



## **BOARD OF TRUSTEES**

**Thursday, August 26, 2021 at 6:00 PM**

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

**\*In-person LIVE STREAM available at Town website\***

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### **AGENDA**

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

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **Consent Agenda**

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

- [1.](#) Minutes from August 12, 2021 Meeting
- [2.](#) Financials (July 2021)
3. Checks Over \$15,000 - Watts Uplifting (\$15,359.76); Brooks Plumbing (\$31,113.40)

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

4. Attorney
5. Administrator/Clerk

#### **Public Comment**

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

#### **Business Items**

- [6.](#) Special Event Application - Lewis Palmer Middle School Cross Country Race - Sep 1, 2021

7. Update from Diacut re: Elite Cranes Move
- [8.](#) Resolution to Authorize Lease Agreement with Sportriders
- [9.](#) Discussion of Drainage - Specifically High Street Basin Study
- [10.](#) Discussion/Direction to Amend Odor Ordinance
11. Direction for Temporary Meeting Space
12. Update on Elephant Rock Property

**Board Reports****Next Meeting (September 9) and Future Items****Convene to Executive Session**

*For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – property offer.*

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

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**Americans with Disabilities Act**

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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, August 12, 2021 at 6:00 PM**

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

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**MINUTES**

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**Call to Order**

Mayor Bass called the meeting to order at 6 pm.

**Pledge of Allegiance**

**Roll Call**

Present: Trustees Darin Dawson, Jessica Farr, Samantha Padgett, Glant Havenar and Mayor Bill Bass

Excused: Trustees Nicole Currier and Karen Stuth

**Introductions/Presentations**

1. Mayor Bass introduced Lonni, speaking in place of Jim Reid with Pikes Peak Regional OEM, to announce an evacuation drill to take place on October 2 from approximately 8a until 1p in the Tri-Lakes area. It will be an evacuation exercise to practice preparedness. Residents may register to participate (up to 100) and will specifically target Palmer Lake, Red Rock Ranch, a Monument and unincorporated neighborhood in Northern El Paso County. Lewis Palmer high school will be designated the evacuation center. More information will be distributed.
2. Presentation from Pikes Peak Area Council of Government (PPACG). Mr. Andrew Gunning provided an overview of the structure and strategic goals of the council, including projects that have benefitted Palmer Lake.
3. Appreciation for Service to Parks Commission was expressed to Kirk Noll. Mayor Bass and Parks Commission Chair Reid Wiecks offered a certificate of appreciation to Kirk for his service to the Parks Commission.

**Consent Agenda**

MOTION (Farr, Padgett) to approve the items of the consent agenda including 4) Minutes from July 22, 2021, and 5) checks over \$15,000 (Core & Main and Martin Marietta). Roll call vote – aye (5); nay (0). Motion passed.

**Staff/Department Reports**

6. Water. Collins noted that water was put into the lake for August.
7. Public Works including Roads & Park Maintenance
8. Police
9. Fire. Chief McCarthy introduced a number of the firefighters.
10. Administration

11. Attorney
12. Administrator/Clerk. Dawn Collins requested that the Board hear from Diacut property owner Bruno Furrer and Elite Cranes owner reporting progress of the move. Sam provided an overview of the course of events and current status of his move to Monument.

Collins further reported updates on the ramp project taking place and anticipated completion in about 8 weeks, as well as the town hall restoration anticipated start the first week of September roughly through December. Collins also summarized the gathering of information on the drainage issues in town, the gazebo repair work, and gave an update on Fletchers conditional use progress. Collins offered thanks to citizen Trish Flake for spearheading National Night Out rescheduled to 8/11 and the coordination with Fire and PD. Individual department meetings to review the 2022 budget planning are underway.

### Public Comment

None.

### Public Hearing

13. PUBLIC HEARING & Resolution 37-2021 to Approve Amending Conditional Use for Tanglewood Trailers (Illumination Point). Collins provided brief background to the conditional use requiring amendment and offered the recommendation from Planning Commission. Mr. Mark Thompson addressed the Board with the historical events of his business and benefits provided to the Town. No person spoke for or against the amended use. Mayor Bass closed the hearing. Discussion took place about the two-year requirement for a site plan. Trustee Havenar requested that language denoting "if" a site plan is developed be removed from the Resolution. MOTION (Havenar, Farr) to amend the resolution to remove *if* and require a development plan with landscaping be complete and reviewed by Planning Commission within two years and approve the amended use. Roll call vote – aye (5); nay (0). Motion passed.

### Business Items

14. Discussion/Direction to Create Lease Agreement with Sportriders. Discussion took place with Mr. Rod Horrell about the club membership, liability insurance, costs to members, and general determination of a monthly vs annual lease. Direction was given to staff to bring a drafted lease agreement back to the Board for final approval including monthly fee of \$300 and a 60-day notice to term the agreement effective for September.
15. Resolution 38-2021 to Approve Amended Section 4.0 Employee Handbook. Background of the administrative change of the pay period was provided – modified to Sunday through Saturday to align all employees to a same pay period. MOTION (Dawson, Havenar) to approve Resolution 38-2021 to amend the employee handbook. Roll call vote – aye (5); nay (0). Motion passed.
16. Resolution 39-2021 to Authorize IGA with CDOT (Bridge Work). General background of state funding was reviewed for the designated bridge repair work. MOTION (Padgett, Dawson) to approve Resolution 39-2021 to authorize the funds with CDOT. Roll call vote – aye (5); nay (0). Motion passed.
17. Direction for Temporary Meeting Space. With a preliminary schedule of the town hall roof restoration, discussion took place about a temporary meeting space. Direction was provided to check in-person options with Sanitation, elementary school, and possibly Monument space. It was agreed not to utilize the chapel space. The second temporary option may be utilizing zoom. Collins will lay the options out and bring it back to the 8/26 meeting for further direction.
18. Update/Direction on New Town Property. Bob Radosevich provided an update on the property, specifically reporting on the spending for water line replacement (\$32,000) specifically under the chapel area from the kitchen to the boiler; asbestos estimate (\$3000); glass replacement (\$700); pest control in the chapel area and gymnasium (\$2700 annual); estimated cleaning for a total of approximately \$166,000 to date. Bob

expressed concern of the cost the structures needed to be functional. Board members directed staff to continue with few clean up items but collect estimates before determining further spending. Discussion took place about scheduling a retreat date for the Board to further discuss an overall vision and direction for the entire property.

**Board Reports**

None.

**Next Meeting and Future Items**

19. Next meeting is August 26th with a workshop on Odor Ordinance beginning at 5 PM.

**Convene to Executive Session**

20. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) - water line interconnect, possible annexation. MOTION (Havenar, Padgett) to convene to executive session at 8:15 PM. Roll call vote – aye (5); nay (0). Motion passed.

**Reconvene to Open Session**

MOTION (Padgett, Dawson) to reconvene to open session. Roll call vote – aye (5); nay (0). Motion passed.

**Adjourn**

MOTION (Havenar, Dawson) to adjourn at 8:35 PM. Motion passed.

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William Bass, Mayor

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Dawn A. Collins, Town Administrator/Clerk

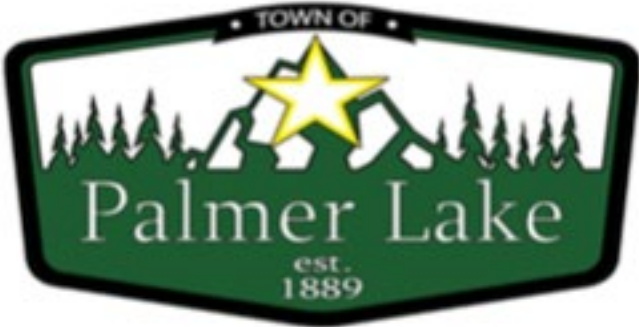
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Date

**TOWN OF PALMER LAKE**  
**Financial Statements**  
**July 2021**  
**Unaudited**



# CASH POSITION

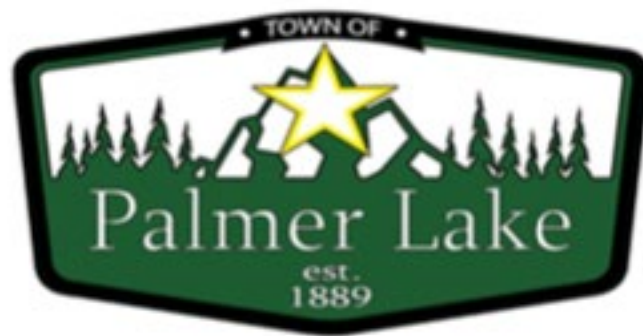
July 31, 2021



<b>TOWN OF PALMER LAKE</b>						
<b>Schedule of Cash Position</b>						
<b>July 31, 2021</b>						
<b>UNAUDITED</b>						
<b>FINANCIAL INSTITUTION</b>			<b>RATE</b>		<b>FUNDS</b>	
CoBank - General Operating			n/a		\$ 1,384,659	
CoBank - Water Operating			n/a		\$ 1,334,319	
ColoTrust - General Fund			0.03%		\$ 976,868	
ColoTrust - Water Reserve			0.03%		\$ 177,297	
ColoTrust - Water Loan Reserve			0.03%		\$ 197,478	
ColoTrust - Pedestrian Bridge			0.03%		\$ 7	
ColoTrust - Fire Fund			0.03%		\$ 105,446	
ColoTrust - CTF Reserves			0.03%		\$ 27,082	
<b>Total - Cash Accounts</b>					<b>\$4,203,156</b>	

