



BOARD OF TRUSTEES MEETING

Thursday, April 25, 2024

Executive Session at 5 PM / Regular Meeting at 6 PM

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order & Roll Call

Convene to Executive Session - *For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – offer to purchase town property.*

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

Roll Call

Pledge of Allegiance

Administer Oath of Office, Deputy Town Clerk

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

1. Minutes from April 11, 2024 Meeting
2. Checks Over \$15,000 - Bradley (\$50,751); Daniels Long Chevrolet (\$52,950)
3. Financials (March)

Public Hearing –

4. Application for Conditional Use Permit for Landscape Yard in C2 Zone (Greater Grounds) - *Continued by Planning Commission to May 15; Requesting Continue Hearing to May 30*

Business Items

5. Special Event Application – 24 Hour Run, Stride Events LLC (9/27-29)
6. Special Event Application - Community Cinco de Mayor Dinner Service, Joy on the Rock (5/4)
7. Special Event Application - Wine Festival (9/14)
8. Update - Advisory Committee for Elephant Rock Vision Plan

- [9.](#) Discussion/Direction Relating to Fire Adaptive Initiatives
- [10.](#) Discussion/Direction on Wayfinding Signs, Examples

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

Board Reports

Next Meeting (May 1 workshop; May 9; rescheduled May 23 to May 30) and Future Items

Convene to Executive Session if unfinished discussion

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

Reconvene to Open Session

11. Resolution to Authorize Mayor to Sign Purchase and Sale Agreement (PSA)

Adjourn

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, April 11, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6:08 pm.

Pledge of Allegiance. Mayor Havenar introduced Sophie and Mia Underwood to lead the pledge. A certificate of appreciation was presented.

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

Consent Agenda. MOTION (Ehrhardt, Stern) to approve the consent agenda including items 1) Minutes from March 28, 2024, Meeting; 2) Checks over \$15,000 - Core & Main (\$26,911.44); Meyer & Sams/GMS (\$46,643.50); South Beach Motors (\$35,145.00). Roll call vote – aye 5; nay 0. Motion passed.

Staff/Department Reports

3) Water; 4) Public Works including Roads & Park Maintenance; 5) Police; 6) Fire; 7) Administration – no questions.

8. Attorney Krob reported that a summons was received from former Chief Vanderpool and is under review with the town insurance provider, CIRSA.

9. Administrator/Clerk – Collins provided an update on town hiring and recruitment. A permanent modification of the office hours was requested, and Board members agreed to the change – Mon-Thu., 7:30a until 5p. The PLES roadway project is being prepared for RFP. The tree removal at Spring/Vale was clarified. PPRBD amended codes are posted to the website.

Business Items

10. Special Event Application - Ducks Unlimited Dash Run (6/9). Mr. Justin Huggins explained the DU Dash planned for Sunday, June 9, beginning after 7am. Collins reviewed the details. MOTION (Farr, Dreher) to approve the event. Roll call vote – aye 5; nay 0. Motion passed.

11. Discussion/Direction for Directional Sign, Alpine Essentials. Collins stated that the site location proposed must be reconsidered to be outside of the utility easement. It was requested that this item be tabled. MOTION (Stern, Farr) to table to the next meeting. Roll call vote – aye 5; nay 0. Motion passed.

12. Ordinance 4-2023 Relating to Annexation Procedure. Attorney Krob explained the statutory process for annexation. He explained the negotiation process with annexation and suggested that

regulation around annexation be limited so the Board has flexibility to negotiate. He stated that members should reference the Community Master Plan but not be restrained by it. MOTION (Stern, Dreher) to adopt Ordinance 4-2024 to create code relating to annexation. Roll call vote – aye 5; nay 0. Motion passed.

13. Resolution 24-2024 to Approve Land Use Application Checklists. Mayor Havenar stated the checklists were received at the prior meeting. MOTION (Dreher, Farr) to approve Resolution 24-2024 land use application checklists. Roll call vote – aye 5; nay 0. Motion passed.

14. Resolution 25-2024 to Create a Temporary Elephant Rock Advisory Committee. Mayor Havenar invited Ms Susan Miner to review the structure and process she is planning. Discussion took place about the quantity of members. Discussion was held about the process she intends to follow to organize data. It was agreed to modify the quantity to ten members. MOTION (Dreher, Ehrhardt) to approve Resolution 25-2024 creating a temporary advisory committee to consider and assemble a vision for elephant rock property with an amended quantity to ten total members. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

15. Resolution 26-2024 to Approve Public Records Policy. Collins and Krob reviewed the policy primarily amending regulation around electronic documents being provided at no cost. MOTION (Stern, Dreher) to adopt Resolution 26-2024 to approve the public records policy. Roll call vote – aye 5; nay 0. Motion passed.

16. Discussion/Direction on Town Way Finding Signs. Following discussion about way finding signs on either end of town, the Board directed staff to gather examples for review and further discussion.

17. Discussion/Direction on R4 Zoning Code Regulations. Discussion took place about the R4 zoning code regulations to consider noting that there is no assignment of R4 code currently within town boundaries. The Board directed staff to work with the Planning Commission for a recommendation.

Discussion took place about hearing from the Sanitation District.

18. Discussion/Direction Relating to Fire Mitigation/Adaptive Plan. Chief Vincent reviewed a list of initiatives to move in the direction of a Firewise community. It was requested to identify a possible drop off location for a community slash pile. Members discussed locations and agreed that elephant rock property was not a favorable option. It was discussed further to gather information – estimate to destroy and/or haul slash vs burn; check with a joint option (Larkspur); map of town track area.

19. Discussion/Direction on Conditional Use Permits. Discussion took place about including language to set timeframes for conditional use on a case by case basis. Staff will draft amended code.

Public Comment – none.

Board Reports

Trustee Ehrhardt encouraged other members to look at the new bridge, which should be completed the coming weekend.

Mayor Havenar reported that the Board of Health opposed House Bill 1028 advocating safe-use sites.

Next Meeting (4/25) 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) – possible offer to purchase town property. MOTION (Dreher, Ehrhardt) to convene to executive session at 7:42 pm. Roll call vote – aye 5; nay 0. Motion passed.

Reconvene to Open Session. At 8:30 pm, the Board reconvened to open session.

20. Consider Offer to Purchase Town Property. No action taken.

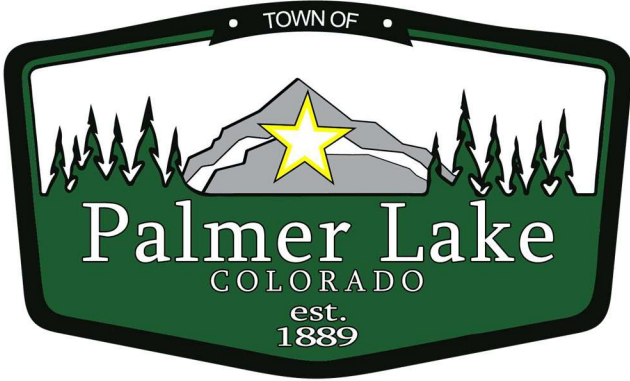
Adjourn. MOTION (Stern, Farr) to adjourn at 8:30 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk



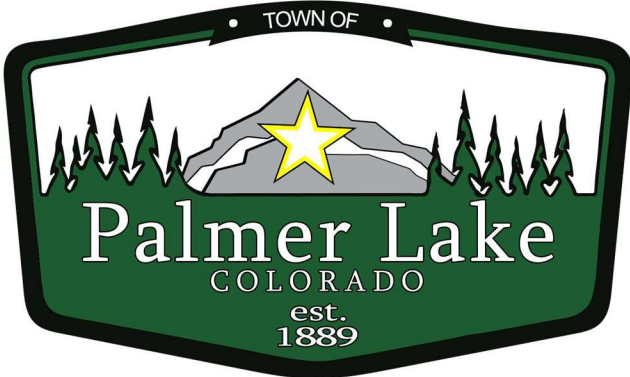
TOWN OF PALMER LAKE
Financial Statements
March 2024
Unaudited



**Schedule of Cash Position
March 2024**

TOWN OF PALMER LAKE
Schedule of Cash Position
March 2024

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,637,898
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$752,109)</i>	General Fund Reserve	Savings	5.45%	\$ 1,520,816
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.45%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.45%	\$ 64,635
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.45%	\$ 10,764
General Fund Reserves Subtotal				<u>\$ 1,596,222</u>
General Fund Accounts Total				<u><u>\$ 3,234,120</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,344,031
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.45%	\$ 193,721
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.45%	\$ 215,281
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$224,600)</i>	Water Loan Reserve	Savings	5.45%	\$ 214,614
Water Fund Accounts Total				<u><u>\$ 1,967,647</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.45%	\$ 29,432
Conservation Trust Fund Account Total				<u><u>\$ 29,432</u></u>



Financial Reports
March 2024

TOWN OF PALMER LAKE

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

For the Three Months Ended March 31, 2024
UNAUDITED

Item 3.

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
Taxes	\$ 2,794,447	\$ 899,613	\$ (1,894,834)	32%
Fees and Licenses	291,025	21,607	(269,418)	7%
Intergovernmental	7,000	82	(6,918)	1%
Fines	65,000	16,965	(48,035)	26%
Interest	80,000	21,707	(58,293)	27%
Departmental	65,000	12,847	(52,153)	20%
Grants and Donations	1,385,959	3,469	(1,382,490)	0%
Miscellaneous	70,000	15,399	(54,601)	22%
Total Revenue	\$ 4,758,431	\$ 991,689	\$ (3,766,742)	21%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 246,873	\$ 38,835	\$ 208,038	16%
Professional Services	373,000	70,130	302,870	19%
Administrative/Operations	332,936	53,364	279,572	16%
Capital Outlays	10,000	-	10,000	0%
Total Administration	\$ 962,809	\$ 162,329	\$ 800,480	17%
Police Department				
Salaries and Benefits	\$ 674,622	\$ 166,331	\$ 508,291	25%
Professional Services	112,600	5,556	107,044	5%
Administrative/Operations	86,845	13,494	73,351	16%
Capital Outlays	80,000	-	80,000	0%
Total Police Department	\$ 954,067	\$ 185,381	\$ 768,686	19%
Fire Department				
Salaries and Benefits	\$ 630,741	\$ 153,943	\$ 476,798	24%
Professional Services	10,000	5,870	4,130	59%
Administrative/Operations	128,600	27,143	101,457	21%
Capital Outlays	-	35,145	(35,145)	0%
Total Fire Department	\$ 769,341	\$ 222,101	\$ 547,240	29%
Public Works Department - Roads				
Salaries and Benefits	\$ 334,898	\$ 60,410	\$ 274,488	18%
Professional Services	40,300	1,272	39,028	3%
Administrative/Operations	167,500	16,962	150,538	10%
Capital Outlays	1,673,580	66,330	1,607,250	4%
Total Roads Department	\$ 2,216,278	\$ 144,974	\$ 2,071,304	7%
Public Works Department - Parks				
Administrative/Operations	\$ 42,100	\$ 15,687	\$ 26,413	37%
Capital Outlays	\$ 31,000	\$ -	\$ 31,000	0%
Total Parks Department	\$ 73,100	\$ 15,687	\$ 57,413	21%
Total Expenditures	\$ 4,975,596	\$ 730,472	\$ 4,245,124	15%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (217,165)	\$ 261,217	\$ 478,382	
FUND BALANCE - BEGINNING OF YEAR		\$ 3,651,518		
FUND BALANCE - END OF YEAR		\$ 3,912,735		

Recommended Operating Reserve - 3 months

752,109

TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the Three Months Ended March 31, 2024

UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
Water Billing	\$ 1,375,000	\$ 302,810	\$ (1,072,190)	22%
Water Improvement Fee	74,000	18,837	(55,163)	25%
Water Loan	216,000	54,068	(161,932)	25%
Water Tap Fees	72,000	7,703	(64,297)	11%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	16,000	5,544	(10,456)	35%
Interest	24,000	8,481	(15,519)	35%
American Rescue Plan	103,669	26,588	(77,081)	26%
PLES Upper Glenway Water Improvement	101,520	-	(101,520)	0%
Total Revenue	<u>\$ 1,984,739</u>	<u>\$ 424,031</u>	<u>\$ (1,560,708)</u>	<u>21%</u>
EXPENDITURES				
Salaries and Benefits	\$ 519,749	\$ 101,012	\$ 418,737	19%
Professional Services	137,000	21,741	115,259	16%
Administrative/Operations	438,300	115,993	322,307	26%
Capital Outlays	649,290	34,908	614,382	5%
Debt Service	207,179	-	207,179	0%
Total Expenditures	<u>\$ 1,951,518</u>	<u>\$ 273,654</u>	<u>\$ 1,677,864</u>	<u>14%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 33,221</u>	<u>\$ 150,377</u>	<u>\$ 117,156</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,316,293</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,466,670</u>		
Less: Restricted Operating Reserve - 3 months		(224,600)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,242,070</u></u>		

Note 1: CWR&PDA Loan Requirement

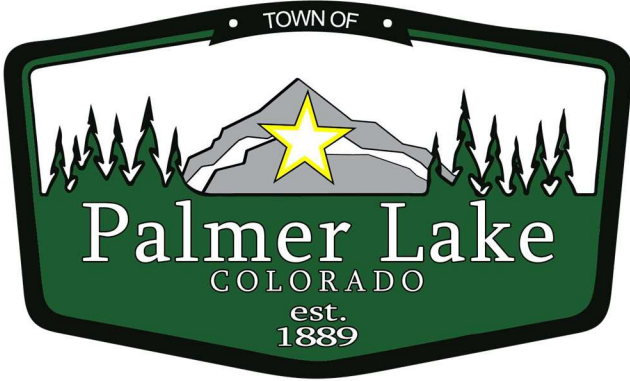
TOWN OF PALMER LAKE

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

For the Three Months Ended March 31, 2024

UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ -	\$ (36,140)	0%
Interest	1,200	400	(800)	33%
Total Revenue	\$ 37,340	\$ 400	\$ (36,940)	1%
EXPENDITURES				
Salaries and Benefits	\$ 14,380	\$ -	\$ 14,380	0%
Administrative/Operations	3,000	-	3,000	0%
Capital Outlays	19,000	-	19,000	0%
Total Expenditures	\$ 36,380	\$ -	\$ 36,380	0%
NET CHANGE IN FUND BALANCE	\$ 960	\$ 400	\$ (560)	
FUND BALANCE - BEGINNING OF YEAR		\$ 59,044		
FUND BALANCE - END OF YEAR - Restricted		\$ 59,444		



