



BOARD OF TRUSTEES MEETING

Thursday, July 14, 2022 at 5:00 PM

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

In-person & LIVE STREAM available at Town website

AGENDA

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

Call to Order

Pledge of Allegiance

Roll Call

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 June 23, 2022 Meeting &
Minutes from Joint June 29, 2022 Meeting
2. Checks over \$15,000 - CIRSA (\$25,009); Applied Integrity (\$76,610)

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police
6. Present Parking Kiosk STEP Program (Sgt Lundy)
7. Fire
8. Administration
9. Attorney
10. Administrator/Clerk

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!

Business Items

- [11.](#) Special Event - PPLD Summer Adventure Party - 08/05
- [12.](#) Resolution 38-2022 to Approve Employee Travel Policy
- [13.](#) Determine Next Steps for Elephant Rock Proposals
- [14.](#) Fall Election - Vacant Seats
- [15.](#) Draft of PPRBD Code Changes (Effective 2023)

Board Reports**Next Meeting (July 21 special meeting, July 28) and Future Items****Convene to Executive Session**

For the purpose of conference with an attorney for the purpose of receiving legal advise on specific legal questions; and personnel matter under C.R.S. 24-6-402(4)(b) and (f) - Town Administrator.

Reconvene to Open Session**Adjourn**

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, June 23, 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 5:01 PM.

Pledge of Allegiance

Roll Call. Present: Mayor Bill Bass, Trustees Darin Dawson, Sam Padgett, Jessica Farr, Karen Stuth. Trustee Nicole Carrier arrived about 5:03 PM. Excused: Trustee Glant Havenar.

Introductions/Presentations

1. Presentation of The Loop Project - Renewable Water Project. Mr. Jessie Shaffer of Woodmoor Water, Tom Tharnish of Monument Public Works, and Amy Lathen of Cherokee Metro presented information on a regional renewable water loop project. With depletion of the Denver basin, the project is born out of a culmination of studies previously conducted for the area. Options have been reviewed with CSU and Cherokee to connect at Hwy 83. Information was provided on return flows, surface water conveyance, flows in/out from the South Delivery System (convey, treat, deliver) as well as cost estimates resulting from a study completed in the spring. Trustee Padgett inquired about a similar water project and Jessie responded it is similar to the South Metro Water Supply of Denver (WISE project). Next steps include forming the "loop" entity and the details for parties to use or contribute to the project.

Consent Agenda

MOTION (Padgett, Dawson) to approve the consent agenda including items 2) Minutes from June 9, 2022 Meeting; 3) Checks over \$15,000 to TN Parker; 4) Financials (May). Roll call vote – 6 aye; 0 nay. Motion passed.

Staff/Department Reports

5) Attorney – no report. 6) Administrator/Clerk – Collins provided an update to the structural repair at the library/museum; grant activity, activity with the Master Plan; and noted the savings on the Town Hall project.

Public Comment

Cindy Kuchinsky provided an update on the Festival on the Fourth and asked the Board to consider splitting some of the cost for the event. Cindy also requested volunteers for the dunk tank.

Public Hearing

7. PUBLIC HEARING - Preliminary Review of Conditional Use for Metal-Wood Craft Shop & Residential Dwelling (Hwy 105). Mr. Kurt Ehrhardt requested the Board allow a mixed residential dwelling with commercial and specifically a craft shop as a conditional use per the CC zoning code. Mr. Josh Mabe was introduced and reviewed his team as well as the proposed design for the property. Mr. Owen Floyd inquired about the timeline for development. Mr. Bud Courville, resident on Columbine, inquired about conditional use in general and whether it was appropriate to request a conditional use without specifics of the development. Kurt discussed the preliminary review to move forward with further design activity. Mr. Jacob Fenton inquired about the use for the property. Josh spoke in response to his plans for the development if a conditional use is granted. Mayor Bass closed the hearing.

Business Items

8. Resolution 37-2022 to Approve Conditional Use for Metal-Wood Crafting and Mixed Residential Dwelling in CC Zone (Hwy 105). MOTION (Stuth, Dawson) to approve the conditional use as requested and recommended by the Planning Commission. Roll call vote – 6 aye; 0 nay. Motion passed.
9. Update/Additional Information on FAMLI Program. Collins provided additional information for the FAMLI program and an update that the Town will need to make a decision by year-end, preferably by the draft of the 2023 budget.
10. Establish Joint Meeting with Planning Commission - Concept Proposals for Elephant Rock (6/29). Discussion took place about submitted proposals and anticipated completion of the appraisal. The joint meeting was confirmed for Wed., June 29 at 5 PM. It will be recorded and provided by live stream.

Board Reports

Next Meeting (Workshop Dates, July 14) and Future Items. Mayor Bass will coordinate meeting dates with staff.

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 annexation.* MOTION (Padgett, Dawson) to convene to executive session at 6:40 PM. Roll call vote – 6 aye; 0 nay. Motion passed.

Reconvene to Open Session. MOTION (Stuth, Dawson) to reconvene to open session at 6:47 PM. Motion passed. A short recess was taken prior to the start of the workshop.

Adjourn. MOTION (Currier, Padgett) to adjourn at 6:59 PM. Motion passed.

Mayor Bill Bass

ATTEST: Dawn A. Collins, Town Clerk



JOINT BOARD OF TRUSTEES & PLANNING COMMISSION MEETING

Wednesday, June 29, 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 5:06 PM. Roll call was made.

Board of Trustees: Mayor Bill Bass, Trustees Karen Stuth, Glant Havenar, Jess Farr. (Excused: Trustees Darin Dawson, Sam Padgett, Nicole Currier.)

Planning Commission: Chair Charlie Ihlenfeld, Susan Miner, Amy Hutson, Marty Brodzik, Shana Ball. Commissioner Bill Fisher arrived shortly hereafter. (Excused: Commissioner Mark Bruce.)

Mayor Bass randomly selected names for the order of the presentations.

Review Development Proposals for Elephant Rock Property.

The first proposal for The Ranch at Palmer Lake was presented by Jeff Zearfoss and the Carter Payne Team.

The next proposal for Elephant Rock Pioneer Village, an event center, was presented by Lindsay Willan.

The final proposal for Palmer Lake Festival and Event Center was presented by Matt Dunston and Duncan Bremer.

Mayor Bass explained that evaluations by all members should be submitted by July 11 and, with the appraisal report expected mid July, the Board will review all information to determine next steps.

Adjourn. Mayor Bass adjourned the meeting.

