



BOARD OF TRUSTEES

Thursday, May 26, 2022 at 5:00 PM

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

In-person & 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

Introductions/Presentations

1. Appreciation of Appointed Officials Years of Service
2. Summary of Special Town Address

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.

3. Minutes from May 12 and Special May 16, 2022 Meeting
4. Financials - March & April
5. Checks over \$15,000 - Timber Line (\$19,356)

Staff/Department Reports

6. Attorney
7. Administrator/Clerk

Public Comment

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

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

Public Hearing

- [8.](#) PUBLIC HEARING - Ordinance to Pass First Reading of 2020 Edition of Model Traffic Code

Business Items

- [9.](#) Special Event Application - Palmer Lake Elementary School - July 4th Fun Run (7/4)
- [10.](#) Resolution 30-2022 to Appoint Parks Commission Member (Head)
- [11.](#) Preliminary Review of PUD Amendment for Santa Fe Ridge
- [12.](#) Resolution 31-2022 to Approve MOU with Palmer Lake Fire Protective Association
- [13.](#) Resolution 32-2022 to Authorize Addendum to Palmer Lake Historical Society - Lucretia Vaile Museum Lease
- [14.](#) Ordinance 10-2022 to Pass First Reading of 2020 Edition of Model Traffic Code

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

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

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, May 12, 2022 at 5:00 PM

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

MINUTES

Call to Order LOCAL LICENSING AUTHORITY. Mayor Bass called to order the local licensing authority at 5:03 PM. Mr. Onan Floyd was introduced along with added partner, Gale Goodman-Floyd. He explained the request for a liquor license changed into his name – Under the Rose Inc., dba Journey’s End, from The Ugly Mug due to the purchase of the property. Deputy Clerk Stambaugh stated all criteria is in order for the eligibility of the applicant.

1. Change of Entity Member - The Ugly Mug LLC - Remove A. Gatti. MOTION (Stuth, Padgett) to approve the change of entity member removing Alicia Gatti. Roll call vote – aye (6); nay (0). Motion passed.

Change Entity Name - Under the Rose Inc (dba Journey's End). MOTION (Stuth, Padgett) to approve the change of entity name to Under the Rose Inc., dba Journey’s End. Roll call vote – aye (6); nay (0). Motion passed.

Change of Entity Member - Under the Rose Inc - Add G. Goodman-Floyd. Trustee Havenar inquired about the background for Ms. Goodman and staff confirmed it was checked and in order. MOTION (Stuth, Padgett) to approve the change of entity adding Gale Goodman-Floyd. Roll call vote – aye (6); nay (0). Motion passed.

Mayor Bass congratulated the new entity to the liquor license and moved on to the regular meeting.

Pledge of Allegiance

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

Introductions/Presentations

2. State of Municipal Court, Judge Ciccolella. The Judge offered some background of his 30 years in his seat as Municipal Judge and reviewed the court activity. He provided a few suggestions to the Board including an ordinance prohibiting texting – handheld use of mobile phones while driving and to adopt a current model traffic code (currently in process). Judge advised of federal laws that will impact drivers with CDL and reviewed his response in court to the parking tickets.

3. Palmer Lake Economic Development Group (PLEDG) Presentation of Four Pillars. Trustee Stuth provided background to developing PLEDG and reviewed the purpose and plans for economic development and the brand promise/experience of Palmer Lake, explaining the four pillars (art, dining,

outdoor, history) and reviewed a four-part strategic plan. Jina Brenneman explained the current activity of the arts group. Trustee Havenar and Lani Moore reviewed the upcoming events.

Mayor Bass thanked Trustee Stuth and Havenar and all volunteers for their diligent work.

Consent Agenda. MOTION (Havenar, Stuth) to approve the consent agenda of 4) Minutes from April 28, 2022 Meeting. Roll call vote – aye (6); nay (0). Motion passed.

Staff/Department Reports. Reports were reviewed – 5) Water – it was noted that by mid-April, the town is out of priority and unable to add water to the lake; 6) Public Works including Roads & Park Maintenance (noting Parks report on the tabletop); 7) Police; 8) Fire – Chief McCarthy added that the Fire department accepted a donated stretcher as well as used bunker gear; 140 hours of training were complete; and the crew successfully managed a car fire Friday evening. Trustee Stuth inquired about concern of the reservoir access road and Chief stated it is being patrolled. The Board suggested to add signs at each gate and at the trailhead. Chief noted he prefer closing the roadway, a resident from the public disagreed with his position. 9) Administration (noting the land use report on the tabletop and the parking kiosk revenue of \$4400); 10) Attorney – no report.

11. Administrator/Clerk. Collins thanked all the attendees to the ribbon cutting ceremony on Saturday, especially Mr. Wayne Russert for restoring the two exterior signs to the Town Hall, staff for managing the set up, and Mayor Bass and Trustees Havenar and Stuth for participating. Collins reported that quotes are still being worked on for the library repair of eaves/roof. Review of the guiding principles and policies is taking place for the Master Plan and the RFP is being finalized to accept proposals for the elephant rock property.

Public Comment. Mr. Roger Mosely, resident of 30 years, expressed concern of safety with the short-term rental code using conditional use in residential zoning for square footage for multifamily living and pointed out discrepancies of the code.

Rachel introduced herself and her business, Luna Hair and Company, new to the Town.

Public Hearing

12. PUBLIC HEARING (Continued) - Application for ROW Vacation, Loveland Slope (171 Shady Ln). Mr. Gene Kalesti provide a brief summary to the Trustees and Attorney Krob clarified a few remarks provided for the record. Mayor Bass addressed Mr. Paige (179 Shady Ln) regarding the corner of his property to assist in developing Fowler Branch. Surveyor Jim Brinkman identified the total square footage of approximately 1900 square feet. Discussion took place about a required easement for utilities as well as drainage. Attorney Krob offered the suggestion to add the corner access for Fowler Branch. Ms. Pattie Brooks reiterated the use of the undeveloped right of way by the Brooks family to their cabin on Fowler Branch. Discussion took place about an exchange of property in the amount up to half the right of way – about 975 square feet to dedicate to town. Mr. Randy Perry stated his plans for access to lots 9 and 10 from Fowler Branch. Discussion took place about a late-comers agreement for the developer.

Mayor Bass recessed for a break at 7:35 PM.

Business Items

13. Ordinance 8-2022 to Vacate ROW (Loveland Slope). Discussion continued of an appropriate motion to include the elements discussed for the vacation. MOTION (Havenar, Padgett) to approve Ordinance 8-2022 to vacate the undeveloped Loveland Slope ROW with the condition to add a deed

restriction to Block 9 (179 Shady Lane) to dedicate up to 974.5 square feet of the corner to the town at the time of developing Fowler Branch; and include a utility and drainage easement to the ROW. Roll call vote – aye (6); nay (0). Motion passed.

14. Ordinance 9-2022 to Amend Section 5.10 Relating to Short Term Rental. Staff noted that the code will continue to be reviewed as applications for STR are accepted and consider Mr. Mosely's feedback to the adopted ordinance. MOTION (Farr, Currier) to approve Ordinance 9-2022 to amend the short-term rental code. Roll call vote – aye (6); nay (0). Motion passed.

15. Resolution 29-2022 to Accept the Final High Street Drainage Study. The final study was provided to the Board members on their tabletop. Mr. Mark Morton of GMS Engineering explained the third alternative – a phased approach to the underground solution for stormwater management. Collins reported that ARPA funds were applied for to address a first phase of this work. MOTION (Havenar, Padgett) to approve Resolution 29-2022 including the third alternative. Roll call vote – aye (6); nay (0). Motion passed.

16. Resolution 27-2022 to Award the Erosion Repair Project (Pedestrian Bridge). Review of the quotes included the recommended contractor Munson Landscaping for an amount not to exceed \$9,675. Mr. Hulsmann stated that Awake Palmer Lake will assist with funds for the repair. MOTION (Havenar, ??) to approve Resolution 27-2022 awarding the project to Munson Landscaping. Roll call vote – aye (5); nay (1 - Farr). Motion passed.

17. Resolution 28-2022 to Award the Exclusion Fence Project (Pedestrian Bridge/RR). Review of the quotes included a recommendation to award the work to Peak Fencing. Mr. Hulsmann stated that Awake Palmer Lake will not fund the work due to the location of the fence. Collins noted there are available funds saved from the Town Hall project and elephant rock improvement funds in excess of the needed \$30,000. Extensive discussion took place about the desired placement versus the approved contract drawings. Hulsmann offered Awake the Lake funds to fight the railroad for proper placement. Collins expressed concern to complete the obligation of the contract to close the project, as the fence location on the approved drawings does not impact the current use of the area. Discussion ensued about the original intent, considering a change order to be brought to the railroad, and ongoing pressure from the railroad to complete and close the project otherwise possible closing the bridge by PUC. Collins stated the project could be closed with this requirement and begin a new project to identify use of the area to consider. MOTION (Bass, Farr) to approve Resolution 28-2022 to award to Peak Fencing. Roll call vote – aye (1); nay (5 – Farr, Currier, Havenar, Stuth, Padgett). Motion failed. Discussion continued about modification of the original drawings to be issued as a change to the railroad. MOTION (Bass, Havenar) to approve Resolution 28-2022 with the condition that prior to the installation, an attempt with new drawings for placement two feet from the original fencing be presented to the railroad. Roll call vote – aye (5); nay (1 - Currier). Motion passed.

18. Restate & Encourage Water Conservation Guidelines. Discussion took place about reminding the public to conserve water.

Board Reports

Next Meeting (May 26) and Future Items (Review Initiative Dates). Collins distributed the draft schedule of meetings to review initiatives.

Convene to Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible property trade/sale. MOTION (Stuth, Farr) to convene to executive session at 9:07 PM. Roll call vote – aye (6); nay (0). Motion passed.

Reconvene to Open Session. MOTION (Carrier, Stuth) to reconvene to open at 9:37 PM. Roll call vote – aye (6); nay (0). Motion passed.

Adjourn. MOTION (Havenar, Farr) to adjourn at 9:38 PM. Motion passed.

William Bass, Mayor

ATTEST: Dawn A. Collins, Town Clerk



BOARD OF TRUSTEES MEETING - SPECIAL MEETING

Monday, May 16, 2022 at 4:00 PM

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

MINUTES

Call to Order. Mayor Bass called the meeting to order at 4:03 PM.

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

Business Items

1. Clarify/Reconsider Action on Resolution to Award Fence Installation Project. Discussion took place about the action on this item moved by the Board at the 5/12 meeting. It was clarified that, if the proposed drawing to install fencing approximately two feet from the existing fencing labeled as “old wire strand fence” is not accepted by the railroad, the exhibits in the agreement contract will be fulfilled.

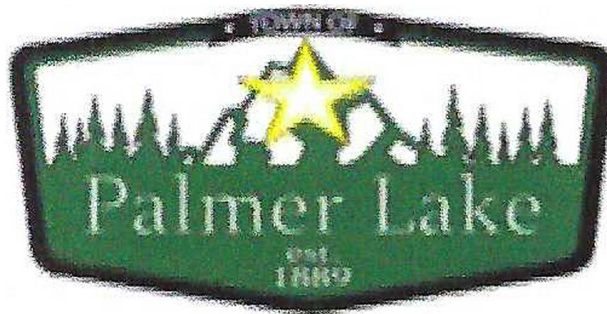
Convene to Executive Session with SITE VISIT - for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – possible property trade/sale – MOTION (Bass, Stuth) to convene to executive session at approximately 4:15 PM. Motion passed 4-0.

Reconvene to Open Session / Adjourn. Meeting adjourned on-site approximately 4:45 PM.

