



BOARD OF TRUSTEES MEETING

Thursday, February 08, 2024 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

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 for the January 25, 2024 Meeting
- [2.](#) Financials (December)

Staff/Department Reports

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

Business Items

- [10.](#) Special Event Application - Easter Egg Hunt 3/30
- [11.](#) Update on the Pickleball Court Project by Awake Palmer Lake
- [12.](#) Resolution 15-2024 to Adopt the 2024 Town Master Fee Schedule
- [13.](#) Resolution 16-2024 to Authorize Staff to Provide Relief for Excessive Water Leak

- [14.](#) Resolution 17-2024 to Adopt Revisions to the Anti-Harassment Policy and Employee Handbook Language
- [15.](#) Consider and Authorize Asbestos Abatement Service to Structures at Elephant Rock Property
- [16.](#) Authorize Mayor to Sign Letter Opposing HB 24-1007

Public Comment - *A speaker who wishes to provide public comment on a non-agenda item must do so in person, or by email to the Town 24 hours in advance of the meeting time, but cannot do so telephonically or virtually. Please sign in and state your name and address for the record, and address comments solely to the Board. 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. Thank you!*

Board Reports

Next Meeting (2/22) 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) – potential sale of town property, amend Elephant Rock lease agreement; and for conference with Town Attorney for the purpose of receiving legal advice under C.R.S. 24-6-402(4)(b) - PD complaint.*

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, January 25, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Pro Tem Stern called the meeting to order at 6:03 pm.

Pledge of Allegiance. Trustee Farr led the pledge.

Roll Call. Present: Mayor Pro Tem Dennis Stern; Trustees Nick Ehrhardt, Sam Padgett, Jessica Farr. Excused: Mayor Glant Havenar and Trustee Kevin Dreher. Trustee Shana Ball arrived late.

Consent Agenda. Mayor Pro Tem Stern stated that the December financials will be brought forth to the February meeting. MOTION (Farr, Ehrhardt) to approve the consent agenda including 1) Minutes from January 11, 2024 Meeting; 2) Checks over \$15,000 - Krob Law Office for \$20,965 (Jul-Dec 2023). Roll call vote – aye 4; nay 0. Motion passed.

3. Financials (December 2023) – to be included with the February 8 agenda.

Staff/Department Reports

4. Attorney. Attorney Scott Krob provided comments for the record that the 2022 matter involving Attorney Matt Krob was not discussed with the Board of Trustees or staff. Attorney Krob explained a two-prong analysis for disclosure – 1) if a matter is directly related to the client and 2) if the personal matter will impact/affect the client. Krob Law determined that Attorney Matt Krob's matter was not directly related to the town, nor did it affect legal advice to the town. Attorney Scott Krob stated the first discussion with the town took place in December 2023 and any other inference made is inaccurate. He added that Attorney Matt Krob did not want his personal matter, once in the media, to be a distraction and therefore has stepped away.

5. Administrator/Clerk. Collins reported that two positions were posted to fill, the Accounting Clerk and a Public Works Equipment Operator. She stated that the results of the asbestos testing at Elephant Rock property were positive for seven structures, and estimates will be solicited for abatement and be brought back to the Board. Collins informed the members of multiple broken windows that need attention and will seek quotes to replace them. Lastly, a joint workshop including the Board of Trustees and Planning Commission was requested to hear a concept on February 7 for possible annexation.

Public Hearing. Mayor Pro Tem Stern relayed the process for hearings, noting that item 6 is a hearing for the eligibility of the property to be annexed.

6. Eligibility of Ben Lomand Property to be Annexed (United Congregational Church) -- *Hearing must remain open for one hour, likely to be continued.* Mr. Daniel Madison offered the Board his

background with Manhard Consulting and explained how the petition for annexation meets the eligibility criteria to be annexed to the town. Approximately 180 acres in El Paso County are requested to annex to the jurisdiction of Palmer Lake with the existing 160 acres. Attorney Scott Krob explained the annexation process – 1) annexation petition; 2) eligibility of property for annexation; 3) ordinance to annex and subsequent rezoning. Attorney Krob further reviewed the C.R.S. criteria for eligibility. He stated the required annexation impact report will be forwarded to El Paso County upon completion. It was explained that the hearing is required to be open for a minimum of one hour. At 6:24 pm, Mayor Pro Tem Stern opened the floor to the public. Mr. Roger Moseley stated that the town does not meet the requirements. He referenced various paragraphs stating the town is in violation of not meeting the 25 days, that the town is required to have plans for land use for annexation, and stated concern that the draft annexation agreement does not obligate development for 15 years. Ms. Marty Brodzik referenced C.R.S. and the 2022 Master Plan stating that the town needs to know what is being committed financially as well as a timeline. She also wanted to address the service of County Line Road. Mr. Johan Mour, resident of Colorado Estates, reported there are large trucks on the property and activity atop Ben Lomand Mountain. He expressed a fear of plans changing and having a long-term loss of the mountain. He cautioned the Board about the project. Attorney Scott Krob briefly explained the zoning requirements with annexation. Ms. Meggan Herington, Planning Director for El Paso County, provided comments to the Board as directed by the County Commissioners at their meeting on Tuesday, 1/23, and suggested the report include a traffic study, parks, and the completed report will be scheduled with the Commissioners. Mr. Larry Widow of Colorado Estates stated that he is not opposed to the project but cautioned the Board to do it well. He expressed his concern about fire safety. Mr. Atis Jurka stated that he is not close to the area but has concerns about the impact on the entire town, especially financially, and suggested the Board ask for public input. Ms. Molly Spedding expressed concern about the water supply due to additional wells and asked for a study. Trustee Sam Padgett and Jessica Farr commented that the Board of Trustees will work with the developer for a responsible project and noted benefits of the annexation. Mr. Troy Taylor of Colorado Estates suggested there are different rules. Ms. Catherine McGuire informed members that their comments are not confrontational but concerns from neighboring citizens. Trustee Ball stated that the Board will protect the town and thanked members for their input. Mr. Kane Cotton with Colorado Estates stated that the Town will be a better steward than the County. He stated that he supports the annexation and wants the developer held accountable. Mr. Johan Mour stated he trusts the Town over the County but has concerns about water and inquired about an augmentation plan. Board members commented that private wells are under the authority of the state. Ms. Cyndee Henson stated her concern is the water supply for the remaining town. Ms. Lori VanDerWege expressed her concern about the density, asking why not five acres instead of 2.5 acres, and expressed her concern about the additional cost of resources from the town. Trustee Ball referred to the vision in the Community Master Plan. Mr. Matt Beverly inquired about the public comment policy on the agenda. Mr. Larry Widow cautioned members about Indian artifacts. Mr. Johan asked why Board members were on the defense. Ms. Cyndee Henson explained that she spearheaded Save Ben Lomand for wildlife. Mr. Roger Moseley asked about the impact report. Ms. Marty Brodzik explained the County procedures to the members and referenced the draft annexation agreement noting 80 lots at 2.5 acres. Mr. Larry Widow asked that the agenda expand on the item for public comment, noting the item will likely be continued to the 2/22 meeting. Mr. Dan Madison responded that he believes the petition for annexation meets the eligibility criteria. He confirmed the applicant wants a project that works well for the town. He reiterated that there are no site plans developed at this time and many of the concerns will be

addressed through that process. Attorney Krob noted for the record that the hearing opened at approximately 6:26 pm. Mayor Pro Tem Stern continued with the agenda items.

7. Application for Conditional Use in C2 Zone, Landscape Yard (Greater Grounds) - 650 Illumination Point -- **Hearing Continued (March)**. Collins informed the Board that this hearing was continued by the Planning Commission until March 20, 2024. MOTION (Farr, Padgett) to continue the hearing until the March 28 Board meeting. Roll call vote – aye 5; nay 0. Motion passed.

8. Application for Vacation of Undeveloped Right of Way - Petite Ave (Akers). Mr. Brad Akers, resident at Petite Ave., presented his request to vacate Petite Ave., noting the Community Master Plan to preserve areas. He stated that Petite is an undeveloped right of way that is not wide enough and too steep for development. Mayor Pro Tem Stern opened the hearing for comment. Mr. Dave Sanchez owns Block 52 and stated he is exploring the area to get access to his property beyond Mr. Akers. Mr. Jim Brinkman stated he is conducting survey work to locate right of way for the best access. Ms. Claudia Beltran reviewed her handout of the limitations of Petite as a developed roadway. She stated she is in favor of the vacation request but realizes that this right of way does not meet the standards. Mr. Akers restated that lots beyond Petite are not feasible to service. Mayor Pro Tem Stern inquired about sending this item back to the Planning Commission for more information on the Sanchez property. Attorney Krob responded that the Commission denied the request thereby supporting the opposition by Mr. Sanchez. Mr. Akers appealed the denial of the Planning Commission, desiring to keep Petite natural. Attorney Krob stated the criteria to consider for possible use in the future and explained the Board should consider the Ordinance if approving the request or the Resolution if denying the request. Mayor Pro Tem Stern closed the hearing.

Business Items

9. Ordinance 2 / Resolution 14 Relating to Vacation of Undeveloped ROW Petite Ave (Akers). MOTION (Ball, Farr) to approve Resolution 14-2024 to deny the vacation of Petite. Roll call vote – aye 5; nay 0. Motion passed.

Attorney Krob suggested that the Board return to the hearing for eligibility of the Ben Lomand property to be annexed at about 7:30 pm. No other public member spoke about the item. MOTION (Farr, Padgett) to continue the hearing to the February 22 Board meeting. Roll call vote – aye 5; nay 0. Motion passed.

Mayor Pro Tem Stern asked to take item 13 next.

