ²⁾	\$0	\$0
DWRF Loan ³⁾	\$4,691,700	\$5,952,600
Current O&M Expense (EQR/mo) ⁴⁾	\$80.55	\$80.55
New Debt Service (EQR/mo) ⁵⁾	\$19.88	\$25.22
Added Loan Reserve (EQR/mo) ⁶⁾	\$1.99	\$2.52
Water Fund Reserves (EQR/mo) ⁷⁾	\$8.04	\$8.04
Needed Average Monthly Bill (EQR/mo) ⁸⁾	\$110.47	\$116.34
Current Average Revenue (EQR/mo) ⁹⁾	\$101.84	\$101.84
Estimated Required Rate Increase	\$8.63	\$14.50

- 1) Total estimated project cost.
- 2) Local cash match from capital Improvements Fund reserves
- 3) Required loan amount for full project financing.
- 4) Based on 2021 budgeted operating expense of \$1,001,397 divided by 1036 EQRs and 12 months.
- 5) Monthly user debt burden for DWRF loan at 3.25% and 30 years, the annual payment is \$247,167 and \$313,593 respectively for Priority One and Priorities One and Two, divided by 1,036 EQR and 12 months.
- 6) Required 10% monthly reserve requirement on debt service.
- 7) Recommended Water Fund cash reserve rebuild of 100,000 per year.
- 8) Total projection of all monthly expenses.
- 9) Based on 2021 operating revenue of \$1,266,050 divided by 1,036 EQRs and 12 months.