



BOARD OF TRUSTEES

Thursday, December 09, 2021 at 5:00 PM

Tri-Lakes Chamber House, 300 Hwy 105, Monument

In-person

AGENDA

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

Call to Order

Pledge of Allegiance

Roll Call

Introductions/Presentations

1. Introduction of New Business - Lifepoint Medical Consultants LLC (Hwy 105)

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 November 18, 2021 Meeting
3. Checks over \$15,000 - TN Parker (\$91,324.76)

Staff/Department Reports

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

Public Comment

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

Public Hearing

- [11.](#) PUBLIC HEARING to Consider Rezoning Request (R1 to RA)

Business Items

- [12.](#) Ordinance 14-2021 to Rezone Parcel from R1 to RA
- [13.](#) Ordinance 15-2021 to Grant Franchise Agreement with Black Hills Energy - 1st Reading
- [14.](#) Ordinance 12-2021 to Create Section 5.10 Short Term Rentals
- [15.](#) Ordinance 13-2021 to Repeal and Replace Chapter 5.02 of Municipal Code Relating to Business Licenses
- [16.](#) Resolution 54-2021 to Extend Conditional Use - Fletchers
- [17.](#) Resolution 55-2021 to Authorize Green & Associates (Financial Audit 2022)
- [18.](#) Resolution 56-2021 to Consider and Adopt 2022 Town Budget
- [19.](#) Consideration of PD Request for Training at Elephant Rock

Board Reports**Next Meeting and Future Items****Convene to Executive Session**

Pursuant to 24-6-402(4)(b) C.R.S., conference with an attorney for the purpose of receiving legal advice on specific legal questions (penalty for non-compliance).

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, November 18, 2021 at 5:00 PM

Palmer Lake Elementary School Library, Upper Glenway

MINUTES

Call to Order. Mayor Bass called the meeting to order at 5 PM.

Pledge of Allegiance

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

Consent Agenda

MOTION (Havenar, Stuth) to approve the items of the consent agenda including – 1) Minutes from October 28th Meeting; 2) Minutes from November 4th Special Meeting; 3) Checks over \$15,000 - Marion Ford Hyundai, TN Parker, Martin Marietta; and 4) Financials (October). Roll call vote – aye (7); nay (0). Motion passed.

Staff/Department Reports

5. Water

6. Public Works including Roads & Park Maintenance. Supervisor Jason Dosch introduced staff including Larry (roads), Madeleine and David (parks maintenance).

7. Police

8. Fire. Trustee Havenar inquired about the engine. Chief McCarthy explained the engine stalling with an early morning call and, over the course of the day, repaired the issue for \$313.

9. Administration

10. Attorney

11. Administrator/Clerk. Collins provided an update on the ramp project, anticipating completion by Christmas; and the town hall restoration, expecting to learn of the State Historical grant first of December. Collins also reported on the Master Plan consultant scope of services and town purchase of the survey software for \$900 in 2021 for the advisory members to conduct and analyze the town survey. Collins stated the town received about 7 citizen input to the 28-acre elephant rock property and heard preliminary proposals from 3 parties requesting use of the property. The property was reviewed by the Town insurance company and recommends not utilizing it for public activity. Trustee Havenar stated the Time Capsule event will take place on Sunday, 11/21 after 2 PM outside Town Hall.

Public Comment. None.

Public Hearing

12. PUBLIC HEARING - Proposed 2022 Town Budget. Collins reviewed the modifications, specifically increase and accurate revenue figures for General Fund, Water Fund and Conservation Trust Fund. Discussion took place about the contingency line item. Staff recommended an increase of the figure to accommodate maintenance of the 28-acre elephant rock property (\$30,000) and allow additional funds, if needed, for professional services if directed by the Board for the property in 2022, totaling an increase of \$50,000. Discussion took place about contingency funds. Trustee Currier inquired about grant opportunities requiring matching funds and it was agreed any unused contingency could be considered depending upon the grant requirement. The Board directed staff to increase the contingency line. Mayor Bass inquired if a public member had any questions. No person spoke and thus, the hearing closed. The final budget will be presented for Board adoption on December 9.

Business Items

13. Mayor's Message. Mayor Bass expressed a message of thanks to the Board and staff in the year past and the work on the 2022 budget. He stated the Board is committed to explore options for additional revenue for the town.
14. Ordinance 11-2021 Amending Developer Warranty to 2 Years. Staff explained the typical warranty timeframe for developer installed infrastructure is two years. MOTION (Havenar, Padgett) to approve Ordinance 11 amending the warrant to two years. Roll call vote – aye (7); nay (0). Motion passed.
15. Direction for Ordinance Relating to Short Term Rental. Attorney Krob addressed a question of conflict for a member having a rental. Staff reviewed sections of the drafted ordinance. Discussion took place about the 10% cap and the current total households in town as well as whether a business license is also required. It was agreed that one renewal process is sufficient. Resident John Marshall expressed his concern of the ordinance and infringing on residents who rent space. Nancy Marshall inquired about fees. It was stated that fees will be presented with the town fee schedule. Board members explained the purpose for creating guidelines. A final version of the short term rental ordinance will be brought back to the Board on December 9. Direction was provided to staff to proceed with the modifications.
16. Update on Guidelines for Residential Wells. Collins reported that GMS is working on additional questions with the state that came out of staff discussion about local requirements on residential wells.

Board Reports. Trustee Stuth provided a review of the Advisory Team meeting and the recommendation to Planning Commission to purchase survey software for \$900. Stuth also provided an update of Economic Development (designated as PLEDG – Palmer Lake Economic Development Group) with four citizens from each pillar leading the initiative. They are currently creating a 501(c)6 status. Next steps include considering grants for 2022.

Next Meeting (December 9) and Future Items. The 12/9 meeting will be held at the Tri-Lakes Chamber House at 300 Hwy 105.

Adjourn. MOTION (Padgett, Farr) to adjourn at 6:15 PM. Motion passed.

Town of Palmer Lake Monthly Water Usage

**Month
Year November
2021**

	Gallons	Acre Ft
Surface Water	1,919,000	5.89
Well A2	2,353,000	7.22
Well D2	0	0
Total	4,272,000	13.11
Avg. Gal/Day	142,000	0.44

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

Total 0.00 AF

Dawn Collins

From: Jason D.
Sent: Wednesday, December 01, 2021 11:28 AM
To: Dawn Collins
Subject: Nov Public Works Report

Graded roads
Patched Potholes
Cut tree limbs from ROW
Replaced and repaired street signs
Performed routine maintenance on equipment
Emptied trash cans at Lake Rec. area
Attended Parks Committee meetings
Programed Spruce Mt. Rd. project in FYs 25-26 through PPACG \$1.5 million total still needs to be approved By PPACG Board
Working with CDOT for \$200,000 in stimulus funds for next year for bridge upkeep
Attended Special events permit meetings
Worked on 2022 Public Works budget
Continued having involvement in the High St Drainage Study
Prepared snow plows for upcoming winter
Remove dead deer from ROW
Installed new culvert at Hilltop and Brookridge Ave
Hired David Snow for part time Parks Dept.
Put up Christmas Lights around Town Hall
Led CIRSA on building and property inspection

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



Department Monthly Report - November

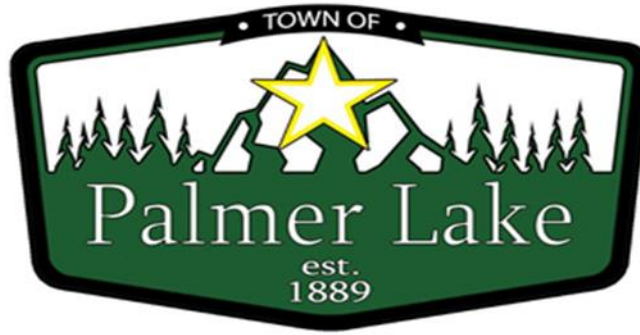
Parks Department

Date	Nov-21
Contact	Ande Furrer
Summary	
1.	CTF research quotes and creation of spreadsheet= 4 hours
2.	Collecting installation information from balance beam delivery crate= 1 hours
3.	Park bench and bear proof trash can, and remaining purchases research= 6 hours
4.	Communication with Clear Fork Cider about park bench= 1 hours
5.	Communications with DIA for winter activity display and printing photos= 2 hours
6.	Time capsule collecting parks information and attendance= 2 hours
7.	Writing article and communication with OCN , DIA winter activities display for December issue = 3 hour
8.	Parks meeting = 12 hours
9.	Preparation and attendance at town department meeting= 2 hours
10.	Holiday lights contest design, emails, social meeting and printing= 4 hours
11.	Researching for Centennial Park playground replacement section with bubble= 2
12.	Spread sheets = 1 hour
13.	Holiday lights and decorations =5 hours
	Total Volunteer Hours - 45 Hours

42 Valley Crescent. P. O. Box 208. Palmer Lake, CO 80133

Phone (719) 481-2953 Fax (719) 488-9305

Website: www.townofpalmerlake.com



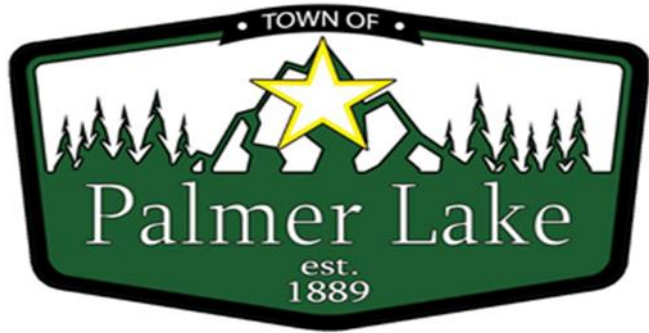
Board of Trustees Summary Sheet

	December 2021
Title	Police Monthly Report
Action	N/A
Date	11/1-11/30/2021
Contact	J. Vanderpool
Summary	In the Month of November 2021, the PLPD conducted 98 traffic stops and issued 40 citations. Also, in the month of November, 3 Criminal violations were investigated.
Training	Officers attended different trainings this month to include, TLO, Defensive Driving, and Live Scenario based trainings.
Photographs	The attached photographs of the Palmer Lake PD Delivering Thanksgiving Meals to local families in need.
Other Actions	The Palmer Lake Police Department joined local charitable organizations to gather and deliver full Thanksgiving Meals to approximately 12 local families in need, we are proud to continue in this tradition, the PLPD has been involved in this for the past several years.
Active investigations	Palmer Lake PD officers are actively working with Adult Protected Services in an effort to protect local citizens in need of mental health assistance.
Calls for service	Officers responded to 354 calls for service this month. 321 of these calls were in the Town of Palmer Lake, 33 were outside of town.

Code Enforcement	Code enforcement officers have been working with town residents in an effort to correct code violations throughout the town. We have several active cases, and one summons was served to an uncooperative individual.
S.T.E.P.	S.T.E.P. was instituted in March of this year. The Program seems to be making an impact in the Town.







Board of Trustees Summary Sheet

Title	Palmer Lake Fire Department												
Action	To provide the most professional and highest level of emergency and prevention services to the citizens and visitors of the Town of Palmer Lake												
Date	12/03/2021												
Contact	Christopher McCarthy, Fire Chief												
Summary	<p>A pie chart illustrating the distribution of emergency calls. The largest slice is blue, representing 'Rescue & Emergency Medical' at 67.57%. A grey slice represents 'False Alarm & False Call' at 16.22%. Three smaller slices, each representing 5.41%, are labeled 'Hazardous Condition (No Fire)', 'Service Call', and 'Good Intent Call'. The chart is set against a light yellow background with labels and percentages connected to their respective slices by thin lines.</p> <table border="1"><thead><tr><th>Category</th><th>Percentage</th></tr></thead><tbody><tr><td>Rescue & Emergency Medical...</td><td>67.57%</td></tr><tr><td>False Alarm & False Call</td><td>16.22%</td></tr><tr><td>Hazardous Condition (No Fire)</td><td>5.41%</td></tr><tr><td>Service Call</td><td>5.41%</td></tr><tr><td>Good Intent Call</td><td>5.41%</td></tr></tbody></table>	Category	Percentage	Rescue & Emergency Medical...	67.57%	False Alarm & False Call	16.22%	Hazardous Condition (No Fire)	5.41%	Service Call	5.41%	Good Intent Call	5.41%
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Hazardous Condition (No Fire)	5.41%												
Service Call	5.41%												
Good Intent Call	5.41%												

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	25	67.57%
Hazardous Condition (No Fire)	2	5.41%
Service Call	2	5.41%
Good Intent Call	2	5.41%
False Alarm & False Call	6	16.22%
TOTAL	37	100%

Significant Events:

On duty members of both the Fire and Police Departments enjoyed a turkey dinner together with Chief McCarthy’s Family on Thanksgiving. Many members of the community donated food to the on-duty company, which was then, in turn, donated to the needy.

Chili Supper and Star Lighting on 27 November. Over 500 bowls were served, and the event was considered a success. Thanks to the town, District 38, and to our supporters!!

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: 257.0 hours

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

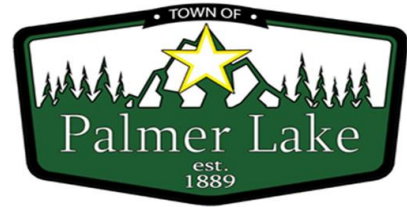






CONTACT US REPORT - NOVEMBER - 2021

	Submitted Time	First Name	Subject
1	11/7/2021	Eva	I'd like to write an article for you
2	11/17/2021	Brittany	Events



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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		PUBLIC HEARING – Rezoning Request from R1 to RA (Hwy 105) And subsequent Ordinance to Rezone

Background

Mr. Randy B owns multiple parcels off Hwy 105 and is requesting to rezone one parcel to RA to accommodate animals and additional dwelling units, which is allowed in RA zoning.

Planning Commission reviewed this request in November and recommended approval of the rezoning. No person spoke against the request.

Consider Request to Rezone R1 to RA - 7109000061 - Hwy 105 (Brenneman) – The owner, Mr. Brenneman, requests the parcel be rezoned to residential agricultural (RA). He plans to place a barn on the property and raise livestock. The barn would have living quarters on the top floor. He understands the property is not served by public utilities and plans to install a septic system and a well into the Dawson aquifer. He also owns the adjacent parcel with the existing home. Jonathan Branch and Marilyn Burlage were in favor of the rezone. There was no opposition. MOTION (Ball, Hutson) to recommend to the Board of Trustees to rezone the parcel to Residential Agricultural (RA). Motion PASSED (6-0).



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

Office Use Only	
Date:	<u>10-18-2021</u>
Fees:	<u>\$500.⁰⁰</u>
Check #:	<u>0079</u>
Rec'd By:	<u>[Signature]</u>

Rezoning Application Form

Fee: \$500

Name of Applicant: Randy Brenne man
 Applicant's Address: 3433 Julia St Phone #: 720 984-8565
Denver CO 80211
 Applicant's Email: Rbrenne man 05@icloud.com
 Name of Proposal: _____
 Tax Schedule #: 71090-00-061

This is a Rezoning – A request for a change in the existing designated land use. This request must be accompanied by those items outlined in the Palmer Lake Zoning Regulations.

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

Nearest Street Intersection: Red Rock Ranch Rd & 105 Existing Subdivision: No

Current Zoning and Uses of Surrounding Property:

N:	<u>PUD</u>	<u>Bur lager - Donkey farm</u>
E:	<u>PUD</u>	<u>Comme sicut Hospital</u>
S:	<u>Miller Trust</u>	<u>Outside of City Limits/RF</u>
W:	<u>R1</u>	<u>71090-00-033/Vacant la</u>

Randy Brenne man
Signature of Owner

10/17/21
Date

May 29, 2021

Dawn Collins
Bob Radosevich
Town of Palmer Lake Administration

Hello Bob and Dawn,

I am writing in regards to parcel 7109000061 object ID 289. It is 6.78 acres. I would like to put a house and a barn on this parcel and rezone it residential agriculture. The barn would have a living quarters on the top floor. The barn and land would eventually be a home to 12 merino sheep and three llamas. Once the barn is established we would start with 3 lambs and slowly grow the flock. My primary goal with the land is for the incorporation of the livestock to regenerate and enhance the beauty and health of the soil and vegetation. I intend to plant vegetation that will increase and diversify pollinators.

Our understanding is that this parcel is not serviced by Palmer Lake sanitation and we would need to put in a septic system and a well. Our preference would be to tap into the Dawson aquifer. I should note that I also own Parcel 7109000106, object id 304 which is on 1.01 acres with an existing house where my Sister lives. The lot we want to build on is zoned R1.

My mission is to be community and environmentally focused, enhancing the natural landscape and beauty of the community.

Sincerely,



Randy Brenneman

rbrenneman05@icloud.com

720-984-8565



RA

(17.16.010-17.16.020)

CHAPTER 17.16**RA RESIDENTIAL AGRICULTURAL ZONE****Sections:**

17.16.010	Principal Permitted Uses.
17.16.020	Conditional Uses.
17.16.030	Lot Sizes and Dimensions.
17.16.040	Structure Height and Area.
17.16.050	Required Off-Street Parking.
17.16.060	Signs.
17.16.070	Septic Tanks.

17.16.010 Principal Permitted Uses. Principal permitted uses in an RA Zone are agricultural uses, including but not limited to the following:

- (A) General farming, forestry, ranching, etc.
- (B) Farm houses for resident owners and laborers actually engaged in the principal permitted use or accessory uses
- (C) Churches
- (D) Schools
- (E) Public uses and essential services
- (F) Private and commercial stables
- (G) Private and commercial kennels
- (H) Foster Homes: Subject to the home being licensed by the State and subject to receipt by the town of notification in writing by the licensing authority that the occupant of the home is licensed and for how many children.

(Ord 5-1999 §1, 1999; Ord. 15-1973 § III:5:a, 1973).

