



BOARD OF TRUSTEES MEETING

Thursday, January 12, 2023 at 5:00 PM

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

LIVE STREAM available at Town website

LOCAL LICENSING AUTHORITY

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

Call to Order & Roll Call

Public Hearing & Action

- [1.](#) Application for Retail MJ Store - Alpine Essentials LLC (850 Commercial Ln)
- [2.](#) Application for Retail MJ Store - Dead Flowers LLC (855 Hwy 105)

AGENDA

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

Call to Order

Pledge of Allegiance

Roll Call

Presentations

3. Certificate of Appreciation - Mr. Gary Atkins
- [4.](#) Proclamation Recognizing Martin Luther King, Jr., Day

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.

- [5.](#) Minutes from December 8, 2022 Meeting
- [6.](#) Minutes from Special Meeting on December 15, 2022
7. Checks over \$15,000 - Krob Law (\$25,000.00); CIRSA (\$30,876.58); GMS (\$43,000.00); Miller Timber (\$100,000.08)

- [8.](#) Resolution 1-2023 to Designate Posting Locations for Public Notice
- [9.](#) Resolution 2-2023 to Appoint Town Officers
- [10.](#) Resolution 3-2023 to Approve Re-Appointment(s) to Planning Commission
- [11.](#) Resolution 4-2023 to Approve Appointments to Parks Commission
- [12.](#) Resolution 5-2023 to Approve Appointment to Pikes Peak Area Council of Government (PPACG)
- [13.](#) Resolution 6-2023 to Approve Citizen Appointment to CAC

Staff/Department Reports

- [14.](#) Water
- [15.](#) Public Works including Roads, Park Maintenance and Parks Commission Volunteer Hours
- [16.](#) Police - Introduction (Oath) of Officer Stevens
- [17.](#) Fire
- [18.](#) Administration
19. Attorney
20. Administrator/Clerk

Public Hearing

Mayor will introduce the item and the Board will hear from the applicant. Any public member speaking for or against the item will be invited to speak to the Board. Mayor may request staff input and Board members may ask questions. Applicant will have an opportunity for final remarks. Mayor will close the hearing.

- [21.](#) Application for Vacation and Replat - 113 Highland Rd

Business Items

- [22.](#) Resolution 9-2023 to Approve Vacation and Replat - 113 Highland Road
- [23.](#) Resolution 12-2023 to Extend Land Use Permit (420 Hwy 105, Brenneman)
- [24.](#) Resolution 10-2023 to Authorize Application for Finding of Reasonable Diligence - Palmer Lake Monument Creek Exchange
- [25.](#) Resolution 13-2023 to Set a Different Increase to Water Tap Fee and Rate for the Town
- [26.](#) Resolution 11-2023 to Adopt the 2023 Town Master Fee Schedule
- [27.](#) Resolution 7-2023 to Approve Appointments to Board of Adjustment
- [28.](#) Resolution 8-2023 to Approve Appointment to Pikes Peak Regional Building Department (PPRBD)
- [29.](#) Emergency Ordinance 1-2023 to Amend Moratorium on Sign Code
- [30.](#) Ordinance 2-2023 to Amend Section 3.24 Retail MJ Excise Tax

31. Initiate Termination of the IGA with Tri-lakes Fire District

[32.](#) Review/Distribute Draft of the Revised Employee Handbook

Public Comment

Public comments are encouraged to be emailed to the Town office at info@palmerlake.org with subject line of Public Comment (48 hour prior to meeting) and shall be announced, distributed, and addressed at the meeting. Otherwise, please step to the microphone, state your name and address for the record and address the Board on matters not on the agenda. Please note that the Board will not take action on your concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!

Board Reports

Next Meeting (1/19 workshop; 1/26 meeting) and Future Items

Convene to Executive Session

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – lease agreement(s) for elephant rock property; water service request; PD personnel complaint.

Reconvene to Open Session

Adjourn

Americans with Disabilities Act

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

ALPINE ESSENTIALS, LLC
SUMMARY OF APPLICATION MATERIAL

Retail Marijuana Store

Applicant: ALPINE ESSENTIALS LLC

- The LLC is made of members: Curtis Reese and Brenda Woodward
- The LLC holds existing marijuana licenses on the premises for Retail and Medical Marijuana Cultivation and Medical Marijuana Store
- The entity is in good standing and filings are complete as filed with the Colorado Secretary of State

Premises: The premises is located at 850 Suites A & B Commercial Lane in Palmer Lake CO

- This location is eligible to be licensed pursuant to C2 zoning code
- The property has a valid lease agreement

License Type: The applicant is applying for a Retail Marijuana Store which allows the operation of a retail store providing sale of adult use cannabis.

Parking: The premises has approximately 33 parking spaces identified and another area for overflow parking.

Fee: The proper application and license fees have been paid to the town. Additionally, the business license and fee for the retail MJ store is submitted.

Pursuant to C.R.S., 12-43.3-307, owners meet the statutory requirements for the requested license.

Review: Staff review of the license application pursuant to Code Section 5.21.060, A-E. The application is complete; however, staff has concerns of the following –

- Pursuant to direction from the past Board, “private” driveway use of undeveloped roadways should cease, and platted, necessary ROW providing access to a property owner (business operator) should be developed to an approved standard. Staff has suggested that Commercial Lane be developed and continue from Circle Rd through to Meadow Ln. Enclosed with this summary is the site plan noting the ingress/egress to the store. Regardless of what was agreed in the past (note the enclosed), with the potential increase of visitors to the store, it is the staff’s recommendation that an agreement be made to require proper development of Commercial Lane from Circle to Meadow within 12 months of the store opening. It is not the intention to hold up the license or the opening; however, it is requested that any potential bottleneck at Circle Road and/or Commercial Lane have a plan to address it.

The applicant has included traffic options in the operation plan, included for your review.

Staff recommendation is the proper development of Commercial Lane from Circle to Meadow will alleviate the one-way access that exists now and the potential bottleneck to the residential neighborhood off Circle Rd.

- Although there is a moratorium on sign code, staff has communicated reference to code section 5.20.180 relating to signage at a licensed marijuana establishment.

5.20.180. - Signage.

All signage for a licensed establishment shall comply with the requirements of this Code. In addition, no licensee shall display a sign that contains the word "marijuana," "cannabis," or any other word or phrase commonly understood to refer to marijuana or a graphic/image of any portion of a marijuana plant, or paraphernalia associated with medicinal marijuana use.

Regardless of these communications, the applicant has provided sign samples for three locations, referencing "MJ" and "dispensary" which does not comply with the code.

Staff recommendation is to modify these references as displayed.

AFFIDAVIT OF PUBLICATION

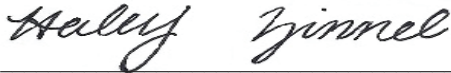
STATE OF COLORADO
COUNTY OF El Paso

Item 1.

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
The Town of Palmer Lake Licensing Authority will hold a hearing on Thursday, January 12, 2023, at Palmer Lake Town Hall at 28 Valley Crescent at 5 PM to consider an application to license a retail marijuana store as follows: Applicant: Alpine Essentials LLC, at 850 A & B Commercial Lane, Palmer Lake. A copy of the application is on file at the Town Clerk's office.
/s/ Dawn A. Collins, Town Clerk
Published in the Tri-Lakes Tribune December 21, 2022.

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 12/21/2022**

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 12/21/2022, 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**

Document Authentication Number
20224024441-503276

Dead Flowers, LLC**SUMMARY OF APPLICATION MATERIAL**

Retail Marijuana Store

Applicant: Dead Flowers LLC

- The LLC is made of member Dino Salvatori
- The LLC holds existing marijuana licenses on the premises for Marijuana Cultivation and Medical Marijuana Store
- The entity is in good standing and filings are complete as filed with the Colorado Secretary of State

Premises: The premises is located at 855 Hwy 105 in Palmer Lake CO

- This location is eligible to be licensed pursuant to C2 zoning code
- The property has a valid lease agreement

License Type: The applicant is applying for a Retail Marijuana Store which allows the operation of a retail store providing sale of adult use cannabis.

Parking: The premises has approximately 120 parking spaces, drive accessed directly off Hwy 105.

Fee: The proper application and license fees have been paid to the town. Additionally, the business license and fee for the retail MJ store is submitted.

Pursuant to C.R.S., 12-43.3-307, owners meet the statutory requirements for the requested license.

Review: Staff review of the license application pursuant to Code Section 5.21.060, A-E. The application is complete, copy of operation plan and proposed signage included for review.

Note: code reference **5.20.180. - Signage.**

All signage for a licensed establishment shall comply with the requirements of this Code. In addition, no licensee shall display a sign that contains the word "marijuana," "cannabis," or any other word or phrase commonly understood to refer to marijuana or a graphic/image of any portion of a marijuana plant, or paraphernalia associated with medicinal marijuana use.

Staff recommendation is to modify the graphic associated with the marijuana plant.

AFFIDAVIT OF PUBLICATION

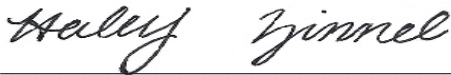
STATE OF COLORADO
COUNTY OF El Paso

Item 2.

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
The Town of Palmer Lake Licensing Authority will hold a hearing on Thursday, January 12, 2023, at Palmer Lake Town Hall at 28 Valley Crescent at 5 PM to consider an application to license a retail marijuana store as follows. Applicant: American Wholesale LLC, at 855 Highway 105, Palmer Lake. A copy of the application is on file at the Town Clerk's office. /s/ Dawn A. Collins
Published in the Tri-Lakes Tribune December 21, 2022.

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 12/21/2022**

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 12/21/2022, 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**

Document Authentication Number
20224024441-502205

**PROCLAMATION RECOGNIZING
MARTIN LUTHER KING, JR., DAY**

WHEREAS, the Rev. Dr. Martin Luther King, Jr., was born on January 15, 1929, and dedicated his life to promoting peace, freedom, equality, and justice for all through non-violent means; and

WHEREAS, Rev. King's teachings continue to guide and inspire us in addressing challenges and opportunities that arise in our diverse world; and

WHEREAS, "Martin Luther King, Jr., Day" is a federal holiday falling on the third Monday of every January celebrates Dr. King and honors his life and legacy and raises awareness of the ongoing need to advance civil and human rights since 1983; and

WHEREAS, on August 28, 1963, in his historic address, Rev. King said "And this will be the day.. All will be able to sign with new meaning - My Country 'tis of thee, sweet land of liberty, of thee I sing.. Let freedom ring from the snow-capped Rockies of Colorado;" and

WHEREAS, the Town of Palmer Lake proudly recognizes and supports the spirit, determination and achievements of Rev. Dr. Martin Luther King, Jr.

NOW, THEREFORE, the Town Board of Trustees of Palmer Lake, Colorado, hereby recognize January 16, 2023, as Martin Luther King, Jr., Day to honor the accomplishments and sacrifice of those who work for dignity, equality, and opportunity for all.

Dated this 12th day of January 2023 in Palmer Lake, Colorado.

TOWN BOARD OF TRUSTEES

Signed: 
Glant Havenar, Mayor

ATTEST:


Dawn A. Collins, Town Administrator/Clerk



BOARD OF TRUSTEES MEETING

Thursday, December 08, 2022 at 5:00 PM

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

MINUTES

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

Pledge of Allegiance

Roll Call. Present: Mayor Bill Bass, Trustees Karen Stuth, Jessica Farr, Darin Dawson, Nicole Currier, Sam Padgett, Glant Havenar.

Consent Agenda

MOTION (Havenar, Padgett) to approve the consent agenda, including items 1) Minutes from November 10, 2022 Meeting; 2) Special Meeting Minutes from November 17, 2022; 3) Checks over \$15,000 - Martin Marietta; Bradley Excavating; Filtronics; GMS. Roll call vote – 6 aye; 1 nay (Farr). Motion passed.

Business Items

4. Ordinance 17-2022 to Amend Code Section 5.20 Relating to Adult Use Cannabis. Attorney Krob provided background of the state requirements for a municipal ordinance and establishments to begin the application process for a state license. The Board was directed to the new code section 5.21 as provided at the 11/17 special meeting. The emergency ordinance reflected not requiring a new application to go before the Planning Commission for zoning and the approved new license and application fee. Discussion took place about waiting to set additional regulation. Ms Melissa Woodward, Alpine Essentials, stated any delay of the Board decision will delay the application process which will delay revenue to the town. Discussion ensued about setting additional regulations. MOTION (Farr, Stuth) to approve Ordinance 17-2022. Mayor Bass recognized public members wanting to address the topic. Mr. Gary Atkins addressed the Board about his acceptance of the election results but also wanted his concerns about traffic, parking space, signs and lighting to be addressed for the residential area surrounding the facility, as well as potential roadway needs of Circle being the single access point for the 37 residents in the area. Ms Laura Maguire agreed with the concerns stated. Discussion continued about addressing each establishment plan. Ms Brenda Woodward, Alpine Essentials, noted that the landowner is open to expanding parking. Mayor Bass reiterated that this ordinance sets the framework to apply and the plans that come forward may be specifically addressed by the new Board with each application. Original MOTION restated (Farr, Stuth) to approve Emergency Ordinance 17-2022. Roll call vote - 6 aye; 1 nay (Currier). Motion passed.

5. Certificates of Appreciation. Mayor Bass expressed gratitude to the current Board, staff and department supervisors, all of the town personnel and the public for the work that was accomplished the past two years. He shared a message for the incoming Board to understand the important role they will fill. Collins presented a certificate of appreciation to Mayor Bill Bass, and Mayor Bass presented a certificate of appreciation to outgoing Trustees Nicole Currier and to Darin Dawson.

Recess for Social (approximately 45 minutes). Mayor Bass recessed at approximately 5:40 pm for a social. At approximately 6:25 pm, the meeting reconvened.

Administer Oath of Office for Mayor - Glant Havenar. Collins administered the Oath of Office to Mayor Glant Havenar. Mayor Havenar took up the next item.

Administer Oath of Office for Trustees - Kevin Dreher, Shana Ball, Dennis Stern. Mayor Havenar and Collins welcomed new Board members and Collins administered the Oath of Office to Trustees Kevin Dreher, Shana Ball and Dennis Stern.

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

Presentation by Tri-lakes Cares

6. Tri-Lakes Cares Presentation - Haley Chapin, Executive Director. Tri-lakes Cares representatives Haley and Stephanie addressed the Board handing out information and reviewing the stats of families served by Tri-lakes, eligibility for services, and ways to be involved and volunteer with the organization.

Staff/Department Reports

Reports for 7) Water, 8) Public Works including Roads & Park Maintenance, 9) Police, 10) Fire, 11) Administration were presented in the packet. Mayor Havenar offered kudos to the Fire department for being a hit at the tree lighting event. Collins noted a copy of the year end summary of PD code enforcement provided.

12. Attorney Krob welcomed the new Board members.

13. Administrator/Clerk. Collins welcomed new Board members and mentioned the staff modification in the Fire department – Captain Snelling transitioned to part-time firefighter-EMT and an internal posting and interview process resulted in part-time firefighter William Berry to full-time Lieutenant position. Collins stated two grant submittals – state historical funds for the ADA compliant town hall entrance and the GOCO funds – were denied funding. Staff will continue to search for funding sources for these projects. Trustee Stuth reported the final desktop publishing work for the Community Master Plan this week.

Consent Agenda

MOTION (Farr, Dreher) to approve the consent agenda, item 14) Financials of October. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

15. Resolution 57-2022 to Summarize Revenues and Expenditures and Adopt the 2023 Budget and Certify Mill Levy. Mayor Havenar asked the Board if there were any questions to address. MOTION (Dreher, Stern) to approve Resolution 57-2022 to summarize revenue and expenditures, adopt the 2023 budget and certify the mill levy. Roll call vote – aye 5; nay 2 (Farr, Padgett). Motion passed.

16. Resolution 58-2022 to Confirm Audit Services for YE2022 (Green & Associates LLC). Mayor Havenar noted this is an annual audit. MOTION (Farr, Ball) to approve Resolution 58-2022 to authorize services with Green & Associates. Roll call vote – aye 6; nay 1 (Padgett). Motion passed.

17. Nomination and Approval of Mayor Pro Tem. Mayor Havenar asked for a nomination of Mayor Pro Tem. MOTION (Dreher, Padgett) to nominate and approve Trustee Dennis Stern as Mayor Pro Tem. Roll call vote – aye 7; nay 0. Motion passed.

18. Distribute Final Preliminary Engineering Report for Water System Improvements. Collins provided background of the initiation of the PER in 2021 utilizing DOLA funds, the draft presented to the Board mid-year 2022, and the final report completed by GMS. A workshop was requested for GMS to address with the Board. Discussion took place about a workshop to cover the report in January.

Public Comment

Mr. Roger Moseley encouraged the Board to address the issues of the water fund and stated his concerns, including the proposed increase in the budget not being enough, overspending in the prior two years, monthly summary of operating and capital, saving for capital improvement, amount from billing must be set aside, potential radon concerns, upcoming balloon payment. Mayor Havenar confirmed that a water fund analysis is being conducted and Collins stated that it is in process and expected by the end of Q1 2023.

Board Reports. Mayor Havenar spoke of the successful kickoff of the tree lighting and great turnout of ornament sales for PLEDG. She mentioned the upcoming events.

Next Meetings (12/15 Special Meeting; 1/5 Training; 1/12) and Future Items. An additional workshop, possibly January 19 will be confirmed.

Adjourn. MOTION (Farr, Padgett) to adjourn at 7:12 pm.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk



BOARD OF TRUSTEES - SPECIAL MEETING

Thursday, December 15, 2022 at 5:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the Licensing Authority to order at 5 PM. Roll call – Trustees Karen Stuth, Shana Ball, Kevin Dreher, Jessica Farr, Sam Padgett, Dennis Stern, Mayor Glant Havenar.

1. Report of Change - Controlling Beneficial (Alpine Essentials, LLC - 850 Commercial). Ms. Brenda Woodward explained the addition of two owners. MOTION (Padgett, Farr) to approve the report of change as presented. Roll call vote – aye 7; nay 0. Motion passed.
2. Report of Change - Modification of Premises (Alpine Essentials, LLC - 850 Commercial). Ms. Brenda Woodward reviewed the slight modification to reposition a wall. Collins noted that all required documents are in order. A public member inquired if premises means interior or exterior – noted the premises is for interior changes only. MOTION (Stuth, Farr) to approve the modification of premises. Roll call vote – aye 7; nay 0. Motion passed.
3. Report of Change - Modification of Premises (Palmer Lake Wellness - Hwy 105). Mr. Dino Salvatori described the modifications including camera placement per State requirements. No questions were made by the public. MOTION (Farr, Stuth) to approve the modification of premises. Roll call vote – aye 7; nay 0. Motion passed.

Mayor Havenar convened the regular meeting.

Pledge of Allegiance

Roll Call. Present: Trustees Karen Stuth, Shana Ball, Kevin Dreher, Jessica Farr, Sam Padgett, Dennis Stern, and Mayor Glant Havenar.

Business Items

4. Consideration of Public Display (Artist Banner). Ms. Jina Brenneman and Amy Hutson presented the request from the Palmer Lake Arts Council to create a committee for promotion of arts and reviewed the process to choose and highlight artists. This is proposed with a banner that the Arts Council will purchase and display in parking areas on the west side of the lake and possibly the east side. Discussion took place about the east side parking being El Paso County Park/Recreation property. Trustee Stuth suggested the town hall area. Mayor Havenar mentioned the possible use of old gaslight lamps still with the PLHS. All expenses and liability will be on the Arts Council, with some assistance to install the banners, approximately changing every six months. Public member Larry Ennenga inquired about the banner style and that it withstands the winds we experience. Mr. Dino Salvatori offered a

contact for the banners. Mr. Bill Dandino suggested the review of the town sign code include review of subject of banner matter. MOTION (Stuth, Padgett) to approve the public display of artist banners as presented. Roll call vote – aye 7; nay 0. Motion passed.

