



BOARD OF TRUSTEES

Thursday, March 31, 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.](#) Meeting Minutes from March 10
- [2.](#) Checks over \$15,000 - Wells & West (\$20,501.67); TN Parker (\$53,339.07); Core & Main (\$47,584.99)
- [3.](#) Financials - February

Staff/Department Reports

- [4.](#) Attorney
- [5.](#) 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!

Public Hearing

- [6.](#) Public Hearing: Minor Subdivision of French's Hill Parcel 6-8 to 4 lots (Willan)

- [7.](#) Public Hearing: Minor Subdivision - French's Hill Parcel 10 to 3 lots (Ball)

Business Items

- [8.](#) Special Event - 24 Hours of Palmer Lake Endurance Run 10/08-10/09
- [9.](#) Resolution 20-2022 to Approve French's Hill Subdivision (Parcel 6-8 to four lots)
- [10.](#) Resolution 21-2022 to Approve French's Hill Subdivision (Parcel 10 to 3 lots)
- [11.](#) Resolution 22-2022 to Approve Adjustment of Access Location for Pine Crest Youth Subdivision on Greeley (Cressman)
- [12.](#) Ordinance 6-2022 to Amend Section 10.04.030(B) to Set the Fine for Parking In No Parking Zone Violations at \$50.00
- [13.](#) Ordinance 7-2022 to Amend Section 13.09.050 Relating to Requirements for Backflow Prevention and Cross Connection Control
- [14.](#) Review/Action to Authorize Acceptance of Proposal for Appraisal of Town Property

Board Reports**Next Meeting (April 14) and Future Items - April 7 Board Retreat at 4 PM****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) – request temporary use of town property; possible annexation.

Reconvene to Open Session

- [15.](#) Action on Request of Temporary Use of Town Property (Hwy 105)

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

Thursday, March 10, 2022 at 5:00 PM

Tri Lakes Chamber House, 300 Hwy 105, Monument

MINUTES

Call to Order – LOCAL LICENSING AUTHORITY. Mayor Bass called the Authority to order at 5:01 PM.

1. Consideration to Replace Member on Ugly Mug LLC Liquor License. Collins gave brief introduction to Onan Floyd, new member to the Ugly Mug LLC license at 11 Primrose. Mr. Floyd offered explanation of long term plan for the establishment. MOTION (Havenar, Farr) to approve the addition of Mr. Onan Floyd to the business license. Roll call vote – aye (6); nay (0). Motion passed.

Call to Order – Regular Board Meeting. Mayor Bass called the meeting to order at 5:07 PM.

Pledge of Allegiance

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

Mayor’s Message. Mayor Bill Bass expressed a message about the challenges of the town financial state. The Board is currently holding discussions to explore additional revenue options.

Consent Agenda. Collins identified the correction of the policy from sick to vacation leave. MOTION (Havenar, Stuth) to approve the consent agenda including Minutes from February 24, 2022 Meeting and Resolution 18-2022 to Correct Administrative Error in Leave Donation Policy. Roll call vote – aye (6); nay (0). Motion passed.

Staff/Department Reports

Reports were reviewed, including Water, Public Works including Roads & Park Maintenance, Police and Fire. Chief Vanderpool and Chief McCarthy reviewed a recent incident that taxed both departments and was an example where they fall short, primarily due to staffing, and the public safety concern of life-threatening situations. Police expressed concern of staffing; and Fire expanded on the call time from emergency response – Trilakes 3-4 minutes and first AMR about 13 minutes. Over 22 officers involved on scene. Mayor Bass noted the key is to prepare departments for life-threatening issues.

Administration included a revenue report of \$1200 from the parking kiosk. Collins provided a report on the museum and library re-opening and the town hall finishing touches. Board directed to continue regular meetings at 5 PM once returned to Town Hall. Collins will check with other Commissions and Boards. An update that survey results for the Master Plan were being analyzed. Collins reviewed the onsite meeting with railroad reps on 3/2 and the required repair of eroding west abutment of the pedestrian bridge. GMS is assisting with a proposed solution and an estimate will come back to the

Board. Collins noted a second appraiser will provide a proposal for highest and best use of the elephant rock property as well as the town property currently leased for motorbike track. It is anticipated that two proposals will come back to the Board. The codification project is delayed for a May return. Collins inquired about Board attendance to the CML conference in June and requested setting a next retreat date - Friday, 3/18 will be confirmed.

Public Comment. Marty Brodzik inquired about status of the following items from the Board – budget status requiring 100% increase next year; elephant rock items/property on-site; de-annexation of United Congregational Church since 2/10 meeting; status of the outstanding water taps in town.

Brenda Woodward inquired about using livestream once the meetings return to Town Hall, which will be planned for.

Business Items

11. Resolution to Approve Appointment of Members to Parks Commission. Mayor Bass introduced Cindy Powell present at the meeting. Cindy offered her past involvement in the community. MOTION (Havenar, Padgett) to approve Resolution 19-2022 to appoint Cindy Powell and Andy Maguire to the Parks Commission as recommended. Roll call vote – aye (6); nay (0). Motion passed.

12. Direction for Use of Water at Ballfield. Collins provided background about the quick turnaround. Awake the Lake (ATL) requires an irrigation commitment in order to apply for a Scott’s grant to improve the ballfield. The estimated amount to only water the outfield was checked by GMS and consideration provided for the Board. An estimated quantity equating to 5-6 household water taps was discussed. Staff and Parks Commission members communicated not being in support of watering the outfield at this time. Reid Wiecks stated there is a sprinkler needing repair located near first base. Discussion took place about artificial turf cost and long time wear vs. watering real grass. Reid offered a summary of the Parks Commission discussion. MOTION (Farr, Padgett) to not allow watering. Roll call vote – aye (6); nay (0). Motion passed.

13. Preliminary Review of FAMLI - State-run Paid Family Medical Leave Insurance Program. Collins noted that an approved initiative from the 2020 fall election will require the town to consider a family and medical leave insurance program effective in 2023; however, if not, the town will be required to opt out by July 1, 2022. Preliminary information was provided to Board members and more information will be gathered and reviewed with the Board prior to the deadline.

Board Reports. Trustee Havenar provided update from PPACG meeting, specifically reviewing the senior homestead act exemption. She noted that she will be assisting with the initiative. Trustee Stuth noted the survey results will be reviewed next week with the advisory team.

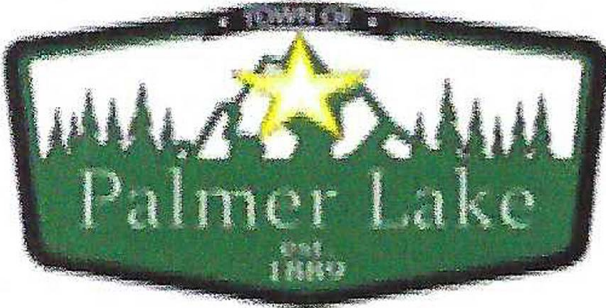
Next Meeting (March 24) and Future Items. Members agreed to a retreat time on 3/18 starting at noon. Mayor Bass noted that he will be out of town for the 3/24 meeting.

Adjourn. MOTION (Farr, Stuth) to adjourn at 6:21 PM. Motion passed 6-0.

William Bass, Mayor

ATTEST: _____
Dawn A. Collins, Town Clerk

TOWN OF PALMER LAKE
Financial Statements
February 2022
Unaudited



CASH POSITION

February 28, 2022



TOWN OF PALMER LAKE				
Schedule of Cash Position				
February 28, 2022				
FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CHECKING / SAVINGS	BANK RATE	BALANCE
OPERATING FUNDS:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 810,398
<i>* Restricted - Operating Reserve - 3 months (\$582,475)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 919,624
<i>* Restricted - Operating Reserve - 3 months (\$236,018)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	0.09%	\$ 977,113
Subtotal - Operating Funds				\$ 2,707,135
RESTRICTED FUNDS:				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	0.09%	\$ 177,342
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	0.09%	\$ 197,528
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	0.09%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	0.09%	\$ 105,473
Colorado Trust (ColoTrust)	CTF Reserve	Savings	0.09%	\$ 27,089
Subtotal - Restricted Funds				\$ 507,439
TOTAL				\$ 3,214,574

GENERAL FUND
February 2022



TOWN OF PALMER LAKE

Item 3.

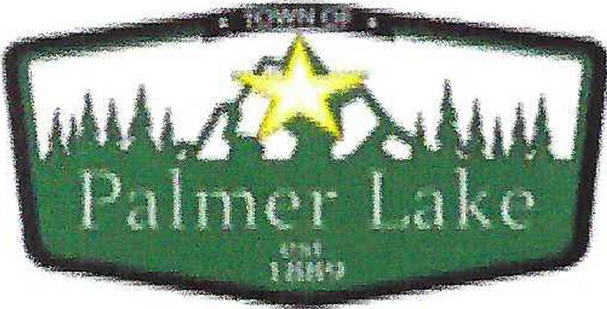
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the Two Months Ended February 28, 2022 UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
Taxes	\$ 2,090,342	\$ 503,184	\$ (1,587,158)	24%
Fees and Licenses	191,900	22,653	(169,247)	12%
Intergovernmental	26,100	-	(26,100)	0%
Fines	70,900	4,202	(66,698)	6%
Interest income	12,000	149	(11,851)	1%
Departmental	7,000	858	(6,142)	12%
Miscellaneous income	170,100	1,340	(168,760)	1%
Total Revenue	\$ 2,568,342	\$ 532,386	\$ (2,035,956)	21%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 179,369	\$ 27,249	\$ 152,120	15%
Professional Services	315,785	31,007	284,778	10%
General Administration	605,730	95,175	510,555	16%
Total General and Administrative	\$ 1,100,885	\$ 153,431	\$ 947,453	14%
Police Department				
Salaries and Benefits	\$ 588,861	\$ 72,601	\$ 516,260	12%
Professional Services	-	-	-	0%
General Administration	60,470	2,483	57,987	4%
Total Police Department	\$ 649,331	\$ 75,084	\$ 574,247	12%
Fire Department				
Salaries and Benefits	\$ 464,572	\$ 61,109	\$ 403,463	13%
Professional Services	-	-	-	0%
General Administration	73,050	7,293	65,757	10%
Total Fire Department	\$ 537,622	\$ 68,402	\$ 469,220	13%
Roads Department				
Salaries and Benefits	\$ 187,002	\$ 26,464	\$ 160,538	14%
Professional Services	20,000	500	19,500	3%
General Administration	388,071	13,358	374,713	3%
Total Roads Department	\$ 595,073	\$ 40,322	\$ 554,751	7%
Parks Department				
Salaries and Benefits	\$ 62,231	\$ 1,435	\$ 60,796	2%
General Administration	23,200	1,177	22,023	5%
Total Parks Department	\$ 85,431	\$ 2,612	\$ 82,819	3%
Total Expenditures	\$ 2,968,341	\$ 339,851	\$ 2,628,490	11%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (400,000)	\$ 192,535	\$ 592,534	
FUNDS BALANCE - BEGINNING OF YEAR - estimated		\$ 2,783,287		
FUNDS BALANCE - END OF YEAR		\$ 2,975,822		
Less:				
Restricted:				
Operating Reserve - 3 months		(582,475)	<i>Note 1</i>	
Fire - CIP Reserve		(105,465)		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		\$ 2,287,882		

Note 1: A 12 Month Operating Reserve would be Optimum

WATER ENTERPRISE FUND

February 2022



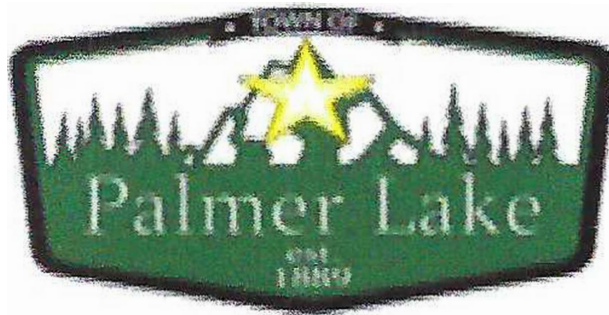
TOWN OF PALMER LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN
FUNDS AVAILABLE - BUDGET AND ACTUAL
WATER ENTERPRISE FUND
For the Two Months Ended February 28, 2022

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
Water Revenue	\$ 1,198,500	\$ 177,588	\$ (1,020,912)	15%
Water Fees	71,957	8,920	(63,037)	12%
Water Taps	200,000	-	(200,000)	0%
Late Fees	-	4,220	4,220	0%
Water Meters	6,500	-	(6,500)	0%
Interest	3,000	52	(2,948)	2%
Total Revenue	<u>\$ 1,479,957</u>	<u>\$ 190,780</u>	<u>\$ (1,289,177)</u>	<u>13%</u>
EXPENDITURES				
Salaries and Benefits	\$ 454,797	\$ 61,067	\$ 393,730	13%
Professional Services	127,500	9,935	117,565	8%
Administrative	183,450	47,642	135,808	26%
Operations	874,054	57,462	816,592	7%
Debt Service	183,229	11,500	171,729	6%
Total Expenditures	<u>\$ 1,823,030</u>	<u>\$ 187,606</u>	<u>\$ 1,635,424</u>	<u>10%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ (343,072)</u>	<u>\$ 3,174</u>	<u>\$ 346,247</u>	
FUNDS AVAILABLE - BEGINNING OF YEAR - estimated				
		<u>\$ 658,203</u>		
FUNDS AVAILABLE - END OF YEAR				
		<u>\$ 661,377</u>		
Less:				
Restricted:				
Operating Reserve - 3 months(CWR&PDA Loan Requirement)		(236,018)	<i>Note 1</i>	
Water Loan Reserve		(197,513)		
Water Reserve - 2010		<u>(177,329)</u>		
FUNDS AVAILABLE - END OF YEAR - Unrestricted				
		<u><u>\$ 50,517</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

February 2022

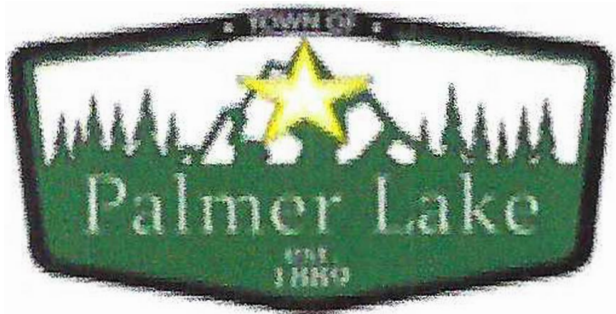


TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Two Months Ended February 28, 2022

