



BOARD OF TRUSTEES MEETING

Thursday, February 27, 2025 at 6:00 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

Roll Call

Pledge of Allegiance

Presentation

1. Lewis Palmer High School Hockey Presentation to PLPD

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 February 13, 2025 Meeting
- [3.](#) Financials (January)
- [4.](#) Checks over \$15,000 - JR Engineering LLC (\$16,484.26) for Design of Spruce Mtn Rd Improvement

Public Hearing – *Mayor will introduce the item and hear the applicant request. Mayor will ask if any public member wishes to speak for or against the request. Public should address the Board members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Mayor will close the hearing and members will discuss the item, take action or continue the hearing to a particular date.*

- [5.](#) Application for Resubdivision/Replat, Tudor Manor Crossing (Willan)

Business Items

- [6.](#) Resolution 19-2025 to Approve Replat of Lots, Tudor Manor Crossing (Willans)
- [7.](#) Resolution 20-2025 to Approve Citizen Appointments to the Planning Commission
- [8.](#) Resolution 21-2025 to Approve Amended Excessive Water Leak Policy
- [9.](#) Resolution 22-2025 to Authorize Professional Service Agreement for Feasibility Study for Public Safety Building Location

10. Resolution 23-2025 to Authorize Signature and Filing MS4 Annual Report

11. Resolution 24-2025 to Renew Memo of Understanding for Domestic Violence, PLPD

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read 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 comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

Board Reports

Next Meeting (3/6 workshop; 3/13 meeting) and Future Items

Convene to Executive Session - For the purpose of:

A) 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) – elephant rock property lease review (EcoSpa); and

B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town regarding the Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Integrity Matters complaint and Buc-ee's/Monument Ridge West annexation petitions.

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, February 13, 2025

Executive Session at 5:00 PM / Regular Meeting at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor Pro Tem Stern called the meeting to order at 5:01 pm. Present: Mayor Pro Tem Dennis Stern; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher. Excused: Mayor Glant Havenar.

Convene to Executive Session. MOTION (Ball, Dreher) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. Others present: Mr/s Richard and Lindsey Willan. For the purpose of:

A) 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) – elephant rock property lease review (EcoSpa); and

B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Integrity Matters complaint and Buc-ee's/Monument Ridge West annexation petitions.

Reconvene to Open Session at 5:55 pm. Brief recess to open doors for the regular meeting.

Mayor Pro Tem reconvened the meeting at 6:03 pm.

Roll Call. Present: Mayor Pro Tem Dennis Stern; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher. Excused: Mayor Glant Havenar.

Pledge of Allegiance. Mayor Pro Tem Stern invited Palmer Lake Elementary School (PLES) Principal, Ms. Kim Briding, to lead the pledge.

Presentations. PLES Principal Briding addressed the Board and public, mentioning that volunteers are always needed at the school. She reported that PLES will be adding a half-day pre-school. A new playground is under construction for the pre-school. She stated they will celebrate two long time teachers' retirement and PLES will recruit for open teaching positions. PLES is actively planning for Arbor Day. Ms. Briding thanked the Town Police and Fire for a positive presence in the school.

Consent Agenda. MOTION (Ball, Hutson) to approve the consent agenda items, including 1) Minutes from January 23, 2025 Meeting; and 2) Checks over \$15,000 - Meyer & Sams Inc (\$27,614.20). Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police – Chief Smith stated they have some interest in the full-time officer positions and currently having initial discussions with candidates.
6. Fire – Chief Vincent summarized his brief deployment for California fires, explaining the process for deployment and his filling as engine boss for Stratmoor’s engine. Chief Vincent stated that two full-time firefighters are settling in, for a current total of 2 full-time staff on each shift.
7. Administration
8. Attorney – Town Attorney Krob reported that, with the Integrity Matters complaint about the possible annexation, additional supplemental language will be added to cover possible legal fees in the current reimbursement agreement, previously completed with the annexation petition submittal.
9. Administrator/Clerk – Collins reported that recruitment continues for the Water Operator and the Police Officer positions. She reminded members and referenced how to report suspicious email. Collins commended Deputy Town Clerk, Erica Romero, becoming familiar with Administrative duties and staff members in training. She referenced the Code Compliance button on the cover of the town website to report compliance questions or concerns, noting that criminal activity should be reported to PLPD, and zoning and land use to her office. Collins mentioned coordinating department supervisor discussions with Board members beginning with PLPD. Her report was completed reminding members of upcoming event dates.

Public Hearing

10. Application for Minor Resubdivision/Replat - Largo Terrace, 201 Poco Ave (Beltran) - *requested by applicant to continue until March*. Collins explained that the applicant has one pending exhibit to show that the replat does not create non-complying lots. The Planning Commission moved to continue the hearing until March. MOTION (Ball, Dreher) to continue the hearing as requested until March 27. Roll call vote – aye 6; nay 0. Motion passed.

Business Items

11. Resolution 14-2025 to Appoint Citizen Members to Planning Commission. Mayor Pro Tem welcomed two citizen members – Mr. Herb Tomitsch and Mr. Matt Stephen – to join the Planning Commission. MOTION (Ball, Dreher) to approve Resolution 14-2025 to appoint these two citizens to the Planning Commission. Roll call vote – aye 6; nay 0. Motion passed.
12. Special Event Application - Festival on the Fourth, Awake Palmer Lake. Deputy Town Clerk Romero introduced the special event application, and Ms. Alisha Sears explained the event. Additional requirements provided by staff were reviewed. Ms. Sears stated she has a great team and is enthusiastic about planning a positive community event. Trustee Dreher suggested that the range of attendees seems low, noting he has attended the event, and the number is much higher than 8,000. Discussion took place about tier of coverage throughout the event, noting attendees at the festival through dusk for the fireworks and the exit strategy to establish appropriate security. Discussion ensued about traffic plans and suggested benchmark/timeline(s) that will be adhered to. The applicant

and staff will meet at least monthly. MOTION (Caves, Dreher) to approve the festival with support to meet staff requirements. Roll call vote – aye 6; nay 0. Motion passed.

13. Resolution 15-2025 to Approve Revised Town 3-Mile Plan Map. Collins explained the recommendation from the Planning Commission of the Town's three mile plan map with the modification of removing one Douglas County private property.

Ms. Marty Brodzik commented that the C.R.S. regulations were not followed. She stated that the change should have followed the process and redline revisions of the document. She implied that the text of the three mile plan differed and that a redline document was not reviewed with the Commission. She stated the map also modified the United Congregational Church as disconnected from the town.

Collins clarified that there was not a redline version of the three mile plan document provided, and simply the date of the cover page was updated to 2025. She also added that the update of the UCC property disconnect was also reflected on the three mile plan map and took responsibility for missing the communication of the UCC property modified from town to County, along with the future land use map, also accepted by the Planning Commission for the Community Master Plan, which Planning Commission has full authority.

Mr. Roger Moseley suggested the Planning Commission members did not know what they were reviewing and restated remarks from the Deputy Town Clerk at the meeting. Mr. Moseley repeated that there was not a draft of the three mile plan. He stated concerns about Buc-ee's activity long before it was considered.

MOTION (Dreher, Caves) to approve Resolution 15-2025 to approve the amended 3-Mile Plan Map as presented. Roll call vote – aye 6; nay 0. Motion passed.

14. Resolution 16-2025 to Authorize Signature to CDOT Annual Roadway Certification. Collins explained the annual certification of total town roadway to the state to determine highway users tax monies. Mr. Matt Stephen inquired about the town's southern boundary sign being moved. Collins stated that staff had reached out to CDOT about the sign being moved. MOTION (Ball, Hutson) to approve Resolution 16-2025 to authorize signature and filing the annual certificate. Roll call vote – aye 6; nay 0. Motion passed.

15. Resolution 17-2025 to Approve Revised Employee Handbook. Collins generally reviewed the modified language and additions recommended by Employers Council. MOTION (Ball, Dreher) to approve Resolution 17-2025 to adopt the revised handbook as presented. Roll call vote – aye 6; nay 0. Motion passed.

16. Resolution 18-2025 to Approve Revised Records Policy. Collins stated the policy revision is to prohibit using outside media to transfer electronic documents. MOTION (Dreher, Hutson) to approve Resolution 18-2025 to revise the records policy. Roll call vote – aye 6; nay 0. Motion passed.

Public Comment

Mr. Roger Moseley expressed disappointment about the Tri-lakes Center of the Arts (TLCA) building selling and the town not benefiting. He stated he is upset about former Director Maddox signing as owner when he was not the owner, and he stated he will find the sale money. He also stated he was not happy that PLPD would not address a commercial property when he called to complain about the use.

Ms. Marty Brodzik stated that she watched the December 12 Board meeting again and is embarrassed about town officials' comments and repeated the comments. She said she was very impressed with the time and the research that public members presented. She reiterated that it was an embarrassment.

Board Reports. Trustee Ball reported that she attended her first 9-1-1 Authority meeting. Trustee Caves expressed thanks to town staff and consultants for the water workshop earlier in the week and suggested that members review the informative meeting.

Next Meeting (2/27) and Future Items. Mayor Pro Tem stated the next 2/27 meeting date and asked about future items. Collins mentioned this is typically for Board members and mentioned that a recommendation is anticipated of three more candidates for appointment of two seats on the Planning Commission.

Adjourn. MOTION (Ball, Caves) to adjourn at 7:10 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk



TOWN OF PALMER LAKE
Financial Statements
January 2025
Unaudited



Schedule of Cash Position
January 2025

TOWN OF PALMER LAKE
Schedule of Cash Position
January 2025

| FINANCIAL INSTITUTION | ACCOUNT NAME | CHECKING / SAVINGS | BANK RATE | BALANCE |
|---|------------------------|--------------------|-----------|----------------------------|
| GENERAL FUND | | | | |
| GENERAL FUND OPERATING: | | | | |
| Community Banks of CO | General Fund Operating | Checking | n/a | \$ 1,678,118 |
| GENERAL FUND RESERVES: | | | | |
| Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i> | General Fund Reserve | Savings | 4.52% | \$ 1,587,644 |
| Colorado Trust (ColoTrust) | Police Reserve | Savings | 4.52% | \$ 7 |
| Colorado Trust (ColoTrust) | Fire Reserve | Savings | 4.52% | \$ 67,475 |
| Colorado Trust (ColoTrust) | Roads Reserve | Savings | 4.52% | \$ 11,237 |
| General Fund Reserves Subtotal | | | | <u>\$ 1,666,363</u> |
| General Fund Accounts Total | | | | <u><u>\$ 3,344,481</u></u> |
| WATER FUND | | | | |
| WATER FUND OPERATING: | | | | |
| Community Banks of CO | Water Fund Operating | Checking | n/a | \$ 1,507,783 |
| WATER FUND RESERVES: | | | | |
| Colorado Trust (ColoTrust) | Water Reserve | Savings | 4.52% | \$ 202,234 |
| Colorado Trust (ColoTrust) | Water Cap Imp Reserve | Savings | 4.52% | \$ 224,741 |
| RESTRICTED FUNDS (WATER FUND): | | | | |
| Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i> | Water Loan Reserve | Savings | 4.52% | \$ 224,045 |
| Water Fund Accounts Total | | | | <u><u>\$ 2,158,803</u></u> |
| CONSERVATION TRUST FUND | | | | |
| CONSERVATION TRUST FUND: | | | | |
| Colorado Trust (ColoTrust) | CTF Reserve | Savings | 4.52% | \$ 30,725 |
| Conservation Trust Fund Account Total | | | | <u><u>\$ 30,725</u></u> |



Financial Reports
January 2025

TOWN OF PALMER LAKE

Item 3.

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

For the One Month Ended January 31, 2025
UNAUDITED

| | 2025 Original Budget | Actual | Variance Favorable (Unfavorable) | Percent of Budget (YTD 8%) |
|--|----------------------------|---------------------|--|----------------------------------|
| REVENUE | | | | |
| Taxes | \$ 3,579,885 | \$ 60,074 | \$ (3,519,811) | 2% |
| Fees and Licenses | 288,725 | 4,003 | (284,722) | 1% |
| Fines | 60,000 | 2,897 | (57,103) | 5% |
| Interest | 85,567 | 6,380 | (79,187) | 7% |
| Departmental | 70,500 | 1,377 | (69,123) | 2% |
| Grants and Donations | 1,512,517 | 1,400 | (1,511,117) | 0% |
| Miscellaneous | 87,600 | 2,150 | (85,450) | 2% |
| Total Revenue | \$ 5,684,794 | \$ 78,281 | \$ (5,606,513) | 1% |
| EXPENDITURES | | | | |
| Administration | | | | |
| Salaries and Benefits | \$ 307,253 | \$ 17,686 | \$ 289,567 | 6% |
| Professional Services | 372,700 | 18,346 | 354,354 | 5% |
| Administrative/Operations | 260,700 | 38,678 | 222,022 | 15% |
| Capital Outlays | 26,200 | - | 26,200 | 0% |
| Total Administration | \$ 966,853 | \$ 74,710 | \$ 892,143 | 8% |
| Police Department | | | | |
| Salaries and Benefits | \$ 1,124,609 | \$ 67,214 | \$ 1,057,395 | 6% |
| Professional Services | 114,400 | 2,949 | 111,451 | 3% |
| Administrative/Operations | 184,009 | 23,443 | 160,566 | 13% |
| Capital Outlays | 12,000 | - | 12,000 | 0% |
| Total Police Department | \$ 1,435,018 | \$ 93,606 | \$ 1,341,412 | 7% |
| Fire Department | | | | |
| Salaries and Benefits | \$ 999,520 | \$ 51,401 | \$ 948,119 | 5% |
| Professional Services | 17,700 | 717 | 16,983 | 4% |
| Administrative/Operations | 137,525 | 2,919 | 134,606 | 2% |
| Capital Outlays | 15,000 | - | 15,000 | 0% |
| Total Fire Department | \$ 1,169,745 | \$ 55,037 | \$ 1,114,708 | 5% |
| Public Works Department - Roads | | | | |
| Salaries and Benefits | \$ 293,379 | \$ 24,325 | \$ 269,054 | 8% |
| Professional Services | 31,300 | 176 | 31,124 | 1% |
| Administrative/Operations | 187,800 | 7,141 | 180,659 | 4% |
| Capital Outlays | 1,825,996 | 16,484 | 1,809,512 | 1% |
| Total Roads Department | \$ 2,338,475 | \$ 48,126 | \$ 2,290,349 | 2% |
| Public Works Department - Parks | | | | |
| Administrative/Operations | \$ 47,600 | \$ 2,596 | \$ 45,004 | 5% |
| Capital Outlays | 20,000 | 4,199 | 15,801 | 21% |
| Total Parks Department | \$ 67,600 | \$ 6,795 | \$ 60,805 | 10% |
| Total Expenditures | \$ 5,977,691 | \$ 278,274 | \$ 5,699,417 | 5% |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | \$ (292,897) | \$ (199,993) | \$ 92,904 | |
| FUND BALANCE - BEGINNING OF YEAR | | \$ 4,174,737 | | |
| FUND BALANCE - END OF YEAR | | \$ 3,974,744 | | |

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the One Month Ended January 31, 2025

UNAUDITED

| | 2025 Original Budget | Actual | Variance Favorable (Unfavorable) | Percent of Budget (YTD 8%) |
|--|----------------------------|----------------------------|--|----------------------------------|
| REVENUE | | | | |
| Water Billing | \$ 1,438,257 | \$ 107,860 | \$ (1,330,397) | 7% |
| Water Improvement Fee | 79,626 | 6,331 | (73,295) | 8% |
| Water Loan | 217,596 | 18,130 | (199,466) | 8% |
| Water Tap Fees | 75,090 | - | (75,090) | 0% |
| Water Meter/Parts | 2,550 | - | (2,550) | 0% |
| Late Fees/Service Fees | 15,000 | 1,537 | (13,463) | 10% |
| Interest | 30,000 | 2,493 | (27,507) | 8% |
| Total Revenue | <u>\$ 1,858,119</u> | <u>\$ 136,351</u> | <u>\$ (1,721,768)</u> | <u>7%</u> |
| EXPENDITURES | | | | |
| Salaries and Benefits | \$ 551,139 | \$ 26,132 | \$ 525,007 | 5% |
| Professional Services | 133,500 | 7,301 | 126,199 | 5% |
| Administrative/Operations | 443,300 | 64,888 | 378,412 | 15% |
| Capital Outlays | 454,800 | - | 454,800 | 0% |
| Debt Service | 211,887 | - | 211,887 | 0% |
| Total Expenditures | <u>\$ 1,794,626</u> | <u>\$ 98,321</u> | <u>\$ 1,696,305</u> | <u>5%</u> |
| EXCESS OF REVENUE OVER (UNDER) | | | | |
| EXPENDITURES | <u>\$ 63,493</u> | <u>\$ 38,030</u> | <u>\$ (25,463)</u> | |
| FUND BALANCE - BEGINNING OF YEAR | | <u>\$ 1,264,490</u> | | |
| FUND BALANCE - END OF YEAR | | <u>\$ 1,302,520</u> | | |
| Less: Restricted Operating Reserve - 3 months | | (216,571) | <i>Note 1</i> | |
| FUND BALANCE - END OF YEAR - Unrestricted | | <u><u>\$ 1,085,949</u></u> | | |

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

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

For the One Month Ended January 31, 2025

UNAUDITED

| | 2025 Original Budget | Actual | Variance Favorable (Unfavorable) | Percent of Budget (YTD 8%) |
|--|----------------------------|-------------------------|--|----------------------------------|
| REVENUE | | | | |
| State Shared Revenue | \$ 36,000 | \$ - | \$ (36,000) | 0% |
| Interest | 1,425 | 118 | (1,307) | 8% |
| Total Revenue | <u>\$ 37,425</u> | <u>\$ 118</u> | <u>\$ (37,307)</u> | <u>0%</u> |
| EXPENDITURES | | | | |
| Salaries and Benefits | \$ 13,296 | \$ - | \$ 13,296 | 0% |
| Administrative/Operations | 4,000 | - | 4,000 | 0% |
| Capital Outlays | 10,000 | - | 10,000 | 0% |
| Total Expenditures | <u>\$ 27,296</u> | <u>\$ -</u> | <u>\$ 27,296</u> | <u>0%</u> |
| NET CHANGE IN FUND BALANCE | <u>\$ 10,129</u> | <u>\$ 118</u> | <u>\$ (10,011)</u> | |
| FUND BALANCE - BEGINNING OF YEAR | | <u>\$ 84,625</u> | | |
| FUND BALANCE - END OF YEAR - Restricted | | <u><u>\$ 84,743</u></u> | | |



**Accounts Payable Reports
January 2025**

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2025 1/31/2025
 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 |
|--------------|------------------|--------------------------------|------------|-----------------|------------------|-------------|
| 50355 | AIRGAS | AIRGAS USA, LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$138.81 |
| 50356 | AMCOBIIT | AMCOBI | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$4,035.00 |
| 50357 | ANDREW RUDNICKI | ANDREW RUDNICKI | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$154.00 |
| 50358 | CHAVEZCONSULTIN | CHAVEZ CONSULTING INC., LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$1,950.00 |
| 50359 | CIRSA | CIRSA | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$42,065.84 |
| 50360 | CIVICPLUSLLC | CIVICPLUS LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$11,629.24 |
| 50361 | COLORADODIVISIO | COLORADO DIVISION OF FIRE PREV | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$30.00 |
| 50362 | CKT | COMMON KNOWLEDGE TECHNOLOGY | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$2,728.00 |
| 50363 | DANAKEPNERCOMPA | DANA KEPNER COMPANY, LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$7,143.25 |
| 50364 | ELPASOCOCLERK | EL PASO CO. CLERK & RECORDER | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$1,436.65 |
| 50365 | ESO | ESO SOLUTIONS, INC. | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$208.53 |
| 50366 | EVOQUA | EVOQUA WATER TECHNOLOGIES LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$1,513.00 |
| * 50367 | GALLS | GALLS, LLC | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$696.00 |
| 50368 | HOMEDPOTCREDIT | HOME DEPOT CREDIT SERVICES | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$196.75 |
| 50369 | MYFLEETCENTER | MYFLEETCENTER | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$224.32 |
| 50370 | PALMERLAKESANIT | PALMER LAKE SANITATION | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$4,690.44 |
| 50371 | PIKESPEAKAREACO | PIKES PEAK AREA COUNCIL OF GOV | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$1,462.00 |
| 50372 | DPCINDUSTRIES | PVS DX, INC. | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$70.00 |
| 50373 | SPRINGSMOUNTAIN | Springs Mountain Water | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$62.45 |
| 50374 | STERICYCLE | STERICYCLE, INC. | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$40.52 |
| 50375 | T2SYSTEMS | T2 SYSTEMS CANADA INC. | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$70.00 |
| 50376 | TLECC | TIMBER LINE ELECTRIC & CONTROL | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$2,472.15 |
| 50377 | UNCC | UTILITY NOTIFICATION CENTER OF | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$20.64 |
| 50378 | YORKSHIREVET | YORKSHIRE VETERINARY HOSPITAL | 1/9/2025 | COBANK-CKG 9495 | PMCHK00000202 | \$75.00 |
| 50379 | GALLS | GALLS, LLC | 1/13/2025 | COBANK-CKG 9495 | PMCHK00000203 | \$696.88 |
| 50380 | 4RIVERSEQUIPMEN | 4 RIVERS EQUIPMENT | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$988.19 |
| 50381 | BIGOTIRES | LEEDS WEST GROUPS DBA BIG O TI | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$2,936.96 |
| 50382 | COLORADODIVISIO | COLORADO DIVISION OF FIRE PREV | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$50.00 |
| 50383 | COMMUNITYMATTER | COMMUNITY MATTERS INSTITUTE | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$4,940.00 |
| 50384 | CRIMEWATCH | CRIME WATCH TECHNOLOGIES | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$2,400.00 |
| 50385 | JAN-PROFRANCHIS | JAN-PRO FRANCHISE DEVELOPMENT | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$267.75 |
| 50386 | PITNEYBOWES | PITNEY BOWES GLOBAL FINANCIAL | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$86.73 |
| 50387 | REPUBLICSERVICE | REPUBLIC SERVICES #653 | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$2,012.14 |
| 50388 | SLWS | SALT LAKE WHOLESALE SPORTS | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$2,300.00 |
| 50389 | SGS | SGS NORTH AMERICA, INC. | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$265.58 |
| 50390 | STACEYKSTIANSEN | STACEY KSTIANSEN | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$75.00 |
| 50391 | STOLFUS&ASSOCIA | STOLFUS & ASSOCIATES, INC. | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$8,143.20 |
| 50392 | TIMCAVES | TIM CAVES | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$28.84 |
| 50393 | XEROX | XEROX BUSINESS SOLUTIONS SOUTH | 1/16/2025 | COBANK-CKG 9495 | PMCHK00000204 | \$73.61 |
| 50394 | ABGROCKYMOUNTAI | ABGRM | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$592.62 |
| 50395 | AIRGAS | AIRGAS USA, LLC | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$51.81 |
| 50396 | ANTHONYKING | ANTHONY KING | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$75.00 |
| 50397 | BIGOTIRES | LEEDS WEST GROUPS DBA BIG O TI | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$945.77 |
| 50398 | CIRSA | CIRSA | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$2,500.00 |
| 50399 | CITYOFFORTCOLLI | CITY OF FORT COLLINS | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$90.00 |
| 50400 | COLORADORANGERS | Colorado Rangers | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$6,000.00 |
| 50401 | HACHCOMPANY | HACH COMPANY | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$2,374.10 |
| 50402 | HICKSCONTRACTOR | HICKS CONTRACTOR SERVICES LLC | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$780.00 |
| 50403 | JEANHIGGINBOTHAM | JEAN HIGGINBOTHAM | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$75.00 |
| 50404 | JEFFRIESCOLOSPG | JEFFRIES COLORADO SPRINGS, INC | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$6,824.09 |
| 50405 | JENNWILDE | JENN WILDE | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$73.80 |
| 50406 | CICCOLELLAJOHN | JOHN CICCOLELLA | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$320.00 |
| 50407 | JUDITHJERNIGAN | JUDITH JERNIGAN | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$75.00 |
| 50408 | RAMPARTSUPPLY | RAMPART SUPPLY | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$240.13 |
| 50409 | SLWS | SALT LAKE WHOLESALE SPORTS | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$1,210.00 |
| 50410 | SHADOWSYSTEMS | SHADOW SYSTEMS LLC | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$15,012.00 |

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------------|--------------------------------|------------|-----------------|------------------|-------------|
| 50411 | WHISLERINDUSTRI | WHISLER INDUSTRIAL SUPPLY | 1/22/2025 | COBANK-CKG 9495 | PMCHK00000205 | \$164.40 |
| 50413 | ALERT360 | ALERT 360 | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$32.03 |
| 50414 | ANGELROOFINGLLC | ANGEL ROOFING CO LLC | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$4,199.46 |
| 50415 | ASPENAUTOCLINIC | ASPEN AUTO CLINIC MONUMENT | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$796.97 |
| 50416 | AT&TMOBILITY | AT & T MOBILITY | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$1,496.27 |
| 50417 | CALIBREPRESS | CALIBRE PRESS | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$279.00 |
| 50418 | CENTURYLINK | CENTURYLINK | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$645.82 |
| 50419 | COLORADODEPTOFL | COLORADO DEPARTMENT OF LABOR A | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$3,838.00 |
| 50420 | COMMONSPIRIT | COMMONSPIRIT HEALTH - CHIC | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$50.50 |
| 50421 | DISTRICT10WATER | DISTRICT 10 WATER USERS ASSOC. | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$50.00 |
| 50422 | FACINELLIMOTORS | Facinelli Motors | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$300.00 |
| 50423 | FOUNTAINCREEKWA | Fountain Creek Watershed, Floo | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$1,545.00 |
| 50424 | GEN-TECH | GEN-TECH | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$874.00 |
| 50425 | HAVENAR,GLANT | GLANT HAVENAR | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$339.64 |
| 50426 | HOMEDEPOTCREDIT | HOME DEPOT CREDIT SERVICES | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$173.94 |
| 50427 | KELLYBOOKSLLC | KellyBooks LLC | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$5,000.00 |
| 50428 | KROBLAWOFFICES | KROB LAW OFFICE, LLC | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$10,395.00 |
| 50429 | OREILLY | O'REILLY | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$474.67 |
| 50430 | ORKIN | Orkin | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$495.25 |
| 50431 | RHINEHARTOIL | PARKLAND USA CORPORATION | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$2,578.41 |
| 50432 | PAVEMENTREPAIR | PAVEMENT REPAIR & SUPPLIES, IN | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$1,237.50 |
| 50433 | ROCKYMOUNTAINCO | Rocky Mountain Comm Systems, I | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$2,284.61 |
| 50434 | STERICYCLE | STERICYCLE, INC. | 1/29/2025 | COBANK-CKG 9495 | PMCHK00000206 | \$40.52 |

Total Checks: 79

Total Amount of Checks: \$182,212.58

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date From: To:
 1/1/2025 1/1/2025 1/31/2025
 Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495

Sorted By: Date

| Trx Date | Orig. Audit Trail | Distribution Reference | Orig. Master Number | Orig. Master Name | Amount |
|--------------------|-------------------|------------------------|---------------------|------------------------------|----------------------|
| 1/3/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001812 | Parking Kiosk Fees | 118.66 |
| 1/7/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001810 | CORE Electric | 10,637.69 |
| 1/7/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001813 | WEX Fuel | 2,575.00 |
| 1/7/2025 | CMTRX00000187 | Bank Transaction Entry | WDL000001839 | Humana | 1,171.80 |
| 1/7/2025 | CMTRX00000187 | Bank Transaction Entry | WDL000001840 | Pinnacol Assurance | 6,928.00 |
| 1/8/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001798 | Black Hills Energy | 136.57 |
| 1/9/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001811 | Health Equity | 7.50 |
| 1/9/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001816 | Paycom | 69,507.47 |
| 1/14/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001814 | PCS | 1,767.61 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001799 | Black Hills Energy | 210.37 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001800 | Black Hills Energy | 161.00 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001801 | Black Hills Energy | 159.54 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001802 | Black Hills Energy | 137.44 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001803 | Black Hills Energy | 119.01 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001804 | Black Hills Energy | 81.45 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001805 | Black Hills Energy | 29.87 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001806 | Black Hills Energy | 25.45 |
| 1/15/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001815 | FPPA | 10,420.22 |
| 1/16/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001807 | Visa Cardmember Services | 3,034.91 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001785 | Amcobi | 1,661.31 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001786 | Amcobi | 211.24 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001787 | Amcobi | 137.05 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001788 | Amcobi | 131.90 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001789 | Amcobi | 115.21 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001790 | Amcobi | 111.85 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001791 | Amcobi | 111.85 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001792 | Amcobi | 92.56 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001793 | Amcobi | 91.72 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001794 | Amcobi | 90.04 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001795 | Amcobi | 89.20 |
| 1/21/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001796 | Amcobi | 85.00 |
| 1/23/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001818 | Paycom | 75,167.22 |
| 1/27/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001797 | Anthem | 15,270.85 |
| 1/31/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001808 | Xfinity | 13.23 |
| 1/31/2025 | CMTRX00000184 | Bank Transaction Entry | WDL000001809 | Comcast | 193.35 |
| Total ACHs: | 35 | | | Total Amount of ACHs: | \$ 200,803.14 |