17.16.020 Conditional Uses. The following conditional uses may be permitted as specified:

- (A) Animal hospitals, provided the principal structures or uses are not less than one hundred feet from any residential district and provided that adequate buffer or screen protection is provided;
- (B) Deleted (Ord 17-2000 §1, 2000)
- (C) Deleted (Ord 17-2000 §1, 2000)

Revised (01/10/2001)

(17.16.020 - 17.16.030)

- (D) An individual mobile home may be permitted provided it is placed on a permanent foundation with the wheels removed. The home shall be connected to the appropriate utilities. The individual mobile home must be HUB or UBC approved. (Ord 17-2000 §1, 2000; Ordinance 15-1973 § III:5:b, 1973).
- (E) Repealed (Ord. 5-1999 §8, 1999; Ord. 15-1978).
- (F) Water Tanks. (Ord. 3-1984 § 1, 1985).
- (G) Day Care Homes. (Ord. 1-1987 §2, 1987).
- (H) Group Homes for the Aged. Owner occupied or non-profit Group Homes for the exclusive use of not more than eight persons 60 years of age or older per home. The Board of Trustees shall consider the following criteria in determining whether a conditional use for a Group Home for the Aged should be granted:
- (1) The size of the house and available yard space of the applicant;
 - (2) Satisfactory evidence of the applicant's good character;
 - (3) The character of the neighborhood surrounding the proposed group home for the aged, and in the density of the neighborhood.
 - (4) The compliance of the group home with State, County and Municipal health, safety and fire codes;
 - (5) The number of persons 60 years of age or older who would be housed in the Group Home, which number shall not exceed eight;
 - (6) That the proposed use is not for persons 60 years of age or older who need skilled or intermediate facilities;
 - (7) That no other group home for the aged is located within 750 feet of the applicant;
 - (8) The wishes and desires of nearby property owners. (Ord. 7-1990 §4, 1990).

17.16.030 Lot Sizes and Dimensions. The sizes and dimensions for a lot in an RA zone are as follows:

- Minimum lot size, five acres;
 Minimum lot width, two hundred fifty feet street frontage;
 Minimum front yard setback from property line, fifty feet. (Ord. 15-1973 § III:5:c, 1973).

Revised (01/10/2001)

(17.16.040 - 17.60.070)

17.16.040 Structures Height and Area. The structure height and area requirements for an RA zone are as follows:

- Maximum residential structure height, thirty feet;
- Maximum building height, fifty feet;
- Maximum area to be covered by buildings, ten percent. (Ord. 15-1973 § III:5:d, 1973).

17.16.050 Required Off-Street Parking. For required off-street parking for an RA zone, See Chapter 17.60. (Ord. 15-1973 § III:5:e, 1973).

17.16.060 Signs. Signs in the RA zone are permitted provided they comply with Chapter 17.56 and Chapter 14.50. (Ord 17-2000 §2, 2000; Ord. 15-1973 § III:5:f, 1973).

17.16.070 Sewerage: Septic tanks may be permitted if all of the following conditions are met:

- A) Inability to tap existing sewer lines.
- B) Ability to meet current El Paso County "Sewage Disposal Regulations."
- C) Compliance with the provisions of Chapter 16.48 of the Palmer Lake Municipal Code.

(Ord 17-2000 §3, 2000; Ord. 14-1987 §1, 1987).

127704

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 will hold a public hearing on November 17, 2021, at 5 PM at the Palmer Lake Elementary School Library, Upper Glenway, Palmer Lake, to consider a request to rezone tax schedule ID 7109000061 located at Hwy 105 (near Red Rock Ranch Rd) from R1 zoning to RA. A recommendation will be made to the Board of Trustees on the same matter scheduled to hear on December 9, 2021, 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 October 27, 2021.

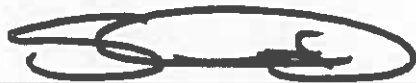
I, Lorre Cosgrove, being first duly sworn, deposes and says that she is the Legal Sales Representative of The Tri Lakes Tribune, L.L.C., a corporation, the publishers of a daily/weekly public newspapers, which is printed and published daily/weekly in whole in the County of El Paso, and the State of Colorado, 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 10/27/2021

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 10/27/2021, 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
20184014369-773694

PALMER LAKE, COLORADO**ORDINANCE NO. 14-2021****AN ORDINANCE REZONING PARCEL NUMBER 7109000061
NEAR HIGHWAY 105 AND RED ROCK RANCH ROAD FROM R1
(LOW DENSITY RESIDENTIAL) ZONING DISTRICT TO RA
(RESIDENTIAL AGRICULTURAL) ZONING DISTRICT**

WHEREAS, Randy Brenneman is the sole owner of real property, known as Parcel Number 7109000061 located at Highway 105 near Red Rock Ranch Road, more particularly described on Exhibit A, attached (“the Property”); and

WHEREAS, the Town has received an application to rezone the Property pursuant to the Municipal Code; and

WHEREAS, a public hearing on the proposed zoning was held on November 12, 2021 after proper notice, before the Palmer Lake Planning Commission; and

WHEREAS, based on the application, the materials presented to the Commission and the public comments received by the Commission at the public hearing, the Planning Commission recommended approval of the rezoning; and

WHEREAS, having considered the matter following proper notice, at its regular meeting, the Board of Trustees has examined the application, the materials presented to the Board and the comments of the public and hereby agrees with and confirms the findings of the Planning Commission.

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

1. The Property known as Parcel Number 7109000061 located at Highway 105 near Red Rock Ranch Road and more particularly described on Exhibit A is hereby rezoned RA - Residential Agricultural.

- 2. The zoning map of the Town of Palmer Lake shall be amended to reflect the above approved rezone designation.
- 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.

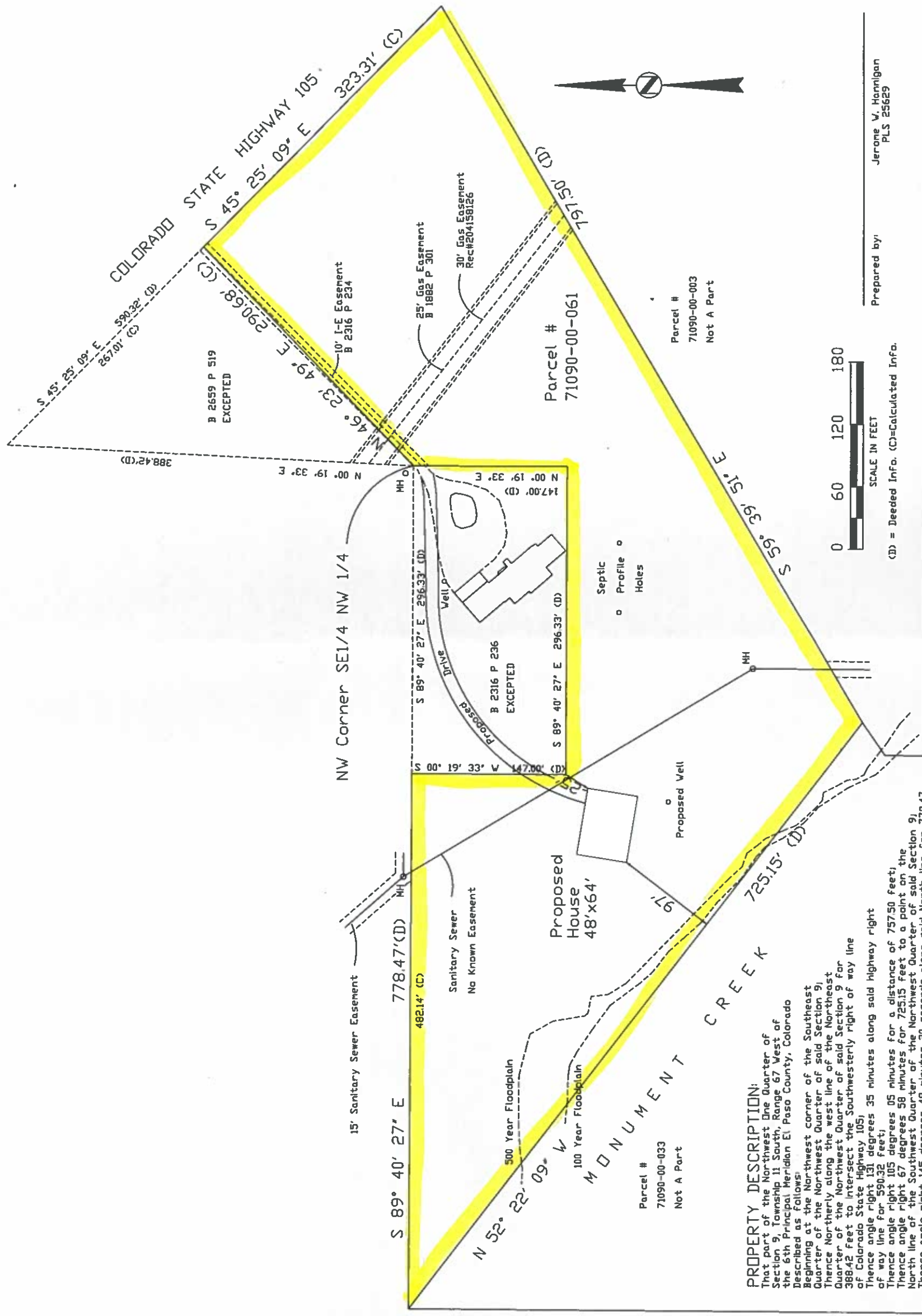
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF DECEMBER, 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

 Dawn A. Collins
 Town Administrator, Clerk

BY: _____
 Bill Bass
 Mayor



PROPERTY DESCRIPTION:

That part of the Northwest One Quarter of Section 9, Township 11 South, Range 67 West of the 6th Principal Meridian El Paso County, Colorado Described as follows:
 Beginning at the Northwest corner of the Southeast Quarter of the Northwest Quarter of said Section 9; Thence Northerly along the west line of the Northeast Quarter of the Northwest Quarter of said Section 9 for 388.42 feet to intersect the Southwesterly right of way line of Colorado State Highway 105;
 Thence angle right 131 degrees 35 minutes along said highway right of way line for 590.32 feet;
 Thence angle right 105 degrees 05 minutes for a distance of 757.50 feet;
 Thence angle right 67 degrees 58 minutes for 725.15 feet to a point on the North line of the Southwest Quarter of said Section 9;
 Thence angle right 145 degrees 48 minutes 20 seconds along said North line for 778.47 feet to the Point of Beginning.
 Except those parts conveyed in Book 2316 at Page 236 and in Book 2659 at Page 519.

(D) = Deeded Info. (C)=Calculated Info.



Prepared by:
Jerome V. Hannigan
PLS 25629

REVISIONS

NO.	DATE	BY
1	8-02-21	JWH

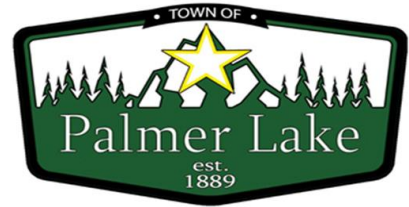
Jerome V. HANNIGAN and ASSOCIATES, INC.
 LAND SURVEYING & LAND PLANNING
 LAND DEVELOPMENT CONSULTING
 19260 SPRING VALLEY ROAD
 MONUMENT, COLORADO 80132-9613
 719-481-8292 • FAX 719-481-9071

TITLE
 SITE PLAN for a Building Permit
 Property of Randy Brenneman
 Palmer Lake, Colorado

CLIENT
 Rick Shellenberger

SHEET 1 of 1 **JOB NUMBER** 21-009

See First Integrity Title Company Commitment #106-2107660-S dated Feb. 04, 2021.
 Current Palmer Lake Zoning is R-1. Floodplain shown per County Aerial Photography.
 Prebles Meadow Jumping Mouse Habitat onsite is unknown.



Item 13.

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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Ordinance to Grant Franchise with Black Hills – 1st Reading

Background

The franchise agreement with Black Hills Energy is up for renewal in March 2022. This is the first step – a first reading of the ordinance to grant the franchise agreement (at 4%). The final reading will be in January for Board action.

TOWN OF PALMER LAKE, COLORADO

Ordinance No. 15-2021

**AN ORDINANCE GRANTING BLACK HILLS COLORADO GAS, INC.
D/B/A BLACK HILLS ENERGY, ITS LESSEES, SUCCESSORS, AND ASSIGNS,
A NATURAL GAS FRANCHISE AND THE AUTHORITY TO CONSTRUCT, OPERATE,
MAINTAIN, AND EXTEND
A NATURAL GAS DISTRIBUTION PLANT AND SYSTEM, AND GRANTING THE
RIGHT TO USE THE STREETS, ALLEYS, AND OTHER PUBLIC PLACES WITHIN
THE PRESENT OR FUTURE CORPORATE LIMITS OF THE
TOWN OF PALMER LAKE, COLORADO**

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

WHEREAS, the Board of Trustees is authorized by state statute to enter into franchise agreements; and

WHEREAS, notice of the first reading to take place on December 9, 2021 was published in the Tri Lakes Tribune on November 24, 2021 and December 1, 2021 and in the Gazette on November 17, 2021, November 24, 2021 and December 1, 2021.

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

FRANCHISE GRANTED

The Board of Trustees of Town of Palmer Lake, Colorado (hereinafter referred to as "Grantor"), hereby grants a non-exclusive franchise to Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy, (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public easements as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas and other operations connected therewith or incident thereto for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, conduits and all other apparatus and appliances necessary or convenient for transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

TERM

This franchise shall take effect on the first day of the month following the date this Ordinance is finally approved by the Colorado Public Utilities Commission (the “Effective Date”), at which time Grantee will begin to collect the franchise fee set forth herein, and this franchise shall remain in effect for a **period of twenty (20) years** from the Effective Date of this Ordinance.

FRANCHISE FEES OR TAXES

In exchange for the franchise granted herein, Grantee shall collect from all customers located within the corporate limits of Grantor as depicted on the Map (as defined below) but not the Town of Palmer Lake and pay to Grantor an amount equal **four percent (4%)** of gross receipts Grantee derives from the sale, distribution or transportation of gas within the present of Grantor. Gross receipts as used herein are revenues received from the sale, distribution or transportation of gas, after adjustment for the net write-off of uncollectible accounts and corrections of bills theretofore rendered.

The amount paid by Grantee shall be in lieu of, and Grantee shall be exempt from, all other fees, charges, taxes or assessments which the Grantor may impose for the privilege of doing business within the limits of Grantor, including, without limitation, excise taxes, occupation taxes, licensing fees, or right-of-way permit fees, and in the event the Grantor imposes any such fee, charge, tax or assessment, the payment to be made by Grantee in accordance with this Ordinance shall be reduced in an amount equal to any such fee, charge, tax or assessment imposed upon the Grantee. Ad valorem property taxes imposed generally upon all real and personal property within the present or future corporate limits of Grantor shall not be deemed to affect Grantee’s obligations under this Ordinance.

Grantee shall report and pay any amount payable under this Ordinance on a quarterly basis. Such payment shall be made no more than thirty (30) days following the close of the period for which payment is due. Initial and final payments shall be prorated for the portions of the periods at the beginning and end of any franchise granted by the Grantor to Grantee.

Grantee shall list the franchise fee collected from customers as a separate item on bills for utility service issued to its customers. If at any time the Colorado Public Utilities Commission or other authority having proper jurisdiction prohibits such recovery, then Grantee will no longer be obligated to collect and pay the franchise fee until an alternate lawful franchise fee can be negotiated and implemented. Any customer refunds ordered by the Commission or other authority due to an unlawful or prohibited collection of the franchise fee collected by Grantee and remitted to Grantor shall be refunded by Grantor. In addition, Grantee may reduce the franchise fee payable for gas delivered to a specific customer when such reduction is required to attract or retain the business of that customer.

Within ten (10) days of the date of this ordinance, Grantor shall provide Grantee with a map of its corporate limits (the “Map”). The Map shall be of sufficient detail to assist Grantee in determining whether their customers reside within Grantor’s corporate limits. The Map along with Grantee’s Geographic Information System (“GIS”) mapping information shall serve as the basis for determining Grantee’s obligation hereunder to collect and pay the franchise fee from customers; provided, however, that if the Grantor’s corporate limits are changed by annexation

or otherwise, it shall be the Grantor's sole responsibility to (a) update the Map so that the changes are included therein, and (b) provide the updated Map to the Grantee. Grantee's obligation to collect and pay the franchise fee from customers within an annexed area shall not commence until the later: (a) of sixty (60) days after Grantee's receipt from Grantor of an updated Map including such annexed area, or (b) such time after Grantee's receipt from the Grantor of an updated Map including such annexed area as is reasonably necessary for Grantee to identify the customers in the annexed area obligated to pay the franchise fee.

Grantor shall provide copies of annexation ordinances to Grantee on a timely basis to ensure appropriate franchise fee collection from customers within the corporate limits of the city as set forth above.

Grantor shall indemnify Grantee from claims of any nature, including attorney fees, arising out of or related to the imposition and collection of the franchise fee. In addition, Grantee shall not be liable for paying franchise fees from or to any customer originally or subsequently identified, or incorrectly identified, by Grantor or by Grantee, as being subject to the franchise fee or being subject to a different level of franchise fees or being exempt from the imposition of franchise fees.

Grantor shall have access to and the right to examine, during normal business hours, Grantee's books, receipts, files, records and documents as is reasonably necessary to verify the accuracy of payments due hereunder; provided, that the Municipality shall not exercise such right more than twice per calendar year. If it is determined that a mistake was made in the payment of any franchise fee required hereunder, such mistake shall be corrected promptly upon discovery such that any under-payment by Grantee shall be paid within thirty (30) days of recalculation of the amount due, and any over-payment by Grantee shall be deducted from the next payment of such franchise fee due by Grantee to Grantor; provided, that neither party shall have the obligation to correct a mistake that is discovered more than one (1) year after the occurrence thereof.

GOVERNING RULES AND REGULATIONS

The franchise granted hereunder is subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by state or federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee, shall be under the jurisdiction and control of such regulatory body or bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however, should any judicial, regulatory or legislative body having proper jurisdiction take any action that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken. In determining the rights and duties of the Grantee, the terms of this Ordinance shall take precedence over any conflicting terms or requirements contained in any other ordinance enacted by the Grantor.

PROVISION FOR INADEQUATE ENERGY SUPPLIES

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

CONSTRUCTION AND MAINTENANCE OF GRANTEE'S FACILITIES

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and the general public as is reasonably necessary, and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation.

Grantee agrees that for the term of this franchise, it will use its best efforts to maintain its facilities and equipment in a condition sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee shall obtain permits as required by ordinance and will fix its excavations within a commercially reasonable time period, except that in emergency situations Grantee shall take such immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible. Within a reasonable time thereafter, Grantee shall request, and Grantor shall issue any permits or authorizations required by Grantor for the actions conducted by Grantee during the emergency situation.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affects Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements, and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which the work is to proceed. The notice shall be given to the Grantee as soon as practical in advance of the actual commencement of the work, considering seasonable working conditions, to permit the Grantee to make any additions, alterations, or repairs to its facilities.

