



BOARD OF TRUSTEES MEETING

Thursday, October 23, 2025 at 6:00 PM

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

MINUTES

Executive Session

Call to Order: Call to Order/Roll Call Meeting called to order by Mayor Stern 3:30PM

Present: Trustees Elizabeth Harris, Roger Moseley, Michael Boyette, Dennis Stern, Tim Caves, and Atis Jurka

Motion to enter into Executive Session (Stern, Boyett)

The Board convened into Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters related to the recruitment process and qualifications for the position of Town Administrator, and to meet with the recruitment firm (SGR) assisting the Town in that process. The Board reconvened to open session. No formal action was taken during the Executive Session.

Roll Call Regular Meeting called to order by Mayor Stern at 6:00pm

Present: Trustees Elizabeth Harris, Roger Moseley, Michael Boyette, Dennis Stern, Tim Caves, and Atis Jurka

Invocation by/Pledge of Allegiance Trustee Boyette, Roger Moseley

MOTION (Stern, Jurka) made and approved to amend the agenda to include a Proclamation for National Veterans Small Business Week (Nov 3–7, 2025). Motion passed unanimously.

Introductions/Presentations

1. Presentation of 2024 Financial Audit (P.Hall)

Interim Town Administrator Glenn Smith reported the audit was not completed by the contracted auditor.

- Auditor missed multiple deadlines despite extensions.
- Recommendation: Sever contract due to non-performance.
- Town Attorney Scott Krob confirmed legal grounds exist for termination with minimal financial risk, as no payment has been made.
- Board discussed audit delays, communication issues, and the need for a new auditor.

MOTION (Harris, Moseley) to serve the contract with auditor to include the items listed in notification motion passed unanimously.

MOTION (Moseley, Caves) to give directions to Interim Town Administrator Smith to

- Terminate the auditor contract, with proper documentation and legal notice. *(Unanimous)*

- Authorize Town Administrator to secure a new auditor promptly, with a cost cap of 20% over the prior contract amount (\$21,600), subject to budget limits. *(Unanimous)*

Consent Agenda – MOTION to pass (Boyett, Stern) motion passed unanimously

Approved as presented.

Items included:

- October 9, 2025, Meeting Minutes
- September Financials
- Checks over \$15,000 (Mar & Sons – \$23,853.81)

Staff/Department Reports

5. Water – Charles Ruibdoux ORC/Water Supervisor
Requested early approval to order filter media and underdrains for Filter Vessel #2 at the Groundwater Treatment Plant (approx. \$65,000).
 - Originally budgeted for 2026, but supply issues and system wear prompted early replacement.
 - Informational item only; no formal action required at this meeting.
6. Public Works including Roads & Park Maintenance –
No formal updates. Maintenance and cleanup around the creek trail were noted as excellent.
7. Police - Officers completing annual state training requirements by December.
8. Fire - No new updates; focused on 2026 budget planning.
9. Administration/Town Clerk –
No major updates: focus remains on budget and upcoming board processes work session/training.
10. Attorney - Scott Krob
 - Provided draft Code of Conduct and Ethics examples from the City of Evans for board consideration.
 - Updated ongoing litigation:
 - Integrity Matters Case: CIRSA pursuing attorney fees (\$35,000).
 - Mosley/Brozik Case: Plaintiff filed notice of appeal; town considering recovery of legal fees.
 - Clarified annexation and election legal procedures
11. Town Administrator – Interim Glen Smith provided updates on the following
 - Budget preparation and land use applications are ongoing.
 - Pickleball bathrooms will remain open and winterized with door closures installed.
 - Auditor correspondence fully documented for termination process.

Business Items

12. Discussion regarding Resolution 62-2025 Initiating Annexation Proceedings and Setting a Hearing to Determine the Eligibility of Certain Lands, Crossing at Monument Creek.

Attorney Krob explained the eligibility process and timeline. He noted a type of 2024/2025 and explained setting the hearing. Krob explained we are obligated to set a hearing, and the board needs to determine if its eligible.

Trustee Moseley asked questions regarding DRT and invoices specific to Red Rocks and stated its an issue to look into he wants to understand the DRT process and contractors' reimbursements. Attorney Krob recommended Trustee Moseley better understand the Town process.

Public Comment form Amy Hutson was given regarding the DRT process.

- Developers submitted pre applications to staff, DRT reviews for completeness and suggested Trustee Moseley better familiarize himself with the process.

The Town Attorney clarified a quick summary of DRT process

- Developers submit applications to staff, DRT reviews for completeness.
- Consultants act only under town direction, not developers.
- Process documentation will be improved for transparency.
- A future work session will outline the full DRT process.

The Town Attorney explained that the matter is quasi-judicial in nature and cautioned the Board of Trustees against becoming directly involved in the process.

Public comment by Martha Brodzik spoke about referencing code with DRT process.

MOTION (Stern, Boyett) to pass Resolution 62-2025 – Initiating Annexation Proceedings

Property: *Crossing at Monument Creek*

- Sets Eligibility Hearing for December 11, 2025 (6 PM). Passes Unanimously

13. Designation of Monument Ridge West Election Date Board discussed adjusting the annexation election date from January 20, 2026 (holiday conflict) to February 19, 2026.

Motion (Stern, Boyett) Passed Unanimously to move election date to February 19, 2026.

Town Attorney clarified:

- Annexation proposals, not just petitions, are subject to election by code.
- Ballot language will be drafted by the applicant and reviewed by the Town for clarity and fairness.
- Future ordinance amendments will define election procedures, costs, and timing.

14. Ballot Language for Annexation Election - Attorney Krob reported that he has spoken with the applicant's attorney regarding the annexation election ballot language.

- The Board of Trustees will receive a draft of the ballot language approximately one week prior to the next meeting for review.
- Attorney Krob explained that the Town is allowing the applicant to draft initial ballot language essentially granting them partial input on how the question is presented to voters subject to Board review and approval.
- The Board has requested that the applicant clearly state what they are asking voters to decide on.

- It is ultimately the Board's responsibility to review, revise, and make recommendations on the final ballot language.
- The Board will also need to address the parameters and procedures related to the upcoming annexation election

Public Comment from Martha Brodzic request people to review the language. Kellie Currie wanted to address the board of 2024 and the start of the process and letter with questions to Dawn Collins and questions she had regarding all this. Gary Atkins he asked about the process and his confusion regarding the application for annexation.

15. Address Board of Trustee Vacancy – Mayor Stern spoke about referenced a prior motion by Trustee Beth to consider the three previously interviewed applicants for the vacant trustee position.

- Alex Farr is no longer interested in being considered.
- This leaves two remaining candidates, both of whom attended the prior meeting.
- Concerns were raised regarding the conduct of those candidates during that meeting, including inappropriate behavior and lack of decorum.
- Trustee [Name] recommended reopening the application process for two weeks, noting that two weeks have already elapsed within the 60-day appointment window.
- The proposal included:
 - Conducting new interviews within the two-week period.
 - Making an appointment within the 60-day timeframe.
 - Proceed to a special election if the Board cannot reach an appointment decision.
- A motion was made to reopen the application process for the vacant trustee position.

MOTION: Stern moved to reopen the application process for the vacant Trustee position. Motion seconded by Trustee Boyett.

Roll Call Vote:

- Jurka – No
- Caves – Yes
- Stern – Yes
- Boyett – Yes
- Roger – No (*stated that he does not believe an explanation regarding a candidate is grounds for disapproval*)
- Harris – No

Result: **MOTION** failed (3–3).

Discussion continued regarding election timing and potential cost-saving options. The Board reviewed whether aligning future elections could reduce expenses; however, based on the current timeline and state statute requirements, this does not appear feasible at this time. Town Clerk Romero gave information with options of opening up applications and still having the options of going to an election which will help save potential cost and confusion adding to other elections.

Staff reviewed the statutory timelines related to setting elections following a vacancy. It was noted that:

- An election must be called within 60 days of the vacancy declaration, with the deadline falling on December 8.
- The next regular meeting on December 11 could serve as the date to call the election, if necessary, as the 60-day period ends over the weekend.
- Depending on when recall petitions are verified and other election timelines begin, the dates for multiple potential elections may not align due to statutory requirements and timing differences of 10–15 days between events.
- Staff indicated they are working on a flow chart to outline various election scenarios but are awaiting confirmed dates for accuracy.

