



BOARD OF TRUSTEES MEETING

Thursday, August 08, 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

Introduction - Ms Kim Briding, Principal, Palmer Lake Elementary School

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

- [1.](#) Minutes from July 25, 2024 Meeting
2. Checks over \$15,000 - Hach Company (\$15,126.00); Meyer & Sams/GMS (\$33,814.82)
- [3.](#) Financials (December 2023)

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.](#) Resolution 41-2024 to Authorize Asbestos Removal from (7) Elephant Rock Structures
- [12.](#) Resolution 42-2024 to Create Advisory Committee for Elephant Rock Financial Plan
- [13.](#) Ordinance 9-2024 to Authorize and Approve Sale of Town Owned Real Property

[14.](#) Direction on Amended Code Relating to Business License Regulations

[15.](#) Direction on Mediation for Board Members

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 (8/22) and Future Items

Convene to Executive Session - For the purpose of discussing a matter that is subject to negotiation related to a possible annexation, pursuant to Section 24-6-402(4)(e), C.R.S.

Reconvene to Open Session

Adjourn

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, July 25, 2024 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 6:05 pm.

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

Pledge of Allegiance led by Trustee Stern.

Consent Agenda. MOTION (Dreher, Farr) to approve the consent agenda including 1) Minutes from July 11, 2024 Meeting; 2) Minutes from July 18, 2024 Special Meeting; 3) Checks over \$15,000 - Krob Law Office (\$16,852.50); 4) Financials (June). Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

5. Attorney – none.

6. Administrator/Clerk – Collins provided an update on the staffing activity, including the next step to recruit for the Chief of Police position. Progress of projects was reviewed including pickleball courts and restroom; ribbon cutting ceremony for the CORE EV chargers (Aug-7) to be posted; and the roadway project beginning July 29. Collins noted a joint workshop for the Board and Planning Commission on Wednesday, September 4, for a concept review of a possible annexation. Upcoming events were mentioned, including a review of the schedule of events for Chautauqua by Ms Amy Hutson, beginning July 29. Collins invited the community to join in the National Night Out planned for Tue., August 6 on the green.

Public Hearing

7. Application for Conditional Use for Landscape Yard in C2 Zone, Greater Grounds. Mr. Jared Whiteley of Greater Grounds was present to provide an update on the activity with CDOT for access permit. Collins provided the background and recent recommendation from the Planning Commission including several conditions to meet. Trustee Stern inquired about a dumpster. Discussion took place about the business owner meeting the required conditions. Mr. Whiteley stated he accepts the conditions, has fear that CDOT may request a turn lane on Hwy 105 and explained an alternative drive from the rear of the site to Cloven Hoof Rd. No person spoke for or against the conditional use application. Mayor Havenar closed the hearing.

Business Items

8. Resolution 40-2024 to Approve Conditional Use in C2 Zone (Greater Grounds). MOTION (Farr, Dreher) to approve Resolution 40-2024 approving the conditional use for a landscape yard in a C2 zone with the conditions presented by the Planning Commission. Roll call vote – aye 7; nay 0. Motion passed.
9. Ordinance 8-2024 to Repeal and Replace Ch. 16, Subdivision Code. Collins explained the amended subdivision code as recommended by the Planning Commission. Discussion took place about the amount of new code. Attorney Krob stated that the existing code was over 50 years old. Collins stated there were many gaps and processes not addressed. The updated code will assist staff and public members. MOTION (Ball, Ehrhardt) to adopt Ordinance 8-2024 to replace Ch. 16 Subdivision code. Roll call vote – aye 6; nay 1 (Farr). Motion passed.
10. Authorize Mayor to Sign Request for Extension to File Financial Audit. Collins explained that the financial audit is progressing well but will require an additional couple weeks, thereby filing after the July 31 deadline. MOTION (Dreher, Farr) to authorize Mayor to sign the request for extension to file the audit. Roll call vote – aye 7; nay 0. Motion passed.
11. Direction on Elephant Rock Structures - Asbestos Abatement. Discussion ensued about the next steps. Members shared their position of the passive park area vs. cultural activity and the possibility of boarding the cabins for now while groups trial use of the main building. Discussion took place about financial plans; reducing the number of structures with removal of the cabins; the same activity taking place in the main building dormitory spaces; possible multi-use of the chapel; and public input members have received over the past three years. MOTION (Farr, Dreher) to move forward with removing seven structures, consider a new committee to assemble a financial plan for the cultural activity in the chapel, main building and cottage, and allow pavilion use by the Parks Commission. Roll call vote – aye 5; nay 2 (Ehrhardt, Ball). Motion passed. Collins noted that the prior quotes for asbestos removal will need to be updated. Any change will be brought back to the Board.
12. Review / Consider Amending Business License Regulations. Trustee Farr addressed this item with her concern that subcontractors not located in town, doing work in the town, have to obtain a business license. Collins restated the purpose of the code, which includes business activity established/located within town boundaries and conducting business within the town. Attorney Krob stated that the Board has the authority to apply the regulation as broad or as narrow as they like. Discussion took place about removing contract work on individual single family home construction or improvement getting a business license. Mr. Kurt Ehrhardt encouraged Board members to lighten their load and broaden the code. Attorney Krob suggested modifying the language in the purpose section and will draft a revised version for the Board.
13. Review Draft Schedule for 2025 Budget Planning. Collins reviewed the draft schedule for the 2025 budget process. Trustee Dreher inquired about the order of outgoing members working on the budget while new incoming members vote on the budget. Attorney Krob stated it can be done either way the Board wants and offered that many municipalities view it as the incoming Board's budget to work with so approval lies with them. Members did not suggest any change to the schedule.

Public Comment – Mr. Kurt Ehrhardt informed the Board that he has a contract with Dollar General on his Hwy 105/Page property. It is confirmed to fit the CC zoning and Dollar General has a period of due diligence including work with CDOT for access. Mr. Ehrhardt also asked the Board how many

committees they need to create for elephant rock and suggested instead that they get a commercial broker to fill the space for now. He stated that what is now does not have to be permanent.

Board Reports. Trustee Ball offered that she submitted a grant request for wildland clothing with the state for the Fire department.

Next Meeting (August 8) and Future Items

Convene to Executive Session - For the purpose of discussing a matter that is subject to negotiation related to a possible annexation, pursuant to Section 24-6-402(4)(e), C.R.S. MOTION (Padgett, Dreher) to convene to executive session at 7 pm. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session

Adjourn. MOTION (Stern, Padgett) to adjourn at 7:23 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Administrator

TOWN OF PALMER LAKE
Financial Statements
December 2023
Unaudited



CASH POSITION

December 31, 2023



TOWN OF PALMER LAKE
Schedule of Cash Position
December 2023

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,471,733
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$752,109)</i>	General Fund Reserve	Savings	5.57%	\$ 1,500,135
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.57%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.57%	\$ 63,756
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.57%	\$ 10,618
General Fund Reserves Subtotal				\$ 1,574,515
General Fund Accounts Total				\$ 3,046,248
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 862,664
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.57%	\$ 191,087
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.57%	\$ 212,354
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$224,600)</i>	Water Loan Reserve	Savings	5.57%	\$ 211,695
Water Fund Accounts Total				\$ 1,477,800
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.57%	\$ 29,032
Conservation Trust Fund Account Total				\$ 29,032

GENERAL FUND
December 2023



TOWN OF PALMER LAKE

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

For the Twelve Months Ended December 31, 2023
UNAUDITED

Item 3.

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Taxes	\$ 3,664,377	\$ 2,888,590	\$ (775,787)	79%
Fees and Licenses	261,435	270,763	9,328	104%
Intergovernmental	6,000	7,352	1,352	123%
Fines	90,000	85,740	(4,260)	95%
Interest income	43,000	92,274	49,274	215%
Departmental	49,500	67,179	17,679	136%
Grants and Donations	395,182	318,976	(76,206)	81%
Miscellaneous income	117,200	138,338	21,138	118%
Total Revenue	\$ 4,626,694	\$ 3,869,212	\$ (757,482)	84%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 274,996	\$ 194,449	\$ 80,547	71%
Professional Services	305,475	252,777	52,698	83%
General Administration	585,317	317,724	267,593	54%
Total General and Administrative	\$ 1,165,788	\$ 764,950	\$ 400,838	66%
Police Department				
Salaries and Benefits	\$ 781,175	\$ 624,562	\$ 156,613	80%
Professional Services	-	5,093	(5,093)	0%
General Administration	122,399	64,177	58,222	52%
Total Police Department	\$ 903,574	\$ 693,832	\$ 209,742	77%
Fire Department				
Salaries and Benefits	\$ 867,644	\$ 501,442	\$ 366,202	58%
Professional Services	-	4,003	(4,003)	0%
General Administration	289,420	128,159	161,261	44%
Total Fire Department	\$ 1,157,064	\$ 633,604	\$ 523,460	55%
Public Works Department - Roads				
Salaries and Benefits	\$ 315,186	\$ 221,282	\$ 93,904	70%
Professional Services	30,000	19,718	10,282	66%
General Administration	756,875	302,028	454,847	40%
Total Roads Department	\$ 1,102,061	\$ 543,028	\$ 559,033	49%
Public Works Department - Parks				
General Administration	\$ 83,165	\$ 110,869	\$ (27,704)	133%
Total Parks Department	\$ 83,165	\$ 110,869	\$ (27,704)	133%
Grants & Donations	\$ 395,182	\$ 351,814	\$ 43,368	89%
Total Expenditures	\$ 4,806,833	\$ 3,098,097	\$ 1,708,737	64%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (180,139)	\$ 771,115	\$ 951,255	
FUND BALANCE - BEGINNING OF YEAR		\$ 2,880,403		
FUND BALANCE - END OF YEAR		\$ 3,651,518		
Less:				
Restricted:				
Operating Reserve - 3 months		(752,109)	<i>Note 1</i>	
Fire and Roads - CIP Reserve		(74,373)		
FUND AVAILABLE - END OF YEAR - Unrestricted		\$ 2,825,036		