Accounts Payable Reports
March 2024

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2024 3/31/2024
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49634	CANYONSYSTEMS	CANYON SYSTEMS INC.	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$5,148.27
49635	ROUBIDOUX,CHARL	Charles Roubidoux	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$19.07
49636	DANAKEPNERCOMPA	DANA KEPNER COMPANY, LLC	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$2,377.97
49637	EAGLEPROFESSION	EAGLE PROFESSIONAL STANDARDS,	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$5,503.45
49638	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$32.03
49639	HOLMAN	HOLMAN	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$776.00
49640	RUSSELL, JOHN	JOHN RUSSELL	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$75.00
49641	OREILLY	O'REILLY	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$251.07
49642	PATRICKMIELKUS	PATRICK E. MIELKUS	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$900.00
49643	ROBERTANDERSON	ROBERT A. ANDERSON AND JEAN E.	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$1,610.00
49644	SGS	SGS NORTH AMERICA, INC.	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$551.82
49645	STERICYCLE	STERICYCLE, INC.	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$38.59
49646	TRILAKESMONUMEN	Tri-Lakes Monument Fire Protec	3/4/2024	COBANK-CKG 9495	PMCHK00000152	\$3,713.00
49647	AIRGAS	AIRGAS USA, LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$79.71
49648	AMCOBIIT	AMCOBI	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$3,708.00
49649	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$22,684.91
49650	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$825.00
49651	CIVICPLUSLLC	CIVICPLUS LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$1,685.55
49652	CKT	COMMON KNOWLEDGE TECHNOLOGY	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$2,475.25
49653	ESO	ESO SOLUTIONS, INC.	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$208.53
49654	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$1,463.00
49655	HIGHERSTANDARD	HIGHER STANDARD PAINTING COMPA	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$1,215.00
49656	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$810.02
49657	KELLYBOOKSLLC	KellyBooks LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$5,000.00
49658	KROBLAWOFFICES	KROB LAW OFFICE, LLC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$9,152.50
49659	MATTHEWMCHARG	MATTHEW G. MCHARG AND SABRINA	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$600.00
49660	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$18,245.10
49661	MYFLEETCENTER	MYFLEETCENTER	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$258.34
49662	OREILLY	O'REILLY	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$95.74
49663	PALMERLAKESANIT	PALMER LAKE SANITATION	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$1,700.08
49664	PURCELLTIRECO	PURCELL TIRE CO.	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$722.04
49665	SPRINGSMOUNTAIN	Springs Mountain Water	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$22.78
49666	T2SYSTEMS	T2 SYSTEMS CANADA INC.	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$70.00
49667	TLECC	TIMBER LINE ELECTRIC & CONTROL	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$3,171.50
49668	TRILAKESPRINTIN	TRI-LAKES PRINTING	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$87.50
49669	UNCC	UTILITY NOTIFICATION CENTER OF	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$29.67
49670	WEARPARTS&EQUIP	Wear Parts & Equipment	3/11/2024	COBANK-CKG 9495	PMCHK00000153	\$4,067.52
49671	BLUETREELLC	BLUE TREE, LLC	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$2,000.00
49672	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$30.00
49673	CKT	COMMON KNOWLEDGE TECHNOLOGY	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$875.00
49674	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$6,790.00
49675	CRIMEWATCH	CRIME WATCH TECHNOLOGIES	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$2,400.00
49676	DIXIEMURPHY	DIXIE MURPHY	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$75.00
49677	ELIZABETHRHODS	ELIZABETH RHODS	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$900.00
49678	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$255.00
49679	JESSEALLSUP	JESSE ALLSUP AND CHERAN ALLSUP	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$1,200.00
49680	LYONSGADDIS	LYONS GADDIS	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$32.00
49681	MICHAELFISK	MICHAEL FISK	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$75.00
49682	PAVEMENTREPAIR	PAVEMENT REPAIR & SUPPLIES, IN	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$1,237.50
49683	PIPESTONEEQUIPM	PIPESTONE EQUIPMENT	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$643.55
49684	RATHBURNWELDING	Rathburn Welding	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$81.00
49685	REPUBLICSERVICE	REPUBLIC SERVICES #653	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$1,148.58
49686	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$50.00
49687	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	3/13/2024	COBANK-CKG 9495	PMCHK00000154	\$66.91
49688	ALLWINDOWS	ALL WINDOWS & DOORS PLUS	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$900.00
49689	AT&TMOBILITY	AT & T MOBILITY	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$1,570.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49690	CENTURYLINK	CENTURYLINK	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$612.84
49691	CHRISTOPHEROPIT	CHRISTOPHER & HEATHER OPITZ	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$600.00
49692	CIRSA	CIRSA	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$35,602.73
49693	DANAKEPNERCOMPA	DANA KEPNER COMPANY, LLC	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$8,698.81
49694	HACHCOMPANY	HACH COMPANY	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$1,206.90
49695	CICCOLELLAJOHN	JOHN CICCOLELLA	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$320.00
49696	ORKIN	Orkin	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$130.00
49697	DPCINDUSTRIES	PVS DX, INC.	3/22/2024	COBANK-CKG 9495	PMCHK00000155	\$70.00
49698	ANDREWROINESTAD	ANDREW AND ANNETTE ROINESTAD	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$1,370.00
49699	ROUBIDOUX,CHARL	Charles Roubidoux	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$184.07
49700	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$90.00
49701	COREANDMAIN	CORE & MAIN LLP	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$1,119.92
49702	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$32.03
49703	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$1,463.00
49704	HACHCOMPANY	HACH COMPANY	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$263.40
49705	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$250.00
49706	ORKIN	Orkin	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$495.25
49707	SLWS	SALT LAKE WHOLESALE SPORTS	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$2,428.25
49708	SPRINGSMOUNTAIN	Springs Mountain Water	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$38.00
49709	STERICYCLE	STERICYCLE, INC.	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$38.59
49710	VECTORSOLUTIONS	TARGET SOLUTIONS LEARNING	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$3,964.94
49711	WESLEYMCCONNELL	WESLEY AND LORI-ANN MCCONNELL	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$1,500.00
49712	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	3/28/2024	COBANK-CKG 9495	PMCHK00000156	\$209.36
REMIT000000000000001	COREANDMAIN	CORE & MAIN LLP	3/11/2024		PMCHK00000153	\$0.00