5. Resolution 59-2022 to Approve the Water Line Easement at Elephant Rock Property. Attorney Krob spoke to item 5 and 6, suggesting that the easements become part of the lease agreement for elephant rock property and, at the time of a sale, establish with property owner to be filed.

6. Resolution 60-2022 to Approve Utility Easement at Elephant Rock Property. Addressed above.

Public Comment

Mr. Larry E inquired about the water line along Hwy 105, hydrants and his accessibility to water. The Town of Monument water line project was noted. Fire will consider a review of his residence.

Mr. Matt Stephen inquired about privacy fence (screening) at the Hayco location, the PVC pipe and the downed fence at the back of the Fletchers property. Follow up with code enforcement will take place. Collins will inform resident and Board members. Mr. Stephen also mentioned there are old banner brackets on poles on Hwy 105. He cautioned the Board members about municipal water use at elephant rock with increased need (potential high level of use).

Ms. Melissa Woodward agreed on the down fence behind the Fletchers building.

Mr. Jeff Zearfoss encouraged the Board members to consider one master lease to move forward and they will coordinate with Willans for a sublease.

Board Reports. Trustee Stuth shared a citizen call/idea for the star – to create a “star watch” button on the town website to request a lighting, see when/why it is on. Trustee Stern addressed Chief Vincent about the light repaired and Chief Vincent stated the Firefighter Association is responsible for the care of the star, and there was a wiring issue they were awaiting a part for. The star is on and shining bright. Mayor Havenar reviewed the letters to Santa and upcoming events – cookie exchange at Journey’s End, Sunday night candlelight yoga at Town Hall, and shared the reading with second graders.

Next Meeting (1/5 Board Training and 1/12 Meeting) and Future Items

Convene to Executive Session. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Fire IGA; elephant rock property lease; Hwy 105 property offer; possible annexation; water service request – MOTION (Farr, Ball) to convene to executive session at 5:46 PM. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Padgett, Farr) to reconvene to open session at 7:19 PM. Roll call vote – aye 7; nay 0. Motion passed.

Adjourn. MOTION (Dreher, Ball) to adjourn at 7:20 PM. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

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

RESOLUTION NO. 1 - 2023

**A RESOLUTION DESIGNATING POSTING LOCATIONS FOR PUBLIC NOTICE
OF TOWN MEETINGS, 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, C.R.S. 24-6-402(2)(C) requires all local public bodies, at the first regular meeting of each calendar year, to designate posting places for posting notices of public meetings.

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. Notices of all meetings of the local public bodies of the Town of Palmer Lake, including the Town Board of Trustees, Planning Commission, Board of Adjustments, and Parks Commission and any committee thereof, shall be posted on the Town’s website calendar. In addition, the historic practice of posting a paper copy of the meeting agenda will continue as a courtesy at the following:

- Town office and/or town hall located at 42 Valley Crescent
- Palmer Lake Post Office located at 10 Primrose St / Hwy 105

Section 2. If the Town is unable to post a timely notice for a public meeting online due to exigent or emergency circumstances, such as a power outage or interruption of internet service, a paper copy shall be posted at the two locations identified in Section 1.

Section 3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Clerk

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

RESOLUTION NO. 2 - 2023

A RESOLUTION APPOINTING THE TOWN OFFICERS FOR 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, pursuant to municipal code section 2.08.010, Officers Appointed, the officers listed below are appointed at the first regular calendar meeting.

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. Offices of the Town include the following and the individuals appointed to the positions.

- | | |
|--|-----------------|
| • Municipal Judge | John Ciccolella |
| • Town Administrator, Clerk, Treasurer | Dawn A. Collins |
| • Town Attorney | Krob Law Office |

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 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Clerk

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

RESOLUTION NO. 3 - 2023

**A RESOLUTION TO APPROVE APPOINTMENTS TO PLANNING COMMISSION,
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, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Planning Commission.

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 following identifies the two-year term re-appointments to the Planning Commission for the Town of Palmer Lake. Two vacant seats will be filled at a future date.

Two-Year term (ending January 2025)

- Charlie Ihlenfeld
- Bill Fisher
- Mark Bruce
- Amy Hutson

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 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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

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

RESOLUTION NO. 4 - 2023

**A RESOLUTION TO APPROVE APPOINTMENTS TO PARKS COMMISSION,
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, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Parks Commission.

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 following identifies the two-year terms of re-appointment to the Parks Commission and shall consider new applicants to fill vacant seats for the Town of Palmer Lake:

Two-Year term (ending January 2025)

- Mike Pietsch
- Phyllis Head

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 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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

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

RESOLUTION NO. 5 - 2023

A RESOLUTION TO APPROVE A BOARD APPOINTMENT TO THE PIKES PEAK AREA COUNCIL OF GOVERNMENT (PPACG), FOR 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, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for outlying agencies, including the Pikes Peak Area Council Area Council of Government (PPACG).

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 following Board official is appointed to the PPACG for the Town of Palmer Lake:

One-Year term (ending January 2024) – Mayor Glant Havenar

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 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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

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

RESOLUTION NO. 6 - 2023

**A RESOLUTION TO APPROVE TOWN CITIZEN APPOINTMENT TO THE PPACG
CITIZEN ADVISORY COMMITTEE (CAC)**

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for outlying agencies, including the PPACG Citizen Advisory Committee.

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 following Board official is appointed to the PPACG Citizen Advisory Committee for the Town of Palmer Lake:

One-Year term (ending January 2024) – Nikki McDonald

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 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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

Town of Palmer Lake Monthly Water Usage

**Month
Year December
2022**

	Gallons	Acre Ft
Surface Water	2,613,000	8.02
Well A2	1,680,000	5.16
Well D2	0	0
Total	4,293,000	13.18
Avg. Gal/Day	138,000	0.42

Release To Lake 8.27 AF Max Allowed = 8.4 AF / Month

Release Glen Park Evaporation 0 AF

Water system 0 AF

Total 0 AF

**Town of Palmer Lake Water Use
1989 - 2022
Reservoir Capacity = 144.2 Ac. Ft.
46,988,000 Mil. Gal.**

Year	# Taps	Total Mil. Gal.	SW Ac. Ft.	GW Ac. Ft.	Total Ac. Ft.
1989	580	80,979,000	248.52		248.52
1990	589	75,160,000	230.66		230.66
1991	597	73,103,000	224.34		224.34
1992	604	76,815,000	235.74		235.74
1993	626	82,157,000	252.13		252.13
1994	667	78,869,000	242.04		242.04
1995	680	74,091,000	227.38		227.38
1996	696	83,245,000	255.47		255.47
1997	715	73,504,000	225.57		225.57
1998	742	78,954,000	242.3		242.3
1999	781	80,029,000	245.6		245.6
2000	794	90,293,000	277.1		277.1
2001	845	84,721,000	260		260
2002	884	66,958,000	205.49		205.49
2003	899	68,351,000	209.76		209.46
2004	911	70,729,000	176.86	40.20	217.06
2005	923	74,460,000	158.41	70.10	228.51
2006	935	77,210,000	176.75	60.20	236.95
2007	942	78,461,662	196.09	44.70	240.79
2008	944	81,378,028	179.97	69.77	249.74
2009	944	70,429,435	145.73	70.41	216.14
2010	948	71,742,615	124.16	96.01	220.17
2011	948	66,819,006	107.58	97.48	205.06
2012	951	70,963,831	133.98	83.8	217.78
2013	953	61,936,835	130.17	59.92	190.09
2014	955	59,209,646	152	29.72	181.72
2015	959	65,472,079	155.18	45.76	200.94
2016	966	67,554,127	140.47	66.86	207.33
2017	974	66,472,375	166.71	37.3	204.01
2018	983	58,388,557	133.04	46.16	179.2
2019	1001	63,084,000	121.81	71.8	193.61
2020	1023	64,723,000	120.12	78.52	198.64
2021	1035	68,205,000	123.61	85.69	209.3
2022	1039	60,700,000	107.83	78.46	186.29

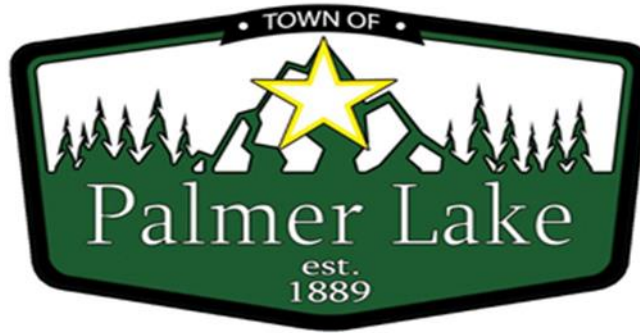
Town of Palmer Lake Water Use 2022

	Surface Water	Ground Water	Total/Month
	Gallons		
January	1,878,000	2,307,000	4,185,000
February	1,787,000	1,936,000	3,723,000
March	2,825,000	1,622,000	4,447,000
April	4,015,000	858,000	4,873,000
May	4,469,000	1,394,000	5,863,000
June	4,813,000	1,688,000	6,501,000
July	2,435,000	3,869,000	6,304,000
August	3,246,000	2,458,000	7,704,000
September	2,279,000	3,784,000	6,063,000
October	2,242,000	2,407,000	4,649,000
November	2,533,000	1,562,000	4,095,000
December	2,613,000	1,680,000	4,293,000
Surface Water Total	35,135,000		
Ground Water Total	25,565,000		
Total	60,700,000		
Acre Feet	186.29		



Board of Trustees Summary Sheet

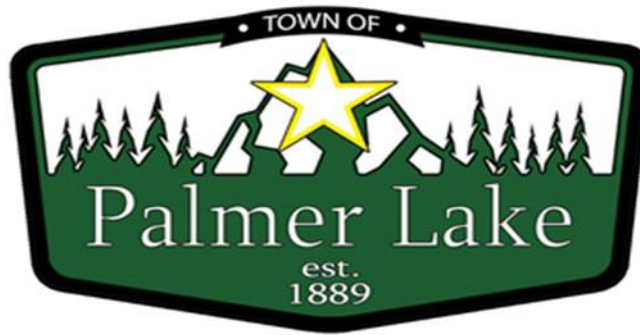
	December-YE 2022
Title	Public Works Monthly Report
Date	1/12/2023
Contact	Jason Dosch
Summary	<p>Graded roads Patched potholes Snow plowed and sanded ROWs and Town parking lots Cut tree limbs from ROW and chip branches Clear drainage ditches Replaced and repaired street signs Performed routine maintenance on equipment and playground equipment Emptied trash cans at Lake Rec. area/Cleaned bathroom at Lake Performed playground inspections Maintained area around the Town office and Town Hall Set up and tear down seating and tables at Town Hall for meetings and events Attended Parks Committee meetings Attended Special Event permit meetings Removed dead deer from ROW Attended TAC meeting at PPACG Performed maintenance on parking kiosk at Trailhead parking lot</p>
Training	
Other Activity	<p>Started designed phase on Palmer Lake Elementary School Project Met with CORE Electric to plan new power at Ped Bridge area in Centennial Park Worked on securing federal funds for design phase of St Hwy 105 Main Street improvements (PPACG-MMOF funds)</p>



Board of Trustees Summary Sheet

	Nov—Dec YE 2022
Title	PARKS Report
Date	7/14/2022
Contact	Parks Commission
Summary of Volunteer Hours	<p>NOV:</p> <ul style="list-style-type: none"> • Meetings - 10 hours • Meeting with Fire Chief Vincent and Cptn Weston O to re-establish relationship with Parks - 1.5 hrs • Research & communication with GOCO grant writers - 4 hrs • Reviewed and revised Renner tennis court proposal and researched tennis court storage bin - 2 hrs • Meeting with two citizens proposing a possible mtn bike race in Palmer Lake - 1 hr • Installed bench in Glen Park - 3 hrs • Clearing portions of Creekside trail cutting larger trees for removal - 2 hrs • Arranging Service Day for Creekside Trail (11/26) with Palmer Ridge National Honor Soc Students – 1 hr • Conducting 11/26 Creekside Trail service day - 17 hrs • Weed removal - 8 hrs • Work at Glen Park - 3 hrs • Emails, spreadsheets, organizing events - 12 hrs • Help install bench in Glen Park on the trail to the tennis courts. 3/4 bag cement 8 lock washers – 2 hrs • Car Wash after bringing tools, cement and 10 gallons water -3 hrs • Remove barricades installed eight lock washers, took small T posts back to Town yard -1 hr • Walked potential trail space on 28 acres to revitalize and revive - 2.5 hr

	<ul style="list-style-type: none"> • Research “survey software” for residence of small municipalities - 1.5 hr • Discussion with Surveyor Jim Brinkman on research of existing Land Survey Plats for Three parcels: 7108100016, 7108126009, 7105400005 - 0.5 hr • Research “survey software” for residence of small municipalities - 1 hr • Met with known local blacksmith welder artist on Art project and spent time proposing a Palmer Lake Parks commissioned piece - 1 hr • Initial 28-acre plotting and identification of historic trails, bridges and adjoining trails -1 hr • Work in Glen park - 3 hrs <p>DEC:</p> <ul style="list-style-type: none"> • Meetings – 2.5 hr • Dug and poured cement for Lake memorial bench pad, met with folks watering the trees - 5 hrs • Wrote thank letters for donations to Parks, purchased gift cards and Holiday cards for volunteers & Madeline – 2 hr • Lights contest judging - 1.5 hr • Wrote suggested edits to Parks Commission Code, Commission rules, and POC list for consideration at 1/3 workshop – 2 hr • Discussions with Dawn and Jason - agendas, projects – 1hr • Cut and moved downed limbs in Glen Park – 1 hr • Started and continued collating survey data for 2023 projects priority list and discussions – 2 hr • Collating data between two GOCO grant survey collections - 4.5 hr • Research wilderness log bridge specifications and designs – 2 hr • 2 cement footers for one memorial bench northwest side of lake – 2hr • Survey walking 28 acres historical and potential trails and bridges – 1.5 hr • Discussion with license Jefferson County PE for volunteer foot, horse and bike bridgework designs and frame load – 1.5 hr • Design computer time for Public 28 acre possibilities while walking and plotting Plat – 4 hr • Survey walking 28 acres and drained beaver ponds, historical and potential trails and bridges (Willan’s included) – 2.5 hr
<p>Total Volunteer Time</p>	<p>November: 81 total hours December: 34 total hours (reported by RW, GK)</p>
<p>Upcoming Activity</p>	



Board of Trustees Summary Sheet

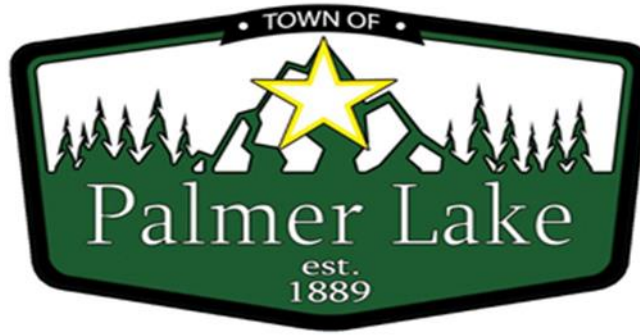
	JAN 2023
Title	Police Monthly Report
Date	12/1-12/31/2022
Contact	Chief Jason Vanderpool
Summary	In the Month of December 2022, the PLPD conducted 64 traffic stops and issued 28 citations. Also, in the month of December, 2 DUI arrests, 1 Theft arrest, and 2 Domestic Violence arrests were made.
Training	Field training began with the new hire, honor guard training for the newly formed unit began. We continued with on going training for cyber security.
Photographs	The attached photographs are from the tie one on for safety in conjunction with MADD (Mothers against drunk driving), as well as Santa on Patrol.
Other Actions	PLPD officers responded to a call in the area of Glen Park, in reference to shots being fired. Upon arrival it was learned the suspect had fired approximately 5 shots into the ground resulting in one of the rounds hitting the suspect in the lower leg. The suspect was immediately treated for the gunshot wound and transported to the hospital with non-life threatening injuries, the suspect was later charged with reckless endangerment as well as prohibited use of a weapon.
Active investigations	Palmer Lake PD officers are actively investigating several different crimes that have occurred this month.
Calls for service	Officers responded to 267 calls for service this month. 235 of these calls were in the Town of Palmer Lake, 32

	were outside of town.
Code Enforcement	<p>Code enforcement officers have been working with town residents to correct several violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.</p> <p>The monthly update is not included with this report as the CODE Enforcement officer has been out of the office.</p>
S.T.E.P.	S.T.E.P. was instituted in March of last year and seems to be making a difference. Accidents are becoming more infrequent. Increased traffic speeds through town have slowed dramatically during these shifts.









Board of Trustees Summary Sheet

Title	Palmer Lake Fire Department-Monthly Report																																												
Date	December 2022																																												
Contact	John Vincent, Interim Chief																																												
Summary	<p style="text-align: center;">End of Year Summary for 2002</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">INCIDENT COUNT</th> </tr> <tr> <th style="width: 50%;">INCIDENT TYPE</th> <th colspan="2" style="width: 50%;"># INCIDENTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">EMS</td> <td colspan="2" style="text-align: center;">213</td> </tr> <tr> <td style="text-align: center;">FIRE</td> <td colspan="2" style="text-align: center;">150</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td colspan="2" style="text-align: center;">363</td> </tr> <tr> <th colspan="3" style="text-align: center;">MUTUAL AID</th> </tr> <tr> <th style="width: 50%;">Aid Type</th> <th colspan="2" style="width: 50%;">Total</th> </tr> <tr> <td style="text-align: center;">Aid Given</td> <td colspan="2" style="text-align: center;">17</td> </tr> <tr> <td style="text-align: center;">Aid Received</td> <td colspan="2" style="text-align: center;">25</td> </tr> <tr> <th colspan="3" style="text-align: center;">LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)</th> </tr> <tr> <th style="width: 33%;">Station</th> <th style="width: 33%;">EMS</th> <th style="width: 33%;">FIRE</th> </tr> <tr> <td style="text-align: center;">Palmer Lake Fire Department</td> <td style="text-align: center;">0:04:44</td> <td style="text-align: center;">0:05:55</td> </tr> <tr> <td colspan="2" style="text-align: center;">AVERAGE FOR ALL CALLS</td> <td style="text-align: center;">0:05:55</td> </tr> <tr> <th colspan="3" style="text-align: center;">LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)</th> </tr> </tbody> </table>			INCIDENT COUNT			INCIDENT TYPE	# INCIDENTS		EMS	213		FIRE	150		TOTAL	363		MUTUAL AID			Aid Type	Total		Aid Given	17		Aid Received	25		LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			Station	EMS	FIRE	Palmer Lake Fire Department	0:04:44	0:05:55	AVERAGE FOR ALL CALLS		0:05:55	LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
INCIDENT COUNT																																													
INCIDENT TYPE	# INCIDENTS																																												
EMS	213																																												
FIRE	150																																												
TOTAL	363																																												
MUTUAL AID																																													
Aid Type	Total																																												
Aid Given	17																																												
Aid Received	25																																												
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)																																													
Station	EMS	FIRE																																											
Palmer Lake Fire Department	0:04:44	0:05:55																																											
AVERAGE FOR ALL CALLS		0:05:55																																											
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)																																													

	Station Palmer Lake Fire Department	EMS 0:00:55	FIRE 0:01:18
	AVERAGE FOR ALL CALLS		0:01:03
	AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
	Palmer Lake Fire Department	32:36	
	Awarded State Grant for Structural/Wildland Equipment		
	Standard Operating Guidelines/Standard Operating Procedures		
	Obtained New Type-VI Wildfire Engine		
	Documented FIT Testing for All Qualified/Certified Structural Firefighters		

CONTACT US REPORT - December 2022

	Submitted Time	First Name	Subject
1	12/03/22 - 5:43 PM	Caitlin	Yule Log Wassail
2	12/07/22 - 9:41 AM	Debbie	Copy of Business License
3	12/14/22 - 5:20 PM	Calvin	MJ Business
4	12/16/22 - 8:15 AM	Larry	Phone left in Town Hall
5	12/20/22 - 11:59 AM	James	Palmer Lake Ice Conditions
6	12/20/22 - 1:17 PM	Galdino	Fire Suppression Invoice
7	12/27/22 - 1:14 AM	Duustin	Airbnb Restrictions
8	12/27/22 - 10:03 PM	Vanessa	Starting a Business

Dawn Collins

Subject: Kiosk Numbers

Kiosk numbers for December 2022:

\$ 1,775.50	Gross Collections	(335 Transactions)
\$ (100.50)	Fees	
\$ (70.00)	Monthly T2 Svc charge	
<u>\$ 1,605.00</u>	Net Collections - December	

Kiosk numbers for YE 2022:

		<u>YTD # of Transactions</u>	<u>Avg per Month</u>
\$ 49,634.56	Gross Collections		
\$ (2,809.50)	Fees	9,365	937
\$ (700.00)	Monthly T2 Svc charge		
\$ 46,125.06	Net Collections		
\$ 3,509.50	Total Fees		8%

Thank you,

Julia

Julia Stambaugh
Deputy Town Clerk/Administrative Supervisor



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
Julia@palmer-lake.org
www.townofpalmerlake.com

LAND USE Permits for December 2022

Item 18.