Mayor Bill Bass

ATTEST: Dawn A. Collins, Town Clerk

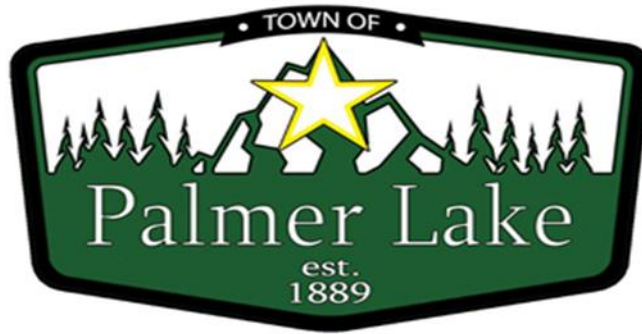
Town of Palmer Lake Monthly Water Usage

**Month
Year June
 2022**

	Gallons	Acre Ft
Surface Water	4,813,000	14.77
Well A2	1,688,000	5.18
Well D2	0	0
Total	6,501,000	19.95
Avg. Gal/Day	217,000	0.67

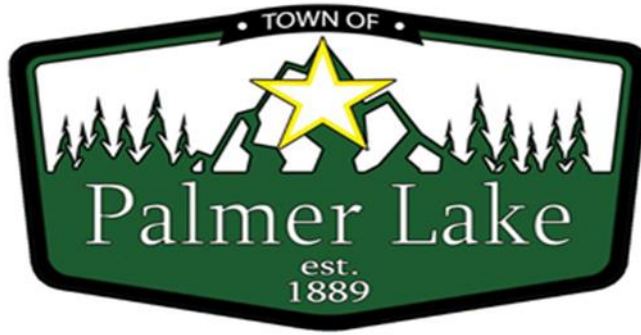
Release To Lake 5.78 AF Max Allowed = 8.4 AF / Month
Release Glen Park Evaporation 2.59 AF
Water system 0 AF

Total 8.37 AF



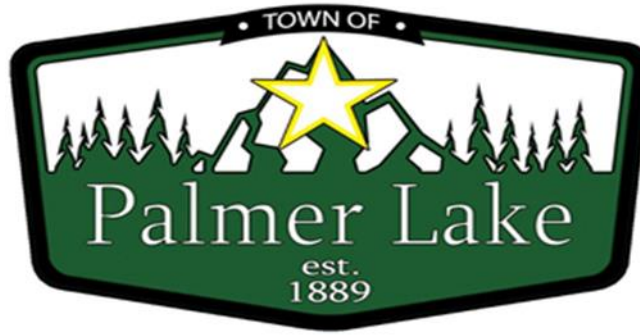
Board of Trustees Summary Sheet

	June 2022
Title	Department Monthly Report
Date	7/14/2022
Contact	Jason Dosch
Summary	<p>Graded roads Patched Potholes Applying dust control on Town roads 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 Planted flowers and maintained area around the Town office, Town Hall Mow grass and upkeep of Elephant Rock property Set up and tear down seating and tables at Town Hall for meetings and events Attended Parks Committee meetings Working with CDOT and GMS Eng. for \$200,000 in stimulus funds for bridge maintenance Attended Special events review meetings Removed dead deer from ROW Attended TAC meeting at PPACG Met with PPACG and CDOT about possibilities of Main Street Grants Planning Palmer Lake Elementary School Road Improvement project with Federal Grant funding Performed maintenance parking kiosk at Trailhead parking lot</p>
Training	n/a
Other Activity	<p>Assist with 4th of July Festival event and Parks Commission Clean Up Assist with Fence install at Ped Bridge/RR Assist Parks Commission replacing step at Gazebo</p>



Board of Trustees Summary Sheet

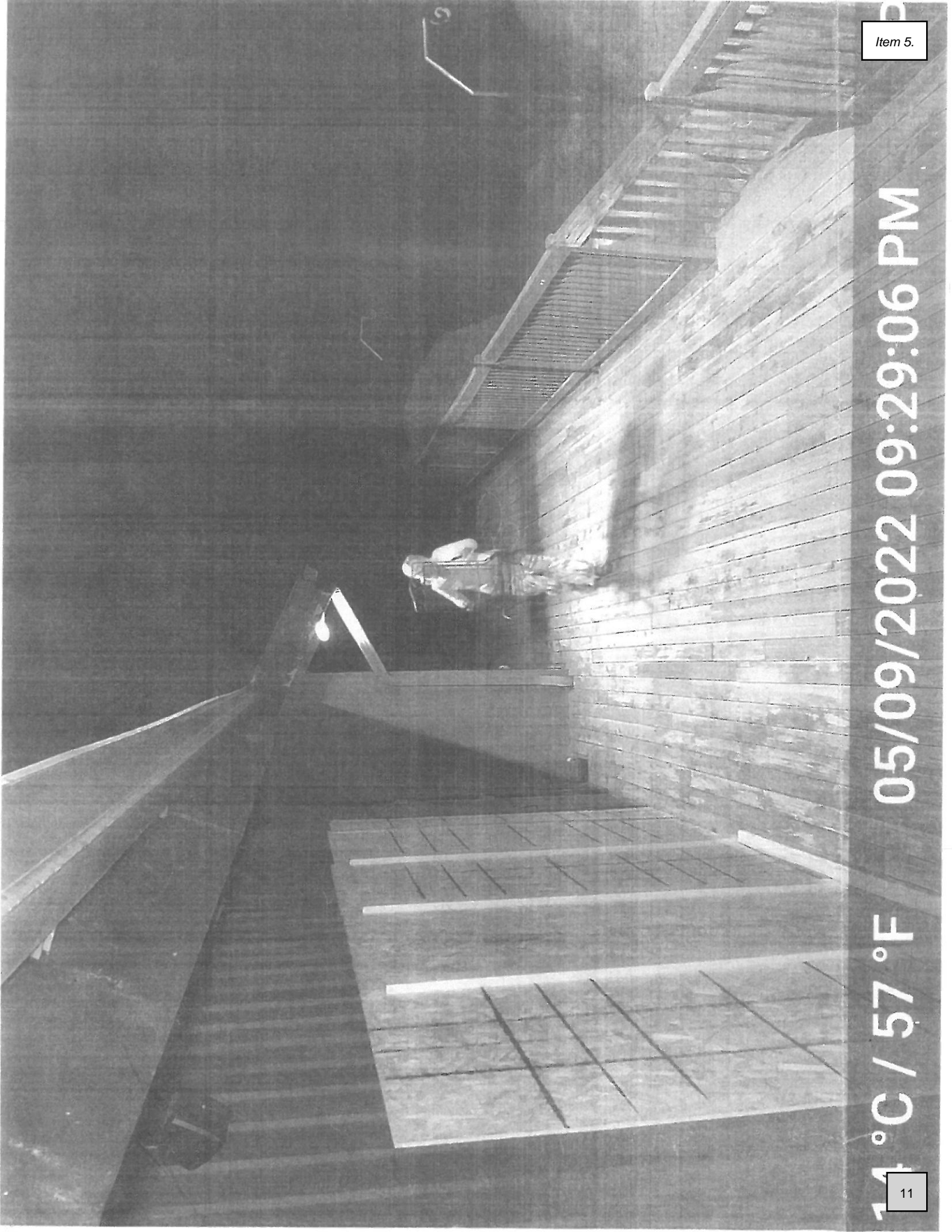
	June 2022
Title	PARKS Monthly Report
Date	7/14/2022
Contact	Parks Commission
Summary of Volunteer Hours	Meetings – 20 hours Gazebo construction repair - 92 Service Day - 65.5 Fence removal at Tennis Court - 8 Chautauqua trailhead and property with zip line - 3 Wood chipping - 14 Weeding, emails, spreadsheet, meetings, other miscellaneous duties – 40 Fireworks for the Fourth of July - 152
Total Volunteer Time	394.5 total hours
Upcoming Activity	Finalizing tri-fold for Parks



