



## **BOARD OF TRUSTEES**

**Thursday, October 14, 2021 at 5:30 PM**

**Tri-Lakes Chamber House, 300 Hwy 105, Monument**

---

### **AGENDA**

---

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

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **Introduction**

1. New Business - Sasquatch Carpet Cleaning (Mr. Charles Sewell)

#### **Consent Agenda**

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

- [2.](#) Minutes from September 23, 2021 Meeting
3. Checks over \$15,000 - LN Curtis and Sons (\$15,365); Bradley Excavating (\$22,915); Hydro Resources Rocky Mtn (\$29,776.50)
- [4.](#) Quote for Glenside Road Repair

#### **Staff/Department Reports**

- [5.](#) Water
- [6.](#) Public Works including Roads & Park Maintenance
- [7.](#) Police
- [8.](#) Fire
- [9.](#) Administration
10. Attorney
11. Administrator/Clerk

**Public Comment**

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

**Business Items**

- [12.](#) Review/Determine Business License Renewal for Bach Crawlers
- [13.](#) Ordinance 10-2021 to Amend Ch. 8 Relating to Fire Restriction
- [14.](#) Resolution 50-2021 to Approve an IGA with Town of Monument for Emergency Interconnect & Cost of Interconnect Design
- [15.](#) Resolution 51-2021 to Approve Policy on Use of Equipment with Addendum for Distracted Driving
- [16.](#) Direction for Residential Well Metering and Over Use Fee
- [17.](#) Discussion/Direction on Short Term Rental
- [18.](#) Update: ISO Analysis
- [19.](#) Recap of Water Account Issues
20. Updates/Feedback for Draft 2022 Budget

**Board Reports****Next Meeting (October 28 at PLES Library) and Future Items****Convene to Executive Session**

*For the purpose of C.R.S. 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators (possible annexation).*

**Reconvene to Open Session****Adjourn**

---

**Americans with Disabilities Act**

---

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



## BOARD OF TRUSTEES

Thursday, September 23, 2021 at 6:00 PM

Palmer Lake Elementary School, Library, Upper Glenway

### MINUTES

#### Call to Order

Mayor Bass called the meeting to order at 6 PM.

#### Pledge of Allegiance

#### Roll Call

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

#### Introductions/Presentations

1. Commemorating Ms. Wilma French (aka French's Hill sign). Following staff reports, Mayor Bass presented a memorial sign to family members of Wilma French. Shana Ball shared stories of her grandmother's service to the community. The memorial sign will be placed near the top of Prairie/Spring intersection.
2. Proclamation to Support the Revitalization of Town Hall. Mayor Bass read a proclamation identifying and supporting the Town Hall restoration, currently underway. Trustee Havenar suggested that a time capsule be assembled to place in the wall prior to roof reconstruction.

#### Consent Agenda

Trustee Havenar inquired about the check for TN Parker and staff responded it is primarily 50% deposit for the town hall roof trusses to be delivered. MOTION (Havenar, Padgett) to approve the consent agenda including items 3) Minutes from September 9, 2021 Meeting; 4) Financials (August); and 5) Checks Over \$15,000 - TN Parker (\$25,546.33). Roll call vote – aye (7); nay (0). Motion passed.

#### Staff/Department Reports

6. Attorney – no report.
7. Administrator/Clerk – Collins reported on the town hall project, ramp project, status of water taps, update of Fletchers conditional use of property, update of IREA project, and status of Master Plan request for proposal and invitation for advisory members and preparation for community survey.

#### Public Comment

None made.

**Public Hearing**

8. Conditional Use at 11 Hwy 105 & Resolution 48-2021 Approving a Conditional Use (Residential Duplex). Property owner Hannah explained the use. Collins stated that no person spoke for or against the conditional use at the Planning Commission hearing. Mark Schuler requested that Board members consider the long-term plan for the downtown 105 area. Shana Ball offered the history of the particular structure, previously an apartment complex. Discussion took place about commercial properties bringing future revenue. Mayor Bass closed the hearing. MOTION (Stuth, Farr) to approve Resolution 48-2021 approving the conditional use. Roll call vote – aye (5); nay (2 – Padgett, Havenar). Motion passed.
9. Minor Subdivision at 32 Pineview & Resolution 49-2021 Approving a Minor Subdivision. Property owner Greg addressed the Board to accommodate an auxiliary dwelling for aging parents. The structure will be situated within requirements on the subdivided parcel. Collins stated that no person spoke for or against the minor subdivision at the Planning Commission hearing. Mayor Bass closed the hearing. MOTION (Havenar, Padgett) to approve Resolution 49-2021. Roll call vote – aye (7); nay (0). Motion passed.

**Business Items**

10. Special Event Application - YMCA Creepy Crawl 5K Run (Oct-30). Mr. Pat McDonough, YMCA, reviewed the first event for October 30<sup>th</sup> currently with approximately 200 registrants. MOTION (Havenar, Dawson) to approve the 5k event. Roll call vote – aye (7); nay (0). Motion passed.
11. Update/Direction for Elite Cranes (Diacut Property). Bruno Furrer, property owner at Diacut, was present and re-introduced owners of Elite Cranes. Sam reported the relocation status – scheduled closing of Monument property; lot cleared and surveyed to bring in dirt; needing 300 truckloads of dirt to start next week for about 3 weeks. Discussion ensued about a commitment of a move date. Kurt Ehrhardt addressed Elite Cranes about anything going wrong in next 4 weeks. Sam stated he is now in control of what takes place and is committed to get it done to relocate. MOTION (Bass, Farr) to extend the date to October 31. Roll call vote – aye (4); nay (3 – Stuth, Currier, Havenar). Motion passed.
12. Resolution 45-2021 to Authorize Drainage Agreement (Elementary School). Collins stated these two items basically put into written agreement what has been a verbal agreement what is taking place for drainage. MOTION (Currier, Havenar) to approve Resolution 45-2021 contingent upon property owner signature. Roll call vote – aye (7); nay (0). Motion passed.
13. Resolution 46-2021 to Authorize Drainage Agreement (McDonald property). MOTION (Currier, Stuth) to approve Resolution 46-2021 to approve Resolution 46-2021 contingent upon property owner signature. Roll call vote – aye (7); nay (0). Motion passed.
14. Resolution 47-2021 to Authorize Purchase of Property (4.5 acre). Collins explained the offer and agreed \$9,500 for the parcel to hold for a possible future water storage tank. MOTION (Currier, Farr) to approve Resolution 47-2021 authorizing purchase of property. Roll call vote – aye (7); nay (0). Motion passed.
15. Review/Direction to Amend Ch.8.10 Relating to Outdoor Burning, Fire and Smoking Restriction. Collins provided brief background of questions raised of what was passed earlier in 2021. Chief McCarthy addressed the Board about supporting the town remain in permanent stage 1 restriction. Discussion took place about what the issue is. Shana Ball provided background about

burn permits. Chief McCarthy supported removing the “gas fueled” language from the table for the recreational fire restrictions. Staff will bring an amended draft of Chapter 8.10 back to a future meeting.

- 16. Update of 2022 Budget Items. A review was conducted of regular contracted services that are modified, under consideration, and expected in the 2022 draft budget. Collins inquired if anything more should be considered with no response. Budget books were distributed for Board review.

Bob Radosevich inquired and the Board approved bed frames from the Elephant Rock property to be included with the donation of mattresses.

**Board Reports**

None made.

**Next Meeting and Future Items**

The department budget meeting will begin at 2 PM at the Chamber House and October regular meetings will be scheduled to start at 5 PM.

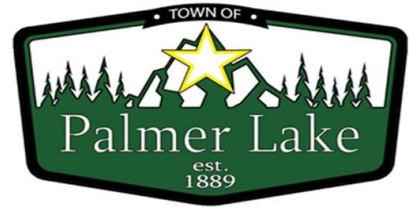
**Adjourn**

MOTION (Havenar, Farr) to adjourn at 7:21 PM. Motion passed.

\_\_\_\_\_  
William Bass, Mayor

\_\_\_\_\_  
Dawn A. Collins, Town Administrator/Clerk

\_\_\_\_\_  
Date



Item 4.

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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Full Depth Reclamation of Pavement on Glenside

**Background**

With the replacement of water distribution on Glenside, the roadway consequently requires repair. Public Works Supervisor Jason Dosch wanted to get this scheduled and completed this year if possible. He requested quotes from two contractors –

Martin Marietta           \$ 52,498.50  
Schmidt Construction   \$ 57,000.10

The funding is available from the ARP fund disbursement for water infrastructure improvement received this year. Staff accepted the bid from Martin Marietta to schedule and complete the paving.

**Town of Palmer Lake Monthly Water Usage**

**Month  
Year      September  
2021**

	<b>Gallons</b>	<b>Acre Ft</b>
<b>Surface Water</b>	<b>1,926,000</b>	<b>5.91</b>
<b>Well A2</b>	<b>4,576,000</b>	<b>14.04</b>
<b>Well D2</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>6,502,000</b>	<b>19.95</b>
<b>Avg. Gal/Day</b>	<b>217,000</b>	<b>0.67</b>

**Release To Lake 8.39 AF Max Allowed = 8.4 AF / Month**  
**Release Glen Park Evaporation 0 AF**

**Total      0.00 AF**

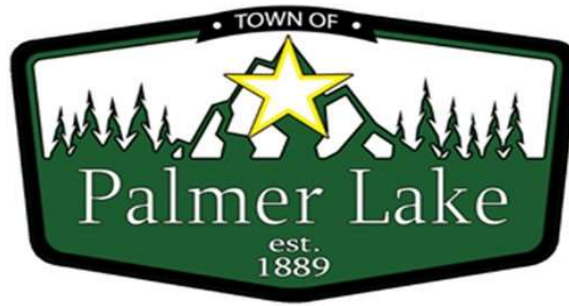
**Dawn Collins**

---

**From:** Dawn Collins  
**Sent:** Wednesday, October 6, 2021 12:14 PM  
**To:** Dawn Collins  
**Subject:** SEPT public works dept report

Grade roads  
Patch potholes  
Cleaned ditches and drainage area for heavy rains  
Cut tree limbs from ROW  
Replaced and repaired street signs  
Applying dust control  
Performed routine maintenance on equipment  
Emptied trash cans at Lake Rec. area, mowed grass and weed whipped in Park areas  
Attended Parks Commission meetings  
Programed Spruce Mtn Rd project in FYs 25-26 through PPACG, \$1.5 million total still needs approval by PPACG Board  
Working with CDOT for \$200,000 stimulus funds for next year for bridge repair  
Attended Special Events permit review meetings  
Worked on 2022 Public Works budget  
Installed new Fire Dept. sign that was donated  
Continued involvement in the High St Drainage Study  
Prepared snow plows for upcoming winter  
Attended a 2-day playground inspection class for certification put on by CIRSA  
Received quotes for Glenside Rd paving after new water line installation and scheduled