ADDRESS	TYPE OF WORK	EXPIRATION	# of Taps	REGIONAL NUMBER
			1039	
	TYPE	AMOUNT		
	Remodel	1		
	Other	2		
	TOTAL	3		



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

Office Use Only	
Case Number:	_____
Date:	_____
Fees \$250	_____
Check #:	_____
Rec'd By:	<u>MAJ</u>
Application Complete:	<u>11/23</u>

Vacation & Replat Application Form

Name of Applicant/Property Owner: Larry Stromer

Address: 113 Highland Road Palmer Lake CO Phone#: 719-641-3966

Email: larrysdoitall@hotmail.com

Name of Proposal: Replat lot line of lot 22 for 113 Highland road

Tax Schedule #: 7105306035

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder’s Office.

This is a Replat – A map which indicates an alternation from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

Please fill out the appropriate submission checklist to complete the application.

Location of Property: 113 Highland Road Palmer Lake CO.

Nearest Street Intersection: Highland Road and Hillside Existing Subdivision: Thompson’s sub div

Current Zoning and Uses of Surrounding Property: N: R-3

E: R-3

S: R-3

W: R-3

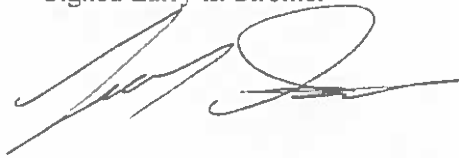
Signature of Owner:

Date: 22 Nov 2022

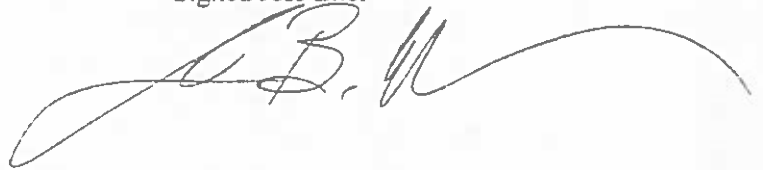
Intent to Replat

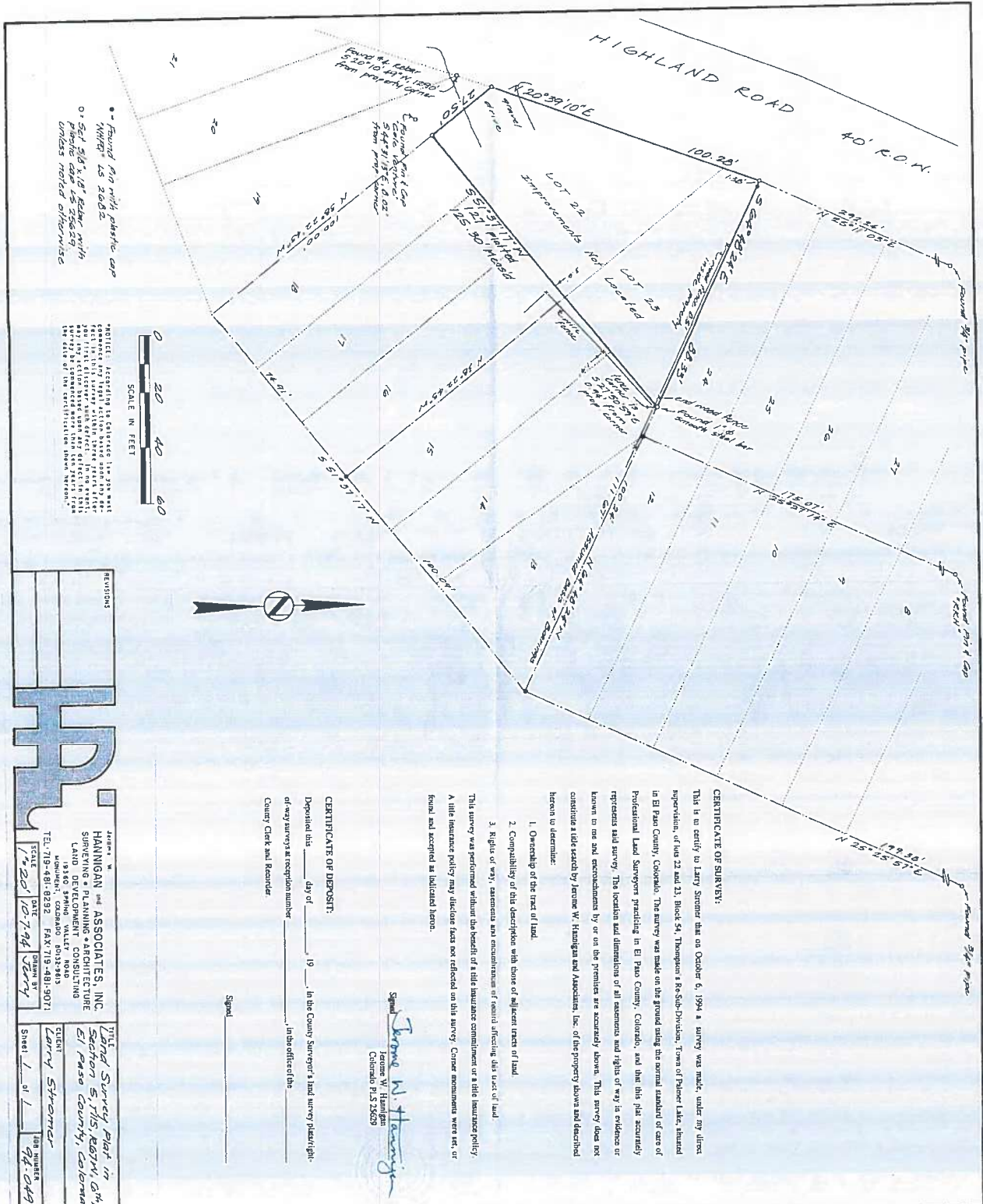
Replat. Owner of 113 Highland Road, Larry Stromer, Lot 22,23 is currently in the process of replatting west side of the Properties and adjoining Lot owned by Jess Eller. The owner of Lot 22,23 and Owner of Lot 19 shall execute an agreement setting forth the Parties' respective obligations with respect to the Replat, which shall include, but not be limited to, Owner of Lot 22,23 obligation to pay for the costs and expenses required to complete the Replat, and provide a copy of the approved final Replat, and that the replatted lots comply with all applicable laws, including, without limitation, zoning.

Signed Larry L. Stromer



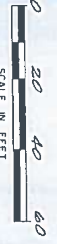
Signed Jess Eller





Found 1/2\"/>

NOTICE: According to Colorado law, the plat shall be filed in the office of the County Clerk and Recorder, El Paso County, Colorado, and the plat shall be subject to the provisions of the Colorado Plat Act, Chapter 125, Article 10, C.R.S. The County Clerk and Recorder shall not be responsible for the accuracy of the plat or the correctness of the information thereon.



HANNIGAN

JAMES W. HANNIGAN and ASSOCIATES, INC.
 SURVEYING & PLANNING ARCHITECTURE
 1415 1/2 SHAW WALKER ROAD
 MANitou, COLORADO 80132-9819
 TEL: 719-481-8232 FAX: 719-481-9071

DATE: 10/17/94
 SCALE: 1\"/>

CERTIFICATE OF DEPOSIT:
 Deposited this _____ day of _____, 19____, in the County Recorder's land survey jurisdiction of my survey at reception number _____, in the office of the County Clerk and Recorder.

James W. Hannigan
 Colorado PLS 25629

This survey was performed without the benefit of a title insurance commitment or a title insurance policy. A title insurance policy may disclose facts not reflected on this survey. Claim encumbrances were set, or found and accepted as indicated herein.

- CERTIFICATE OF SURVEY:**
- This is to certify to Larry Stroman that on October 6, 1994, a survey was made, under my direct supervision, of lots 22 and 23, Block 54, Thompson's Re-Sub-Division, Town of Palmer Lake, situated in El Paso County, Colorado. The survey was made on the ground using the normal standard of care of Professional Land Surveyors practicing in El Paso County, Colorado, and that this plat accurately represents said survey. The location and dimensions of all easements and rights of way, as evidenced or known to me and encroachments by or on the premises are accurately shown. This survey does not constitute a title search by James W. Hannigan and Associates, Inc. of the property shown and described herein to determine:
1. Ownership of the tract of land.
 2. Compatibility of this description with those of adjacent tracts of land.
 3. Rights of way, easements and encroachments of record affecting this tract of land.



-Ad Proof-

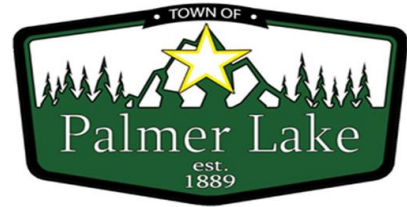
This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at (719) 476-1686 or email at haley.zinnel@gazette.com.

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**
Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on December 21, 2022, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider a request to replat tax schedule ID 7105306035, Lot 22, located at 113 Highland Rd. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on January 12, 2023, at 5 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 November 30, 2022.

Date: 11/23/22
Account #: 10341
Company Name: Town Of Palmer Lake
Contact: Julie Stambaugh
Address: PO Box 208
Palmer Lake 80133
Telephone: (719) 481-2953
Fax: (000) 000-0000

Run Dates:
Tri Lakes Tribune 11/30/22
Gazette.com 11/30/22

Ad ID: 156375
Start: 11/30/22
Stop: 11/30/22
Total Cost: \$39.93
of Lines: 18
Total Depth: 2.125
of Inserts:
Ad Class: 910
Phone # (719) 476-1686
Email: haley.zinnel@gazette.com



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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Resolution Approve the Replat Located at 113 Highland Road
Presented by: Town Administrator /Clerk		

Staff has reviewed and supports the approval of the replat and the recommendation of the Planning Commission, as noted, from the 12/21/22 meeting.

Consider Application for Vacation and Replat - 113 Highland Road.

Property owners, Larry and Nancy Stromer, 113 Highland Road, explained the vacation request for the replat. The adjacent property was formerly owned by Nancy Stromer’s family. The Stromers were unaware a portion of their property was now owned by Mr. Jess Eller. Both parties have agreed to the replat, with the stipulation that the Stromers will incur all costs and will comply with all legal requirements concerning the replat. There were no comments from the public. Staff had no concerns with this request. Commissioner Fisher would like to have pictures of the property. He wanted to be sure the property was a transfer between parties. Mr. Stromer stated that was the case. Commissioner Miner explained it as a gifting of land. MOTION (Miner, Fisher) to recommend the Board of Trustees approve the application as presented, with the understanding that all legal requirements are completed and filed with the appropriate entities. Motion PASSED (5-0).

Property owners, Stromer and Eller agree to replat the abutting lot line. Mr. Stromer will be present to speak to the request.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 9 - 2023

A RESOLUTION APPROVING A REPLAT OF INTERIOR LOT LINE OF LOT 22, LOCATED AT 113 HIGHLAND ROAD, 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;

WHEREAS, the Owner of Lot 22, located at 113 Highland Road, desires a replat and filed an application for replat with the Town; and

WHEREAS, the proposed replat meets all the minimum requirements of Chapter 16 zoning code, and other applicable Town ordinances; and there are no requests for waivers of any of the requirements of the various Town regulations and resolutions; and

WHEREAS, on December 21, 2022, the Planning Commission reviewed the application for replat and found that it will be acceptable and recommended approval of the replat as presented.

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

1. The replat of parcel 7105306035, Lot 22 located at 113 Highland Road, attached hereto as Exhibit A, and incorporated herein, evidencing the replat request by the Owner, 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.

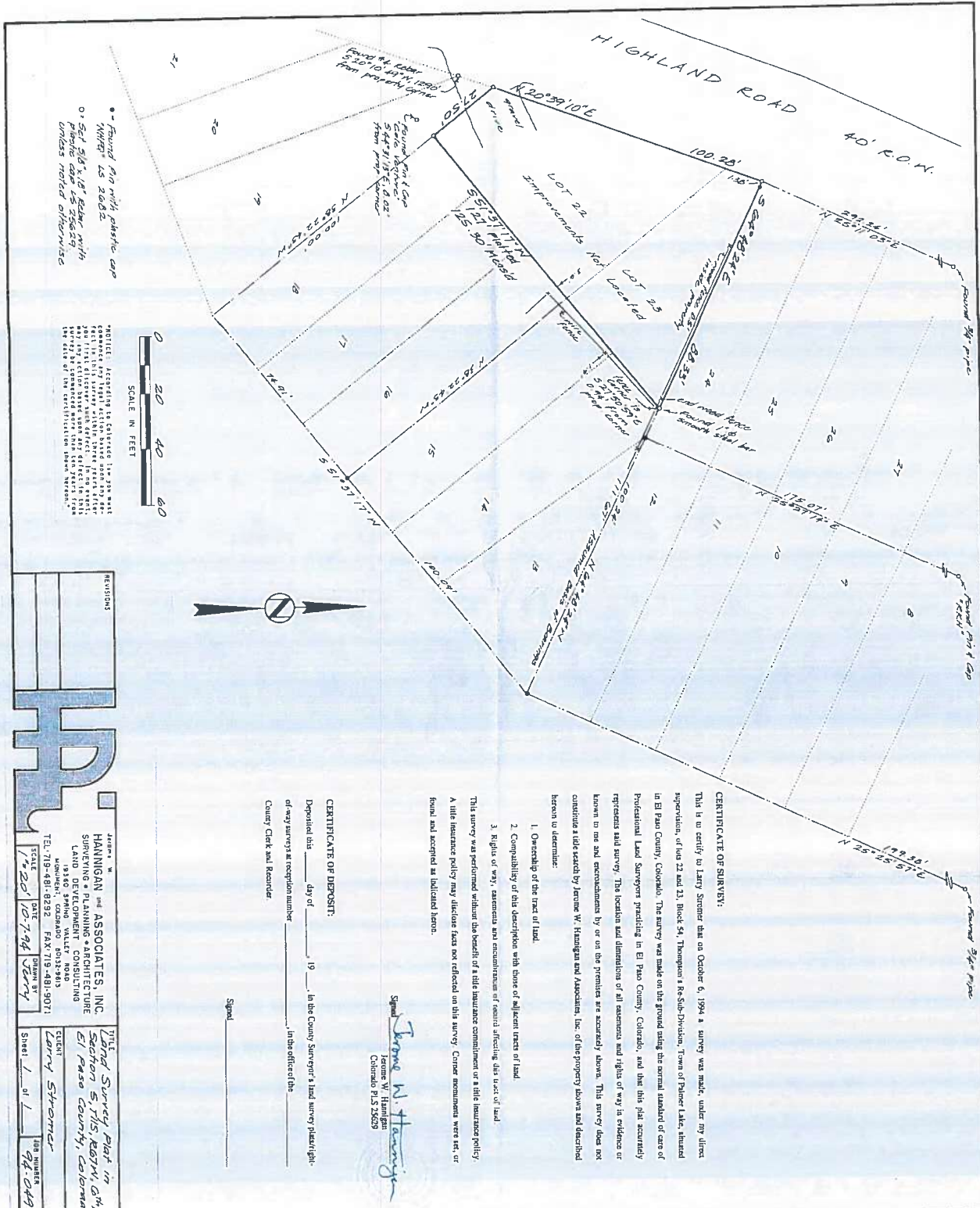
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

ATTEST:

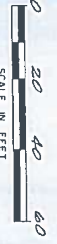
Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Found 1/2\"/>

NOTICE: According to Colorado law, the plat shall be filed in the public records of the county in which the land is located. The surveyor shall be held responsible for the accuracy of the survey. The surveyor shall be held responsible for the accuracy of the survey. The surveyor shall be held responsible for the accuracy of the survey.



HANNIGAN

JAMES W. HANNIGAN and ASSOCIATES, INC.
 SURVEYING & PLANNING ARCHITECTURE
 LAND 3100 SHAWNEE VALLEY ROAD
 DENVER, COLORADO 80231-9819
 TEL: 719-481-8232 FAX: 719-481-9071

DATE: 10/17/94
 DRAWN BY: [Signature]
 CHECKED BY: Larry Stroman
 SHEET: 1 of 1
 18 SHEETS

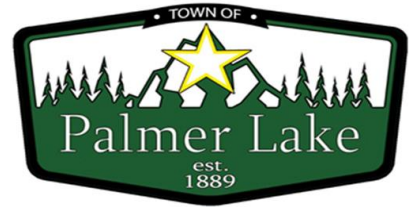
TITLE:
 Third Survey Plat in
 Section 5, T15S, R67W, 6th PM
 El Paso County, Colorado

CERTIFICATE OF DEPOSIT:
 Deposited this _____ day of _____, 19____, in the County Surveyor's land survey jurisdiction.
 of my survey at reception number _____, in the office of the _____
 County Clerk and Recorder.

James W. Hannigan
 Colorado PLS 25629

This survey was performed without the benefit of a title insurance commitment or a title insurance policy.
 A title insurance policy may disclose facts not reflected in this survey. Careful examination was not, or
 found and accepted as indicated herein.

- CERTIFICATE OF SURVEY:**
- This is to certify to Larry Stroman that on October 6, 1994, a survey was made, under my direct supervision, of lots 22 and 23, Block 54, Thompson's Re-Sub-Division, Town of Palmer Lake, situated in El Paso County, Colorado. The survey was made on the ground using the normal standard of care of Professional Land Surveyors practicing in El Paso County, Colorado, and that this plat accurately represents said survey. The location and dimensions of all easements and rights of way, as evidence or known to me and encroachments by or on the premises are accurately shown. This survey does not constitute a title search by James W. Hannigan and Associates, Inc. of the property shown and described herein to determine:
1. Ownership of the tract of land.
 2. Compatibility of the description with those of adjacent tracts of land.
 3. Rights of way, easements and encroachments of record affecting this tract of land.