Board of Trustees Summary Sheet

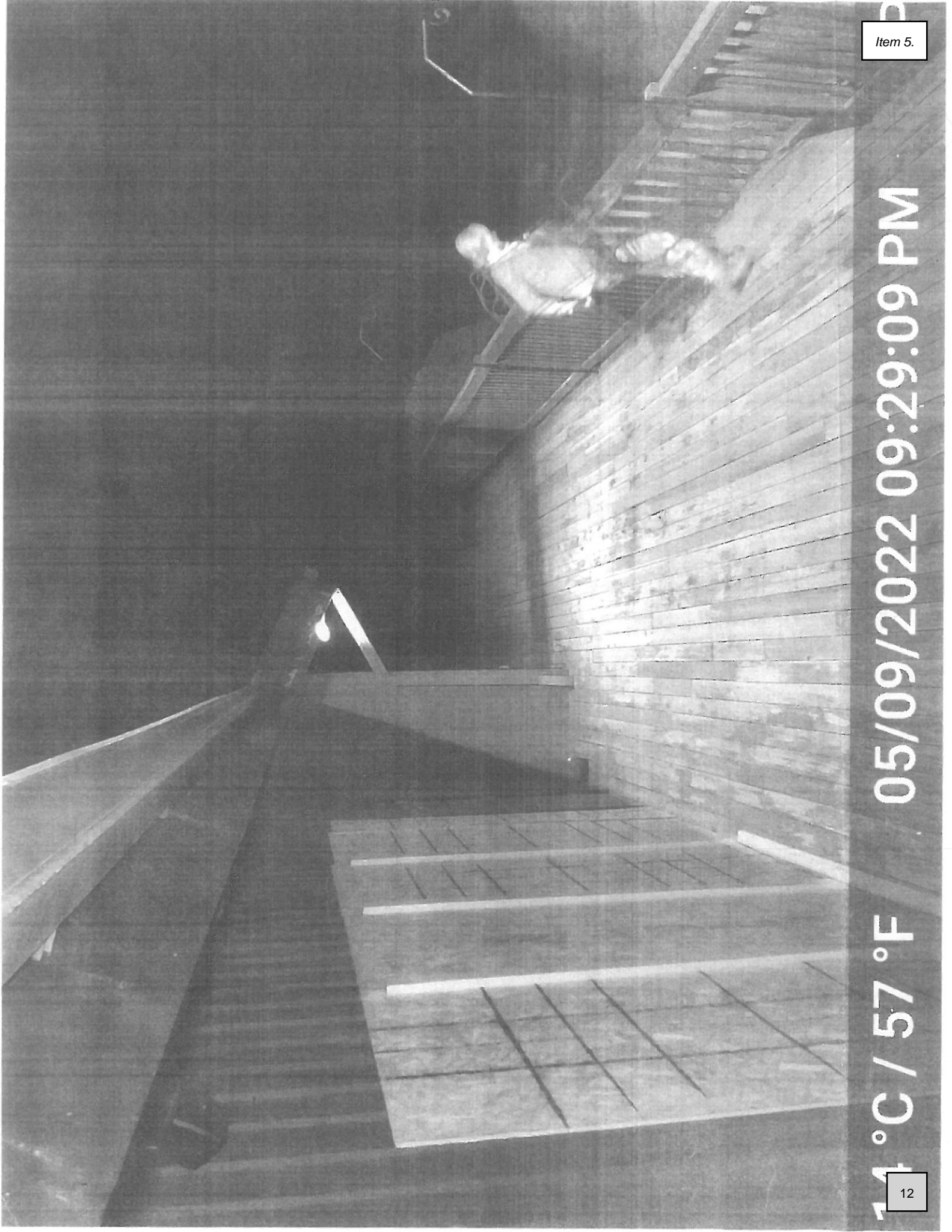
	Jun-Jul 2022
Title	Police Monthly Report
Action	N/A
Date	6/1-6/30/2022
Contact	J. Vanderpool
Summary	In the Month of June 2022, the PLPD conducted 106 traffic stops and issued 45 citations. Also, in the month of June, 4 DUI arrests, as well as 1 drug arrest were made. 5 Parking tickets were issued.
Training	Officers attended different trainings this month to including, de-escalation, anti-Bias, community-oriented policing and leadership training.
Photographs	The attached photographs are of an unknown white female who is stealing at least 2 chairs from the back porch of the main building of the elephant rock property, if anyone may recognize her we would like to speak to her.
Other Actions	PLPD Officers are actively investigating 2 theft cases
Active investigations	Palmer Lake PD officers are actively investigation a theft case from 290 Hwy 105, as well as the other trailer theft cases that are still active.
Calls for service	Officers responded to 279 calls for service this month. 236 of these calls were in the Town of Palmer Lake, 42 were outside of town.

Code Enforcement	Code enforcement officers have been working with town residents to correct the violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.
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.



