



PROPOSAL



Legal Services for the Town of Palmer Lake

Wyatt Hamilton Findlay, PLLC
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Denver, CO 80230

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WYATT HAMILTON FINDLAY, PLLC

MUNICIPAL LAW | ECONOMIC DEVELOPMENT | LAND USE

February 3, 2026

RE: Proposal for Town Attorney
Town of Palmer Lake

Honorable Mayor and Board,

We are honored to present this proposal to you, underscoring our deep commitment to the continued and future prosperity of Palmer Lake.

Having proudly served as counsel for more than thirty cities and towns, we appreciate the tremendous effort required to safeguard the authentic essence of rural communities while orchestrating the managed growth that residents and local businesses aspire to achieve. Our firm's extensive experience spanning decades equips us with a profound understanding of internal Town operations and Board dynamics.

Within this proposal, you will find detailed information about our firm's philosophy, our team's qualifications, and our modern, tailored approach to meeting your specific needs.

Your consideration means the world to us. Together, we believe we can build a collaborative relationship that will support your visionary goals and elevate the future of Palmer Lake.

Best regards,



Whitt Wyatt
Managing Member - Legal Services
Wyatt Hamilton Findlay, PLLC

📞 972.762.6418

@ whitt@whflegal.com

Contents: Statement of Qualifications

Appendix A – Firm Resumes

FIRM INTRODUCTION

WHF is a full-service municipal law firm with decades of experience representing all types of local governments. Our team has served as city attorney; economic development counsel; litigation counsel; municipal insurance defense counsel; municipal judge, prosecutor, and police legal advisor for more than 30 cities, towns, and local governments across Colorado and Texas.

Our attorneys are experienced in handling the demands of growing communities, presently serving as legal counsel for clients with as few as 150 residents to urban communities with hundreds of employees and budgets exceeding \$150 million. We also have a deep understanding of the challenges facing traditionally rural and suburban communities where new and redevelopment activity are at the forefront, having handled multiple economic development projects with construction values in the hundreds of millions of dollars. Our full-service municipal practice further includes:

- Municipal General Counsel
 - Public Safety & Law Enforcement
 - Real Estate Transactions
 - Zoning & Land Use
 - Condemnations & Eminent Domain
 - Employment / HR Law
 - Development Agreements & Annexation
 - Colorado Open Records Act (CORA)
 - Colorado Open Meetings Law
 - Economic Development
 - Parks & Recreation Services
 - Litigation & Defense
 - Municipal Prosecution
 - Code Enforcement & Substandard Buildings
- 

SERVICE PHILOSOPHY



FLEXIBILITY

We approach our role with an unwavering commitment to neutrality and adaptability, ensuring that the interests of the Board and staff are our sole focus. We affirm that our commitment to Palmer Lake goes beyond a mere professional obligation – it's a dedicated partnership rooted in understanding and supporting your unique objectives. Our philosophy is simple yet profound: Your agenda is our agenda. This principle hinges on aligning ourselves entirely with the Town's strategic vision – understanding, collaborating, and championing the goals and objectives set forth by the Board and staff from day one. With WHF, the focus remains steadfast on molding our approach to align perfectly with the distinctive essence of Palmer Lake, ensuring your Town's needs are always our top priority.

“ On behalf of the Town of Log Lane Village, I would like to say that it has been a pleasure working with **Dan** and **Whitt**. They are a very professional, efficient and reliable team. Anytime my staff or I had a question or concern, they were available to answer in a timely manner. I would highly recommend their services. ”

~ Naomi Zuniga, Mayor of Log Lane Village

“ I can't recommend **Wyatt Hamilton Findlay** highly enough for Municipal legal counsel. There are a lot of legal firms with the technical skills to fulfill their contractual obligations, but what sets them apart is their customer service and the relationships they build with their clients. Their responsiveness is top notch, no matter the issue. If you have the chance to enter into a contract with **Wyatt Hamilton Findlay**, don't hesitate to do so – you won't regret your decision. ”

~ Amy Nasta, Florence City Manager (Former)

“ **Whitt** brings an exceptional blend of experience and common sense and stands out as a true professional. His unique approach to issues sets him apart from any other city attorney I've worked with previously. ”

~ Director of Public Works and Engineering





RESPONSIVENESS

Responsiveness forms the bedrock of trust and efficacy between the Town and its legal counsel. In a world where instant access is the norm for everyday services, we firmly believe that the Town's legal counsel should exemplify the same immediacy. Our commitment to you extends beyond business hours – we are available around the clock, 24/7, through in-person and virtual meetings, phone calls, emails, or text messages. Our aim is to seamlessly integrate into your team, just a 'click' or 'tap' away at any given moment. Familiar with the varied and intricate daily workings of councils and staff, we swiftly adapt to your workflows, adjusting our internal processes to align with the anticipated needs of the Town. We recognize that unexpected questions are a part of the landscape and we are always poised to address these matters promptly, ensuring your concerns are met without delay.