Mayor Bill Bass

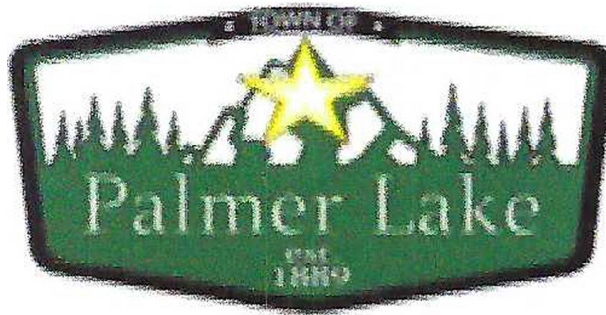
ATTEST: Dawn A. Collins, Town Clerk

TOWN OF PALMER LAKE
Financial Statements
March 2022
Unaudited



CASH POSITION

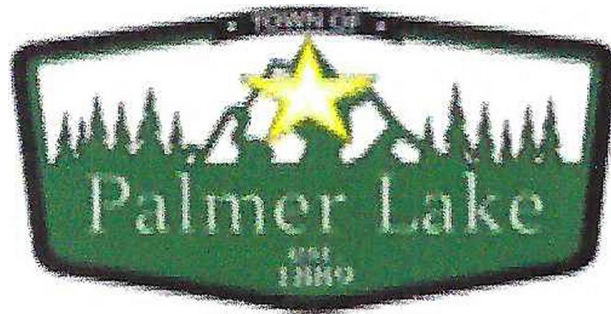
March 31, 2022



TOWN OF PALMER LAKE				
Schedule of Cash Position				
March 31, 2022				
FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CHECKING / SAVINGS	BANK RATE	BALANCE
OPERATING FUNDS:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,040,466
<i>* Restricted - Operating Reserve - 3 months (\$582,475)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,021,421
<i>* Restricted - Operating Reserve - 3 months (\$236,018)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	0.25%	\$ 977,323
Subtotal - Operating Funds				\$ 3,039,209
RESTRICTED FUNDS:				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	0.25%	\$ 177,380
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	0.25%	\$ 197,570
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	0.25%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	0.25%	\$ 105,495
Colorado Trust (ColoTrust)	CTF Reserve	Savings	0.25%	\$ 27,095
Subtotal - Restricted Funds				\$ 507,547
TOTAL				\$ 3,546,756

GENERAL FUND

March 2022



TOWN OF PALMER LAKE

Item 4.

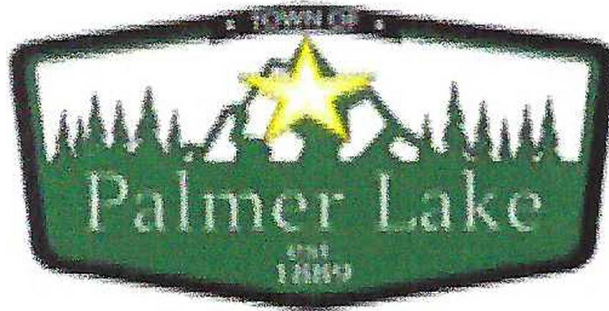
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the Three Months Ended March 31, 2022 UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
Taxes	\$ 2,090,342	\$ 671,195	\$ (1,419,147)	32%
Fees and Licenses	191,900	33,128	(158,772)	17%
Intergovernmental	26,100	960	(25,140)	4%
Fines	70,900	8,179	(62,721)	12%
Interest income	12,000	398	(11,602)	3%
Departmental	7,000	1,210	(5,790)	17%
Miscellaneous income	170,100	4,241	(165,859)	2%
Total Revenue	\$ 2,568,342	\$ 719,311	\$ (1,849,031)	28%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 179,369	\$ 42,512	\$ 136,857	24%
Professional Services	315,785	110,814	204,971	35%
General Administration	605,730	154,182	451,548	25%
Total General and Administrative	\$ 1,100,885	\$ 307,508	\$ 793,376	28%
Police Department				
Salaries and Benefits	\$ 588,861	\$ 119,037	\$ 469,824	20%
Professional Services	-	-	-	0%
General Administration	60,470	4,550	55,920	8%
Total Police Department	\$ 649,331	\$ 123,587	\$ 525,744	19%
Fire Department				
Salaries and Benefits	\$ 464,572	\$ 99,882	\$ 364,690	21%
Professional Services	-	-	-	0%
General Administration	73,050	10,352	62,698	14%
Total Fire Department	\$ 537,622	\$ 110,234	\$ 427,388	21%
Roads Department				
Salaries and Benefits	\$ 187,002	\$ 43,763	\$ 143,239	23%
Professional Services	20,000	875	19,125	4%
General Administration	388,071	22,314	365,757	6%
Total Roads Department	\$ 595,073	\$ 66,952	\$ 528,121	11%
Parks Department				
Salaries and Benefits	\$ 62,231	\$ 1,751	\$ 60,480	3%
General Administration	23,200	9,125	14,075	39%
Total Parks Department	\$ 85,431	\$ 10,876	\$ 74,555	13%
Total Expenditures	\$ 2,968,341	\$ 619,157	\$ 2,349,184	21%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (400,000)	\$ 100,154	\$ 500,153	
FUND BALANCE - BEGINNING OF YEAR - estimated		\$ 2,783,287		
FUND BALANCE - ENDING - 3.31.22		\$ 2,883,441		
Less:				
Restricted:				
Operating Reserve - 3 months		(582,475)	<i>Note 1</i>	
Fire - CIP Reserve		(105,495)		
FUND BALANCE - 3.31.22 - Unrestricted		\$ 2,195,471		

Note 1: A 12 Month Operating Reserve would be Optimum

WATER ENTERPRISE FUND

March 2022



TOWN OF PALMER LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN
FUNDS AVAILABLE - BUDGET AND ACTUAL
WATER ENTERPRISE FUND
For the Three Months Ended March 31, 2022
UNAUDITED

	<u>2022 Adopted Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget (YTD 25%)</u>
REVENUE				
Water Revenue	\$ 1,198,500	\$ 264,129	\$ (934,371)	22%
Water Fees	71,957	13,457	(58,500)	19%
Water Taps	200,000	-	(200,000)	0%
Late Fees	-	5,383	5,383	0%
Water Meters	6,500	-	(6,500)	0%
Interest	3,000	132	(2,868)	4%
Total Revenue	<u>\$ 1,479,957</u>	<u>\$ 283,101</u>	<u>\$ (1,196,856)</u>	<u>19%</u>
EXPENDITURES				
Salaries and Benefits	\$ 454,797	\$ 99,998	\$ 354,799	22%
Professional Services	127,500	17,614	109,886	14%
Administrative	183,450	66,905	116,545	36%
Operations	874,054	58,756	815,298	7%
Debt Service	183,229	11,500	171,729	6%
Total Expenditures	<u>\$ 1,823,030</u>	<u>\$ 254,773</u>	<u>\$ 1,568,257</u>	<u>14%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (343,072)</u>	<u>\$ 28,328</u>	<u>\$ 371,401</u>	
FUNDS AVAILABLE - BEGINNING OF YEAR - estimated		<u>\$ 658,203</u>		
FUNDS AVAILABLE - ENDING - 3.31.22		<u>\$ 686,531</u>		
Less:				
Restricted:				
Operating Reserve - 3 months(CWR&PDA Loan Requirement)		(236,018)	<i>Note 1</i>	
Water Loan Reserve		(197,570)		
Water Reserve - 2010		<u>(177,380)</u>		
FUNDS AVAILABLE - 3.31.22 - Unrestricted		<u><u>\$ 75,563</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND
March 2022



TOWN OF PALMER LAKE

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

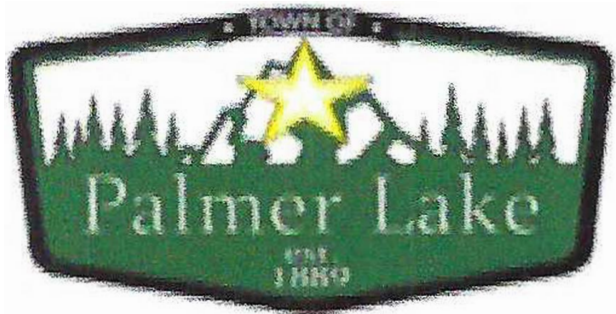
CONSERVATION TRUST FUND

For the Three Months Ended March 31, 2022

UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
State Shared Revenue	\$ 44,406	\$ -	\$ (44,406)	0%
Interest/Miscellaneous income	-	10	10	0%
Total Revenue	<u>\$ 44,406</u>	<u>\$ 10</u>	<u>\$ (44,396)</u>	<u>0%</u>
EXPENDITURES				
Salaries and Benefits	\$ 18,774	\$ 2,212	\$ 16,562	12%
Administrative	25,630	1,008	24,622	4%
Total Expenditures	<u>\$ 44,405</u>	<u>\$ 3,220</u>	<u>\$ 41,184</u>	<u>7%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 1</u>	<u>\$ (3,210)</u>	<u>\$ (3,212)</u>	
FUND BALANCE - BEGINNING OF YEAR - estimated		<u>\$ 35,914</u>		
FUND BALANCE - ENDING - 3.31.22 - Restricted		<u><u>\$ 32,704</u></u>		

GRANTS AND DONATIONS FUND
March 2022



TOWN OF PALMER LAKE

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

For the Three Months Ended March 31, 2022

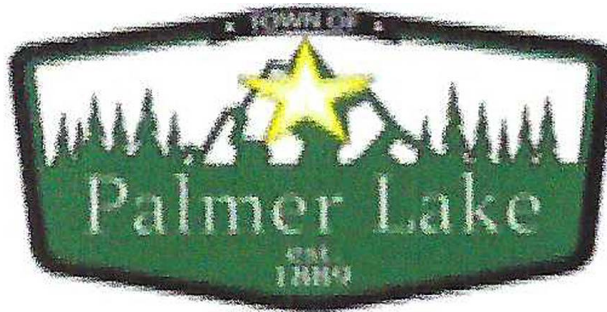
UNAUDITED

For Information Purposes Only

	2022 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 25%)
REVENUE				
FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
Fire Mitigation Grant	50,000	-	(50,000)	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	(15,000)	0%
CDOT Bridge Rehab	200,000	-	(200,000)	0%
CDOT PL Elementary Road Improvements	176,590	-	(176,590)	0%
American Rescue Plan	376,145	-	(376,145)	0%
Police Donations/ Grants	59,437	6,683	(52,754)	11%
Parks Donations/ Grants	1,000	4,706	3,706	471%
Total Revenue	<u>\$ 892,172</u>	<u>\$ 11,389</u>	<u>\$ (880,783)</u>	<u>1%</u>
EXPENDITURES				
General Administrative				
Grants Expense- DOLA / GOCO	\$ -	\$ -	\$ -	0%
Total General Administrative Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Police Department Expenditures				
Grant Expense	\$ 59,537	\$ -	\$ 59,537	0%
Total Police Department Expenditures	<u>\$ 59,537</u>	<u>\$ -</u>	<u>\$ 59,537</u>	<u>0%</u>
Fire Department Expenditures				
Grants Expense	\$ -	\$ 10,788	\$ (10,788)	0%
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ 10,788</u>	<u>\$ (10,788)</u>	<u>0%</u>
Roads Department Expenditures				
CDOT Bridge Rehab	\$ 200,000	\$ -	\$ 200,000	0%
CDOT PL Elementary Road Improvements	176,590	-	176,590	0%
Grants Expense- Douglas	13,900	-	13,900	0%
Total Roads Department Expenditures	<u>\$ 390,490</u>	<u>\$ -</u>	<u>\$ 390,490</u>	<u>0%</u>
Parks Department Expenditures				
Parks Committee (donations)	\$ 1,000	\$ -	\$ 1,000	0%
Fire Mitigation CUSP	50,000	-	50,000	0%
Grants Expense	-	-	-	0%
Total Parks Department Expenditures	<u>\$ 51,000</u>	<u>\$ -</u>	<u>\$ 51,000</u>	<u>0%</u>
Water Department Expenditures				
American Rescue Plan	\$ 376,145	\$ -	\$ 376,145	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	15,000	0%
Total Water Department Expenditures	<u>\$ 391,145</u>	<u>\$ -</u>	<u>\$ 391,145</u>	<u>0%</u>
Total Expenditures	<u>\$ 892,172</u>	<u>\$ 10,788</u>	<u>\$ 881,384</u>	
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 11,389</u>	<u>\$ 601</u>	

Check Register

March 2022



Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2022 3/31/2022
 Vendor ID First Last Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

