



BOARD OF TRUSTEES MEETING

Thursday, September 22, 2022 at 5:00 PM

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

LIVE STREAM available at Town website

AGENDA

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

Call to Order

Pledge of Allegiance

Roll Call

Mayor's Message

Presentations

1. Input to Parks Commission - Plan for Parks

Consent Agenda

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

- [2.](#) Minutes from September 9, 2022 Meeting
3. Checks over \$15,000 - Meyer & Sams Inc dba GMS Inc (\$28,690.84)
- [4.](#) Financials (August)

Staff/Department Reports

5. Attorney
6. Administrator/Clerk

Public Comment

Public comments are encouraged to be emailed to the Town office at info@palmerlake.org with subject line of Public Comment (48 hour prior to meeting) and shall be announced, distributed, and addressed at the meeting. Otherwise, please step to the microphone, state your name and address for the record and address the Board on matters not on the agenda. Please note that the Board will not take action

on your concern but may refer it to staff and/or to a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!

Business Items

- [7.](#) Special Event Application - YMCA Creepy Crawl (10/29)
- [8.](#) Revised Meeting Dates 2022
- [9.](#) Distribute Draft 2023 Budget

Board Reports**Next Meeting (9/29 budget workshop; 10/13) and Future Items****Convene to Executive Session**

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible sale of town property; and personnel matters under C.R.S. 24-6-402(4)(f) - Town Administrator/Clerk evaluation.

Reconvene to Open Session**Adjourn**

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, September 08, 2022 at 5:00 PM

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

MINUTES

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

Pledge of Allegiance

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

Consent Agenda. MOTION (Currier, Padgett) to approve the consent agenda including items 1) Minutes from August 25, 2022 Meeting and 2) Checks over \$15,000 for Krob Law and Fromm & Co. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports. Reports included in the packet.

3. Water
4. Public Works (Roads & Park Maintenance). Parks summary of hours was provided from July.
5. Police (Introduce New Hires). Chief Vanderpool introduced two part-time officers, Officer Robert Perry and Officer Drew Olson. Trustee Havenar commended the PD for the summary of code enforcement activity.
6. Fire (Introduce New Hires). Collins introduced Interim Fire Chief John Vincent. Chief Vincent introduced part-time firefighter Clayton Knox.
7. Administration
8. Attorney
9. Administrator/Clerk. Collins updated the Board on the resignation of Fire Chief Chris McCarthy, effective on 9/1. Assistant Chief and long-time volunteer John Vincent accepted the position of Interim Chief. Collins reported the Board should have a copy of the draft master plan for review prior to the joint workshop with Planning Commission on 9/21. Parks Commission is gathering input on a master plan for Centennial and lake recreation area. Ballot information was submitted to the County on 9/9 and pro/con statements will be gathered from the public by 9/23. Collins updated the Board on water line improvement taking place on Walnut and following on Buena Vista and delivery and spreading of millings at Suncrest area.

Public Comment. None.

Business Items

10. Special Event Application - PLEDG Business Workshop 10/05. Event coordinators Susan and Stephanie Lee explained the business workshop planned for October 5. Existing business owners starting up or taking to a next level are welcome to register. Lunch is included at a cost of \$20. Trustee Karen Stuth left the room. MOTION (Farr, Havenar) to approve the event – aye 6; nay 0; abstain 1 (Stuth). Motion passed.
11. Resolution 42-2022 to Decline Participation in FAML I Program. Collins provided the feedback from town staff not interested in the Town paying for additional insurance plan for paid leave. Staff recommendation is to decline/opt out of the state program. MOTION (Currier, Dawson) to approve Resolution 42-2022 to decline town participation in the FAML I program. Roll call vote – aye 7; nay 0. Motion passed.
12. Ordinance 13-2022 Emergency Approving Ballot Question Permitting Sale of Retail Marijuana for 11/8 Election. Attorney Krob provided background to the ballot questions coming back in an emergency ordinance format. MOTION (Stuth, Dawson) to approve Emergency Ordinance 13-2022 approving ballot question for retail marijuana sales. Roll call vote – aye 6; nay 1 (Farr). Motion passed.
13. Ordinance 14-2022 Emergency Approving Ballot Question Related to Mill Levy Increase for 11/8 Election. Attorney Krob reviewed the amended language to replace the question number reference with the question title language and Collins noted the slight reduction of the total dollar increase from 1,370,000 to a more accurate 1,343,000. MOTION (Stuth, Currier) to approve Emergency Ordinance 14-2022 with amended language and revised total dollars. Roll call vote – aye 6; nay 1 (Farr). Motion passed.
14. Update on Code Enforcement Activity. Collins directed members to the copy provided on their tabletop summarizing enforcement activity to date.
15. Direction on Elephant Rock Property Personal Property; Dedicated Town Space. Discussion took place about parameters for staff to begin discussing details for the elephant rock property. MOTION (Dawson, Currier) to determine direction for personal property in and on the property. Roll call vote – aye 7; nay 0. Motion passed. Discussion about dedicated portions of the property, roughly three acres, took place and will further be determined once negotiations begin about the lease agreement and property development. Board members directed staff to initiate a discussion with the Fire Association about a possible property trade near the existing firehouse. MOTION (Currier, Dawson) to include area to extend Creekside trail. Roll call vote – aye 7; nay 0. Motion passed.

