



BOARD OF TRUSTEES MEETING
Thursday, March 26, 2026 at 6:00 PM

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

MINUTES

Call to Order/Roll Call

Meeting called to order 6:00pm

Present: Roger Moseley, John Marble, Dennis Stern, Mike Beeson, Beth Harris,

Absent: Atis Jurka and Tony Beltran

Invocation – Dennis Stern

Pledge of Allegiance

Consent Agenda

1. Minutes from March 12, 2026 Meeting & Minutes from March 18, 2026 Special Meeting
2. Checks over \$15,000 - MEYER & SAMS, INC. DBA GMS INC (\$23,383.60), CIRSA (\$48,614.29)

Motion to approve consent agenda. (Marble, Harris) "Aye" Vote. Motion Passed unanimously.

Staff/Department Reports

3. Interim Administrator/Police – Chief Glen Smith reported that a new officer has been hired and will be introduced at the next meeting. Chief Smith provided an update on behalf of Deitz & Davis regarding special counsel retained in connection with the Buc-ee's annexation.
4. Town Clerk/Treasurer/Administration – Town Clerk Erica Romero stated she was advised that the board requested to amend the agenda to discuss information from the special meeting on March 25, 2026. As a result, it was recommended that the Board formally amend the current agenda to include the requested discussion.

Motion to amend the agenda to add a conversation about the reception of the withdrawal of WHF, the law firm who was in the running for town attorney. (Harris, Beeson) "Aye" Vote. Motion passed unanimously.

Town Clerk Romero wished Trustee Marble a happy birthday and noted refreshments were available.

Town Clerk Romero provided information regarding the Colorado Municipal League (CML) Annual Conference and asked Board members to notify her of their interest in attending. She noted that budget considerations will depend on participation and lodging needs and offered to share additional information and agenda details.

Town Clerk Romero confirmed upcoming April workshops:

- April 9: Workshop with YPTC (accounting consultants) to review accounting processes and systems, scheduled prior to the regular meeting, with a proposed start time of 4:45 PM.
- April 23: Workshop with SGR (Marsha), to be conducted via video conference, with participation tentatively confirmed.

Town Clerk Romero reported that staff are working to schedule an additional workshop focused on fire evacuation, mitigation, and safety, in coordination with the Pikes Peak Regional Office of Emergency Management.

Town Clerk Romero provided clarification on agenda setting procedures, referring to the memo presented. She advised that Board members should propose agenda items during Board Reports at regular meetings. For urgent or emergent matters between meetings, requests should be submitted by Wednesday 9AM prior to the next meeting. She noted this approach reflects standard best practices and is intended to improve consistency and reduce confusion, and risk while a more formal policy is developed. Trustee Beeson asked a clarifying question on when to do that during the meeting and it was discussed during board reports seemed most appropriate.

Town Clerk Romero provided an update on the RFP process for planning services, noting that outreach efforts have not yet resulted in responses. Additional outreach has been made, including to DOLA and other professional networks, and efforts are ongoing.

Town Clerk Romero noted that a meeting with the auditor is scheduled for the following day at Town Hall, and that notice was posted to allow Board members and the public to attend.

Town Clerk Romero reported on code enforcement activity related to a local trailer park, including efforts focused on education and voluntary compliance. Approximately 10–15 items have been identified for compliance, with some progress made. The Town is coordinating with state agencies regarding broader concerns.

Town Clerk Romero also reported that the engagement letter from Hinkle has been received to begin the 2025 audit process and will be executed.

5. Attorney

No Attorney present to provide a report.

Business Items

6. Discussion and Possible Approval of the Appointment(s) of a Citizen Member to the Planning Commission Board – Resolution No. XX-2026

The Board considered the recommendation from the Planning Commission regarding the appointment of three applicants to the Planning Commission, each to be voted on separately

or how the board should choose. All candidates were present, and the Planning Commission Chair Charlie Ihlenfeld expressed strong support for all applicants, noting the need to fill vacancies to maintain quorum and continue operations.

Trustee Moseley expressed concern about proceeding with appointments prior to a broader workshop discussion on boards and commissions, citing prior requests for such a review. Other Board members emphasized the need to move forward due to operational impacts, including canceled meetings and delayed Town business resulting from lack of quorum.

Town Clerk Romero clarified that she had been directed to advertise vacancies and had followed that direction, providing updates to the Board throughout the process.

Discussion continued regarding workshop scheduling, board responsibilities, and operational impacts of vacancies, including delays in planning-related matters and permitting.

Motion to continue this item until after Trustee Jurka and trustee Beltran can be present.
(Harris, Moseley) Roll Call Vote.

Accept: Moseley, Marble, Beeson, Harris

Deny: Stern

Motion passed.

7. Amended Agenda Item: Discussion pertaining to the termination letter from WHF and the RFP Process.

The Board discussed the withdrawal of a law firm from consideration for Town Attorney. Staff confirmed that efforts were made to contact the firm and coordinate attendance at the meeting, but no response was received prior to the firm's withdrawal.

Discussion included concerns regarding the procurement process, candidate withdrawals, and remaining options. The Board considered whether to restart the RFP process or proceed with the remaining candidate.

Public Comment

Paul Olivier – Addressed the Board, expressing concern over the delay in voting on an agenda item. They noted that in their experience, it was unprecedented for a Board with a quorum to refuse to vote on an issue recommended by the Planning Commission. He urged the Board to take immediate action on the qualified candidates rather than further stalling.

Bill McDonald – Expressed personal appreciation for Town staff. He stated that this gratitude is shared by many in the community who observe the current challenges facing the Town. He concluded by encouraging staff to remain firm against intimidation or bullying, asserting that the majority of the community supports their efforts.

Richard Kuehster – Expressed disappointment regarding the Board's failure to fill vacancies on the Planning Commission, noting that the three candidates included key authors of the town's Master Plan. He emphasized the difficulty of operating a commission with only four members and suggested that such a shortage hinders the quality of decision-making. Additionally, he

raised concerns regarding the hazardous condition of Spruce Mountain Road heading toward Larkspur, citing severe potholes that pose a risk to public safety and vehicle integrity.

Kent Hutson – Expressed concern regarding the Board's decision to delay the appointment process. He noted that they would be unable to attend the next meeting, potentially placing their application at a disadvantage. He further stated that the refusal to move forward on any of the candidates hindered their opportunity for a fair evaluation.

Motion to engage in negotiations with JVAM. (Stern, Beeson) Roll Call Vote.

Accept: Marble, Stern, Beeson, Harris

Deny: Moseley

Motion Passed.

Public Comment

Laura McGuire – Questioned the Board's decision to delay action despite having a legal quorum, asking if this established a new standard for future meetings with absent members. Highlighting the professional qualifications of the three Planning Commission candidates and their role in developing the Master Plan, she urged the Board to proceed with the appointments immediately.

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please be recognized to speak, sign in, and address the Board on matters not on the agenda. Thank you!*

No public comments received

Board Reports

Trustee Harris asked staff when the cutoff for donations for the easter egg hunt was.

Motion to convene to executive session. (Harris, Marble) "Aye" Vote. Motion passed unanimously.

Convene to Executive Session - Pursuant to C.R.S. § 24-6-402(4)(f): To receive information regarding a personnel matter and to provide directions to staff.

Trustee Moseley recused himself from the executive session.

Executive session was convened and later concluded with no objections noted regarding improper discussion.

Reconvene to Open Session at 7:43PM

Next Meeting and Future Items

Adjourn – Meeting Adjourned at 7:45PM