



BOARD OF TRUSTEES MEETING

Thursday, June 12, 2025

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

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

LIVE STREAM available on Town website

AGENDA – REV 6/10/25

This agenda is subject to revision 24 hours prior to commencement of the meeting.

The Board of Trustees values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Board will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.

A speaker must be recognized by the Mayor to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Board, as a whole.

Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Board members or to public members. Comments or disruption from audience members not recognized by the Mayor are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Board separately. Note that comments submitted to the Board are public record. Please understand that the Board will listen and consider public comments; however, members will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion.

Thank you for your cooperation.

Call to Order & Roll Call

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) – input on possible annexation agreement for proposed Buc-ee's development; and
- B) to confer with the Town Attorney for the purpose of receiving legal advice on specific legal questions related to litigation initiated against the Town by Moseley and Brodzik including the nature of the claims and the Town's defenses, pursuant to Section 24-6-402(4)(b), C.R.S.; and
- C) to determine the Town's position and direct negotiators and to confer with the Town attorney for the purpose of receiving legal advice on specific legal questions related to litigation initiated against the Town by Integrity Matters including additional claims and negotiations, pursuant to Sections 24-6-402(4)(b) and (e), C.R.S.; and

D) 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) – review of property lease amendment for Eco Spa at Elephant Rock property.

Reconvene to Open Session at 5:45 pm to open doors for Regular Meeting at 6 pm

Roll Call**Invocation presented by Trustee Dreher****Pledge of Allegiance****Presentation - Certificate of Appreciation**

Consent Agenda - *Items under the consent agenda may be acted upon by one motion. If, in the judgment of a board member, a consent agenda item requires discussion, the item can be placed on the regular agenda for discussion and/or action.*

- [1.](#) Minutes from May 22, 2025 Meeting
- [2.](#) Minutes from Special Meeting May 29, 2025
- [3.](#) Checks over \$15,000 - Daniel's Long Chevrolet (\$34,763) for PD Vehicle, 2025 Chevrolet Colorado

Staff/Department Reports

- [4.](#) Water
- [5.](#) Public Works including Roads & Park Maintenance
- [6.](#) Police
- [7.](#) Fire
- [8.](#) Administration
9. Attorney
10. Administrator/Clerk

Business Items

- [11.](#) Accept Resignation of Mayor Havenar & Address Mayoral Vacancy Which May Include Appointment or Setting Election
- [12.](#) Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC
- [13.](#) Resolution 47-2025 to Approve Park Hours to Post
- [14.](#) Resolution 48-2025 to Designate Hearing Officer for Protests to Petitions
- [15.](#) Resolution 49-2025 to Authorize Debt Collection Agreement with Integral Recoveries
- [16.](#) Discussion/Direction to Amend Code and Advertise for Planning Commission Alternate
- [17.](#) Review/Direction Relating to Single Hauler Trash Collection (Waste Connection)
- [18.](#) Update/Direction on Elephant Rock Planned Development Plan

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please be recognized to speak, sign in, and address the Board on matters not on the agenda. Thank you!*

Board Reports

Next Meeting (6/30) and Future Items

Convene to Executive Session - For unfinished discussion above

Reconvene to Open Session

Adjourn

Americans with Disabilities Act

Reasonable accommodations for persons with a disability will be made upon request. Please notify the Town of Palmer Lake (at 719-481-2953) at least 48 hours in advance. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



BOARD OF TRUSTEES MEETING

Thursday, May 22, 2025 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6:05 pm, following the workshop.

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

Invocation by Future Leaders of Academy for Advanced and Creative Learning

Pledge of Allegiance led by Future Leaders. Mayor Havenar presented certificates of appreciation to the Future Leaders of the Academy for Advanced and Creative Learning.

Consent Agenda. Collins mentioned one additional check over \$15,000 for Core and Main for \$20,542.68 for the Canon City Crest water line replacement. MOTION (Ball, Dreher) to approve the consent agenda including items 1) Minutes from May 8, 2025 Meeting; 2) Minutes of May 9, 2025 Special Meeting; 3) Checks over \$15,000 - Krob Law (\$17,045.00) for legal services and Core and Main (\$20,542.68); 4) Financials (April). Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