Board Reports. Trustee Currier stated that Awake Palmer Lake will cover the additional cost of the railroad rep visits, approximately \$2600. She also mentioned the involvement of a concept letter for a GOCO grant for Centennial, due 11/1.

Next Meeting (9/21 joint workshop with Planning Commission; 9/22) and Future Items. Trustee Currier stated she will be out of town for the upcoming meetings.

Convene to Executive Session. MOTION (Padgett, Stuth) to convene to executive session at 5:55 PM for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible sale of town property, Elephant Rock property; and personnel matter under C.R.S. 24-6-402(4)(f) - Town Administrator. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Padgett, Stuth) to reconvene to open session. Roll call vote – aye 7; nay 0. Motion passed.

Adjourn. MOTION (Currier, Padgett) to adjourn at 6:45 PM. Motion passed.

Mayor Bill Bass

ATTEST: Dawn A. Collins, Town Clerk

TOWN OF PALMER LAKE
Financial Statements
August 2022
Unaudited



CASH POSITION

August 31, 2022



TOWN OF PALMER LAKE				
Schedule of Cash Position				
August 31, 2022				
FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CHECKING / SAVINGS	BANK RATE	BALANCE
OPERATING FUNDS:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,614,655
<i>* Restricted - Operating Reserve - 3 months (\$582,475)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,289,060
<i>* Restricted - Operating Reserve - 3 months (\$236,018)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	2.25%	\$ 982,534
Subtotal - Operating Funds				\$ 3,886,249
RESTRICTED FUNDS:				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	2.25%	\$ 178,326
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	2.25%	\$ 198,624
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	2.25%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	2.25%	\$ 59,819
Colorado Trust (ColoTrust)	CTF Reserve	Savings	2.25%	\$ 27,239
Subtotal - Restricted Funds				\$ 464,015
TOTAL				\$ 4,350,264

GENERAL FUND
August 2022



TOWN OF PALMER LAKE

Item 4.

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the Eight Months Ended August 31, 2022 UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
Taxes	\$ 2,090,342	\$ 1,813,436	\$ (276,906)	87%
Fees and Licenses	191,900	171,468	(20,432)	89%
Intergovernmental	14,100	7,073	(7,027)	50%
Fines	70,900	40,771	(30,129)	58%
Interest income	12,000	13,019	1,019	108%
Departmental	19,000	42,323	23,323	223%
Miscellaneous income	170,100	136,977	(33,123)	81%
Total Revenue	\$ 2,568,342	\$ 2,225,067	\$ (343,275)	87%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 179,369	\$ 114,348	\$ 65,021	64%
Professional Services	315,785	261,752	54,033	83%
General Administration	605,730	384,062	221,668	63%
Total General and Administrative	\$ 1,100,885	\$ 760,162	\$ 340,722	69%
Police Department				
Salaries and Benefits	\$ 588,861	\$ 342,327	\$ 246,534	58%
Professional Services	-	-	-	0%
General Administration	60,470	24,894	35,576	41%
Total Police Department	\$ 649,331	\$ 367,221	\$ 282,110	57%
Fire Department				
Salaries and Benefits	\$ 464,572	\$ 286,951	\$ 177,621	62%
Professional Services	-	-	-	0%
General Administration	73,050	75,889	(2,839)	104%
Total Fire Department	\$ 537,622	\$ 362,840	\$ 174,782	67%
Roads Department				
Salaries and Benefits	\$ 187,002	\$ 115,671	\$ 71,331	62%
Professional Services	20,000	1,624	18,376	8%
General Administration	388,071	95,406	292,665	25%
Total Roads Department	\$ 595,073	\$ 212,701	\$ 382,372	36%
Parks Department				
Salaries and Benefits	\$ 62,231	\$ 10,462	\$ 51,769	17%
General Administration	23,200	12,169	11,031	52%
Total Parks Department	\$ 85,431	\$ 22,631	\$ 62,800	26%
Total Expenditures	\$ 2,968,341	\$ 1,725,555	\$ 1,242,786	58%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	\$ (400,000)	\$ 499,512	\$ 899,511	
FUNDS BALANCE - BEGINNING OF YEAR				
		\$ 2,749,080		
FUNDS BALANCE - END OF YEAR				
		\$ 3,248,592		
Less:				
Restricted:				
Operating Reserve - 3 months		(582,475)	<i>Note 1</i>	
Fire - CIP Reserve		(59,819)		
FUNDS AVAILABLE - END OF YEAR - Unrestricted				
		\$ 2,606,298		

Note 1: A 12 Month Operating Reserve would be Optimum

WATER ENTERPRISE FUND

August 2022



TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the Eight Months Ended August 31, 2022

UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
Water Revenue	\$ 1,198,500	\$ 777,797	\$ (420,703)	65%
Water Fees	71,957	36,054	(35,903)	50%
Water Taps	200,000	54,222	(145,778)	27%
Late Fees/ Service Fees	-	13,764	13,764	0%
Water Meters	6,500	1,950	(4,550)	30%
Interest	3,000	2,131	(869)	71%
Miscellaneous	-	525	525	0%
Total Revenue	<u>\$ 1,479,957</u>	<u>\$ 886,443</u>	<u>\$ (593,514)</u>	<u>60%</u>
EXPENDITURES				
Salaries and Benefits	\$ 454,797	\$ 268,999	\$ 185,798	59%
Professional Services	127,500	83,277	44,223	65%
Administrative	183,450	177,662	5,788	97%
Operations	874,054	220,339	653,715	25%
Debt Service	183,229	103,070	80,159	56%
Total Expenditures	<u>\$ 1,823,030</u>	<u>\$ 853,347</u>	<u>\$ 969,683</u>	<u>47%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (343,072)</u>	<u>\$ 33,096</u>	<u>\$ 376,169</u>	
FUNDS AVAILABLE - BEGINNING OF YEAR		<u>\$ 656,879</u>		
FUNDS AVAILABLE - END OF YEAR		<u>\$ 689,975</u>		
Less:				
Restricted:				
Operating Reserve - 3 months (CWR&PDA Loan Requirement)		(236,018)	<i>Note 1</i>	
Water Loan Reserve		(198,624)		
Water Reserve - 2010		<u>(178,326)</u>		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		<u><u>\$ 77,007</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

August 2022



TOWN OF PALMER LAKE

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

CONSERVATION TRUST FUND

For the Eight Months Ended August 31, 2022

UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
State Shared Revenue	\$ 44,406	\$ 16,985	\$ (27,421)	38%
Interest/Miscellaneous income	-	154	154	0%
Total Revenue	<u>\$ 44,406</u>	<u>\$ 17,139</u>	<u>\$ (27,267)</u>	<u>39%</u>
EXPENDITURES				
Salaries and Benefits	\$ 18,774	\$ 16,185	\$ 2,589	86%
Administrative	25,630	9,840	15,790	38%
Total Expenditures	<u>\$ 44,405</u>	<u>\$ 26,025</u>	<u>\$ 18,379</u>	<u>59%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 1</u>	<u>\$ (8,886)</u>	<u>\$ (8,888)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 36,140</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 27,254</u></u>		

GRANTS AND DONATIONS FUND

August 2022



TOWN OF PALMER LAKE

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

GRANTS & DONATIONS

For the Eight Months Ended August 31, 2022

UNAUDITED

Item 4.

For Information Purposes Only

	2022 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
Fire Mitigation Grant	50,000	-	(50,000)	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	(15,000)	0%
CDOT Bridge Rehab	200,000	-	(200,000)	0%
CDOT PL Elementary Road Improvements	176,590	-	(176,590)	0%
American Rescue Plan	376,145	376,145	-	100%
CDPHE 2020 WQIF	-	25,300	25,300	0%
Fire Grants	-	15,365	15,365	0%
Police Donations/ Grants	59,437	77,803	18,366	131%
Parks Donations/ Grants	1,000	843	(157)	84%
Total Revenue	\$ 892,172	\$ 495,456	\$ (396,716)	56%
EXPENDITURES				
General Administrative				
Grants Expense- DOLA / GOCO	\$ -	\$ -	\$ -	0%
Total General Administrative Expenditures	\$ -	\$ -	\$ -	0%
Police Department Expenditures				
Grant Expense	\$ 59,537	\$ 36,294	\$ 23,243	61%
Total Police Department Expenditures	\$ 59,537	\$ 36,294	\$ 23,243	61%
Fire Department Expenditures				
Grants Expense	\$ -	\$ 10,788	\$ (10,788)	0%
Fire Mitigation CUSP	50,000	2,048	47,952	4%
Total Fire Department Expenditures	\$ 50,000	\$ 12,836	\$ 37,164	26%
Roads Department Expenditures				
CDOT Bridge Rehab	\$ 200,000	\$ -	\$ 200,000	0%
CDOT PL Elementary Road Improvements	176,590	20	176,570	0%
Grants Expense- Douglas	13,900	-	13,900	0%
Total Roads Department Expenditures	\$ 390,490	\$ 20	\$ 390,470	0%
Parks Department Expenditures				
Parks Committee (donations)	\$ 1,000	\$ 300	\$ 700	30%
Total Parks Department Expenditures	\$ 1,000	\$ 300	\$ 700	30%
Water Department Expenditures				
American Rescue Plan	\$ 376,145	\$ 343	\$ 375,802	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	15,000	0%
Total Water Department Expenditures	\$ 391,145	\$ 343	\$ 390,802	0%
Total Expenditures	\$ 892,172	\$ 49,793	\$ 842,379	
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	\$ -	\$ 445,663	\$ 445,663	

