



BOARD OF TRUSTEES MEETING

Thursday, July 27, 2023

Executive Session at 5 PM & Regular Meeting at 6 PM

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

*** LIVE STREAM available at Town website ***

AGENDA

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

Call to Order & Roll Call

Convene to Executive Session

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – LOI Norris Hay Ranch.

Reconvene to Open Session by 5:45 PM to open doors for Regular Meeting at 6 PM

Roll Call

Pledge of Allegiance

Presentation

1. Recognize Volunteers Jimmy Zelones and Tyson Reese, Focus on the Forest

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 July 13, 2023 Meeting
3. Checks over \$15,000 - Green & Associates (\$16,100); Fromm & Company (\$16,783); Dukes Electric (\$23,000); CIRSA (\$30,876.59)
- [4.](#) Check Batch from 4/30/2022
- [5.](#) Financials (June)

Staff/Department Reports

6. Attorney
7. Administrator/Clerk

Public Hearing

Mayor will introduce the item and hear from the applicant. Mayor will ask if any public member wishes to speak for or against the request. Public should address the Board members directly while members listen. Applicant may provide closing remarks and Board members may ask questions of the applicant. Mayor will close the hearing. Board members will discuss and consider each item under Business Items. (If additional information or time is desired, Board may continue the hearing to a particular date.)

- [8.](#) Application for Minor Subdivision - Rock Ridge Reserve
- [9.](#) Application to Reconsider a Conditional Use Permit for Mixed Use at 56 Hwy 105

Business Items

- [10.](#) Resolution 49-2023 to Approve Minor Subdivision Rock Ridge Reserve (Phillips)
- [11.](#) Resolution 50-2023 to Approve a Conditional Use Permit, 56 Hwy 105 (Amos)
- [12.](#) Resolution 51-2023 to Accept Addendum No. 1 to PER for Water System Improvements
- [13.](#) Resolution 53-2023 to Approve IGA with Monument Fire
- [14.](#) Resolution 54-2023 to Consider Amended Water Rate Structure
- [15.](#) Discussion/Direction for Ordinance Prohibiting RV on Public & Private Property
- [16.](#) Discussion/Direction on Elephant Rock & Master Plan Ideas

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 the 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 concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!

Board Reports**Next Meeting (August 2 Workshop; August 10) and Future Items****Convene to Executive Session for unfinished discussion, if needed****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 13, 2023

Executive Session at 5:00 PM & Regular Meeting 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 5:02 pm. Present: Mayor Glant Havenar and Trustees Shana Ball, Kevin Dreher, Sam Padgett, Jessica Farr, Dennis Stern. Excused: Trustee Nick Ehrhardt.

Convene to Executive Session. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Lease Agreement for EcoSpa (Willans); Lease Agreement for Star View Ranch; Fire IGA. MOTION (Padgett, Farr) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. Attorney Krob confirmed that Richard and Lindsay Willan are invited to the executive session discussion.

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

Roll Call. Same members present.

Pledge of Allegiance. Sgt Joe Lundy led the pledge.

Presentations

1. Recognize Volunteers for Festival on the Fourth. Mayor Havenar recognized the volunteers involved in the Festival on the Fourth and certificates will be distributed to Tim and Laurie Caves and Mike and Tish Torweihe.
2. Presentation of 2022 Financial Audit, Green & Associates. Mr. David Green was invited to present the 2022 financial audit. He referenced the draft copy provided to the members, noting that Fromm Accounting will complete the MDA portion. He reviewed the audit process, procedures followed and his responsibilities. Mr. Green identified one control deficiency of duplicated checks reported though they were not duplicate payments. These were reconciled in the audit. Mr. Green reviewed the net position and statement of activities. Mr. Roger Moseley questioned the budget being well over the actual spending in 2022 and questioned why the DOLA numbers were not reflected. Mr. Green responded to his remarks noting that a budget is a best guess to expected revenue and anticipated expenses and being under budget is ideal. Mayor Havenar asked Mr. Green to explain the budget and accounting process and he clarified municipal accounting on a full accrual basis and that

entries in error are adjusted or transferred throughout the year. Discussion took place about improvement of the financial and audit processes. Collins also added that it was in 2021 that capital items began to be budgeted and saved for and that staff practice is conservative - budget expenses high and revenue low. Trustee Padgett inquired about the amount under budget for the water fund. Mr. Green advised that if members see something odd to follow up for a response. He reminded members that the Board directs the accounting consultant. Mayor Havenar thanked Mr. Green for his work.

Consent Agenda

MOTION (Ball, Dreher) to approve the consent items including 3) Minutes from June 22, 2023 Meeting and 4) Checks over \$15,000 - Schmidt Construction Company (\$241,939.50). Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

5) Water; 6) Public Works including Roads & Park Maintenance

7. Police – Sgt Lundy offered a report of the first Citizen Academy class. Trustee Ball inquired about the mass casualty training event. Sgt Lundy responded on the success of the active shooting event. Discussion was had about the involvement of the PLPD and PLFD and feedback was positive. A smaller training event took place with Monument agencies.

8. Fire – Chief Vincent reported that the new brush truck is in service.

9. Administration

10. Attorney – no report.

11. Administrator/Clerk. Collins congratulated Supervisor Dosch joining the Regional Transportation Plan Advisory Committee as part of PPACG for the 2050 long range transportation plan process. Schmidt Construction completed the roadway improvement on Vale, Spring, Sailing and will continue work at Westward and follow up with the town office parking area. The water line replacement at Buena Vista will begin next week and will continue for about five weeks. Graffiti damage in town will be addressed by volunteers of Focus on the Forest. Collins stated an assessment is needed of water damage in the library and museum structure. Staff completed the CIRSA audit and a comparison of year-over-year improvement was provided to members. Collins reported that the finance functions will be conducted by Maria Kelly in the interim. She started this week and will be in the office two days a week. The concept submittal for GOCO funds for the multi-use athletic field is being worked on with Parks and Collins requested permission to write a letter of support. Two positions – Deputy Town Clerk and a full time Public Works position will be advertised. Collins thanked members for their support to close doors and phones to the public on Friday mornings. Although staff is available by email and appointment, the summer office hours are Mon-Thu., 7:30a-4:30p.

Business Items

12. Special Event Application - Verity Village Fundraiser (9/16). Ms. Beverly Jacobson provided her story that created Verity's Village non-profit organization. The proposed event is to raise funds to hire a full-time employee. She explained the details of the event – a 5k and a fun run to follow and registration will open in the coming weeks for September. Mayor Havenar offered assistance and Ms. Jacobson responded that any help getting the word out for folks to participate and sponsorship.

Members stated support for the fundraiser and offered suggestions. MOTION (Padgett, Stern) to approve the event and waive the event fee. Roll call vote – aye 6; nay 0. Motion passed.

13. Resolution 47-2023 to Renew the Law Enforcement Cooperative Agreement, PD - Child Welfare. Sgt Lundy explained the long-standing relationship and assistance provided in these cases. MOTION (Padgett, Ball) to approve Resolution 47-2023 to renew cooperative agreement. Roll call vote – aye 6; nay 0. Motion passed.

14. Resolution 48-2023 to Authorize Filing of 2022 Financial Audit. Staff will file the audit in a timely manner. MOTON (Dreher, Ball) to approve Resolution 48-2023 to authorize filing. Roll call vote – aye 6; nay 0. Motion passed.

15. Consider Direction for Water Rate Structure and Capital Improvement Plan. Mayor Havenar summarized the prior evening of workshop activity. Discussion took place about the one page summary provided. Staff will clarify the 5% annual increase for the base rate only or include the usage rate. Discussion took place about the surcharge for “out of town” accounts. Attorney Krob spoke from the legal perspective of charging differently for out-of-town users. Discussion took place about the process to notice water users. Mr. Roger Moseley stated that he does not support the higher base rate and commented that separate checking accounts should be utilized for each water fund. Mayor suggested that having a 2/3 ratio for the base rate supports the total operating budget, meaning if users conserve usage, the operating needs will be covered. Members agreed that staff should move forward with the recommendation for a proper resolution and final report for the 7/27 meeting.

16. Consider Ordinance to Prohibit "RV" Use in Town. Discussion took place about the former “house car” code omitted in the recodification. Attorney Krob suggested examples of the code restricting RVs on private property and parking on public property. Members agreed about the public property but had different perspectives to restrict RVs on private property. Discussion took place about numerous scenarios that could be anticipated. Attorney Krob agreed to produce several questions for members to consider.

17. Set Hearing for Request to Annex a Parcel ID 7109013007 (J.Parco). Mayor Havenar provided the background to the request to annex to swap parcels – item 17 and 18 for neighbors. These two parcels basically require swapping but are in opposite jurisdiction than the homeowner. MOTION (Ball, Padgett) to set hearing for the annexation and rezone as suggested to Planning Commission and the Board of Trustees. Roll call vote – aye 6; nay 0. Motion passed.

18. Discussion/Explanation of Request to Disconnect Parcel (J.Fitzgerald). Attorney Krob explained the different processes for items 17 and 18, noting that the annexation and disconnect will not reduce or enlarge the town boundary but slightly modify the boundary line.

19. Consider Recommendation for Elephant Rock Master Plan by Planning Commission. Collins generally explained the discussion at the Planning Commission meeting and recommendation to complete a master plan before any activity is allowed on the property. It was agreed by the Board that staff explain the process. Trustee Farr will provide ongoing updates to the Planning Commission.

20. Review Proposed 2024 Budget Schedule. The proposed budget schedule was reviewed, and a department workshop date confirmed.

21. Addendum to Water System Improvements Preliminary Engineering Report (PER). With distribution, the Board directed that a resolution come forward to accept the Addendum as provided.

Public Comment

Mr. Roger Moseley provided members with a handout and accused the town of using ARPA funds inappropriately as a slush fund for water department expenditures based on the requirements.

Board Reports. Trustee Farr reported that the Parks Commission completed and adopted a Master Plan for Centennial Park. Trustee Ball discussed considering grants for a public safety facility and it was noted that with the fall budget meetings, this will be requested. Mayor Havenar reported her participation in the CML conference, PPACG and a meeting that she and Trustee Erhardt held with benefits for aging citizens. She also stated that she will be attending a Fountain Creek Watershed meeting on Monday. Collins noted that she extended the invitation to Mike Pietsch, Parks Commission member.

Next Meeting (July 27) and Future Items

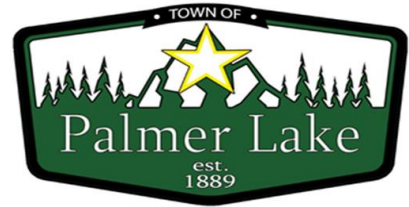
Convene to Executive Session. MOTION (Padgett, Dreher) to convene to executive session for remaining discussion at 8:16 pm. Roll call vote – aye 6; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Padgett, Stern) to reconvene to open session at 9:16 pm. Roll call vote – aye 6; nay 0. Motion passed.

Adjourn. MOTION (Ball, Stern) to adjourn at 9:17 pm. Roll call vote – aye 6; nay 0. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk



Item 4.

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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Explanation of 2022 Check Batch
Presented by: Town Administrator /Clerk		

While completing a CORA request, it was found that a batch of checks were inadvertently left out of monthly financials that were approved by the Board in 2022.

Fromm Accounting applied an earlier date to checks and when the check register was run for May 2022, this specific batch of checks was left out of the report.

Batch 4/30/2022, per Fromm Accounting:

That was my Date error. The invoices were coded back to April 30th and I neglected to change the User date when printing the checks. We did note the check date at the top of the Check Register when sent to Julia. However, when running the Check Register for the May Financial Statements, it did not pick up those checks.

Staff will continue to improve the financial process and provide specific reporting in the monthly financials.

Note the financials will include all payables moving forward – check register, voided check report and ACH report.

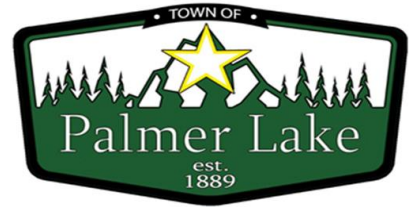
Ranges:	From:	To:	From:	To:
Check Number	48029	48059	Check Date	First
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
48029	AIRGAS	Airgas USA, LLC	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$346.62
* 48030	AT&TMOBILITY	AT & T Mobility	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$1,377.33
48031	BIGOTIRES	Big O Tires	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$120.00
48032	BBAWATERCONSULT	Bishop-Brogden Associates, Inc	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$622.35
48033	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$125.00
48034	COLORADODIVISIO	Colorado Division of Fire Prev	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$30.00
48035	COMCAST	Comcast	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$193.35
48036	CKT	Common Knowledge Technology	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$2,190.00
48037	COMMUNITYMATTER	Community Matters Institute	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$12,608.00
48038	COREANDMAIN	Core & Main LLP	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$186.51
48039	COREELECTRICCOO	Core Electric Cooperative	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$1,017.50
48040	CRAIGSPOWEREQUI	Craig's Power Equipment LLC	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$119.90
48041	DPCINDUSTRIES	DPC Industries, Inc.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$70.00
48042	EMERGENCYNETWOR	Emergency Network Security Sys	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$61.00
48043	ESO	ESO Solutions, Inc.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$208.53
48044	EVOQUA	Evoqua Water Technologies LLC	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$1,675.00
48045	GALLS	Galls, LLC	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$27.20
48046	GRAINGER	Grainger	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$473.63
48047	HIGHPOINTNETWOR	High Point Networks	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$41.25
48048	HOLMAN	Holman	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$240.00
48049	LUMEN	Level 3 Communications, LLC	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$519.42
48050	FOREMAN, LORI	Lori Foreman	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$500.00
48051	MEYER&SAMS, INC	Meyer & Sams, Inc. dba GMS, In	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$10,095.32
48052	MICHAELTODD&CO	Michael Todd & Company, Inc.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$1,876.50
48053	PALMERLAKESANIT	Palmer Lake Sanitation	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$1,627.58
48054	PIONEER	Pioneer	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$5,018.09
48055	SPRINGSFASTNERC	Springs Fastner Co.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$33.37
48056	ORCUTT, STEVE	Steve Orcutt	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$8.53
48057	TLECC	Timber Line Electric & Control	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$19,356.00
48058	UNITEDSITESERVI	United Sites Services.	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$622.97
48059	UNCC	Utility Notification Center of	4/30/2022	COBANK-CKG 9495	PMCHK00000034	\$46.80

Total Checks:	31		Total Amount of Checks:	\$60,060.42
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**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: July 27, 2023	ITEM NO.	SUBJECT: June 2023 Financials
Presented by: Town Administrator /Clerk		

Items to note in June financials:

- * Beginning Fund Balances are updated to reflect the audited 2022 ending balances
- * Operating Reserves – based on 2022 audit figures

All payables report included.

The ColoTrust Water Reserve accounts will be revisited to reflect appropriate “savings” for water fund (capital vs. loan) upon direction from Board on water rate structure.

Note: Town GF total revenue is just under budget and operational expenditure is well under 50% of the overall budget. The result of revenue in the coming month or two will determine additional improvement projects and/or hiring (Admin, PW, Fire) as previously budgeted. Water Fund revenue and expenditures are appropriate for summer improvement projects, primarily covered by ARPA funds. One position (water tech) under the apprentice program not to fill until January 2024.

TOWN OF PALMER LAKE
Financial Statements
June 2023
Unaudited



CASH POSITION

June 30, 2023



TOWN OF PALMER LAKE				
Schedule of Cash Position				
June 30, 2023				
FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CHECKING / SAVINGS	BANK RATE	BALANCE
OPERATING FUNDS:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,221,716
<i>* Restricted - Operating Reserve - 3 months (\$582,342)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,150,966
<i>* Restricted - Operating Reserve - 3 months (\$224,600)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	5.22%	\$ 1,459,249
Subtotal - Operating Funds				\$ 3,831,930
RESTRICTED FUNDS:				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	5.22%	\$ 185,879
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	5.22%	\$ 205,926
Colorado Trust (ColoTrust)	Water Savings	Savings	5.22%	\$ 206,566
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	5.22%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	5.22%	\$ 62,018
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.22%	\$ 28,241
Colorado Trust (ColoTrust)	Roads CIP Reserve	Savings	5.22%	\$ 10,328
Subtotal - Restricted Funds				\$ 698,964
TOTAL				\$ 4,530,894

GENERAL FUND
June 2023



TOWN OF PALMER LAKE

Item 5.