Total Checks: 80

Total Amount of Checks: \$180,392.02

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date From: To:
 3/1/2024 3/1/2024 3/31/2024
 Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
3/4/2024	CMTRX00000132	Bank Transaction Entry	WDL000001206	Comcast	193.35
3/4/2024	CMTRX00000132	Bank Transaction Entry	WDL000001207	Xfinity	11.07
3/4/2024	CMTRX00000132	Bank Transaction Entry	WDL000001211	Parking Kiosk Fee	159.58
3/6/2024	CMTRX00000132	Bank Transaction Entry	WDL000001205	WEX Fuel	2,369.14
3/7/2024	CMTRX00000128	Bank Transaction Entry	WDL000001167	Paycom	71,053.15
3/7/2024	CMTRX00000132	Bank Transaction Entry	WDL000001210	Humana	1,103.94
3/11/2024	CMTRX00000132	Bank Transaction Entry	WDL000001195	Black Hills Energy	90.49
3/11/2024	CMTRX00000132	Bank Transaction Entry	WDL000001209	HealthEquity	5.00
3/12/2024	CMTRX00000128	Bank Transaction Entry	WDL000001168	PCS	3,127.00
3/12/2024	CMTRX00000132	Bank Transaction Entry	WDL000001204	Pinnacol Assurance	7,523.00
3/12/2024	CMTRX00000132	Bank Transaction Entry	WDL000001208	CORE Electric	9,954.73
3/14/2024	CMTRX00000128	Bank Transaction Entry	WDL000001169	FPPA	6,770.18
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001196	Black Hills Energy	211.03
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001197	Black Hills Energy	162.55
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001198	Black Hills Energy	116.31
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001199	Black Hills Energy	105.88
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001200	Black Hills Energy	90.96
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001201	Black Hills Energy	89.26
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001202	Black Hills Energy	27.55
3/14/2024	CMTRX00000132	Bank Transaction Entry	WDL000001203	Black Hills Energy	22.35
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001183	Amcobi	870.11
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001184	Amcobi	211.24
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001185	Amcobi	143.05
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001186	Amcobi	130.45
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001187	Amcobi	115.21
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001188	Amcobi	111.85
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001189	Amcobi	92.56
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001190	Amcobi	89.20
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001191	Amcobi	89.20
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001192	Amcobi	88.36
3/21/2024	CMTRX00000132	Bank Transaction Entry	WDL000001193	Amcobi	85.00
3/21/2024	CMTRX00000134	Bank Transaction Entry	WDL000001221	Visa Cardmember Services	3,953.08
3/21/2024	CMTRX00000134	Bank Transaction Entry	WDL000001222	Paycom	53,940.44
3/26/2024	CMTRX00000132	Bank Transaction Entry	WDL000001194	Anthem	7,724.05
3/27/2024	CMTRX00000132	Bank Transaction Entry	WDL000001212	PCS	1,768.03
3/27/2024	CMTRX00000132	Bank Transaction Entry	WDL000001213	FPPA	5,817.16
Total ACHs:	36			Total Amount of ACHs:	\$ 178,415.51



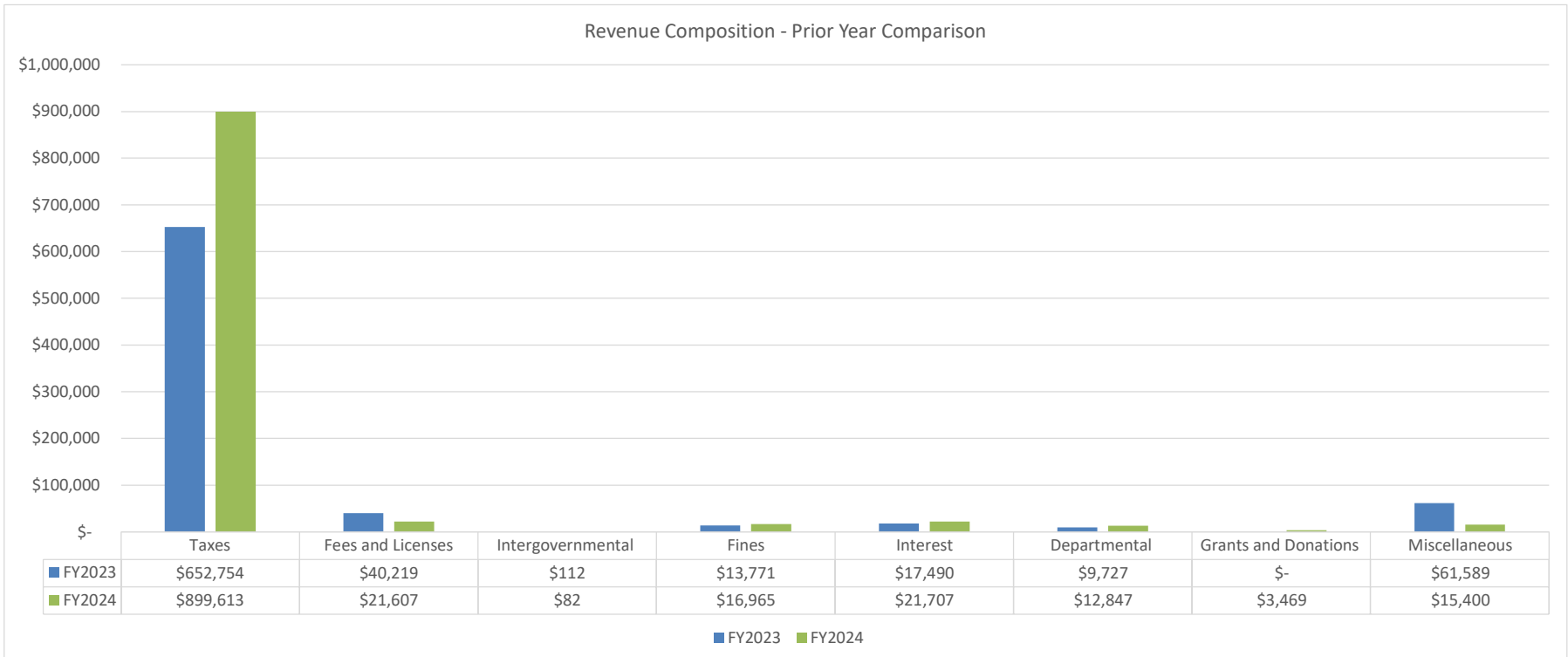
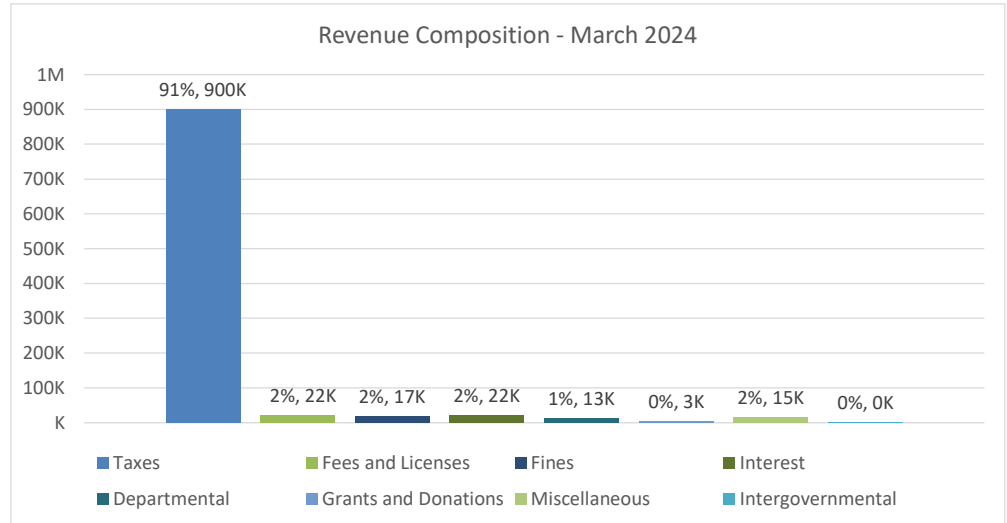
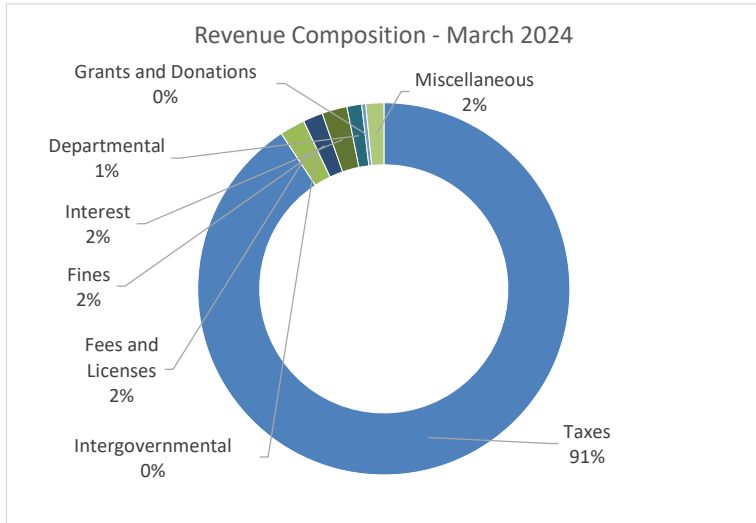
Charts
March 2024

TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2024
UNAUDITED



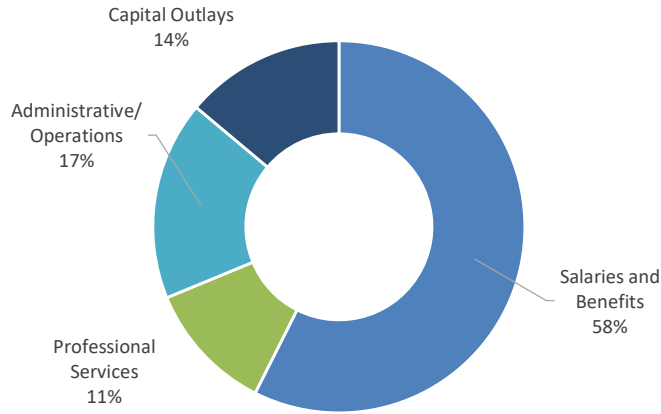
TOWN OF PALMER LAKE

Item 3.

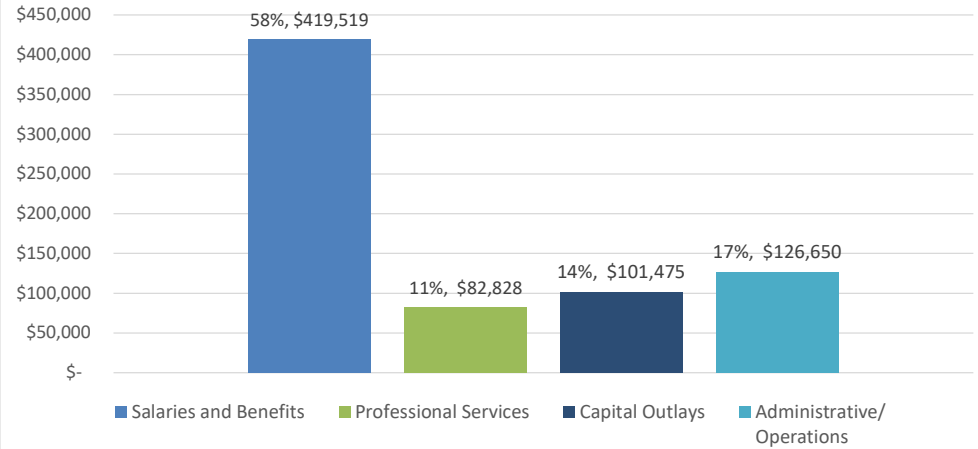
EXPENDITURE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2024
UNAUDITED

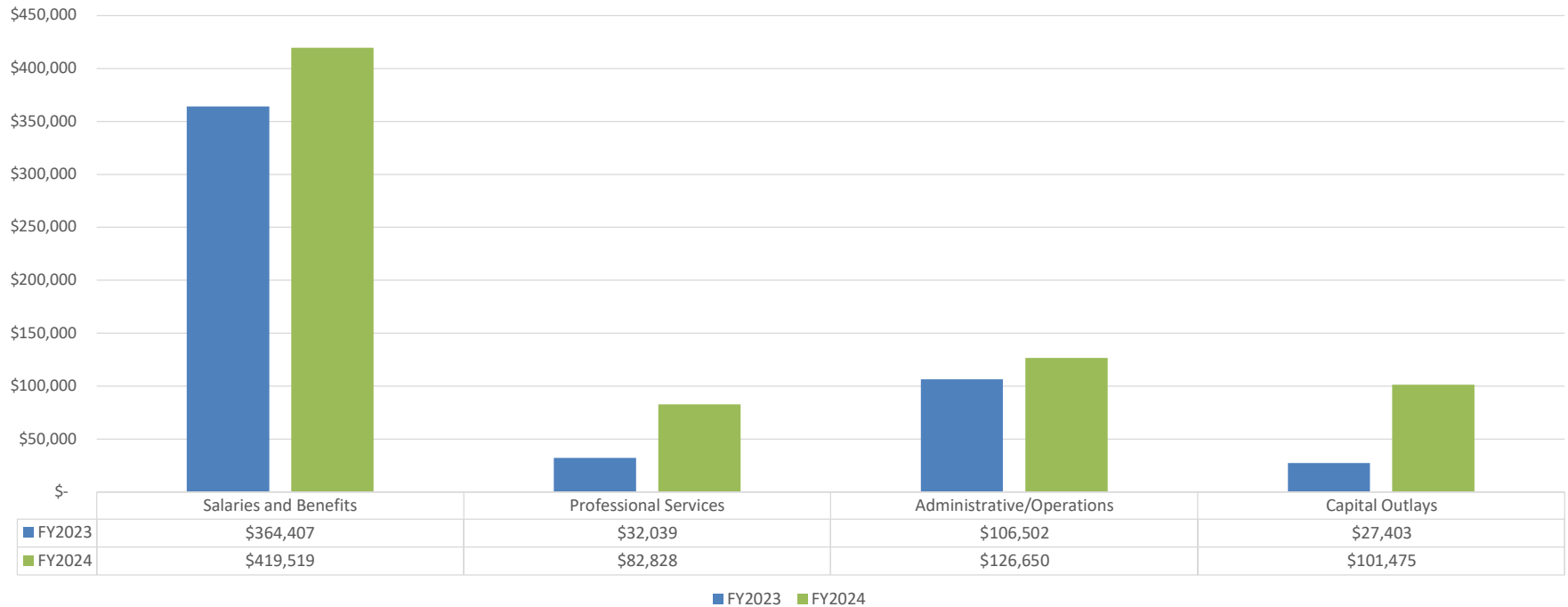
Expenditure Composition by Type - March 2024



Expenditure Composition by Type - March 2024



Expenditure Composition by Type - Prior Year Comparison



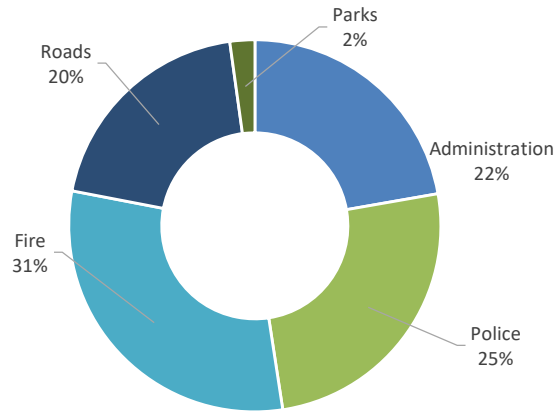
TOWN OF PALMER LAKE

Item 3.