Check Register

August 2022



Ranges: From: To: From: To:
 Check Number First Last Check Date 8/1/2022 8/31/2022
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
48212	AIRGAS	AIRGAS USA, LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$99.61
48213	AMCOBIIT	AMCOBI	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$3,764.50
48214	BASSETHEATINGAN	Basset Heating & AC, Inc.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$15.00
48215	BLUETRELLC	BLUE TREE, LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$800.00
48216	CDPHE	CDPHE	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$355.00
48217	CENTURYLINK	CENTURYLINK	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$214.30
48218	CITYOFFORTCOLLI	CITY OF FORT COLLINS	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$90.00
48219	COLORADODIVISIO	COLORADO DIVISION PREV	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$120.00
48220	COREELECTRICCOO	CORE ELECTRIC COOPERATIVE	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$7,242.07
48221	CRAIGSPOWEREQUI	Craig's Power Equipment LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$30.00
48222	CRYSTALHOGANSON	CRYSTAL HOGANSON	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48223	CYNTHIAMAVROS	CYNTHIA MAVROS	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$96.33
48224	DPCINDUSTRIES	DPC INDUSTRIES, INC.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$70.00
48225	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$61.00
48226	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$1,250.00
48227	FILTERPRESS	FILTER PRESS	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$315.00
48228	GEN-TECH	GEN-TECH	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$646.00
48229	GREEN&ASSOCIATE	GREEN & ASSOCIATES LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$14,900.00
48230	HACHCOMPANY	HACH COMPANY	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$240.80
48231	HELLOHOUSEKEEPI	HELLO HOUSEKEEPING	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$600.00
48232	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$2,365.85
48233	INTERSTATECHEMI	INTERSTATE CHEMICAL CO., INC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$1,664.00
48234	JEFFREYFREEMAN	JEFFREY FREEMAN	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$96.00
48235	JOSHROSA	JOSH ROSA	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$250.00
48236	KENYONPJORDAN	KENYON P. JORDAN, PH.D.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$265.00
48237	LINDSEYLEIKER	LINDSEY LEIKER	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$154.77
48238	MICHELEATKINSO	MICHELLE ATKINSON	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48239	MICKYSEDERBURG	MICKY SEDERBURG	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48240	MITCHELLKING	MITCHELL KING	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$129.00
48241	MORIAHJONES	MORIAH JONES	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48242	MUNSONLANDSCAPI	MUNSON LANDSCAPING & EXCAVATIN	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$9,675.00
48243	GREASEMONKEY	MY FLEET CENTER	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$129.80
48244	OREILLY	O'Reilly	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$32.44
48245	PIONEER	PIONEER	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$4,974.60
48246	RHINEHARTOIL	RHINEHART OIL CO., LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$5,203.42
48247	ROCKYMOUNTAININ	ROCKY MOUNTAIN INFORMATION NET	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$50.00
48248	SGS	SGS NORTH AMERICA, INC.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$240.58
48249	SPRINGSFABRICAT	SPRINGS FABRICATION LLC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$13,900.00
48250	STEFFIEADDY	STEFFI EADDY	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48251	STEPHENJSLETTA	STEPHEN J. SLETTA	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$320.00
48252	STERICYCLE	STERICYCLE, INC.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$36.75
48253	T2SYSTEMS	T2 SYSTEMS CANADA INC.	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$70.00
48254	TIMPENIC	TIM PENIC	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$75.00
48255	TLECC	TIMBER LINE ELECTRIC & CONTROL	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$626.85
48256	XFINITY	XFINITY	8/4/2022	COBANK-CKG 9495	PMCHK00000045	\$51.40
48257	AIRGAS	AIRGAS USA, LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$368.56
48258	ALLWATERSUPPLY	ALL WATER SUPPLY LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,308.80
48259	AMCOBI	AmCobi	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$2,157.33
48260	AT&TMOBILITY	AT & T MOBILITY	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,330.14