05/09/2022 09:29:06 PM

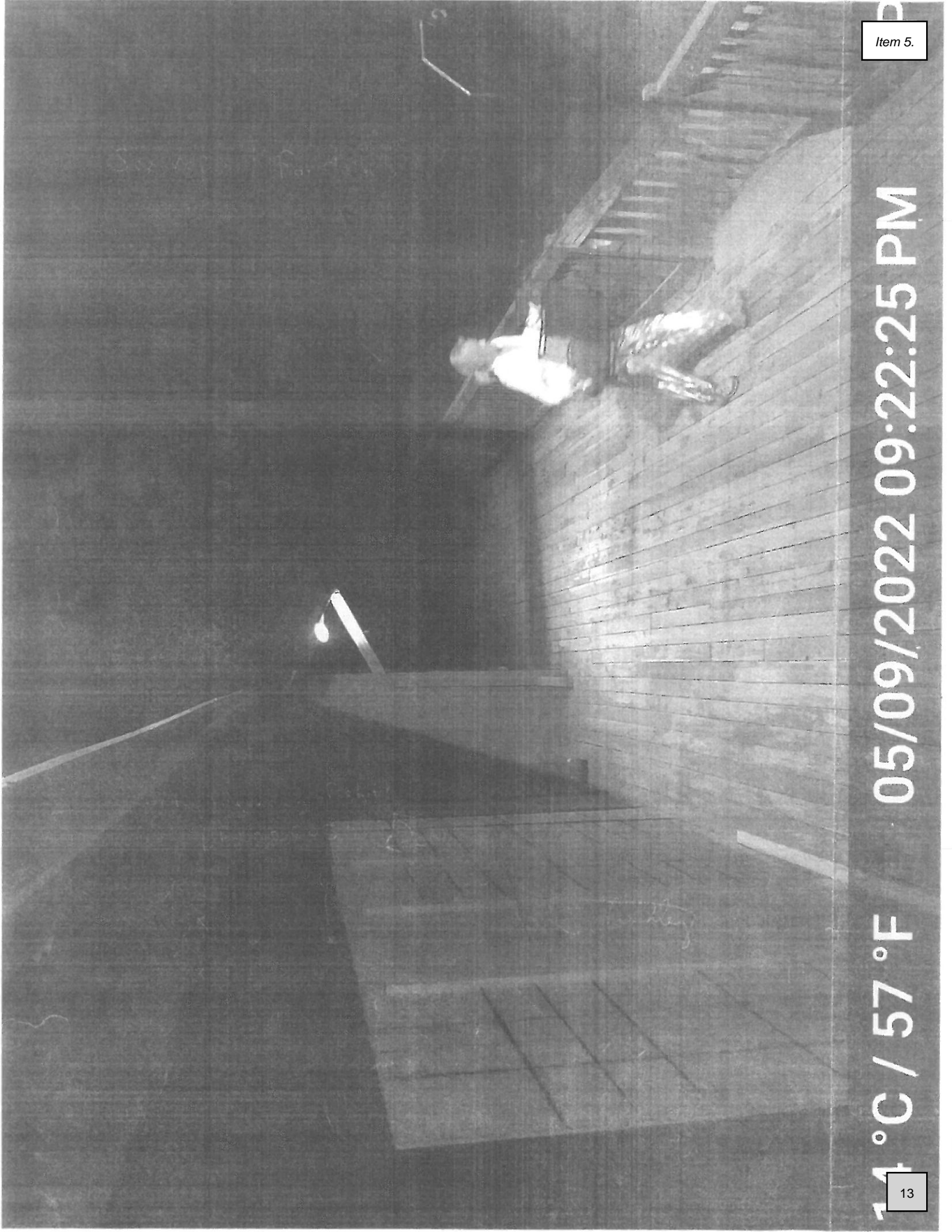
14 °C / 57 °F



Item 5.

05/09/2022 09:29:09 PM

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Item 5.

05/09/2022 09:22:25 PM

14 °C / 57 °F



Reservoir Trailhead/ Glen Park Parking Kiosk Compliance Enforcement

Draft Proposal

Sergeant J. Lundy, PLPD

Background and Justification

In early 2022, the town of Palmer Lake installed a parking kiosk at the entrance to the Reservoir Trailhead. The use of the parking areas down Old Carriage, and parts of Lover's Lane, require the user to pay \$5.30 for a day pass for parking. In this process a person uses a self-pay kiosk, then takes the printed ticket back to their vehicle where they are required to display it on their dashboard verifying their purchase. These purchases directly support the funding of the Parks Commission in town.

Currently there is an average daily usage of 34 paid tickets per day, or approximately \$1,234.90. Starting April 1st, 2022, the PLPD began to gather information regarding the unpaid and or incorrect usage of the parking areas. During these checks, which occurred at various times throughout each day of the week, an officer would make a single round through the areas mentioned above and record data. It was discovered there were on average 47 occurrences per week, or approximately \$249.10 in revenue, where the driver did not pay for their vehicle parking on the kiosk. There was also an average of 8 occurrences per week where the user incorrectly entered their vehicle information in the kiosk.

From 04/10/2022 – 05/09/2022, the parking kiosk recorded 1,019 tickets purchased, or approximately \$5,400.70 in revenue.

PLPD monitoring of the kiosk and parking area showed the kiosk was improperly used, or not used at all 163 times, approximately 16% of the time, accounting for a loss of \$863.90 in parking revenue. Please see Figure 1 below.

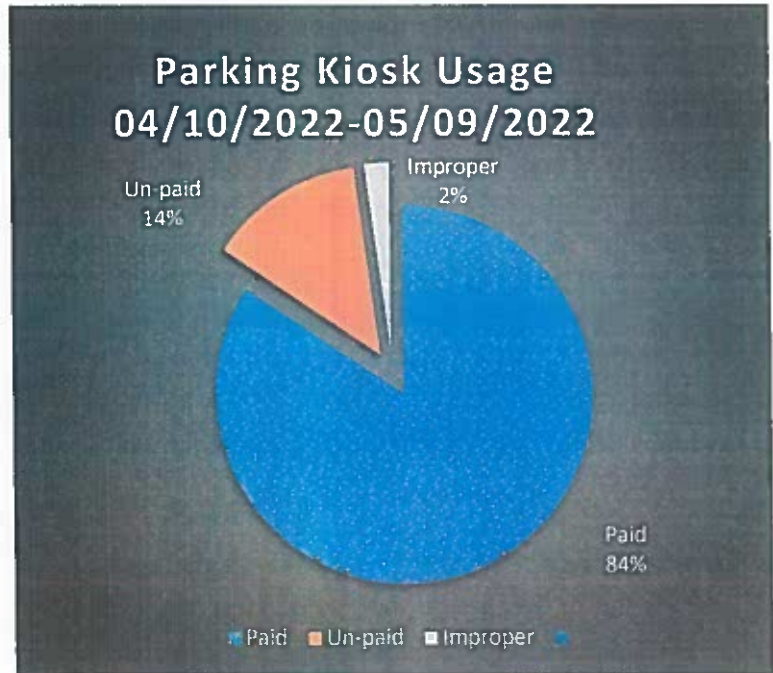


Figure 1

Speculation: During the final three days of the review period there was also a 16% increase in ticket sales from the week before. This may be due in large part to the improving weather and warming temperature. It is estimated the town's population increases to nearly 6,000 during the busy summer season, approximately a 100% increase. With this in mind it is fair to assume the usage of the trails and parking areas will also double.