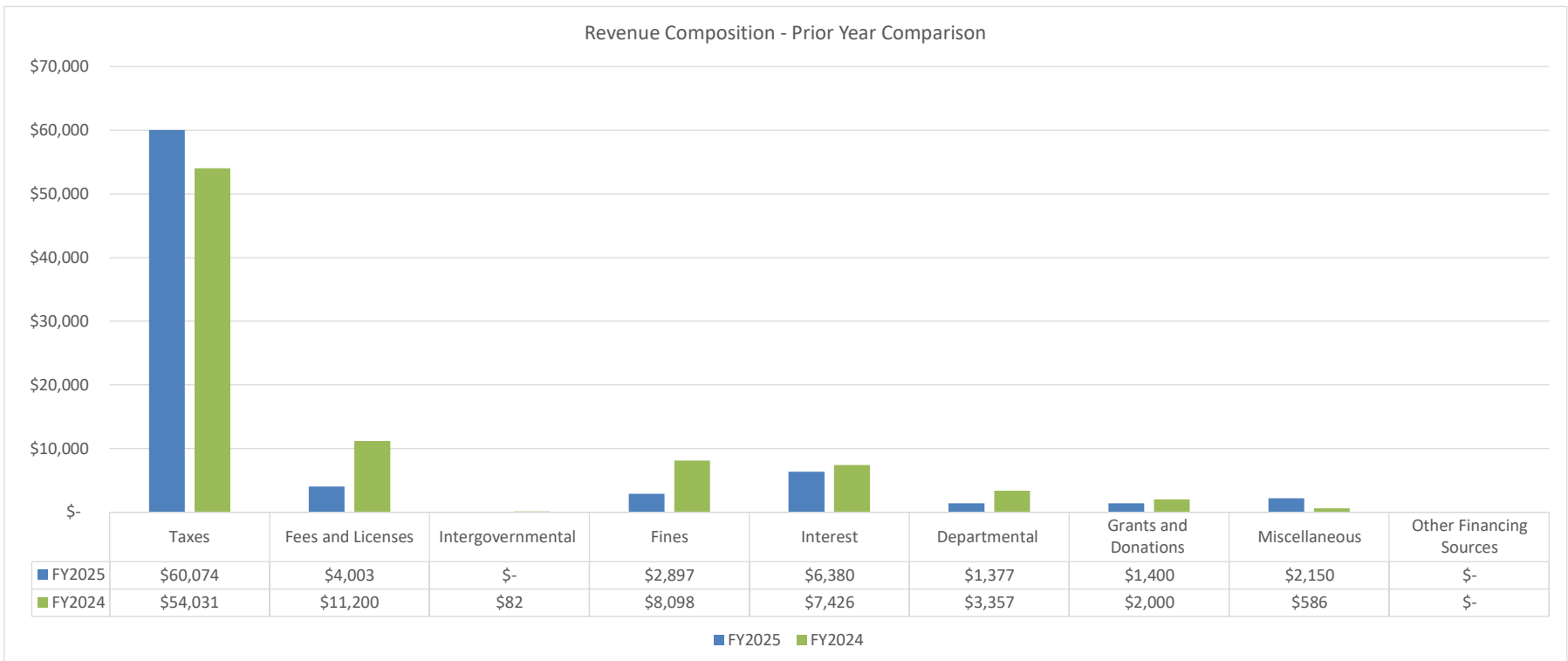
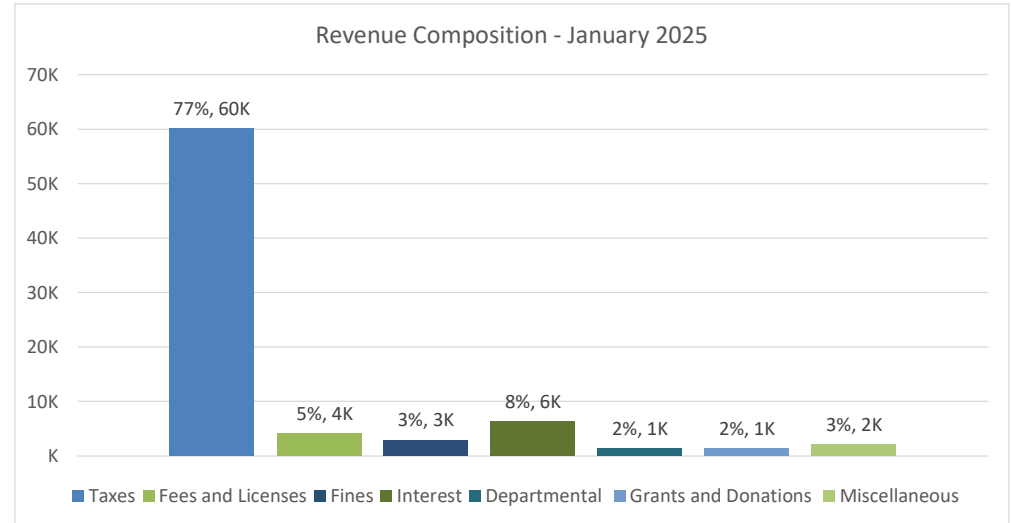
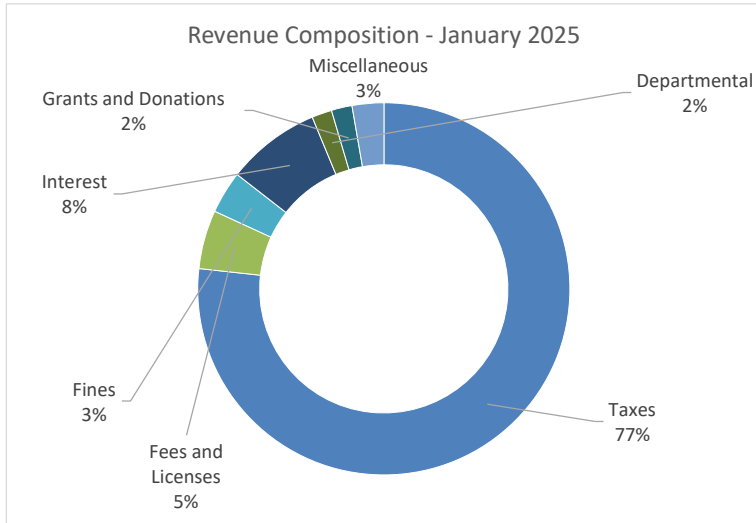
Charts
January 2025

TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED

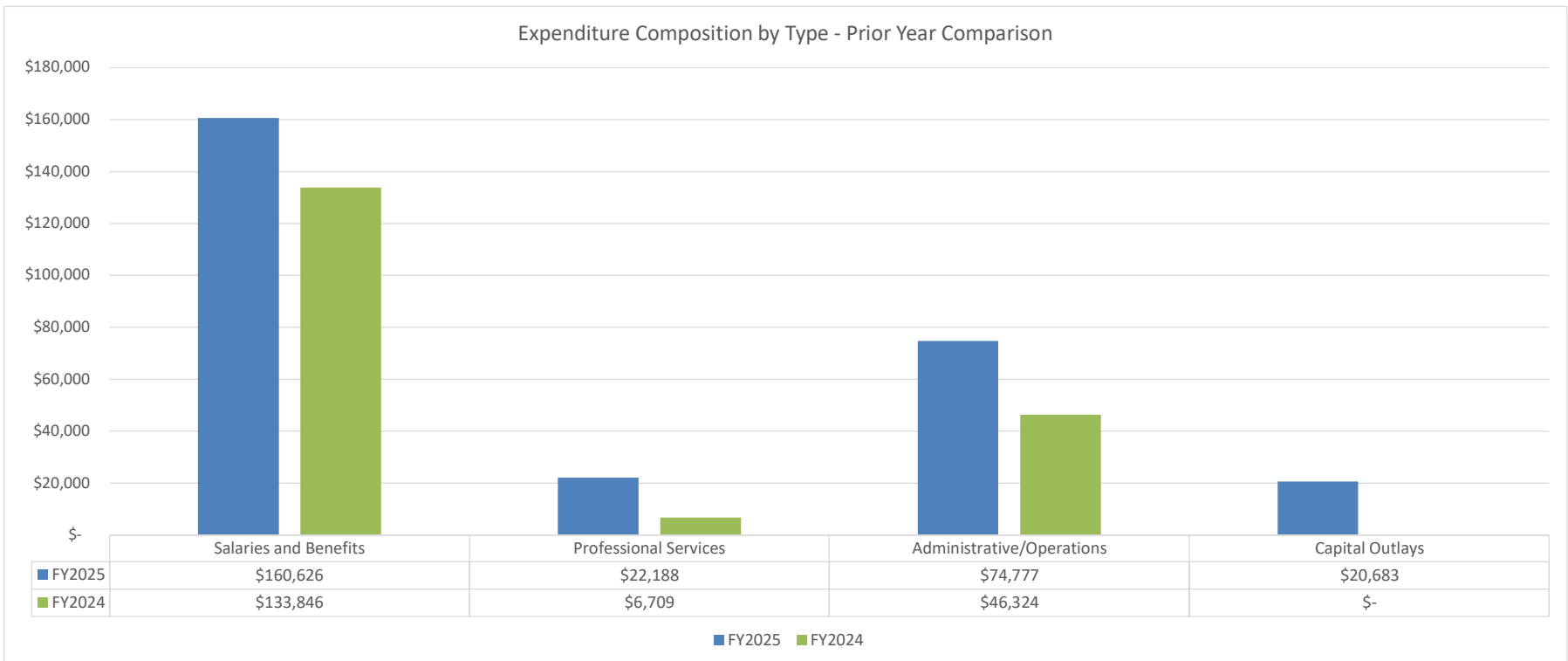
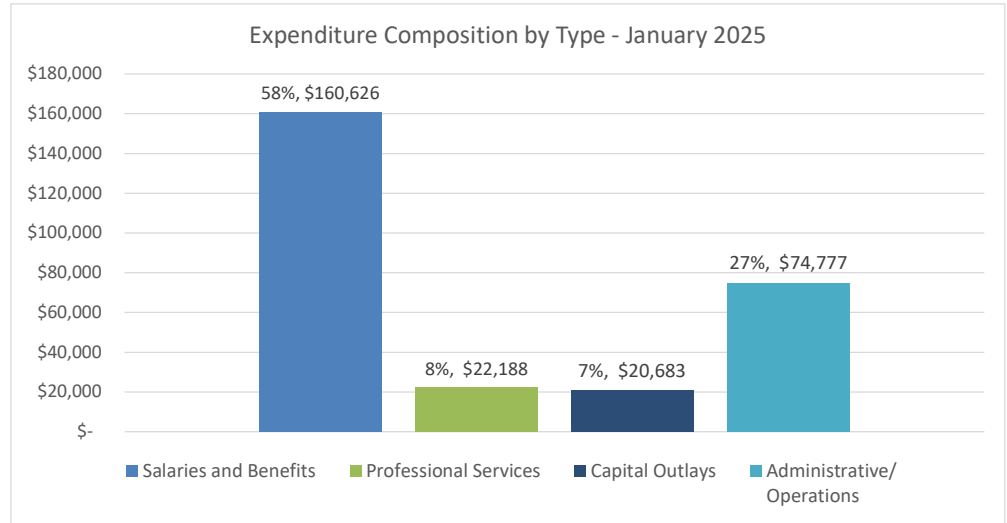
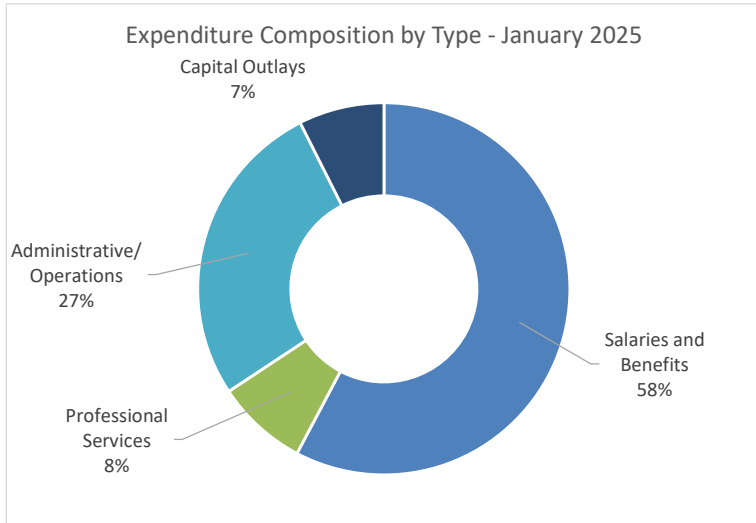


TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED



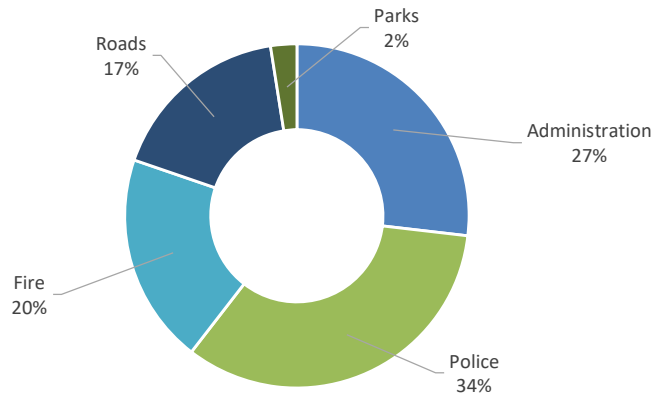
TOWN OF PALMER LAKE

Item 3.

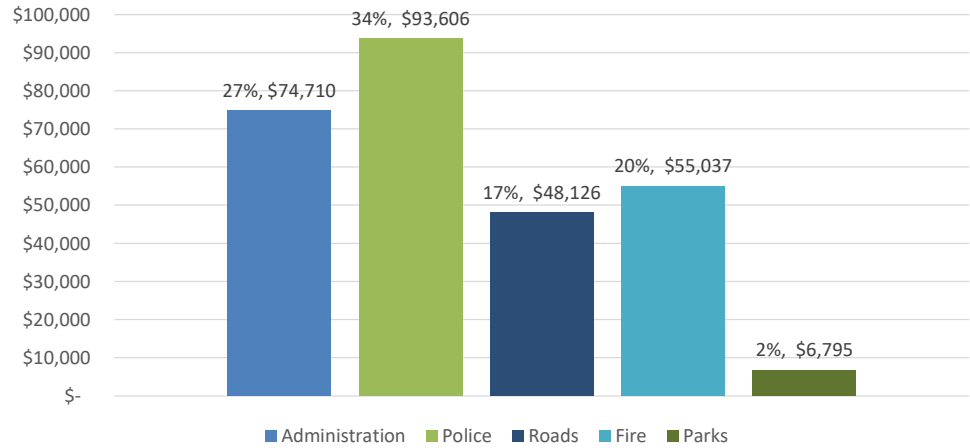
EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED

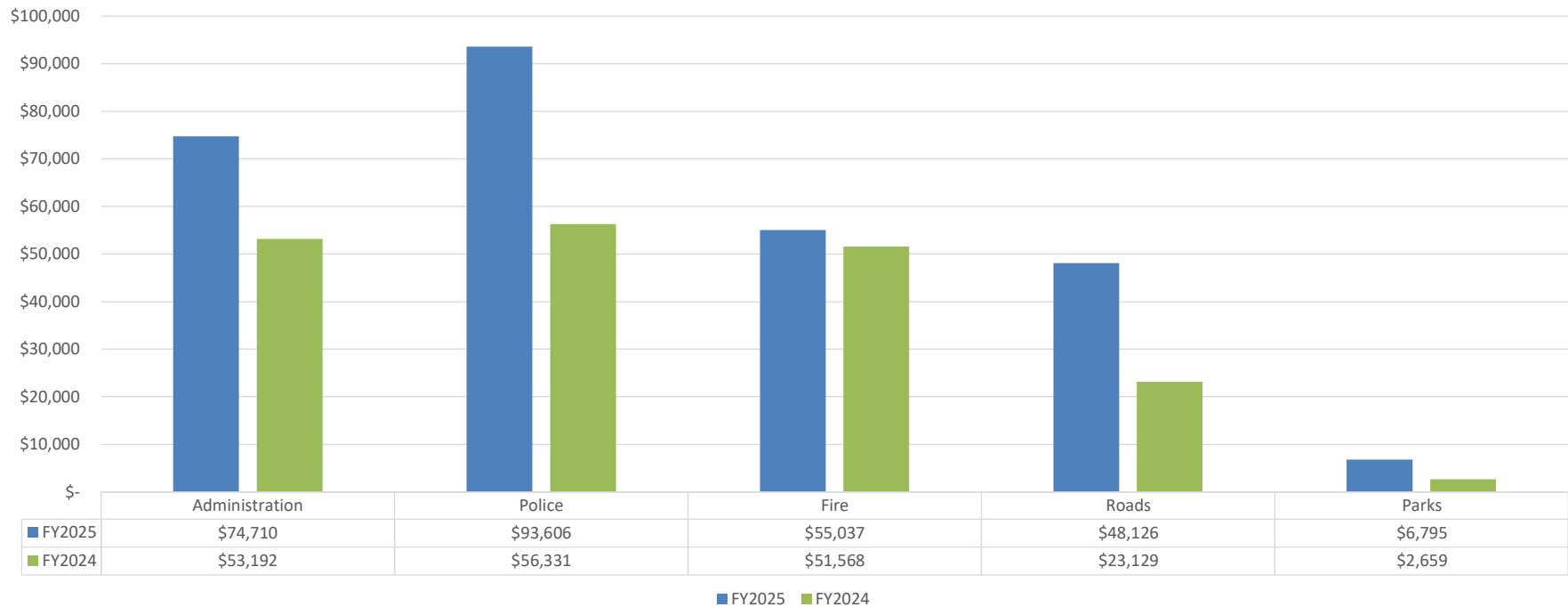
Expenditure Composition by Department - January 2025



Expenditure Composition by Department - January 2025



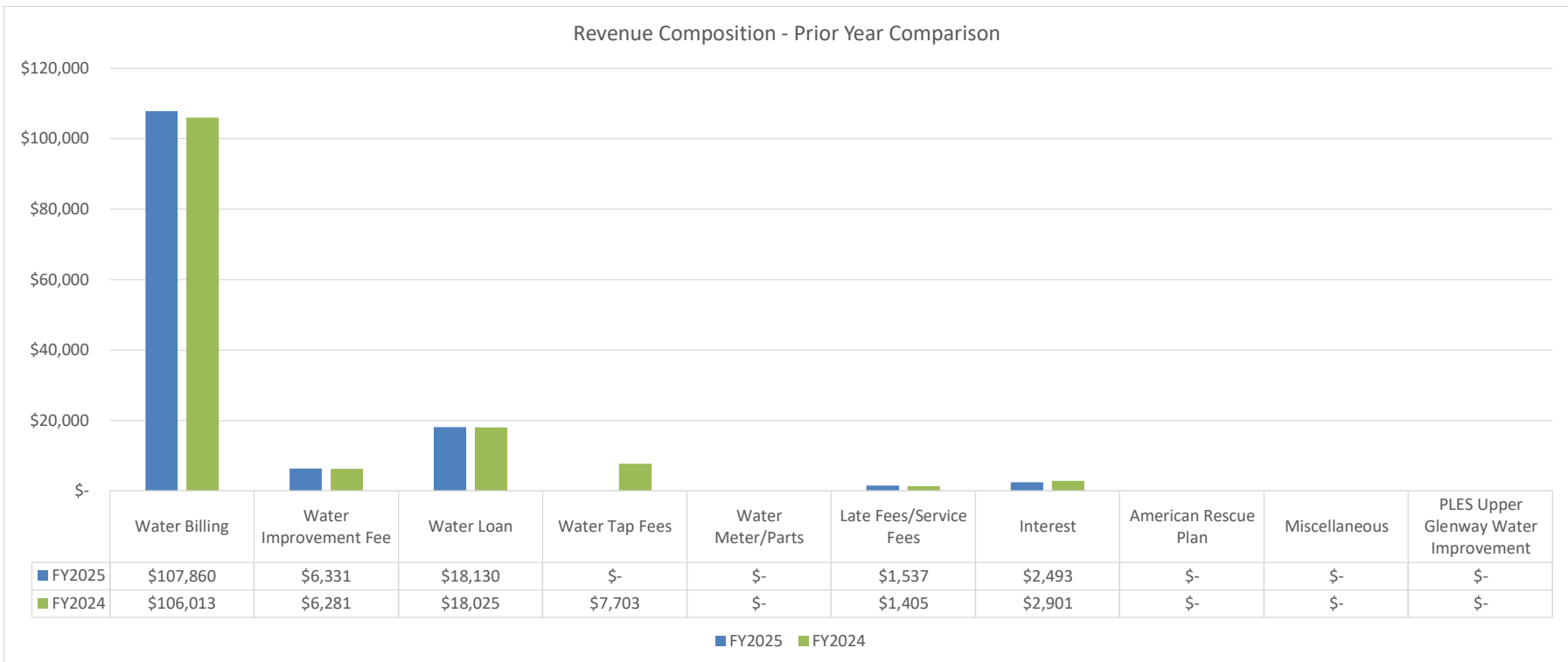
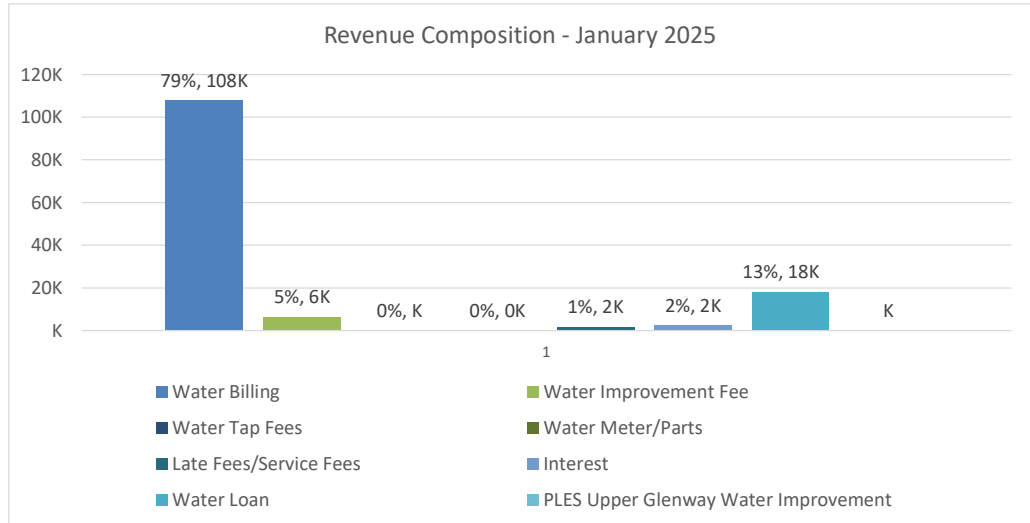
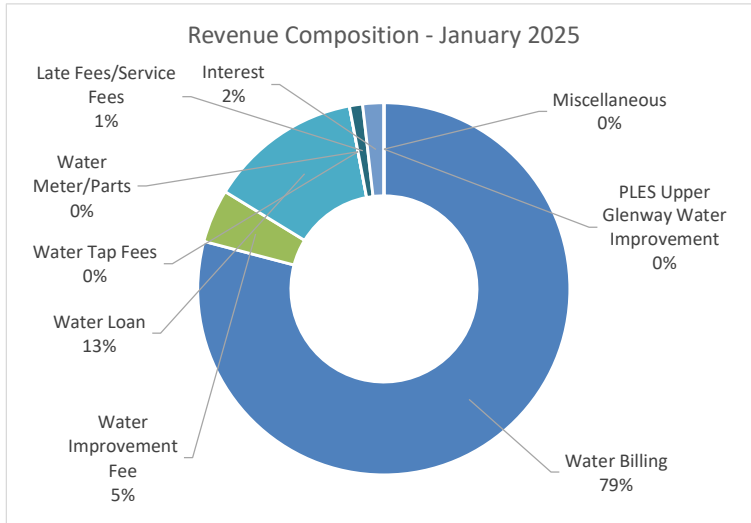
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 3.

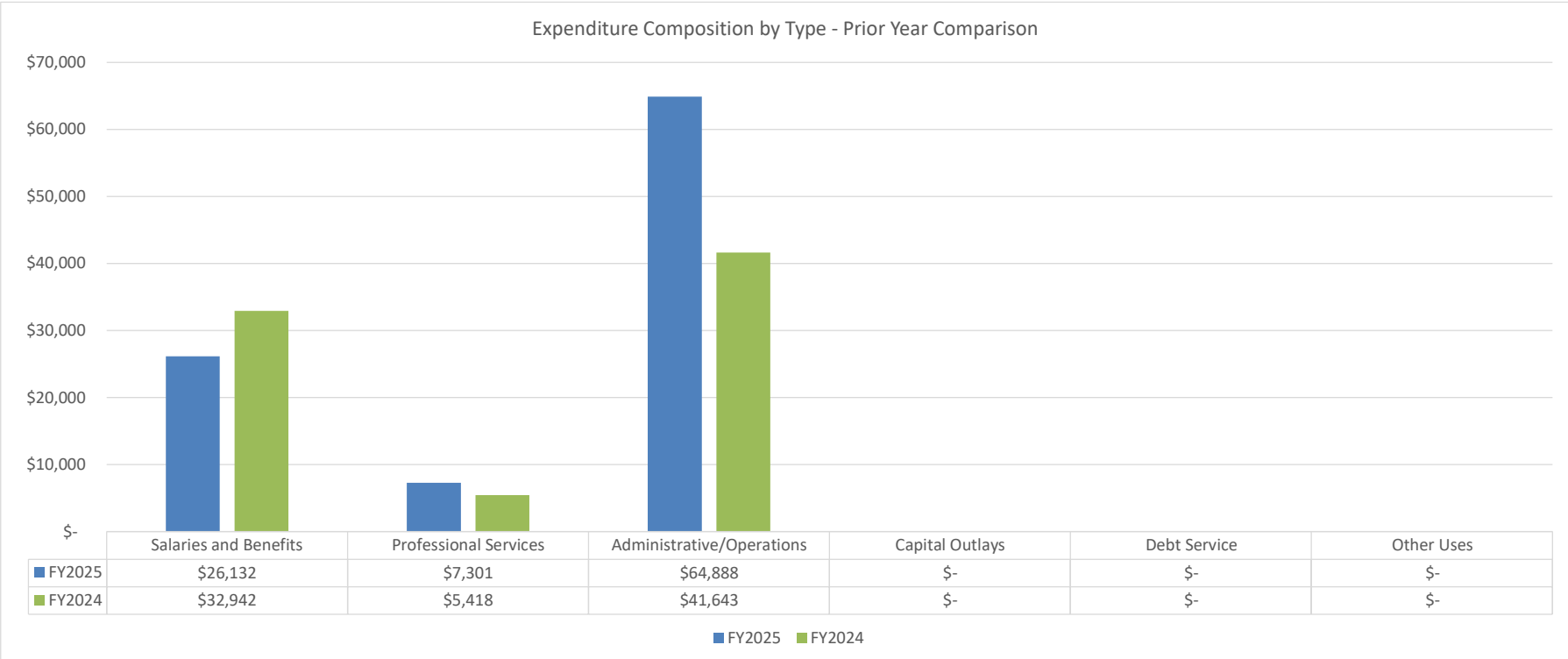
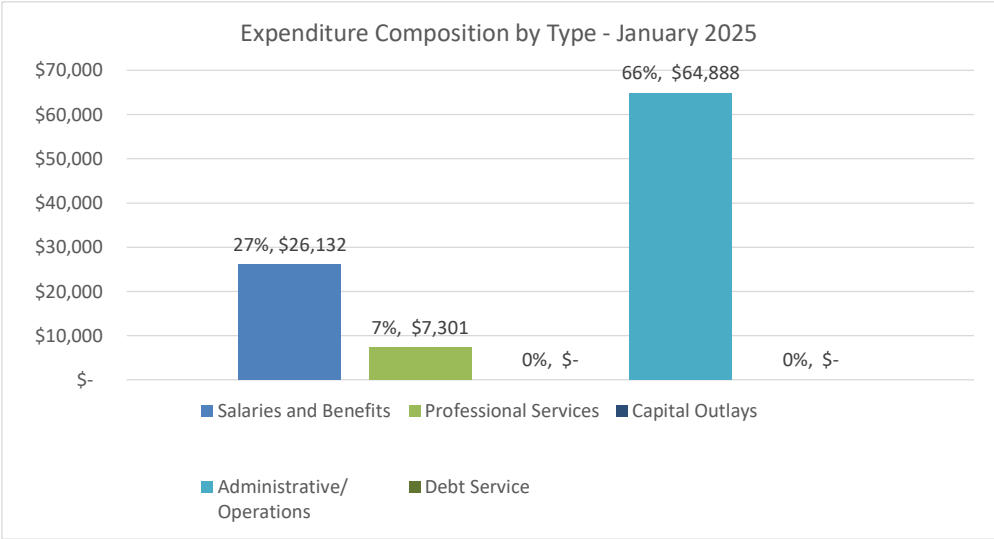
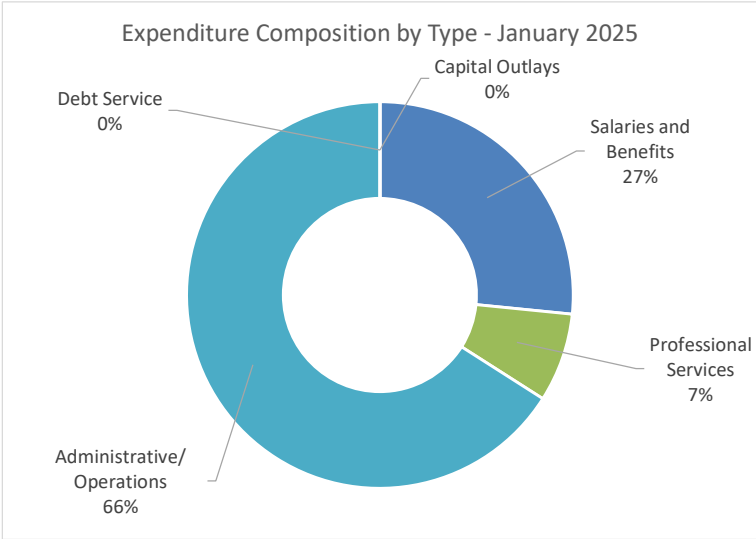
REVENUE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2025 UNAUDITED



TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2025 UNAUDITED



| Vendor ID | Name | Payment Number | Check Date | Check Number | | |
|----------------|---------------------|----------------------------|-------------|--------------|----------|-----------------|
| JRENGINEERING | JR ENGINEERING, LLC | 0002878 | 2/20/2025 | 50481 | | |
| Invoice Number | Date | Description | Amount | Amount Paid | Discount | Net Amount Paid |
| 86072 | 1/31/2025 | Spruce Mtn. Rd Improvement | \$16,484.26 | \$16,484.26 | \$0.00 | \$16,484.26 |

50481

Item 4.

Totals: \$16,484.26 \$16,484.26 \$0.00 \$16,484.26

LMP100 M/P CHECK

Town of Palmer Lake
 Dawn Collins
 dawn@palmer-lake.org

Invoice number 86072
 Date 01/31/2025

Project 2000-5324.00 Spruce Mountain Roadway
 Improvements

For Professional Services through January 31,2025

100 Project Initiation, Data Collection & Management

101 Kick-Off Meetings/Field Investigations

Professional Personnel

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|------------------|
| Manager | 6.00 | 200.00 | 1,200.00 |
| Project Lead Engineer | 2.50 | 175.00 | 437.50 |
| Project Lead Surveyor | 1.00 | 175.00 | 175.00 |
| Phase subtotal | | | 1,812.50 |

102 Boundary & Right-of-Way Research & Survey

Professional Personnel

| | Hours | Rate | Billed Amount |
|--------------------------|-------|--------|------------------|
| Survey Crew (1 Person) | 9.50 | 140.00 | 1,330.00 |
| Survey Crew (2nd person) | 9.50 | 50.00 | 475.00 |
| Project Lead Surveyor | 1.00 | 175.00 | 175.00 |
| Project Surveyor | 3.00 | 155.00 | 465.00 |
| Reimbursable Expenses | | | |

| | | | |
|----------------|--|--|----------|
| Maps & Plans | | | 14.26 |
| Phase subtotal | | | 2,459.26 |

103 Topographic, Design & Utility Survey

Professional Personnel

| | Hours | Rate | Billed Amount |
|--------------------------|-------|--------|------------------|
| Survey Crew (1 Person) | 19.50 | 140.00 | 2,730.00 |
| Survey Crew (2nd person) | 19.50 | 50.00 | 975.00 |
| Project Surveyor | 3.00 | 155.00 | 465.00 |
| Phase subtotal | | | 4,170.00 |

104 Prepare Base Files

Professional Personnel

| | Hours | Rate | Billed Amount |
|-----------------------|-------|--------|------------------|
| Project Lead Surveyor | 12.50 | 175.00 | 2,187.50 |
| Project Surveyor | 4.00 | 155.00 | 620.00 |
| Phase subtotal | | | 2,807.50 |

Item 4.