Item 23.

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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Resolution to Extend Land Use Permit at Hwy 105 (Brenneman)
Presented by: Town Administrator /Clerk		

Property owner Randy Brenneman was approved for a land use permit and well permit earlier in 2022. Due to back and forth with the state, he only recently was able to secure a conditional well permit; thus, he was unable to utilize his land use permit and is requesting an additional 12 months.

Staff in in support of extending the land use permit, as requested.

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

RESOLUTION NO. 12-2023

**A RESOLUTION TO EXTEND A LAND USE PERMIT,
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 municipal land use permit is granted for new construction to be utilized within 12 months from the issue date; and

WHEREAS, the property owner at 420 Hwy 105, Palmer Lake, was unable to utilize the land use permit issued early 2022 due to securing a conditional well permit with the state.

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 expiration of the land use permit issued to Randy Brenneman for 420 Hwy 105, Palmer Lake, Colorado is hereby extended until January 21, 2024.

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 12TH DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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



Town of Palmer Lake

Est. 1889

EXTENSION TO LAND USE PERMIT

Extension Date: _____

Original Expiration Date: 01-21-2023

New Expiration Date: _____

Property Address: 420 Highway 105

Owner's Name: Randy Breneman

Mailing Address: 3433 Julian St. Denver CO 80211

Phone: Home: 720 984 8565 Work: Same

Builder/Contractor: Rick Shellenberger

Phone: Home: 719 213 5527 Work: Same

Tax Assessor Identification #: 71090 - 00 - 061

Legal Description:

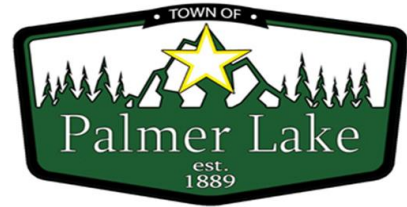
Lot No(s): _____ Block No: _____

Filing (Subdivision) Name: _____

- Construction Status: { } Remodel
- { } Addition
- Other

Randy Breneman
Owner/Builder Signature

Administrative Signature



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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Resolution to Authorize Filing the Application for Diligence for the Alluvial Well
Presented by: Town Administrator /Clerk		

Water Supervisor, GMS and Attorney Steve Jeffers worked together to satisfy the reasonable diligence application required on the conditional effluent exchange to the Town alluvial well (QAL4).

The application describes the work continued to confirm the conditional right for the Palmer Lake Monument Creek Exchange, allowing the town to divert water at a rate up to 100 gpm from the alluvial well.

This application will be filed before the end of January, otherwise, this conditional exchange will be cancelled.

Staff recommends the Board approve the Resolution to authorize a timely filing of the application, as enclosed.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 10-2023

A RESOLUTION TO AUTHORIZING THE TOWN TO FILE AN APPLICATION FOR FINDING OF REASONABLE DILIGENCE FOR THE CONDITIONAL WATER RIGHT DECREED FOR THE PALMER LAKE MONUMENT CREEK EXCHANGE AND CONFIRMING THE TOWN NEED FOR AND INTENT TO DEVELOP THAT CONDITIONAL WATER RIGHT

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, (“Town”) obtained a decree in Case No. 87CW69 confirming a conditional right for the Palmer Lake Monument Creek Exchange (“the Exchange”), which allows the Town to divert water at a rate up to 100 gpm from Palmer Lake Well QAL-4 in exchange for delivery to Monument Creek of fully reusable effluent from the use of non-tributary Denver Aquifer groundwater at the outfall of the Tri-Lakes Wastewater Treatment Facility; and

WHEREAS, the Exchange is intended to allow use of additional water in the Town’s municipal water supply system, and the Town needs the conditional water right to serve its present and future customers; and

WHEREAS, the most recent diligence decree requires the Town to file an application on or before January 31, 2023, to continue the conditional water right for the Exchange or to make it absolute, or that right will be cancelled; and

WHEREAS, the Town intends to develop the full amount of this conditional water right and needs additional time to complete this appropriation.

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

1. The Town hereby authorizes and directs the Town staff, consultants, and water attorneys to conduct such work as necessary to file and prosecute to completion an application in the water court for finding of reasonable diligence on or before January 31, 2023.
2. The Town hereby authorizes and directs the Town staff, consultants, and water attorneys to take such other actions as may be necessary to confirm diligence for the conditional water right and to continue the conditional amount on behalf of the Town.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

- 4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JANUARY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

District Court, Water Division No. 2 State of Colorado 501 N. Elizabeth St. Pueblo, CO 81003 (719) 404-8700	
CONCERNING THE APPLICATION FOR WATER RIGHTS OF THE TOWN OF PALMER LAKE, In Monument Creek IN EL PASO COUNTY	Court Use Only
Steven P. Jeffers, No. 17858 Casey Weaver, No. 56605 Lyons Gaddis, PC Attorneys for Town of Palmer Lake 950 Spruce Street, Suite 1B Louisville, CO 80027 Phone: (720) 726-3671 E-mail: sjeffers@lyonsgaddis.com ; cweaver@lyonsgaddis.com	Case No. 2023CW_____ (16CW3043; 09CW28; 02CW35; 95CW137; 87CW069) Water Division No. 2
APPLICATION FOR FINDING OF REASONABLE DILIGENCE	

1. **Name, address, telephone number of applicant:**

Town of Palmer Lake
 P.O. Box 208
 Palmer Lake, CO 80133
 (719) 481-2953
 dawn@palmer-lake.org

Please send pleadings to:
 Steven P. Jeffers, Esq.
 Casey Weaver, Esq.
 Lyons Gaddis, PC
 950 Spruce Street, Unit 1B
 Louisville, CO 80027

2. **Name of water right:** Palmer Lake Monument Creek Exchange.

3. **Describe the conditional water right from the Judgment and Decree:**

- A. **Original decree:** The District Court, Water Division No. 2, originally decreed the water right in Case No. 87CW069 on June 21, 1989.
- B. **Subsequent decrees awarding findings of diligence:** The Court entered diligence decrees in Case Nos. 95CW137 on March 8, 1996; 02CW35 on

February 7, 2003; 09CW28 on July 7, 2010; and 16CW3043 on January 17, 2017.

- C. **Legal description of the points of the exchange:** The exchange reach is decreed from the outfall of the Tri-Lakes Wastewater Treatment Facility upstream to the Palmer Lake Well QAL-4 as described below. A map showing the location of the exchange points is attached as **EXHIBIT A**.
- i. **Exchange-from point:** A point on Monument Creek at the outfall of the Tri-Lakes Wastewater Treatment Facility in the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 27, Township 11 South, Range 67 West of the 6th P.M., El Paso County, Colorado.
 - ii. **Exchange-to point:** Palmer Lake Well QAL-4, to be located in the NW $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 8, Township 11 South, Range 67 West of the 6th P.M., El Paso County, Colorado, at a point approximately 1,500 feet from the east section line and 10 feet from the north section line of Section 8.
- D. **Source:** Monument Creek for water to be diverted by exchange; nontributary Denver aquifer for water to be exchanged.
- E. **Appropriation:**
- i. **Date:** October 23, 1987.
 - ii. **Amount:** 0.223 cfs (100 gpm) CONDITIONAL
- F. **Use:** All municipal purposes, including domestic, agricultural, industrial, commercial, irrigation, stock watering, fire protection, recreation, fish and wildlife preservation and propagation, and all other beneficial purposes, including exchange purposes, replacement of depletions resulting from the use of water from other sources, relinquishment pursuant to section 37-90-137(9)(b), C.R.S., and all other augmentation purposes.
- G. **Depth:** Palmer Lake QAL-4 will be approximately 50 feet deep.
4. **Detailed outline of what has been done toward completion or for completion of the appropriation and application of water to a beneficial use as conditionally decreed, including expenditures:**

The Palmer Lake Monument Creek Exchange is a component part of Applicant's integrated water supply system, pursuant to section 37-92-301(4)(b), C.R.S. In support of its claim for diligence, Applicant completed the following activities during the period from January 17, 2017, through the date of the filing of this application:

- A. During the subject diligence period, Applicant constructed and/or replaced approximately 5,500 feet of water lines within its municipal system at a cost of \$ 158,348.
 - B. In 2019, Applicant relocated a portion of its water line to allow construction of a new pedestrian bridge at a cost of \$28,118.
 - C. In 2021, Applicant redrilled Well No. D-2, one of the decreed sources of water for the exchange, at a cost of \$657,601.
 - D. Applicant constructed an underground water storage tank in 2019 at a cost of \$1,600,000.
 - E. From 2018 through 2022, Applicant participated in discussions with Colorado Springs Utilities and other local water providers regarding proposed extension of the North Monument Creek Interceptor to deliver the Town's wastewater from the Tri-Lakes Wastewater Treatment Facility to the J.D. Phillips WWTP, to protect the Town's water rights, including this exchange. The Town paid in excess of \$3,800 in those negotiations.
 - F. Applicant's Board of Trustees passed Resolution No. ____ on January 12, 2023, approving the filing of this application seeking a finding of reasonable diligence in the development of the Palmer Lake Monument Creek Exchange and requesting continuance of the exchange for an additional six-years.
5. **No claim to make the conditional exchange ABSOLUTE:** NA.
6. **Name and address of the owners of any land upon which any new diversion structure will be constructed or modified is located:** Applicant.

WHEREFORE, Applicant requests that the Court enter a decree finding and determining that Applicant has exercised reasonable diligence in the development of the conditional water right and continuing the conditional water right for an additional six-years.

Respectfully submitted this ____ day of January 2023.

LYONS GADDIS, PC

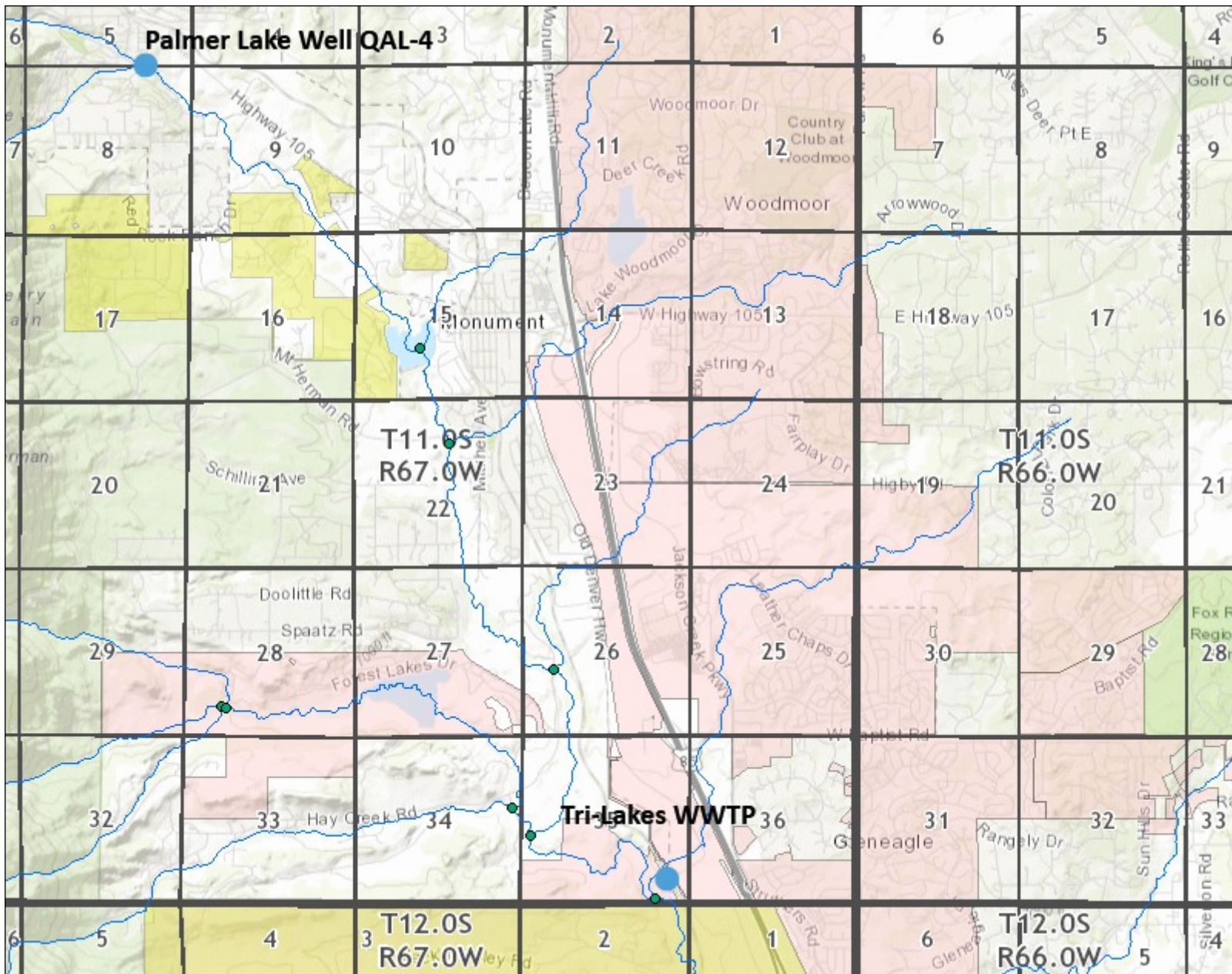
By _____
Steven P. Jeffers, No. 17858
Casey Weaver, No. 56605
**ATTORNEYS FOR APPLICANT,
TOWN OF PALMER LAKE**

VERIFICATION

I declare under penalty of perjury under the law of Colorado that the foregoing is true and correct.

Executed on _____, 2022, at the Town of Palmer Lake, Colorado.

Steve Orcutt, Certified Water Supervisor
Town of Palmer Lake



Legend

- Confluence Point
- Source Water Route Framework
- ▣ Township
- Section
- ▭ County
- Water Sanitation District Bound
 - WATER AND SANITATION
 - WATER DISTRICT



Notes

EXHIBIT A
Application of Town of Palmer Lake
Case No. 23CW_____(87CW069,
16CW3043)

1.77 0 0.89 1.77 Miles

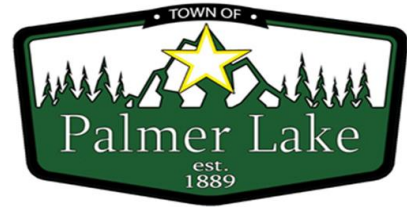


1: 56,128



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Date Prepared: 12/12/2022 4:39



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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Resolution to Modify the Water Tap Fee and Water Usage Rate to 7% (vs annually 3%) to get to Intended Rates
Presented by: Town Administrator /Clerk		

Background

As previously discussed at prior Board meetings (historical information included), in 2021, the Board was informed of rates not being increased appropriate pursuant to 2019 Resolutions – increase three water rates including tap fee, water usage and base rate annually in January by 3%.

Staff recommendation is to increase two rates, previously not raised, to 7% to get these to the intended level. These rates are reflected in the draft Master Fee Schedule for your consideration.

Water Analysis Work

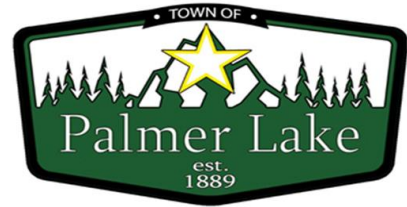
With over a year of proper data of the water fund revenue, staff was directed last fall to move forward with an analysis of the water fund – revenue, rates, assets, and debt obligation. The individual with Rural Community Assistance Corp that staff initially secured to conduct the review at no charge is changing jobs. There is no timeline of a plan to rehire his position and Rural Community is scheduled out to the fall of 2023.

We sought other contacts from Rural Water, and obtained the following 2 options:

- Independently (Chris, CO) offered to conduct a comprehensive rate analysis (including asset planning) at not to exceed cost of \$10,000 within 5 months
- CRWA (Carl, MO – previously conducted rate analysis in 2018) offered to conduct rate analysis including capital improvements at cost of \$9,000 within six months

Staff is confident that Administration can absorb this cost and recommends keeping this effort moving forward. We request the Board’s support to initiate an agreement for services with one of the above to bring a completed analysis with recommendations to the Board for consideration on the water fund.

dc



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

DATE: October 13, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Direction – Water Rate Recovery

Background

As previously informed to the Board in the enclosed memo, it is anticipated that the rates, as collected to date, will not cover the forecasted payments for the water enterprise fund loans. Please note the following facts.

History:

In 2016, base rate = 38.85; water loan = 11.51; usage rates start at **.39/100 gal**. Total minimum bill = **54.25**

In Jul 2018 (on time), water loan was increased to **17.76** to cover new (second) loan. Total minimum bill = **60.50**

- In April 2019, Resolution 4-2019 increased minimum monthly charge to **62.41** and increased usage rates
- In May 2019, Resolution 11-2019 increased tap fees to \$20,000 and up

In Jul 2019 (on time), base rate = 40.76 (minimum monthly bill = **62.41**), usage rates start at **.74/100 gal**

In Feb 2020 (on time), base rate/cap imp was increased 3% but usage rates were *not* increased
Base rate = 41.98 (minimum monthly bill = **63.94**), usage rates start at **.74/100 gal**

In Apr 2021, base rate/cap imp rates were increased 3% (two months late) and usage rates and tap fees were increased 3% (fourteen months late)
Base rate = 43.24 (min monthly bill = **65.32**), usage rates start at **.76/100 gal**

In Feb 2022 (on time), base rate/cap imp and usage rates were increased 3%
Base rate = 44.54 (min monthly bill = **66.75**), usage rates start at **.79/100 gal**

Where and how long were fee increase(s) missed?

1. Larger tap sizes were historically charged the same rates as ¾” taps until March 2021. Per code, larger tap sizes should have been charged at a higher rate. It appears they were not until March 2021. There were a total of 15 “larger” taps.
2. The usage rate and tap fee increases that happened in April 2021 was 14 months late.
3. Due to #2, the usage rate and tap fee increase effective in April 2021 was 3% less than what was intended per the Resolution 4-2019 (timely original 3% + additional 3%).
4. Similarly, due to #3, the usage rate and tap fee increase effective in February 2022 was 3% less than what was intended per Resolution 4-2019 (timely original 3% + additional 3%).



5. The base rate/cap imp and usage rate increase in April 2021 was 2 months late.

Note: this was intentional due to the billing provider change in March and not wanting to create confusion that the rate increase was due to changing providers.

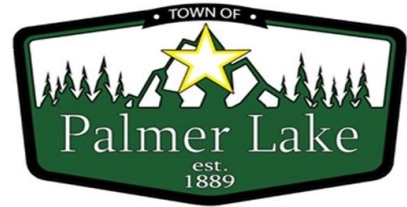
Conclusions to Consider:

1. Accounts with “larger” taps have grossly underpaid for decades.
2. Adjust current rates to the intended level - consequence of April 2021 usage rate increase being 14 months late; therefore, the proposed 2023 “catch up” usage rate increase should be approximately **7%** to be at the intended rate at this time.
3. The lost revenue due to the April 2021 increase being 2 months late is relatively inconsequential.
4. Should rates be analyzed for a recommendation to restructure to meet the obligation for loans?
5. Should the loan payment portion of the billing have a rate increase applied?

Note: The Capital Improvement portion of the billing is 10% of the base rate, thus increasing with the base rate.

Note: The next water fund rate increase will be effective in January for the February billing.

Staff requests that the Board consider direction to plan an increase for 2023 to make up the intended rate level and initiate conducting a rate analysis to recommend possible amendment to the rate structure for the water enterprise fund.



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

DATE: October 27, 2022	ITEM NO.	SUBJECT: Water Fund – Rates and Loan Obligations
Presented by: Town Administrator /Clerk		

Background

As early as January 2021, discussions of the incorrect water billing and inaccurate water rates were addressed with the Board of Trustees. Note minutes from the following 2021 meetings –

(1/28/21 Agenda Item) 13. Discussion/Direction Relating to Water Billing – Annual Increase, Corrections. Discussion took place about the requirements laid forth by Resolution for appropriate cash flow committed to pay back loans as well as the discrepancies in past years not following through with the described annual increases. Annual increase should be 3% on the monthly base rate, the unit charge per gallon on billing and the tap rate. Historically, only one of the increases took place. Corrections to address were customers billed for a ¾ inch tap vs. actual 1 to 2” tap respectively. MOTION (Currier) to apply the annual 3% as laid forth and make corrections for larger tap size. Discussion took place about commercial accounts and the impact in this time of COVID. Dee Banta requested clarification of the number of accounts the correction will impact. Stuart Currier stated that the usage is what matters not the pipe size. **MOTION (Stuth, Padgett) to table this item until the February 11 meeting. Roll call vote – aye (5); nay (0).** Motion PASSED.

(2/11/21 Agenda Item) 16. Direction on Established Rate Increase and Correction to Water Billing. Mayor Bass suggested that items 16 and 17 be continued to the next meeting. **MOTION (Bass, Havenar) to table item 16 and 17 until February 25th. Roll call vote – aye (7); nay (0).** Motion PASSED.

(2/25/21 Agenda Item) 12. Direction to Correct Water Billing and Establish Rate Increases. Mayor Bass provided background of this item from past meetings. Discussion took place about loan payments. Staff assured members that loan payments are being covered but the forecasted revenue for water improvement and the increase of loan payments beginning in 2024 will come up short without the established rate increases laid forth in the 2019 Resolutions. The corrections were restated – correct billing larger size taps accordingly as well as a 3% increase to the following – new water tap fee, base rate fee, and usage tier rates. Trustee Dawson inquired about the projections for capital improvement and staff will review to assemble. **MOTION (Bass, Dawson) to approve the corrections and rate increases as presented. Roll call vote – aye (6); nay (1 - Stuth).** Motion PASSED. Collins mentioned that with the roll out of a new billing provider in March, staff will make increases effective in April to allow for ample notice to water customers.

As originally presented and reviewed early in 2021 with the Board and again reviewed at the 10/13 meeting, the issues are noted below.

Where and for how long were fee increases missed?

1. Larger tap sizes were charged the same rates as ¾” taps until March 2021. Per the Water Supervisor, a larger tap size should have been paying a higher rate. It appears they never did, until March 2021. There are 15 such “larger” taps. These accounts have been corrected per the direction of the Board in 2/2021.
2. The usage rate increase directed in April 2021 was 14 months late.
3. Due to #2, the usage rate increase in April 2021 was still 3% less than what was intended per Resolution 4 of 2019.
4. Similarly, due to #3, the usage rate increase effective in Feb 2022 was still 3% less than what was intended per Resolution 4 of 2019.



- The base rate/cap imp and usage rate increase in April 2021 was 2 months late. (This was somewhat intentional as we changed billing providers in March and did not want to create confusion that the rate increase was an error due to changing billing providers.)

Why did we transition to Amcobi?

Something needs to be stated about the change to Amcobi billing service. The condition of the data that staff previously had with the prior billing service provider was poor.

Staff chose and the Board supported great value and service for our residents at a reasonable cost. The costs to the town and to the resident compare as follows:

WATER BILLING PAYMENT PROCESSING FEES				
Payment Type	Provider			
	White Mountain		AmCoBi/Paymentus	
	Town pays	Resident pays	Town pays	Resident pays
Credit/Debit Card	5.44%	5.44%	0	2.95%
Electronic Check	5.44%	5.44%	0	0
Cash/Check	0	0	0	0

The best water billing system requires excellent data management. This requires tracking all of the water account contact information, previous and current meter reads, accurate billing calculations, flexible billing options (ie., postal mail and email), flexible payment options, accurate payment recording (with low service fees), and complete account history. This also requires tracking changes to ownership, rentals, misreads, and timely and accurate communication and problem-solving.

The prior system did not meet these needs. The software interface was archaic, not intuitive, and had several bugs to the system. For example, often an account balance on one tab did not match the account balance on another tab. Sometimes switching between tabs took staff to an entirely different account. Many functions would generate database errors and staff were told to click “Ignore” repeatedly to bypass the error. Some functions on the read/write did not work at all and closing a read-only instance did not completely clear up the problem and the PC had to be shut down. All autopayments would post even if they failed. When an issue was not resolved, a manual adjustment was required. In addition to these inefficiencies, the historical data was basically inaccurate or unavailable. Much of the meter reading prep and import, as well as the in-house billing process, was rather tedious, and generally had issues demanding hours of staff attention. Although the admin staff managed to send bills each month, the consistency and accuracy of the bills suffered greatly. The prior billing prep process and the data import process often required support from the billing provider and the meter system provider for a successful import. The prior system did not provide electronic/email bills. The format of the previous bills lacked basic detail such as the prior month’s information, lacking historical data. Processing bills came at a cost - printing and folding process required paper, ink, and envelopes for 1000 accounts. This added wear on the copier and requires the lease of a folding machine that is almost exclusively used for this once-a-month process. The envelope stuffing required labor/time of another staff member or two, processing a separate payment, and a trip to the post office. Special circumstances, such as residents with multiple accounts requesting all bills be mailed together, required manual work. Throughout the month, the system required payments to be posted and investigation of customer inquiries. It was not web-based and ran locally on one PC; thus only one staff member had access to view it. This describes some, but not all, of the issues previously experienced.



Amcobi meets the needs identified above. It is primarily a data management system for utilities. It is a modern, web-based system and offers complete customer service while also providing a portal for town staff. The provider is based in Colorado Springs with a call center. The system interfaces directly with the meter read system, and any issues are managed by the provider. The creation of bills is included in the cost to the town and bills are emailed and/or printed and postal mailed by the provider. The bills are modern, easy to read, provide rate detail and historical information. The payment options are like current options, but autopay charges are about half the current rate. The provider will manage resident calls but staff can assist in any means necessary for the water customer.

Additionally, having Amcobi care for the billing process frees staff to conduct other work that has been ignored, specifically records management, development of the Court Clerk role and licensing procedures for permits and licensing in the town.

A very significant fact is that prior to this 2021 change, staff had nearly none or inaccurate historical information about water accounts to assist in forecasting. Since April 2021, we now have confidence of meaningful data to work with. Staff has reached out to a rep of Rural Community Assistance Corporation (RCAC) to conduct a complete water rate analysis and forecast over the next few months to develop equipment replacement and capital improvement saving at no charge to the town. In the meantime, Colorado Water Resources and Power Development Authority will review our water fund financial statements and revenue to determine a necessary water rate to meet/maintain the fund requirements.

Staff suggests, at a minimum, to get two of the past rates not regularly increased to the intended rate, increasing them by 7% in 2023.

PALMER LAKE, COLORADO

RESOLUTION NO. 13 - 2023

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, SETTING A DIFFERENT INCREASE TO THE WATER TAP FEE AND THE WATER USAGE RATE FOR THE TOWN

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

WHEREAS, by Ordinance 5 of 2018, as codified in Section 13.02.020 of the Town of Palmer Lake Municipal Code, the Town has provided that the water base rates, tap fees, and usage fees may be set by resolution of the Board of Trustees (“Board”); 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 to ensure that the Town is adequately funding existing operations, equipment repair and replacement, other capital improvement plans and debt service; and

WHEREAS, respective resolutions were passed in 2019 to increase these respective rates annually; and

WHEREAS, the increases did not appropriately take place; and

WHEREAS, it is recommended to increase the Water Tap Fee and Water Usage Rate by 7% in 2023 to bring those rates to the intended level.

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 tap and service connections to the Town’s water system shall pay one time tap fees (for new taps only) as follows, and, commencing with the next billing cycle following approval of this resolution, all customers shall pay monthly base rates dependent on tap size and meter type as follows:

Tap Size	Tap Fee
0.75"	\$ 22,703.26
1"	\$ 41,587.83
1.5"	\$ 73,061.36
2"	\$ 110,828.23

The fees set forth above shall be adjusted at this rate for 2023 only and subsequently continue the intended 3% 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 sold at the following per gallon usage rate:

2023 Usage Tiers		
Min	Max	\$ per gallon
1-	4999	0.00840
5000-	9999	0.01008
10000-	99999	0.01210

The rates set forth above shall be adjusted at this rate for 2023 only and subsequently continue the intended 3% increase, unless directed otherwise by Resolution by the Board of Trustees.

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.

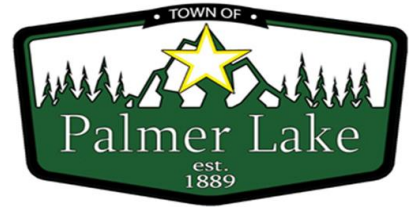
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF JANUARY, 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Item 26.

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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Resolution to Consider Adoption of the Master Fee Schedule for 2023
Presented by: Town Administrator /Clerk		

As previously presented and reviewed with the Town Board of Trustees, the master fee schedule is in redline format for final review and adoption for 2023.

One additional item that staff would like considered at a future date is the addition of a pre-application fee for staff review of site development plans for more than one single family dwelling (ie., subdivision, development of property, or redevelopment of existing plats). A recommendation will be forthcoming as it relates to staff review of these plans, which include Town contracted consultants – engineering, stormwater, legal, etc.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 11-2023

A RESOLUTION TO ADOPT THE TOWN MASTER FEE SCHEDULE 2023

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 Town Board of Trustees desires to maintain a fee schedule for Town fees for convenience to the Town Staff and the Citizens and Businesses of the Town of Palmer Lake.

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 adopts the Master Fee Schedule for the year 2023, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF JANUARY 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE FEE SCHEDULE

	2022 2023 FEE	Code Ref:
ADMINISTRATION - LICENSES & PERMITS		
BUSINESS LICENSE		Ch 5.04
New Application	\$75	
Annual Renewal	\$50	
SIGN PERMIT	\$100	
SHORT TERM RENTAL		Ch 5.08
Class 1 owner occupied		
New Application	\$250	
Annual Renewal	\$150	
Class 2 non-owner occupied		
New Application	\$500	
Annual Renewal	\$300	
LODGING FEE (less than 30 consecutive days)	\$2 / night	Ch 3.08
OUTDOOR AMPLIFIED SOUND EVENT PERMIT	\$0	
PUBLIC DISPLAY PERMIT	\$0	Ch 5.36
LIQUOR SPECIAL EVENT PERMIT (non-profit ONLY)	\$100 / day	
LIQUOR LICENSE - Local Fee		Ch 5.24
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/liquor		
<i>*Meet with Town Clerk for NEW application packet including all respective fees</i>		
New License Application	\$1,000	
Transfer of Ownership	\$750	
Change of Location	\$750	
Renewal Application	\$100	
Corporation/LLC Change - Legal Entity	\$100	
Manager Registration	\$75	
Take Out / Delivery Permit	\$15	
Local License Fee - Restaurant/Lodging/Tavern (depends on license type)	\$75	
MARIJUANA LICENSE - Local Fee		Ch 5.20/21
<i>*See Colorado Department of Revenue (Fee to State - New & Annual Renewal)</i>		
https://sbg.colorado.gov/med/applications-and-forms		
<i>*Meet with Town Clerk for NEW application packet</i>		
New (Initial) Application Fee	\$2,500	
New/Annual Renewal License Fee for Medical MJ	\$1,500	
New/Annual Renewal License Fee for Recreational MJ	\$2,000	
Change - Modification of Premises	\$500	
<i>*Note: DR 8545, item 3. MOP - Local Licensing approval prior to MED approval per Rule 2-260</i>		
Change - Legal Structure (Member)	\$500	
Transfer of Ownership	\$2,500	
DUPLICATE LICENSE FEE	\$10	
LATE RENEWAL FEE > 30 DAYS	\$15	
SOLICITOR/PEDDLER PERMIT	\$25 / day	Ch5.12/16
SPECIAL EVENT PERMIT	\$100 / event	
<i>*Fee plus applicable reservation/rental fees</i>		
TOWN PROPERTY - RESERVATION & RENTAL FEES		
PALMER LAKE PAVILION		
Resident - minimum 4 hour	\$50 / 4-hour	

TOWN OF PALMER LAKE FEE SCHEDULE

	2022 2023 FEE	Code Ref:
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
VILLAGE GREEN / GAZEBO		
Resident - minimum 4 hour	\$50 / 4-hour	
Resident - full day	\$100 / day	
Non-resident - minimum 4 hour	\$75 / 4-hour	
Non-resident - full day	\$150 / day	
CENTENNIAL PARK / GAZEBO		
Resident	\$75 / day	
Non-resident	\$100 / day	
GLEN PARK / PICNIC AREA		
Resident	\$50 / day	
Non-resident	\$75 / day	
NON-REFUNDABLE (PORTION) RESERVATION FEE	\$25	
PLUS DAMAGE DEPOSIT FOR PROPERTY (Refundable)	\$75	
ROCKIN RAILS DISC GOLF COURSE		
Special Event	\$150 / day	
League Play (criteria)	\$250 / year	
REFUNDABLE DAMAGE DEPOSIT	\$250 / event	
HISTORIC TOWN HALL		
Rental Event by Hour	\$50 / hour	
Non-Profit Event	\$25 / event	
RENT/ Round Tables (10) & Chairs (80)	\$250 / event	
Set: 1 table & 8 chairs	\$25 / set	
Town Hall Maint/Utility Fee	\$65 /event	
PLUS Damage Deposit (Alcohol)	\$500 / event	
GLEN TRAILHEAD PARKING (+ applicable payment process fee)	\$5 / day	
<i>*Holiday/special event parking may be modified</i>		

PUBLIC WORKS & WATER FEES

NEW WATER TAP/LINE SET	\$21,218.00	Ch 13.08
Tap Fee, based on tap size:		
3/4" (or smaller)	\$ 22,703.26	
1"	\$ 41,587.83	
1.5"	\$ 73,061.36	
2"	\$ 110,828.23	
Meter (with accessories and inspection)	\$650.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2022	2023	FEE	Code Ref:
<i>Coordinate with Water Department for inspection</i>				
Minimum Monthly Bill (before usage), based on tap size:				
3/4" (or smaller)	\$ 66.75	68.23		
1"	\$ 87.68	89.78		
1.5"	\$ 122.88	126.03		
2" (and larger)	\$ 165.14	169.56		
Water Usage Rate (meters read in 100 gal increments)				
1-4999 gal	\$ 0.785	0.840	per 100 gal	
5000-9999 gal	\$ 0.942	1.008	per 100 gal	
10,000-99,999 gal	\$ 1.134	1.210	per 100 gal	
<i>Tap Fees, Base Rates, and Usage Rates subject to annual 3% increase per Resolutions 4 and 9 of 2019</i>				
LATE PAYMENT FEE		\$15 / mo		
PAST DUE INTEREST RATE (water charge only)		18% / yr		
SHUT OFF / TURN ON DUE TO NON PAYMENT		\$20 /incident		
SHUT OFF / TURN ON SERVICE CALL DURING BUSINESS HOURS		\$0		
NON-EMERGENCY SERVICE CALL		\$45 /incident		
EMERGENCY SERVICE CALL		\$0		
RESIDENTIAL WELL PERMIT (subject to \$15,000 drilling allowance)	\$21,218	\$22,703.26		
STREET CUT PERMIT (ROW)		\$200		
DEMOLITION PERMIT		\$100		
LAND USE APPLICATIONS				
<i>*Fee PLUS applicable land use calculated fees/application</i>				Ch 16
NEW CONSTRUCTION (Building Permit)		\$200+		
OTHER (Remodel, Re-roof, Deck, etc)		\$50+		
PRELIMINARY PLAT		\$500+		
FINAL PLAT		\$500+		
MASTER PLAN		\$1,000+		
MINOR SUBDIVISION (less than 5 parcel)		\$750+		
REPLAT APPLICATION		\$500+		
ROW VACATION		\$500+		
PLANNED UNIT DEVELOPMENT (PUD) REQUEST		\$1,000+		
ANNEXATION REQUEST		\$1,000+		
CONDITIONAL USE		\$250		
VARIANCE REQUEST		\$400		
REZONING REQUEST		\$500		
ADMINISTRATION - OTHER FEES				
NOTARY SERVICE		\$0		
LATE FEE / MONTH (after 30 days as applicable)		\$15		
NSF FEE (Includes bank service fee, if applicable)		\$29		
PUBLIC RECORD / CORA				
Letter size (b/w photocopy - pg 1-5 no cost)		\$0.25 / page	> 6	
Legal or larger b/w photocopy		\$0.50 / page		
FAX Transmittal		\$2 / page		
Document certification		\$5 / Cert		
Portable media - CD/DVD/Flash Drive		Actual Cost		
Research, Retrieval, Data Manipulation (1st hour no cost)		\$30 / hour		