13. Consider Timeline for Conditions Required for TLCA Conditional Use (The Movement Church). Collins explained how the conditions were unable to be met without additional consideration and asked Fire Chief Vincent to explain his activity to date relating to the fire inspection and required plans to move through Pikes Peak Regional Building (PPRBD) for an inspection and for a certificate of occupancy (CO). Mr. John Cressman was present representing The Movement Church and stated that Mr. Maddox of the TLCA is progressing with the plans. A former outstanding permit was reopened to be completed. Mr. Cressman stated that as-built plans with existing walls, etc., with engineer stamped drawings will have to satisfy PPRBD but could not state how much time is needed. He stated that TLCA is committed to correcting issues. Chief Vincent stated that he needs a CO. Trustee Ball expressed concern of life safety. Trustee Farr stated that this puts the Board in a difficult position. Attorney Scott Krob offered the Board his legal opinion – a building without a CO is unsafe and, from a legal liability, suggested the Board follow the lead of the Fire Chief. Mr. Roger Moseley asked about a mystery

meeting in which he stated the Pastor (tenants) were told that it was okay to meet. Trustee Ehrhardt explained his smile because some issues are inherited. MOTION (Padgett, Ball) to close the Tri-Lakes Center for the Arts (TLCA) to the public until the Fire Chief is provided the information that he needs to complete a full inspection and a CO issued. Roll call vote – aye 3; nay 2 (Farr, Stern). Motion passed.

10. Resolution 9-2024 to Approve MOU with Awake Palmer Lake for Pickleball Courts and Public Restroom. Attorney Krob reviewed the revision in the Memo of Understanding about the donation to the town for the water line and release of liability, except through construction. Discussion about the \$20,000 figure took place. Ms. Marty Brodzik asked if something happens who will bear the cost for the water repair. Mr. Matt Beverly inquired about the cost to repair courts if the line is replaced. Collins restated that the Water Dept recommendation was to install courts over the line, being nearly new and, if needed, to cap and relocate the line. Board members suggested getting an estimate from Supervisor Orcutt. MOTION (Farr, Padgett) to table until the next February meeting. Roll call vote – aye 5; nay 0. Motion passed.

11. Resolution 11-2024 to Adopt Revisions to the Employee Handbook. Collins explained the amendment to section 1.2 and stated that revision of the harassment language was provided by Employers Council, also impacting the anti-harassment policy. She requested Board consideration of the current version and will bring the amended harassment language and policy back to the Board at the next meeting. MOTION (Padgett, Ball) to approve Resolution 11-2024 to adopt revisions to the employee handbook as presented. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

12. Resolution 12-2024 to Adopt Policy for Public Comment at Town Meetings. Attorney Scott Krob explained the control of public comment without hampering public rights. Mr. Roger Moseley stated that the public should not be limited to three minutes for items on the agenda. It was noted that there are other means to accept comment, and Mayor Pro Tem Stern confirmed with Attorney Krob that the Board may extend time as desired. MOTION (Farr, Ball) to approve Resolution 12-2024. Roll call vote – aye 5; nay 0. Motion passed.

14. Authorize Mayor to Sign a Letter of Support for EMS Grant Application - AEDs for Fire. Trustee Ball explained the grant she is working on for the Fire Dept and five AED (automated electronic defibrillator) life packs. Chief Vincent stated the existing AEDs will be placed in other public buildings. MOTION (Ehrhardt, Ball) to authorize Mayor Havenar to sign a letter of support for the grant. Roll call vote – aye 5; nay 0. Motion passed.

15. Resolution 13-2024 Regarding Eligibility of Ben Lomand Property for Annexation (United Congregational Church). MOTON (Padgett, Farr) to continue consideration of the Resolution to the February 22 meeting. Roll call vote – aye 5; nay 0. Motion passed.

Public Comment

Ms. Catherine McGuire asked about the vote to close the TLCA. It was restated the vote resulted in 3-2 to close the TLCA. Mr. Atis Jurka commended the trail activity and inquired about the asbestos identified in cabins.

Board Reports

Trustee Ball reported her attendance at RETAC (Regional Emergency Medical and Trauma Services Advisory Councils) meetings and an upcoming impact to AMR being required to provide blood on scene. She referenced multiple classes coming up.

Trustee Ehrhardt stated that the Parks Commission held a successful Winterfest Broomball event.

Mayor Pro Tem Stern stated that he attended the PPRBD meeting and heard a presentation from the El Paso County development department identifying continued growth to the area.

Next Meeting (2/2 Retreat; 2/7 Workshop; 2/8 Meeting) and Future Items

Convene to Executive Session. Attorney Scott Krob read for the record - 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) – sale of town property. The second portion of the executive session will not take place nor will action follow. *[for conference with Town Attorney for the purpose of receiving legal advice under C.R.S. 24-6-402(4)(b) - PD complaint]*. MOTION (Padgett, Farr) to convene to executive session at about 8:30 pm. Roll call vote – aye 5; nay 0. Motion passed.

Reconvene to Open Session. MOTION (Padgett, Ball) to reconvene to the open session at 9:35 pm. Roll call vote – aye 5; nay 0. Motion passed.

Adjourn. MOTON (Farr, Padgett) to adjourn at 9:35 pm. Motion passed.

Mayor Pro Tem Dennis Stern

ATTEST: Dawn A. Collins, Town Clerk

TOWN OF PALMER LAKE
Financial Statements
December 2023
Unaudited



CASH POSITION

December 31, 2023



TOWN OF PALMER LAKE
Schedule of Cash Position
December 2023

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,471,733
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$752,109)</i>	General Fund Reserve	Savings	5.57%	\$ 1,500,135
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.57%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.57%	\$ 63,756
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.57%	\$ 10,618
General Fund Reserves Subtotal				\$ 1,574,515
General Fund Accounts Total				\$ 3,046,248
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 862,664
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.57%	\$ 191,087
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.57%	\$ 212,354
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$224,600)</i>	Water Loan Reserve	Savings	5.57%	\$ 211,695
Water Fund Accounts Total				\$ 1,477,800
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.57%	\$ 29,032
Conservation Trust Fund Account Total				\$ 29,032

GENERAL FUND

December 2023



TOWN OF PALMER LAKE

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

For the Twelve Months Ended December 31, 2023
UNAUDITED

Item 2.

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Taxes	\$ 3,664,377	\$ 2,888,590	\$ (775,787)	79%
Fees and Licenses	261,435	270,763	9,328	104%
Intergovernmental	6,000	7,352	1,352	123%
Fines	90,000	85,740	(4,260)	95%
Interest income	43,000	92,274	49,274	215%
Departmental	49,500	67,179	17,679	136%
Grants and Donations	395,182	318,976	(76,206)	81%
Miscellaneous income	117,200	138,338	21,138	118%
Total Revenue	<u>\$ 4,626,694</u>	<u>\$ 3,869,212</u>	<u>\$ (757,482)</u>	<u>84%</u>
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 274,996	\$ 194,449	\$ 80,547	71%
Professional Services	305,475	252,777	52,698	83%
General Administration	585,317	317,724	267,593	54%
Total General and Administrative	<u>\$ 1,165,788</u>	<u>\$ 764,950</u>	<u>\$ 400,838</u>	<u>66%</u>
Police Department				
Salaries and Benefits	\$ 781,175	\$ 624,562	\$ 156,613	80%
Professional Services	-	5,093	(5,093)	0%
General Administration	122,399	64,177	58,222	52%
Total Police Department	<u>\$ 903,574</u>	<u>\$ 693,832</u>	<u>\$ 209,742</u>	<u>77%</u>
Fire Department				
Salaries and Benefits	\$ 867,644	\$ 501,442	\$ 366,202	58%
Professional Services	-	4,003	(4,003)	0%
General Administration	289,420	128,159	161,261	44%
Total Fire Department	<u>\$ 1,157,064</u>	<u>\$ 633,604</u>	<u>\$ 523,460</u>	<u>55%</u>
Public Works Department - Roads				
Salaries and Benefits	\$ 315,186	\$ 221,282	\$ 93,904	70%
Professional Services	30,000	19,718	10,282	66%
General Administration	756,875	302,028	454,847	40%
Total Roads Department	<u>\$ 1,102,061</u>	<u>\$ 543,028</u>	<u>\$ 559,033</u>	<u>49%</u>
Public Works Department - Parks				
General Administration	\$ 83,165	\$ 110,869	\$ (27,704)	133%
Total Parks Department	<u>\$ 83,165</u>	<u>\$ 110,869</u>	<u>\$ (27,704)</u>	<u>133%</u>
Grants & Donations	<u>\$ 395,182</u>	<u>\$ 351,814</u>	<u>\$ 43,368</u>	<u>89%</u>
Total Expenditures	<u>\$ 4,806,833</u>	<u>\$ 3,098,097</u>	<u>\$ 1,708,737</u>	<u>64%</u>
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	<u>\$ (180,139)</u>	<u>\$ 771,115</u>	<u>\$ 951,255</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 2,880,403</u>		
FUND BALANCE - END OF YEAR		<u>\$ 3,651,518</u>		
Less:				
Restricted:				
Operating Reserve - 3 months		(752,109)	<i>Note 1</i>	
Fire and Roads - CIP Reserve		(74,373)		
FUND AVAILABLE - END OF YEAR - Unrestricted		<u><u>\$ 2,825,036</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum 4