# GENERAL FUND

July 2021



# TOWN OF PALMER LAKE

## GENERAL FUND

Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021

Item 2.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
<b>Account Number</b>	<b>REVENUE</b>				
10-10-2110-000	General Property Tax	\$ 431,070	\$ 423,229	\$ (7,841)	98%
10-10-2112-000	Fire Mill Levy Property Tax	383,582	375,316	(8,266)	98%
10-10-2120-000	Specific Own Tax Auto / Use Tax Motor Vehicle	95,000	78,348	(16,653)	82%
10-10-2124-000	Use Tax Building Materials	50,000	16,980	(33,020)	34%
10-10-2126-000	Highway Users Tax Fund	89,605	50,810	(38,795)	57%
10-10-2130-000	City Sales Tax	600,000	581,072	(18,928)	97%
10-10-2131-000	Tax- Other	-	-	-	0%
10-10-2136-000	Fees / Permits / Zoning / Subdivision Fees	40,000	49,274	9,274	123%
10-10-2138-000	Business Licenses Fees	7,000	4,525	(2,475)	65%
10-10-2142-000	Franchise Tax- IREA	39,000	28,684	(10,316)	74%
10-10-2144-000	Franchise Tax- Black Hills	35,000	25,491	(9,509)	73%
10-10-2146-000	Franchise Tax- Century Link	1,300	864	(436)	66%
10-10-2147-000	Franchise Tax- Comcast/ Other	44,609	21,684	(22,925)	49%
10-10-2150-000	MMJ / Liquor License Fees	6,500	6,216	(284)	96%
10-10-2152-000	Tobacco Products Tax	18,200	10,386	(7,814)	57%
10-10-2156-000	Hotel Occupancy Tax	30,000	9,246	(20,754)	31%
10-10-2160-000	Land / Building Rents	5,000	5,913	913	118%
10-10-2164-000	Court Fines	50,000	54,471	4,471	109%
10-10-2166-000	Town OJW Surcharge	900	-	(900)	0%
10-10-2167-000	State OJW Surcharge	900	-	(900)	0%
10-10-2168-000	Savings / Interest	2,000	14	(1,986)	1%
10-10-2170-000	Miscellaneous Income	1,000	540	(460)	54%
10-10-2172-000	Insurance Income	-	4,223	4,223	0%
10-10-2184-000	Impact Fees / Drainage	5,000	7,243	2,243	145%
10-10-2186-000	FPPA Matching Funds	8,000	-	(8,000)	0%
10-10-2188-000	El Paso Co Road & Bridge	5,500	6,029	529	110%
	COVID Employer Tax Credit	-	872	872	0%
10-10-2194-000	Library Revenue	12,000	1,264	(10,736)	11%
10-10-2195-000	Police Surcharge	10,000	-	(10,000)	0%
10-10-3685-000	ATL Revenue	24,270	-	(24,270)	0%
10-10-2250-003	COVID Employer Tax Credit	-	872	872	0%
10-19-2320-000	Interest- Loan to Water Fund	10,000	5,000	(5,000)	50%
10-19-2322-000	Fund Reserve- ColoTrust	728,539	-	(728,539)	0%
10-10-3621-000	Admin Revenue	-	503	503	0%
10-10-3631-000	Police Revenue	-	-	-	0%
10-10-3680-000	Parks Revenue	-	1,670	1,670	0%
10-19-2322-000	Interest	-	1,096	1,096	0%
	<b>Total Revenue</b>	<b>\$ 2,733,975</b>	<b>\$ 1,771,835</b>	<b>\$ (962,140)</b>	<b>65%</b>
	<b>EXPENDITURES</b>				
	<b>General and Administrative</b>				
	<u>Salaries and Benefits</u>				
10-21-3111-000	Salaries / Wages Regular	\$ 103,330	\$ 66,448	\$ 36,882	64%
10-21-3112-000	Salaries / Wages Temp / Part Time	35,000	32,508	2,492	93%
10-21-3115-000	Overtime	1,000	121	879	12%
10-21-3119-000	Employer Taxes	7,925	7,695	230	97%
10-21-3124-000	Sick Leave	4,100	1,063	3,037	26%
10-21-3125-000	Employee Retirement Benefits	7,200	8,293	(1,093)	115%
10-21-3127-000	Insurance Premiums	6,720	302	6,418	4%
10-21-3131-000	Workers Compensation	6,000	5,951	49	99%
	<b>Total Salaries and Benefits</b>	<b>\$ 171,275</b>	<b>\$ 122,381</b>	<b>\$ 48,894</b>	<b>71%</b>
	<u>Professional Services</u>				
10-21-3161-000	Professional Services- Legal	\$ 50,000	\$ 22,567	\$ 27,433	45%
10-21-3162-000	Professional Services- Acctg/Audit	25,000	24,818	182	99%
10-21-3163-000	Professional Services- Other	28,000	24,100	3,900	86%
10-21-3164-000	Professional Services- IT	30,000	9,909	20,091	33%
	<b>Total Professional Services</b>	<b>\$ 133,000</b>	<b>\$ 81,394</b>	<b>\$ 51,606</b>	<b>61%</b>

# TOWN OF PALMER LAKE

## GENERAL FUND

### Budget Status Report - GAAP Basis For the Seven Months Ending July 31, 2021

Item 2.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
	<u>General Administration</u>				
10-21-3141-000	Employee Clothing	\$ 800	\$ -	\$ 800	0%
10-21-3145-000	Employee/ BOT Training	4,000	252	3,748	6%
10-21-3149-000	Employee/ BOT Travel	2,000	-	2,000	0%
10-21-3151-000	Employee/ BOT Per Diem	2,000	572	1,428	29%
10-21-3153-000	Memberships / Registrations	6,000	9,366	(3,366)	156%
10-21-3169-000	Bank Fees and Services	600	1	599	0%
10-21-3170-000	State OJW Surcharge	900	-	900	0%
10-21-3211-000	General (Contract) Services	20,000	10,792	9,208	54%
10-21-3223-000	Operating Supplies	20,000	3,221	16,779	16%
10-21-3225-000	Building Maintenance	10,000	881	9,119	9%
10-21-3245-000	Utilities	18,900	7,557	11,343	40%
10-21-3253-000	Postage	2,000	859	1,141	43%
10-21-3275-000	Fuel	500	61	440	12%
10-21-3281-000	Insurance	20,000	22,433	(2,433)	112%
10-21-3291-000	Capital Improvement Bldg	10,000	-	10,000	0%
10-21-3292-000	Capital Improvement Bldg- Other	500,000	33,041	466,959	7%
10-21-3293-000	Capital Equipment	1,000	-	1,000	0%
10-21-3313-000	Equipment Maintenance	1,000	-	1,000	0%
10-21-3333-000	Legal Notices / Recordings	5,000	3,563	1,437	71%
10-21-3338-000	Communication	3,500	999	2,501	29%
10-21-3365-000	Advertising	500	842	(342)	168%
10-21-3391-000	Misc. Expenses	-	2,944	(2,944)	0%
10-21-3392-000	County Treasurer Fees	10,000	7,992	2,008	80%
10-21-3513-000	Economic Development	2,200	1,020	1,180	46%
	Total General Administration	<b>\$ 640,900</b>	<b>\$ 106,396</b>	<b>\$ 534,504</b>	<b>17%</b>
	<b>Total General Administrative Expenditures</b>	<b>\$ 945,175</b>	<b>\$ 310,172</b>	<b>\$ 635,003</b>	<b>33%</b>
	<u>Operations</u>				
	<u>Police Department Expenditures</u>				
	<u>Salaries and Benefits- Police Department</u>				
10-31-3111-000	Salaries / Wages Regular	\$ 157,564	\$ 91,686	\$ 65,878	58%
10-31-3112-000	Salaries / Wages Temp/Part-time	261,375	151,453	109,922	58%
10-31-3115-000	Overtime	1,000	2,150	(1,150)	215%
10-31-3119-000	Employer Taxes	22,167	14,381	7,786	65%
10-31-3123-000	FPPA	10,335	7,088	3,247	69%
10-31-3124-000	Sick Leave	7,650	-	7,650	0%
10-31-3125-000	Employee Benefits	9,450	3,878	5,572	41%
10-31-3127-000	Insurance Premiums	20	164	(144)	820%
10-31-3131-000	Workers Compensation	18,000	17,852	148	99%
10-31-3133-000	FPPA Death + Disability	3,620	2,106	1,514	58%
	Total Salaries and Benefits- Police Department	<b>\$ 491,181</b>	<b>\$ 290,758</b>	<b>\$ 200,423</b>	<b>59%</b>
	<u>Professional Services- Police Department</u>				
10-31-3161-000	Professional Services- Legal	\$ 1,000	\$ -	\$ 1,000	0%
10-31-3162-000	Professional Services- Acctg/Audit	8,200	-	8,200	0%
10-31-3164-000	Professional Services- IT	8,000	5,948	2,052	74%
	Total Professional Services- Police Department	<b>\$ 17,200</b>	<b>\$ 5,948</b>	<b>\$ 11,252</b>	<b>35%</b>
	<u>General Administration- Police Department</u>				
10-31-3141-000	Employee Clothing / Uniform	\$ 7,000	\$ 2,692	\$ 4,308	38%
10-31-3145-000	Employee Training	2,000	1,426	574	71%
10-31-3149-000	Employee Travel	750	-	750	0%
10-31-3151-000	Employee Per Diem	200	-	200	0%
10-31-3153-000	Memberships / Registrations	500	180	320	36%
10-31-3211-000	General (Contract) Services	1,500	6,948	(5,448)	463%
10-31-3223-000	Operating Supplies	4,000	1,723	2,277	43%
10-31-3225-000	Building Maintenance	5,000	4,565	435	91%
10-31-3226-000	Repair / Maintenance Supplies	1,000	-	1,000	0%
10-31-3245-000	Utilities	5,500	3,447	2,053	63%
10-31-3253-000	Postage	120	-	120	0%
10-31-3276-000	Vehicle Loan- Principal	16,418	6,216	10,202	38%