Note 1: A 12 Month Operating Reserve would be Optimum 4

WATER ENTERPRISE FUND

December 2023



TOWN OF PALMER LAKE

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

For the Twelve Months Ended December 31, 2023
UNAUDITED

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Water Revenue	\$ 1,156,000	\$ 1,272,235	\$ 116,235	110%
Water Fees	55,000	60,919	5,919	111%
Water Taps	100,000	81,332	(18,668)	81%
Late Fees/Service Fees	14,000	19,722	5,722	141%
Water Meters	3,000	3,330	330	111%
ARP Funds	259,238	232,054	(27,184)	90%
Interest	14,000	31,205	17,205	223%
Miscellaneous	10,200	1,555	(8,645)	15%
Total Revenue	<u>\$ 1,611,438</u>	<u>\$ 1,702,352</u>	<u>\$ 90,914</u>	<u>106%</u>
EXPENDITURES				
Salaries and Benefits	\$ 562,906	\$ 381,326	\$ 181,580	68%
Professional Services	183,225	124,269	58,956	68%
Administrative	200,570	147,179	53,391	73%
Operations	222,270	217,202	5,068	98%
Capital	388,525	291,438	97,087	75%
Debt Service	183,229	183,139	90	100%
Total Expenditures	<u>\$ 1,740,725</u>	<u>\$ 1,344,553</u>	<u>\$ 396,172</u>	<u>77%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (129,287)</u>	<u>\$ 357,799</u>	<u>\$ 487,086</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 958,494</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,316,293</u>		
Less:				
Restricted:				
Operating Reserve - 3 months (CWR&PDA Loan Requirement)		(224,600)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,091,693</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

December 2023



TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND

For the Twelve Months Ended December 31, 2023
UNAUDITED

	<u>2023 Adopted Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget (YTD 100%)</u>
REVENUE				
State Shared Revenue	\$ 36,140	\$ 37,346	\$ 1,206	103%
Interest/Miscellaneous income	400	1,473	1,073	368%
Total Revenue	<u>\$ 36,540</u>	<u>\$ 38,819</u>	<u>\$ 2,279</u>	<u>106%</u>
EXPENDITURES				
Salaries and Benefits	\$ 20,866	\$ 8,651	\$ 12,215	41%
Administrative	15,674	8,733	6,941	56%
Total Expenditures	<u>\$ 36,540</u>	<u>\$ 17,384</u>	<u>\$ 19,156</u>	<u>48%</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ 21,435</u>	<u>\$ 21,435</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 37,609</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 59,044</u></u>		

GRANTS AND DONATIONS

December 2023



GRANTS & DONATIONS SCHEDULE

For Information Purposes Only

Item 3.

	2023 Budget	12.31.23 Actual
REVENUE		
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Police Donations/ Grants	5,000	15,300
CDOT PL Elementary Road Improvement	145,682	52,075
Fire Mitigation Grant	-	49,261
CDOT Overlay Maint.	200,000	200,000
Parks Donations/ Grants	2,500	2,340
Total Revenue	<u>\$ 395,182</u>	<u>\$ 318,976</u>
EXPENDITURES		
General Administrative		
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Total General Administrative Expenditures	<u>\$ 42,000</u>	<u>\$ -</u>
Police Department Expenditures		
Grant Expense	\$ 5,000	\$ 7,272
Total Police Department Expenditures	<u>\$ 5,000</u>	<u>\$ 7,272</u>
Fire Department Expenditures		
Grants Expense	\$ -	\$ -
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ -</u>
Roads Department Expenditures		
CDOT Overlay Maint.	\$ 200,000	\$ 244,842
CDOT PL Elementary Road Improvements	145,682	99,700
Total Roads Department Expenditures	<u>\$ 345,682</u>	<u>\$ 344,542</u>
Parks Department Expenditures		
Parks Committee (donations)	\$ 2,500	\$ -
Total Parks Department Expenditures	<u>\$ 2,500</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 395,182</u>	<u>\$ 351,814</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ (32,838)</u>

Check Register

December 2023



Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2023 12/31/2023
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
* 49416	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49417	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49418	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49419	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49420	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49421	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49422	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49423	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49424	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49425	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49426	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49427	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49428	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49429	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49430	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49431	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
* 49432	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49433	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49434	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49435	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49436	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49437	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49438	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49439	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49440	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49441	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49442	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49443	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49444	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49445	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49446	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49447	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
49448	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$3,721.00
49449	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$1,200.00
49450	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$856.26
49451	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$150.00
49452	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$2,430.25
49453	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$32.03
49454	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$13,950.75
49455	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$339.47
49456	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$4,706.25
49457	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$24,138.50
49458	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$195.81
49459	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$15.50
49460	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$86.37
49461	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$76,619.21
49462	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$46.00
49463	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$172.00
49464	AIRGAS	AIRGAS USA, LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$113.68
49465	AT&TMOBILITY	AT & T MOBILITY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$3,122.41
49466	B&LSERVICESLLC	B&L SERVICES LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$750.00
49467	BIGOTIRES	Big O Tires	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,428.52
49468	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,955.00
49469	DISTRICT10WATER	DISTRICT 10 WATER USERS ASSOC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$50.00
49470	ESO	ESO SOLUTIONS, INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$208.53
49471	GEN-TECH	GEN-TECH	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,162.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49472	HAVENAR, GLANT	GLANT HAVENAR	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$249.25
49473	HOLMAN	HOLMAN	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$135.00
49474	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$255.00
49475	KENMULLENAX	KEN MULLENAX	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$75.00
49476	LUKEHECKER	LUKE HECKER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$699.66
49477	MARTHABRODZIK	MARTHA BRODZIK	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$5.75
49478	MIDWESTBARRICAD	MIDWEST BARRICADE CO., INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$676.00
49479	MYFLEETCENTER	MYFLEETCENTER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$62.02
49480	ORKIN	Orkin	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$493.95
49481	PALMERLAKESANIT	PALMER LAKE SANITATION	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$60.00
49482	PIONEER	PIONEER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$7,031.67
49483	RAMPARTSUPPLY	RAMPART SUPPLY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$83.04
49484	REPUBLICSERVICE	REPUBLIC SERVICES #653	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$481.82
49485	RHINEHARTOIL	RHINEHART OIL CO., LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$3,134.52
49486	FIREGRADEGOODS	SCOTT GRIFFITH	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$226.00
49487	SGS	SGS NORTH AMERICA, INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,377.97
49488	SPRINGSMOUNTAIN	Springs Mountain Water	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$45.75
49489	T2SYSTEMS	T2 SYSTEMS CANADA INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$70.00
49490	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,912.50
49491	TOWNOFMONUMENT	TOWN OF MONUMENT	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$13,721.00
49492	UNCC	UTILITY NOTIFICATION CENTER OF	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$12.90
49493	YORKSHIREVET	YORKSHIRE VETERINARY HOSPITAL	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$575.00
49494	CENTURYLINK	CENTURYLINK	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$212.05
49495	CIRSA	CIRSA	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$769.62
49496	CITYFINANCEACCT	CITY FINANCE ACCT REC	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$11,148.52
49497	COLORADOCANYON	COLORADO CANYON SIGNS INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$485.00
49498	DPCINDUSTRIES	DPC INDUSTRIES, INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$70.00
49499	RAMIREZ, GENE	GENE RAMIREZ	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$25.85
49500	HARDRICK	HARDRICK ENTERPRISES	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$5,355.00
49501	CICCOLELLAJOHN	JOHN CICCOLELLA	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$320.00
49502	PALMERLAKESANIT	PALMER LAKE SANITATION	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,589.30
49503	PIPESTONEEQUIPM	PIPESTONE EQUIPMENT	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,328.00
49504	SGS	SGS NORTH AMERICA, INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$162.17
49505	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,260.00
49506	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$15,302.50
49507	ANDREW RUDNICKI	ANDREW RUDNICKI	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49508	MADELEINE STEVEN	MADELEINE STEVENS	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49509	QUENTINDAVIS	QUENTIN DAVIS	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49510	CENTURYLINK	CENTURYLINK	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$591.35
49511	CHURCHICHRECREA	CHURCHICH RECREATION	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$10,003.50
49512	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$60.00
49513	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$2,926.00
49514	MONARCHMERCHANT	MONARCH MERCHANDISING	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$20.00
49515	OREILLY	O'REILLY	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$259.20
49516	ORKIN	Orkin	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$98.65
49517	SPRINGSMOUNTAIN	Springs Mountain Water	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$23.25

Total Checks: 102

Total Amount of Checks: \$220,993.40

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Voided Check Register

December 2023



Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2023 12/31/2023
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
* 49416	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49417	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49418	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49419	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49420	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49421	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49422	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49423	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49424	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49425	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49426	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49427	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49428	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49429	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49430	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49431	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
* 49432	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49433	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49434	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49435	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49436	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49437	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49438	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49439	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49440	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49441	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49442	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49443	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49444	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49445	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49446	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49447	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00

Total Checks: 32 Total Amount of Checks: \$0.00
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ACH Register

December 2023



Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
Checkbook ID	12/1/2023	12/31/2023
	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