WATER ENTERPRISE FUND

December 2023



TOWN OF PALMER LAKE

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

For the Twelve Months Ended December 31, 2023
UNAUDITED

	2023 Amended Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
Water Revenue	\$ 1,156,000	\$ 1,272,235	\$ 116,235	110%
Water Fees	55,000	60,919	5,919	111%
Water Taps	100,000	81,332	(18,668)	81%
Late Fees/Service Fees	14,000	19,722	5,722	141%
Water Meters	3,000	3,330	330	111%
ARP Funds	259,238	232,054	(27,184)	90%
Interest	14,000	31,205	17,205	223%
Miscellaneous	10,200	1,555	(8,645)	15%
Total Revenue	<u>\$ 1,611,438</u>	<u>\$ 1,702,352</u>	<u>\$ 90,914</u>	<u>106%</u>
EXPENDITURES				
Salaries and Benefits	\$ 562,906	\$ 381,326	\$ 181,580	68%
Professional Services	183,225	124,269	58,956	68%
Administrative	200,570	147,179	53,391	73%
Operations	222,270	217,202	5,068	98%
Capital	388,525	291,438	97,087	75%
Debt Service	183,229	183,139	90	100%
Total Expenditures	<u>\$ 1,740,725</u>	<u>\$ 1,344,553</u>	<u>\$ 396,172</u>	<u>77%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (129,287)</u>	<u>\$ 357,799</u>	<u>\$ 487,086</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 958,494</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,316,293</u>		
Less:				
Restricted:				
Operating Reserve - 3 months (CWR&PDA Loan Requirement)		(224,600)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,091,693</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

December 2023



TOWN OF PALMER LAKE

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

For the Twelve Months Ended December 31, 2023
UNAUDITED

	2023 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 100%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 37,346	\$ 1,206	103%
Interest/Miscellaneous income	400	1,473	1,073	368%
Total Revenue	<u>\$ 36,540</u>	<u>\$ 38,819</u>	<u>\$ 2,279</u>	<u>106%</u>
EXPENDITURES				
Salaries and Benefits	\$ 20,866	\$ 8,651	\$ 12,215	41%
Administrative	15,674	8,733	6,941	56%
Total Expenditures	<u>\$ 36,540</u>	<u>\$ 17,384</u>	<u>\$ 19,156</u>	<u>48%</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ 21,435</u>	<u>\$ 21,435</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 37,609</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 59,044</u></u>		

GRANTS AND DONATIONS

December 2023



GRANTS & DONATIONS SCHEDULE*For Information Purposes Only*

Item 2.

	2023 Budget	12.31.23 Actual
REVENUE		
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Police Donations/ Grants	5,000	15,300
CDOT PL Elementary Road Improvement	145,682	52,075
Fire Mitigation Grant	-	49,261
CDOT Overlay Maint.	200,000	200,000
Parks Donations/ Grants	2,500	2,340
Total Revenue	<u>\$ 395,182</u>	<u>\$ 318,976</u>
EXPENDITURES		
General Administrative		
Colo. State Historical Society ADA Door	\$ 42,000	\$ -
Total General Administrative Expenditures	<u>\$ 42,000</u>	<u>\$ -</u>
Police Department Expenditures		
Grant Expense	\$ 5,000	\$ 7,272
Total Police Department Expenditures	<u>\$ 5,000</u>	<u>\$ 7,272</u>
Fire Department Expenditures		
Grants Expense	\$ -	\$ -
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ -</u>
Roads Department Expenditures		
CDOT Overlay Maint.	\$ 200,000	\$ 244,842
CDOT PL Elementary Road Improvements	145,682	99,700
Total Roads Department Expenditures	<u>\$ 345,682</u>	<u>\$ 344,542</u>
Parks Department Expenditures		
Parks Committee (donations)	\$ 2,500	\$ -
Total Parks Department Expenditures	<u>\$ 2,500</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 395,182</u>	<u>\$ 351,814</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ (32,838)</u>

Check Register

December 2023



Ranges: From: To: From: To:
Check Number First Last Check Date 12/1/2023 12/31/2023
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
* 49416	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49417	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49418	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49419	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49420	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49421	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49422	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49423	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49424	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49425	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49426	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49427	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49428	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49429	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49430	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49431	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
* 49432	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49433	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49434	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49435	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49436	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49437	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49438	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49439	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49440	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49441	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49442	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49443	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49444	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49445	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49446	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49447	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
49448	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$3,721.00
49449	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$1,200.00
49450	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$856.26
49451	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$150.00
49452	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$2,430.25
49453	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$32.03
49454	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$13,950.75
49455	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$339.47
49456	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$4,706.25
49457	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$24,138.50
49458	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$195.81
49459	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$15.50
49460	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$86.37
49461	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$76,619.21
49462	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$46.00
49463	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000139	\$172.00
49464	AIRGAS	AIRGAS USA, LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$113.68
49465	AT&TMOBILITY	AT & T MOBILITY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$3,122.41
49466	B&LSERVICESLLC	B&L SERVICES LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$750.00
49467	BIGOTIRES	Big O Tires	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,428.52
49468	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,955.00
49469	DISTRICT10WATER	DISTRICT 10 WATER USERS ASSOC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$50.00
49470	ESO	ESO SOLUTIONS, INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$208.53
49471	GEN-TECH	GEN-TECH	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,162.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49472	HAVENAR, GLANT	GLANT HAVENAR	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$249.25
49473	HOLMAN	HOLMAN	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$135.00
49474	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$255.00
49475	KENMULLENAX	KEN MULLENAX	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$75.00
49476	LUKEHECKER	LUKE HECKER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$699.66
49477	MARTHABRODZIK	MARTHA BRODZIK	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$5.75
49478	MIDWESTBARRICAD	MIDWEST BARRICADE CO., INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$676.00
49479	MYFLEETCENTER	MYFLEETCENTER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$62.02
49480	ORKIN	Orkin	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$493.95
49481	PALMERLAKESANIT	PALMER LAKE SANITATION	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$60.00
49482	PIONEER	PIONEER	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$7,031.67
49483	RAMPARTSUPPLY	RAMPART SUPPLY	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$83.04
49484	REPUBLICSERVICE	REPUBLIC SERVICES #653	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$481.82
49485	RHINEHARTOIL	RHINEHART OIL CO., LLC	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$3,134.52
49486	FIREGRADEGOODS	SCOTT GRIFFITH	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$226.00
49487	SGS	SGS NORTH AMERICA, INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,377.97
49488	SPRINGSMOUNTAIN	Springs Mountain Water	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$45.75
49489	T2SYSTEMS	T2 SYSTEMS CANADA INC.	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$70.00
49490	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$1,912.50
49491	TOWNOFMONUMENT	TOWN OF MONUMENT	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$13,721.00
49492	UNCC	UTILITY NOTIFICATION CENTER OF	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$12.90
49493	YORKSHIREVET	YORKSHIRE VETERINARY HOSPITAL	12/14/2023	COBANK-CKG 9495	PMCHK00000140	\$575.00
49494	CENTURYLINK	CENTURYLINK	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$212.05
49495	CIRSA	CIRSA	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$769.62
49496	CITYFINANCEACCT	CITY FINANCE ACCT REC	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$11,148.52
49497	COLORADOCANYON	COLORADO CANYON SIGNS INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$485.00
49498	DPCINDUSTRIES	DPC INDUSTRIES, INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$70.00
49499	RAMIREZ, GENE	GENE RAMIREZ	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$25.85
49500	HARDRICK	HARDRICK ENTERPRISES	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$5,355.00
49501	CICCOLELLAJOH	JOHN CICCOLELLA	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$320.00
49502	PALMERLAKESANIT	PALMER LAKE SANITATION	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,589.30
49503	PIPESTONEEQUIPM	PIPESTONE EQUIPMENT	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,328.00
49504	SGS	SGS NORTH AMERICA, INC.	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$162.17
49505	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$1,260.00
49506	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/22/2023	COBANK-CKG 9495	PMCHK00000141	\$15,302.50
49507	ANDREWUDNICKI	ANDREW RUDNICKI	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49508	MADELEINESTEVEN	MADELEINE STEVENS	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49509	QUENTINDAVIS	QUENTIN DAVIS	12/26/2023	COBANK-CKG 9495	PMCHK00000142	\$50.00
49510	CENTURYLINK	CENTURYLINK	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$591.35
49511	CHURCHICHRECREA	CHURCHICH RECREATION	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$10,003.50
49512	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$60.00
49513	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$2,926.00
49514	MONARCHMERCHAND	MONARCH MERCHANDISING	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$20.00
49515	OREILLY	O'REILLY	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$259.20
49516	ORKIN	Orkin	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$98.65
49517	SPRINGSMOUNTAIN	Springs Mountain Water	12/28/2023	COBANK-CKG 9495	PMCHK00000143	\$23.25

Total Checks: 102

Total Amount of Checks: \$220,993.40

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Voided Check Register

December 2023



Ranges: From: To:
Check Number First Last
Vendor ID First Last
Vendor Name First Last
Check Date 12/1/2023
Checkbook ID First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
* 49416	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49417	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49418	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49419	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49420	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49421	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49422	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49423	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49424	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49425	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49426	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49427	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49428	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49429	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49430	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49431	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00
* 49432	AMCOBIIT	AMCOBI	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$3,721.00
* 49433	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$1,200.00
* 49434	CIVICPLUSLLC	CIVICPLUS LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$856.26
* 49435	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$150.00
* 49436	CKT	COMMON KNOWLEDGE TECHNOLOGY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$2,430.25
* 49437	EMERGENCYNETWOR	EMERGENCY NETWORK SECURITY SYS	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$32.03
* 49438	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$13,950.75
* 49439	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$339.47
* 49440	KELLYBOOKSLLC	KellyBooks LLC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$4,706.25
* 49441	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$24,138.50
* 49442	OREILLY	O'REILLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$195.81
* 49443	SPRINGSMOUNTAIN	Springs Mountain Water	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$15.50
* 49444	GAZETTE	THE GAZETTE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$86.37
* 49445	TLECC	TIMBER LINE ELECTRIC & CONTROL	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$76,619.21
* 49446	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$46.00
* 49447	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	12/7/2023	COBANK-CKG 9495	PMCHK00000138	\$172.00

Total Checks: 32

Total Amount of Checks: \$0.00

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ACH Register

December 2023



Town of Palmer Lake
ACH REGISTER REPORT
Payables Management

ACH Date	From:	To:
Checkbook ID	12/1/2023	12/31/2023
	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

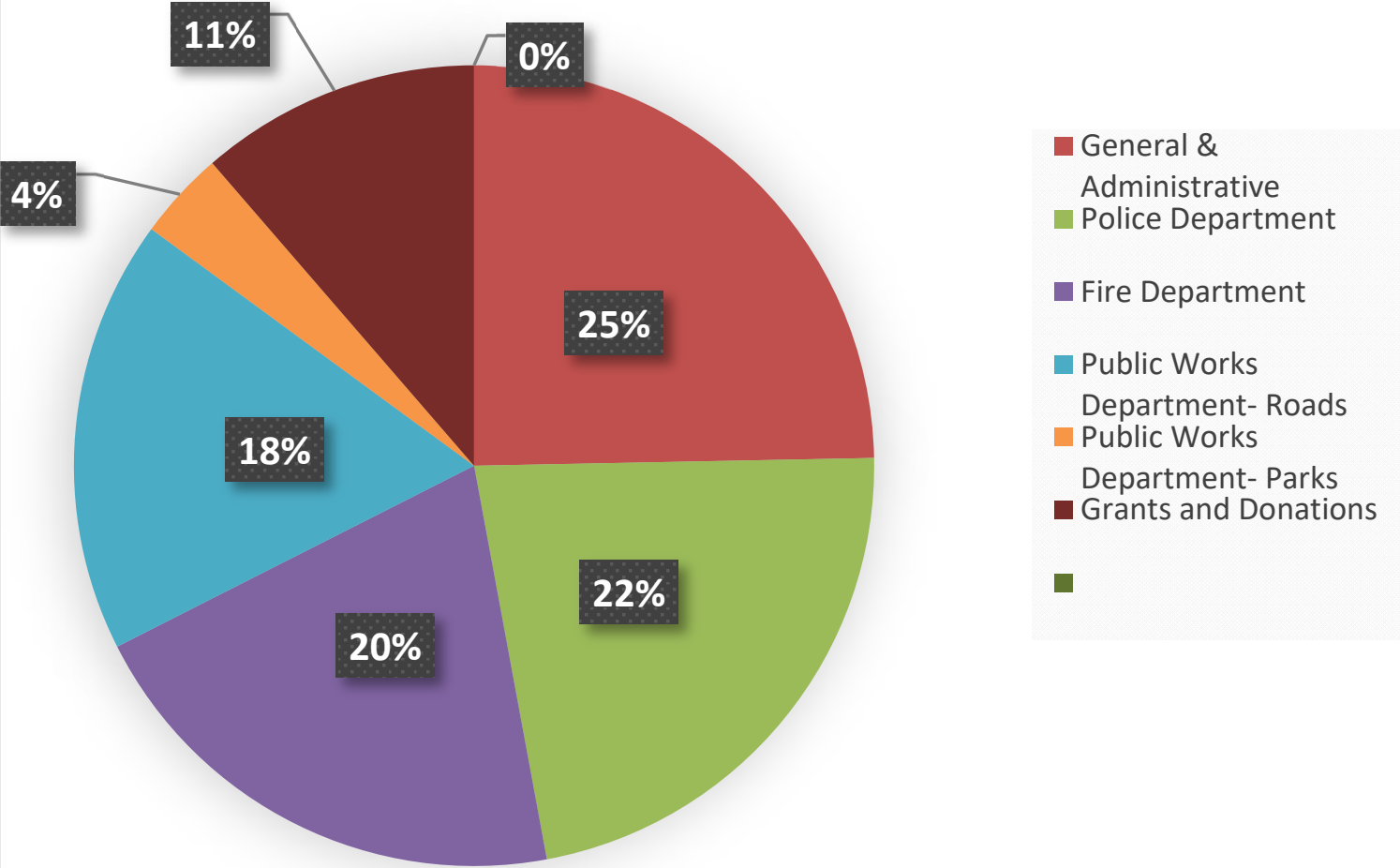
Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
12/1/2023	CMTRX00000111	Bank Transaction Entry	WDL000001004	Xfinity	9.96
12/1/2023	CMTRX00000111	Bank Transaction Entry	WDL000001005	Comcast	193.35
12/4/2023	CMTRX00000111	Bank Transaction Entry	WDL000001013	Parking Kiosk Credit Card Fee	205.63
12/6/2023	CMTRX00000111	Bank Transaction Entry	WDL000001014	WEX Fuel	2,438.12
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000000994	Black Hills Energy	79.55
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001006	CORE Eelectric	10,775.95
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001008	PCS	2,509.53
12/7/2023	CMTRX00000111	Bank Transaction Entry	WDL000001012	Humana	1,199.43
12/11/2023	CMTRX00000111	Bank Transaction Entry	WDL000001009	FPPA	7,309.73
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000995	Black Hills Energy	105.16
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000996	Black Hills Energy	62.53
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000997	Black Hills Energy	65.34
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000998	Black Hills Energy	149.85
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000000999	Black Hills Energy	61.84
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001000	Black Hills Energy	90.47
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001001	Black Hills Energy	25.52
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001002	Black Hills Energy	85.59
12/12/2023	CMTRX00000111	Bank Transaction Entry	WDL000001011	Health Equity	5.00
12/14/2023	CMTRX00000111	Bank Transaction Entry	WDL000001015	Paycom	60,470.85
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000982	Amcobi	111.85
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000983	Amcobi	211.24
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000984	Amcobi	1,502.61
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000985	Amcobi	85.00
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000986	Amcobi	140.60
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000987	Amcobi	95.80
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000988	Amcobi	90.04
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000989	Amcobi	131.05
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000990	Amcobi	94.60
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000991	Amcobi	91.72
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000000992	Amcobi	118.57
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001003	Visa Cardmember Services	13,177.24
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001007	PCS	2,463.41
12/21/2023	CMTRX00000111	Bank Transaction Entry	WDL000001010	FPPA	6,603.36
12/27/2023	CMTRX00000111	Bank Transaction Entry	WDL000000993	Anthem	10,020.11
12/28/2023	CMTRX00000111	Bank Transaction Entry	WDL000001016	Paycom	62,912.96
Total ACHs:	35			Total Amount of ACHs:	\$ 183,693.56