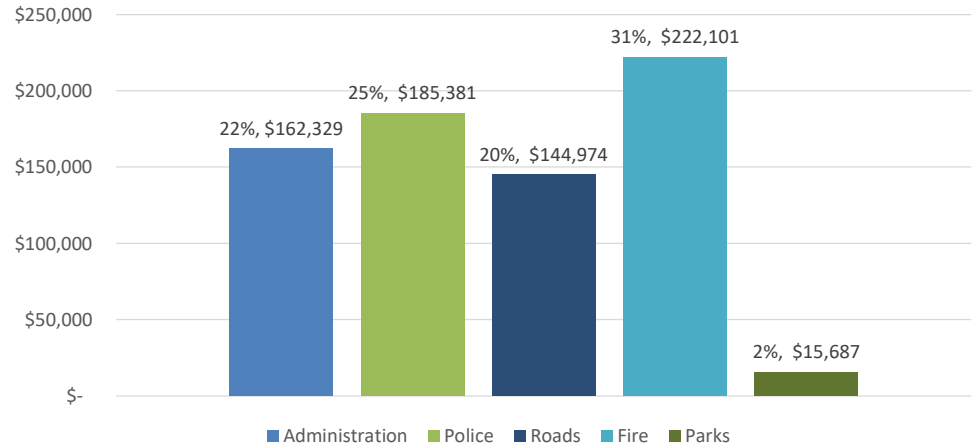
EXPENDITURE CHARTS GENERAL FUND

For the Three Months Ended March 31, 2024
UNAUDITED

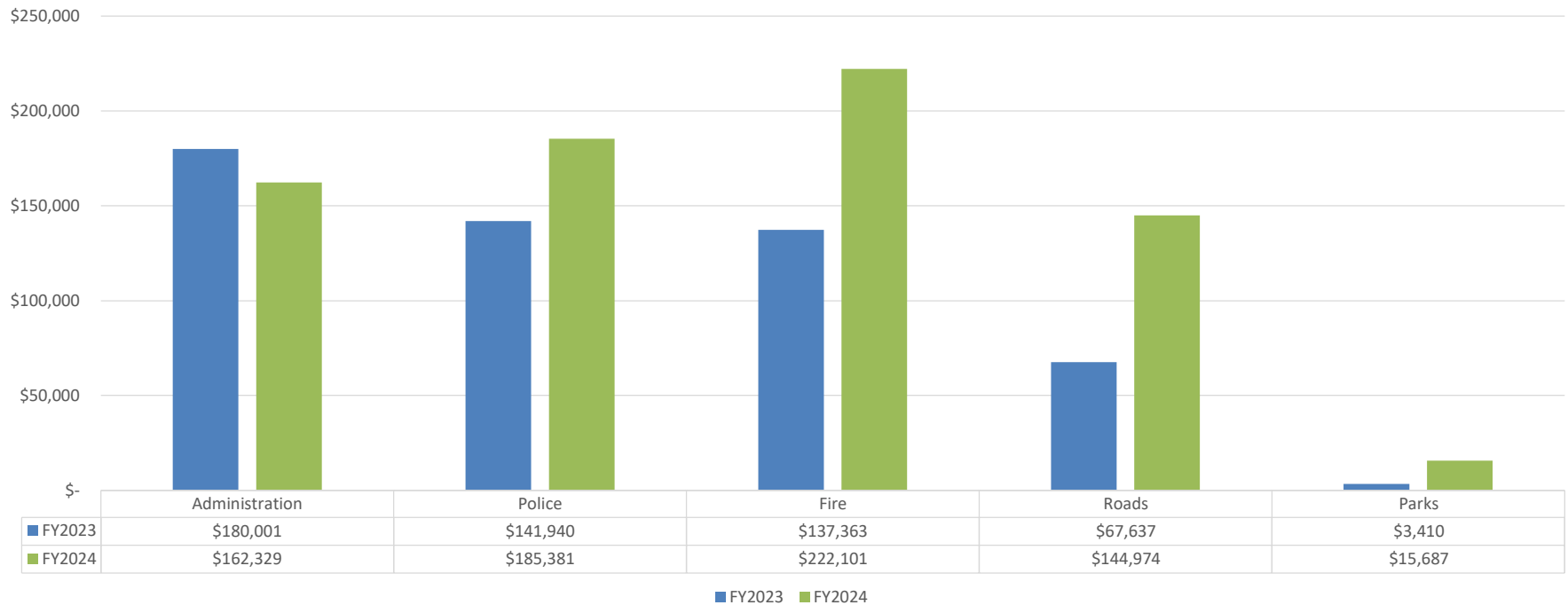
Expenditure Composition by Department - March 2024