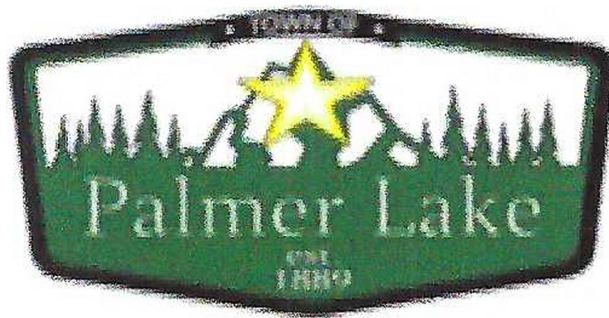
Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47874	AMCOBI	American Conservation & Billin	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$1,186.34
47875	AMCOBIIT	American Conservation & Billin	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$3,658.00
47876	FURRERANDE	Ande Furrer	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$50.28
47878	BH	Black Hills Energy	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$1,841.33
47879	BRADLEYEXCAVATI	Bradley Excavating Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$2,740.00
47880	CITYOFFORTCOLLI	City of Fort Collins	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$90.00
47881	CKT	Common Knowledge Technology	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$2,190.00
47882	COREANDMAIN	Core & Main LLP	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$14,567.35
47883	COREELECTRICCOO	Core Electric Cooperative	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$9,261.31
47884	DANAKEPNERCOMPA	Dana Kepner Company, LLC	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$4,654.49
47885	DPCINDUSTRIES	DPC Industries, Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$70.00
47886	DTITRUCKS	DTI Trucks	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$8,951.29
47887	ESO	ESO Solutions, Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$208.53
47888	FORSGENASSOCIAT	Forsgren Associates Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$300.75
47889	FAC	Fromm & Company LLC	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$6,460.50
47890	CICCOLELLAJOHN	John Ciccolella	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$320.00
47891	L.N.CURTISANDSO	L.N. Curtis and sons	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$191.58
47892	MAZZELLA	Mazzella Denver Wire Rope	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$451.07
47893	SAFELITE	Safelite Fulfillment, Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$246.32
47894	SPRINGSFASTNERC	Springs Fastner Co.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$50.00
47895	T2SYSTEMS	T2 Systems Canada Inc.	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$140.00
47896	XEROX	Xerox Business Solutions South	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$611.15
47897	XFINITY	Xfinity	3/3/2022	COBANK-CKG 9495	PMCHK00000013	\$104.85
47898	ACTIVE911,INC.	Active911, Inc.	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$325.00
47899	AT&TMOBILITY	AT & T Mobility	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$1,532.88
47900	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC.	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$187.50
47901	COREANDMAIN	Core & Main LLP	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$47,584.99
47902	COREELECTRICCOO	Core Electric Cooperative	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$1,017.50
47903	GUNCLEANERSOFCO	Gun Cleaners of Colorado LLC	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$126.00
47904	HOMEDEPOTCREDIT	Home Depot Credit Services	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$211.31
47905	INTELLICHOICE	Intellicochoice, Inc.	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$4,813.40
47906	PAPERROLLPRODUC	Paper Roll Products	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$83.80
47907	PAVEMENTREPAIR	Pavement Repair & Supplies, In	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$1,137.50
47908	PERRY,ROBERT	Robert Perry	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$251.74
47909	UNCC	Utility Notification Center of	3/11/2022	COBANK-CKG 9495	PMCHK00000014	\$46.02
47910	ACOOLBREEZE	A Cool Breeze Heating & Air Co	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$230.00
47911	AIRGAS	Airgas USA, LLC	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$328.50
47912	AMERICANPORTABL	American Portable Services	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$465.00
47913	CENTURYLINK	CenturyLink	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$208.73
47914	COMCAST	Comcast	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$193.35
47915	CKT	Common Knowledge Technology	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$7,075.98
47916	DPCINDUSTRIES	DPC Industries, Inc.	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$70.00
47917	DTITRUCKS	DTI Trucks	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$4,384.42
47918	EVOQUA	Evoqua Water Technologies LLC	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$1,250.00
47919	FOUNTAINCREEKWA	Fountain Creek Watershed, Floo	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$992.00
47920	GALLS	Galls, LLC	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$142.40
47921	GFLENVIRONMENTA	GFL Environmental	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$167.14
47922	HELLOHOUSEKEEPI	Hello Housekeeping	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$560.00
47923	CICCOLELLAJOHN	John Ciccolella	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$320.00
47924	L.N.CURTISANDSO	L.N. Curtis and sons	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$10,787.76
47925	LUMEN	Level 3 Communications, LLC	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$520.55
47926	MES	Municipal Emergency Svcs	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$1,886.25
47927	FLEETCENTER	MyFleetCenter.com	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$75.21
47928	OREILLY	O'Reilly	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$97.58
47929	ORKIN	Orkin	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$683.00
47930	PALMERLAKEELEME	Palmer Lake Elementary	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$87.00

* Voided Checks

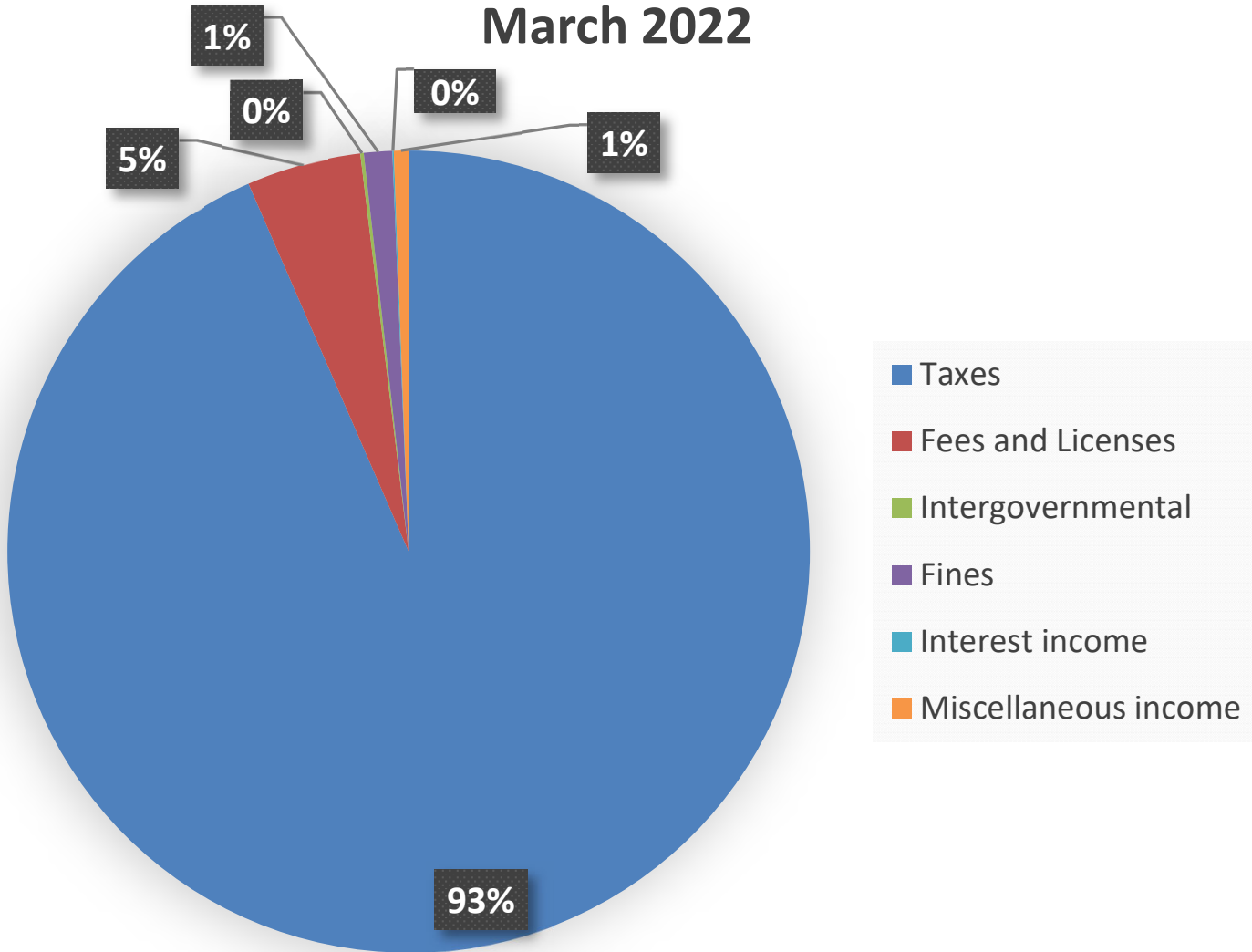
Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47931	PALMERLAKESANIT	Palmer Lake Sanitation	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$1,129.94
47932	RHINEHARTOIL	Rhinehart Oil Co., LLC	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$3,118.82
47933	TNPARKERCONSTRU	TN Parker Construction	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$53,339.07
47934	WELLS&WEST	Wells & West General Contracto	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$20,501.67
47935	XEROX	Xerox Business Solutions South	3/24/2022	COBANK-CKG 9495	PMCHK00000027	\$55.29
Total Checks: 61						Total Amount of Checks: \$224,333.24