Speculation: Assuming this increase in population increases the usage of the paid parking areas, it can be extrapolated that so to will the number of non-paying users of the area. It is estimated that up to \$1,727.80 in revenue could be lost per 30 day period. Please see Figure 2 below.

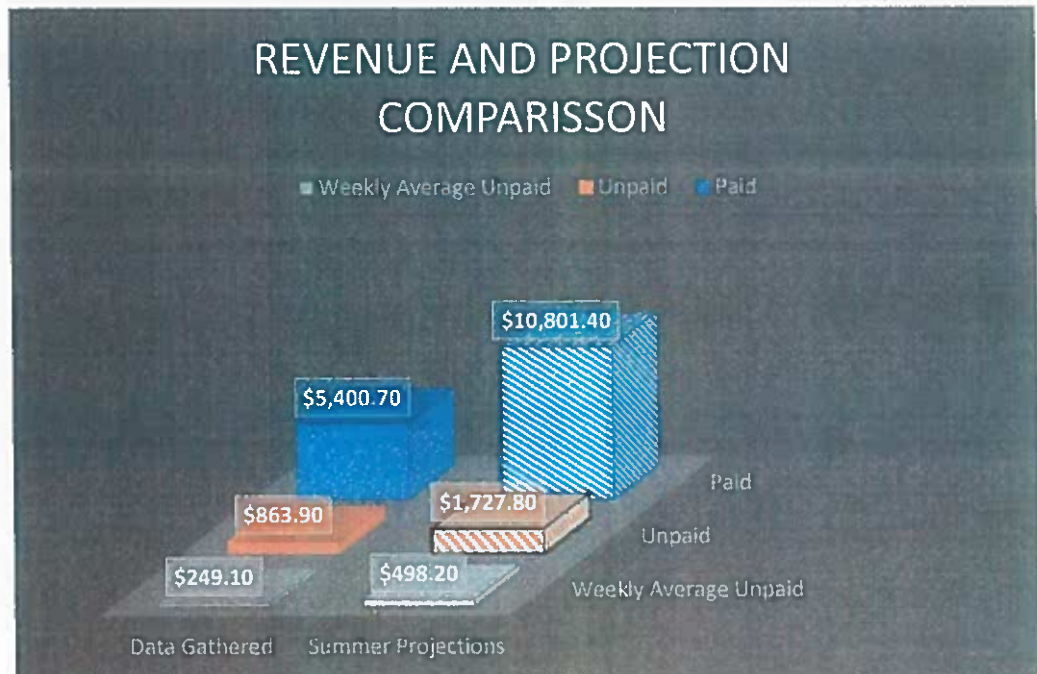


Figure 2

The PLPD is being requested to run enforcement operations through the paid parking areas. During the data gathering from PLPD officers the highest single accumulation of parking violations resulted in 17 vehicles failing to pay, and 6 improperly ticketed vehicles.

The typical officer can initiate and issue a municipal summons for a violation in approximately 7 minutes, assuming there is no driver information needed. With this in mind, and understanding multiple vehicles will result in less time required for the transmission of data, if the officer were to write all 17 vehicles a summons for failing to pay for their parking, a \$50.00+\$19.00 municipal violation, and warnings to the improperly recorded vehicles, it would take approximately 116 minutes to complete, removing that officer from other law enforcement operations for that time.

Analysis: Source data gathered at various times on various days indicates approximately 16% of the time, the kiosk is not being used properly or at all representing a loss in funding and revenue for the Parks Commission. In an effort to be able to enforce the new parking regulations, while

not removing officers from their other town wide responsibilities, it is reasonable and prudent that the Palmer Lake Police Department under the direction of Town Management take action beyond standard patrol operations through the means of the S.T.E.P., or Selected Traffic Enforcement Program to reduce the number of non-complying drivers by selected and specialized parking enforcement targeting the Reservoir Trailhead, Glen Park and Tennis Court parking areas.

Scope and Implementation

The Selected Traffic Enforcement Program consists of placing additional officers on detail assignment for the exclusive purpose of enforcing provisions of the Model Traffic Code of Colorado, adopted under authority of the Palmer Lake Board of Trustees and within the jurisdiction of the town. Officers assigned will be limited in shift numbers and duration and expected to produce enforcement results at acceptable levels, as defined by the chief of police in coordination with the town administrator. Revenue generated from written citations issued under STEP will financially and independently support program costs, with revenue in excess of costs being shared by the town's general fund and a new police traffic safety budget (see revenue/expenditure projection section for complete details).

- A. Coordination: The chief of police will designate a program coordinator, which coordinator will be responsible for assigning STEP shifts, tracking performance, and reporting program details periodically through the chain of command.
- B. Assignments: STEP shifts for parking enforcement will be 4 hours in length and limited to two shift per week, Saturdays and Sundays from 1100 hours to 1500 hours. This limitation is necessary to avoid negative public perception and avoid the discouragement/disruption of town visitor commerce and recreation. Officers may work the 4 hours on a day off, or prior to, or after their assigned patrol shift.
- C. Patrol Coverage: Officers engaged in a STEP parking enforcement shift will not be utilized to take general calls for service. This will allow a clear separation of duties and allow the STEP officer to focus on the parking enforcement specific to this program.
- D. Compensation: STEP Officers will be paid at an approximate time and a half their base hourly wage. This increased rate will provide monetary incentive necessary for the program to be worked on a regular and consistent basis, ensuring program effectiveness in its goal to lower traffic accidents as well as revenue generated. This time will be tracked by the "STEP" tab on the payroll timesheet and subject to approval by the officer's supervisor.

- E. Performance: Officers will be selected and scheduled on a volunteer basis by the program coordinator. Officers assigned to work STEP parking enforcement will be responsible for maintaining a high-performance and production standard during their shift. Officers will be discouraged from issuing warnings in place of citations while on STEP parking enforcement assignment unless extenuating circumstances can be articulated.
- F. Focused Enforcement: Officers will concentrate their enforcement efforts on violations in the three previously mentioned paid parking areas. They will be assigned the use of the PLPD ATV and be required to complete at least two full passes through the parking areas. Between passes, the officer will make a patrol of the reservoir trail area to ensure compliance with Municipal Code referencing the reservoir, and if necessary issue citations for violations therein.