100 Project Initiation, Data Collection & Management

105 Utility Research (QL D)

Professional Personnel

SUE Locating Crew (1 Person)

| Hours | Rate | Billed Amount |
|-------|--------|---------------|
| 8.00 | 165.00 | 1,320.00 |

106 Utility QL B Locates

Professional Personnel

SUE Locating Crew (1 Person)

| Hours | Rate | Billed Amount |
|-------|--------|---------------|
| 19.00 | 165.00 | 3,135.00 |

110 Project Coordination

Professional Personnel

Manager

| Hours | Rate | Billed Amount |
|-------|--------|---------------|
| 2.25 | 200.00 | 450.00 |

Project Engineer

| | | |
|------|--------|--------|
| 1.00 | 155.00 | 155.00 |
|------|--------|--------|

Phase subtotal

605.00

Project Initiation, Data Collection & Management subtotal

16,309.26

400 FEMA CLOMR

401 FEMA Data Request

Professional Personnel

Project Lead Engineer

| Hours | Rate | Billed Amount |
|-------|--------|---------------|
| 1.00 | 175.00 | 175.00 |

FEMA CLOMR subtotal

175.00

Invoice total **16,484.26**

Billing Summary

| Description | Contract Amount | Total Billed | Remaining | Current Billed |
|---|-----------------|--------------|-----------|----------------|
| 100 Project Initiation, Data Collection & Management | | | | |
| 101 Kick-Off Meetings/Field Investigations | 1,500.00 | 1,812.50 | -312.50 | 1,812.50 |
| 102 Boundary & Right-of-Way Research & Survey | 7,280.00 | 2,459.26 | 4,820.74 | 2,459.26 |
| 103 Topographic, Design & Utility Survey | 9,120.00 | 4,170.00 | 4,950.00 | 4,170.00 |
| 104 Prepare Base Files | 3,980.00 | 2,807.50 | 1,172.50 | 2,807.50 |
| 105 Utility Research (QL D) | 1,500.00 | 1,320.00 | 180.00 | 1,320.00 |
| 106 Utility QL B Locates | 3,200.00 | 3,135.00 | 65.00 | 3,135.00 |
| 107 Prepare Utility Base Files | 1,370.00 | 0.00 | 1,370.00 | 0.00 |
| 108 Project Meetings | 6,000.00 | 0.00 | 6,000.00 | 0.00 |
| 109 Utility Coordination | 6,400.00 | 0.00 | 6,400.00 | 0.00 |
| 110 Project Coordination | 8,000.00 | 605.00 | 7,395.00 | 605.00 |
| Subtotal | 48,350.00 | 16,309.26 | 32,040.74 | 16,309.26 |
| 200 Conceptual & Preliminary Design Phase | | | | |
| 201 Geotechnical Analysis & Report | 17,300.00 | 0.00 | 17,300.00 | 0.00 |
| 202 Environmental Research & Analysis | 25,550.00 | 0.00 | 25,550.00 | 0.00 |
| 203 Intersection Conceptual Design | 4,210.00 | 0.00 | 4,210.00 | 0.00 |
| 204 Preliminary Design, Plans & Index of Specifications | 13,120.00 | 0.00 | 13,120.00 | 0.00 |

Item 4.

Billing Summary

| Description | Contract Amount | Total Billed | Remaining | Current Billed |
|---|-----------------|--------------|------------|----------------|
| 200 Conceptual & Preliminary Design Phase | | | | |
| 205 Preliminary SUE Plans | 6,540.00 | 0.00 | 6,540.00 | 0.00 |
| 206 Preliminary Cost Estimate | 2,120.00 | 0.00 | 2,120.00 | 0.00 |
| 207 FIR Meeting | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 208 Preliminary ROW Plans | 7,900.00 | 0.00 | 7,900.00 | 0.00 |
| 209 ROWPR Meeting | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| Subtotal | 79,740.00 | 0.00 | 79,740.00 | 0.00 |
| 300 Stormwater Drainage Design | | | | |
| 301 Hydrologic Calculations - Road Widening | 2,385.00 | 0.00 | 2,385.00 | 0.00 |
| 302 Prepare Drainage Maps | 2,945.00 | 0.00 | 2,945.00 | 0.00 |
| 303 Prepare Culvert Hydraulic Analysis | 2,240.00 | 0.00 | 2,240.00 | 0.00 |
| 304 Preliminary Drainage Memo | 2,800.00 | 0.00 | 2,800.00 | 0.00 |
| 305 Prepare Culvert Plans & Details | 5,400.00 | 0.00 | 5,400.00 | 0.00 |
| 306 Prepare Culvert Wall Plans & Details | 3,660.00 | 0.00 | 3,660.00 | 0.00 |
| 307 Prepare Final Drainage Report | 7,170.00 | 0.00 | 7,170.00 | 0.00 |
| Subtotal | 26,600.00 | 0.00 | 26,600.00 | 0.00 |
| 400 FEMA CLOMR | | | | |
| 401 FEMA Data Request | 400.00 | 175.00 | 225.00 | 175.00 |
| 402 Prepare Carpenter Creek Hydraulic Models (CLOMR) | 8,300.00 | 0.00 | 8,300.00 | 0.00 |
| 403 Prepare Carpenter Creek Floodway Encroachment Hydraulic Model | 3,470.00 | 0.00 | 3,470.00 | 0.00 |
| 404 Prepare Drainage Work Map | 5,330.00 | 0.00 | 5,330.00 | 0.00 |
| 405 Prepare Annotated FIRM & Flood Profiles | 4,230.00 | 0.00 | 4,230.00 | 0.00 |
| 406 Prepare MT-2 Forms | 1,140.00 | 0.00 | 1,140.00 | 0.00 |
| 407 Prepare Carpenter Creek CLOMR Report | 6,760.00 | 0.00 | 6,760.00 | 0.00 |
| 408 Prepare Draft Property Owner Notifications | 1,590.00 | 0.00 | 1,590.00 | 0.00 |
| 409 Prepare ESA Compliance | 970.00 | 0.00 | 970.00 | 0.00 |
| 410 Address FEMA/CWCB Additional Data Requests | 7,800.00 | 0.00 | 7,800.00 | 0.00 |
| 411 FEMA LOMC Application Fee (Online LOMC) | 6,500.00 | 0.00 | 6,500.00 | 0.00 |
| Subtotal | 46,490.00 | 175.00 | 46,315.00 | 175.00 |
| 500 Final Design Phase & Construction Documents | | | | |
| 501 Update Plans for Final Design | 12,620.00 | 0.00 | 12,620.00 | 0.00 |
| 502 Project Specifications | 3,050.00 | 0.00 | 3,050.00 | 0.00 |
| 503 Final Cost Estimate | 1,310.00 | 0.00 | 1,310.00 | 0.00 |
| 504 CDOT Clearances/Permitting | 5,950.00 | 0.00 | 5,950.00 | 0.00 |
| 505 SUE Plans | 2,740.00 | 0.00 | 2,740.00 | 0.00 |
| 506 Right-of-Way Plans | 3,840.00 | 0.00 | 3,840.00 | 0.00 |
| 507 Legal Descriptions & Exhibits | 2,740.00 | 0.00 | 2,740.00 | 0.00 |
| 508 FOR Meeting | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 509 Finalize Plans & Documents for Bidding | 4,980.00 | 0.00 | 4,980.00 | 0.00 |
| Subtotal | 38,730.00 | 0.00 | 38,730.00 | 0.00 |
| 600 Bidding Phase | | | | |
| 601 Attend Pre-Bid Meeting & Site Walk Through | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 602 Respond to Bidder's Questions & Prepare Addenda | 1,720.00 | 0.00 | 1,720.00 | 0.00 |
| 603 Meeting to Review Bids & Provide Recommendation | 1,150.00 | 0.00 | 1,150.00 | 0.00 |
| Subtotal | 4,370.00 | 0.00 | 4,370.00 | 0.00 |
| Total | 244,280.00 | 16,484.26 | 227,795.74 | 16,484.26 |

Spruce Mtn Road
 REIMB

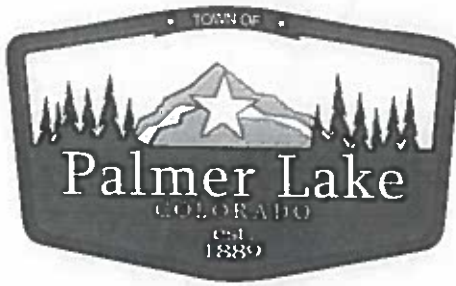
10-51-6000-014

CB.

NOTICE OF PUBLIC HEARING

TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, February 19, 2025, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application for minor resubdivision/replat of lots 1, 2, and 3 of Tudor Manor Crossing, located at 707 and 711 Sunridge and 680 Eisenhower, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, February 27 at 6 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



Engr. - quick comp! reit
 Item 5.
 ONP
 =

TOWN OFFICE USE ONLY

Date Received: 10-2-2024 By: [Signature]

Fee: \$ 1000- Pmt Type: _____

Property #: _____

LAND USE REGULATIONS/DEVELOPMENT APPLICATION

2/19 PC
 2/2

| TYPE OF SUBMITTAL (CHECK ALL THAT APPLY) | |
|--|--|
| Certificate of zoning compliance (17.12.060) | Minor Subdivision (Attach Minor Subdivision Application - 16.36.020) <u>X re subd.</u> |
| Annexation (CRS 31-12-101 et seq.) | Resubdivision (Attach Subdivision Application- 16.64.010) |
| Zoning Change (Ordinance required-Attach Rezoning or Map/Text amendment Application) | Conditional Use Permit (Attach application-17.100.010) |
| Planned Unit Development (Attach PUD Plan 17.72.100 or PUD Final Development Plan Application 17.72.110) | Variance from Zoning Regulations (Attach Variance Application- 17.64.160) |
| Site Plan Review (Attach Site Plan Application-17.12.070) | Sign Permit (Attach Sign Application-17.76.040) |
| Subdivision Master Plan (16.16.010) | Grading and Erosion Control Plan (Attach application-17.68.080) |
| Major Subdivision Preliminary Plat (Attach Major Subdivision Application- 16.20.010) | Hillside Overlay District (Attach application-17.68.110) |
| Major Subdivision Final Plat (Attach Major Subdivision Application-16.028.010) | Floodplain Development Permit (Attach application-17.64.130) |

Please submit the following with this application:

Attach Vicinity Map

Attach County Assessor Parcel Information showing property & lot lines (<https://assessor.elpasoco.com>)

Property Address: 711 & 707 SUNRIDGE CRL. 680 EISENHOWER

Applicant Name: RICHARD WILLIAMS Phone: 719 648 1419

Email: RICHARD@REGALCONSTRUCTIONCO.COM

Mailing Address: P.O Box 246

City: PALMER LAKE State: CO Zip: 80133

Owner(s) of Record Name (if different from above): LARRY DEEDER, FRANK VALASQUEZ

Email: SAME AS ABOVE

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

APPLICANT SIGNATURE - I certify the information & exhibits I submitted are true & correct to the best of my knowledge. In filing this form, I am acting with the knowledge & consent of the property owners. I understand that all materials & fees required by the Town must be submitted prior to having this application processed. Form may be signed electronically by typing your name in the Signature field or manually printing & signing.

OWNER CERTIFICATION - I certify that I am the lawful owner of the parcel(s) of land or mineral interests which this application concerns and consent to this action.

[Signature]
 Applicant Signature

9/4/2024
 Date

[Signature]
 Owner Signature

9/4/2024
 Date

NTS
 SCHEDULED LAND
 PLATTED LAND TO
 BE AS SHOWN
 OF LAND
 SUBDIVISION
 BY Kay
 10/1/03

used this document
 signed before me
 P. M. M. M.
 NOTARY PUBLIC

This plat No easements
 or commitment.

Planning Commission

Planning Commission

Trustees of the
 2003
 Palmer Lake

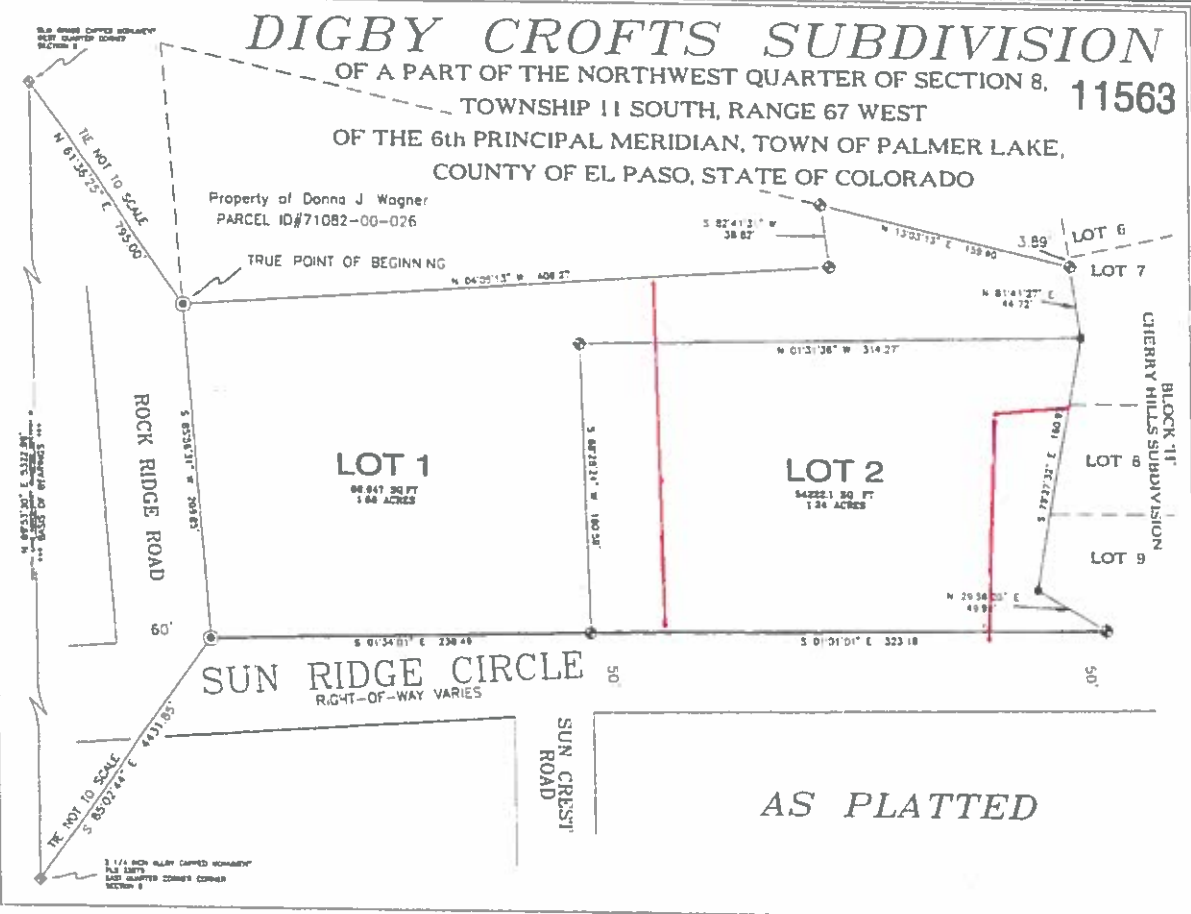
Not title insurance
 - ARADO SPRINGS
 - 2002
 - this
 - 10-2001 to

of adjacent
 records

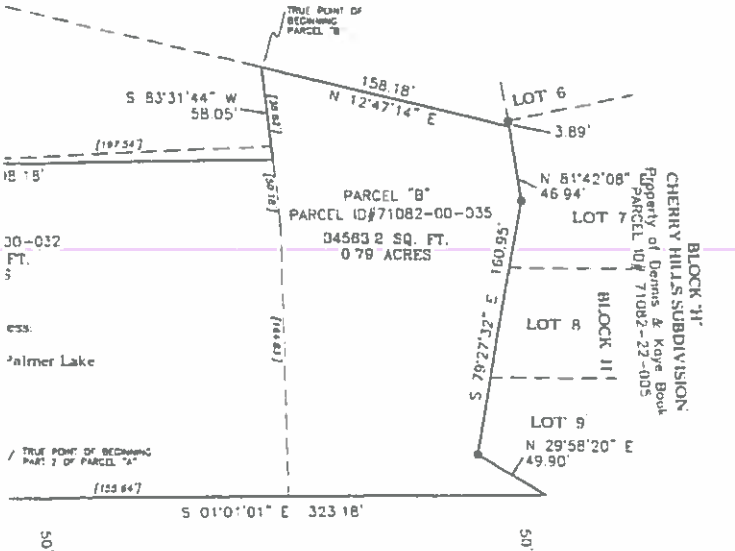
shows any
 monument or
 or pursuant to
 taken
 not be used
 that for which
 unless other

ness in parenthesis
 - 11/12, Page 1056

shows on
 facts of the
 survey, and does
 not or implied
 reference any
 or within
 in to
 this survey be
 of certification



AS PLATTED



MONUMENT LEGEND
 ● FOUND 3/8th INCH STEEL PIN (NO CAP)
 ⊕ FOUND 1/2 INCH STEEL PIN W/ MANGLED CAP (UNREADABLE)
 ⊕ FOUND 7/8th INCH DD PIPE (MONUMENT SET BY PLS 3683)
 ⊕ FOUND PUBLIC LAND SURVEY MONUMENT (AS NOTED)
 ⊕ SET 3/8 INCH X 18 INCH STEEL BAR W/ PLASTIC CAP MARKED PLS #23875

SURVEYOR'S CERTIFICATION
 I, Bill W.A. Baker, a duly registered Professional Land Surveyor in the State of Colorado do by these presents certify that the plat of DIGBY CROFTS SUBDIVISION was prepared from a survey made by me on the ground and that said plat accurately depicts said survey to the best of my knowledge, information and belief. Said plat is in conformance with Title 38 of the Colorado Revised Statutes, as amended.

Bill W.A. Baker
 Bill W.A. Baker PLS #23875

COUNTY CLERK AND RECORDER:
 STATE OF COLORADO
 COUNTY OF EL PASO SS
 I hereby certify that this instrument was filed for record in my office at 2:28 PM, this 16th day of October, 2003, and is duly recorded in plat book _____ at page _____ of the records of El Paso County, Colorado.

Reception Number 203244313
 Fee \$ 10.00
 \$ 4.00
 By Deputy *Robert C. Balne* Clerk and Recorder

CORNERSTONE BOUNDARY CONSULTANTS
 PROFESSIONAL LAND SURVEYORS
 Monument, Colorado 80122
 219-881-9189

DIGBY CROFTS SUBDIVISION
 OF A PART OF THE NORTHWEST QUARTER OF SECTION 8,
 TOWNSHIP 11 SOUTH, RANGE 67 WEST
 OF THE 6th PRINCIPAL MERIDIAN, TOWN OF PALMER LAKE,
 COUNTY OF EL PASO, STATE OF COLORADO

BOUNDARY
 MOVING CLANS
 TOPOGRAPHY
 EASEMENT LOCATION
 RIGHT-OF-WAY

FORMER PROPERTY CONFIGURATION

NEW LOT LINES

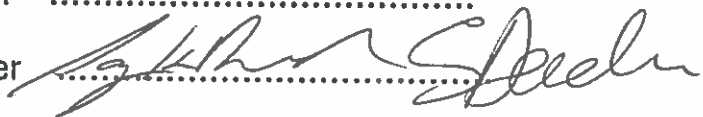
Request for new Lot Lines

This is a request for new lot lines on the plans enclosed with this letter .

Thank you :

Frank and Nancy Valasquez 

Lindsay and Richard Willan

Larry and Samantha Deeder 

Item 5.

When recorded, return to:
Primary Residential Mortgage, Inc. c/o First American
Attn: Final Docs
1795 International Way
Idaho Falls, ID 83402
800-748-4424

Title Order No.: 1649170

LOAN #: 301019999

[Space Above This Line For Recording Data]

DEED OF TRUST

CASE #: 39-39-6-1426443

MIN 1001464-6000870953-6

MERS PHONE #: 1-888-679-6377

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated May 16, 2022, together with all Riders to this document.

(B) "Borrower" is LARRY KERMIT DEEDER AND SAMANTHA JANE DEEDER, JOINT TENANTS.

whose address is 707 Sun Ridge Circle, Palmer Lake, CO 80133.

Borrower is the trustor under this Security Instrument.
(C) "Lender" is Primary Residential Mortgage, Inc..

Lender is a Licensed Lender, organized and existing under the laws of Nevada.
Lender's address is 1480 North 2200 West, Salt Lake City, UT 84116.

(D) "Trustee" is the Public Trustee of El Paso County, Colorado.
(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument. MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.
(F) "Note" means the promissory note signed by Borrower and dated May 16, 2022. The Note states that Borrower owes Lender FIVE HUNDRED SEVENTY SIX THOUSAND FIVE HUNDRED AND NO/100**** Dollars (U.S. \$576,500.00) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full no later than June 1, 2052.
(G) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."
(H) "Loan" means the debt evidenced by the Note, plus interest, any prepayment charges and late charges due under the Note, and all sums due under this Security Instrument, plus interest.



1649170

From: Frank Velasquez frank.velasquez@gmail.com
Date: Sep 25, 2024 at 12:41:43 PM
To: Richard Willan
richard@regalconstructionco.com

Cruck Broerman
12/28/2022 11:48:51 AM
Doc \$0.00 1
Rec \$13.00 Page

El Paso County, CO



222153124

WHEN RECORDED RETURN TO:

NANCY VELASQUEZ
P.O. Box 81
PALMER LAKE CO 80133 QUITCLAIM DEED

THIS DEED, made this 28 day of DECEMBER, 2022 between FRANK VELASQUEZ
S. NANCY REEVE ("Grantor"), of the County of EL PASO and State of
COLORADO and FRANK VELASQUEZ & NANCY VELASQUEZ ("Grantee")
whose legal address is P.O. BOX 81 PALMER LAKE CO 80133;

WITNESS, that the Grantor, for and in consideration of Ten (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, has remised, released, sold and QUITCLAIMED and by these presents does remise, release, sell and QUITCLAIM unto the Grantee, and the Grantee's heirs and assigns forever, as "JOINT TENANCY", all of the right, title interest, claim and demand that the Grantor has in and to the real property, together with the fixtures and improvements located thereon, if any, situate, lying and being in the County of EL PASO and State of Colorado, described as follows: LOTS 8 & 9 BLOCK H
CHERRY HILLS PALMER LAKE

Also Known As: 6801 EISENHOWER DRIVE PALMER LAKE CO 80133

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest and claim, whatsoever, of the Grantor, either in law or in equity, to the only proper use, benefit and behalf of the Grantee, and the Grantee's heirs and assigns forever.

EXECUTED AND DELIVERED on the date set forth above.

[Signature]
FRANK VELASQUEZ

[Signature] Nancy Reeve Nancy Velasquez
NANCY REEVE AKA NANCY VELASQUEZ

STATE OF: COLORADO
COUNTY OF: EL PASO ss.

The foregoing instrument was acknowledged before me on 12/28/2022 by

Frank Velasquez and Nancy Reeve AKA Nancy Velasquez

Witness my hand and official seal.
My commission expires:

7/27/2023

[Signature]
Notary Public

JANUARY A. HANKEN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20034020083
MY COMMISSION EXPIRES JULY 27, 2023

QUITCLAIM DEED

THIS DEED is dated 20th MAY, 2009, and is made between

LINDSAY RAY

(whether one, or more than one), the "Grantor," of the * CITY AND County of EL PASO and State of COLORADO and

LINDSAY A WILLAN

(whether one, or more than one), the "Grantee," whose legal address is

711 SUNRIDGE CRL, PALMIER LAKE

of the CITY AND County of EL PASO and State of COLORADO

WITNESS, that the Grantor, for and in consideration of the sum of ONE DOLLARS, (\$ 1.),

the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release, sell and QUITCLAIM unto the Grantee and the Grantee's heirs and assigns, forever, all the right, title, interest, claim and demand which the Grantor has in and to the real property, together with any improvements thereon, located in the CITY AND County of EL PASO and State of Colorado, described as follows:

THAT PT OF LOT 2 DIGBY CROFTS SUB LY
W/IN TR CONV BY REC # 203079063

SCH/PARC: # 71082-22-01²¹/₂

also known by street address as:
and assessor's schedule or parcel number:

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title, interest and claim whatsoever of the Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee, and the Grantee's heirs and assigns, forever.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

x [Signature]



resubd.

Minor Subdivision Checklist form date: May 29, 2024

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.110(a) for more information.
- On this checklist, check off items included in the application and shown on the drawings.

| SUBMITTAL REQUIREMENTS | |
|-------------------------------------|--|
| <input type="checkbox"/> | Number of paper copies to be determined |
| <input type="checkbox"/> | Digital copy (PDF) of all submittal items |
| <input checked="" type="checkbox"/> | Land Use application form, completed & signed |
| <input type="checkbox"/> | This checklist – check off all items submitted and drawing requirements that have been met |
| <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | Cost reimbursement agreement |
| <input type="checkbox"/> | 30-day requirement signed waiver |
| <input type="checkbox"/> | Title commitment |
| <input type="checkbox"/> | Mineral rights affidavit ? |
| <input type="checkbox"/> | Minor subdivision plat (see Drawing Requirements below) |
| <input type="checkbox"/> | Site development plan |
| <input type="checkbox"/> | Project narrative |

| DRAWING REQUIREMENTS (continued) | |
|--|---|
| <input checked="" type="checkbox"/> | - Designer(s) |
| <input checked="" type="checkbox"/> | - Engineer(s) |
| <input checked="" type="checkbox"/> | - Surveyor(s) |
| <input checked="" type="checkbox"/> | Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW's, and easements |
| <input type="checkbox"/> | Excepted parcels note |
| <input checked="" type="checkbox"/> | Lot and block numbers |
| <input checked="" type="checkbox"/> | Existing and proposed ROW |
| <input checked="" type="checkbox"/> | Existing and proposed street names |
| <input checked="" type="checkbox"/> | Existing and proposed easements |
| <input checked="" type="checkbox"/> | Location and description of monuments |
| <input checked="" type="checkbox"/> | Floodplain boundary |
| Signature and certification blocks for: | |
| <input type="checkbox"/> | - Registered land surveyor |
| <input type="checkbox"/> | - Owners and mortgagees |
| <input type="checkbox"/> | - PC, BOT, Town Clerk, County Clerk & Recorder |
| <input type="checkbox"/> | - Utility providers |
| <input type="checkbox"/> | - Ownership and dedications |

| DRAWING REQUIREMENTS | |
|--|--|
| <input type="checkbox"/> | 24" x 36" sheet, unless other size is approved |
| <input checked="" type="checkbox"/> | Title of project |
| <input checked="" type="checkbox"/> | North arrow |
| <input checked="" type="checkbox"/> | Written & graphic scale |
| <input checked="" type="checkbox"/> | Vicinity map |
| <input type="checkbox"/> | Date of preparation |
| <input checked="" type="checkbox"/> | Name of person or firm that prepared drawing |
| <input checked="" type="checkbox"/> | Legal description of the entire subdivision |
| <input type="checkbox"/> | Basis of established bearing |
| <input type="checkbox"/> | Closure calculations |
| Name/business name/address/phone/email: | |
| <input checked="" type="checkbox"/> | - Owner(s) |
| <input checked="" type="checkbox"/> | - Applicant (if not the owner) |

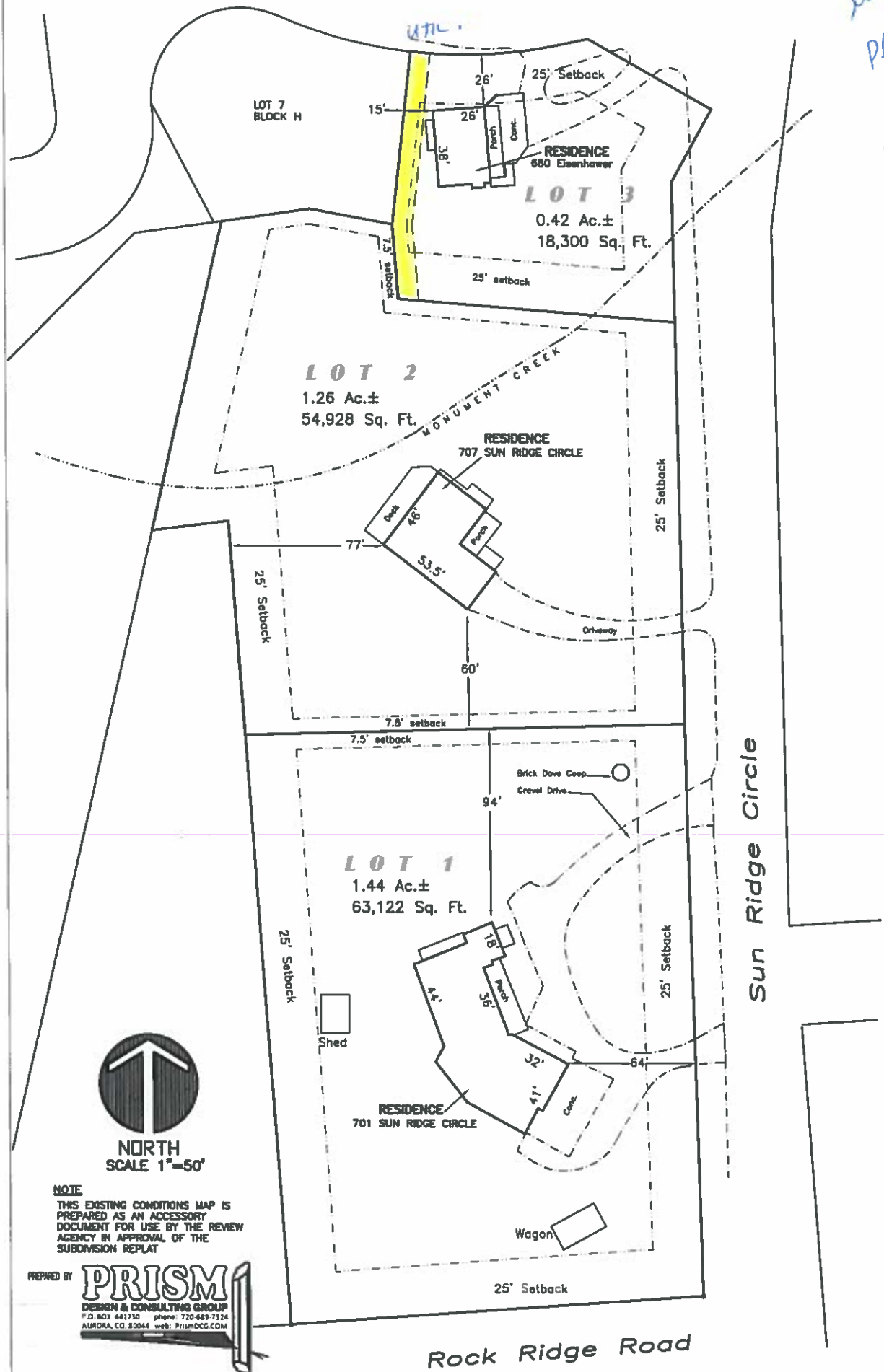
x send to Engr.

Tudor Manor Crossing

EXISTING CONDITIONS EXHIBIT MAP

Item 5.

*lay
process
1d - easmt
(final plat)*



NOTE
THIS EXISTING CONDITIONS MAP IS PREPARED AS AN ACCESSORY DOCUMENT FOR USE BY THE REVIEW AGENCY IN APPROVAL OF THE SUBDIVISION REPLAY

PREPARED BY **PRISM**
DESIGN & CONSULTING GROUP
P.O. BOX 441730 phone: 720-689-7324
AURORA, CO. 80044 web: PrismDCG.COM

Rock Ridge Road



-Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at (719) 476-1667 or email at fredrick.rogers@gazette.com.

NOTICE OF PUBLIC HEARING
TOWN OF PALMER LAKE

Notice is hereby given that Palmer Lake Planning Commission shall hold a public hearing on Wednesday, February 19, 2025, at 5 PM at the Town Hall at 28 Valley Crescent, Palmer Lake, to consider an application for minor resubdivision/replat of lots 1, 2, and 3 of Tudor Manor Crossing, located at 707 and 711 Sunridge and 680 Eisenhower, Palmer Lake. A recommendation will be made to the Board of Trustees on the same matter scheduled to be heard on Thursday, February 27 at 6 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 February 5, 2025.