EXTENSION OF GRANTEE'S FACILITIES

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria as approved by the Colorado Public Utilities Commission make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

RELOCATION OF GRANTEE'S FACILITIES

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, unless otherwise reimbursed by federal, state

or local legislative act or governmental agency, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, at the cost and expense of Grantee, if such removal is necessary to prevent interference.

If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference, then Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment.

Grantor shall consider reasonable alternatives in designing its public works projects and exercising its authority under this section so as not to arbitrarily cause Grantee unreasonable additional expense. If alternative public right-of-way space is available, Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of an order or request to vacate a public right-of-way; provided, however, that its receipt of such notice shall not deprive Grantee of its right to operate and maintain its existing facilities in such public right-of-way until it (a) if applicable, receives the reasonable cost of relocating the same and (b) obtains a reasonable public right-of-way, dedicated utility easement, or private easement alternative location for such facilities.

CONFIDENTIAL INFORMATION

Grantor acknowledges that certain information it might request from Grantee pursuant to this Ordinance may be of a proprietary and confidential nature, and that such requests may be subject to the Homeland Security Act or other confidentiality protections under state or federal law. If Grantee requests that any information provided by Grantee to Grantor be kept confidential due to its proprietary or commercial value, Grantor and its employees, agents and representatives shall maintain the confidentiality of such information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such proprietary or confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief.

FORCE MAJEURE

It shall not be a breach or default under this Ordinance if either party fails to perform its obligations hereunder due to force majeure. Force majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and 4) any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid force majeure and to resolve such event as promptly as reasonably possible once it occurs in order to resume performance of its obligations hereunder; provided, however, that this provision shall not obligate a party to settle any labor strike.

HOLD HARMLESS

Grantee, during the term of this Ordinance, agrees to save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in constructing, operating, and maintaining its distribution and transmission facilities or equipment; provided, however, that Grantee need not save Grantor harmless from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

SUCCESSORS AND ASSIGNS

All rights, privileges and authority granted to Grantee hereunder shall inure to the benefit of Grantee's lessees, successors, and assigns, subject to the terms, provisions and conditions herein contained, and all obligations imposed upon Grantee hereunder shall be binding upon Grantee's lessees, successors, and assigns.

NO THIRD-PARTY BENEFICIARIES

This Ordinance constitutes a franchise agreement between the Grantor and Grantee. No provision of this Ordinance shall inure to the benefit of any third person, including the public at large, so as to constitute any such person as a third-party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action for any person not a party hereto.

SEVERABILITY

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

NON-WAIVER

Any waiver of any obligation or default under this Ordinance shall not be construed as a waiver of any future defaults, whether of like or different character.

NON-WAIVER OF GOVERNMENTAL IMMUNITY BY TOWN

Nothing herein shall be construed as a waiver by the Town of any of the immunities, privileges and defenses available to it under the Colorado Governmental Immunity Act, as may be amended from time to time, or arising under common law.

REPEAL CONFLICTING ORDINANCES

This Ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to the franchise granted by Grantor hereunder, and the same shall supersede all prior ordinances relating thereto, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed. Ordinance No. 2 of 20 of the Town of Palmer Lake, Colorado, is hereby repealed as of the Effective Date hereof.

EFFECT AND INTERPRETATION OF ORDINANCE

The captions that precede each section of this Ordinance are for convenience and/or reference only and shall not be taken into consideration in the interpretation of any of the provisions of this Ordinance.

ACCEPTANCE

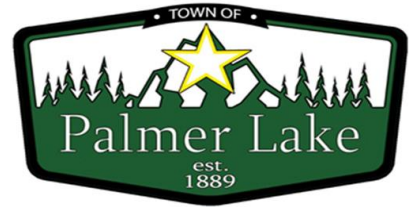
Upon final passage and approval of this Ordinance by Grantor, in accordance with applicable laws and regulations, Grantee shall file its acceptance by written instrument, within sixty (60) days of passage by the Board of Trustees, with the Clerk of the Town of Palmer Lake, Colorado. The Clerk of the Town of Palmer Lake, Colorado shall sign and affix the community seal to acknowledge receipt of such acceptance and return one copy to Grantee. If Grantee does not, within sixty (60) days following passage of this Ordinance, either express in writing its objections to any terms or provisions contained therein, or reject this Ordinance in its entirety, Grantee shall be deemed to have accepted this Ordinance and all of its terms and conditions.

Passed and approved by the Board of Trustees of the Town of Palmer Lake, Colorado, this 9th day of DECEMBER, 2021.

William Bass, Mayor

Attest:

Dawn A. Collins, Town Administrator / Clerk



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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Ordinance to Create Section 5.10 STR

Background

The Board has reviewed multiple versions of various short term rental code from other municipalities. Enclosed is ordinance language to create short term rental criteria including a cap of 10% for non-owner occupied rentals. Data is provided to identify an approximate number of residential dwellings (10% is about 112).

With adoption, staff will create an application packet and suggest fees with the review of the Town Master Fee Schedule for consideration in January.



Table 3-7: Structures Within the Planning Area

	Total Structures		Residential Structures	
	Number	% of Total	Number	% of Total
Calhan	511	0.2	411	0.2
Colorado Springs	137,504	60.5	127,330	56
Fountain	8,677	3.8	8,154	3.6
Green Mtn. Falls	377	0.2	355	0.2
Manitou Springs	2,134	0.9	1,967	0.9
Monument	2,373	1.0	2,153	0.9
Palmer Lake	1,257	0.6	1,126	0.5
Ramah	91	0.04	81	0
Unincorporated	74,432	32.7	66,547	29.3
Total	227,356	100.0	208,124	91.6

The El Paso County Water Master Plan, completed in 2018, provided a robust analysis of future growth trends. The recent development patterns are anticipated to continue, with the northern part of the County seeing new subdivisions and higher density suburban development occurring in and around Falcon and Fountain. The plan notes that the Banning Lewis Ranch, over 24,000 acres which sits along the eastern boundary of Colorado Springs will continue to be a concentrated area of development. As the following projected growth maps show, much of the growth is anticipate along major transportation corridors, including Highways 94 and 83. The primary concerns for development and hazard risks are flooding in the plains areas and fire and landslide or mudslides in the wildland urban interface areas. Development along the southern side of Highway 105 coincide with areas of mapped flood risk and the northern border of the County has large areas noted for potential development which overlap with flood risk in areas. As mapped, Region 3 shows several opportunities for development that also converge with flood risks. While specific develop patterns are not yet known, the potential for risk is apparent. However, the Region 1 mapped growth areas, shown in Figure 3-6, fall outside of high-risk zones and this could be an opportunity to direct development to these areas and away from other identified areas for development through tools such as transfer of development rights.

PALMER LAKE, COLORADO

ORDINANCE NO. 12-2021

AN ORDINANCE

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

WHEREAS, in order to preserve the health, safety and welfare of the Citizens of the Town of Palmer Lake, the Board of Trustees desires to establish regulations relating to the licensing and operations of short-term rentals within the Town.

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

1. Title 5 of the Palmer Lake Municipal Code is hereby amended by creating a new chapter, Chapter 5.10, to read in its entirety as follows:

Chapter 5.10 SHORT-TERM RENTALS

5.10.010 Purpose

The purpose of this chapter is to safeguard the public health, safety and welfare by establishing regulations to control the licensing, use, occupancy, and maintenance of short-term rental dwellings in the Town.

5.10.020 Applicability and interpretation

This chapter applies to short-term rental only, as that term is hereinafter defined, within any zone district where such use is permitted. This chapter does not apply to hotels, motels, lodges, bed-and-breakfast establishments, or long-term rental units. This chapter does not supersede any private covenants or restrictions prohibiting short-term rental units. This chapter shall not regulate a short-term rental unit during periods when the property is not being used as a short-term rental unit and is instead being used solely for personal use by the owner of such property. This chapter shall not be construed to prohibit the leasing of property within the Town for more than thirty (30) days.

5.10.030 Definitions

"Local agent" means a management company or individual who is identified by an applicant as the responsible agent in the application for a short-term rental license and who is available twenty-four (24) hours per day, seven days per week to respond as the initial point of contact for the short-term rental unit and who is able to respond to emergencies at the short-term rental unit within one hour of the agent's receipt of notice of the emergency. The local agent may be the owner of the

short-term rental unit and must have access to the short-term rental unit, authority to assume management of the short-term rental unit, and the ability to take remedial measures as necessary.

"Owner" means the owner of a property within the Town who intends to lease or leases the property or a portion thereof as a short-term rental unit.

"Owner-occupied" means a property on which an owner uses a dwelling unit of any kind, or portion thereof, as the owner's legal, primary residence.

"Parcel" means an area of land which is capable of being described with such specificity that its location and boundaries may be established and which has been or may be developed as a single unit of land.

"Renter" shall mean the party to a lease that has obtained the temporary right to use and occupy a short-term rental unit.

"Short term" rental means charging overnight lodging fee that is in increments less than thirty (30) days.

5.10.040 License required

It is unlawful to lease, advertise for lease, or permit the leasing of any short-term rental unit within the Town without a valid license issued by the Town pursuant to this chapter. A person who has obtained a license pursuant to this chapter is not required to obtain a general business license pursuant to Chapter 5.02 of this code for the same business activity.

5.10.050 Classes of licenses

An owner must obtain a license for each short-term rental unit within the Town. There shall be two separate classes of licenses available for owners to operate short-term rental units within the Town:

- A. Class 1: A Class 1 License is required to operate any dwelling unit, or portion thereof, as a short-term rental unit on an owner-occupied property within the Town.
- B. Class 2: A Class 2 License is required to operate any dwelling unit, or portion thereof, as a short-term rental unit on a property within the Town that is not owner-occupied.

5.10.060 Application requirements

- A. Contents of Application. A complete application for a short-term rental license must be submitted to the Town. The application shall be in writing on forms provided and approved by the Town. The following documents and information must be included with the application for the application to be considered complete:
 1. The name, address and other contact information of the owner of the short-term rental unit;
 2. The address of the proposed short-term rental unit;
 3. A description of the property and dwelling unit or portion thereof that will be available for lease;
 4. The name, address, and contact information of the local agent for the proposed short-term rental unit;

5. A site plan that identifies the location of the trash receptacles and available parking for the proposed short-term rental unit;
 6. An acknowledgement, signed by the owner and local agent, that the owner and local agent have read and understand all regulations pertaining to the operation of short-term rental units within the Town and that, following issuance of a license, the Town may contact the owner if the Town deems it necessary or appropriate even if there is a separate local agent for the short-term rental unit;
 7. Proof of ownership of the proposed short-term rental – a lawful dwelling unit;
 8. For owners that are business entities, proof of authorization signed by all applicable members of the business entity showing the applicant may submit a short-term rental license application on behalf of the business entity;
 9. A copy of a current and valid state sales tax license issued to the owner or local agent for the proposed short-term rental unit;
 10. A copy of a current and valid State and County sales tax and, if applicable, lodging tax license issued to the owner or local agent for the proposed short-term rental unit;
 11. Proof that all property tax payments for the property on which the proposed short-term rental unit is located are current;
 12. An affidavit, on forms provided and approved by the Town, signed by the owner attesting that the short-term rental unit has appropriate safety features;
 13. Proof of insurance covering the proposed short-term rental unit sufficient to operate a short-term rental unit;
 14. A copy of a conditional use permit issued by the Town, if required by zoning use;
 15. The applicable fee(s) as set forth in the Town's fee schedule; and
 16. Such other information determined necessary or desirable by the Town to evaluate the compliance of the application, licensed premises or proposed short-term rental activity with the requirements of this code, including but not limited to proof of primary residence acceptable to the Town for Class 1 license applications.
- B. License Fee. All fees and fines set forth in this chapter shall be set by the Town Board by resolution and shall be included in the Town's fee schedule.
- C. Parking. Each site plan must show the parking available for the short-term rental unit, which may be on-street parking, off-street parking, or a combination of both, for the purpose of indicating to renters where parking is available during their stay. The requirement to include available parking in the site plan does not obligate the owner to provide off-street parking for renters.
- D. Application Meeting. The Town may require a meeting with the applicant prior to approval or denial of the license to address any issues or questions regarding the application and assist the applicant in resolving any application deficiencies.

5.10.070 Application approval

- A. Approval Criteria. Short-term rental license applications shall be reviewed and approved administratively by the Town designee. The Town designee is the Town staff person designated by the Town Board and/or Administrator to review applications and administer short-term rental licenses. The Town designee shall not approve an application for a short-term rental license or issue a short-term rental license unless:
1. The applicant has submitted a complete application, including the payment of all applicable fees, as set forth in the Town fee schedule;
 2. The proposed short-term rental unit is within a zone district that allows short-term rental units;
 3. The site plan and other information provided with the application show that the property is in compliance with all applicable Town ordinances and all applicable regulations regarding safety, parking and trash collection; and
 4. The applicant has obtained a conditional use permit, if and as required by zoning code.

5.10.080 Term of license, renewal, and show cause hearings

- A. Term. Short-term rental licenses are effective from May 1 until April 30 each year. Applicants who apply for and obtain a short-term rental license any time on or after May 1 shall be responsible for paying the entire license fee. Any license issued after May 1 shall expire on the April 30 following the date of issuance regardless of the issuance date.
- B. Renewal. All short-term rental licenses must be renewed annually. All renewal applications must be submitted prior to April 30 each year on forms provided and approved by the Town. For short-term rental licenses subject to the annual cap set forth in Section 5.10.090(K) of this code, all renewal applications meeting the requirements herein and submitted by the deadline set forth in this paragraph, with applicants who are in good standing, will be approved. Notwithstanding the foregoing, any license renewal applications received after the deadline set forth in this paragraph will be considered on a first-come, first-served basis. The Town shall approve a renewal application if:
1. The renewal form is complete and does not omit any required information;
 2. The renewal fee has been paid;
 3. The owner or local agent has submitted a new, current safety affidavit;
 4. Neither the owner, the local agent, nor the short-term rental unit is currently in violation of any applicable law, rule, or regulation, including the provisions of this code;
 5. The owner has not been cited by the Town for or convicted by Municipal Court or other court of competent jurisdiction of more than one violation related to the owner's short-term rental unit in the last twelve (12) months; and
 6. For any licenses subject to the annual license cap set forth in this chapter, the short-term rental unit was rented for at least fourteen (14) days during the previous license term. If the short-term rental unit was not rented for at least fourteen (14) days during the previous term, the renewal application shall not be approved. Notwithstanding the foregoing, an owner or local agent may complete an affidavit of non-use declaring the

reasons for failing to rent the short-term rental unit as required in this paragraph. If a renewal application including such affidavit meets all other requirements of this code, then the Town will approve the renewal application. Affidavits of non-use will not be allowed for subsequent renewal applications.

C. Show Cause Hearings.

1. At any time during the term of a license, if the Town's records show that a licensee has had at least three complaints, with each complaint related to a separate incident, concerning the operation or maintenance of the short-term rental unit brought to the attention of the Town during the current license term, which complaints would each constitute a violation of this code and have been substantiated or verified by the Town, the Town may notify the licensee in writing of the date and time established for a show cause hearing before the Town Board. At the show cause hearing, the licensee shall be required to show cause why its license should not be suspended or revoked. Notice of such hearing shall contain a brief description of the grounds for conducting the hearing, which shall include the list of code violations charged. The hearing shall be held no sooner than ten (10) business days after notice has been delivered to the licensee.
2. At the hearing, the Town shall present matters into evidence, and the licensee shall have an opportunity to present evidence on the licensee's behalf and to comment upon the evidence. The Town shall furnish the licensee its decision in writing within thirty (30) days following the hearing. In the event of suspension or revocation of the license, no portion of any licensing fees paid shall be refunded.
3. In all cases where the evidence presented at a show cause hearing demonstrates that a violation of this code occurred, the Town shall consider evidence and statements in mitigation and in aggravation of the violation prior to determining the appropriate penalty. Such evidence and statements may relate to and include, but shall not be limited to, the following factors:
 - a. Seriousness of the violation;
 - b. Corrective action taken by the licensee after the violation;
 - c. Prior violations at the short-term rental unit by the owner, local agent or renters and the effectiveness of prior corrective action;
 - d. Whether the violation is part of a repeated course of conduct or is an isolated occurrence;
 - e. Likelihood of recurrence;
 - f. All circumstances surrounding the violation;
 - g. Willfulness of the violation;
 - h. Length of time the license has been held by the licensee;
 - i. Previous sanctions imposed against the licensee; and
 - j. Other factors making the situation with respect to the licensee or the licensed premises unique.

4. The licensee shall be permitted to give evidence and statements in defense, explanation and mitigation at the show cause hearing if then prepared to do so. If such evidence is not available at the show cause hearing but can be obtained by the licensee, the licensee shall state the substance of such evidence and, upon the licensee's request, the hearing may be continued for not more than ten (10) business days to a date certain.

5.10.090 Limitations and requirements

- A. **Local Agent.** The local agent for a short-term rental unit shall have access to and authority to assume management of the short-term rental unit and take remedial measures as necessary. The local agent shall be available to respond to tenant or neighbor concerns regarding the property twenty-four (24) hours a day, seven days a week. Local agents must respond to complaints, regardless of the source of the complaint, involving the short-term rental unit within twenty-four (24) hours.
- B. **Renter Information Notice.** Each short-term rental unit shall have a sign displayed in a conspicuous place within the short-term rental unit that contains the following information:
 1. Name and contact information of the local agent;
 2. The short-term rental license number;
 3. The physical address of the short-term rental unit;
 4. The occupancy limit for the short-term rental unit;
 5. The available parking for the short-term rental unit;
 6. A statement that all vehicles must be parked in the indicated available parking spaces unless such spaces are unavailable;
 7. Contact information for police, fire and ambulance service in case of an emergency; and
 8. The location of all fire extinguishers, fire escape routes, and contact information for renters to report safety concerns.
- C. **Occupancy Limits.** The occupancy limit for each short-term rental unit shall be two persons per bedroom available for lease within the short-term rental unit and two additional persons. By way of example and not limitation, a short-term rental that has three bedrooms available for lease has an occupancy limit of six persons plus two additional persons for a total occupancy limit of eight persons.
- D. **Parking.**
 1. **Parking Notice in Advertising.** The owner shall include in all official listings of a short-term rental unit a reference to the available parking for the short-term rental unit and the location of any designated parking area or spaces.
 2. **Limitations.** Parking is prohibited in any landscaped area, in any manner that blocks ingress or egress for adjacent properties, or in any manner that blocks access to mailboxes of adjacent properties.
- E. **Trash Receptacles.** Each short-term rental unit shall provide trash receptacles to accommodate all garbage generated by renters. Owners shall be responsible for ensuring that all garbage is

placed in covered, secured trash receptacles within twenty-four (24) hours of the end of a rental period and shall ensure that all trash is collected from the short-term rental unit within seven calendar days of the end of any rental period – maintaining regular weekly trash removal.