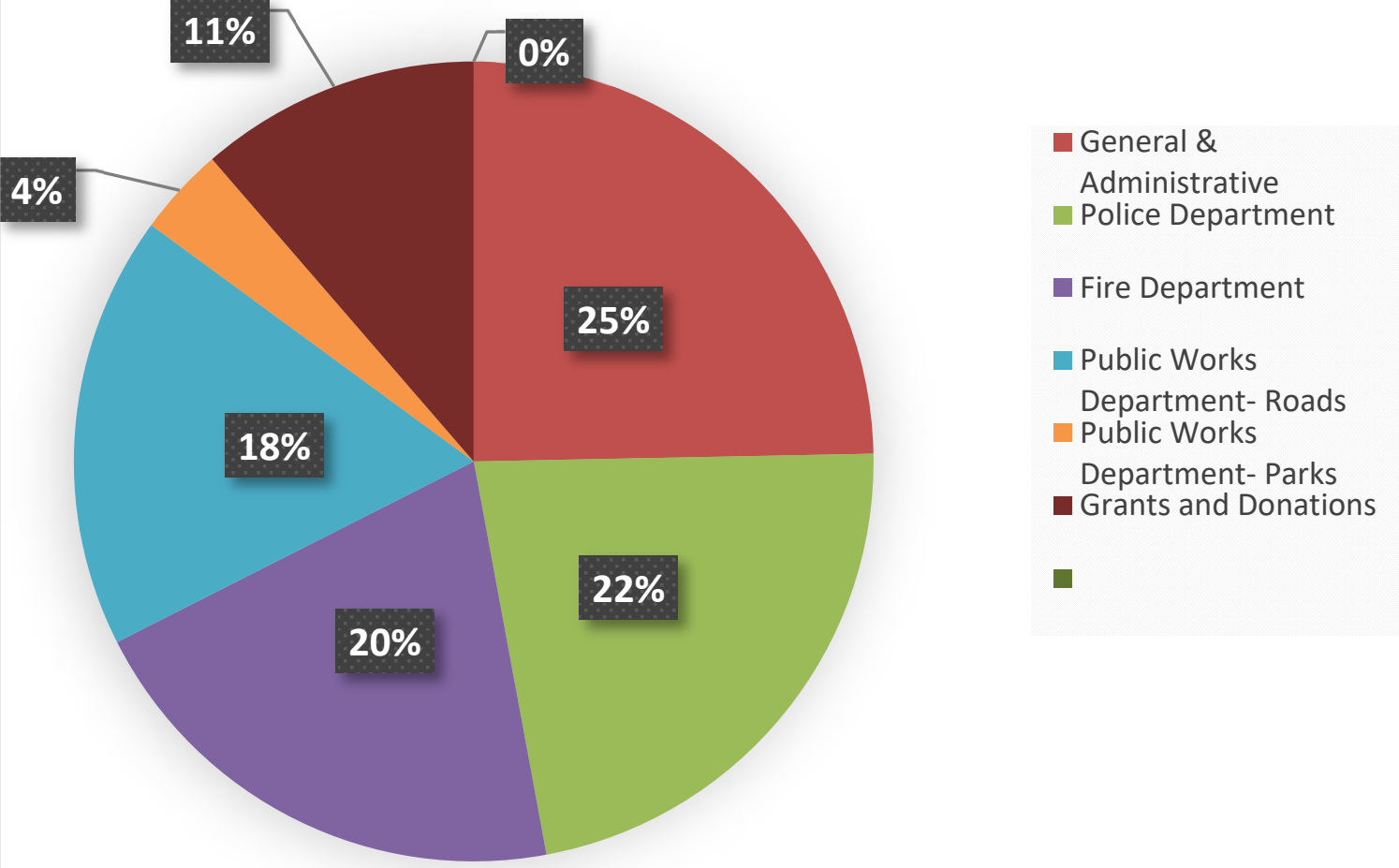
Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
12/1/2023	CMTRX00000111	Bank Transaction Entry	WDL000001004	Xfinity	9.96
12/1/2023	CMTRX00000111	Bank Transaction Entry	WDL000001005	Comcast	193.35
12/4/2023	CMTRX00000111	Bank Transaction Entry	WDL000001013	Parking Kiosk Credit Card Fee	205.63
12/6/2023	CMTRX00000111	Bank Transaction Entry	WDL000001014	WEX Fuel	2,438.12
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000000994	Black Hills Energy	79.55
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001006	CORE Eelectric	10,775.95
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001008	PCS	2,509.53
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001012	Humana	1,199.43
12/11/2023	CMTRX00000111	Bank Transaction Entry	WDL000001009	FPPA	7,309.73
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000995	Black Hills Energy	105.16
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000996	Black Hills Energy	62.53
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000997	Black Hills Energy	65.34
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000998	Black Hills Energy	149.85
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000999	Black Hills Energy	61.84
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001000	Black Hills Energy	90.47
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001001	Black Hills Energy	25.52
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001002	Black Hills Energy	85.59
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001011	Health Equity	5.00
12/14/2023	CMTRX00000111	Bank Transaction Entry	WDL000001015	Paycom	60,470.85
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000982	Amcobi	111.85
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000983	Amcobi	211.24
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000984	Amcobi	1,502.61
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000985	Amcobi	85.00
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000986	Amcobi	140.60
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000987	Amcobi	95.80
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000988	Amcobi	90.04
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000989	Amcobi	131.05
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000990	Amcobi	94.60
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000991	Amcobi	91.72
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000992	Amcobi	118.57
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001003	Visa Cardmember Services	13,177.24
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001007	PCS	2,463.41
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001010	FPPA	6,603.36
12/27/2023	CMTRX00000111	Bank Transaction Entry	WDL000000993	Anthem	10,020.11
12/28/2023	CMTRX00000111	Bank Transaction Entry	WDL000001016	Paycom	62,912.96
Total ACHs:	35			Total Amount of ACHs:	\$ 183,693.56