Date: 01/27/25

Account #: 10341
Company Name: Town Of Palmer Lake

Contact: Maria Kelly

Address: PO Box 208
Palmer Lake 80133

Telephone: (719) 481-2953
Fax: (000) 000-0000

Run Dates:
Tri Lakes Tribune 02/05/25
Gazette.com 02/05/25
Gazette.com 02/12/25
Gazette.com 02/19/25

Ad ID: 212567

Start: 02/05/25
Stop: 02/19/25

Total Cost: \$43.70
of Lines: 20
Total Depth: 2.347
of Inserts:

Ad Class: 905
Phone # (719) 476-1667
Email: fredrick.rogers@gazette.com



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

| | | |
|---|-----------------|---|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Approve Replat of Lots 1, 2, 3 Tudor Manor Crossing |
| Presented by: Deputy Town Clerk | | |

Background

Staff reviewed the application with no issues with this resubdivision/replat for Mr. Willan and two property owners. The replat cleans up some existing encroachment on property lines.

The Planning Commission heard this item on Feb-19 and recommended approval of the replat.

Recommended Action

Approve Resolution 19 to approve the replat of Lots 1, 2 and 3 at Tudor Manor Crossing.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 19 - 2024

A RESOLUTION APPROVING A REPLAT OF LOTS 1, 2 AND 3, TUDOR MANOR CROSSING, ALSO KNOWN AS 707 AND 711 SUNRIDGE AND 680 EISENHOWER, PALMER LAKE, COLORADO

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

WHEREAS, the following individuals (referred to collectively as the “Applicants” are the owners of the properties indicated:

1. Richard Willan is the owner of Lot 1, Tudor Manor Crossing, also known as 711 Sunridge;
2. Frank and Nancy Valasquez, are the owners of Lot 3, Tudor Manor Crossing, also known as 680 Eisenhower; and
3. Larry and Samantha Deeder, are the owners of Lot 2, Tudor Manor Crossing, also known as 707 Sunridge, and

WHEREAS, the properties owned by the Applicants are referred to collectively as “the Property”; and

WHEREAS, the Applicants submitted an application for a replat, seeking to replat the lot lines on the Property as depicted on Exhibit A attached; and

WHEREAS, the proposed replat meets all the minimum requirements of Chapter 16 zoning code, and other applicable Town ordinances; and there are no requests for waivers of any of the requirements of the various Town regulations and resolutions; and

WHEREAS, on February 19, 2025, the Planning Commission reviewed the Application and recommended approval of the replat as presented.

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

1. The replat of Lots 1, 2 and 3, Tudor Manor Crossing, Palmer Lake, also known as 707 and 711 Sunridge, and 680 Eisenhower, as depicted on Exhibit A, attached, is hereby approved.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF FEBRUARY 2025.

TOWN OF PALMER LAKE, COLORADO

ATTEST:

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

| | | |
|---|-----------------|---|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Approve Citizen Appointments to Planning Commission |
| Presented by: Deputy Town Clerk | | |

Background

The town received applications from three citizen members for the Planning Commission. Commission members met with applicants on Feb-19 and made recommendation of two members for appointment to the Commission.

Mr. Andre Bergeron and Mr. Michael Beeson were chosen to fill two vacant seats.

Recommended Action

Approve Resolution 20 to approve the two citizen appointments to the Planning Commission as presented.

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

RESOLUTION NO. 20 - 2025

**A RESOLUTION TO APPROVE CITIZEN APPOINTMENT(S) TO THE PALMER LAKE
PLANNING COMMISSION, PALMER LAKE, COLORADO**

WHEREAS, Palmer Lake is a statutory town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to approve the recommendation of appointed officials to the Planning Commission; and

WHEREAS, at the Planning Commission meeting on February 19, 2025, the Planning Commission recommended approval of two citizen appointments to fill two vacant seats.

**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. The following individuals are appointed to fill the vacancies for the Town of Palmer Lake Planning Commission:

Andre Bergeron – remaining term 2025-2027

Michael Beeson – remaining term 2024-2026

Section 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.

Section 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 27th DAY OF FEBRUARY 2025.**

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

By: _____
Dawn A. Collins, Town Clerk



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

| | | |
|---|-----------------|---|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Amend Excessive Water Leak Policy |
| Presented by: Deputy Town Clerk | | |

Background

Staff suggested and Board members supported an excessive water leak policy in 2024 to authorize financial relief. The initial policy was drafted to provide relief to residents only (note redline copy).

However, it became evident that any water account holder can encounter a loss that creates a financial hardship. Thus, staff revisited the policy and proposes the enclosed policy for any water account holder.

With the amended language, the determined portion of relief is also recommended to be modified to that which is greater of either the portion over the average use of the prior 12 months, or the prior year's month of the highest bill. This data will be provided by Amcobi, and the portion over the greater of the two will be waived, upon confirmation of the repair causing the loss.

Admin and water personnel have reviewed and contributed to this amended version of the policy. Staff is hopeful it will be helpful for those experiencing a hardship with an excessive water leak/loss.

Recommended Action

Approve Resolution 21 to approve the modified excessive water leak policy.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 21-2025

A RESOLUTION REPLACING RESOLUTION 16-2024 REGARDING EXCESSIVE WATER LEAKS AND OTHER WATER LOSSES AND AUTHORIZING STAFF TO PROVIDE RELIEF FOR EXCESSIVE WATER LEAKS OR OTHER WATER LOSSES UNDER CERTAIN CIRCUMSTANCES, PALMER LAKE, COLORADO

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

WHEREAS, the Town discourages the waste and unnecessary leakage or other loss of water and encourages conservation of water; and,

Formatted: Underline

WHEREAS, the Board recognizes and is empathetic to the financial hardship that an excessive water ~~loss/leak~~ or break or other water loss can cause a water account holder or property owner, even if the account holder and property owner take reasonable steps to minimize such losses or leaks once they are detected; and

WHEREAS, the Board desires to provide some relief to the water account holder or property owner with the understanding that ~~the~~ water line repair or correction of other circumstances or fixtures causing unnecessary water losses ~~is~~ are the responsibility of the property owner and account holder, and should be remedied or repaired or otherwise corrected as soon as feasible; and

WHEREAS, water accounts that result in a confirmed water losses ~~leak and that are~~ promptly repaired or remedied ~~the issue~~ shall be considered for partial relief for the ~~non-use~~ (loss) of water due to an incident or circumstances out of the property owner or account holder's control; and

WHEREAS, a continued leak or other water loss issue that is unresolved or not repaired will not be considered for relief; ~~and,~~

WHEREAS, the Board of Trustees previously adopted regulations in Resolution 16-2024 to address these issues and now wishes to update those regulations to, clarify the responsibility of the account holder as well as the water user and property owner, and the methodology that will be used to determine any reduction in the water bill associated with leaks and losses that are timely repaired.

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

- 1. Resolution 16-2024 is hereby repealed and replaced in its entirety with this Resolution.
- 2. The Town Board of Trustees hereby authorizes the Town Clerk, or designee, to

~~reduce~~~~waive~~ the portion of usage fees resulting from a water loss circumstance, including but not limited to a leak or break or in a water line, a faucet or other device that was left running, a leaking faucet or fixture, or a constantly running toilet, to the extent such circumstance was beyond the reasonable control of the account holder, property owner, or water user, to the greater of (1) the amount of the bill for the account holder in the same month during the previous year or (2) of the highest bill caused by the loss and determined by the monthly average for the prior 12-month ~~usage~~period, with such reduction being subject to the following conditions:

- a. ~~The L~~leak ~~or other water~~ loss is confirmed by Palmer Lake Water personnel; and
- b. ~~The L~~leak ~~or other water~~ loss is confirmed to have been repaired within a reasonable time of when it occurred, as determined by the Town Clerk, taking into consideration all relevant circumstances and keeping in mind that it is the responsibility of the account holder, property owner, and the water user to diligently monitor the water lines, fixtures, faucets, toilets and other aspects of the water system within their property, so as to detect any loss or leak as soon as possible.

If a leak or other water loss continues without repair, relief will not be provided.

2.3. 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.

4. 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.

3.5.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF FEBRUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

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TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 21-2025

A RESOLUTION REPLACING RESOLUTION 16-2024 REGARDING EXCESSIVE WATER LEAKS AND OTHER WATER LOSSES AND AUTHORIZING STAFF TO PROVIDE RELIEF FOR EXCESSIVE WATER LEAKS OR OTHER WATER LOSSES UNDER CERTAIN CIRCUMSTANCES

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

WHEREAS, the Town discourages waste and unnecessary leakage or other loss of water and encourages conservation of water; and

WHEREAS, the Board recognizes and is empathetic to the financial hardship that an excessive water leak or break or other water loss can cause a water account holder or property owner, even if the account holder and property owner take reasonable steps to minimize such losses or leaks once they are detected; and

WHEREAS, the Board desires to provide some relief to the water account holder or property owner with the understanding that water line repair or correction of other circumstances or fixtures causing unnecessary water losses are the responsibility of the property owner and account holder, and should be remedied or repaired or otherwise corrected as soon as feasible; and

WHEREAS, water accounts that result in confirmed water losses that are promptly repaired or remedied shall be considered for partial relief for the loss of water due to an incident or circumstances out of the property owner or account holder's control; and

WHEREAS, a continued leak or other water loss issue that is unresolved or not repaired will not be considered for relief; and

WHEREAS, the Board of Trustees previously adopted regulation in Resolution 16-2024 to address these issues and now wishes to update those regulations to, clarify the responsibility of the account holder as well as the water user and property owner, and the methodology that will be used to determine any reduction in the water bill associated with leaks and losses that are timely repaired.

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

1. Resolution 16-2024 is hereby repealed and replaced in its entirety with this Resolution.
2. The Town Board of Trustees hereby authorizes the Town Clerk, or designee, to reduce the portion of usage fees resulting from a water loss circumstance, including but not limited to a

leak or break or in a water line, a faucet or other device that was left running, a leaking faucet or fixture, or a constantly running toilet, to the extent such circumstance was beyond the reasonable control of the account holder, property owner, or water user, to the greater of (1) the amount of the bill for the account holder in the same month during the previous year or (2) the monthly average for the prior 12-month period, with such reduction being subject to the following conditions:

- a. The leak or other water loss is confirmed by Palmer Lake Water personnel; and
- b. The leak or other water loss is confirmed to have been repaired within a reasonable time of when it occurred, as determined by the Town Clerk, taking into consideration all relevant circumstances and keeping in mind that it is the responsibility of the account holder, property owner, and the water user to diligently monitor the water lines, fixtures, faucets, toilets and other aspects of the water system within their property, so as to detect any loss or leak as soon as possible.

If a leak or other water loss continues without repair, relief will not be provided.

- 3. 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.
- 4. 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 27th DAY OF FEBRUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

| | | |
|--|-----------------|---|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Authorize Professional Service Agreement for Feasibility Study for Possible Combined Public Safety Facility |
| Presented by: Town Administrator/Clerk | | |

Background

PLPD and PLFD are operating in poor and insufficient space. The Board previously directed staff to secure DOLA planning funds (EIAF) for a feasibility study determining the proper location for a possible combined public safety facility.

An RFQ was issued and solicited. Two proposals were received and reviewed. A committee comprised of the Police Chief, Fire Chief and Deputy Town Clerk reviewed the proposals and determined that the smaller firm and lower cost was appropriate to determine the location.

Enclosed are both proposals. The proposal from Architivity Ltd and Architetto Design Studio, collaboratively, is recommended for the feasibility portion of this project. With \$12,500 EIAF monies from DOLA and a town match of \$12,500 budgeted, the project is estimated at \$24,000.

Recommended Action

Approve Resolution 22 to authorize a professional service agreement as recommended for the study.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 22-2025

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT TO CONDUCT A FEASIBILITY STUDY FOR THE LOCATION OF A PUBLIC SAFETY FACILITY IN THE TOWN OF PALMER LAKE

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

WHEREAS, the Town has interest in considering the best location for a combined Police and Fire public safety facility; and

WHEREAS, the Board of Trustees secured planning monies from Department of Local Affairs (DOLA) with an award of \$12,500 Energy/Mineral Impact Assistance Fund grant and budgeted a match of \$12,500 in the 2025 budget; and

WHEREAS, a Request for Qualifications was advertised and solicited to several firms with a deadline of February 3, 2025; and

WHEREAS, a review team including Police Chief Smith, Fire Chief Vincent, and Deputy Town Clerk Romero reviewed the two proposals received and recommends the proposal from Ryan Koeniger of Architetto Design Studio, in collaboration with Ron Conder of Architivity Ltd, for the feasibility study.

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

1. Town Board authorizes the Mayor to sign the attached Professional Service Agreement, to complete a feasibility study for the best location of a possible combined public safety facility, at a total cost not to exceed \$25,000.
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 27th DAY OF FEBRUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

Town of Palmer Lake, Colorado
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this ___ day of March 2025, by and between the Town of Palmer Lake, State of Colorado (hereinafter referred to as the "Town"), and Ron Conder on behalf of Architivity Ltd., a Colorado limited liability company, and Ryan Koeniger on behalf of Architetto Design Studio, a Colorado limited liability company, (hereinafter collectively referred to as "Consultant").

RECITALS:

- A. The Town seeks professional services.
- B. Consultant has held itself out to the Town as having the requisite expertise and experience to perform the required services for the Project.

NOW, THEREFORE, it is hereby agreed, for the consideration hereinafter set forth, that Consultant shall provide to the Town professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the services required for the complete and prompt execution and performance of all duties, obligations and responsibilities for the Project, which are described or reasonably implied from **Exhibit A**, which is attached hereto and incorporated herein by this reference.

II. THE TOWN'S OBLIGATIONS/CONFIDENTIALITY

The Town shall provide Consultant with reports and such other data as may be available to the Town and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the Town or pursuant to a lawful court order directing such disclosure. All documents provided by the Town to Consultant shall be returned to the Town. Consultant is authorized by the Town to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF INSTRUMENTS OF SERVICE

The Town acknowledges that the Consultant's documents are an instrument of professional service. Nevertheless, the documents prepared under this Agreement shall become the property of the Town upon completion of the services. Any reuse of the Consultant's documents is at the Town's own risk.

IV. COMPENSATION

- A. In consideration for the completion of the services specified herein by Consultant, the Town shall pay Consultant Twenty Four Thousand Dollars (\$24,000.00). Payment shall be made in accordance with the schedule of charges in **Exhibit A**, which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown

for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the services performed by Consultant under this Agreement, except as otherwise supplemented or accompanied by such supporting data as may be required by the Town.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the Town no later than the twenty-fourth (24th) day of each month for payment, pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment, pursuant to said late invoice, until the twenty-fourth (24th) day of the following month.
2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice, as provided by this Agreement.

C. The Town has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the Town.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the rate of eight percent (8%) per annum compounded annually. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days' written notice and without penalty or liability of any nature, suspend all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days' written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the Town) required by this Agreement have been turned over to and approved by the Town and upon receipt by the Town of Consultant's written notification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF SERVICES

Within seven (7) days of receipt from the Town of a Notice to Proceed, Consultant shall commence services on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the Town, the Project shall be complete and Consultant shall furnish the Town the specified deliverables, as provided in **Exhibit A**.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective or paid, unless authorized by written amendment executed by the Town. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee or representative of the Town shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, as required by law.

B. The services performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of services in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the Town for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the Town of drawings, designs, specifications, reports and incidental services or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the services. Neither the Town's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. COMPLIANCE WITH LAW

The services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

IX. INDEMNIFICATION

A. **INDEMNIFICATION – GENERAL:** The Town cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant shall defend, indemnify and hold harmless the Town, its mayor and Town council, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the Town, its mayor and Town council, its officers, agents and employees from damages to the extent caused by the negligence of the Town's mayor and Town council, officials, officers, directors, agents and employees.

B. **INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE:** The Consultant shall indemnify and hold harmless the Town, its mayor and Town council, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees, but only to the extent caused by the negligent acts, errors or omissions of the Consultant, its employees, subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the Town for the negligent acts of the Town, its mayor or Town council, or any of its officials, officers, directors, agents and employees.

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands and other obligations assumed by Consultant, pursuant to Section IX, Indemnification, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section IX, Indemnification, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types.

B. Consultant shall procure and maintain and shall cause any subconsultant of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Town. All coverages shall be continuously maintained to cover all liability, claims, demands and other obligations assumed by Consultant, pursuant to Section IX, Indemnification, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Professional liability insurance for each Consultant (Architvity and Architetto with minimum limits of One Million Dollars (\$1,000,000)) each claim and One

Million Dollars (\$1,000,000) annual aggregate, and Consultant shall maintain such coverage for at least three (3) years from the termination of this Agreement.

2. The certificate of insurance provided for the Town shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect and shall be reviewed and approved by the Town prior to commencement of the Agreement. No other form of certificate shall be used. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled or terminated until at least thirty (30) days' prior written notice has been given to the Town. The completed certificate of insurance shall be sent to:

Dawn A. Collins, Town Administrator / Clerk
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133

3. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a material breach of agreement upon which the Town may immediately terminate this Agreement or, at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by Consultant to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Consultant from the Town.
4. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
5. The parties hereto understand and agree that the Town, its officers and its employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently One Hundred Fifty Thousand Dollars (\$150,000) per person and Six Hundred Thousand Dollars (\$600,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat. §24-10-101, et seq., 10 Colo. Rev. Stat., as from time to time amended, or otherwise available to the Town, its officers or its employees.

XI. NONASSIGNABILITY

Neither this Agreement nor any of the rights or obligations of the parties hereto shall be assigned by either party without the written consent of the other.

XII. TERMINATION

This Agreement shall terminate at such time as the services in Section I are completed and the requirements of this Agreement are satisfied, or upon the Town's providing Consultant with seven (7) days' advance written notice, whichever occurs first. In the event the Agreement is terminated by the Town's issuance of said written notice of intent to terminate, the Town shall pay Consultant for all services previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the Town shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the Town thereafter shall be at the Town's sole risk, unless otherwise consented to by Consultant.

XIII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the Town. Upon disclosure of any such personal or private interest, the Town shall determine if the interest constitutes a conflict of interest. If the Town determines that a conflict of interest exists, the Town may treat such conflict of interest as a default and terminate this Agreement.

XIV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of El Paso, State of Colorado.

XV. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform services under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the Town for any purposes.

THE PARTIES HERETO UNDERSTAND THAT THE CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS OR UNEMPLOYMENT COMPENSATION BENEFITS AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT.

XVI. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligations of this Agreement.

XVII. ENTIRE AGREEMENT

This Agreement and the attached Exhibit A is the entire Agreement between Consultant and the Town, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified or changed, except as specified herein.

XVIII. NOTICE

Any notice or communication between Consultant and the Town which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States mail, addressed as follows:

The Town: Dawn A. Collins, Town Administrator / Clerk
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133

Copy to: Town Attorney
KROB LAW OFFICE, LLC
8400 E. Prentice Ave., Penthouse
Greenwood Village, CO 80111

Consultant: Ryan Koeniger
ryan@architettods.com
Ron Conder
rconder@architvity.com

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in triplicate, as of the date first written above.

TOWN OF PALMER LAKE, COLORADO

By: _____
Mayor

CONSULTANT: Architivity Ltd, a Colorado limited liability company

By: _____
Ron Conder
Title: Member

And

CONSULTANT: Architetto Design Studio, a Colorado limited liability company

By: _____
Ryan Koeniger
Title: Member

STATE OF COLORADO)
) ss.
COUNTY OF EL PASO)

Subscribed and sworn to before me by _____ and _____ **(CONSULTANT)** and _____ **(TOWN)**, who appeared personally before me this ____ day of _____, and who did swear, affirm, certify, depose, and warrant that he/she/they have signed the hereinabove instrument as his/her/their sui juris act and who is/are legally authorized to sign the hereinabove instrument and do hereby attach documentary evidence of his/her/their authority if acting on behalf of any fictitious legal entity of public or private law.

Notary

My Commission Expires: _____ (SEAL)



January 31, 2025
 Town Of Palmer Lake
 Dawn Collins, Town Administrator
 42 Valley Crescent
 Palmer Lake, CO 80133

RE: REQUEST FOR PROPOSAL - PUBLIC SAFETY FEASIBILITY STUDY FOR TOWN OF PALMER LAKE

Dear Dawn and Evaluation Team,
 This Proposal is submitted for the Feasibility Study for the Combined Public Safety Facility to be located in the Town of Palmer Lake. Thank you for your thoughtful consideration.

Architvity is an established architecture firm practicing in the Colorado Springs area with experience designing commercial, educational, and residential projects. Ron Conder, leading the design team, is a licensed architect in the state of Colorado practicing for more than 35 years. Ryan Koeniger is an associate architect with 25 years of design practice in Colorado and abroad, and will work directly with Ron on the Feasibility Study. Our relevant experience is based on designing similar building types for Ellicott School District, the Independence Center in Colorado Springs, and several industrial businesses in Monument, among numerous other projects over the years. We are not a large corporate firm, but rather just a two-person association. We believe the Town will receive the best possible service from Architvity because we will be doing the work ourselves, and it will not be delegated to junior staff with only cursory senior review (as other, larger firms may do).

Our understanding of the project goals for the Feasibility Study for the Combined Public Safety Facility are to:

- 1) **Conduct a professional assessment and comparative evaluation** of three potential building sites.
- 2) **Research** each proposed site with consideration of future development set forth in the accompanying Scope Outline.
- 3) **Provide recommendation** on the merits and limitations of each site.
- 4) **Equip the Town with information** to determine the best possible location for a combined public safety facility.

The requirements of the Feasibility Study will include physical visits to each proposed site location, research regarding the sites based on the existing conditions and proposed use, and a written report with diagrams that document our findings and recommendations.

We appreciate the opportunity to offer this design proposal and hope we can work with you on this important project.

This proposal is valid for 60 days from the submittal deadline.
 Sincerely,

Ron Conder, Architect

BILLING RATES:

The following Billing Rates shall be applied to the project based the staff person/role:

Owner/ Principal - \$190/hr

Associate Architect: \$95/hr

PROPOSED SCOPE OF WORK FOR PUBLIC SAFETY FEASIBILITY STUDY:

The Feasibility Study will evaluate three potential building sites for the combined Public Safety Facility using the following criteria as a Scope of Work:

- **Vehicular access:** emergency services and general use to the site and within the site
 - Research the existing adjacent street capacity, angle of approach, turning radii, and maneuvering for existing trucks (Type 1 Engines, Rescue, Type 3 Wildland, and/or other specific equipment as provided by the Town.)
 - Analyze parking requirements and space availability per site
 - Consideration for public access and typical vehicle circulation within each site

- **Traffic impact analysis** (*not to include a full traffic study*)
 - Evaluate the impact to typical town road / highway traffic during normal operations as emergency vehicles exit and enter the site (identifying potential congestion issues or safety concerns when emergency equipment is deploying or returning to the site)
 - Suggest possible mitigation for impacts with road improvements, signaling, or access point adjustments

- **Comparing Undeveloped vs Developed land**
 - Create a comparative matrix for the pros and cons of each site based on criteria from the Scope of Work outline
 - Quantify development considerations for three properties - new or rehabilitated infrastructure, demolition and/or site preparation, site grading and drainage, environmental impacts (*See below for further descriptions of some of these areas.*)
 - Evaluate the future financial implications to maintain ongoing use of each property (purchase, long-term lease, existing ownership, etc.)

- **Utility service availability:** options for all public utilities such as water, sewer, electric, gas, fiber optic, etc., and anticipated public safety communications
 - Evaluate the availability, accessibility, and limitations of utilities and services for each property
 - Determine which properties will require additional improvements and associated costs to access services that are not currently available



- **Site analysis:** physical, environmental, social, historical, and infrastructure characteristics
 - Analysis of each site's physical properties - topography, orientation, geology, existing vegetation, existing structures or man-made features
 - Evaluate potential noise disruption for each site - caused by normal operations
 - Provide site analysis diagrams of prevailing wind, solar exposure, water erosion/drainage potential, site characteristics and aesthetics, visual impact to neighboring properties
 - Research any governmental agencies that may have requirements, submittals, or fees associated with each site. (For example, environmental impact study, rezoning, geohazard reports)
 - Seek to understand the historical nature of each site and its bearing on new development
 - Document existing or required infrastructure for each site

- **Site security:** equipment and facility protection against vandalism and acts of violence
 - Discuss possible scenarios of safety, security and visibility and potential vulnerabilities of each property
 - Consider viability of mitigation strategies for each site

- **Site improvement cost estimates**
 - Utilize consultants within our network who are familiar with the type of project to obtain rough budget for some of the infrastructure development costs
 - Evaluate the development cost differences between each site

- **Planning, zoning and code implications for each site**
 - Research easements, geological hazards study/report requirements, potential re-zoning implications, and Palmer Lake Zoning Code for possible impacts and considerations for development of each property



Fee & Proposed Schedule of Services

The design fee for the above Scope of Work for the Public Safety Feasibility Study shall be a fixed amount totaling **\$24,000**.

Payment:

The fee shall be invoiced to the Town of Palmer Lake in 25% increments, (or four equal payments), with a retainer portion due upon signing of the Professional Services Agreement. Architivity will invoice the Town for the retainer fee (\$6000). The remaining three invoices will be sent incrementally as the project progresses.

Schedule:

Upon Approval by the Town's Board of Trustees, and the signing of the Professional Service Agreement, Architivity shall begin work on or around the week of March 17, 2025. A review draft of the Feasibility Study will be provided to the Town by the end of June, 2025. Following the Town's review and acceptance of the draft Document, Architivity shall provide the finalized copy including any necessary edits within 1 month of the review.

Exclusions:

This fee does not include any type of building design or architectural or engineering design services for the potential future Public Safety Building. It does not include Civil engineering or Geotechnical engineering, nor any other consultant design services related to construction documents.





January 31, 2025

Item 9.

Town Of Palmer Lake
Dawn Collins, Town Administrator
42 Valley Crescent
Palmer Lake, CO 80133

RE: REQUEST FOR PROPOSAL - PUBLIC SAFETY FEASIBILITY STUDY FOR TOWN OF PALMER LAKE

Dear Dawn and Evaluation Team,

This Proposal is submitted for the Feasibility Study for the Combined Public Safety Facility to be located in the Town of Palmer Lake. Thank you for your thoughtful consideration.

Architvity is an established architecture firm practicing in the Colorado Springs area with experience designing commercial, educational, and residential projects. Ron Conder, leading the design team, is a licensed architect in the state of Colorado practicing for more than 35 years. Ryan Koeniger is an associate architect with 25 years of design practice in Colorado and abroad, and will work directly with Ron on the Feasibility Study. Our relevant experience is based on designing similar building types for Ellicott School District, the Independence Center in Colorado Springs, and several industrial businesses in Monument, among numerous other projects over the years. We are not a large corporate firm, but rather just a two-person association. We believe the Town will receive the best possible service from Architvity because we will be doing the work ourselves, and it will not be delegated to junior staff with only cursory senior review (as other, larger firms may do).

Our understanding of the project goals for the Feasibility Study for the Combined Public Safety Facility are to:

- 1) **Conduct a professional assessment and comparative evaluation** of three potential building sites.
- 2) **Research** each proposed site with consideration of future development set forth in the accompanying Scope Outline.
- 3) **Provide recommendation** on the merits and limitations of each site.
- 4) **Equip the Town with information** to determine the best possible location for a combined public safety facility.

The requirements of the Feasibility Study will include physical visits to each proposed site location, research regarding the sites based on the existing conditions and proposed use, and a written report with diagrams that document our findings and recommendations.

We appreciate the opportunity to offer this design proposal and hope we can work with you on this important project.

This proposal is valid for 60 days from the submittal deadline.

Sincerely,

Ron Conder, Architect

14405 River Oaks Drive
Colorado Springs, CO 80921
719.661.9250.ph
719.481.6463.fax

www.architvity.com

BILLING RATES:

The following Billing Rates shall be applied to the project based the staff person/role:
 Owner/ Principal - \$190/hr
 Associate Architect: \$95/hr

PROPOSED SCOPE OF WORK FOR PUBLIC SAFETY FEASIBILITY STUDY:

The Feasibility Study will evaluate three potential building sites for the combined Public Safety Facility using the following criteria as a Scope of Work:

- **Vehicular access:** emergency services and general use to the site and within the site
 - Research the existing adjacent street capacity, angle of approach, turning radii, and maneuvering for existing trucks (Type 1 Engines, Rescue, Type 3 Wildland, and/or other specific equipment as provided by the Town.)
 - Analyze parking requirements and space availability per site
 - Consideration for public access and typical vehicle circulation within each site

- **Traffic impact analysis** (*not to include a full traffic study*)
 - Evaluate the impact to typical town road / highway traffic during normal operations as emergency vehicles exit and enter the site (identifying potential congestion issues or safety concerns when emergency equipment is deploying or returning to the site)
 - Suggest possible mitigation for impacts with road improvements, signaling, or access point adjustments

- **Comparing Undeveloped vs Developed land**
 - Create a comparative matrix for the pros and cons of each site based on criteria from the Scope of Work outline
 - Quantify development considerations for three properties - new or rehabilitated infrastructure, demolition and/or site preparation, site grading and drainage, environmental impacts (*See below for further descriptions of some of these areas.*)
 - Evaluate the future financial implications to maintain ongoing use of each property (purchase, long-term lease, existing ownership, etc.)

- **Utility service availability:** options for all public utilities such as water, sewer, electric, gas, fiber optic, etc., and anticipated public safety communications
 - Evaluate the availability, accessibility, and limitations of utilities and services for each property
 - Determine which properties will require additional improvements and associated costs to access services that are not currently available



- **Site analysis:** physical, environmental, social, historical, and infrastructure characteristics
 - Analysis of each site's physical properties - topography, orientation, geology, existing vegetation, existing structures or man-made features
 - Evaluate potential noise disruption for each site - caused by normal operations
 - Provide site analysis diagrams of prevailing wind, solar exposure, water erosion/drainage potential, site characteristics and aesthetics, visual impact to neighboring properties
 - Research any governmental agencies that may have requirements, submittals, or fees associated with each site. (For example, environmental impact study, rezoning, geohazard reports)
 - Seek to understand the historical nature of each site and its bearing on new development
 - Document existing or required infrastructure for each site

- **Site security:** equipment and facility protection against vandalism and acts of violence
 - Discuss possible scenarios of safety, security and visibility and potential vulnerabilities of each property
 - Consider viability of mitigation strategies for each site

- **Site improvement cost estimates**
 - Utilize consultants within our network who are familiar with the type of project to obtain rough budget for some of the infrastructure development costs
 - Evaluate the development cost differences between each site

- **Planning, zoning and code implications for each site**
 - Research easements, geological hazards study/report requirements, potential re-zoning implications, and Palmer Lake Zoning Code for possible impacts and considerations for development of each property





RESUME FOR ARCHITIVITY LIMITED

Ron Conder, Architect

Item 9.

