



BOARD OF TRUSTEES MEETING

Thursday, January 22, 2026 at 6:00 PM

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

MINUTES

Call to Order/Roll Call 6:00 PM Atis Jurka, Roger Moseley, Beth Harris, Dennis Stern, Tony Beltran.

Invocation – Trustee Beltran

Pledge of Allegiance

Mayor Stern issued a public apology to Mike Beeson and Jennifer Rausch and emphasized the importance of verifying information before making public statements.

A point of order was raised regarding agenda-setting authority and related procedural concerns. The town attorney indicated that the concerns would be addressed during the attorney's report later in the meeting. The board agreed to proceed with the agenda and address the matter at that time.

Introductions/Presentations

1. Colorado Municipal League Presentation – Kevin Bommer the executive director with CML provided in person presentation on Good Governance and Your role as an elected official.
2. Hinkle & Company - Jim Hinkle provided a status update on the 2024 audit and stated he was 60% complete. He thanked the staff for their quick response and efforts to help get this completed. He stated at this time he has no concerns.
3. Administer Oath of Office, Ofc. Alan Dominguez – Lt. Adam Lundy presented Officer Alan Dominguez his ceremonial oath of office and welcomed him to Town of Palmer Lake Police Department.
4. Special Event Application - Alisha Sears and Jeff Hulsmann appeared before the committee representing Awake the Lake and provided historical background on the event, as well as information regarding its significance and value to the Town of Palmer Lake.

Town Clerk Erica Romero stated that Awake the Lake is one of the largest annual events in the Town and expressed appreciation for the applicants' cooperation and understanding of the updated event requirements. Clerk Romero confirmed that all required materials and conditions have been satisfied at this time, and the Town looks forward to continuing forward with event planning.

Committee members noted and appreciated the significant improvements observed during the 2025 event, particularly related to traffic management and police presence. The

committee expressed support for continuing to build upon these improvements to further enhance the event in future years.

Consent Agenda

5. Minutes from January 8, 2026 (Special Board of Trustee Executive Session)
6. Checks over \$15,000- Meyer & Sams, Inc. (\$19,585.60)

Motion to approve the consent agenda, to include continuing the January 8, 2026, regular meeting minutes, with any corrections to be submitted to Clerk Romero within the next two days. (Moseley, Beltran) “Aye” Vote. Motion passed unanimously.

Staff/Department Reports

7. Attorney – Attorney Krob provided an update, and The Board discussed agenda-setting procedures, including allowing items to be placed by the mayor in coordination with staff (town administrator, town attorney, town clerk/treasurer) or by two trustees, and establishing a clear submission deadline per Attorney Krob recommendation.

Town Clerk Romero recommended using a standardized agenda request template, directing all agenda requests through the Clerk’s office, and proposed a submission deadline of 9:00 a.m. on the Wednesday prior to the meeting, with agenda publication by Friday, noting that adjustments may be necessary due to operational needs such as quorum issues.

Public Comment was provided on his topic by Martha Brodzik regarding questions regarding agenda setting and cautioned not to rush into this. The Town Attorney advised the Board that, except in unusual circumstances, the Board should adhere to its published agenda. He noted that items not requiring public notice or hearings may be discussed if appropriate and recommended a limited departure from standard practice to address recent agenda concerns. He emphasized that this should not become routine practice.

It was discussed and recommended that there was a need for a written policy governing how agenda items are added, recognizing the operational responsibilities of the Town Clerk and the need for flexibility in managing agendas for multiple boards and commissions.

The Board discussed holding a workshop to further develop an agenda-setting policy. The Town Clerk confirmed that agenda-setting topics are already being tracked and suggested incorporating the discussion into an upcoming workshop addressing Chapter 2 of the Town Code.

Motion to establish an agenda-setting policy authorizing the Mayor, Town Administrator, Town Clerk, Town Treasurer, or Town Attorney to add items to the agenda, and allow agenda items to be added by two trustees, provided materials are submitted to the Town Clerk by 9:00 a.m. on the Wednesday prior to the meeting. (Harris, Jurka) “Aye” Vote. Motion passed unanimously.

Attorney Krob addressed at the request of Trustee Jurka, the scope of work that would continue should he remain as Interim Town Attorney until a permanent attorney is retained. He provided the Board with a summary list of pending legal matters, including the status of each item and recommendations on whether work should continue or be deferred.