- F. **Safety Features.** All short-term rental units must have an appropriate number of functional smoke detectors, carbon monoxide detectors, and fire extinguishers and must have adequate egress and other required safety features pursuant to applicable fire or building codes, as determined by the Town fire department and set forth in the Town's short-term rental safety checklist.
- G. **Change in Information.** An owner shall notify the Town of any change in ownership of the property, a change in the owner's address or contact information, or any change in local agent or local agent name or contact information within five days of such change.
- H. **Taxes.** Owners shall be responsible for making timely property tax payments for all short-term rental units, as applicable for each property. Owners shall also be responsible for keeping all applicable sales and lodging tax licenses current.
- I. **Notices.** Any notices or communications required or reasonably implied by this chapter may be sent to the owner and local agent by the Town via U.S. mail or via electronic mail.
- J. **Safety Checks.** An owner or local agent of a short-term rental unit shall allow the Town access to a licensed short-term rental unit once per year for the purpose of verifying the information set forth in the safety features affidavit submitted with the owner's license application or renewal application. An owner or local agent shall also allow the Town access to a short-term rental unit to investigate a safety complaint about the short-term rental unit. Each safety check shall be subject to a fee set forth in the Town's fee schedule. Following a safety check, the Town may provide the owner or local agent instructions on how to bring the property into compliance with this code and a deadline for such compliance. If the Town determines that the owner or local agent has not complied with the instructions by the compliance deadline, the owner may be subject to the suspension or revocation or denial of a renewal application, as appropriate and in accordance with this code, of the owner's short-term rental license.
- K. **Maximum Number of Licenses Per Year.** There shall be a maximum number of certain licenses available per year (from May 1 through April 30), which shall not exceed ten (10) percent of the total number of residential parcels within the Town. The total number of residential parcels shall be as determined by the Town using information from the El Paso County Assessor. The following types of licenses shall be subject to the cap set forth in this paragraph:

1. All Class 2 licenses, and
2. Class 1 licenses for parcels with two or more short-term rental units on a single parcel.

Class 1 licenses for parcels with only one short-term rental unit are not subject to the cap set forth in this paragraph. Licenses issued for owner-occupied parcels with two or more short-term rental units on a single parcel shall count as one license toward the license cap set forth in this paragraph. Notwithstanding the foregoing, owners or local agents must obtain a license for each proposed short-term rental unit in accordance with this section.

- L. Maximum Number of Licenses Per Parcel.
1. The Town shall issue no more than one license per parcel, subject to the provisions of this chapter.
 2. Parcels may be eligible for more than one license on a case-by-case basis if the additional licenses are approved through the conditional use permit process set forth in this code prior to issuance of a license in accordance with this chapter. Applicants seeking two or more licenses for a single owner-occupied parcel and applicants seeking three or more licenses for a single parcel that is not owner-occupied must obtain a conditional use permit from the Town before the Town will process any such short-term rental license application.
 3. The operation of two short-term rental units on a single parcel that is not owner-occupied is prohibited. In accordance with the requirements of this section, the Town permits the operation and licensure of one short-term rental unit on a parcel that is not owner-occupied or may permit, following the issuance of a conditional use permit as set forth in this section, the operation and licensure of three or more short-term rental units on a single parcel that is not owner-occupied. The operation of two or more short-term rental units on a single parcel that is owner-occupied is permitted.
- M. Large Gatherings. Short-term rental units shall not be used to host large social gatherings, which shall mean a gathering of people that exceeds the maximum occupancy limit set forth in this section (i.e., not allowed to host wedding or social/commercial events).
- N. Nuisances. All owners, local agents, and renters are prohibited from creating, operating, maintaining, or conducting any nuisance as defined in sections of this code – meaning compliance to noise, safety and public health codes.
- O. Eligibility. Lawful dwelling units, including accessory dwelling units, or guest units within a dwelling unit or accessory dwelling unit, may be eligible for a short-term rental license. No vehicle or other containment shall be eligible for a short-term rental license.
- P. Signs. Signs installed on a property related to the operation or management of a short-term rental unit must comply with the requirements of the Town Sign Code set forth in this code.
- Q. License Non-Transferable. No license granted pursuant to this chapter shall be transferable from one person to another or from one location to another. An owner that is a business entity with a short-term rental license whose membership or ownership changes must notify the Town of such change and apply for a new license within thirty (30) days of such change.
- R. Limited Application of Certain Regulations to Condominium Units. Notwithstanding any provision to the contrary set forth in this chapter, the following regulations apply to condominium units:
1. Each condominium unit is eligible for one short-term rental license.
 2. Subsection 5.10.090(L) of this chapter does not apply to parcels containing condominium unit developments, and applicants seeking a short-term rental license for a condominium unit shall not be required to obtain a conditional use permit if other condominium units on the same parcel have obtained short-term rental licenses.

3. All condominium units licensed as short-term rental units that are not owner-occupied are subject to the maximum number of licenses available per year set forth in subsection 5.10.090(K).
4. Condominium units are subject to all other provisions of this code, as applicable.

5.10.100 Denial of application

The Town designee shall deny a short-term rental license application or renewal application for any one or more of the following reasons:

- A. The applicable provisions of the Municipal Code have not been met;
- B. The required application fees have not been paid;
- C. The application is incomplete or contains false, misleading or fraudulent statements;
- D. The owner, local agent or other agent of the owner is currently in violation of this code or has failed to comply with any applicable requirement of this code; or
- E. For renewal applications only, the owner or local agent has been convicted of more than one code violation regarding the short-term rental unit within the twelve (12) months preceding the renewal application.

Upon determining that an application must be denied, the Town designee shall send a notice of denial to the address provided by the owner. Such notice of denial shall state the reasons for denial and inform the owner of his or her right to appeal the decision.

5.10.110 Suspension or revocation of license

- A. Suspension. The Town designee may suspend a short-term rental license upon a determination that an owner or local agent has:
 1. Been found guilty by the Municipal Court of violating any provision of this chapter on more than one occasion during the term of the current license; or
 2. Operated a short-term rental unit during the term of the current license in violation of a building, fire, health or safety code adopted by the Town, which finding of violation shall be determined by an investigation by the department, division or agency charged with enforcing said code, and has failed to timely cure such violation after receipt of and in accordance with a notice of violation issued by the Town.

Upon a determination that one or more of the above reasons for suspension has occurred, the Town designee may suspend a short-term rental license for a period not to exceed one year. The Town designee shall send the owner a notice of suspension. Such notice of suspension shall state the reasons for suspension, the dates during which the suspension will be effective, and inform the owner of his or her right to appeal the decision. The suspension shall remain in effect until and including the last day in the notice of suspension or until such time as the violation at issue has been corrected, whichever is later. No license shall be suspended past the license expiration date. Any owners whose licenses have been suspended until the expiration of the license must apply for renewal of the license per the renewal provisions of this chapter.

- B. Revocation. The Town designee shall revoke a short-term rental license upon determining that:
1. A short-term rental license has been suspended more than once during the preceding twelve (12) months;
 2. An owner or local agent gave the Town false, misleading or fraudulent information in the materials submitted during the application process;
 3. An owner or local agent knowingly operated a short-term rental unit during a time when the short-term rental license was suspended; or
 4. Any fact or condition exists that, if it had existed or had been known to exist at the time of the application for the license or renewal of the license, would have warranted the denial of the license application.

When the Town designee revokes a short-term rental license, the revocation shall continue for one year from the date of revocation, the owner shall not be issued a short-term rental license during the time such revocation is effective and must submit a new license application after the revocation expires. The Town designee shall send the owner a notice of revocation. Such notice of revocation shall state the reasons for revocation, the time period which the revocation is effective, and inform the owner of his or her right to appeal the decision.

5.10.120 Appeal of denial, suspension or revocation

- A. Appeal. An owner may appeal a denial of his or her application or suspension or revocation of his or her short-term rental license to the Town Board and shall be entitled to a public hearing before the Town Board. An appeal must be made in writing, stating the grounds for appeal, and delivered to the Town within five business days of the date of the notice of denial, suspension, or revocation by the Town designee. In the event of an appeal of a suspension or revocation decision, the owner may continue to operate the short-term rental unit during the hearing process unless the continued operation of the short-term rental unit pending resolution of the appeal will endanger the public health, safety or welfare, as determined by the Town.
- B. Hearing. A public hearing on the appeal shall be held within thirty (30) days of the date the appeal was submitted to the Town. At the hearing, the Town Board shall hear such statements and consider such evidence as is offered that is relevant to the reasons alleged for denial, suspension, or revocation. The Town Board shall make findings of fact from the statements and evidence offered at the hearing as to whether such reasons exist. The Town Board shall issue a written order either affirming or overturning the denial, suspension or revocation and stating the findings on which the Board's decision is based. A copy of the order shall be sent to the owner within thirty (30) days of the date of the hearing.
- C. No Refund. In the event of suspension or revocation of a short-term rental license, no portion of the short-term rental license fee shall be refunded.

5.10.130 Violation, penalty and enforcement

- A. It is unlawful for any owner, local agent, other agent of the owner or renter to violate any provision of this chapter.
- B. In addition to the suspension and revocation actions set forth in this chapter, violations of this chapter are subject to the penalties set forth in this code.
- C. Any violation of this chapter shall constitute a nuisance under this code and may be subject to the abatement procedures set forth in municipal code.
- D. This section shall not be construed to prohibit the Town from taking any action permitted by law or in equity to remedy a violation of this chapter, including but not limited to seeking an injunction in any court of competent jurisdiction.

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

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

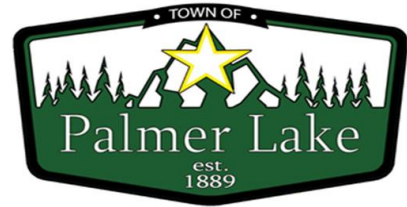
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF DECEMBER, 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator, Clerk

BY: _____
Bill Bass
Mayor



Item 15.

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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Ordinance to Amend Section 5.02 Relating to Business Licenses

Background

There has been confusion creating inconsistency around the procedures to renew business licenses in the Town where complaints about a business have taken place.

The enclosed amended code is drafted to specifically address the renewal procedure for business licensing. Staff will recommend fees with the review of the Town Master Fee Schedule for consideration in January 2022.

**PALMER LAKE, COLORADO
ORDINANCE NO. 13-2021**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 5.02 OF TITLE 5 OF
THE PALMER LAKE MUNICIPAL CODE CONCERNING BUSINESS LICENSES**

WHEREAS, PALMER LAKE IS A STATUTORY TOWN WITH THE AUTHORITY TO REGULATE AND LICENSE BUSINESSES PURSUANT TO C.R.S. §31-15-501(C); AND

WHEREAS, BY ORDINANCE 6-1974 THE TOWN OF PALMER LAKE ADOPTED PROVISIONS RELATED TO GENERAL BUSINESS REGISTRATION AS SET FORTH IN CHAPTER 5.02 OF TITLE 5 OF THE PALMER LAKE MUNICIPAL CODE; AND

WHEREAS, THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE DESIRES TO AMEND AND UPDATE THE PROVISIONS OF CHAPTER 5.02 OF TITLE 5 OF THE PALMER LAKE MUNICIPAL CODE IN ORDER TO MOST EFFICIENTLY AND EFFECTIVELY SUPPORT THE REGISTRATION AND LICENSING OF LOCAL BUSINESSES IN THE TOWN OF PALMER LAKE.

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

Section 1. Chapter 5.02 of Title 5 of the Town of Palmer Lake Municipal Code is hereby repealed and shall be replaced to read in full as follows:

Chapter 5.02

BUSINESS LICENSES

5.02.010 Purpose. The purpose of this Chapter is to require registration and the maintaining of a register of all licensed business activities physically located within the Town in order to protect the health, safety and welfare of the Town’s inhabitants.

5.02.020 Definitions. As used in this Chapter, unless otherwise noted:

Applicant means a person who has filed an application for a business license.

Application means an application for a business license.

Business means all trades, vocations, occupations, professions, enterprises and establishments and all other kinds of activities which are conducted for gain, financial profit, advantage or benefit either directly or indirectly, on any location regardless of whether of a permanent or temporary nature in this Town, including but not limited to all retail sales, wholesale sales, services and including contractor services. *Business* shall not include: (1) billboards and signs; (2) coin-operated amusement machines; (3)

peddlers; (4) solicitors and canvassers; ~~(5) tourist camps and house-cars~~; and (6) individuals who engage in ~~at home office work from their residence for a remotely located business~~.

License means the document issued by the Town Clerk evidencing the registration of a business pursuant to this Chapter.

Licensed Business means a business which has been registered and licensed by the Town pursuant to this Chapter.

Location means the premises upon which the business is located and any adjacent property under the ownership and control of the licensed business.

Person means any natural person or non-natural entity, including but not limited to a corporation, partnership, unincorporated association or joint venture.

Premises means all lands, structures and places related to the business of the licensed business and its operation. It also means equipment and appurtenances connected or used therewith in any business and also any personal property that is either affixed to or is otherwise used in connection with any business conducted on such premises.

5.02.030 Business License Required and License Term.

(a) It shall be unlawful for any person operating a business within the Town to fail to obtain and maintain a business license at all times while operating said business. Upon application approval, the Town Clerk shall issue an appropriate license evidencing such registration.

(b) Business licenses issued under this Chapter shall be issued for a period of one (1) year, commencing on the date of license issuance and expiring one year (365 days) from the date of license issuance. Each license shall explicitly set forth the date of issuance and expiration. Note: Applications for renewal of a license **are due a maximum of sixty (60) days prior to the date of license expiration. A renewal application will be mailed approximately thirty (30) days prior to expiration, although the responsibility to renew lies solely with the business owner.** License applications received after the expiration date shall be subject to a late fee as set forth in the Town fee schedule as adopted and as amended from time to time by the Town Board.

(c) A separate business license shall be required for each fixed location of a business operating within the Town.

5.02.040 Town Clerk Duties.

The Town Clerk shall:

- (a) Enforce all reasonable rules and regulations approved and adopted by the Town Clerk as necessary for the operation and enforcement of this Chapter;
- (b) Review business license applications;
- (c) Keep confidential all proprietary, confidential or privileged information provided by an applicant (such information shall not be subject to public inspection except for that information available to the public under the Colorado Open Records Act or through a court order);
- (d) Notify applicants of the approval or denial of their applications;
- (e) Issue licenses evidencing such registration to all qualified applicants;
- (f) Collect license fees; and
- (g) Maintain records of all licenses and revenues received therefor.

5.02.050 Procedures for Issuance.

Each applicant for a business license must submit, on forms approved by the Town Clerk, information necessary to determine compliance with this Chapter.

5.02.060 License Fee.

- (a) Each application for a business license or an application for renewal of a business license shall be accompanied by an annual license fee paid in cash or certified funds, in the amount as set forth in the business license fee schedule resolution adopted by the Town Board, as amended from time to time.
- (b) In the event of cessation of any business prior to expiration of any license issued hereunder, no portion of any license fee shall be refunded.

5.02.070 Denial of License.

- (a) The Town Clerk shall approve or deny an application for a business license within thirty (30) days of receipt of a completed application and fee.
- (b) An application for a business license may be denied for any of the following reasons:
 - (1) To the extent reviewed by the Town Clerk for compliance, all applicable provisions of this Chapter and state and local law have not been met;
 - (2) The required fee has not been paid in full;
 - (3) The application is incomplete or contains false, misleading or fraudulent statements; or

(4) The applicant is in arrears on taxes, fees, or other charges owed to the Town for ~~any~~ ~~all~~ licensed business owned by the applicant.

(c) If the Town Clerk denies an application, the Town Clerk shall provide by first class U.S. mail written notice of such denial, the reason for the denial, a description of the appeal process, and a refund of the license fee submitted by the applicant.

(d) Notwithstanding any provision herein, the issuance of a business license shall not be construed or relied upon as any representation by the Town or by the Town Clerk regarding conformity of the licensed business with the zoning and/or any other applicable provisions of local, state or federal law or regulations that may affect the business and its operations.

5.02.080 Hearings.

(a) An applicant may appeal a denial of his or her license by the Town Clerk to the Town Board of Trustees and shall be entitled to a hearing before the Town Board of Trustees. The appeal shall be made in writing, stating the grounds for appeal, within (15) fifteen working days of the date the notice of denial is mailed by the Town Clerk.

(b) At the hearing, the Town Board shall hear such statements and consider such evidence as is offered that is relevant to the grounds alleged for denial. The Town Board shall make findings of fact from the statements and evidence offered as to whether such grounds exist. If the Town Board determines by a preponderance of the evidence that cause for denial exists, it shall issue an order denying the license within ten (10) days after the hearing is concluded, based on the findings of fact. If the Town Board does not find based on the findings of fact by a preponderance of the evidence that cause for denial exists, it shall issue an order granting the license and ordering the Town Clerk to issue the required license within ten (10) days after the hearing is concluded. A copy of the order shall be mailed by first class U.S. mail to or served on the applicant at the address on the application.

(c) The order of the Town Board made pursuant to subsection (b) above shall be a final decision and may be appealed to the District Court in accordance with Rule 106(a)(4) of the Colorado Rules of Civil Procedure. Failure of an aggrieved party to timely appeal said order constitutes a waiver of any right such aggrieved party may otherwise have to contest the denial of the license.

(d) The Town Clerk shall have the power to administer oaths, issue subpoenas, and when necessary grant continuances. Subpoenas may be issued to require the presence of persons and production of papers, books and records necessary to the determination of any hearing that the Town Board conducts. It is unlawful for any person to fail to comply with any subpoena issued by the Town Clerk. A subpoena shall be served in the same manner as a subpoena issued by the Municipal Court.

