



BOARD OF TRUSTEES MEETING

Thursday, January 23, 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 5:10 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Tim Caves, Shana Ball, Amy Hutson, Kevin Dreher, Dennis Stern.

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

A) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Larsen/Monument Ridge (Buc-ee's) eligibility determination and annexation, as well as the lawsuit initiated against the Town by Integrity Matters and others, and to develop strategy and instruct negotiators in connection with such matters.

B) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Eco Spa lease and to develop strategy and instruct negotiators in connection with such matters.

Reconvene to Open Session at 5:55 pm.

Roll Call. Mayor Havenar called the regular meeting to order at 6:04 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Tim Caves, Shana Ball, Amy Hutson, Kevin Dreher, Dennis Stern.

Pledge of Allegiance. Judge John Ciccolella was invited to lead the pledge.

Presentations

1. State of Municipal Court, Judge John Ciccolella. Judge introduced himself to the Board of Trustees. He reviewed municipal court background, his years with Palmer Lake, and generally reviewed court proceedings. Collins administered the oath of office.
2. Elephant Rock Property Vision, Parks Commission Chair, Reid Wiecks. Commission Chair Reid Wiecks explained the design zones proposed by Parks Commission and reviewed the various use and maintenance of each zone outlined on the map of elephant rock property not already in use - leased area, main building, upper area identified for possible public safety facility. He explained zone 3 is a passive area for moderate use and gathering; zone 2 is a natural area with single track trail; zone 4 is the sports field for youth soccer and baseball; zone 0 has no activity (but a path); and zone 1 protected. The overall concept proposed is a passive park area with no playgrounds and limited recreational activity. The progress of the open-air pavilion was reviewed including the roof replaced. He reviewed the trail completion in June 2024 and the new grant monies awarded for four weeks of labor in 2025.

Reid further explained the suggested strategic mowing and maintenance for the property. Trustee Stern inquired about access and placement of picnic tables in zone 3 and Reid explained the gathering space without grills or firepits. Trustee Ball inquired about signs for the neighbors with animals abutting each side of the property. Discussion ensued about initial portable restrooms, bear proof trash containers, pet waste stations, and discouraging new trails being made, as well as the limited parking. Reid explained the work being conducted with Fire personnel to utilize down trees for tabletop planks and logs to build tables. Members offered praise to Reid and the Parks volunteers for their dedicated work. Reid clarified that the request of the Commission is to dedicate some or all the zones as "park."

Mr. Roger Moseley suggested that small propane grills be allowed around the gathering and pavilion area.

Consent Agenda. Mayor Havenar explained the consent agenda. Collins informed the Board members of one additional check for an urgent deposit to Filtronics (\$22,000) to order material needed to repair laterals and media for a total proposed amount of nearly \$45,000 at the water treatment plant. MOTION (Ball, Caves) to approve the consent agenda including 3) Minutes from January 9, 2025 Meeting; 4) Checks over \$15,000 - CIRSA (\$42,065.84), Shadow Systems (\$15,012.80), and the check to Filtronics; and 5) Financials (December 2024). Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

Mayor Havenar asked Fire Lt Berry if he had anything to report. Lt Berry explained that Chief Vincent left early that morning for deployment in the LA area for about two weeks. He also stated that Keough was on his return.

6. Attorney – none.

7. Administrator/Clerk – Collins reported that advertising continues for the water operator position and police recruitment. She stated that two full-time positions have been accepted in the Fire department by current part time staff and will start in February. Collins noted that the December financials do not reflect reimbursement of grant monies for the PLES project and, when received, will be booked to 2024. She also pointed out the last payroll is larger due to payment for fire deployment, although the state reimbursement is not yet received. Similarly, it will be booked for 2024. Collins stated the roof replacement on the pavilion at elephant rock property is completed. She mentioned that an application for the festival on the fourth event was received and will be reviewed by staff prior to meeting with the event coordinator and coming to the Board. Collins expressed thanks to the many volunteers of the Outdoor Classic and mentioned the broomball tournament was cancelled due to cold temperatures.