Attorney Krob advised that certain matters require continued legal support to ensure compliance and continuity of operations, including municipal court proceedings (noting statutory speedy trial requirements), CORA request review and compliance, routine contract and intergovernmental agreement review, and preparation of the attorney opinion letter required for the 2024 audit.

Additional items discussed included completion of Accessory Dwelling Unit (ADU) code updates to comply with recent state legislation, review of ongoing land use and development matters, annexation-related proceedings, and selected real estate transactions. For several matters, Attorney Krob noted that work could either proceed on a limited basis to avoid delay or be deferred until a new attorney is appointed, depending on Board direction and urgency.

Attorney Krob emphasized the importance of maintaining legal compliance, proper public notice, and continuity of critical Town functions, while allowing the Board discretion in determining which matters should proceed during the interim period.

A motion to have a special board meeting on the 30th of January at 6:00PM to confirm the hearing date of 5 February for Buc-ee's. (Moseley, Beltran) "Aye" Vote. Motion passed unanimously.

Attorney Krob also provided updates on pending litigation and other outstanding legal matters and reiterated his request for Board direction regarding which items the Board wishes him to continue working on during the interim period.

8. Interim Town Administrator and Police Chief Glen Smith provided an overview of the Town's code process. Smith also addressed and clarified a prior statement made by Trustee Moseley regarding contract coverage, explaining the current process and outlining his scope of authority in his role as Interim Town Administrator. Trustee Jurka asked questions regarding requests for proposals in which Smith provided information regarding the process and direction he followed.
9. Town Clerk/Administration – Town Clerk Romero provided clarification regarding Humana as the Town's provider of dental, vision, and life insurance, noting that coverage for the Town-owned library is reimbursed at 75 percent. Romero also clarified that the Town maintains twelve Amcobi water accounts, corresponding to each water tap, and that the water treatment plant is billed as a customer of the system. She explained that the Town has an established process for determining water rates and they too have to abide by. Town Clerk Romero followed up with the request for direction on several potential workshops, including updates to the fee schedule, development of an agenda-setting policy, Board conduct, consideration of a dark sky ordinance, and strategies for generating Town revenue. The goal is to prioritize these topics and establish a schedule. It was suggested that tentative dates be identified for interviewing Board of Trustees candidates to help avoid future delays in filling vacancies. Town Clerk Romero reported that the vacant Accounting Clerk position is under evaluation, taking into consideration the Town's external accounting contract and existing administrative roles. The intent is to reorganize the position, potentially combining responsibilities, to ensure efficient operations and high-quality financial services. Town Clerk Romero also confirmed that the Town's loan payments are being accounted for appropriately,

noting that the principal payment from the Water Fund to the General Fund is structured as interest-only for the first five years.

Trustee Moseley stated for the record he submitted a Colorado Open Records Act (CORA) request and disagreed with the response provided. It was reported that the request was reviewed and responded to, with the determination that the requested information was confidential and not subject to disclosure under applicable law. For the record Trustee Moseley asked who authorized the investigation with what authority. In his CORA he said if you can't answer which are confidential and which are not, he expects to know why.

Public Hearing

10. Continuation of Eligibility for Annexation for Petition Submitted by Crossing at Monument Creek aka Red Rock Acres Annexation

(Trustee Moseley excused himself due to established conflict of interest)

A continuation of the hearing was held regarding the eligibility for annexation of the Crossing at Monument Creek, also known as Red Rock Acres. A NES representative of the applicant presented information regarding the property, including its location and contiguity with the Town limits. It was continued due to meeting the noticing requirements in which Attorney Krob provided an update that has been completed and allowed the application to provide any information necessary. It was agreed that since there was new notice the board requested that the applicant provide his previous presentation and allow any new public comments.

The applicant stated that the annexation area would utilize existing municipal infrastructure, with water service to be provided by the Palmer Lake Water Department and municipal wastewater service by the Palmer Lake Sanitation Department. Fire and police protection would be provided by the Town of Palmer Lake.

It was further stated that the annexation area is integrated with the surrounding municipality, demonstrates contiguity with Town boundaries, and utilizes existing adjacent roadways, thereby meeting the statutory eligibility criteria for annexation.

Public comments were received from residents, including Kurt Reece, stated a certified letter was sent however he did not receive. He stated he was approaching de-annexation and he would like to protect his property rights. Rich Sims, he had concerns about fire access and how that would work with Palmer Lake Fire Department. He stated when this property was put for annexation in Monument it failed and how that impacts CDOT and infrastructure specific to access. David Gardner proposed annexation, noting prior involvement in earlier development proposals and acknowledging that development of the property is likely to occur at some point. Concerns were raised regarding traffic impacts, road access, potential widening of Rockbrook Road, impacts to adjacent properties, and language in the November 2025 Annexation Impact Report referencing roadway access and potential inclusion of Rockbrook Road in the annexation.