(e) All hearings held before the Town Board regarding denial of a license shall be recorded ~~stenographically or~~ by electronic recording device. Any person requesting a transcript of such record shall post a deposit in the amount required by the Town Clerk, and shall pay all costs of preparing such record.

5.02.090 Duplicate Licenses.

A duplicate license valid for the remainder of the license period, shall be issued by the Town Clerk to replace any license previously issued which has been lost, stolen, defaced or destroyed. Duplicate license fee amounts, if any, shall be those set out in the business license fee schedule adopted by the Town Board by resolution, as amended from time to time.

5.02.100 Supplemental Information.

A licensed business shall report in writing any change in information contained in his or her or its last application within thirty (30) days of such change, and a supplemental license may be issued and additional fees collected or refunded where appropriate.

5.02.110 Contents of Licenses.

Each license shall contain the following information:

- (a) Name and address of the licensed business and any other name under which such business is to be conducted;
- (b) ~~Nature~~ of business ~~operations~~;
- (c) Address of each location of business licensed; and
- (d) Date of issuance and expiration.

5.02.120 Duties of Licensed Businesses.

All persons holding licenses shall:

- (a) Refrain from operating the business unless a valid license therefor has been issued.
- (b) Post and maintain such license at the registered location in a place visible at all times and, when working outside the registered location, carry a copy of the license at all times.
- (c) Timely pay all taxes, fees, and other charges owed to the Town for the licensed business.

(d) Operate the Licensed Business in compliance with all federal, state and local laws and regulations.

(e) At all times, operate the Business in a manner representing good moral character.

5.02.130 Change of Business Locations.

Upon changing the location of the licensed business, the person holding a license shall file a written application for change with the Town Clerk.

5.02.140 Nontransferability.

All business licenses are nontransferable. If a business is sold or transferred to a different owner, the new owner must apply for a new license before resuming operation of the business. Sale or transfer of the business is defined as the acquisition of fifty percent (50%) or more of an ownership interest by any person.

5.02.150 License register.

The Town Clerk shall keep a register listing every license issued under this Chapter, including:

- (a) The ~~name of the applicant~~ owner information;
- (b) The name of the business;
- ~~(c) The type of the business;~~
- ~~(d) The number of employees;~~
- (e) The location of the business;
- (f) Emergency contacts; and
- (g) The date of issuance and expiration of the license.

5.02.160 Enforcement and fines.

~~In addition to any other remedies available to the Town,~~ this Chapter may also be enforced in the Municipal Court or any court of competent jurisdiction. The Municipal Court is authorized to revoke a business license for non-compliance with this Chapter in addition to any other remedies authorized by law. Any person who violates the requirements of this Chapter may be punished in accordance with the general penalty provisions set forth in Chapter 1.16 of Title 1 of this Code.

5.02.170 Renewal of license.

~~At any time within sixty (60) days prior to the expiration of the current license, a licensee may make application for a license renewal for the succeeding year and pay the required fees. Unless otherwise provided by this title, if application is so made and no action or proceeding is pending against the licensee for suspension or revocation of the current license or licenses, and upon payment of the required fee, the licensee may continue the business for the succeeding period~~

unless or until the application for license renewal is denied. Within thirty (30) days, a renewal application will be mailed to the business owner.

In the event a suspension or revocation proceeding is pending when the licensee applies for renewal, the business may continue during the pendency of the proceeding, but the renewal application shall not be acted upon until the suspension or revocation proceeding has been completed and the time to appeal such decision has expired.

Every renewal application shall be evaluated in accordance with the requirements of this title applicable to the initial issuance of a license. In addition to local compliance, if there are more than two (2) findings of complaints about the business operation on file with the Town, the Clerk shall inform the business owner and schedule a review of the license renewal before the Town Board of Trustees to determine renewal or a conditional license with criteria to address within another six or twelve months of the succeeding licensing year.

Whenever any renewal application and accompanying license fee payment is not received on or before the expiration date of any license issued for the current license term, and the licensee continues to engage in the business for which the license was issued, a penalty fee in the amount set by resolution of the Board of Trustees shall be imposed for each month of delinquency. The Town Clerk shall be authorized to waive or adjust any and all of such penalty and additional fee whenever in the clerk's judgment the delinquency is not the fault of the licensee or when collection or payment would constitute an injustice.

The failure of a licensee to exercise the privilege of renewal granted under a license for a period of sixty (60) days beyond the expiration of the license shall be *apparent* evidence that the renewed license is abandoned.

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

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

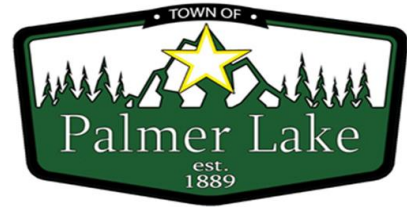
INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF DECEMBER, 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator, Clerk

BY: _____
Bill Bass
Mayor



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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Extend Conditional Use (Fletchers)

Background

With the original approval of a conditional use for Fletchers, the property owner was allowed six months for repair or removal of the heavy equipment. It was directed with the approval that, if additional time is required, the owner is to make the request with the Planning Commission. Mr. Tommy Fletcher made the request for the conditional use to be extended before the Planning Commission in November.

Following discussion and hearing from the public, the Commission moved to recommend that the Board allow another six months with regular reporting and a reasonable penalty, set by the Board, if the equipment is not removed by the six-month deadline of May 27, 2022. Mr. Fletcher believed this could be accomplished and will be present for the Board meeting.

Request to Extend Conditional Use (Fletchers) – Fletchers Drilling requested an extension of the conditional use for an additional six months. The remaining drilling rigs are not movable under their own power and will need to be towed by a lowboy. At this time, no one has this equipment available. The property owner is looking at other options and is requesting more time to handle the issue. Susan Miner suggested updating the building and landscaping while the company is working to finish moving of the equipment. Matt Stephen stated his frustration with the extension and the apparent lack of support for the neighborhood. Susan Miner also spoke in support of the neighborhood. There was discussion of adding consequences for property owners who miss the imposed deadlines. MOTION (Ball, Fisher) to recommend granting a six-month extension with reasonable penalties after six months set by the Board of Trustees. Staff was directed to give progress updates. Motion PASSED (6-0).

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 54-2021

A RESOLUTION TO EXTEND A TEMPORARY CONDITIONAL USE PERMIT TO ALLOW EQUIPMENT REPAIR USE ON A PROPERTY CURRENTLY ZONED C-2 GENERAL BUSINESS AND COMMERCIAL ZONE DISTRICT AND LOCATED AT 797 SOUTH HIGHWAY 105 (“PROPERTY”)

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, Section 17.37.020 of the Palmer Lake Municipal Code provides that heavy equipment storage and repair is determined a conditional use in the C-2 General Business and Commercial Zone District; and

WHEREAS, the Planning Commission makes recommendations of approval or denial of conditional uses to the Board of Trustees, which has the final authority to grant or deny such applications; and

WHEREAS, on November 17, 2021, the Palmer Lake Planning Commission recommended extending the conditional use for an additional six (6) months with reasonable penalties after six months set by the Board of Trustees.

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

1. The application for a conditional use permit to allow heavy equipment storage and repair on the property currently zoned C-2 General Business and Commercial Use and located at 797 South Highway 105 is hereby extended on a temporary basis, subject to the following condition:

The conditional use will be extended for an additional six (6) months from November 27th date, and expiring on May 27, 2022, and at which time, the Board shall reserve all of its rights and remedies to ensure compliance with the Town’s Zoning Code, including but in no way limited to the Town’s right to abate the property, with the costs of the abatement to be assessed against the property and collected in the same manner as a tax lien, if the equipment/use remains after the May 27, 2022 date.

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.

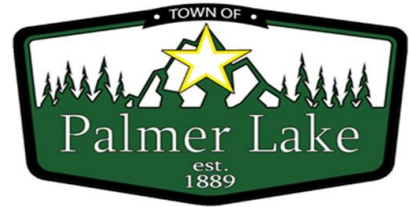
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF DECEMBER 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor



Item 17.

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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Authorize Financial Audit for 2021 – Green & Assoc

Background

Mr. David Green with Green & Associates LLC has assembled a letter of understanding for financial audit services for the 2021 Town finances in 2022. The fee for services is a not to exceed amount of \$14,900 for 2022.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 55-2021

A RESOLUTION TO AUTHORIZE SIGNING A LETTER OF UNDERSTANDING FOR SERVICES FROM GREEN & ASSOCIATES LLC (FINANCIAL AUDIT)

WHEREAS, the Town of Palmer Lake, Colorado, is required to have a financial audit conducted; and

WHEREAS, Green & Associates LLC will be scheduled to audit the financial statements of the governmental activities, the business-type activities, and each major fund including the related notes to the financial statements, for the year ending December 31, 2021.

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

- 1. The Mayor is authorized, along with Town Administration, to sign the letter of understanding, attached herein, to establish services for the audit with Green & Associates LLC, for a not-to-exceed amount of \$14,900.
- 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 9th DAY OF DECEMBER 2021.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor

Green & Associates LLC

Certified Public Accountants & Business Consultants

November 18, 2021

To the Board of Directors and Ms. Dawn Collins

Town of Palmer Lake, Colorado
PO Box 208
Palmer Lake, CO 80133

We are pleased to confirm our understanding of the services we are to provide Town of Palmer Lake, Colorado for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of Town of Palmer Lake, Colorado as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Palmer Lake, Colorado's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Palmer Lake, Colorado's RSI in accordance with auditing standards generally accepted in the United States of America, (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Managements Discussion and Analysis
- 2) Budgetary Comparison – General Fund
- 3) Schedule of Contributions – Multi year
- 4) Schedule of Changed in Net Pension Liability / (Asset) and related ratios multi year
- 5) Schedule of Proportionate Share of Net Pension Liability - FPPA
- 6) Schedule of Pension Contributions – FPPA

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with

PO Box 865
Longmont, CO 80502

Green & Associates • LLC

PHONE (720) 839-6458
www.GreenCPAfirm.com

GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

We have also been engaged to report on supplementary information other than RSI that accompanies Daniels Sanitation District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Budgetary comparison schedule – Conservation Trust
2. Budgetary comparison schedule – Water Fund
3. Local Highway Finance report

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by

correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition due to fraud

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Palmer Lake, Colorado's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Town of Palmer Lake, Colorado in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Green & Associates LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Green & Associates LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agencies or its designee. The regulatory agencies or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

David Green, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately May 1, 2022, or another agreed upon date, and to issue our reports no later than July 31, 2022.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Town of Palmer Lake, Colorado's financial statements. Our report will be addressed to The Board of Directors of Town of Palmer Lake, Colorado. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Town of Palmer Lake, Colorado and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Green & Associates LLC

RESPONSE:

This letter correctly sets forth the understanding of Town of Palmer Lake, Colorado.

Management signature: _____

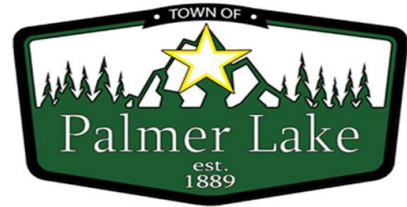
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Date: _____



Item 18.

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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Consider & Adopt the Town 2022 Budget

Background

Town staff has continued to update the 2022 budget documents, and following are adjustments that have been made:

- Accurate revenue projections
- With resignation of one part-time officer in PD, funds were shifted to support two existing PD personnel to become full-time positions (wages reflected appropriately)
- With news that the Town is *not* awarded the State Historical Grant for the Town Hall restoration and anticipated direction to address the Elephant Rock property, the contingency line is increased slightly for potential needs in 2022 including grant contribution matches if the opportunity arises.

Note: Staff will be meeting with the State Historical reps for feedback on the application submitted for Town Hall and explore smaller grant funding in 2022 for improvements.

This is the best version budget for 2022 while committing to approximately 6 months reserve in savings (required to retain 3 months).



December 6, 2021

To Mayor Bass and the Town of Palmer Lake Board of Trustees:

The 2022 Town of Palmer Lake Final Budget is presented for approval on December 09, 2021. A final Budget must be approved and sent to El Paso County by December 15, 2021 and delivered to the State by January 31, 2022.

In accordance with State Statutes, this budget is a balanced budget, where expenditures do not exceed revenues plus beginning available fund balance. The Town uses the modified accrual basis of accounting for the Governmental Funds and full accrual basis of accounting in the Enterprise Fund. The services provided by each department are described at the start of each fund in the attached Budget document. As the Town's population continues to grow and citizen expectations remain high regarding the scope and quality of Town services, the needs of the community outweigh the available resources of the Town.

There are several large capital projects that will extend into 2022. The Town Hall building continues to undergo repair, which are primarily covered by Town insurance. There are additional improvements to consider including an upgrade of the historical structure's electrical, plumbing, main entrance and restrooms to be made ADA compliant. There are also required improvements to be considered in the Town's public facility utilized for the Vaile Museum and leased by the Pikes Peak Library, for library services to be offered to the Town. Currently, the Town Hall roof renovation should be complete in January 2022. The electrical, plumbing, entrance and restrooms are still in planning stages to address in the first quarter of 2022. The ADA compliant ramp is projected to be complete by mid December 2021. The building requires additional repairs and improvements in 2022. The Town officially acquired the 28-acre Elephant Rock property from the former Living Word Church at the end of 2021. An assessment may be necessary to determine what is needed for the Town to utilize the property as well as general maintenance. Until direction is complete and additional information realized, the amount of funds is unknown for future development of the 28-acre project.

The Roads and Parks Maintenance personnel are officially combined as Department of Public Works, under the direction of the current Roads Supervisor. Public Works will add a full-time maintenance staff position for town property/facility and parks assistance. The Administration office will add a part-time position to assist the Town Clerk and the administrative staff, specifically to build fillable forms and standardize applications and add content to the Town website. The proposed budget supports hiring these positions. Additionally, with the resignation of one part-time Police Officer, the budget will fund two of the part-time Officers becoming full-time personnel with benefits in the Police Department.

REVENUES

Projected 2022 General Fund revenues and a projected carry over in the General Fund balance allows the budgeting expenditures to be funded. Economic growth may be impacted in 2022 by the variants of the Corona Virus COVID-19 in a variety of ways. The Town's sales tax revenues have increased year over year, anticipated increase in property tax, online sales and sales tax collections. It is anticipated that tax revenues overall will increase slightly in the new year.

EXPENDITURES

Expenditures are kept in check whenever possible across all Departments. The Town will balance this budget with an average 3% cost of living increase for employees. The Town provides a retirement program to eligible employees, and the Town will increase the contribution match up to the 3.75% per participating employee. The cost of General Fund salaries and benefits represents approximately 63% of budgeted expenditures (less capital projects).

CAPITAL EXPENDITURES & CAPITAL IMPROVEMENTS

In the 2022 budget, contingency funds have been budgeted to cover one-time purchases. Funds are included in the budget for capital building improvements for the Town Hall, Library/Museum and the Administrative office building. Additionally, funds are identified to complete the consultant work for the Town Master (Comprehensive) Plan. These funds may also assist with capital improvements for the 28-acre property as needed or directed. It is anticipated to re-evaluate available funds by June/July to re-assess these needs.

RESERVE FUNDS

The Town is not subject to the TABOR amendment. Reserve funds were moved to balance the 2022 budget. In addition, the Town is at ease holding a six-month cash reserve for operating and capital expenditures.

WATER ENTERPRISE FUND

Water Enterprise Fund revenues, together with a projected carryover, allows the budgeted expenditures to be funded.

Water sales and late fees are budgeted with an increase in 2022, due to a base rate increase and projections from 2021 revenues, along with improved revenue collection. Other revenues, tap fees, and water meter fees are budgeted to remain at current levels. The Water Department filled the vacant water technician position in the last quarter of 2021 and also anticipates a search for another full-time hire in the near future as the Water Supervisor considers retirement.

Expenditures were held in check to balance the budget. The cost of salaries and benefits represents approximately 30% of the budgeted expenditures (less capital projects).

The Water Department has identified the need to drill an additional Arapahoe well in the near future for additional supply. Capital improvement funds have been budgeted to begin saving funds for this project.

At the end of fourth quarter 2021, the Town will apply water enterprise funds to the 2018 lease-purchase of vehicles, to pay down the principle portion of the vehicle assigned to the Water Department. This will decrease the principle amount due and shorten the duration impacting department operating budgets.

SPECIAL REVENUE FUNDS

The Conservation Trust Fund has a dedicated funding source, and the allocation of revenue is controlled by the funding source. The funds are earmarked for specific use for Parks to supplement funding needs. There are several ongoing grants including possible GOCO grant funds, which provide funds to upgrade and improve the public space around Palmer Lake.

CONCLUSION

This budget allocates funding for necessary municipal services for the Town to continue to be a community of choice for the residents and visitors alike. Given the continuing challenges of COVID-19 and the impact on future revenue projections, this budget represents the best balance between the Town's fiscal responsibility and service needs of the community. The Town's increasing needs and economic uncertainty in the coming year have made the budget process more challenging but provides an opportunity to identify priorities for resources to better position the Town in the future.

I would like to express sincere thanks to the department supervisors, the administrative staff, and the Deputy Town Clerk for their committed work efforts and contribution to the preparation of this document for the 2022 budget year.

Sincerely,



Dawn A. Collins, CMC
Town Administrator/Clerk

127654

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO
COUNTY OF El Paso

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 10/27/2021

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 10/27/2021, 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
20184014369-774695

NOTICE OF PROPOSED BUDGET FOR 2022
Notice is hereby given that the proposed budget for the ensuing year of 2022 has been submitted to the Town of Palmer Lake Board of Trustees and for public viewing. Such proposed budget will be considered, and a Public Hearing will be held at the Board of Trustees meeting at the Palmer Lake Elementary School Library, Upper Glenway, Palmer Lake, Colorado, on Thursday, November 18, 2021 at 5 PM. The meeting is in person though comments may be made at info@palmer-lake.org or a minimum of 24 hours prior to the meeting. Notice is further given that an amendment to the 2022 Town budget may be considered at this same meeting if necessary. Copies of the proposed 2022 budget will be available for inspection at the Town office, 42 Valley Crescent, Palmer Lake, Colorado, during regular business hours, and can be found online beginning early November at www.townofpalmerlake.com. Any interested officer of the Town of Palmer Lake may inspect the proposed budget and file or register any objection at any time prior to the final adoption of the budget.
/s/ Dawn A. Collins, Town of Palmer Lake
Published in the Tri-Lakes Tribune Oct. 27, 2021

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

RESOLUTION NO. 56-2021

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE 2022 BUDGET, AND APPROPRIATING SUMS OF MONEY TO THE FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN AND CERTIFYING THE GENERAL FUND AND VOLUNTEER FIRE DEPARTMENT MILL LEVIES FOR THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

WHEREAS, the Board of Trustees of the Town of Palmer Lake (“Board”) has appointed the Town Administrator/Clerk to prepare and submit a proposed Budget for the next fiscal year to the Board on December 9, 2021, as required by C.R.S. Section 29-1-105; and

WHEREAS, the Town is authorized by Section 29-1-109, C.R.S., to establish and amend its annual budget and to make transfers and supplemental appropriations of budgeted funds; and

WHEREAS, the Town Administrator/Clerk submitted the proposed 2022 Budget to the Board for its consideration; and

WHEREAS, the 2022 Budget remains in balance, as required by Colorado State Budget Law (Section 29-1-103, C.R.S.); and

WHEREAS, upon due and proper notice, published or posted in accordance with Sections 29-1-106, C.R.S., the proposed 2022 Budget was available for inspection by the public at the Town office, 42 Valley Crescent, Palmer Lake, CO 80133, and a public hearing was conducted on November 18, 2021 at the Board of Trustees meeting at Palmer Lake Elementary School Library, Palmer Lake, CO 80133; and

WHEREAS, interested electors of the Town were given the opportunity to file or register any objections to said proposed Budget; and

WHEREAS, the Budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, § 20 of the Colorado Constitution (“TABOR”).

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

Section 1. Adoption of Budget for 2021. That the Budget as submitted and attached hereto as **Exhibit A** and incorporated herein by this reference and, if amended, then as amended, is hereby approved and adopted by the Board as the true and accurate budget of the Town of Palmer Lake for fiscal year 2022.

Section 2. Appropriations. That the amounts set forth as expenditures as specifically allocated in the Budget attached hereto as **Exhibit A**, in the column labeled Proposed 2022 Budget are hereby appropriated.

Section 3. 2022 Levy of Property Taxes.

- A. Assessed Valuation. The El Paso County Assessor has certified the total valuation for assessment for the taxable year 2021 is \$45,594,770.
- B. Levy for Operating Expense. For the purposes of meeting general operating expenses of the Town during the 2022 Budget year, there is hereby levied a tax of 11.238 mills upon each dollar of the total valuation of assessment of all taxable property within the Town, to raise \$512,394 in revenue.
- C. Levy for Volunteer Fire Department Expense. In addition, for the purpose of funding the Palmer Lake Volunteer Fire Department (General Fund) during the 2022 Budget year, there is hereby levied a tax of 10.000 mills upon each dollar of total valuation for assessment of all taxable property within the Town, to raise \$455,948 in revenue.
- D. Total Mill Levy to be certified is 21.238 mills.
- E. The Town’s Administrator/Clerk is hereby authorized and directed to immediately have certified, to the Board of County Commissioners of El Paso County, the mill levies for the Town hereinabove determined and set.

Section 4. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and mill levies do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 5. Severability. If any part, section, subsection, sentence, clause, phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining parts, sections, subsections, sentences, clauses, phrases or fees and charges adopted by this Resolution. The Board of Trustees hereby declares that it would have passed this Resolution, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses, phrases, fees or charges could subsequently be declared invalid.

Section 6. Repealer. All ordinance, resolutions, orders, fee schedules, or parts thereof, in conflict with this Resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance, resolution, order or fee schedule nor revive any of the same.

Adopted this 9th day of December 2021.

TOWN OF PALMER LAKE, COLORADO

Bill Bass, Mayor

ATTEST:

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

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

Account Number	Description	2019	2020	2020	2021	2021	Submitted	Remarks
		Actual	Budget	Actual	Budget	Actual as of Oct 31	2022 Budget	
REVENUE								
10-10-2110-000	General Property Tax	\$ 389,789	\$ 431,070	\$ 430,291	\$ 431,070	\$ 432,081	\$ 512,394	Final AV for 2022
10-10-2112-000	Fire Mill Levy Property Tax	346,773	383,582	381,592	383,582	383,167	455,948	Final AV for 2022
10-10-2120-000	Specific Own Tax Auto / Use Tax Motor Vehicle	103,543	100,000	211,848	95,000	107,353	100,000	
10-10-2124-000	Use Tax Building Materials	142,364	100,000	48,412	50,000	31,377	40,000	
10-10-2126-000	Highway Users Tax Fund	127,440	125,000	90,010	89,605	89,744	90,000	
10-10-2128-000	Administration Fees	131	-	-	-	-	-	
10-10-2130-000	City Sales Tax/Use Tax	718,894	450,000	702,690	600,000	903,998	850,000	
10-10-2131-000	Tax - Other	17,077	10,000	20,513	-	7,848	-	
10-10-2136-000	Fees / Permits / Zoning / Subdivision Fees	53,337	50,000	79,327	40,000	62,287	60,000	
10-10-2138-000	Business Licenses Fees	6,955	5,000	6,480	7,000	6,845	5,200	
10-10-2139-000	Developer Fees	13,471	-	-	-	-	-	
10-10-2139-119	Engineering Retainer	5,000	-	-	-	-	-	
10-10-2142-000	Franchise Tax- IREA	26,721	28,000	39,106	39,000	42,595	39,000	
10-10-2144-000	Franchise Tax- Black Hills	33,917	35,000	33,294	35,000	25,491	35,000	
10-10-2146-000	Franchise Tax- Century Link	1,332	-	1,089	1,300	864	1,300	
10-10-2147-000	Franchise Tax- Comcast/Other	9	-	-	44,600	28,518	38,000	
10-10-2149-000	Franchise Tax- Other	44,678	21,000	37,487	9	-	-	
10-10-2150-000	Liquor/MMJ License Fees	6,749	5,000	6,850	6,500	6,576	6,200	
10-10-2152-000	Tobacco/Other Product Tax	1,157	1,000	1,531	18,200	6,531	12,000	
10-10-2154-000	Dog Licenses	250	-	-	-	-	-	
10-10-2156-000	Lodging Fees	30,694	22,000	24,135	30,000	16,630	30,000	Recovery Village & STRs
10-10-2160-000	Land / Building Rents	10,099	14,000	10,291	5,000	7,983	10,000	
10-10-2164-000	Court Fines	62,024	60,000	70,244	50,000	83,950	70,000	
10-10-2166-000	Town OJW Surcharge	-	100	26	900	-	450	State law changed - Driver license will not be held if fees not paid
10-10-2167-000	State OJW Surcharge	-	-	-	900	-	450	State law changed - Driver license will not be held if fees not paid
10-10-2168-000	Savings / Interest	-	1,000	910	2,000	466	2,000	
10-10-2170-000	Miscellaneous Income	5,714	5,000	1,694	1,000	540	100	
10-10-2172-000	Insurance Income	14,136	5,000	320,753	-	7,269	160,000	TH remaining insurance
10-10-2174-000	Land / Equipment Sales	-	-	2,642	-	-	-	
10-10-2184-000	Impact Fees / Drainage	164	-	4,500	5,000	10,261	7,200	
10-10-2186-000	FPPA matching funds (DOLA VFP)	-	-	-	8,000	-	8,100	
10-10-2188-000	El Paso Co Road & Bridge	5,594	5,000	6,287	5,500	6,320	6,000	
	CARES Act Funding	-	-	221,154	-	-	-	
10-10-2194-000	Library Revenue	2,465	2,500	2,701	12,000	2,304	12,000	Lease may also include a portion of utilities-TBD
10-10-2195-000	Police Surcharge	-	-	45,740	10,000	-	-	Included in court costs
10-10-2250-000	COVID Employer Tax Credit	-	-	-	-	872	-	
10-10-3621-000	Admin Revenue	-	-	-	-	503	-	
10-10-3641-000	Fire Revenue	2,040	2,000	29,624	-	-	-	
10-10-3651-000	Roads Revenue	15,326	1,000	-	-	-	-	
10-10-3680-000	Parks Revenue	-	-	4,362	-	2,270	7,000	Kiosk Revenues -CTF Budget will incur Kiosk expenses
10-10-3685-000	ATL Revenue	-	-	-	24,270	2,500	-	
10-19-2320-000	Interest - Loan to Water Fund	6,035	-	10,000	10,000	5,000	10,000	
	Interest	-	-	6,181	-	1,503	-	
10-19-2322-000	Fund Reserve-ColoTrust	11,504	3,000	-	728,539	-	400,000	Contingency - *Town Hall upgrades: \$200K, MP Consultant: \$120K, Elephant Rock Property \$50K, Possible grant matches \$30K
	Total Revenue	\$ 2,205,383	\$ 1,865,252	\$ 2,851,764	\$ 2,733,975	\$ 2,283,647	\$ 2,968,342	

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
EXPENDITURES								
Total Legislative		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
General and Administrative								
Salaries and Benefits								
10-21-3111-000	Salaries / Wages Regular	\$ 120,039	\$ 85,896	\$ 82,760	\$ 103,330	\$ 93,328	\$ 77,513	3% increase
10-21-3112-000	Salaries / Wages Temp / Part Time	-	-	32,566	35,000	45,684	70,501	
10-21-3113-000	Restricted Wages	-	-	-	-	-	-	
10-21-3115-000	Overtime	315	-	1,433	1,000	162	518	
10-21-3119-000	FICA Employer	8,085	5,946	7,620	6,425	10,730	9,209	
10-21-3120-000	Medicare Employer	1,846	1,390	1,933	1,500	-	2,154	
10-21-3121-000	SUTA Employer	-	-	-	-	-	-	
10-21-3122-000	FUTA Employer	163	-	133	-	-	176	
10-21-3124-000	Sick Leave	-	-	-	4,100	1,147	2,350	
10-21-3125-000	Employee Retirement/Benefits	31,855	13,650	16,539	7,200	13,134	11,267	3.75% retire-FT match & annual admin
10-21-3127-000	Life Insurance Premiums	293	114	112	6,720	381	148	
10-21-3131-000	Workers Compensation	8,214	3,701	5,721	6,000	6,820	5,533	Calculated on # employees & claims
Total Salaries and Benefits		\$ 170,810	\$ 110,697	\$ 148,817	\$ 171,275	\$ 171,385	\$ 179,369	
Professional Services								
10-21-3161-000	Professional Services- Legal	\$ 56,047	\$ 70,000	\$ 31,045	\$ 50,000	\$ 32,361	\$ 47,000	All Professional services moved from all depts
10-21-3162-000	Professional Services- Acctg/Audit	23,520	25,000	18,721	25,000	24,818	49,600	
10-21-3163-000	Professional Services- Other	30,825	-	1,695	28,000	47,220	159,185	Municode/Web host, MP consult, Cyber, etc.
10-21-3164-000	Professional Services- IT	17,019	22,000	12,521	30,000	14,019	60,000	Expanded service & equipment
Total Professional Services		\$ 127,411	\$ 117,000	\$ 63,982	\$ 133,000	\$ 118,418	\$ 315,785	
General Administration								
10-21-3141-000	Employee Clothing	\$ 300	\$ 600	\$ -	\$ 800	\$ -	\$ 800	
10-21-3145-000	Employee/BOT Training	2,047	2,000	419	4,000	836	4,000	
10-21-3149-000	Employee/BOT Travel	2,258	2,000	1,100	2,000	-	2,000	
10-21-3151-000	Employee/BOT Per Diem	389	775	168	2,000	788	2,000	
10-21-3153-000	Memberships / Registrations	6,154	5,000	4,202	6,000	7,736	9,100	
10-21-3169-000	Bank Fees and Services	78	150	440	600	76	600	
10-21-3170-000	State OJW Surcharge	-	-	-	900	-	450	State law changed - Driver license will not be held if fees not paid
10-21-3211-000	General Services	14,324	7,200	30,679	20,000	18,652	37,451	
10-21-3223-000	General Supplies	18,198	20,000	15,392	20,000	7,070	20,000	
10-21-3225-000	Building Maintenance	9,001	10,500	4,544	10,000	881	5,000	
10-21-3245-000	Utilities	18,405	18,900	15,674	18,900	11,529	31,500	All Depts
10-21-3253-000	Postage	1,682	2,250	1,198	2,000	1,172	2,000	
10-21-3271-000	Vehicle Repair / Maintenance	-	-	310	-	-	-	
10-21-3275-000	Fuel	-	-	366	500	246	500	
10-21-3281-000	Insurance	12,362	14,800	39,570	20,000	30,600	70,400	
10-21-3289-000	Developer Expense	21,954	-	9,080	-	-	-	
10-21-3291-000	Capital Improvement Bldg	-	5,000	44,692	10,000	-	17,344	HVAC maint & possible replacement all town bldgs.
10-21-3292-000	Capital Improvement Bldg-Other	-	-	-	500,000	224,968	347,898	Town Hall, library, ERP, \$15K for possible grant matches
10-21-3293-000	Capital Equipment	-	2,000	444	1,000	-	2,500	
10-21-3313-000	Equipment Maintenance	338	676	-	1,000	-	1,000	
10-21-3321-000	Election Expense	-	13,000	2,325	-	-	15,000	
10-21-3333-000	Legal Notices / Recordings	1,223	2,000	2,230	5,000	3,889	5,000	
10-21-3338-000	Communication	3,008	2,500	2,883	3,500	3,550	16,000	Phones moved from all depts.
10-21-3365-000	Advertising	433	350	175	500	1,780	2,000	
10-21-3391-000	Misc. Expenses	4,322	2,200	1,781	-	6,782	-	
10-21-3392-000	County Treasurer Fees	7,386	14,000	8,129	10,000	8,168	10,000	
	COVID Expenses	-	-	154,861	-	-	-	
	Living Word-aka-ERP	-	-	14,120	-	-	-	
10-21-3513-000	Economic Development	-	-	-	2,200	1,020	3,187	Welcome packets, Website ED module/page upgrades
10-21-1015-000	Fund Reserve Account	-	25,000	-	-	-	-	
Total General Administration		\$ 123,863	\$ 150,901	\$ 354,784	\$ 640,900	\$ 329,744	\$ 605,730	
Total General Administrative Expenditures		\$ 422,085	\$ 378,598	\$ 567,581	\$ 945,175	\$ 619,547	\$ 1,100,885	

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
Operations								
Police Department Expenditures								
Salaries and Benefits- Police Department								
10-31-3111-000	Salaries / Wages Regular	\$ 106,391	\$ 100,032	\$ 135,482	\$ 157,564	\$ 128,661	\$ 247,260	3% increase
10-31-3112-000	Salaries / Wages Temp/Part-time	174,039	175,682	187,702	261,375	216,330	216,597	
10-31-3113-000	Restricted Wages	-	-	-	-	-	-	
10-31-3114-000	Restricted Benefits	-	-	-	-	-	-	
10-31-3115-000	Overtime	541	1,062	419	1,000	2,271	1,623	
10-31-3119-000	FICA Employer	10,606	10,898	14,663	17,965	20,319	14,732	
10-31-3120-000	Medicare Employer	4,284	4,144	7,275	4,202	-	6,749	
10-31-3121-000	SUTA Employer	-	-	-	-	-	-	
10-31-3122-000	FUTA Employer	420	-	127	-	-	470	
10-31-3123-000	FPPA	12,490	35,000	26,060	10,335	10,127	20,507	9%-Town pays in 2022
10-31-3124-000	Sick Leave	-	-	-	7,650	190	7,274	
10-31-3125-000	Employee Retirement/Benefits	17,155	26,000	27,354	9,450	6,323	38,466	3.75% retire-FT match & annual admin
10-31-3127-000	Life Insurance Premiums	189	228	189	20	202	518	
10-31-3131-000	Workers Compensation	8,214	570	17,279	18,000	22,816	27,371	Calculated on # employees & claims
10-31-3133-000	FPPA Death + Disability	1,006	2,000	1,051	3,620	3,179	7,292	3.2% of FT-FPPA
	Total Salaries and Benefits- Police Department	\$ 335,336	\$ 355,616	\$ 417,601	\$ 491,181	\$ 410,417	\$ 588,861	
Professional Services- Police Department								
10-31-3161-000	Professional Services- Legal	\$ 389	\$ 600	\$ 1,575	\$ 1,000	\$ 2,000	\$ -	Professional Svcs moved to Admin
10-31-3162-000	Professional Services- Acctg/Audit	9,320	8,200	13,240	8,200	6,387	-	
10-31-3163-000	Professional Services- Other	-	-	-	-	-	-	
10-31-3164-000	Professional Services- IT	13,521	20,000	12,175	8,000	6,996	-	
	Total Professional Services- Police Department	\$ 23,230	\$ 28,800	\$ 26,990	\$ 17,200	\$ 15,383	\$ -	
General Administration- Police Department								
10-31-3141-000	Employee Clothing / Uniform	\$ 6,012	\$ 3,500	\$ 2,734	\$ 7,000	\$ 3,576	\$ 2,000	
10-31-3145-000	Employee Training	1,087	6,000	3,569	2,000	2,051	3,300	
10-31-3149-000	Employee Travel	741	750	-	750	412	1,600	
10-31-3151-000	Employee Per Diem	180	-	-	200	-	1,800	
10-31-3153-000	Memberships / Registrations	-	-	1,027	500	180	4,440	
10-31-3160-000	Special Investigation	29	100	-	-	-	-	
10-31-3211-000	General Services	1,164	1,500	1,967	1,500	8,179	1,500	
10-31-3223-000	General Supplies	4,929	6,300	6,526	4,000	2,490	910	
10-31-3225-000	Building Maintenance	4,523	5,000	3,499	5,000	4,565	5,000	
10-31-3226-000	Repair / Maintenance Supplies	-	1,000	26	1,000	-	1,000	
10-31-3245-000	Utilities	5,444	5,000	6,337	5,500	4,382	-	Utilities moved to Admin
10-31-3253-000	Postage	106	-	56	120	-	120	
10-31-3269-000	Vehicle License / Fees	-	-	14	-	-	-	
10-31-3276-000	Vehicle Loan- Principal	16,418	4,500	3,710	16,418	6,216	6,200	
10-31-3277-000	Vehicle Loan- Interest	2,598	2,100	2,824	2,598	1,821	1,900	
10-31-3271-000	Vehicle Repair / Maint	12,117	15,500	22,462	11,000	5,417	8,000	
10-31-3275-000	Fuel	10,348	11,200	8,086	11,000	11,545	14,500	
10-31-3281-000	Insurance	10,362	15,800	15,789	14,000	11,884	-	Insurance moved to Admin
10-31-3291-000	Capital Improvement Bldg	-	-	-	-	-	-	
10-31-3293-000	Capital Equipment	7,854	32,700	50,987	5,000	8,842	2,000	
10-31-3313-000	Equipment Maintenance	354	500	40	500	23	500	
10-31-3333-000	Publication / Legal Notices	-	-	-	-	-	-	
10-31-3337-000	State Police Surcharge	1,766	-	-	-	-	-	
10-31-3338-000	Communication/Radios/PPCRN	7,559	4,000	34,492	7,600	5,415	5,200	Communications moved to Admin/Radios stayed
10-31-3365-000	Advertising	-	-	-	-	-	-	
10-31-3391-000	Misc. Expenses	-	-	108	-	-	-	
	COVID Expenses	-	-	45,519	-	-	-	
	Living Word	-	-	849	-	-	-	
10-31-3393-000	Subject Testing	266	500	432	500	680	500	
	Total General Administration- Police Department	\$ 93,857	\$ 115,950	\$ 211,054	\$ 96,186	\$ 77,678	\$ 60,470	
	Total Police Department Expenditures	\$ 452,422	\$ 500,366	\$ 655,645	\$ 604,567	\$ 503,479	\$ 649,331	
Fire Department Expenditures								
Salaries and Benefits- Fire Department								
10-41-3111-000	Salaries / Wages Regular	\$ 106,533	\$ 249,674	\$ 193,828	\$ 278,600	\$ 220,603	\$ 268,047	3% increase
10-41-3112-000	Salaries / Wages Temp/Part-time	60,698	29,994	109,089	61,000	55,941	60,408	FT wages based on 2920 hrs p/yr
10-41-3113-000	Restricted Wages	-	-	11,255	-	-	-	
10-41-3115-000	Overtime	-	-	-	18,000	17,086	23,645	600 hr x \$30 - 3 FT @200 hr
10-41-3119-000	FICA Employer	6,734	7,022	15,804	5,540	9,923	4,948	
10-41-3120-000	Medicare Employer	2,602	4,187	5,376	1,300	-	5,105	
10-41-3121-000	SUTA Employer	-	-	-	-	-	-	
10-41-3122-000	FUTA Employer	354	-	407	-	-	512	
10-41-3123-000	FPPA	9,735	40,000	38,234	40,000	28,175	24,506	9%-Town pays in 2022
10-41-3124-000	Sick Leave	-	-	-	3,700	-	2,014	
10-41-3125-000	Employee Retirement/Benefits	14,517	68,650	20,267	16,000	18,538	40,133	3.75% retire-FT match & annual admin
10-41-3127-000	Insurance Premiums	312	570	312	734	617	518	
10-41-3131-000	Workers Compensation	8,214	10,041	14,296	15,000	18,961	26,023	Calculated on # employees & claims
10-41-3133-000	FPPA Death + Disability	496	1,000	17,755	6,500	6,388	8,713	3.2% of FT-FPPA
	Total Salaries and Benefits- Fire Department	\$ 210,196	\$ 411,138	\$ 426,623	\$ 446,374	\$ 376,232	\$ 464,572	

