



## **BOARD OF TRUSTEES MEETING**

**Thursday, April 10, 2025**

**Executive Session at 5:00 PM / Regular Meeting 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 & Roll Call.** Mayor Havenar called the meeting to order at 5 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Kevin Dreher, Dennis Stern. Excused: Trustee Amy Hutson.

**Convene to Executive Session.** MOTION (Stern, Dreher) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. 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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of possible property lease amendments for Eco Spa at Elephant Rock property; and 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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input for possible annexation agreement for proposed Buc-ee's development.

**Reconvene to Open Session at approximately 5:50 pm.**

Mayor Havenar recessed briefly to open doors for the regular meeting. At 6:04 pm, the meeting continued.

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

**Invocation provided by Trustee Ball**

**Pledge of Allegiance – led by County Commissioner Bill Wysong**

**Proclamation Recognizing Child Abuse Prevention Month.** Mayor Havenar read a proclamation and presented it to Commissioner Wysong and Mr. Jason Lester with El Paso County Human Services.

**Consent Agenda.** MOTION (Ball, Jurka) to approve the consent agenda including 1) Minutes from March 27, 2025 Meeting and 2) Resolution 8-2025 to Approve Expectations of the Town Board of Trustees. Roll call vote – aye 6; nay 0. Motion passed.

#### **Staff/Department Reports**

3. Water
4. Public Works including Roads & Park Maintenance
5. Police

6. Fire. Chief Vincent reported the removal of hazardous trees and thanked the Parks and Trails Commission members and the assistance of Public Works personnel. PLFD will continue this work on town property.
7. Administration
8. Attorney. Attorney Krob explained how the three independent reports for the proposed annexation reports were determined, stating that professional services are not required to be competitively bid. He reviewed how the consultants were chosen and provided an update on the current two draft reports, stating that the quality of the final reports is more important than the timing of a final document.
9. Administrator/Clerk. Collins provided an update on current projects including the Spruce Mountain roadway design requiring involvement of the railway; the water tank needing repair; the positive progress of building CivicRec reservation system and soon to be displayed public art outside the library. She informed members of new staff for Police and possibly Water and reminded members about the upcoming TLCC awards dinner as well as springs events to participate in.

Mayor Havenar read the public comment rules as noted on the agenda.

#### **Public Hearing.**

10. Application for Resubdivision Master Plan for Lakeview Heights -- *Applicant requested the hearing be continued until 5/8*. MOTION (Ball, Dreher) to continue the hearing until May 8 as requested. Roll call vote – aye 6; nay 0. Motion passed.

#### **Business Items**

11. Resolution 35-2025 Initiating Annexation Proceeding and Setting a Hearing to Determine Eligibility of Certain Lands Sought to be Annexed. Attorney Krob reviewed the statutory requirement to set a hearing date. Trustee Stern inquired why the hearing date is suggested so late. Attorney Krob explained the timeline to allow property owners along the flagpole to also petition to annex. MOTION (Ball, Dreher) to set the hearing for the suggested special meeting date of Thursday, May 29, at 6 pm. Trustee Jurka inquired who will be presenting. Attorney Krob noted that the property owner can authorize another to represent them. Roll call vote – aye 5; nay 1 (Jurka). Motion passed.
12. Ordinance 1-2025 Authorizing Sale of Certain Real Property and Execution of Quitclaim Deed. Attorney Krob explained the quitclaim deed for property. Mr. Craig Dossey, representing the landowner, Mr. Lynn Jack, explained the vicinity map reviewing the two pieces of land requested. Mayor Havenar invited the citizen member to review and/or inquire further about the use. Ms. Alex Olivier reviewed the vicinity map and confirmed that Mr. Jack would not change the use of the land. Mr. Matt Stephen inquired about creating pedestrian trail use along Hwy 105. It was noted that the pieces do not continue along Hwy 105 and are surrounded by private property. No other public comments were made. Trustee Stern inquired about charging for the property and Attorney Krob explained that the town cannot charge for right of way and because the town is unaware how the property was conveyed, the town is unable to warranty title which would be required in a purchase arrangement. MOTION (Jurka, Caves) to approve Ordinance 1-2025 to execute the quitclaim deed to Mr. Jack. Roll call vote – aye 6; nay 0. Motion passed.
13. Ordinance 2-2025 Authorizing Collection for Unpaid Fees to the Town. Collins explained the necessary ordinance to authorize collection for unpaid fees, specifically municipal court fees. Discussion ensued about the amount of unpaid fees and Collins and Deputy Clerk Romero assured members that an audit of unpaid court fees must be completed to provide an estimated amount. No public comments were made. MOTION (Dreher, Stern) to approve Ordinance 2-2025 to authorize collection. Roll call vote – aye 6; nay 0. Motion passed.

14. Review/Direction for Community Clean Up - May 10. Discussion took place about the estimated costs for placing trash bins for a community clean up event and monitoring. Members preferred one week later on May 17 to avoid Mother's Day weekend and to provide additional time to promote the clean up event. Ms. Cyndee Henson inquired about yard waste. Chief Vincent stated that natural material will be accepted at the burn site off County Line Rd (former motorbike track). Mr. Matt Beverly inquired what material will be burned as he resides in the area. Chief Vincent restated that only natural material will be burned. Board members agreed with the clean up event on May 17 and suggested a not to exceed expenditure of \$2500 by the town.

15. Review/Direction for Elephant Rock Property Planned Development Plan Process. Discussion took place about the first steps of the Planned Development (PD) application process for the entire elephant rock property site. It was agreed that the existing main lodge and abutting two structures will be held for a future RFP to be developed including criteria for proposals. Working with Willans, Trustees Caves and Hutson will assist in developing the PD plan with town consultants CMI and GMS for the entire site.

16. Review/Direction for Single Hauler Trash Collection Services. Discussion ensued about the public comments and provider response to comments. The topic of not prohibiting a private owner from a contract with another provider was raised. It was agreed that staff will inquire about the percentage of clients in Palmer Lake with each firm, confirm the numbers for the quotes provided, and bring back a summary of the proposals.

**Public Comment.** Mr. Roger Moseley expressed concern about the independent studies, inquiring about contract management. He stated that he would have more confidence about what is intended for the reports if they were managed. Mr. Jason Lester expressed appreciation for the proclamation and offered stats and information about child abuse, explaining how the El Paso County Department of Human Services works to prevent abuse. County Commissioner Wysong promoted a free event for fathers on April 18.

**Board Reports.** Trustee Jurka reported his participation in the El Paso County Economic Development informational meeting at the town hall the prior week. He and Trustee Ball will be meeting with the County about development small business and tourism. Mayor Havenar reported her attendance to the PPACG meeting and the County Commission hearing for United Congregational Church (UCC). She reported that the County approved the rezoning of the UCC property to 2.5 acres. Trustee Stern reported that Parks and Trails Commission members do a lot of work. Collins informed members that water is spilling into the lake as allowed.

#### **Next Meeting (4/24) and Future Items**

**Convene to Executive Session.** MOTION (Dreher, Ball) to reconvene to executive session at 7:15 pm 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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input for possible annexation agreement for proposed Buc-ee's development. Roll call vote – aye 6; nay 0. Motion passed.

#### **Reconvene to Open Session at 9:29 pm.**

**Adjourn.** MOTION (Dreher, Stern) to adjourn at 9:30 pm. Motion passed.