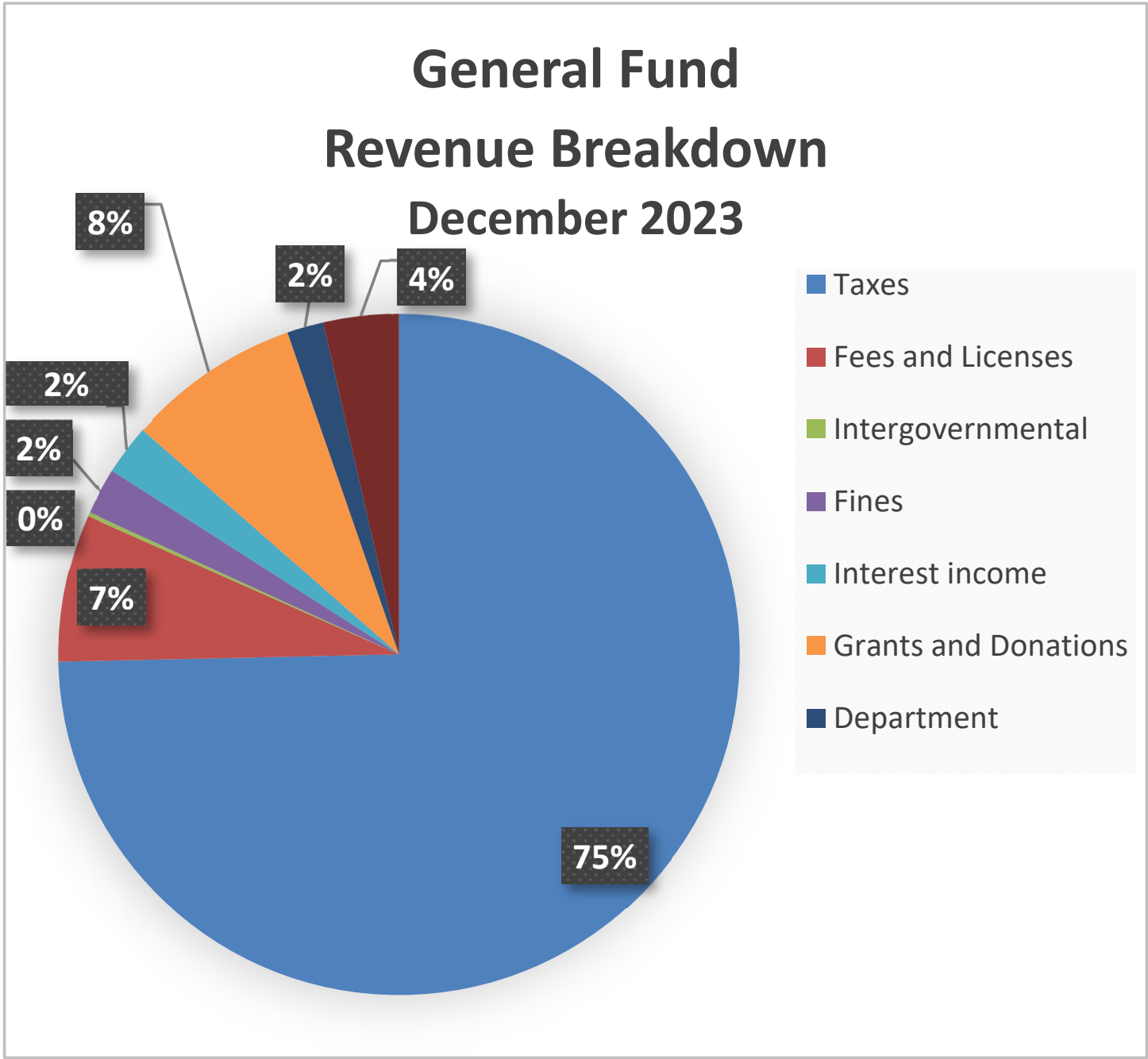
CHARTS

December 2023

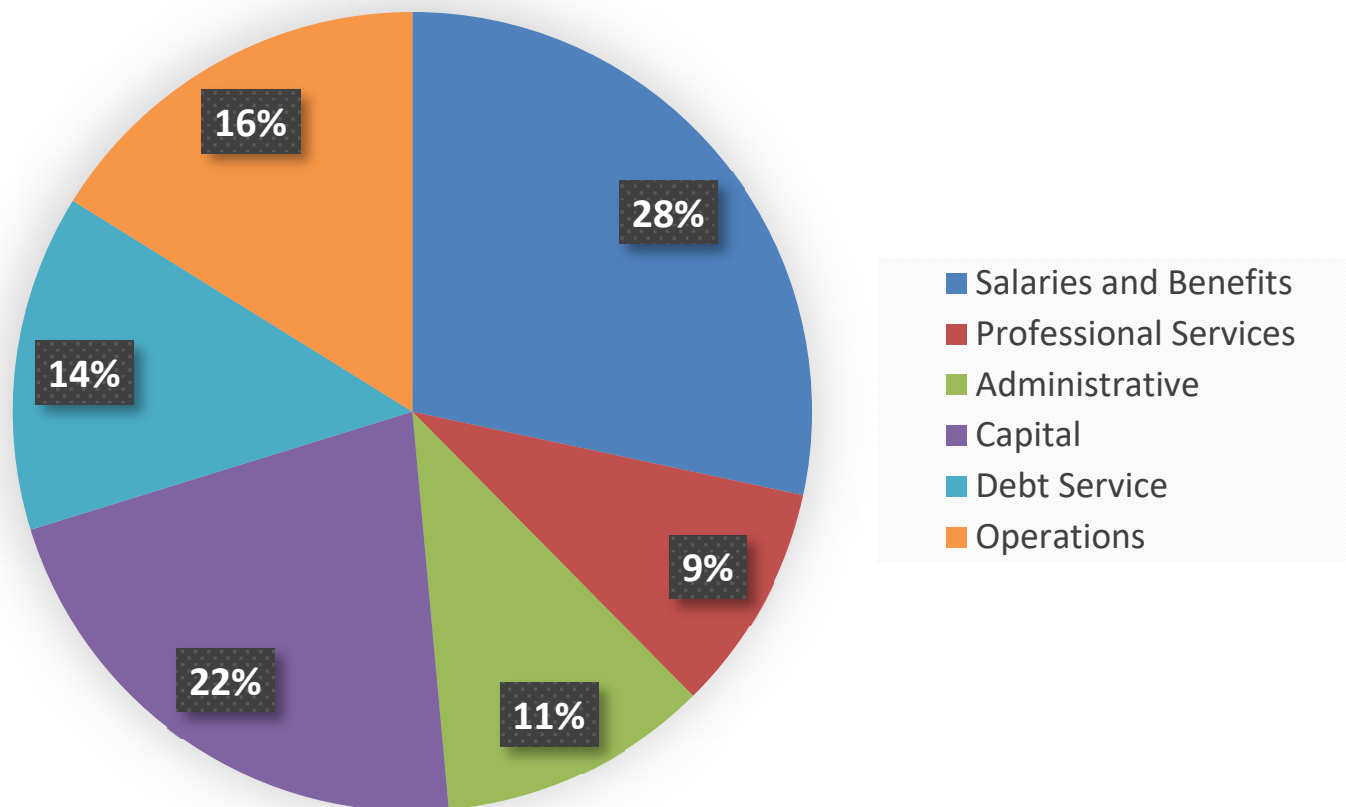


General Fund Expenditure Breakdown December 2023

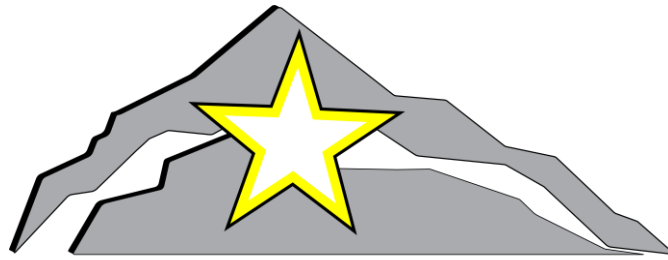




Water Enterprise Fund Expenditure Breakdown December 2023



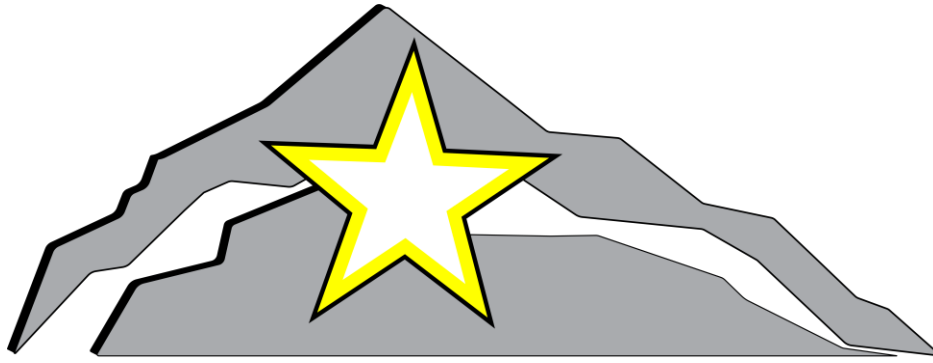
Town of Palmer Lake Monthly Water Usage			Month Year	January 2024
	Gallons	Acre Ft		
Surface Water	1,951,000	5.99		
Well A2	0	0		
Well D2	2,143,000	6.58		
Total	4,094,000	12.57		
Avg. Gal/Day	132,000	0.41		
Release To Lake 8.27 AF Max Allowed = 8.4 AF / Month				
Release Glen Park Evaporation 0 AF				
Water system 0 AF				
	Total	0 AF		



Town of Palmer Lake

Board of Trustees Summary Sheet

	January 2024
Title	Public Works Monthly Report
Date	2/8/2024
Contact	Supervisor Jason Dosch
Summary	<p>Graded Roads Plowed and sanded ROWs after snowstorm Patched Potholes Cut tree limbs from ROW Replaced and repaired street signs Performed routine maintenance on equipment and playground equipment Emptied trash cans at Lake Rec. area Performed playground inspections Maintained area around the Town office and Town Hall Set up and tear down seating and tables at Town Hall for meetings and events Attended Parks Committee meetings Attended Special events permit meetings Attended TAC meeting at PPACG Performed maintenance on parking kiosk at Trailhead parking lot Imported material for pickleball courts in Centennial Park Worked on applications for Long Range project plans at PPACG Turned in my resignation</p>
Training	Ongoing safety training
Other Activity	<p>Working on design phase on Palmer Lake Elementary School Project Working with GMS Eng on design of Circle Rd and Circle Dr for construction Gathering bids for asbestos abatement at Elephant Rock Property</p>



Town of Palmer Lake

Board of Trustees Summary Sheet

	December 2023 and January 2024
Title	PARKS Report
Date	2/8/2024 Board meeting; 2/13/2024 Parks meeting
Contact	Parks Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 55 hr Clerical (email, calls, grants, spreadsheets) : 49.5 hr Miscellaneous Meetings (other than Parks) : 6.5 hr
Total Volunteer Time	Total = 111.00 hours
Upcoming Activity	Continued grant planning – (GOCO concept submitted)



Board of Trustees Summary Sheet

	February 2024
Title	Police Monthly Report
Action	N/A
Date	01/1-01/31/2024
Contact	J. Vanderpool
Summary	In the Month of January 2024, the PLPD conducted 62 traffic stops and issued 30 citations. Also, in the month of January, 1 DUI, and 4 harassment arrests were made.
Training	Officers attended training for .
Photographs	The Photograph(s) is/ are of the Outdoor classic.
Other Actions	PLPD Honor Guard officers participated in the opening ceremony at the outdoor classic.
Active investigations	Palmer Lake PD officers are actively investigating 2 Theft cases and 2 Fraud cases.
Calls for service	Officers responded to 426 calls for service this month. 401 of these calls were in the Town of Palmer Lake, 25 were outside of town.
Code Enforcement	Code enforcement officers have been working with town residents to correct several violations. The code enforcement officer is continuing her work getting the local businesses up to date with their business licenses.

S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents.

Item 5.

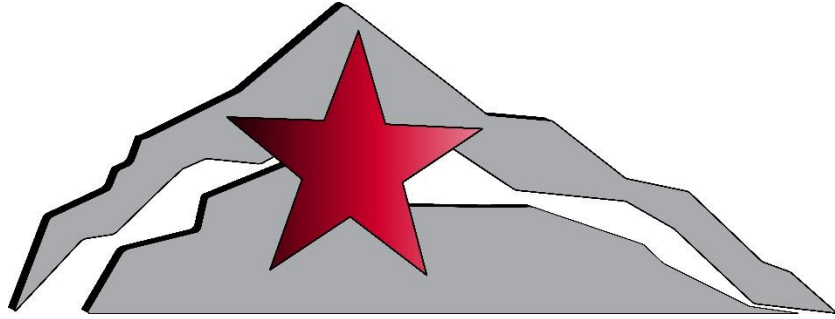










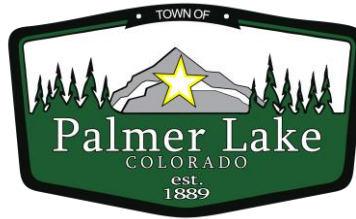


PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	Fire Department Report- January 2024
Date	8 February 2024
Contact	John Vincent, Chief
Summary	<p>Fire Department RMS on-boarding continues.</p> <p>Engine Boss King completed S-200 Initial Attack Incident Commander and S-260 Incident Business Management.</p> <p>New Volunteers on-boarding.</p> <p>Response to Head on Collision.</p>
Training	175 Hours
Photographs	Head On Collision Hwy 105
Other Action	Calls for Service: 28
Code Enforcement	Tri-Lakes Center for the Arts. 2 Plan Reviews Conducted.