5. Police – no report.
6. Fire – no report.
7. Administration
8. Attorney – no report.
9. Administrator/Clerk – Collins reported a seasonal parks new hire will start next week. She stated that all petitions are submitted and signatures will be verified. Collins asked for patience and any issues be reported about upcoming Civic Rec launch and new meeting management program. She asked if members received any concerns about the community clean up, noting that bins were filled. Collins thanked the Arts Council, mentioning the installation of two sculptures on Friday. She reminded members of the ribbon cutting for Three Farm Girls on Friday, 6/6. Collins raised the question and provided information for an alternate location for the special meeting on May 29 to determine eligibility of the proposed annexation. Discussion ensued about the options. MOTION (Ball, Stern) to keep the meeting at town hall and accommodate a larger turnout. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

10. Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC. Discussion began with Richard and Lindsay Willan and Mayor Havenar inquired with the Town Attorney if discussion will take place in executive session first, as the final version of the amended option to purchase was not in the packet. It was agreed to discuss in executive session. No action taken.
11. Resolution 43-2025 to Authorize Single Hauler Trash Collection Services. Discussion ensued about how the preferred services will be communicated to the public. Collins stated that all means the town has along with assistance by Waste Connections. Trustee Dreher suggested an effective date of July 1 to provide time to communicate the rate to the public. MOTION (Ball, Dreher) to approve Resolution 43-2025 with the addition an effective date of July 1, 2025. Roll call vote – aye 7; nay 0. Motion passed.
12. Resolution 44-2025 to Adopt Hourly Rental Fee for Ballfield. Trustee Stern provided background of the discussion at the Parks and Trails Commission meeting. Chair Reid Wiecks approached the Board and stated the same to provide an hourly rate of \$15 per hour for practices and other use. MOTION (Hutson, Stern) to approve Resolution 44-2025 adopting the hourly rate of \$15 per hour. Roll call vote – aye 7; nay 0. Motion passed.
13. Resolution 45-2025 to Amend Fee for Police Officer Extra Duty. Chief Smith explained the slight increase due to pay increases and adding a patrol vehicle. Discussion took place about rates in other agencies. MOTION (Stern, Dreher) to approve Resolution 45-2025 to increase the rate from \$50 to \$60 for extra duty. Roll call vote – aye 7; nay 0. Motion passed.
14. Update on Status and Estimates Pertaining to Elephant Rock Property. Trustees Caves and Hutson explained the current activity with the Planned Development application. Collins pointed out the information in the packet pursuant to prior Board inquiries about repair on the property.

Attorney Krob stated that items 10 and 15 will have initial discussion in executive session and be considered upon reconvening to open session.

Public Comment. Mr. Steve CeSeve demonstrated lighting that is warm and protects the dark sky, explaining that areas are going to 3k, a softer lighting. Ms. Kat Gayle, attorney for Integrity Matters, expressed concern of Board decisions, stating that two temporary restraining orders will be filed for a) petitions posted and b) not moving to a larger venue. Ms. Cyndee Henson inquired about renting the cottage on the elephant rock property and Mayor directed her question to Trustee Hutson and Caves to address in a future report. Ms. Trina Shook told the Board members they are making a mistake to not move the meeting, expressing that she was not in favor of a recall, and asked members to reconsider the vote for the location on May 29.

Board Reports. Trustee Ball reported she will attend the 911 Authority next week. Trustee Caves stated that plumbing for the restroom will be done in the coming week, and he thanked Josh Mabe for the exterior work and Kelly Allison for the plumbing. Trustee Hutson invited members to join in the installation of two sculptures on Friday at 1p. She also mentioned the poetry in the park planned for June 28 from 10a-4p. Trustee Stern attended the PPRBD advisory meeting. Mayor Havenar stated she attended PPACG this week, that she will attend Board of Health next week, and CML in June. She mentioned plans underway for movie in the park on July 18.

Next Meeting (Special Meeting 5/29; 6/12) and Future Items

Convene to Executive Session – MOTION (Dreher, Stern) to convene to executive session at 7:01 pm. Roll call vote – aye 7; nay 0. Motion passed. 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) – review of property lease amendment for Eco Spa at Elephant Rock property; and

C) receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding use and limitations of social media by elected officials in connection with economic development activity.

Reconvene to Open Session at 8:15 pm.

Attorney Krob stated that item 10 will be on the next meeting agenda.

15. Direction for Economic Development Activity. Trustee Jurka provided a statement about creating a personal Facebook page for economic development. He agreed to resign from the Board assignment to Economic Development. It was discussed that Trustee Ball will move forward to create a plan with assistance from Trustee Hutson. MOTION (Dreher, Stern) to approve the assignments. Roll call vote – aye 6; nay 0; abstain 1 (Jurka). Motion passed.