Staff clarified that if the Board chooses to accept and review applications for the vacancy, and determines none of the applicants are suitable, the Board would still remain within the legal time frame to call an election. This allows for both appointment and election options to remain open.

Board members discussed the timing of a potential election for the vacancy created by the recent resignation. Questions were raised regarding the specific statutory time frames for calling and holding the election (60–90 days). Staff committed to confirming the exact dates.

It was further noted that the cost of a special election is approximately \$30,000, while reviewing applications and making an appointment would only require staff time. Several trustees expressed interest in accepting applications and conducting interviews to attempt an appointment before moving to an election.

Public Comment

Kevin Dreer, Urged the Board to take applications and collaborate to appoint a qualified individual rather than spend town funds on another special election, emphasizing fiscal responsibility and teamwork. Martha Bradzik stated that qualifications should take precedence over personal preferences and encourage consideration of all qualified residents, and she is willing to work with any willingness to work. Kathy Keely asked for clarification on prior applicants and whether all interested individuals had been contacted. The Board confirmed that one candidate declined further consideration. Trina Shook referenced Tim Caves recall and past elections. Mr. Moseley requested Kevin and Shanna not to step down and stated they made the right decisions. Additional residents expressed concerns about transparency and communication among trustees regarding applicant outreach. Staff clarified that individual conversations with residents are allowed provided no quorum meets or decisions are made outside public meetings.

The Town Administrator emphasized the workload and cost associated with repeated special elections and recalls, noting that they impact on staff capacity across departments. The Administrator requested that the Board seek collaborative solutions to minimize administrative and financial burdens when possible.

- Following discussion, a **MOTION** was made by Trustee Stern and seconded by Trustee Boyett.
- Roll Call Vote:
 - Jurka – No
 - Caves – Yes
 - Stern – Yes
 - Boyett – Yes
 - Moseley – Yes
 - Harris – No

- **MOTION** passed (4–2).
- The Board approved opening the vacant Trustee position to public applications for two weeks.
- Interviews will be conducted, and an appointment vote will be held at a meeting before December 8, 2025.
- Applications will open immediately, and interviews will be scheduled prior to the deadline.

Public Comment – Public Comment Summary

Angela Fike Asked whether the Board has considered seeking bids from other law firms to help reduce legal costs, noting that over \$70,000 has already been spent. Suggested that the Town could save money by evaluating alternative firms that provide similar services at a lower rate.

Additionally, clarified language from a prior annexation ballot initiative, stating that under the ordinance, no annexation becomes effective unless approved by voters, expressing concern that it may have been previously misinterpreted. Martha Bradzik addressed concerns regarding process and adherence to Town code, referencing a Planning Commission meeting on October 30 where an agenda item was added less than 24 hours before the meeting. Urged the Town to follow established public notice and minor subdivision procedures, particularly concerning the Elephant Rock property and the EoSpa development, emphasizing the need for transparency and consistency with Town code. Amy Hudson clarified that the Willins do not yet own the EoSpa property, confirming ownership remains with the Town until subdivision is finalized. Laurel Scow Submitted a written statement to the Board expressing concern over the annexation process and zoning implications related to the proposed Buc-ee's development. Stated that the October 2 meeting represented a turning point for community trust, alleging the process was manipulated to favor a specific outcome. Argued that the proposed annexation conflicts with the area's historic zoning, which has long supported only small-scale commercial and residential uses. Emphasized that the annexation election is fundamentally about protecting zoning integrity and community character, asserting that the project sets a concerning precedent for future development in northern El Paso County. Mr. Moseley clarified more information regarding EcoSpa the town is still in charge not the applicant and thanked Glen Smith for his work on that project.

Board Reports –

- Trustee Harris thanked the public for their continued engagement and participation in Town meetings.
- Trustee Moseley complimented the CML training he attended, noting that it was excellent and informative, and expressed appreciation to staff for encouraging his attendance.

Next Meeting and Future Items- November 13, 2025, 6pm at Town Hall

MOTION to adjourn was made by Trustee Boyett and seconded by Trustee Harris. The meeting was adjourned at 9:27 PM.