TOWN OF PALMER LAKE FEE SCHEDULE

		2022 2023 FEE	Code Ref:
US First Class Mail requested		USPS rate	
FIRE SERVICES	NOTE: new fire review/inspection fees TBD based on 2015IFC		2015 IFC
PLAN REVIEW			
Subdivision/Development Plans	< 10 acres	\$500	
	> 10 acres	\$750	
Single Family Residence (1 inspection)		\$0 \$100	
Tenant Finish/Remodel (Non-single Family) Commercial			
	< 1500 SF	\$174	
	1500 - 5000 SF	\$312	
	5001 - 10,000 SF	\$1,521	
	10,001 - 50,000 SF	\$1,782	
	50,001 - 100,000 SF	\$2,673	
	> 100,001 SF	\$6,855	
New Building/Addition (Non-single Family)			
	< 3000 SF	\$480	
	3001 - 5000 SF	\$754	
	5000 - 10,000 SF	\$1,521	
	10,001 - 50,000 SF	\$1,782	
	50,001 - 100,000 SF	\$2,673	
	> 100,001 SF	\$6,855	
FIRE INSPECTION			
Fire Protection/Alarm Systems	< 20 device	\$125	
		Plus \$1.25 / device	
	> 20 device	See CSFD fee schedule	
Kitchen Hood/Duct System		\$125	
Re-inspection per incident (permitted project)		\$106	
Variance Request		\$500	
Work at Risk		\$137	
Nuisance (after 5th call)		\$325 / call	
Fire Watch (minimum 2 hours)		\$138 / hour	
Site Safety Inspection		\$50	
<u>Water Plan Reviews & Inspections</u>			
Plan review		\$140.00	
Inspection first fire hydrant		\$115.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2022 2023 FEE	Code Ref:
Inspection each additional hydrant	\$58.00	
Inspection, per fire line	\$230.00	
Water tank for fire suppression	\$650.00	
<u>Construction Plan Reviews & Inspections</u>		
A-1 - 50,000 square feet (sq. ft.) or less A-1 - 50,000 + sq. ft. - 150,000 sq. ft.	\$1,377.00 - \$1,402.00	
A-2 - 5,000 sq. ft. or less	\$440.00	
A-2 - 5,000 + sq. ft. - 10,000 sq. ft.	\$567.00	
A-2 - Each additional 10,000 sq. ft. or portion thereof greater than 10,000 sq. ft.	\$567.00	
A-3 - 12,000 sq. ft. or less	\$440.00	
A-3 - 12,000 + sq. ft. - 50,000 sq. ft.	\$567.00	
A-3 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$567.00	
A-4 - 12,000 sq. ft. or less	\$510.00	
A-4 - 12,000 + sq. ft. 50,000 sq. ft.	\$740.00	
A-4 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$740.00	
A-5 - 10,000 sq. ft. or less	\$510.00	
A-5 - 10,000 + sq. ft. - 50,000 sq. ft.	\$1,300.00	
B - 10,000 sq. ft. or less	\$312.00	
B - 10,000 + sq. ft. - 50,000 sq. ft.	\$370.00	
B - 50,000 + sq. ft. - 100,000 sq. ft.	\$567.00	
B - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$567.00	
F-1 - 12,000 sq. ft. or less	\$498.00	
F-1 - 12,000 + sq. ft. - 50,000 sq. ft.	\$765.00	
F-1 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$765.00	
F-2 - 12,000 sq. ft. or less	\$370.00	
F-2 - 12,000 + sq. ft. - 50,000 sq. ft.	\$625.00	
F-2 - Each additional 50,000 sq. ft. or portion thereof greater than 50,000 sq. ft.	\$625.00	
H - All groups	\$382.00	
I-4	\$450.00	
M - 10,000 sq. ft. or less	\$370.00	
M - 10,000 + sq. ft. - 50,000 sq. ft.	\$440.00	
M - 50,000 + sq. ft. - 100,000 sq. ft.	\$880.00	
M - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. ft.	\$440.00	
R-1 - Up to and including 30 sleeping units	\$510.00	
R-1 - 31 to 100 sleeping units	\$1,755.00	
R-1 - Each additional 30 sleeping units or portion thereof greater than 100	\$510.00	
R-2 - Up to and including 10 dwelling/sleeping units	\$255.00	
R-2 - 11 - 30 dwelling/sleeping units	\$370.00	
R-2 - 31 - 100 dwelling/sleeping units	\$797.00	
R-2 - 101 - 150 dwelling/sleeping units	\$1,785.00	
R-2 - 151 - 200 dwelling/sleeping units	\$2,270.00	
R2 - Each additional 50 dwelling/sleeping units or portion thereof greater than 200	\$567.00	
R-2 - Townhomes, per building	\$150.00	
R-3 - Wildland urban interface (WUI) home	\$200.00	
R-4	\$370.00	
S-1 & S-2 - 10,000 sq. ft. or less	\$312.00	
S-1 & S-2 - 10,000 sq. ft. - 50,000 sq. ft.	\$510.00	
S-1 & S-2 - 50,000 sq. ft. - 100,000 sq. ft.	\$975.00	

TOWN OF PALMER LAKE FEE SCHEDULE

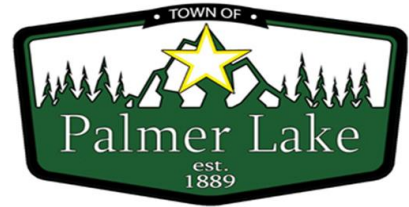
	2022	2023	FEE	Code Ref:
S-1 & S-2 - Each additional 50,000 sq. ft. or portion thereof greater than 100,000 sq. Ft			\$510.00	
U			\$255.00	
Other occupancies or uses not listed			\$740.00	
Shell building			\$382.00	
Foundation only/ superstructure/ limited review			\$75.00	
Smoke management system, exhaust method			\$1,160.00	
Smoke management system, pressurization method			\$3,125.00	
Radio amplification			\$230.00	
Other construction permits not listed			\$370.00	
<u>Fire Alarm System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>				
5-Device letter			\$100.00	
50 or less initiating devices and/or notification appliances			\$312.00	
51 - 100 initiating devices and/or notification appliances			\$567.00	
Each additional 20 initiating devices and/or notification appliances greater than 150			\$995.00	
Residential fire alarm system - single family home			\$300.00	
Change in monitoring technology			\$185.00	
Firefighter communications systems other than radio amplification			\$415.00	
2-way elevator communications			\$300.00	
<u>Fire Sprinkler System Plan Reviews & Inspections (Triggered by Occupancy Type)</u>				
20 - Head letter			\$100.00	
100 sprinkler heads or less, includes 1 wet pipe sprinkler system riser			\$497.00	
101-200 sprinkler heads			\$740.00	
201-300 sprinkler heads			\$995.00	
Each additional 100 sprinkler heads or portion thereof greater than 300			\$255.00	
Each additional wet pipe sprinkler system riser and/or backflow retrofit			\$242.00	
Each standpipe system riser			\$242.00	
Each dry pipe, preaction, and/or deluge system valve			\$242.00	
Each fire pump or foam system			\$530.00	
13D system, sprinkler systems in one- and two-family dwellings and manufactured home:			\$425.00	
NOTE: Three sprinkler system inspections shall be allowed, per permit, prior to assessing a trip fee.				
<u>Fixed Fire Extinguishing System Plan Reviews & Inspections</u>				
First wet/dry chemical extinguishing system			\$370.00	
Each additional wet/dry chemical extinguishing system			\$127.00	
Gaseous extinguishing system			\$880.00	
Water mist extinguishing system			\$1,900.00	
<u>Miscellaneous Permits & Plan Reviews</u>				
Cancelled projects prior to permit, per hour or portion thereof			\$140.00	
Work at Risk Permit			\$500.00	
System Demolition Permit			\$185.00	
Pre-plan submittal consult, free first thirty minutes, \$140 each subsequent hour or portio			\$140.00	
<u>Miscellaneous Inspections</u>				
Convenience inspection, first two hours or portion thereof			\$350.00	

TOWN OF PALMER LAKE FEE SCHEDULE

	2022	2023	FEE	Code Ref:
Convenience inspection, exceeding two hours, each additional hour or portion thereof			\$175.00	
Courtesy inspection, per hour or portion thereof			\$115.00	
Trip Fee, second and subsequent partial inspection			\$200.00	
Re-inspection			\$100.00	
NOTE: A re-inspection fee may be applied is the site is inaccessible and/or work is not sufficiently pre-tested, or hazards are not completed in the required timeframe.				
<u>Definitions/Explanations</u> *see addendum				
<u>Hazardous Materials (Construction Associated with Building Permits)</u>				
See Chapter 2 of the International Fire Code for occupancy classification examples				
M - Up to and including 10,000 sq. ft			\$295.00	\$510.00
<u>Operational Permits</u>				
Special Events/Fairs			\$150.00	
Miscellaneous Combustible Storage			\$150.00	
Open Flames and Candles			\$150.00	
Storage of Scrap Tires & Byproducts			\$200.00	
Temporary Membrane Structures, Tents and Canopies			\$100.00	
Explosives/Blasting			\$50.00	
Pyrotechnics, Fireworks, Special Effects/Theatrical Performances			\$150.00	
Food Vendor with Flame Device			\$25.00	
POLICE SERVICES				
INK FINGERPRINTS			\$20	
VIN VERIFICATION			\$10	
VIN VERIFICATION FOR ADDITIONAL VEHICLE(S)			\$5	
<i>Check or Money Order - Payable to Town of Palmer Lake</i>				
<i>Credit Card payment at www.townofpalmerlake.com (MUST specify what payment is for)</i>				
<i>Coordinate appointment with Police: Call 719-481-2934</i>				
EXTRA DUTY ASSIGNMENT				\$50 / hour
PUBLIC SAFETY RECORD REQUESTS				
Traffic Accident Reports			\$10	
Case Reports (1-10 pages)			\$15	
Case Reports (page 11 and after)			\$0.25 / page	
Research/Retrieval of Records (1st hour free)			\$30 / hour	
Digital Video/Audio/Photograph copies			\$25	
Research/Retrieval of Records (1st hour free)			\$30 / hour	
All 3rd Party Printing				Actual cost
MUNICIPAL COURT				
COURT COST (includes docket fee)			\$40	
OJW FEE			\$30	
WARRANT FEE (determined by Municipal Judge)			\$300-800	
CITATION SCHEDULE				

TOWN OF PALMER LAKE FEE SCHEDULE

	2022	2023	FEE	Code Ref:
<i>Note: A 37% surcharge will be added to citations</i>				
IMPOUNDING ANIMALS				Ch 7.04
Redeem Fee			\$40	
Additional Fee within 12 months			\$60	
DOGS				Ch 7.08
1st offense			\$45	
2nd offense			\$75	
3rd offense			\$100	
VICIOUS DOG				
1st offense			\$75	
2nd offense			\$100	
3rd offense			\$150	
DOMESTICATED POULTRY & FOWL (PETS)				Ch 7.12
1st offense			\$45	
2nd offense			\$75	
3rd offense			\$100	
FEEDING OR ATTRACTING GAME WILDLIFE				Ch 7.16
1st offense			\$100	
2nd offense			\$500	
3rd offense			\$1,000	
JUNKYARD AND DUMPING GROUNDS				Ch 8.12
1st offense followed by 8.04.040 Abatement			\$250	
NUISANCES BY CODE				
1st offense			\$45	
2nd offense			\$75	
3rd offense			\$100	
ABATEMENT				Ch 8.04
Actual cost plus daily citation not resolved			\$100	
FALSE ALARM				Ch 9.04
1st offense followed by charge under C.R.S. 18-8-111			\$500	
DOG AT RESERVOIR				
1st offense			\$800	
PARKING VIOLATION			\$50	Ch 10.08
TRAFFIC VIOLATION				Ch 10.08
Per adopted current Model Traffic Code				
SETTING FIRES WITHIN WATER SYSTEM			\$1000+	Ch 13.20
EXTERIOR LIGHTING VIOLATION				Ch 14.20
1st offense, per fixture			\$50	
2nd offense, per fixture			\$100	



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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Recommendation of New Appointment to BOA
Presented by: Town Administrator /Clerk		

With the proposed appointment of current alternate member, Kevin Dreher, to the Board of Trustee position, the BOA members interviewed and recommended appointment of Bob Radosevich to the alternate member position on December 6, 2022.

Review Application for Appointment. Mr. Bob Radosevich addressed the Board members to fill the anticipated alternate vacancy. Discussion took place about Bob's involvement in the town. MOTION (Kinney, Miner) to recommend approval of the appointment of Bob Radosevich to the Board of Adjustments. Motion approved 5-0.

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

RESOLUTION NO. 7 - 2023

**A RESOLUTION TO APPROVE APPOINTMENTS TO BOARD OF ADJUSTMENT,
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, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Board of Adjustments.

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 following identifies the individual terms of appointment to the Board of Adjustment for the Town of Palmer Lake:

- Two-Year term (ending January 2025)
 - Kurt Ehrhardt – re-appointment
 - Charlie Ihlenfeld (Planning Commission member) – re-appointment
 - Bob Radosevich (Alternate) – new appointment
- One-Year term (ending January 2024)
 - Kevin Dreher (Board of Trustee member) – new appointment

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.

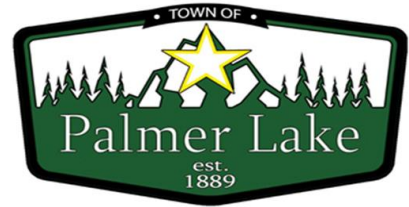
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JANUARY 2023.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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



Item 28.

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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Recommendation of New Appointment to PPRBD
Presented by: Town Administrator /Clerk		

Previously, the former Mayor filled the PPRBD appointment. As proposed, the new appointment is for Board member Mayor Pro Tem/Trustee Dennis Stern to the PPRBD advisory board.

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

RESOLUTION NO. 8 - 2023

A RESOLUTION TO APPROVE BOARD OF TRUSTEE APPOINTMENT TO THE PIKES PEAK REGIONAL BUILDING DEPARTMENT (PPRBD) ADVISORY BOARD

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for outlying agencies, including the PPRBD Advisory Board.

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 following Board official is appointed to the PPRBD Advisory Board for the Town of Palmer Lake:

One-Year term (ending December 2023) – Trustee Dennis Stern

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.

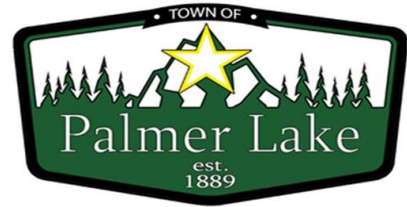
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JANUARY 2023.

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: January 12, 2023	ITEM NO.	SUBJECT: Emergency Ordinance to Amend Moratorium on Sign Code
Presented by: Town Administrator /Clerk		

At the October 27 Board meeting, Emergency Ordinance 15-2022 was adopted to suspend new signs in the town until the sign code is reviewed by the Planning Commission.

There are a number of signs that require attention – some that have been installed during the moratorium and some in need of review (with adult use cannabis stores). This amendment is intended to address those needs temporarily while the sign code is reviewed to amend and recommend by the Planning Commission for the Board’s consideration.

Recommendation:

If desired, the blanks could include a maximum of 30 sq ft size and up to 60 days to remove, or anything different that the Board agrees to.

PALMER LAKE, COLORADO

ORDINANCE NO. 1-2023

AN EMERGENCY ORDINANCE AMENDING A TEMPORARY MORATORIUM ON THE SUBMISSION OF SIGN PERMITS AND CONSTRUCTION OR INSTALLATION OF NEW PERMANENT SIGNS WITHIN THE TOWN OF PALMER LAKE

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

WHEREAS, the Town previously adopted regulations related to signage, with such regulations being contained in Chapter 14.50, and based on recent developments in case law, the Board of Trustees adopted a temporary moratorium by passing Ordinance 15-2022 to allow for the preparation and adoption of a new sign code; and

WHEREAS, the Town's electors have recently voted to allow retail marijuana stores within the Town, and such businesses wish to advertise, necessitating the need to install new temporary signs.

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

1. The Town Board of Trustees incorporates the foregoing recitals as conclusions, facts, determinations and findings by the Town Board of Trustees.
2. Effective immediately, upon the date of this Ordinance, the previously adopted moratorium, Ordinance 15-2022, is amended to provide for the installation of temporary signs under the following conditions:
 - A. Signs must comply with the Colorado Marijuana Code and all other provisions of the Town Code;
 - B. Signs may not be greater than square feet in size, individually or in combined square footage, per lot;
 - C. Signs must not pose a health or safety hazard; and,
 - D. Signs which do not comply with the future adopted sign code must be removed at Owner's sole expense and no recourse to the Town within days of adoption of the new sign code.
3. All other provisions of Ordinance 15-2022 remain in full force and effect.
4. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

5. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.

6. Publication and Effective Date. This Ordinance is necessary for the immediate protection and preservation of the public health, safety, and welfare of the citizens of the Town of Palmer Lake for the reasons described above, and therefore, shall become effective immediately as an emergency ordinance upon adoption by the Board of Trustees.

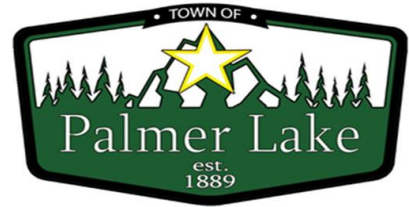
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF JANUARY, 2023.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Item 30.

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

DATE: January 12, 2023	ITEM NO.	SUBJECT: Ordinance to Amend Sec 3.24 Retail MJ Excise Tax
Presented by: Town Administrator /Clerk		

Chapter 3.24 requires slight amendment since the adoption of allowing license for adult use cannabis stores if the Board desires a 10% excise tax. Administration intends to distribute this ordinance to store operators for regular compliance including a reporting form.

PALMER LAKE, COLORADO

ORDINANCE NO. 2-2023

AN ORDINANCE AMENDING CHAPTER 3.24 OF TITLE 3 OF THE PALMER LAKE TOWN CODE RELATING TO THE RETAIL MARIJUANA EXCISE TAX ON RETAIL MARIJUANA SALES WITHIN THE TOWN OF PALMER LAKE

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

WHEREAS, previously the Board of Trustees adopted regulations relating to excise tax on retail marijuana facilities within the Town, said regulations appearing in Chapter 3.24 of the Town Code; and,

WHEREAS, the Town’s electors have recently voted to allow retail marijuana stores within the Town and the Town’s electors have previously authorized the excise tax rate to increase to a maximum of ten percent (10%).

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

1. Section 3.24.020 of Chapter 3.24 of Title 3 of the Palmer Lake Town Code is hereby amended by adding the underlined language as indicated below, with said amended Section 3.24.020 to read in its entirety as follows:

3.24.020. Imposition and rate of tax; taxes collected held in trust; tax constitutes lien.

(a) In accordance with the authority provided in C.R.S. § 29-2-114, as may be amended, in addition to any other tax imposed by law including any sales and use tax levied, there is levied by the town and shall be paid and collected an excise tax at the rate set forth in the table below on the average market rate of unprocessed retail marijuana upon its first sale or transfer from a retail marijuana cultivation facility or store located within the town:

Commencement Date	Rate
July 1, 2017	1%
July 1, 2018	2%
July 1, 2019	3%
July 1, 2020	4%
July 1, 2021	5%
<u>January 1, 2023</u>	<u>10%</u>

The excise tax shall be levied and owed irrespective of where delivery takes place. Each retail marijuana cultivation facility or store shall collect, remit and pay the excise tax on the first sale or transfer of unprocessed retail marijuana.

(b) All sums of money paid by a person as the excise tax on unprocessed retail marijuana imposed by this chapter are public monies that are the property of the town. The retail marijuana cultivation facility or store shall hold such monies in trust for the sole use and benefit of the town until paying them to the town.

(c) The tax imposed by this chapter shall be a first and prior lien upon the goods and business fixtures of such person, or used by, any person with an obligation to remit tax under this chapter under lease, title-retaining contract or other contract arrangement, excepting stock of goods sold or for sale in the ordinary course of business, and shall take precedence on all such property over other liens or claims of whatsoever kind or nature except as to pre-existing claims or liens of a bona fide mortgagee, pledgee, judgment creditor or purchaser whose rights shall have attached prior to the filing of the notice on property of the taxpayer, other than the goods, stock in trade and business fixtures of such taxpayer. Upon default of payment thereof, the town after demand upon the person owing such tax may bring an action in attachment, and seize any property to secure the payment of said tax, interest and penalties.

2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

3. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this ordinance.

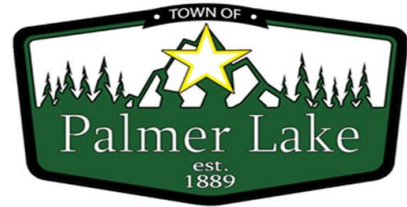
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12TH DAY OF JANUARY 2023.

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: January 12, 2023	ITEM NO.	SUBJECT: Review Draft of the Revised Employee Handbook
Presented by: Town Administrator /Clerk		

Background

This is to distribute and review the draft of revisions to the Employee Handbook. The following list highlights sections amended. Additional edits are grammar and punctuation corrections.

- Sec 2.5 – number of required days to report injury
- Sec 3.3 – number of days absent
- Sec 3.7 – add rehire
- Add Sec 3.21 – inclement weather (office delay or closure)
- Sec 5.0 – modify eligibility of benefits to regular scheduled 35+ hours
- Sec 6.0 – modify eligibility of benefitted leave to regular scheduled 35+ hours
- Sec 6.3 – clarify process for hourly personnel working observed holiday
- Sec 7.2 – remove as all resignation treated same (nothing different for retirement)

All department supervisors have also received a copy to review the final draft for revision. A resolution to consider the revised handbook will be forthcoming.