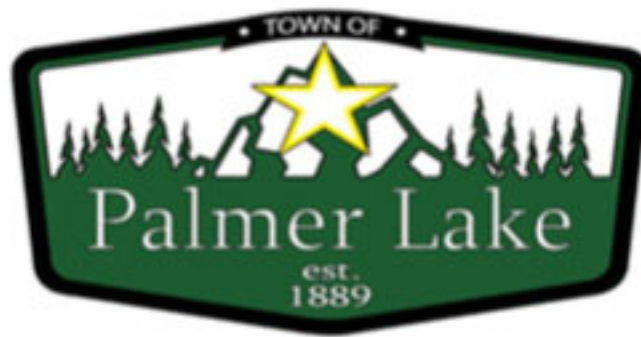
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the Six Months Ended June 30, 2023 UNAUDITED

	2023 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 50%)
REVENUE				
Taxes	\$ 3,664,377	\$ 1,423,973	\$ (2,240,404)	39%
Fees and Licenses	261,435	133,859	(127,576)	51%
Intergovernmental	6,000	3,193	(2,807)	53%
Fines	90,000	29,291	(60,709)	33%
Interest income	43,000	42,548	(452)	99%
Departmental	49,500	25,657	(23,843)	52%
Grants and Donations	395,182	73,099	(322,083)	18%
Miscellaneous income	117,200	72,821	(44,379)	62%
Total Revenue	\$ 4,626,694	\$ 1,804,441	\$ (2,822,253)	39%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 274,996	\$ 109,624	\$ 165,372	40%
Professional Services	305,475	66,029	239,446	22%
General Administration	585,317	136,060	449,257	23%
Total General and Administrative	\$ 1,165,788	\$ 311,713	\$ 854,075	27%
Police Department				
Salaries and Benefits	\$ 781,175	\$ 295,947	\$ 485,228	38%
Professional Services	-	2,953	(2,953)	0%
General Administration	122,399	26,203	96,196	21%
Total Police Department	\$ 903,574	\$ 325,103	\$ 578,471	36%
Fire Department				
Salaries and Benefits	\$ 867,644	\$ 249,796	\$ 617,848	29%
Professional Services	-	2,335	(2,335)	0%
General Administration	289,420	30,158	259,262	10%
Total Fire Department	\$ 1,157,064	\$ 282,289	\$ 874,775	24%
Public Works Department - Roads				
Salaries and Benefits	\$ 315,186	\$ 108,382	\$ 206,804	34%
Professional Services	30,000	5,057	24,943	17%
General Administration	622,861	53,514	569,347	9%
Total Roads Department	\$ 968,047	\$ 166,953	\$ 801,094	17%
Public Works Department - Parks				
General Administration	\$ 37,040	\$ 8,949	\$ 28,091	24%
Total Parks Department	\$ 37,040	\$ 8,949	\$ 28,091	24%
Grants & Donations	\$ 395,182	\$ 26,156	\$ 369,026	7%
Total Expenditures	\$ 4,626,694	\$ 1,121,163	\$ 3,505,532	24%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ -	\$ 683,278	\$ 683,279	
FUNDS BALANCE - BEGINNING OF YEAR		\$ 2,880,403		
FUNDS BALANCE - END OF YEAR		\$ 3,563,681		
Less:				
Restricted:				
Operating Reserve - 3 months		(582,342)	<i>Note 1</i>	
Fire and Roads - CIP Reserve		(72,346)		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		\$ 2,908,993		

Note 1: A 12 Month Operating Reserve would be Optimum

WATER ENTERPRISE FUND

June 2023



TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL WATER ENTERPRISE FUND For the Six Months Ended June 30, 2023 UNAUDITED

	2023 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 50%)
REVENUE				
Water Revenue	\$ 1,156,000	\$ 561,198	\$ (594,802)	49%
Water Fees	55,000	28,018	(26,982)	51%
Water Taps	100,000	8,271	(91,729)	8%
Late Fees/ Service Fees	14,000	9,842	(4,158)	70%
Water Meters	3,000	1,300	(1,700)	43%
ARP Funds	259,238	50,199	(209,039)	19%
Interest	14,000	14,440	440	103%
Miscellaneous	10,200	730	(9,470)	7%
Total Revenue	<u>\$ 1,611,438</u>	<u>\$ 673,998</u>	<u>\$ (937,440)</u>	<u>42%</u>
EXPENDITURES				
Salaries and Benefits	\$ 562,906	\$ 195,818	\$ 367,088	35%
Professional Services	183,225	45,033	138,192	25%
Administrative	200,570	81,994	118,576	41%
Operations	222,270	47,199	175,071	21%
Capital	259,238	50,199	209,039	19%
Debt Service	183,229	91,570	91,659	50%
Total Expenditures	<u>\$ 1,611,438</u>	<u>\$ 511,813</u>	<u>\$ 1,099,625</u>	<u>32%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 162,185</u>	<u>\$ 162,185</u>	
FUNDS AVAILABLE - BEGINNING OF YEAR		<u>\$ 958,494</u>		
FUNDS AVAILABLE - END OF YEAR		<u>\$ 1,120,679</u>		
Less:				
Restricted:				
Operating Reserve - 3 months (CWR&PDA Loan Requirement)		(224,600)	<i>Note 1</i>	
Water Loan Reserve		(205,926)		
Water Reserve - 2010		<u>(185,879)</u>		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		<u><u>\$ 504,274</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

June 2023



TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Six Months Ended June 30, 2023 UNAUDITED

	2023 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 50%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 19,573	\$ (16,567)	54%
Interest/Miscellaneous income	400	681	281	170%
Total Revenue	\$ 36,540	\$ 20,254	\$ (16,286)	55%
EXPENDITURES				
Salaries and Benefits	\$ 20,866	\$ -	\$ 20,866	0%
Administrative	15,674	-	15,674	0%
Total Expenditures	\$ 36,540	\$ -	\$ 36,540	0%
NET CHANGE IN FUND BALANCE	\$ -	\$ 20,254	\$ 20,254	
FUND BALANCE - BEGINNING OF YEAR		\$ 37,609		
FUND BALANCE - END OF YEAR - Restricted		\$ 57,863		

GRANTS AND DONATIONS

June 2023



GRANTS & DONATIONS SCHEDULE

For Information Purposes Only

Item 5.

6.30.23

Actual

2023
Budget

REVENUE

Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Police Donations/ Grants	5,000	5,977
CDOT PL Elementary Road Improvement	145,682	16,061
Fire Mitigation Grant	-	48,721
CDOT Bridge Rehab	200,000	-
Parks Donations/ Grants	2,500	2,340
Total Revenue	<u>\$ 395,182</u>	<u>\$ 73,099</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	\$ 2,400
Total Police Department Expenditures	<u>\$ 5,000</u>	<u>\$ 2,400</u>
Roads Department Expenditures		
CDOT Bridge Rehab	\$ 200,000	\$ -
CDOT PL Elementary Road Improvements	145,682	22,900
Total Roads Department Expenditures	<u>\$ 345,682</u>	<u>\$ 22,900</u>
Parks Department Expenditures		
Parks Committee (donations)	\$ 2,500	\$ 856
Total Parks Department Expenditures	<u>\$ 2,500</u>	<u>\$ 856</u>
Total Expenditures	<u>\$ 395,182</u>	<u>\$ 26,156</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 46,943</u>

Check Register

May 2023



Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 6/1/2023 6/30/2023
 Vendor ID First Last Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495
 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
48908	AFFORDABLEFLAGS	AFFORDABLE FLAGS & FIREWORKS	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$351.90
48909	AIRGAS	AIRGAS USA, LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$132.89
48911	BBAWATERCONSULT	BISHOP-BROGDEN ASSOCIATES, INC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$199.70
48912	BROOKSPLUMBING	BROOKS PLUMBING & HEATING, INC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$718.00
48913	CANYONSYSTEMS	CANYON SYSTEMS INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$8,647.04
48914	CENTURYLINK	CENTURYLINK	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$220.02
48915	CHANDRAENOS	CHANDRA ENOS	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$75.00
48916	CIRSA	CIRSA	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$260.25
48917	CIVICPLUSLLC	CIVICPLUS LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,570.00
48918	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$60.00
48919	CKT	COMMON KNOWLEDGE TECHNOLOGY	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$2,462.00
48920	COREELECTRICCOO	CORE ELECTRIC COOPERATIVE	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$6,534.19
48921	DPCINDUSTRIES	DPC INDUSTRIES, INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$70.00
48922	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$32.03
48923	ECS	EMPLOYERS COUNCIL	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$3,600.00
48924	ENVIROTECH	ENVIROTECH SERVICES, INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$7,043.82
48925	ESO	ESO SOLUTIONS, INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$3,138.53
48926	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,463.00
48927	FORSGENASSOCIAT	FORSGREN ASSOCIATES INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$436.80
48928	FAC	FROMM & COMPANY LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$5,609.50
48929	GEN-TECH	GEN-TECH	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,461.00
48930	GRAINGER	GRAINGER	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$48.32
48931	HEROINDUSTRIES	HERO INDUSTRIES, INC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$2,612.50
48932	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$3,520.00
48933	INTEGRACLEARCO	INTEGRA CLEAR CO	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$162.30
48934	INTERSTATECHEMI	INTERSTATE CHEMICAL CO., INC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$2,299.29
48935	CICCOLELLAJOH	JOHN CICCOLELLA	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$320.00
48936	LUMEN	LEVEL 3 COMMUNICATIONS, LLC	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$548.62
48937	OREILLY	O'REILLY	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$94.33
48938	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$320.83
48939	PIONEER	PIONEER	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$5,413.36
48940	POWERSERVICEINC	POWER SERVICE INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$2,825.80
48941	RICKAUSMUSTRUCK	RICK AUSMUS TRUCKING	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$2,455.00
48942	SGS	SGS NORTH AMERICA, INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,212.54
48943	STERICYCLE	STERICYCLE, INC.	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$75.34
48944	SUPPLYCACHE	THE SUPPLY CACHE	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$76.90
48945	COLORADOLININGI	VIAFLEX	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,100.00
48946	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,363.14
48947	AT&TMOBILITY	AT & T MOBILITY	6/5/2023	COBANK-CKG 9495	PMCHK00000102	\$1,407.57
48948	ACMEFIRE&SAFETY	Acme Fire & Safety Equipment C	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$230.00
48949	AIRGAS	AIRGAS USA, LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$113.38
48950	AMCOBI	AmCobi	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$1,840.13
48951	AMCOBIIT	AMCOBI	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$3,691.00
48952	AT&TMOBILITY	AT & T MOBILITY	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$1,487.19
48953	CAROLVANDYKE	Carol Van Dyke	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$75.00
48954	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$375.00
48955	BIRKELAND,CHRIS	CHRISTI BIRKELAND	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$23.97
48956	COLORADODEPARTM	Colorado Department of Agricul	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$56.00
48957	CKT	COMMON KNOWLEDGE TECHNOLOGY	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$2,195.50
48958	COPROEFP	CoPro EFP	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$939.00
48959	CRAIGSPOWEREQUI	CRAIG'S POWER EQUIPMENT LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$70.51
48960	DPCINDUSTRIES	DPC INDUSTRIES, INC.	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$70.00
48961	ECS	EMPLOYERS COUNCIL	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$113.75
48962	ENVIROTECH	ENVIROTECH SERVICES, INC.	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$4,200.14
48963	ESO	ESO SOLUTIONS, INC.	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$208.00
48964	FACINELLIMOTORS	Facinelli Motors	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$146.00

Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Item 5.

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
48965	GALLS	GALLS, LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$130.62
48966	RAMIREZ,GENE	GENE RAMIREZ	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$76.95
48967	GRAINGER	GRAINGER	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$5.51
48968	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$540.23
48969	INTELLICHOICE	Intellichoice, Inc.	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$2,952.72
48970	LUMEN	LEVEL 3 COMMUNICATIONS, LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$548.11
48971	LYONSGADDIS	LYONS GADDIS	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$110.50
48972	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$3,586.70
48973	GREASEMONKEY	MY FLEET CENTER	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$89.87
48974	OREILLY	O'REILLY	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$348.83
48975	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$320.83
48976	PALMERLAKESANIT	PALMER LAKE SANITATION	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$1,627.58
48977	PAVEMENTREPAIR	PAVEMENT REPAIR & SUPPLIES, IN	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$1,237.50
48978	PIKESPEAKLIBRAR	PIKES PEAK LIBRARY DISTRICT	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$75.00
48979	RAMPARTSUPPLY	RAMPART SUPPLY	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$766.08
48980	REDMANPOURS	RED MAN POURS LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$3,315.00
48981	RHINEHARTOIL	RHINEHART OIL CO., LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$188.98
48982	T2SYSTEMS	T2 SYSTEMS CANADA INC.	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$70.00
48983	GAZETTE	THE GAZETTE	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$428.66
48984	TRILAKESGARAGED	TRI-LAKES GARAGE DOORS, LLC	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$236.00
48985	UNCC	UTILITY NOTIFICATION CENTER OF	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$36.12
48986	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	6/27/2023	COBANK-CKG 9495	PMCHK00000103	\$66.91
48987	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	6/27/2023	COBANK-CKG 9495	PMCHK00000104	\$3,500.00
48988	CICCOLELLAJOH	JOHN CICCOLELLA	6/29/2023	COBANK-CKG 9495	PMCHK00000105	\$320.00

Total Checks: 80

Total Amount of Checks: \$106,356.11
 =====

Voided Check Register

June 2023



Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: cathy

Item 5.

Ranges: From: To: From: To:
 Check Number First Last Check Date 6/1/2023 6/30/2023
 Vendor ID First Last Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495
 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
* 48910	AT&TMOBILITY	AT & T MOBILITY	6/5/2023	COBANK-CKG 9495	PMCHK00000101	\$1,407.57
Total Checks: 1						Total Amount of Checks: \$0.00

