

2023 REPORT - 1/26

→ TNP

The Board received an email inquiry from a new resident – train horn sounding at the intersection on the north side of town – any interest in the possibility of making that crossing a quiet zone/nighttime quiet zone similar to Monument – do you want staff spending any time on this?

Few personnel updates going into the new year -- employees continue general training on a monthly and quarterly basis for cyber security, CIRSA and safety.

Set up of the GP (great plains) accounting system began - a program we are paying for but underutilizing - and training will take place with staff, including appropriate separation of duties for accounting functions.

Admin has onboarded new hires Police Officer Stafon Stevens and Water Tech (apprentice) Kenton McCurry.

We will be screening an applicant for the PW-Parks maintenance p/t position, and we posted the ad for the Fire Chief position to the website (job openings), CML and the State Division of Fire Prevention and Control with interviews tentatively planned for the last part of February. (Panel will be made up of board member, outside fire agency rep, Police Chief, citizen and myself and the process include a meet and mingle with the department staff.)

With the apprentice program for the water department, in partnership with CRWA, we were awarded \$7500 in funds to cover incidental costs of the program (i.e., equipment, mentor and other staff time).

With the assistance of PPACG, the town was awarded MMOF funds of \$150k with no contribution for design work of the downtown area for pedestrian safety and walkability. An IGA will be drafted and come before the board.

We received approval from the state this week for the D2 redrill - the Denver well is approved for use.

There is much talk about whether water taps are available - for clarification - the number we are currently estimating that is available, based on the GMS water accounting study from 2021, is about 100. Obviously planning discussions based on the PER for water improvements will be forthcoming with the Board.

Please mark your calendars for Tue., 3/21. Palmer Lake will be hosting the Chamber After Hours here at the Town Hall from 5-7p.

Reminder - Applications are being accepted for appointment to the Board of Trustees (deadline of 2/6). Interviews are planned for the 2/9 Board meeting.

Candidates are being interviewed for the Parks Commission and the Planning Commission vacancies. Expect to see recommendations to the Board at the next meeting.



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

DATE: January 26, 2023	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Report of Library Doorframe/Exterior Wall Repair

Background

After the library/museum ramp project was completed in early 2022, and subsequent to rain and snow melt, it was learned that water was seeping down through the library door into the lower level museum. Both Wells & West and TN Parker looked at the structural issues and provided reports to repair – both uncertain of costs with not knowing what may be found once fascia was removed or the extent of rotting at the exterior wall around the library front door.

Based on the timeline and overall summary of estimates, the previous Board (via Administrator reports) directed to move forward with TN Parker. The first step was replacing gutters and fascia and Trafton did so. This helped; however, when the library was remodeling and replacing flooring in the fall, they reported a rotted floor/subfloor and sinking doorframe. TN Parker found the entire frame area rotted causing damage to the floor. TN Parker provided a brief adjustment to the door to close properly and lock, but was having difficulty with fair pricing due to the custom doorframe.

Enclosed is the estimate for new doorframe, assuming there is no additional issues revealed once the exterior wall is opened up.

I brought this to the Board in my report because I stated at the adoption of the budget in December that expending any capital improvement funds will be brought to your attention.

Additionally, the Library District buildings contact has reached out to their resources for quotes and I reached out for quotes, with no response to date. Will the Board please consider a length of time that, if no additional quote is provided (or requests responded), TN Parker can move forward with the long awaiting repair?

dc



Proposal – Library Door Frame

Quotation Date: 12/15/22

Project: Palmer Lake Library

Project Address: 66 Lower Glenway, Palmer Lake, CO 80133

Submitted to: Dawn Collins

Scope of Work –

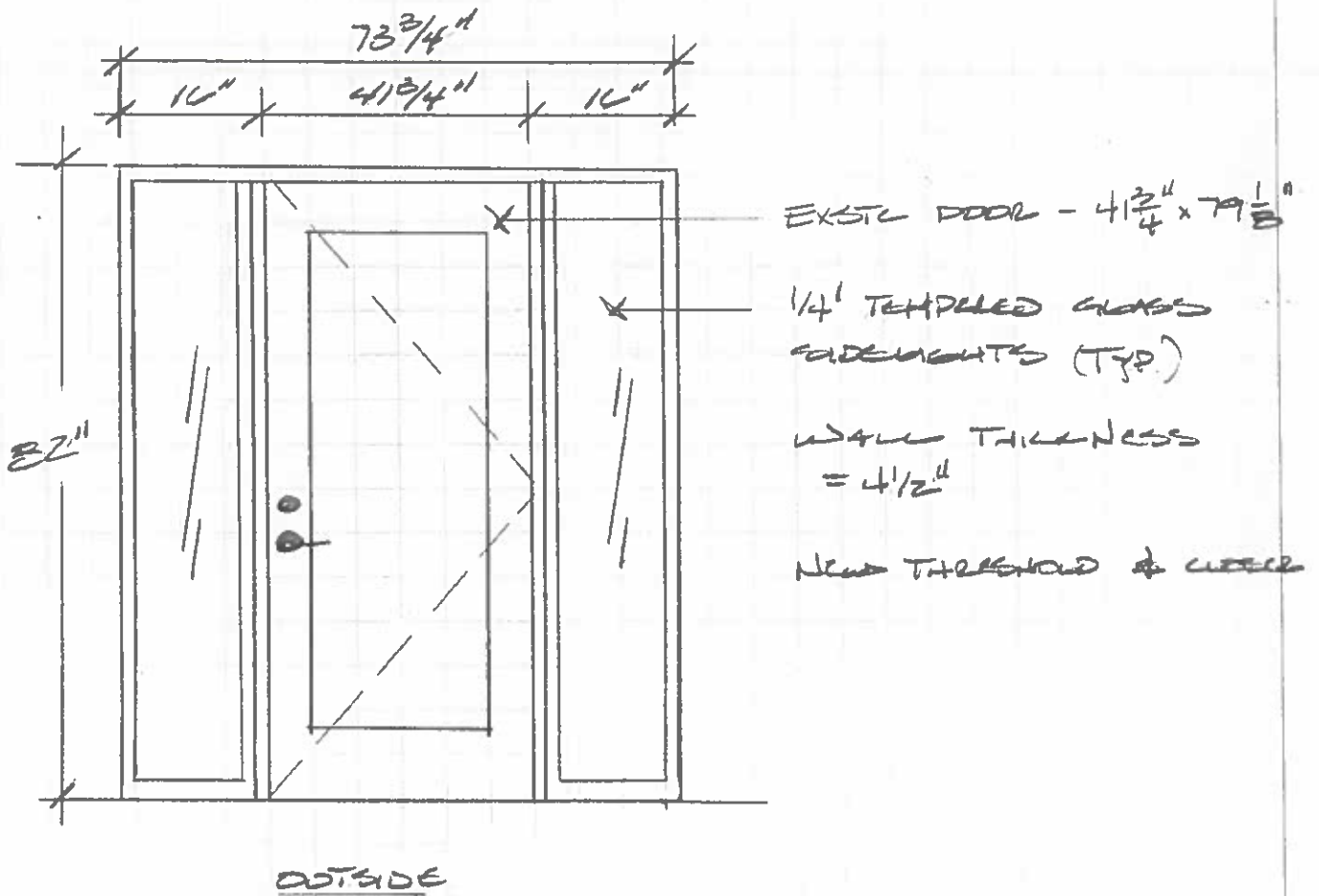
1. **General Conditions** – includes site supervision & project management, fuel & oil, job hauling & construction cleaning. Excludes dumpster costs, we assumed we could cut up and place the small amount of debris generated from our work in to the Owners on-site containers.
2. **Demolition** – remove the existing entry door, door frame & sidelights, inspect concealed framing and remove for replacement as required.
3. **Carpentry** – includes an allowance of 8 crew hours and \$500 in materials to repair and replace the existing concealed wood framing, subfloor plywood, trim & siding immediately around the existing entry door (we have not included any general repairs at the remainder of the building).
4. **Doors & Hardware** – includes a new hollow metal frame with sidelights and 1/4" tempered glass (see sketch attached), 1 each Norton 7500 series door closer, new aluminum threshold and ball bearing hinges. We will re-use the existing door, door glass, lever lock & deadbolt.
5. **Drywall Repairs** – includes an allowance of \$934 which will provide for a drywall finisher for 1 day and the required materials to make the repairs immediately at the entry door (no general drywall repairs included at the remainder of the building).
6. **Painting** – we have included painting the new door frame, the existing door, the repaired drywall and repaired siding and trim at the area immediately near the entry door (no general building painting included).

Proposal - to be completed on a Time & Materials basis not to exceed \$7,850, based on the above stated scope of work.

Proposal Qualifications –

- A. Includes our standard insurance coverage's, General Liability \$1.0 million per occurrence, \$2.0 million aggregate and Colorado Workman's Compensation. Auto Liability \$1.0 million. Amendments to our standard coverage's may involve additional costs.
- B. Proposal is based on standard working hours of 7:00 am through 4:00 pm Monday through Friday, no afterhours or shift work is included.
- C. We have assumed that all General Condition items, will be provided by the owner, including, temporary utilities, dumpster.
- D. Proposal shall remain firm and in effect for 30 days.
- E. **NO building permit included for this work.**

Thank you for the opportunity to present this proposal, please call if you have any questions or need any additional information.



PARKER LAKE LIBRARY - ENTRY DOOR FRAME
REPLACEMENT

RE-USE EXIST. HOLLOW METAL DOOR & HARDWARE,
NEW FRAME WITH SIDELIGHTS.

Respectfully submitted,

Neil Parker, Project Manager
TN Parker Construction LLC
Office: 719-532-9725

Accepted: _____

Date: _____