EDUCATION:

- Accredited Bachelor of Architecture University of Kentucky 1981 (masters equivalent)

MILESTONES:

- Licensed in the state of Colorado 1991
- Founded Architvity in June 2004

WORK EXPERIENCE:

- Worked in various architecture firms from 1981-1992
Scope of experience ranged from large projects such as schools, hospitals, churches, and multi-story housing to smaller projects such as retail, and office buildings.
- MCI facility manager and project manager from 1993 to 2004
Scope of responsibilities included managing 10 staff and 12 contracts for services to support the facility such as space management, HVAC maintenance, control over lab, security, systems furniture design and management, mailroom services.
- Self employed as President of Architvity Limited 2004-present

SELECT COMMERCIAL PROJECTS EXECUTED BY ARCHITIVITY LIMITED:

- Remodel Bear Trap Ranch lodge COS 2010
- Shaw GMC as built drawings COS and Denver 2010
- USAA Employee Quick Grab Store 1855 Telstar COS 2011
- Goodwill concept for Possibilities COS 2011
- Drake Power Plant interior fire separation COS 2011
- Cedar Springs Hospital Housing Remodel COS 2012
- Altitude fitness Center 6015 Valley Rd. COS 2012
- 2 Men & A Truck storage facility COS 2013
- The Independence Center (TIC) feasibility & program for increased occupancy COS 2013
- Remodel of the TIC 729 S.Tejon St. 2013
- Goodwill Adult Recreation facility COS 2015
- Goodwill Financial University Training Center COS 2015
- Metro interior clubhouse remodel Denver Lo Do area 2015
- Feasibility for expansion of TIC campus and land purchase 2015
- TIC program & concept for infill & campus expansion 2016
- Asian Market Warehouse & Dock Addition COS 2016
- Ride in Luxury Limousine services COS 2016
- Pikes Peak Area Council of Governments ADA compliance remodel 2018
- Le Hing Market and liquor store expansion 2019
- TIC feasibility and concept studies to sublease 711 building suites. 2021
- Peak Equipment retail, office and warehouse Monument CO 2021
- Ellicott School District Grades 3-5 Classroom Building 2024
- Ellicott School District Vo-Tech Classroom Building 2024

CURRENT:

- TIC elevator addition, exterior and interior remodel of 711 building for purposes of leasing the space
- Rivera Electric Headquarters Office and Warehouse Facility Monument CO
- Expansion of Peak Equipment Rental Monument CO

14405 River Oaks Drive
Colorado Springs, CO 80921
719.661.9250.ph
719.481.6463.fax

www.architvity.com

RYAN KOENIGER

| 720-878-6797 | ryan@architettods.com | www.architettods.com |

PROFESSIONAL EXPERIENCE

- 25 years architecture design experience, (US and South Asia)
- AutoCAD, SketchUp, Photoshop, InDesign, Word, Excel
- Intern Architect: Jung|Brennan Associates (1999); ArchitectureDenver (2000-2001); Engineering Ministries Intl. (2002)
- Associate Architect: SEM Architects (2001-2002); Engineering Ministries Intl. (2003-2015); Echo Architecture (2015-2019); Affinity Consulting Group (2019-2021)
- Associate Architect / Owner: Architetto Design Studio 2021- Present

EDUCATION

- 1997 - 2000, BENV (Architecture), University of Colorado - Boulder, CO
- 1996 - 1997, George Fox University - Newberg, OR

SELECTED PROJECTS

- Ellicott School District - Grades 3-5 Classroom Building [2024]
- Ellicott School District - Vo-Tech Classroom Building [2024]
- Palmer Ridge Builders Feasibility Study for Crossfit / Office Warehouse Campus [2022]
- 211 Costilla Live-Work interior and exterior remodel [2021]
- Green Line Grill Tenant Improvement [2022]
- Rock Family Church Interior Remodel [2022]
- Dream Centers of Colorado Springs, Mary's Home Family Life Center [2018]
- Exponential Impact Business Incubator Center Tenant Improvements [2019]
- Hilltop Ranch - Feasibility Study for Adaptive Reuse for Group Home [2023]
- Engineering Ministries Intl. Office Tenant Improvement and Change of Occupancy [2022]

RE: REQUEST FOR PROPOSAL - PUBLIC SAFETY FEASIBILITY STUDY

List of Relevant Projects for Architivity Limited

Ellicott School District

- Vocational Training Center: adaptation of metal building to educational use
- Elementary School Expansion: Addition to existing school with common room and classrooms

Contact: Josh Green
Ed Green Construction Company
Phone: (719) 475-0922
josh@edgreenconstruction.com

The Independence Center

- Program Development for increasing Existing building occupancy
- Existing facility remodel
- Feasibility study for campus expansion
- Program Feasibility and Concept Development infill to combine campus buildings

Contact: Patricia Yeager
(Former CEO The Independence Center)
Phone: (970) 396-5808
patricia.yeager@gmail.com

Indy Frazee
(Current CEO the Independence Center)
Phone: (719) 471-8181
ifrazee@theindependencecenter.org

Riviera Electric Corporate Offices

- Planning & Zoning Site Development Analysis and Review
- Building design for offices and shop

Contact: Brian Braaten
Phone: (719) 464-5786
braaten@rivieraelectricllc.com

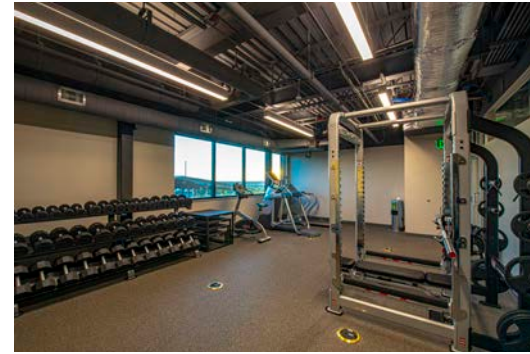
Palmer Lake Construction Office/Warehouse Suites

- Feasibility Study for Site Development
- Planning and Zoning Analysis through Town of Monument
- Concept building design

Contact: Chad Fieber
Phone: (719) 368-0824
chad@palmerridge.net



TOWN OF PALMER LAKE JOINT PUBLIC SAFETY FACILITY



03 February, 2025

Dawn Collins, Town Administrator
dawn@palmer-lake.org
Town of Palmer Lake
PO Box 208, Palmer Lake, CO 80133

RE: Request For Proposal – Public Safety Feasibility Study

Dear Ms. Collins, Fire Chief Vincent and Police Chief Smith;

D2C Architects is excited about the opportunity to partner with the Town of Palmer Lake on the feasibility study for a joint police and fire facility. We understand the significance of this project for your team, the overall campus, and the broader community—and **we want to be part of YOUR team in bringing this vision to life!**

Our Commitment

D2C recognizes that Palmer Lake's feasibility study aims to evaluate three potential sites for a joint facility. Our team—including D2C (architects) and our engineering partners providing civil, traffic, mechanical, electrical, and plumbing engineering will assess site accessibility, zoning, utilities, security, and environmental considerations. A third-party cost estimator will provide detailed cost analyses to inform decision-making. We prioritize shared resources, stakeholder input, regulatory requirements, and long-term operational efficiencies to create a study that serves as a reliable roadmap for stakeholders and leadership.

Why D2C Architects?

- **PROVEN PUBLIC SAFETY EXPERTISE**

With decades of experience designing police, fire, and municipal facilities across the U.S., D2C is a Colorado-based firm that brings national best practices to local projects. Our collaborative planning process ensures every facility aligns with operational needs, budgets, and long-term growth initiatives.

- **MAXIMIZING VALUE FOR EVERY DOLLAR**

We are committed to cost-effective, practical solutions that optimize space, minimize expenses, and ensure long-term efficiency and operational savings.

- **A PIVOTAL COMMUNITY PROJECT**

This project represents a once-in-a-lifetime opportunity for Palmer Lake. The D2C team is dedicated to making it a success. By drawing on national law enforcement and fire trends, incorporating industry standards, implementing site provisions that support the long term plan of the future facility, as well as addressing how the agencies operate, and prioritizing safety measures; we'll ensure the new facility represents the Town, the police and fire departments, as well as the community.

D2C understands the unique challenges of a shared public safety facility and will deliver practical, future-ready solutions. We appreciate the opportunity to support this investment for Palmer Lake and welcome the chance to discuss how we can help bring your vision to life. Please reach out with any questions or to schedule a discussion.

Sincerely,



Eric Combs, AIA, LEED AP
Vice President | Project Executive
ecombs@D2Carchitects.com | d:303-929-9121| o. 303-929-4802 ext. 805

“ Our staff could not be happier or more satisfied with how they (D2C) have supported our design and construction needs with expertise, creativity, and open honesty. We hired them over other Architects with similar experience, that we had interviewed, because of the passion and creativity they showed for our project. We are confident that no one else could have delivered on resolving all our challenges. ”

~ Randy Trost, Deputy Fire Chief (Retired), Monument Fire District



Fire Station 1 was an occupied renovation of 4,000 SF of the existing 8,124 SF facility and a 1,550 SF addition. Final spaces include: new dormitory/bunkrooms and fitness area, offices and training/community room.

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Hudson Public Safety Site Rendering, including police and fire.

D2C Architects (D2C) is an **innovative architectural and interior design studio recognized for its collaborative excellence**. Specializing in the expansion, renovation, and development of new cutting-edge facilities for government, municipal, federal, military, and private sectors. With a strong focus on Public Safety and secure campus projects — including EMS, Fire, Joint Public Safety, Police, Sheriff, military installations, and Search & Rescue (S&R) — we design spaces that balance operational efficiency with environmentally responsive, sustainable solutions.

At D2C, collaboration drives everything we do. We work closely with clients and design teams to deliver visionary projects that exceed expectations. Our dynamic team and multifaceted approach ensures cost-effective, high-quality outcomes.

Integrity, transparency, and lasting client relationships define our practice. We are passionate about creating meaningful connections between people and architecture, delivering solutions that stand the test of time.

Organizational chart for proposed team, including subconsultants.

EFFECTIVE FUNCTIONAL INTEGRATION

As the prime consultant and contract holder with Palmer Lake, D2C Architects will lead the project team. We will ensure seamless integration of our subconsultants through methodical management, including scheduling, team meetings, QA/QC checks, and budget reviews. Open, consistent communication and detailed coordination will be central to our process. We will regularly engage Palmer Lake leadership, stakeholders, user groups and the project design team to drive the project toward a successful outcome.



D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

PROJECT EXECUTIVE

Eric Combs, AIA, LEED AP

ARCHITECT OF RECORD

Brian Duggan, AIA, NCARB, CDT

PROJECT MANAGER | DAY TO DAY CONTACT
Andrew Martin
 o. 303-952-4802 x 822 | c. 323-983-3153 | e. amartin@D2Carchitects.com

JOB CAPTAIN | BIM | 3D MODELER

Michael Schauble, NCARB

CAD | BIM TECH | SUPPORT

Kris Diaz; Reagan Baughman;
Anthony Gaglia; Whitney Newell; Renee Railsback

CONSULTANT TEAM

TRAFFIC ENGINEERS
LSC Transportation Consultants

CIVIL ENGINEERS
Conterra Engineering

MECHANICAL, ELECTRICAL & PLUMBING ENGINEERS
BCER Engineering

COST ESTIMATOR
Cumming

OPTIONAL SERVICES
ENVIRONMENTAL
Kumar & Associates

1 | KEY PERSONNEL | RESUMES

ERIC COMBS, AIA, LEED AP PROJECT EXECUTIVE

BIOGRAPHY: Eric's career as an Architect spans more than 20 years of professional services in all phases of programming, site evaluation and planning, design, project management and construction administration. He specializes in public safety and municipal facilities including justice centers, law enforcement, fire stations and administrative office workspaces.

Eric champions sustainability efforts for D2C, working closely with the design team and integrating eco-friendly practices and solutions to support Platteville's environmental goals.

ROLE AND RESPONSIBILITIES: As the Project Executive, Eric will oversee the Town's contract and our team's services on the Joint Public Safety project. Eric will work hand-in-hand with the Project Architect, and Project Manager, to define the fee, schedule, approach for the project and sustainability goals, ensuring quality is maintained throughout.

EXPERIENCE:

- **Hudson Public Safety Campus**, CO - A new joint campus to include a 28,490 Sf police department and court facility, and a 25,623 SF fire department.
- **Northglenn Police Dept. & Justice Center**, Northglenn, CO - Planning and design for a new 47,600 SF state-of-the-art Justice Center, Police Dept., and Municipal Courts.
- **Frederick Town Hall, Police Department, and Courts Facility**, Frederick, CO - A 58,500 SF Police and Courts facility needs assessment, planning, programming, site assessment and validity study to determine a joint location to consolidate services.
- **El Paso County, Falcon Sheriff's Substation**, Falcon, CO - A new 16,000 SF Sheriff's substation including secure and public access. Spaces include: concealed handgun permits, records, patrol, investigations, internal affairs, a community meeting room, as well as space for the Clerk and Recorder, Treasurer and Assessor.
- **Fire | Crash Station**, Illinois Air National Guard (ILANG), Peoria, IL - Principal in Charge of a new 17,800 SF Fire Crash / Rescue Station including: bunkrooms, control/alarm room, administrative offices, training room, kitchenette and dining area, day room, physical fitness room, technical services area, equipment maintenance areas, support space, decontamination room, apparatus bays, secure and non-secure storage rooms.
- **Fire Station #4**, Vandenberg Air Force Base, Vandenberg AFB, CA - Principal in Charge of a facility assessment and design for a new 10,700 SF fire station to reduce response time.
- **Fort Lupton Shooting Range and Police Training Facility**, Fort Lupton, CO - Planning efforts and design of an outdoor shooting range facility and police training facility. Provide project programming, prepare design and preliminary construction schedules, assist in public meetings, prepare design and construction documents and perform construction cost estimate validation.
- **Commerce City Police Station**, CO - A new 38,270 SF police substation, organized by department for both police and municipal court. The program also includes a dispatch center, anticipated to be built after the new facility is operational, as well as a shell space and a municipal court expansion.
- **Evans New Police Station and Renovation Project**, Evans, CO - Planning, design and construction for a new 41,000 SF police operations building to accommodate population and staffing growth for 20 years. Following completion of the new police building the team will renovate the vacated 9,000 SF police portion of the Evans Community Complex to better accommodate the City Administration services.

Item 9.



EDUCATION:

Arizona State University, Tempe
Bachelor of Science in Design,
Architectural Studies,
Magna Cum Laude

CERTIFICATIONS:

Registered Architect:
Colorado

LEED Accredited Professional
(US Green Building Council)

AFFILIATIONS:

American Institute of Architects
(AIA) Member

American Public Works Association,
(APWA) Member

BRIAN DUGGAN, AIA, NCARB, CDT

ARCHITECT OF RECORD

BIOGRAPHY: Brian's diverse project experience includes municipal projects such as joint public safety facilities and campuses. His design philosophy is to integrate the owner's needs with the community's demands while ensuring the authenticity of the project. Brian's devotion to linking available funds to operational requirements ensures a carefully thought out solution that results in a feasible and efficient community facility for all. This design philosophy is what separates D2C Architects from our competition.

ROLE AND RESPONSIBILITIES: Brian, as the Architect of Record, holds a pivotal role in steering the project towards its objectives and design vision. His responsibilities encompass leading the feasibility process, ensuring the project aligns with its goals, and maintaining the integrity of the design. Brian's role involves close collaboration with various stakeholders, including the Town, Police and Fire user groups, and the consultant team, ensuring a fully integrated approach.

EXPERIENCE:

- **Hudson Public Safety Campus, CO** - A new joint campus to include a 28,490 Sf police department and court facility, and a 25,623 SF fire department.
- **Crested Butte Emergency Services Buildings Assessment, Crested Butte, CO** - Facility Condition Assessment, Site Feasibility and Programming/Concept Design to create a Basis of Design Plan for the Marshal's office, Fire Protection District, and Search and Rescue.
- **Northglenn Police Dept. & Justice Center, Northglenn, CO** - Planning and design for a new 47,600 SF state-of-the-art Justice Center, Police Dept., and Municipal Courts.
- **Edgewater Civic Center, Edgewater, CO** - Programming and bridging documents for a 58,000 SF Civic Center with Police, City Administration Offices (Headquarters), a Courtroom, Gym/Fitness Center and Library.
- **El Paso County, Falcon Sheriff's Substation, Falcon CO** - A new 16,000 SF Sheriff's substation including secure and public access. Spaces include: concealed handgun permits, records, patrol, investigations, internal affairs, a community meeting room, as well as space for the Clerk and Recorder, Treasurer and Assessor.
- **Commerce City Police Station, CO** - A new 38,270 SF police substation, organized by department for both police and municipal court. The program also includes a dispatch center, anticipated to be built after the new facility is operational, as well as a shell space and a municipal court expansion.
- **Evans New Police Station and Renovation Project, Evans, CO** - Planning, design and construction for a new 41,000 SF police operations building to accommodate population and staffing growth for 20 years. Following completion of the new police building the team will renovate the vacated 9,000 SF police portion of the Evans Community Complex to better accommodate the City Administration services.
- **Fire | Crash Station, Illinois Air National Guard (ILANG), Peoria, IL** - Principal in Charge of a new 17,800 SF Fire Crash / Rescue Station including: bunkrooms, control/alarm room, administrative offices, training room, kitchenette and dining area, day room, physical fitness room, technical services area, equipment maintenance areas, support space, decontamination room, apparatus bays, secure and non-secure storage rooms.
- **Fire Station #4, Vandenberg Air Force Base, Vandenberg AFB, CA** - Principal in Charge of a facility assessment and design for a new 10,700 SF fire station to reduce response time.
- **Northfield Fire Station Needs Assessment & BOD, Denver, CO** - A facility needs assessment, site planning, and basis of design for a new LEED Gold, 12,000 SF fire station. Including: shop workspace, 2 drive through apparatus bays, administrative offices, a large conference room, break room and a training/community room.

Item 9.



EDUCATION:

University of Tennessee,
Knoxville
Bachelor of Architecture, Cum
Laude

University of Oregon,
Portland Studio

CERTIFICATIONS:

Registered Architect:
Colorado, Wyoming, Illinois

National Council of Architectural
Registration Boards (NCARB)

AFFILIATIONS:

American Institute of Architects
(AIA) Member

American Public Works Association,
(APWA) Member

ANDREW MARTIN, NCARB
PROJECT MANAGER

BIOGRAPHY: Andrew's experience in architecture spans a variety of project types, including high-tech, large-scale government campuses and high-end interiors. He has extensive experience managing secure government campus projects in Denver, Montana, and San Francisco.

Andrew's architecture career has allowed him to cultivate holistic and detail-oriented project management skills. He ensures routine oversight, systematic approaches, deliberate project tracking, and a clearly defined scope while strengthening project marketability and value.

ROLE AND RESPONSIBILITIES: Andrew will work closely with the Town, Police and Fire departments, as well as the entire design team to accommodate short and long term goals of the feasibility study. Andrew will work through the process with Palmer Lake to identify a site that accommodates all users. He is responsible for leading and accomplishing the project objectives, and quality constraints. He will serve as the day-to-day contact. By funneling all primary day-to-day contact through Andrew, we can ensure that the project continually benefits through a single voice to build clarity and confidence while streamlining the distribution of accurate information to all involved.

EXPERIENCE:

- **Commerce City Police Station**, CO - A new 36,660 SF police substation, organized by department for both police and municipal court. The police station includes a lobby, police administration, patrol operations, and support services. The municipal court has a lobby, screening, a municipal courtroom, court administration, and jury services. The program also includes a dispatch center, anticipated to be built after the new facility is operational, as well as a shell space and a municipal court expansion.
- **Commerce City Swat Storage and Wash Bay**, CO - A new single story, conventional construction structure that includes up to four (4), 22'x40' bays.
- **Johnstown Police Department**, Johnstown, CO - D2C is working closely with Johnstown to identify PD spatial needs and assess how those solutions can be accommodated in the existing PD. The facility will include secure detention, administrative offices, booking, evidence rooms, training room, victim services, sally ports, investigations, patrol rooms, and records room.
- **Louisville Fire**, Louisville, CO - Renovations and modernization of original fire station building.
- **Grand County EMS Headquarters**, Granby, CO - Needs assessment, planning, programming, design through construction for a new 23,900 SF headquarters to house ambulances, emergency response vehicles, and staff.
- **Grand County EMS Satellite Station**, Fraser, CO - New 2 story satellite station's primary function is to provide housing for field crews and on-call staff, as well as shop space for ambulances and emergency response vehicles.
- **Colorado Parks and Wildlife Fort Collins Area Office Relocation**, Fort Collins, CO - Full architectural services for the design and construction of a new 14,461 SF office building, one 1,080 SF Maintenance Building and nine storage buildings. The space consists of office spaces, conference/classrooms, kitchen, restrooms, visitor contact area, general and a secured storage spaces, equipment storage and maintenance facilities.
- **EEOC***, Denver, CO - New 15,000 SF central office located in Denver. Designer and owners' construction manager rep.
- **FBI***, Centennial, CO - Design and execution of a highly secure 5,000 SF office for detainees and other highly sensitive personnel.

Item 9.



EDUCATION:

Wentworth Institute of Technology, Boston, MA - Bachelor of Science in Architecture

CERTIFICATIONS:

National Council of Architectural Registration Boards (NCARB)

* Individual experience

MICHAEL SCHAUBLE, NCARB
JOB CAPTAIN | BIM | 3D MODELER

BIOGRAPHY: With 12 years of experience, Michael is skilled in space planning, programming, design, and facility management. He specializes in public safety projects, creating functional spaces that enhance daily operations and provide law enforcement agencies with the resources they need to effectively serve their communities. Michael is known for his strong work ethic, attention to detail, and client-focused approach, he is passionate about delivering thoughtful, efficient solutions that improve workflow and support the user needs.

ROLE AND RESPONSIBILITIES: Michael will use his expertise in BIM, Revit, AutoCAD, and other software to create meaningful visuals for the Board of Trustees presentation(s), user group sessions, and, if needed, community meetings, enhancing the design and user experience.

As Job Captain, he will oversee daily project operations, ensuring deliverables meet drafting standards, client guidelines, and project requirements. Michael ensures milestone documentation is clear, coordinated, and complete, driving seamless project execution.

EXPERIENCE:

- **Hudson Public Safety Campus**, CO - A new joint campus to include a 28,490 Sf police dept. and court facility, and a 25,623 SF fire dept.
- **El Paso County, Falcon Sheriff's Substation**, Falcon CO - A new 11,180 SF Sheriff's substation including secure and public access. Spaces include: concealed handgun permits, records, patrol, investigations, internal affairs, a community meeting room, as well as space for the Clerk and Recorder, Treasurer and Assessor.
- **Commerce City Police Station**, CO - A new 38,270 SF police substation, organized by department for both police and municipal court. The police station includes a lobby, police administration, patrol operations, and support services. The municipal court has a lobby, screening, a municipal courtroom, court administration, and jury services. The program also includes a dispatch center, anticipated to be built after the new facility is operational, as well as a shell space and a municipal court expansion.
- **Erie Police Department Expansion**, Erie, CO - Program refinement, validation, design through construction observation services for a 32,000 SF expansion and 18,000 SF remodel of the existing police department.
- **Evans Police Station**, Evans, CO- Planning, design and construction for a new 36,000 SF police operations building to accommodate population and staffing growth for 20 years. Following completion of the new police building the team will renovate the vacated 9,000 SF police portion of the Evans Community Complex to better accommodate the City Administration services.
- **Archuleta County Justice Center***, Pagosa Springs, CO - 20 Year Master Plan
- **Costilla County Detention Center***, San Luis, CO - Programming and Concept Design
- **Custer County Justice Center***, Westcliffe, CO - 20 Year Master Plan
- **Elbert County Justice Center***, Kiowa, CO - Renovation and Addition Sheriff, Detention, Evidence Storage, Courts, Probation, DA.
- **Gilpin County Justice Center***, Central City, CO - 20 Year Master Plan
- **Grand County Government Services**, Hot Sulphur Springs, CO - 20-year master plan for Sheriff, EMS, Human Services and Public Health community services.
- **Lake County Community Justice Center***, Leadville, CO - Courts, Sheriff Law Enforcement, Detention, Future Probation.



Item 9.

EDUCATION:

Ferris State University, Bachelor of Architecture and Sustainability, Minor in Facilities Management

University of Colorado - Denver, Master of Architecture

AFFILIATIONS:

National Council of Registration Boards (NCARB)

PUBLICATION:

5280 Architect Magazine
Mark Magazine, d'a no.250

* Individual experience

JEFFREY C. HODSDON, P.E.
TRAFFIC ENGINEER



Item 9.

BIOGRAPHY: Jeffrey Hodsdon is a Principal with LSC and has been practicing in the field of traffic engineering and transportation planning for over 30 years and managing projects for 25 years. He supervises the transportation engineers and technical support personnel. Jeff joined the staff of LSC Transportation Consultants, Inc. at its main office in Denver in 1993. In 1994, Mr. Hodsdon transferred to the Colorado Springs office.

Prior to joining LSC, Mr. Hodsdon served in the United States Army as a First Lieutenant for three years.

During the time he has been with LSC, Mr. Hodsdon has performed and managed many types of traffic engineering and transportation planning studies including traffic impact and access analyses for a variety of land development engineering projects in the Colorado Springs/Denver metropolitan areas, as well as other communities and rural areas in Colorado.

ROLE AND RESPONSIBILITIES: Jeff will serve as the traffic engineer on the project to provide traffic impact analysis.

EXPERIENCE:

- **Santa Fe TIS**, Monument Town Hall, Monument, CO
- **Pikes Peak Regional Development Center/Regional Building**, Colorado Springs, CO
- **El Paso County Judicial Building Expansion**, CO
- **Westcott Fire Station**, Colorado Springs, CO
- **Woodmen Hills Fire Station**, Colorado Springs, CO
- **Lakeview Heights**, Palmer Lake, CO
- **Elephant Rock Villa**, Palmer Lake, CO
- **E470 Maint Support Site A Expansion**, Parker (with D2C)
- **Harmony**, Aurora, CO
- **Horizon Uptown**, Aurora, CO
- **Superior Town Center**, Superior, CO
- **Primetech**, Centennial, CO
- **Woodland Park Aquatic Center**, Woodland Park, CO
- **Pikes Peak Regional Medical Center**, Teller County, CO



EDUCATION:

University of New Hampshire,
Bachelor of Science in Civil
Engineering

University of Colorado, Master of
Science in Civil Engineering

CERTIFICATIONS:

Professional Engineer, State of
Colorado #31684

Institute of Transportation
Engineers

BIOGRAPHY: Erik has worked as a civil engineer on many large, high profile and complex engineering projects across the country. His expertise includes all aspects of civil site design associated with renewable energy, infrastructure, transportation and utilities including, grading and drainage, erosion control, stormwater analysis and treatment, water, sanitary and dry utilities and roadway design. Erik has served as project manager and lead engineer to successfully realize client’s goals and adhere to agency standards.

ROLE AND RESPONSIBILITIES: As the civil engineer Erik will work closely with the entire team including identifying utility service availability and options for all public utilities for each site, assisting with the site analysis as needed.

EXPERIENCE:

- **Loveland Fire Station No. 6**, Loveland, CO - Project manager and engineer of record for a new fire station for the Loveland Fire Department. Coordinated the full building drive through capabilities with multiple access points to the surrounding roadways. Analyzed the site using computer aided turning software to ensure existing and future fire fighting equipment can navigate through the site freely. Provided onsite detention and water quality with retaining walls to maximize site space and pond volumes.
- **Weld County Coroners Building Addition**, Greeley, CO - Project manager for a substantial building addition to the existing coroner’s facility. The site required modifications and additions to the existing parking lot, added a drive through lane into the building for secure and private drop off, new driveway and ADA accesses to M Street, and brought the site up to current stormwater standards by designing a water quality and detention pond to serve the site.
- **CORE Electric Cooperative Facilities Building and Substation**, Pine Junction, CO - Project manager and engineer of record for CORE’s new administration, maintenance, storage, training facility. This large project on the side of a steep mountain required extensive grading design and retaining walls to balance the site while maintaining access to multiple levels and installation of a new 38,000 sf admin and maintenance building, detached enclosed garage and parking areas. A new substation was also installed on the south side of the site requiring retaining walls, multiple access points, T-Line relocation and specialized drainage design.
- **Elbert County Public Works Facility**, Kiowa, CO - Project Manager for the public works facility at 11330 State Hwy 86, Kiowa, CO, involved civil design for a ~27-acre greenfield site. The project included a new ~38,000 sq. ft. building, infrastructure connections, two detention ponds, a parking lot, and partial over lot grading for future development. Key challenges addressed included offsite waterline improvements, grading adjustments to meet traffic sight triangle safety criteria, and resolving complex drainage issues.
- **Larimer County Road & Bridge Maintenance Facilities**, Estes Park and Livermore, CO - Project Manager and engineer of record for the design of two of the County’s satellite road and bridge maintenance facilities in Livermore and Estes Park. Livermore required the analysis of different sites to choose the most appropriate site in terms of site use and impacts to the neighbors and roads. The final Livermore site required significant earthwork to balance the site, new onsite water wells and waste water treatment systems in accordance with EPA Class V injection wells.



EDUCATION:

Colorado State University
Bachelor of Science, Civil
Engineering

CERTIFICATIONS:

Professional Engineer:
Colorado

BIOGRAPHY: Paul is a recognized expert in mechanical engineering for campus-oriented projects. His nearly 40 years of experience coupled with his meticulous approach to projects and sound judgment make him an invaluable asset to any project team. His extensive experience on the mechanical and plumbing design side gives him unique expertise in project management. The happiness of the end users gives his work meaning.

ROLE AND RESPONSIBILITIES: Paul will evaluate the utility service availability and options for gas, fiber optic, etc., and anticipated public safety communications.



EXPERIENCE:

- **Administration Building**, Jefferson County, CO - New Facility for Multiple Jefferson County Services and a Workforce Development Career Center, 133,000 SF
- **Aurora Water Southeast Area Maintenance (SEAM) Campus**, City of Aurora, CO - New Construction with Fleet Maintenance & Administration Buildings; Scope Included Admin Building with Underground Vehicle Parking, Water Quality Lab, Shop Workspaces, Drive-through Operations & Maintenance Bays; Warehouse & Trades Building with Drive-through Bay, Welding Shop, Loading Dock, & Admin Offices; 400,000 SF, \$108.4M
- **City and County of Denver**, Denver District 3 Police Station - New 2-Story Facility, Administrative, Holding Cells, Locker & Exercise Areas, Vehicle Processing Bay, Community Meeting Room, 41,000 SF, LEED Certified.
- **City and County of Denver**, Webb Building Renovations, CO (with D2C) - Renovation projects in the Webb building.
- **City Hall**, Arvada, CO - 5,000 SF Renovation & 5,600 SF Core & Shell Addition, \$2.2M
- **Colorado Department of Corrections, CO** - Data Center - Feasibility Study for Move, Clean-Agent Fire Extinguishing System
- **Denver District 3 Police Station**, City & County of Denver, Denver, CO - New 2-Story Facility, Administrative, Holding Cells, Locker & Exercise Areas, Vehicle Processing Bay, Community Meeting Room, 41,000 SF, LEED Certified
- **Denver International Airport**, CO - Multiple Projects Under an On-Call Contract Police Station & Canine Kennel - New Facility, 4,000 SF
- **Sheriff Sub-Station**, Douglas County, CO - Mechanical & Electrical Consulting for New Facility, High-Tech Crime & Special Investigations Units, Backup Dispatch & Emergency Operations Center for Douglas County, LEED Silver, 36,000 SF, \$6.5M
- **Western Colorado University Fleet & Transportation Services**, CO - New Facility, Also Serves Western's Mountain Rescue Team, Multiple Garages, Wash Bay, Lifts, Hoists, Welding Station, Training Classroom, 16,000 SF, \$3.6M

EDUCATION:

Michigan Tech University - Bachelor of Science in Mechanical Engineering

CERTIFICATIONS:

Licensed as a Professional Engineer in CO

AFFILIATIONS:

American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)

BIOGRAPHY: Bryan excels at managing projects through open communication, creative thinking, and creating excellent rapport with clients and end-users. In addition to being a project manager, he is an experienced electrical engineer with experience on many large-scale commercial and residential projects for BCER. Clients benefit from his dedication to innovation in the engineering field; he is always working to find the best solution.

ROLE AND RESPONSIBILITIES: As the Electrical Engineers, Bryan will evaluate the Utility service availability and options for electric, gas, fiber optic, etc., and anticipated public safety communications.