ACH Register

June 2023

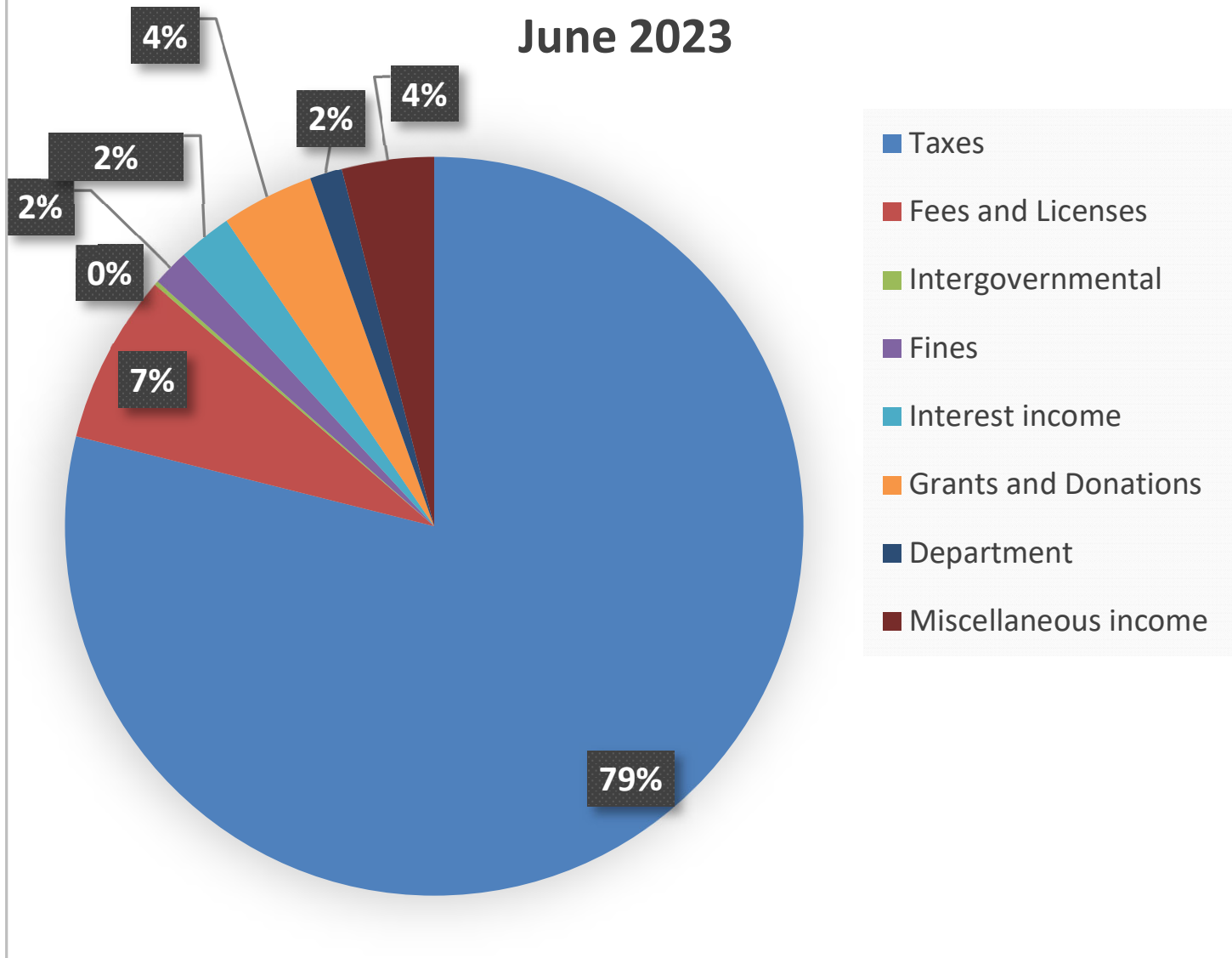


CHARTS

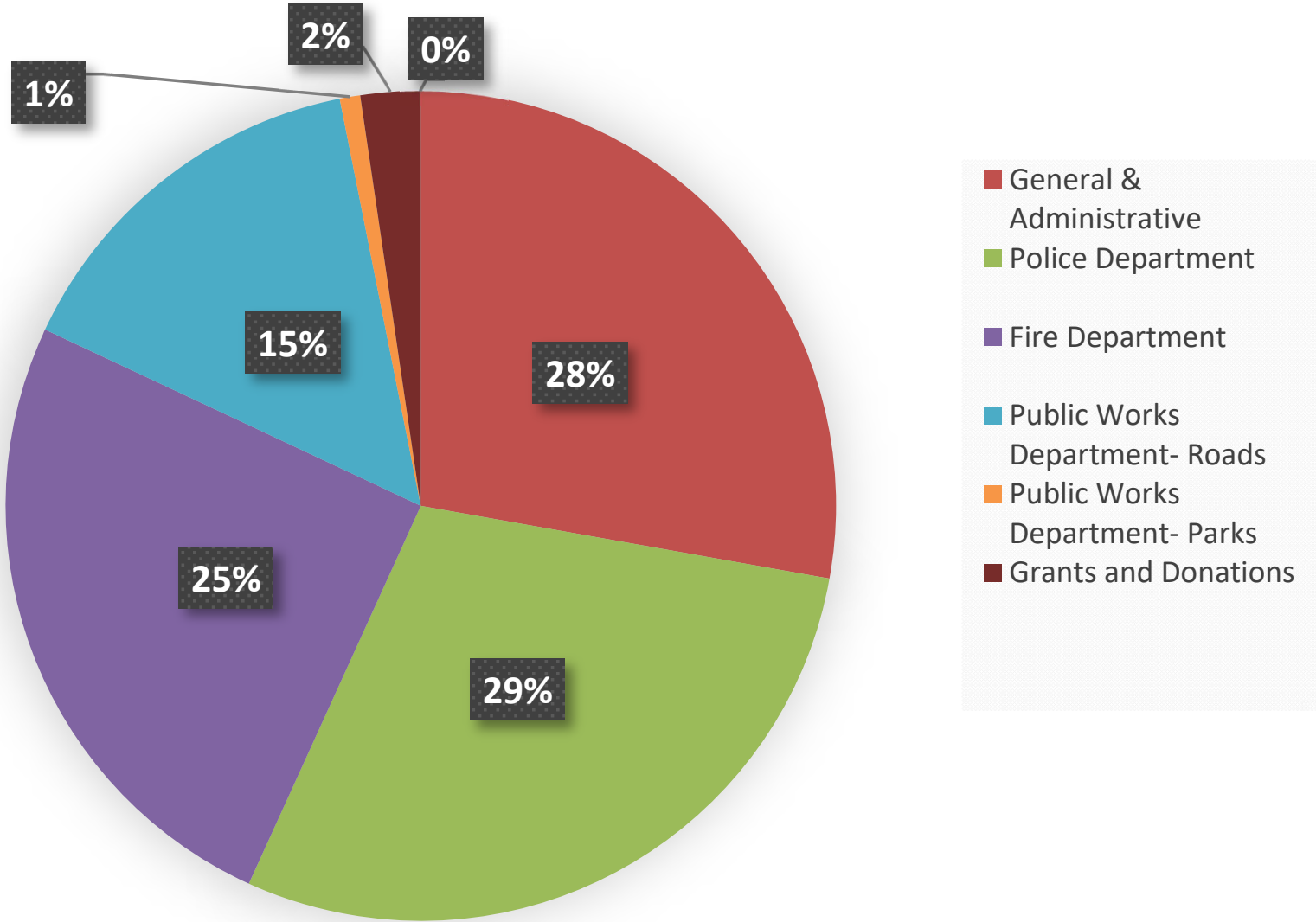
June 2023



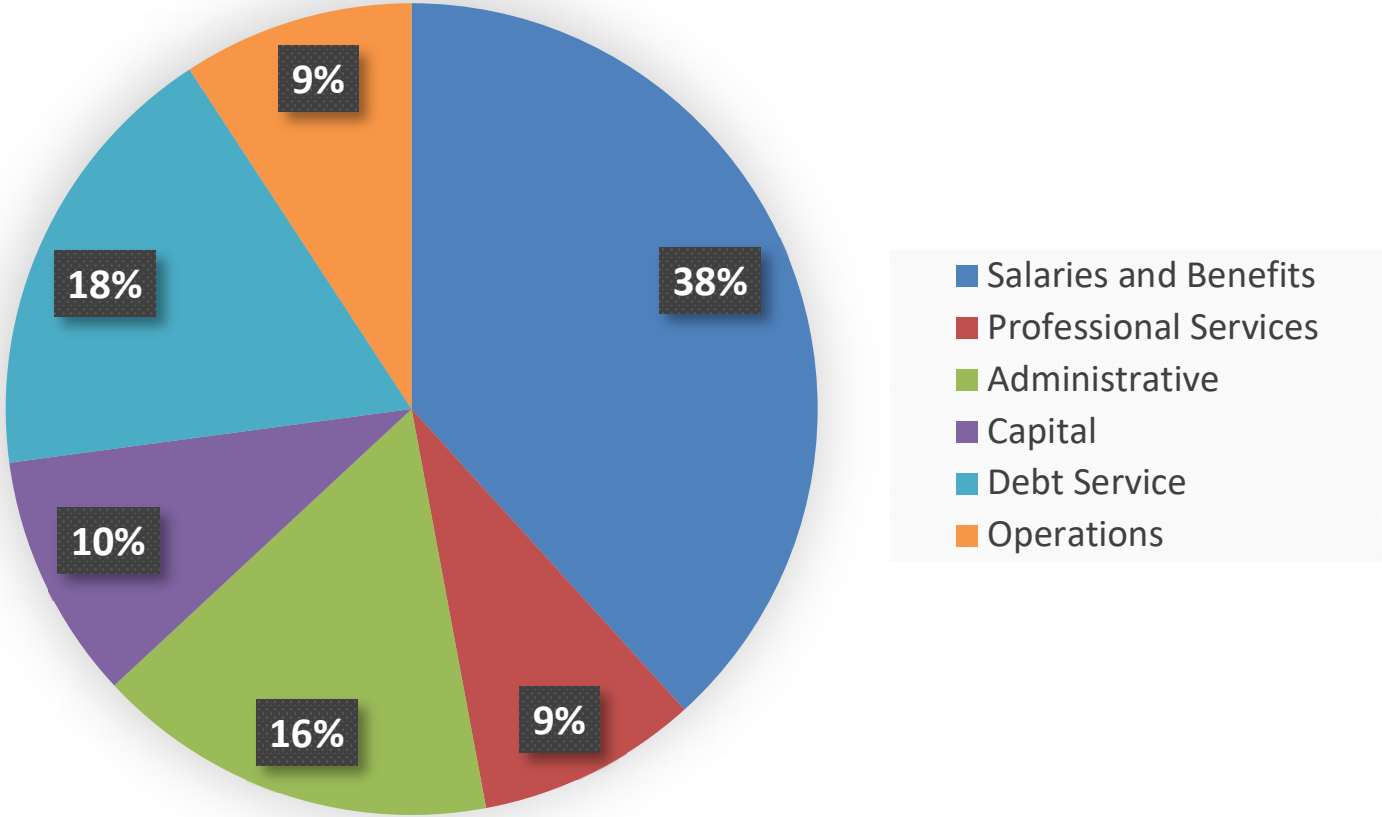
General Fund Revenue Breakdown June 2023



General Fund Expenditure Breakdown June 2023



Water Enterprise Fund Expenditure Breakdown June 2023





42 Valley Crescent
PO Box 208
Palmer Lake, CO 80133
719-481-2953 - Office

Office Use Only

Date: 6/13/2023

Fee: \$ 750.00

Check #: _____

Rec'd By: WAZ

Note: A minimum of 10 days are required to process this application.

July PC

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: Scott Phillips

Address: 550 Rockridge Rd. Phone#: 719-493-4255

Email: ScottyPhillips2002@gmail.com

Name of Proposal: Rock Ridge Reserve

Legal Description or Address: _____

Minor Subdivision – A Minor Subdivision is a subdivision, in which all the following occurs:

- A. The proposed plat or subdivision contains less than five lots.
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street.
- C. The proposed plat meets all the minimum requirements of Chapter 16.36.010, the zoning ordinance, and other applicable Town ordinances and resolutions.
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

Criteria for approval of a Minor Subdivision - For approval of a Minor Subdivision, the Planning Commission must find, based upon evidence provided by the application, both factual and supportive, that:

- A. The proposed lots are not part of any other subdivision approved within one year;
- B. The proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years;
- C. The lots from the proposed subdivision will each be accessible from an existing public road.

Current Zoning and Uses of Surrounding Property: N: R3

E: R1

S: R1

W: Nat. Forest

By signing this application, all parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all fees and costs associated with the Town’s review of this application. These may include, but are not limited, to engineering and consultant fees, public notice costs, recordation fees, and any other fees paid by the Town in connection with or related to review of this application.
- Payment of fees as described above will be due within 10 days of the date of invoice, and if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action).

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant – Print: Scott Phillips

Applicant Signature: SP **Date:** 6/13/2023

If the applicant is not the owner:
As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ **Date:** _____

Rock Ridge Reserve Sub-Divide Letter of Intent:

Scott Phillips

550 Rockridge Rd, Palmer Lake, CO. 80133

C: 719-493-4255

Email: scottyphillips2002@gmail.com

Dear Town of Palmer Lake,

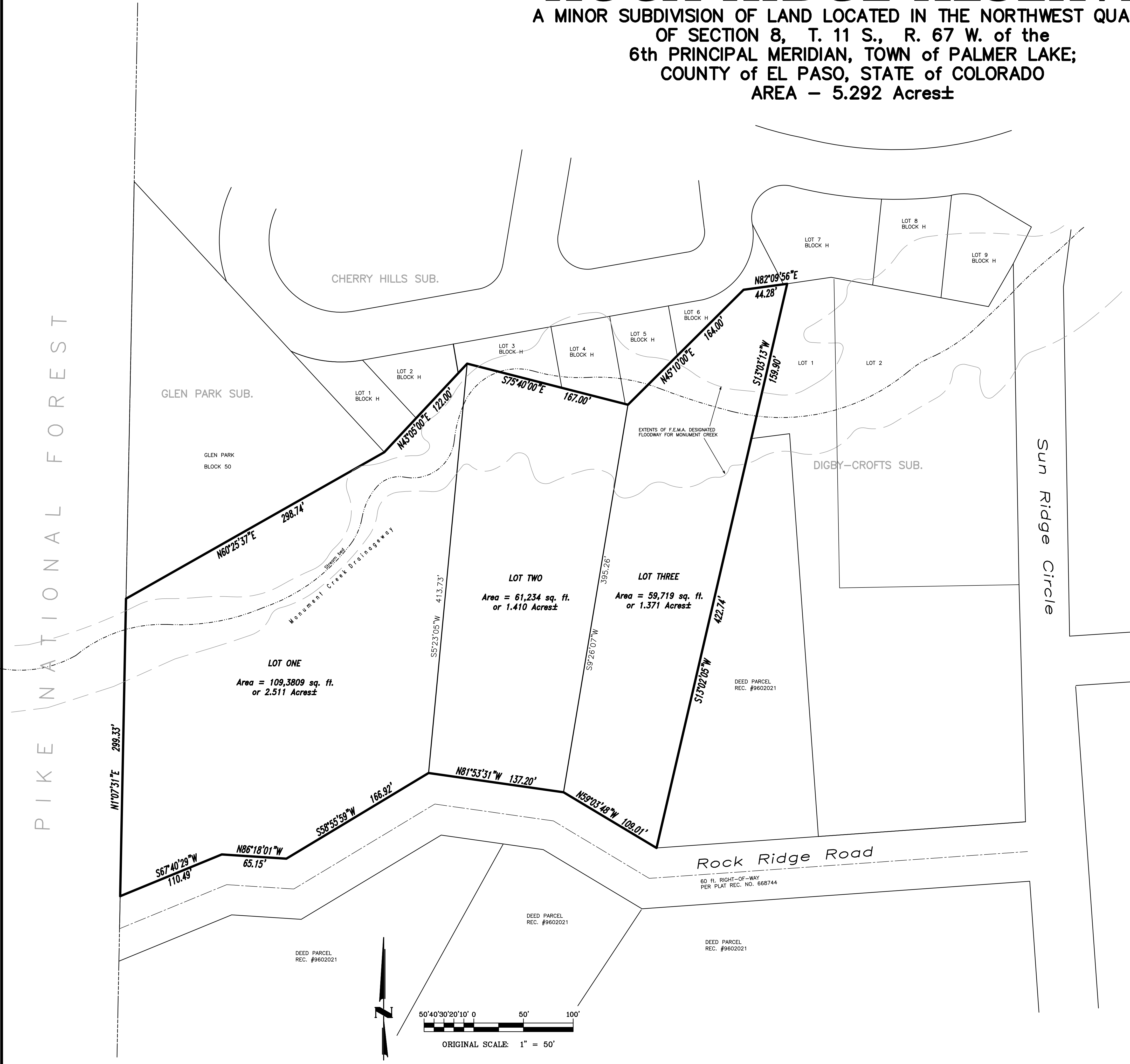
I would like to propose a sub-divide of my property located at 550 Rockridge Rd here in Palmer Lake. The purpose of this division would be for me to split my current 5.2+ acreage into 3 separate plots where-by two new 1+ acre plots would be available for sale, and I would retain the remaining furthest west plot of 2.5 acres along with my home for my personal use.

I am looking to do this sub-divide based on the current price for open lots in Palmer Lake along with already existing interest in the two new proposed single-family home properties. I am not looking to personally develop these two new pieces of property myself.

Sincerely,

Scott Phillips

FINAL PLAT
ROCK RIDGE RESERVE
 A MINOR SUBDIVISION OF LAND LOCATED IN THE NORTHWEST QUARTER
 OF SECTION 8, T. 11 S., R. 67 W. of the
 6th PRINCIPAL MERIDIAN, TOWN of PALMER LAKE;
 COUNTY of EL PASO, STATE of COLORADO
 AREA - 5.292 Acres±



CERTIFICATE OF OWNERSHIP AND DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT SCOTT PHILLIPS BEING ALL THE OWNER OF ALL THAT REAL PROPERTY SITUATED IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO, DESCRIBED AS FOLLOWS:

A PORTION OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M., IN EL PASO COUNTY, COLORADO DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 8; THENCE NORTH 406.86 FEET ON THE WEST LINE OF SAID SECTION 8 TO THE INTERSECTION OF THE NORTHERLY RIGHT OF WAY LINE OF ROCK RIDGE ROAD AS FILED OF RECORD IN PLAT BOOK L-2 AT PAGE 74 OF THE EL PASO COUNTY, COLORADO RECORDS FOR THE POINT OF BEGINNING OF THE TRACT HEREBY DESCRIBED; THENCE CONTINUE NORTH ON THE WEST LINE OF SECTION 8 A DISTANCE OF 299.33 FEET TO THE SOUTHWEST CORNER OF BLOCK 50 IN GLEN PARK IN PALMER LAKE, COLORADO; THENCE EASTERLY ALONG THE SOUTH LINE OF SAID BLOCK 50, A CHORD DISTANCE EAST OF 269.13 FEET TO THE MOST SOUTHERLY CORNER OF LOT 1 IN BLOCK H IN CHERRY HILLS, A RESUBDIVISION OF BLOCKS 40 TO 49 INCLUSIVE, GLEN PARK, PALMER LAKE, EL PASO COUNTY, COLORADO AS SHOWN OF RECORD IN PLAT BOOK X AT PAGE 58 OF SAID EL PASO COUNTY RECORDS; THENCE N 41°29' E 122.0 FEET FOLLOWING THE SOUTHERLY BOUNDARY LINE OF SAID BLOCK H; THENCE CONTINUE ON SAID SOUTHERLY BOUNDARY LINE S 77°16'E 167.00 FEET TO THE MOST SOUTHERLY CORNER OF LOT 5 IN SAID BLOCK H; THENCE CONTINUE ON SAID SOUTHERLY BOUNDARY LINE N 43°34' E 164.00 FEET TO AN ANGLE POINT IN LOT 6 IN SAID BLOCK H; THENCE S 11°55'42" W 422.78 FEET TO AGAIN INTERSECT THE NORTHERLY RIGHT OF WAY LINE OF SAID ROCK RIDGE ROAD, AFOREMENTIONED, AT AN ANGLE POINT THEREON; THENCE FOLLOWING THE NORTHERLY RIGHT OF WAY LINE TO THE POINT OF BEGINNING ON THE FOLLOWING COURSES AND DISTANCES; THENCE N 60° 11' W 109.00 FEET; THENCE N 83°01' W 137.21 FEET; THENCE S 57° 48' 30" W 166.93 FEET; THENCE N 87° 25' 30" W 65.15 FEET; THENCE S 66° 33' W 110.49 FEET TO THE POINT OF BEGINNING,

HAVE BY THESE PRESENTS LAID OUT, PLATTED, AND CREATED THE SAME INTO LOTS AND EASEMENTS AS SHOWN HEREON AND DESIGNATE THE SAME AS "ROCK RIDGE RESERVE", IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO AND DO HEREBY DEDICATE AND CONVEY FOR PUBLIC USE THE UTILITY EASEMENTS NOTED HEREON FOR UTILITY PURPOSES ONLY.