Formatted: Font color: Red

TOWN OF PALMER LAKE EMPLOYEE HANDBOOK

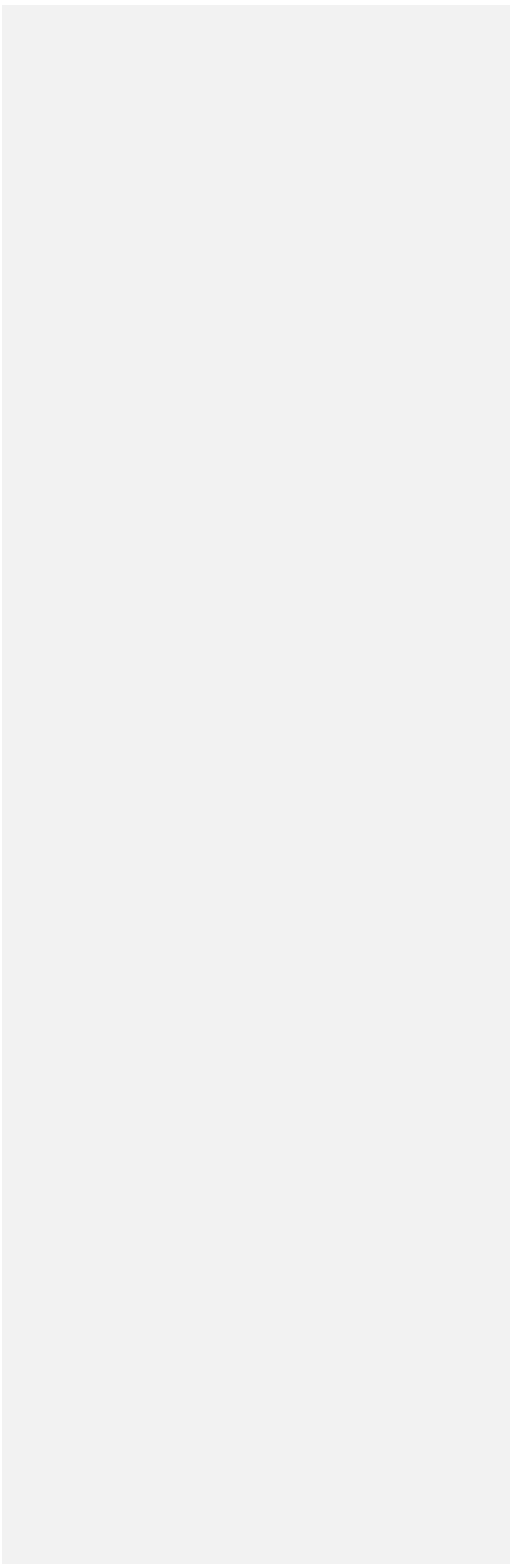


Rev. ~~August~~ January 2023~~1~~

Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Revised & Adopted on 8/12/2021 (Resolution 38-2021); Revised & Adopted on

TABLE OF CONTENTS

1. INTRODUCTION	3
2. WORK ENVIRONMENT	7
3. ON THE JOB	10
4. COMPENSATION	15
5. BENEFITS	18
6. LEAVE TIME	19
7. SEPARATION OF EMPLOYMENT	24
8. MISCELLANEOUS	25



Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Revised & Adopted ~~on~~ 8/12/2021 (Resolution 38-2021); Revised & Adopted X (Resolution #2023)

1.0 INTRODUCTION

1.1 Employment At-Will

IMPORTANT:

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE ORGANIZATION AND SOME INFORMATION ABOUT WORKING AT THE TOWN OF PALMER LAKE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

AT THE TOWN OF PALMER LAKE, NEITHER THE EMPLOYEE NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE ELECTED OFFICIAL OR TOWN ADMINISTRATOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE ELECTED OFFICIAL OR TOWN ADMINISTRATOR AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE DESIGNATED HUMAN RESOURCE REPRESENTATIVE.

1.2 Authority of Town Board of Trustees & Town Administrator

The Mayor and Board of Trustees shall exercise their authority to set legislative policy for the Town, and the management of daily operations is directed through the Town Administrator. The Town Administrator retains the right to operate the Town consistent with the authority provided by the Mayor and Board of Trustees, including, but not limited to, the right to direct the work of employees; hire, promote, demote, classify, evaluate, and retain employees in positions with the Town; demote, suspend, discharge, or otherwise discipline employees; transfer, assign and schedule employees; lay off employees; determine and implement the methods, equipment, facilities, personnel, and other means by which Town operations are to be conducted; take steps necessary to maintain the efficiency and safety of operations; determine the Town budget with department input and with Town Board approval; determine the level of activity and Town services provided with Town Board approval; and determine planning or staff levels impacting the overall budget with Town Board approval.

1.3 Equal Employment Opportunity

The Town is dedicated to the principles of equal employment opportunity (EEO). The Town prohibits unlawful discrimination against applicants or employees due to age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as Town officials, volunteers, customers, clients, vendors, consultants, etc.

1.4 ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on operations of the Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Administrator immediately.

1.5 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from a health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Administrator or designated Human Resources representative.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

1.6 Sexual Harassment

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees are always expected to conduct themselves in a professional business-like manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Refer to the Anti-harassment Policy.

Complaint Procedure:

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

An employee is required to report the incident to the Mayor or to the Town Administrator, who will cause to investigate the matter and take corrective action. Complaint shall be kept as confidential as practicable. If it is preferred not to go to either of these named individuals with a complaint, the employee should report the incident to the Town Attorney.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If there is a violation of EEO or retaliation standard, employees shall follow the complaint procedure.

If the Town determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

1.7 Public/Media Relations

Communication with the media needs to be consistent, timely and professional. Therefore, it is required that all official responses to the media be made with authorization from the Mayor, Town Administrator, or designee. This requirement does not prevent employees from speaking with the media, but employees should not attempt to speak on behalf of the Town unless they have specifically been authorized to do so by the Mayor or Town Administrator.

1.8 Employee Classification

- **Exempt** employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.
- **Non-exempt** employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given workweek, or as otherwise required by applicable state law. **NOTE:** ~~Fire and Police staff are under different rules for overtime eligibility.~~
- **Full-time** employees are those who are normally scheduled to work 40 hours per week. **NOTE:** ~~Fire and Police staff are under different rules for overtime eligibility.~~
- **Part-time** means an employee normally scheduled to work fewer than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.
- **Temporary** employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. (Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.)

Formatted: Font: Bold

1.9 Personnel Records

Personnel records are retained by the Town Administrator, or designee, concerning all employees. Such records may include any documents needed to be kept as documentation of the employer-employee relationships. In addition, administrative records are kept as necessary for payroll and benefits.

To keep personnel records current, the employee shall notify the Town Administrator, or designee, ~~shall be notified~~ of any change in the employee's contact information, health/life insurance changes, emergency contact information, or any other information needed to maintain accurate records. Each employee is also responsible to update ~~keep~~ their supervisor, Administration and/or payroll ~~informed of any changes and for providing the Town~~ with records concerning any licenses or certification required for the performance of his or her job, as well as any documents showing that education or training ~~relevant to employment~~ has been completed.

1.10 Outside Employment

No Town employee shall engage in outside employment which interferes with the proper and effective performance of the employee duties or attendance requirements, including overtime work, that may result in a conflict of interest, or that might require them to disclose or act on confidential information acquired by Town employment. Requirements of employment with the Town shall have priority over any requirements of outside employment.

2.0 WORK ENVIRONMENT

2.1 General Rules of Conduct

The Town expects all employees to act in the best interest of the Town and its constituents. It is the responsibility of all employees to observe all rules, guidelines, operating procedures and directives of the Town. The Town further expects that each employee will behave with courtesy and respect toward other employees and members of the public. Specific rules of conduct adopted by the Town or described in these guidelines are not meant to be all inclusive, but rather address some common and serious potential problems. Refer to the Town Code of Conduct Policy.

2.2 Dress and Appearance

All employees of the Town must maintain an appearance that is neat, clean, and appropriate to the position and area in which the employee works. **NOTE:** Fire and Police shall adhere to approved uniforms for each department.

2.3 Drugs and Alcohol

The Town is committed to a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

In accordance with the Drug-Free Workplace Act of 1988, the Town prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during Town time, on Town premises, or other work sites. Any employee who is convicted or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify the Town within five days of such conviction or plea. Testing is an important element in the Town's efforts to ensure a safe and productive work environment. The Town has issued a separate statement for this testing program. Please refer to this separate statement, the designated Human Resources representative, or your supervisor if you have specific questions. Refer to the Drug-Free Workplace Policy.

2.4 Safety

It is the responsibility of each employee to learn and observe all applicable safety practices, guidelines, directives, or procedures. Safety-related questions should be directed to each employee's immediate supervisor. Violation of safety practices, guidelines, directives, or procedures may result in disciplinary action up to and including termination. Employees are expected to schedule and attend mandatory safety training on a regular basis as directed by their supervisor. Employees are also expected to report any unsafe conditions or behaviors to their supervisor.

The Town has safety rules with which employees are expected to comply. These rules are not exclusive; employees are expected to do their job in a reasonable and safe manner whether department specific safety rules apply or not. It is the responsibility of each employee to read and understand all Town safety rules. Disobeying a safety rule may result in disciplinary action up to and including termination. Safety policies may be established by department.

2.5 Reporting Accidents/Workers' Compensation

The Town supports the prevention of work-related injuries. However, when a work-related injury or illness takes place, no matter how minor, a report must be made as soon as practical to the employee's immediate supervisor for review and completion to the Town Administrator, or designee. Such report ~~shall~~must be made preferably within 24 hours whenever possible, and is required within ~~four-ten (410)~~ business days ~~in order~~ to be eligible for coverage. When necessary, employees ~~shall~~must seek prompt medical treatment from one of the plan designated providers. Appropriate reporting and treatment must be followed ~~in order to~~ provide the employee coverage for the cost of medical treatment.

Commented [CB1]: We have a mix of should, shall, may, etc. Don't know how important that is--

Commented [DC2R1]: Better?

2.6 Equipment Maintenance/Housekeeping

Each employee is responsible for the condition of equipment used on the job. Equipment that is damaged, worn, or in need of maintenance should be reported to appropriate personnel. Employees should direct any concerns regarding the use of equipment to their immediate supervisors.

Cleanliness and orderliness are important to the operation of the Town. Employees are responsible to keep their work areas clean and orderly.

2.7 Smoking

Smoking and other tobacco use are not permitted anywhere in the Town's indoor facilities, automobiles, or within fifteen (15) feet of the main entrance into a building, or in any other area where the Town prohibits smoking or other tobacco use.

2.8 Violence-Free Workplace

The Town is committed to preventing workplace violence and to maintaining a safe work environment.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time will not be tolerated.

All threats of (or actual acts of) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor and/or the Town Administrator. This includes threats by employees, as well as threats by citizens, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor and/or the Town Administrator.

The Town Administrator, or designee, will promptly and thoroughly investigate all reports of threats of (or actual acts of) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct in violation of these guidelines will be subject to disciplinary action up to and including termination.

The Town encourages employees to bring their disputes or differences with other employees to the attention of an immediate supervisor, or the Town Administrator, before the situation escalates into potential violence. The Town is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

3.0 ON THE JOB

3.1 Hours of Work

Normal business hours for Town offices are from 7:30 a.m. until 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 noon on Friday. **NOTE:** Police, Fire and Public Works employees may be assigned to shifts outside the normal office hours of the Town and shall work those hours designated for their shift and/or position.

3.2 Break Times

Employees are allowed one-half hour lunch break as well as two (2) 10-minute breaks for each workday scheduled for more than five (5) hours, as feasible. All breaks shall be approved by each supervisor, provided that, where possible, lunch breaks shall be scheduled between 11:30 a.m. and 1:30 p.m. Once assigned, lunch and break times shall remain constant unless an employee's supervisor requires minor variations based on the individual work requirements.

3.3 Attendance and Notice of Absence

Regular attendance by all employees is important to the successful operation of the Town. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of business. Employees are expected to maintain a good attendance record and to report promptly for work in accordance with assigned shift schedules.

Employees that are going to be absent or late must contact their supervisor by telephone or text message approximately one half-hour, or as soon as possible, prior to the start of their shift. The reason for and probable duration of the absence shall be provided by the employee. The Town Administrator may request doctor's notes for an absence continuing more than two consecutive days. Failure to call in when absent for ~~two-three~~ (3) consecutive days shall result in disciplinary action, up to and including termination.

3.4 Tardiness

All employees are required to report in a timely manner. Persistent tardiness of non-exempt employees may be charged as leave without pay. Persistent tardiness of any employee may result in disciplinary action.

3.5 Training and Education

The Town supports education and training programs which improve the skills, qualifications, and performance of Town employees. The Town may pay the fees and costs of education and training programs that are specifically required by the Town, according to the department budget. In addition, the Town may, in its discretion, approve payment of all or a portion of the fees and costs of education or training programs requested by employees. The Town's approval of payment for one segment, portion, or course that is a component of an education or training program does not obligate the Town to pay for any additional segment, portion, or course.

Educational leave is available, with approval of the immediate supervisor and the Town Administrator, to assist employees in developing professional and technical skills related to employment with the Town. Such leave may be granted to attend professional or technical conferences, training seminars, schools, or programs. Requests for educational leave must be made in writing and must clearly state the dates and purpose of the leave requested. Eligible employees may receive up to eight hours of regular compensation during such attendance.

Refer to the Employee Travel Policy.

3.6 Promotions

A promotion is considered the advancement of an employee to a position that carries more responsibility and a higher rate of pay. All regular employees of the Town are eligible to be considered for promotions for which they apply and meet the position qualifications.

3.7 Transfers

An employee may be transferred through promotion, successful application for a vacant position, or at the discretion of the Town Administrator.

Promotions, ~~and~~ transfers, or rehire will follow the basic guidelines of a new hire. Refer to the New Hire Policy.

Formatted: Indent: Left: 0.19", First line: 0"

3.8 Employee Review

The annual review process will include a mandatory dialogue, which is intended to provide employees feedback concerning employment progress. It is required in order to qualify for an annual wage increase. Employees should contact and advise an immediate supervisor, the Town Administrator or Human Resources representative, if more than one year has passed since receiving formal feedback. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees throughout the year but to supplement discussions to plan and assist in employee performance and development.

3.9 Licenses and Certifications

Employees whose jobs require professional license or certification must present documentation of their license or certification prior to employment or upon certification. The Town may pay the cost of obtaining additional licenses or certifications required for the current job and maintaining it in a current status. Employees are responsible for maintaining their license or certification in an active status and provide copies of such licensing, renewal, changes, etc., to the Town Administrator for personnel files.

3.10 Use of Town ~~Equipment~~ (Property)

Town ~~equipment (personal property)~~ is to be used strictly for official Town business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove Town ~~equipment~~/property, or the property of any other employee from Town premises or work sites, without proper authorization. Any employee who steals Town property or the property of any other employee, or who abuses, misuses, damages, or destroys Town property shall be subject to discipline, up to and including termination. Refer to the Use of Town ~~Property Policy~~ Equipment Policy.

Commented [CB3]: The Policy is called Use of Town Equipment. Should we change the name of the policy, or change it here?

3.11 Use of Town Vehicles

Town vehicles may be used strictly for the purpose and in the manner authorized by the Town. Only authorized and qualified Town employees may operate Town vehicles. All vehicles shall be operated in accordance with all applicable traffic laws and vehicle operators shall be responsible for the condition and proper use of their vehicles.

Unauthorized or improper use of Town vehicles may result in discipline, up to and including

12

termination.

3.12 Conflict of Interest and Misuse of Authority

Town employees shall not place their personal interests above the best interest of the Town, or its constituents, and must not use the authority of their position or information gained from employment in a manner that would be unfair or could reasonably be perceived as unfair to the public. Therefore, employees must not grant any special consideration, treatment, or advantage to any person beyond that which is available to every other person unless otherwise required by law. Furthermore, employees must not accept any personal compensation in return for rendering assistance in obtaining any contract, claim, license, permit, permission, approval, or other economic benefit from the Town. In addition, Town employees shall not:

- Engage in a substantial financial transaction for private business purposes with another employee whom he or she supervises;
- Take any official action directly and substantially affecting to its economic benefit a business or other undertaking in which he or she has a substantial direct or indirect financial interest or business arrangement;
- Disclose or use confidential information acquired during his or her official duties to further substantially his or her personal financial interests;
- Accept a gift of substantial value or a substantial economic benefit which might tend improperly to influence him or her in the discharge of his or her responsibilities, or which could be construed as a reward for action taken during official duties.

Any employee who has a potential conflict of interest due to direct (self) or indirect (meaning immediate family member – parent; sibling; spouse; children by blood, adoption or marriage; grandparent; grandchildren; in-laws) shall disclose such potential conflict to the immediate supervisor.

3.13 Gifts

The Town prohibits individual employees from asking for, or accepting, a gift of any kind from any person that is greater than a certain value. Government employees may accept gifts if any of the following are true:

- The gift is based upon a pre-existing personal or family relationship with the government employee, so long as the gift is motivated by the relationship (like a birthday present to your sister).
- The gift is valued at \$20 or less, so long as the gift is not cash, and the employee accepts no more than \$50 in gifts, in the aggregate, from the same outside source in a calendar year.
- The gift consists of modest refreshments, such as juice and bagels at a seminar, and not as part of a meal.
- The gift consists of free attendance at widely attended gatherings (although some agency restrictions may apply to this exception).

3.14 Employee Complaints

The Town of Palmer Lake encourages an open-door atmosphere. If an employee has an issue or concern that the Town may help solve, employees are encouraged to discuss it with the immediate supervisor or any other member of the Town's management team.

Anyone who retaliates against someone who has, in good faith, reported wrongdoing or suspected wrongdoing may be subject to disciplinary action, up to and including termination of employment.

Formatted: Font: Bold

Formatted: Normal

Employees should share their questions, concerns, suggestions or complaints with their immediate supervisor. If the employee is not comfortable speaking with their supervisor or not satisfied with the supervisor's response, the employees shall report the concern to the Town Administrator. The Town Administrator shall work with appropriate staff, including the Town Attorney, if necessary, to determine how violations or concerns will be addressed.

Anyone filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Reports of violations, or suspected violations, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3.15 Discipline

The Town expects all employees to conduct themselves with the highest professional, business, and ethical standards and will not tolerate inappropriate or insubordinate conduct. The Town may take disciplinary action as it deems appropriate in any given circumstance, up to and including termination, without any warning, procedure, or formality. Whether an employee's performance, conduct, or behavior warrants disciplinary action is within the Town's discretion. The Town does not intend by these guidelines to create any expectation that any employee will be assured of any form of disciplinary action, such as warnings, notice, or any form of progressive discipline, prior to discipline, up to and including termination.

3.16 Administrative Leave

Employees may be placed on administrative leave with or without pay under such circumstances as may be deemed necessary by the Town Administrator. Employees placed on administrative leave will be advised of the reason for the leave and, if possible, the probable duration of the leave.

3.17 Facilities and Equipment/Inspections

The Town may conduct searches after notice is given and with the employee's consent of employee's personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The Town may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Town and copies of those keys are kept by the Town.

3.18 Use of Town Computer and Telecommunications Resources

All Town computers, devices, and other resources, including Town owned cellular phones, must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this guideline may result in revocation of access privileges and may result in disciplinary action up to and including termination. Refer to Use of Technology/Communication Policy.