“ I would highly recommend the law firm, **Wyatt Hamilton Findlay**. Their responsiveness to our needs and knowledge of municipal law are impeccable. They helped our Town through a transitional period and guided us through complex issues. We trust them completely to protect our interests and help us serve our residents effectively. ”



~ Erin Christie, Westcliffe Town Clerk



COLLABORATION

Distinguishing ourselves in the municipal legal landscape, our firm operates uniquely with a roster of highly experienced partners, each deeply immersed in the intricacies essential for effectively working with boards, councils and staff. Embracing an exclusive partner-only model, we emulate the flat organizational structure often characteristic of in-house positions. This model ensures unrestricted access to our seasoned attorneys, who are all well-equipped to swiftly address any issue that may surface. Our local government practice stands apart from the conventional law firm model still prevalent in municipal law firms today.

We pride ourselves on our ability to become an extension of your Board and staff, leveraging our comprehensive understanding of your daily operations to anticipate issues before they arise. At WHF, we utilize the latest cloud-based project management software to ensure you have real-time access to the status of all legal projects on which the firm's attorneys are working. This approach guarantees staff and Board alike are always informed on the most up-to-date status of the projects we're handling for the Town.





PALMER LAKE'S DEDICATED ATTORNEY TEAM



Alex Phipps
Attorney
Co-Lead Attorney



Dan Findlay
Partner
Co-Lead Attorney



Sarah C. Ross
Partner



Whitt Wyatt
Managing Member,
Legal Services

PALMER LAKE'S DEDICATED SUPPORT TEAM



Tiffany Camelin
Paralegal



Cassie Gunther
Paralegal

CURRENT CLIENT LIST

The following represent the current local government clients that the firm serves as city attorney or general counsel:

- City of Colleyville
- City of Florence
- City of Mansfield
- City of Maypearl
- City of Palmer
- City of Quitman
- City of Yantis
- Town of Addison
- Town of Brock
- Town of Dennis
- Town of Log Lane Village
- Town of Mobile City
- Town of Moffat
- Town of Westcliffe
- Town of Williamsburg
- Colleyville Tax Increment Financing District
- Colleyville Economic Development Corporation
- Maypearl Economic Development Corporation
- Palmer Economic Development Corporation
- Quitman Economic Development Corporation

STATEMENT OF NO CONFLICTS

Our client-first service model means we never seek to represent other clients that pose a potential conflict with your representation. In the unlikely event a conflict should ever arise in the course of our representation, we would promptly and openly address the conflict with all parties involved and immediately resolve the conflict in conformance with the applicable rules of ethics and professional responsibility.

PREDICTABLE & TRANSPARENT PRICING

TRADITIONAL HOURLY SERVICE

Our uniform billable hour structure is simple, transparent, and predictable. All of our attorneys charge the same flat hourly rate of \$240/hr for general legal matters and \$275/hr for litigation matters. We also charge \$120/hr for the services of our paralegals. We bill in quarter-hour increments.¹

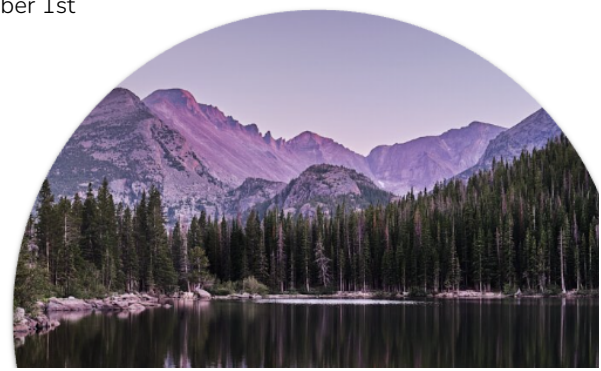
CUSTOM SERVICE STRUCTURES

Our team's core mission is to serve the Board and staff with the same convenience of an in-house attorney, but with the breadth of experience only a team of experienced lawyers can provide. We are therefore open to discussing any specific fee arrangements that would help remove any barriers to us providing you the best service possible.