EXECUTED THIS ____ DAY OF _____, 20__

BY : SCOTT PHILLIPS

SIGNED _____

STATE OF _____
COUNTY OF _____

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE

ME THIS ____ DAY OF _____, 20__ BY SCOTT PHILLIPS

WITNESS MY OFFICIAL HAND & SEAL

NOTARY PUBLIC
MY COMMISSION EXPIRES _____

PLANNING COMMISSION APPROVAL CERTIFICATE

THIS MINOR SUBDIVISION PLAT WAS RECOMMENDED FOR APPROVAL BY THE TOWN OF PALMER LAKE PLANNING COMMISSION ON ____ DAY OF _____, 20__

SIGNED BY CHAIRPERSON _____ ATTEST BY _____ DATE _____

BOARD OF TRUSTEES APPROVAL CERTIFICATE

THIS MINOR SUBDIVISION PLAT IS APPROVED BY THE TOWN OF PALMER LAKE, BOARD OF TRUSTEES, THIS ____ DAY OF _____, 20__ AD, FOR THE FILING WITH THE CLERK AND RECORDER, AND FOR ACCEPTANCE BY THE TOWN FOR ANY DEDICATIONS SHOWN HEREON

SIGNED BY MAYOR _____ ATTEST BY _____ DATE _____

SURVEYOR CERTIFICATE

HEREBY CERTIFY I WAS IN RESPONSIBLE CHARGE OF THE SURVEY WORK USED IN THE PREPARATION OF THIS PLAT; THE POSITIONS OF THE PLATTED POINTS SHOWN HEREON HAVE AN ACCURACY OF NOT LESS THAN ONE (1) FOOT IN TEN THOUSAND (10,000) FEET PRIOR TO ADJUSTMENTS; AND ALL BOUNDARY MONUMENTS AND CONTROL CORNERS SHOWN HEREON WERE IN PLACE AS DESCRIBED ON MARCH 15th, 2023. I FURTHER CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS ACCURATE AND IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE TO MY KNOWLEDGE, INFORMATION AND BELIEF. THIS CERTIFICATION IS NOT A GUARANTY OR WARRANTY, EITHER EXPRESSED OR IMPLIED.

SIGNED & DATED _____

CLERK and RECORDER CERTIFICATE

COUNTY OF EL PASO }
STATE OF COLORADO }

I HEREBY CERTIFY THIS PLAT WAS FILED FOR THE RECORD ON THE ____ DAY OF _____, 20__ AT ____ AM/PM AND DULY RECORDED AT RECEPTION NUMBER _____

CLERK OR DEPUTY _____

PRELIMINARY

PREPARED BY:
WLR SERVICES
13609 COUNTY RD. 94
ELBERT, COLORADO 80106
Phone : (303) 648-9755

DATE: 2/3/2023 ROCK RIDGE RESERVE J.N. : P22012
REVISIONS:

EL PASO COUNTY - COLORADO

7108200022
550 ROCKRIDGE RD

Item 8.

Total Market Value
\$734,501

OVERVIEW

Owner:	PHILLIPS SCOTT M
Mailing Address:	PO BOX 536 PALMER LAKE CO, 80133-0536
Location:	550 ROCKRIDGE RD
Tax Status:	Taxable
Zoning:	R1
Plat No:	-
Legal Description:	TRACT IN SW4NW4 SEC 8-11-67 AS FOLS, BEG AT POI OF W SEC LN WITH NLY R/W LN OF ROCKS RIDGE RD, TH NLY ON AFSD W LN 299.33 FT TO SW COR OF BLK 50 IN GLEN PARK PALMER LAKE, ELY ALG S LN OF SD LOT 269.13 FT TO MOST SLY COR OF LOT 1 BLK H IN CHERRY HILLS, RUN ALG SLY BDRY LN OF SD BLK IN NELY DIRECTION TO AN ANG PT IN LOT 6 IN SD BLK, S 11<55'42" W 422.78 FT TO INTSEC NLY R/W LN OF ROCKS RIDGE RD AT AN ANG PT, TH WLY ALG NLY R/W LN OF AFMD RD TO POB

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$161,900	\$10,950
Improvement	\$572,601	\$38,740
Total	\$734,501	\$49,690

SPLIT LEVEL (1)

Market Value \$572,601

Assessment Rate	6.765	Above Grade Area	1,932
Bldg #	1	First Floor Area	996
Style Description	SPLIT LEVEL	Above First Floor Area	936
Property Description	FRAME AVERAGE QUALITY	Lower Level Living Area	0
Year Built	1972	Total Basement Area	-
Dwelling Units	1	Finished Basement Area	
Number of Rooms	6	Garage Description	-
Number of Bedrooms	4	Garage Area	-
Number of Baths	2.00	Carport Area	-

LAND DETAILS

Sequence Number	Land Use	Assessment Rate	Area	Market Value
1	SINGLE FAMILY RES.	6.765	3.5 Acres	\$161,900

SALES HISTORY

	Sale Date	Sale Price	Sale Type	Reception
+	04/20/2010	\$0	-	210036190
+	04/16/2007	\$386,000	Good sale; Changes not yet assessed	207050738
+	03/14/1997	\$0	-	97028725
+	04/01/1986	\$0	Cannot Verify; no TD1000	-

TAX ENTITY AND LEVY INFORMATION

County Treasurer Tax Information

Item 8.

Tax Area Code: PDZ Levy Year: 2022 Mill Levy: 73.312

Taxing Entity	Levy	Contact Name/Organization	Contact Phone
EL PASO COUNTY	7.732	FINANCIAL SERVICES	(719) 520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
TOWN OF PALMER LAKE	21.238	DAWN A COLLINS	(719) 481-2953
EPC-PALMER LAKE ROAD & BRIDGE SHARE	0.165	-	(719) 520-6498
LEWIS-PALMER SCHOOL NO 38	40.500	BRETT RIDGWAY	(719) 488-4705
PIKES PEAK LIBRARY	3.512	RANDALL A GREEN	(719) 531-6333
PALMER LAKE SANITATION	0.000	BECKY ORCUTT	(719) 481-2732



No Photo Available



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.

17.24.010. - Permitted uses.

Permitted uses in an R1 zone are as follows: Single-family dwelling and accessory uses.

(Code 1973, § 17.20.010; Ord. No. 15-1973, § III:6:a, 1973; Ord. No. 5-1999, § 3, 1999)

17.24.020. - Conditional uses.

The following conditional uses may be permitted as specified:

- (1) Education institutions, provided that a frontage of 100 feet will be necessary and that there will be 50 feet between the principal structure and the neighboring lot line and that appropriate screening will be provided and that the design of the use and grounds will be in keeping with the residential character of the neighborhood.
- (2) Foster homes, subject to the home being licensed by the state and subject to receipt by the town of notification in writing by the licensing authority that the occupant of the home is licensed and for how many children.
- (3) Churches and synagogues restricted as educational institutions.
- (4) Town, county and neighborhood parks.
- (5) Private stables and kennels, provided that the lot size is five acres or more.
- (6) Water tanks.
- (7) Day care homes.
- (8) Group homes for the aged. Owner occupied or nonprofit group homes for the exclusive use of not more than eight persons 60 years of age or older per home. The board of trustees shall consider the following criteria in determining whether a conditional use should be granted:
 - a. The size of the house and available yard space of the applicant;
 - b. Satisfactory evidence of the applicant's good character;
 - c. The character of the neighborhood surrounding the proposed group home for the aged, and in the density of the neighborhood;
 - d. The compliance of the group home with state, county and municipal health, safety and fire codes;
 - e. The number of persons 60 years of age or older who would be housed in the group home, which number shall not exceed eight;
 - f. That the proposed use is not for persons 60 years of age or older who need skilled or intermediate facilities;

g. That no other group home for the aged is located within 750 feet of the applicant;

h. The wishes and desires of nearby property owners.

(Code 1973, § 17.20.020; Ord. No. 15-1973, § III:6:b, 1973; Ord. No. 15-1978; Ord. No. 2-1980, § 3, 1980; Ord. No. 3-1985, § 2, 1985; Ord. No. 1-1986, § 20, 1986; Ord. No. 1-1987, § 2, 1987; Ord. No. 7-1990, § 6, 1990; Ord. No. 7-1992, § 3, 1992; Ord. No. 5-1999, § 8, 1999)

17.24.030. - Lot sizes and dimensions.

The sizes and dimensions for a lot in an R1 zone are as follows:

- (1) Minimum lot size: one acre.
- (2) Minimum lot width: 150-foot street frontage.
- (3) Minimum front yard setback from property line: 25 feet.
- (4) Minimum side yard setback from property line: ten feet.
- (5) Minimum rear yard setback from property line: 25 feet.

(Code 1973, § 17.20.030; Ord. No. 15-1973, § III:6:c, 1973)

17.24.040. - Structure height and area.

The structure height and area requirements for an R1 zone are as follows:

- (1) Maximum building height: 30 feet.
- (2) Maximum area covered by structure: 35 percent of lot.

(Code 1973, § 17.20.040; Ord. No. 15-1973, § III:6:d, 1973)

17.24.050. - Required off-street parking.

For required off-street parking, see chapter 17.84.

(Code 1973, § 17.20.050; Ord. No. 15-1973, § III:6:e, 1973)

17.24.060. - Signs.

Signs in the R1 zone are permitted provided they comply with chapter 17.76.

(Code 1973, § 17.20.060; Ord. No. 15-1973, § III:6:f, 1973; Ord. No. 18-2000, § 5, 2000)

17.24.070. - Sewerage.

Septic tanks may be permitted if all of the following conditions are met:

- (1) Inability to tap existing sewer lines.

(2) Ability to meet current county sewage disposal regulations.

(3) Compliance with the provisions of chapter 16.48.

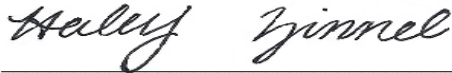
(Code 1973, § 17.20.070; Ord. No. 3-1981, § 1, 1981; Ord. No. 14-1987, § 3, 1987)

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

I, Haley Zinnel, being first duly sworn, deposes and says that he is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 06/28/2023**

That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879 and any amendment thereof, and is a newspaper duly qualified for the printing of legal notices and advertisement within the meaning of the laws of the State of Colorado.



Haley Zinnel
Sales Center Agent

Subscribed and sworn to me this 06/28/2023, at said City of Colorado Springs, El Paso County, Colorado.

My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

KAREN HOGAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20224024441
MY COMMISSION EXPIRES 06/23/2026

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, July 19, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to consider an application for a minor subdivision for Rock Ridge Reserve subdivision - Parcel 710820022 located at 550 Rockridge Rd, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, July 27, 2023, beginning at 6 PM. A copy of the complete application is on file at the Town Clerk office at 719-481-2953.
/s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune June 28, 2023.

Document Authentication Number
20224024441-321156



42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office

received
6/5/23 *CLB*

Item 9.

Office Use Only	
Case Number:	_____
Date:	<u>6/5/23</u>
Fees:	<u>\$250.00</u>
Check #:	<u>1256</u>
Rec'd By:	<u>CLB.</u>
Application Complete:	<u>L.A.L. July PC on</u>

*Publish 6/16 sent
6/28*

Conditional Use Application Form

Name of Applicant/Property Owner: Sylvia Amos

Address: 56 Hwy 105 Phone#: 229.380.2840

Email: Palmerlakecountrystore@yahoo.com

Name of Proposal: Palmer Lake Sunshine Village

Legal Description or Address: 56 Hwy 105

Note: If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action.

This is a Conditional Use – A request for a use not permitted under certain zoning categories subject to review by the Planning Commission and consideration by the Board of Trustees.

Criteria for approval of a conditional use – Include a “site plan” or building design where a structure is involved to address the following criteria in which the Planning Commission and the Board of Trustees must find evidence, both factual and supportive, provided by the applicant.

- The site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping, and other features required by this ordinance.
- The site for the proposed use relates to streets and highways adequate in width and degree of improvement to handle the quantity and kind of vehicular traffic that would be generated by the proposed use.
- Any negative impacts of the proposed use on adjacent properties and on the public can be mitigated through application of other ordinance standards or other reasonable conditions of approval.
- If of benefit to the community, any proposed structures will be of a design complimentary to the surrounding area.



By signing this application, parties agree to the following:

- Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
- The applicant/petitioner is liable for all non-refundable fees and costs associated with the Town’s review of this application. Fees may include, but are not limited, to engineering and consultant fees, public notice costs, publication/recording fees, and any other fees paid by the Town in connection with, or related to, review of this application.
- Payment of fees as described is due within 10 days of the date of filing and, if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.

Applicant Signature: *Sylvia Amos* Date: June 5, 23

If the applicant is not the owner:

As owner of the above property, I agree to the application.

Owner – Print: _____

Owner – Signature: _____ Date: _____

Date: June 8, 2023

To: Palmer Lake Planning Commission

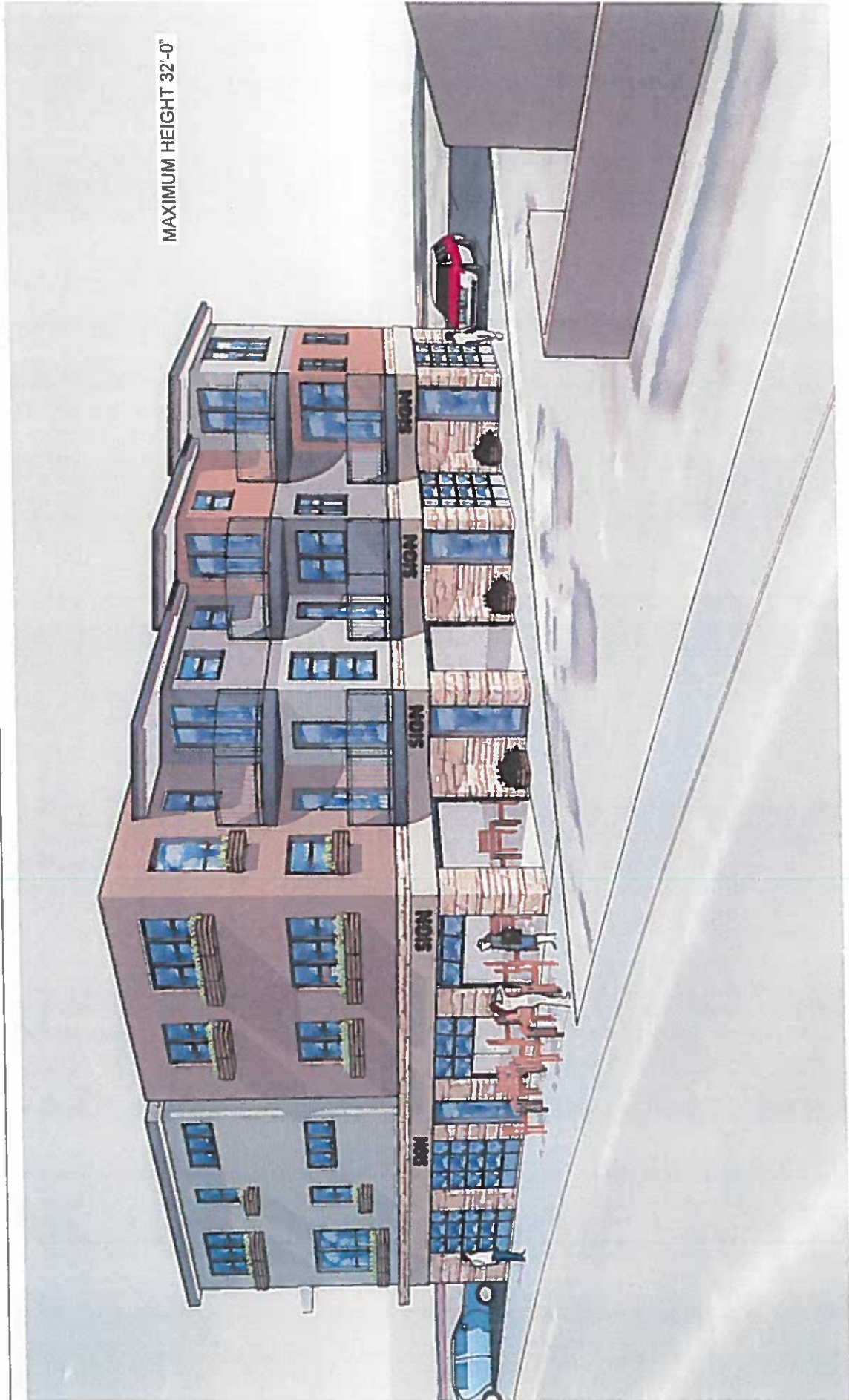
From: Sylvia D. M. Amos

Subject: Conditional Use Letter of Intent

I am applying for a conditional use permit for the property located at 56 A and B HWY 105. This is in reference to Resolution No. 5 of 2019 a conditional use permit. The resolution was approved and adopted on March 28th 2019. This letter of intent is in reference to the resolution approval of only 2 stories vs the original plans for 3 stories. Please reference the letter of intent written for January 12, 2019 Planning Commission. My intent for the site Mixed Use Commercial retail space on the bottom with residential apartments on top.