EXPERIENCE:

- **City of Thornton, Public Safety Facility, CO** - New Fire Station & Police Substation in a Shared Facility, Security, Emergency Generators, Living Quarters, Locker Rooms, Evidence Processing & Storage, \$14.5M.
- **Lafayette Fire Department, Fire Station, CO** - New Facility with Apparatus Bay, Fitness Center, Offices, Support Areas, Sleeping Area, Kitchen & Decontamination Area, 9,700 SF.
- **Lake County, Justice Center, Leadville, CO** - New 56,000 SF Facility, Scope Includes: Courts, Lake County Sheriff & Jail, Leadville Police, Coroner Facilities, Shared Dispatch, Training Space, & Administrative Offices.
- **Aurora Water Southeast Area Maintenance (SEAM) Campus, Aurora, CO** - New Construction with Fleet Maintenance & Administration Buildings; Scope Included Admin Building with Underground Vehicle Parking, Water Quality Lab, Shop Workspaces, Drive-through Operations & Maintenance Bays; Warehouse & Trades Building with Drive-through Bay, Welding Shop, Loading Dock, & Admin Offices; 400,000 SF, \$108.4M.
- **Town of Silverthorne, Public Works Facility, CO** - New Facility with Offices & Vehicle Maintenance Bays, 10,200 SF.
- **Town of Breckenridge, Public Works Facility, CO** - Addition of Battery Electric Bus Chargers to Bus Barn Building.
- **Duncan Aviation, Battle Creek Hangar 9, MI** - New Service Hangar with 2 Support Buildings, New Vehicle Maintenance Facility, & Small Addition to Paint Hangar #6, Total of 117,680 SF.
- **Rocky Mountain Metropolitan Airport, Sheltair Hangar B, CO** - New 29,000 sf Aircraft Storage Hangar & 6,200 sf Lean-to that Contains a Tenant Office, Breakroom, Fire Protection Equipment Room, & a Parking Canopy for 17 Vehicles.



EDUCATION:

University of Kansas, Bachelor of Science in Architectural Engineering

CERTIFICATIONS:

Licensed as a Professional Engineer in CO, TX

AFFILIATIONS:

American Society of Healthcare Engineers (ASHE), Colorado Association of Healthcare Engineers & Directors (CAHED)

BIOGRAPHY: Lucas is a highly skilled cost management professional with a background in Civil Engineering. Since joining Cumming in 2015 he has successfully managed teams of various sizes on projects ranging from \$50,000 to \$2 billion. He has managed projects from conceptual design through construction and project closeout. He puts a strong focus on making sure all cost management deliverables are provided promptly and accurately

ROLE AND RESPONSIBILITY: Lucas will provide cost estimates based on the final scope of work to assist in educating the process and budget requirements. His focus on your project with one goal: assist in managing the cost.

EXPERIENCE:

- **Fort Lupton Shooting Range and Police Training Facility, CO (with D2C)** - Planning efforts and design of an outdoor shooting range facility and police training facility. Lucas provided cost estimate validation. In charge of compliance with Department of Energy, Office of Health, Safety and Security, Range Design Criteria.
- **Grand County EMS Headquarters, Granby, CO (with D2C)** - Needs assessment, planning, programming, design through construction for a new 23,900 SF headquarters to house ambulances, emergency response vehicles, and staff.
- **Grand County EMS Satellite Station, Fraser, CO (with D2C)** - New 2 story satellite station's primary function is to provide housing for field crews and on-call staff, as well as shop space for ambulances and emergency response vehicles.
- **Thornton Police Training and Administration Facility, CO (with D2C)** - A new 17,269 SF Thornton Police Training Facility.
- **Town of Winter Park Police Department and Administration Services, CO (with D2C)** - Needs assessment and options to relocate their police department.
- **City of Alameda, Fire Station 5 Historic Rehabilitation/Renovation Feasibility Study, CA**
- **CalFire/San Mateo Co., Fire Station No. 17 Replacement Study, CA**
- **City of Palo Alto, New Public Safety Building and California Avenue Parking Garage Design Phases, CA**
- **City of Palo Alto, New Public Safety Bldg. Concept Programming, CA**
- **City of Palo Alto, Fire Station No. 3 Replacement, CA**
- **Contra Costa County, New Public Safety Building and Emergency Operations Center, Martinez, CA**
- **Oakland Police Dept., New Administration Bldg. Feasibility Study, CA**
- **Oakland Police Dept., New Administration Bldg. Feasibility Study, CA**
- **San Francisco Police Dept., New Traffic Company & Forensic Services Division Facility, CA -New 911 Facility Assessment/Study, Everett, WA**



EDUCATION:

California Polytechnic State University, San Luis Obispo
Bachelor of Science, Civil Engineering

// I am very impressed [with] Mr. Martin and the D2C Architects' staff, with their knowledge, professionalism, and attention to detail. I am very please with the quality of work and service that D2C Architects has provided. As Fire Chief, I found Andrew very easy to work with and would have no problem recommending D2C Architects for any Fire Station projects. //

~ John Wilson, Fire Chief, Louisville Fire Protection District



D2C rendered professional architectural building renovation of an existing fire station.

PUBLIC SAFETY CAMPUS



D2C assisted the Town of Hudson on renovating their existing facility to assist with growth expansion to modify the current facility that were not immediately working for their needs.

The long term goals of the project is to create a Public Safety Campus to fulfill the Town’s police, courts and fire needs for the long-term plan. D2C assisted the Town with a needs assessment, graphic illustrations of the layout and general aesthetics and a cost opinion to present to their Town Board. The efforts originally started at a \$40 million police facility and a \$30 million fire facility on a joint campus. Helping the City D2C found efficiency and operational reductions to accommodate a more feasible \$25 million budget.

PROJECT STATS:

- Size: 35,000 SF police
30,000 SF Fire
- Construction Cost: \$25,000,000
- Completion Date: TBD

CLIENT CONTACT:

Scott Sedgwick, Chief of Police
303-536-4889 | ssedgwick@hudsoncolorado.org

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Michael Schauble NCARB (D2C)

CHARACTERISTICS:

- Joint Public Safety complex (Fire and Police)
- Evaluation of existing facility
- Similar studies that arrived at a preferred solution.
- Multiple concept design options
- Planning and user group meetings to determine the best use of the space
- Phased design process
- Multiple services on one campus
- D2C’s Project Scope: Architect of Record, full service architecture programming, planning, coordination, design through construction observation.

TOWN OF CRESTED BUTTE

CRESTED BUTTE EMERGENCY SERVICES



D2C Architects worked collaboratively with the Town of Crested Butte’s Marshal’s Office, Fire Protection District and Search and Rescue for the Emergency Services Building projects. Both the Fire District and Marshals are facing inefficiencies with their respective community services and response times. In addition, their current facilities are in great need to modernize and expand so they can overcome current deficiencies.

The purpose of the project was to create a Basis of Design Plan for the Emergency Services facilities in downtown Crested Butte. The scope of work included a needs analysis, planning and design services to determine the best options for each department. D2C analysed several options including renovating existing space for each department, repurposing the current Fire Districts location for a new Marshal’s Police Station and new sites within the downtown area.

The recommended options for the facilities include: Renovating the existing Fire Station One to convert into a police station for the Marshal’s Office and building a new Crested Butte Fire Protective District and Search and Rescue Headquarters facility.

PROJECT STATS:

- Size: Marshal’s Police Station - 8,775 SF
Fire District Headquarters - 26,203 SF
- Construction Cost:
Marshal’s Police Station - \$ 5.5 million
Fire District Headquarters- \$15.6 million
- Completion Date: TBD | Conceptual Only

CLIENT CONTACT:

Michael Reily, Chief Marshal
970-349-5231 | mpreily@crestedbutte-co.gov

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Joint Public Safety complex (Fire and Marshal)
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Multiple concept design options
- Phased design process
- Assisted the Town determining the best needs for each department and Town services.
- Designing for the context of the neighborhood
- D2C’s Project Scope: Basis of design, needs analysis, planning and design services.

CITY OF AURORA

POLICE HEADQUARTERS



D2C completed the Aurora Police Headquarters Remodel including addition and demolition of walls and doors, additional soundproofing, HVAC system replacements and additions, paint, flooring, new plumbing fixtures, electrical improvements, and lighting changes.

The new headquarters meeting rooms had custom audio-visual systems and a green room. The remodel included locker rooms, break rooms, lounge, CSI, property and evidence, homicide, interview rooms, health and wellness, press room, and administrative offices. Project work was completed in this 75,427 SF occupied building.

PROJECT STATS:

- Size: 17,269 SF
- Construction Cost: \$2,200,00
- Completion Date: March, 2020

CLIENT CONTACT:

Elly Watson, Project Manager
303-739-7109 | elwatson@auroragov.org

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Law enforcement, police headquarters and administration
- On a tight campus with City Hall and the Municipal Service Center
- Interior renovations to a secure, occupied facilities
- Previously completed programming and concept designs analyzed to identify missing efficiencies
- Owner integrated successfully into design process
- Multiple user groups to accommodate
- Maintained public access during construction
- D2C's Project Scope: Architect of Record, full service architecture program review, planning, coordination, design through construction observation.

TOWN OF BENNETT MUNICIPAL OFFICES & TOWN HALL



The Town of Bennett's new Town Hall heralds a significant improvement to the availability, efficiency and functionality for the Town of Bennett. Employees of the Town were working out of three different buildings, some of which did not adequately serve their staff or residents for day to day use. The new 8,300 SF building services the Town's community services in one central location. The space has ample room for growth in the future and was constructed with energy efficiency as the primary focus. The building is a steel/CMU structure with metal panels and wood elements on the outside. A grant from DOLA in the amount of \$25,000.00 was awarded to the Town of Bennett to help pay for the design and engineering.

PROJECT STATS:

- Size: 8,300 SF
- Construction Cost: \$1,750,000
- Completion Date: April, 2018
- Award: "Best of Government Building Award" Varco Pruden VP Buildings Hall of Fame - 2019

CLIENT CONTACT:

Daymon K. Johnson, PMP, LEED AP, BD&C
Director of Public Works
303-644-3249 x. 1005 | djohnson@bennett.co.us
*Please note this client is hard to get a hold of.

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Joint facility
- Campus setting with multiple functions on one site
- Similar size studies that arrived at a preferred solution.
- Multiple concept design options
- Planning and user group meetings to determine the best use of the space
- D2C's Project Scope: Master Planning, programming, conceptual design, community outreach, design, develop bridging documents.

TOWN OF CASTLE ROCK

OFFICE BUILDING AND MAINTENANCE CENTER



An addition and renovation to the Town of Castle Rock Public Works headquarters. Their facilities were no longer accommodating the needs of the users or the community. Staff members were spread out, conference room space was limited, and offices and shops were overflowing resulting in wasted time and inefficient operations.

D2C assisted the Town through efforts that maximized the efficient use of the existing building and new addition to meet the existing and future needs of the department. D2C conducted numerous partnering meetings, user interviews and careful documentation to accommodate the new addition, renovate the existing vehicle storage and maintenance bays and provide flexibility for the current staff use.

PROJECT STATS:

- Size: 10,000 SF renovation, 6,292 SF addition for Administration and 4,054 SF service bay addition
- Construction Cost: \$5,295,349
- Completion Date: Feb., 2020

CLIENT CONTACT:

Brian Peterson
Public Works Project Manager for Construction
720-733-2265 | bpeterson@crgov.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Similar location
- Large vehicle bays and administrative support services
- Campus setting
- Planning and user group meetings to determine the best use of the space
- D2C's Project Scope: Needs Assessment / Programming, Site Planning, Interior Design, Design Development, Phased Planning to Minimize Impact on Operational Facility and Campus, Contractor Selection Assistance and Construction Observation

CITY OF COMMERCE CITY POLICE STATION



A new 38,270 SF police substation is organized by department for both police and municipal court.

The police station includes a lobby, police administration, patrol operations, and support services. The municipal court has a lobby, screening, a municipal courtroom, court administration, and jury services.

The program also includes a dispatch center, anticipated to be built after the new facility is operational, as well as a shell space and a municipal court expansion.

PROJECT STATS:

- Size: 38,758 SF
- Construction Cost: \$36,592,859
- Completion Date: Est. April 2026

CLIENT CONTACT:

Darrel Guadnola, Chief of Police
7887 E. 60th Avenue Commerce City, CO 80022
303- 727-3919 | dguadnola@c3gov.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Andrew Martin (D2C)
- Michael Schauble NCARB (D2C)

CHARACTERISTICS:

- Law enforcement, police headquarters and administration
- Campus setting with multiple functions on one site
- Multiple concept design options
- Planning and user group meetings to determine the best use of the space
- Owner integrated successfully into design process
- Multiple user groups to accommodate
- D2C's Project Scope: Master Planning, programming, conceptual design, community outreach, design, develop bridging documents.

CITY AND COUNTY OF DENVER NORTHFIELD FIRE STATION



Needs assessment, site planning and basis of design for a new, LEED Gold 12,000 SF fire station.

Based on the assessment, D2C provided the City and County of Denver with a final report detailing the necessities and budget the new station would require including: a shop workspace, 2 drive through apparatus bays, administrative offices (open and closed), a large conference room, break room and a training/community room.

Multiple sites and configurations were analyzed to determine traffic flow, infrastructure assessments, cost, pros and cons for each location

PROJECT STATS:

- **RENOVATION SIZE:** 12,000 SF
- **CONSTRUCTION COST:** \$7,500,000
- **COMPLETION DATE:** TBD; D2C work is complete

CLIENT CONTACT:

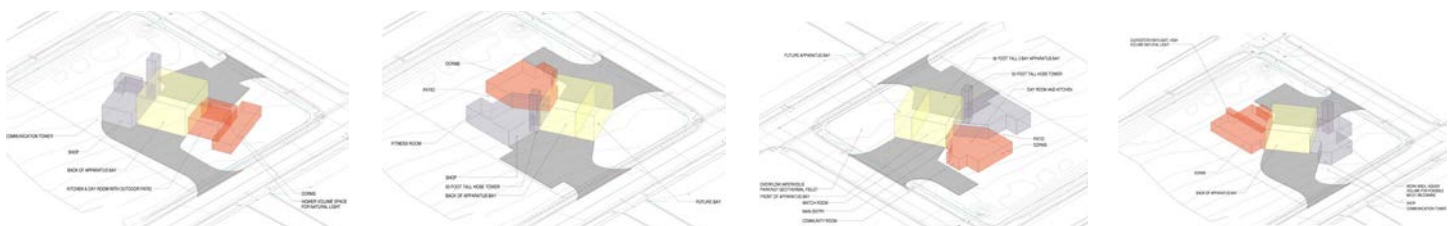
Adam Phipps, City and County Project Manager
720-865-3044 | Adam.Phipps@denvergov.org

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Fire Station Facility
- Space Needs Assessment
- Balance community and station priorities
- Municipal functions and processes followed
- Reviewed growth and future capacity
- Multiple site options analyzed, final site selection
- D2C's Project Scope: Needs assessment, site planning and basis of design.



CITY OF EDGEWATER CIVIC CENTER



"My staff commented positively on the level of commitment the D2C Team had to support our own thoughts and design ideas."

~ Retired Police Chief John Mackey

D2C Architects in collaboration with the City and the City's Owner's Rep carried out programming, a community-based design process and developed bridging documents for a 58,000 SF multi-purpose building. The Civic Center and Police Headquarters facility was programmed to account for city hall, council chambers, police headquarters, library, gymnasium, and fitness center, along with public meeting rooms all connected by an atrium museum / gathering space.

D2C carried out programming, community-based design, an extensive public outreach and bridging documents. We stayed on the project with the owner's rep to confirm the program and design was carried out through construction.

The goal of the Edgewater community outreach was for input on the program and design of the Civic Center. To address and ease concerns, as well as to help the City of Edgewater determine what is important to their community for this new facility. D2C lead the public process and developed the design solutions based on input from the public.

PROJECT STATS:

- Size: 58,000 SF
- Construction Cost: \$13,000,000
- Completion Date: Nov. 2018

CLIENT CONTACT:

John Mackey, Retired Chief of Police
Coloradomackey1@gmail.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Campus setting with multiple functions on one site
- Law enforcement, police, administration
- Initial Programming, Conceptual Design and cost definition for City Council budget confirmations.
- Multiple concept design options
- Successful public outreach, community concerns addressed during design
- Designing for the context of the neighborhood
- Phased design process
- Multiple user groups to accommodate
- D2C's Project Scope: Programming, community outreach, design, develop bridging documents.

TOWN OF ERIE

ERIE POLICE DEPARTMENT EXPANSION



The new 50,000 SF Town of Erie Police Department is designed to accommodate the town's growth over the next 25 years, blending seamlessly with the existing 18,000 SF facility through thoughtful space planning.

Located at the boundary of Boulder and Weld counties, the police department had outgrown its original space, prompting a 32,000 SF expansion. The design prioritizes the department's functional needs while integrating the original structure, resulting in a bright, open, and cohesive workspace. With numerous intersecting spaces throughout the building, the layout fosters interdepartmental collaboration, promoting a dynamic environment where teamwork and camaraderie can thrive, reflecting the daily operations of Erie PD.

PROJECT STATS:

- Size: 32,000 SF expansion
- Construction Cost: TBD, in process
- Completion Date: July 2027 (est.)

CLIENT CONTACT:

Lee Mathis, Chief of Police
Phone 303-936-2811 | lmathis@erieco.gov

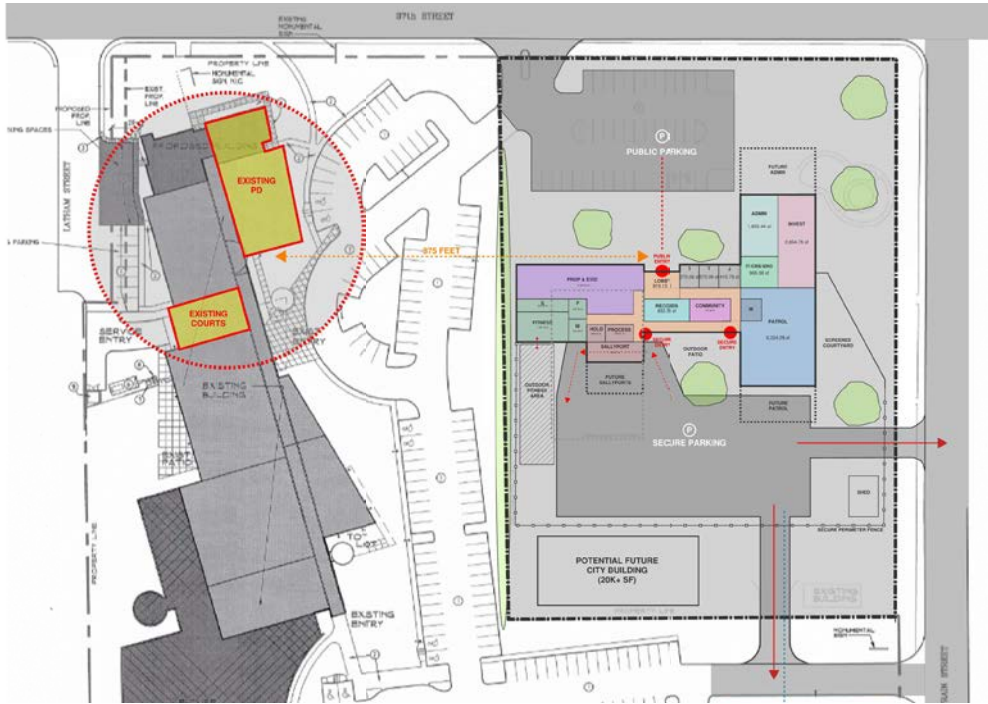
PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Michael Schauble NCARB (D2C)

CHARACTERISTICS:

- Campus setting with multiple functions on one site
- Law enforcement, police, administration
- Program validation and Conceptual Design that led to a full design project
- Initial Programming, Conceptual Design and cost definition for Town budget confirmations.
- Initial costing efforts to determine budgets.
- Multiple concept design options
- Phased design process
- Multiple user groups to accommodate
- D2C's Project Scope: Architect of record, programming, planning and design through construction observation for the expansion of the facility.

CITY OF EVANS POLICE STATION



D2C is providing the City of Evans and the Evans Police Department planning, design and construction observation services. The new facility will be a stand-alone structure which will meet or exceed established industry best practices for a public safety building. The new facility will include: Administration, Patrol, Evidence Storage, Investigations and community space.

Following completion of the new police building, city administration will expand into the 9,000 square foot space vacated by the Police Department at the Evans Community Complex.

PROJECT STATS:

- Size: 32,000 SF Police Station
9,000 SF Renovation of Vacated Police
- Construction Cost: \$20,000,000 (est.)
- Final Completion Date: 2026 (est.)

CLIENT CONTACT:

Brian Stone, Interim Economic Development Director, City of Evans' Project Manager
970-415-0207 | bstone@evanscolorado.gov

Rick D. Brandt, Chief of Police
970-339-2441 | rbrandt@evanscolorado.gov

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Michael Schauble NCARB (D2C)

CHARACTERISTICS:

- Campus setting with multiple functions on one site
- Law enforcement, police, administration
- Program validation and Conceptual Design that led to a full design project
- Initial Programming, Conceptual Design and cost definition for City Council budget confirmations.
- Initial costing efforts to determine budgets.
- Tight site combined with City Hall
- Multiple concept design options
- Phased design process
- Designing for the context of the neighborhood
- Multiple user groups to accommodate
- D2C's Project Scope: Architect of record, programming, planning and design through construction observation.

CITY OF FALCON

EL PASO COUNTY SUBSTATION



The goal of this project is to design and construct a new 11,180 SF new Sheriff's Office and Substation to service the Northeastern part of unincorporated El Paso County. The facility will service concealed handgun permits, records, patrol, investigations, internal affairs, a community meeting room, clerk and recorder, treasurer and assessor's offices.

The new facility is designed to conform and compliment the Fire Station located on the east of the shared site.

PROJECT STATS:

- Size: 11,180 SF
- Construction Cost: \$13,500,000 (est.)
- Completion Date: March, 2025

CLIENT CONTACT:

Joe Roybal, Sheriff

719-520-7100 | josephroybal@elpasoco.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Michael Schauble NCARB (D2C)

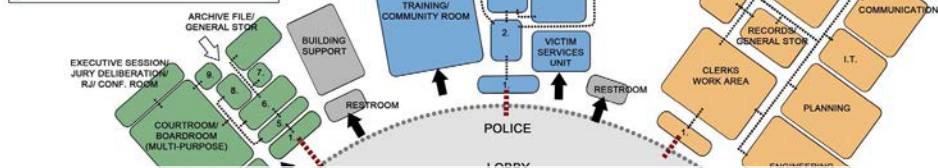
CHARACTERISTICS:

- Multiple County services in one building
- Law enforcement, police, administration
- Similar location
- Tight site with safety, line of sight and other operational factors to consider.
- Multiple concept design options
- Studies that arrived at a preferred solution.
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Flexibility for future growth
- Multiple user groups to accommodate
- Planning and user group meetings to determine the best use of the space
- D2C's Project Scope: Architect of record, programming, planning and design through construction observation.

TOWN OF FREDERICK TOWN HALL, POLICE & COURTS



| KEY | | |
|---------------------------------|--------------------------|---------------------------|
| COURT | POLICE | TOWN HALL/ ADMINISTRATION |
| 1. COURT CLERKS COUNTER | PD CLERKS COUNTER | TOWN HALL CLERKS COUNTER |
| 2. PUBLIC DEFENDER | CLERKS WORK AREA | TOWN HALL MANAGER |
| 3. PROSECUTOR | INVESTIGATION | |
| 4. COURT WAITING ROOM | CRIME ANALYSIS | |
| 5. CLERKS WORK AREA | PROFESSIONAL STANDARD | |
| 6. COURT STAFF | TRAFFIC SUPPORT DIVISION | |
| 7. RECORD STORAGE/ CONFIDENTIAL | | |



"D2C Architects were excellent at capturing our current needs and future challenges that is taking place in our community. They were responsive to our questions, and were willing to work together as a team to accomplish our vision." ~ Todd Norris, Chief of Police

The Town of Frederick's current Town hall, police department and courts facilities are no longer accommodating the spatial needs required to effectively operate or accommodate flexibility or growth. D2C worked with the Town by analyzing and evaluating their current facilities, face-to-face user interviews to understand daily activities needs and wants. We assisted in defining current staffing and programmatically captured spatial needs for current and future staff, defined expected growth of the town and costs evaluations. The final program included spatial relationship illustrations, adjacencies, secure vs. private spaces, site evaluations for the final solution of a joint facility.

The final needs analysis determined the Town Hall, Police Department and Courts currently operates out of a total of 15,254 SF; however needs 58,580 SF to successfully service their community. The series of site development / spatial relationship "options" tests the major components associated with this project's program, its relative size in comparison to other spatial departments and its relationship to the existing Frederick PD/Courts/Town Hall site. In addition it compares various configurations of site layout, building and parking placement, structure heights and orientation. At a high level, the purpose is to determine the validity of the site and the spatial impacts of the site relative to the programmatic requirements.

PROJECT STATS:

- Size: 58,580 SF
- Construction Cost: \$37m (estimated)
- Completion Date: TBD

CLIENT CONTACT:

Todd D. Norris | Chief of Police, FBINA 232nd
720-382-5700 | tnorris@frederickco.gov

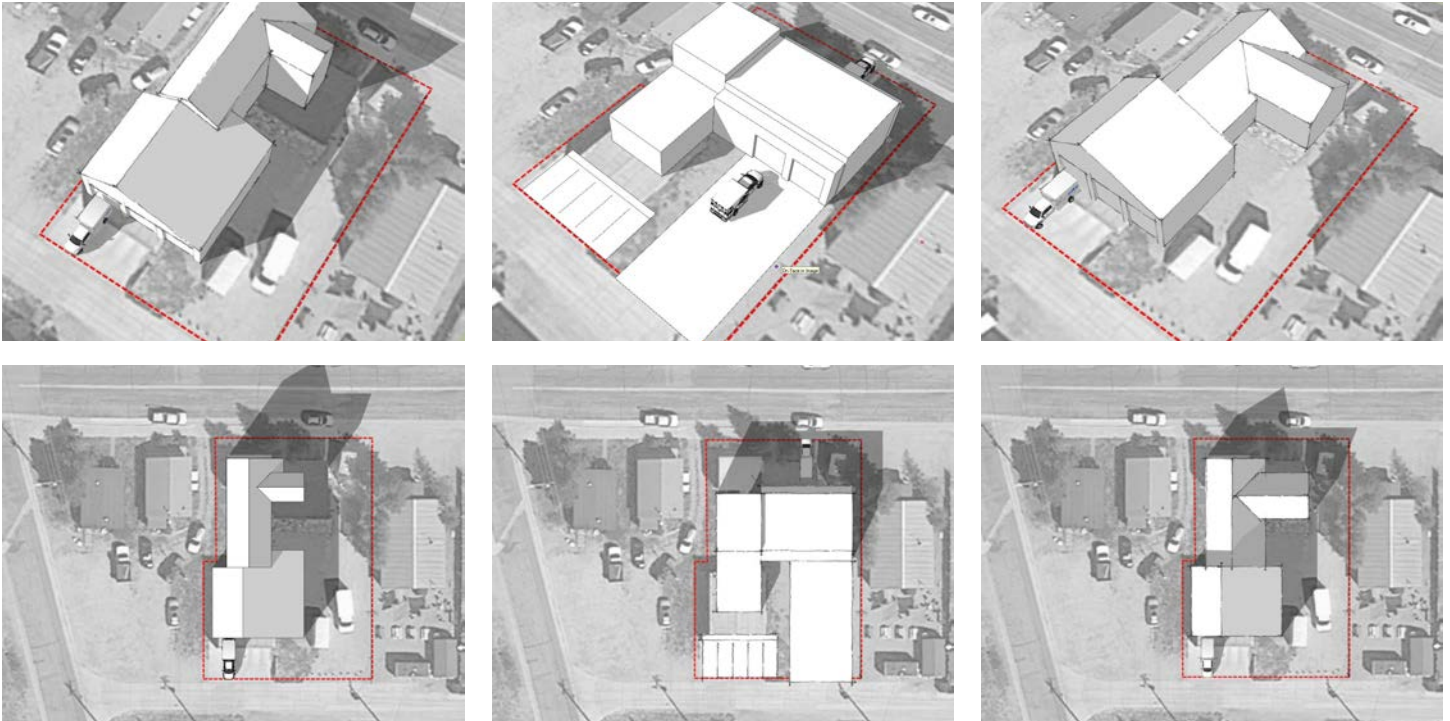
PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Multi-use joint campus
- Law enforcement, police, administration
- Campus setting with multiple functions on one very tight/small site.
- Multiple concept design options to show "what things might look like".
- Initial Programming, Conceptual Design and cost definition for Town Council budget confirmations.
- Evaluation of existing facilities
- Growth projections and infrastructure accommodations
- Implementation factor definition
- Phased design process
- D2C's Project Scope: Site feasibility analysis, space needs assessment and programming.

GRAND COUNTY, FRASER EMS SATELLITE STATION



The new 2 story satellite station's primary function is to provide housing for field crews and on-call staff, as well as shop space for ambulances and emergency response vehicles. The mountain terrain and high-altitude conditions must be incorporated early in the design to accommodate wind, snow and ice to preserve the life span of the EMS vehicles as well as the safety of the crew. Above is a representation of site studies being performed to accommodate the site.

PROJECT STATS:

- Size: 6,400 SF
- Construction Cost: \$6,000,000 (estimate)
- Completion Date: TBD
- Delivery Method: CM/GC

CLIENT CONTACT:

Robert Good*
EMS Chief
970-887-2732 | rgood@co.grand.co.us
*Please note this client can be hard to reach.

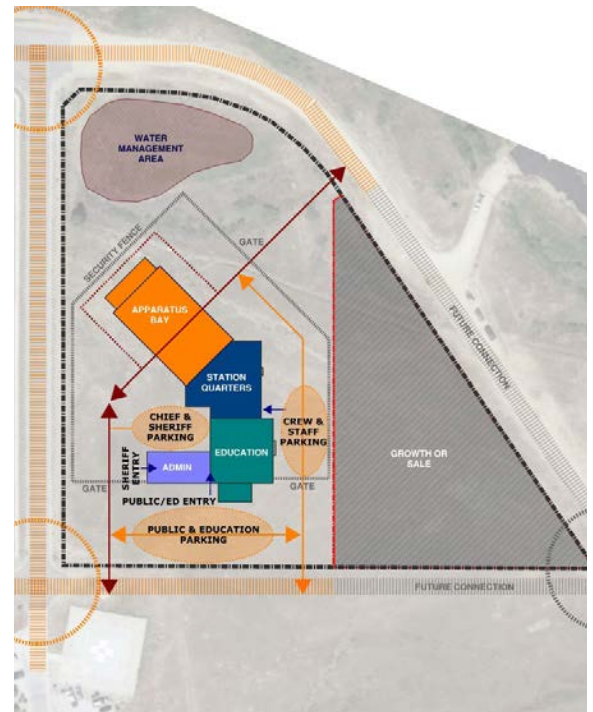
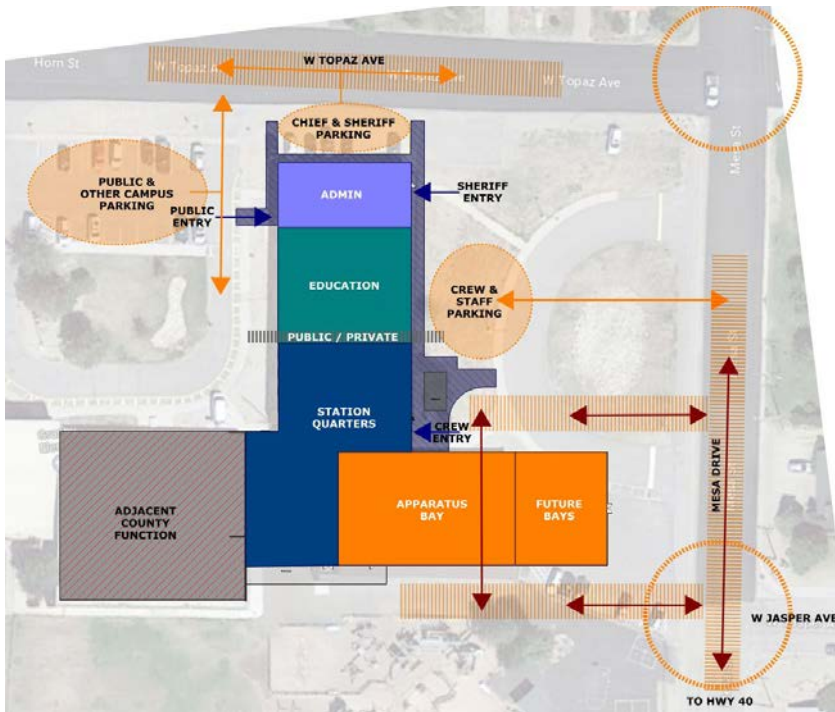
PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Lucas Stover (Cumming)

CHARACTERISTICS:

- Rapid Deployment/ First Respondent Facility
- Drive Through Bays, Vehicle Storage, Decontamination Room, HAZMAT Storage
- Administration office space
- Field Staff Sleeping/Dorm Rooms, Living Area/Day Room
- Exercise/Fitness Room
- Kitchen/Dining
- Bunker Gear Room (PPE), Lockers/Toilet/Showers, Laundry
- Conference / Education/ Training Room
- Utilizes Current Technology
- Sustainable Designed
- D2C's Project Scope: Full architectural design including site feasibility analysis, space needs assessment and programming.

