



BOARD OF TRUSTEES MEETING

Thursday, May 09, 2024 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

Pledge of Allegiance

Presentation

1. Recognize Employee's 5+ Years of Service

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.

- [2.](#) Minutes from April 25, 2024 Meeting
3. Check over \$15,000 - Dukes Electric Inc (\$24,800); Core & Main (\$15,158.50)

Staff/Department Reports

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

Business Items

- [11.](#) Special Event Application - Shakespeare in the Park, Arts Council (6/22)
- [12.](#) Special Event Application - Wishing Star Farms, PPLD (6/27)

- [13.](#) Special Event Application - Children's Summer Adventure Concert, PPLD (7/12)
- [14.](#) Special Event Application - Summer Concerts, PPLD (8/23, 8/30, 9/6)
- [15.](#) Special Event Application - July 4th Fun Run (7/4)
- [16.](#) Special Event Application - Festival on the Fourth
17. Update on Advisory Committee for Elephant Rock Vision Plan (S. Miner)
- [18.](#) Resolution 27-2024 to Approve Policy Relating to Employment of Relatives
- [19.](#) Announce Opportunity for Citizen Appointment to PPACG Mobility Coordinating Committee
- [20.](#) Consider Farmer's Market Code/Manager Permit Application
- [21.](#) Confirm Centennial Park Parking Area on West Side of Lake
- [22.](#) Discussion/Direction Relating to Fire Adaptive Initiatives
- [23.](#) Review/Direction to Prioritize Board Topics

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please step to the microphone, state your name and address for the record, and address the Board on matters not on the agenda. Please note that the Board will not take action on your comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

Board Reports

Next Meeting (May 30) and Future Items

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) – offer to purchase town property.

Reconvene to Open Session

24. Resolution 28-2024 to Authorize Mayor to Sign Purchase and Sale Agreement (PSA)

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, April 25, 2024 at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor Havenar called the meeting to order at 5:06 pm.

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

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) – offer to purchase town property. MOTION (Stern, Farr) to convene to executive session. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session at 5:23 PM. Recess until the start of the regular meeting.

Call to Order. Mayor Havenar called the regular meeting back to order at 6 pm.

Pledge of Allegiance

Roll Call. All members present.

Administer Oath of Office, Deputy Town Clerk. Collins administered the Oath of Office to new Deputy Town Clerk Ms. Grace McNeil.

Consent Agenda. MOTION (Ball, Farr) to approve the consent agenda including items 1) Minutes from April 11, 2024, Meeting; 2) Checks Over \$15,000 - Bradley (\$50,751); Daniels Long Chevrolet (\$52,950); 3) Financials (March). Roll call vote – aye 7; nay 0. Motion passed.

Public Hearing

4. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *Continued by Planning Commission to May 15; Requesting Continue Hearing to May 30.* Collins explained this item being continued by the Planning Commission. MOTION (Farr, Stern) to continue the hearing until May 30. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

5. Special Event Application - Stride Events LLC (9/27-29). Mr. Lance Pearce approached the Board and explained the annual 24-hour run planned for September. He stated this is the tenth year and again will donate a portion of the registration fees to the Parks Commission. MOTON (Padgett, Dreher) to approve the event as presented. Roll call vote – aye 7; nay 0. Motion passed.

6. Special Event Application - Community Cinco de Mayor Dinner Service (Joy on the Rock). Collins explained the event scheduled to provide a community dinner and service. MOTION (Padgett, Stern) to approve the Joy on the Rock event and waive the fees. Roll call vote – aye 7; nay 0. Motion passed.