CHARTS

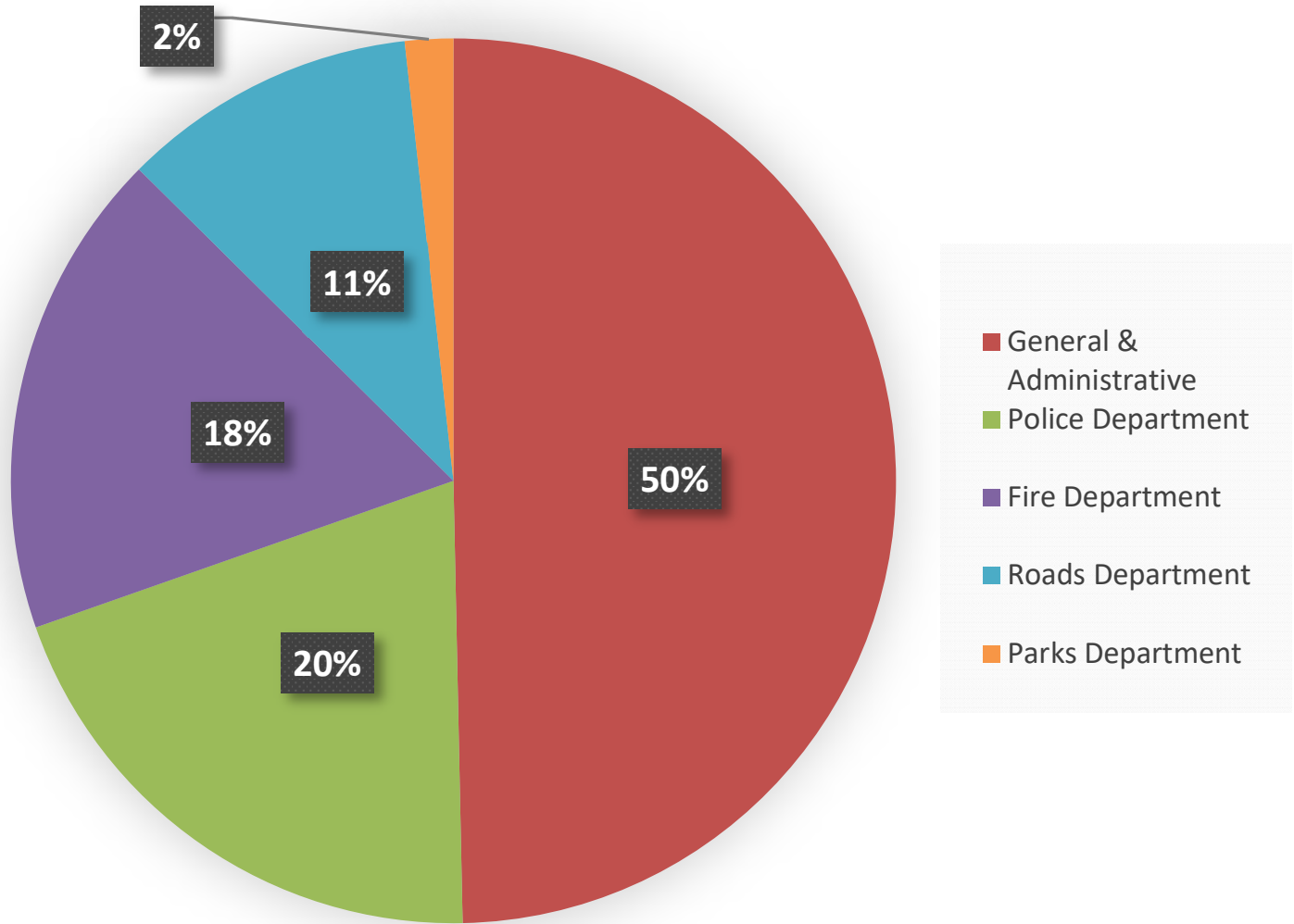
March 2022



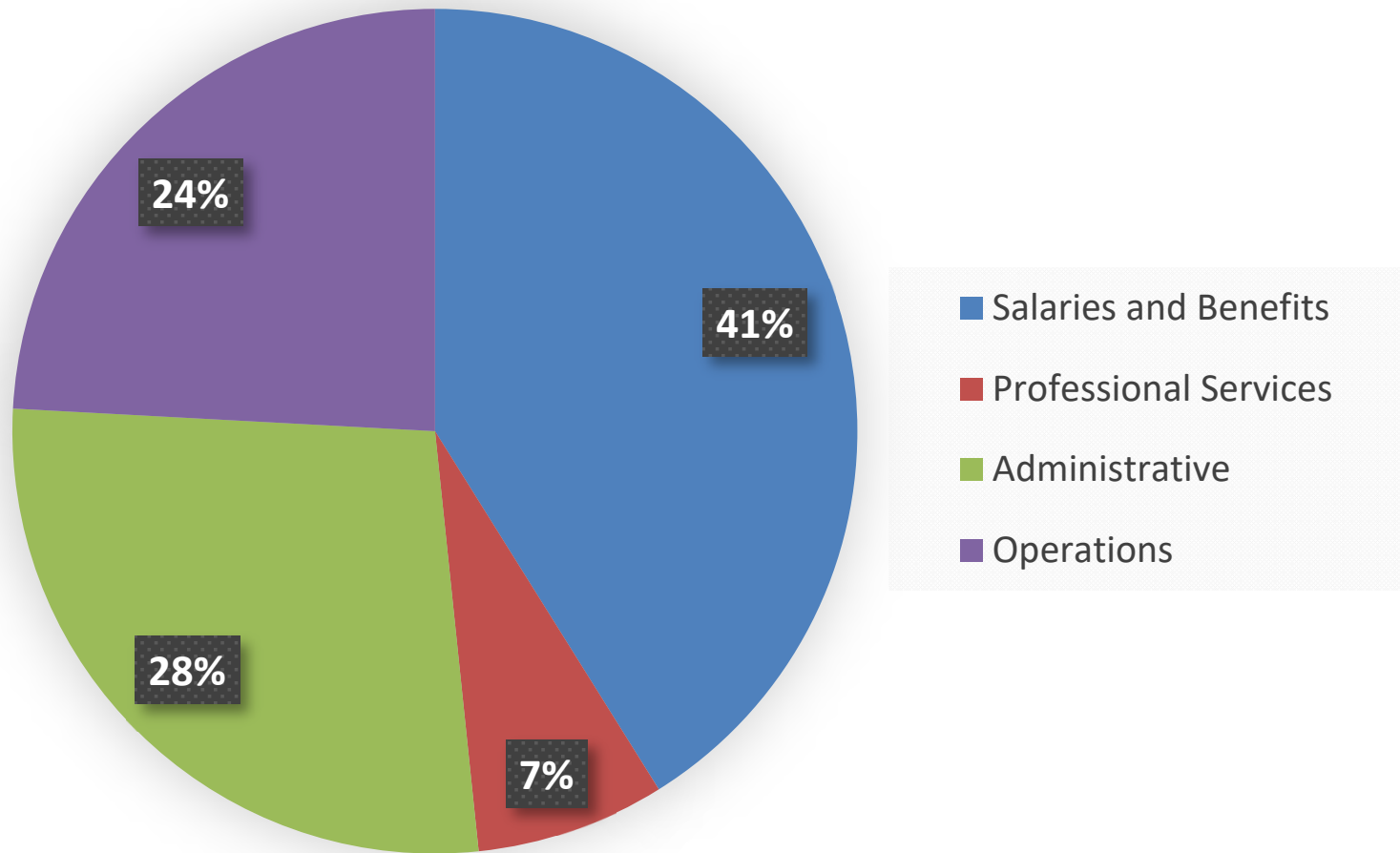
General Fund Revenue Breakdown March 2022



General Fund Expenditure Breakdown March 2022



Water Enterprise Fund Expenditure Breakdown March 2022



TOWN OF PALMER LAKE
Financial Statements
April 2022
Unaudited



CASH POSITION

April 30, 2022



TOWN OF PALMER LAKE				
Schedule of Cash Position				
April 30, 2022				
FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CHECKING / SAVINGS	BANK RATE	BALANCE
OPERATING FUNDS:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,052,829
<i>* Restricted - Operating Reserve - 3 months (\$582,475)</i>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,031,629
<i>* Restricted - Operating Reserve - 3 months (\$236,018)</i>				
Colorado Trust (ColoTrust)	General Fund	Savings	0.25%	\$ 977,683
Subtotal - Operating Funds				\$ 3,062,142
RESTRICTED FUNDS:				
Colorado Trust (ColoTrust)	Water Reserve 2010	Savings	0.45%	\$ 177,445
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	0.45%	\$ 197,643
Colorado Trust (ColoTrust)	Police CIP Reserve	Savings	0.45%	\$ 7
Colorado Trust (ColoTrust)	Fire CIP Reserve	Savings	0.45%	\$ 105,534
Colorado Trust (ColoTrust)	CTF Reserve	Savings	0.45%	\$ 27,105
Subtotal - Restricted Funds				\$ 507,735
TOTAL				\$ 3,569,876

GENERAL FUND

April 2022



TOWN OF PALMER LAKE

Item 4.

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

For the Four Months Ended April 30, 2022
UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Taxes	\$ 2,090,342	\$ 943,255	\$ (1,147,087)	45%
Fees and Licenses	191,900	108,380	(83,520)	56%
Intergovernmental	26,100	3,554	(22,546)	14%
Fines	70,900	14,000	(56,900)	20%
Interest income	12,000	1,393	(10,607)	12%
Departmental	7,000	1,532	(5,468)	22%
Miscellaneous income	170,100	23,606	(146,494)	14%
Total Revenue	\$ 2,568,342	\$ 1,095,720	\$ (1,472,622)	43%
EXPENDITURES				
General and Administrative				
Salaries and Benefits	\$ 179,369	\$ 56,238	\$ 123,131	31%
Professional Services	315,785	131,316	184,469	42%
General Administration	605,730	242,752	362,978	40%
Total General and Administrative	\$ 1,100,885	\$ 430,306	\$ 670,578	39%
Police Department				
Salaries and Benefits	\$ 588,861	\$ 157,574	\$ 431,287	27%
Professional Services	-	-	-	0%
General Administration	60,470	6,910	53,560	11%
Total Police Department	\$ 649,331	\$ 164,484	\$ 484,847	25%
Fire Department				
Salaries and Benefits	\$ 464,572	\$ 133,270	\$ 331,302	29%
Professional Services	-	-	-	0%
General Administration	73,050	16,372	56,678	22%
Total Fire Department	\$ 537,622	\$ 149,642	\$ 387,980	28%
Roads Department				
Salaries and Benefits	\$ 187,002	\$ 55,499	\$ 131,503	30%
Professional Services	20,000	1,030	18,970	5%
General Administration	388,071	27,758	360,313	7%
Total Roads Department	\$ 595,073	\$ 84,287	\$ 510,786	14%
Parks Department				
Salaries and Benefits	\$ 62,231	\$ 1,925	\$ 60,306	3%
General Administration	23,200	3,804	19,396	16%
Total Parks Department	\$ 85,431	\$ 5,729	\$ 79,702	7%
Total Expenditures	\$ 2,968,341	\$ 834,448	\$ 2,133,893	28%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (400,000)	\$ 261,272	\$ 661,271	
FUNDS BALANCE - BEGINNING OF YEAR - estimated		\$ 2,783,287		
FUNDS BALANCE - END OF YEAR		\$ 3,044,559		
Less:				
Restricted:				
Operating Reserve - 3 months		(582,475)	<i>Note 1</i>	
Fire - CIP Reserve		(105,465)		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		\$ 2,356,619		

Note 1: A 12 Month Operating Reserve would be Optimum

WATER ENTERPRISE FUND

April 2022



TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL WATER ENTERPRISE FUND For the Four Months Ended April 30, 2022 UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Water Revenue	\$ 1,198,500	\$ 356,566	\$ (841,934)	30%
Water Fees	71,957	17,998	(53,959)	25%
Water Taps	200,000	-	(200,000)	0%
Late Fees	-	7,142	7,142	0%
Water Meters	6,500	-	(6,500)	0%
Interest	3,000	270	(2,730)	9%
Miscellaneous	-	525	525	0%
Total Revenue	<u>\$ 1,479,957</u>	<u>\$ 382,501</u>	<u>\$ (1,097,456)</u>	<u>26%</u>
EXPENDITURES				
Salaries and Benefits	\$ 454,797	\$ 128,305	\$ 326,492	28%
Professional Services	127,500	23,364	104,136	18%
Administrative	183,450	88,438	95,012	48%
Operations	874,054	60,062	813,992	7%
Debt Service	183,229	98,070	85,159	54%
Total Expenditures	<u>\$ 1,823,030</u>	<u>\$ 398,239</u>	<u>\$ 1,424,791</u>	<u>22%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (343,072)</u>	<u>\$ (15,738)</u>	<u>\$ 327,335</u>	
FUNDS AVAILABLE - BEGINNING OF YEAR - estimated		<u>\$ 658,203</u>		
FUNDS AVAILABLE - END OF YEAR		<u>\$ 642,465</u>		
Less:				
Restricted:				
Operating Reserve - 3 months(CWR&PDA Loan Requirement)		(236,018)	<i>Note 1</i>	
Water Loan Reserve		(197,513)		
Water Reserve - 2010		<u>(177,329)</u>		
FUNDS AVAILABLE - END OF YEAR - Unrestricted		<u><u>\$ 31,605</u></u>		

Note 1: A 12 Month Operating Reserve would be Optimum

CONSERVATION TRUST FUND

April 2022



TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Four Months Ended April 30, 2022 UNAUDITED

	2022 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
State Shared Revenue	\$ 44,406	\$ 9,126	\$ (35,280)	21%
Interest/Miscellaneous income	-	20	20	0%
Total Revenue	<u>\$ 44,406</u>	<u>\$ 9,146</u>	<u>\$ (35,260)</u>	<u>21%</u>
EXPENDITURES				
Salaries and Benefits	\$ 18,774	\$ 3,514	\$ 15,260	19%
Administrative	25,630	1,008	24,622	4%
Total Expenditures	<u>\$ 44,405</u>	<u>\$ 4,522</u>	<u>\$ 39,882</u>	<u>10%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 1</u>	<u>\$ 4,624</u>	<u>\$ 4,622</u>	
FUND BALANCE - BEGINNING OF YEAR - estimated		<u>\$ 35,914</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 40,538</u></u>		

GRANTS AND DONATIONS FUND

April 2022



TOWN OF PALMER LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN
FUNDS AVAILABLE - BUDGET AND ACTUAL
GRANTS & DONATIONS
For the Four Months Ended April 30, 2022
UNAUDITED

For Information Purposes Only

	2022 Budget	YTD Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
FPPA Matching Funds	\$ 14,000	\$ -	\$ (14,000)	0%
Fire Mitigation Grant	50,000	-	(50,000)	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	(15,000)	0%
CDOT Bridge Rehab	200,000	-	(200,000)	0%
CDOT PL Elementary Road Improvements	176,590	-	(176,590)	0%
American Rescue Plan	376,145	-	(376,145)	0%
Fire Grants	-	15,365	15,365	0%
Police Donations/ Grants	59,437	36,340	(23,097)	61%
Parks Donations/ Grants	1,000	8,595	7,595	860%
Total Revenue	<u>\$ 892,172</u>	<u>\$ 60,300</u>	<u>\$ (831,872)</u>	<u>7%</u>
EXPENDITURES				
General Administrative				
Grants Expense- DOLA / GOCO	\$ -	\$ -	\$ -	0%
Total General Administrative Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Police Department Expenditures				
Grant Expense	\$ 59,537	\$ 17,065	\$ 42,472	29%
Total Police Department Expenditures	<u>\$ 59,537</u>	<u>\$ 17,065</u>	<u>\$ 42,472</u>	<u>29%</u>
Fire Department Expenditures				
Grants Expense	\$ -	\$ 10,788	\$ (10,788)	0%
Total Fire Department Expenditures	<u>\$ -</u>	<u>\$ 10,788</u>	<u>\$ (10,788)</u>	<u>0%</u>
Roads Department Expenditures				
CDOT Bridge Rehab	\$ 200,000	\$ -	\$ 200,000	0%
CDOT PL Elementary Road Improvements	176,590	-	176,590	0%
Grants Expense- Douglas	13,900	-	13,900	0%
Total Roads Department Expenditures	<u>\$ 390,490</u>	<u>\$ -</u>	<u>\$ 390,490</u>	<u>0%</u>
Parks Department Expenditures				
Parks Committee (donations)	\$ 1,000	\$ -	\$ 1,000	0%
Fire Mitigation CUSP	50,000	-	50,000	0%
Grants Expense	-	-	-	0%
Total Parks Department Expenditures	<u>\$ 51,000</u>	<u>\$ -</u>	<u>\$ 51,000</u>	<u>0%</u>
Water Department Expenditures				
American Rescue Plan	\$ 376,145	\$ -	\$ 376,145	0%
DOLA EIAF Water Sys- PER Grant	15,000	-	15,000	0%
Total Water Department Expenditures	<u>\$ 391,145</u>	<u>\$ -</u>	<u>\$ 391,145</u>	<u>0%</u>
Total Expenditures	<u>\$ 892,172</u>	<u>\$ 27,853</u>	<u>\$ 864,319</u>	
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 43,235</u>	<u>\$ 32,447</u>	