GRAND COUNTY, GRANBY EMS HEADQUARTER STATION



D2C is assisting Grand County on the planning and design to determine the best solution to accommodate the growing needs of the department and the dilapidated facility. Grand County is working with D2C to obtain a fresh perspective on a previously completed needs assessment. Grand County and D2C are partnering to complete an updated need assessment, design through construction to accommodate current needs including a fleet of 33 ambulances and emergency response vehicles and 55 staff members, as well as the future needs of an EMS Headquarters facility.

PROJECT STATS:

- Size: 23,900 SF
- Construction Cost: \$14,600,000 (estimate)
- Completion Date: TBD

CLIENT CONTACT:

Robert Good*
EMS Chief
970-887-2732 | rgood@co.grand.co.us

*Please note this client can be hard to reach.



PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Andrew Martin (D2C)
- Lucas Stover (Cumming)

CHARACTERISTICS:

- Rapid Deployment/ First Respondent Facility
- Drive Through Bays, Vehicle Storage, Decontamination Room, HAZMAT Storage
- Administration office space
- Field Staff Sleeping/Dorm Rooms, Living Area/Day Room
- Exercise/Fitness Room
- Kitchen/Dining, Patio
- Bunker Gear Room (PPE), Lockers/Toilet/Showers, Laundry
- Large Conference / Education/ Training Room
- Utilizes Current Technology
- Sustainable Designed
- D2C's Project Scope: Full architectural design including multiple site feasibility analysis, space needs assessment and programming.

ILLINOIS AIR NATIONAL GUARD (ILANG), PEORIA, IL FIRE | CRASH STATION



"It gives us a state-of-the-art facility with adequate space, and now we can house all our emergency response equipment in one location, whereas before it was spread throughout the base. It allows us to reach our full potential in staffing, which allows us more flexibility to respond to the community." - Clifford Otto, SMSgt, ANG, Installation Fire Chief

A new, LEED Gold Targeted Fire/Crash and Rescue Station in Peoria, Illinois. The new facility replaced the existing steel framed masonry building structure currently operated out of by the 182nd Airlift Wing who supports flying operations for 8 PAI C-130 Aircraft. The new station is state-of-the-art with the latest technologies issued by the federal government. The new functional areas include bunkrooms, control/ alarm room, administrative and office areas, training room, kitchenette and dining area, day room, physical fitness room, technical services area, equipment maintenance areas, support space, decontamination room, apparatus bays as well as secure and non-secure storage rooms.

PROJECT STATS:

- Size: 17,800 SF
- Construction Cost: \$7,900,000
- Completion Date: May, 2021

CLIENT CONTACT:

Clifford Otto, SMSgt, ANG
Installation Fire Chief
182d Airlift Wing/Peoria Int'l Airport
309-633-5186 | clifford.a.otto.mil@mail.mil

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Rapid Deployment/ First Respondent Facility
- 5 Drive Through Bays, Work Room, Heated Bays, Vehicle Storage, Decontamination Room, HAZMAT Storage, SCBA Maintenance, Equipment Maintenance and Storage
- Administration office space, copy/work area/ records storage/office storage
- Alarm Control Room
- Watch Room/Radios
- Field Staff Sleeping/Dorm Rooms, Living Area/Day Room
- Exercise/Fitness Room
- Kitchen/Dining, Patio
- Bunker Gear Room (PPE), Lockers/Toilet/ Showers,PPE and Personal Laundry
- Large Conference / Education / Training Room
- Utilizes Current Technology
- LEED Gold Target / Sustainable Designed
- Designing for the context of the area.
- D2C's Project Scope: Full architectural design services under an IDIQ contract.

TOWN OF JOHNSTOWN POLICE DEPARTMENT



The Johnstown Police Department needs a building renovation to meet the department's and community's current and future demands.

The city and police leadership team prioritized the facility and site based on the needs assessment. D2C assisted the Town and Johnstown police department with planning, design, and potential phasing to accommodate funding and maintaining a secure campus and facility during construction. The facility is undergoing a complete renovation and addition to include: secure detention, administrative offices, booking, evidence rooms, training room, victim services, sally ports, investigations, patrol rooms, and a records room.

PROJECT STATS:

- Size: 14,700 SF Total; 9,860 SF Renovation; 4,851 SF Addition
- Construction Cost: \$6,278,659
- Completion Date: March, 2025

CLIENT CONTACT:

Matt LeCerf, Town Manager
c. 720-202-6556
mlecerf@townofjohnstown.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Andrew Martin (D2C)

CHARACTERISTICS:

- Campus setting with multiple functions on one very tight/small site
- Law enforcement, police headquarters and administration
- Multiple concept design options
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Architecture to blend with existing facilities
- Phased design process
- Planning and user group meetings to determine the best use of the site and space
- D2C's Project Scope: Architect of Record, full service architecture programming, planning, coordination, design through construction observation.

CITY OF LONE TREE CIVIC CENTER REMODEL



Partnering with the City of Lone Tree, D2C assisted with space planning and conceptual design options to maximize the space and adhere to ADA compliance and security upgrades. Working with the user groups to understand daily tasks, the team developed space planning efforts to make interior and exterior modifications added a secured vestibule, and revamped the breakroom, sound booth, and community room to accommodate the immediate and future needs of the city. A successful presentation to the City Council, included drawings, conceptual 3D renderings, interior design with material selection, and a cost estimate to provide the city with what they need to go to voters for funding.

PROJECT STATS:

- Size: 6,482 SF interior, 10,250 SF site improvements
- CONSTRUCTION COST: \$2,557,659
- Completion Date: February, 2024

CLIENT CONTACT:

Justin Russell, Facilities Manager
720-509-1268 | justin.russell@cityoflonetree.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Municipal multi-functional, secure spaces
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Similar Size studies that arrived at a preferred solution.
- Phased design process
- Community use with secure access
- Secure public/private entrances
- Acoustical provisions
- Exterior facade and community spaces developed
- Energy efficient design solutions
- D2C's Project Scope: Architect of Record, full service architecture programming, planning, coordination, design through construction observation.

LOUISVILLE FIRE PROTECTION DISTRICT, LOUISVILLE FIRE STATION



D2C rendered professional architectural building renovation of an existing fire station. Upgrades include updates to the gym including new windows, new AC system and new finishes, Changes to watch room and emergency access to the apparatus bay, New sleeping rooms and updated admin space

PROJECT STATS:

- Size: 13,512 SF total / 1,315 SF Renovations
- Construction Cost: \$174,754
- Completion Date: August, 2024

CLIENT CONTACT:

Fire Chief John Willson
Louisville Fire Protection District
jwillson@louisvillefire.com
303-666-6595 Ext 201 (Office) | 303- 877-5089 (Cell)

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Andrew Martin (D2C)

CHARACTERISTICS:

- Fire Station
- Rapid Deployment / First Respondent Facility
- Evaluation of an Existing Fire Station
- D2C's Project Scope: Needs Assessment / Site Planning

MONUMENT FIRE DISTRICT, MONUMENT FIRE STATION RENOVATION/ADDITION



"Brian, Eric, and their team continue to show flexibility and were highly responsive in dealing with our changes to site programming and an evolving discussion about budget. We hired them over other Architect's with similar experience... because of the passion and creativity they showed for our project" - Randy Trost, Deputy Fire Chief (retired), Tri-Lakes Monument FPD

D2C worked with Tri-Lakes Fire Protection District shortly before they combined into Monument Fire District to determine the necessity to potentially remodel 3 Fire Stations that includes over 12,000 SF of fire station improvements.

The assessment determined that Fire Station No. 1 was most urgent. This single story fire station built in 1999 comprised of approximately 8,200 SF and at the time was the only fire station for the Tri-Lakes Fire Protection District. The station was built to accommodate the few paid employees which was a small office staff and anywhere from two to five firefighting employees, a few career and some volunteer. As initially constructed, the living space included a Board room, 5 offices, a kitchen, lounge area, bunkroom, utility room, 2 separate male/female bath/shower combinations, a half bath and a few storage spaces.

Station 1 houses two shifts with provisions to go to three shifts of six career firefighters. The offices have been converted to bunkrooms, the bunkroom to a weight room and the Board room to a training room, amongst a major renovation to update finishes, improve response time from bunk to truck (engine), and future growth accommodations.

PROJECT STATS:

- Size: 4,242 SF renovations, 1,550 SF addition
- Construction Cost: 2,000,000
- Completion Date: December, 2021

CLIENT CONTACT:

Randy Trost, Deputy Fire Chief (Retired)
Monument Fire Protection, formerly Tri-Lakes
Monument Fire Department
Cell: 719-641-5503

PROJECT TEAM:

- Eric Combs - Project Executive (D2C)
- Brian Duggan - Project Architect (D2C)

CHARACTERISTICS:

- Fire Station
- Rapid Deployment / First Respondent Facility
- Evaluation of an Existing Fire Station
- D2C's Project Scope: Full architectural services including needs assessment / site planning, design through construction observation

CITY OF NORTHGLENN

POLICE DEPARTMENT & JUSTICE CENTER



"Looking at this building, you can't help but be in awe."

~ Mayor Carol Dodge, Northglenn City Mayor

The City of Northglenn's new 2-story, 47,600 SF Justice Center is designed to meet the needs of the community for the next 100 years. The state-of-the-art landmark facility incorporates best practices in safety and civic design principles such as community integration, technological adoption, workplace innovation and stress reduction. The facility creates a welcoming, community-centered atmosphere, while still providing occupant safety. The facility houses: administrative functions, crime analysis, police investigations, a victim services unit, property and evidence storage, patrol/operations bureau, a police training unit, records, a community resource unit, police holding/booking, municipal courts, court clerk's office, a common shared public lobby, 120 secure parking spaces and 80 public parking spaces.

The City had begun programming on this publicly funded project years earlier, it was imperative to have a public outreach program early in the process and throughout the project to involve the neighboring communities to minimize the impact of construction and subsequent operations on the surrounding neighborhoods.

PROJECT STATS:

- Size: 47,600 SF
- Construction Cost: \$20,505,288
- Completion Date: Sept. 2018

CLIENT CONTACT:

Jim May, Chief of Police, Northglenn PD
303-450-8967 | Jmay@Northglenn.org

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Law enforcement, police, municipal courts, city offices, administration
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Similar sized municipality and population
- Program Validation that identified missing space
- Successful public outreach, community concerns addressed during design
- Similar studies that arrived at a preferred solution.
- Multiple user groups to accommodate
- Under budget, the design team completed permitting efforts in-house in lieu of the city hiring a third party.
- D2C's Project Scope: Local architect, program validation, exterior architecture, site analysis, coordination, construction observation.

SOUTH ADAMS COUNTY FIRE PROTECTION DISTRICT, COMMERCE CITY VEHICLE MAINTENANCE FACILITY



D2C had the opportunity to work closely with the South Adams County Fire Protection District on an addition and renovation to their facility in Commerce City. Services included planning, design and construction observation.

The scope of the project including a 5,600 SF addition to the existing building. The addition matches the exterior of the existing building comprised of a single-story, high bay, masonry building with 3 apparatus bays. The project also included expanding the existing building to incorporate 3 additional apparatus maintenance and fleet bays. The site and services successfully remain operational during construction.

PROJECT STATS:

- Size: 14,796 SF Addition, 5,600 SF Renovation
- Construction Cost: \$2,743,333.00
- Construction Dates: June, 2021

OWNER'S REPRESENTATIVE/ CLIENT CONTACT:

John Sattler, Owner's Representative
NV5
303-818-7802 | JohnSattler@nv5.com

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)

CHARACTERISTICS:

- Multi-use, joint campus
- First responder, municipal facility
- Expansion and renovation
- Space Needs Assessment
- Designing for the context of the surrounding campus
- Administration spaces in a secure facility

CITY OF THORNTON

POLICE TRAINING FACILITY



"It has been a great pleasure working with the D2C team!"

~ Marilee Bella, Former City of Thornton Commander, Professional Standards Unit

The new 17,269 SF Thornton Police Training Facility combines aspects of physical, mental, and technological training for the modern officer. The facility contains a shoot house, two state-of-the-art simulation rooms, two flexible training classrooms that can be combined into one space, K-9 training yard, skills pad for vehicular training, two fitness rooms and locker rooms.

Innovation in technology and architectural design will assist upcoming cadets. The two scenario rooms will provide situations catered towards hands-on, critical thinking, that will assist the new and seasoned officers in the field. The safety of the community, and those who serve it, is at the forefront of the design of this facility.

PROJECT STATS:

- Size: 17,269 SF
- Construction Cost: \$16,557,400
- Completion Date: Sept. 2022

CLIENT CONTACT:

Gregory J. Reeves
Deputy Chief (Patrol Division)
720-977-5020 | greg.reeves@thorntonco.gov

PROJECT TEAM:

- Eric Combs, AIA, LEED AP (D2C)
- Brian Duggan, AIA, NCARB, CDT (D2C)
- Lucas Stover (Cumming)

CHARACTERISTICS:

- Municipal client, law enforcement, administration
- Initial Programming, Conceptual Design and cost definition for board budget confirmations.
- Similar sized municipality and population
- Similar studies that arrived at a preferred solution.
- Successful public outreach
- Owner integrated successfully into design process
- Designing for the context of the neighborhood
- Planning for a future expansion
- D2C's Project Scope: Architect of Record, full service architecture programming, planning, coordination, design through construction observation.

3 | DETAILED REQUIREMENTS | OUTLINE OF THE SCOPE

Item 9.

Below you will see our proposed scope of work, broken down into five (5) Tasks. We consider each Task a "major" milestone in successfully completing the feasibility study. We did propose a potential 6th Task to conceptually capture proposed solutions (if desired).

Under each Task, you will see a number of sub-tasks that sequentially outline the steps to be completed and when meetings/trips will occur. While this is our proposed scope of work, we do seek your input and approval. If there are any items you don't want, don't need or if there are any items you desire that aren't listed, please let us know so that we can "right size" our approach and scope to ensure alignment.

| DESCRIPTION | | Trip(s) |
|---------------|---|---------|
| TASK 1 | THE GOAL OF THE D2C TEAM ON EVERY PROJECT IS TO MAKE THE ENTIRE PROCESS OF PLANNING FOR PUBLIC FACILITIES PREDICTABLE AND ENJOYABLE. OUR APPROACH TO PROGRAM DEVELOPMENT INCLUDES A PROCESS FOR ENGAGING THE USERS AND STAKEHOLDERS IN AN INTERACTIVE PROCESS THAT PRODUCES A HIGH LEVEL OF OWNERSHIP OF THE FINAL REPORT AND ITS RECOMMENDATIONS. WE BELIEVE THAT IT IS MOST EFFECTIVE TO COMPILE ALL OF THE AVAILABLE INFORMATION ABOUT THE POTENTIAL SITES (THREE), DEPARTMENT/DISTRICT/AGENCIES AND OPERATIONS AND REVIEW THE INFORMATION WITH THE STAFF WHO WILL UTILIZE THE NEW SITE/FACILITY. THIS INCLUDES THE REVIEW OF EXISTING DOCUMENTATION AND THE REQUEST OF ADDITIONAL INFORMATION WHICH MAY BE CRUCIAL TO THE PROJECT'S SUCCESS. | |
| 1 | Collect and Review any previously completed documentation (Property Assessments, Surveys, Geotechnical Reports, Drainage Reports, HOA or other governing bodies, Adopted Master Plan(s) and/or other available documentation) and establish Goals and Objectives | |
| 2 | Partnering Kick Off Meeting | 1 |
| 3 | Establish desired Standards, if any (office sizes based on position/rank) | |
| 4 | Creation of Space Standards | |
| 5 | Standards Meeting | 1 |
| 6 | Establish Rules/Guiding Principals for Site Evaluation | |
| 7 | Create Site Evaluation Scoring Matrix | |
| TASK 2 | ENGAGEMENT OF THE CLIENT AND USERS IN AN INTERACTIVE PROCESS THAT PRODUCES A HIGH LEVEL OF INVOLVEMENT AND "OWNERSHIP" IN THE PROGRAM DEFINITION. OUR PROGRAMMING PROCESS MAXIMIZES CLIENT/USER AND LEADERSHIP INPUT AND UNDERSTANDING. PRELIMINARY PROGRAMMING AND VALIDATION MEETINGS ASSURE THAT ALL NEEDS ARE ACCURATELY DEFINED AND THAT ANY POLICY AND OPERATIONAL ISSUES ARE IDENTIFIED EARLY IN THE PROCESS. | |
| 1 | Program Creation (starting with a "preloaded" program based on our years of experience - broken down by Fire and Police separately) | |
| 2 | Police Questionnaires | |
| 3 | Fire Questionnaires | |
| 4 | Police Department User Interviews - Questionnaire follow up and Programming Review | 1 |
| 5 | Fire Department User Interviews - Questionnaire follow up and Programming Review | 1 |
| 6 | Programming Meeting (with Police) | 1 |
| 7 | Programming Meeting (with Fire) | 1 |
| 8 | Programming Meeting (Combined) for shared spaces | 1 |
| 9 | Program Refinement and Finalization | |
| 10 | Space Needs Confirmation | |
| TASK 3 | AS YOU CONSIDER FACILITY OPTIONS, IT IS IMPERATIVE THAT YOU BE EXPOSED TO ALL RELEVANT, POTENTIAL AND CURRENT TRENDS AFFECTING THE SERVICES THIS FACILITY WILL YIELD. MUCH CAN BE LEARNED REGARDING THE NEEDS AND DESIRES OF A STAFF WHILE TOURING RECENTLY COMPLETED FACILITIES AND DIALOGUING WITH PEERS. WHILE WE REALIZE THERE ARE A NUMBER OF ISSUES IN COMMON FOR FACILITIES ACROSS THE COUNTRY, IT ALSO RECOGNIZES THAT EACH MUNICIPALITY, JURISDICTION AND REGION AND ITS FACILITY NEEDS ARE UNIQUE AND THAT THE MOST APPROPRIATE SOLUTION FOR ONE AGENCY IS OFTEN VERY DIFFERENT FOR THE NEXT. EACH AGENCY HAS VERY SPECIFIC REQUIREMENTS AND CONSTRAINTS THAT RELATE DIRECTLY TO ITS OPERATIONAL STRUCTURE AND OBJECTIVES. | |
| 1 | Tour Similar Facilities (assumed to be all in state / local) | |
| 2 | Refinements to the Program based on Tours | |
| TASK 4 | SITE EVALUATION IS A CRITICAL PROCESS THAT ASSESSES THE SUITABILITY OF A PARTICULAR SITE FOR A SPECIFIC PURPOSE; FOR A JOINT PUBLIC SAFETY FACILITY IN THIS CASE. IT INVOLVES EXAMINING FACTORS SUCH AS SOIL QUALITY, TOPOGRAPHY, ENVIRONMENTAL IMPACT, ZONING LAWS, AND INFRASTRUCTURE AVAILABILITY. CONDUCTING A THOROUGH SITE EVALUATION ENSURES THAT POTENTIAL CHALLENGES ARE IDENTIFIED EARLY, REDUCING THE RISK OF COSTLY MISTAKES AND DELAYS DURING PROJECT IMPLEMENTATION. MOREOVER, IT HELPS OPTIMIZE THE USE OF THE SPACE, ENSURING THAT RESOURCES ARE UTILIZED EFFICIENTLY WHILE MINIMIZING NEGATIVE EFFECTS ON THE ENVIRONMENT. | |
| 1 | Site 1 | |
| 2 | Site 2 | 1 |
| 3 | Site 3 | |
| 4 | Efforts associated with each site include: | |
| 5 | Property Size Definition | |
| 6 | Site Location Determination (Geographical Location Considerations - Response Times, Travel Time for Staff, etc.) | |
| 7 | Planning, Zoning, Allowable Use and Code Analysis | |
| 8 | Vehicular Access (Emergency Services as well as General Use) | |
| 9 | Traffic Impact Analysis / Traffic Impact Study | |
| 10 | Existing vs. Needed Infrastructure (Power, Water, Sewer, Gas, Communications, Fiber, etc.) | |
| 11 | Utility Service Availability | |
| 12 | Site Security Considerations (Sight lines, vandalism, etc.) | |
| 13 | Cost Opinions on Site Development Costs | |

DESCRIPTION

| TASK 5 | DELIVERABLES | |
|--|--|---------|
| 1 | Preliminary Report | |
| 2 | Review Report with Client/Users/Leadership | |
| 3 | Work with Leadership to understand and help plan potential funding methods | |
| 4 | Refined Report based on one (1) round of staff comments | |
| 5 | Final Report | |
| 6 | Report Presentation to the Board | 1 |
| ON-GOING / GENERAL COORDINATION EFFORTS | | |
| 1 | Owner Coordination (Telephone, Email, Questions) | |
| 2 | Project Coordination (Telephone, Email, Questions) | |
| 3 | Project Management | |
| 4 | Scheduling (Creation, Maintenance, Updating, etc.) | |
| 5 | Public Outreach Preparation and Graphic Creation | |
| 6 | Public Outreach Meeting | |
| 7 | Team Meetings / Owner Progress Meetings + Meeting Minutes | Virtual |

Additional potential scope not in the RFQ/P

DESCRIPTION

Trip(s)

| TASK 6 IF DESIRED | ASSESSMENT OF YOUR SPACE NEEDS AND FUNCTIONAL OBJECTIVES WILL DRIVE THE DEVELOPMENT OF GRAPHIC OPTIONS. WHEN THESE OPTIONS ARE EVALUATED BY YOUR TEAM THROUGH THE LENS OF THE ESTABLISHED GOALS AND CRITERIA, THE RIGHT OPTION WILL PRESENT ITSELF. PRELIMINARY OPTIONS DEVELOPMENT WILL INCLUDE SITE PLANS AND FLOOR PLAN DIAGRAMS TO TEST THE PROGRAM AND DEVELOPMENT PARAMETERS. | |
|-------------------|---|----|
| 1 | In-House Site Concept Creation/Documentation (Site 1 - 2-3 Concept Layouts) | |
| 2 | In-House Site Concept Creation/Documentation (Site 2 - 2-3 Concept Layouts) | |
| 3 | In-House Site Concept Creation/Documentation (Site 3 - 2-3 Concept Layouts) | |
| 4 | Design Partner Coordination | |
| 5 | Civil Coordination | |
| 6 | In-House Building Floor Plan Concept Creation/Documentation (2-3 Concept Layouts) | |
| 7 | Design Partner Coordination | |
| 8 | Structural Coordination | |
| 9 | MEPF Coordination | |
| 10 | In-House Building Massing Creation/Documentation (2-3 Concept Layouts) | |
| 11 | Charrette / Workshop | 1 |
| 12 | Meeting Documentation | |
| 13 | Single Concept Refinement / Preferred Scheme for both Site and Building (Creation, Documentation, etc.) | |
| 14 | Cost Opinion | |
| | | 10 |

Footnote:

- 1 All items in grey are not included at this time, but maybe future tasks depending the outcome of this first phase effort
- 2 All Drawings in Revit|AutoCad, D2C Architects standards
- 3 Assumes owner has existing PDF or drawings of existing facilities
- 4 Assumes Owner will identify particular geographical areas and/or specific sites for consideration. No Real Estate efforts are accounted for in this proposal.

ARCHITECTURE | PRIME | D2C ARCHITECTS

| | |
|--|-------|
| Principal Project Executive | \$193 |
| Project Architect | \$171 |
| Sr. Project Manager / Lead Planner | \$182 |
| Project Manager | \$160 |
| Designer | \$155 |
| Specification Writer | \$190 |
| BIM / Technology Manager | \$160 |
| Job Captain BIM Tech Production Lead | \$155 |
| BIM Tech Production Support | \$120 |
| Clerical | \$ 94 |

TRAFFIC ENGINEERS | LSC TRANSPORTATION

| | |
|-------------------------------------|-------|
| CONSULTANTS | |
| Principals | \$255 |
| Associates | \$200 |
| Senior Engineers | \$180 |
| Planners | \$150 |
| CAD Designers | \$100 |
| CAD Technicians | \$ 95 |
| GIS Technicians | \$ 95 |
| Administrative Assistants | \$ 90 |
| Traffic Count Manager | \$ 80 |
| Traffic Count Technician | \$ 65 |
| Computer and Specialized Software | \$ 15 |
| Turning-Movement Traffic Keyboard | \$ 3 |
| Automatic Traffic Counter (per day) | \$ 25 |

CIVIL ENGINEERS | CONTERRA ENGINEERING

| | |
|------------------------|---------------|
| Principal | \$230 - \$270 |
| Senior Project Manager | \$202 - \$218 |
| Project Manager | \$183 - \$195 |
| Project Engineer | \$146 - \$179 |
| Design Engineer | \$131 - \$142 |
| CAD Designer | \$131 - \$146 |
| Administrative | \$103 - \$124 |

MECHANICAL, ELECTRICAL & PLUMBING

| | |
|--------------------------------------|-------|
| ENGINEERS BCER ENGINEERING | |
| Principal | \$265 |
| Director | \$240 |
| Program Manager | \$230 |
| Sr. Project Manager II | \$210 |
| Sr. Project Manager I | \$200 |
| Project Manager I | \$180 |
| Sr. Engineer/Designer/Consultant III | \$235 |
| Sr. Engineer/Designer/Consultant II | \$200 |
| Sr. Engineer/Designer/Consultant I | \$180 |
| Engineer/Designer/Consultant III | \$160 |
| Engineer/Designer/Consultant II | \$135 |
| Engineer/Designer/Consultant I | \$120 |
| Engineer/Designer/Consultant Intern | \$ 85 |
| Sr. Construction Administrator II | \$200 |
| Sr. Construction Administrator I | \$180 |

| | |
|-------------------------------|-------|
| Construction Administrator II | \$160 |
| Construction Administrator I | \$135 |
| Sr. BIM/3D Specialist | \$175 |
| Sr. BIM/CAD Specialist II | \$140 |
| Sr. BIM/CAD Specialist I | \$125 |
| BIM/CAD Specialist III | \$105 |
| BIM/CAD Specialist II | \$ 90 |
| BIM/CAD Specialist I | \$ 80 |
| Project Coordinator III | \$110 |
| Project Coordinator II | \$100 |
| Project Coordinator I | \$ 85 |
| Clerical | \$ 80 |

COST ESTIMATOR | CUMMING

| | |
|------------------------|-------|
| Director | \$260 |
| Associate Director | \$230 |
| Senior Cost Manager | \$210 |
| Cost Manager | \$178 |
| Associate Cost Manager | \$140 |

REIMBURSABLE RATES

| | |
|------------------------------------|-----------|
| (Rates are per unit based) | |
| Photography | \$0.19 |
| Photocopies (B&W - 8.5" x 11") | \$0.15 |
| Photocopies (B&W - 11" x 17") | \$0.25 |
| Photocopies (Color - 8.5" x 11") | \$0.55 |
| Photocopies (Color - 11"x 17") | \$1.00 |
| Preliminary Reports (Lam/Binding) | \$15.00 |
| Long Distance Phone / Fax | \$0.06 |
| Postage and Deliveries | \$35.00 |
| Plots (B&W - Large Scale Format) | \$2.50/SF |
| Plots (Color - Large Scale Format) | \$5.00/SF |
| Mileage | \$IRS |
| Rate/mile | |
| Airfare | Direct |
| Expense | |
| Airport Parking | Direct |
| Expense | |
| Hotel Accommodations | Direct |
| Expense | |
| Rental Car | Direct |
| Expense | |
| Meals (3 Meals Per Day) | Direct |
| Expense | |
| Printed/Burned CD/Flash Drive | \$10. ea. |

- * All multi-year contracts/projects will require a re-evaluation of rates each year or incur a standard 7% increase to all reimbursable rates shown above.
- * All reimbursables will incur a standard 15% Overhead and Profit charge.
- * All direct expenses will be billed based on actual expense.

RFQ page 3
Indemnification

The firm agrees to indemnify and hold harmless the Town of Palmer Lake, its officers and employees, from and against ~~all liability, claims, demands, and expenses—damages~~ adjudicated to the percent negligent to have been caused by D2C including court costs and reasonable attorney fees, on account of any injury, loss or damage, which may arise out of or are in any manner connected with the work to be performed, if any injury, loss or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act of omission, error, professional error or mistake, accident or other fault of the consultant, or any officer, employee or agent of the consulting firm.



D2C working closely with our police and fire user groups through feasibility studies, site and building planning services.

D2C ARCHITECTS
ARCHITECTURE | INTERIORS | SUSTAINABILITY

1212 South Broadway, Suite 250, Denver, CO 80210
303.952.4802 | www.D2Carchitects.com



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

| | | |
|--|-----------------|--|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Authorize Signing and Filing MS4 Annual Report |
| Presented by: Town Administrator/Clerk | | |

Background

Mr. John Chavez is the town’s stormwater consultant and he completed the 2024 annual MS4 report, along with a change of contact for the Public Works department. Filing the report with CDPHE is due by March 10.

Enclosed is a cover letter, report relaying the progress of the MS4 program, and the required change form requiring signature by the Mayor.

Recommended Action

Approve Resolution 23 to authorize signing and filing the annual report.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 23-2025

A RESOLUTION TO AUTHORIZE THE TOWN’S MAYOR TO SIGN FOR SUBMITTAL OF THE 2024 MS4 ANNUAL REPORT TO THE COLORADO DEPARTMENT OF PUBLIC HEALTH & ENVIRONMENT, FOR PALMER LAKE, COLORADO

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

WHEREAS, the Town achieved full implementation of the MS4 program in 2021; and

WHEREAS, the 2024 annual report reflects the ongoing progress of the MS4 program and

WHEREAS, the Town is required to submit a report regarding its MS4 program annually to the Colorado Department of Public Health and Environment;

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

1. The Town Board of Trustees hereby authorizes Glant Havenar, as the Town of Palmer Lake’s Mayor, to sign the attached Annual Report and Change of Contact form, and staff submit it to the Water Quality Control Division of the Colorado Department of Public Health and Environment on behalf of the Town of Palmer Lake.
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.