Board of Trustees Summary Sheet

	Jan-Feb 2024																													
Title	Administration																													
Date	2/8/2024																													
Contact	Admin personnel																													
Kiosk Revenue	<div>January Collections for the Kiosk / Transactions: 324</div> <div><div><div>\$1,717.20</div><div>Gross Collections</div></div><div><div>\$ (97.20)</div><div>Fees</div></div><div><div><div>\$ (70.00)</div><div>Monthly T2 Svc charge</div></div></div><div><div>\$1,550.00</div><div>Net Collections - January</div></div></div> <div>Collections 2024 YTD / YTD Transactions: 324</div> <div><div><div>\$1,717.20</div><div>Gross Collections</div></div><div><div>\$ (97.20)</div><div>Fees</div></div><div><div>\$ -</div><div>Supplies (Kiosk Paper)</div></div><div><div><div>\$ (70.00)</div><div>Monthly T2 Svc charge</div></div></div><div><div>\$1,550.00</div><div>Net Collections</div></div><div><div><div>\$ (167.20)</div><div>Total Fees and Maintenance</div><div>11%</div></div></div></div>																													
Contact Us (online)	<table><tr><th>Date</th><th>First Name</th><th>Subject</th></tr><tr><td>1/1/24</td><td>Norma</td><td>Cleaning quote for your business</td></tr><tr><td>1/3/24</td><td>Jill</td><td>Container and trash bin blocking fire department</td></tr><tr><td>1/10/24</td><td>Melissa</td><td>rental</td></tr><tr><td>1/13/24</td><td>Chelsey</td><td>Lighting star</td></tr><tr><td>1/16/24</td><td>Jennifer</td><td>Complaint</td></tr><tr><td>1/16/24</td><td>Jennifer</td><td>Complaint</td></tr><tr><td>1/25/24</td><td>Linda</td><td>Annexation and development of Countyline Rd. Property on north side of Ben Lomand</td></tr><tr><td>1/27/24</td><td>Michelle</td><td>Reserving the pavilion</td></tr></table>	Date	First Name	Subject	1/1/24	Norma	Cleaning quote for your business	1/3/24	Jill	Container and trash bin blocking fire department	1/10/24	Melissa	rental	1/13/24	Chelsey	Lighting star	1/16/24	Jennifer	Complaint	1/16/24	Jennifer	Complaint	1/25/24	Linda	Annexation and development of Countyline Rd. Property on north side of Ben Lomand	1/27/24	Michelle	Reserving the pavilion		
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1/27/24	Michelle	Reserving the pavilion																												
Land Use permits issued	January 2024 Type: Single Family; Qty: 1 Other; Qty: 2 Total water taps issued: 1040																													

Item 7.

Business Licenses	BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE		2024	2024
			Jan	Jan
	Business Type		STR	other
	New Licenses		0	6
	Licenses Renewed		0	10
	Licenses Expired		0	1
	Businesses Closed		0	0
	CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)		44	154
	TOTAL CURRENT BUSINESS LICENSES (New + Renewed)		198	
	SCHEDULED TO RENEW IN MARCH:			
	BUSINESS NAME			
	ASAP Medical Staffing			
Lianro Metal Roofs, Inc.				
Tolin Mechanical Systems Company				

Water Billing	Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
	2022	Jan-Dec	1015	41,405,900	11
	2023	Jan-Dec	1018	44,855,150	7
	2024	Jan	1019	3,498,000	0

Grant Activity Updates	Dept	Grantor - Grant/Award Name	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
	Fire	CDPHE - EMTS	5 AEDs	\$13,107	\$3,277	Pre-app due 2/8/24. Requesting 80/20 match (vs 50/50)
	Parks	GOCO - Community Impact	multi-purpose field, artificial turf	\$425,000		Submitted concept on 1/25/24.

Staff Activity	The PW equipment operator with grading experience is posted. The accounting clerk position is posted.
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**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: February 8, 2024	ITEM NO.	SUBJECT: Special Event Application – Easter Egg Hunt on 3/30
Presented by: Town Administrator		

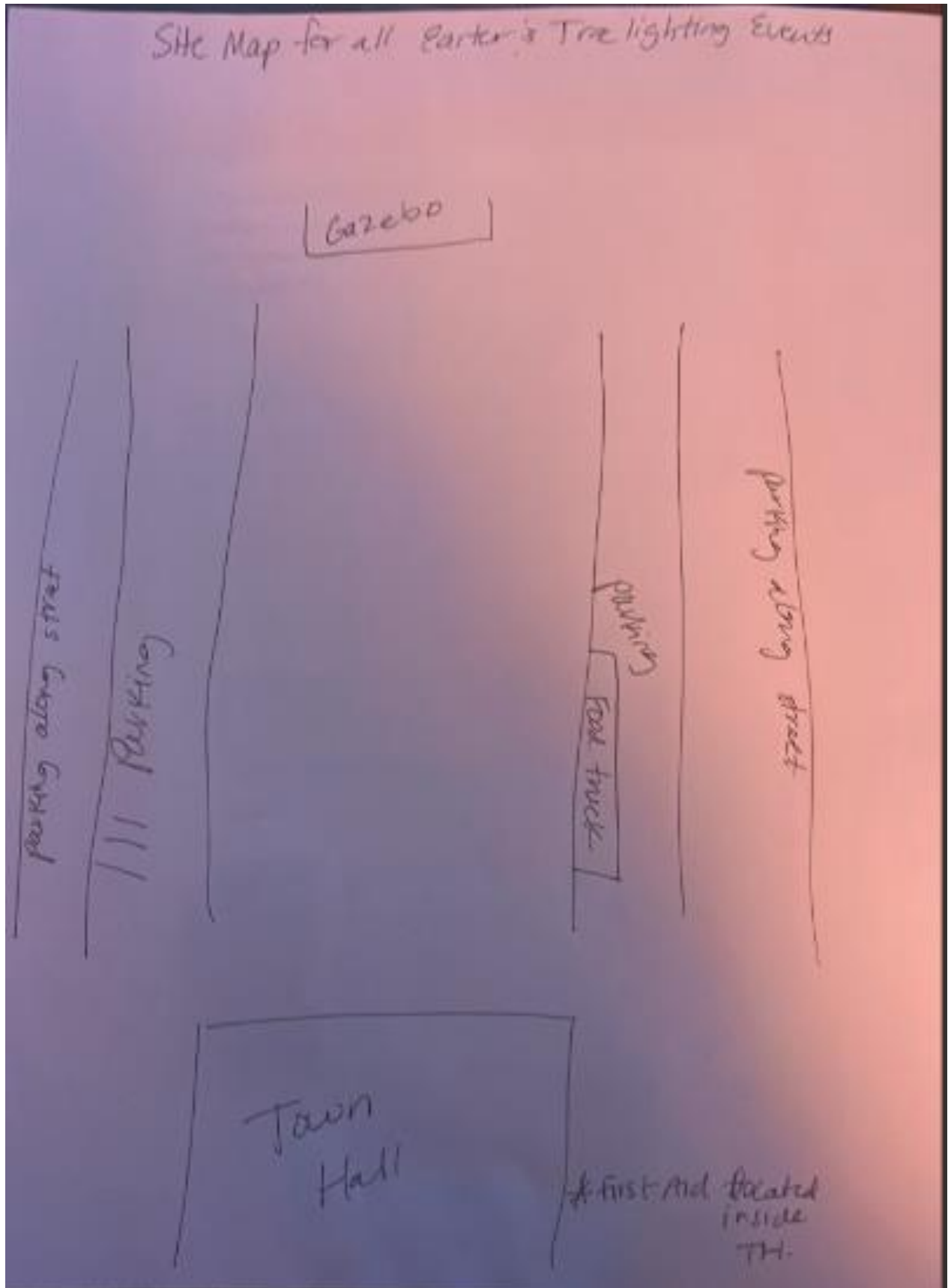
Background

Ms. Lindsay Aho has planned an Easter Egg hunt event on Sat., 3/30 on the green area – set up will be early Sat., about 9a and egg stuffing on Friday 3/29 – the town is accepting wrapped candy donations to stuff eggs. The Saturday event will include a visit from the easter bunny, crafts and face painting inside town hall, a bake sale and coffee vendor. The event will take place after 10a to under the organization of the Arts Council.

Consider approval of the event application and waive the special event fee.

SITE MAP FOR EGG HUNT & TREE LIGHTING 2024

Item 10.





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

DATE: February 8, 2024	ITEM NO.	SUBJECT: Update Relating to Awake Palmer Lake Pickleball Courts Project
Presented by: Town Administrator		

Background

As previously reviewed and discussed, there were minor revisions considered to the Memo of Understanding. However, since that time, Awake Palmer Lake and Parks Commission members have reconsidered the location of the new pickleball courts and may eliminate the need for water line funds.

I understand that the Parks Commission will consider this topic at the 2/13 Parks and Trails Commission meeting and bring forth a recommendation for the Board of Trustees at the 2/22 regular meeting.



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

DATE: February 8, 2024	ITEM NO.	SUBJECT: Consider 2024 Master Fee Schedule
Presented by: Town Administrator		

Background

Annually, the town's master fee schedule is reviewed and modifications proposed for the new year.

As reviewed in the workshop, the significant additions to the fee schedule are the land use fees that should be incorporated for development applications in the town.

Recommended Action

Approve the master fee schedule, effective with adoption, for 2024.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 15-2024

A RESOLUTION TO ADOPT THE TOWN MASTER FEE SCHEDULE 2024

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 Town Board of Trustees desires to maintain a fee schedule for Town fees for convenience to the Town Staff and the Citizens and Businesses of the Town of Palmer Lake.