The current 3 stories plans meet all zoning and height requirements of 32ft. The plans have also meet the parking requirements for the 3 stories.

Thanks,, Sylvia Amos



MAXIMUM HEIGHT 32'-0"

CONCEPTUAL DRAWINGS
FEBRUARY 20, 2019

PALMER LAKE SUNSHINE VILLAGE

Item 9.

OFF STREET PARKING
PER PALMER LAKE ZONING

DWELLING UNITS. 12 x 1.5 = 18
RETAIL. 2000 SQ FT / 150 SQ FT = 13
OFFICE TENANT. 1200 SQ FT / 300 SQ FT = 4

TOTAL INDICATED: 35
(+3 @ RESIDENTIAL PROPERTY LINE)

17 STANDARD 9'x18'
13 COMPACT 8'x16'



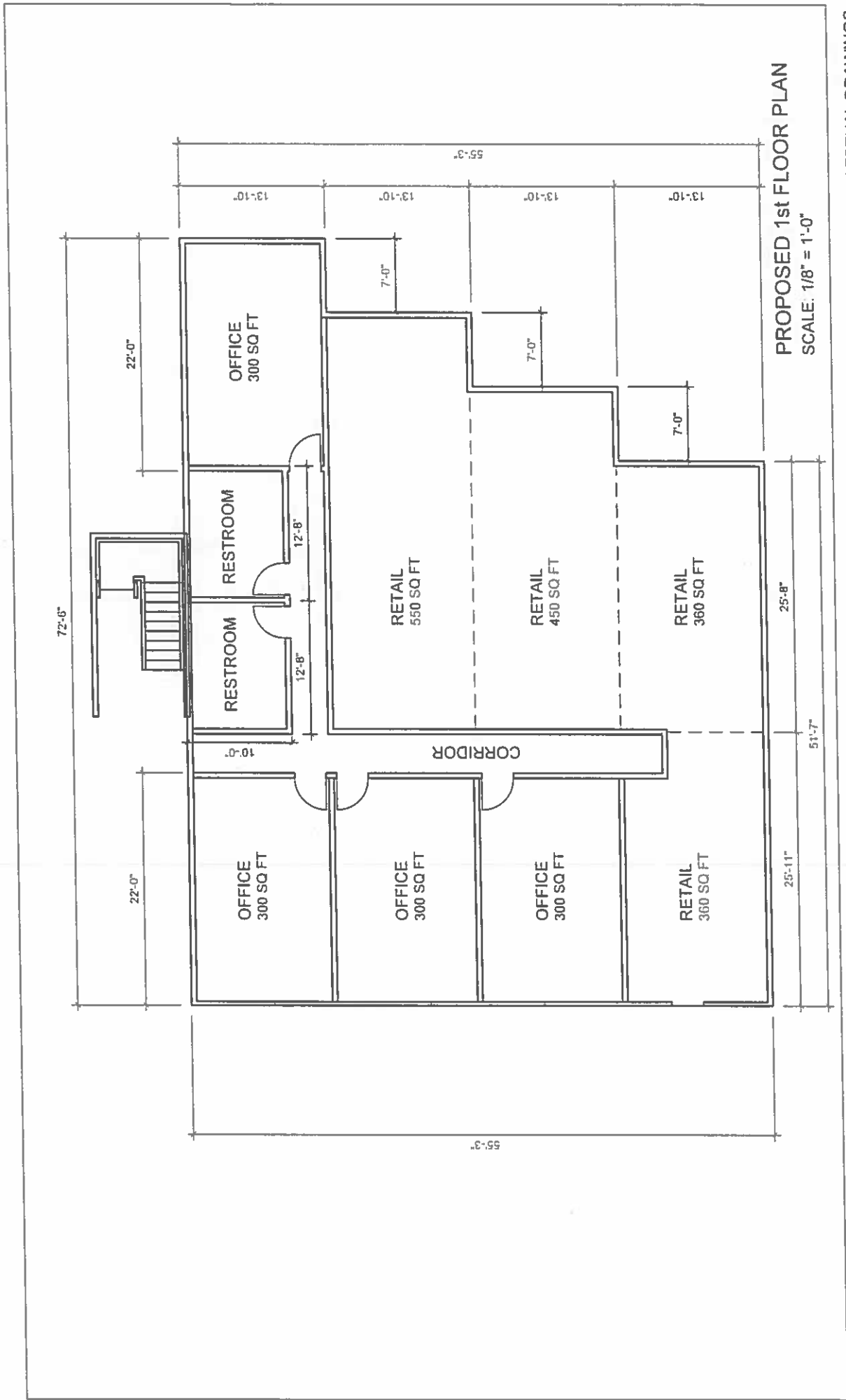
PROPOSED SITE PLAN
SCALE: 1/16" = 1'-0"

CONCEPTUAL DRAWINGS
FEBRUARY 20, 2019

PALMER LAKE SUNSHINE VILLAGE

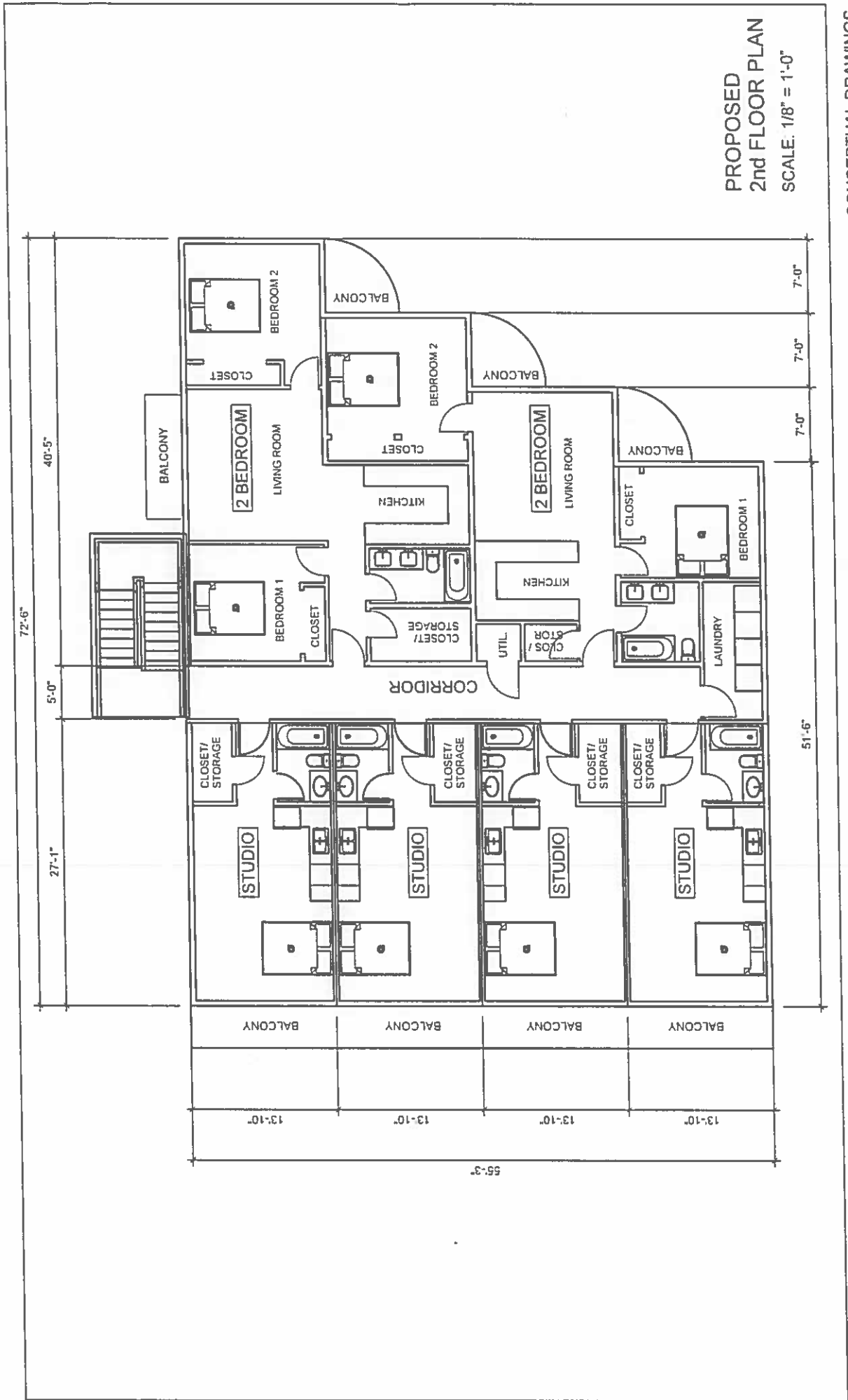
56 HIGHWAY 105 PALMER LAKE COLORADO

Item 9.



CONCEPTUAL DRAWINGS
FEBRUARY 20, 2019

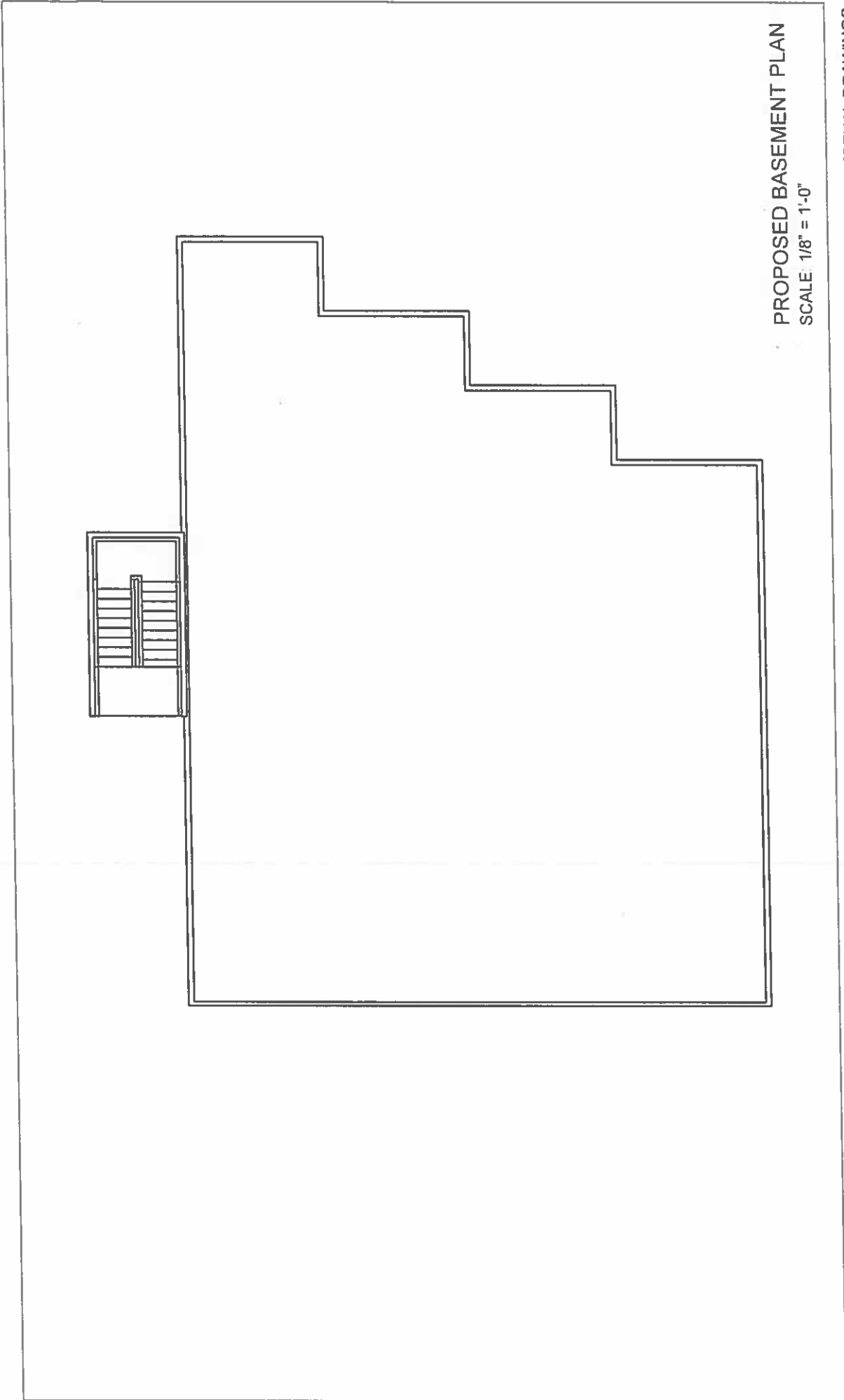
PALMER LAKE SUNSHINE VILLAGE



PROPOSED
2nd FLOOR PLAN
SCALE: 1/8" = 1'-0"

CONCEPTUAL DRAWINGS
FEBRUARY 20, 2019

PALMER LAKE SUNSHINE VILLAGE



PROPOSED BASEMENT PLAN
SCALE: 1/8" = 1'-0"

CONCEPTUAL DRAWINGS
FEBRUARY 20, 2019

PALMER LAKE SUNSHINE VILLAGE

Item 9.

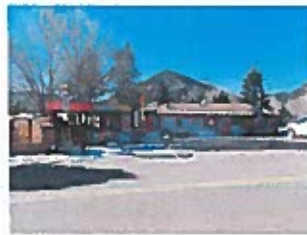
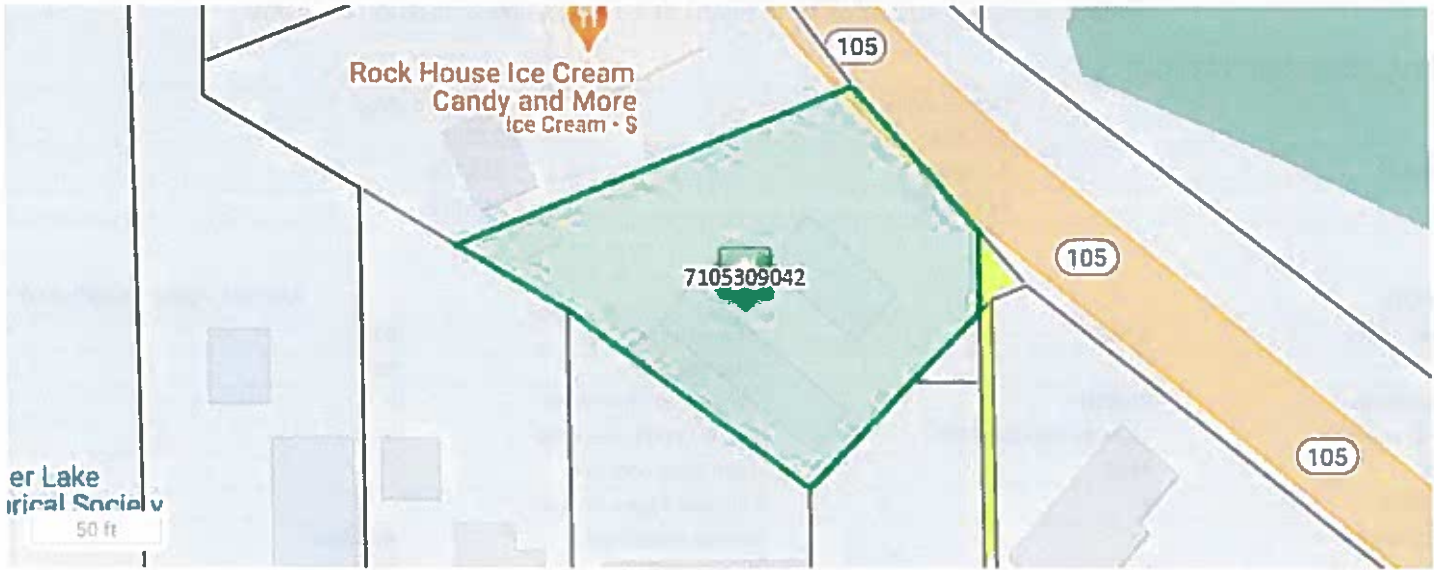
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County Treasurer Tax Information

Item 9.