7. Special Event Application - Wine Festival (9/14). Mayor Havenar recused herself from the vote and explained the annual event for September. MOTION (Padgett, Dreher) to approve the wine festival. Review of the application with staff is forthcoming. Roll call vote – aye 6; nay 0; abstain 1 (Havenar). Motion passed.
8. Update - Advisory Committee for Elephant Rock Vision Plan. Ms. Susan Miner provided an update of the first organizational meeting of the advisory committee. She explained the process that volunteer members will agree to – beginning with a vision statement, sorting data, not making decisions, explaining how ideas will be rated to create vision options for the property and place them on a site plan. Discussion took place about members of the committee. A meeting is scheduled on 4/29 to consider citizen members to fill two positions. The next regular meeting of May 6 will take place at the annex location on the property. Trustee Stern inquired about the frequency of reports and Susan responded she will report at every Board meeting.
9. Discussion/Direction Relating to Fire Adaptive Initiatives. Fire Chief Vincent reviewed his responses to the prior Board questions on this topic. A discussion took place about possible town property sites to consider slash collection and burn. Trustee Ball suggested further Board direction to assist with grant activity. Chief Vincent explained the need to clear the elephant rock property and burn the slash this year. Discussion took place about resident vs. non-resident fees for slash removal. Additional questions arose about renting a larger chipper. Chief reported that he reviewed the current Ch.8 burn restriction and will bring that code back to the Board for review.
10. Discussion/Direction on Wayfinding Signs, Examples. Board members reviewed the samples provided and generally responded, liking the Telluride signs and the map displayed on the Estes sign. It was agreed that business contributing would be a positive addition. Discussion ensued about locations and suggested that in addition to two entering town should be another two prior to the downtown corridor.
- Public Comment.** Ms. Dusty Severn inquired about the temporary occupancy for TLCA. Mayor Havenar and Trustee Stern responded about the status of the center.
- Board Reports.** Trustee Ehrhardt reported the bridge dedication will be Monday, May 6 at 10 am. Trustee Ball stated she continues to work on grant opportunities.
- Collins provided her report on the land use code rewrite; CORE Electric activity on the installation of the EV charger at the lake parking; installation of power and lighting at the pedestrian bridge; design of the pickleball courts and restroom. She provided a reminder of the modified office hours to Mon-Thu., and she reminded Board members about the upcoming CML conference in June.
- Next Meeting (May 1 workshop; May 9; rescheduled May 23 to May 30) and Future Items.** Mayor Havenar stated there will not be a workshop on May 1 and the regular meeting for May 23 is rescheduled to May 30th.
- Mayor Havenar stated that the executive session was completed earlier, and the last item will not be acted on.
11. Resolution to Authorize Mayor to Sign Purchase and Sale Agreement (PSA) – no action.
- Adjourn.** MOTION (Ball, Dreher) to adjourn at 7:16 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

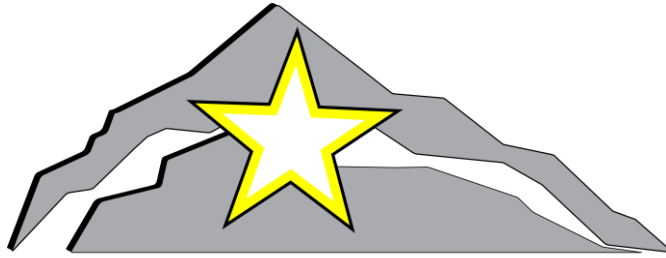
Town of Palmer Lake Monthly Water Usage

**Month
Year April
 2024**

	Gallons	Acre Ft
Surface Water	2,204,000	6.76
Well A2	0	0
Well D2	1,863,000	5.72
Total	4,067,000	12.48
Avg. Gal/Day	136,000	0.42

Release To Lake 8.40 AF Max Allowed = 8.4 AF / Month
Release Glen Park Evaporation 0 AF
Water system 0 AF

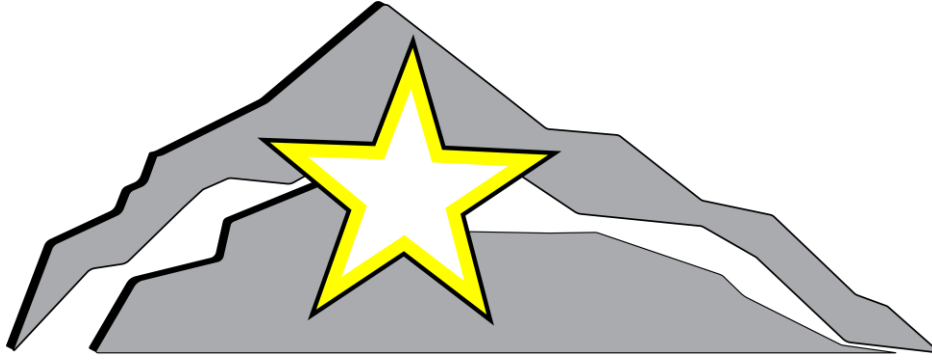
	Total	8.4 Af
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Town of Palmer Lake