CHARTS

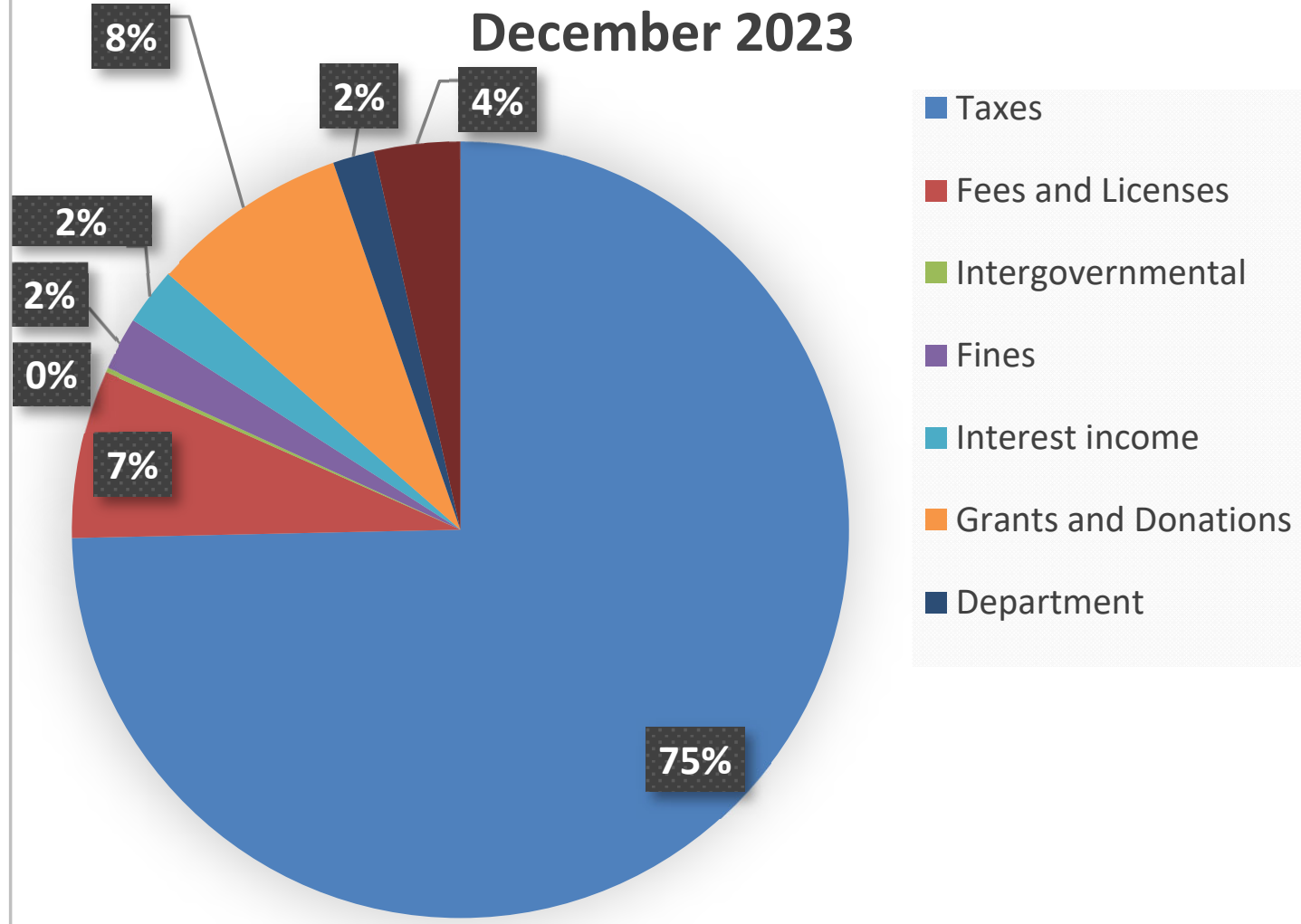
December 2023



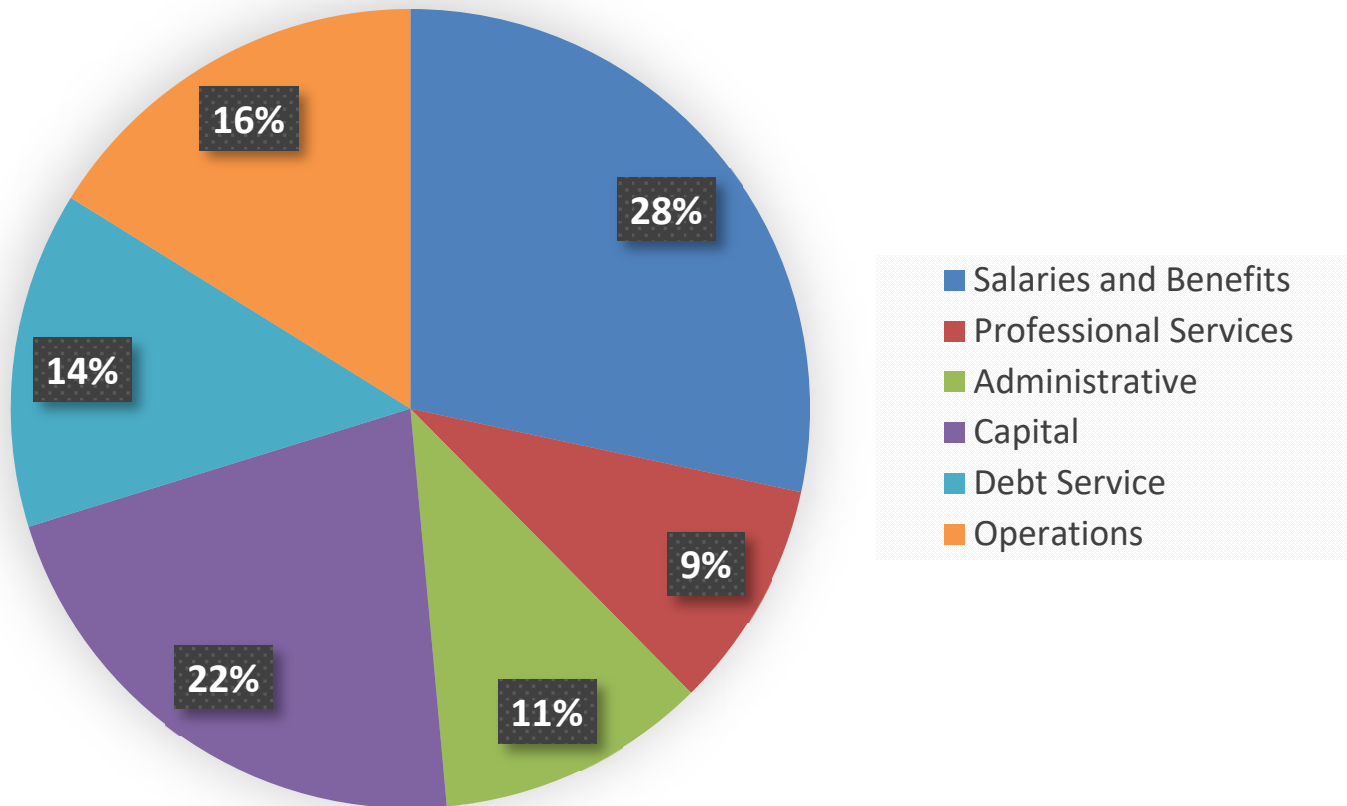
General Fund Expenditure Breakdown December 2023



General Fund Revenue Breakdown December 2023



Water Enterprise Fund Expenditure Breakdown December 2023



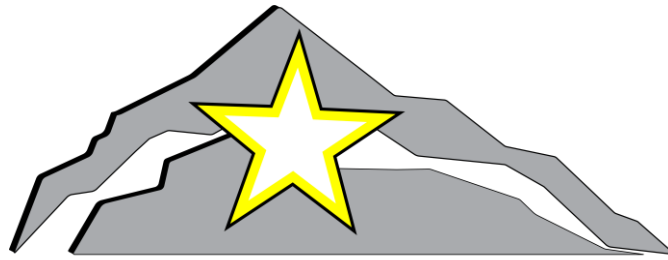
Town of Palmer Lake Monthly Water Usage

**Month
Year July
 2024**

	Gallons	Acre Ft
Surface Water	2,465,000	7.56
Well A2	0	0
Well D2	4,222,000	12.96
Total	6,687,000	20.52
Avg. Gal/Day	216,00	0.66

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

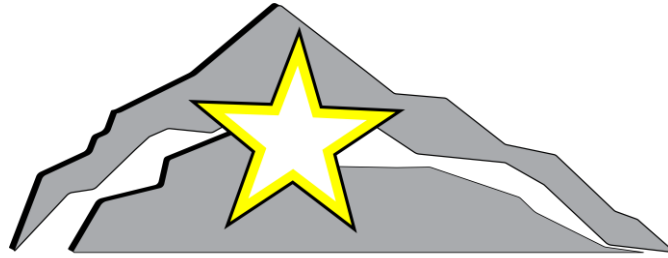
Total 0 Af



Town of Palmer Lake

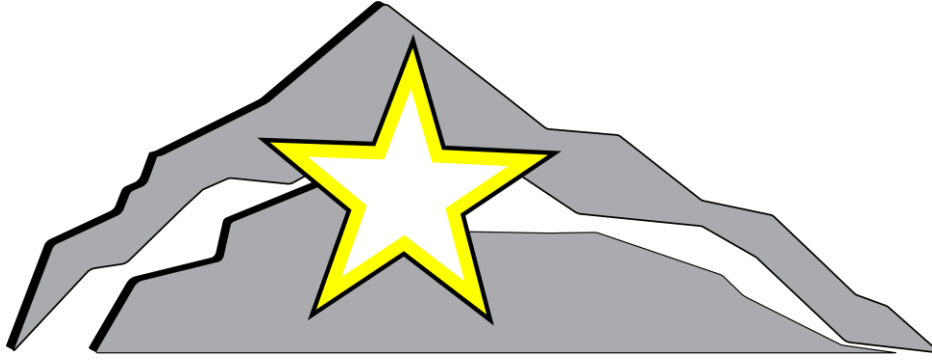
Board of Trustees Summary Sheet

	July 2024
Title	Public Works Monthly Report
Date	August 5, 2024
Contact	Stacy DeLozier
Summary	<p>Grade and Mag Roads Dust control Cut drainage ditches on roads around PL City Limits Cold Patch Asphalt Potholes Clean out various road culverts Clean out/ cut ditch in Glen Park for road water runoff Cut tree limbs/ brush from roadways and parks Continue to add to 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 Attended lots of various meetings Bridge lighting has a bulb out, called Porch electric for repair Bridge bathroom project has started first phase Several onsite meetings about new Pickleball Courts by lake Concrete slabs have been poured for Pickleball courts Coordinate placement of Port A Potty's around town and move when needed for Parks Summer cleaning around the shop/yard Helped with small projects at Town Hall, PLFD and PLPD CORE EV chargers completed - "ribbon cutting ceremony" this week Assist with Parks and Youth Corp at Elephant Rock for trail system, they completed the trails and are gone for the summer Several street cut permits issued throughout PL City limits Monthly playground maintenance and inspection Completed refurbishing all old wooden Parks signs Work with Parks and Awake The Lake on various projects Completed monthly repairs/ maintenance on Parks lawn mowers/ equipment CIRSA safety audit and town structure evaluation is done.</p>



Town of Palmer Lake

Training	Ongoing weekly/ monthly safety training and meetings
Other Activity	<p>Completed Library/Museum landscape / regrade work wOasis Working with John Chavez and CDOT on Upper Glenway/ Pie Corner road project. PLES project started on 7/29/24. Assisting West Fork with project.</p> <p>Pickleball courts slabs poured and sidewalks poured; surface coating will be applied soon; another couple weeks to completion.</p> <p>New bathrooms: Slab is poured, plumbing is in place, grade has been put in place and trusses are on site.</p> <p>Had a meeting with CDOT about “spring water issue” on 105 - CDOT will come in and cut ditches on both sides of the road for now to help divert the water and not get under the roadway - assess until next spring and determine additional action if needed.</p>



Town of Palmer Lake

Board of Trustees Summary Sheet

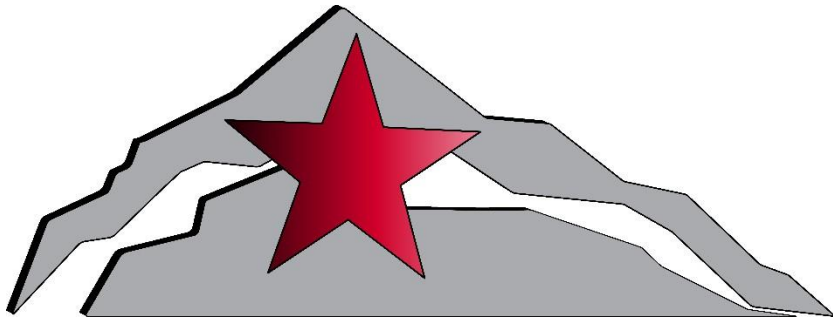
	June & July 2024
Title	PARKS Report
Date	8/8/2024 Board meeting; 8/22/2024 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 21.50 hr. Clerical (email, calls, grants, spreadsheets) : 21.50 hr. Miscellaneous Meetings (other than Parks) : 38.0 hr.
Total Volunteer Time	Total = 81 hours
Upcoming Activity	Parks Meeting 8/13 Workshop 8/27



Board of Trustees Summary Sheet

	August 2024
Title	Police Monthly Report
Action	N/A
Date	07/01-07/31/2024
Contact	*Chief A. Lundy
Summary	In the Month of July 2024, the PLPD made 98 traffic stops and issued 49 citations. Also, in the month of July 27 reports were taken and there were 4 traffic accidents. PLPD officers charged 3 DUIs in the month of July. PLPD made 21 citizen contacts.
Training	*Chief Lundy attended a networking dinner at the request of Sheriff Roybal. *Chief Lundy met with Principal Kim Briding of PLES and worked out a plan for a continued Officer presence at the school.
Other Actions	PLPD conducted an Ops plan in conjunction with the Colorado Rangers on the 4 th of July. This collaboration went very well, and the Rangers were a great help. PLPD promoted 2 officers to full time status and Corporal Ramirez to the rank of Sergeant. PLPD launched its first ever BHCON program to assist on mental health calls for all agencies in our region. PLPD is in the process of hiring additional reserve/part time officers.
Active investigations	PLPD officers are actively investigating drug activity in the 600 block of Hwy. 105.