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

1. The Board of Trustees for the Town of Palmer Lake hereby adopts the Master Fee Schedule for the year 2024, attached hereto.
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 8TH DAY OF FEBRUARY 2024.

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 8, 2024	ITEM NO.	SUBJECT: Authorize Staff to Provide Relief for Excessive Water Leaks
Presented by: Town Administrator		

Background

The Board modified the water usage tiers in the fall of 2023. With the modification of the tier structure to the water billing, when a customer experiences an excessive water leak, the consequence can create a financial hardship. The town is empathetic to this situation, when the customer becomes aware, repairs the leak issue, but could use assistance with the financial burden of water not used due to the leak.

The current town meters do not have the technology to alert department technicians or homeowners to the leak; however, there are resources for homeowners to add such a tool to their service line.

Currently, following the reading of meters, the water department personnel review the high usage report and check out the water lines of those accounts that increase substantially.

It is typical with other water utilities to offer a credit once the customer provides proof of the leak and a receipt that the repair is fixed.

Recommended Action

It is suggested that staff be authorized to provide relief for that portion of water not used that falls above the tier 2 level with evidence of a water leak, typically confirmed by water personnel. This relief will not occur a second time for the same issue, as the homeowner is responsible for repair of the leak.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 16-2024

A RESOLUTION AUTHORIZING STAFF TO PROVIDE RELIEF FOR EXCESSIVE RESIDENTIAL WATER LEAKS, 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 Board recognizes and is empathetic to the financial hardship that an excessive water leak can cause a homeowner; and

WHEREAS, the Board desires to provide some relief to the homeowner with the understanding that the residential water line repair is the responsibility of the homeowner as soon as feasible; and

WHEREAS, accounts that result in a confirmed leak and show residential usage over tier 2 will be provided partial relief for the non-use of water due to a residential water leak; and

WHEREAS, a continued issue that is unresolved or not repaired will not be provided further relief.

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 Town Clerk to waive the portion of residential fees over tier 2 with the following conditions:
 - a. Leak is confirmed by a Palmer Lake Water Technician; and
 - b. Leak is repaired within ten days of notice.

If a residential leak continues without repair, relief will not be provided.

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 8th DAY OF
FEBRUARY 2024.**

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 8, 2024	ITEM NO.	SUBJECT: Resolution to Adopt Amended Language Relating to Anti- harassment in the Policy and Handbook
Presented by: Town Administrator		

Background

As previously reviewed and discussed with the Board, the language relating to harassment was forwarded to Employers Council for review. The recommendation is enclosed in redline format for your review of the employee handbook and the anti-harassment policy, as amended.

Recommended Action

Approve the amended language to the handbook and the policy as presented.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 17 - 2024

A RESOLUTION ADOPTING THE REVISED EMPLOYEE HANDBOOK RELATING TO ANTI-HARASSMENT LANGUAGE AND THE ANTI-HARASSMENT POLICY

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 Town of Palmer Lake, Colorado, adopted a revised Employee Handbook in January 2024; and

WHEREAS, the legislature has broadened the anti-harassment language relating to harassment in the workplace; and

WHEREAS, the sections of the handbook reflect the revised language; and

WHEREAS, revisions are likewise reflected in the town's anti-harassment policy.

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

1. The Board of Trustees for the Town of Palmer Lake hereby approves the revised sections of the handbook relating to anti-harassment and the anti-harassment policy, as attached hereto.
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 8th DAY OF FEBRUARY 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



ANTI-HARASSMENT POLICY

ISSUE DATE:	FEBRUARY 2021	REVISION DATE:	<u>FEBRUARY 2024</u>
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Commented [JB1]: This is already covered in your employee handbook, so I'm not sure the need for a separate policy. Is having a separate policy required by the Town?

I. PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination and retaliation.

II. POLICY

It is the policy of the Town of Palmer Lake that all employees have the right to work in an environment free of all forms of discrimination, harassment and retaliation. The Town will not tolerate, condone, or allow harassment, discrimination or retaliation by any employee or other non-employees who conducts business with the Town.

Equal Employment Opportunity/Unlawful Harassment

The Town of Palmer Lake is dedicated to the principles of equal employment opportunity. The Town prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race ~~(including traits historically associated with race, such as hair texture and length and protective hairstyles)~~, sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law. ~~This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.~~

ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Organization or cause a direct threat to health or safety. The Organization will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Organization, and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Town operations or cause a direct threat to health or safety.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and

interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Administrator/Clerk or Human Resources designee.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

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EEO Harassment

The Organization strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and nonemployees, such as customers, clients, vendors, consultants, etc.

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Sexual Harassment

The Town of Palmer Lake strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If an employee believes there is a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure.

The Town has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The Town takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The Town also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The Town expects employees to make a timely complaint to enable the Town Administrator, or designee, to investigate and correct any behavior that may be in violation of this policy.

Report the incident to Town Administrator/Clerk or, if preferred, the Town Attorney, who will investigate the matter and take corrective action. A complaint will be kept as confidential as practicable. If an employee prefers not to go to either of these individuals with a complaint, the incident should be reported to the Mayor.

The Town of Palmer Lake prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If a Town employee believes there has been a violation of the EEO or retaliation standard, please follow the complaint procedure outlined above. The situation will be investigated.

If the Town determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

1.3 Equal Employment Opportunity

The Town is dedicated to the principles of equal employment opportunity (EEO). The Town prohibits unlawful discrimination against applicants or employees due to age 40 and over, race (including traits historically associated with race, such as hair texture and length and protective hairstyles), sex, Sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law. ~~This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as Town officials, volunteers, customers, clients, vendors, consultants, etc.~~

1.4 ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the operations of the Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Administrator immediately.

1.5 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of ~~her~~ their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from a health care provider detailing the medical advisability of reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Administrator or designated Human Resources representative.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

The Organization strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
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- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and nonemployees, such as customers, clients, vendors, consultants, etc.

1.6 Sexual Harassment

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are always expected to conduct themselves in a professional business-like manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Organization has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The Organization takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The Organization also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment

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practices. The Organization, therefore, expects employees to make a timely complaint to enable the Organization to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Town Administrator or to the Town Attorney (~~Specify person by job title. Depending on the organization, the Employer should name no less than two persons in authority, preferably one male and one female, such as Manager, Human Resources Director, President, Executive Director, in-house counsel, Board of Directors, or Management Committee, etc. This is especially important for companies with remote work site locations or no central Human Resources Department~~), who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Mayor(~~specify person by job title~~).

The Organization prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Organization determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

Refer to the Anti-harassment Policy.



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

DATE: February 8, 2024	ITEM NO.	SUBJECT: Bids for Asbestos Abatement
Presented by: Town Administrator		

Background

As previously directed by the Board of Trustees, staff completed asbestos testing in December, with a positive result in seven structures on ER property.

Of three agencies contacted, the following two provided estimates for the abatement to the structures, as follows –

Advanced Remediation Services Inc	\$67,178
Paramount Environmental Services	\$94,570

Recommended Action

Staff recommends the low bid of Advanced Remediation Services for \$67,178 and the authority to proceed with the abatement. Following the abatement, it is anticipated that the Fire personnel will complete their training.



Asbestos, Mold, Lead Paint Abatement Specialist
1414 South Wahsatch Ave Colorado Springs, CO 80905
Shawn Renville, President
(719) 540-6550 Office
(719) 540-6553 Fax / (719) 492-0442 Cell

January 27, 2024

PROPOSAL SUBMITTED TO: Jason Dosch

PROJECT LOCATION: Palmer Lake

ASBESTOS REMOVAL

Asbestos Abatement Total: \$ 67,178.00

Asbestos Abatement

- Advanced Remediation Services (ARS) is proposing to do the proper removal of the regulated asbestos removal as identified in the LTS report for the long building and cabins 1-6 utilizing engineering controls as set forth by Colorado Regulation #8. The total square footage of removal is 2442 SF of popcorn texture, 2,400 SF of adhesive behind the wood paneling and 731 SF of 12X 12 tile plus the underlying wood adhesive.
- ARS will comply with Federal, State and local regulatory agency requirements and applicable statutes, policies and regulations.
- The scope covered under this Statement of Work includes furnishing labor, materials, project designs (if applicable), project manager waivers (if applicable) and permitting for the removal of the asbestos containing materials.
- ARS will be responsible for properly disposing of the asbestos waste into an EPA approved landfill.

Job specific requirements:

- Work is based on working during regular business hours. (7:00am to 3:30pm) Monday-Friday.
- The building owner must provide adequate power and water for the duration of the project.

Performance period:

- Once site work has started ARS will continue working in efforts to complete the asbestos removal in a timely manner. Conditions resulting in delay will be documented and discussed with Jason Dosch. The anticipated time frame is approximately 6 working days per cabin.

Proposal Includes:

- ARS, Inc. shall provide Workman's Compensation Insurance, Vehicle Insurance and Contractors Comprehensive General Liability Insurance that includes \$1,000,000 occurrence coverage for asbestos related acts.
- ARS, Inc. will provide the following: certified labor and supervision to properly remove the asbestos, supplies and disposal of generated waste as asbestos containing debris.

Proposal Excludes:

- Costs for bonding are **not** included in this bid but can be included for an additional fee of 3% of total cost.
- Any matters **not** included in this proposal, or changes to proposed removal methods in this proposal.

ADDITIONAL NOTES:

- No additions or other changes to these proposed removal methods or the amount of scope of work will be performed without written authorization by all parties involved.

Payment will be made by client within (30) days after completion of work.

All work will be completed in a workmanlike manner, according to standard practices and applicable laws and regulations. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Client will carry fire, tornado and other necessary insurance. Our workers are covered by Worker's Compensation insurance.

This proposal may be withdrawn by us if not accepted within 30 days.

Advanced Remediation Services, Inc (ARS)

Shawn Renville

Shawn Renville

President

ACCEPTANCE OF PROPOSAL

The above prices, estimates and conditions are satisfactory and are hereby accepted. ARS, Inc. is authorized to do the work as specified. Payment will be made to ARS as outlined above. We understand that non-payment for work performed by ARS will make us liable for the payment to ARS for legal fees and court costs, and other costs as allowed by law that ARS may incur in pursuing collection of payment for the work.

SIGNATURE OF AUTHORIZED CLIENT REPRESENTATIVE:

NAME (Print) _____

TITLE (Print) _____

Date of Acceptance by Authorized Client Representative: _____

TO BE COMPLETED BY CLIENT			
ARS should send invoice to:		ARS should send Certified Payroll Reports to:	
ATTENTION		ATTENTION	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone #		Phone #	
email		email	

Paramount Environmental Services



Email
ParamountEnvironmentalServices@gmail.com
Web Site
ParamountEnvironmentalServices.com

P.O. Box 31754
Colorado Springs
Colorado 80931

Phone
(719) 233-1020
Fax
719-836-8455

PROPOSAL

February 1, 2024

Attention	Work Location	Project Summary
Jason Dosch Town of Palmer Lake Public Works Supervisor 719-499-3030	290 HWY 105 290 Highway 105, Palmer Lake, CO 80133	The removal of asbestos containing building materials to allow the cabins to be demolished
Paramount Environmental Services proposal cost and specifications are listed below		

The areas needing to be removed have been indicated by the asbestos survey provided by LTS Resources.

The following asbestos containing building materials will be removed to allow the demo permit to be signed by LTS Resources.

Interior:

- In the Long house we will be removing the asbestos containing floor tile approximately 525 SQFT.
- In each of the 6 cabins we will be scraping the asbestos popcorn texture, approximately 6,000 SQFT of removal in total. The sheetrock once scrapped of the asbestos will be left in the cabin.

Exterior:

There are no building materials on the exterior of the property that need to be removed to allow the building to be demolished.

Any non-asbestos trash or building materials needing to be moved out of the way will be left on site. Work areas will be packed out by others prior to the start of the project.

The properties will be inaccessible during the removal period.

The buildings are scheduled for demolition and will be treated that way.

Each cabin needs to be packed out by others prior to the start of our work.

The areas needing to have the asbestos removed is greater than 160 SQFT and The Colorado Department of Public Health and Environment requires a full containment. The full containment will be as follows:

Install critical barriers. All openings between the work area and the clean area will be sealed with one layer of 6-mil polyethylene sheeting.

Paramount Environmental Services



Email
ParamountEnvironmentalServices@gmail.com
Web Site
ParamountEnvironmentalServices.com

P.O. Box 31754
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Establish negative pressure. Negative pressure air filtration unit will be installed. Negative pressure of - 0.020 inches of water at a minimum will be established, monitored and maintained throughout the project.

Construction of the decontamination area. The decontamination unit will consist of three stages. A 3' X 3' clean room, a 3' X 3' shower with adjustable hot and cold water, a 3' X 3' dirty room. Each stage will be separated by staggered polyethylene flaps.

Construction of the waste load out area. The waste load out area will consist of two stages. A 3' X 3' clean room and a 3' X 3' dirty room. Each stage will be separated by staggered polyethylene flaps.

At the conclusion of the abatement action and only with critical barriers still in place an independent Certified Air Monitoring Specialist will first conduct a visual inspection of the area then run aggressive air samples. This will clear the area and allow it to be occupied again.

Water and electricity for the project will be supplied to Paramount Environmental Services at no charge. There will be a minimal of 6- 20 Amp breakers installed next to the buildings.

The Colorado Department of Public Health and Environment may require further sampling and other compliance requirements. If any additional requirements are required, it will be additional charge.

The Colorado Department of Public Health and Environment requires a 10-day permit waiting period. The Permit will be applied for upon receiving a signed contract and water and electricity has been established.

We propose hereby to furnish material, labor, equipment, and disposal required to complete this project in accordance with the above specifications for the cost:

The undersigned Customer, being the building owner or owner's representative authorizes Paramount Environmental Services to perform any and all necessary cleaning and abatement services on Customer's property located at the property address above.

Customer authorizes their Insurance Company, to pay Paramount Environmental Services solely and directly for that portion of the work covered by Customer's insurance policy.

If, for any reason, Customer receives a check from Insurance Company made payable to Customer, Customer agrees to pay Paramount Environmental Services immediately upon receipt of the check. In order to expedite payment to Paramount Environmental Services, Customer hereby appoints Paramount Environmental Services as attorney-in-fact, authorizing Paramount Environmental Services to endorse Customer's name on Insurance Company checks or drafts, and to deposit Insurance Company checks or drafts for work performed by Paramount Environmental Services.

If applicable Customer agrees to pay Customer's deductible in full that applies to this claim prior to the commencement of any work. If any amounts owing to Paramount Environmental Services are not covered by insurance, Customer agrees to pay those amounts to Paramount Environmental Services within fifteen (15) days of Customer's receipt of invoice.

It is fully understood that Customer and its agents, successors, assigns, and heirs are personally responsible for any and all deductibles and any costs not covered by insurance. Interest and finance charges will be charged at the maximum allowable by law, or at 1.5% per month on accounts over thirty

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(30) days past due. Time is of the essence. Customer agrees that Paramount Environmental Services is working for the Customer and not Customer's insurance company or any agent/adjuster.

If Customer uses a credit card to pay for all or any portion due to Paramount Environmental Services customer understands and agrees that there will be an additional charge of 3.5% for credit card merchant fee added to the amount of the credit card transaction.

Should Paramount Environmental Services bring legal action to collect monies due under the Contract or should the matter be turned over for collection, Paramount Environmental Services shall be entitled, to the fullest extent permitted under law, to reasonable legal fees and costs of any such collection attempt, in addition to any other amounts owed by Customer. Consent is hereby given for filing of mechanic's liens by Paramount Environmental Services for the work described in this contract on the property on which the work is performed if Paramount Environmental Services is not paid.

This proposal shall remain valid for 30 days. Payment is due upon completion of the project. All work will be done using state-of-the-art technologies and in strict compliance with current best practices and regulations. Any changes from above specifications will be done only upon written contract and will become an extra charge over and above this proposal.

Paramount Environmental Services

Signature Randy Clark

ACCEPTANCE OF PROPOSAL: I HAVE READ THIS AUTHORIZATION TO PERFORM SERVICES AND DIRECTION OF PAYMENT, INCLUDING THE TERMS, CONDITIONS OF SERVICE AND PRICE ARE ACCEPTED AND I AUTHORIZE PARAMOUNT ENVIRONMENTAL SERVICES TO THE WORK OUTLINED ABOVE.

Signature: _____ Date: _____

Ninety-Four Thousand Five Hundred and Seventy Dollars and Zero Cents.

\$94,570.00

This proposal shall remain valid for 30 days. Payment is due upon completion of the project. All work will be done using state-of-the-art technologies and in strict compliance with current best practices and regulations. Any changes from above specifications will be done only upon written contract and will become an extra charge over and above this proposal.

Paramount Environmental Services

Signature *Randy Clark*

ACCEPTANCE OF PROPOSAL – The outline specified above including conditions and price are accepted and I authorize Paramount Environmental Services to the work outlined above.

Signature: _____ Date: _____



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

DATE: February 8, 2024	ITEM NO.	SUBJECT: Direction for House Bill 24-1007
Presented by: Town Administrator		

Background

HB24-1007 Prohibits Residential Occupancy Limits. The bill prohibits local governments from enacting or enforcing residential occupancy limits unless those limits are tied to a minimum square footage per person requirement that is necessary to regulate safety, health, and welfare.

Mayor Havenar will explain the position of area officials and request to authorize her signature to oppose the bill.

Don Wilson
State Representative
 Colorado State Capitol
 Denver, Colorado 80203
 Office: (303)866-2737
 don.wilson.house@coleg.gov



COLORADO
HOUSE OF REPRESENTATIVES
 State Capitol
 Denver
 80203

COMMITTEES
 Member of:
 Education
 Transportation, Housing, &
 Local Government

Executive Director Maria De Cambra,

I, as well as the undersigned former and current local elected leaders, take great issue with your testimony on HB24-1007 opposing local governments.

As a former Mayor, I have looked to the Department of Local Affairs (DOLA) for support on local issues. During my service, I viewed the department as a trusted resource for our counties and municipalities. It is vital that current local officials also perceive the department in which you serve as a neutral outlet for support.

During the House Transportation, Housing, & Local Government Committee hearing on HB24-1007, the remarks you articulated as Executive Director of DOLA trouble not only myself but also those who have endorsed this letter and the many voices they advocate for. It was vividly transparent that your position was in stark opposition to the very local governments you are obligated to serve by virtue of your position.

Your statements in relation to HB24-1007 prioritize activism over the proper role of your office and contradict your department's stated mission. DOLA's objective is "strengthening Colorado's local communities" and serving as the "primary interface between the State and local communities." However, after your testimony, it appears these objectives are in question.

The bill upon which you testified seeks to strip local governments of their autonomy and force their adherence to state-imposed one-size-fits-all restrictions. This is one of many matters of grave concern for the legislature that represents a clear infringement on the authority of counties, municipalities, and other local entities. DOLA's insinuation that local governments and constituencies lack the ability to effectively manage their communities is deeply troubling. This would subvert the will of voters who have exercised their voting rights in electing their local officials and undermine the local governments under which they reside.

As the Executive Director of DOLA, I would like to see your focus shift from activist politics to the proper role of the department. DOLA was created to work with local governments, not against them. Your testimony reflects an ongoing trend of state agencies encroaching on and working against local governments. All taxpayer-funded state agencies have an obligation to recognize all levels of our state government.