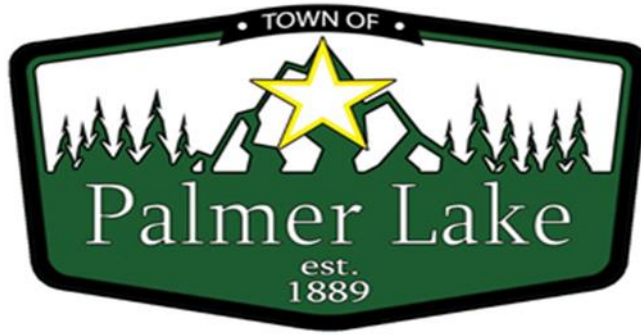
Jason Dosch  
Public Works Supervisor  
Town Of Palmer Lake  
719-499-3030



*Department Monthly Report - September*

## Parks Department

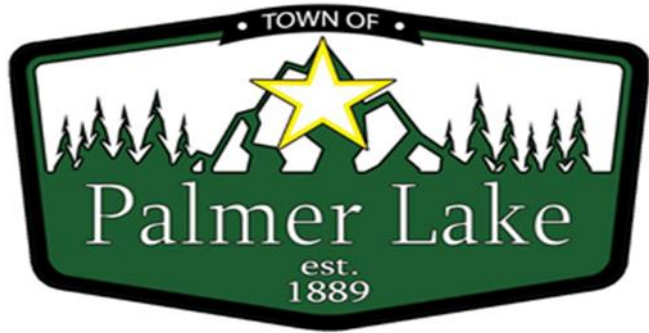
Date	September 2021
Contact	Ande Furrer
Summary	
1	Parks and Commissions Meetings - 16
2	DIA display case research and assembly -14.5
3	Parks and Commissions volunteer hours report -4
4	Inspecting broken bench from Wine Festival, collection of materials and bench repair -3
5	Researching replacement benches, request vendor pricing -2
6	Staining and sanding Glen Park climbing ramp assembly parts, attaching ramp steps and attaching rope to ramp. -9
7	Meeting with prospective Commission appointee. -1
8	Meeting with Columbine Park residents concerning master plan for Columbine Park. -2
9	Replacing basketball court latch at Columbine Park. -2
10	Service day in the park. -78
11	Inspecting and reporting TOLP ands PLPD possible illegal encroachment on Glen Park property and dumping of cement in Glen Park by residents. -3
12	Disc golf course mowing, weeding, general maintenance. -2
13	Responding to emails and social media.- 1
14	Assessing Centennial Park. -1
	Total Volunteer Hours - 138.5



*Board of Trustees Summary Sheet*

	<b>Sep-Oct 2021</b>
Title	<b>SEPTEMBER Monthly Report</b>
Action	N/A
Date	9/1-9/30/2021
Contact	J. Vanderpool
Summary	In the Month of September 2021, the PLPD conducted 105 traffic stops and issued 48 citations. Also, in the month of July, 1 Criminal violation was investigated.
Training	Officers attended different trainings this month to include, De-escalation and ethics in law enforcement.
Photographs	The attached photographs of the Palmer Lake Star as it was lit in remembrance of 9/11.
Other Actions	Officers handled numerous other calls this month, to include 2 Domestic Violence cases, and 1 fraud case.
Active investigations	Palmer Lake PD officers are actively investigating 2 crimes against children cases.
Calls for service	Officers responded to 333 calls for service this month. 297 of these calls were in the Town of Palmer Lake, 36 were outside of town.

Code Enforcement	Code enforcement officers have been notified and investigated and closed several different violations this month. Efforts to obtain compliance from local businesses to obtain a business License is ongoing. Code Enforcement has also been actively visiting established businesses to make sure they are complying.
S.T.E.P.	S.T.E.P. was instituted in March of this year. The Program has been successful, and we are working to get the statistics ready to be presented to the board.



*Board of Trustees Summary Sheet*

Title	<b>Palmer Lake Fire Department</b>												
Action	To provide the most professional and highest level of emergency and prevention services to the citizens and visitors of the Town of Palmer Lake												
Date	10/05/2021												
Contact	Christopher McCarthy, Fire Chief												
Summary	<table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Incident Type Distribution</caption> <thead> <tr> <th>Incident Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Rescue &amp; Emergency...</td> <td>71.43%</td> </tr> <tr> <td>False Alarm &amp; False Call</td> <td>10.71%</td> </tr> <tr> <td>Service Call</td> <td>7.14%</td> </tr> <tr> <td>Fires</td> <td>7.14%</td> </tr> <tr> <td>Special Incident Type</td> <td>3.57%</td> </tr> </tbody> </table>	Incident Type	Percentage	Rescue & Emergency...	71.43%	False Alarm & False Call	10.71%	Service Call	7.14%	Fires	7.14%	Special Incident Type	3.57%
Incident Type	Percentage												
Rescue & Emergency...	71.43%												
False Alarm & False Call	10.71%												
Service Call	7.14%												
Fires	7.14%												
Special Incident Type	3.57%												

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	7.14%
Rescue & Emergency Medical Service	20	71.43%
Service Call	2	7.14%
False Alarm & False Call	3	10.71%
Special Incident Type	1	3.57%
<b>TOTAL</b>	<b>28</b>	<b>100%</b>

**Significant Events:**

Anonymous Benefactor donated new Flagstone Sign in front of Fire Headquarters. The Department is very grateful. Picture is below.