Calls for service	PLPD officers responded to 646 calls for service this month. This is a major jump from the already high 355 calls from last month.
S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.

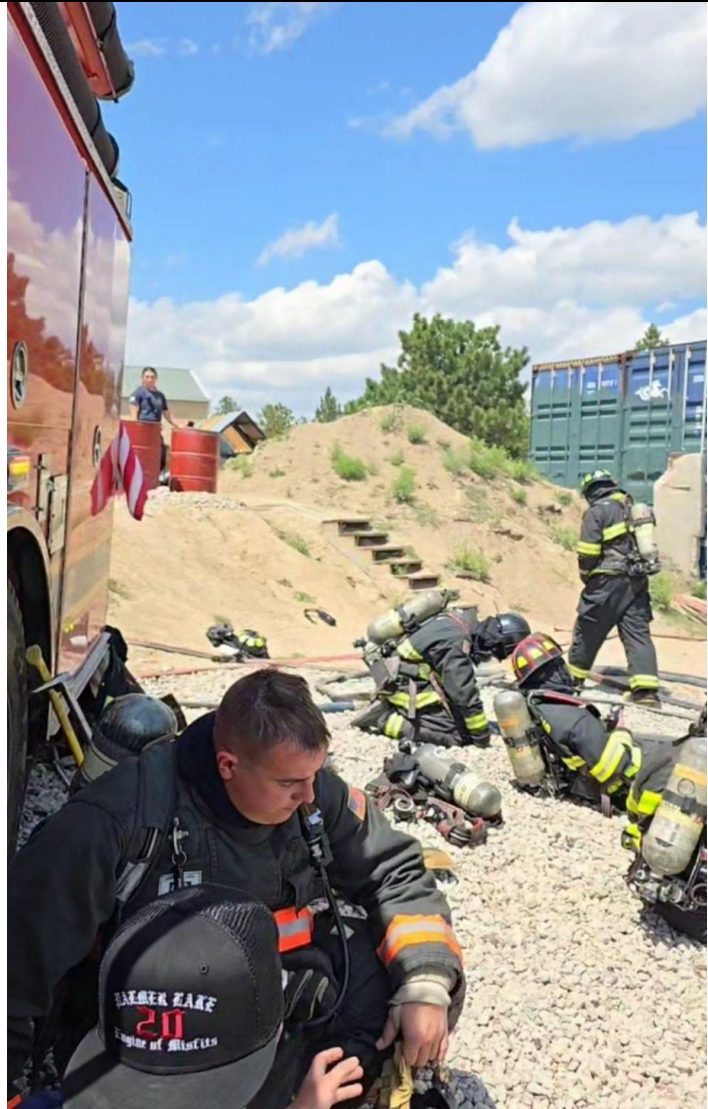


PALMER LAKE FIRE DEPARTMENT

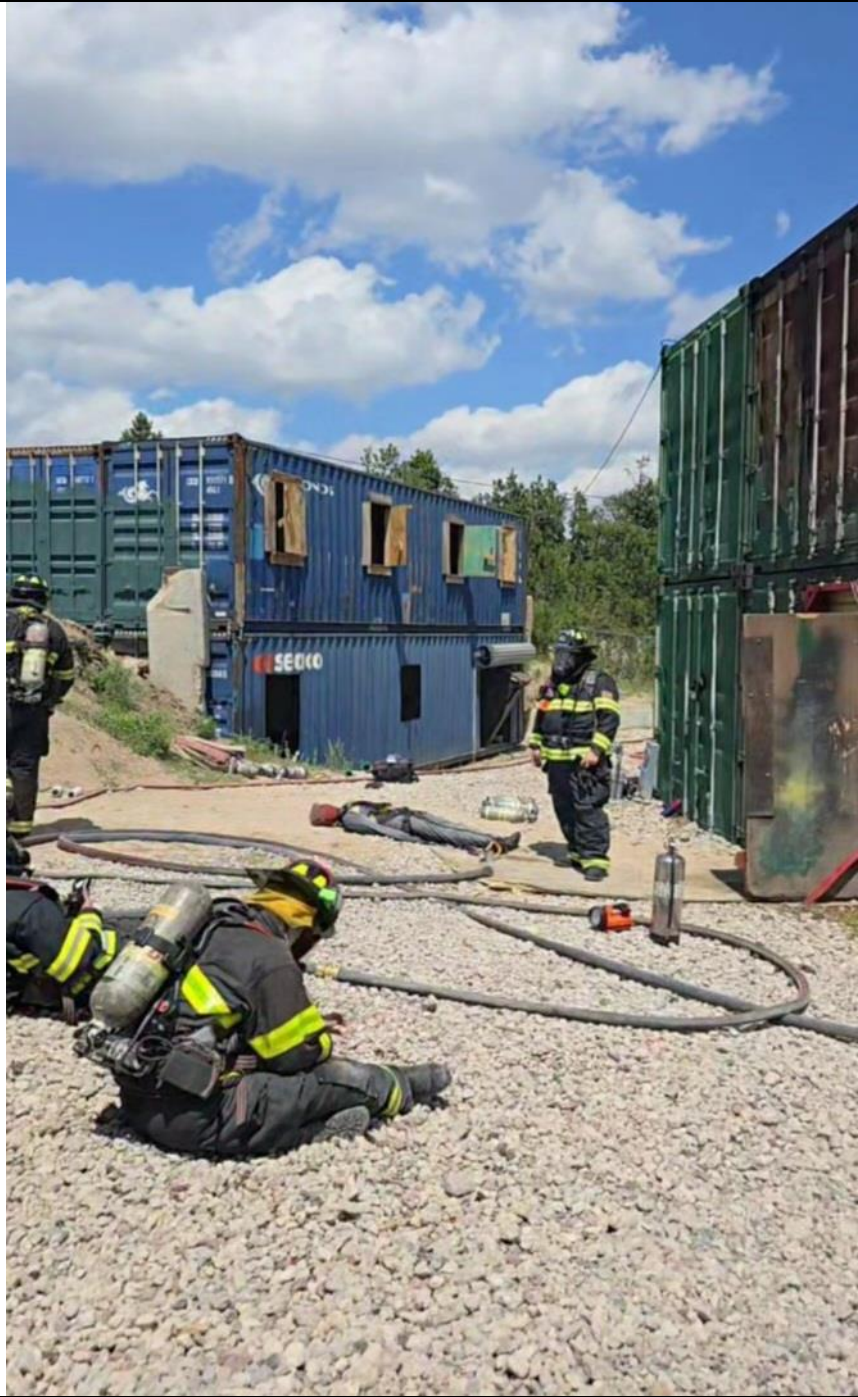
Board of Trustees Summary Sheet

Title	Fire Department Report - July 2024
Date	31 July 2024
Contact	John Vincent, Chief
Summary	<p>Fire Department RMS on-boarding continues.</p> <p>3 Firefighters and brush truck deployment to fire in Beulah.</p> <p>2 Firefighters and brush truck deployment for preposition in Canon City.</p> <p>Structure Fire Academy is in its final weeks. Cadets completed 2 live fire trainings at Black Forest and Franktown.</p> <p>Mitigation project at Elephant Rock continues.</p> <p>Structure Fire on Upper Glenway.</p>
Training	186 hours