Revenue/Expenditure Projection

The following program revenue projection is based on estimates of likely officer citation production numbers and the average penalty assessment fine of citations issued for parking violations. It is accounting for enforcement each weekend during peak usage times, June through September. The number of citations likely produced is based on previously referenced data gathering averaging 12 citations on Saturdays, and 7 on Sundays. Expenditures anticipated include an estimate of officer salary and an increase in ATV fuel expense. Please see Figure 3 below.

Total Annual Revenue Generated: \$22,287.00 – calculated by multiplying an estimated 19 citations issued per series of 2 4-hour STEP shifts each weekend over a 17-week peak enforcement period, at total fine amount of \$69, which is the fine for *MTC 1401 - Parking Where Signs Prohibited*.

Total Officer Salary: \$3,965.76 – for purposes of this draft estimate, the hourly rate would be \$29.16/hour (\$19.44 x 1.5). This rate is multiplied by 8 hours per week (limitation) by 17 weeks per year.

Total Estimated Fuel Expense: \$191.25 – calculated 45 total extra gallons of fuel required per year. .33 gallons per hour expended, mostly in idle, multiplied by the total annual STEP parking enforcement hours worked (136) of 85 octane gasoline priced at \$4.25 per gallon, the estimate for average summer gasoline prices per Gasbuddy. Average patrol miles: 7.8 per shift.

Total Miscellaneous Expenses: \$100.00 – calculated at approximately \$2.94 per shift for the cost of mobile printer unit paper, ink, and other incidental expenses for 34 total 4-hour

shifts over the 17-week peak enforcement period.

Monies available after expenses: \$18,029.99. The remaining amount after program costs would be evenly split (**\$9,014.99**) between the town general fund and a new police traffic safety item, to be utilized by the chief of police in coordination and under direction of the town administrator/clerk to fill departmental traffic safety needs of PLPD.

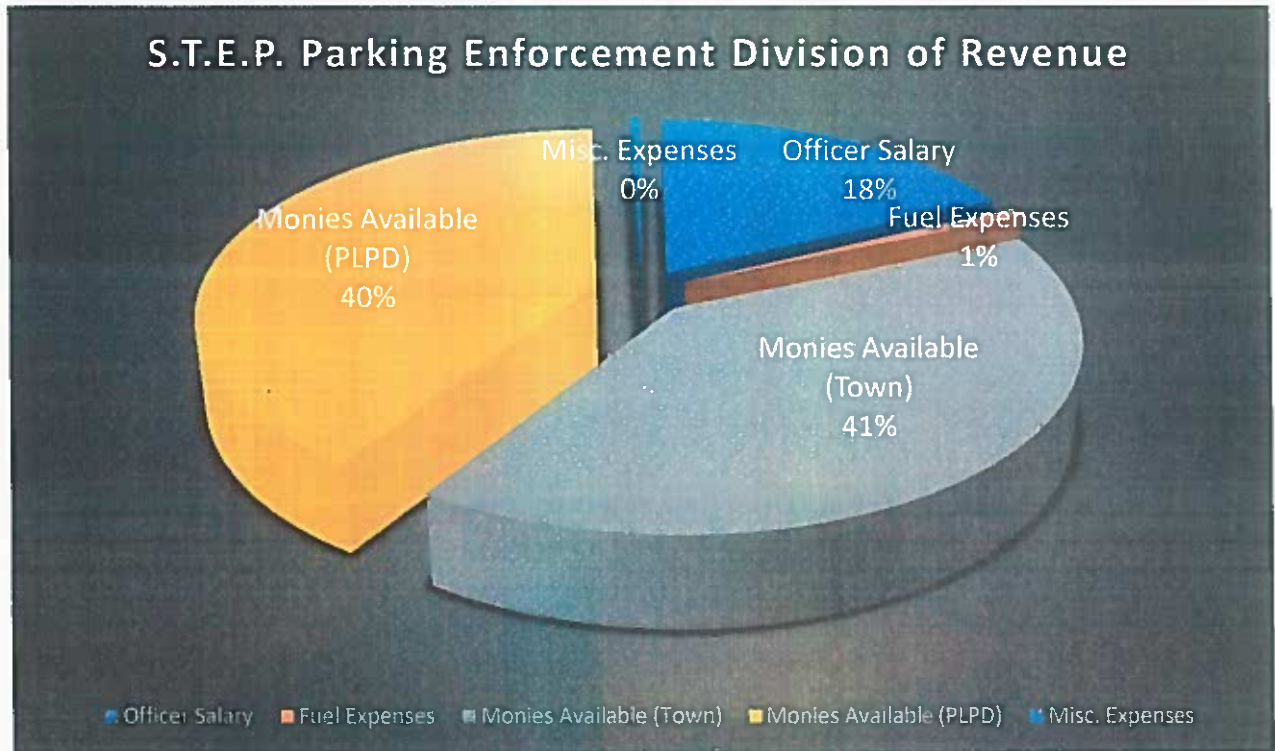
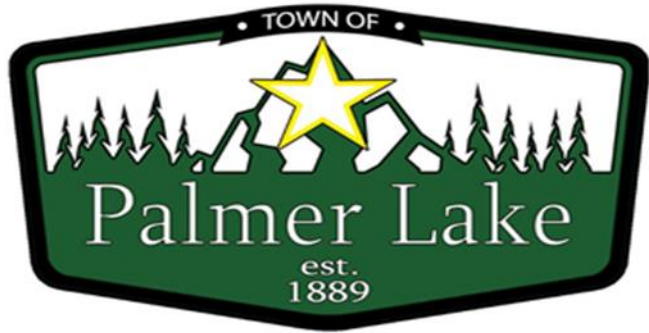