Check Register

April 2022



Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2022 4/30/2022
 Vendor ID First Last Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495
 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
47936	AMCOBI	American Conservation & Billin	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$1,301.23
47937	AMCOBIIT	American Conservation & Billin	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$3,810.50
47938	AT&TMOBILITY	AT & T Mobility	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$7,989.59
47939	BBAWATERCONSULT	Bishop-Brogden Associates, Inc	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$2,177.08
47940	BH	Black Hills Energy	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$1,838.51
47941	CHAVEZCONSULTIN	Chavez Consulting Inc., LLC.	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$375.00
47942	CIRSA	Cirsa	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$25,009.00
47943	COLORADODIVISIO	Colorado Division of Fire Prev	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$60.00
47944	CSS&L	Colorado State Safe & Lock	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$132.00
47945	CKT	Common Knowledge Technology	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$5,132.00
47946	COMMUNITYMATTER	Community Matters Institute	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$15,000.00
47947	COREANDMAIN	Core & Main LLP	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$70.08
47948	COREELECTRICCOO	Core Electric Cooperative	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$9,187.74
47949	LEWANDOWSKI,DAR	Darin Lewandowski	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$425.00
47950	EMERGENCYNETWOR	Emergency Network Security Sys	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$61.00
47951	HARKER,EMILE	Emilie Harker	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$500.00
47952	EVOQUA	Evoqua Water Technologies LLC	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$1,250.00
47953	FAC	Fromm & Company LLC	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$7,177.50
47954	GREASEMONKEY	Grease Monkey	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$227.09
47955	GUNCLEANERSOFCO	Gun Cleaners of Colorado LLC	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$38.00
47956	HIGHPOINTNETWOR	High Point Networks	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$41.25
47957	HOMEDEPOTCREDIT	Home Depot Credit Services	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$78.06
47958	KROBLAWOFFICES	Krob Law Office, LLC	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$15,614.00
47959	UCHEALTH	Memorial Health System	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$320.31
47960	ORKIN	Orkin	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$1,239.95
47961	SGS	SGS North America, Inc.	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$401.72
47962	SPRINGSFASTNERC	Springs Fastner Co.	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$80.45
47963	STERICYCLE	Stericycle, Inc.	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$105.00
47964	T2SYSTEMS	T2 Systems Canada Inc.	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$70.00
47965	XFINITY	Xfinity	4/7/2022	COBANK-CKG 9495	PMCHK00000028	\$104.85
47966	ABGROCKYMOUNTAI	ABG Rocky Mountain	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$600.94
47967	AIRGAS	Airgas USA, LLC	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$366.08
47968	CENTURYLINK	CenturyLink	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$208.33
47969	CITYOFFORTCOLLI	City of Fort Collins	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$90.00
47970	COMCAST	Comcast	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$203.35
47971	COREANDMAIN	Core & Main LLP	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$147.42
47972	COREELECTRICCOO	Core Electric Cooperative	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$1,017.50
47973	DANIELSLONGCHEV	Daniels Long Chevrolet	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$431.34
47974	DPCINDUSTRIES	DPC Industries, Inc.	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$70.00
47975	ELITEAUTOSERVIC	Elite Auto Service and Repair	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$59.84
47976	FAC	Fromm & Company LLC	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$7,281.00
47977	GRAINGER	Grainger	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$51.50
47978	HACHCOMPANY	Hach Company	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$860.96
47979	IACP	International Association of C	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$190.00
47980	HOYHTYA,LAWRENC	Lawrence Hoyhtya	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$60.00
47981	LUMEN	Level 3 Communications, LLC	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$519.50
47982	UCHEALTH	Memorial Health System	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$155.49
47983	MONARCHMERCHANT	Monarch Merchandising	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$179.25
47984	GREASEMONKEY	My Fleet Center	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$223.06
47985	PALMERLAKEELEM	Palmer Lake Elementary	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$122.50
47986	PALMERLAKESANIT	Palmer Lake Sanitation	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$2,169.62
47987	PIKESPEAKREGION	Pikes Peak Regional Water Auth	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$6,774.03
47988	PIONEER	Pioneer	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$140.13
47989	SGS	SGS North America, Inc.	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$245.58
47990	STERICYCLE	Stericycle, Inc.	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$70.00
47991	GAZETTE	The Gazette	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$406.00

* Voided Checks

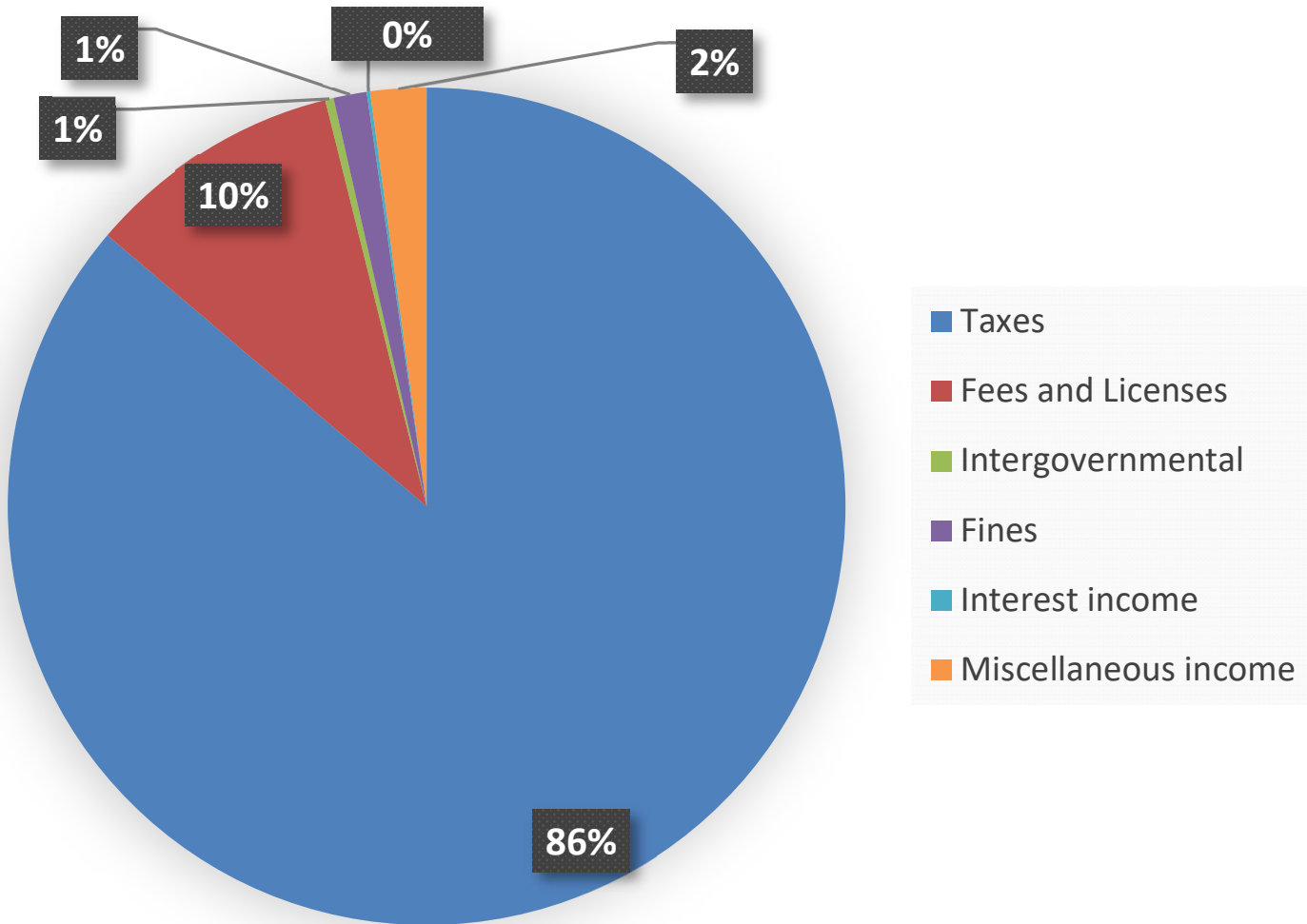
Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
47993	TRILAKESMONUMEN	Tri-Lakes Monument Fire Protec	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$4,353.44
47994	WATTSUPFITTINGI	Watts Upfitting Inc.	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$9,907.85
47995	XEROX	Xerox Business Solutions South	4/21/2022	COBANK-CKG 9495	PMCHK00000029	\$60.82
47997	OPTEONAPPRAISAL	Opteon Appraisal Inc.	4/22/2022	COBANK-CKG 9495	PMCHK00000031	\$4,750.00
47998	CICCOLELLAJOHN	John Ciccolella	4/25/2022	COBANK-CKG 9495	PMCHK00000032	\$320.00
47999	TNPARKERCONSTRU	TN Parker Construction	4/27/2022	COBANK-CKG 9495	PMCHK00000033	\$62,876.32
Total Checks: 62						Total Amount of Checks: \$204,729.53