Staff and the applicant clarified that the hearing was limited to determining statutory eligibility for annexation, not approval of annexation, zoning, or land use, and that detailed studies and public engagement would occur in later phases. The applicant confirmed that the annexation request includes approximately 35 acres and does not include Rockbrook Road or other adjacent roadways.

The public hearing was closed.

It was noted that El Paso County requires the inclusion of the entirety of Rockbrook Road within the annexation boundary. Additional concerns were raised regarding the proposed land use pattern and its potential impact on the community.

The applicant clarified that the request before the Board was limited to eligibility for annexation only and did not include approval of any zoning or land use actions. The applicant acknowledged that issues such as traffic, access points, and infrastructure improvements would be addressed in future proceedings.

Motion to approve 13-2026 resolution and approved a resolution making findings that the Monument Crossing (Red Rock Acres) property is eligible for annexation. (Stern, Jurka) Roll Call Vote

Approve: Jurka, Stern, Harris, Beltran

Deny:

Motion passed.

Trustee Moseley returned to participate in the meeting.

Business Items

11. Town of Palmer Lake Development Review Team – Interim Town Admin Smith provided an overview of the Development Review Team (DRT) functions and processes. It was reported that the Town of Palmer Lake currently has approximately 20 active land use projects, with DRT meetings held weekly on Mondays to review and advance applications.

Concerns were raised regarding the cost of the DRT, which was established in 2023. The Administrator noted efforts to better understand cost drivers and efficiencies, acknowledging that several large or complex projects may have contributed to increased expenses.

The Town relies on the DRT, including consulting partners from CMI, GMS Consulting Engineers, and Chavez Consulting, to provide technical guidance and review of land use applications. Interim Town Admin Smith requested consideration of a one-year agreement with the consulting team to ensure continuity of services while further evaluating effectiveness and costs. It was also stated that the Town benefits from working with consultants who have historical knowledge of the community, reducing review time and increasing consistency in land use processing.

Additional discussion addressed concerns regarding cost and effectiveness of the DRT and consultant contracts. It was noted that the existing contract allows for disengagement if needed.

Historical context was provided regarding prior land use challenges involving consultant services, which were resolved following corrective actions beginning in January 2020.

Consultants clarified that DRT services represent only a portion of their work for the Town and expressed interest in providing a future presentation regarding the MS4 permit, which constitutes a significant component of ongoing services.

Mark Morton of GMS Consulting Engineers stated that while the DRT is an important element of their work, they remain mindful of the Town's financial resources and strive to be efficient in their review efforts.

12. Resolution 10-2026 Approving a Contract for Professional Services with Chavez Consulting, LLC

Motion to disapprove and publish an RFP for that service. (Harris) No second was received

Motion to approve Resolution 10-2026 (Stern, Jurka) Roll Call Vote

Approve: Stern, Jurka, Moseley

Deny: Harris, Beltran

Motion Passed

Motion to have an RFP for the consulting work that Chavez Consulting provides for the town to go out in June. (Harris, Jurka) Roll Call Vote.

Approve: Harris, Jurka, Moseley, Beltran

Deny: Stern

Motion Passed

13. Resolution 11-2026 Approving a Contract for Professional Services with CMI

A contract for professional services with CMI was discussed, Trustee Moseley stated his dissatisfaction with the service prior to serving on the board with citing issues such as bloated code and unedited documents. Interim Town Admin Smith responded, stating he has no record of criticism or feedback for CMI consulting however if provided he would evaluate and take into consideration if there were issues. Interim Town Admin Smith explained they performed work under two separate contracts in the past, and this contract consists of planning services related to the DRT and spelled out in the updated contract.

Motion to approve Resolution 11-2026 for Professional Services with CMI with the condition to advertise an RFP for Professional Service for general services for consulting that CMI is providing. (Jurka, Harris) Roll Call Vote.

Approve: Jurka, Harris, Stern, Beltran

Deny: Moseley

Motion Passed.

14. Resolution 12-2026 Approving a Contract for General Services with GMS, Inc.

Motion to approve Resolution 12-2026 for Professional Services with GMS Inc. (Stern, Moseley)

Approve: Jurka, Moseley, Harris, Stern

Deny: Beltran

Motion Passed.