48261	BBAWATERCONSULT	BISHOP-BROGDEN ASSOCIATES, INC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,042.75
48262	BH	BLACK HILLS ENERGY	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1.26
48263	BROOKSPLUMBING	BROOKS PLUMBING & HEATING, INC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,457.91
48264	CHURCHICHRECREA	CHURCHICH RECREATION	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,796.00
48265	CIVICPLUSLLC	CIVICPLUS LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$3,382.82
48266	COMCAST	COMCAST	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$193.00
48267	COREANDMAIN	CORE & MAIN LLP	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$2,778.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
48268	COREELECTRICCOO	CORE ELECTRIC COOPERATIVE	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$3,519.59
48269	CRAIGSPOWEREQUI	CRAIG'S POWER EQUIPMENT LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$479.00
48270	ELPASOCOCLERK	EL PASO CO. CLERK & RECORDER	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,060.01
48271	ELITECRANES,LLC	ELITE CRANES, LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$615.60
48272	ELLISONTRUCKING	ELLISON TRUCKING, INC.	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$400.20
48273	ESO	ESO SOLUTIONS, INC.	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$208.53
48274	GRAINGER	GRAINGER	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$208.52
48275	HABITATMANAGEME	HABITAT MANAGEMENT	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$11,562.13
48276	HACHCOMPANY	HACH COMPANY	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$11,665.00
48277	KARLANUNEZ	KARLA NUNEZ	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$75.00
48278	LUMEN	LEVEL 3 COMMUNICATIONS, LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$449.84
48279	MCKINNEY	MCKINNEY DOOR & HARDWARE	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$84.00
48280	OREILLY	O'REILLY	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$151.37
48281	OPTEONAPPRAISAL	OPTEON APPRAISAL INC.	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$4,750.00
48282	PALMERLAKERESOT	PALMER LAKE RESTORATION COMMIT	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$300.00
48283	PALMERLAKESANIT	PALMER LAKE SANITATION	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$1,531.88
48284	PETERSON	PETERSON	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$46,223.00
48285	PIONEER	PIONEER	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$5,035.30
48286	REDMANPOURS	RED MAN POURS LLC	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$8,575.00
48287	WIEKS, REID	REID WIEKS	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$88.22
48288	SUSANFINK	SUSAN FINK	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$75.00
48289	SUSANMURRAY	SUSAN MURRAY-CARRISO	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$75.00
48290	COUNTYFIREPROTE	THE COUNTY FIRE PROTECTION GRO	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$776.40
48291	GAZETTE	THE GAZETTE	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$69.19
48292	TRAFTONROOFING	TRAFTON ROOFING	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$4,475.00
48293	TRILAKESPRINTIN	TRI-LAKES PRINTING	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$262.50
48294	TRINITYLUTHERAN	TRINITY LUTHERAN CHURCH	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$75.00
48295	UNCC	UTILITY NOTIFICATION CENTER OF	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$41.60
48296	XFINITY	XFINITY	8/18/2022	COBANK-CKG 9495	PMCHK00000047	\$18.28
48297	COMMUNITYMATTER	Community Matters Institute	8/22/2022	COBANK-CKG 9495	PMCHK00000054	\$12,548.00
48298	AFFORDABLEPLUMG	Affordable Plumbing and Heatin	8/31/2022	COBANK-CKG 9495	PMCHK00000050	\$800.00
48299	BNSFRAILWAYCOMP	BNSF Railway Company	8/31/2022	COBANK-CKG 9495	PMCHK00000050	\$3,758.45
48300	COMMUNITYMATTER	Community Matters Institute	8/31/2022	COBANK-CKG 9495	PMCHK00000051	\$13,450.00
48301	COREELECTRICCOO	CORE ELECTRIC COOPERATIVE	8/31/2022	COBANK-CKG 9495	PMCHK00000052	\$6,031.22
48302	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	8/31/2022	COBANK-CKG 9495	PMCHK00000052	\$1,250.00
48303	FRONTRANGEFIREA	FRONT RANGE FIRE APPARATUS	8/31/2022	COBANK-CKG 9495	PMCHK00000052	\$4,715.35
48304	CICCOLELLAJOHN	JOHN CICCOLELLA	8/31/2022	COBANK-CKG 9495	PMCHK00000053	\$320.00
48305	TIFFANYMOALA	TIFFANY MOALA	8/31/2022	COBANK-CKG 9495	PMCHK00000053	\$75.00
48306	TRENCHPLATERENT	TRENCH PLATE RENTAL	8/31/2022	COBANK-CKG 9495	PMCHK00000053	\$258.00
48307	UNIONPACIFICRAI	UNION PACIFIC RAILROAD COMPANY	8/31/2022	COBANK-CKG 9495	PMCHK00000053	\$2,710.24
48308	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	8/31/2022	COBANK-CKG 9495	PMCHK00000053	\$791.02