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
<u>Professional Services- Fire Department</u>								
10-41-3161-000	Professional Services- Legal	\$ 357	\$ 3,000	\$ 87	\$ 1,000	\$ 1,000	\$ -	Professional Svcs moved to Admin
10-41-3162-000	Professional Services- Acctg/Audit	11,003	8,200	13,240	8,200	8,094	-	
10-41-3163-000	Professional Services- Other	16,257	20,000	-	-	-	-	
10-41-3164-000	Professional Services- IT	8,707	12,000	7,429	8,000	10,181	-	
	Total Professional Services- Fire Department	\$ 36,325	\$ 43,200	\$ 20,756	\$ 17,200	\$ 19,275	\$ -	
			16,200					
<u>General Administration- Fire Department</u>								
10-41-3141-000	Employee Clothing / Uniform	\$ 1,332	\$ 5,000	\$ 3,556	\$ 6,000	\$ 4,516	6,000	1-pair bunk gear
10-41-3145-000	Employee Training	3,340	6,000	1,541	3,500	916	4,850	Education/certifications
10-41-3151-000	Employee Per Diem	-	-	-	-	1,278	-	
10-41-3153-000	Memberships / Registrations	146	1,000	780	1,000	769	1,000	
10-41-3160-000	Deployments	-	10,000	-	-	-	-	
10-41-3211-000	General Services	12,770	10,000	9,265	15,000	6,906	12,800	
10-41-3223-000	General Supplies	14,171	10,000	6,288	8,000	3,366	8,000	
10-41-3225-000	Building Maintenance	22,045	2,000	11,961	5,000	3,313	5,000	
10-41-3226-000	Repair / Maintenance Supplies	-	1,000	6	1,000	1,614	2,000	
10-41-3245-000	Utilities	6,506	6,000	7,114	6,800	2,623	-	Utilities moved to Admin
10-41-3253-000	Postage	139	-	-	250	-	100	
10-41-3269-000	Vehicle License / Fees	-	1,000	-	-	-	-	
10-41-3271-000	Vehicle Repair / Maint	23,929	15,000	11,641	15,000	14,178	14,500	
10-41-3275-000	Fuel	4,417	4,000	5,807	5,000	5,003	7,000	
10-41-3281-000	Insurance	10,362	15,800	13,288	16,500	18,290	-	Insurance moved to Admin
10-41-3291-000	Capital Improvement Bldg	-	-	-	-	-	-	
10-41-3293-000	Capital Equipment	-	-	-	-	43,220	-	Fire Eng purchase offset by Fire Fund reserves
10-41-3313-000	Equipment Maintenance	1,234	1,000	473	1,000	301	1,000	
10-41-3333-000	Publication / Legal Notices	-	-	-	-	-	-	
10-41-3338-000	Communication/Radios/PPCRN	6,177	5,000	19,426	6,100	5,733	7,800	\$3,500 moved to Admin/Radios stayed
10-41-3351-000	Medical Equip / Supplies	920	3,000	2,896	3,000	3,685	3,000	
10-41-3365-000	Advertising	-	-	75	-	-	-	
10-41-3391-000	Misc. Expenses	-	500	-	-	1	-	
10-41-3393-000	Subject Testing	-	-	-	-	-	-	
10-41-3395-000	Emergency Management	-	-	-	-	-	-	
	COVID Expenses	-	-	6,457	-	-	-	
	Total General Administration- Fire Department	\$ 107,488	\$ 96,300	\$ 100,575	\$ 93,150	\$ 115,711	\$ 73,050	
	Total Fire Department Expenditures	\$ 354,009	\$ 550,638	\$ 547,954	\$ 556,724	\$ 511,218	\$ 537,622	
<u>Public Works Department - Roads Expenditures</u>								
<u>Salaries and Benefits- Roads Department</u>								
10-51-3111-000	Salaries / Wages Regular	\$ 96,394	\$ 98,072	\$ 119,136	\$ 142,000	\$ 114,740	\$ 136,846	3% increase
10-51-3112-000	Salaries / Wages Temp/Part-time	-	-	-	-	-	-	
10-51-3113-000	Restricted Wages	-	-	-	-	-	-	
10-51-3115-000	Overtime	2,098	2,000	310	1,000	1,294	479	
10-51-3119-000	FICA Employer	6,601	6,080	7,671	8,804	8,845	8,514	
10-51-3120-000	Medicare Employer	1,544	1,422	2,450	2,060	-	1,991	
10-51-3121-000	SUTA Employer	-	-	-	-	-	-	
10-51-3122-000	FUTA Employer	84	-	8	-	-	92	
10-51-3124-000	Sick Leave	-	-	-	-	-	-	
10-51-3125-000	Employee Retirement/Benefits	20,490	27,000	21,252	9,100	11,930	20,442	3.75% retire-FT match & annual admin
10-51-3127-000	Life Insurance Premiums	180	228	189	880	246	271	
10-51-3131-000	Workers Compensation	8,214	3,170	12,670	13,000	15,728	18,366	Calculated on # employees & claims
	Total Salaries and Benefits- Roads Department	\$ 135,605	\$ 137,972	\$ 163,687	\$ 176,844	\$ 152,784	\$ 187,002	
<u>Professional Services- Roads Department</u>								
10-51-3161-000	Professional Services- Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10-51-3162-000	Professional Services- Acctg/Audit	9,320	8,200	13,240	8,200	-	-	Professional Svcs moved to Admin
10-51-3163-000	Professional Services- Other	3,352	10,000	2,750	8,000	17,217	-	Professional Svcs moved to Admin
10-51-3163-001	Professional Services- MS4	-	-	-	10,000	17,641	10,000	
10-51-3163-002	Professional Services- Engineering	-	-	-	20,000	-	10,000	
10-51-3164-000	Professional Services- IT	8,856	10,000	6,210	4,000	5,433	-	Professional Svcs moved to Admin
	Total Professional Services- Roads Department	\$ 21,528	\$ 28,200	\$ 22,200	\$ 50,200	\$ 40,291	\$ 20,000	

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
General Administration- Roads Department								
10-51-3141-000	Employee Clothing / Uniform	\$ 199	\$ 500	\$ 180	\$ 500	\$ 173	500	
10-51-3145-000	Employee Training	-	250	-	250	-	250	
10-51-3149-000	Employee Travel	-	250	-	250	-	250	
10-51-3153-000	Memberships / Registrations	-	-	1,066	1,066	779	750	
10-51-3211-000	General Services	13,861	12,000	22,987	20,000	7,284	20,000	
10-51-3223-000	General Supplies	3,904	5,000	3,612	4,000	4,160	4,000	
10-51-3225-000	Building Maintenance	1,676	3,750	2,942	2,000	815	1,000	
10-51-3226-000	Shop Maintenance	-	-	-	-	-	-	
10-51-3227-000	Road / Street Material	28,737	30,000	25,126	25,000	18,622	25,000	
10-51-3229-000	Sign Parts / Supplies	729	1,000	657	1,000	492	2,000	
10-51-3243-000	Street Lights	13,566	16,000	13,862	16,000	9,205	13,000	
10-51-3245-000	Utilities	5,054	11,000	5,022	8,000	2,918	-	Utilities moved to Admin
10-51-3253-000	Postage	468	-	-	-	-	-	
10-51-3269-000	Vehicle License / Fees	34	100	-	-	-	-	
10-51-3276-000	Vehicle Loan- Principal	14,855	4,360	3,710	4,360	5,763	6,000	
10-51-3277-000	Vehicle Loan- Interest	2,350	2,174	2,824	2,174	1,686	1,600	
10-51-3271-000	Vehicle Repair / Maint	7,339	6,000	3,824	6,000	2,138	4,000	
10-51-3273-000	Heavy Equipment Repair	10,492	11,750	30,869	10,000	1,723	20,000	
10-51-3275-000	Fuel	10,692	15,000	4,248	15,000	9,189	15,000	
10-51-3281-000	Insurance	9,862	14,800	13,014	9,800	8,896	-	Insurance moved to Admin
10-51-3293-000	Capital Equipment	93,847	20,000	19,999	31,700	31,529	10,000	
10-51-3313-000	Equipment Maintenance	-	-	512	-	-	-	
10-51-3338-000	Communication	1,202	1,000	1,041	5,379	953	-	Communications moved to Admin
10-51-3365-000	Advertising	-	-	-	-	-	-	
10-51-3391-000	Misc. Expenses	-	-	-	-	-	-	
	COVID Expenses	-	-	580	-	-	-	
	Living Word	-	-	700	-	-	-	
	Grants Expenses - Douglas	-	-	18,428	-	-	-	
10-51-3230-000	Dust Control	14,266	10,000	14,856	15,000	10,963	15,500	
10-51-3231-000	Culverts	3,317	5,000	-	3,500	-	4,221	
10-51-3285-000	Capital Improvement- Colo Trust	-	-	-	-	-	-	
10-51-3294-000	Capital Improvement Buildings	-	-	-	-	-	-	
10-51-3295-000	Capital Improvement Roads	175,637	175,000	23,250	175,000	224,038	215,000	30K match-school project, \$17K High Street, \$15K for possible grant matches
10-51-3296-000	Capital Improvement-Drainage	51,169	-	32,701	3,000	-	30,000	
10-51-3296-003	Capital Improvement Drainage-MS4	-	-	-	2,000	-	-	
	Total General Administration- Roads Department	\$ 463,257	\$ 344,934	\$ 246,009	\$ 360,979	\$ 341,325	\$ 388,071	
	Total Public Works Department Roads Expenditures	\$ 620,390	\$ 511,106	\$ 431,896	\$ 588,023	\$ 534,400	\$ 595,073	
Public Works Department - Parks Expenditures								
Salaries and Benefits- Parks Department								
10-80-3111-000	Salaries / Wages Regular	\$ 13,812	\$ -	\$ 134	\$ -	\$ -	\$ 37,440	
10-80-3112-000	Salaries / Wages Temp/Part-time	-	20,856	8,216	24,000	7,887	10,875	
10-80-3119-000	FICA Employer	853	1,266	484	1,488	800	2,996	
10-80-3120-000	Medicare Employer	199	296	163	348	-	701	
10-80-3121-000	SUTA Employer	-	-	-	-	-	-	
10-80-3122-000	FUTA Employer	47	-	20	-	-	84	
10-80-3124-000	Sick Leave	-	-	-	900	-	363	
10-80-3125-000	Employee Retirement/Benefits	-	-	-	900	-	8,355	3.75% retire-FT match & annual admin
10-80-3127-000	Life Insurance Premiums	-	-	-	-	-	123	
10-80-3131-000	Workers Compensation	-	-	869	900	1,095	1,295	Calculated on # employees & claims
	Total Salaries and Benefits- Parks Department	\$ 14,911	\$ 22,418	\$ 9,886	\$ 28,536	\$ 9,782	\$ 62,231	
Professional Services- Parks Department								
10-80-3163-000	Professional Services- Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Professional Services- Parks Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOWN OF PALMER LAKE

GENERAL FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
	<u>General Administration- Parks Department</u>							
10-80-3141-000	Employee Clothing / Uniform	\$ 115	\$ -	\$ -	\$ 200	\$ -	\$ 200	
10-80-3145-000	Employee Training	-	-	-	250	-	250	
10-80-3153-000	Memberships / Registrations	-	-	-	100	-	100	
10-80-3211-000	General Services	202	8,964	7,986	3,000	11,978	12,000	Kiosk expenses in CTF
10-80-3223-000	General Supplies	3,772	6,770	4,565	3,500	1,924	3,700	
10-80-3226-000	Repair / Maint Supplies	224	250	95	250	-	250	
10-80-3245-000	Utilities	651	500	1478	1,200	-	-	Utilities moved to Admin
10-80-3253-000	Postage	-	-	-	-	-	-	
10-80-3269-000	Vehicle License / Fees	-	-	-	-	-	-	
10-80-3271-000	Vehicle Repair / Maint	-	250	28	300	-	300	
10-80-3275-000	Fuel	807	1,500	-	800	-	800	
10-80-3281-000	Insurance	2,500	8,500	-	-	-	-	
10-80-3293-000	Capital Equipment	-	8,200	8,912	-	-	-	
10-80-3313-000	Equipment Maintenance	323	1,400	1,336	1,000	462	5,600	
10-80-3338-000	Communication	-	150	-	150	-	-	Communications moved to Admin
10-80-3365-000	Advertising	-	-	-	-	-	-	
10-80-3370-000	Parks Committee	1,499	1,000	-	-	-	-	
	COVID Expenses	-	-	8,641	-	-	-	
	Living Word	-	-	51,176	-	-	-	
10-80-3391-000	Misc. Expenses-Volunteers	-	-	-	200	341	-	
	Total General Administration- Parks Department	\$ 10,093	\$ 37,484	\$ 84,218	\$ 10,950	\$ 14,706	\$ 23,200	
	Total Public Works Department - Parks Expenditures	\$ 25,005	\$ 59,902	\$ 94,104	\$ 39,486	\$ 24,488	\$ 85,431	
	Total Operations	\$ 1,451,826	\$ 1,622,012	\$ 1,729,599	\$ 1,788,800	\$ 1,573,583	\$ 1,867,456	
	Total General Administrative and Operations	\$ 1,873,910	\$ 2,000,610	\$ 2,297,180	\$ 2,733,975	\$ 2,193,130	\$ 2,968,341	
	EXCESS OF REVENUE OVER (UNDER)							
	EXPENDITURES AND OTHER FINANCING USES	\$ 331,473	\$ (135,358)	\$ 554,584	\$ -	\$ 90,517	\$ 0	