Tax Area Code: PDZ Levy Year: 2022 Mill Levy: 73.312

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PALMER LAKE SANITATION	0.000	BECKY ORCUTT	(719) 481-2732



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PALMER LAKE, COLORADO

RESOLUTION NO. 5 OF 2019

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
TO ESTABLISH A MIXED RESIDENTIAL DWELLING AND COMMERCIAL USES OCCURRING IN
THE SAME BUILDING ON A PROPERTY CURRENTLY ZONED C-C CONVENIENCE
COMMERCIAL
ZONE DISTRICT AND LOCATED AT 56 HIGHWAY 105 ("PROPERTY")**

WHEREAS, PALMER LAKE IS A STATUTORY TOWN ORGANIZED UNDER AND AUTHORIZED PURSUANT TO PART 3 OF ARTICLE 4 OF TITLE 31 OF THE COLORADO REVISED STATUTES; AND

WHEREAS, SECTION 17.38.020 OF THE PALMER LAKE MUNICIPAL CODE PROVIDES THAT A MIXED RESIDENTIAL WITH COMMERCIAL USE IS A CONDITIONAL USE IN THE C-C CONVENIENCE COMMERCIAL ZONE DISTRICT; AND

WHEREAS, SECTION 17.08.090 PROVIDES THAT THE PLANNING COMMISSION SHALL MAKE RECOMMENDATIONS OF APPROVAL OR DENIAL OF CONDITIONAL USES TO THE BOARD OF TRUSTEES, WHICH HAS THE FINAL AUTHORITY TO GRANT OR DENY SUCH APPLICATIONS; AND

WHEREAS, SECTION 17.08.090 FURTHER PROVIDES THAT THE APPLICANT FOR A CONDITIONAL USE SHALL FOLLOW THE SAME PROCEDURE AS IS REQUIRED FOR AN APPLICATION FOR A ZONING DESIGNATION CHANGE, INCLUDING THE POSTING AND PUBLICATION OF LEGAL NOTICE; AND

WHEREAS, CHAPTER 17.76 SETS FORTH THE PROCEDURE FOR ZONING AMENDMENTS ALSO APPLICABLE TO CONDITIONAL USE APPLICATIONS; AND

WHEREAS, PUBLISHED AND POSTED NOTICE OF THE PUBLIC HEARINGS BEFORE THE PLANNING COMMISSION AND BOARD OF TRUSTEES AS REQUIRED BY SECTION 17.76.10 WAS DULY AND TIMELY ACCOMPLISHED; AND

WHEREAS, THE PALMER LAKE PLANNING COMMISSION RECOMMENDED APPROVAL OF THIS CONDITIONAL USE.

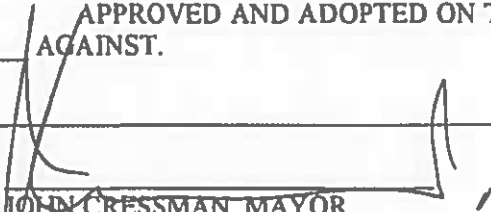

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, AS FOLLOWS:

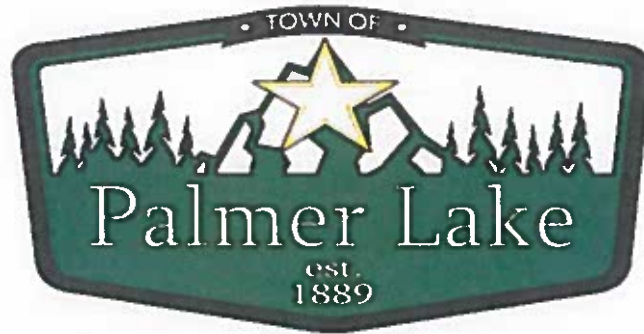
Section 1. The application pursuant to Section 17.38.020 for a Conditional Use Permit to establish a mixed residential with commercial use on property currently zoned "CC" Convenience Commercial, and located at 56 Highway 105 is hereby approved, subject to the following conditions:

1. The building will not exceed two stories.
2. The preliminary site plan and building design will be brought to the Planning Commission for final review,
3. Construction of a sidewalk in front of building.

Section 2. This Resolution shall be effective immediately.

APPROVED AND ADOPTED ON THIS 28th DAY OF MARCH 2019, BY A VOTE OF __ FOR AND
AGAINST.

<p> _____ JOHN CRESSMAN, MAYOR</p> <p>ATTEST:  _____ VERLA BRUNER, TOWN CLERK</p>	<p>Approved as to Form:</p> <p>_____ MAUREEN JURAN, TOWN ATTORNEY</p>
---	---



RECORD OF MINUTES

Thursday, March 28, 2019

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

Board of Trustees Present

- Mayor John Cressman
- Mayor Pro Tem Mark Schuler
- Trustee Paul Banta
- Trustee Bob Mutu

Staff Present

- Town Administrator Cathy Green
- Interim Town Administrator/Finance Director Valerie Remington
- Town Attorney Chris Price
- Town Clerk Verla Bruner

1. Call to order

Mayor Cressman calls meeting to order at 6:02 PM

2. Pledge of Allegiance

Pledge of Allegiance lead by Mayor Cressman

3. Roll call

Trustee Mitch Davis- Absent

Trustee Glant Havenar -Absent

Trustee Gary Faust- Absent

4. Approval of the Agenda

Mayor Pro Tem Mark Schuler makes a motion to approve Agenda seconded by Trustee Bob Mutu All Aye Motion passes.

5. Approval of minutes from February 28, 2019

Trustee Paul Banta asks for the Minutes of February 28th, 2019 be amended to reflect no percentage identifier in the discussion item number Seven.

Trustee Paul Banta makes a motion to approve Minutes from February 28th as amended, seconded by Trustee Bob Mutu. All Aye Motion Passes.

7. Douglas Ave. Project- Notice of Award and Agreement

Mayor Pro Tem Mark Schuler makes a motion to approve awarding the Douglas Avenue Roadway and Drainage Improvement CDOT Project #21150 to Avery Asphalt Seconded by Trustee Paul Banta. All Aye Motion Passes.

Mayor Pro Tem Mark Schuler makes a motion to approve the agreement between the Town of Palmer Lake and Avery Asphalt, INC. for the Douglas Avenue Roadway and Drainage Improvement CDOT Project # 21150 Seconded by Trustee Paul Banta. All Aye Motion Passes.

8. Resolution NO.4 of 2019

A Resolution of the Board of Trustees of The Town of Palmer Lake, Colorado, Setting and Increasing the Water Tap Fees, Water Base Rates and Water Usage Rates for the Town.

Trustee Paul Banta makes a motion to table Resolution # 4 of 2019 -A Resolution of the Board of Trustees of The Town of Palmer Lake, Colorado, Setting and Increasing the Water Tap Fees, Water Base Rates and Water Usage Rates for the Town until April 25th 2019, Seconded by Mayor Pro Tem Mark Schuler. All Aye Motion Passes.

9. Resolution NO.5 of 2019

Public Hearing and Consideration of a Resolution Approving a Conditional Use Permit to Establish a Mixed Residential Dwelling and Commercial Uses Occurring in the Same Building on a Property Currently Zoned C-C Convenience Commercial Zone District and Located at 56 Highway 105

Trustee Paul Banta makes a motion to approve Resolution #5 of 2019 with three conditions;

1. *The building will not exceed two stories.*
2. *The preliminary site plan and building design will be brought to the Planning Commission for final review,*
3. *Construction of a sidewalk in front of the building*

Seconded by Mayor Pro Tem Mark Schuler. All Aye Motion passes.

10. Resolution NO.6 of 2019

Public Hearing and Consideration of a Resolution Approving a Conditional Use Permit to Establish a Single-Family Use on a Property Currently Zoned C-1 General Business and Commercial Zone District and Located at 296 Spring Street- Applicant Richard Willian

Trustee Paul Banta makes a motion to approve Resolution #6 of 2019 seconded by Trustee Bob Mutu. All Aye Motion passes.

11. Resolution NO.7 of 2019

Public Hearing and Consideration of a Resolution Approving a Conditional Use Permit to Establish a Day Care Home on a Property Currently Zoned R-3 Medium Density Residential and Located at 279 Walnut Ave- Applicant Maria Arefieva

Mayor Pro Tem Mark Schuler makes a motion to approve Resolution NO.7 of 2019 with three conditions;

- 1. A Children at Play sign placed on Walnut Ave.*
- 2. Business sign to reflect the style of Daycare home*
- 3. If The Town of Palmer Lake receives more than two complaints within a one year period the applicant will be required to have a new review by the Planning Commission.*

Seconded by Trustee Paul Banta. All Aye Motion passes.

12. **Unscheduled Public Comments (At Mayor's discretion)-** Reserved for members of the public to make a presentation to Council on items or issues that are not scheduled on the agenda. As a general practice, the Council will not discuss/debate these items, nor will Council make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker.

Mr. Bill Dandino of 232 Park Street Palmer Lake asks for an update on the Pedestrian bridge.

13. Purchase of Water Truck – Jason Dosch

Trustee Bob Mutu makes a motion to approve the purchase of a 2005 Freightliner M2-106 in the amount of \$ 41,750.00 and the sale of the current water truck. Mayor Pro Tem Mark Schuler seconds the motion. All Aye Motion passes.

Trustee Bob Mutu makes a motion to approve the check to DTI Trucks in the amount of \$ 41,750.00 seconded by Mayor Pro Tem Mark Schuler. All Aye Motion passes.

16. Executive Sessions

Trustee Bob Mutu makes a motion to convene into Executive Session seconded by Trustee Paul Banta. All Aye Motion passes.

- 1. CRS 24-6-402 (4)(b) For the purposes of receiving legal advice on specific legal questions regarding liquor license transfers.*
- 2. CRS 24-6-402 (4)(f) For the purpose of a personnel matter with the permission of the person that is the subject of the session.*

Trustee Paul Banta makes a motion to adjourn Executive Session seconded by Trustee Bob Mutu. All Aye Motion passes.

17. Adjourn

Trustee Paul Banta makes a motion to adjourn the regular meeting at 9:26 PM seconded by Mayor Pro Tem Mark Schuler. all Aye Motion passes.

Mayor John Cressman

Town Clerk Verla Bruner



Town of Palmer Lake
Minutes of the Planning Commission
February 20, 2019 @ 6:00 PM
 28 Valley Crescent/ Town Office

Planning Commissioners Present:

Chairman Cooper

Commissioner Bruce

Commissioner Padgett

Commissioner Ihlenfeld

Commissioner Mettler

Commissioner Brown

Planning Commissioners Absent:

Commissioner Fisher

Agenda:

1. Call to Order

Chairman Cooper called the meeting to order at 6:00pm.

2. Approval of Minutes (January 16, 2019)

Commissioner Mettler made a motion to approve minutes from 1.16.19. seconded by Commissioner Ihlenfeld. Motion passed 6-0.

3. V-1-19. An Application for a Street Vacation and Replat for parts of Trinity Addition, Palmer Lake, CO.

Chairman Cooper asked that V-1-19 be tabled until the March 20, 2019 meeting. Commissioner Ihlenfeld made the motion to table V-1-19, Commissioner Bruce seconded. Motion passed 6-0.

4. Z-1-19. An Application for a Conditional Use Permit for a Mixed Residential/Commercial Development in a CC Zone District. Applicant Sylvia Amos.

Staff explained that this request was for a conditional use permit to build a mixed use building with both residential and commercial in the same building, and that it was not to be taken as an approval of any specific floor plans, site plans or illustrations of buildings. Also, developments on this site must first show proof of water and sewer service, and conform with the requirements of the zone district and

any conditions that the Commission and/or Council place on the proposed permit.

Applicant Sylvia Amos described her vision of what the development would look like with commercial on the ground floor and residential units on the second and third floor. She said that she had been working with Pikes Peak Community College to possibly lease space to their culinary school. She does not yet know how many taps she would need or if they are available.

Matt Stephens spoke and asked that the Commission consider its location on HWY 105 and require that a sidewalk be placed in front of the building.

Commissioner Ihlenfeld made a motion to recommend approval of Z-1-19, seconded by Commissioner Bruce. Motion passed 6-0.

5. Z-2-19. An Application for a Conditional Use Permit for a Single-Family Home in a C-1 Zone District. Applicant Richard Willian.

Applicant Richard Willian explained where the property was located and said that he wants to build a single-family home. He has the required taps to build one home. He would like to add up to 3 more homes on the property in the future, however he will have to first subdivide the property.

Commissioner Padgett made a motion to recommend approval of Z-2-19, seconded by Commissioner Mettler. Motion passed 6-0.

6. Z-3-19. An Application for a Conditional Use Permit for a Day Care Home in an R-3 Zone District. Applicant Maria Arefieva.

Staff explained the general concept of a Day Care as a conditional use in a residential zone district. Applicant Maria Arefieva explained the concept of a Forest School which is common in Europe. These are day schools where children are in a natural area with trees and grass instead of plastic and concrete.

Jim Adams who live across the street, spoke in favor of the application but had the following concerns:

- **Traffic at the trailhead can be dangerous. Applicant described where and how they would cross streets.**
- **Should there be concerns about registered sex offenders? (PD was asked and said no)**
- **Bears. Will there be enough supervision to protect against wildlife? Applicant answered yes that state requires one adult per 12 children, and they will have 1 adult per 8 children.**
- **Will private residents be restricted from growing cannabis if the live close the day care. No.**
- **Gate closure on driveway. There was a discussion about how the driveway gate would be opened and closed, especially during snow events.**

Commissioner Mettler made a motion to recommend approval of Z-3-19 with two conditions: 1. A children at play sign be installed in

the roadway, and 2. The business's sign be built with a shingled roof to reflect the design of the house.

Motion was seconded by Commissioner Bruce. Motion carried 6-0

7. Commissioner Comments

Commissioner Ihlenfeld asked that the Commission consider recommending an ordinance amendment to require larger lots. A discussion followed regarding how this could and couldn't be done. It was decided that staff should plan a Planning Commission dinner/workshop to discuss this and other topics. If any Commissioner has an idea for discussion, it should be emailed to Cathy.

8. Adjourn

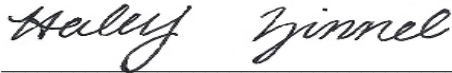
At 7:45 Commissioner Mettler made a motion to adjourn, seconded by Commissioner Brown. Motion passed 6-0.

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

I, Haley Zinnel, being first duly sworn, deposes and says that he is the Legal Sales Representative of The Tri Lakes Tribune, LLC., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, and which is called Tri Lakes Tribune; that a notice of which the annexed is an exact copy, cut from said newspaper, was published in the regular and entire editions of said newspaper **1 time(s) to wit 06/28/2023**

That said newspaper has been published continuously and uninterruptedly in said County of El Paso for a period of at least six consecutive months next prior to the first issue thereof containing this notice; that said newspaper has a general circulation and that it has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879 and any amendment thereof, and is a newspaper duly qualified for the printing of legal notices and advertisement within the meaning of the laws of the State of Colorado.



Haley Zinnel
Sales Center Agent

Subscribed and sworn to me this 06/28/2023, at said City of Colorado Springs, El Paso County, Colorado.

My commission expires June 23, 2026.



Karen Hogan
Notary Public
The Gazette

KAREN HOGAN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20224024441
MY COMMISSION EXPIRES 06/23/2026

PUBLIC NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, July 19, 2023, at 5 PM at the Town Hall, 28 Valley Crescent, Palmer Lake, to reconsider a Conditional Use application for a mixed use of residential dwelling and commercial office with three stories, located at 56 Hwy 105, Lot 1 Block 1, parcel ID 7105309042. A recommendation will be made to the Board of Trustees on the same matter scheduled for Thursday, July 27, 2023, at 6 PM. A copy of the complete application is on file at the Town Clerk office at 719-481-2953.
/s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune June 28, 2023.