CHARTS

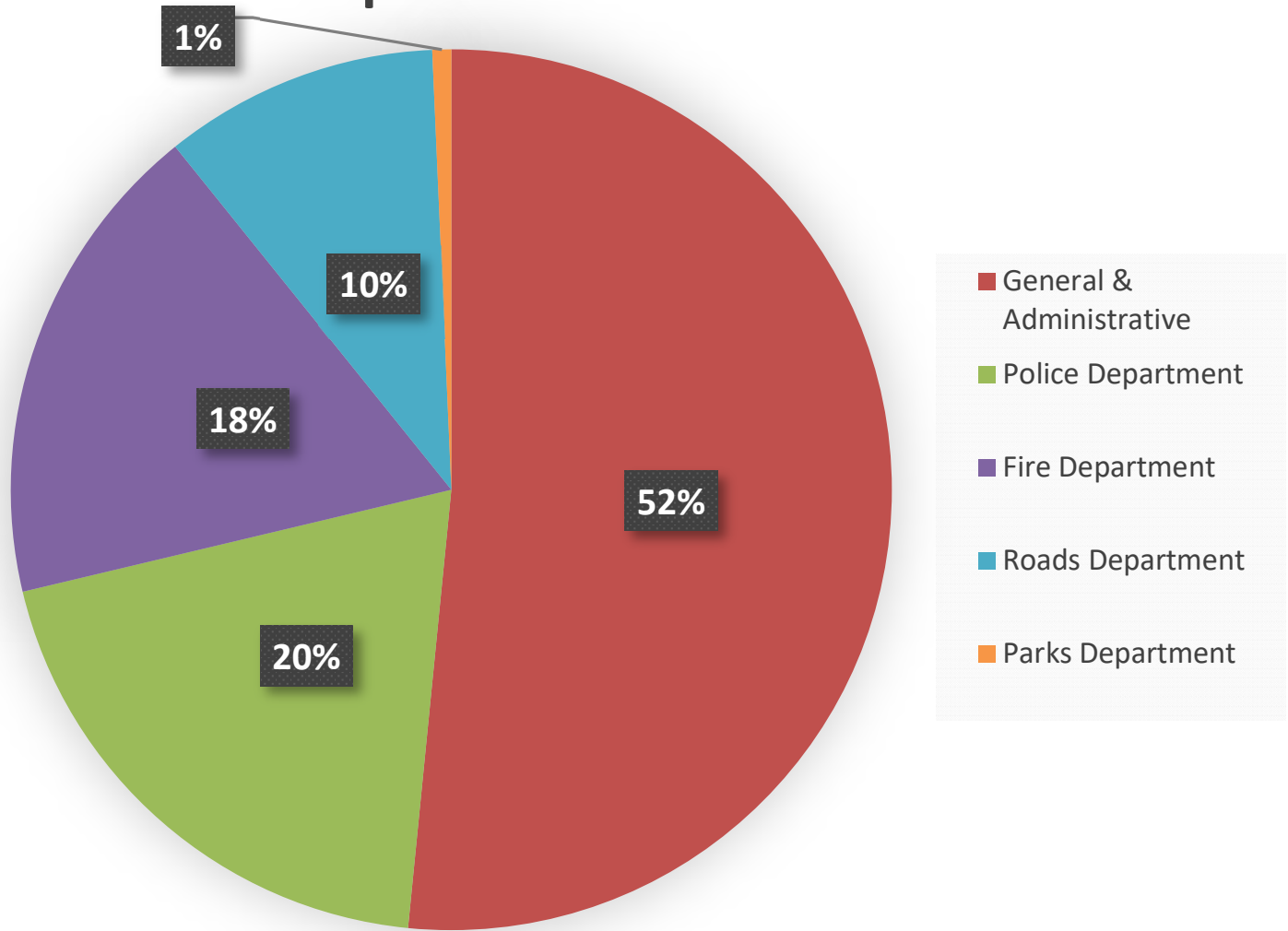
April 2022



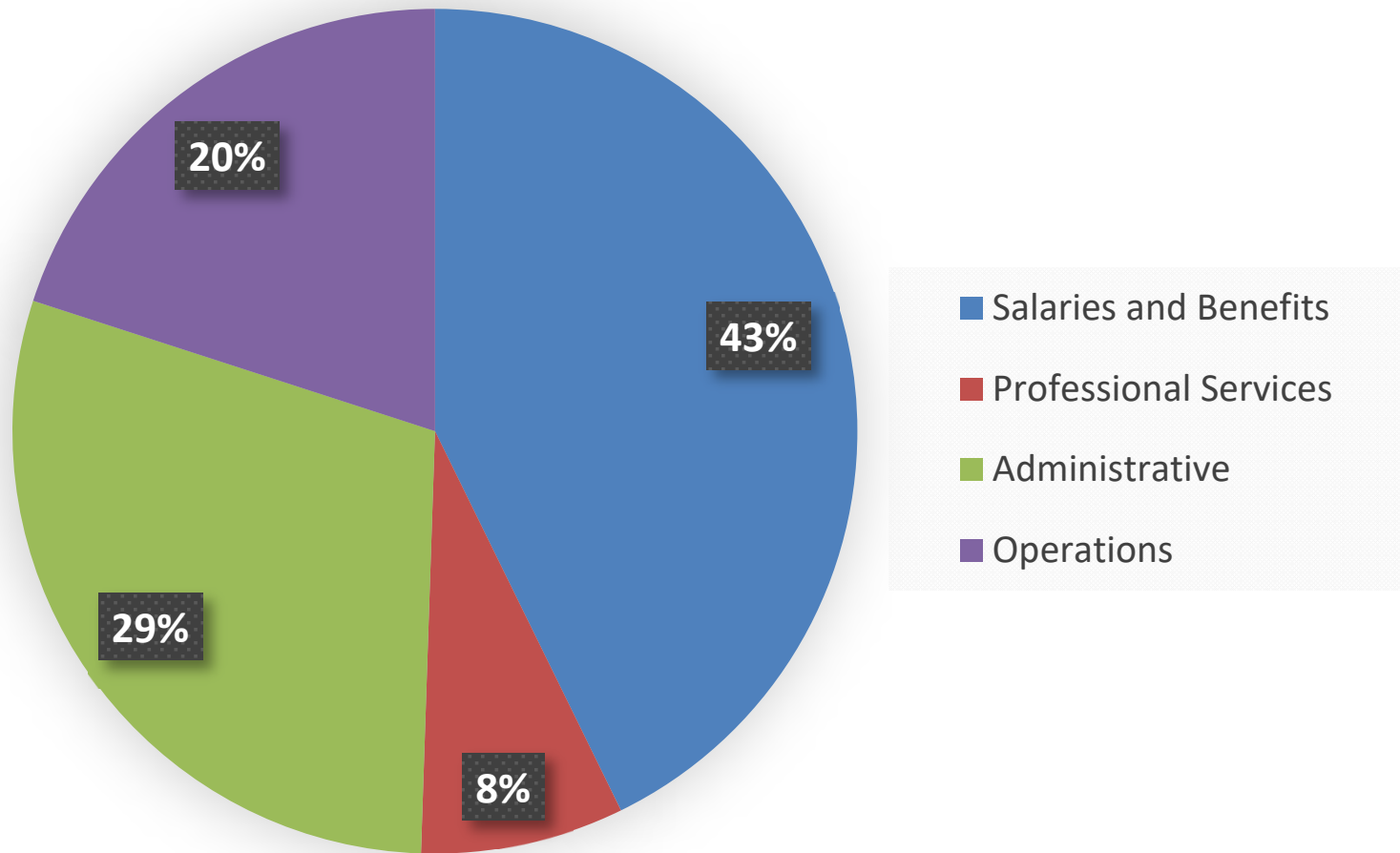
General Fund Revenue Breakdown April 2022

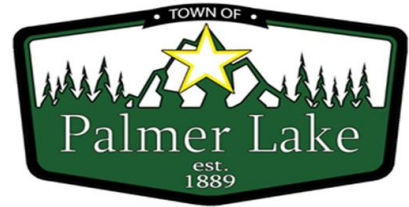


General Fund Expenditure Breakdown April 2022



Water Enterprise Fund Expenditure Breakdown April 2022





Item 8.

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

DATE: May 26, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		PUBLIC HEARING for Ordinance to Adopt the 2020 Edition of the Model Traffic Code

Background

The Town of Palmer Lake is due to adopt the 2020 model traffic code. This is a public hearing for the first reading.

The Board is requested to consider the ordinance further on the agenda to pass the first reading.

The final hearing and proposed adoption will be at the June 9 Board meeting.

PALMER LAKE, COLORADO

ORDINANCE NO. 10-2022

AN ORDINANCE AMENDING CHAPTER 10.04 OF THE PALMER LAKE MUNICIPAL CODE BY ADOPTING BY REFERENCE THE 2020 EDITION OF THE MODEL TRAFFIC CODE FOR COLORADO

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

WHEREAS, the Town had previously adopted the Model Traffic Code with certain additions or modifications, contained in Chapter 10.04; and,

WHEREAS, the Model Traffic Code for Colorado, published by the Colorado Department of Transportation and revised in 2020, embodies the rules of the road and vehicle requirements as set forth in Article 4 of Title 42 of the Colorado Revised Statutes; and

WHEREAS, §42-4-110(1) of the Colorado Revised Statutes authorizes local authorities to adopt by reference all or any part of the Model Traffic Code for Colorado; and

WHEREAS, §42-4-110 and §42-4-111 of the Colorado Revised Statutes authorizes local authorities to enact and enforce traffic regulations on roads and streets anywhere within their jurisdiction; and

WHEREAS, the Town of Palmer Lake desires to adopt the 2020 revised edition of the Model Traffic Code for Colorado; and

WHEREAS, the Town Board of Trustees, after proper notice as required by law, has held a public hearing on this ordinance providing for the adoption of the 2020 revised edition of the Model Traffic Code for Colorado

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

- Chapter 10.04 of Title 10 of the Palmer Lake Municipal Code shall be amended in its entirety with such Chapter 10.04 to read in its entirety as follows:

10.04.010 Adoption.

Pursuant to parts 1 and 2 of article 16 of title 31 and part 4 of article 15 of title 30, C.R.S., there is hereby adopted by reference the 2020 edition of the "Model Traffic Code" promulgated and published as such by the Colorado Department of Transportation, Traffic Safety and Engineering Services, 2829 W Howard Place, Denver, CO 80204. The subject matter of the Model Traffic Code relates primarily to comprehensive traffic control regulations for the City, Town, County. The purpose of this Ordinance and the Code adopted herein is to provide a system of traffic regulations consistent with state law and generally conforming to similar

regulations throughout the state and the nation. Three (3) copies of the Model Traffic Code adopted herein are now filed in the office of the Clerk of the Town of Palmer Lake, Colorado, and may be inspected during regular business hours.

10.04.020 Deletions.

The 2020 edition of the Model Traffic Code is adopted as if set out at length save and except the following sections which are declared to be inapplicable to this municipality and are therefore expressly deleted: None.

10.04.030 Additions or Modifications.

The said adopted Code is subject to the following additions or modifications:

- A. Section 1101(2)(c) is amended to read as follows: (c) 20 miles per hour in any residence district, as defined in Section 42-1-102(80), C.R.S..
- B. A Section 1213 is created to read as follows:

1213: Parking not to obstruct traffic or maintenance. No person shall park any vehicle upon any street or highway in such a manner or under such conditions as to interfere with the free movement of vehicular traffic or proper street or highway maintenance or snow removal.

No person shall park a vehicle at any time on any portion of Walnut Avenue or Lovers Lane. A “No Parking Zone” is hereby created on both sides of the street and will be designated by signs indicating “No Parking” at the entrance and exit of each street. Such signage will have an enforcement zone equal to the length of the street and will constitute notice to all persons of said “No Parking Zone”.

A person who violates Section 1213 shall, upon conviction or an entry of a guilty plea, be subject to a fine of \$50.00 plus court costs and surcharges. Such fine may be adjusted by resolution of the Board of Trustees as it deems necessary from time to time and such fine shall be added to the Town’s fee schedule.

- C. Section 614 is amended to read as follows:

Section 614: Designation of highway maintenance, repair or construction zones - signs - increase in penalties for speeding violations

(1) If maintenance, repair, or construction activities are occurring or will be occurring within four hours on a state highway or municipal street, the department of transportation or municipal authorities, within their respective jurisdictions, may designate such portion of the highway as a highway maintenance, repair, or construction zone. Any person who commits a speeding violation in a maintenance, repair, or construction zone that is designated pursuant to the provisions of this section is subject to increased penalties and surcharges.

(2) The department of transportation or municipal authorities, within their respective jurisdictions, shall designate by appropriate signs a maintenance, repair, or construction activity is taking place or will be taking place within four hours. Such sign shall notify the public that increased penalties for speeding violations are in effect in such zone. The department of transportation or local authorities shall erect or place a second sign after such zone indicating that the increased penalties for speeding violations are no longer in effect. A maintenance, repair, or construction zone begins at the location of the sign indicating that increased penalties are in effect and ends at the location of the sign indicating that the increased penalties are no longer in effect.

(3) Signs used for designating the beginning and end of a maintenance, construction, or repair zone shall conform to department of transportation requirements. The department of transportation or local authority may display such signs on any fixed, variable, or moveable stand. The department of transportation or local authority may place such a sign on a moving vehicle if required for certain activities, including, but not limited to, highway painting work.

10.04.040 Penalties.

The following penalties, herewith set forth in full, shall apply to this ordinance:

- (a) It is unlawful for any person to violate any of the provisions adopted in this ordinance.
- (b) Every person convicted of a violation of any provision adopted in this ordinance shall be punished by fine, in addition to court costs and surcharges, not to exceed two thousand, six hundred and fifty dollars, (\$2,650.00).
- (c) The Town Board of Trustees hereby adopts the Town Traffic Fine

Schedule and authorizes its future adjustment by resolution from time to time as deemed necessary by the Town Board of Trustees.

10.04.050 Application.

This ordinance shall apply to every street, alley, sidewalk area, driveway, park, and to every other public way or public place or public parking area, either within or outside the corporate limits of this municipality or county, the use of which this municipality or county has jurisdiction and authority to regulate.

10.04.060 Validity.

If any part or parts of this ordinance are for any reason held to be invalid such decision shall not affect the validity of the remaining portions of this ordinance. The Town Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof, irrespective of the fact that any one part or parts be declared invalid.

10.04.070 Repeal.

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

10.04.080 Interpretation.

This ordinance shall be so interpreted and construed as to effectuate its general purpose to conform with the State's uniform system for the regulation of vehicles and traffic. Article and section headings of the ordinance and adopted Model Traffic Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or extent of the provisions of any article or section thereof.
Section

10.04.090 Certification.

The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26TH DAY OF MAY, 2022.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins, Town Clerk

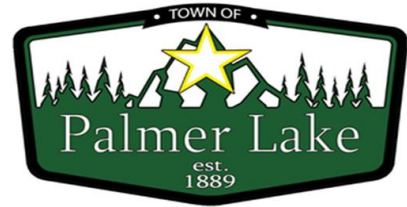
BY: _____
Bill Bass, Mayor

PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF JUNE, 2022.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins, Town Clerk

BY: _____
Bill Bass, Mayor



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

DATE: May 26, 2022	ITEM NO.	SUBJECT:
Presented by: Deputy Town Clerk, Julia Stambaugh		Special Event – Palmer Lake Elementary School PTO – The 40 th Annual - July 4 th Fun Run

Recommended Action

The staff recommends for the Board’s approval, the Special Event – Palmer Lake Elementary School PTO – The 40th Annual - July 4th Fun Run go forward as submitted.

Background

The Palmer Lake Elementary School PTO’s 40th Annual July 4th Fun Run is a four-mile run starting at the Palmer Lake Recreational Park continuing along the Santa Fe Trail and ending in Monument. It will take place on July 4. The event has also received permission from El Paso County to use the Santa Fe Trail. There is an annual tradition for a fire engine to give the start signal with a blare of their fire siren. Our Fire Dept. will be there to start the run.

Their arrival time for set up and the participants packet retrieval, will be on the morning of the run at 5am, with a start time of 7:30am, at the Pavilion. This happens on the same day as the Festival on the Fourth set up. However, they will be done by 11am, and the Festival will start set up in the afternoon.

The run anticipates up to 500 runners. They will have staggered start times with the runners going first and then those who will be walking after them.

The parking area on the westside of the lake will be utilized as much as possible. People are being asked to use the public parking lots along Hwy 105. Traffic and parking will be directed by volunteers with safety vests and flags. The Police Dept. requests that participants not park along County Line Rd, as large groups of parked cars can invite break-ins. Also reminds the participants to leave their valuables at home. Portable restrooms will be utilized and delivered the day before the race.