3.19 Use of Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, regardless if the message is converted to hard copy format after receipt and regardless if the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network. All Town electronic mail systems are owned by the Town and shall be used for conducting official Town business. Other than incidental personal use, any other use is prohibited. Refer to Use of Technology/Communication Policy.

3.20 Use of Social Media

Social media offers many ways for users to interact with one another, such as instant messaging, blogging and commenting, microblogging, events, status updates, online communities, forums, and message boards, podcasts, website link sharing, wikis, video conferencing, and sharing photos and videos. The Town acknowledges that social media changes rapidly and, therefore, the policy is intended to be illustrative rather than exhaustive. Refer to Social Media Policy.

3.21 Inclement Weather

The Town Administrator, or designee, ~~due to inclement weather, may determine, due to inclement weather, not to delay opening the office, or to not open the office, and therefore, to adjust staff reporting time, or to not require the staff to report. require staff to report to and open the office or delay the opening of the town office.~~ In such case, staff unable to work remotely will be paid at the regular rate for regular hours scheduled.

Formatted: Font: Bold

4.0 COMPENSATION

4.1 Pay Guidelines and Procedures

The Town Administration is responsible for administering payroll and benefits, including receiving and resolving employee questions and problems concerning compensation.

4.2 Work Week

A regular work week is a fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods, designated as the official work week for each employee. ~~Unless otherwise designated,~~ this period will be from 12:00 a.m. Sunday through 11:59 p.m. the following Saturday. Employee work schedules may be flexible with approval by the immediate supervisor.

The Police and Fire Departments operate on a 14-day work period from 12:00 a.m. Sunday through 11:59 p.m. the Saturday after the following Saturday (13 days later).

4.3 Pay Schedule

Employees are paid every other Friday. When the pay day falls on a holiday, payroll deposits will typically be provided the day before the holiday.

4.4 Out of Class Pay

An employee temporarily assigned outside of their regular position shall be paid at the appropriate rate for the temporary assignment, after four weeks of serving such assignment, and until ~~they~~ he or she returns to ~~their~~ his or her former position.

4.5 Deductions

Federal and state income tax withholdings and Social Security and Medicare taxes ~~contributions~~ are automatically deducted from employee paychecks as required by law. Additionally, the following employee benefit deductions may be authorized in writing by individual employees:

- Employee contributions for medical, dental, or vision insurance;
- Employee contributions toward a retirement plan;
- Police and Fire deductions for FPPA and/or association membership fees.

4.6 Garnishment

A garnishment is a legally required deduction of a specified sum from an employee's wages to satisfy a creditor. If the Town is required to garnish an employee's wages, the garnishment will be made in accordance with the law.

4.7 Direct Deposit

The Town requires employees to have their paycheck deposited directly into their account, ~~at a financial institution of their choice.~~ Employees shall authorize in writing the direct deposit of their net earnings with a designated financial institution of their choice, ~~and the employee's net earnings are deposited with the designated institution until such authorization is modified in writing.~~

Commented [CB4]: I think "at a financial institution of their choice." should be left in.

Commented [DC5R4]: OK, although it states designated financial institution in the next line.

4.8 Overtime and Overtime Compensation

Non-exempt employees are eligible for overtime. Eligible employees are compensated for all overtime hours at one and one-half (1½) times the applicable hourly rate, or will accumulate compensatory time at one and one-half (1½) hours for each hour worked over 40 in a work week. To the extent that any provision of this guideline conflicts with the Fair Labor Standards Act, the Fair Labor Standards Act shall govern.

All overtime worked must be approved in advance by a supervisor or other authorized representative of the Town. The 40-hour threshold is based on actual hours worked in the week. Therefore, sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the ~~overtime~~40-hour threshold.

Non-exempt employees who work more than forty (40) hours in a work week may, at the employee's discretion, be compensated in compensatory time off in lieu of overtime pay for each overtime hour worked. It is understood that in agreeing to work for the Town, employees agree to accept compensatory time in compensation for overtime worked when deemed appropriate by Town management. Compensatory time tracking is the responsibility of each department supervisor or designee.

Eligible employees are permitted to accumulate up to eighty (80) hours of compensatory time. Employees may be directed to use accrued but unused compensatory time where he or she has accumulated the maximum permissible number of hours. In addition, or in the alternative, the employee may be precluded from earning additional compensatory time until hours are used. If the supervisor determines that the employee must work in order to meet business needs, the employee will be paid overtime rather than earn compensatory time until the employee's accumulated hours fall back to or under the maximum.

Upon termination of employment, employees shall be compensated for any unused compensatory time at their current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is higher.

NOTE: The Police and Fire department work periods are fourteen (14) days. Eligible Police employees are paid overtime for hours worked over more than 86 hours in a work period. Eligible Fire employees are paid overtime for hours worked over more than 106 hours in a work period. Sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the overtime threshold. Benefit leave time (holiday, vacation, sick) is not counted as hours worked for overtime compensation.

4.9 Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period. The Town is committed to complying with salary basis requirements which allows properly authorized deductions. If an employee believes an improper deduction has been made, the employee shall immediately report it to the Town Administrator or designated representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed promptly.

4.10 On Call Time

Employees may be assigned on-call duty requiring that they be available for call ~~in~~ during a

specified time period outside their normal working hours. Employees shall be paid straight time for all hours worked, as required by law.

4.11 Reporting Time

All employees shall complete the Town required timesheet (paper or electronic) to record the appropriate time to be paid. Exempt employees shall record the total hours paid by established salary (typically 80 hours). Hours not worked shall also be recorded and coded to the appropriate leave type. ~~The~~ Completed timesheets shall be approved by the respective immediate supervisor at the end of each payroll period, indicating the time recorded for payment. Compensatory time tracking is the responsibility of each department supervisor or designee.

Commented [CB6]: Should this comp time statement be copied to or moved to the comp time section above?

Commented [DC7R6]: Done.

4.12 Training Time

Town employees shall be compensated for time spent in Town-required training activities. Compensation will not be provided, however, for the following training unless specifically authorized by the Town Administrator:

- Training undertaken to meet certification requirements mandated by a higher level of government (e.g., the State of Colorado or the United States) for performance of the employee's duties; and
- Training that meets all the following criteria:
 - Attendance is outside the employee's regular working hours;
 - Attendance is in fact voluntary;
 - The employee performs no productive work during attendance; and
 - Training is not directly related to the employee's job.

4.13 Expenses

The Town reimburses employees for expenses reasonably incurred during Town business, provided such expenses have been authorized in advance by the Town Administrator or are determined by the Town, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses will be required to document expenses with receipts.

The Town may reimburse employees for use of their personal vehicle for Town business at the federal reimbursement rate per mile, unless another agreement for ~~use of a~~ personal vehicle use is established.

All requests for reimbursement of expenses shall be submitted using the Town's expense form. Refer to the Employee Travel Policy.

5.0 BENEFITS

Employees working more than (35) regular scheduled hours are eligible for benefits.

Formatted: Font: Not Bold

~~5.15.1~~ Insurance Benefits

Formatted: Indent: Left: 0", First line: 0.2"

The terms and conditions of all benefit plans offered by the Town are subject to change from time to time. Town insurance plans may require employee contributions as a condition of participation. The amount of shared premium contribution will be determined by the Town Administrator and may change with each renewal cycle. Required contributions must be authorized through payroll deductions. ~~Employees eligible for benefits include full-time exempt and full-time non-exempt employees.~~

Commented [CB8]: Eligibility is defined above.

Commented [DC9R8]: Missed that, thanks.

5.2 Group Health, Dental, and Vision Insurance

The Town shall offer health, dental, and vision insurance coverage for all eligible employees. Information is available from the Town Administrator, or designee, concerning eligibility and available options for benefits.

5.3 Group Life Insurance

The Town shall provide basic coverage for group life insurance for all eligible employees. Specific plan information is available from the Town Administrator or designee.

5.4 Retirement Benefit

The Town shall contribute up to a maximum match of 5% of an eligible employee's wages toward a retirement benefit plan.

6.0 LEAVE TIME

Unless otherwise specified below, ~~full-time~~ employees working more than (35) regular scheduled hours, eligible for benefits, are also provided the following leave time, holidays and vacation.

6.1 Family and Medical Leave

Public sector employers are subject to the provisions of the Family Medical Leave Act (FMLA). However, to be eligible to take FMLA leave, employees must work at a worksite with at least 50 full-time equivalent (FTE) employees within 75 miles. Because the Town does not have 50 FTE within a 75-mile radius, employees are not eligible to take FMLA leave. However, the Town will provide medical leave as outlined below.

Medical Leave of Absence:

A medical leave of absence of not more than three months may be granted to full-time-eligible employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with the Town.
- The Town Administrator is notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. **NOTE:** The Town may require the employee to obtain an opinion from a medical provider selected by the Town.

Approvals are obtained from the Town Administrator prior to the leave. All available sick leave and earned vacation are used at the beginning of the leave of absence.

When the estimated period of leave is less than three months, and an employee needs to extend the leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating the ability to return to work.

The Town may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Town, it is practical to do so. The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town shall continue (medical/life) insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act (ADA) or other law, additional accommodations may be provided. Employees must supply adequate information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive

process between the employee and the Town.

~~Part-time employees are not eligible for medical leave except as required for a disability.~~

The Town provides paid or unpaid leave for use by employees under specific circumstances. Available leave and the circumstances under which it may be used are described below. The use of paid leave shall be approved in advance by each employee's supervisor. Absence from work without advance approval may subject an employee to discipline, up to and including termination. In addition, the Town may prohibit the employee from using any form of paid leave for an unapproved absence regardless of the reason for the absence if it was feasible to obtain advance approval for the absence.

6.2 Vacation

~~Full-time~~Eligible employees shall accrue vacation with each pay period. All use of vacation time must be approved by each employee's immediate supervisor. Vacation hours may be taken in a minimum of half-hour increments.

All ~~full-time-eligible~~ employees shall accrue vacation as follows:

<u>Years of Service</u>	<u>Annual Vacation Leave Accrual Rate</u>	<u>Maximum Limit</u>
0 to <5 years of service	96 hr – (12) 8-hr days	192 hr – (24) 8-hr days
5 to <10 years of service	120 hr – (15) 8-hr days	240 hr – (30) 8-hr days
10 to <15 years of service	168 hr – (21) 8-hr days	336 hr – (42) 8-hr days
15+ years of service	240 hr – (30) 8-hr days	480 hr – (60) 8-hr days

Employees begin accruing vacation leave upon hire, up to the maximum limit ~~for~~ the respective ~~tier of years of service tier~~ limit. ~~No employee shall accrue more than the prior year vacation balance plus the current year accrual. Each tier's maximum limit is two times its annual accrual.~~ Once the employee reaches the maximum limit at any time throughout the year, ~~the employees~~ shall not accrue additional vacation leave until the balance falls below the maximum allowable limit. Upon separation of employment, employees are paid at their current regular rate for all accrued but unused vacation time.

6.3 Holidays

The Town provides 8 hours of holiday pay on ~~the following paid~~ holidays, as observed, to ~~regularly-scheduled~~ employees working more than a minimum of at least (30) regularly scheduled hours per week, as follows:

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday of January)
- President's Day (3rd Monday of February)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Colorado Day (August 1)
- Labor Day (1st Monday of September)
- Cabrini Day (1st Monday of October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday of November)
- Day after Thanksgiving (4th Friday of November)
- Christmas Eve Day (December 24)

Christmas Day (December 25)

One (1) Personal "Floating" Holiday (8 hours) – must be approved by supervisor with a minimum of 24-hour notice (~~awarded~~~~accrued~~ on ~~the employee's first payday on a~~ prorated basis ~~in the first year and, each subsequent year, on the first pay period following payday in January~~.)

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed. Employees working less than forty (40) hours shall receive holiday pay equal to the regular hours scheduled.

NOTE: A non-exempt employee who is required/approved to work on ~~a~~~~thean~~ ~~designated-observed~~ holiday ~~will earn the holiday pay and agrees to accept compensatory the hourstime for all time-~~ worked, ~~unless otherwise agreed to differently by the department supervisor and Administration-~~ (~~paid holiday in addition to actual hours worked~~).

NOTE: All temporary (or seasonal) employees scheduled to work on ~~an~~ ~~observed~~ holiday receive regular rate of pay for actual hours worked.

6.4 Sick Leave

Employees begin accruing sick leave upon hire. Paid sick leave may be used in half-hour increments. Upon separation of employment, sick leave is not paid out to employees.

~~Full-time-Eligible~~ employees shall accrue sick leave benefits at a rate of ninety-six (96) hours per year, up to a maximum limit of 720 hours. Once the employee reaches 720 hours of sick leave, ~~they employees~~ shall not accrue additional sick leave until the balance falls below 720 hours.

All other employees shall accumulate sick leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum limit of 48 hours. ~~These e~~~~Employees shall not accrue additional sick leave until the balance falls below 48 hours.~~

The employee is responsible to notify their immediate supervisor each day prior to the start of a scheduled shift when unable to work because of an illness, injury, medical care or domestic violence; and inform their supervisor when expected to return to work. In the event an employee is absent for more than three days, medical or legal certification is required. This certification should indicate the employee was unable to work due to medical or domestic violence reasons and the length of time this restriction lasted. If an employee has an extended illness, accumulated sick time may provide pay while the employee is away from work. Unused sick hours may be carried over from year to year, ~~up to a limit of 48 hours. Employee shall not accrue additional sick leave until the balance falls below 48 hours.~~

Paid sick leave may be used for the following:

- When an employee has a mental or physical illness, injury, or health condition that prevents them from working;
- When an employee needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- When an employee needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed above;

- When the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- Due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

Because paid sick leave is accumulated ~~in order~~ to be used [for these reasons](#), employees will not receive extra pay or extra time off for unused sick time. Additional rules may apply in the case of a public health emergency.

6.5 Military Leave

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing the veteran's re-employment rights. The Town pays for the first fifteen (15) days of leave per year. After that time, leave is without pay.

6.6 Emergency/ Bereavement Leave

Any employee who suffers a death in their immediate family will be allowed three (3) days leave at full pay, representing the regular work schedule for the employee. If the employee requires additional paid time, the employee must request use of sick leave, compensatory or vacation leave, with the approval of the Town Administrator. Temporary and seasonal employees, who need additional time may request time off without pay.

For purposes of this guideline, an employee's "immediate family" includes spouse, children, parents, grandparents, grandchildren or siblings, and the parents, siblings or children of the employee's spouse.

6.7 Jury Duty/Court Time

Any employee who is summoned for jury duty or subpoenaed in connection with their employment during a regularly scheduled work time will be compensated for regular scheduled hours up to two (2) workdays. A copy of the subpoena or order requiring such duty must be submitted to the Town Administrator with a leave request in advance of the absence. In addition, an employee who is absent from work due to jury service must submit a juror service acknowledgement to be compensated for such absence. As a condition of the receipt of such pay, any stipend paid to the employee for jury service or as a witness fee may be paid to the Town or an equivalent amount deducted from the employee's pay.

Any subpoenas for matters not related to the employee's affiliation with the Town do not qualify for paid time. ~~P, and~~ paid leave time may be used if available.

6.8 Voting

Any employee whose work schedule is such that election services are not open during at least three (3) non-working hours on Election Day shall be permitted paid leave for the time spent voting, not to exceed two (2) hours. Notice to the immediate supervisor is required.

6.9 Unpaid Leave

Under circumstances where an employee is not eligible for paid leave, he or she may be granted unpaid leave as permitted by the Town in its discretion. Unpaid leave shall not be granted for more than thirty (30) days and, depending upon circumstances or staffing requirements, may be renewed by the Town Administrator upon its expiration.

Employees shall not accrue vacation ~~or~~ sick leave, ~~or personal leave~~ while on unpaid leave. Employees on unpaid leave who are otherwise eligible to receive group insurance benefits may continue those benefits upon their timely payment of appropriate premiums.

Failure of an employee to return upon expiration of unpaid leave may result in termination of employment.

6.10 Leave Donation Program

The Town recognizes that employees may encounter unexpected personal emergencies that result in a need for additional time off that is in excess of their available paid leave time allowable. The leave donation program is to address those situations when an employee may donate a portion of accrued but unused vacation leave time to another eligible employee. This policy is strictly voluntary, ~~and is eligible only for full-time eligible employees who are eligible to accrue and utilize vacation leave time.~~ Refer to the [Paid](#) Leave Donation Policy.

7.0 SEPARATION OF EMPLOYMENT

An employee may separate from employment with the Town by resignation, retirement, layoff or furlough or by termination, as described herein.

7.1 Resignations

An employee who resigns in good standing may be eligible to be considered for re-employment with the Town. An employee in good standing is one that does not resign as an alternative to termination, provides the Town a minimum of two (2) weeks' notice, and is cooperative with necessary exit procedures. Employees in a supervisor position are encouraged to provide the Town Administrator a notice of thirty (30) days or more.

Employees who resign are paid for all accrued but unused compensatory time and accrued but unused vacation, after one year of continuous employment, as provided in these guidelines. Employees who resign may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

7.2 Retirement

~~Employees who retire may be eligible for rehire. Employees planning for retirement are encouraged to provide the Town Administrator a minimum of a three (3) month notice. An employee retiring in good standing shall be paid accrued but unused compensatory time, accrued but unused vacation, and accrued but unused sick leave as described above. Employees who retire may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.~~

7.32 Layoff/Furlough

The Town may layoff or furlough employees for reasons of efficiency, economy, lack of work, or for such other reason as the Town Administrator deems necessary.

Employees who are in good standing, at the time of layoff, may apply for any current or future vacancies with the Town. At the time of layoff, employees are paid accrued but unused compensatory time and accrued but unused vacation leave only. Laid off employees may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

7.43 Termination

Employees who are terminated are not eligible for rehire. Terminated employees are paid for accrued but unused compensatory time only. Terminated employees may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

7.54 Exit Procedure

Employees who are laid off, resign, or retire shall contact the Town Administrator to provide all information required for separation, return all Town property, participate in an exit interview, and make arrangements for final pay and continuation of benefits if applicable.

8.0 MISCELLANEOUS GUIDELINES

8.1 Political Activity

All Town employees have the right as a citizen to participate fully in the political process. However, employees are prohibited to campaign for any candidate or cause on scheduled work time or utilizing Town resources/property. Employees are prohibited to publicly campaign for any candidate or cause while wearing the Town uniform or Town logo.

8.2 Board Membership of Employees

A Board of Trustees member may not be employed by the Town. Where a Trustee applies for employment with the Town, he/she must resign from the board if employment is offered and accepted. No Trustee may begin employment with the Town until after the effective date of their resignation. Where an employee of the Town is elected to the Town board, they must resign employment from the Town. Failure to do so shall result in termination of employment.

8.3 Data Disposal

During employment, the Town will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Town may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for the destruction (i.e., shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means).

9.0 EMPLOYEE ACKNOWLEDGEMENT

**I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED _____.
I UNDERSTAND THAT I AM RESPONSIBLE TO BE FAMILIAR WITH ITS CONTENTS.
FURTHER, I UNDERSTAND:**

**EMPLOYMENT WITH THE TOWN OF PALMER LAKE IS AT-WILL. I HAVE THE RIGHT
TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT
ADVANCE NOTICE, FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.**

**THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF
MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF
EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF
EMPLOYMENT FOR A SPECIFIC DURATION.**

**THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A
SUMMARY OF TOWN GUIDELINES.**

**THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY
ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR
THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE
RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT
PRIOR NOTICE.**

Employee Name (printed)

Signature

Date