# TOWN OF PALMER LAKE

## GENERAL FUND

Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021

Item 2.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
10-31-3277-000	Vehicle Loan- Interest	2,598	1,821	777	70%
10-31-3271-000	Vehicle Repair / Maint	11,000	2,059	8,941	19%
10-31-3275-000	Fuel	11,000	6,925	4,075	63%
10-31-3281-000	Insurance	14,000	12,135	1,865	87%
10-31-3293-000	Capital Equipment	5,000	542	4,458	11%
10-31-3313-000	Equipment Maintenance	500	-	500	0%
10-31-3338-000	Communication	7,600	2,993	4,607	39%
10-31-3393-000	Subject Testing	500	-	500	0%
10-31-3523-000	Grants Expense	-	6,501	(6,501)	0%
	Total General Administration- Police Department	<b>\$ 96,186</b>	<b>\$ 60,173</b>	<b>\$ 36,013</b>	<b>63%</b>
	<b>Total Police Department Expenditures</b>	<b>\$ 604,567</b>	<b>\$ 356,878</b>	<b>\$ 247,689</b>	<b>59%</b>
	<b><u>Fire Department Expenditures</u></b>				
	<b><u>Salaries and Benefits- Fire Department</u></b>				
10-41-3111-000	Salaries / Wages Regular	\$ 278,600	\$ 157,090	\$ 121,510	56%
10-41-3112-000	Salaries / Wages Temp/Part-time	61,000	41,172	19,828	67%
10-41-3115-000	Overtime	18,000	11,780	6,220	65%
10-41-3119-000	Employer Taxes	6,840	7,370	(530)	108%
10-41-3123-000	FPPA	40,000	13,969	26,031	35%
10-41-3124-000	Sick Leave	3,700	-	3,700	0%
10-41-3125-000	Employee Benefits	16,000	12,148	3,852	76%
10-41-3127-000	Insurance Premiums	734	497	237	68%
10-41-3131-000	Workers Compensation	15,000	14,876	124	99%
10-41-3133-000	FPPA Death + Disability	6,500	4,255	2,245	65%
	Total Salaries and Benefits- Fire Department	<b>\$ 446,374</b>	<b>\$ 263,159</b>	<b>\$ 183,215</b>	<b>59%</b>
	<b><u>Professional Services- Fire Department</u></b>				
10-41-3161-000	Professional Services- Legal	\$ 1,000	\$ -	\$ 1,000	0%
10-41-3162-000	Professional Services- Acctg/Audit	8,200	120	8,080	1%
10-41-3164-000	Professional Services- IT	8,000	9,325	(1,325)	117%
	Total Professional Services- Fire Department	<b>\$ 17,200</b>	<b>\$ 9,445</b>	<b>\$ 7,755</b>	<b>55%</b>
	<b><u>General Administration- Fire Department</u></b>				
10-41-3141-000	Employee Clothing / Uniform	\$ 6,000	\$ 4,516	\$ 1,484	75%
10-41-3145-000	Employee Training	3,500	676	2,824	19%
10-41-3151-000	Employee Per Diem	-	1,278	(1,278)	0%
10-41-3153-000	Memberships / Registrations	1,000	614	386	61%
10-41-3211-000	General (Contract) Services	15,000	5,748	9,252	38%
10-41-3223-000	Operating Supplies	8,000	1,445	6,555	18%
10-41-3225-000	Building Maintenance	5,000	3,157	1,843	63%
10-41-3226-000	Repair / Maintenance Supplies	1,000	1,614	(614)	161%
10-41-3245-000	Utilities	6,800	2,243	4,557	33%
10-41-3253-000	Postage	250	-	250	0%
10-41-3271-000	Vehicle Repair / Maint	15,000	7,659	7,341	51%
10-41-3275-000	Fuel	5,000	2,914	2,086	58%
10-41-3281-000	Insurance	16,500	16,132	368	98%
10-41-3293-000	Capital Equipment	-	27,860	(27,860)	0%
10-41-3313-000	Equipment Maintenance	1,000	-	1,000	0%
10-41-3338-000	Communication	6,100	2,029	4,071	33%
10-41-3351-000	Medical Equip / Supplies	3,000	2,436	564	81%
10-41-3391-000	Misc. Expenses	-	-	-	0%
	Total General Administration- Fire Department	<b>\$ 93,150</b>	<b>\$ 80,321</b>	<b>\$ 12,829</b>	<b>86%</b>
	<b>Total Fire Department Expenditures</b>	<b>\$ 556,724</b>	<b>\$ 352,925</b>	<b>\$ 203,799</b>	<b>63%</b>
	<b><u>Roads Department Expenditures</u></b>				
	<b><u>Salaries and Benefits- Roads Department</u></b>				
10-51-3111-000	Salaries / Wages Regular	\$ 142,000	\$ 81,804	\$ 60,196	58%
10-51-3115-000	Overtime	1,000	1,241	(241)	124%
10-51-3119-000	Employer Taxes	10,864	6,360	4,504	59%
10-51-3125-000	Employee Benefits	9,100	7,826	1,274	86%
10-51-3127-000	Insurance Premiums	880	200	680	23%
10-51-3131-000	Workers Compensation	13,000	12,893	107	99%
	Total Salaries and Benefits- Roads Department	<b>\$ 176,844</b>	<b>\$ 110,324</b>	<b>\$ 66,520</b>	<b>62%</b>

# TOWN OF PALMER LAKE

## GENERAL FUND

Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021

Item 2.