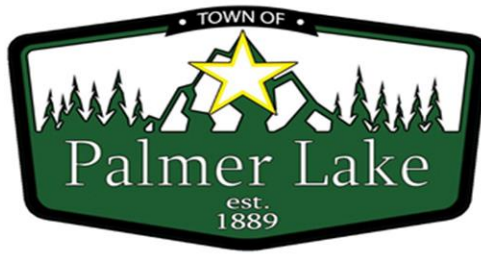
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF FEBRUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



February 24, 2025

Water Quality Control Division
Colorado Department of Public Health and Environment
WQCD-P-B2
4300 Cherry Creek Drive South
Denver, CO 80246-1530

via email to: cdphe.wqrecordscenter@state.co.us

Re: Town of Palmer Lake
CDPS Permit Number: COR-090000
Permit Certification Number: COR-090114

To Whom it Pertains:

Please find enclosed a completed 2024 MS4 Annual Report for the Town of Palmer Lake. If you have any questions or require additional information, please do not hesitate to contact me.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Respectfully,

Glant Havenar
Mayor

Enclosure:
2023 MS4 Annual Report

Glant Havenar, Mayor
42 Valley Crescent, P. O. Box 208, Palmer Lake, CO 80133
Phone (719) 481 2953 Fax (719) 488 9305
Website: www.townofpalmerlake.com
E-mail: info@palmer-lake.org



Dedicated to protecting and improving the health and environment of the people of Colorado

COR090000 Renewal Permittees Annual Report Form

Municipal Separate Storm Sewer Systems (MS4s) General Permits Revised 1/2024

One original copy (no faxes or e-mails) of the completed annual report form and any required attachments, must be submitted to the address in the footer, below

| | | | | | |
|---|---|--|-------------------------------|-------------------------------|-------------------------------|
| Part 1: Permit Identification General Permit Number: COR090000 Certification Number: COR090114 | Part B: Reporting Period Jan 1 through Dec 31 (Check one. Report is due by March 10 of the following year.) | | | | |
| | <input type="checkbox"/> 2023 | <input checked="" type="checkbox"/> 2024 | <input type="checkbox"/> 2025 | <input type="checkbox"/> 2026 | <input type="checkbox"/> 2027 |

Part 2: Permittee Information (If there are any changes, please submit a [Change of Contacts form](#))

Organization: Town of Palmer Lake

Mailing Address: P.O. Box 208

City: Palmer Lake State: CO Zip: 80133

Part 3: Site Contact Information (If there are any changes, please submit a [Change of Contacts form](#))

Facility Contact Name: Stacy Delozier

Title: Public Works Supervisor

Telephone No: 719-237-3678

Email Address: sdelozier@palmer-lake.org

Part 4: Facility Information

Have any areas been added or removed from the permit area due to annexation or other legal means?
 YES NO

If YES, provide the web address for an online map, below, or check "attached" below and **attach an updated map** labeled as "Part 4" that identifies the jurisdictional boundaries.

Provide the map's web address or indicate if a map is attached (if applicable): Attached

http://www.townofpalmerlake.com/administration/page/land-use

Part 5: Notice of Reliance on Third Party

Is the permittee relying on another entity to satisfy any of the permit obligations (if applicable) that has not been reported to the division in a previous report or permit application (including reports under previous permit terms). YES NO

If YES, **attach a short narrative** labeled as "Part 5" identifying the permit requirement and the entity relied on.



Part 7 - Program Implementation Report

(Part 6 of the report was only applicable to the 2016 report and has been removed)

7.A) Compliance Schedule = required Annual Report Notifications

For all compliance schedule actions completed by January 1 of the year the report is due (including those actions completed prior to the reporting period), identify the date of completion. Refer to Part I.H of the permit.

Only complete those rows for which the deadline was met during the reporting period.

This table reflects all compliance schedule items for the permit term, which includes permit conditions that do not need to be met during the current reporting period.

| Permit Condition | Action | Deliverable | Deadline | Date of Completion/Implementation |
|--|---|--|--------------------------------------|-----------------------------------|
| I.A.3.a.ii(B) | County growth area maps (Part I.A.3.a.ii(B)) - Completed January 1, 2017 Refer to Part I.H of the permit, not a required element for reporting in the annual report. | | | |
| I.C.1, and PDD content requirements in Parts I.D and E | Complete PDD (contents must reflect terms and conditions that are in effect, i.e., following the associated compliance schedule deadline) | Notification in annual report Due March 10, 2019 | Completed January 1, 2019 | |
| I.E.2.a.ii,iii,v I.E.3.a.ii,iii I.E.4.a.ii,iii | Complete all applicable changes to the regulatory mechanism(s): Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.1.a.i | Illicit Discharges: Begin providing information targeting business(es) and the general public | Notification in annual report Due March 10, 2019 | Begin implementation July 1, 2018 | |
| I.E.1.a.ii | Education and Outreach Activities: Begin providing annual public education and outreach from Table 1. | Notification in annual report Due March 10, 2019 | Begin implementation January 1, 2018 | |
| I.E.1.a.iii(A) | Nutrients: Determine targeted sources of nutrients. | Notification and list of targeted sources in annual report Due March 10, 2018 Attach List to March 10, 2018 Annual Report following completion, labeled as "PART 7.A - Nutrient Targets" | Completed January 1, 2018 | |
| I.E.1.a.iii(B) | Nutrients: Begin providing education and outreach to the targeted sources | Notification in annual report Due March 10, 2019 | Begin implementation July 1, 2018 | |
| I.E.2.a.iv(A) and (B) | Tracing an Illicit Discharge: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2018 | Completed January 1, 2018 | |
| I.E.2.a.vi | Removing an Illicit Discharge, Enforcement Response: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2018 | Completed January 1, 2018 | |
| I.E.2.a.viii | Priority Areas: Identify any new priority areas | Notification in annual report Due March 10, 2018 | Completed January 1, 2018 | |
| I.E.2.b.vi | Removing and Illicit Discharge: Ensure documentation is recorded. | Notification in annual report Due March 10, 2018 | Completed January 1, 2018 | |
| I.E.3. | Begin implementing the permittee's current construction sites program in the county growth areas. | Notification in annual report Due March 10, 2020 | Completed January 1, 2019 | |
| I.E.3.a.i | Excluded Activities for County Growth Areas: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |

7.A) CONTINUED: Compliance Schedule = required Annual Report Notifications

| Permit Condition | Action | Deliverable | Deadline | Date of Completion/Implementation |
|---------------------------|--|--|---------------------------|-----------------------------------|
| I.E.3.a.iv | Control Measure Requirements: Ensure control measure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.3.a.v(B) through (C) | Site Plans: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.3.a.vi(B) through (E) | Site Inspection: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.3.a.vii(B) | Enforcement Response: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.3.b.vi | Site Inspection: Ensure requirements are met; revise implementation and documentation if necessary, ensure documentation is recorded. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.4. | Begin implementing the permittee's current post- construction sites program in the county growth areas. | Notification in annual report Due March 10, 2020 | Completed January 1, 2019 | |
| I.E.4.a.i | Excluded Sites: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.4.a.iv | Control Measure Requirements: Ensure new control measures meet one of the design standards | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.4.a.v | Site Plans: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.4.a.vi and vii | Construction Inspection and Acceptance and Post Acceptance Oversight: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.4.a.viii | Enforcement Response: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.5.a.ii | Municipal Facility Runoff Control Measures: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in Annual report Due March 10, 2018 | Completed July 1, 2017 | |
| I.E.5.a.ii(C) | Municipal Facility Runoff Control Measures: Ensure inspection requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |
| I.E.5.a.iv | Nutrient Source Reductions: Ensure requirements are met; revise implementation and documentation if necessary. | Notification in annual report Due March 10, 2021 | Completed July 1, 2020 | |
| I.E.5.a.v. | Outdoor Bulk Storage | Notification in annual report Due March 10, 2022 | Completed July 1, 2021 | |
| I.E.5.b.i | Municipal Facility Runoff Control Measures: Ensure documentation is recorded. | Notification in annual report Due March 10, 2020 | Completed July 1, 2019 | |

7.C) Assessment and Modifications

i. The results of the assessment of the effectiveness of the control measures.

Provide a narrative based on the assessment required in Part I.G.1.b of the Permit. The permit does not identify the scope or scale of information required beyond this information, the permittee may determine the extent and nature of information provided to meet this requirement.

Provide information below, or check "attached" and **attach the information** labeled as "PART 7.C.i"

Attached

The Town of Palmer Lake had two (2) applicable construction projects in 2024. Construction over-site has been effective at preventing sediment transfers off-site.

ii. The results of the permit modification assessment and if any parts of this permit need to be modified or a condition of the permit may not be practicable.

Provide a narrative based on the assessment required in Part I.G.1.c of the Permit. The permit does not identify the scope or scale of information required beyond this information, the permittee may determine the extent and nature of information provided to meet this requirement.

Provide information below, or check "attached" and **attach the information** labeled as "PART 7.C.ii"

Attached

The Town of Palmer Lake understands the COR090000 permit is currently administratively extended with a permit renewal anticipated in 2025. No specific permit modifications are requested at this time.

7.D) *Program Elements - Public Education and Outreach (Part I.E.1)

***All of 7.D is not required prior to the Jan 1, 2018 deadline for implementing in accordance with I.E.1.a.i, ii, & iii**

iii. List of the education and outreach activities completed in accordance with Part I.E.1.a.i. - Illicit Discharges Education and Outreach.

Provide list below.

The Town of Palmer Lake participated in funding of a regional stormwater education and outreach campaign coordinated by the City of Colorado Springs that included:
 Live Radio Interviews
 TV Spots
 Radio Ads
 Bus and Bus Bench ads
 Streaming Internet Ads

iv. List of the education and outreach activities completed in accordance with Part I.E.1.a.ii. - Education and Outreach Activities Table, referencing the activities in Table 1 of the Permit.

The permittee must implement at least four education and outreach activities (bulleted items) and at least two must be from the Active and Interactive Outreach column. Check those activities conducted in the table below.

Passive Activity

Check all activities implemented during report year

- Bus shelter/bench advertisement
- Billboard/dasher board advertisement
- Vehicle/bus advertisement
- Radio/television/movie theater advertisement
- Newspaper advertisement
- Distribute educational materials by brochure
- Distribute educational materials by fact sheet
- Distribute educational material by utility bill insert
- Publish article (hard copy or electronic)
- Storm drain marking by permittee staff that maintains 25% of permittee maintained inlets.
- Stormwater related signage
- Web site

Active and Interactive Outreach Activity

Check all activities implemented during report year

- Ongoing advertisement/promotion of a stormwater hotline number or other method to report an illicit discharge
- Ongoing advertisement/promotion on how to get more information about the stormwater program
- Ongoing social media program
- Web site that is interactive or contains stormwater information that includes actions that can be taken to reduce stormwater pollution
- Newsletter (hard copy or electronic)
- Promotion of existing local stormwater/environmental events or program that help protect water quality
- Distribute promotional items or giveaways
- Participate in or sponsor a water festival which involves populations that exist within the permit boundary
- Participate in or sponsor a waterway clean-up and trash removal event
- Participate in or sponsor a service project
- Participate in or sponsor a stormwater or environmental presentation
- Participate in or sponsor a stormwater or environmental event
- Participate in or sponsor community project based programs that investigate watershed health and meet applicable school Science, Technology, Engineering and Math (STEM) standards

Continued on Next Page



Active and Interactive Outreach Activity Column, Continued

- Participate in or sponsor a household hazardous waste event
- Participate in or sponsor an Adopt-a-Street program
- Participate in or sponsor an Adopt-a-Waterway program
- Participate in or sponsor an Adopt-a-Storm Drain program
- Provide ongoing access to motor vehicle fluids recycling program
- Stormwater booth at a community event
- Conduct a stormwater survey
- Storm drain marking program performed by the public/community
- Pet waste stations
- Participate in, plan, or present stormwater materials to schools
- Stormwater demonstration projects that show control measures or other pollutant reduction methods

v. A list of the education and outreach activities completed in accordance with Part I.E.1.a.iii. - nutrients and targeted sources

Provide list below, including the pollutant sources targeted for each activity.

The Town of Palmer Lake participated in funding a regional stormwater education and outreach campaign coordinated by the City of Colorado Springs that included:

Activities:

- Live Radio Interviews
- Bus and Bus Bench ads
- Radio Ads
- TV Ads
- Streaming Ads

Pollutant Sources (all activities)

- Litter
- Spills
- Pet Waste
- Nutrients



7.E) Program Elements - Illicit Discharge Detection and Elimination

vi. Provide the total number of unresolved reports/identification of illicit discharges.

An unresolved illicit discharge is one that has been identified or reported to the permittee and the requirements for removing the illicit discharge were not met during the reporting period. Refer to requirements for removing an illicit discharge in Part I.E.2.a.vi of the new permit. For the period prior to implementing a program to meet Part I.E.2.a.vi in accordance with the compliance schedule, refer to the permittee’s CDPS Stormwater Management Program Description from the previous permit term.

0

7.F) Program Elements - Construction Sites

The permittee can define what constitutes an individual “site” and “inspection” for reporting below as appropriate for the permittee’s own program.

i. Applicable construction sites: Provide the total number of applicable construction sites during the year.

“Applicable construction sites” are sites for which “applicable construction activities,” as defined in the permit, occurred during the reporting year.

2

ii. *Routine Inspections: Provide the total number of Routine Inspections performed during the year.

Routine Inspections are inspections of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(C) and for which documentation is recorded in accordance with in Part I.E.3.b.vi.

10

**Not required prior to the July 1, 2019 deadline for documenting in accordance with I.E.3.b.vi.*

iii. *Reduced Site Inspections: Provide the total number of Reduced Site Inspections performed during the year.

Reduced Site Inspections are inspections of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(D)(1), (2), (3) and (4) for which documentation is recorded in accordance with in Part I.E.3.b.vi.

**Not required prior to the July 1, 2019 deadline for documenting in accordance with I.E.3.b.vi.*

iv. *Compliance Inspections: Provide the total number of Compliance Inspections performed during the year.

Compliance Inspections are inspections, operator reporting, or other action(s) to assess the control measure has been implemented or corrected of applicable construction activities that meet the inspection scope requirements in Part I.E.3.a.vi(E) and for which documentation is recorded in accordance with in Part I.E.3.b.vi.

3

**Not required prior to the July 1, 2019 deadline for documenting in accordance with I.E.3.b.vi.*

v. COUNTY PERMITTEES ONLY

***County Growth Area Excluded Construction:** Where any construction activities excluded from being applicable construction activities in accordance with Part I.E.3.a.i(B) (1) or (2)? YES NO

If YES, **attach** a list of the excluded construction sites. Include recordkeeping information required by Part I.E.3.b.i. Label the attachment as “Part 7.F.v Excluded Growth Area Construction.”

**Not required prior to the January 1, 2019 deadline for implementing in growth areas.*





Dedicated to protecting and improving the health and environment of the people of Colorado

**CHANGE OF CONTACT(s) for all WQCD Permits, Certifications,
and Authorizations**

This form must be submitted for changes made to any of the contacts or information listed below.

TEMPORARY COVID19 SUBMISSION, digitally signed documents may be emailed to:
cdphe.wqrecordscenter@state.co.us

PERMIT, CERTIFICATION, OR AUTHORIZATION NUMBER COR090114 (This number does not end in 0000)

(A separate form must be prepared for each Permit, Certification, or Authorization covered by these changes.)

PERMITTEE ORGANIZATION FORMAL NAME (If more than one please add additional pages) :
Town of Palmer Lake

The legally responsible organization is either the owner or operator of the facility or project to which the permit has been issued, or both if designated as co-permittees by the Division. Changing the Permittee Organization name requires a modification of the permit and/or certification documents.

FACILITY NAME
Palmer Lake MS4

ENTER ALL OF THE INFORMATION FOR EACH CONTACT WHERE THERE IS A CHANGE

1. **PERMITTEE** the person authorized to sign and certify the permit application. This person receives all permit correspondences and is **legally responsible** for compliance with the permit.

Responsible Position (title) _____

Held by (person) _____

Telephone # _____ email address _____

Organization _____

Mailing address _____

City _____ State _____ Zip _____

This form must be signed by the Permittee to be considered complete.

Per Regulation 61 In all cases, it shall be signed as follows:

- a) In the case of corporations, by a responsible corporate officer. For the purposes of this section, the responsible corporate officer is responsible for the overall operation of the facility from which the discharge described in the application originates.
- b) In the case of a partnership, by a general partner.
- c) In the case of a sole proprietorship, by the proprietor.
- d) In the case of a municipal, state, or other public facility, by either a principal executive officer or ranking elected official



CHANGE OF CONTACT(S) FOR ALL WQCD PERMITS, CERTIFICATIONS, AND AUTHORIZATIONS

Item 10.

2. **DMR COGNIZANT OFFICIAL** (i.e. authorized agent) the person **authorized to sign and certify** the Reports as required by the permit, including Discharge Monitoring Reports (DMR's), Annual Reports, Compliance Schedule submittals, and other information requested by the Division. The Division will transmit pre-printed reports (i.e. DMR's) to this person. If more than one person, please add additional pages.
THIS PARTY MAY NOT SIGN APPLICATION FORMS.

Responsible Position (title) _____
Held by person) _____
Telephone # _____ email address _____
Organization _____
Mailing address _____
City _____ State _____ Zip _____

3. **SITE / FACILITY CONTACT** local contact for questions relating to the facility and discharge authorized by this permit for the facility

Responsible Position (title) Public Works Supervisor
Held by person) Stacy Delozier
Telephone # 719-237-3678 email address sdelozier@palmer-lake.org
Organization Town of Palmer Lake
Mailing address P.O. Box 208
City Palmer Lake State CO Zip 80133

4. **CERTIFIED OPERATOR IN RESPONSIBLE CHARGE (ORC)** may designate one or both if needed

A. Wastewater Treatment Facility ORC

Operator Name _____
Organization _____
Operator ID # _____ Operator Certification # _____
Telephone # _____ email address _____
Mailing address _____
City _____ State _____ Zip _____

B. Wastewater Collection System ORC

Operator Name _____
Organization _____
Operator ID # _____ Operator Certification # _____
Telephone # _____ email address _____
Mailing address _____
City _____ State _____ Zip _____



5. BILLING CONTACT

Responsible Position (title) Management Specialist

Held by person) Christi Birkeland

Telephone # (719) 481-2953 email address christi@palmer-lake.org

Organization Town of Palmer Lake

Mailing address P.O. Box 208

City Palmer Lake State CO Zip 80133

6. OTHER CONTACT TYPES (check below) Add pages if necessary.

Responsible Position (title) _____

Held by person) _____

Telephone # _____ email address _____

Organization _____

Mailing address _____

City _____ State _____ Zip _____

- | | |
|--|---|
| <input type="checkbox"/> Pretreatment Coordinator | <input type="checkbox"/> Compliance Contact |
| <input type="checkbox"/> Environmental Contact | <input type="checkbox"/> Stormwater MS4 Responsible Party |
| <input type="checkbox"/> Biosolids Responsible Party | <input type="checkbox"/> Stormwater Authorized Representative |
| <input type="checkbox"/> Inspection Facility Contact | <input type="checkbox"/> Property Owner |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Other _____ |

REQUIRED CERTIFICATION SIGNATURE [Reg 61.4(1)(h)]

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Legally Responsible Party _____

Listed page 1 item 1 _____ Date _____

Name (printed) Glant Havenar Title Mayor

ACCEPTABLE electronic signature

- Computer login verified - Sign with a digital signature
- Drawn in or a photograph of signature inserted
- Print, Sign, Scan , and email scanned document

NOT ACCEPTABLE - Typed in special font or converted to special font

For further information see colradowaterpermits.com
 Water and COVID-19 Frequently Asked Questions page 22





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

| | | |
|--|-----------------|---|
| DATE: February 27, 2025 | ITEM NO. | SUBJECT: Resolution to Renew MOU for Domestic Violence, PLPD |
| Presented by: Town Administrator/Clerk | | |

Background

PLPD participates in a memorandum of understanding for assistance to victims of domestic violence. The MOU, copy enclosed, includes several agencies and is due for renewal.

Recommended Action

Approve Resolution 24 to authorize renewal of the MOU for PLPD.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 24-2025

A RESOLUTION TO AUTHORIZE RENEWAL OF MEMORANDUM OF UNDERSTANDING WITH OTHER PARTICIPATING AGENCIES REGARDING THE COORDINATION OF A DOMESTIC VIOLENCE FATALITY REVIEW TEAM (DVFRT)

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

WHEREAS, the Palmer Lake Police Department has been a party to a Memorandum of Understanding (MOU) with other participating law enforcement and medical agencies to improve services and outcomes for domestic violence victims by coordinating a Domestic Violence Fatality Review Team (DVFRT); and

WHEREAS, the agencies involved in the MOU include the City of Colorado Springs, Colorado Springs, Police Department, TESSA, El Paso County Coroner’s Office, El Paso County Sheriff’s Office, Fountain Police Department, Fourth Judicial District Attorney’s Office, Manitou Springs Police Department, Monument Police Department, Palmer Lake Police Department, and UCC-MHS’s SANE Program; and

WHEREAS, the MOU is due for renewal.

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

1. The Town Board of Trustees hereby authorizes the Palmer Lake Police Chief to sign the MOU on behalf of the Town of Palmer Lake and the Palmer Lake Police Department, as described in the attached exhibit.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF FEBRUARY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

Memorandum of Understanding – Domestic Violence Fatality Review Team

This Memorandum of Understanding (MOU) is entered into by the participating agencies: the City of Colorado Springs, Colorado Springs Police Department, TESSA, El Paso County Coroner’s Office, El Paso County Sheriff’s Office, Fountain Police Department, Fourth Judicial District Attorney's Office, Manitou Springs Police Department, Monument Police Department, Palmer Lake Police Department, and UCH-MHS's SANE Program. Its purpose is to improve services and outcomes for domestic violence victims by coordinating a Domestic Violence Fatality Review Team (DVFRT). For purposes of this MOU, each participating agency may be referred to as a "Party" or collectively as "Parties."

WHEREAS, the Parties have come together to collaborate and develop a regional DVFRT in which the City of Colorado Springs and TESSA will be the co-lead agencies, the other agencies will be partners; and

WHEREAS, agencies in Colorado's 4th Judicial District have a documented history of collaboration among governmental and community agencies working to better the community by addressing crime, advocating for victims, and holding offenders accountable; and

WHEREAS, the City of Colorado Springs has agreed to delegate responsibility for the project's development and implementation;

1. Description of partner agencies

Colorado Springs Police Department: Investigates reports of domestic violence, dating violence, stalking, and domestic violence-related homicides that occur within the city limits of Colorado Springs. Employs system-based victim advocates that serve victims of violent crime in Colorado Springs, providing crisis intervention, referrals, financial assistance, and support during the investigative process on a 24/7/365 basis.

TESSA: Non-profit agency that provides confidential services and outreach to victims of relationship violence and their children in both El Paso and Teller Counties. Programs and services include: 24-hour safeline, safehouse, victim advocacy, youth and children's program, professional counseling, rural program, community outreach, legal services, and housing first.

El Paso County Coroner’s Office: Investigates and certifies all deaths that fall under El Paso County’s jurisdiction.

El Paso County Sheriff’s Office (EPSO): Investigates domestic violence, dating violence, stalking, and domestic violence-related homicides that occur within the unincorporated areas of El Paso County. Employs system-based victim advocates that provide supportive services to victims of crimes investigated by EPSO deputies.

Fountain Police Department: Investigates domestic violence, dating violence, and stalking

Memorandum of Understanding – Domestic Violence Fatality Review Team

that occur within the city limits of Foutain. Supported by system-based victim advocates that provide supportive services to victims of crimes investigated by the department.

Fourth Judicial District Attorney's Office: Prosecutes domestic violence, dating violence, stalking, and domestic violence-related homicide cases in El Paso and Teller Counties. Employs system-based advocates that provide support and mandatory notifications of critical stages as required by Colorado's Victim Rights Act.

Manitou Springs Police Department: Investigates domestic violence, dating violence, and stalking that occur within the city limits of Manitou Springs. Supported by system-based victim advocates that provide supportive services to victims of crimes investigated by the department.

Monument Police Department: Investigates domestic violence, dating violence, and stalking that occur within the city limits of Monument. Supported by system-based victim advocates that provide supportive services to victims of crimes investigated by the department.

Palmer Lake Police Department: Investigates domestic violence, dating violence, and stalking that occur within the city limits of Palmer Lake. Supported by system-based victim advocates that provide supportive services to victims of crimes investigated by the department.

UCH-MHS's SANE Program: Hospital-based forensic nurse examiner (FNE) program serving patients, including victims of domestic violence, dating violence, stalking, and strangulation. It is the largest and most comprehensive provider of FNE programs in the State of Colorado.

2. History of relationship

The Parties have a long-standing relationship in providing law enforcement, non-law enforcement, and prosecutorial resources to victims and survivors of domestic violence, dating violence, stalking, and domestic violence-related homicides throughout El Paso and Teller Counties.

The Parties are eager to continue their collaborative efforts by seeking to better and develop more comprehensive systems that serve victims and survivors of domestic violence, dating violence, stalking, and domestic violence-related homicides by supporting developing and supporting a regional DVFRT.

3. Development of DVFRT

NOW THEREFORE, each participating agency indicates its commitment to implementing and maintaining the DVFRT and improving domestic violence

Memorandum of Understanding – Domestic Violence Fatality Review Team

investigations as described herein.

4. Responsibilities of all agencies

- Using the State of Colorado’s DVFRT case review format, identify trends, themes, and system problems associated with adjudicated acts of domestic violence-related homicides, which may include past acts of domestic violence and the services related to it.
- Identify at least one (1) representative from each agency who will participate in the DVFRT and can make decisions on policy, procedures, operating principles, and coordination strategies.
- Participation by all agency representatives in a quarterly DVFRT meeting to ensure smooth operations, problem-solving, and case review.
- A commitment to positive, constructive problem-solving for the benefit of the victim and the community.
- A commitment to making system changes, when feasible to do so, that may improve future investigations, resources, outcomes, and prosecutions related to acts of domestic violence.
- Resolve conflicts on specific cases at the lowest level but agree to discuss disputes in collaborative meetings when they cannot otherwise be resolved.
- Participation in interdisciplinary training, as both students and instructors.
- A commitment to the success of the proposed projects.

5. Agency-specific responsibilities

Colorado Springs Police Department

- The positions that will be assigned as representatives to the DVFRT will include at least one (1) or as many as all: Investigations Division Commander, Special Victims and Violent Crimes Section Lieutenants/Sergeants, and Victim Advocacy Unit Supervisor, ensuring that at least one (1) representative attends all meetings.
- Convene and facilitate DVFRT meetings as an in-kind contribution to the DVFRT.
- Provide an in-kind contribution of staff time to attend meetings and training and share information related to the team’s review (e.g., case report/call screen information, past case reports involving the victim/offender, victim services offered, etc.).
- Ensure that victims are advised of rights and services in accordance with the Victims’ Rights Act.
- Ensure thorough and impartial homicide investigations involving acts of domestic violence.
- Coordinate investigations with the appropriate agencies.

TESSA

- The positions that will be assigned as representatives to the DVFRT will include at least one (1) or as many as all: Executive Director, Program Manager, ensuring that at

Memorandum of Understanding – Domestic Violence Fatality Review Team

least one (1) representative attends all meetings.

- Convene and facilitate DVFRT meetings as an in-kind contribution to the DVFRT.
- Provide an in-kind contribution of staff time to attend meetings and training and provide personnel to input the information learned into the State's DVFRT database.
- Protect victims' confidentiality and secure releases of information when possible to be able to share specific details in DVFRT meetings and when collaborating on domestic violence-related homicide cases.
- Strive to provide trauma-informed care to all victims or survivors of domestic violence-related homicide cases in the interests of healing and justice served, as well as the community's interests in public safety and offender accountability.

El Paso County Coroner's Office

- The positions that will be assigned as representatives to the DVFRT will include at least one (1) or as many as all Medical Examiner or Death Investigator, ensuring that at least one (1) representative attends all meetings.
- Provide an in-kind contribution of staff time to attend meetings and training and share information related to the team's review.
- Perform death investigations and autopsy examinations to determine the cause and manner of death.

El Paso County Sheriff's Office

- The positions that will be assigned as representatives to the DVFRT include Investigations Division Commander, Detective Sergeant, and a Victim Advocate, ensuring that at least one (1) representative attends all meetings.
- Provide an in-kind contribution of staff time to attend meetings and training and share information related to the team's review (e.g., case report/call screen information, past case reports involving the victim/offender, victim services offered, etc.).
- Ensure that victims are advised of rights and services in accordance with the Victims' Rights Act.
- Ensure thorough and impartial homicide investigations involving acts of domestic violence.
- Coordinate investigations with the appropriate agencies.

Fourth Judicial District Attorney's Office

- The position that will be assigned as a representative to the DVFRT is Senior Deputy District Attorney.
- Provide an in-kind contribution of staff time to attend meetings and training and share information related to the team's review (e.g., information regarding the prosecution of the case, etc.).
- Ensure that victims are advised of rights and services in accordance with the Victims' Rights Act.
- Seek justice for victims and the community by holding perpetrators involved in domestic violence-related homicides appropriately accountable for their conduct.

Memorandum of Understanding – Domestic Violence Fatality Review Team

UCH-MHS Forensic Nurse Examiner Team

- The position that will be assigned as representatives to the DVFRT is Manager of the Forensic Nurse Examiner Team.
- Provide an in-kind contribution of staff time attending meetings and trainings.
- Work collaboratively with victim advocates, law enforcement, and prosecution to the extent allowed by law, including but not limited to Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") to improve patient outcomes.
- Protect patients' confidentiality and secure valid, HIPAA-compliant releases of information from patients before sharing specific patient information in DVFRT meetings. UCH-MHS cannot share patients' information with the other agencies of the DVFRT unless a valid, HIPAA-complaint authorization is received from the patient.

6. Method for decision-making

Examples of DVFRT business include adding agencies to the DVFRT, planning collaborative training, and making suggestions for system development and improvement. The Parties will strive to make decisions by consensus. When consensus cannot be reached, or any agency requests a vote on a matter of DVFRT business, voting shall occur according to Robert's Rules of Order, with each agency having one vote by its highest-ranking representative. It is important to note that DVFRT does not have the authority to change any member agency's policies, procedures, or personnel. The agency representative(s) must agree to and implement such changes.

7. Miscellaneous Provisions

- The term of this MOU shall begin upon the execution of this MOU by the Parties and shall remain in effect indefinitely, unless terminated by the Parties. Any participating agency may withdraw from the MOU at any time by written notification to the other Parties at least 30 days prior to withdrawal. The MOU can be terminated at any time if agreed upon by mutual consent of the Parties.
- This MOU may be modified or amended at any time by consent of all Parties. Any modifications or amendments to this MOU shall be in writing and signed by an authorized representative of each Party.
- Each Party agrees to be responsible for its own liability incurred as a result of its participation in this MOU. In the event any claim is litigated, each Party will be responsible for its own litigation expenses or other costs associated with enforcing this MOU. No provision of this MOU shall be deemed or construed to be a relinquishment or waiver of any of the applicable limitations of liability, including governmental immunity as provided by Federal law, the Colorado Government Immunity Act, C.R.S. § 24-10-101, *et seq.* and Article XI of the Colorado Constitution.

Memorandum of Understanding – Domestic Violence Fatality Review Team

- This MOU is an agreement between the Parties and does not confer any rights, privileges, or benefits to any other party or the public. It is the express intention of the Parties hereto that any person or entity other than the Parties to this MOU receiving services or benefits under this MOU shall be deemed to be incidental beneficiaries only.
- This MOU may be executed in multiple counterparts, each of which shall be deemed an original instrument, but all of which, taken together, shall constitute one instrument.

The undersigned signatories have read and agree with all terms and conditions stated by this MOU and agree to be bound by its terms and conditions. Further, by signing below, each of us acknowledges and certifies that we have the vested authority to enter into this MOU on behalf of the Party we represent.