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
State Shared Revenue	\$ 44,406	\$ -	\$ (44,406)	0%
Interest/Miscellaneous income	-	6	6	0%
Total Revenue	<u>\$ 44,406</u>	<u>\$ 6</u>	<u>\$ (44,400)</u>	<u>0%</u>
EXPENDITURES				
Salaries and Benefits	\$ 18,774	\$ 1,391	\$ 17,383	7%
Administrative	25,630	804	24,826	3%
Total Expenditures	<u>\$ 44,405</u>	<u>\$ 2,195</u>	<u>\$ 42,209</u>	<u>5%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 1</u>	<u>\$ (2,189)</u>	<u>\$ (2,191)</u>	
FUND BALANCE - BEGINNING OF YEAR - estimated		<u>\$ 35,914</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 33,725</u></u>		

GRANTS AND DONATIONS FUND
February 2022



TOWN OF PALMER LAKE

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

For the Two Months Ended February 28, 2022

Unaudited

For Information Purposes Only

	2022 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
Fire Mitigation Grant	50,000	-	(50,000)	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	(15,000)	0%
CDOT Brdige Rehab	200,000	-	(200,000)	0%
CDOT PL Elementary Road Improvements	176,590	-	(176,590)	0%
American Rescue Plan	376,145	-	(376,145)	0%
Police Donations/ Grants	59,437	-	(59,437)	0%
Parks Donations/ Grants	1,000	1,053	53	105%
Total Revenue	<u>\$ 892,172</u>	<u>\$ 1,053</u>	<u>\$ (891,120)</u>	<u>0%</u>
EXPENDITURES				
General Administrative				
Grants Expense- DOLA / GOCO	\$ -	\$ -	\$ -	0%
Total General Administrative Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Police Department Expenditures				
Grant Expense	\$ 59,537	\$ -	\$ 59,537	0%
Total Police Department Expenditures	<u>\$ 59,537</u>	<u>\$ -</u>	<u>\$ 59,537</u>	<u>0%</u>
Fire Department Expenditures				
Grants Expense	\$ -	\$ -	\$ -	0%
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Roads Department Expenditures				
CDOT Brdige Rehab	\$ 200,000	\$ -	\$ 200,000	0%
CDOT PL Elementary Road Improvements	176,590	-	176,590	0%
Grants Expense- Douglas	13,900	-	13,900	0%
Total Roads Department Expenditures	<u>\$ 390,490</u>	<u>\$ -</u>	<u>\$ 390,490</u>	<u>0%</u>
Parks Department Expenditures				
Parks Committee (donations)	\$ 1,000	\$ -	\$ 1,000	0%
Fire Mitigation CUSP	50,000	-	50,000	0%
Grants Expense	-	-	-	0%
Total Parks Department Expenditures	<u>\$ 51,000</u>	<u>\$ -</u>	<u>\$ 51,000</u>	<u>0%</u>
Water Department Expenditures				
American Rescue Plan	\$ 376,145	\$ -	\$ 376,145	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	15,000	0%
Total Water Department Expenditures	<u>\$ 391,145</u>	<u>\$ -</u>	<u>\$ 391,145</u>	<u>0%</u>
Total Expenditures	<u>\$ 892,172</u>	<u>\$ -</u>	<u>\$ 892,172</u>	
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 1,053</u>	<u>\$ 1,053</u>	

Check Register

February 2022



Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2022 2/28/2022
 Vendor ID First Last Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47813	AT&TMOBILITY	AT & T Mobility	2/2/2022	COBANK-CKG 9495	PMCHK00000004	\$1,842.64
47814	BISONMEDIAINC	Bison Media, Inc.	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$126.11
47815	BH	Black Hills Energy	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$91.47
47816	COLORADODIVISIO	Colorado Division of Fire Prev	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$100.00
47817	COLORADORURALWA	Colorado Rural Water Associati	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$300.00
47818	COLORADOSTATEFI	Colorado State Fire Chiefs	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$155.00
47819	CKT	Common Knowledge Technology	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$2,178.00
47820	COREELECTRICCOO	Core Electric Cooperative	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$7,057.53
47821	ESO	ESO Solutions, Inc.	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$208.53
47822	FAC	Fromm & Company LLC	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$4,704.00
47823	GRAINGER	Grainger	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$99.30
47824	MONARCHMERCHANT	Monarch Merchandising	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$45.00
47825	OREILLY	O'Reilly	2/2/2022	COBANK-CKG 9495	PMCHK00000005	\$95.49
47826	AMCOBI	American Conservation & Billin	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$1,201.12
47827	AMCOBIIT	American Conservation & Billin	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$3,697.00
47828	AMERICANPORTABL	American Portable Services	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$199.00
47829	BBAWATERCONSULT	Bishop-Brogden Associates, Inc	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$1,349.75
47830	BH	Black Hills Energy	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$1,619.18
47831	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC.	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$312.50
47832	CKT	Common Knowledge Technology	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$2,116.50
47833	COMMUNITYMATTER	Community Matters Institute	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$15,258.00
47834	COREELECTRICCOO	Core Electric Cooperative	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$2,900.73
47835	EGPOWERENGINEER	EG Power Engineering, Inc.	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$2,850.00
47837	ECS	Employers Council	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$221.25
47838	HACHCOMPANY	Hach Company	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$410.64
47841	MONARCHMERCHANT	Monarch Merchandising	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$78.20
47842	OREILLY	O'Reilly	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$124.73
47843	ORCUTT,STEVE	Steve Orcutt	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$60.00
47844	TNPARKERCONSTRU	TN Parker Construction	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$50,606.74
47845	XFINITY	Xfinity	2/10/2022	COBANK-CKG 9495	PMCHK00000006	\$104.85
47846	DOSCH,JASON	Jason Dosch	2/10/2022	COBANK-CKG 9495	PMCHK00000008	\$60.00
47847	HOMEDEPOTCREDIT	Home Depot Credit Services	2/10/2022	COBANK-CKG 9495	PMCHK00000007	\$1,030.38
47848	EMERGENCYNETWOR	Emergency Network Security Sys	2/10/2022	COBANK-CKG 9495	PMCHK00000009	\$61.00
47849	HARRIS,MARSHA	Marsha Flores Harris	2/10/2022	COBANK-CKG 9495	PMCHK00000025	\$743.60
47850	SMITHDANIEL	Daniel Smith	2/10/2022	COBANK-CKG 9495	PMCHK00000026	\$500.00
47851	AMERICANPORTABL	American Portable Services	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$545.00
47852	BIGOTIRES	Big O Tires	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$1,645.23
47853	CENTURYLINK	CenturyLink	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$208.73
47854	COMCAST	Comcast	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$193.35
47856	EVOQUA	Evoqua Water Technologies LLC	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$1,675.00
47857	HACHCOMPANY	Hach Company	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$616.88
47858	HELLOHOUSEKEEPI	Hello Housekeeping	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$750.00
47859	LUMEN	Level 3 Communications, LLC	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$521.04
47860	MIDWESTBARRICAD	Midwest Barricade CO., Inc.	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$715.00
47861	MOUNTAINCREEKHE	Mountain Creek Heating & Cooli	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$2,051.78
47862	OREILLY	O'Reilly	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$16.76
47863	PALMERLAKEELEME	Palmer Lake Elementary	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$167.50
47864	PALMERLAKESANIT	Palmer Lake Sanitation	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$1,244.78
47865	PIONEER	Pioneer	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$271.58
47866	SGS	SGS North America, Inc.	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$245.58
47867	T2SYSTEMS	T2 Systems Canada Inc.	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$89.40
47868	TRILAKESCHAMBER	Tri-Lakes Chamber of Commerce	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$120.00
47869	TRILAKESPRINTIN	Tri-Lakes Printing	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$437.57
47870	UNCC	Utility Notification Center of	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$23.40
47871	XFINITY	Xfinity	2/22/2022	COBANK-CKG 9495	PMCHK00000010	\$8.
47872	COREELECTRICCOO	Core Electric Cooperative	2/22/2022	COBANK-CKG 9495	PMCHK00000012	\$1,017.

* Voided Checks

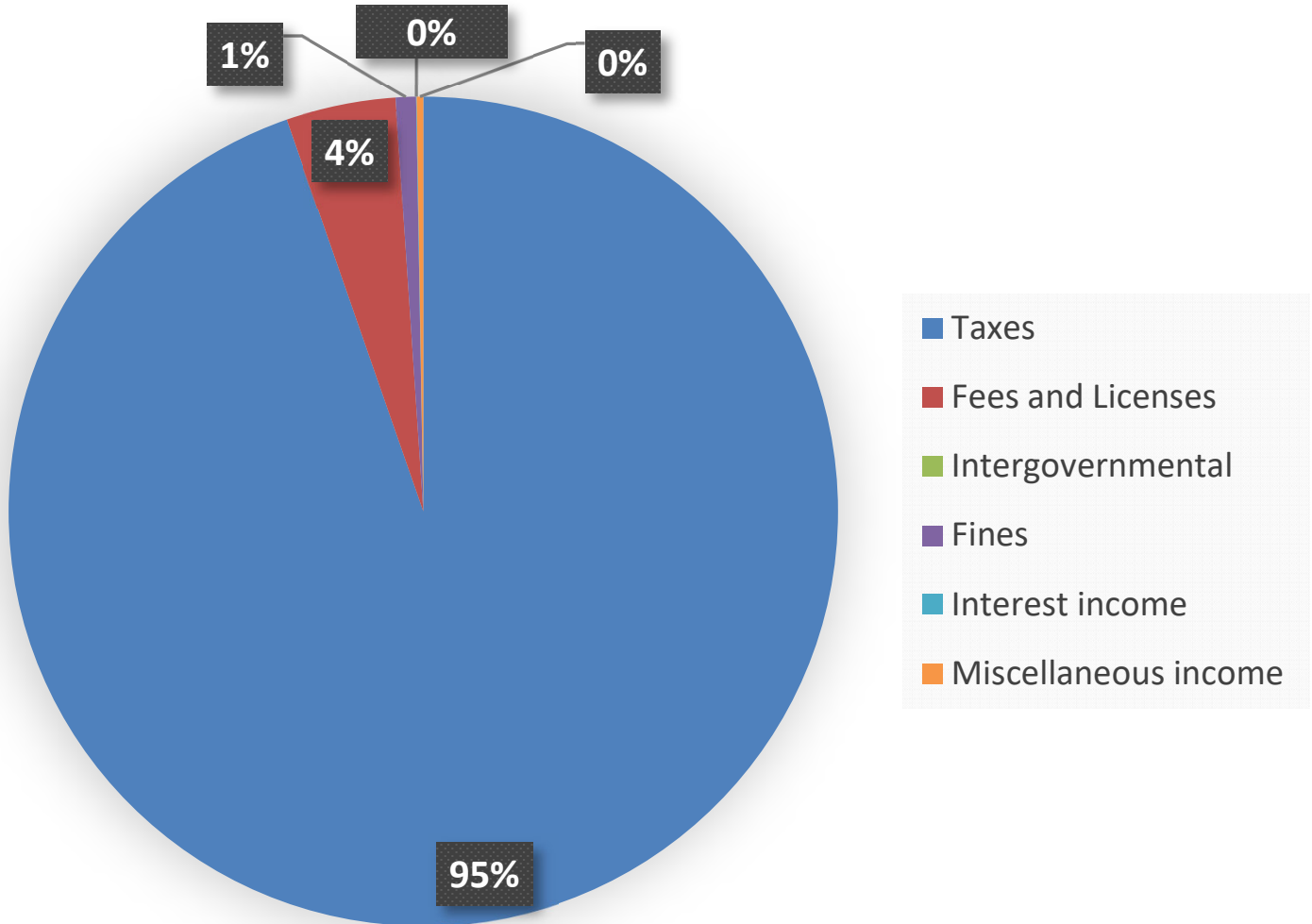
Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	56				Total Amount of Checks:	\$115,072.60
						=====

