BOARD OF TRUSTEES MEETING

Thursday, July 10, 2025 at 6:00 PM

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

MINUTES

Call to Order Mayor Dennis Stern called the meeting to order at 6:05 pm

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

Invocation by Guest was given by Pastor Shawn Benson of Fuel Church,

Pledge of Allegiance

Presentations

1. Recruiting Proposals - KRW Associates; Strategic Government Resources Inc (SGR) - Kim with SGR presented an overview of the town administrator recruitment process. SGR offers a broad national reach, including 20,000 LinkedIn connections and the second-largest local government job board in the U.S. They emphasized a people-focused, customized process, working closely with the Board of Trustees (BOT), staff, and community stakeholders. Larry Gilley, with 35 years of experience in local government, leads a complementary leadership workshop as part of their full-service support. Board Discussion Highlights:

   Mayor Dennis Stern asked about the recruitment timeframe; Kim with AGR confirmed it would take approximately 12 weeks.

   Trustee Amy Hutson discussed challenges facing the town and the need for a skilled recruiter.

Consent Agenda -

2. Minutes from June 30, 2025 Meeting
3. Checks over $15,000 - Craig Fire & Safety Inc ($17,825.00) for fire extrication equipment

Motion: Trustee Hutson moved to approve; seconded by Trustee Shana Ball Approved unanimously (5-0).

Staff/Department Reports

4. Water – no report
5. Public Works including Roads & Park Maintenance – no report
6. Police - Chief Smith**:** Festival on the 4th: Successful event with estimated attendance of 7,000–8,000 in the park. Improvements noted in traffic and security. Two minor disturbances

occurred, no arrests, and no traffic crashes. Colorado Rangers provided significant staffing support. An After-Action Review will be presented at a later date.

7. Fire - Slash site activity was affected by weather and staffing. No collection on Saturday; that day will be the final SLASH Day. Alternative sites discussed. Fireworks launch site may be feasible for burning, but concerns about smoke drift noted. Direction needed on future SLASH plans.
8. Administration – Deputy Clerk Erica Romero provided an update on special events.
9. Attorney –
10. Administrator - Hiring Update: Next step scheduled for 7/28. Staffing update on Deputy Town Clerk with the first review next step scheduled for the week of 7/28. Dawn reviewed the current project list and updates. Joint workshop with Planning commission to review chapter 17 articles and reported progress is continuing along on land use rewrite.

Business Items

11. Resolution 53-2025 to Authorize Hiring Recruiter to Fill Town Administrator Position Town Administrator Collins explained KRW's withdrawal and the consideration of interim options, including obtaining new proposals. Trustee Atis Jurka

    Trustee Atis Jurka inquired if DOLA provides interim administrators and emphasized the need to begin recruitment quickly due to the importance of municipal leadership.

    Budget Discussion: Dawn confirmed the recruiter costs ($30–60K) could be covered from unused wages and would not negatively impact the general fund.

Motion: Kevin Dreher moved to approve; seconded by Trustee Amy Hutson. Approved (5-0).

12. Resolution 50-2025 Approving an Appointment to Fill a Vacancy on the Town Board (remaining term 2022-2026) & Possible Oath of Office

    Five applicants were considered: four interviewed. One interview pending due to Trustee Caves' absence.

Tabled: Mayor Dennis Sterm so moved; seconded by Trustee Shana Ball Approved 5-0 to table until final interview is completed.

13. Resolution 56-2025 to Appoint Citizen Member to Parks and Trails Commission
    Motion: Trustee Shana Ball moved to approve; seconded by Trustee Amy Hutson. Approved (5-0).
14. Resolution 54-2025 Appointing Town Clerk & Administer Oath of Office Discussion included questions from Trustee Shana Ball and Trustee Kevin Dreher. Administrator Collins explained Deputy Clerk Erica Romero would be completing her Colorado Municipal Clerks certification the following week.

    Motion: Trustee Shana Ball moved to approve; seconded by Kevin Dreher. Approved (5-0)

15. Resolution 55-2025 to Establish Details for the September 9 Election Attorney Krob explained statutory requirements and clarified that the recall petition falls under Title 31, which mandates a 30–90-day window unless a regular election is within 180 days (next one is

11/4/25). Confirmed with legal advisors including CML and county clerk's attorney. County to assist with ballot boxes, UOCAVA, pre-mailing, and election judge list.

County Commissioner Wyson spoke on behalf of the El Paso County Clerk to follow up on a letter from Clerk Steve Schleiker regarding the upcoming election. He read the letter aloud, which outlined the ways in which the County Clerk's Office can support the Town of Palmer Lake during the election process. This support includes assisting with ballot proofing, providing ballot boxes and maintaining proper chain of custody, and supplying a list of qualified election judges to help administer the election in accordance with legal requirements. Roger Mosley spoke regarding the memo and noted that District 38 School District is currently holding an election. He suggested that the Town could potentially synchronize efforts or otherwise take advantage of this concurrence to streamline processes or reduce costs. He feels that qualifies as a regular election. Requested an ordinance to change to title 1.

Motion: Trustee Shana Ball moved to approve; seconded by Trustee Kevin Dreher. Approved (5-0)

16. Recognition of Employee Years of Service – Administrator Collins recognized two employees for their years of service. Lt. Adam Lundy (15 yrs of service) Tish Torweihe (5 years of service).
17. Discussion/Direction to Consider Real Estate Agent for Elephant Rock Lodge - Realtor commission discussed (10% or $50K lease/sale). RFP in process for commercial activity; no formal proposals received. Direction given to advertise for interested commercial realtors.
18. Discussion/Direction for Elephant Rock Planning and Engineering Services for the Planned Development Plan – Trustee Amy Hutson and Trustee Tim Caves met with Bill Fisher, who developed much of the vision. A sketch plan and narrative are expected within 10 days, focusing on cost-effective stormwater design. Mr. Reid Wiecks (Parks Commission) requested the vision plan be considered in open space and wildlife planning.
19. Distribute Draft Schedule for 2026 Budget – Draft was distributed

Public Comment - During public comment, Reid Wiecks and Mike Pietsch from the Parks Commission expressed their sincere appreciation for Dawn's leadership and guidance in transitioning the group from a committee to a formal commission. As a gesture of thanks, they presented her with a gift. Nancy Jurka raised concerns regarding trustee behavior during meetings, referencing inappropriate gestures that she believed undermined the integrity of the Board. Kelly Curry also addressed issues of board conduct, highlighting liability concerns for the town related to a specific public incident involving a board member on July 5.

Board Reports – Mayor Dennis Stern reported attending the recent PPAGC meeting, where he noted that the state legislature is prioritizing mass transit initiatives over expanding road capacity, despite ongoing infrastructure concerns. Trustee Kevin Dreher emphasized the importance of professional behavior by all members of the Board of Trustees, reminding the Board of their responsibility to maintain decorum in public service. Attorney Krob addressed the Board, advising that any trustee with individual concerns should consult independent legal counsel, as his role is to represent the Board as a whole and the senior appointed officials.

Next Meeting (7/24) and Future Items

Convene to Executive Session - *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) – Hermosa property easement;

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) – El Paso County Parks property;

C) 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) – input to annexation (proposed Buc-ees).

Motion: Trustee Kevin Dreher moved to approve; seconded by Shana Ball. Approved (5-0) time noted 8:25PM

Reconvene to Open Session - 10:06PM

Adjourn – 10:07 PM

Motion: Trustee Shana Ball moved to approve; seconded by Kevin Dreher. Approved (5-0)

Mayor Pro Tem Amy Hutson

ATTEST: Erica N. Romero, Town Clerk