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
	<u>Professional Services- Roads Department</u>				
10-51-3162-000	Professional Services- Acctg/Audit	\$ 8,200	\$ -	\$ 8,200	0%
10-51-3163-000	Professional Services- Other	8,000	5,440	2,561	68%
10-51-3163-001	Professional Services- MS4	10,000	17,516	(7,516)	175%
10-51-3163-002	Professional Services- Engineering	20,000	-	20,000	0%
10-51-3164-000	Professional Services- IT	4,000	4,554	(554)	114%
	Total Professional Services- Roads Department	<b>\$ 50,200</b>	<b>\$ 27,510</b>	<b>\$ 22,690</b>	<b>55%</b>
	<u>General Administration- Roads Department</u>				
10-51-3141-000	Employee Clothing / Uniform	\$ 500	\$ -	\$ 500	0%
10-51-3145-000	Employee Training	250	-	250	0%
10-51-3149-000	Employee Travel	250	-	250	0%
10-51-3153-000	Memberships / Registrations	1,066	264	802	25%
10-51-3211-000	General (Contract) Services	20,000	5,178	14,822	26%
10-51-3223-000	Operating Supplies	4,000	3,883	117	97%
10-51-3225-000	Building Maintenance	2,000	815	1,185	41%
10-51-3227-000	Road / Street Material	25,000	15,868	9,132	63%
10-51-3229-000	Sign Parts / Supplies	1,000	492	509	49%
10-51-3243-000	Street Lights	16,000	6,206	9,794	39%
10-51-3245-000	Utilities	8,000	1,231	6,769	15%
10-51-3276-000	Vehicle Loan- Principal	4,360	5,763	(1,403)	132%
10-51-3277-000	Vehicle Loan- Interest	2,174	1,686	488	78%
10-51-3271-000	Vehicle Repair / Maint	6,000	404	5,596	7%
10-51-3273-000	Heavy Equipment Repair	10,000	1,723	8,278	17%
10-51-3275-000	Fuel	15,000	4,618	10,382	31%
10-51-3281-000	Insurance	9,800	9,181	619	94%
10-51-3293-000	Capital Equipment	31,700	31,529	171	99%
10-51-3338-000	Communication	5,379	311	5,068	6%
10-51-3230-000	Dust Control	15,000	7,226	7,774	48%
10-51-3231-000	Culverts	3,500	-	3,500	0%
10-51-3295-000	Capital Improvement Roads	175,000	223,311	(48,311)	128%
10-51-3296-000	Capital Improvement- Drainage	3,000	-	3,000	0%
10-51-3296-003	Capital Improvement- MS4	2,000	-	2,000	0%
	Total General Administration- Roads Department	<b>\$ 360,979</b>	<b>\$ 319,687</b>	<b>\$ 41,292</b>	<b>89%</b>
	<b>Total Roads Department Expenditures</b>	<b>\$ 588,023</b>	<b>\$ 457,521</b>	<b>\$ 130,502</b>	<b>78%</b>
	<u>Parks Department Expenditures</u>				
	<u>Salaries and Benefits- Parks Department</u>				
10-80-3111-000	Salaries / Wages Regular	\$ -	\$ -	\$ -	0%
10-80-3112-000	Salaries / Wages Temp/Part-time	24,000	5,491	18,509	23%
10-80-3119-000	Employer Taxes	1,836	447	1,389	24%
10-80-3124-000	Sick Leave	900	-	900	0%
10-80-3125-000	Employee Benefits	900	-	900	0%
10-80-3131-000	Workers Compensation	900	877	23	97%
	Total Salaries and Benefits- Parks Department	<b>\$ 28,536</b>	<b>\$ 6,815</b>	<b>\$ 21,721</b>	<b>24%</b>
	<u>General Administration- Parks Department</u>				
10-80-3141-000	Employee Clothing / Uniform	\$ 200	\$ -	\$ 200	0%
10-80-3145-000	Employee Training	250	-	250	0%
10-80-3153-000	Memberships / Registrations	100	-	100	0%
10-80-3211-000	General (Contract) Services	3,000	9,870	(6,870)	329%
10-80-3223-000	Operating Supplies	3,500	3,424	76	98%
10-80-3226-000	Repair / Maint Supplies	250	-	250	0%
10-80-3245-000	Utilities	1,200	-	1,200	0%
10-80-3271-000	Vehicle Repair / Maint	300	-	300	0%
10-80-3275-000	Fuel	800	1,316	(516)	164%
10-80-3313-000	Equipment Maintenance	1,000	381	619	38%
10-80-3338-000	Communication	150	-	150	0%
10-80-3391-000	Misc. Expenses- Volunteers	200	-	200	0%
	Total General Administration- Parks Department	<b>\$ 10,950</b>	<b>\$ 14,990</b>	<b>\$ (4,040)</b>	<b>137%</b>
	<b>Total Parks Department Expenditures</b>	<b>\$ 39,486</b>	<b>\$ 21,806</b>	<b>\$ 17,680</b>	<b>55%</b>

# TOWN OF PALMER LAKE

## GENERAL FUND

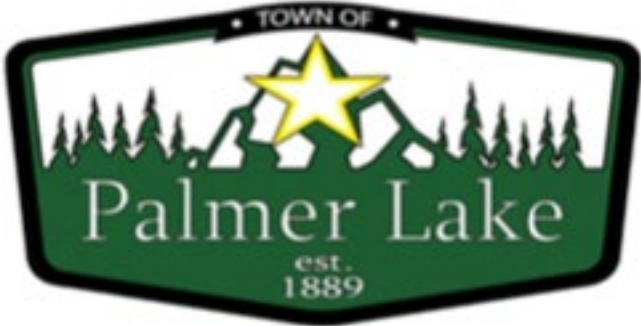
Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021

Item 2.

Unaudited

	2021 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 58%)
<b>Total Operations</b>	\$ 1,788,800	\$ 1,189,130	\$ 599,670	66%
<b>Total General Administrative and Operations</b>	\$ 2,733,975	\$ 1,499,302	\$ 1,234,673	55%
<b>EXCESS OF REVENUE OVER (UNDER)</b>				
<b>EXPENDITURES AND OTHER FINANCING USES</b>	\$ -	\$ 272,533	\$ 272,533	

**WATER ENTERPRISE FUND**  
**July 2021**



# TOWN OF PALMER LAKE

## WATER FUND

**Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021**

**Unaudited**

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
<b>Account Number</b>	<b>REVENUE</b>				
20-19-2314-000	Water Tap Fees	\$ 200,000	\$ 115,750	\$ (84,250)	58%
20-19-2320-000	Water Revenue	990,000	522,625	(467,375)	53%
20-19-2322-000	Water Revenue Interest	4,600	72	(4,528)	2%
20-19-2324-000	Water Reserve Interest	4,200	65	(4,135)	2%
20-19-2325-000	Water Reserve Colo Trust	345,147	-	(345,147)	0%
20-19-2326-000	Water Meter Sales / Parts	6,500	763	(5,737)	12%
20-19-2330-000	Late Fees	18,500	2,715	(15,785)	15%
20-19-2335-000	Water Improvement Fee	42,250	30,126	(12,124)	71%
20-19-2340-000	Water Loan Revenue	190,200	124,497	(65,703)	65%
20-19-2360-000	Water Dept. Misc. Revenue / TANK	-	538	538	0%
	<b>Total Revenue</b>	<b>\$ 1,801,397</b>	<b>\$ 797,152</b>	<b>\$ (1,004,245)</b>	<b>44%</b>
	<b>EXPENDITURES</b>				
	<b>General Administrative</b>				
	<u>Salaries and Benefits</u>				
20-81-3111-000	Salaries / Wages Regular	\$ 328,500	\$ 126,428	\$ 202,072	38%
20-81-3115-000	Overtime	-	170	(170)	0%
20-81-3119-000	Employer Taxes	25,135	9,711	15,424	39%
20-81-3124-000	Sick Leave	-	430	(430)	0%
20-81-3125-000	Employee Benefits	18,430	1,308	17,122	7%
20-81-3127-000	Insurance Premiums	100	151	(51)	151%
20-81-3131-000	Workers Compensation	15,000	14,876	124	99%
	Total Salaries and Benefits	<b>\$ 387,165</b>	<b>\$ 153,075</b>	<b>\$ 234,090</b>	<b>40%</b>
	<u>Professional Services</u>				
20-81-3161-000	Professional Services- Legal	\$ 20,000	\$ 13,244	\$ 6,756	66%
20-81-3162-000	Professional Services- Acctg	9,500	100	9,400	1%
20-81-3163-000	Professional Services- Other/ Engineering, etc.	40,000	10,072	29,928	25%
20-81-3164-000	Professional Services- IT/ Water Billing	30,000	47,813	(17,813)	159%
	Total Professional Services	<b>\$ 99,500</b>	<b>\$ 71,228</b>	<b>\$ 28,272</b>	<b>72%</b>
	<u>Administrative</u>				
20-81-3141-000	Employee Clothing	\$ 500	\$ 90	\$ 410	18%
20-81-3145-000	Employee Training	3,000	386	2,614	13%
20-81-3149-000	Employee Travel	200	-	200	0%
20-81-3153-000	Memberships / Registrations	8,300	9,671	(1,371)	117%
20-81-3167-000	Payment Processing	10,037	370	9,667	4%
20-81-3169-000	Bank Fees and Services	460	18	442	4%
20-81-3211-000	General (Contract) Services	11,000	25,462	(14,462)	231%
20-81-3245-000	Utilities	115,000	69,581	45,419	61%
20-81-3253-000	Postage	7,000	606	6,394	9%
20-81-3281-000	Insurance	10,000	8,942	1,058	89%
20-81-3333-000	Publication / Legal Notices	500	-	500	0%
20-81-3338-000	Communication	5,500	2,699	2,801	49%
20-81-3391-000	Misc. Expenses	800	7,888	(7,088)	986%
	Total Administration	<b>\$ 172,297</b>	<b>\$ 125,713</b>	<b>\$ 46,584</b>	<b>73%</b>
	<b>Total General Administrative</b>	<b>\$ 658,962</b>	<b>\$ 350,016</b>	<b>\$ 308,946</b>	<b>53%</b>
	<b>Operations</b>				
20-81-3276-000	Vehicle Loan- Principal	\$ 7,820	\$ 3,186	\$ 4,634	41%
20-81-3277-000	Vehicle Loan- Interest	1,240	930	310	75%
20-82-3223-000	Operating Supplies- Treatment	25,000	40,871	(15,871)	163%
20-82-3224-000	Operating Supplies- Distribution	15,000	23,910	(8,910)	159%
20-82-3225-000	Building Maintenance	1,000	1,114	(114)	111%
20-82-3226-000	Repairs / Maintenance Supplies- Treatment	40,000	-	40,000	0%
20-82-3227-000	Repairs / Maintenance Supplies- Distribution	12,500	-	12,500	0%
20-82-3233-000	Water Meters / Replacements	5,000	3,919	1,081	78%

# TOWN OF PALMER LAKE

## WATER FUND

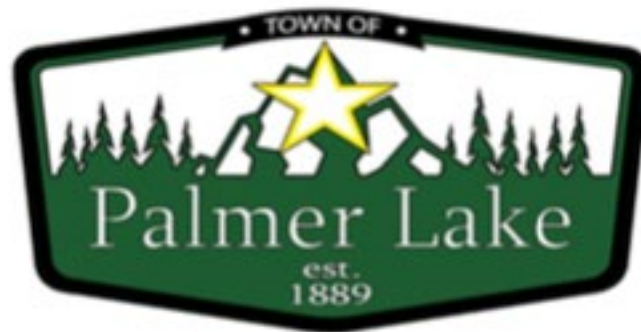
**Budget Status Report - GAAP Basis  
For the Seven Months Ending July 31, 2021**

**Unaudited**

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable (Unfavorable)	of Budget (YTD 58%)
20-82-3234-000	Water Meters / Supplies & Repairs	5,000	2,708	2,292	54%
20-82-3271-000	Vehicle Repair / Maint	6,000	255	5,745	4%
20-82-3275-000	Fuel	6,000	2,811	3,189	47%
20-82-3292-000	Capital Improvement- Water	700,000	208,150	491,850	30%
20-82-3293-000	Capital Equipment / TANK	-	12,580	(12,580)	0%
20-82-3294-000	Water Line Repair	100,000	22,003	77,997	22%
20-82-3313-000	Equipment Maintenance	23,000	10,269	12,731	45%
20-82-3338-000	Communications	1,550	-	1,550	0%
20-82-3411-000	Reservoirs / Dam Maintenance	10,000	-	10,000	0%
20-82-3431-000	Water Quality Tests	26,000	1,286	24,714	5%
	<b>Total Operations</b>	<b>\$ 985,110</b>	<b>\$ 333,990</b>	<b>\$ 651,120</b>	<b>34%</b>
	<b>Total Administrative and Operations</b>	<b>\$ 1,644,072</b>	<b>\$ 684,006</b>	<b>\$ 960,066</b>	<b>42%</b>
	<b>Debt Service</b>				
20-81-3400-000	CWRPDA 2009 Principal	\$ 83,916	\$ 43,444	\$ 40,472	52%
20-81-3401-000	CWRPDA 2009 Interest	20,775	9,041	11,734	44%
20-81-3405-000	CWRPDA 2018 Principal	26,872	23,822	3,050	89%
20-81-3406-000	CWRPDA 2018 Interest	15,762	10,262	5,500	65%
20-81-3426-0000	General Fund Loan- Interest	10,000	5,000	5,000	50%
	<b>Total Debt Service</b>	<b>\$ 157,325</b>	<b>\$ 91,570</b>	<b>\$ 65,755</b>	<b>58%</b>
	<b>Total Expenditures</b>	<b>\$ 1,801,397</b>	<b>\$ 775,576</b>	<b>\$ 1,025,821</b>	<b>43%</b>
	<b>EXCESS OF REVENUE OVER (UNDER)</b>				
	<b>EXPENSES</b>	<b>\$ -</b>	<b>\$ 21,576</b>	<b>\$ 21,576</b>	

# CONSERVATION TRUST FUND

July 2021



# TOWN OF PALMER LAKE

## Conservation Trust Fund

Budget Status Report - GAAP Basis

For the Seven Months Ending July 31, 2021

Unaudited

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable	of Budget
				(Unfavorable)	(YTD 58%)
<b>Account Number</b>	<b>REVENUE</b>				
50-10-2160-000	Carry Over	\$ 30,000	\$ -	\$ (30,000)	0%
50-10-2170-000	Miscellaneous Income - CTF	-	13	13	0%
50-10-2210-000	Conservation Trust Interest	-	10	10	0%
50-10-2410-000	State Shared Revenue	19,507	18,360	(1,147)	94%
	<b>Total Revenue Conservation Trust</b>	<b>\$ 49,507</b>	<b>\$ 18,383</b>	<b>\$ (31,124)</b>	<b>37%</b>
	<b>EXPENDITURES</b>				
	<u>Administrative</u>				
	<u>Salaries and Benefits</u>				
50-30-3112-000	Salaries / Wages Temp/Part-time	\$ 24,000	\$ 9,856	\$ 14,144	41%
50-30-3119-000	Employer Taxes	1,836	804	1,032	44%
	Total Salaries and Benefits	<b>\$ 25,836</b>	<b>\$ 10,660</b>	<b>\$ 15,176</b>	<b>41%</b>
	<u>Administrative</u>				
50-30-3211-000	Contract Services	\$ -	\$ 2,498	\$ (2,498)	0%
50-30-3223-000	Operating Supplies / Materials	4,000	4,703	(703)	118%
50-30-3226-000	Repair / Maintenance Supplies	2,500	-	2,500	0%
50-30-3245-000	Utilities	1,000	745	255	74%
50-30-3275-000	Fuels / Lubricants	234	-	234	0%
50-30-3293-000	Capital Improvements	15,937	7,986	7,952	50%
	Total General Administration	<b>\$ 23,671</b>	<b>\$ 15,931</b>	<b>\$ 7,740</b>	<b>67%</b>
	<b>Total General Administrative</b>	<b>\$ 49,507</b>	<b>\$ 26,591</b>	<b>\$ 22,916</b>	<b>54%</b>
	<b>Total Expenditures</b>	<b>\$ 49,507</b>	<b>\$ 26,591</b>	<b>\$ 22,916</b>	<b>54%</b>
	<b>EXCESS OF REVENUE OVER (UNDER)</b>				
	<b>EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (8,208)</b>	<b>\$ (8,208)</b>	

# GRANTS & DONATIONS FUND

July 2021



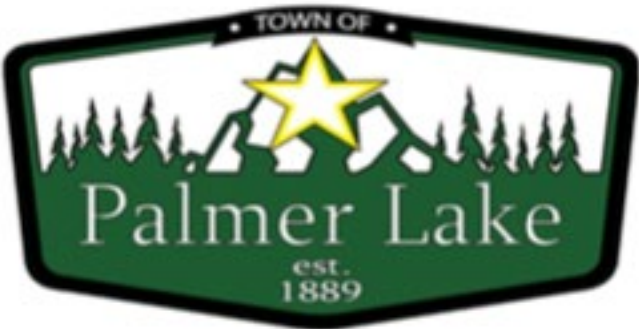
**TOWN OF PALMER LAKE**  
**GRANT & DONATION FUND**  
 Budget Status Report - GAAP Basis  
 For the Seven Months Ending July 31, 2021