Slash/Mulch Day 09/18/2021 80 manhours of chipping performed for the community. Next scheduled Slash/Mulch Day is 09/16/2021 @ 0900

21-0279 Reported Commercial Structure Fire – Multiple calls including citizens running to Fire Headquarters to report a Fire @ 75 Hyw 105. Heavy smoke observed as a result of a smoker used improperly.

**Training:**

EMS: Case Study and Protocol review, Medical and Trauma scenarios  
 Fire: Firefighter Skills, MAYDAY, Forcible Entry, Ventilation, HazMat, Driver/Operator and Wildland Training. New volunteer on-boarding and orientation training.

Total: 143.5 hours

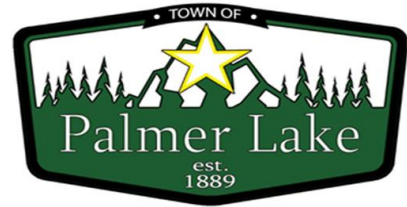
Issues	None at this time
Budget Implications	None at this time
Other Issues	None at this Time
Motion	





**CONTACT US REPORT - SEPT - 2021**

	<b>Submitted Time</b>	<b>First Name</b>	<b>Subject</b>
1	09/02/21 - 7:58 AM	Meredith	Article pitch - Please consider
2	09/04/21 - 6:05 PM	Julio	Trucks on property
3	09/06/2021 - 2:03 PM	Lindsey	Pavilion reservation
4	09/09/2021 - 4:02 PM	Alexandra	Pavilion reservation
5	9/12/2021 - 1:35 PM	Lorie	Star Lit for 9/11 commemoration
6	09/12/21 - 4:20 PM	Samantha	Star
7	09/19/21 - 12:53 PM	Jackie	Ordinance 7-2011
8	09/20/21 - 9:51 AM	John	Glenside Rd
9	09/26/21 - 9:52 PM	Lenka	Pavilion rental
10	09/27/21 - 9:12 AM	Sara	Business License
11	09/27/21 - 4:05 PM	Milana	Police record



Item 12.

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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Determine Direction for Renewal of Business License for Bach Crawlers

**Background**

The Bach Crawlers business license was up for renewal earlier this year. Numerous attempts of mailed renewal application(s) were returned to the office. Staff hand delivered a letter with an application requesting completion of the renewal application with no response. In the meantime, the PD received a number of complaints about the business. Staff reached out by email to ask if the business was in operation and, with a positive response, a renewal application was submitted. Due to the complaints with PD, this business license renewal is before the Board for review.

A memo from Chief Vanderpool is included and the business owner is expected to be present.

**Conclusion**

Determine either to renew the business license or schedule a hearing.



## *PALMER LAKE POLICE DEPARTMENT*

---

P.O. Box 591, Palmer Lake, CO 80133  Voice (719) 481-2934 Fax (719) 481-3338

September 22, 2021

To:

Dawn Collins  
Julia Stambaugh

In anticipation of the renewal of the business license for “Bach Crawlers,” this memo is to inform the Town Staff of numerous complaints the Police Department has had for the business known as Bach Crawlers.

The Police Department has responded numerous times to 780 Hwy 105 Suite F in reference to unhappy customers, as well as the owners of Bach Crawlers stating customers are refusing to pay for work that has been completed. Officers have learned the reason for non-payment was usually that the work requested had not been done or, in a few cases, payment was made up front, either partial or in whole, and the vehicle had not been worked on.

The owners displayed hostility to customers in every case we responded to, and they have been uncooperative with Officers, even when they are the party making the complaint, and do not provide documentation to support their claim (ie., parts ordered).

The Police Department has spent countless hours investigating complaints from both customers as well as the owners of this business.

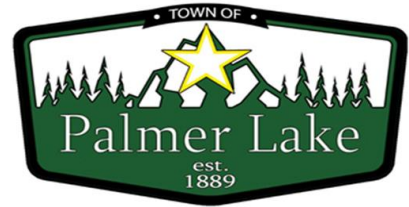
17-0049 Civil  
18-0091 Civil  
19-0064 no file by the DA  
20-0084 Civil  
21-0153 Civil  
21-0191 - open

The last case listed is still being investigated. As shown, this is an ongoing problem and request a review be completed prior to the business license being renewed.

Thank you for your time and consideration in this matter.

Jason Vanderpool  
Chief of Police  
Palmer Lake Police Department

TOWN OF PALMER LAKE COLORADO



Item 13.

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

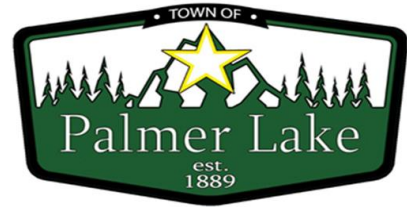
<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Ordinance 10-2021 to Amend Ch. 8 Relating to Fire Restrictions

**Background**

Board members requested and directed staff to modify the code to allow for contained recreational fire while in the Stage 1 fire restriction. This drafted ordinance should reflect such revision per discussion of the Board and Chief McCarthy at the last meeting.

