



## **BOARD OF TRUSTEES MEETING**

**Thursday, July 14, 2022 at 5:00 PM**

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

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### **MINUTES**

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**Call to Order.** Mayor Bass called the meeting to order at 5:03 PM.

#### **Pledge of Allegiance**

**Roll Call.** Present: Mayor Bill Bass, Trustees Jessica Farr, Glant Havenar, Sam Padgett, Darin Dawson, Karen Stuth. Excused: Nicole Currier.

#### **Consent Agenda**

MOTION (Havenar, Padgett) to approve the consent agenda including items 1) Minutes from June 23, 2022 Meeting and from Joint June 29, 2022 Meeting; and 2) Checks over \$15,000 - CIRSA and Applied Integrity. Roll call vote – aye 6; nay 0. Motion passed.

Mayor Bass requested to take item 11 first.

11. Special Event - PPLD Summer Adventure Party - 08/05. Mae with PPLD explained the summer party event on the green area planned for August 5. MOTION (Farr, Havenar) to approve the event and waive the fee. Roll call vote – aye 6; nay 0. Motion passed.

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

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

6. Present Parking Kiosk STEP Program (Sgt Lundy). Sgt Joe Lundy and Officer Perry explained the program to utilize parking or reservoir violations to fund the patrol of the reservoir access road, reservoir watershed and parking around the trailhead and Glen park area. Officer Perry reviewed information that the IRIS program for the kiosk can provide. It was suggested to assemble a regular report of visitors in/out state or county (vehicle data) utilizing the trail and parks. Officer Perry also introduced the startup of a Palmer Lake Honor Guard with the assistance of 719 Heroes, fully funded by donations.

7. Fire; 8. Administration; 9. Attorney

10. Administrator/Clerk. Collins provided an update on the library roof eaves repair; an update on Master Plan activity; the status of the ped bridge erosion repair and RR fencing. Staff also has a snapshot of the current budget with actual department funding needs to post to the town website.

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**Public Comment**

Ms. Jina Brenneman inquired about the public response to the proposals presented and suggested the Board members consider character of the presenters when determining development of the elephant rock property.

**Business Items**

12. Resolution 38-2022 to Approve Employee Travel Policy. Collins identified this policy as one of a few left to support the current employee handbook. MOTION (Havenar, Stuth) to approve Resolution 38-2022 to approve travel policy. Roll call vote – aye 6; nay 0. Motion passed.

13. Determine Next Steps for Elephant Rock Proposals. Discussion took place about holding evaluations, the expected time to receive the property appraisal, and how to proceed with proposed development. Members discussed wanting more financial data. Mr. Jeff Zearfoss, of Carter Payne, reported that his team is prepared to present financial information to the Board. It was agreed by the Board to plan a retreat date of July 25 at 6 PM to establish parameters for presenters, review the appraisal and best use report, and the concept evaluations to hear from presenters at a workshop following the regular August 11 meeting at 7 PM.

14. Fall Election - Vacant Seats. Collins announced the seats on the November 8 ballot and that candidate packets are available in the Town office. It was noted that ballot questions are due to the County the same time, by the first week of September.

15. Draft of PPRBD Code Changes (Effective 2023). Information on the upcoming building code changes was provided and will be presented by Pikes Peak Regional at a future meeting.

**Board Reports.** Trustee Padgett thanked the Police and Fire departments for their service at the July 4<sup>th</sup> event and offered praise to those who cleaned up the area.

**Next Meeting (July 21 special meeting, July 28) and Future Items**

**Convene to Executive Session.** MOTION (Padgett, Stuth) to convene to executive session at 6:28 PM: For the purpose of conference with an attorney for the purpose of receiving legal advise on specific legal questions; and personnel matter under C.R.S. 24-6-402(4)(b) and (f) - Town Administrator. Roll call vote – aye 6; nay 0. Motion passed.

**Reconvene to Open Session and Adjourn.** MOTION (Stuth, Padgett) to reconvene and adjourn. Motion passed.

  
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William Bass, Mayor

  
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ATTEST: Dawn A. Collins, Town Clerk