The EMS plan for the event: All volunteers staged at the starting line, the mid-point, and the finish line are CPR/first aid certified. They will be staged along the route, sweeping the area to ensure all participants cross the finish line. TLMFPD ambulance will be parked at the finish line. In the event of an emergency, they will call 911.

The event is requesting a waiver of the \$100 application fee.

July 4th Fun Run

Google Maps

Item 9.

X - Porta potties

□ - Trash Cans

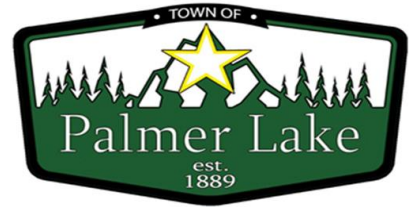


Google Maps



Finish Line
3rd St Monument

Map data ©2021 2000 ft



Item 10.

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

DATE: May 26, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Appoint Citizen Member to Parks Commission

Background

The Town of Palmer Lake Parks Commission reviewed and recommended approval of one final appointment to the Parks Commission for a total of seven members. Phyllis Head submitted an application and has been actively involved in the volunteer effort of the Parks service days as well as noxious weed control.

The Parks Commission unanimously recommended her appointment as presented in the Resolution for Board consideration.

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

RESOLUTION NO. 30-2022

**A RESOLUTION TO APPROVE CITIZEN APPOINTMENT TO PARKS COMMISSION,
PALMER LAKE, COLORADO**

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Parks Commission; and

WHEREAS, the Parks Commission members reviewed and voted in May to recommend approval of an applicant to fill the remaining seat on the Parks Commission.

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

Section 1. The following individual is recommended by the Parks Commission to fill the remaining two-year term of appointment to the Parks Commission for the Town of Palmer Lake:

Two-Year term (ending January 2023)

- Phyllis Head

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

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

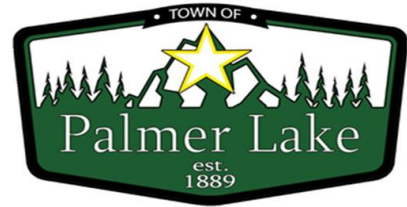
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF MAY 2022.

TOWN OF PALMER LAKE, COLORADO

William Bass, Mayor

ATTEST:

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



**TOWN OF PALMER LAKE
PLANNING COMMISSION - AGENDA MEMO**

DATE: May 26, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Preliminary Review of PUD Amendment for Santa Fe Ridge

Background

Mr. James Fitzgerald is considering amending the PUD at Santa Fe Ridge (Hwy 105) and will be in attendance to present the enclosed concept to amend the PUD plan. This is a **preliminary review** to determine any issues before addressing the required details for the PUD amendment process. Generally, the proposed amendment is a shift from a commercial development to a mix of commercial and residential.

The Planning Commission reviewed the concept at the May meeting and offered feedback to further address less density, additional access with more than 25 residential lots, as well as attention to the height of the proposed homes.



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

MAY - 4 2022

Item 11.

Office Use Only

Date: April 18, 2022

Fees: \$1,000.00 +

Check #: 3534

Rec'd By: JS, MAC (Mary PC)

Allow a minimum of 10 business days to review upon submittal.

PC - prelim

Planned Unit Development – PUD (Amendment) Application Form

Name of Applicant: Cavalry Capital Management

Address: 300 General Palmer Dr Phone #: 719/231-4887

Name of Proposal: Santa Fe Ridge PUD Amendment

Tax Schedule #: 7105430005, 7105430008

Legal Description: _____

This is a *Planned Unit Development* - A PUD district is intended to provide the means through which land may be developed through an overall unified approach that allows for flexibility and innovations in design, mixture of uses, and site design. *Ord. 17.52.010* - Includes amendment to all or a portion of an existing PUD district.

Current Zoning and Uses of Surrounding Property: N: _____ CC
E: _____ RIA, R1D, 000
S: _____ PUD
W: _____ R1, PUD

[Signature]
Signature of Owner Date 5/3/22

-Proposed PUD amendment for Santa Fe Ridge

April 18, 2022

We propose a new community showcasing a line of 41 three-story homes featuring, modern design, open layouts—and no shared walls. All plans will offer rooftop terraces to view the beautiful surroundings, perfect for family gatherings or late-night stargazing. Residents will enjoy additional convenient proximity to town via a proposed hiking and biking trail.

This new community will feature walking trails throughout, community play areas, parking, on-site storage opportunities, and it will have a perimeter fence around the entire development, that will serve as protection and security. The homes will share a compatible mixed use with the two existing commercial buildings into the new development.

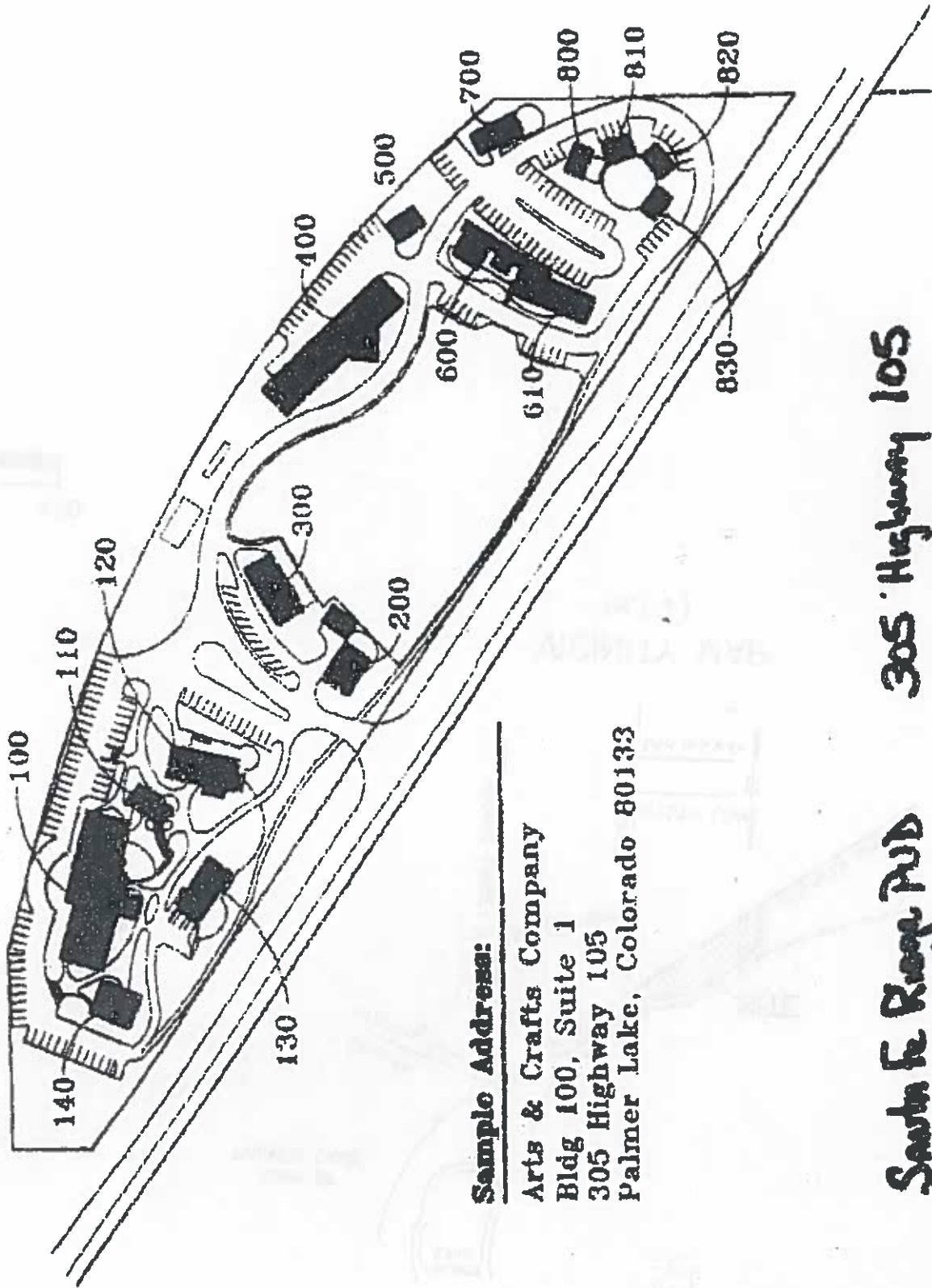
The proposed home plans as envisioned by Tara Custom Homes, are innovative and stylish, featuring open, main floor includes a spacious kitchen with optional gourmet features, an adjacent dining area and an inviting living room with a private deck. Homes will have 2-3 bedrooms and 2.5 bath, 2 car garage, 3 stories.



SANTA FE RIDGE- RESIDENTIAL



Item 11.



Sample Address:
 Arts & Crafts Company
 Bldg 100, Suite 1
 305 Highway 105
 Palmer Lake, Colorado 80133

South Fe Ridge Pub 305 Highway 105

41

RECORD OF PROCEEDINGS

ITEM #6: Rezone from a CC - Commercial Convenience to a PUD - Planned Unit Development

Jim Fitzgerald, 628 Forest View Way, Palmer Lake made a request to rezone his 11 acres, located on Hwy 105, from a Commercial Convenience to a PUD. Mr. Fitzgerald has received approval for the zone change from the Planning Commission.

Mr. Fitzgerald plans to utilize 3.5 acres for commercial usage and 7.5 acres for residential. The structures would be new, but would be built in the style found in the period from the 1880's to the 1930's.

Trustee Pocock stated that while both the CC zone and the PUD allow for commercial and residential, the PUD zone is much more restrictive. A PUD requires that 30% of the acreage be donated to open space, while the CC zone does not have this requirement.

Trustee R. Allen felt that the zone change was an excellent approach, requiring Mr. Fitzgerald to go back to the Planning Commission with his plans for his subdivision.

Mr. Fitzgerald explained that the water line would be extended, that 67% of the land would be open space, with the average lot being between 9,000 and 10,000 square feet.

Trustee C. Allen expressed a concern with the density at the entrance to Palmer Lake proper.

Trustee Pocock responded that the CC Zone required 6,600 square feet per lot, while the PUD was negotiable.

Attorney Gaddis added that the PUD Zone would give the Town more say in the look and feel of the development. This option would not be available with the CC Zone. The CC Zone allows for a strip mall type development, with many different usages.

TRUSTEE POCOCK MADE A MOTION TO APPROVE THE ZONE CHANGE FROM A CC - CONVENIENCE COMMERCIAL TO A PUD - PLANNED UNIT DEVELOPMENT, SECONDED BY TRUSTEE R. ALLEN. VOTE: 6 aye, 1 nay. Trustee C. Allen being the nay vote, motion carried.

Committee Reports:

Trustee R. Allen, Roads: Work is about to start in earnest to reclaim the roads. Due to the voters' approval, the Town has the funds to rebuild and asphalt the roads as presented in the proposal of the August 14, 1997 meeting.

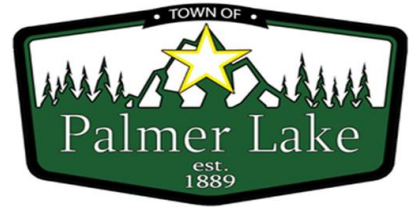
Trustee R. Allen expressed his appreciation of the work done by the current council. As a citizen, Trustee R. Allen stated he was grateful for the dedication of the Town employees.

Trustee R. Allen extended his congratulations to the incoming council members and passed on the suggestion that they have been given the opportunity to serve and to never, ever forget the citizens.

Trustee Duffy - Buildings and Grounds: Steininger Landscaping was awarded the contract for the buildings surrounding the Town Office, Town Hall and Fire Department.

April 9, 1998

3



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

DATE: May 26, 2022	ITEM NO.	SUBJECT: Resolution to Approve the MOU with Palmer Lake Fire Association
Presented by: Town Administrator /Clerk		

Background

Historically, the Fire Protective Association allows the Town and Fire department use of their property located behind the fire house. Also, the Town allowed the Association use of the Town Hall for community events hosted by the Fire Association. The enclosed MOU identifies this relationship in an agreement format. Special events shall follow the same process that other events follow for input review by Town departments.

The action requested by the Board is to authorize signature to the Memo of Understanding for the use of property.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 31-2022

A RESOLUTION TO AUTHORIZE SIGNING MEMO OF UNDERSTANDING WITH THE PALMER LAKE FIRE PROTECTIVE ASSOCIATION, PALMER LAKE, COLORADO

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

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

WHEREAS, the Town staff supports use of property as described in the enclosed exhibit.