CHARTS

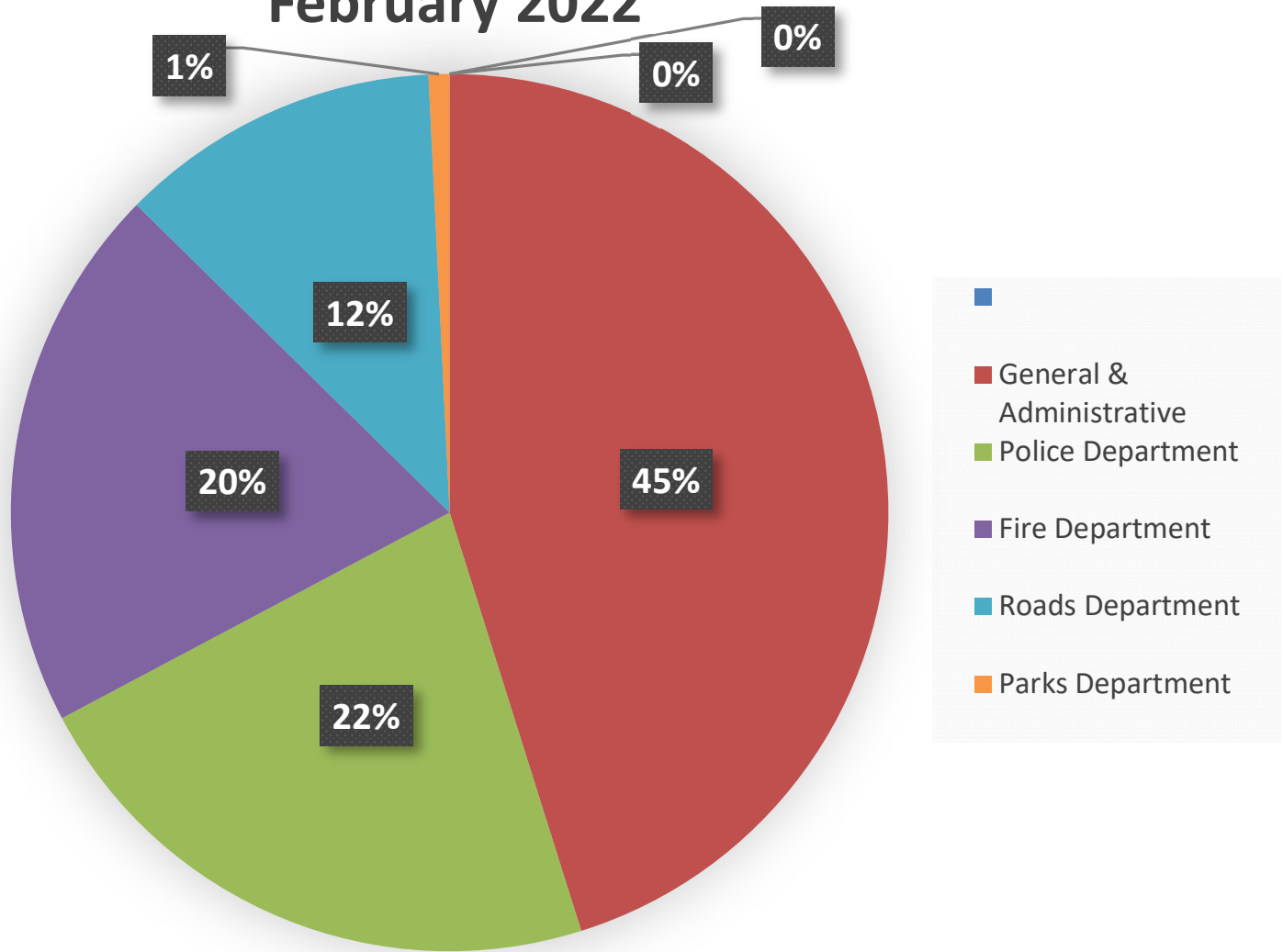
February 2022



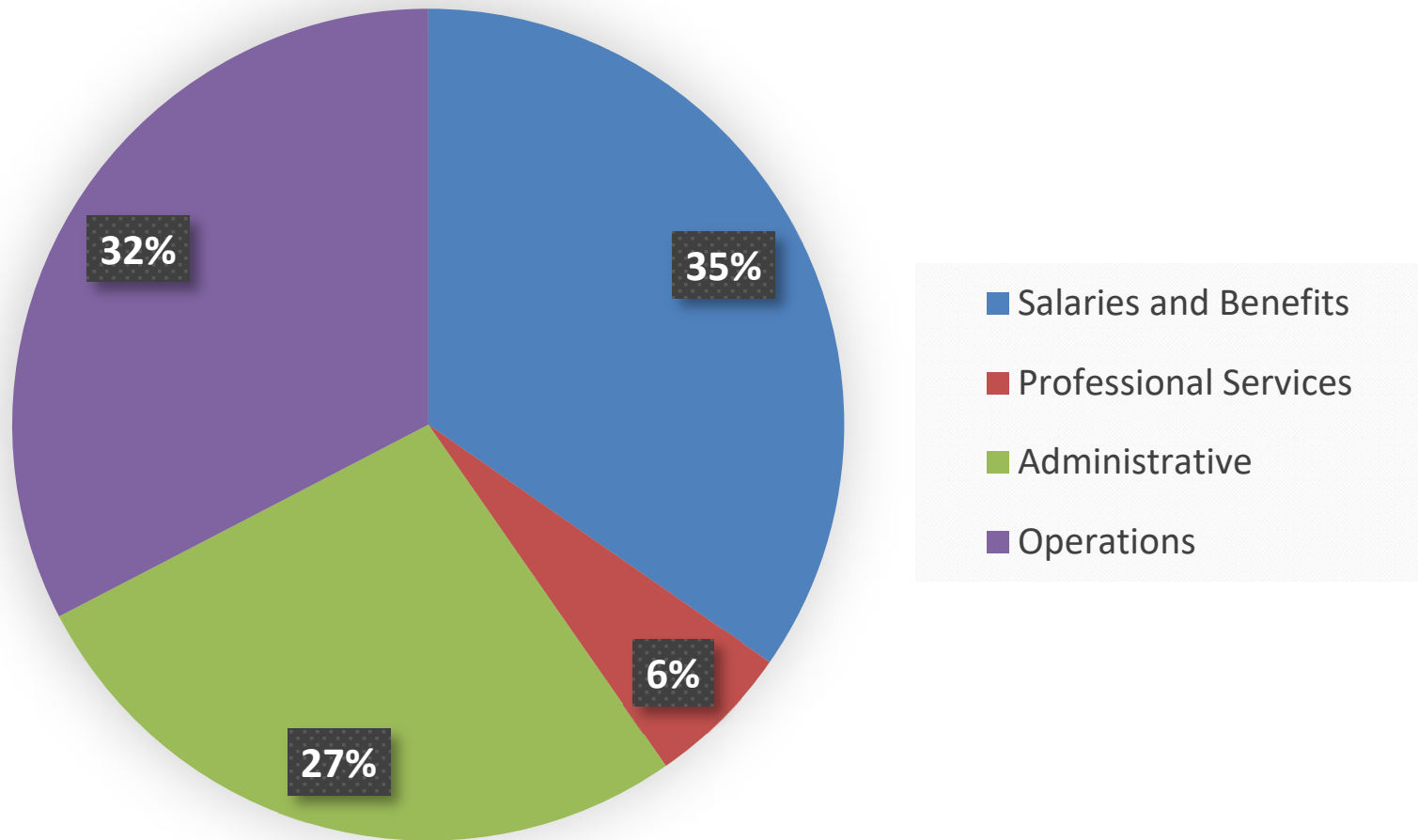
General Fund Revenue Breakdown February 2022



General Fund Expenditure Breakdown February 2022



Water Enterprise Fund Expenditure Breakdown February 2022



2022 REPORT 3/31

Town Hall – working on few equipment pieces to switch out and connect TV capability and follow up with testing.

Staff is gathering a couple quotes to address structural issues of the library/museum building including gutters, downspout, trim/flashing and siding to replace. Also formulating a landscape plan and grading estimates at the library drive-parking to keep water away from the building (redirect water from the corner by PD).

Update of Ped Bridge and RR activity – GMS is finalizing the design plan to address the erosion at the west abutment of the ped bridge. An estimate will be forthcoming. The BNSF rep informed the Town that string lights will not be allowed on the bridge (a lighting plan was not part of the original approved plan). BNSF is exploring options that may be submitted for consideration.

GMS engineering is also drafting the concept letter for the use of the west side ROW.

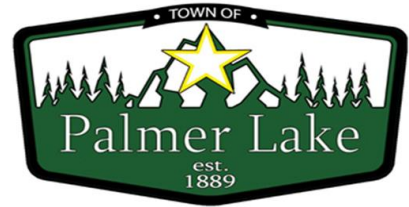
Master Plan update – community engagement map activity is being conducted by advisory team members. Information is posted to the Town website at Planning Commission on Master Plan page. Enclosed with this report is a revised timeline.



Town of Palmer Lake Community Master Plan

REVISED Community Master Plan Update Timeline											
Key: ● Meeting ○ Optional meeting including CMI											
Month											
COMMUNITY MASTER PLAN SCHEDULE											
Task	Description	Jan	Feb	March	April	May	June	July	Aug.	Sept	Oct.
Phase 1: Community Analysis and Plan Review											
1.1	Develop key measures	●									
1.2	Community Profile										
1.3	Mapping										
1.4	Review existing documents										
1.5	Advisory group intro/First meeting + Extra meeting w/ Advisors		●								
Phase 2: Defining the Community's "Preferred Future"											
2.1	Interviews and focus groups			●							
2.2	Community-wide survey review										
2.3	Plan development workshops- Workshop 2 and 3				●●	●					
Phase 3: Development of the Plan											
3.1	Draft plan elements										
3.2	Mid-course review/strategy										
3.3	Stakeholder Workshops (3) to review draft (include Planning Commission)					●●	●				
3.4	Final draft of plan										
Phase 4: Presenting the Plan- Required Public Hearings- PLAN ADOPTED IN SEPTEMBER AND OCTOBER -											
4.0	Community meeting								○		
4.1	Final Advisory Group meeting								●		
4.2	Public hearings									●	●
4.3	Final plan production										
NEXT STEPS/IMPLEMENTATION											
Phase 5: Code Diagnosis											
5.1	Code diagnosis and memo								●		
Phase 6: Intergovernmental Agreements / Relationships –											
6	Example IGA's – regional cooperation								●		
Phase 7: Implementation and Financing Strategy											
7	Work tasks, the individual and agency responsibilities, and the funding										●





Item 6.

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

DATE: March 31, 2022	ITEM NO.	SUBJECT: PUBLIC HEARING
Presented by: Town Administrator /Clerk		Minor Subdivision – French’s Hill – Parcel 6-8 to 4 lots (Willan)

Background

Mr. Willan is requesting a minor subdivision of parcel 6-8 to 4 lots (D, E, F, G). This property is a C1 zoning. Lots intended to be residential – potentially D, E, F – will require a conditional use permit for a dwelling unit. Lot G is planned for commercial use. Staff reviewed the subdivision and addressed access from Vale, and the property owner responsibility to build and maintain the roadway as there is no feasible turnaround for town vehicles. Staff also addressed access from Spring Street for Lot G and requires it be a minimum of 34 ft wide for ingress/egress.

Value Crescent?



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

Office Use Only	Item 6.
Date: <u>8/24/2021</u>	
Fee: \$ <u>750.00</u>	
Check #: <u>1889</u>	
Rec'd By: <u>JS/DC</u>	
<i>Note: A minimum of 10 days are required to process this application.</i>	

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: LINDSAY WILLAN

Address: 711 SUN RIDGE CIRCLE Phone#: 719 481 8205

Email: DIGBYCROFTS@GMAIL.COM

Name of Proposal: FRENCH'S HILL SUB DIV.

Legal Description or Address: PARCEL 6 & 8 TRINITY SOUTH SUB DIV

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

- A. The proposed plat or subdivision contains less than five lots. (8)
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street.
- C. The proposed plat meets all the minimum requirements of Chapter 16.36.010, the zoning ordinance, and other applicable Town ordinances and resolutions.
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

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

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

Current Zoning and Uses of Surrounding Property: N: C1

E: C1

S: O1 & RUD

W: O1


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

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

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

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

Applicant – Print: LINDSAY WILLIAMS

Applicant Signature:  **Date:** 5-20-21

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

Owner – Print: _____

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

French's Hill Subdivision

Letter of intent

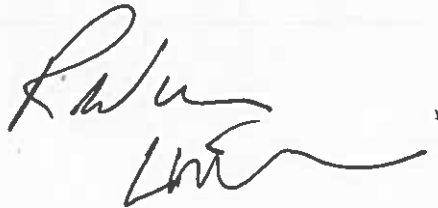
2/14/2022

Whilst maintaining the C1 zoning of the said parcels we would like to reconfigure them from 3 lots into 5 lots .

Lots D, E & H will be single family homes .

Lots F & H would be in keeping with existing zoning Regulations, consisting of low profile two story buildings for a health and nature retreat with seasonal out buildings .

Richard & Lindsay Willan .

Handwritten signatures of Richard and Lindsay Willan. The signature for Richard is on top and Lindsay is below it.

136711

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on March 16, 2022, at 5 PM at the Tri Lakes Chamber House, 300 Hwy 105 in Monument, to consider an application for a minor subdivision for French's Hill Subdivision - Parcel 6 - 8 Trinity South - located between Spring Street and Vale Street, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for March 24, 2022, 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 March 7, 2022

I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, L.L.C., 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 03/02/2022

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.



Lorre Cosgrove
Sales Center Agent

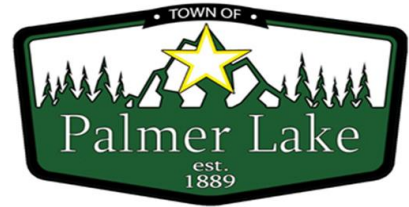
Subscribed and sworn to me this 03/02/2022, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires March 30, 2022.



Sandra King
Notary Public
The Gazette

**SANDRA KING
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20184014369
MY COMMISSION EXPIRES MARCH 30, 2022**

Document Authentication Number
20184014369-393575



Item 7.

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

DATE: March 31, 2022	ITEM NO.	SUBJECT: PUBLIC HEARING
Presented by: Town Administrator /Clerk		Minor Subdivision – French’s Hill – Parcel 10 to 3 lots (Ball)

Background

Ms. Shana Ball is requesting a minor subdivision of parcel 10 to 3 lots for assisted living and residential use. This property is a C1 zoning. Staff reviewed the subdivision request and is satisfactory with access from Vale with an application of a conditional use for residential dwelling.



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

Office Use Only	Item 7.
Date: <u>2/22/22</u>	
Fee: \$ <u>750.00</u>	
Check #: <u>1958</u>	
Rec'd By: <u>Tami</u>	
<i>Note: A minimum of 10 days are required to process this application.</i>	

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: Shana Ball

Address: 204 Vale St. Phone#: 719-310-8836

Email: shana@shanasplaceal.co

Name of Proposal: FRENCH'S Hill SUB DIV.

Legal Description or Address: PARCE 10 TRINITY SOUTH SUB DIV

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

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

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

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

Current Zoning and Uses of Surrounding Property: N: CC

E: CI

S: CI

W: CI

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

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

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

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

Applicant – Print: Shana Ball

Applicant Signature: Shana Ball **Date:** 8-22-21

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

Owner – Print: _____

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

136728

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

**NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE**

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on March 16, 2022, at 5 PM at the Tri Lakes Chamber House, 300 Hwy 105 in Monument, to consider an application for a minor subdivision for French's Hill Subdivision - Parcel 10 Trinity South - located between Spring Street and Vale Street, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled for March 24, 2022, 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 March 2, 2022

I, Lorre Cosgrove, being first duly sworn, deposes and says that she 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 03/02/2022

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.



Lorre Cosgrove
Sales Center Agent

Subscribed and sworn to me this 03/02/2022, at said City of Colorado Springs, El Paso County, Colorado.
My commission expires March 30, 2022.



Sandra King
Notary Public
The Gazette

**SANDRA KING
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20184014369
MY COMMISSION EXPIRES MARCH 30, 2022**

Document Authentication Number
20184014369-393137

FINAL PLAT FRENCH'S HILL SUBDIVISION

BEING A REPLAT OF PORTIONS OF TRINITY SOUTH SUBDIVISION;
LYING IN THE SE1/4 OF SECTION 5, T. 11 S., R. 67 W. of the
6th PRINCIPAL MERIDIAN, TOWN OF PALMER LAKE;
COUNTY OF EL PASO, STATE OF COLORADO

CERTIFICATE OF OWNERSHIP AND DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT RICHARD WILLAN AND SHANA BALL, BEING ALL THE OWNERS OF ALL THAT REAL PROPERTY SITUATED IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO, DESCRIBED AS FOLLOWS:

ALL OF PARCEL FOUR, PARCEL SIX and PARCEL EIGHT OF TRINITY SOUTH SUBDIVISION (as to RICHARD WILLAN) AND, ALL OF PARCEL TEN OF TRINITY SOUTH SUBDIVISION (as to SHANA BALL)

HAVE BY THESE PRESENTS VACATED, LAND OUT, RE-PLATED, AND CREATED THE SAME INTO EASEMENTS, IN THE LOTS A THRU H, AS SHOWN HEREON AND DESIGNATE THE SAME AS "FRENCH'S HILL SUBDIVISION", IN THE TOWN OF PALMER LAKE, COUNTY OF EL PASO, STATE OF COLORADO AND DO HEREBY DEDICATE AND CONVEY FOR PUBLIC USE THE UTILITY EASEMENTS NOTED HEREON FOR UTILITY PURPOSES ONLY.

