



BOARD OF TRUSTEES MEETING

Thursday, April 11, 2024 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6:08 pm.

Pledge of Allegiance. Mayor Havenar introduced Sophie and Mia Underwood to lead the pledge. A certificate of appreciation was presented.

Roll Call. Present: Mayor Glant Havenar; Trustees Kevin Dreher, Nick Ehrhardt, Jessica Farr, Dennis Stern. Excused: Trustees Sam Padgett, Shana Ball.

Consent Agenda. MOTION (Ehrhardt, Stern) to approve the consent agenda including items 1) Minutes from March 28, 2024, Meeting; 2) Checks over \$15,000 - Core & Main (\$26,911.44); Meyer & Sams/GMS (\$46,643.50); South Beach Motors (\$35,145.00). Roll call vote – aye 5; nay 0. Motion passed.

Staff/Department Reports

3) Water; 4) Public Works including Roads & Park Maintenance; 5) Police; 6) Fire; 7) Administration – no questions.

8. Attorney Krob reported that a summons was received from former Chief Vanderpool and is under review with the town insurance provider, CIRSA.

9. Administrator/Clerk – Collins provided an update on town hiring and recruitment. A permanent modification of the office hours was requested, and Board members agreed to the change – Mon-Thu., 7:30a until 5p. The PLES roadway project is being prepared for RFP. The tree removal at Spring/Vale was clarified. PPRBD amended codes are posted to the website.

Business Items

10. Special Event Application - Ducks Unlimited Dash Run (6/9). Mr. Justin Huggins explained the DU Dash planned for Sunday, June 9, beginning after 7am. Collins reviewed the details. MOTION (Farr, Dreher) to approve the event. Roll call vote – aye 5; nay 0. Motion passed.

11. Discussion/Direction for Directional Sign, Alpine Essentials. Collins stated that the site location proposed must be reconsidered to be outside of the utility easement. It was requested that this item be tabled. MOTION (Stern, Farr) to table to the next meeting. Roll call vote – aye 5; nay 0. Motion passed.

12. Ordinance 4-2023 Relating to Annexation Procedure. Attorney Krob explained the statutory process for annexation. He explained the negotiation process with annexation and suggested that

regulation around annexation be limited so the Board has flexibility to negotiate. He stated that members should reference the Community Master Plan but not be restrained by it. MOTION (Stern, Dreher) to adopt Ordinance 4-2024 to create code relating to annexation. Roll call vote – aye 5; nay 0. Motion passed.

13. Resolution 24-2024 to Approve Land Use Application Checklists. Mayor Havenar stated the checklists were received at the prior meeting. MOTION (Dreher, Farr) to approve Resolution 24-2024 land use application checklists. Roll call vote – aye 5; nay 0. Motion passed.

14. Resolution 25-2024 to Create a Temporary Elephant Rock Advisory Committee. Mayor Havenar invited Ms Susan Miner to review the structure and process she is planning. Discussion took place about the quantity of members. Discussion was held about the process she intends to follow to organize data. It was agreed to modify the quantity to ten members. MOTION (Dreher, Ehrhardt) to approve Resolution 25-2024 creating a temporary advisory committee to consider and assemble a vision for elephant rock property with an amended quantity to ten total members. Roll call vote – aye 4; nay 1 (Farr). Motion passed.

15. Resolution 26-2024 to Approve Public Records Policy. Collins and Krob reviewed the policy primarily amending regulation around electronic documents being provided at no cost. MOTION (Stern, Dreher) to adopt Resolution 26-2024 to approve the public records policy. Roll call vote – aye 5; nay 0. Motion passed.

16. Discussion/Direction on Town Way Finding Signs. Following discussion about way finding signs on either end of town, the Board directed staff to gather examples for review and further discussion.

17. Discussion/Direction on R4 Zoning Code Regulations. Discussion took place about the R4 zoning code regulations to consider noting that there is no assignment of R4 code currently within town boundaries. The Board directed staff to work with the Planning Commission for a recommendation.

Discussion took place about hearing from the Sanitation District.

18. Discussion/Direction Relating to Fire Mitigation/Adaptive Plan. Chief Vincent reviewed a list of initiatives to move in the direction of a Firewise community. It was requested to identify a possible drop off location for a community slash pile. Members discussed locations and agreed that elephant rock property was not a favorable option. It was discussed further to gather information – estimate to destroy and/or haul slash vs burn; check with a joint option (Larkspur); map of town track area.

19. Discussion/Direction on Conditional Use Permits. Discussion took place about including language to set timeframes for conditional use on a case by case basis. Staff will draft amended code.

Public Comment – none.

Board Reports

Trustee Ehrhardt encouraged other members to look at the new bridge, which should be completed the coming weekend.

Mayor Havenar reported that the Board of Health opposed House Bill 1028 advocating safe-use sites.

Next Meeting (4/25) 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) – possible offer to purchase town property. MOTION (Dreher, Ehrhardt) to convene to executive session at 7:42 pm. Roll call vote – aye 5; nay 0. Motion passed.

Reconvene to Open Session. At 8:30 pm, the Board reconvened to open session.

20. Consider Offer to Purchase Town Property. No action taken.

Adjourn. MOTION (Stern, Farr) to adjourn at 8:30 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk