



## BOARD OF TRUSTEES MEETING

Thursday, February 27, 2025 at 6:00 PM

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

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### MINUTES

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**Call to Order.** Mayor Havenar called the meeting to order at 6:01 pm.

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

**Pledge of Allegiance.** Trustee Jurka led the pledge.

#### Presentation

1. Lewis Palmer High School Hockey Presentation to PLPD. Lewis Palmer Hockey Coach Scott and Jill Bradley presented Outdoor Classic swag to Fire Chief Vincent and a framed wall piece highlighting the Palmer Lake Honor Guard to Police Chief Smith.

**Consent Agenda.** MOTION (Ball, Dreher) to approve the consent agenda including items 2) Minutes from February 13, 2025 Meeting; 3) Financials (January); and 4) Checks over \$15,000 - JR Engineering LLC (\$16,484.26) for Design of Spruce Mtn Rd Improvement. Roll call vote – aye 7; nay 0. Motion passed.

Administrator Collins remarked that the agenda inadvertently left off a few staff reports and requested a moment for staff.

Mayor Havenar asked Chief Glen Smith if he had a report and he responded that the vehicle discussed in the prior workshop is requested to explore to bring back details. No member objected.

Attorney Krob provided an update on the three independent impact reports relating to the proposed annexation for Buc-ee's development. He stated the final traffic impact report was received and will be distributed and posted. Town staff has not yet received the draft fiscal impact nor the water resource reports.

Collins provided CDOT's response to the inquiry about the south end of town limit sign being moved. According to CDOT engineering, it was improperly placed in the past, and it is correctly installed, where the town limits cross the highway, which is near Circle. Collins asked permission to explore options for a town sign at the start of the town boundary. Collins reported that CivicRec reservation system is underway being built, the cross connection program information being communicated to Hydro Corp, and she announced an El Paso County Economic Development meeting at town hall on April 3. She reviewed Tri-Lakes Chamber meetings and stated the dates for the CML conference. Collins informed the Board of upcoming special events, including a farmers market at Centennial Park starting May 25

and consecutive Sundays until October; the Easter egg hunt and pancake breakfast on April 19; and a comedy event on April 12. Ms. Jennifer Rausch provided the details from the Arts Council.

Trustee Jurka offered gratitude to the Water department for the hydrant map.

Mayor Havenar recused herself from the public hearing item, disclosing that she is the listing agent for one of the three properties. Mayor Pro Tem Stern introduced the public hearing.

### **Public Hearing**

5. Application for Resubdivision/Replat, Tudor Manor Crossing (Willan). Mr. Richard Willan explained the application for replat to clean up three property lines. No person spoke for or against the application. Mayor Pro Tem Stern closed the hearing.

### **Business Items**

6. Resolution 19-2025 to Approve Replat of Lots, Tudor Manor Crossing (Willans). Trustee Caves asked about Planning Commission's review of the application with a response that it was unanimously recommended for approval. MOTION (Caves, Ball) to approve Resolution 19-2025 to approve the replat as presented. Roll call vote – aye 6; nay 0; abstain 1 (Havenar). Motion passed.

7. Resolution 20-2025 to Approve Citizen Appointments to the Planning Commission. Mayor Havenar called Mr. Andre Bergeron and Mr. Mike Beeson to the podium to introduce themselves. MOTION (Ball, Hutson) to approve Resolution 20-2025 to approve the citizen appointments of Mr. Beeson and Mr. Bergeron to the Planning Commission. Roll call vote – aye 7; nay 0. Motion passed.

8. Resolution 21-2025 to Approve Amended Excessive Water Leak Policy. Collins explained the modification to the excessive leak policy providing relief to any water account holder and a revised method to determine the relief amount. Mr. Matt Beverly suggested looking at the water meter system of Woodmoor Water District. Collins explained that replacing the meters was previously brought to the Board to consider at budget and it was not approved. She further stated that a news item is posted fairly regular that suggests a tool to be notified of use on a water line. MOTION (Stern, Dreher) to approve Resolution 21-2025 to amend the excessive water leak policy. Roll call vote – aye 7; nay 0. Motion passed.

9. Resolution 22-2025 to Authorize Professional Service Agreement for Feasibility Study for Public Safety Building Location. Discussion took place about the two proposals. Collins explained the determination of staff for the overall lower cost proposal for an amount of \$24,000 and reviewed the three locations, including the current site, the elephant rock site, and the offered site abutting the railway by Mr. James Fitzgerald off Hwy 105. Ms. Marty Brodzik clarified that the study is for the location only. Ms. Jennifer Rausch suggested including response time from each location. Mr. Matt Stephen stated the scope seems to cover traffic and timing for emergency apparatus. MOTION (Ball, Hutson) to approve Resolution 22-2025 to authorize the agreement for a feasibility study for a public safety building site as presented for \$24,000. Roll call vote – aye 7; nay 0. Motion passed. Collins thanked Board members for supporting this effort as it has been a long time discussion for the PLPD and PLFD.

10. Resolution 23-2025 to Authorize Signature and Filing MS4 Annual Report. Mayor Havenar explained the annual report in response to the required MS4 permit. MOTION (Ball, Jurka) to approve Resolution 23-2025 to authorize signature and submittal of the annual report. Roll call vote – aye 7; nay 0. Motion passed.

11. Resolution 24-2025 to Renew Memo of Understanding for Domestic Violence, PLPD. Chief Smith noted this is a renewal of a five year agreement with multiple agencies. MOTION (Ball, Dreher) to approve Resolution 24-2025 to renew the MOU for PLPD. Roll call vote – aye 7; nay 0. Motion passed.

**Public Comment.** None.

**Board Reports.** Trustee Ball stated that she attended her first 911 authority meeting and explained the benefit of Peak Alerts. Trustee Caves stated he attended the Planning Commission meeting and is pleased that the commission vacancies are filled. Trustee Stern reported that he attended Parks Commission and there is a lot of work that commission volunteer members do for the town. Mayor Havenar stated she attended Board of Health and explained there will be a national search for a new director due to Director Wheelan's retirement.

**Next Meeting (3/6 workshop; 3/13 meeting) and Future Items**

**Convene to Executive Session.** MOTION (Stern, Dreher) to convene to executive session at 6:53 pm 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) – elephant rock property lease review (EcoSpa); and

B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town regarding the Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Integrity Matters complaint and Buc-ee's/Monument Ridge West annexation petitions.

Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session** at 7:47 pm.

**Adjourn.** MOTION (Ball, Stern) to adjourn at 7:48 pm. Motion passed.

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*Mayor Glant Havenar*

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*ATTEST: Dawn A. Collins, Town Clerk*