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF MAY 2022.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor

MEMORANDUM OF UNDERSTANDING

PALMER LAKE FIRE DEPARTMENT PROTECTIVE ASSOCIATION, COLORADO, AND THE TOWN OF PALMER LAKE, COLORADO

This Memorandum of Understanding (“MOU”) is made this ____ day of May, 2022, by and between the members of the Palmer Lake Fire Department Protective Association, Colorado (“Association”) and Town of Palmer Lake, Colorado (“Town”). The Association and Town may be collectively referred to herein as the “Parties.”

PURPOSE

The purpose of the MOU is to formalize a cooperative relationship between the Parties for the purpose of use of property in Palmer Lake. Upon any dissatisfaction with the agreed maintenance or a change of Association leadership, this arrangement shall be reviewed by the Town of Palmer Lake staff for recommendation to the Town Board of Trustees.

ASSOCIATION RESPONSIBILITY

The Association agrees to allow Town use of the property described as **LOTS 24, 25 & 26 INC BLK C PALMER LAKE AMD FIL**, parcel 7105309035 of approximately 8625 square feet without maintenance or liability to said property.

TOWN RESPONSIBILITY

The Town agrees to waive fees for the Association to utilize Town Hall each calendar for scheduled events. This does not waive the process to review special events by Town staff and approval by the Board of Trustees, with the exclusion of the damage deposit.

INDEMNIFICATION

The Association and the Town, to the extent allowed by law, shall at all times indemnify and hold harmless the other Party against all actions, claims, demands, costs, damages and expenses of any kind which may be brought or made against the other party, or which the Association or Town may pay or incur including reasonable attorney’s fees, by reason of the negligent performance or failure to perform, any of the obligations and duties of the Association or Town, its employees, members or agents, under the provisions of this agreement. Nothing herein shall be construed as a waiver by the Town of any of the immunities, privileges and defenses available to it under the Colorado Governmental Immunity Act, as may be amended from time to time, or arising under common law.

TERMINATION

This agreement may be terminated at any time by either the Town Board of the Town of Palmer Lake and the Association President of the Palmer Lake Fire Department Protective Association, Palmer Lake, Colorado with a written notice of thirty days.

NOTICES

All notices or other communications to the Parties shall either be personally delivered or be sent by email, to the addresses set forth below or to any other address which the Parties may substitute in writing upon provision of such notice as provided herein.

To the Association: Attn: President
Palmer Lake Fire Department Protective Association
PO Box 1491
Palmer Lake CO 80133
schauer.co1999@gmail.com

To the Town: Attn: Town Administrator / Clerk
Town of Palmer Lake
PO Box 208
Palmer Lake, CO 80133
dawn@palmer-lake.org

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

PALMER LAKE FIRE DEPARTMENT PROTECTIVE ASSOCIATION, COLORADO

By: _____
President

Attest: _____
Association Member

TOWN OF PALMER LAKE, COLORADO

By: _____
Mayor Bill Bass

Attest: _____
Town Administrator / Clerk

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 32-2022

A RESOLUTION TO AUTHORIZE ADDENDUM TO THE LEASE AGREEMENT WITH THE PALMER LAKE HISTORICAL SOCIETY AND LUCRETIA VAILE MUSEUM, PALMER LAKE, COLORADO

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

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

WHEREAS, the Town staff supports use of Town Hall as described in the enclosed addendum to the lease agreement with the Historical Society of Palmer Lake, Colorado.

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF MAY 2022.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
William Bass
Mayor

**ADDENDUM TO LEASE AGREEMENT WITH
PALMER LAKE HISTORICAL SOCIETY**

PALMER LAKE, COLORADO

This addendum is made this ____ day of May, 2022, by and between the members of the Palmer Lake Historical Society, Colorado (“Society”) and Town of Palmer Lake, Colorado (“Town”) is an addendum to the Lease/Agreement for provision of services between the Town of Palmer Lake and the Palmer Lake Historical Society dated May 13, 1982. The Society and Town may be collectively referred to herein as the “Parties.” The Parties agree that the provisions not inconsistent with those below remain in full force and effect

PURPOSE

The purpose of the addendum is to formalize a cooperative relationship between the Parties for the purpose of using the Palmer Lake historic Town Hall. Upon any dissatisfaction with the agreed maintenance or a change of Society leadership, this arrangement shall be reviewed by the Town of Palmer Lake staff for recommendation to the Town Board of Trustees.

SOCIETY RESPONSIBILITY

The Society members commit to assisting with the historical upkeep of the Town Hall.

TOWN RESPONSIBILITY

The Town will waive fees for the use of the historic Town Hall each calendar year for regular scheduled meetings. This responsibility does not waive the process to review special events by Town staff and approval by the Board of Trustees, as required, and excludes waiving a damage deposit. This responsibility does not guarantee use of the Town Hall if a date is reserved for a private gathering. Notwithstanding any other provision herein, final decisions regarding use of Town Hall rests solely with the Town.

INDEMNIFICATION

The Society and the Town, to the extent allowed by law, shall at all times indemnify and hold harmless the other Party against all actions, claims, demands, costs, damages and expenses of any kind which may be brought or made against the other party, or which the Society or Town may pay or incur including reasonable attorney’s fees, by reason of the negligent performance or failure to perform, any of the obligations and duties of the Society or Town, its employees, members or agents, under the provisions of this agreement. Nothing herein shall be construed as a waiver by the Town of any of the immunities, privileges and defenses available to it under the Colorado Governmental Immunity Act, as may be amended from time to time, or arising under common law.

TERMINATION

This addendum may be terminated at any time by either the Town Board of the Town of Palmer Lake and the Society President of the Palmer Lake Historical Society, Palmer Lake, Colorado with a written notice of thirty days.

NOTICES

All notices or other communications to the Parties shall either be personally delivered or be sent by email, to the addresses set forth below or to any other address which the Parties may substitute in writing upon provision of such notice as provided herein.

To the Association: Attn: President
Palmer Lake Historical Society
Palmer Lake CO 80133

To the Town: Attn: Town Administrator / Clerk
Town of Palmer Lake
PO Box 208
Palmer Lake, CO 80133
dawn@palmer-lake.org

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

PALMER LAKE HISTORICAL SOCIETY, COLORADO

By: _____
President

Attest: _____
Society Member

TOWN OF PALMER LAKE, COLORADO

By: _____
Mayor Bill Bass

Attest: _____
Town Administrator / Clerk

PALMER LAKE, COLORADO

ORDINANCE NO. 10-2022

AN ORDINANCE AMENDING CHAPTER 10.04 OF THE PALMER LAKE MUNICIPAL CODE BY ADOPTING BY REFERENCE THE 2020 EDITION OF THE MODEL TRAFFIC CODE FOR COLORADO

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

WHEREAS, the Town had previously adopted the Model Traffic Code with certain additions or modifications, contained in Chapter 10.04; and,

WHEREAS, the Model Traffic Code for Colorado, published by the Colorado Department of Transportation and revised in 2020, embodies the rules of the road and vehicle requirements as set forth in Article 4 of Title 42 of the Colorado Revised Statutes; and

WHEREAS, §42-4-110(1) of the Colorado Revised Statutes authorizes local authorities to adopt by reference all or any part of the Model Traffic Code for Colorado; and

WHEREAS, §42-4-110 and §42-4-111 of the Colorado Revised Statutes authorizes local authorities to enact and enforce traffic regulations on roads and streets anywhere within their jurisdiction; and

WHEREAS, the Town of Palmer Lake desires to adopt the 2020 revised edition of the Model Traffic Code for Colorado; and

WHEREAS, the Town Board of Trustees, after proper notice as required by law, has held a public hearing on this ordinance providing for the adoption of the 2020 revised edition of the Model Traffic Code for Colorado

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

1. Chapter 10.04 of Title 10 of the Palmer Lake Municipal Code shall be amended in its entirety with such Chapter 10.04 to read in its entirety as follows:

10.04.010 Adoption.

Pursuant to parts 1 and 2 of article 16 of title 31 and part 4 of article 15 of title 30, C.R.S., there is hereby adopted by reference the 2020 edition of the "Model Traffic Code" promulgated and published as such by the Colorado Department of Transportation, Traffic Safety and Engineering Services, 2829 W Howard Place, Denver, CO 80204. The subject matter of the Model Traffic Code relates primarily to comprehensive traffic control regulations for the City, Town, County. The purpose of this Ordinance and the Code adopted herein is to provide a system of traffic regulations consistent with state law and generally conforming to similar

regulations throughout the state and the nation. Three (3) copies of the Model Traffic Code adopted herein are now filed in the office of the Clerk of the Town of Palmer Lake, Colorado, and may be inspected during regular business hours.

10.04.020 Deletions.

The 2020 edition of the Model Traffic Code is adopted as if set out at length save and except the following sections which are declared to be inapplicable to this municipality and are therefore expressly deleted: None.

10.04.030 Additions or Modifications.

The said adopted Code is subject to the following additions or modifications:

A. Section 1101(2)(c) is amended to read as follows: (c) 20 miles per hour in any residence district, as defined in Section 42-1-102(80), C.R.S..

B. A Section 1213 is created to read as follows:

1213: Parking not to obstruct traffic or maintenance. No person shall park any vehicle upon any street or highway in such a manner or under such conditions as to interfere with the free movement of vehicular traffic or proper street or highway maintenance or snow removal.

No person shall park a vehicle at any time on any portion of Walnut Avenue or Lovers Lane. A “No Parking Zone” is hereby created on both sides of the street and will be designated by signs indicating “No Parking” at the entrance and exit of each street. Such signage will have an enforcement zone equal to the length of the street and will constitute notice to all persons of said “No Parking Zone”.

A person who violates Section 1213 shall, upon conviction or an entry of a guilty plea, be subject to a fine of \$50.00 plus court costs and surcharges. Such fine may be adjusted by resolution of the Board of Trustees as it deems necessary from time to time and such fine shall be added to the Town’s fee schedule.

C. Section 614 is amended to read as follows:

Section 614: Designation of highway maintenance, repair or construction zones - signs - increase in penalties for speeding violations

(1) If maintenance, repair, or construction activities are occurring or will be occurring within four hours on a state highway or municipal street, the department of transportation or municipal authorities, within their respective jurisdictions, may designate such portion of the highway as a highway maintenance, repair, or construction zone. Any person who commits a speeding violation in a maintenance, repair, or construction zone that is designated pursuant to the provisions of this section is subject to increased penalties and surcharges.

(2) The department of transportation or municipal authorities, within their respective jurisdictions, shall designate by appropriate signs a maintenance, repair, or construction activity is taking place or will be taking place within four hours. Such sign shall notify the public that increased penalties for speeding violations are in effect in such zone. The department of transportation or local authorities shall erect or place a second sign after such zone indicating that the increased penalties for speeding violations are no longer in effect. A maintenance, repair, or construction zone begins at the location of the sign indicating that increased penalties are in effect and ends at the location of the sign indicating that the increased penalties are no longer in effect.

(3) Signs used for designating the beginning and end of a maintenance, construction, or repair zone shall conform to department of transportation requirements. The department of transportation or local authority may display such signs on any fixed, variable, or moveable stand. The department of transportation or local authority may place such a sign on a moving vehicle if required for certain activities, including, but not limited to, highway painting work.

10.04.040 Penalties.

The following penalties, herewith set forth in full, shall apply to this ordinance:

- (a) It is unlawful for any person to violate any of the provisions adopted in this ordinance.
- (b) Every person convicted of a violation of any provision adopted in this ordinance shall be punished by fine, in addition to court costs and surcharges, not to exceed two thousand, six hundred and fifty dollars, (\$2,650.00).
- (c) The Town Board of Trustees hereby adopts the Town Traffic Fine

Schedule and authorizes its future adjustment by resolution from time to time as deemed necessary by the Town Board of Trustees.

10.04.050 Application.

This ordinance shall apply to every street, alley, sidewalk area, driveway, park, and to every other public way or public place or public parking area, either within or outside the corporate limits of this municipality or county, the use of which this municipality or county has jurisdiction and authority to regulate.

10.04.060 Validity.

If any part or parts of this ordinance are for any reason held to be invalid such decision shall not affect the validity of the remaining portions of this ordinance. The Town Board of Trustees hereby declares that it would have passed this ordinance and each part or parts thereof, irrespective of the fact that any one part or parts be declared invalid.

10.04.070 Repeal.

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

10.04.080 Interpretation.

This ordinance shall be so interpreted and construed as to effectuate its general purpose to conform with the State's uniform system for the regulation of vehicles and traffic. Article and section headings of the ordinance and adopted Model Traffic Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or extent of the provisions of any article or section thereof.
Section

10.04.090 Certification.

The Town Clerk shall certify to the passage of this ordinance and make not less than three copies of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26TH DAY OF MAY, 2022.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins, Town Clerk

BY: _____
Bill Bass, Mayor

PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 9TH DAY OF JUNE, 2022.

ATTEST: TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins, Town Clerk

BY: _____
Bill Bass, Mayor