Photographs









Other Action	
Code Enforcement	N/A



Board of Trustees Summary Sheet

	July - August 2024																																																								
Title	Administration																																																								
Date	8/08/2024																																																								
Contact	Admin personnel																																																								
Kiosk Revenue	July Collections for the Kiosk																																																								
	\$ 8,268.00	Gross Collections	(1560 Transactions)																																																						
	\$ (468.00)	Fees																																																							
	\$ (70.00)	Monthly T2 Svc charge																																																							
	\$ 7,730.00	Net Collections - June																																																							
	YTD Collections 2024 - YTD Transactions: 6225																																																								
	\$ 32,992.50	Gross Collections																																																							
	\$ (1,867.50)	Fees																																																							
	\$ -	Supplies (Kiosk Paper)																																																							
	\$ (490.00)	Monthly T2 Svc charge																																																							
\$ 30,635.00	Net Collections																																																								
\$ (2,357.50)	Total Fees and Maintenance	8%																																																							
Contact Us (online)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Submitted Date</th> <th style="width: 20%;">First Name</th> <th style="width: 60%;">Subject</th> </tr> </thead> <tbody> <tr><td>7/1/2024</td><td>Kimberly</td><td>Pavilion rental</td></tr> <tr><td>7/1/2024</td><td>Terri</td><td>Pavilion rental</td></tr> <tr><td>7/2/2024</td><td>LAURIE</td><td>Vendor contact</td></tr> <tr><td>7/3/2024</td><td>Roger</td><td>venue reservation</td></tr> <tr><td>7/3/2024</td><td>Carrie</td><td>Pavilion rental</td></tr> <tr><td>7/8/2024</td><td>C</td><td>dogs at Reservoir</td></tr> <tr><td>7/9/2024</td><td>Diana</td><td>Roosters</td></tr> <tr><td>7/10/2024</td><td>Tareja</td><td>Accident Report</td></tr> <tr><td>7/10/2024</td><td>Brendan</td><td>Glen Park Pickleball</td></tr> <tr><td>7/11/2024</td><td>Jason</td><td>code</td></tr> <tr><td>7/11/2024</td><td>Melanie</td><td>Porta potty at trailhead to the reservoirs</td></tr> <tr><td>7/11/2024</td><td>Kristi</td><td>Reservation Inquiry</td></tr> <tr><td>7/13/2024</td><td>Abigail</td><td>Reserve pavilion</td></tr> <tr><td>7/14/2024</td><td>Kelsey</td><td>Picnic Pavilion reservation</td></tr> <tr><td>7/15/2024</td><td>Rachel</td><td>Renting out a Pavillion</td></tr> <tr><td>7/15/2024</td><td>Madelyn</td><td>planning</td></tr> <tr><td>7/17/2024</td><td>Caleb</td><td>Lake Cleanup</td></tr> </tbody> </table>			Submitted Date	First Name	Subject	7/1/2024	Kimberly	Pavilion rental	7/1/2024	Terri	Pavilion rental	7/2/2024	LAURIE	Vendor contact	7/3/2024	Roger	venue reservation	7/3/2024	Carrie	Pavilion rental	7/8/2024	C	dogs at Reservoir	7/9/2024	Diana	Roosters	7/10/2024	Tareja	Accident Report	7/10/2024	Brendan	Glen Park Pickleball	7/11/2024	Jason	code	7/11/2024	Melanie	Porta potty at trailhead to the reservoirs	7/11/2024	Kristi	Reservation Inquiry	7/13/2024	Abigail	Reserve pavilion	7/14/2024	Kelsey	Picnic Pavilion reservation	7/15/2024	Rachel	Renting out a Pavillion	7/15/2024	Madelyn	planning	7/17/2024	Caleb	Lake Cleanup
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7/20/2024	Abby	Pavilion rental
7/23/2024	Jess	Zoning/building

Land Use permits Issued

July 2024
 Type: Single Family; Qty: 0
 Other; Qty: 5
 Total water taps issued: **1041**

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2024	2024
	Jul	Jul
Business Type	STR	other
New Licenses	0	4
Licenses Renewed	0	10
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	34	161
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	195	

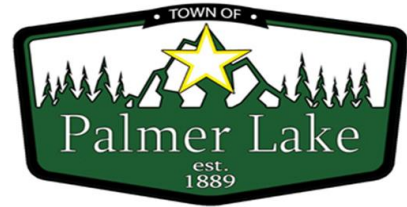
SCHEDULED TO RENEW IN SEPTEMBER:

BUSINESS NAME
Advantage Solar, LLC dba Solarise Solar
Agenics Labs, LLC
Ambia Energy, LLC
Catering by Nikki dba McDonald Enterprises
Facilities Contracting, Inc.
Four Daughters Barbecue, LLC
Genesis Group, LLC
Hollywood Wig 2 Let
Jim Black Construction, Inc.
Joann's Bkkp & Tax Service
Main Street Brokers
MD Roofing
Melissa A Yokey dba Hollywood Wigs 2 Let
RaeAnne Soles dba The Vanity Box
Serranos Coffee Company
Shana's Place Assisted Living Residence
Tovah Homestead
Yomb Yom, LLC dba Speedtrap

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
		May	1019	3,410,300	0
		June	1021	4,560,620	0
July		1021	5,888,918	0	
YTD				26,679,488	0

Grant Activity Updates	Dept	Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
	<i>Fire</i>	<i>Fire Prevention</i>	PPE	unknown; PPE provided directly	0	Submitted 7/23.

- Staffing Activity
- Continued interviews for Accounting Clerk applicants
 - Continued interviews for Code Compliance applicants
 - Continued advertising for Parks Maintenance
 - Recruitment Brochure posted for Police Chief
 - Will advertise for upcoming vacancy for Water Operator (C.Roubidoux)



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

DATE: August 8, 2024	ITEM NO.	SUBJECT: Resolution to Authorize Asbestos Removal at ER Buildings
Presented by: Town Administrator Collins		

Background

As previously discussed by the Board to support open space on Elephant Rock property, and previously directed by the Board of Trustees pursuant to approval of Resolution 83-2023, staff completed the asbestos testing of structures on the property in December. The testing provided positive results in seven structures on the Elephant Rock property.

Of three agencies contacted, the following two provided estimates for the abatement to the structures, as follows –

Advanced Remediation Services Inc	\$67,178
Paramount Environmental Services	\$94,570

Following the Board action in July, staff confirmed the pricing of the asbestos removal as presented early in the year. The quotes will be honored if completed prior to fall/winter timeframe.

Recommended Action

Staff recommends the low quote from Advanced Remediation Services for \$67,178 and authorization to proceed with the abatement.

Following the abatement, it is anticipated that Fire personnel will complete structural training and, thereafter, removal of the structures will be scheduled.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 41-2024

**A RESOLUTION TO AWARD AND AUTHORIZE ASBESTOS REMOVAL
AT ELEPHANT ROCK PROPERTY, PALMER LAKE, COLORADO**

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

WHEREAS, the Town Board of Trustees has authority over contract agreements for the Town; and

WHEREAS, the Town Board of Trustees directed staff to obtain and review quotes and to provide a recommendation to the Board to remove asbestos from seven structures located on Town property, known as the Elephant Rock property (“the Property”), Palmer Lake, Colorado; and

WHEREAS, quotes were received and reviewed by staff and a recommendation has been made to award the lowest cost quote, which was received from Advanced Remediation Services, Inc.; and

WHEREAS, the Town Board of Trustees has considered the quotes received and the recommendation of Staff.

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

1. The Town Board of Trustees hereby awards the work to the recommended contractor, Advanced Remediation Services, Inc. as set forth in Exhibit A, attached hereto in an amount not to exceed \$67,178.00.
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 8th DAY OF AUGUST 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Asbestos, Mold, Lead Paint Abatement Specialist
1414 South Wahsatch Ave Colorado Springs, CO 80905
Shawn Renville, President
(719) 540-6550 Office
(719) 540-6553 Fax / (719) 492-0442 Cell

January 27, 2024

PROPOSAL SUBMITTED TO: Jason Dosch

PROJECT LOCATION: Palmer Lake

ASBESTOS REMOVAL

Asbestos Abatement Total: \$ 67,178.00

Asbestos Abatement

- Advanced Remediation Services (ARS) is proposing to do the proper removal of the regulated asbestos removal as identified in the LTS report for the long building and cabins 1-6 utilizing engineering controls as set forth by Colorado Regulation #8. The total square footage of removal is 2442 SF of popcorn texture, 2,400 SF of adhesive behind the wood paneling and 731 SF of 12X 12 tile plus the underlying wood adhesive.
- ARS will comply with Federal, State and local regulatory agency requirements and applicable statutes, policies and regulations.
- The scope covered under this Statement of Work includes furnishing labor, materials, project designs (if applicable), project manager waivers (if applicable) and permitting for the removal of the asbestos containing materials.
- ARS will be responsible for properly disposing of the asbestos waste into an EPA approved landfill.

Job specific requirements:

- Work is based on working during regular business hours. (7:00am to 3:30pm) Monday-Friday.
- The building owner must provide adequate power and water for the duration of the project.

Performance period:

- Once site work has started ARS will continue working in efforts to complete the asbestos removal in a timely manner. Conditions resulting in delay will be documented and discussed with Jason Dosch. The anticipated time frame is approximately 6 working days per cabin.

Proposal Includes:

- ARS, Inc. shall provide Workman's Compensation Insurance, Vehicle Insurance and Contractors Comprehensive General Liability Insurance that includes \$1,000,000 occurrence coverage for asbestos related acts.
- ARS, Inc. will provide the following: certified labor and supervision to properly remove the asbestos, supplies and disposal of generated waste as asbestos containing debris.

Proposal Excludes:

- Costs for bonding are **not** included in this bid but can be included for an additional fee of 3% of total cost.
- Any matters **not** included in this proposal, or changes to proposed removal methods in this proposal.

ADDITIONAL NOTES:

- No additions or other changes to these proposed removal methods or the amount of scope of work will be performed without written authorization by all parties involved.

Payment will be made by client within (30) days after completion of work.

All work will be completed in a workmanlike manner, according to standard practices and applicable laws and regulations. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Client will carry fire, tornado and other necessary insurance. Our workers are covered by Worker's Compensation insurance.

This proposal may be withdrawn by us if not accepted within 30 days.

Advanced Remediation Services, Inc (ARS)

Shawn Renville

Shawn Renville

President

ACCEPTANCE OF PROPOSAL

The above prices, estimates and conditions are satisfactory and are hereby accepted. ARS, Inc. is authorized to do the work as specified. Payment will be made to ARS as outlined above. We understand that non-payment for work performed by ARS will make us liable for the payment to ARS for legal fees and court costs, and other costs as allowed by law that ARS may incur in pursuing collection of payment for the work.