Motion to issue an RFP for services was amended to be conditional upon revisiting the matter in June, allowing additional time to assess the performance of current service provider before determining whether to proceed with an RFP. (Jurka, Harris) Roll Call Vote.

Approve: Jurka, Moseley, Harris

Deny: Stern, Beltran

Motion Passed.

Trustee Jurka requested a recess

15. Discussion/Direction Illumination Point

The Board discussed options for addressing Illumination Point's non-compliance, including issuing a notice of hearing to inquire into compliance or taking no action at this time. The Board directed that a draft notice be prepared and brought back to the Board for further discussion

16. Board Nomination/Appointment for Board of Adjustments

Trustee Harris recused herself from this agenda item.

Motion to appoint Trustee Beth Harris to the Board of Adjustments. (Moseley, Beltran) "Aye" Vote. Motion passed unanimously.

17. Discussion/Update - Questions received from Trustee Harris & Trustee Jurka -Status of Attorney Krob's replacement, Screening process for replacing Attorney Krob, Replacement for Accounting Clerk/ Financial Support, Responsibility for screening applicants, Code Compliance tracking and visibility, Backup for Town Clerk duties

Town Clerk Romero discussed the requirements for obtaining Certified Municipal Clerk (CMC) certification and noted that the Deputy Clerk is still new and currently in training. She also addressed the responsibilities of the Town Clerk and emphasized the importance of appropriate training and backup procedures. Town Clerk Romero also reported that, despite recent personnel changes, the code enforcement complaint process and internal procedures have remained unchanged, and there has been no impact to overall code compliance operations.

The Board discussed the process for replacing Attorney Krob, including the status of the Request for Proposals (RFP), which has been open for several weeks and has received limited interest to date. Discussion followed regarding the risks and implications of terminating the current attorney's contract prior to securing a replacement.

The Board also discussed a petition-initiated ordinance, noting concerns about ambiguity and potential legal risk, and acknowledged that the Board is not authorized to alter the language submitted by electors.

Staff expressed concerns regarding limited resources and support, noting the challenges of meeting expectations while under heightened scrutiny, and emphasized their continued efforts to act in the best interest of the Town.

A motion to end the contract with Krob Law effective Friday January 23rd at 5:00PM Mountain time. At that point Krob Law will cease all communications with the Town of

Palmer Lake except those necessary for billing or payment for Krob Law that is reviewed by the Board of Trustees. Krob Law will cease any and all communications or work on behalf of the Town at this time. Krob Law and it's associates and/or employees technological access to any electronic records, email, Etc. that are not available to the general public shall be terminated. Additionally, all Town of Palmer Lake business that Krob Law has been engaged with shall be transferred to the Town Clerk and/or the new interim Town Attorney. Also town staff is instructed to find an interim Town Attorney if possible by January 30th, 2026.

(Harris, Jurka) Roll Call Vote

Approve: Jurka, Moseley, Harris

Deny: Stern, Beltran

Motion Passed.

The Board directed staff to contact CIRSA regarding the availability of interim legal representation and to reach out to potential candidates for the Town Attorney position.

Motion to have the Interim Town Administrator enter into a contract with a CIRSA lawyer.

(Jurka, Moseley) "Aye" Vote. Motion passed unanimously.

Public Comment

- Angela Fike – raised concerns about missing approved minutes from the October 23rd board meeting and asked questions about the planning commission's resolutions and discrepancies in the town's records.
- Daren Fike – Raised concerns about the election expenses report provided at a previous Board of Trustees meeting.

Board Reports

Trustee Jurka is working on getting confirmation from Fire Association regarding their pancake breakfast and Easter egg hunt.

Trustee Harris stated she no further needed an executive session. Mayor Stern disagreed with the this as he was not aware of what was being discussed.

Mayor Stern provided an update on The Pikes Peak Regional Building Department's yearly financial report showed they started with a \$700,000 projected deficit and ended with a \$1,050,000 surplus, and they are self-supporting and he was impressed with them.

Next Meeting and Future Items - February 12th & 26th 2026 – Direction was given to provide a special meeting on January 30, 2026, as previously stated in the meeting.

Motion to Adjourn Executive Session (Stern, Beltran) Motion passed 5-0

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) – Lakeview Heights

Reconvene to Open Session – 12:32am January 23, 2026

Adjourn – Stern, Harris 12:34am January 23, 2026