**Conclusion**

Further direct revised language or approve Ordinance 10-2021 relating to fire restriction in the Town.



Item 14.

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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Resolution to Approve IGA with Town of Monument for Emergency Water Interconnect and Design Fee

**Background**

The Town of Monument is installing a water line on Hwy 105 roughly spring 2022. The Town of Palmer Lake held discussions to prepare an emergency water interconnect access to the line. This preparation provides access to another water source for the town for future water needs or emergency use. Along with the IGA providing detail to the access to water, the Town of Monument engineering firm (Forsgren) will design the interconnect as part of the Town project; thus, requiring approval of the not to exceed design fee of \$2500. The design fee as well as the cost to install the interconnect, estimated at \$6500, will be covered by the ARP funds received for water infrastructure improvement.

**Conclusion**

Approve the Resolution to approve the IGA with the Town of Monument and design fee to Forsgren.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 50-2021**

**A RESOLUTION TO AUTHORIZE SIGNING AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE TOWN OF MONUMENT FOR AN EMERGENCY WATER INTERCONNECT FOR THE TOWN OF PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town Board of Trustees has authority over agreements for the Town; and

**WHEREAS**, the Town intends to plan for water emergency situations as well as the possibility of a long term regional water system; and

**WHEREAS**, authorizing signature to the IGA with the Town of Monument approves the emergency water interconnect and authorizes the payment for the design of the interconnect.

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

1. The Town Board of Trustees hereby approves the not to exceed amount of \$2,500 to design the water interconnect and authorizes signature to the Intergovernmental Agreement with the Town of Monument as described in the attached exhibit.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14th DAY OF OCTOBER 2021.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor

**BY AND BETWEEN:**

<b>Forsgren Associates Inc.</b>		<b>Client – Town of Palmer Lake</b>	
Contact	Wilbur Koger, P.E.	Contact	Dawn Collins
Phone	720-214-5884	Phone	719-481-2953
Email	wkoger@forsgren.com	Email	dawn@palmer-lake.org
Address	56 Inverness Drive East, Suite 112 Englewood, CO 80112	Address	P.O. Box 208 Palmer Lake, CO 80133

<b>Project Information</b>	
Project Name	<b>Monument Waterline &amp; Storage Tank</b>
Project Location	Monument, CO
Agreement Date	August 3, 2020
FA Project Number	04-20-0153

<b>Terms</b>	
Compensation Basis	Time & Expenses, Not to Exceed
Contract Amount	\$2,500
Time of Completion	TBD

**SCOPE OF WORK:** Forsgren is designing the Waterline & Storage Tank Project for the Town of Monument. The Project includes construction of water transmission lines at the intersection of Colorado Highway 105 and Red Rock Ranch Road, a convenient location for an emergency interconnect with the Palmer Lake water system.

Forsgren will include in the design a valved, blind-flange tee connection at that location, in coordination with Palmer Lake’s engineer. (Palmer Lake’s engineer will separately design an interconnection vault considering flow, pressure and water quality compatibility before the interconnect is activated.) Forsgren will establish a means to identify the installation costs attributable to the Palmer Lake interconnect in the Project’s bid documents for funding by Palmer Lake.

**FEES:** Forsgren will charge for actual time and expenses consistent with the attached 2021 Title Code Rate Schedule for the Town of Monument, and will not exceed the Contract Amount unless otherwise authorized. Forsgren will invoice the Client monthly for work and expenses incurred during the preceding month. Payment for the above services will be due upon receipt of our invoice.

**TERMS:** All work performed will be in accordance with the attached Terms and Conditions for Professional Services, and accepted standards of professional practice.

This agreement shall be deemed entered into when it is received, duly signed by the Client, and returned to Forsgren at the address on the previous page.

**FORSGREN ASSOCIATES INC.**

By: *Mark L. Key*

Title: Vice President, Division Manager

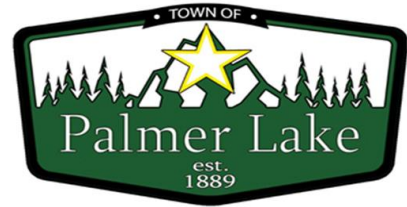
Date: 9/10/21

**TOWN OF PALMER LAKE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Item 15.

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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Resolution to Approve Policy for Use of Town Equipment and Distracted Driving

**Background**

Drafted policies to support the Employee Handbook continue to be worked on and finalized. This particular policy relates to the use of town equipment and, as an addendum to the use of vehicles, also includes a distracted driving policy as requested by the Town insurance company, CIRSA, to restrict use of mobile device while driving town vehicles. Adopting this policy provides a few points to assist with the town's risk management.

**Conclusion**

Approve the Resolution to adopt the Policy for Use of Town Equipment and Distracted Driving Addendum.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 51-2021**

**A RESOLUTION TO ADOPT A POLICY RELATING TO USE OF TOWN EQUIPMENT INCLUDING AN ADDENDUM POLICY FOR DISTRACTED DRIVING FOR THE TOWN OF PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town of Palmer Lake employees utilize town equipment, including motor vehicles; and

**WHEREAS**, the Town recognizes there are guidelines to using equipment owned by the Town; and

**WHEREAS**, additional restriction of the use of mobile communication device(s) must be considered for the safety of Town employees as well as others.