**Unaudited**

		2021	YTD	Variance	Percent
		Budget	Actual	Favorable	of Budget
				(Unfavorable)	(YTD 58%)
Account Number	REVENUE				
10-10-2186-000	FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
10-10-2191-000	Fire Mitigation Grant	50,000	10,000	(40,000)	20%
10-10-2192-000	DOLA Grant	360,000	376,145	16,145	104%
10-10-2193-000	CESF Grant	-	8,817	8,817	0%
10-10-3631-000	Police Donations/ Grants	15,000	7,922	(7,078)	53%
10-10-3680-000	Parks Donations/ Grants	1,000	1,670	670	167%
	<b>Total Revenue</b>	<b>\$ 440,000</b>	<b>\$ 404,553</b>	<b>\$ (35,447)</b>	<b>92%</b>
	<b>EXPENDITURES</b>				
	<b>General Administrative</b>				
10-21-3523-000	Grants Expense- DOLA / GOCO	\$ 360,000	\$ -	\$ 360,000	0%
	Total General Administrative Expenditures	\$ 360,000	\$ -	\$ 360,000	0%
	<b>Police Department Expenditures</b>				
10-31-3523-000	Grant Expense	\$ 15,100	\$ 6,501	\$ 8,599	43%
	Total Police Department Expenditures	\$ 15,100	\$ 6,501	\$ 8,599	43%
	<b>Fire Department Expenditures</b>				
10-41-3523-000	Grants Expense	\$ -	\$ -	\$ -	0%
	Total Fire Department Expenditures	\$ -	\$ -	\$ -	0%
	<b>Roads Department Expenditures</b>				
10-51-3519-000	RMB SRTS Grant	\$ -	\$ -	\$ -	0%
10-51-3523-000	Grants Expense- Douglas	13,900	-	13,900	0%
	Total Roads Department Expenditures	\$ 13,900	\$ -	\$ 13,900	0%
	<b>Parks Department Expenditures</b>				
10-80-3215-000	Parks Committee (donations)	\$ 1,000	\$ 2,500	\$ (1,500)	250%
10-80-3314-000	Fire Mitigation CUSP	50,000	-	50,000	0%
10-80-3523-000	Grants Expense	-	-	-	0%
	Total Parks Department Expenditures	\$ 51,000	\$ 2,500	\$ 48,500	5%
	<b>Water Department Expenditures</b>				
20-81-3523-000	Grant Expense- DOUG	\$ -	\$ -	\$ -	0%
	Total Water Department Expenditures	\$ -	\$ -	\$ -	0%
	<b>Total Expenditures</b>	<b>\$ 440,000</b>	<b>\$ 9,001</b>	<b>\$ 430,999</b>	
	<b>EXCESS OF REVENUE OVER (UNDER)</b>				
	<b>EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 395,552</b>	<b>\$ 395,552</b>	

# Check Register

July 2021



Ranges: From: To: From: To:  
 Check Number First Last Check Date 7/1/2021 7/31/2021  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

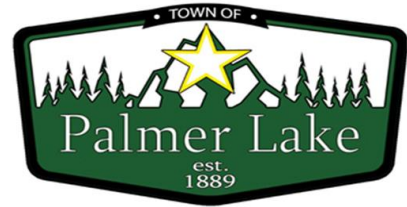
Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
46743	COMMUNITYBANKLO	Community Banks of Colorado	7/9/2021	GENERAL CHECKIN	PMCHK00000238	\$9,801.36
47275	ALLWATERSUPPLYL	All Water Supply LLC	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$3,178.00
47276	AMCOBI	American Conservation & Billin	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$1,554.61
47277	AMCOBIIT	American Conservation & Billin	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$3,657.00
47278	ANGRYSQUIRREL	Dan Elders	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$875.00
47279	BBAWATERCONSULT	Bishop-Brogden Associates, Inc	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$16,270.56
47280	BLACKHILLSENERG	Black Hills Energy	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$326.48
47281	BLUESTARPOLICES	Blue Star Police Supply, LLC	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$268.78
47282	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$843.75
47283	COLORADODIVISIO	Colorado Division of Fire Prev	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$160.00
47284	CKT	Common Knowledge Technology	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$2,366.25
47285	COMPANIONLIFE	Companion Life Insurance	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$44.44
47286	COREANDMAIN	Core & Main	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$361.22
47287	ELLISONTRUCKING	Ellison Trucking, Inc.	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$1,064.00
47288	EMERGENCYNETWOR	Emergency Network Security Sys	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$61.00
47289	ENVIROTECHSERVI	Envirotech Services, Inc.	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$3,737.49
47290	FROMMANDCOMPANY	Fromm & Company, LLC	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$4,758.00
47291	IREA	IREA	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$7,290.17
47292	CICCOLELLAJOHN	John Ciccolella	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$320.00
47293	KNOWBE4INC	KnowBe4, Inc.	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$3,476.40
47294	MARTINMARIETTA	Martin Marietta Materials	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$97,941.37
47295	MES	Municipal Emergency Services D	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$70.00
47296	ONEMANLITTLELAD	One Man & Little Lady Cleaning	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$600.00
47297	PINNACOLASSURAN	Pinnacol Assurance	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$8,739.00
47298	PIONEER	Pioneer	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$264.99
47299	SGS	SGS North America, Inc.	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$422.40
47300	BALLSHANA	Shana Ball	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$300.00
47301	GAZETTE	The Gazette	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$41.81
47302	HOMEDEPOT	Home Depot Credit Service	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$1,487.68
47303	TLECC	Timber Line Electric & Control	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$248.93
47304	USPS	United States Postal Service	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$245.00
47305	UNCC	Utility Notification Center of	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$88.44
47306	XFINITY	Xfinity	7/7/2021	GENERAL CHECKIN	PMCHK00000232	\$104.85
47307	AIRGAS	Airgas USA, LLC	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$316.46
47308	ABGBENEFITGROUP	Alliance Benefit Group- Rocky	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$603.23
47309	BISONMEDIA	Bison Media, Inc.	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$58.28
47310	CENTURYLINK	Century Link	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$351.86
47311	BIRKELANDCHRIST	Christi Birkeland	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$100.00
47312	CHRISTIANBROTHER	Christian Brothers Automotive	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$414.90
47313	COMCAST	Comcast	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$193.35
47314	CKT	Common Knowledge Technology	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$5,366.75
47315	COMMUNITYBANKSO	Community Banks of Colorado	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$2,983.69
47316	COUNTYFIREPROTE	County Fire Protection	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$422.79
47317	DPCINDUSTRIES,I	DPC Industries, Inc.	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$70.00
47318	ELPASOCOUNTYTRE	El Paso County Treasurer	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$1,858.91
47319	EMERGENCYREPORT	Backdraft OPCO LLC	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$208.53
47320	EMPLOYERSCOUNC	Employers Council	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$70.00
47321	EVOQUA	Evoqua Water Technologies LLC	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$1,250.00
47322	GFLENVIRONMENTA	GFL Environmental	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$167.14
47323	GRAINGER	Grainger	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$209.47
47324	CENTURYLINKLEVE	Level 3 Communications, LLC	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$496.41
47325	CARROLMICHAEL	Michael Carroll	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$25.68
47326	MUNSONLANDSCAPI	Munson Landscaping & Excavatin	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$3,947.50
47327	OREILLY	O'Reilly	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$155.56
47328	PALMERLAKESANIT	Palmer Lake Sanitation	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$2,424.48
47329	ROCKYMOUNTAINOI	Rocky Mountain Oil Change M	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$199.17
47330	SCHMIDTCONSTRUC	Schmidt Construction Company	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$2,233.32
47331	SYMBOLARTS	SymbolArts, LLC	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$869.50
47332	KNASTERTECHNOLO	The Knaster Technology Group	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$5,900.00
47333	TOWNOFMONUMENT	Town of Monument	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$271.04
47334	TRILAKESMONUMEN	Tri-Lakes Monument FPD	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$544.18
47335	TRILAKESPRINTIN	Tri-Lakes Printing	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$268.21
47336	VELOCITY	Velocity Plant Services	7/22/2021	GENERAL CHECKIN	PMCHK00000234	\$1,840.00

Total Checks: 63

Total Amount of Checks: \$204,789.39



Item 6.

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

<b>DATE:</b> August 26, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Julia Stambaugh, Deputy Town Clerk		Lewis Palmer Middle School Cross Country Race

**Recommended Action**

The staff recommends for the Board’s approval, for the Special Event – The Lewis Palmer Middle School Cross Country Race go forward as submitted.