Board of Trustees Summary Sheet

	April 2024
Title	Public Works Monthly Report
Date	May 9, 2024
Contact	Stacy DeLozier
Summary	<p>Grade and Mag Roads Cold Patch Asphalt Potholes Create and clean ditches for water drainage Clean out/ cut ditch in Glen Park for road water runoff Cut tree limbs/ brush from roadways and parks Burned large slash pile in PW yard Replace and repair applicable road signs Perform routine maintenance on all equipment Empty trash cans at Lake Rec. area, parks and trailhead daily Maintain trailhead parking Kiosk daily Coordinate/assist with bridge lighting project Clear out material and prep for bridge bathroom project Several onsite meetings about new Pickleball Courts (APL) Coordinate placement of Portable Potties around town Install water fountain on the lake Spring cleaning around the shop/yard Assist with small projects at Town Hall, PLFD and PLPD Meeting with Oasis on solution for drainage issues at Library/Museum Assist with Parks and USAFA on bridge build at Elephant Rock Assist Water Department on Epworth water main project Several street cut permits issued within town boundaries Begin refurbishing wooden Parks signs Completed annual repairs/maintenance on lawn mowers/ equipment Meet/assist Core Electric on installing 2 EV chargers at lake parking</p>
Training	Ongoing weekly/ monthly safety training and meetings
Other Activity	Working with (stormwater consultant) John Chavez on Upper Glenway/ School road project



Town of Palmer Lake

Board of Trustees Summary Sheet

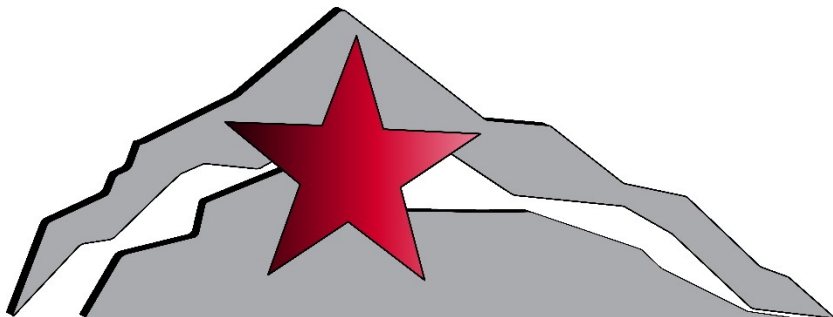
	March-April 2024
Title	PARKS Report
Date	5/9/2024 Board meeting; 5/14/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 104.0 hr. Clerical (email, calls, grants, spreadsheets) : 88.50 hr. Miscellaneous Meetings (other than Parks) : 18.50 hr.
Total Volunteer Time	Total = 211.00 hours
Upcoming Activity	Parks Workshop 5/28



Board of Trustees Summary Sheet

	April - May 2024
Title	Police Monthly Report
Date	04/01-04/30/2024
Contact	A. Lundy
Summary	In the Month of April 2024, the PLPD made 80 traffic stops and issued 47 citations. Also, in the month of April, 1 domestic violence arrest was made, 5 traffic complaints were investigated, and 14 reports were taken.
Training	Officer Bentley attended T.P.O. training. Chief* Lundy completed POST required endangered/murdered indigenous people's course.
	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Other Actions	PLPD selected Officers Vanderpool and Bentley to head up the highly anticipated BHCON program. Officer Perry was selected to replace 1 of the several vacancies within the department as a full-time Officer.
Active investigations	Palmer Lake PD officers are actively investigating reported drug activity within town.
Calls for service	Officers responded to 397 calls for service this month.

S.T.E.P.	<p>S.T.E.P. There was 1 traffic accident in Palmer Lake in the month of April.</p> <p>Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.</p>



PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	Fire Department Report- APRIL 2024
Date	6 MAY 2024
Contact	John Vincent, Chief
Summary	<p>Fire Department RMS On-Boarding continues.</p> <p>New Pick-Up Truck being Upfitted.</p> <p>New Volunteers attending Fire Academy.</p> <p>Attended Office of Emergency Management Meeting.</p> <p>Training Burn Successfully Completed.</p> <p>Library and Parking Lot Juniper Removed.</p> <p>Elephant Rock Mitigation Project is being Planned.</p>
Training	177.5 Hours
Photographs	NONE
Other Action	
Code Enforcement	Inspections Completed: 5