DETAILED INVOICING AND EXPENSES

The Town will receive detailed invoices for all legal services provided over the course of each month that include the total time spent on each matter, the identity of the person(s) working on the matter, and a summary of the services provided. We strongly believe that fully transparent billing practices are one of the most important factors in providing quality legal services to our clients. We do not charge markup or overhead expenses. Pre-approved expenses will always be charged at cost; these include photocopies, postage, courier service, and reimbursement for mileage at current IRS rates. We may adjust our general schedule of rates periodically.

¹ Firm's rate schedule is subject to a market-based adjustment annually on October 1st




INSURANCE COVERAGE

We are insured by Hanover Insurance Company for a \$1,000,000 policy with a \$5,000 deductible. Neither the firm nor the attorneys we are proposing represent the Town have ever been sued for malpractice.

TECHNOLOGY

We invest heavily in the latest technologies to facilitate a collaborative working relationship with our clients, particularly our rural communities. We utilize both Microsoft Office 365 and Google's cloud-based platforms. For client administration and billing we use Clio, an established cloud-based law firm management platform. For both internal and external communication, we regularly use all established remote meeting platforms, including Zoom, Microsoft Teams, Google Meets, and Webex so that we can be "in the room" at a moment's notice. We also utilize GovDox document automation in connection with our comprehensive collection of forms, contracts, resolutions, and ordinances commonly used by municipalities.





SELECT REFERENCES

WHF has served as city attorney for the following references:

Steve Wolfe

Mayor, City of Florence

steve.wolfe@florencecolorado.org

☎ 719.371.5908

Amy Nasta

City Manager (Former), City of Florence

☎ 719.280.7802

James Attaway

City Manager (Former), City of Quitman

☎ 903.315.7789

Naomi Zuniga

Mayor, Town of Log Lane Village

zuniga.naomi@yahoo.com

☎ 970.867.8027

Jerry Ducay

City Manager, City of Colleyville

jducay@colleyville.com

☎ 817.503.1116

We would be happy to provide additional references upon request.



What truly sets **Dan**—and more recently **Alex**—and the entire team at **Wyatt Hamilton Findlay** apart is their accessibility and communication. They are available when you need them, responsive, and proactive. On many days, I speak with **Dan** more than anyone else, which speaks volumes about both his commitment to the City and the strength of our working relationship. ●●

~ Lori Cobler, Florence City Manager



APPENDIX A

FIRM RESUMES





alex@whflegal.com
📞 919-423-7418

ALEX PHIPPS

Alex joins the firm after spending the majority of his career working on state and local government legal issues. After several years at a large law firm working in real estate and land use, Alex spent nearly a decade working for state agencies in a general counsel capacity, advising public bodies on open government, legislation, and contested case proceedings. He also spent several years working as the senior legal research associate for the UNC School of Government, assisting professors with legal issues related to local government. Alex has deep respect for public service and the expectations and challenges that public servants face when responding to the needs of constituents.

PROFESSIONAL QUALIFICATIONS

Wyatt Hamilton Findlay, PLLC Attorney	2025 - Present
University of North Carolina, School of Government Senior Legal Research Associate	2022 - 2025
Texas Department of Licensing and Regulation Assistant General Counsel	2019 - 2022
Texas Board of Dental Examiners General Counsel (2018-2019) Litigation Manager (2014-2018)	2014 - 2019

BAR ACCEPTANCE + CERTS

Texas Bar, 2009
North Carolina Bar, 2022
Colorado Bar, 2025

EDUCATION

University of Texas School of Law (J.D.)
University of North Carolina (B.A.)

SKILLS + EXPERTISE

Municipal Law and Elections
Public Real Estate Transactions
Public Safety and Law Enforcement
Land Use and Annexation
Open Meetings and Transparency
Open Records and Public Information Act



DAN FINDLAY

Dan is a Western Colorado native with a passion for the state's singular natural environment. He has served as City Attorney for multiple Colorado municipalities and with the Colorado Division of Parks and Wildlife, where he developed a wealth of knowledge and a deep understanding of the relationship between state and local governments. Born and raised on the Western Slope, Dan has a place in his heart for local Colorado communities and, with his extensive experience in the public sector, brings incredible value and perspective to our Colorado clients.

dan@whflegal.com

📞 970-270-2405

PROFESSIONAL QUALIFICATIONS

Wyatt Hamilton Findlay, PLLC
Partner

2022 - Present

Colorado Parks & Wildlife
Procurement Director

2012 - 2022

BAR ACCEPTANCE + CERTS

Colorado Bar, 2010

EDUCATION

University of North Carolina School of Law (J.D.)
University of North Carolina (B.A.)

