



## BOARD OF TRUSTEES MEETING

Thursday, February 13, 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 Pro Tem Stern called the meeting to order at 5:01 pm. Present: Mayor Pro Tem Dennis Stern; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher. Excused: Mayor Glant Havenar.

**Convene to Executive Session.** MOTION (Ball, Dreher) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. Others present: Mr/s Richard and Lindsey Willan. 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 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.

**Reconvene to Open Session at 5:55 pm.** Brief recess to open doors for the regular meeting.

Mayor Pro Tem reconvened the meeting at 6:03 pm.

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

**Pledge of Allegiance.** Mayor Pro Tem Stern invited Palmer Lake Elementary School (PLES) Principal, Ms. Kim Briding, to lead the pledge.

**Presentations.** PLES Principal Briding addressed the Board and public, mentioning that volunteers are always needed at the school. She reported that PLES will be adding a half-day pre-school. A new playground is under construction for the pre-school. She stated they will celebrate two long time teachers' retirement and PLES will recruit for open teaching positions. PLES is actively planning for Arbor Day. Ms. Briding thanked the Town Police and Fire for a positive presence in the school.

**Consent Agenda.** MOTION (Ball, Hutson) to approve the consent agenda items, including 1) Minutes from January 23, 2025 Meeting; and 2) Checks over \$15,000 - Meyer & Sams Inc (\$27,614.20). Roll call vote – aye 6; nay 0. Motion passed.

**Staff/Department Reports**

3. Water
4. Public Works including Roads & Park Maintenance
5. Police – Chief Smith stated they have some interest in the full-time officer positions and currently having initial discussions with candidates.
6. Fire – Chief Vincent summarized his brief deployment for California fires, explaining the process for deployment and his filling as engine boss for Stratmoor’s engine. Chief Vincent stated that two full-time firefighters are settling in, for a current total of 2 full-time staff on each shift.
7. Administration
8. Attorney – Town Attorney Krob reported that, with the Integrity Matters complaint about the possible annexation, additional supplemental language will be added to cover possible legal fees in the current reimbursement agreement, previously completed with the annexation petition submittal.
9. Administrator/Clerk – Collins reported that recruitment continues for the Water Operator and the Police Officer positions. She reminded members and referenced how to report suspicious email. Collins commended Deputy Town Clerk, Erica Romero, becoming familiar with Administrative duties and staff members in training. She referenced the Code Compliance button on the cover of the town website to report compliance questions or concerns, noting that criminal activity should be reported to PLPD, and zoning and land use to her office. Collins mentioned coordinating department supervisor discussions with Board members beginning with PLPD. Her report was completed reminding members of upcoming event dates.

**Public Hearing**

10. Application for Minor Resubdivision/Replat - Largo Terrace, 201 Poco Ave (Beltran) - *requested by applicant to continue until March*. Collins explained that the applicant has one pending exhibit to show that the replat does not create non-complying lots. The Planning Commission moved to continue the hearing until March. MOTION (Ball, Dreher) to continue the hearing as requested until March 27. Roll call vote – aye 6; nay 0. Motion passed.

**Business Items**

11. Resolution 14-2025 to Appoint Citizen Members to Planning Commission. Mayor Pro Tem welcomed two citizen members – Mr. Herb Tomitsch and Mr. Matt Stephen – to join the Planning Commission. MOTION (Ball, Dreher) to approve Resolution 14-2025 to appoint these two citizens to the Planning Commission. Roll call vote – aye 6; nay 0. Motion passed.
12. Special Event Application - Festival on the Fourth, Awake Palmer Lake. Deputy Town Clerk Romero introduced the special event application, and Ms. Alisha Sears explained the event. Additional requirements provided by staff were reviewed. Ms. Sears stated she has a great team and is enthusiastic about planning a positive community event. Trustee Dreher suggested that the range of attendees seems low, noting he has attended the event, and the number is much higher than 8,000. Discussion took place about tier of coverage throughout the event, noting attendees at the festival through dusk for the fireworks and the exit strategy to establish appropriate security. Discussion ensued about traffic plans and suggested benchmark/timeline(s) that will be adhered to. The applicant

and staff will meet at least monthly. MOTION (Caves, Dreher) to approve the festival with support to meet staff requirements. Roll call vote – aye 6; nay 0. Motion passed.