EXECUTED THIS _____ DAY OF _____ 20____

BY: RICHARD WILLAN _____ SIGNED: _____
BY: SHANA BALL _____ SIGNED: _____

STATE OF _____ COUNTY OF _____
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____
BY RICHARD WILLAN _____
BY SHANA BALL _____
WITNESS MY OFFICIAL HAND & SEAL

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____
NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

PLANNING COMMISSION APPROVAL CERTIFICATE

THIS VACATION AND REPLAT WAS RECOMMENDED FOR APPROVAL BY THE TOWN OF PALMER LAKE PLANNING COMMISSION ON _____ DAY OF _____ 20____ ATTEST BY: _____ DATE: _____

SIGNED BY CHAIRPERSON _____

BOARD OF TRUSTEES APPROVAL CERTIFICATE

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

SIGNED BY MAYOR _____ ATTEST BY: _____ DATE: _____

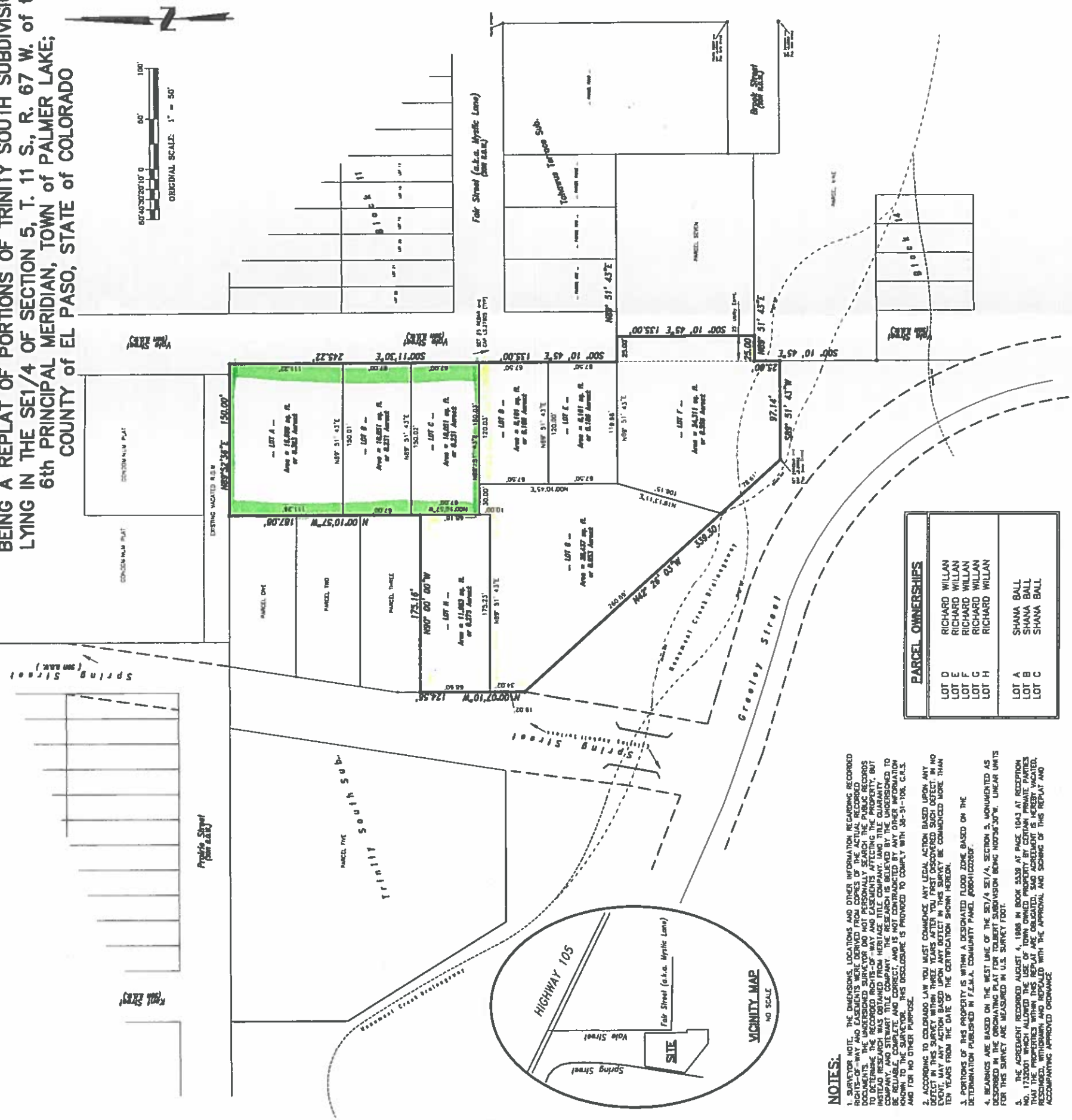
SURVEYOR CERTIFICATE

I, GARRY L. ROHLER, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

SIGNED _____ DATE: _____

CLERK and RECORDER CERTIFICATE

COUNTY OF EL PASO |
STATE OF COLORADO |
I HEREBY CERTIFY THIS PLAT WAS FILED FOR THE RECORD ON THE _____ DAY OF _____ 20____ AT _____ AM/PM AND DULY RECORDED AT RECEPTION NUMBER _____
CLERK OR DEPUTY _____

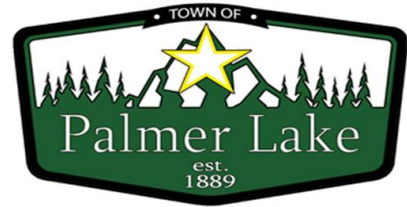


PARCEL OWNERSHIPS	
LOT D	RICHARD WILLAN
LOT E	RICHARD WILLAN
LOT F	RICHARD WILLAN
LOT G	RICHARD WILLAN
LOT H	RICHARD WILLAN
LOT A	SHANA BALL
LOT B	SHANA BALL
LOT C	SHANA BALL

- NOTES:**
1. SURVEYOR NOTE: THE DIMENSIONS, LOCATIONS AND OTHER INFORMATION REGARDING RECORDED RIGHTS-OF-WAY AND EASEMENTS WERE DERIVED FROM COPIES OF THE ACTUAL RECORDED RECORDS AND FIELD SURVEY. THE SURVEYOR HAS MADE A VISUAL INSPECTION OF THE PROPERTY TO DETERMINE THE RECORDED RIGHTS-OF-WAY AND EASEMENTS AFFECTING THE PROPERTY, BUT INSTEAD RESEARCH WAS OBTAINED FROM HERITAGE TITLE COMPANY, LAND TITLE GUARANTEE COMPANY, AND STEWART TITLE COMPANY. THE RESEARCH IS BELIEVED BY THE UNDERSIGNED TO BE CORRECT AND ACCURATE. THIS DISCLOSURE IS PROVIDED TO COMPLY WITH 38-31-108, C.A.S. AND FOR NO OTHER PURPOSE.
 2. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
 3. PORTIONS OF THIS PROPERTY IS WITHIN A DESIGNATED FLOOD ZONE, BASED ON THE DETERMINATION PUBLISHED IN F.E.M.A. COMMUNITY PANEL 080841C0260F.
 4. BEARINGS ARE BASED ON THE WEST LINE OF THE SE1/4 SECTION 5, MONUMENTED AS CORNER 10 FOR TRINITY SOUTH SUBDIVISION BEING 100363076. LINEAR UNITS FOR THIS SURVEY ARE MEASURED IN U.S. SURVEY FEET.
 5. THE AGREEMENT RECORDED AUGUST 4, 1988 IN BOOK 6539 AT PAGE 1043 AT RECEPTION NUMBER 100363076, WHICH AUTHORIZED THE REPLAT AND ACKNOWLEDGMENT HEREBY, IS HEREBY RECORDED, WITHDRAWN AND REPEALED WITH THE APPROVAL AND SIGNING OF THIS REPLAT AND ACCOMPANYING APPROVED ORDINANCE.



WLR SERVICES
13809 COUNTY RD. 84
ELBERT, COLORADO 80108
Phone: (303) 648-8728



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

DATE: March 31, 2022	ITEM NO.	SUBJECT:
Presented by: Julia Stambaugh, Deputy Town Clerk		24 HRS OF PALMER LAKE – ENDURANCE RUN & COMMUNITY FUN RUN

Recommended Action

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

Background

The 24 Hours of Palmer Lake Endurance Run is under new ownership. The new owners are excited to be a part of the Palmer Lake community and wants to be invested in it through this revamped endurance run event. Jennifer “Jen” Brown and Lance Pearce’s goal for this race is to have it give back to the community by donating \$5.00 of every registration to the Palmer Lake Parks Committee to help support their projects.

They are seeking the Board’s approval to allow this event to take place at the PL Recreational Area, scheduled for October 8 & 9, 2022. As the name suggests this will be a 24-hour event with participants running a full 24 hours. They anticipate up to 200 participants. The start time will be staggered with 20-30 runners, going at any one time. The number of spectators will fluctuate throughout the event as runners complete their goal mileage, with most watching during the day. The participants and spectators will be asked to use the west-side parking lot and then use the bridge to cross over to the Pavilion. The Pavilion will be used as a staging area. This is where the runners will receive their packets and where the event’s equipment will be stored. The Police Chief and Public Works Supervisor have approved “car camping” for the participants, to include the night before the race. Spectators will not be allowed to camp in the area. There will be some lighting (lanterns) used at the Pavilion for visibility at night. The runners will also have headlamps to help navigate the trail. Public Works suggested two extra porta-lets be ordered to accommodate the number of people at the event. The Fire Chief and the event coordinators, agreed that in the event of a major incident, the event would be responsible for an ambulance call out at a cost of approximately \$550. All other incidents would be handled under normal procedures. The event will clean up the area as they use it, with final clean up, if needed, when the event ends on 10/9.

24 Hours of Palmer Lake

2022 Operations & Traffic Plan

Event Overview

The 24 Hours of Palmer Lake takes place at the Palmer Lake Regional Recreation Area on a 0.82-mile trail that circles the lake. Surrounded by mountain and lake views, runners will attempt to run as many loops as possible during a 24 hour period. The event has become a yearly tradition since 2014 and under new management, the race aims to contribute 5 dollars of each registration back to the local community.

Race Director: Lance Pearce - 19140 Shadowood Dr, Monument, CO, 80132

Co-Director: Jennifer Farmer - 523 South fork Rd. Palmer Lake, CO. 80133

Date & Schedule

Historically the race took place in April-May, however in order to reduce the burden on the park with competing spring and summer traffic, and to better support local businesses during more of an off-season, the race is now targeting an October date.

The tentative schedule for the event is as follows:

Date	Time	Event
10/7/2022	5:00 PM	Startline and runner area setup by race organizers
10/8/2022	8:00 AM	Race start
10/9/2022	8:00 AM	Race finish
10/9/2022	8:30 - 9:00 AM	Awards
10/9/2022	9:00 - 12:00PM	Cleanup and porta potty pickup

Event Size and Attendance

The 24 Hours of Palmer Lake event expects the following attendance based on comparable years (2017-2019) prior to the pandemic.

Registered Runners	Expected No Show	Finished by 8PM	On Course 24 Hours	Spectators
100-170	10% (10-20 runners)	81%	19%	30-50

It's important to note that it is expected that most runners will complete their run and leave the park by 8:00 PM.
 Only a small percentage, roughly 20-32 runners will stay on the course to complete the full 24-hour challenge.

Rules

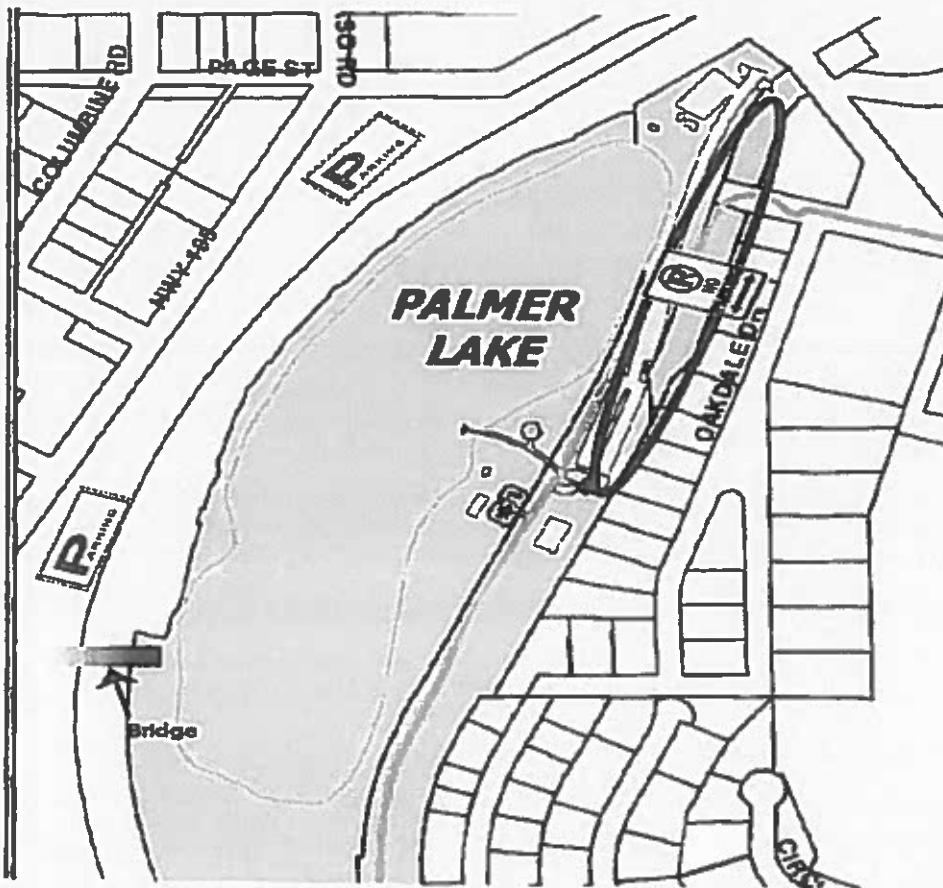
The race will follow and enforce El Paso County parks rules and regulations as well the race directors reserve the right to disqualify any runner at their discretion

Additional emphasis will be put on:

- No tent camping
- No alcohol
- Noise Ordinance

Traffic and Parking Plan

Outside of event setup, no cars will be permitted to park in the Palmer Lake Regional Park primary parking. The 2022 event will be using the parking on the other side of the bridge in order to keep the park's primary parking accessible to emergency crews and park staff. Volunteers will assist with helping to direct runners to the correct parking. No impact to traffic on the main roads (105) is expected.