TOWN OF PALMER LAKE

WATER FUND

2022 Budget

		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
Account Number	REVENUE							
20-19-2314-000	Water Tap Fees	\$ 127,400	\$ 400,000	\$ 120,000	\$ 200,000	\$ 188,250	\$ 200,000	
20-19-2320-000	Water Revenue	818,530	650,000	1,060,766	990,000	810,905	985,000	
20-19-2322-000	Water Revenue Interest	4,521	6,000	1,520	4,600	83	1,500	
20-19-2323-000	Water Reserve	-	-	-	-	-	-	
20-19-2324-000	Water Reserve Interest	4,059	-	1,285	4,200	74	1,500	
20-19-2325-000	Water Reserve Colo Trust	-	-	-	345,147	-	343,072	Contingency for capital projects
20-19-2326-000	Water Meter Sales / Parts	-	-	-	6,500	2,163	6,500	
20-19-2328-000	Surcharge	-	-	-	-	-	-	
20-19-2330-000	Service Fees	18,522	16,000	19,552	18,500	8,426	14,457	
20-19-2335-000	Water Improvement Fee	41,688	42,450	52,386	42,250	43,242	57,500	
20-19-2340-000	Water Loan Revenue	190,232	181,665	225,427	190,200	160,091	213,500	
20-19-2360-000	Water Dept. Misc. Revenue / TANK	50,000	-	1,390	-	7,942	-	
	Total Revenue	\$ 1,254,953	\$ 1,296,115	\$ 1,482,326	\$ 1,801,397	\$ 1,221,178	\$ 1,823,029	
	EXPENSES							
	General Administrative							
	Salaries and Benefits							
20-81-3111-000	Salaries / Wages Regular	\$ 248,882	\$ 254,477	\$ 228,927	\$ 328,500	\$ 180,940	\$ 296,627	3% increase
20-81-3112-000	Salaries / Wages Temp/Part-time	-	-	317	-	-	43,988	
20-81-3115-000	Overtime	344	1,177	927	-	500	20,303	On-Call pay
20-81-3116-000	Vacation Payout	1,111	8,000	-	-	-	-	
20-81-3119-000	FICA Employer	16,510	15,778	15,361	20,370	13,891	22,377	
20-81-3120-000	Medicare Employer	3,861	3,690	4,917	4,765	-	5,233	
20-81-3121-000	SUTA Employer	-	-	-	-	-	-	
20-81-3122-000	FUTA Employer	131	-	8	-	-	218	
20-81-3124-000	Sick Leave	-	-	-	-	430	1,466	
20-81-3125-000	Employee Retirement/Benefits	20,295	53,650	35,202	18,430	1,815	41,079	3.75% retire-FT match & annual admin
20-81-3127-000	Life Insurance Premiums	255	456	284	100	189	518	
20-81-3131-000	Workers Compensation	8,214	6,871	13,371	15,000	17,964	22,988	Calculated on # employees & claims
	Total Salaries and Benefits	\$ 299,603	\$ 344,099	\$ 299,314	\$ 387,165	\$ 215,727	\$ 454,797	
	Professional Services							
20-81-3161-000	Professional Services- Legal	\$ 16,790	\$ 15,000	\$ 2,171	\$ 20,000	\$ 18,511	\$ 20,000	
20-81-3162-000	Professional Services- Acetg/Audit	9,320	8,200	13,240	9,500	7,730	9,500	
20-81-3163-000	Professional Services- Other/Engineering, etc	-	-	3,546	40,000	32,877	40,000	
20-81-3164-000	Professional Services- IT/Water billing	55,047	83,000	61,491	30,000	60,905	58,000	Includes AmCoBi water billing
	Total Professional Services	\$ 81,158	\$ 106,200	\$ 80,448	\$ 99,500	\$ 120,023	\$ 127,500	
	General Administrative							
20-81-3141-000	Employee Clothing	\$ 446	\$ 650	\$ 434	\$ 500	\$ 118	\$ 500	
20-81-3145-000	Employee Training	1,327	900	-	3,000	661	5,000	
20-81-3149-000	Employee Travel	175	-	-	200	-	2,000	
20-81-3153-000	Memberships / Registrations	8,255	12,900	8,344	8,300	9,156	10,000	
20-81-3167-000	Payment Processing	-	5,340	414	10,037	370	-	Included in AmCoBi water billing
20-81-3169-000	Bank Fees and Services	455	150	117	460	18	400	
20-81-3211-000	General Services	10,280	17,125	26,405	11,000	13,330	27,000	
20-81-3245-000	Utilities	105,528	82,320	120,895	115,000	96,797	120,750	
20-81-3253-000	Postage	4,754	3,900	8,686	7,000	606	-	Included in AmCoBi water billing
20-81-3281-000	Insurance	9,862	14,800	14,322	10,000	8,738	12,000	
20-81-3333-000	Publication / Legal Notices	-	-	435	500	-	500	
20-81-3338-000	Communication	5,749	170	1,849	5,500	1,472	4,500	
	Grant Expenses - DOUG	-	-	171	-	-	-	
	COVID Expenses	-	-	8,830	-	-	-	
	Living Word	-	-	64,897	-	-	-	
20-81-3391-000	Misc. Expenses	2,451	500	1,422	800	7,888	800	
20-81-3395-000	Emergency Management (Electric Siren)	-	-	-	-	-	-	
	Total Administration	\$ 149,281	\$ 138,755	\$ 257,221	\$ 172,297	\$ 139,154	\$ 183,450	
	Total General Administrative	\$ 530,042	\$ 589,054	\$ 636,983	\$ 658,962	\$ 474,904	\$ 765,747	

TOWN OF PALMER LAKE

WATER FUND

2022 Budget

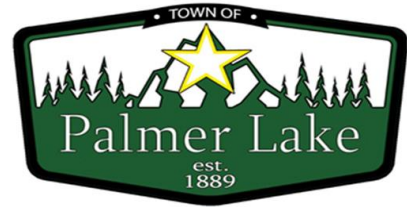
		2019	2020	2020	2021	2021	Submitted	
		Actual	Budget	Actual	Budget	Actual	2022	Remarks
						as of Oct 31	Budget	
Operations								
20-81-3276-000	Vehicle Loan- Principal	\$ 7,818	\$ 4,472	\$ 3,710	\$ 7,820	\$ 3,186	\$ 2,976	
20-81-3277-000	Vehicle Loan- Interest	1,237	2,062	2,824	1,240	930	945	
20-82-3223-000	General Supplies - Treatment	45,961	23,000	68,903	25,000	38,097	45,000	Increasing costs 15%
20-82-3224-000	General Supplies - Distribution	-	-	-	15,000	20,607	37,000	Increasing costs 15%
20-82-3225-000	Building Maintenance	440	2,500	3,470	1,000	1,114	2,000	
20-82-3226-000	Repairs/ Maintenance Supplies - Treatment	17,320	200	26,445	40,000	3,256	65,000	Increasing costs to maint. Systems
20-82-3227-000	Repairs/ Maintenance Supplies - Distribution	-	-	-	12,500	2,059	135,000	Increasing costs to maint. Systems
20-82-3233-000	Water Meters / Replacements	14,166	7,000	-	5,000	3,919	5,000	
20-82-3234-000	Water Meters / Supplies & Repairs	-	-	-	5,000	2,708	5,000	
20-82-3269-000	Vehicle License / Fees	8	25	-	-	-	-	
20-82-3271-000	Vehicle Repair / Maint	6,229	9,200	4,755	6,000	375	6,000	
20-82-3275-000	Fuel	5,748	5,500	5,212	6,000	4,506	10,000	
20-82-3291-000	Capital Improvement Bldgs.	-	-	-	-	-	-	
20-82-3292-000	Capital Improvement- Water	-	-	105,536	700,000	636,018	323,254	Possible new well?
20-82-3293-000	Capital Equipment	333,678	-	1,221	-	-	63,000	
20-82-3293-001	Capital Equipment/IT	12,998	-	-	-	-	26,400	Water Control Network upgrade
20-82-3294-000	Water Line Repair	7,564	108,000	7,267	100,000	45,477	79,030	
20-82-3313-000	Equipment Maintenance	20,419	17,000	47,576	23,000	34,612	23,000	
20-82-3338-000	Communications	1,460	1,550	-	1,550	3,285	4,500	
20-82-3411-000	Reservoirs / Dam Maintenance	9,781	206,000	128,740	10,000	-	13,000	
20-82-3431-000	Water Quality Tests	25,161	26,000	19,958	26,000	14,285	27,949	
20-82-3900-000	Depreciation Expense	-	-	-	-	-	-	
20-81-3600-000	Fund Reserve Account	-	18,000	-	-	-	-	
	Total Operations	\$ 509,989	\$ 430,509	\$ 425,617	\$ 985,110	\$ 814,433	\$ 874,054	
	Total Administrative and Operations	\$ 1,040,031	\$ 1,019,563	\$ 1,062,600	\$ 1,644,072	\$ 1,289,338	\$ 1,639,800	
Debt Service								
20-81-3400-000	CWRPDA 2009 Principal	\$ 83,916	\$ 84,000	85,177	\$ 83,916	\$ 87,323	\$ 89,078	
20-81-3401-000	CWRPDA 2009 Interest	20,775	22,000	19,794	20,775	17,648	15,983	
20-81-3405-000	CWRPDA 2018 Principal	26,872	39,700	46,706	26,872	47,883	48,845	
20-81-3406-000	CWRPDA 2018 Interest	15,762	26,900	21,463	15,762	20,286	19,323	
20-81-3426-000	General Fund Loan - Interest	6,035	-	10,000	10,000	5,000	10,000	
	Total Debt Service	\$ 153,360	\$ 172,600	\$ 183,140	\$ 157,325	\$ 178,139	\$ 183,229	
	Total Expenditures	\$ 1,193,391	\$ 1,192,163	\$ 1,245,740	\$ 1,801,397	\$ 1,467,477	\$ 1,823,029	
	EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 61,562	\$ 103,952	\$ 236,586	\$ -	\$ (246,300)	\$ (0)	
OTHER FINANCING SOURCES								
	Loan from General Fund	\$ 500,000	\$ -	-	\$ -	\$ -	\$ -	
	Total Other Financing Sources	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	
	EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ 561,562	\$ 103,952	\$ 236,586	\$ -	\$ (246,300)	\$ (0)	

TOWN OF PALMER LAKE
Conservation Trust Fund
2022 Budget

		2019	2020	2020	2021	2021	Submitted
		Actual	Budget	Actual	Budget	as of Sep 30	2022
							Budget
Account Number	Description						
	REVENUE						
50-10-2160-000	Carry Over	\$ -	\$ 22,808	\$ -	\$ 30,000	\$ -	\$ -
50-10-2170-000	Miscellaneous Income - CTF	-	-	-	-	13	-
50-10-2180-000	Donations	-	-	-	-	-	-
50-10-2210-000	Conservation Trust Interest	-	6,000	71	-	11	-
50-10-2235-000	GOCO Grant	-	-	-	-	-	-
50-10-2410-000	State Shared Revenue	31,699	7,800	34,586	19,507	26,279	44,406
	Total Revenue Conservation Trust	\$ 31,699	\$ 36,608	\$ 34,657	\$ 49,507	\$ 26,303	\$ 44,406
	EXPENDITURES						
	Administrative						
	Salaries and Benefits						
50-30-3111-000	Salaries / Wages Regular	\$ 12,136	\$ -	\$ 134	\$ -	\$ -	\$ -
50-30-3112-000	Salaries / Wages Temp/Part-time	-	20,000	15,405	24,000	14,992	16,480
50-30-3119-000	FICA Employer	752	-	950	1,488	1,276	1,022
50-30-3120-000	Medicare Employer	176	1,562	272	348	-	239
50-30-3121-000	SUTA Employer	-	-	-	-	-	-
50-30-3122-000	FUTA Employer	36	-	46	-	-	42
50-30-3125-000	Employee Benefits	-	-	-	-	-	-
10-80-3124-000	Sick Leave	-	-	-	-	-	549
50-30-3211-000	Workers Compensation	-	-	-	-	-	442
	Total Salaries and Benefits	\$ 13,100	\$ 21,562	\$ 16,806	\$ 25,836	\$ 16,268	\$ 18,774
	Administrative						
50-30-3141-000	Employee Clothing / Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50-30-3163-000	Consultant Services	-	-	-	-	-	-
50-30-3211-000	General Services	10,222	7,000	-	-	2,498	5,000
50-30-3223-000	General Supplies	3,772	1,000	632	4,000	7,306	11,000
50-30-3226-000	Repair / Maintenance Supplies	341	250	343	2,500	-	2,500
50-30-3245-000	Utilities	1,223	1,500	1,022	1,000	1,028	1,000
50-30-3253-000	Postage	-	-	-	-	-	-
50-30-3275-000	Fuels / Lubricants	-	500	-	234	1,832	449
50-30-3281-000	Insurance	-	-	-	-	-	-
50-30-3293-000	Capital Improvements	4,840	-	11,005	15,937	7,986	5,681
50-30-3313-000	Equipment Maintenance	323	-	-	-	-	-
50-30-3525-000	Pedestrian Bridge	40,000	-	-	-	-	-
	Total General Administration	\$ 60,721	\$ 10,250	\$ 13,002	\$ 23,671	\$ 20,649	\$ 25,630
	Total General Administrative	\$ 73,821	\$ 31,812	\$ 29,808	\$ 49,507	\$ 36,916	\$ 44,405
	EXCESS OF REVENUE OVER (UNDER)						
	EXPENDITURES	\$ (42,122)	\$ 4,796	\$ 4,849	\$ -	\$ (10,615)	\$ 0

TOWN OF PALMER LAKE
GRANT & DONATION FUNDS

Account Number	Description	2019	2020	2020	2021	2021	Submitted	Remarks
		Actual	Budget	Actuals	Budget	Actual as of Sep 30	2022 Budget	
REVENUE								
10-10-2180-000	Donations/Restricted Donation for Police (\$30,000 in 2020)	\$ 1,330	30,100	\$ 25,637	\$ -	\$ -	\$ -	
10-10-2186-000	FPPA Matching Funds	-	14,000	-	14,000	10,000	14,000	
10-10-2190-000	GOOCO Grant	102,124	-	178,135	-	-	-	
10-10-2190-003	CARES Act Funding	-	-	221,154	-	-	-	
10-10-2191-000	Fire Mitigation Grant	-	-	-	50,000	-	50,000	
10-10-2192-000	DOLA Grant	12,197	-	-	360,000	376,145	-	Moved to ARP
10-10-2193-000	CESF Grant	-	-	-	-	14,231	-	
10-10-2235-000	Douglas Grants	124,753	-	397,006	-	-	-	
10-10-3631-000	Police Donations/Grants	7,455	3,000	45,740	15,000	2,887	59,437	
10-10-3680-000	Parks Donations/Grants	12,504	1,000	4,362	1,000	1,870	1,000	
10-10-2236-000	CDOT Bridge Rehab	-	-	-	-	-	200,000	
10-10-2237-000	CDOT PL Elementary Road Improvement	-	-	-	-	-	176,590	
20-81-2194-000	American Rescue Plan	-	-	-	-	-	376,145	
20-81-2195-000	DOLA EIAF Water Sys - PER Grant	-	-	-	-	-	15,000	
	Total Revenue	\$ 260,363	\$ 48,100	\$ 872,034	\$ 440,000	\$ 405,133	\$ 892,172	
EXPENDITURES								
General and Administrative								
10-21-3517-000	FEMA Grant Expenses	\$ -	-	\$ -	\$ -	\$ -	\$ -	
10-21-3523-001	Pedestrian Bridge Expense	578,825	-	141,750	-	-	-	
10-21-3523-000	Grants Expense- DOLA / GOOCO	29,430	-	4,241	360,000	-	-	
	Total General Administrative Expenditures	\$ 608,255	\$ -	\$ -	\$ 360,000	\$ -	\$ -	
Police Department Expenditures								
10-31-3523-000	Grants Expense	\$ -	-	\$ 63	\$ 15,100	\$ 6,501	\$ 59,537	
		\$ -	\$ -	\$ 63	\$ 15,100	\$ 6,501	\$ 59,537	
Fire Department Expenditures								
10-41-3523-000	Grants Expense	-	-	\$ 6,501	\$ -	\$ 15,365	\$ -	
	Total Fire Department Expenditures	\$ -	\$ -	\$ 6,501	\$ -	\$ 15,365	\$ -	
Roads Department Expenditures								
10-51-3519-000	RMB SRTS Grant	\$ -	-	\$ -	\$ -	\$ -	\$ -	
10-51-3523-000	Grants Expense- Douglas	593,007	20,000	-	13,900	-	13,900	
10-51-3524-000	CDOT Bridge Rehab	-	-	-	-	-	200,000	
10-51-3524-000	CDOT PL Elementary Road Improvement	-	-	-	-	-	176,590	
	Total Roads Department Expenditures	\$ 593,007	\$ 20,000	\$ -	\$ 13,900	\$ -	\$ 390,490	
Parks Department Expenditures								
10-80-3215-000	Parks Committee (donations)	\$ -	-	\$ -	\$ 1,000	\$ 2,500	\$ 1,000	
10-80-3314-000	Fire Mitigation CUSP	-	50,000	-	50,000	-	50,000	
10-80-3523-000	Grants Expense	-	-	-	-	2,040	-	
	Total Parks Department Expenditures	\$ -	\$ 50,000	\$ -	\$ 51,000	\$ 4,540	\$ 51,000	
Water Department Expenditures								
20-81-3523-000	Grant Expense- DOUG	\$ -	-	\$ -	\$ -	\$ -	\$ -	
20-81-3524-000	American Rescue Plan	-	-	\$ -	-	-	376,145	
20-81-3525-000	DOLA EIAF Water Sys - PER Grant	-	-	\$ -	\$ -	\$ -	15,000	
	Total Water Department Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,145	
	Total Operations	\$ 1,201,262	\$ 70,000	\$ 63	\$ 440,000	\$ 26,406	\$ 892,172	
	Total Operations	\$ 1,201,262	\$ 70,000	\$ 63	\$ 440,000	\$ 26,406	\$ 892,172	
	EXCESS OF REVENUE OVER (UNDER)				\$ -	\$ -	\$ -	
	EXPENDITURES AND OTHER FINANCING USES	\$ (940,900)	\$ (21,900)	\$ 871,971	\$ -	\$ 378,727	\$ (0)	



Item 19.

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

DATE: December 9 2021	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Consideration for PD to Train at Elephant Rock Property

Background

As noted in the enclosed memo, PD is requesting use of the Elephant Rock property for training purposes, along with the Town of Monument and El Paso County agency personnel. The open space and dorm-style set up of the main building are fitting for scenario-based training. Due to the Town insurance not in favor of public on the property, staff inquired with CIRSA for an opinion of staff and other agency personnel on the property. The response was positive as long as staff identifies hazards, and the agencies provide certificate of insurance and completed waiver of liability forms to participate/conduct training on the property.



PALMER LAKE POLICE DEPARTMENT

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

November 29, 2021

TO: Dawn A. Collins, Town Administrator

FR: Chief Jason Vanderpool, Police Department

The Palmer Lake Police Department is working on fostering better relationships with our neighboring agencies. We have met with members of the Monument Police Department and come up with plans to conduct some training together. We also met with the Sheriff's office staff to forge better relationships with the County.

We are requesting to use the elephant rock property as a training area until it is determined what will happen with the property. The property opens numerous possibilities for training –

- the buildings can be used for building clearing as well as barricaded subjects;
- the open areas can be used for traffic stop scenarios, open area searches; and
- the main building set up is perfect for hotel/multi-family living scenario-based training.

If we are permitted to utilize the property it would not only benefit the Palmer Lake Police Department but also our neighboring agencies. The property will be left as it was found and it will not be destroyed, it will be cleaned up after every training event.

Collaboration with other agencies – opportunity to train together – will assist in knowing what to expect if/when an incident happens. This also opens the door for our officers to obtain training at little to no cost, as well as access to trainings they may not have been able to attend without the cooperation of these agencies.

:jv