Expenditure Composition by Department - March 2024



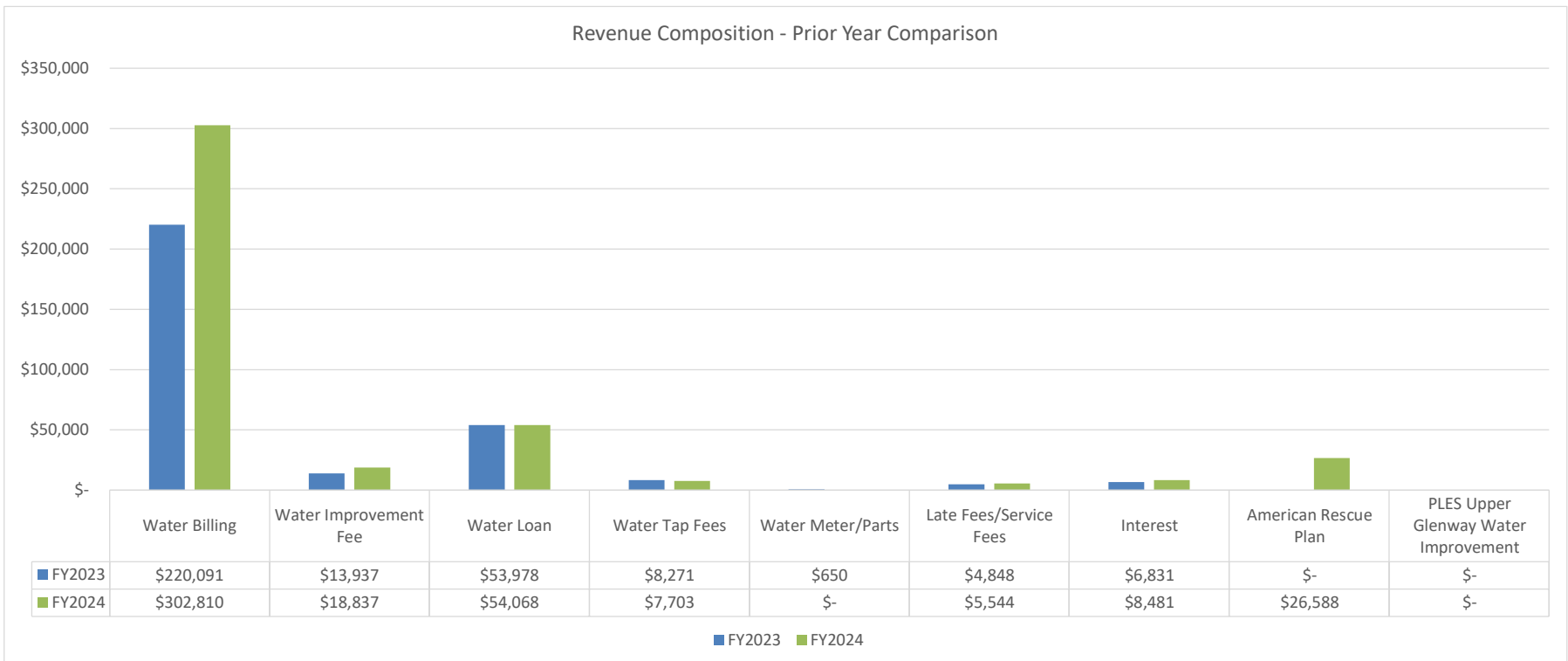
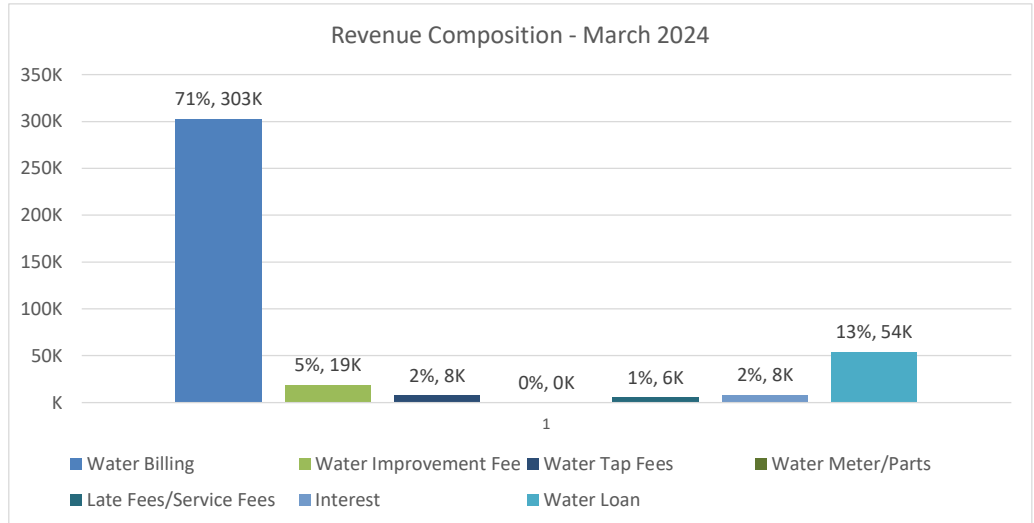
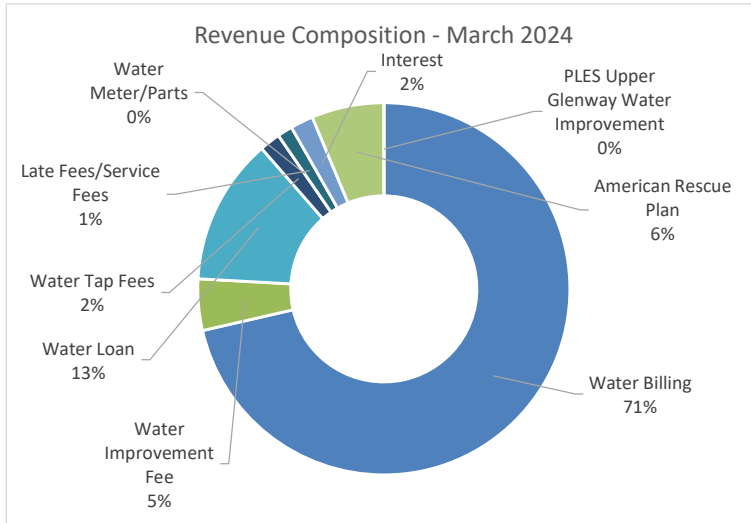
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 3.

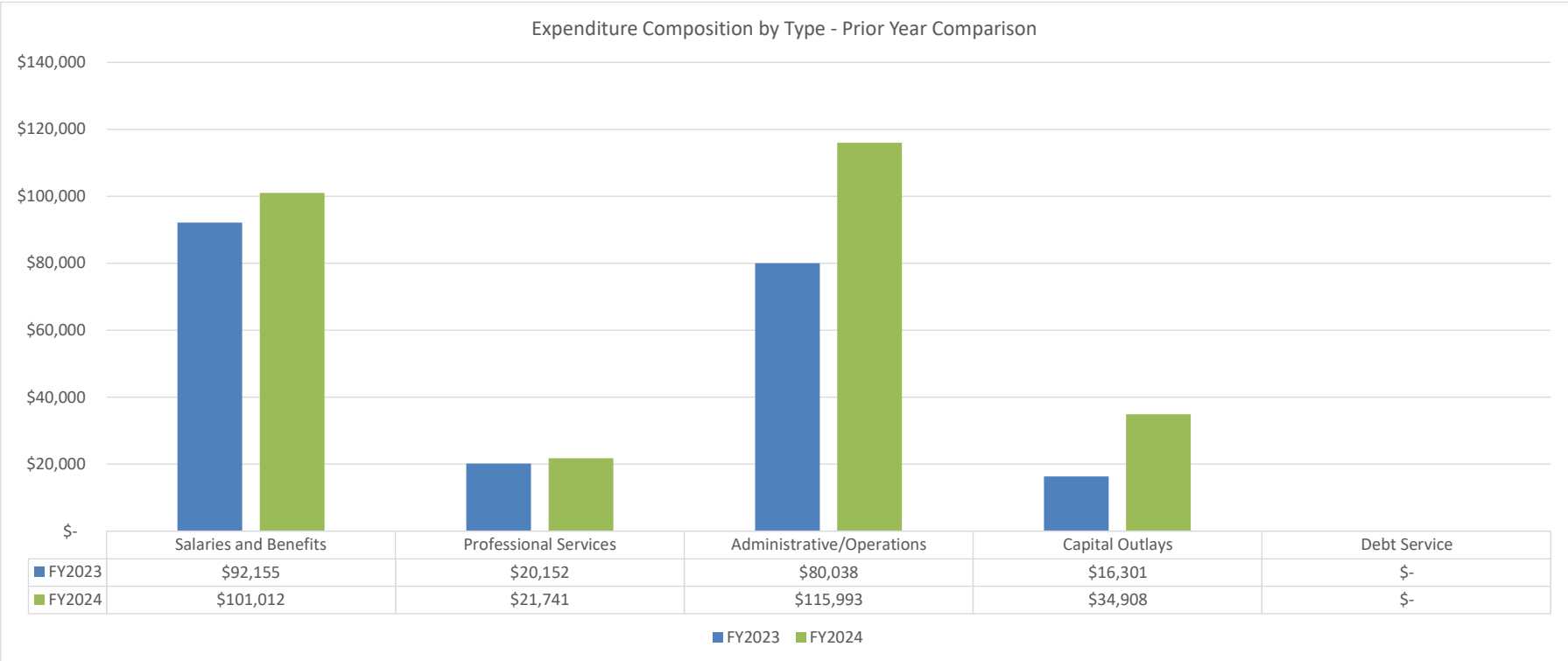
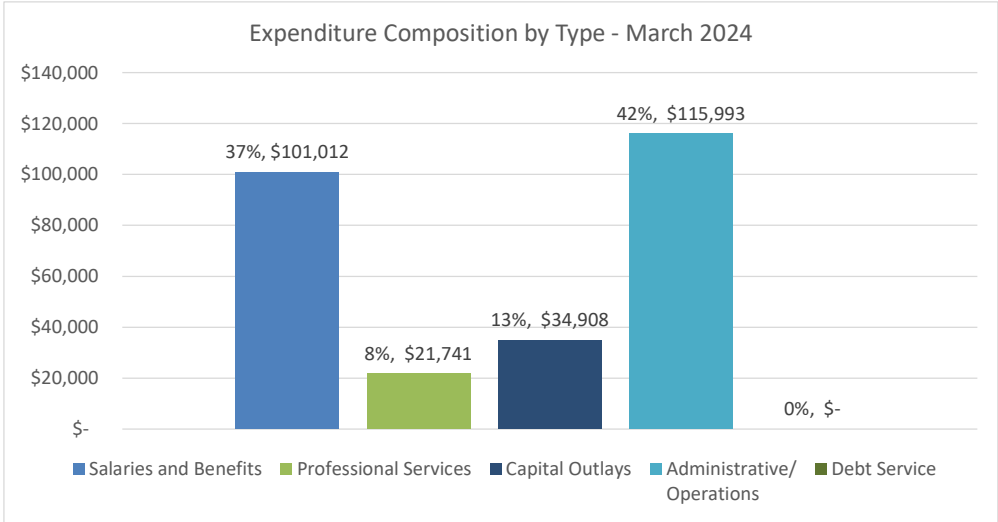
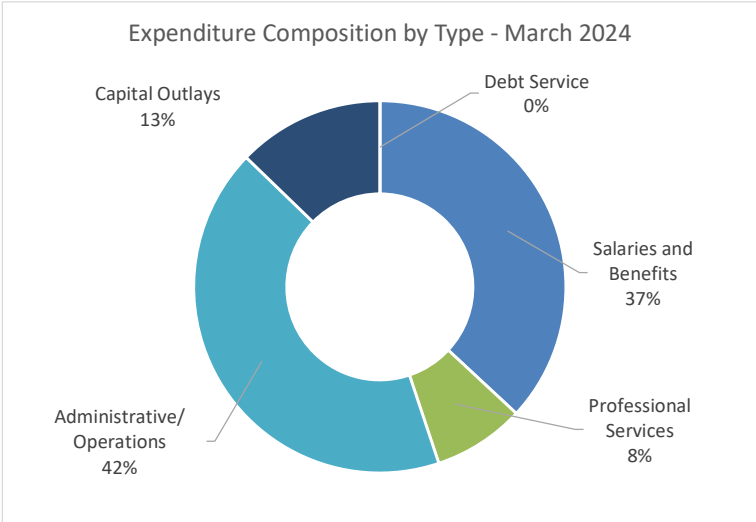
REVENUE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2024 UNAUDITED



TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Three Months Ended March 31, 2024 UNAUDITED





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

DATE: April 25, 2024	ITEM NO.	SUBJECT: Special Event Application for Stride Events (9/27-29)
Presented by: Town Administrator		

Background

Town departments reviewed the 24 hour run event with the run sponsor for Stride Events. Mr. Lance Pearce will attend to speak to the event.

Anticipated participants is about 150; parking will be directed on the west side of the lake; drop off only on east side of lake; small canopies will be installed for event timing and participant shelter; signs announcing the event will be placed on the east side of the lake about 48 hours advance; additional two restrooms will be placed; additional two trash bins will be regularly emptied; cost of emergency will be reimbursed if utilized.

It was requested that the star be lit for the 24 hour run to encourage runners through the night.

Recommendation

There were no issues identified by staff; thus, requesting Board approval of the run event.



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

DATE: April 25, 2024	ITEM NO.	SUBJECT: Special Event Application for Joy on the Rock (5/4)
Presented by: Town Administrator		

Background

Staff reviewed the community dinner and service planned for Sat., May 4. Setup will begin about 2p at the town hall and dinner will be served at 5 pm with worship music until about 7 pm. Overflow parking is directed to the public parking by the ballfield. Anticipated quantity of attendees is about 30.

It was requested that all fees are waived.

Recommendation

The Board approve the community event.



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

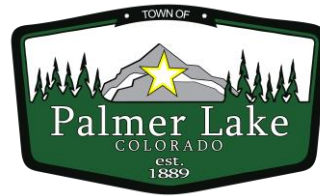
DATE: April 25, 2024	ITEM NO.	SUBJECT: Special Event Application for the Palmer Lake Wine Festival (9/14)
Presented by: Town Administrator		

Background

Glant Havenar will speak to the annual event scheduled for September 14, 2024. A department review will take place.

Recommendation

Staff requests approval of the annual Wine Festival.



Item 8.

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

DATE: April 25, 2024	ITEM NO.	SUBJECT: Update – Advisory Committee for Elephant Rock Vision Plan
Presented by: Town Administrator		

Background

Susan Miner will be present to provide an update for the elephant rock advisory committee. The first organizational meeting is scheduled for Monday, 4/22 at 5 pm.

Informational



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

DATE: April 25, 2024	ITEM NO.	SUBJECT: Discussion Relating to Fire Adaptive Initiatives
Presented by: Town Administrator		

Background

Chief Vincent began a discussion about fire adaptive initiatives and seeking direction first to consider a slash pile collection site and plan to manage a controlled burn at appropriate times of the year to rid of the biomass from town and private property.

It was requested by the Board to check into – estimate to haul/destroy biomass, joint option with Larkspur, map of track area. Note following –

1. Slash site(s) in Larkspur are controlled by local HOAs and are *not* an option for the public.
2. Current Town chipper is inadequate for larger material.
3. Roll off(s) are inadequate, expensive and cannot be controlled at all times for drop off on non-chipped material (approximate 30-yd roll off ~ \$600).
4. Elephant Rock property must be wildfire mitigated and only that material collected on-site should be burned on-site. *Consider in short term 2024-25.*
5. Motorbike track is viable for public slash drop off because it is currently fenced, gated and can be controlled as well as the material be burned on-site (note map).
6. Moving slash material more than once is inefficient use of town staff time and equipment.

Recommendation

Staff seeks direction, if any, to consider slash pile and controlled burn location in the short term and develop long term fire adaptive initiatives.



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

DATE: April 25, 2024	ITEM NO.	SUBJECT: Discussion About Way Finding Signs (examples)
Presented by: Town Administrator		

Background

Examples of signs are provided for review to consider signs for the Town of Palmer Lake entrance from the south on Hwy 105 through Monument and the north on County Line Road.

Note articles included with the examples.

What would Board members like to see - should business names be included with arrow? Or simply town amenities, public parking, lake area, etc.?

Recommendation

Staff seeks direction, if any, to consider exploring the addition of way finding signs.



Population 5862 (2022)

Estes Park, CO

<https://estespark.colorado.gov/wayfinding>



Telluride, Co

<https://www.codot.gov/programs/signs/logos-tods>

<https://www.codot.gov/travel/colorado-byways/southwest/san-juan-skyway/FinalTheSanJuanSkywayFrameworkforWayshowing.pdf>



Population 9845 (2022)

Alamosa, CO

<https://www.alamosacitizen.com/changes-to-downtown-alamosa>



Population 61,222(2022)

Parker, CO

OPTION E - 132 Likes

Public 2nd Choice, Business Owners 1st Choice



Population 11,793 (2022)

Monument, CO

https://gazette.com/thetribune/monument-wayfinding-signage-project-seeks-additional-community-input/article_a5e5bd56-a3ff-11ed-9949-670ac0e1b9f6.html



Population 17,258

Canon City, CO

<https://www.canoncitydailyrecord.com/2017/06/07/general-government-committee-reviews-designs-for-a-gateway-monument-wayfinding-signage-for-city>



Population 215 (2022)

Larkspur, CO



Population 2608 (2022)

Leadville, CO

https://www.leadvilleherald.com/news/article_a76bdf62-32cf-11e8-961d-679c116f5681.html



Population 2897 (2022)

Bayfield, CO