Document Authentication Number
20224024441-320804

Palmer Lake TA Notes

Address:

Palmer Lake Sunshine Village
56 Highway 105
Palmer Lake, Colorado

Client:

Sylvia Amos
(229) 380 - 2840



July 17, 2023 – Notes

1. Notes from City Call:

- i. Current Zoning Status of site is CC/Convivence Commercial
- ii. Per Christy Birkdlend at Town of Palmer Lake (719.481.2953), the measurement for the Height Allowance is Average Grade to Average Peak. Christy indicated Charlie Ihlenfeld (Chair on Planning Commission/Member of Board of Adjustment) provided this interpretation. Curt Ehrhardt (Chair of Board of Adjustments). 719.491.0309

2. Assumptions of Building Construction are as follows:

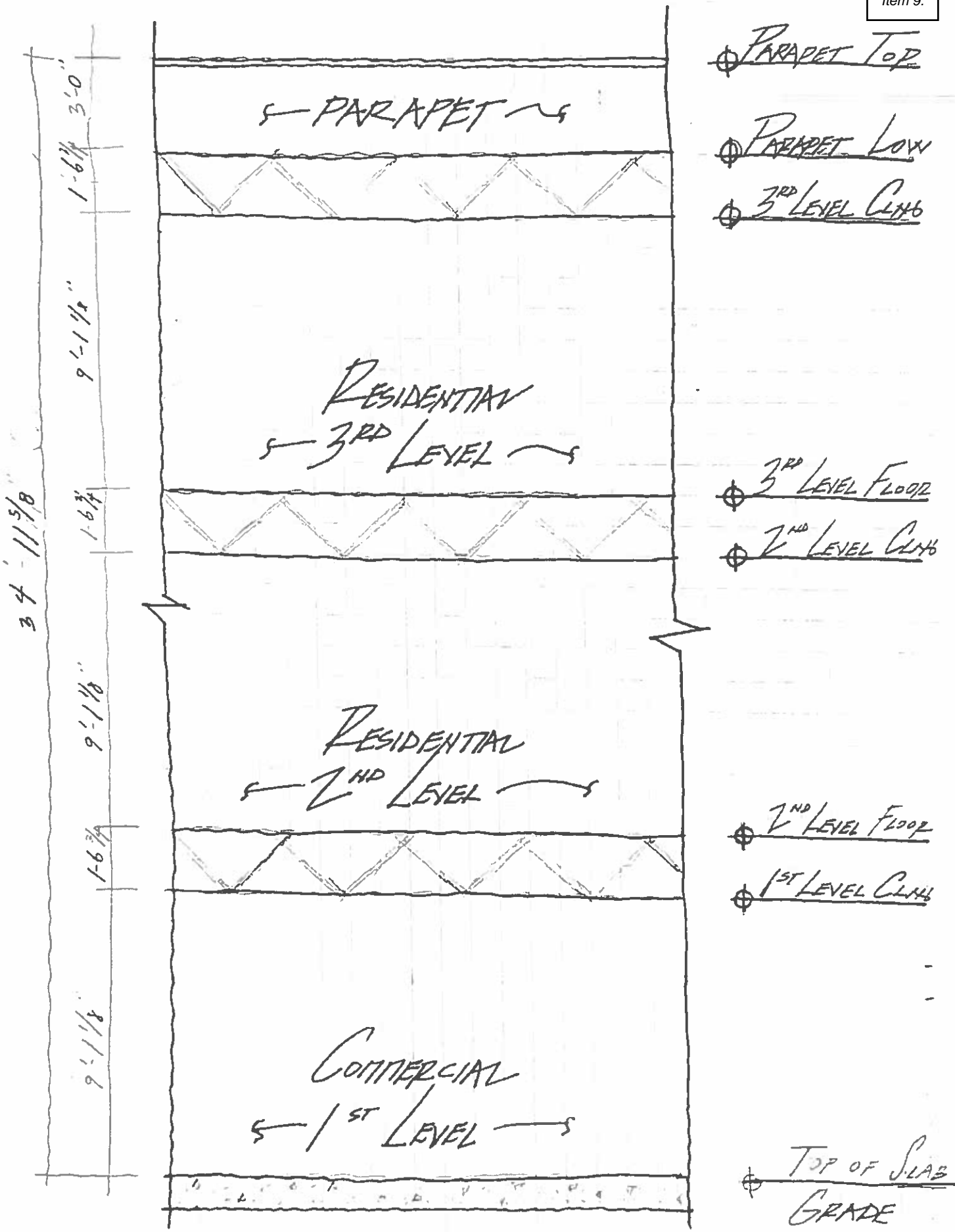
Top of Slab to Top of Parapet = 34'-11-5/8"

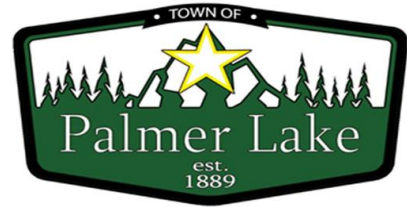
- i. Wood Frame Construction
- ii. 9' Floor/Heights All Floors
- iii. 1'-6" Floor/Cing Truss
- iv. Average Grade = Top of Slab (T.O.S.)
- v. 3'-0" Parapet Height

3. Options for Height Reduction:

Per Code Max Height is 30' or (- 4'-11 1/4") need to comply with code

- i. Average Roof Peak = Methodology for Measurement → - 1'-6"
- ii. Reduce Residential Ceiling Height to 8'-0" → - 2'-0"
- iii. Reduce Commercial Ceiling Height to 8'-0' → - 1'-0"
- iv. Reduce 18" Floor/Celling Truss to 14" (if possible) → - 8"
- v. Total Reduction above = 5'- 2"





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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Resolution to Approve Minor Subdivision, Phillips
Presented by: Town Administrator /Clerk		

Background

Mr. Phillips proposes to subdivide his residential property into 3 total lots, keeping his residence on the lot furthest to the US Forest, making two lots available to build. Access is available via Rockridge. Water is accessible. There is a chance the private water line to his home may require moving from the area of the two lots to develop into the town ROW. This cost will be on the landowner.

Staff supports the subdivision as presented, recognizing the street front width of the two new lots will require a variance for the required 150 feet of street frontage per R1 zoning code, sec 17.24.030.

Planning Commission did hear this request and moved the following on 7/19:

Consider Application for Subdivision Rock Ridge Reserve (Phillips). Discussion took place about access to the area. MOTION (Fisher, Hutson) to recommend approval of the minor subdivision of Rock Ridge Reserve. Motion passed 6-0.

Action

Approve the request to subdivide one lot to three for Rock Ridge Reserve.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 49-2023

**A RESOLUTION APPROVING A MINOR SUBDIVISION
OF PARCEL 7108200022, 550 ROCKRIDGE RD
PALMER LAKE, COLORADO**

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

WHEREAS, the Owner of 550 Rockridge Road desires a minor subdivision to three lots and filed a minor subdivision application with the Town; and

WHEREAS, the proposed plat or subdivision contains less than five lots; all lots within the proposed plat abut a dedicated and accepted town thoroughfare or street; the proposed plat meets all the minimum requirements of Chapter 16.36, the zoning ordinance, and other applicable Town ordinances and resolutions; and there are no requests for waivers of any of the requirements of the various Town Regulations and resolutions; and

WHEREAS, on July 19, 2023, the Planning Commission reviewed the minor subdivision application form; discussed the project; found that the proposed lots are not part of any other subdivision approved within one year, the proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years, and the lots from the proposed division will each be accessible from an existing public road; and recommended approval of the minor subdivision; and

WHEREAS, the Board of Trustees held a hearing on July 27, 2023, and finds that the proposed minor subdivision is not part of any other subdivision approved within one year, and would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or within five years, and that the lots from the proposed division will each be accessible from an existing public road.

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

1. The replat of parcel 7108200022 located at 550 Rockridge Rd, attached hereto as Exhibit A, and incorporated herein, evidencing the minor subdivision request by the Owners, as well as any and all easements thereon, is hereby approved.

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.

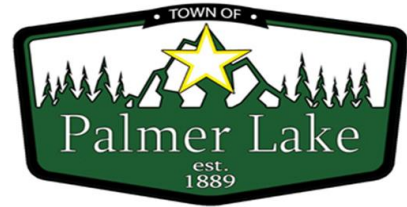
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27TH DAY OF JULY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Resolution to Approve Conditional Use, Amos, Hwy 105
Presented by: Town Administrator /Clerk		

Background

Ms. Sylvia Amos was granted a conditional use for mixed use of residential and commercial in 2019. However, one condition has held her back from developing – condition that the building will not exceed two stories. Her proposal is for three stories to create smaller affordable units, and the structure was within the 32 ft height limit then. Per current code, the height limit is now 30 ft. If an overall height of 32 ft is pursued for the plans, a variance of the building height will be required.

Planning Commission did hear this request and moved the following on 7/19:

Reconsider Conditional Use at 56 Hwy 105 (Amos). Discussion continued about height vs number of stories. MOTION (Zapalac, Hutson) to recommend approval of the conditional use for mixed use with three stories and the original height of 32 ft and a review of the preliminary site plan. Motion passed 6-0. Ms. Amos inquired about feedback for the look that members want to see through the downtown corridor. Discussion took place about design guidelines.

Note: one additional condition that staff suggests is to include one of the original conditions to construct a sidewalk fronting Hwy 105.

Action

Approve the request to allow the conditional use for mixed use up to 3 stories within the approved max building height, with a sidewalk fronting Hwy 105 and the preliminary site plan to be reviewed by Planning Commission.

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 50-2023

**A RESOLUTION TO RECONSIDER A CONDITIONAL USE PERMIT
FROM 2019 FOR 56 HIGHWAY 105, PALMER LAKE, COLORADO**

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

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

WHEREAS, a conditional use was granted by Resolution 5-2019 for mixed use at 56 Hwy 105 in March 2019 with the condition to not exceed two stories; and

WHEREAS, the property owner is requesting three stories for the structure including one main level of commercial and two floors above for smaller affordable dwelling units; and

WHEREAS, the Planning Commission heard the request on July 19, 2023 and recommended that the Board grant the conditional use for three stories and a building height maximum of 32 feet with a condition to bring the preliminary site plan to the Planning Commission for review.

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

Section 1. The Board of Trustees approves the conditional use permit for 56 Highway 105 pursuant to the following:

- Allow three stories,
- Allow a maximum building height of 32 feet contingent upon an approved variance by the Board of Adjustment (current building height is 30 feet),
- Preliminary site plan review by Planning Commission,
- Construction of a sidewalk at front of building (along Hwy 105).

Section 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.

Section 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.

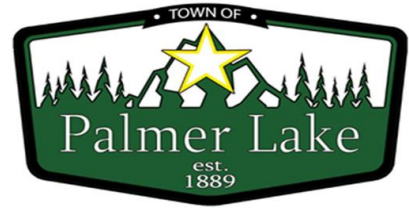
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27TH DAY OF JULY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk



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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Resolution to Accept Addendum 1 to PER
Presented by: Town Administrator /Clerk		

Background

GMS and staff further reviewed and slightly re-prioritized projects as noted in the Addendum to the PER. This addendum, distributed to the Board on July 13, reflects the slight modification to the scope of work, ranked projects and updated the project estimates.

Action

Approve the resolution to accept and file Addendum 1 to the PER.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 51 - 2023

**RESOLUTION TO ACCEPT THE ADDENDUM NO. 1 TO THE PRELIMINARY
ENGINEERING REPORT FOR WATER SYSTEM IMPROVEMENTS
TOWN OF 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, Colorado, Board of Trustees initiated a study of improvements to the town water system; and

WHEREAS, staff provided input to reprioritize projects to the Town consultant subsequent to the final report in December 2022 with evaluation, improvement needs and recommendations to address the water system in the Town of Palmer Lake; and

WHEREAS, the report was accepted in April 2023 by the Board of Trustees.

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

1. The Board of Trustees for the Town of Palmer Lake hereby accepts the Addendum No. 1 to the final PER for water system improvements, attached here as Exhibit A.
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 27th DAY OF JULY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

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

PROJECT NO. 2021-062.100

JULY 2023

OWNER:

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

PREPARED BY:

GMS, INC.
CONSULTING ENGINEERS
611 NORTH WEBER, SUITE 300
COLORADO SPRINGS, COLORADO 80903

TELEPHONE: (719) 475-2935
TELEFAX: (719) 475-2938

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

BACKGROUND

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

Priority One

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

Priority Two

- Distribution System Looping and Reinforcement

Priority Three

- Distribution System Extension to Serve Properties on Private Wells

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

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

SECTION I - EXECUTIVE SUMMARY

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION II – INTRODUCTION

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

SECTION III – PLANNING AREA

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

SECTION IV – EXISTING WATER SYSTEM

B. WATER SUPPLY

2. Groundwater Rights

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

SECTION V – HISTORICAL AND PROJECTED WATER CONSUMPTION

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

SECTION VI – FUTURE WATER SUPPLY REQUIREMENTS

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

SECTION VII – EXISTING FINANCIAL STATUS OF THE WATER DEPARTMENT

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

SECTION VIII – EVALUATION OF EXISTING FACILITIES

E. METERS

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

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

SECTION IX – WATER SYSTEM IMPROVEMENT NEEDS AND ALTERNATIVES

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

SECTION X – RECOMMENDED IMPROVEMENTS

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

TABLE 15
TOWN OF PALMER LAKE
PRIORITY ONE IMPROVEMENTS

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

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

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

TABLE 16
TOWN OF PALMER LAKE
PRIORITY TWO IMPROVEMENTS

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

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

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

TABLE 18
TOWN OF PALMER LAKE
SUMMARY OF PROJECT COSTS

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

SECTION XI – FUNDING OF THE RECOMMENDED IMPROVEMENTS

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

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

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

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

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 53-2023

**A RESOLUTION TO APPROVE THE REVISED IGA WITH
MONUMENT FIRE DISTRICT
PALMER LAKE, COLORADO**

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

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

WHEREAS, the Board has directed staff to negotiate a new agreement with Monument Fire District for emergency service transport; and

WHEREAS, discussions took place between Palmer Lake Fire Department and Monument Fire District for mutually agreed to terms.

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

Section 1. The Board approves the revised IGA with Monument Fire District on an annual basis as laid forth attached.

Section 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.

Section 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 27th DAY OF JULY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
MONUMENT FIRE DISTRICT AND
TOWN OF PALMER LAKE
RELATED TO EMAS SERVICES WITHIN THE TOWN**

THIS INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and entered into this 1st day of August, 2023 (the “Effective Date”), by and between the TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT, a Colorado special district d/b/a MONUMENT FIRE DISTRICT (“District”), and the TOWN OF PALMER LAKE, a Colorado statutory town (the “Town” or “Palmer Lake”). The District and the Town are collectively referred to herein as the “Parties.”

RECITALS

WHEREAS, the Parties are authorized by Section 29-1-203, C.R.S., as amended, to enter into contracts or agreements for the sharing of costs for any function, service, or facility authorized to each of the cooperating or contracting parties; and

WHEREAS, Section 29-1-201, C.R.S. as amended, clearly articulates and affirmatively expresses a State policy authorizing political subdivisions of the State of Colorado to cooperate and contract to make the most efficient and effective use of their respective powers; and

WHEREAS, the Parties agree that there is a need to ensure cost effective, responsive and professional emergency medical ambulance services (“EMAS”) within the Town; and

WHEREAS, the District has been providing such services within the Town pursuant to a now-expired intergovernmental agreement; and

WHEREAS, in order to assist in funding and to facilitate continued assistance by the District to the Town for EMAS, the Town agrees to pay an annual fee to the District, which shall be annually adjusted and reconciled, invoiced and payable as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, which the Parties agree is sufficient, it is hereby agreed that:

1. Purpose. The purpose of this IGA is to establish the process by which the Town shall participate in cost sharing for the infrastructure and resources needed to continue to provide EMAS to the Town, while the Town is unable to provide the mutual service. Nothing in this IGA modifies or amends the District’s ability or authority to seek and receive reimbursement for transport charges on a per call basis from any third-party recipient of EMAS.

2. Definitions.

An “EMAS Annual Fee” shall mean the amount mutually agreed to annually during the budget preparation for the District and the Town (no later than November 1 of each year) payable to the District by the Town for EMAS, subject to annual adjustment as mutually agreed by both parties to be effective on January 1 of the next ensuing year. The EMAS Fee for

August- December 31, 2023 shall be \$3713.00, for 2024 shall be \$8912.00, and the EMAS Fee for subsequent years shall be calculated as follows:

Projected budgeted cost to the District to provide EMAS Transports on a per-call basis within its service area and the Town in the next fiscal (calendar) year net of any projected payments to the District from outside insurance providers or patients (“Per Call Cost”) (for the remainder of 2023 and for 2024, the Per Call Cost is \$557.00),

Multiplied by

the average of the number of EMAS Transports by the District to the Town (not to include cancelled calls) within the preceding calendar year (for calculating the EMAS Annual Fee for the remainder of 2023 and for 2024, this number equals 16)

An “EMAS Transport” shall mean a transport via EMAS from a location that is within the Town boundaries but not otherwise within the District service area boundaries that was authorized by a Palmer Lake Firefighter, such persons being the only persons who shall have authority to request EMAS Transport from the District.

3. Invoicing.

(a) The District shall prepare and submit to the Town an annual invoice for the EMAS Annual Fee in December of each year (“Annual Invoice”).

(b) The Annual Invoices for the EMAS Annual Fee shall include all information used in determining the EMAS Annual Fee for the next fiscal year, including a report of the prior year EMAS Transports within the Town with dates and times of the EMAS Transport(s) and the name of the requesting Palmer Lake firefighter, and the number of total EMAS Transports within the Town and EMAS Transports within the District’s service area boundary in the past calendar year and the cost to the District to provide EMAS Transports on a per-call basis within its service area and the Town in the past calendar year. The District is not obligated to provide information which is protected from disclosure under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any other applicable state or federal laws that concern the disclosure or privacy of medical information.

(c) During its budget preparation, the Town may request and the District shall also provide information used by the District to determine the projected budgeted cost to the District to provide EMAS Transports on a per-call basis within its service area and the Town in the next fiscal (calendar) year net of any payments to the District from outside insurance providers or patients.

4. Payment. The EMAS Annual Fee shall be paid to the District by the Town on an annual basis and shall be due to the District by the fifth of January each year.

5. Annual Reconciliation. In January of each year in which this Agreement is in effect and within 30 days of termination by either Party of this Agreement, the District shall send to the

Town an accounting of the total number of EMAS Transports in the preceding calendar year and information on whether that number was equal to, greater than or lesser than the number of EMAS Transports in the preceding year used to determine the Annual EMAS Fee for the prior year (“Reconciliation”). Using the previously provided Per Call Cost, the Parties shall credit or pay to each other in the year the Reconciliation is due an amount as appropriate in the event the number of EMAS Transports was greater or less than the number used not determine the Annual EMAS Fee for the preceding year. This provision shall survive termination of this Agreement.