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

DATE: March 31, 2022	ITEM NO.	SUBJECT: Resolution to approve a Minor Subdivision – French’s Hill – Parcel 6-8 to 4 lots (Willan)
Presented by: Town Administrator /Clerk		

Background

Mr. Willan is requesting a minor subdivision of parcel 6-8 to 4 lots (D, E, F, G). This property is a C1 zoning. Lots intended to be residential – potentially D, E, F – will require a conditional use permit for a dwelling unit. Lot G is planned for commercial use. Staff reviewed the subdivision and addressed access from Vale, and the property owner responsibility to build and maintain the roadway as there is no feasible turnaround for town vehicles. Staff also addressed access from Spring Street for Lot G and requires it be a minimum of 34 ft wide for ingress/egress.

This application was reviewed at a public hearing at the March 16 Planning Commission meeting. No person spoke against the proposed subdivision. It was approved unanimously with the following recommendation:

“recommend to the Board of Trustees approval of the application with consideration to require the applicant to request a variance for street frontage lot F at Vale St., before development”

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 20-2022

A RESOLUTION APPROVING A MINOR SUBDIVISION FOR FRENCH'S HILL SUBDIVISION – PARCEL 6-8 TRINITY SOUTH – LOCATED BETWEEN SPRING STREET AND VALE STREET

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 French's Hill Subdivision, Parcel 6-8, Trinity South desires a minor subdivision and have filed a minor subdivision application form with the Town;

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

WHEREAS, on March 16, 2022 the Planning Commission reviewed the minor subdivision application form; discussed the project; found that the proposed lots are not part of any other subdivision approved within one year, the proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years, and the lots from the proposed division will each be accessible from an existing public road; and recommended approval of the minor subdivision "with consideration to require the applicant to request a variance for street frontage for F at Vale Street before development of the Property."

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

1. The replat of French's Hill Subdivision – Parcel 6-8 Trinity South - attached hereto as Exhibit A, and incorporated herein, evidencing the minor subdivision request by the Owners, as well as the easements thereon, is hereby approved with the requirement that the Owner request a variance for street frontage for F at Vale Street before development of the Property.

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.

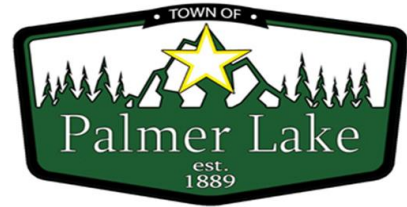
INTRODUCED, RESOLVED, AND PASSED AT A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 31ST DAY OF MARCH, 2020.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Julia Stambaugh, Town Deputy Clerk

BY: _____
Bill Bass, Mayor



Item 10.

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

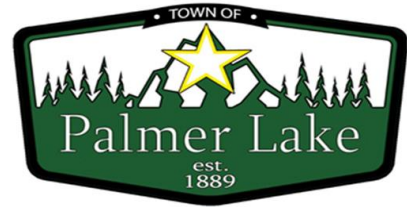
DATE: March 31, 2022	ITEM NO.	SUBJECT: Resolution to approve a Minor Subdivision – French’s Hill – Parcel 10 to 3 lots (Ball)
Presented by: Town Administrator /Clerk		

Background

Ms. Shana Ball is requesting a minor subdivision of parcel 10 to 3 lots for assisted living and residential use. This property is a C1 zoning. Staff reviewed the subdivision request and is satisfactory with access from Vale with an application of a conditional use for residential dwelling.

This application was reviewed at a public hearing at the March 16 Planning Commission meeting. No person spoke against the proposed subdivision. It was approved unanimously with the following recommendation:

“recommend to the Board of Trustees to approve the application as presented”



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

DATE: March 31, 2022	ITEM NO.	SUBJECT: Resolution to approve an amended access location for the Pine Crest Youth Ranch Subdivision (Greeley) - Cressman
Presented by: Town Administrator /Clerk		

Background

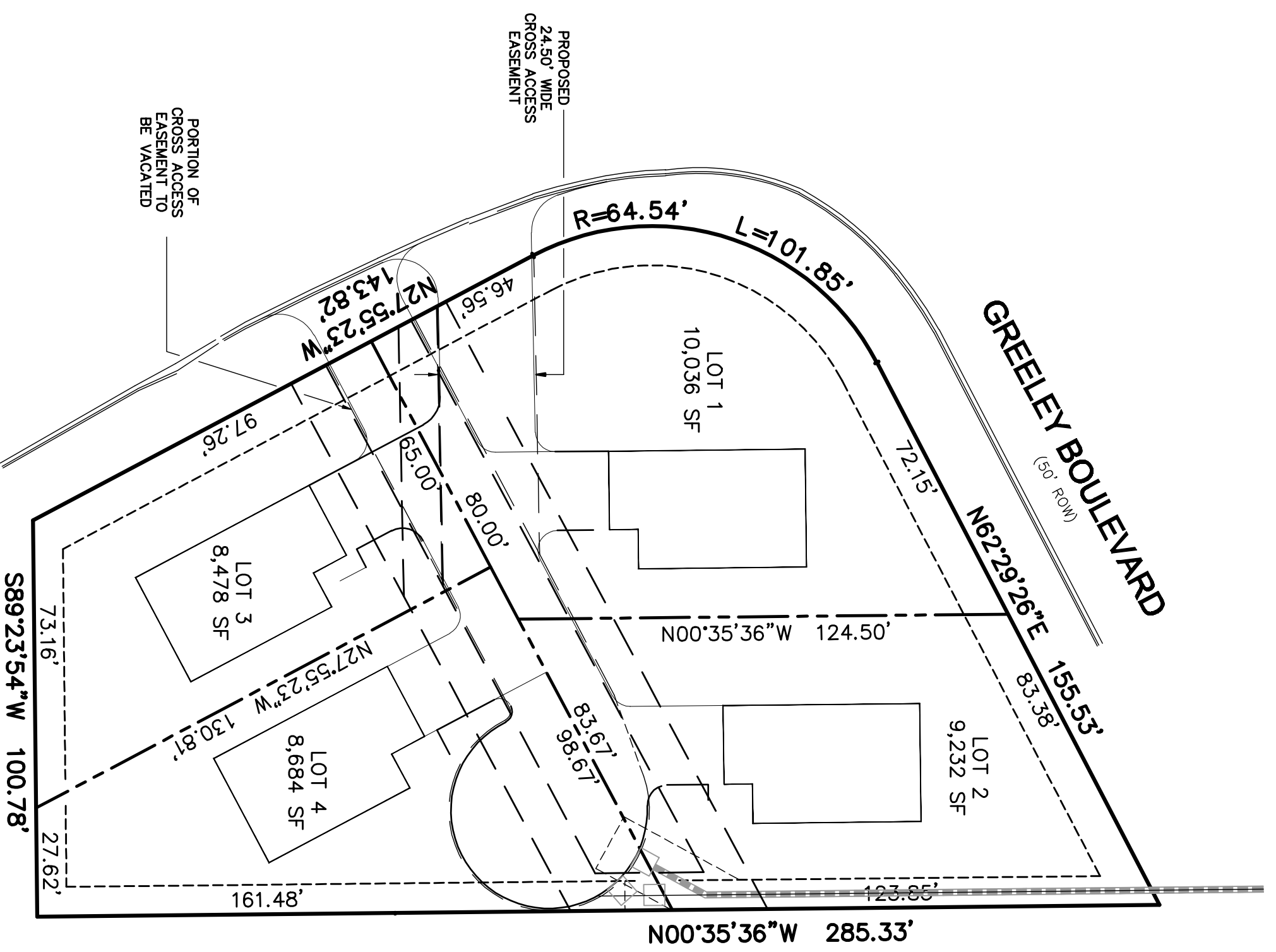
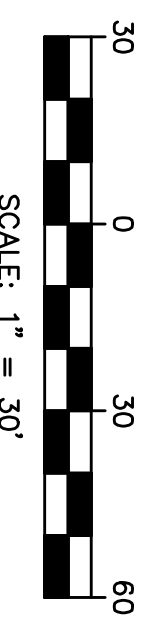
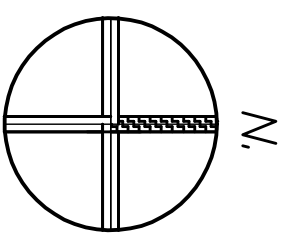
John Cressman, Central Colorado Builders, has a 2018 approved PUD subdivision to build 4 units at Greeley. Upon the start-up of the construction, it was found that safe access from Greeley should be slightly modified due to the grade of the parcel and curve of the roadway.

The survey exhibit displays the original platted, an overlay of the change and the revision platted. A large-scale exhibit will be present for your review.

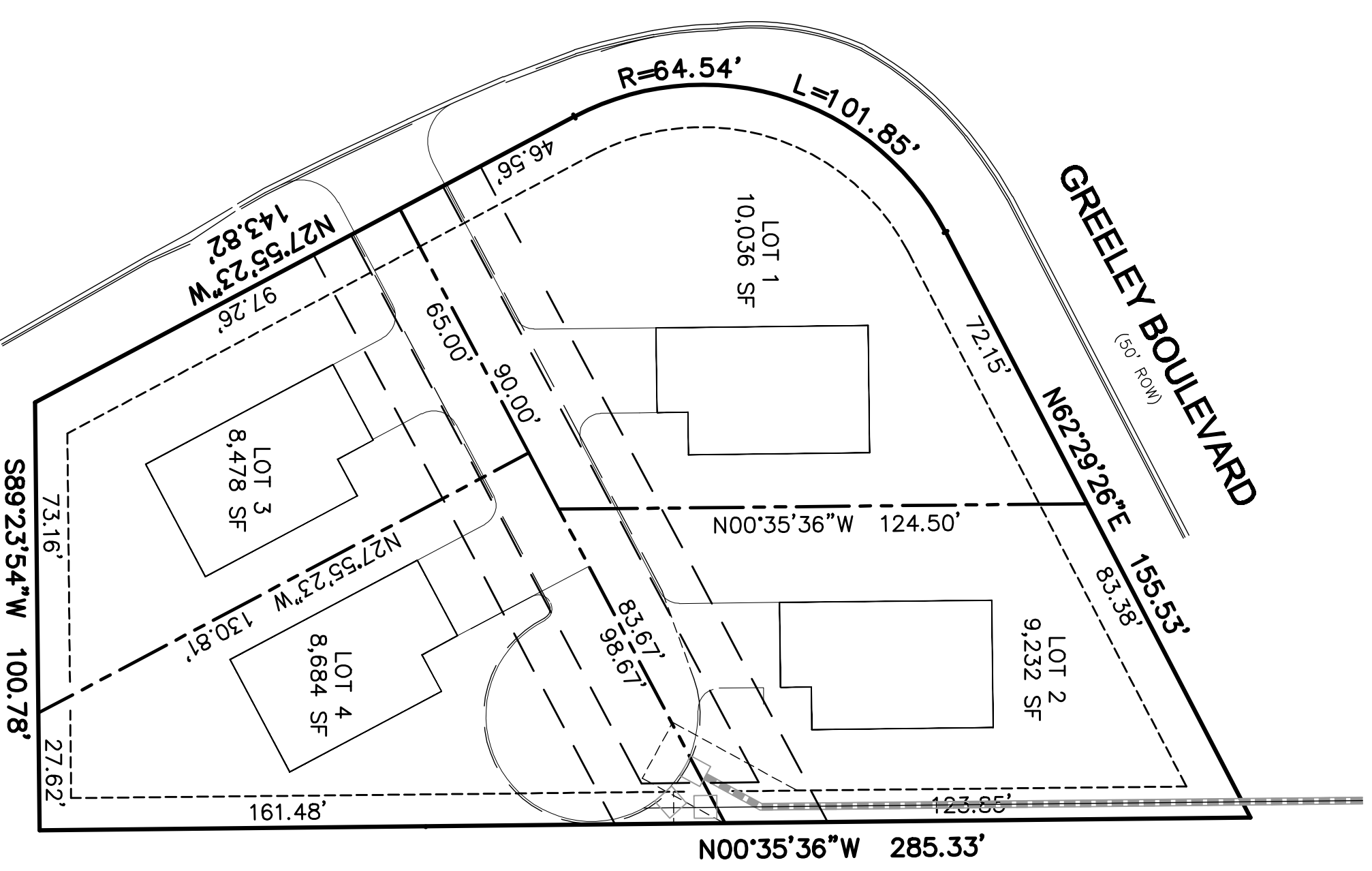
Action

This item is an adjustment to the original approved plan. Staff supports this slight modification for the subdivision. This item requires your recommendation to amend the access location for the plat of Lot 1, Block 2. The Planning Commission unanimously recommended the approval of this access adjustment.

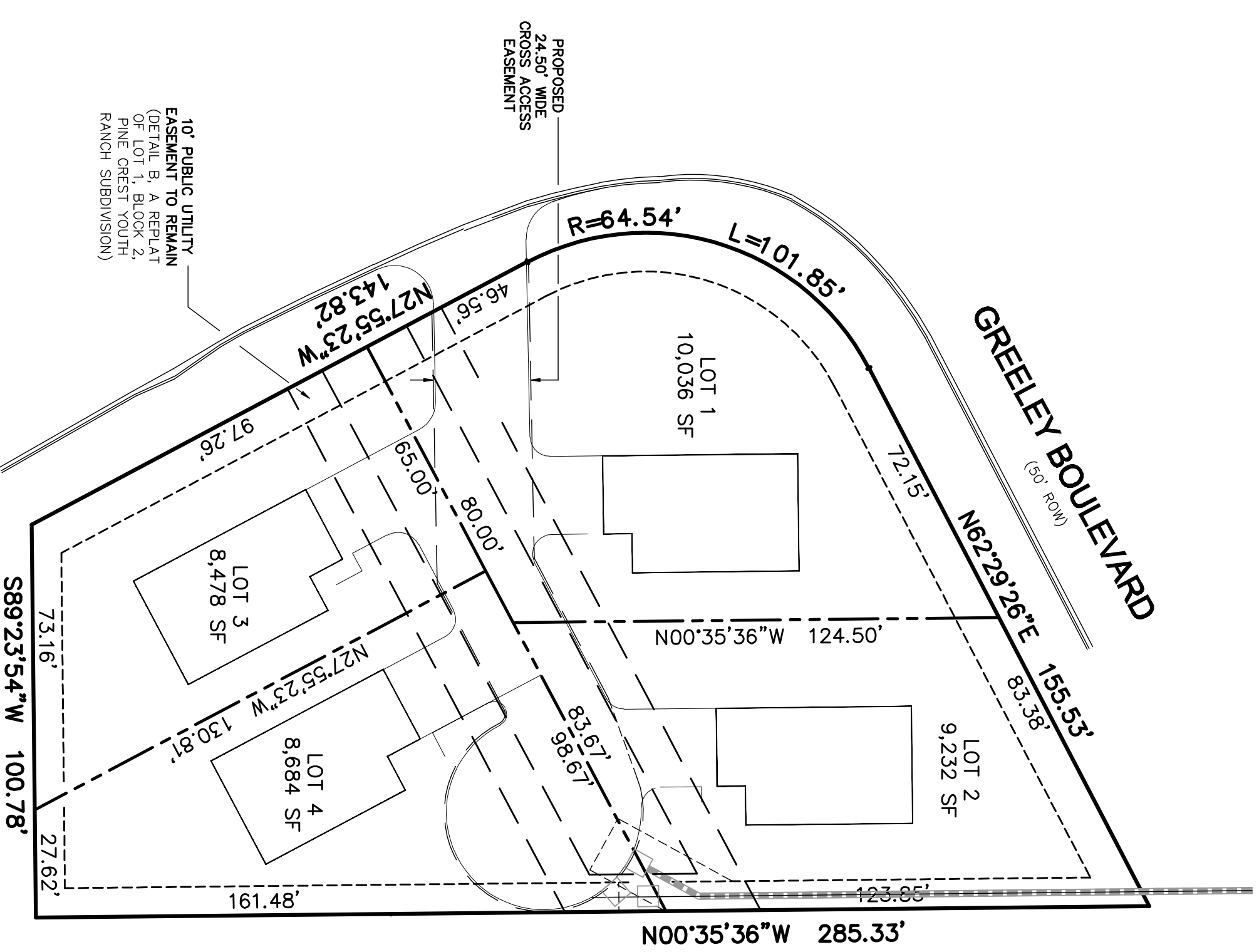
SURVEY EXHIBIT
ADJUSTMENT TO ACCESS LOCATION
A REPLAT OF LOT 1, BLOCK 2,
PINE CREST YOUTH RANCH SUBDIVISION