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

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

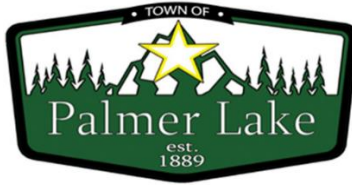
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14th DAY OF OCTOBER 2021.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
William Bass  
Mayor



<b>USE OF TOWN EQUIPMENT POLICY</b>			
<b>ISSUE DATE:</b>	SEPTEMBER 2021	<b>REVISION DATE:</b>	

**I. PURPOSE**

The purpose of this policy is to provide its employees, during the course of their employment, and officials with access to and the use of Town property for the purpose of conducting business for the Town. This policy shall communicate the expectations regarding the use of Town vehicles, equipment, supplies and other town property.

**II. POLICY**

The Town of Palmer Lake provides any supplies, uniforms, equipment, vehicles and materials necessary for employees to perform their job. These items are to be used solely for Town related business. The Town expects that employees and volunteers will not:

- Obtain, use or divert Town of Palmer Lake property, including records, for personal use and/or benefit.
- Materially alter or destroy Town property or records without proper authorization.
- Borrow or use Town property, unless for Town work-related use. Any removal of Town property for personal non-work-related use is not allowed.

Employees are expected to exercise care in the use of Town equipment and property and use such property only for authorized purposes. Loss, damages or theft of Town property should be reported to supervisors immediately. Negligence in the care and use of Town property may result in disciplinary action, up to and including termination.

**a. Telephone/Cell Phone Use**

Due to the fact that a large part of the Town’s business is conducted over the phone, it is essential to project a professional telephone manner at all times. The Town realizes that there are times when an employee may need to use the telephone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls.

**b. Computer Equipment**

The use of Town computers and software is limited solely to the appropriate business use. Employees are not allowed to use the computer system for their personal benefit, and are strictly forbidden from installing software on the system. Further, this policy reaffirms that Town **employees have no reasonable expectation of privacy with respect to any computer hardware or storage**, whether or not employees have private access or an entry code into the computer system. The Town reserves the right to monitor the use of its computer system.

**NOTE:** All Town computer equipment, the browser setting should be enabled as “Ask where to save each file before downloading” in order to alert the user in prevention of malware attack.

**c. Vehicle Use**

Town vehicles may only be used for authorized Town business. Employees who drive Town vehicles must have a current valid driver's license with the necessary endorsements (for CDL operators). A guest passenger is not allowed to ride in a town vehicle without authorization from a Department Supervisor.

Only employees with an unrestricted, current driver's license and who have adequate insurance coverage of the state minimum 300/100 may operate a personal vehicle to conduct Town business.

It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Town business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.

Any employee operating a Town vehicle must do so in a safe manner. Operating a Town vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including discharge. The Town has the right to search any Town vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Town vehicles.

*Note addendum: Distracted Driving Policy.*

**d. Town Keys**

The Town Clerk, department supervisor, or designee, will distribute town keys. All elected and appointed officials who are eligible to receive a key will sign for a key and agree to not loan out the key. If a town employee or incumbent resigns or is not re-elected, all keys must be returned to the Clerk on the effective date of such action. All lost, missing, or stolen keys must be reported to the Town immediately.

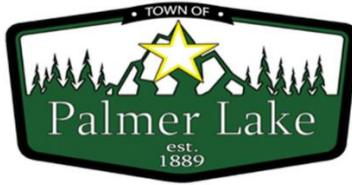
The following actions are in violation of this policy:

- Loaning keys without authorization
- Duplication of keys
- Altering of keys, locks, or mechanisms
- Propping of doors
- Admitting unauthorized persons into building
- Failure to return a key when requested

**e. Return of Equipment**

Upon separation of employment, employees must return all Town property, uniforms, equipment, work product and documents in his/her possession or control.

- f.** If the employee loses, breaks, or causes damage to Town equipment, the employee will be responsible for a portion of the replacement cost not to exceed what is allowed under FLSA standards.



**ADDENDUM: DISTRACTED DRIVING POLICY**

<b>ISSUE DATE:</b>	SEPTEMBER 2021	<b>REVISION DATE:</b>	
--------------------	----------------	-----------------------	--

**I. PURPOSE**

The purpose of this policy is to prohibit distracted driving activities by employees, during non-emergency response, while driving for the purpose of Town of Palmer Lake business.

**II. POLICY**

The Town of Palmer Lake requires employees to operate vehicles with a heightened level of awareness and responsibility to ensure public safety. The purpose is to increase employee safety, align with State and Federal laws, reduce unnecessary risks while driving and reduce the likelihood and/or the severity of motor vehicle accidents. The Town of Palmer Lake greatly values the safety and well-being of all employees and public; therefore, it is the policy of the Town that:

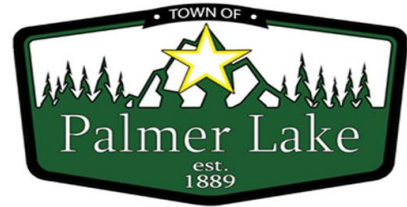
- Employees are not permitted to operate a motor vehicle while performing tasks that may cause distractions while driving/operating a vehicle – including using a handheld device to text, compose, read or send electronic message while the vehicle is in motion and in traffic during the employee’s work schedule or when conducting Town related business;
- If an employee must make a call, including an emergency 911 call, the employee must first park the vehicle in a safe location; and
- All employees must follow the Town Distracted Driving Policy.