6. Late Payments. Payment is due on the dates as set forth above and payments received more than 5 days after such date shall be assessed interest at a rate of 1.5% monthly, or 18% annually, until paid. If the Town fails to make payment within 30 days when due, the District may choose to immediately terminate this IGA and cease providing EMAS within the Town. Neither the Town, nor the District shall be relieved of its obligation to reconcile any outstanding amounts due to the other Party either for EMAS Transports provided prior to the date of termination or excess payments for EMAS Transports not provided prior to the date of termination.

7. Annual Appropriations and Payment Obligation. The obligations of the Parties hereunder are subject to annual appropriations. In the event the Town fails to appropriate adequate funding and/or fails to make payment due hereunder, the District may discontinue providing EMAS within the Town and this IGA shall immediately terminate. Such termination shall not relieve the Town of any incurred liability for payments to the District of the Annual EMAS Fee for periods during which such services were provided under this Agreement.

8. Term. This IGA shall be effective as of the Effective Date set forth on page 1 and shall continue unless terminated in accordance with Section 7 or by either party with 90 days advance written notice to either the Fire Chief of the District at the District main office and/or the Administrator of the Town at the Town main office, as the case may be. If termination takes place mid-year, at the completion of the Reconciliation contemplated by Paragraph 5, the Town shall be paid a pro-rated refund of any previously paid annual EMAS Fee.

9. Notice. Any notice required or permitted by this IGA shall be in writing, including electronic notice, and shall be deemed to have been sufficiently given for all purposes addressed to the party to whom such notice is to be given at such Party’s principal business office address or, if sent by electronic mail, notice shall be sent to the Town Administrator for the Town and the Fire Chief for the District and reply electronic mail confirmation of receipt is required for the notice to have been determined duly given.

10. Miscellaneous Provisions.

(a) This IGA contains all of the terms agreed upon by the Parties related to the cost sharing of EMAS to the Town. Any amendments or modifications to this IGA must be in writing executed by the Parties in order to be valid and binding.

(b) No Party to this IGA shall assign or transfer any of its rights, duties or obligations hereunder without prior written consent of the other Party which consent may be withheld for any or no reason.

(c) The Parties agree and acknowledge that this IGA may be enforced in law or in equity, by decree of specific performance or damages, or such other legal or equitable relief as may be available subject to the provisions of the laws of the State of Colorado.

(d) Except as otherwise stated herein, this IGA is intended to describe the rights and responsibilities of and between the named Parties and is not intended to, and shall not be deemed to confer rights upon any persons or entities not named as parties, nor to limit in any way the powers and responsibilities of the Parties. Nothing contained in this IGA shall give or allow any such claim or right of action by any other or third person or entity under or pursuant to this IGA. It is the express intention of the Parties hereto that any person or entity, other than the Parties to this IGA, receiving services or benefits under this IGA shall be deemed to be incidental beneficiaries only.

(e) This IGA constitutes the entire agreement of the Parties hereto. To the extent not already terminated or expired, any past agreements between the Parties that address the same subject matter as this IGA are expressly terminated and replaced with this IGA. The Parties agree that there have been no representations made other than those contained herein, that this IGA constitutes their entire agreement, and further agree that the various promises and covenants contained herein are mutually agreed upon and are in consideration for one another.

(f) Article X, Section 20/TABOR: The Parties understand and acknowledge that the District and the Town are subject to Article X, § 20 of the Colorado Constitution (“TABOR”). The Parties do not intend to violate the terms and requirements of TABOR by the execution of this IGA. It is understood and agreed that this IGA does not create a multi-fiscal year direct or indirect debt or obligation within the meaning of TABOR and, therefore, notwithstanding anything in this IGA to the contrary, all payment obligations of the Parties are expressly dependent and conditioned upon the continuing availability of funds for such party beyond the term of the party’s current fiscal period ending upon the next succeeding December 31. Financial obligations of the Parties payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of the individual paying party and other applicable law. Upon the failure to appropriate such funds, this IGA shall be terminated.

(g) This IGA may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

(h) No waiver of any of the provisions of this IGA shall be deemed to constitute a waiver of any other of the provisions of this IGA, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

(i) No elected official, officer, agent or employee of the District or the Town shall be charged personally or held contractually liable under any term or provision of this IGA, or because of any breach thereof or because of its or their execution or approval of this IGA.

(j) The Parties and their respective elected officials, officers, agents and employees are relying upon and do not waive or abrogate, or intend to waive or abrogate by any provision of this IGA the monetary limitations or any other rights, immunities or protections afforded by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.*, as the same may be amended from time to time.

(k) The Parties enter into this IGA as separate, independent governmental entities and shall maintain such status throughout.

IN WITNESS WHEREOF, the Parties have executed this INTERGOVERNMENTAL AGREEMENT to be effective as of the Effective Date set forth in the opening recital..

DISTRICT

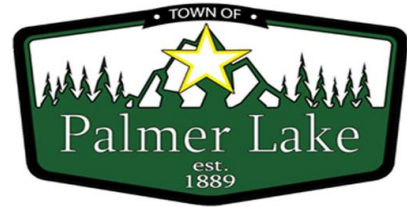
By: Michael Smaldino, President of Board of Directors

TOWN OF PALMER LAKE

ATTEST:

By: Glant Havenar, Mayor

Town Administrator/Clerk



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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Consideration of Water Rate Structure
Presented by: Town Administrator /Clerk		

Background

The Board has participated in ongoing discussions of the water rates and structure with a recommendation considered (distributed on 7/13 and included here). This recommendation includes a rate increase in 2023 for the water base rate, water usage rates and modification to the tier structure as discussed with Chris Brandewie; and in 2024 for taps (5%). It also creates a surcharge for accounts that are Irrigation only and Out of Town (outside town boundary).

The Resolution enclosed supports the rate increases as recommended and subsequently increase annually at 5% for five years. Following Board approval, staff will issue a notice to all users/water accounts this month with an effective date of the September billing to distribute to customers in October.

Mr. Chris Brandewie will forward a draft report to be distributed to Board members and a final report will be presented to the Board under resolution. Completing this report meets the goals of the Community Master Plan, specifically Community Goals ED-5: Finance, Guiding Objective ED-5.2, “Develop and update a five-year Capital Improvements Plan (CIP) to address needed improvements of community-provided infrastructure and facilities.” This is a first step for the water enterprise fund.

Action

Consider the resolution, determine any amendment to the rates and structure, and approve the resolution to increase fees effective in September to water accounts.

PALMER LAKE, COLORADO

RESOLUTION NO. 54 – 2023

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, TO RESTRUCTURE TIERS AND SET A DIFFERENT INCREASE TO THE WATER TAP, BASE, AND USAGE RATES FOR THE TOWN

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, pursuant to 31-35-402(1)(F), C.R.S., the Town of Palmer Lake possesses the authority to prescribe and collect fees for providing water services; and

WHEREAS, by ordinance 5 of 2018, the Town has provided that the water tap, base, and usage fees may be set by resolution of the Board of Trustees (“Board”); and

WHEREAS, a resolution was passed in 2019 to increase the respective water rates annually; and

WHEREAS, since that time, the Board adopted a Preliminary Engineering Report for the Town Water System Improvements advising of current and future capital projects; and

WHEREAS, the Board engaged a third-party consultant to review the Town’s water utility rate structure and to make recommendations to the Board of a five-year plan to ensure that the Town is adequately funding existing operations, equipment repair and replacement, other capital improvement plans and debt service; and

WHEREAS, it is recommended to prioritize capital projects to improve the water system; and

WHEREAS, the Board has determined that the water tap fees, water base rate, and water usage tiers and rates for the Town be modified as needed to meet the financial demands of the operating system, existing debt and future improvement projects; and

WHEREAS, the Board finds that an immediate increase of fees and revised tier structure will bring rates to the intended level and promote a financially sound water fund and will thereby promote the healthy, safety and general welfare of the community.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO.

Section 1. Water Tap Fees. In accordance with Section 13.08.020(a) of the Municipal Code, all water taps and service connections to the Town’s water system shall pay a one-time tap fee (for new taps only) and shall be adjusted annually beginning in January 2024 at a 5% increase unless directed otherwise by Resolution by the Board of Trustees.

Section 2. Water Usage Rates. In accordance with Section 13.08.020(b) of the Municipal Code, all water sold by the Town shall be restructured to sell at the following tiers by per hundred gallon usage rate:

WATER USAGE RATES (\$/100 gal)						
Min	Max	2024	2025	2026	2027	2028
1	999	\$0.84	\$0.88	\$0.93	\$0.97	\$1.02
1,000	2,999	\$1.20	\$1.26	\$1.32	\$1.39	\$1.46
3,000	5,999	\$1.45	\$1.52	\$1.60	\$1.68	\$1.76
6,000	8,999	\$1.65	\$1.73	\$1.82	\$1.91	\$2.01
9,000	11,999	\$1.90	\$2.00	\$2.10	\$2.20	\$2.31
12,000	19,999	\$2.10	\$2.22	\$2.32	\$2.43	\$2.55
20,000	20,000+	\$2.30	\$2.42	\$2.54	\$2.66	\$2.80

The usage rates set forth above shall be adjusted to the 2024 rate effective with the September 2023 billing, and subsequently increase 5% annually beginning in January 2025, unless directed otherwise by Resolution by the Board of Trustees.

Section 3. Water Base Fee. In accordance with Section 13.08.020(b) of the Municipal Code, all customers connected to the water system, whether or not usage occurs, are required to pay the monthly Total Base Fee. This Total Base Fee includes all operational and administrative expenses, includes contributions to Capital Improvement as well as debt service for the Water Loan that the system currently holds or will incur. The Total Base Fee for the Out of Town accounts and Irrigation accounts will be surcharged 1.5X their corresponding meter size fee.

Customer Type	2024	2025	2026	2027	2028
Residential/Com 3/4"	\$85.00	\$89.25	\$93.71	\$98.40	\$103.32
Commercial/Res 1"	\$111.85	\$117.44	\$123.31	\$129.48	\$135.95
Commercial 1.5"	\$157.01	\$164.86	\$173.10	\$181.76	\$190.85
Commercial 2"	\$211.24	\$221.80	\$232.89	\$244.54	\$256.76
Out of Town 3/4"	\$127.50	\$133.88	\$140.57	\$147.60	\$154.98
Irrigation Acct 1"	\$167.78	\$176.17	\$184.98	\$194.23	\$203.94

The Total Base Fee set forth above shall be adjusted to this rate effective with the September 2023 billing, and subsequently continue a 5% increase annually beginning in January 2025, unless directed otherwise by Resolution by the Board of Trustees.

Section 4. 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 of 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.

Section 5. 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 THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27TH DAY OF JULY, 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

PALMER LAKE WATER RATE STUDY – Rate Scenarios Recommendation

July 13th 2023

Water Rates by Brandewie LLC and the Staff of Palmer Lake have gathered data on the systems finances, debts, operation costs, current infrastructure, future infrastructure needs and customer usage to build a comprehensive rate model:

Recommendations:

Out of Town Customers and Irrigation customers shall be billed 1.5X their corresponding meter size base Rate. This establishes new customer classes.

The town uses “Total Minimum Bill” to describe the base fee plus Capital Investment Fee plus the loan payment. All of this should be considered the Base Rate.

A list of all assets, best estimation of cost and remaining life span was developed and replacement of assets where replacement costs are limited to 30 years into the future and follow:

Default Funding of Asset Replacements		Cash	Grant	Loan
Replacement Value From To				
\$0	\$100,000	100%	0%	0%
\$100,001	\$500,000	20%	0%	80%
\$500,001	\$1,000,000	10%	30%	60%
\$1,000,001	\$9,999,999	2%	30%	68%

The model is built with a 5-year budget forecast. With current rates and including new proposed projects, asset replacement detailed in the CIP results in over \$2M in deficit over the next 5 years.

The average residential usage from actual historical data from Palmer Lake is **3,714 gallons** per month. This varies month to month. Monthly residential averages are shown below.

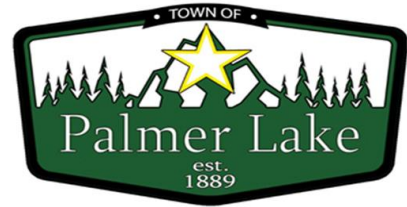
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3205	2943	2653	4015	3443	4398	4904	4466	4572	3854	3225	2891

Meter Size	Base Rate	Tier	Volume Limit	Tier Price/1000 gal
0.750	\$85.00	1	1,000	\$8.40
		2	3,000	\$12.00
1.000	\$111.85	3	6,000	\$14.50
		4	9,000	\$16.50
1.500	\$157.01	5	12,000	\$19.00
		6	20,000	\$21.00
2.000	\$8.79	7	99,999,999	\$23.00

Results of the new rates	2024	2025	2026	2027	2028	5 Years
TOTAL EXPENSES	\$1,790,023	\$1,832,931	\$2,118,278	\$2,169,394	\$2,229,465	\$10,140,091
TOTAL REVENUE	\$1,808,791	\$1,911,960	\$2,019,830	\$2,143,032	\$2,273,614	\$10,157,227
NET LOSS OR GAIN: (Short/Over to Reserves)	\$18,769	\$79,029	-\$98,448	-\$26,362	\$44,149	\$17,137
NET CASH FLOW (Contribution to Reserves)	\$338,587	\$332,484	\$51,071	\$108,927	\$170,896	\$1,001,966
Affordability assuming MHI of \$92333 for residential meters.	1.70%	1.81%	1.91%	2.03%	2.15%	

Previously the escalation of rates or annual increase was set at 3%, it is recommended to increase this to 5% annually. This balances the budget and keeps revenue up with rising costs. This is shown below.

	2023	2024	2025	2026	2027	2028
Base Rate	\$68.23	\$85.00	\$89.25	\$93.71	\$98.39	\$103.32
Ave Resident Bill w Usage	\$102.41	\$132.72	\$140.88	\$148.86	\$157.99	\$167.68



TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO

DATE: July 27, 2023	ITEM NO.	SUBJECT: Discussion/Direction on Ordinance to Prohibit RV on Public/Private property
Presented by: Town Administrator /Clerk		

Background

With recodification, a portion of the code prohibiting RVs on public roadway and private property was removed.

The following was the prior town code that PD used for *enforcement* of “house car parking” on private property –

5.20.070 House Cars - Parking.

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

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

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

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

After discussion with the Board on 7/13, it seemed apparent that members agreed to prohibit parking of RVs on public property and limit roadway parking. What remains to be discussed is the limitations that members want on private property, if any.

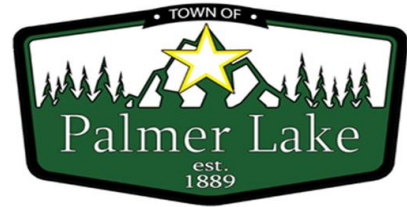
Attorney Krob issued questions relating to this matter (enclosed) for Board consideration and discussion.

1. Should the Town allow **storage** of Recreational Vehicles (RVs) on private property?
 - a. Should there be a limit on the number or size of RVs per parcel?
 - b. Should such RVs be required to be stored on side/back of property?
 - c. Should the RVs be required to be covered or screened from neighboring properties?
 - d. Should the RVs be stored outside (ie. not within) the setbacks?
 - e. Should stored RVs be required to be currently licensed?
 - f. Should the Town allow electric, water, and/or sewer to be connected to RVs during storage?

2. Should the Town allow **use** of (in addition to storage) RV's on private property?
 - a. Should the Town limit the use to daytime use only?
 - b. Should the Town allow use for overnights?
 - c. Should the Town limit the time (duration) of use (either day or night)?
 - d. If so, how long?
 - e. Should the Town allow electric, water, and/or sewer to be connected to RVs during use?
 - f. Should the Town require purchase of additional water tap/meter/etc.?

3. Should the Town allow the **use** of RVs (ie. camping) on an undeveloped (no house built) lot without purchasing a water/sewer tap?
 - a. If so, should the Town limit the duration of such use?
 - b. If so, how long?

4. Should the Town allow the **use** of RVs (ie. camping) on lots where there is no primary structure (residence)?
 - a. Any restrictions (time, taps, etc)?



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

DATE: July 27, 2023	ITEM NO.	SUBJECT: Discussion/Direction on Elephant Rock and Master Plan Ideas
Presented by: Town Administrator /Clerk		

Background

Enclosed for review and discussion is the following:

A map for the Board to confirm areas of the premises to develop or remove –

- Willans lease of 2.8 acres (specific structures);
- Paravicini anticipated lease of area (structures to be negotiated);
- ~3 acres for possible public safety structure;
- cabins and poor condition long house to be removed (will include PD/FD plan);
- balance of open space held as is for future public/park use TBD

A list of the following “concepts” to thank all parties for their time and energy in the potential use but will not add to the property –

- Collaborative Counseling (Albright)
- Glamping (Jeub)
- RV Resort (Hinnen)
- Adopt a Cabin/Cultural Center (Arts Council, Powell)
- Private club (Larkin)
- Recreation, ie., “laddres” bike course (Harrington)

Action

Affirm the direction for the elephant rock property. Consider direction to staff to allow PD/FD plans for the structures to be removed and begin the steps to determine if a public safety facility is feasible in this location.