SKILLS + EXPERTISE

Municipal Law and Elections
Public Real Estate Transactions
Public Safety and Law Enforcement
Land Use and Annexation
Open Meetings and Transparency
Open Records and Public Information Act
Economic Development
Parks and Recreation Services
Strategic Community Development



SARAH C. ROSS

Sarah, with her 12+ years of experience in agency representation and government relations, offers a unique understanding of governmental operations. Formerly Deputy Chief Counsel for the Arkansas Department of Human Services, managing a team of 100+ and developing statewide litigation strategies, she now represents Colorado and Texas municipalities, specializing in zoning, land use, code enforcement, and litigation. Additionally, Sarah currently serves as the Local Licensing Authority for the Town of Moffat.

sarah@whflegal.com

📞 903-701-2908

PROFESSIONAL QUALIFICATIONS

Wyatt Hamilton Findlay, PLLC

Partner

2023 - Present

Arkansas Department of Human Services

Office of Chief Counsel – Little Rock
Deputy Chief Counsel – County Legal Operations

2022 - 2023

Arkansas Department of Human Services

Office of Chief Counsel – County Legal Operations
Supervising Attorney – Regional Legal Litigation (2014-2022)
Attorney Specialist (2011-2014)

2011 - 2022

BAR ACCEPTANCE + CERTS

Arkansas Bar, 2006
Texas Bar, 2023
Colorado Bar, 2024

EDUCATION

University of Arkansas Bowen School of Law (J.D.)
Texas A&M – Texarkana (B.S.)

SKILLS + EXPERTISE

Municipal Law and Elections
Law and Code Enforcement
Legal Operations Management
Government Relations
Permitting and Licensing
Litigation
Legislative Processes
Zoning and Land Use
Municipal Prosecution



WHITT WYATT

Whitt's 17+ year career has been dedicated to advocating for local governments, with a primary focus on serving municipalities as City Attorney. Bringing a wealth of experience in the realm of local governance, Whitt has been a trusted legal advisor for more than 30 cities and municipalities, providing all manner of legal services while specializing in community development and land use law as well as general counsel services. A Denver resident since 2019, Whitt is committed to serving Colorado municipalities and expanding the firm's presence in the state.

whitt@whflegal.com

📞 972-762-6418

PROFESSIONAL QUALIFICATIONS

Wyatt Hamilton Findlay, PLLC

Managing Member – Legal Services

2022 - Present

Wood Banowsky, PLLC

Managing Partner – Local Government and Land Use

2019 - 2022

GovDox

Owner

2018 - Present

Nichols Jackson

Partner – Municipal Law and Land Use

2007 - 2019

BAR ACCEPTANCE + CERTS

Texas Bar, 2007

Colorado Bar, 2019

Certified Law Enforcement Instructor, 2007

SKILLS + EXPERTISE

Strategic Community Development
Public Safety and Law Enforcement
Public Real Estate Transactions
Condemnation and Eminent Domain
Municipal Law and Elections
Zoning and Land Use Annexations
Open Meetings and Transparency
Economic Development
Parks and Recreation Services

EDUCATION

Oklahoma City University School of Law (J.D.)

Oklahoma State University (B.S.)

SUPPORT TEAM



Tiffany Camelin
Paralegal

Tiffany serves as a paralegal and as the firm's records manager, helping to review, redact, and submit documents in response to CORA requests. She has exemplary organization and time management skills to perform administrative and clerical duties. Prior to joining WHF, Tiffany worked as a Police Records Manager for seven years.

SKILLS + EXPERTISE

Public Information Act
Microsoft Office Suite
Time Management
Attorney Support
Strong attention to detail
Lexis Nexis
NIBRS



Cassie Gunther
Paralegal

Cassie brings 10+ years of paralegal experience to the firm, specializing in municipal and civil litigation. Her background includes a decade with a city attorney's office, where she handled cases from various legal disciplines and levels, and a stint with a school district delving into education law. Cassie is known for her proactive approach, strong analytical skills, and meticulous attention to detail, all of which make her such an exemplary member of the WHF team.

EDUCATION

State University of New York at Canton
University of Texas at Arlington