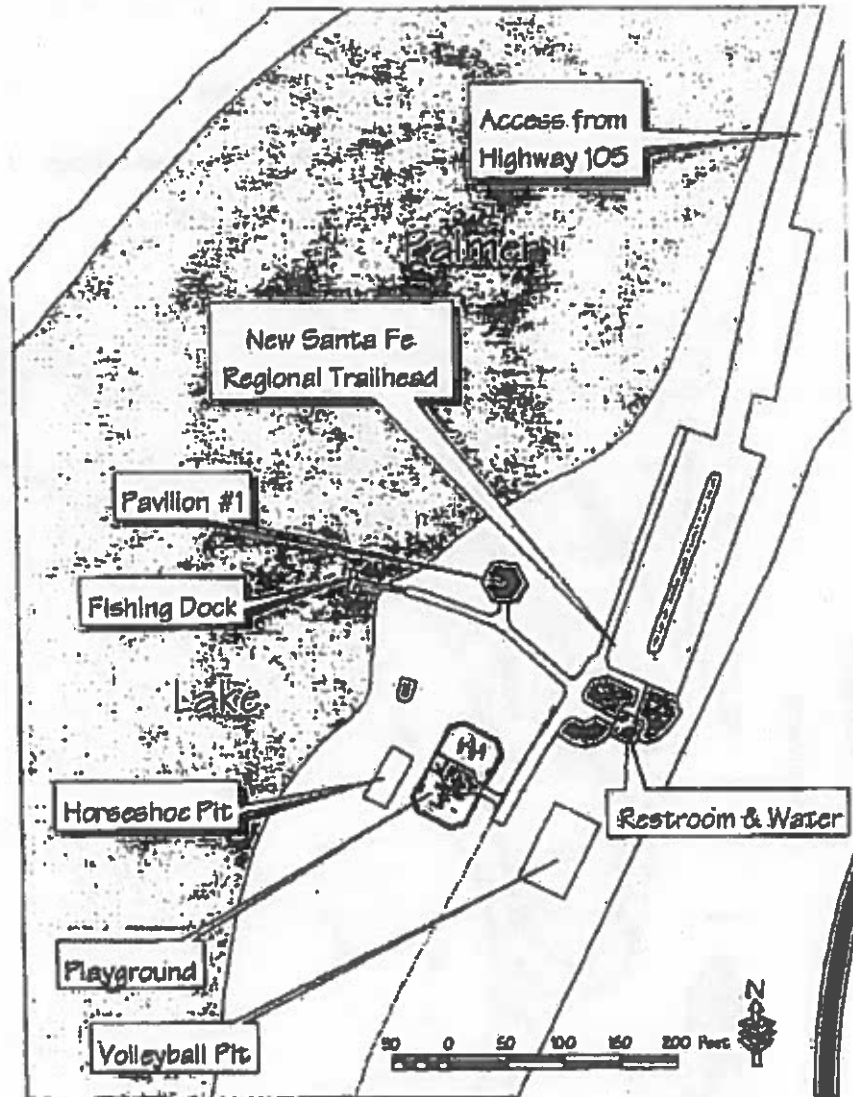
**Background**

The Lewis-Palmer Middle School Cross Country Race is a running event, which will host District 38’s eight middle schools serving 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. The event is set to take place on September 1 from noon to 6:30pm, with the running of the course from approximately 3:45pm to 6:00pm. Set up will be from 12 – 1pm. There will be approximately 800 children and 200+ spectators. The starting times will be staggered by grade and also by boys and girls. This is a one-mile course starting at the New Santa Fe Trailhead, making a loop on the trail and then continues around Palmer Lake. The event coordinator, Bill Kissell has received a permit from El Paso County to use the Santa Fe Trail.

The event has requested the Fire Dept. be on stand-by for any medical emergency, to which the Fire Dept. agreed. Each school will send a team of coaches, who will supervisor their students. The school coaches are certified in CPR, First Aide, and AEDs. Also, each school will provide medical kits to their staffs. In the event of an emergency, they will call 911. The event will provide two porta-potty units to be delivered the day before and picked up the day after the event.

The Police Dept. has agreed to block the entrance to the Palmer Lake Recreational Park’s parking lot, during the event, to allow for the school buses to drop off and pick up their students. PD will send two officers to help with traffic control. The event had instructed the bus drivers to come off I-25 at County Line Rd and then turn into the Park. However, with the County Line Rd off-ramp closed, traffic will be coming from the south on Highway 105.

From Interstate 25, exit 161, then northwest on Highway 105 for approximately 5 miles; east at County Line Road to the park entrance

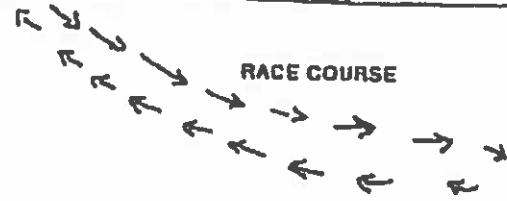
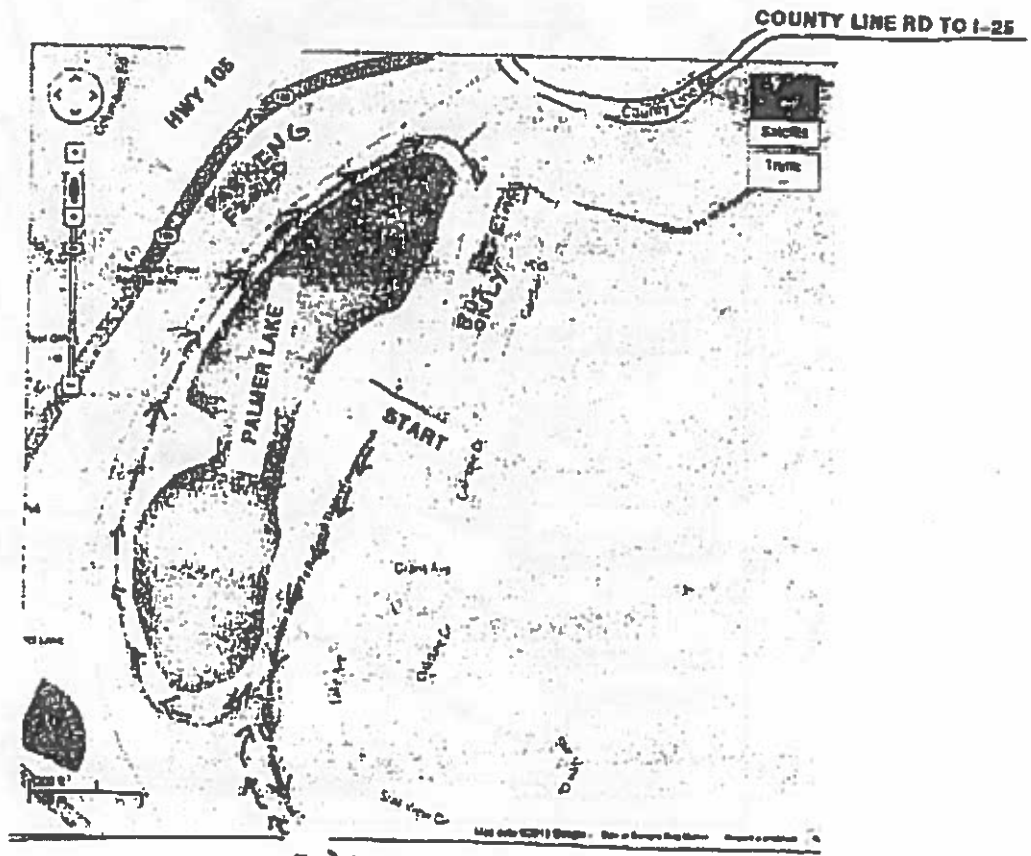


**SAFETY ALERT**

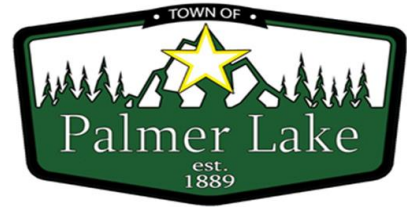
**NO PARKING NEAR RAILROAD TRACKS**

**YOU WILL BE TOWED**

**LPMS CROSS-COUNTRY  
RACE COURSE**



**RACE COURSE**



Item 8.

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

<b>DATE:</b> August 26, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Authorize Monthly Lease with Sportriders
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

As previously discussed with Mr. Rod Horrell, the enclosed lease agreement reflects a month to month fee of \$300 to the Town with a 60-day notice of termination for the purpose of motorbike riding on town property.

**Conclusion**

With an Attorney review and comment, authorize signature to the agreement.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 40-2021**

**A RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH SPORTRIDERS FOR USE OF TOWN PROPERTY, PALMER LAKE, COLORADO**

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

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

**WHEREAS**, the Town has agreed to enter into a monthly lease with Sportriders for use of town property for motorbike riding.

**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 signature to the Lease Agreement with Sportriders for use of town property on a monthly basis, as attached, for the amount of \$300 due by the first of each month in effect.
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 25th DAY OF MARCH 2021.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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

## LEASE AGREEMENT

This indenture, entered into by and between the Town of Palmer Lake, Colorado (“Town”), a municipal corporation, as Lessor, and Palmer Lake Sportsriders, Inc. (“Sportsriders”), a non-profit organization, as Lessee, this \_\_\_ day of \_\_\_, 2021, to be effective beginning September 1, 2021.

WHEREAS, Lessor is the owner of the real property more fully described in attached Exhibit A; and

WHEREAS, Lessor is willing to lease said premises to Lessee for the purpose of operating a recreational motorcycle club; and

WHEREAS, Lessee is willing to abide by all ordinances and regulations promulgated by the Town.