Board of Trustees Summary Sheet

	Apr-May 2024																																										
Title	Administration																																										
Date	5/9/2024																																										
Contact	Admin personnel																																										
Kiosk Revenue	<p>April Collections for the Kiosk / Transactions: 658</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$ 3,487.40</td> <td style="width: 40%;">Gross Collections</td> <td style="width: 10%;">(658 Transactions)</td> <td style="width: 35%;"></td> </tr> <tr> <td>\$ (197.40)</td> <td>Fees</td> <td></td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 3,220.00</td> <td>Net Collections - April</td> <td></td> <td></td> </tr> </table> <p>Collections 2024 YTD / YTD Transactions: 1764</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">\$ 9,349.20</td> <td style="width: 40%;">Gross Collections</td> <td style="width: 10%;"></td> <td style="width: 35%;"></td> </tr> <tr> <td>\$ (529.20)</td> <td>Fees</td> <td></td> <td></td> </tr> <tr> <td>\$ -</td> <td>Supplies (Kiosk Paper)</td> <td></td> <td></td> </tr> <tr> <td>\$ (280.00)</td> <td>Monthly T2 Svc charge</td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 8,540.00</td> <td>Net Collections</td> <td></td> <td></td> </tr> <tr> <td>\$ (809.20)</td> <td>Total Fees and Maintenance</td> <td>9%</td> <td></td> </tr> </table>			\$ 3,487.40	Gross Collections	(658 Transactions)		\$ (197.40)	Fees			\$ (70.00)	Monthly T2 Svc charge			\$ 3,220.00	Net Collections - April			\$ 9,349.20	Gross Collections			\$ (529.20)	Fees			\$ -	Supplies (Kiosk Paper)			\$ (280.00)	Monthly T2 Svc charge			\$ 8,540.00	Net Collections			\$ (809.20)	Total Fees and Maintenance	9%	
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Contact Us (online)	Date	First Name	Subject																																								
	4/1/2024	Jerica	Request to reserve pavilion																																								
	4/4/2024	Norma	Quick question																																								
	4/8/2024	Leish	Port a Potties at the Lake																																								
	4/8/2024	Kelli	Pavilion rental at Palmer Lake																																								
	4/9/2024	Kyle	Blog post offer - will you please look																																								
	4/23/2024	Mickey	Employment Verification																																								
	4/29/2024	Samantha	Reserving pavilion for church service and potluck																																								
	4/29/2024	Jonathan	Land offer																																								
Land Use permits issued	<p>APRIL 2024</p> <p>Type: Single Family; Qty: 0 Other; Qty: 4 Total water taps issued: 1040</p>																																										

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2024	2024
	Apr	Apr
Business Type	STR	other
New Licenses	3	3
Licenses Renewed	1	3
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	40	162
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	202	

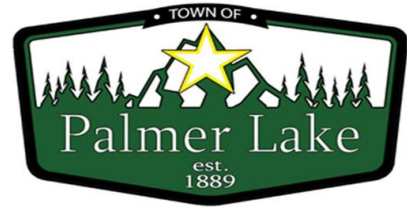
SCHEDULED TO RENEW IN JULY:

BUSINESS NAME
300 General Palmer LLC
All Phase Roofing
Andrew Maguire dba The Bus Recreational Rentals, LLC
Cavalry Capital Management, LLC
Cold Water Media, Inc.
Greater Grounds Landscaping, LLC
Hennessey Roofing, LLC
Holly Sly, dba Body Therapy
Lousberg Roofing & Exteriors
OEL Worldwide Industries
O'Shea Construction
Western Plumbing LLC

Water Billing

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
2022	Jan-Dec	1015	41,405,900	11
2023	Jan-Dec	1018	44,855,150	7
2024	Jan	1019	3,498,000	0
	Feb	1019	3,031,550	0
	March	1019	2,889,000	0
	April	1019	3,401,100	0
	YTD			12,819,650

Grant Activity Updates	No significant/status updates.
Staffing Activity	<ul style="list-style-type: none">• PD assessment report expected end of May• Recruitment of PW Supervisor deadline end of May• Code enforcement p/t position drafted to post in June (confirming vehicle)



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Palmer Lake Arts Council presents: Shakespeare in The Park
Presented by: Deputy Clerk Grace McNeil		

Recommended Action

To approve the event to take place at the Town Hall on the Village Green as presented and endorsed by Staff.