Total Checks: 97

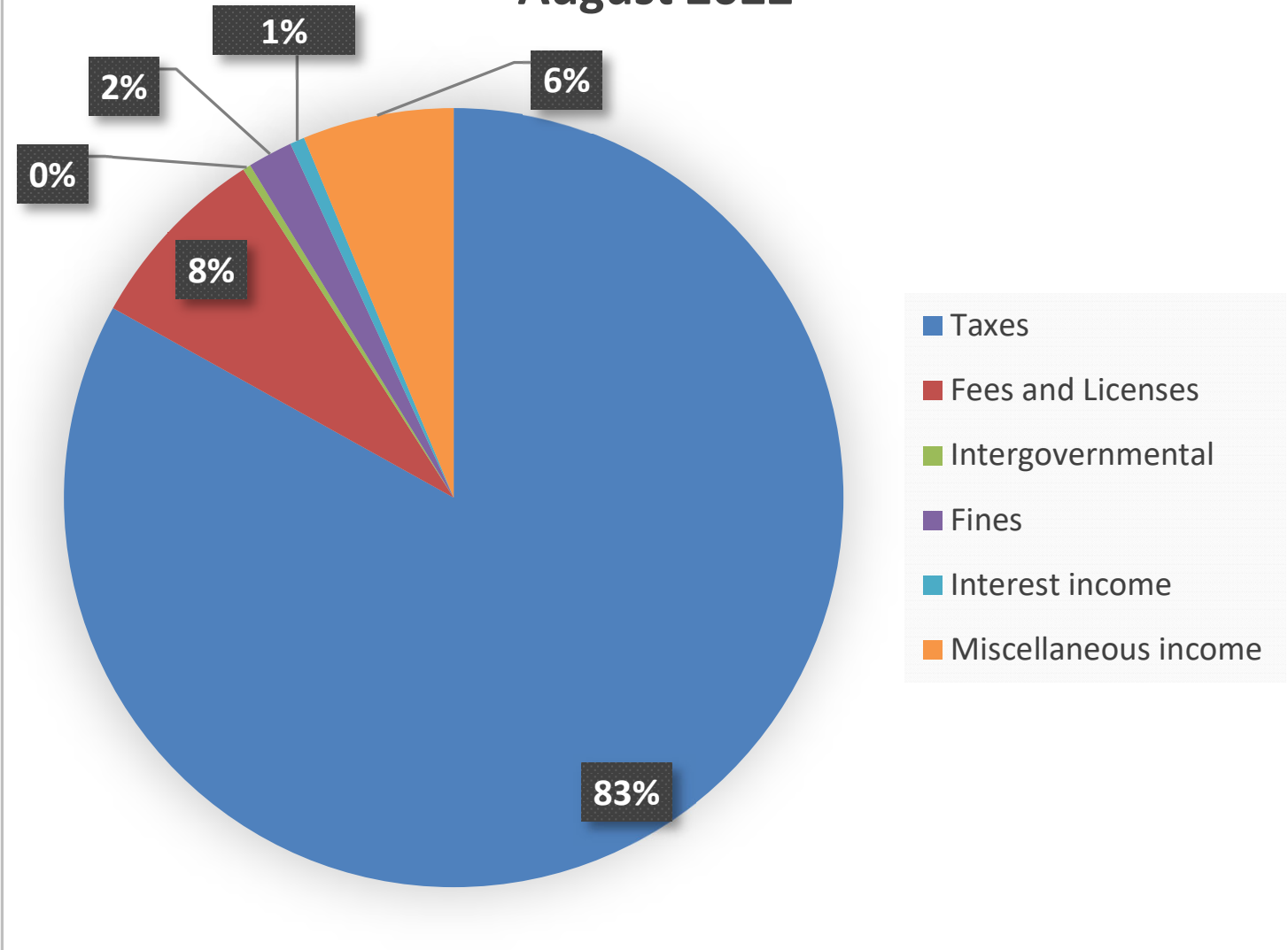
Total Amount of Checks: \$236,970.18

CHARTS

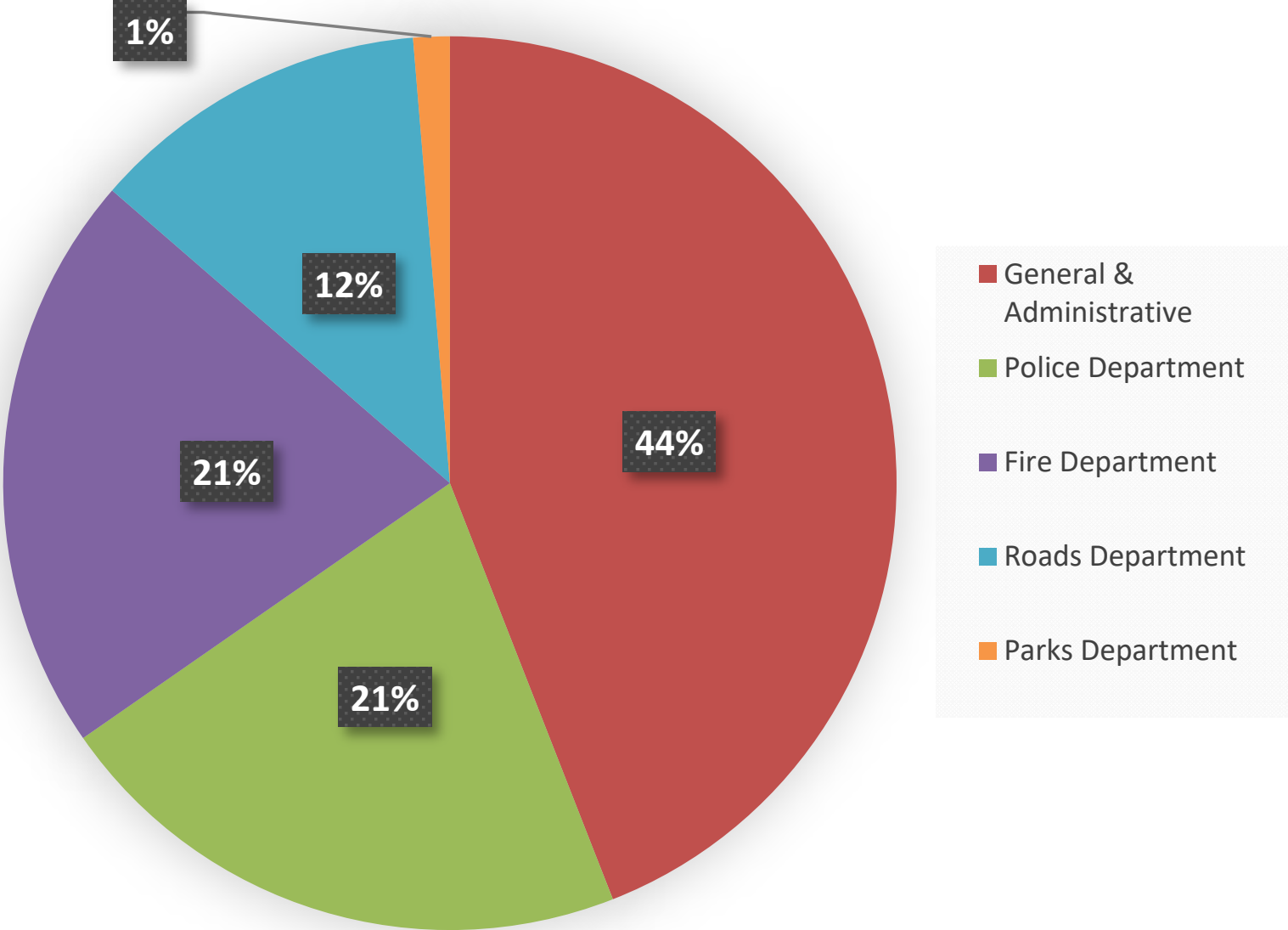
August 2022



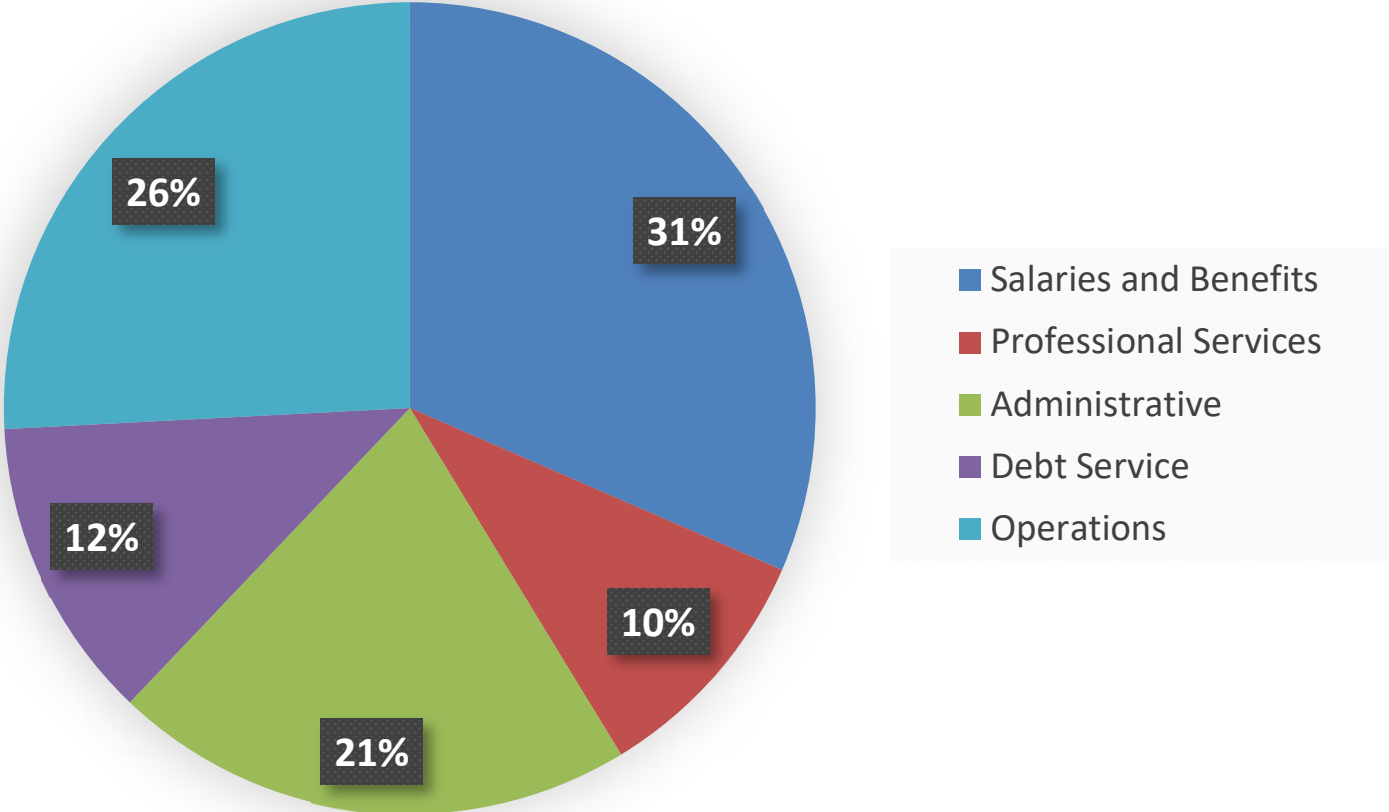
General Fund Revenue Breakdown August 2022

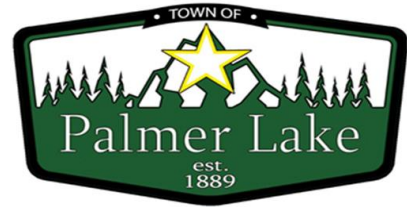


General Fund Expenditure Breakdown August 2022



Water Enterprise Fund Expenditure Breakdown August 2022





Item 7.

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

DATE: September 22,2022	ITEM NO.	SUBJECT:
Presented by: Julia Stambaugh, Deputy Town Clerk		YMCA CREEPY CRAWL 5K RUN

Recommended Action

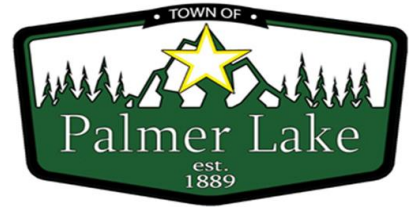
Approve the event to take place at Palmer Lake Recreational Area as presented to and endorsed by staff

Background

The YMCA Creep Crawl 5K Run is seeking the Board’s approval to allow this event to take place at Palmer Lake Recreation Area. This year’s event will be held on October 29, 2022, to start at approximately 7:00am. This annual event is part of the four seasonal runs sponsored by the YMCA. There will be a 5K run for adults and a Kids Fun Run. Costumes are encouraged, be creative!

The event is anticipating approximately 800 participants and 100 spectators. Their setup will begin at 6:30am at the Lake Pavilion, which will also be the Start/Finish line. The runs will move down the Santa Fe Trail then back to Palmer Lake, and around the lake to the finish line. The event coordinator has received a trail permit from El Paso County. There will be a PA system to announce the runs. The speakers will be pointed at the trail and the volume will be kept at a reasonable level in accordance with the Town’s noise ordinance.

There will be approximately 50 volunteers, who are BLS trained. They will be wearing orange vests and carrying YMCA provided radios. Several volunteers will be guiding vehicles to the parking spots within the public parking area near the Pedestrian Bridge. There will be overflow parking at several of the merchants’ parking lots along Hwy 105. The volunteers will guide the public to the crosswalks and the bridge. There will also be an information/medical tent near the Pavilion, along with 10-15 porta-a-lets, additional trash containers and a water station. The event has requested Police and Fire to be on standby. The volunteers will begin clean-up soon after the runs are completed.



Item 8.

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

DATE: September 22, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Revised meeting dates for 2022

Update

Enclosed is a revised list of upcoming Board meetings and significant dates for your reference.

Due to the 11/8 Election date, we cannot have the presentation/hearing of the budget until *after* the Board provides direction on 11/10 depending upon election results. A special Board meeting is being requested on 11/17 for the official public hearing (to be noticed per statutes).

Please note that local candidates will be invited to the budget workshop. Additionally, there will be a candidate forum scheduled on Saturday, October 1st at Town Hall. Questions may be directed or dropped off to the Town office.

2022 SIGNIFICANT (MEETING) DATES –

WED., SEP 21 4P JOINT WORKSHOP REVIEW COMMENTS ON MASTER PLAN W/PLANNING

THU., SEP 22 MEETING DISTRIBUTE DRAFT 2023 BUDGET

FRI., SEP 23 12 Noon: DEADLINE FOR PRO/CON STATEMENTS ON BALLOT QUESTIONS

THU., SEP 29 4P BUDGET WORKSHOP REVIEW DRAFT 2023 **BUDGET BY DEPARTMENT**

THU., OCT 6 4P PUBLIC INPUT FORUM TO COMMUNITY MASTER PLAN

SAT., OCT 8 10A PUBLIC INPUT FORUM TO COMMUNITY MASTER PLAN

THU., OCT 13 MEETING

THU., OCT 27 MEETING & *PRESENT DRAFT 2023 **BUDGET TO PUBLIC***

TUE., NOV 8 ELECTION DAY

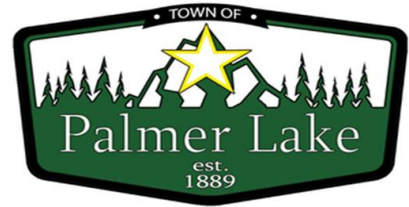
THU., NOV 10 MEETING – DIRECTION ON BUDGET (RESULT OF ELECTION)

THU., NOV 17 SPECIAL MEETING: OFFICIAL 2023 BUDGET AND HEARING

THU., NOV 24 – NO MEETING (HOLIDAY)

THU., DEC 8 MEETING & ADOPTION OF 2023 **BUDGET & NEW OFFICIALS - OATH OF OFFICE**

THU., DEC 22 – NO MEETING (HOLIDAY)



Item 9.

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

DATE: September 22, 2022	ITEM NO.	SUBJECT: Draft 2023 Budget
Presented by: Town Administrator /Clerk		

Update

On Thursday, the draft of the 2023 budget will be distributed for your review and reference in preparation of the 9/29 Board workshop with town departments. Note this draft budget will reflect the actual needs of each department with columns displaying potential revenue funds. This is a draft budget - a work in progress. Per statute, we are required to distribute the budget to the governing body by 10/15 and a hearing notice be published. The proposed hearing date is requested for Thursday, November 17, 2022.

Board direction will be necessary to prioritize the potential additional funds. At the initial revenue retreat in January, the Board prioritized the following: 1) staffing; 2) Police; 3) infrastructure improvement (drainage, roads, water). The more direction we receive up front, the more prepared we can make the 2023 budget.

If nothing changes from a revenue perspective, cuts will need to be considered to appropriately fund/cover the increased hard costs as we currently operate.