13. Resolution 15-2025 to Approve Revised Town 3-Mile Plan Map. Collins explained the recommendation from the Planning Commission of the Town's three mile plan map with the modification of removing one Douglas County private property.

Ms. Marty Brodzik commented that the C.R.S. regulations were not followed. She stated that the change should have followed the process and redline revisions of the document. She implied that the text of the three mile plan differed and that a redline document was not reviewed with the Commission. She stated the map also modified the United Congregational Church as disconnected from the town.

Collins clarified that there was not a redline version of the three mile plan document provided, and simply the date of the cover page was updated to 2025. She also added that the update of the UCC property disconnect was also reflected on the three mile plan map and took responsibility for missing the communication of the UCC property modified from town to County, along with the future land use map, also accepted by the Planning Commission for the Community Master Plan, which Planning Commission has full authority.

Mr. Roger Moseley suggested the Planning Commission members did not know what they were reviewing and restated remarks from the Deputy Town Clerk at the meeting. Mr. Moseley repeated that there was not a draft of the three mile plan. He stated concerns about Buc-ee's activity long before it was considered.

MOTION (Dreher, Caves) to approve Resolution 15-2025 to approve the amended 3-Mile Plan Map as presented. Roll call vote – aye 6; nay 0. Motion passed.

14. Resolution 16-2025 to Authorize Signature to CDOT Annual Roadway Certification. Collins explained the annual certification of total town roadway to the state to determine highway users tax monies. Mr. Matt Stephen inquired about the town's southern boundary sign being moved. Collins stated that staff had reached out to CDOT about the sign being moved. MOTION (Ball, Hutson) to approve Resolution 16-2025 to authorize signature and filing the annual certificate. Roll call vote – aye 6; nay 0. Motion passed.

15. Resolution 17-2025 to Approve Revised Employee Handbook. Collins generally reviewed the modified language and additions recommended by Employers Council. MOTION (Ball, Dreher) to approve Resolution 17-2025 to adopt the revised handbook as presented. Roll call vote – aye 6; nay 0. Motion passed.

16. Resolution 18-2025 to Approve Revised Records Policy. Collins stated the policy revision is to prohibit using outside media to transfer electronic documents. MOTION (Dreher, Hutson) to approve Resolution 18-2025 to revise the records policy. Roll call vote – aye 6; nay 0. Motion passed.

### **Public Comment**

Mr. Roger Moseley expressed disappointment about the Tri-lakes Center of the Arts (TLCA) building selling and the town not benefiting. He stated he is upset about former Director Maddox signing as owner when he was not the owner, and he stated he will find the sale money. He also stated he was not happy that PLPD would not address a commercial property when he called to complain about the use.

Ms. Marty Brodzik stated that she watched the December 12 Board meeting again and is embarrassed about town officials' comments and repeated the comments. She said she was very impressed with the time and the research that public members presented. She reiterated that it was an embarrassment.

**Board Reports.** Trustee Ball reported that she attended her first 9-1-1 Authority meeting. Trustee Caves expressed thanks to town staff and consultants for the water workshop earlier in the week and suggested that members review the informative meeting.

**Next Meeting (2/27) and Future Items.** Mayor Pro Tem stated the next 2/27 meeting date and asked about future items. Collins mentioned this is typically for Board members and mentioned that a recommendation is anticipated of three more candidates for appointment of two seats on the Planning Commission.

**Adjourn.** MOTION (Ball, Caves) to adjourn at 7:10 pm. Motion passed.

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*Mayor Glant Havenar*

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*ATTEST: Dawn A. Collins, Town Clerk*