NOW, THEREFORE, in consideration of the promises, the mutual undertakings of the parties hereto; the terms, conditions, and provisions herein contained; and the rental herein provided to be paid by the Lessee, Lessor hereby leases and demises the above-described premises to Lessee, to have and to hold, use and occupy the same beginning September 1, 2021, on a month-to-month basis.

Lessee agrees to pay to Lessor at the office of the Town Clerk as rental for said premises the sum of \$300 per month, payable on the first of each month.

The leased land is to be used by the Lessee for the purposes of operating a recreational motorcycle club and/or for such other purposes as may be agreed upon in writing between the parties hereto.

Lessee further covenants with Lessor that it will keep said demised premises in a clean and wholesome condition in accordance with the ordinances and regulations of the Town and that it will maintain and otherwise keep up the premises at its own expense, and that at the expiration of the time in this Lease mentioned it will yield up said premises to Lessor in as good condition as when the same were entered upon by Lessee, ordinary wear expected.

It is further agreed by Lessee that neither it nor its legal representatives will sublet said premises, or any part thereof, or assign this lease without the written consent of Lessor first had and obtained, nor use or suffer them to be used for any other purpose calculated to injury the reputation of the premises or of the neighborhood or to impair the surrounding neighborhood and property for present use or otherwise.

It is further agreed by Lessee that it will pay or absorb, or cause to be paid or absorbed, all necessary fees and incidental maintenance charges pertaining to the maintaining of the leased premises.

It is expressly understood and agreed by and between the parties that the Lease shall automatically renew each month, provided, however, that either party shall have the right to terminate this Agreement with or without cause upon sixty (60) days written or email notice to the other party.

It is further agreed that the Lessee shall, during the entire term hereof, keep in full force and effect a policy of public liability, property damage insurance with respect to the demised premises, and the activities conducted by the Lessee in the demised premises, which limits of public liability shall not be less than \$500,000 per person and \$500,000 per accident and in which the property damage liability shall not be less than \$10,000. Such an insurance policy shall list the Lessor and the Lessee as the insured.

It is further mutually covenanted and agreed by and between the parties hereto that in case the Lessor shall without any fault on its part be made a party to litigation commenced by or against the Lessee, the Lessee shall pay all costs and attorney fees necessarily incurred by or charged against the Lessor by or in connection with such litigation, and the Lessee shall and will also pay all costs and attorney fees incurred by or against the Lessor in enforcing the covenants agreement, and terms of the Lease, and that all such costs and attorney's fees, if paid by the Lessor, shall be and are hereby declared to be a first lien on any building and improvements placed on the demised premises at any time during the term of this Lease.

Lessee further agrees that riding will be confined to designated tracks approximately eight (8) feet wide; that the tracks will not be used for competition; that membership in the club will be limited to 45 members with 15 being exclusively Palmer Lake residents; that lessee at its own cost maintain the fence on the leased property.

IN WITNESS WHEREOF, the said Lessor has caused its corporate name to be hereunto subscribed by its Mayor, hereunto duly authorized, and its corporate seal to be hereunto affixed, attested by its Clerk, and said Lessee has set its hand and seal the day and year first above written.

TOWN OF PALMER LAKE

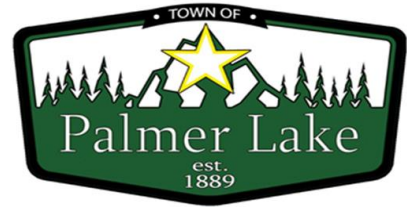
By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

PALMER LAKE SPORTSRIDERS, INC.

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



Item 9.

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

<b>DATE:</b> August 26, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Review of Drainage (High St Basin)

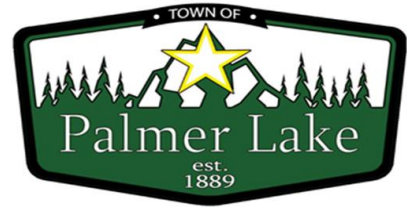
**Recommended Action**

Mr. Dave Frisch and Supervisor Jason Dosch will be present to speak to the priority of the High St basin area for a drainage study.

Staff will also review the actions taken to gather information of other problem areas.



WAB/LLC  
0' 500' 1,000'  
SCALE: HORIZ. 1" = 500'



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

<b>DATE:</b> August 26, 2021	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Town Administrator /Clerk		Review /Direction of Odor Ordinance

**Background**

The Town Board has held numerous discussions relating to the current odor ordinance. A copy of the 2020 adopted ordinance is enclosed.

Discussion has included the following –

- expanding to any nuisance odor (i.e., roasting coffee beans)
- inquiry of measurement tools – the “nasal ranger” is a dilution tool – it will still require a human nose to smell through the tool – there is no official olfactometer to “measure” an odor
- inquiry of enforcement – PD checked with Denver and Boulder about enforcement – both require an odor plan for cannabis facility and odor should not be detected outside/off premises; and Town is similar to Boulder, whereas a detected odor is investigated, and the Town allows for correction
- inquiry of standards – there is very little in way of standards, other than finding (Denver and Boulder) codes requiring a detailed odor control plan from cannabis establishments with the application process

Staff is seeking continued direction on any modification or new information to address this ordinance. There is no particular concern from a staff perspective, other than agreeing that an odor ordinance should be applied to any odor, much like the noise ordinance (considered nuisance – which is complaint driven).

**Recommended Action**

Provide direction to staff for this ordinance adopted in 2020.

**PALMER LAKE, COLORADO**

**ORDINANCE NO. 08-2020**

**AN ORDINANCE AMENDING SECTION 5.30.270 OF THE TOWN OF PALMER LAKE MUNICIPAL CODE REGARDING MARIJUANA ODOR CONTROL**

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

**WHEREAS**, the odor of marijuana from a licensed premises within the Town of Palmer Lake is currently regulated by Section 5.30.270 of the Palmer Lake Municipal Code; and

**WHEREAS**, the Board of Trustees has determined that it is in the public interest to further define how the odor of marijuana is detected and enforced.

**NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO, THAT:**

**Section 1.**

Section 5.30.270 of the Palmer Lake Municipal Code shall be amended by adding the underlined language, to read in its entirety as follows:

**5.30.270. Operating Plans.**

In connection with the license application, the applicant shall provide a detailed operations plan and, upon issuance of a license, shall operate the medical marijuana facility in accordance with the plan. Such plan shall include:

(a) **Floor Plan.** A plan showing the layout of the dispensary and the principle uses of the floor area depicted. A center shall have a lobby waiting area at the entrance to the dispensary to receive clients, and a separate and secure designated area for dispensing medical marijuana to qualified patients or designated primary caregivers. The primary entrance of any stand-alone facility shall be located and maintained clear of barriers, landscaping and similar obstructions so that it is clearly visible from public streets, sidewalks or site driveways.

(b) **Storage.** A center shall provide a storage plan which demonstrates compliance with 5.30.260(b).

(c) Security Plans. A medical marijuana facility shall provide a security plan which demonstrates compliance with 5.30.260.

(d) Lighting Plan. A medical marijuana facility shall provide a lighting plan in accordance with this code. Such Plan shall also include any illumination for the purposes of cultivation and any mitigation controls to lessen adverse impacts to the surrounding properties.

(e) Odor Controls. A medical marijuana center, optional premises cultivation operation or medical marijuana-infused product manufacturing location shall provide a plan for the mitigation and control of odors and other environmental impacts which may emanate from the dispensary. Such plan shall describe the ventilation system for the premises.

(1) The Odor Control measure must, at a minimum, filter out the odor of marijuana so that the odor is not capable of being detected by a person with a normal sense of smell at the exterior of the dispensary or any adjoining business, parcel or tract of real property.

(2) Odor Control Enforcement

i. For the purposes of measuring odor control, the Code enforcement officer is hereby deemed to be a person with a normal sense of smell.

ii. Upon receiving a complaint regarding marijuana odor, the code enforcement officer, or his or her designee, shall visit the area and investigate and determine the cause of the odor.

iii. Not more than 24 hours after receiving a complaint and making an initial investigation, the code enforcement, or his or her designee, shall follow up with a second visit to determine if the cause of the odor has ceased.

(3) It shall be unlawful for any person, firm, or corporation to fail to comply with any of the requirements of this subsection, 5.30.270(e). Any person, firm, or corporation violating any of these provisions or failing to comply with any of these provisions is guilty of a municipal offense and shall be punished according to Chapter 1.16 of this Code.

(f) A description of the products and services to be provided by the medical marijuana facility.

**Section 2.**

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

**Section 3.**

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

**INTRODUCED, READ AND PASSED AT A FIRST READING AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 13TH DAY OF AUGUST, 2020.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

*Dawn A. Collins*  
Dawn A. Collins  
Town Clerk/Deputy Administrator

BY: *Mark Schuler*  
Mark Schuler  
Mayor Pro Tem