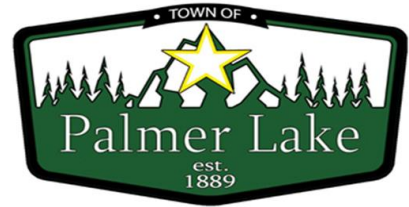
SIGNATURE OF AUTHORIZED CLIENT REPRESENTATIVE:

NAME (Print) _____

TITLE (Print) _____

Date of Acceptance by Authorized Client Representative: _____

TO BE COMPLETED BY CLIENT			
ARS should send invoice to:		ARS should send Certified Payroll Reports to:	
ATTENTION		ATTENTION	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone #		Phone #	
email		email	



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

DATE: August 8, 2024	ITEM NO.	SUBJECT: Resolution to Create Advisory Committee to Create ER Financial Plan
Presented by: Town Administrator Collins		

Background

Per the Advisory Committee for the ER vision, a next step is a new Advisory Committee to study and assemble a financial plan for the activity at ER.

This resolution authorizes said Advisory Committee for the purpose to study and create a financial plan per the activity presented, utilizing the main building/dormitories, chapel, and cottage on ER.

The committee will be posted for members to initiate the work. Board members may want to consider the timeframe in which a recommendation is completed.

RESOLUTION NO. 42 - 2024

A RESOLUTION CREATING A TEMPORARY ADVISORY COMMITTEE TO STUDY AND CREATE A FINANCIAL PLAN FOR THE CULTURAL ACTIVITY AND USE OF CERTAIN STRUCTURES ON ELEPHANT ROCK PROPERTY, PALMER LAKE

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 of Palmer Lake is the owner of certain real property known as the Elephant Rock property; and

WHEREAS, the Town Board of Trustees desires to involve town organizations and members of the public to study and assemble a financial plan for the cultural activity presented for a possible multi-tenant or boutique use of the main building, cottage and former chapel located on the Elephant Rock property, by providing a recommendation to the Board of Trustees, to assist the Board of Trustees to make final determinations about the use of the Elephant Rock property.

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 creates a temporary advisory committee comprised of the following – not more than two members of the Planning Commission and/or the Parks and Trails Commission; one member of local non-profit organization(s), and/or citizen member(s) not having a financial benefit from any anticipated use of the Elephant Rock property, for a total voting membership not to exceed seven members.
2. The purpose of the advisory committee is to provide the Board of Trustees a recommendation of a financial plan for cultural activity, utilizing the main building, cottage and former chapel on the Elephant Rock property, within 90 days of the date of this Resolution.
3. 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.
4. 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.

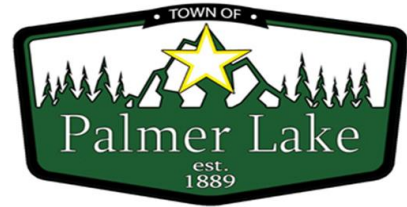
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF AUGUST 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Item 13.

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

DATE: August 8, 2024	ITEM NO.	SUBJECT: Ordinance to Authorize Sale of Town Property to Twenty1Five LLC
Presented by: Town Administrator Collins		

Background

The Town Board of Trustees previously approved a Purchase and Sale Agreement (PSA) to sell the Town’s property located at County Line Road to Twenty1Five, LLC (Josh Mabe).

As a condition of the PSA and a requirement of Colorado statute, the Board must approve an ordinance finding that the property is not used or needed for governmental purposes and authorize the Mayor to execute the deed in order to effectuate the sale. Ordinance 9-2024 meets these requirements.

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 9-2024

**AN ORDINANCE AUTHORIZING AND APPROVING THE SALE OF CERTAIN
TOWN OWNED REAL PROPERTY TO TWENTY1FIVE LLC**

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

WHEREAS, the Town is currently the owner of real property described on Exhibit A, attached (“the Property”); and

WHEREAS, Section 31-15-713(b), Colorado Revised Statutes, authorizes the sale of municipally owned real property by ordinance where such property is not held or being used for park or other governmental purposes; and

WHEREAS, the Property is not held for park purposes and is not held or currently being used for park or other governmental purposes; and

WHEREAS, the Board of Trustees does not anticipate that the Property will be needed for a governmental purpose for the foreseeable future; and

WHEREAS, the Town, acting through the Board of Trustees, has entered into a Purchase and Sale Agreement (“the PSA”) to sell the Property to Twenty1Five, LLC on the terms and conditions set forth in the PSA; and

WHEREAS, Section 29.11 of the PSA provides for the Town, as the seller of the Property, to approve an ordinance authorizing the execution of a deed to effectuate the sale of the Property.

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

1. The Purchase and Sale Agreement authorizing the sale of the Property described on Exhibit A, attached, and the conveyance of the Property as provided for in the Purchase and Sale Agreement, is hereby approved.
2. The Mayor is hereby authorized to execute a deed conveying the Property to Twenty1Five, LLC as provided for in the Purchase and Sale Agreement.
3. The Mayor and staff are hereby authorized to take all reasonable steps to effectuate such sale, as provided for in the Purchase and Sale Agreement.

- 4. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
- 5. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8TH DAY OF AUGUST, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

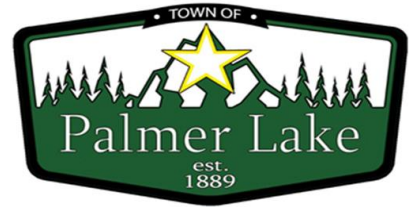
Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

EXHIBIT A
(+/- 4.45 ACRES AS HIGHLIGHTED BELOW IN ORANGE)
OPTION ACREAGE OUTLINED IN GREEN



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

DATE: August 8, 2024	ITEM NO.	SUBJECT: Consider Amending Language to Business License Regulations
Presented by: Town Administrator Collins		

Background

Per direction of the Board at the July 25 meeting, Attorney Krobb has modified the language to the business license regulation to be broader for single family dwelling repair/improvement.

Provide further direction to finalize an amended ordinance.

- CODE OF ORDINANCES
Title 5 - BUSINESS LICENSES AND REGULATIONS
CHAPTER 5.04. BUSINESS LICENSES

CHAPTER 5.04. BUSINESS LICENSES

5.04.010. Purpose.

The purpose of this chapter is to require registration and the maintaining of a register of all licensed business activities physically located and/or conducted within the jurisdiction of the town in order to protect the health, safety and welfare of the town's inhabitants.

(Ord. No. 13-2021, § 1(5.02.010), 12-9-2021; Ord. No. 2-2022, § 1(5.02.010), 2-10-2022)

5.04.020. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means a person who has filed an application for a business license.

Application means an application for a business license.

Business means all trades, vocations, occupations, professions, enterprises and establishments and all other kinds of activities which are conducted for gain, financial profit, advantage or benefit either directly or indirectly, on any location regardless of whether of a permanent or temporary nature in this town, including, but not limited to, all retail sales, wholesale sales, services and including contractor services. The term "business" does not include:

- (1) Billboards and signs;
- (2) Coin-operated amusement machines;
- (3) Peddlers;
- (4) Solicitors and canvassers; ~~and~~
- (5) Individuals who engage in at-home office work from their residence for a remotely located business;
- (6) Trades persons performing repair or improvement work on an existing single-family residence, including but not limited to electrical, plumbing, carpentry, tile work, or other similar contracting work;
- (7) A subcontractor working at the direction of a general contractor who has a business license; and
- (8) A general contractor whose work within the Town is limited to no more than one single-family residence at any time.

License means the document issued by the town clerk evidencing the registration of a business pursuant to this chapter.

Licensed business means a business which has been registered and licensed by the town pursuant to this chapter.

Location means the premises upon which the business is located and any adjacent property under the ownership and control of the licensed business.

Person means any natural person or non-natural entity, including, but not limited to, a corporation, partnership, unincorporated association or joint venture.

Premises means all lands, structures and places related to the business of the licensed business and its operation. The term "premises" also means equipment and appurtenances connected or used therewith in any business and also any personal property that is either affixed to or is otherwise used in connection with any business conducted on such premises.

(Ord. No. 13-2021, § 1(5.02.020), 12-9-2021)

5.04.030. Business license required and license term.

- (a) It shall be unlawful for any person operating a business within the town to fail to obtain and maintain a business license at all times while operating said business. Upon application approval, the town clerk shall issue an appropriate license evidencing such registration.
- (b) Business licenses issued under this chapter shall be issued for a period of one year, commencing on the date of license issuance and expiring one year (365 days) from the date of license issuance. Each license shall explicitly set forth the date of issuance and expiration. Applications for renewal of a license are due a maximum of 60 days prior to the date of license expiration. A renewal application will be mailed approximately 30 days prior to expiration, although the responsibility to renew lies solely with the business owner. License applications received after the expiration date shall be subject to a late fee as set forth in the town fee schedule, as adopted and as amended from time to time by the town board.
- (c) A separate business license shall be required for each fixed location of a business operating within the town.

(Ord. No. 13-2021, § 1(5.02.030), 12-9-2021)

5.04.040. Town clerk duties.

The town clerk shall:

- (1) Enforce all reasonable rules and regulations approved and adopted by the town clerk as necessary for the operation and enforcement of this chapter;
- (2) Review business license applications;
- (3) Keep confidential all proprietary, confidential or privileged information provided by an applicant (such information shall not be subject to public inspection except for that information available to the public under the Colorado Open Records Act or through a court order);
- (4) Notify applicants of the approval or denial of their applications;
- (5) Issue licenses evidencing such registration to all qualified applicants;
- (6) Collect license fees; and
- (7) Maintain records of all licenses and revenues received therefor.