Figure 3



Board of Trustees Summary Sheet

Title	Palmer Lake Fire Department																																	
Action	To provide the most professional and highest level of emergency and prevention services to the citizens and visitors of the Town of Palmer Lake																																	
Date	07/06/2022																																	
Contact	Christopher McCarthy, Fire Chief																																	
Summary	<div style="border: 1px solid blue; padding: 10px;"> <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th>Incident Type</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Rescue and Emergency Medical Service</td> <td>13</td> <td>37.1%</td> </tr> <tr> <td>False Alarm</td> <td>9</td> <td>25.7%</td> </tr> <tr> <td>Fires</td> <td>5</td> <td>14.3%</td> </tr> <tr> <td>Service Call</td> <td>3</td> <td>8.6%</td> </tr> <tr> <td>Good Intent Call</td> <td>3</td> <td>8.6%</td> </tr> <tr> <td>Special Incident Type (Other)</td> <td>1</td> <td>2.9%</td> </tr> <tr> <td>Hazardous Condition (No Fire)</td> <td>1</td> <td>2.9%</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">■ Fires</td> <td style="width: 25%;">■ Rescue and Emergency Medical Service</td> <td style="width: 25%;">■ Hazardous Condition (No Fire)</td> </tr> <tr> <td>■ Service Call</td> <td>■ Good Intent Call</td> <td>■ False Alarm</td> </tr> <tr> <td></td> <td>■ Special Incident Type (Other)</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">meta-chart.com</p> </div>	Incident Type	Count	Percentage	Rescue and Emergency Medical Service	13	37.1%	False Alarm	9	25.7%	Fires	5	14.3%	Service Call	3	8.6%	Good Intent Call	3	8.6%	Special Incident Type (Other)	1	2.9%	Hazardous Condition (No Fire)	1	2.9%	■ Fires	■ Rescue and Emergency Medical Service	■ Hazardous Condition (No Fire)	■ Service Call	■ Good Intent Call	■ False Alarm		■ Special Incident Type (Other)	
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MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	14.29%
Rescue & Emergency Medical Service	13	37.14%
Hazardous Condition (No Fire)	1	2.86%
Service Call	3	8.57%
Good Intent Call	3	8.57%
False Alarm & False Call	9	25.71%
Special Incident Type	1	2.86%
TOTAL	35	100%

Significant Events:

Reservoir Fire Mitigation work progressing; utility locates called in for road widening. Special equipment from Miller Timber is on another assignment in New Mexico.

Training:

EMS: Case Study and Protocol review, Medical and Trauma scenarios
 Fire: New Firefighter Orientation, Firefighter Skills, MAYDAY, Forcible Entry, Ventilation, and Wildland Training
 Total: 324.55 hours

Budget Implications

None at this time







Dawn Collins

From: Julia Stambaugh
Sent: Saturday, July 2, 2022 12:29 PM
To: Dawn Collins
Subject: Kiosk numbers - June

Follow Up Flag: Follow up
Flag Status: Flagged

Here are the kiosk numbers for June.

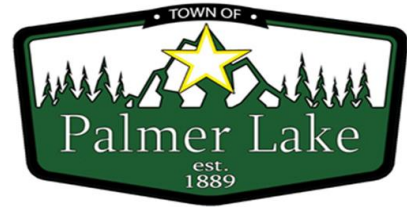
\$ 7,102.00	Gross Collections	(1340 Transactions)
\$ (402.00)	Fees	
\$ (70.00)	Monthly T2 Svc charge	
<u>\$ 6,630.00</u>	Net Collections - June	

YTD Totals

\$ 20,733.60	Gross Collections	Total Transactions	Avg per Month
\$ (1,173.60)	Fees	3,912	978
\$ (700.00)	Monthly T2 Svc charge		
<u>\$ 18,860.00</u>	Net Collections		

CONTACT US REPORT - JUNE 2022

	Submitted Time	First Name	Subject
1	6/1/22 - 3:44 PM	Judi	Park Reservation
2	6/2/22 - 11:57 AM	Landon	Fishing
3	6/3/22 - 1:27 PM	Jennifer	Recreational Cannabis Sale
4	6/4/22 - 12:10 PM	Jordan	Pavilion
5	6/6/22 - 12:39 PM	Lisa	Article Topic for Your Site
6	6/8/22 - 10:32 PM	James	Content Pitch
7	6/9/22 - 12:49 PM	Tim	Picnic Pavilion Reservations
8	6/11/22 - 12:21 PM	Elisa	Father's Day
9	6/13/22 - 8:53 PM	Kim	Campers in 2nd Reservoir
10	6/15/22 - 3:36 PM	Adri	Palmer Lake Pavilion Rental
11	6/16/22 - 2:22 PM	Rita	Palmer Lake Pavilion Rental
12	6/18/22 - 3:27 PM	Sharon	Is ther an issue with Info@?
13	6/20/22 - 9:00 AM	Tish	Test - Info @ works
14	6/29/22 - 4:56 PM	Sahib	Paid Traffic Ticket
15	6/30/22 - 6:52 AM	Ashley	4th of July Kayaks on the Lake
16	6/30/2022 - 7:15 AM	Brock	Palmer Lake Pavilion Rental



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

DATE: July 14, 2022	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – Pikes Peak Library District Summer Adventure Party
Presented by: Deputy Clerk Julia Stambaugh		

Recommended Action

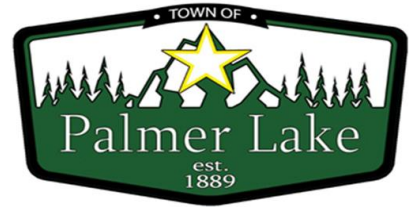
To approve the event to take place at the Palmer Lake Recreational Area as presented and endorsed by Staff.

Background

The Pikes Peak Library District is pleased to once again offer their end-of-summer reading party, featuring arts and crafts, inflatable slides, and other outdoor play equipment. There will be several booths with activities for all ages. The Summer Adventure Party will be held on August 5 from 9:00 AM to 1:00 PM. They estimate approximately 200 participants.

They requested permission from the Fire Dept to cordon off parking lot at the Village Green. There will be orange cones separating the parking lot from the FD driveway to ensure their path out of the station is not blocked. Public Works has approved the parking plan that includes parking along Upper, Lower and Middle Glenway. There is no objection, as long as the vehicles are off the roads and do not block the driveways. There will be volunteers flagging people to park in the Public Parking lots and guiding them across the street. If there is to be a petting zoo, the animals are to be contained, and the Town Hall and the Village Green will be returned to its original state.

The Library is requesting the \$100 application fee be waived.



Item 12.

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

DATE: July 14, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Approve Policy for Employee Travel

Background

Drafted policies to support the Employee Handbook continue to be worked on and finalized. This policy relates to applying consistency for travel reimbursement.

Recommendation

Approve the Resolution to adopt the Policy for Employee Travel.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 38-2022

A RESOLUTION TO APPROVE AN EMPLOYEE TRAVEL POLICY FOR THE TOWN OF PALMER LAKE

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

WHEREAS, the Town of Palmer Lake supports ongoing education and training of its employees; and

WHEREAS, often continuing education and training require travel, lodging and other necessary expenses; and

WHEREAS, the attached Employee Travel Policy is developed to provide consistent regulations for travel reimbursement for official Town business.

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 Employee Travel Policy, 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.