OVERLAY CHANGES
WITH AS PLATTED



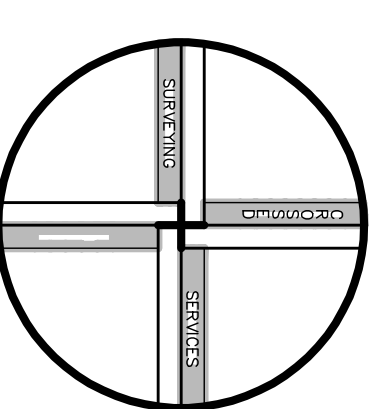
AS
PLATTED



AS
REVISED

NOTE:
This EXHIBIT does not represent a monumented Land Survey, and is only intended to depict the attached Legal Description.

Project no.	14032400.07
Sheet	2 of 2
Drawn by	JPB
Scale	1" = 30'
Drawn date	August 15, 2018
Revisions	
adjust road ent. location	JPB
date	02/23/22
No.	



SURVEY EXHIBIT

CROSSED PATHS SURVEYING SERVICES, INC.
 5500 S. RIVER RD. SUITE 200
 COLORADO SPRINGS, CO 80906-9742
 PHONE: 719-661-2349
 EMAIL: jpb@spathsinc.com

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 22-2022

A RESOLUTION APPROVING A MINOR REPLAT FOR ACCESS LOCATION CHANGE TO LOT 1, BLOCK 2, PINE CREST YOUTH RANCH SUBDIVISION ON GREELEY BOULEVARD IN 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 1, Block 2, Pine Crest Youth Ranch Subdivision desires a minor replat for access location change and has filed a request for such with the Town;

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

WHEREAS, on March 16, 2022 the Planning Commission reviewed the minor replat request; discussed the project; found that the proposed lots are not part of any other subdivision or replat approved within one year, the proposed replat would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years, and the lots from the proposed replat will each be accessible from an existing public road; and recommended approval of the minor replat for access location.

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

1. The replat of Lot 1, Block 2, Pine Crest Youth Ranch Subdivision, attached hereto as Exhibit A, and incorporated herein, evidencing the replat request by the Owners, as well as the 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.

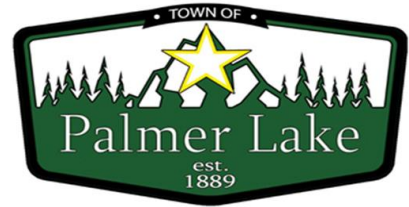
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 31ST DAY OF MARCH, 2020.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Julia Stambaugh, Town Deputy Clerk

BY: _____
Bill Bass, Mayor



Item 12.

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

DATE: March 31, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Ordinance 6-2022 to Amend No Parking Code

Background

This revision is to correct a statute reference as well as to add language to reference a penalty in the master fee schedule. The suggested parking penalty is \$50 vs the \$15 model traffic code violation.

PALMER LAKE, COLORADO

ORDINANCE NO. 06-2022

AN ORDINANCE AMENDING SUBSECTION 10.04.030(B) OF SECTION 10.04.030 OF CHAPTER 10.04 OF THE PALMER LAKE MUNICIPAL CODE RELATING TO THE ADDITIONS AND MODIFICATIONS OF THE MODEL TRAFFIC CODE SETTING THE FINE FOR NO PARKING VIOLATIONS AT \$50.00

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 had previously adopted the Model Traffic Code with certain additions or modifications, contained in Section 10.04.040; and,

WHEREAS, in an effort to preserve the health, safety and welfare of the Citizens of Palmer Lake, the Board desires to establish the fine for parking in no parking zones at \$50.00.

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

1. Subsection 10.04.030(B) of Section 10.04.030 of Chapter 10.04 of Title 10 of the Palmer Lake Municipal Code shall be amended by adding the underlined language, as indicated below, with such subsection 10.04.030(B) to read in its entirety as follows:

10.04.030(B).

B. Section 1203 is amended by the addition of the following to read as follows:

1203: Parking not to obstruct traffic or maintenance. No person shall park any vehicle upon any street or highway in such a manner or under such conditions as to interfere with the free movement of vehicular traffic or proper street or highway maintenance or snow removal.

No person shall park a vehicle at any time on any portion of Walnut Avenue or Lovers Lane. A “No Parking Zone” is hereby created on both sides of the street and will be designated by signs indicating “No Parking” at the entrance and exit of each street. Such signage will have an enforcement zone equal to the length of the street and will constitute notice to all persons of said “No Parking Zone”.

A person who violates Section 1203 shall, upon conviction or an entry of a guilty plea, be subject to a fine of \$50.00 plus court costs and surcharges. Such fine may be adjusted by resolution of the Board of Trustees as it deems necessary from time to time and such fine shall be added to the Town’s fee schedule.

2. All other portions of Section 10.04.030 of Chapter 10.04 of Title 10 of the Palmer Lake Municipal Code remain unchanged and in full force and effect.

3. 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.

4. 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 SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 31ST DAY OF MARCH, 2022.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Julia Stambaugh, Town Deputy Clerk

BY: _____
Bill Bass, Mayor

PALMER LAKE, COLORADO

ORDINANCE NO. 07-2022

AN ORDINANCE AMENDING SECTION 13.09.050 OF CHAPTER 13.09 OF THE PALMER LAKE MUNICIPAL CODE BY ADDING A NEW SUBSECTION, SUBSECTION 13.09.050(M), RELATING TO REQUIREMENTS FOR RPZ'S (REDUCED PRESSURE ZONE BACKFLOW PREVENTION ASSEMBLIES) ON COMMERCIAL PROPERTIES 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 had previously adopted regulations related to backflow prevention and cross-connection controls in order to protect the Town's water system, with such regulations being contained in Chapter 13.09; and,

WHEREAS, in an effort to preserve the health, safety and welfare of the Citizens of Palmer Lake by further protecting the Town's water system, the Board desires to amend the requirements of Chapter 13.09 relating to backflow prevention and cross-connection controls.

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

1. Subsection 13.09.050 of Chapter 13.09 of Title 13 of the Palmer Lake Municipal Code shall be amended by adding a new subsection, subsection 13.09.050(M), as indicated below, with such new subsection 13.09.050(M) to read in its entirety as follows:

13.09.050(M).

Notwithstanding any other provision of this Chapter, Chapter 13.09, all Commercial water system service connections must have an RPZ (reduced pressure zone) backflow prevention assembly installed downstream of the meter or as close to that location as deemed practical by the Town. Such assembly must be installed within 120 days of the effective date of this Ordinance. Notwithstanding any other provision of this Chapter, Chapter 13.09, Commercial water system service connections that currently have a check valve must replace said check valve with an RPZ upon the end of the useful life of said check valve.

2. All other portions of Chapter 13.09 of Title 13 of the Palmer Lake Municipal Code remain unchanged and in full force and effect.

3. 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.

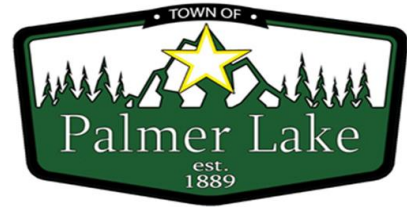
4. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution 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 SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 31TH DAY OF MARCH, 2022.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Julia Stambaugh, Town Deputy Clerk

BY: _____
Bill Bass, Mayor



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

DATE: March 31, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Authorize Acceptance of Proposal to Appraise Town Property

Background

There are two proposals enclosed with this item from the following –

Mr. Bill James	\$12,000	within 60 days
Mr. John DeRungs	\$ 9,850	within 90 days

Both appraisers are interested to conduct the appraisal to establish value and the highest and best use for the elephant rock property and the town property currently leased for motor track use.

Action

Review and select an appraiser to conduct the work and authorize staff to accept the respective proposal.

Dawn Collins

From: Bill James <bjames@jres.com>
Sent: Friday, March 11, 2022 7:15 AM
To: Dawn Collins
Subject: RE: Town of Palmer Lake Request for Proposal
Attachments: USPAP Scope of Work and Reporting 2020-2022.pdf; James Qualifications.pdf; JRES Company Profile.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Dawn,

Thanks for the opportunity to propose to estimate the highest and best use and appraise the real properties described below. I understand that the intended use of the proposed appraisals is to assist in decision making regarding management and/or disposition of the subject properties.

I see from the information provided by you, Assessor records and aerial and street level photos that the properties include:

1. 290 & 350 Highway 105 – former Living Word Chapel – vacant worship facility of some 30,800 SF on some 28 acres of land including two contiguous assessor parcels
2. County Line Road – vacant land of some 10 acres - adjacent to the Santa Fe to Greenland Trail Link - currently used informally as a motorcycle dirt trail – adjacent to substantial additional land and building(s) owned by Palmer Lake – composed of several assessor parcels and likely including some streets which may have been dedicated and appear not to have been improved.

Considering the intended use of the appraisals and the characteristics of the subject properties, I will apply the Sales Approach to provide appraised market values of fee simple interest in each property as is. The Cost and Income Approaches will be excluded as less reliable and because most comparable properties either exclude improvements or produce negligible income.

In view of the relatively high land-to-building ratio of Property No. 1 and the resulting potential feasibility of removal of the improvements from the subject land to achieve its highest and best use, sales of vacant land will be considered for analysis in the Sales Approach. As a part of highest and best use analysis, land value will be analyzed to assess the economic feasibility of removal of the improvements in favor of redevelopment of the site. The value contribution and or potential demolition cost of the building will be considered among the adjustments applied to comparable sales analyzed in the Sales Approach.

While all real estate appraisals must include an estimate of the highest and best use of the subject property, alternative uses of these properties will be examined in greater detail than usual to assist the property owner in determination of the most advantageous strategy. You may know that highest and best use analysis includes examination of legal and physical constraints on land use as well as real estate market conditions. Since the subject properties are owned by the

jurisdiction which controls land use, that element of highest and best use research and analysis will be researched and analyzed with more attention than usual.

For land with potential for subdivision like both properties, the Development (Income) Approach is often applied to provide value indications. The Development (Income) Approach calculates the present value of the revenue from sales of the individual lots less carrying, sales and where appropriate, development costs. I will not apply the Development (Income) Approach to provide value indications of the subject property because I assume that insufficient information is available about the cost of construction of the horizontal improvements necessary to subdivide the property into salable lots.

The value contribution of any water rights to the values of the real properties will be provided by analysis of the potential value added to the property by transfer of the water rights to the local public water service provider in conjunction with development of the property to its highest and best use. If the water rights associated with the subject property are more than sufficient to support development of the property to its highest and best use, I will analyze the sale potential of those water rights, or if that is not an option, I assume that an appraisal will be provided to me of those excess water rights by an appraiser qualified to appraise water rights as an independent asset. The value contribution of any mineral rights included with the subject properties will be analyzed by adjustment to the prices of the comparable land sales for those rights in the appraisal analysis. Any contribution to the values of the properties resulting from prepaid water and/or sewer tap fees will be considered in the appraised values.

For reference, the Sales Approach provides a value indication by analysis of sales of properties comparable to the subject property. The Income Approach provides a value indication by analysis of rents and operating expenses of comparable properties and return on investment. The Cost Approach provides a value indication by deducting depreciation from the replacement cost of the improvements at a property, and adding the value of the underlying land, often obtained using the Sales Approach. The value indications from the approaches applied in an appraisal are reconciled to provide the appraised value.

The two appraisals will be conveyed in two narrative summary Appraisal Reports as described in the attached outline of appraisal scope and reporting options, and consistent with the requirements related to the intended use of the appraisals.

Considering our other work, our schedule permits delivery of the two appraisal reports within 60 days from engagement provided we are engaged within the next 7 days. Of course, we will accelerate delivery as much as possible. Considering the characteristics of the subject properties and the scope of the appraisals, assuming we are engaged for both appraisals simultaneously, I propose fees estimated not to exceed \$6,000 for each appraisal or a total of \$12,000 based on the hourly rates described below including travel time and expense payable by a retainer of \$6,000 upon engagement and the balance due upon delivery of the appraisal reports.

The proposed maximum fees and delivery time include an allowance for reasonable time to process questions regarding the appraisal research, analysis and conclusions. If additional time is required outside the scope of the original assignment for consultation, deposition, testimony or preparation for these activities, we will ask to be compensated at the rates of \$420/hour for Principal Appraiser deposition or testimony, \$330/hour for Principal Appraiser all other activities, \$210/hour for Associate Appraiser, and \$160/hour for Research Analyst.

The proposed maximum fee includes delivery of the appraisal reports in electronic pdf format. If "hard copy" reports are required, they will be provided at an additional fee of \$100 per report copy for the time and expense of printing.

If these terms are acceptable, I will prepare an engagement letter that asks for the signature of an authorized representative of our client (I assume you), the retainer and a number of documents related to the property. For your convenience, I have also attached my personal qualifications for this work and a profile of our company. I have extensive experience appraising vacant land and worship facility properties like this in the Front Range area.



90 Madison Street, Suite 403
Denver, Colorado 80206-5412
main: 303-388-1100
fax: 303-388-8756
www.jres.com

COMPANY PROFILE

Intelica Valuation Services, LLC dba JRES Intelica CRE is a diversified real estate advisory firm with a foundation of commercial and residential appraisal, appraisal review, market analysis, brokerage and investment advisory services in Denver, Colorado since 1982.

As transportation or mobility-oriented development, apartments and affordable housing have become important segments of all real estate, JRES increasingly advises clients in these areas.

Over the years, James Real Estate Services, Inc. (JRES) has conducted real estate appraisal and consulting assignments for a variety of institutional, governmental, developer, and corporate clients along the Colorado Front Range, in mountain resorts, on the western slope and the eastern plains, and occasionally in several other states.

Many assignments require extensive feasibility analysis of alternative uses or eminent domain analysis and consulting. Advisory services include assessed value appeals and arbitrations, mass appraisal consulting, market and feasibility studies, development opportunity research, entitlements consulting and management, development and redevelopment cash flow projections, and development project management.

The Principals, Associates, and Affiliates of JRES offer in-depth experience at appraisal, review appraisal, site evaluation and selection, development analysis and implementation, economic and physical due diligence, project management, financing, marketing, transaction negotiation, and asset disposition.

- Residential subdivisions
Mixed use properties
Refrigerated food processing facilities
Automotive sales & service centers
Aircraft hangars
Family entertainment centers
Museums
Health clubs
Correctional facilities
Hotels
Self-storage complexes
Executive suites office buildings
Mixed use properties
Ballet facilities
Fraternity/sorority houses

- Commercial subdivisions
Transit oriented developments
Homeless shelters
Truck terminals
Car washes
Event centers
Camp/retreat facilities
Educational facilities
Golf courses
Casinos
Student apartments
Medical office buildings
Music studios
Animal sanctuaries
Pet boarding facilities

- Open space land
Chemical distribution facilities
Funeral homes
Bowling centers
Breweries
Worship facilities
Theatre complexes
Assisted living facilities
Restaurants
Bank branches
HUD subsidized apartments
Hospitals
Child care facilities
Equine hospitals
Self-storage complexes

Together, the Principals and staff of the firm offer a substantial base of diversified real estate appraisal, market analysis and investment consulting experience. From its core appraisal discipline, the firm serves a variety of needs of its clients in a changing real estate marketplace with a solid foundation of fundamental objectivity and sound analytical techniques, occasionally making use of its affiliation with qualified professionals in complementary areas of expertise.

Principals in the firm include:

William M. James, MAI, CCIM	Managing Director
Stephen E. Ross	Director, Market Analysis
Denise Moore	Director, Multifamily Valuation
Ann M. Del Nigro	Director, Brokerage Services
Eric Karnes	Director, Market Research
Tammy Summers	Office Manager

Bill James began his appraisal career in 1973 with the commercial and investment appraisal firm of Shorett and Riely in Seattle, Washington and opened the company's first branch office in Anchorage, Alaska. In Denver since 1976, he earned an MBA degree from the University of Denver in Real Estate and Construction Management in 1979. Over the years, while conducting appraisals and market studies on a wide variety of semi-rural, residential, general and special purpose commercial and investment properties, he has managed rezoning, development and redevelopment projects, and instructed appraisal courses.

Bill is a Certified General Appraiser (former member of the Colorado Appraiser Board) and a licensed Real Estate Broker in Colorado. He has been accepted as an expert witness in several jurisdictions and has performed appraisals and consulting assignments on a number of special purpose and narrow market properties, and under unique circumstances.

Bill has prepared and taught appraisal courses at the University of Denver, University of Colorado, Community College of Aurora, the Denver Metropolitan Commercial Association of Realtors, and the Colorado Association of Realtors. In the Appraisal Institute he has been Chair of the General Appraiser Council, the Admissions Appeals Board and the General Experience Subcommittee; a member of the Board of Directors, the Admissions Committee, the Regional Ethics and Counseling Panel, Appraisal Standards Council, the Master's Degree Program Subcommittee and a member of the Board of Directors of the Colorado Chapter. In 2008 he was publicly elected to the Board of Directors of the Regional Transportation District in the Denver metro area and in 2012 he was elected to the Board of Directors of Housing Colorado.

Steve Ross has over 25 years of experience in real estate analysis, consulting and appraisal. After earning his Bachelor of Science degree in Real Estate and Finance from the University of Denver and his Master of Business Administration from Cal Poly, San Luis Obispo, where he emphasized Economics and International Business, Steve began his real estate career as a commercial real estate consultant in 1989 with The Meyers Group in Southern California.

After moving to Grubb & Ellis in 1991, Steve held several positions in the Research Services Division including Regional Research Director for the Pacific Northwest Region and National Research Coordinator. In 1996, he joined Marcus & Millichap, as National Manager of the Research Services Division. Prior to joining James Real Estate Services in 2003, Steve started his own independent real estate consulting practice in 2001 where he provided real estate market analysis, consulting services, and market overviews, evaluations, and projections of office, industrial, retail, multi-family and hospitality markets on MSA, regional and national levels to corporate and institutional clients. Projects completed for pension fund advisors, REITs and major commercial real estate clients include asset/market analyses, acquisition studies, development analyses and rehabilitation/repositioning studies of apartment communities.

As an appraiser and market analyst with JRES, Steve has completed appraisals or market studies for office buildings, retail and single-tenant triple net lease properties, auto sales and service centers, industrial buildings, mixed-use developments, residential condominiums, public housing, sand and gravel mines, water storage reservoirs and residential and commercial land. Steve is a Certified General Appraiser in Colorado and is approved by the Colorado Housing and Finance Authority as a Low-Income Housing Tax Credit Market Analyst.

Denise Moore began her appraisal career in 1992 at Accredited Appraisers, Inc. as an assistant and then as Operations Manager. In 1994, she moved to James Real Estate Services and began to appraise single-family residences. Since 1996, she has primarily appraised apartment properties and condominium conversions with a growing emphasis on HUD related affordable housing including rent comparability studies and senior housing (assisted living) properties. She has appraised other property types but specializes in multifamily properties. Denise is a Certified General Appraiser in Colorado.

Ann Del Nigro began her real estate career with a major developer in the late 1980s and joined James Real Estate Services as office manager in 1988. Ann specializes in single-family residential brokerage and is a certified short sales and foreclosure resource in Colorado. Ann also conducts and manages residential inspections for FHA home improvement loans, and researches market data and conducts competitive market analyses for residential lenders. Ann is a licensed Real Estate Broker in Colorado.

Eric Karnes has researched and analyzed apartment, commercial, industrial and residential real estate markets since 1970. After developing, managing and selling Karnes Research Company, in Charlotte and Raleigh, North Carolina, Eric relocated to the Denver area and joined James Real Estate Services in 2000. Eric maintains the JRES library of real estate market information and prepares the Real Estate Perspective and Apartment Perspective email newsletters. He also consults for several national development and investment companies.

Jeff McGhie and Matt Hamstra are Associate Appraisers at JRES. With qualified assistance, the Principals and staff at JRES provide timely and accurate real estate appraisal services and market analysis to clients, relying on a wide variety of outside resources and an extensive in-house market data base.

Qualifications of
WILLIAM M. JAMES

Item 14.

MAI - Member of the Appraisal Institute
 CCIM - Commercial Investment Real Estate Institute
 MBA - University of Denver, Daniels College of Business
 Real Estate and Construction Management
 BA - University of Washington, Foster School of Business
 Urban Development

Certified General Appraiser - State of Colorado
 Former Member of the Colorado State Board of Real Estate Appraisers
 Licensed Real Estate Broker - State of Colorado

Business Affiliations, Past/Present

JRES Intelica CRE - Denver	
James Real Estate Services, Inc. - Denver	Ginther Wycoff Group - Denver
RACO Development Corp. - Englewood	Chase and Company - Denver
Shorett and Riely - Seattle/Anchorage	Federal Housing Administration – Denver
City of Seattle – Planning Commission	US Army – Facilities Division – Stuttgart

APPRAISAL AND ADVISORY EXPERIENCE

Property Types

Agricultural Land	Distribution Warehouses	Mortuaries
Airport Parking Facilities	Dog Day Care Facilities	Movie & Performance Theaters
Aircraft Hangars	Equestrian Facilities	Nurseries
Animal Hospitals	Event Centers	Office Buildings and Condos
Antenna Towers	Food Processing Facilities	Parking Facilities
Apartments	Family Entertainment Centers	Refrigerated Warehouses
Arenas	Gasoline Stations	Residential Care Facilities
Assisted Living Facilities	Golf Courses/Clubs	Research & Development
Athletic Clubs	Gravel Mines	Restaurants
Auto Sales/Service Centers	Group Homes	Retail
Bank Buildings	Hazardous Materials/Conditions	Schools
Bowling Centers	Health Clubs	Self Service Storage
Breweries & Brew Pubs	Historic Properties	Shopping Centers
Broadcast Facilities	Homeless Shelters	Single Family Residences
Car Washes	Hospitals	Subdivisions
Casinos	Hotel/Motel	Surgical Centers
Chemical Facilities	HUD Apartments	Truck Terminals
Condominium Units,	Industrial	Truck Maintenance Facilities
Assemblages, Complexes	Kennels	University Facilities
and Conversions	Lakes	Urban Land
Continuing Care Facilities	Laboratories	Vehicle Maintenance Facilities
Co-Working Facilities	Manufacturing Facilities	Warehouses
Day Care Centers	Medical Offices	Wetlands
Community Centers	Mobile Home Parks	Worship Facilities

Assignment Types

Appraisals including
 Full and Fractional Interests
 Construction Progress Inspections
 Feasibility Studies
 Highest & Best Use Studies
 Market Studies
 Project Management
 Rent Studies
 Reviews of Appraisals
 Rezone Consultation
 Portfolio Analysis
 Site Selection/Acquisition

Assignment Purposes

Acquisition
 Arbitration
 Assessment Appeal
 Disposition
 Eminent Domain
 Estate Taxes
 Financing
 Foreclosure
 HUD Programs
 Investment Analysis
 Lease Renewal
 Litigation Support
 Negotiation Support

Assignment Locations

Alaska
 Arizona
 Colorado
 Idaho
 Kansas
 Louisiana
 Michigan
 New Mexico
 North Dakota
 Oklahoma
 South Dakota
 Utah
 Washington
 Wyoming

Qualifications of
WILLIAM M. JAMES
(continued)

Item 14.

Representative Clients, Past/Present

AEGON USA
Adams Bank & Trust
Adams County School District No. 14
AIMCO
Advantage Bank
ARCS Commercial Mortgage Co.
ANB Bank
Amerisphere Mortgage Finance LLC
AMG National Trust Bank
Archon Group
AT&T Small Business Lending Corp.
Bank Financial
Bank of America
Bank of the West
Bank of Choice
Bank One
Bankers Bank of the West
Bellco Credit Union
Berenbaum Weinschienk PC
Berkley Bank
BNSF Railway Company
BOK Financial
Brighton Housing Authority
Brothers Redevelopment, Inc.
Burg Simpson
Catholic Charities
CB Richard Ellis
Centura Health
Cherry Creek School District
Cheyenne Regional Medical Center
Church of Jesus Christ of Latter Day Saints
City of Arvada
City of Aurora
City of Brighton
City and County of Denver
City of Colorado Springs
City of Golden
City of Greenwood Village
City of Lakewood
Citywide Banks
Colorado Attorney General
Colorado Business Bank
Colorado Capital Bank
Colorado Coalition for the Homeless
Colorado Division of Gaming
Colorado Dept. of Transportation
Colorado East Bank and Trust
Colorado Health Facilities Authority
Colorado Housing/Finance Authority
Colorado National Bank
Colorado Savings Bank
Colorado State Bank & Trust
Colorado Board of Land Commissioners
Comerica Bank
Commerce Bank
Community First National Bank
Compass Bank
Coors Brewing Company
Coors Distributing Company
Davis, Graham and Stubbs
Denver Housing Authority
Denver Health Medical Center
Denver Public Schools
Denver Water
Douglas County Attorney
Douglas County School District
E-470 Highway Authority
Enterprise Community Loan Fund
Englewood Schools
Fairfield Residential
Federal Deposit Insurance Corp.
Federal National Finance Corp.
Firestone Tire and Rubber Co.
FirstBank
First National Banks/First Savings Bank
First Western Trust Bank
Fitzsimons Redevelopment Authority
Ford Leasing Development Co.
GE Capital Corporation
GMAC Commercial Mtg. Corp.
General American Life Insurance Co.
Gorsuch Kirgis LLP
Grand Junction Housing Authority
Great Western Bank
Greyhound Lines Inc.
Greystone USA
Grubb & Ellis Company
Guaranty Bank and Trust Co.
Guardian Life Insurance Co.
HealthOne
Heartland Bank
Heller Financial
Hope Communities
Huntoon Hastings Inc.
InnovAge
Jefferson County Open Space
Jefferson County Highways & Transportation
Johnson Capital
Jones Intercable, Inc.
JP Morgan Chase Bank
Judicial Arbiter Group
Key Bank of Colorado
Koelbel and Company
Kutak Rock LLP
LaSalle Bank
Life Insurance Co. of Virginia
Mercy Housing
Mercy Medical Center
Merrill Lynch Business Financial Services
Metropolitan Life Insurance Co.
Metropolitan State College of Denver
Mile High Community Loan Fund.
MidFirst Bank
Molson Coors
Municipal Bond Investment Assurance Corp.
National Jewish Health
NHP Property Management, Inc.
North Valley Bank
Oakwood Homes
Patton Boggs LLP
Piper Capital Management
Platte Valley Medical Center
PorterCare Hospital
Prudential Bache
Pueblo Bank and Trust
Public Employees Retirement Assoc.
Real Estate Research Corp.
Red Mortgage Capital LLC
Redstone Agency Lending
Regional Transportation District
Resolution Trust Corporation
Rocky Mountain Communities
Ross Management Group
Safeway Stores, Inc.
Saint Joseph Hospital
Salvation Army
Service Corporation International
Sinclair Oil Company
Southwestern Life Insurance Co.
St. Charles Town Company
Standard Life Ins. of Portland
Stewart Title Guaranty Company
Taco Bell Corporation
Terrix Financial Corporation
Thistle Community Housing
Trammell Crow Company
TransAmerica Realty Services, Inc.
Transnation Title Insurance Co.
Travelers Insurance Company
Tri-State Bank
Trust for Public Land
Universal Lending Corp.
Union Bank & Trust
Union Colony Bank
Union Pacific Railroad
University of Denver
Urban Land Conservancy
US Bank
US Department of Agriculture
US Department of HUD
US Department of Veterans Affairs
US Federal Aviation Administration
US Foods
US General Services Administration
US Postal Service
US Small Business Administration
US West New Vector Group, Inc.
Ute Mountain Tribe
Valley Bank & Trust
Vectra Bank
Volunteers of America
Wabash Life Insurance Company
Washington National Insurance Co.
Wells Fargo Bank
Western Skies, Inc.
Western Pioneer Life Insurance Co.
White and Steele
WW Grainger Inc.
Young Americans Bank
Zocalo Community Development

Accepted as Expert Witness

Superior Court - District Courts -	City of Seattle Jefferson County, City & County of Denver, Boulder County, Arapahoe County, Adams County, Salt Lake County, Utah
US Bankruptcy Court - US District Court - Circuit Court -	Districts of Colorado and Northern Oklahoma Colorado Florida, Hawaii
County Board of Equalization - Board of Assessment Appeals - American Arbitration Association	City and County of Denver, Arapahoe County State of Colorado Judicial Arbitrator Group

County Board of Equalization Hearing Officer/Arbitrator

City and County of Broomfield Douglas County Boulder County	City and County of Denver Jefferson County Adams County
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Professional Associations

Appraisal Institute
Member, Board of Directors
Chair, General Appraiser Council
Member, Appraisal Standards Council
Member – Admissions and Designations
Qualifications Committee
Chair, Admissions Appeals Board
Member, General Admissions Committee
Chair, General Experience Subcommittee
Vice Chair, Masters Degree Program
Subcommittee
Member, Regional Ethics and Counseling Panel
Director, Colorado Chapter
Chair, Education, Colorado Chapter
CCIM Institute
International Right of Way Association
National Association of Realtors
Colorado Association of Realtors
Denver Metro Commercial Association of Realtors
American Planning Association

Appraisal Instruction

Appraisal Institute
University of Denver - Adjunct Professor
University of Colorado
Colorado Association of Realtors
Denver Board of Realtors
Denver Metropolitan Commercial
Association of Realtors
Mesa County Association of Realtors
Community College of Aurora
Realtor's Commercial Industrial Society –
Colorado Springs
The CE Shop

Published Articles

Colorado Real Estate Journal
Valuation Insights and Perspectives
Journal of Property Management

Community Affairs Past and Present

Member, Board of Directors, Regional Transportation District, Denver Metro
Member, Board of Directors, Housing Colorado
Co-Chair – 16th Street Mall Steering Committee
Member – Downtown Denver Partnership Transportation and Development Council
Member – Radian | Placematters Advisory Committee
Member, Advisory Board, University of Denver, Franklin L. Burns School of Real Estate
Member, Cherry Creek Steering Committee
Member, Citizens Advisory Committee, Central Denver Transportation Study
Chair, Transportation Solutions Foundation Board of Directors
Member, Citizens Advisory Committee, Cherry Creek Parking Study
Director, Cherry Creek Chamber of Commerce
Member, Denver Cherry Creek Rotary
President, Denver Cherry Creek Rotary Foundation Board of Trustees

APPRAISALS - SCOPE OF WORK AND TYPES OF REPORTS

by

William M. James, MAI, CCIM, MBA

In 1994, the Appraisal Standards Board of the Appraisal Foundation (the national regulator of the appraisal profession) promulgated regulations concerning limited appraisals and abbreviated reports in the Uniform Standards of Professional Appraisal Practice (USPAP). This action was long awaited in the appraisal community since many appraisers regardless of a lack of specific regulations have always conducted such appraisals. In 1999, USPAP was amended to further clarify this and several other items. While a Departure Provision permitting “limited” appraisals and abbreviated reports had been in place for several years, only then had most of its ambiguity been removed making clearer how to conduct such work. Thus, a number of specific terms were established to replace Letter Opinion of Value, Update Appraisal, Recertification of Value and Evaluation of Real Property Collateral.

Specific definitions were added to USPAP. In essence a “complete” appraisal was one in which added data or analysis would result in only negligible change in its value conclusion. A “limited” (or preliminary) appraisal was one that could have significant value change under those conditions. A “complete” appraisal was at the top of the range of possibilities of reliability or credibility. “Limited” appraisals on the other hand were able to cover a wide range of less reliable or credible options such as exclusion of approaches to value, reliance on market data previously gathered for other appraisals or not fully verified, rather than extensive primary research, or even exclusion of inspection of the real estate in rare cases. A limited appraisal was often useful for preliminary decision-making regarding a real property asset or when an abundance of collateral or credit is available in a loan transaction. An “Evaluation” under the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) was essentially often a limited appraisal.

In 2006 USPAP abandoned the Departure Provision, which differentiated between “complete” and “limited” appraisals and replaced it with an obligation by appraisers to consult with their clients to determine the appropriate scope of work considering the intended use of the appraisal. Limited appraisals and abbreviated reports have always been useful tools to serve appraisal and advisory client needs in a wide variety of situations, so the terms are still useful to briefly identify different scopes of work. Today, appraisers are required to specifically address the various components of appraisal analysis in an appraisal assignment. Appraisers at JRES continue to use the terms “complete” and occasionally “limited appraisals” as defined above while their appraisals continue to conform to the requirements of USPAP.

Alongside the range of options for the scope of appraisal analysis, USPAP formerly provided three written report options and one oral report option. In 2014 USPAP consolidated the Self-Contained and Summary Appraisal Report options into the Appraisal Report option which complements the renamed Restricted Appraisal Report option as described on the following page. In the descriptions of the report options the words ‘summarize’ and ‘state’ are used to describe minimum reporting requirements for components of the appraisal report. Either report option may be used with any appraisal research and analysis scope option. An oral report option was eliminated from the table of report options in 2014 and is rarely used except for court testimony.

Today, an Appraisal Report is generally considered equivalent to the former USPAP Summary Appraisal Report and contains summary descriptions of the subject property, its environment, the data used in the appraisal and the analysis applied. While many appraisers include more, according to USPAP, a Restricted Appraisal Report is required to include only the absolute minimum information necessary to make the appraisal report usable without ambiguity or misunderstanding. Within these two categories, a wide variety of Appraisal Report formats are possible including form and narrative reports. Options are inclusion or exclusion of background economic data distantly related to the appraisal conclusion, detailed descriptions of the subject property neighborhood, site and improvements, and detailed descriptions of the real estate market data and/or analysis applied to it.

For further clarification of available options contact the Principals at James Real Estate Services, Inc.

COMPARISON OF REPORT TYPES

	Appraisal Report		Restricted Appraisal Report
i.	state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request;	i.	state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request;
ii.	state the identity of any other intended users by name or type;	ii.	state the identity of any other intended user(s) by name;
n/a		iii.	clearly and conspicuously state a restriction that limits use of the report to the client and the named intended user(s);
n/a.		iv.	clearly and conspicuously warn that the report may not contain supporting rationale for the all of the opinions and conclusions set forth in the report
iii.	state the intended use of the appraisal;	v.	state the intended use of the appraisal;
iv.	Contain information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal and economic property characteristics relevant to the assignment	vi.	state information sufficient to identify the real estate involved in the appraisal;
v.	State the real property interest appraised;	vii.	state the real property interest appraised;
vi.	state the type and definition of value and cite the source of the definition;	viii.	state the type of value and cite the source of its definition;
vii.	state the effective date of the appraisal and the date of the report;	ix.	state the effective date of the appraisal and the date of the report;
viii.	summarize the scope of work used to develop the appraisal	x.	state the scope of work used to develop the appraisal
ix.	Summarize the extent of any significant real property appraisal assistance;	xi.	state the extent of any significant real property appraisal assistance;
x.	Provide sufficient information to indicate that the appraiser complies with the requirements of STANDARD 1 by: <ol style="list-style-type: none"> 1. summarizing the appraisal methods and techniques employed 2. stating the reasons for excluding the sales comparison, cost or income approach(es) if any have not been developed; 3. summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and 4. stating the value opinion(s) and conclusion(s); and 5. summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches. 	xii.	Provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: <ol style="list-style-type: none"> 1. stating the appraisal methods and techniques employed 2. stating the reasons for excluding the sales comparison, cost or income approach(es) if any have not been developed; 3. summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and 4. stating the value opinion(s) and conclusion(s). Comment: An appraiser must maintain a workfile that includes sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 and for the appraiser to produce an Appraisal Report
xi	State the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;	xiii	state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;
xii	When an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion;	xiv	when an opinion of highest and best use was developed by the appraiser, state that opinion;
xiii	Clearly and conspicuously: <ul style="list-style-type: none"> • state all extraordinary assumptions and hypothetical conditions; and • state that their use might have affected the assignment results; 	xv	clearly and conspicuously: <ul style="list-style-type: none"> • state all the extraordinary assumptions and hypothetical conditions; and • state that their use might have affected the assignments results;
xiv	Include a signed certification in accordance with the Standards Rule 2-3.	xvi	Include a signed certification in accordance with Standards Rule 2-3.

Source: USPAP Advisory Opinion 38, 2020-2022 Edition; © The Appraisal Foundation

JOHN F. DERUNGS, MAI, AI-GRS
40 KEARNEY STREET
DENVER, CO 80220
JOHN.DERUNGS@AVCVALUE.COM
303-789-3315

VIA E-MAIL

March 14, 2022

Dawn A. Collins, CMC
Town Administrator/Clerk
Town of Palmer Lake
42 Valley Crescent, PO Box 208
Palmer Lake CO 80133

RE: Appraisal Services
Elephant Rock Property
County Line Road Property

Dear Ms. Collins:

I understand that the Town Board has requested a proposal for the captioned services and has questions about my availability and expertise pertaining to appraisals and appraisal related services. Please find attachments in this e-mail including my references and a current summary of my qualifications which highlights some of the specialized experience that I would bring to this assignment.

- That gained by holding the Appraisal Institute's MAI designation for over twenty years and its professional designation for general appraisal review (AI-GRS) since 2014 which required that I submit recent technical appraisal review reports covering complex properties some of which were prepared for right-of-way acquisition, litigation and estate planning
- contract assignments completed in the last four years for the Walla Walla District and in the last thirty years for the Omaha District of the US Army Corps of Engineers military bases in the Colorado Springs area and so most often a conclusion of market rent for long term leases was reached rather than for their acquisition
- various assignments for state, county and local municipalities as well as library, school and park and recreation districts along the Front Range involving special purpose properties such as a park system, city hall, recreation centers, and a community center

The appraisal report that I propose to prepare will be a documented valuation study using commonly accepted methods of research. My conclusions of market value would be conveyed in a single report (3 bound copies if needed) that will include a description of each property appraised and surrounding area, supporting valuation data, value analyses and conclusions, and exhibits. The report will be in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and the Code of Professional Ethics of The Appraisal Institute.

I propose to complete this assignment for a fee of \$9,850.00, including expenses, which is due and payable upon delivery of the report. This assignment can be completed within 90 days of written authorization. Please call me if you have any questions and thank you again for the opportunity to submit this proposal

Please contact me if you have any additional questions and thank you again for the opportunity to submit this requested proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. DeRungs". The signature is fluid and cursive, with a period at the end.

John F. DeRungs, MAI, AI-GRS

Colorado Certified Appraiser CG001316697

Qualifications of
JOHN F. DeRUNGS, MAI, AI-GRS
40 Kearney Street
Denver, CO 80220

Certified General Appraiser in Colorado (License #CG1316697)

- DESIGNATION:** Awarded MAI by the Appraisal Institute (AI) in 2002
Awarded AI-GRS (AI - General Review Specialist) in 2014
- EMPLOYMENT:** Independent Fee Appraiser • 1996 – present
Real estate valuation of commercial properties including office buildings, shopping centers, industrial facilities, development land and special use properties
- Associate Appraiser • Van Court and Company • 1990 - 1996
Areas of concentration included eminent domain, estate planning, public and private acquisition and mortgage financing
- EDUCATION:** Master of Business Administration in Finance
University of Colorado at Denver • 1989
Bachelor of Landscape Architecture
University of Oregon • 1981
- Appraisal Related Courses
Appraisal Standards and Professional Practice • 2020
Uniform App Standards for Federal Land Acquisitions • 2017
Appraisal Review General • 2014
Appraising Cell Towers • 2013
The Appraiser as an Expert Witness • 2012
Condemnation Appraising • 2010
Partnership and Common Tenancy Valuation • 2008
Litigation Appraising • 2004
Separating Real/Personal Property from Intangible Assets • 2004

REPRESENTATIVE CLIENTS

- | | |
|--------------------------------|----------------------------------|
| Alpert Homes | US Army Corps of Engineers |
| Bank of Colorado | Bear Creek Development |
| Boulder County Open Space | Burlington Northern Santa Fe RR |
| Chapman and Roth PC | City of Thornton |
| City of Westminster | Cherry Creek Schools |
| Dan Culhane PC | Denver Urban Renewal Authority |
| Denver Water Department | Douglas Public Library District |
| Douglas County School District | General Services Administration |
| J & B Building Corporation | Jefferson County School District |
| Lampert Realty | McCarty Land and Water |
| South Suburban Park District | State of Colorado |
| Trust for Public Land | US Bank |

REFERENCES FOR JOHN F. DERUNGS, MAI AI-GRS

Craig Blair – Regional Appraiser
Real Property Utilization and Disposal (7PZA)
General Services Administration
819 Taylor Street Room 11A30
Fort Worth, TX 76102
817.978.4275
craig.blair@gsa.gov

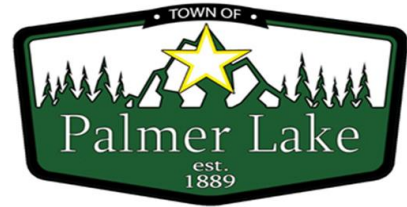
Mr. Greg Corbolotti
Lead Review Appraiser
Department of the Army
Corps of Engineers, Omaha District
1616 Capitol Ave, Suite 9000
Omaha, NE 68102-4901
402.995.2859
Gregory.A.Corbolotti@usace.army.mil

Ms. Mary Jo Langstraat
Senior Paralegal Specialist
Boulder County Parks and Open Space
5201 St. Vrain Road
Longmont, CO 80503
303.678.6200
mjlangstraat@bouldercouounty.org

Ms. Melissa Reese-Thacker, ASLA, PLA
Planning Manager
South Suburban Parks and Recreation
6631 South University Blvd
Littleton, Colorado 80121
303.483.7023
MelissaR@ssprd.org

Ms. Susan Gall
Projects Officer
Robinson Estates
1100 Alakea Street, 6th Floor
Honolulu, HI 96813
808.440.2736
susan@martroffice.com

Mr. Keith Erffmeyer
Denver County Assessor
201 West Colfax Avenue #406
Denver, CO 80202
720-913-4060
Keith.Erffmeyer@denvergov.org



Item 15.

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

DATE: March 31, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Action: Request for Temporary Use of Town Property

Background

Following discussion in executive session for legal opinion relating to temporary use of town property, staff requires a determination from the Board to allow or not allow the requesting party to temporarily use town property for sales activity.