Business Items

8. Application for Public Display - Troll Design at Pedestrian Bridge, Awake Palmer Lake. Trustee Caves approached the podium and explained the design of the troll by artist Jodie Bliss. The design was presented to the Parks Commission, and it was recommended for approval. The permanent troll figure will be designed and installed at the west abutment of the pedestrian bridge. Awake Palmer Lake will cover the cost. Discussion took place about the details – height sitting is about 8 ft, no rough edges, installation as early as April. Discussion ensued about safety and climbing on the troll. MOTION (Stern, Hutson) to approve the public display of the troll. Roll call vote – aye 7; nay 0. Motion passed.

9. **Direction Regarding Parks Vision for Elephant Rock Property.** Mayor Havenar invited Chair Wiecks back to the podium and discussion took place about designating areas of the elephant rock property parks. Trustee Stern suggested designating areas below the existing buildings. Collins suggested the Board consider a workshop to discuss a long-range plan. It was agreed to schedule a time beginning in March and invite Parks Commission members.

10. **Resolution 13-2025 to Approve 2025 Master Fee Schedule.** Mayor Havenar introduced the resolution. It was clarified that fees can be amended at any time by the Board. MOTION (Ball, Dreher) to approve Resolution 13-2025 to approve the 2025 master fee schedule.

Mr. Roger Moseley suggested the water fees be broken out similar to the water bill and estimated. He also stated that if Buc-ee's is approved, fees may need to increase.

11. **Resolution to Approve Amended Employee Handbook.** Collins explained that the handbook is still under review by Employers Council for legal HR review and anticipates comments returned next week. She also explained that the brief comparison of maximum vacation accrual is not a proper comparison because many others combine all paid leave into one bucket of paid time off (PTO). She suggested that a more comprehensive comparison of the entire benefits package be reviewed at a later date. MOTION (Dreher, Stern) to table this item to the next meeting. Roll call vote – aye 7; nay 0. Motion passed.

12. **Distribute List of Completed Parks and Trails Commission Projects 2024.** Members commented on the accomplishments of the Parks and Trails Commission. It was mentioned to post the list of completed projects. Chair Wiecks also mentioned the current service projects available in 2025.

Public Comment. Mr. Dino Salvatori explained that he previously had an MIP license for infused products. He would like to make cigarettes and re-apply for this license. Mayor Havenar directed him to talk with staff. Mr. Roger Moseley stated that Board officials are misusing executive session and offered the example of the UCC disconnection and recent annexation eligibility. He also suggested that they should take note of how the Planning Commission meeting is run.

Board Reports. Trustee Jurka stated he will meet with each department supervisor. Trustee Caves mentioned the restroom is progressing. Trustee Ball reported that she was accepted to the 9-1-1 Authority and looks forward to learning more. Trustee Stern stated that he attended his first Parks and Trails Commission meeting on Tuesday. Mayor Havenar reported attending the Board of Health and anticipating new members. She also attended the Mayors Summit hosted by CML and learned a lot about the importance of a strategic plan to support the master plan for a vision for the town.

Next Meeting (2/13) and Future Items. Discussion took place about an additional workshop date to cover the topic of water.

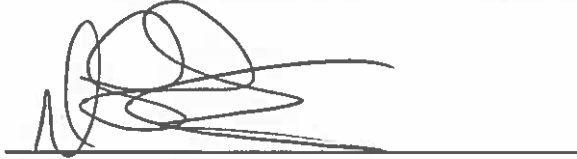
Convene to Executive Session. MOTION (Stern, Dreher) to convene back to executive session to complete discussion at 7:53 pm. Roll call vote – aye 7; nay 0. Motion passed.

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B) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Eco Spa lease and to develop strategy and instruct negotiators in connection with such matters.

Reconvene to Open Session at 9:10 pm.

Adjourn. MOTION (Ball, Dreher) to adjourn at 9:11 pm. Motion passed.



Mayor Grant Havenar



ATTEST: Dawn A. Collins, Town Clerk