Investigations resulting in a finding that employee conduct violated this policy will result in appropriate disciplinary action up to and including suspension without pay or termination of employment. Department supervisors are responsible for ensuring that the policy is communicated to staff for compliance.

**III. EXCEPTIONS**

In the case of the following emergency, an exception to this policy is granted.

- A Town vehicle responding to an emergency is excluded. Using a handheld device is permissible when necessary to communicate with law enforcement or other emergency service.
- The use of a Town two-way radio system while driving is excluded from this policy.
- Commercial Motor Vehicles covered under the Federal Motor Carrier Safety Administration rules specifically prohibiting drivers of commercial motor vehicles from texting or using handheld phones while operating a vehicle.



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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator/Clerk		Direction for Residential Wells

**Background**

Staff requests direction to incorporate a metering and billing procedure for owners of residential wells in Town.

Enclosed is the recommendation from GMS presented earlier this year. Well agreements, when approved by the Board, include language requiring a meter as well as an annual usage report to the Town. Historically, this requirement was not confirmed nor followed through and, currently, there is not a fee for use over the agreed to amount of ground water established by the Town.

Staff requests that the Board consider the recommendation of GMS and hold residential well users accountable to an allowed use by requiring inspected meter installation and a use charge for excess amount on an annual basis, provided by the property owner.

**Recommended Action**

Provide direction for metering and annual report/billing on residential wells.

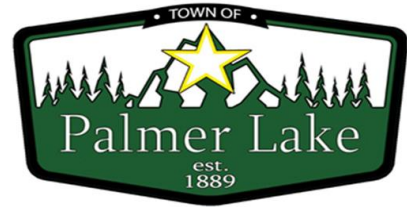
TOWN OF PALMER LAKE  
OUTLINE FOR PROCESS FOR NEW RESIDENTIAL WELLS

1. At the January 28, 2021 Board Meeting, we addressed the ground water under the corporate limits of the Town being Town owned water as adjudicated by Water Court Decree.
2. We have discussed taps from the distribution system piping. The question then remains, how do those properties that lie within the Town corporate limits that do not have access to the Town's water distribution system get water?
3. Historically, the Town has allowed property owners to drill private wells where Town water system access is not available.
4. Based upon our review, we recommend the Town implement the following action plan, or something similar to the following when allowing private residential wells to be drilled:
  - a. All requests for residential wells shall be limited to the Dawson aquifer.
  - b. The Denver, Arapahoe and Laramie-Fox Hills aquifers will be reserved for use by the Town unless other arrangements are made with the Town.
  - c. Staff, along with assistance from legal counsel, will prepare a standard application form that will accompany the well permit application to the Division of Water Resources.
  - d. The application form must be submitted with building plans similar to those required when purchasing a tap to the distribution system.
  - e. The application for a well permit would be similar to that of a water service tap application to the distribution system which is presently set at \$20,000. In the case of a well permit, \$15,000 would be waived which would cover the cost to drill and equip a Dawson aquifer well, thus, requiring payment of a tap into the Town's water supply in the amount of \$5,000. This rate would be subject to change over time, similar to tap fees.
  - f. Each well private residential permit granted, based upon its location within the Town limits, would be authorized to an annual acre-feet of water based upon the Division of Water Resources data. Please reference a well to be drilled in the Suncrest Road area.
  - g. We recommend the Town utilize the 100-year depletion rule in lieu of the 300-year depletion rule implemented by El Paso County. This is less restrictive and consistent with previous Town approvals.
  - h. We recommend each single family residential unit be allocated 1/3 acre-foot of water per year (108,617 gallons or approximately 9,050 gallons per month). This is consistent with the Division of Water Resources for a residential well permit.
  - i. Based upon the data provided by the Division of Water Resources, the annual appropriation per acre, the thickness of the aquifer, and the porosity of the material in the aquifer, the minimum lot size can be determined for the 1/3 acre-foot allocation. In the

case of Suncrest Road, the minimum lot size would be 0.34 acres. In the Meadow Lane area, the minimum lot size would be 0.23 acres. Again, this is all based on the Division of Water Resources data.

- j. In those areas where the lot size is smaller than the calculated minimum lot size, the annual water use limit could be prorated down accordingly. For example, the Suncrest Road area allows for a minimum lot size of 0.34 acres. If the existing lot size is 0.25 acres, the allowed water usage would be reduced to 0.245 acre-feet per year, or approximately 79,865 gallons per year. If the lot size is larger than the 0.34 acres, the yearly allocation would remain at the 1/3 acre-foot per year unless the parcel was significantly larger than the minimum lot size required and other arrangements are made and approved by the Town.
- k. All wells would be limited to a pumping limit of 15 gallons per minute.
- l. All new wells would be required to have meters installed. In addition, all existing wells within Town limits would be required to have meters installed by a specific date determined by Town staff and the Town Board. Meters would be required to be read on an annual basis and submitted to the Town. If water usage exceeds the allocated amount for that property, the Town will establish a rate per 1,000 gallons to be assessed for the water over the allocated amount. If the usage equals or is less than the allocated amount, no additional charges will be assessed.
- m. We recommend all wells located within Town limits be metered and the initial reading provided to the Town no later than January 1, 2022. Metering will begin on January 1, 2022 for monitoring during that calendar year.
- n. Town legal counsel will assist in the preparation of the well application form such that the Town will not be responsible for water quality, nor will it be responsible for the availability of water should the property owner choose to drill a well.

We believe the process recommended is fair and equitable to property owners and to the Town, as the owner of the resource. We further believe it is reasonable and not discriminatory to any property owners based upon those with smaller sized lots.



TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b> Direction on Short Term Rentals including Planning Commission and Staff Recommendation
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

Following multiple workshop discussions, additional material relating to ordinance and policy for Short Term Rentals was distributed per the July Board meeting direction –

Discussion took place about additional information to consider short term rentals in town, as reviewed and discussed in the earlier workshop. Trustee Dawson suggested multiple definitions including owner occupied, non-resident owned and accessory spaces. Discussion took place about fees and existing places becoming compliant. Attorney Krob stated that language may be written in the ordinance to allow a timeframe (i.e., within 24 months from adoption). Discussion about data took place and it was determined that, once this information begins to be established, the board can modify depending what they learn in the future of rentals in town. **Staff was directed to gather municipal code samples for resident-owned; non-resident owned; lodging fees and any additional fees** (i.e., public safety, administrative, etc.); and criteria of the various short-term rentals.

Additionally, the Planning Commission reviewed this item at a 7/21 workshop with the following – *provided a recommendation to the Board to allow Short Term Rental in all zoning by a 7-0 vote, as follows:*

- *Define short term as 30 days or less*
- *Limit to owner occupied*
- *Principal residence for no less than 9 mos of year*
- *Provide minimum of one permanent parking space*
- *Include insurance and safety requirements (as defined in sample code)*

Town staff reviewed various code and policy language and found Leadville to be fitting and distributed the municipal code and policy for reference, defining two classes – resident-occupied rental and non-resident rental. Staff suggests two different fees for the two class licenses. Additionally, staff suggests a lodging fee be modified to a *percentage* of the overnight rate (2-5%). Lodging fees range typically 1-5% up to 10% depending on the area.

**Recommended Action**

Staff recommendation is to model Leadville and added considerations, as follows –

Define Short Term Rental (STR) as less than 30 days.

Define two class –

- 1) Owner occupied and 2) Non-occupied with respective fees – \$250/owner; \$400/non-owner

Possibly *limit* non-owner to not be within 1000 ft of another non-owner rental

*Note: to discourage rental business buying up neighborhood*

Allow STR in all zoning code (similar to Home Occupation, copy enclosed) with following criteria –

Application to apply for STR (keep register)

Allow guests based on number of sleeping room/beds – i.e., 2 spare = 4 people max

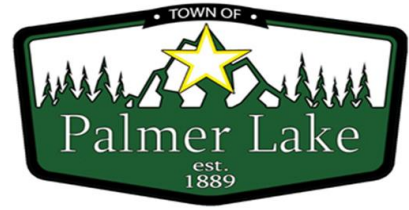
Allow parking based on available space on property (without utilizing public space)

Require Annual Business License, respective sales tax, lodging fee to municipality



OTHER CONSIDERATIONS –

- Must be a lawful dwelling unit
- Must maintain weekly residential trash collection services
- Must provide proof of liability insurance in the amount of not less than \$500,000
- Property must remain compliant with all planning, zoning, building, and other municipal code
- Must abide by all applicable noise, housing, and public health ordinances and all other fire and safety ordinances
- Must park in private driveway with overflow parking only on the street where permitted
- Must NOT allow hosting of wedding or large social/commercial events at a short-term rental
- Must have a 24-hour point of contact on file with the Police Department able to respond within 1 hour in the case of an emergency
- Must apply for annual business license - valid for 1 year and will review if 2 or more complaint on file
- Others?



Item 18.

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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator/Clerk		Update - ISO Report

**Background**

Every few years an analysis is performed to survey the Town's public protection classification. The Town has been and continues to be, from the work conducted in 2021, at a 4.0. The Town Fire Department will continue to work on improving the ISO for the purpose of fire protection improvement and decrease property/casualty insurance pricing. Enclosed is the final letter.



1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

September 27, 2021

Mr. Bill Bass, Mayor  
PALMER LAKE VFD  
28 VALLEY CRESCENT ST  
PALMER LAKE, Colorado, 80133

RE: Palmer Lake Vfd, El Paso County, Colorado  
Public Protection Classification: 04/4X  
Effective Date: January 01, 2022

Dear Mr. Bill Bass,

We wish to thank you and Mr. Chris McCarthy for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

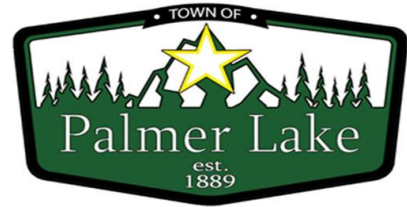
If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mr. STEVE ORCUTT, Supervisor, PALMER LAKE WATER TRI LAKES FPD  
Mr. Chris McCarthy, Chief, PALMER LAKE FIRE DEPARTMENT  
Ms. Meighan Powell, Communications Supervisor, El Paso Co Sheriff PSAP



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

<b>DATE:</b> October 14, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Recap of Water Account Issues

**Background**

Town staff has been working diligently, while short staffed in the Water Dept, to address water account issues that have been created over the course of years but come to light with the change of billing service.

The summary of the account issues will be provided at the meeting, generally, to update you to the issues being addressed, including – non-functioning meters, meters not installed, and no use of water (and possibly non-use of tap to be returned to the Town). With the addition of a water technician, we anticipate further addressing these issues with property owners and providing a report to the Board by year end.