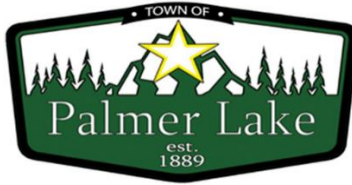
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14th DAY OF JULY 2022.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor



EMPLOYEE TRAVEL POLICY			
ISSUE DATE:	JULY 2022	REVISION DATE:	

I. PURPOSE

The purpose of this policy is to provide consistent travel regulations and reimbursement to Town employees and officials. The intent is to assure fair and equitable treatment to all individuals traveling on Official Town Business at the Town’s expense.

II. POLICY

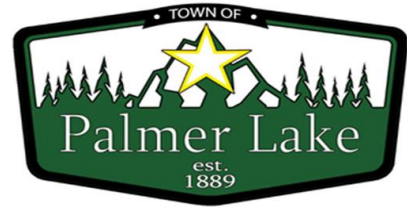
The Town of Palmer Lake employees and elected or appointed officials are on occasion required to travel to obtain additional training and/or education. The Town Administrator, or her designee, is responsible for the enforcement of the following travel regulations, although Town supervisors should also be familiar with the regulations.

- The term “Official Town Business” means travel associated with training and/or education that has been authorized by the Board of Trustees or the Town Administrator.
- The term “Traveler” means:
 - a elected or appointed municipal official, including members of Town boards or commissions, who is traveling on Official Town Business; or
 - a Town employee who is traveling on official Town business and authorized by this policy. “Traveler” does not include the spouse, child, or other companion of the Traveler.
- Travelers are only entitled to reimbursement of certain expenditures while traveling on Official Town Business. Reimbursable expenses shall include airfare, lodging, meals, privately owned vehicle (POV) mileage, and parking, for prior approved Official Town Business.
- In order to be entitled to reimbursement, all expenses require a receipt and a travel expense form.
 - Receipt(s) must accompany all reimbursement forms.
 - POV mileage must include mapped addresses as evidence of mileage.
 - Mileage reimbursement rate based on U.S. General Services Administration (GSA.gov).
 - Explanation of training should be included with reimbursement request.

III. EXCLUSIONS

Unless prior authorization from the Board of Trustees or the Town Administrator, the following items are excluded for reimbursement:

- Alcoholic beverages;
- Payment of additional meals/lodging, except for other Travelers on Official Town Business; and
- Unreasonable or excessive expense.



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

DATE: July 14, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Next Steps for Elephant Rock Proposals

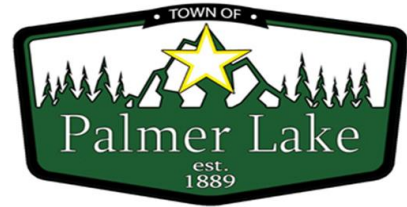
Background

As directed by the Board, an appraisal and best use report is requested and expected this week for the Elephant Rock property. Also as directed, three proposals were submitted to the request for concept developments of the property. The proposals were presented on June 29 to the Planning and Board members.

It is anticipated that the Board will review the evaluations as well as the appraisal information to provide answers to some questions about the future of the property, such as – What portion of property to retain? What portion of property to lease? What length of lease? To sell at some point? What might the Town assist with?

Recommended Action

Set retreat date to review evaluation and appraisal information to direct next steps for the property.



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

DATE: July 14, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Open Seats for the November 8 Election

Board Seats

This is to announce the Town of Palmer Lake seats open to candidates this fall, November 8th –

- One for Mayor – 2-year term
- Three for Trustees – 4-year term

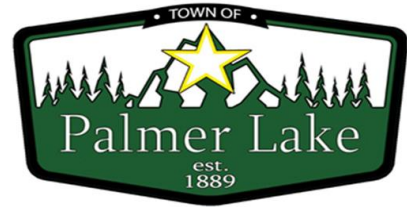
If you are considering running, please contact the Town office to schedule a time to review a candidate packet. Information relating to the structure of the town, obligation, public interaction, and time commitment will be addressed to assist in deciding. This is an important role to consider.

Additionally, the required candidacy paperwork will be reviewed. The allowable time to circulate nomination papers is August 9 through August 29. If you are interested, please do not wait to review the requirements to get your name on the ballot in November.

Possible Ballot Questions

After confirming the election calendar, the Board may extend the review of the final ballot questions until the first meeting in August (8/11).

Please keep the 7/21 date available for a special meeting to review draft initiatives for follow up on 7/28 if needed to finalize for the 8/11 meeting.



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

DATE: July 14, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Information on Draft Code Changes (PPRBD)

Background

A press release was sent this week regarding the upcoming Regional Building Code changes.

Reviewed and adopted every six years, the Pikes Peak Regional Building Department has been working on this draft update for over a year. Countless hours were invested to come up with affordable and logical code requirements that best suit our local community, while also addressing any new construction techniques, methods, and materials. Adopting a new building code is a long process.

After unveiling the draft, the next step is collecting public comment. Anyone can submit their feedback to the Department through the PPRBD website – www.pprbd.org. The first public comment period is open now and lasts until August 31, 2022.

Follow this link to review the new draft - <https://www.pprbd.org/File/Resources/Downloads/Codes/2023%20PPRBC%20V1.1%20DRAFT.pdf>

And utilize this link for public comment - <https://pprbd.commentinput.com/comment/search>

PPRBD will present the changes to the Palmer Lake Board of Trustees at the second August meeting for official change effective in 2023.



Pikes Peak Regional Building Unveils Draft of New Building Code 1st Round of Public Comment is Now Open

El Paso County – The first draft of the 2023 Pikes Peak Regional Building Code is now ready for review, and the public is being asked to weigh in.

The Pikes Peak Regional Building Department adopts a new Regional Building Code approximately every 6 years, which is every other cycle of the International Codes.

The Department has been working on the draft for more than a year now. Countless hours were invested in order to come up with affordable and logical code requirements that best suit our local community, while also addressing any new construction techniques, methods, and materials.

Adopting a new building code is a very long process. After unveiling the draft, the next step is collecting public comment. Anyone can submit their feedback to the Department through the PPRBD website – www.pprbd.org.

The first public comment period is now open and lasts until August 31. The Department will review all the comments given and put together a second version of the draft, followed by a second round of public comment. After the two public hearings, the code moves on to the Regional Building Advisory Committees and Building Commission, before eventually going to all 8 jurisdictions that PPRBD serves for approval.

The goal is to have the 2023 code approved and adopted by July of 2023. Once adopted, all new construction in the Pikes Peak region must meet the new 2023 code. This will apply to all homeowners doing projects on their own, and all of the roughly 6,000 licensed contractors in the Pikes Peak region.

The public is encouraged to read the new draft and give feedback as soon as possible.

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