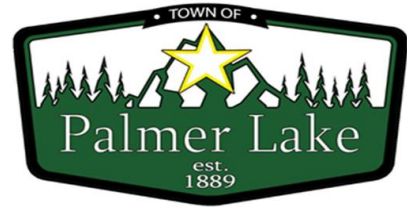
Background

The Palmer Lake Arts Council will host Shakespeare in The Park, a theatre event brought to you by Theatreworks. The play will be an “outside round event” on the Village Green, which is free to the community. There will be two shows on June 22, 2024, at 1:00 p.m. (informative talk) followed by 2:00 p.m. performance and 5:00 p.m. (informative talk) and 6:00 p.m. performance. Please remember to bring a lawn chair or picnic blanket.

They anticipate approximately 150 people across both shows. They will need to setup and practice starting at 12 p.m.

Staff met with the event coordinators and see no issues with this event.

This non-profit event has requested a waiver of the application fee of \$100.00.



Item 12.

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

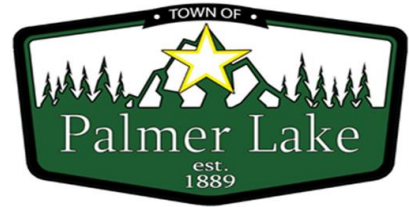
DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Pikes Peak Library District – Wishing Star Farms
Presented by: Town Administrator		

Background

The planned date is June 27 on the green. Set up will begin about 9:30a. It is a one hour program and all areas will be cleaned up by 12:30p. This is a part of the children’s summer reading program. It is anticipated to have approximately 30 participants. PPLD staff will remove all debris and waste. No plastic/tarp will be used on grass areas. Overflow parking is directed to be across Hwy 105 near the ballfield.

Recommended Action

To approve the PPLD event for children.



Item 13.

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

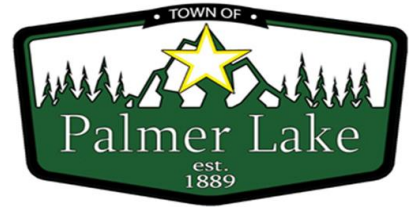
DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Pikes Peak Library District – Summer Adventure Concert
Presented by: Town Administrator		

Background

The planned date is Friday, July 12 set up on the green. The performance will feature a children’s musician performance in the afternoon/evening with clean up by 8 pm. The library and town hall will be open for restroom use. An attendance of 100+ is expected. It is directed that parking be utilized across Hwy 105 near the ballfield.

Recommended Action

To approve the PPLD children’s musician performance.



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

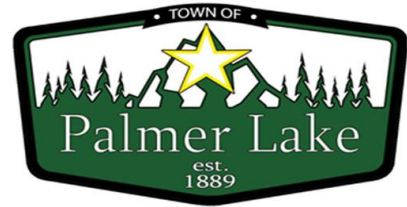
DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Pikes Peak Library District – Concert Series
Presented by: Town Administrator		

Background

The August dates for the summer concerts are August 23, 30 and September 6 set up on the green. The performances are one hour from 6-7 pm and music concerts will vary. The library and town hall will be open for restroom use. Attendance of 150 is typical. It is directed to utilize parking across Hwy 105 near the ballfield. Banners will be posted to advertise the summer concert series.

Recommended Action

To approve the PPLD summer concerts.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT:
Presented by: Deputy Town Clerk, Grace McNeil		Special Event - Palmer Lake Elementary School PTO – 42 nd Annual July 4 th Fun Run

Recommended Action

To approve the event to take place at the Palmer Lake Recreational Area as presented and endorsed by Staff.

Background

The Palmer Lake Elementary School PTO’s 42nd Annual July 4th Fun Run is a four-mile run starting at Palmer Lake and continuing along the Santa Fe Trail and ending in Monument. It will take place on July 4, 2024. The event has received permission from El Paso County to use the Santa Fe Trail. The Fire Dept will give the traditional blare of their fire engine siren to start the race.

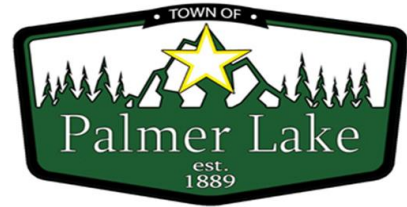
The arrival time for set up and the participants packet retrieval will be on the morning of the run at 6:00 a.m., with a start time of 7:00 a.m. at the Pavilion. The event will finish by about 11:00 a.m.

The event coordinator anticipates up to 500 runners. They will have staggered start times with the runners going first and then those who will walk will follow them.

The parking area on the west side of the lake will be utilized as much as possible. It will be communicated to use the public parking lots along Hwy 105. Traffic and parking will be directed by volunteers with safety vests and flags. The Police Dept requests that participants not park along County Line Rd, as large groups of parked cars can invite break-ins. Also reminding all the participants to leave their valuables at home. The Police Dept stated that attendees not walk on the train tracks and that violations may result in citations. Portable restrooms will be available to the public.

EMS plan for the event: All volunteers staged at the starting line, the mid-point, and the finish line are CPR/first aid certified. They will be staged along the route, sweeping the area to ensure all participants cross the finish line. Monument FD ambulance will be parked at the finish line. In the event of an emergency, they will call 911.

The event coordinator is requesting a waiver of the \$100.00 application fee including deposit.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – APL – Festival on the Fourth
Presented by: Town Administrator		

Background

Town staff met with Mr. Shane Neal, representing Awake Palmer Lake, for a special event on 7/4. The event plan will include a controlled area around the gazebo at Centennial Park with fencing and secure exit/entrance which will offer live music, vendors, a kids’ zone, food and beer. A special event liquor license is applied for. A sample site map is enclosed and will be refined.

The event time frame will be 4-10 pm on 7/4. Set up will begin on 7/3 and clean up will be completed on 7/5. Plans will further be established for parking, security, and ticket sales. Two blinky signs will be brought in – at both ends of town – to inform visitors that there will NOT be fireworks displayed this year.

It is significant to put on record that the town department staff must consider the safety of the community. Less than 8 weeks is not enough time to do that well. It is also important to note that town staff does support special events. The overall plan for 2024 is to establish a foundation for a future Festival on the Fourth. At this late time, staff supports a modified event that will limit attendees to approximately 5,000 with ticket sales in a secure, controlled area.

Recommended Action

Staff requests approval of a modified event, as discussed/reviewed with Mr. Neal. Additional planning meetings will be scheduled.





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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Resolution to Approve Policy Relating to Employment of Relatives
Presented by: Town Administrator		

Background

The Town of Palmer Lake is a small community and supports hiring local. It is not opposed to hiring family members of active employees. However, it is important to regulate the perceived or actual conflicts that may occur if employees are too close the reporting structure. Therefore, the enclosed addendum to the New Hire Policy is created to speak to the employment of relatives in the town organization.

Recommendation

Consider the resolution to approve the new policy for employment of relatives.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 27 - 2024

A RESOLUTION APPROVING A POLICY RELATING TO EMPLOYMENT OF RELATIVES/FAMILY MEMBERS

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

WHEREAS, the Town Board of Trustees has previously adopted a New Hire Policy; and

WHEREAS, in conjunction with hiring employees, the town does not discriminate in hiring relatives of employees; and

WHEREAS, issuing a policy will reduce perceived or actual conflict, such as potential favoritism or personal conflicts from outside the work environment.

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

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

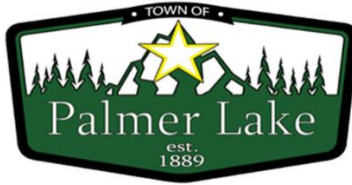
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9th DAY OF MAY 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



ADD: EMPLOYMENT OF RELATIVES/FAMILY MEMBERS

ISSUE DATE:	MAY 2024	REVISION DATE:	
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I. PURPOSE

The Town of Palmer Lake is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or opposition to the employment of relatives.

II. POLICY

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into working relationships, the Town of Palmer Lake will hire relatives of persons currently employed only if:

- Candidates for employment will not be working directly for or supervising a relative; and
- Candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and future employees and candidates for employment.

A family member is defined as one of the following: spouse, parent, step parent, child, step child, grandparent, grandchild, brother, brother in law, sister, sister in law, uncle, aunt, nephew, niece, first cousin, or in-law (father, mother, son, daughter).

