



BOARD OF TRUSTEES MEETING

Thursday, March 27, 2025

Executive Session at 5:00 PM / Regular Meeting at 6:00 PM

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

MINUTES

Call to Order & Roll Call. Mayor Havenar called the meeting to order at 5:02 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Shana Ball, Tim Caves, Amy Hutson, Kevin Dreher, Dennis Stern.

Convene to Executive Session – 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) – possible property lease amendments for Eco Spa at elephant rock; 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) – provide direction on the pending Integrity Matters litigation.

MOTION (Stern, Dreher) to convene to executive session. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session at 5:50 pm. Mayor announced a brief recess.

Mayor Havenar called for order at 6:02 pm.

Roll Call. Present: all as above.

Invocation - by Mayor Pro Tem Stern

Pledge of Allegiance

Consent Agenda. Mayor Havenar inquired if anything should be addressed separately. Mr. Roger Moseley inquired about the revised January financials. Administrator Collins responded that property tax revenue of \$31k was inadvertently omitted along with a \$200 expenditure for treasurer fees.

MOTION (Ball, Stern) to approve the consent agenda as presented, including items 1) Minutes from March 13, 2025 Meeting; 2) Checks Over \$15,000 - CIRSA (\$42,065.84) for Quarterly Insurance Payment; JR Engineering LLC (\$15,813.34) for Spruce Mtn Rd Improvement Design; 3) Financials - Revised January; February; 4) Resolution 26-2025 to Adopt Mayor & Trustee Position Descriptions; 5) Resolution 27-2025 to Approve Board Member Ground Rules. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

6. Police – Chief Smith reported that the new evidence refrigerator was delivered, and the evidence audit will begin next week.
7. Fire – Chief Vincent reported that Chief Keough has extended his stay in Texas but has not been involved in any fires to this point.
8. Attorney – Krob provided the status of the traffic, fiscal and water reports with a hope for the final fiscal and water report next week.
9. Administrator/Clerk – Collins reported that Police have an accepted offer for a full time Officer. She reported that three petitions for recall were approved on March 24 with a requirement of 275 signatures for each due in 60 days to be verified. She also stated that a revised initiative is under review. Collins inquired whether the Board had interest in staff seeking costs to support a community wide cleanup day by providing strategically located dumpsters. Members agreed to collect costs for the town. A reminder was made about the officials' potluck on 4/1.

Public Hearing

10. Application for Minor Resubdivision/Replat of Largo Terrace, Poco Ave - *applicant requested to continue hearing until April 24 (Planning Commission continued to April 16)*. Mayor Havenar explained the requests from the applicants. MOTION (Ball, Hutson) to continue the hearing until April 24. Roll call vote – aye 7; nay 0. Motion passed.
11. Application for Master Plan Resubdivision for Lakeview Heights - *applicant requested to continue hearing to April 10*. MOTION (Stern, Dreher) to continue the hearing until April 10. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

12. Resolution 28-2025 Rescinding Resolution 60-2024 Regarding the Eligibility for Annexation. MOTION (Ball, Hutson) to approve Resolution 28-2025 to rescind Resolution 60-2024. Roll call vote – aye 7; nay 0. Motion passed.
13. Resolution 29-2025 to Approve the Amended Board Mission and Vision. Mayor explained the amended mission agreed by the Board. MOTION (Ball, Dreher) to approve Resolution 29-2025 to approve the amended mission and vision. Roll call vote – aye 7; nay 0. Motion passed.
14. Resolution 30-2025 to Approve Policy to Assign Elected Officials Liaison Role. Mayor Havenar explained the liaison role. MOTION (Ball, Dreher) to approve Resolution 30-2025. Roll call vote – aye 7; nay 0. Motion passed.
15. Resolution 31-2025 to Adopt Town Purchase Policy. Mayor Havenar stated this policy puts practice into written form. MOTION (Stern, Hutson) to approve Resolution 31-2025 adopting the purchase policy. Roll call vote – aye 7; nay 0. Motion passed.
16. Resolution 32-2025 to Adopt Amended Public Comment Policy. Mayor Havenar explained the amended policy will standardize public comment at all meetings. MOTION (Ball, Jurka) to approve Resolution 32-2025 to amend the public comment policy. Roll call vote – aye 7; nay 0. Motion passed.

17. Resolution 33-2025 to Authorize Purchase of Police Command Vehicle. Chief Smith stated the price for a Chevy Colorado is less than the not to exceed amount. MOTION (Ball, Dreher) to approve Resolution 33-2025 to authorize the purchase as quoted. Roll call vote – aye 7; nay 0. Motion passed.
18. Resolution 34-2025 to Approve Amended Land Use Application Checklists. Discussion ensued about the amended checklists. Attorney Krob noted the resolution language to allow staff to make administrative modifications to streamline and simplify the checklists to align with code regulations. MOTION (Stern, Dreher) to approve Resolution 34-2025 to amend the application checklists. Roll call vote – aye 7; nay 0. Motion passed.
19. Ordinance 1-2025 Authorizing Sale of Certain Real Property and Execution of a Quitclaim Deed. Attorney Krob explained the request by the property owner, Mr. Lynn Jack. Discussion ensued about conveying the two portions of town property. Trustee Caves inquired about the amount of property, and it was agreed that no cost should be on the town. Ms. Alex Olivier demanded to know what the landowner will do with the added property. She asked members why the town will not provide water to the development but will give the property owner more property for use. Attorney Krob suggested that the item come back to the April 10 meeting with a vicinity map. Members agreed.
20. Discussion/Direction on Board member Expectations Including Social Media Policy. Discussion ensued about social media use of town officials. Collins explained that the policy included is the existing social media policy, adopted in 2021, for all town employees and officials. Trustee Jurka expressed his concern about differentiating personal opinion vs. viewpoint of the Board on social media, specifically inquiring about Mayor Havenar using “we the Board.” Mayor stated her social media pages are strictly personal. It was agreed that the existing policy is sufficient and the list of expectations for members come back under resolution.
21. Discussion/Direction on a Policy on How to Provide Updates/Modifications to Existing Documents for Board Review. Members discussed the citizen request for a policy about amending documents for the Board’s review. Mr. Roger Moseley provided examples of the Three Mile Plan and the current agenda with revised financials. He suggested that MS Word has a tool to use. Ms. Cyndee Henson asked about emergency access point for Lakeview Heights. Mayor Havenar stated she will share the minutes noting the list of conditions. Ms. Henson asked further about the petition for annexation coming back. Mayor Havenar asked members about the need for a written policy. It was agreed that members receive what they need for review of documents and will direct staff as needed.

Public Comment. Mr. Roger Moseley provided a handout to members and stated his concerns about Buc-ees including an impression of secrecy noting executive session in June and four months later disconnecting UCC property. He also stated the three reports did not have RFPs to determine who was completing the report. Mr. Steve Draper stated that he moved to the area for the quiet. He commented that this is not the place for this divisive, large, big box; stating the studies are bogus; and he cautioned Board members that they are creating the divisiveness. Trustee Dreher responded that he does not appreciate the insult while he has to address his children’s concerns about what people say about the matter in public. Mayor Havenar chimed in that the personal attacks must stop, and she explained the tradition of holding public meetings in the town hall. Ms. Trina Shook thanked the Board members for their time. She stated she is disappointed with how this matter was addressed. She expressed concern about water and an increase in crime that will come with Buc-ees. She asked members to use integrity and told members she believes that they will do the right thing. Mr. Matt Beverly stated that members were elected to this position and are held to a higher standard of

integrity. Ms. Alex Olivier stated her concern about water and said it is not for Buc-ees. Mr. Mike Scott informed the Board that he loves the area and thanked them for their time. He offered encouragement to members to look to the future, stating that public services are not free. Mr. Scott stated that I25 is the second most traveled in the state and that the landscape will change, offering an example of the toll road. Ms. Trina Shook inquired about water in the hydrants. Chief Vincent affirmed to members that water is connected to hydrants for use when needed.

Board Reports. Trustee Jurka announced the Economic Development opportunity on April 3 at 2p in town hall. He and Trustee Ball intend to work on a long term plan for economic development. Members agreed. Trustee Ball stated the 911 authority have few HR jobs available. She also stated that suicide prevention training is open to the public and local agencies. She reminded public members to register for Peak Alerts. Trustee Ball also stated that additional funds were applied for the Fire dept., chipper. Trustee Caves stated the restroom is a few weeks out before completion. Trustee Dreher commended him on the progress of the restroom. Trustee Stern stated that he attended the Parks and Trails Commission workshop, noting the Palmer Divide Soccer Club will partner to apply for funding to develop the south end of the lake. Mayor Havenar restated the upcoming events, including the officials' potluck. Ms. Catherine McGuire reminded them about the comedy night coming on April 12.

Next Meeting (4/1 potluck; 4/10 meeting) and Future Items

Mayor Havenar stated there is no additional discussion for executive session.

Adjourn. MOTION (Dreher, Stern) to adjourn at 7:31 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk