



BOARD OF TRUSTEES MEETING

Thursday, May 08, 2025 at 6:00 PM

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

MINUTES

Call to Order. Mayor Glant Havenar called the regular meeting to order at 6:03 pm.

Roll Call. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher, Dennis Stern.

Invocation by Trustee Dennis Stern

Pledge of Allegiance led by El Paso County Commissioner Bill Wysong

Consent Agenda. MOTION (Ball, Hutson) to approve the consent agenda including items 1) Minutes from April 24, 2025, Meeting; 2) Checks over \$15,000 - Meyer & Sams Inc dba GMS (\$20,890.10) for engineering services. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police – no additional comments.
6. Fire – Chief Vincent stated another staff EMT certification was completed.
7. Administration
8. Attorney – no comments.
9. Administrator/Clerk – Collins provided an update on various projects including the estimated start of the water tank repair, progress of the public safety feasibility study, and an anticipated change of scope for the Spruce Mountain Road project. She informed the Board about the receipt of signatures for the petition for the ballot initiative and that a 40-day protest period begins. Collins stated that signatures will be verified prior to the petition coming before the Board to consider or set an election date. It was agreed the next department workshop will be with Fire on 5/22. Collins commented about the successful bridge dedication and ribbon cutting and also informed members of approved upcoming special events.

Public Hearing –

10. Application for Resubdivision Master Plan for Lakeview Heights. The applicant requested to continue the hearing for 90 days, approximately August 14. Trustee Jurka inquired how often an applicant can request to continue a hearing. Attorney Krob informed members that if not continued,

the applicant will need to begin the process all over. MOTION (Stern, Ball) to continue the hearing until August 14. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

11. Resolution 40-2025 to Approve Agreement with Palmer Lake Pickleball Club. Ms. Jane Feldman and Mr. David Jones provided the background about the formation of the Palmer Lake Pickleball Club to assist in funding activities for maintenance and improvement of the courts. They reviewed the club goals and mission and explained the volunteer led activity for the community. This agreement was drafted and reviewed with staff and approval was recommended by Parks and Trails Commission at a special meeting on May 6. MOTION (Dreher, Ball) to approve Resolution 40-2025 to authorize the agreement. Roll call vote – aye 7; nay 0. Motion passed.
12. Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC. No action on this item (not completed).
13. Resolution 42-2025 to Authorize Professional Service Agreement with CMI to Complete Land Use Code Rewrite. Trustee Caves stated that the Planning Commission is committed to completing this project. MOTION (Ball, Jurka) to approve Resolution 42-2025 to authorize the services with CMI for a not to exceed amount of \$30,000. Roll call vote – aye 7; nay 0. Motion passed.
14. Direction for Single Hauler Trash Collection Service. Trustee Stern reviewed the rate quoted by Waste Connection and inquired how the town will establish this rate for the residents. Attorney Krob stated it will be language in a resolution for a preferred trash collection service. Language was discussed to be included, such as minimum of two years and annual review. Board members directed staff to draft a resolution for services with Waste Connection.
15. Review Draft and Direction for Request for Proposal (RFP) for Elephant Rock, Main Building. Discussion took place about revisions such as striking the former chapel also referred to as long building from the area for proposals. It was discussed that the former chapel could be seasonal use, and it was further agreed that discussion will take place at a later date. Mr. Matt Stephen inquired about the criteria referenced in the evaluation section. Collins suggested amending the word criteria to match the section identifying parameters further in the RFP. Members suggested the RFP be issued for about 3 months to allow interested parties to assemble financial data. It was estimated that proposals could be heard in August. Staff will revise the RFP and issue within the next week.
16. Update - Promotion of Community Clean Up - May 17. Collins highlighted the clean up day noting the trash bin locations and staff monitoring that will take place. Mayor Havenar asked Deputy Town Clerk Romero to distribute copies to the Board.

Public Comment. No comments from the public.

Board Reports. Trustee Ball reported that she is assisting with the dispatch building for the 911 Authority. Trustee Caves stated he is excited about the Planning Commission work and the involvement of new members completing the project. No other reports were provided.

Next Meeting (May 22) and Future Items. Mayor Havenar reminded members of the special meeting on Friday, 5/9 for executive session for input to the annexation agreement. It was added that a workshop with the Fire Department will be scheduled for 5/22 at 5 pm.

Convene to Executive Session. MOTION (Ball, Dreher) to convene to executive session at 6:50 pm. Roll call vote – aye 7; nay 0. Motion passed. For the purpose of:

A) 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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of property lease amendment for Eco Spa at Elephant Rock property; and

B) 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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development.

Reconvene to Open Session at 9:15 pm.

Adjourn. MOTION (Stern, Dreher) to adjourn at 9:15 pm. Motion passed.

Glant Havenar, Mayor

ATTEST: Dawn A. Collins, Town Clerk