(Ord. No. 13-2021, § 1(5.02.040), 12-9-2021)

5.04.050. Procedures for issuance.

Each applicant for a business license must submit, on forms approved by the town clerk, information necessary to determine compliance with this chapter.

(Ord. No. 13-2021, § 1(5.02.050), 12-9-2021)

5.04.060. License fee.

- (a) Each application for a business license or an application for renewal of a business license shall be accompanied by an annual license fee paid in cash or certified funds, in the amount as set forth in the business license fee schedule resolution adopted by the town board, as amended from time to time.
- (b) In the event of cessation of any business prior to expiration of any license issued hereunder, no portion of any license fee shall be refunded.

(Ord. No. 13-2021, § 1(5.02.060), 12-9-2021)

5.04.070. Denial of license.

- (a) The town clerk shall approve or deny an application for a business license within 30 days of receipt of a completed application and fee.
- (b) An application for a business license may be denied for any of the following reasons:
 - (1) To the extent reviewed by the town clerk for compliance, all applicable provisions of this chapter and state and local law have not been met;
 - (2) The required fee has not been paid in full;
 - (3) The application is incomplete or contains false, misleading or fraudulent statements; or
 - (4) The applicant is in arrears on taxes, fees, or other charges owed to the town for any licensed business owned by the applicant.
- (c) If the town clerk denies an application, the town clerk shall provide by first class U.S. mail written notice of such denial, the reason for the denial, a description of the appeal process, and a refund of the license fee submitted by the applicant.
- (d) Notwithstanding any provision herein, the issuance of a business license shall not be construed or relied upon as any representation by the town or by the town clerk regarding conformity of the licensed business with the zoning and/or any other applicable provisions of local, state or federal law or regulations that may affect the business and its operations.

(Ord. No. 13-2021, § 1(5.02.070), 12-9-2021)

5.04.080. Hearings.

- (a) An applicant may appeal a denial of his or her license by the town clerk to the town board of trustees and shall be entitled to a hearing before the town board of trustees. The appeal shall be made in writing, stating the grounds for appeal, within 15 working days of the date the notice of denial is mailed by the town clerk.
- (b) At the hearing, the town board shall hear such statements and consider such evidence as is offered that is relevant to the grounds alleged for denial. The town board shall make findings of fact from the statements and evidence offered as to whether such grounds exist. If the town board determines by a preponderance of the evidence that cause for denial exists, it shall issue an order denying the license within ten days after the hearing is concluded, based on the findings of fact. If the town board does not find based on the findings of fact by a preponderance of the evidence that cause for denial exists, it shall issue an order granting the license and ordering the town clerk to issue the required license within ten days after the hearing is concluded. A copy of the order shall be mailed by first class U.S. mail to or served on the applicant at the address on the application.

- (c) The order of the town board made pursuant to subsection (b) of this section shall be a final decision and may be appealed to the district court in accordance with rule 106(a)(4) of the state rules of civil procedure. Failure of an aggrieved party to timely appeal said order constitutes a waiver of any right such aggrieved party may otherwise have to contest the denial of the license.
- (d) The town clerk shall have the power to administer oaths, issue subpoenas, and, when necessary, grant continuances. Subpoenas may be issued to require the presence of persons and production of papers, books and records necessary to the determination of any hearing that the town board conducts. It is unlawful for any person to fail to comply with any subpoena issued by the town clerk. A subpoena shall be served in the same manner as a subpoena issued by the municipal court.
- (e) All hearings held before the town board regarding denial of a license shall be recorded by electronic recording device. Any person requesting a transcript of such record shall post a deposit in the amount required by the town clerk, and shall pay all costs of preparing such record.

(Ord. No. 13-2021, § 1(5.02.080), 12-9-2021)

5.04.090. Duplicate licenses.

A duplicate license valid for the remainder of the license period shall be issued by the town clerk to replace any license previously issued which has been lost, stolen, defaced or destroyed. Duplicate license fee amounts, if any, shall be those set out in the business license fee schedule adopted by the town board by resolution, as amended from time to time.

(Ord. No. 13-2021, § 1(5.02.090), 12-9-2021)

5.04.100. Supplemental information.

A licensed business shall report, in writing, any change in information contained in his or her or its last application within 30 days of such change, and a supplemental license may be issued and additional fees collected or refunded where appropriate.

(Ord. No. 13-2021, § 1(5.02.100), 12-9-2021)

5.04.110. Contents of licenses.

Each license shall contain the following information:

- (1) Name and address of the licensed business and any other name under which such business is to be conducted;
- (2) Nature of business operations;
- (3) Address of each location of business licensed; and
- (4) Date of issuance and expiration.

(Ord. No. 13-2021, § 1(5.02.110), 12-9-2021)

5.04.120. Duties of licensed businesses.

All persons holding licenses shall:

- (1) Refrain from operating the business unless a valid license therefor has been issued.

- (2) Post and maintain such license at the registered location in a place visible at all times and, when working outside the registered location, carry a copy of the license at all times.
- (3) Timely pay all taxes, fees, and other charges owed to the town for the licensed business.
- (4) Operate the licensed business in compliance with all federal, state and local laws and regulations.
- (5) At all times, operate the business in a manner representing good moral character.

(Ord. No. 13-2021, § 1(5.02.120), 12-9-2021)

5.04.130. Change of business locations.

Upon changing the location of the licensed business, the person holding a license shall file a written application for change with the town clerk.

(Ord. No. 13-2021, § 1(5.02.130), 12-9-2021)

5.04.140. Nontransferability.

All business licenses are nontransferable. If a business is sold or transferred to a different owner, the new owner must apply for a new license before resuming operation of the business. Sale or transfer of the business is defined as the acquisition of 50 percent or more of an ownership interest by any person.

(Ord. No. 13-2021, § 1(5.02.140), 12-9-2021)

5.04.150. License register.

The town clerk shall keep a register listing every license issued under this chapter, including:

- (1) The owner information;
- (2) The name of the business;
- (3) The location of the business;
- (4) Emergency contacts; and
- (5) The date of issuance and expiration of the license.

(Ord. No. 13-2021, § 1(5.02.150), 12-9-2021)

5.04.160. Enforcement and fines.

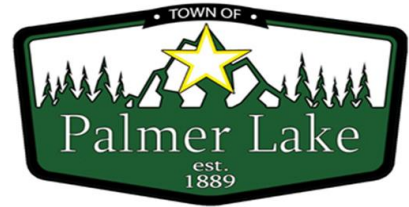
In addition to any other remedies available to the town, this chapter may also be enforced in the municipal court or any court of competent jurisdiction. The municipal court is authorized to revoke a business license for non-compliance with this chapter, in addition to any other remedies authorized by law. Any person who violates the requirements of this chapter may be punished in accordance with the general penalty provisions set forth in chapter 1.12.

(Ord. No. 13-2021, § 1(5.02.160), 12-9-2021)

5.04.170. Renewal of license.

- (a) At any time within 60 days prior to the expiration of the current license, a licensee may make application for a license renewal for the succeeding year and pay the required fees. Unless otherwise provided by this title, if application is so made and no action or proceeding is pending against the licensee for suspension or revocation of the current license, and upon payment of the required fee, the licensee may continue the business for the succeeding period unless or until the application for license renewal is denied. Within 30 days, a renewal application will be mailed to the business owner.
- (b) In the event a suspension or revocation proceeding is pending when the licensee applies for renewal, the business may continue during the pendency of the proceeding, but the renewal application shall not be acted upon until the suspension or revocation proceeding has been completed and the time to appeal such decision has expired.
- (c) Every renewal application shall be evaluated in accordance with the requirements of this title applicable to the initial issuance of a license. In addition to local compliance, if there are more than two findings of complaints about the business operation on file with the town, the clerk shall inform the business owner and schedule a review of the license renewal before the town board of trustees to determine renewal or a conditional license with criteria to address within another six or 12 months of the succeeding licensing year.
- (d) Whenever any renewal application and accompanying license fee payment is not received on or before the expiration date of any license issued for the current license term, and the licensee continues to engage in the business for which the license was issued, a penalty fee in the amount set by resolution of the board of trustees shall be imposed for each month of delinquency. The town clerk shall be authorized to waive or adjust any and all of such penalty and additional fee whenever in the clerk's judgment the delinquency is not the fault of the licensee or when collection or payment would constitute an injustice.
- (e) The failure of a licensee to exercise the privilege of renewal granted under a license for a period of 60 days beyond the expiration of the license shall be apparent evidence that the renewed license is abandoned.

(Code 1973, § 5.02.120; Ord. No. 6-1974, § 12, 1974; Ord. No. 8-1984, § 2, 1984; Ord. No. 2-1995, § 1, 1995; Ord. No. 2-2000, § 2, 2000; Ord. No. 7-2016, §§ 1, 2, 4-28-2016; Ord. No. 2-2017, § 1, 1-25-2017; Ord. No. 13-2021, § 1(5.02.170), 12-9-2021)



Item 15.

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

DATE: August 8, 2024	ITEM NO.	SUBJECT: Mediation for Board Members
Presented by: Town Administrator Collins		

Background

Attorney Krob suggested that mediation take place to address matters between Board members. This request is to provide direction for a mutually agreed third party to mediate a discussion between members. Members currently have an agreed party. If there is not resolve, it is suggested to consider professional assistance from CIRSA or CML to mediate additional discussion, which may be at a cost to the town.