

## BOARD OF TRUSTEES MEETING

Thursday, March 13, 2025 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.** Mayor Havenar called the meeting to order at 6:03 pm.

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

**Invocation - by Trustee Caves**

**Pledge of Allegiance – led by Trustee Jurka**

#### **Presentations**

1. Acknowledge Planning Commission Members for Service. Mayor Havenar invited Ms. Susan Miner to the podium and presented her a certificate of appreciation for her years of service to the Planning Commission. Mayor Havenar invited Mr. Mark Bruce to the podium and presented him a certificate of appreciation for his years of service to the Planning Commission.

**Consent Agenda.** MOTION (Ball, Jurka) to approve the consent agenda, including items 2) Minutes from February 27, 2025 Meeting; 3) Checks over \$15,000 - Economic & Planning Systems Inc (\$15,090) for Fiscal Impact Draft Report. Roll call vote – aye 7; nay 0. Motion passed.

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

4. Water

5. Public Works including Roads & Park Maintenance

6. Police – Chief Smith did not add anything additional.

7. Fire

8. Administration

9. Attorney – Attorney Krob reported that the applicant withdrew the petition to annex. He explained that the Resolution for eligibility on December 12 is void and not in effect and a resolution will come back to the Board stating such. He informed the members of the status of the reports – final traffic study posted, draft of the fiscal study under review for final version which will be distributed and posted, and the draft of the water study expected soon. All studies will be presented to the Board to respond to questions. Attorney Krob also informed the Board that the suit filed by former Police Chief after termination has been granted the motion to dismiss.

10. Administrator/Clerk – Collins reported that the Police department will be considering one full time hire. She offered kudos to the administrative staff for timely assembly of the information needed to begin the construction of the CivicRec reservation system and being on schedule for the end of April. She also informed members that additional fees for pickleball court reservations will come back for review. Collins stated that with updates to the annexation and Planned Development (PD) code regulations, the application checklists will require modification. A potluck dinner for all elected and appointed officials including significant other will be scheduled the start of April.

### **Business Items**

11. Direction for Single Hauler Collection Services. Discussion about contracting a single hauler collection service for all residential trash collection service in the town took place. Attorney Krob informed members that criteria can be built into the contract language. It was agreed that a brief summary will be prepared and posted to the website with all proposals to collect feedback from town residents. This item and any comments will be scheduled for the April 10 agenda.

12. Discussion/ Direction for Elephant Rock Property. Discussion took place as a result of the March 6th workshop. The potential costs to renovate or demo the main buildings was raised. Members stated the Planned Development (PD) must be drafted. Collins reported a discussion with CDOT, noting that a traffic analysis and highway widening is required regardless; that only one access is allowed, and a 3/4 movement may be considered. The access is already less than one mile from another access (Santa Fe Ridge, which also requires widening). Collins further reviewed the various thresholds at peak time and the required improvement – 10 vehicles/hour; 25 vehicles/hour; 50 vehicles/hour. Collins requested whether Parks can move forward with the clean up of the former cabin area, zone 3. Mr. Reid Wiecks informed the Board that Parks was authorized by resolution to construct the trail and renovate the pavilion last year. Parks now intend to clean up the area where cabins were removed and possibly place benches and install signs along the trail. It was agreed by members that clean up of the former cabin area continue by Parks. Discussion continued about the PD requirement. Trustee Caves and Hutson offered to begin a draft. Mr. Matt Stephen inquired about Board comments made at the workshop about selling property; he asked about the fiscal vision for the property. Members responded that it was all discussion and no decisions are made. Trustee Caves suggested the PD begin being developed. Discussion took place about hearing new proposals for the main building, current lodge, and it was agreed that additional discussion will continue about the property while the PD draft begins. Collins stated estimates can be gathered for the proposed work required by the town (ie., traffic study, planning assistance with PD, sketch and drawings for PD plans).

13. Resolution 25-2025 to Authorize Agreement for Election Assistance. Mayor Havenar explained the request for assistance due to the filing of petitions for recall received and elections that will be required at a minimum of \$20,000 per election. Attorney Krob recommended authorizing the agreement with GovPro due to the timelines for the recall process as well as the separate timeline for the referendum stating it is actually an initiative. MOTION (Hutson, Caves) to approve Resolution 25-2025 to authorize agreement with GovPro Consulting as presented. Roll call vote – aye 7; nay 0. Motion passed.

14. Direction on Term Limits for Board/Commission Citizen Appointments. Discussion about reappointments took place and considering a limit of consecutive terms for appointed officials. Attorney Krob explained that some positions may be difficult to fill and reminded members that they have complete authority to reappoint or not. Trustee Dreher asked Mr. Reid Wiecks how long he has

been appointed to Parks and Trails Commission, and he responded since 2017. Mr. Wiecks also stated that the Commission has two vacancies that have not been filled. Attorney Krob reviewed the current code for appointing positions and reiterated that the authority fully lies with the Board to reappoint. Mayor Havenar asked whether members want to leave the re-appointment practice as is. The consensus of members was to not change anything at this time.

15. Direction on Maximum Figure for Police Command Vehicle. Chief Smith stated he is looking at a 2025 Chevy for a command vehicle and suggested a not to exceed amount of \$38,000. Collins reviewed the STEP revenue that may contribute to a replacement vehicle in the future, as well as potentially unused capital funds due to other priority projects and upcoming workload, that may be available to cover the cost of the command vehicle from the general fund. The direction from the Board was to allow a maximum of \$38,000 for a PD command vehicle.

16. Direction on Board of Trustee Expectations. Discussion ensued about whether or not to add regulations for social media to this list. Attorney Krob clarified that if/when officials use social media, they state clearly as personal and not as town official. It was directed to bring this item and social media policy examples back to the next meeting.

17. Direction on Mayor & Trustee Job Descriptions. Members reviewed the draft position descriptions and directed staff to bring them back under resolution.

18. Direction to Revise Public Comment Policy. Mayor Havenar explained the policy reviewed. Discussion was raised about the modifications to the comments heard at the December 12 meeting. Attorney Krob stated that members have the authority to amend the rules depending on the topic. Mayor Havenar affirmed that Mayor Pro Tem Stern, leading the December 12 meeting, heard from Palmer Lake residents and business owners first and then heard from non-residents and asked multiple times if there were others wanting to comment. No member remarked about the draft revisions. It was agreed to bring this item back under resolution.

19. Direction to Revise the Board Mission and Vision. The mission and vision statement revisions were reviewed. It was agreed to bring this item back under resolution.

20. Direction on Board Member Ground Rules. Members reviewed the rules drafted. It was agreed to bring this item back under resolution.

21. Consider Policy for Annual Designation of Board Members (Liaison). Discussion took place about how members are appointed to various outside agencies as well as a desire to assign members internally to a commission, board and possibly a department to communicate activity back to the board. It was explained that Police and Fire are often present to provide updates to the Board. The areas identified currently are Planning Commission, Parks and Trails Commission, and the Water and Public Works department. It was directed to bring this item back under resolution.

22. Consider Town Purchase Policy. Discussion about the thresholds for purchasing took place. It was directed to bring this item back under resolution to consider.

**Public Comment.** Ms. Kathleen Bebesheimer asked the town for assistance with a roll away to do property clean up. She further commented that she has experienced issues with the Police department (PD), explaining various tickets being written and disappearing and expressed her frustration with PD.

Mr. Matthew Beverly remarked about the annexation petition withdrawal. He asked that the Board be more transparent in the process assuming they will resubmit. He commented that the Buc-ee's traffic was monitored for only 24 hours and that the developer is not here for the benefit of Tri-lakes.

**Board Reports.** Trustee Jurka stated that he is researching tourism grants and Trustee Ball will assist. Trustee Ball stated the 911 authority will be by zoom this month. She restated the dispatch updates. Trustee Stern said he was unable to attend the Parks and Trails Commission meeting and asked Administrator Collins to provide an update. Collins reported on the status of the bridge material coming in, the discussions about a pickleball club, and the upcoming projects. Mayor Havenar mentioned the upcoming egg hunt and pancake breakfast and requested donations of small, wrapped candy to stuff easter eggs. She also stated that PPACG is reviewing legislative bills.

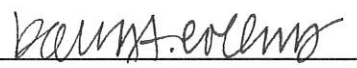
**Next Meeting (March 27) and Future Items.** Mayor Havenar reviewed a request from a citizen to add an item to a future agenda to consider a written policy on how to provide updates/modifications to existing documents for Board review. The item will be added to the next agenda.

**Convene to Executive Session -** 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) – revisions to EcoSpa lease agreement. MOTION (Stern, Dreher) to convene to executive session at 8:27 pm. Roll call vote – aye 7; nay 0. Motion passed.

**Reconvene to Open Session at 9 pm.**

**Adjourn.** MOTION (Dreher, Stern) to adjourn at 9 pm. Motion passed.

  
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Mayor Allan Havenar

  
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ATTEST: Dawn A. Collins, Town Clerk