III. PROCEDURE

Prior to any employment offer, the immediate supervisor is responsible for ensuring policy compliance. If any employee, after employment, enters one of the above relationships, one of the affected employees must seek a transfer or change in reporting. Employees are responsible for reporting any change in relationships with another employee to their supervisor. Department supervisors are responsible for reporting and supporting reassignment of employees.

No exception to this policy will be made without written consent of the Town Administrator.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Announce Citizen Appointment to PPACG Mobility Coordinating Committee (Mayor Havenar)
Presented by: Town Administrator		

Background

Mayor Havenar is seeking a citizen member with a desire to assist seniors especially in the community.

Informational



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Consider New Farmers Market Code and Permit Application
Presented by: Town Administrator		

Background

The town has been approached by interested parties to plan a farmers market in the town. It has been discussed to take place on Sunday and line up respective code, a permit application and fee with general rules for the market manager.

Recommendation

If the Board is in support, staff will research and assemble draft code language and a respective application to permit farmers market within the town.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Confirm parking area on west side of Centennial / Lake
Presented by: Town Administrator		

Background

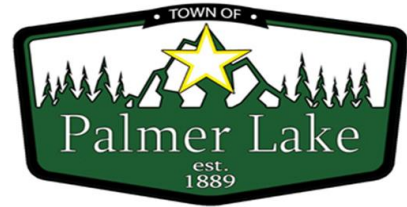
Last year, the PW staff brought in material to build up the initial location for the pickleball courts.

With relocation of the courts to the south side of the pedestrian bridge, which historically served as public parking, it is logical to make the dirt area a new parking area to be finished off with millings prior to complete installation of the courts.

It is also anticipated that this area will be landscaped similarly to the south side once completed.

Recommendation

If the Board is in support, staff requests a motion to approve the modification to a parking area.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Continued Discussion of Fire Adaptive Steps
Presented by: Town Administrator		

Background

As previously discussed with the Board, Chief Vincent is interested in moving the town to becoming a fire adaptive community.

Fire personnel are planning a project to clear some of the overgrowth previously reviewed with members on the elephant rock property. Chief Vincent requests that the Board support an appropriately timed controlled burn to remove the debris as clearing is completed.

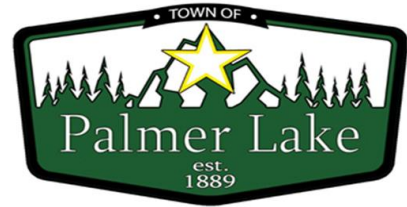
Additionally, Chief Vincent is requesting to modify the restriction in the current Chapter 8.28 code relating to outdoor burning.

Town stage 1 fire restrictions means the minimum restrictions on burning, fires and outdoor smoking as set forth in this chapter ~~which are in effect at all times within the town.~~

A question about renting a chipper was presented by the Board. As reference, a 12” chipper rents for about \$1500/week. This does not include the necessary staff to man/operate the chipper and control of the slash drop off area.

Recommended Action

To affirm/approve the next steps by the Fire dept as requested and direct staff to bring back an ordinance reflecting the code modification.



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: Other Topics to Prioritize
Presented by: Town Administrator		

Background

There are several topics that have been raised for discussion by either Board member or staff. The following list is to assist the Board to prioritize topics for staff –

- Consider Town wayfinding signs (ongoing)
- Consider adding expiration language for Conditional Use permits (discussion with Planning Commission)
- Consider modification of R4 zoning code (discussion with Planning Commission)
- Land Use code rewrite of critical issues (ongoing with Planning Commission)
- Consideration of a Stormwater Enterprise Fund (pending since fall 2023)
- Use/ Storage of Recreational Vehicles on Private Property (pending since late summer 2023)
- Review current code relating to Removal or Stockpiling of Earth, Sand, Rocks, Gravel – found here:
https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT8HESA_CH8.24RETEASAROGR
- Review current code relating to Peddlers permit – found here:
https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT5BULIRE_CH5.12PE
- Expectations of town departments – mission/ planning session with each department lead
- Fund balance – banking/ saving policy for unused fund balance
- Consider code relating to farmers market permit (new code)
- Consider code relating to special event permit (new code)

Recommended Action

Provide general priority of forthcoming items.