Convene to Executive Session – MOTION (Dreher, Stern) to convene to executive session at 8:20 pm. Roll call vote – aye 7; nay 0. Motion passed. For the purpose of:

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) 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) – input on possible annexation agreement for proposed Buc-ee's development.

Reconvene to Open Session at 9:29 pm.

Adjourn. MOTION (Stern, Dreher) to adjourn at 9:30 pm. Motion passed.

Glant Havenar, Mayor

ATTEST: Dawn A. Collins, Town Clerk



BOARD OF TRUSTEES - SPECIAL MEETING

Thursday, May 29, 2025 at 6:00 PM

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

MINUTES

Call to Order. Mayor Havenar called the meeting to order at 6 pm.

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

Invocation. Presented by Trustee Tim Caves.

Pledge of Allegiance. Led by Trustee Shana Ball.

Public Hearing

Mayor Havenar stated that public comments will be heard and each speaker will have two minutes.

Attorney Krob provided comments about keeping signs low to not disturb others attending. He explained the requirements of open meeting law and that proper notice, opportunity to view and participate are provided. Attorney Krob explained the Integrity Matters temporary restraining orders (TRO) filed and the Courts decision to deny the TRO. Attorney Krob further explained the December 12, 2024, meeting and the withdrawal of the petitions to eliminate the issues raised, which makes for the current three petitions for annexation. He explained how the petitions went from 6 to 3, due to using the entire roadway in this submittal, to create contiguity. Attorney Krob reviewed the process – 1) petition filed to set hearing (previously completed); 2) eligibility hearing to determine whether the property can be annexed (what is currently before the Board); and 3) agree or not to annex, which is a discretionary act. He further referenced the criteria for eligibility and suggested that comments by the public should be confined to eligibility.

Mayor Havenar introduced Nina Ruiz with Vertex, representing the applicant.

1. Eligibility for Annexation Petition Submitted by CSMS Management LLC (Owner Monument Ridge West LLC, Maria Larsen). Ms. Ruiz provided the background about the site, the owner, and an explanation of each contiguous area petitioned. She referenced statutes, meeting the requirements, notice to the landowners outside town boundaries, and confirmed that no other landowner expressed interest to join the annexation. She explained that this petition includes the entire roadway.

Mayor Havenar read names from the first sign up list. Ms. Martha Brodzik referenced statutes to hold a hearing. She stated that the AIR is required to be presented. Ms. Jennica Mabe asked whether the applicant will build regardless if the Board determines the site is eligible to be annexed to the town. Mr. Chase Olivier stated the annexation feels wrong for the town and referenced C.R.S. requirements about being urbanized. Ms. Colleen Means expressed concern about water. Ms. Trina Shook stated she

is opposed to the annexation. Ms. Cyndee Henson inquired about the community master plan not allowing big box development and expressed concern about water. Ms. Deborah Paauw inquired about the Douglas County portion of the roadway and asked if they are involved. Ms. Sherry Roper expressed concern about water, asking how the applicant would know there would be water. Ms. Sana Abbott inquired about the annexation on Beacon Lite Road and if that is CDOT or how that works along with water. Mr. Sean S thanked everyone for their public service and inquired if the annexation eligibility and the count can't be forced to accept the annexation, is that true for annexation and eligibility. He further commented that this land is a commercial community and as defined, he believes it does not and does not feel Bucee's will serve the local communities and expressed concern about water. Ms. Alex Olivier asked members where they see Palmer Lake in 25 years. She stated that according to the FBI, convenience stores are one fourth percentage of violent crimes.

Mayor Havenar recessed for a brief break.

Ms. Linda stated the process is broken and it should be done over. Ms. Genevieve Gustason expressed concern about water, restrictions to her private well, and long term water use. She asked who would fund the road infrastructure. Mr. Milt Murphy suggested compliance is not in the spirit of the law. He asked where the other locations are that Bucee's is this close to residents. He suggested that members consider the spirit of the law. Ms. Caitlin Quander, Brownstein firm, representing the Malone family land, stated that this proposal is unable to integrate into town. She stated it is incompatible to integrate and referenced the statute about community of interest. She stated the notice was insufficient and the resolution is inaccurate and should identify Monument Ridge West. She stated it is very important to the foundation to protect the land. Mr. Eric Elkhorn stated there is not water available for this project. Mr. Larry Wiora stated the importance of protecting water and the environment, noting wildlife. He mentioned the community interest is important.

Mayor Havenar recessed for a brief break and reconvened at 7:27 pm.

Mr. Kane Cotton stated this property is not eligible, that the proceedings are not transparent and that the meeting should be moved. Ms. Kat Gayle stated the proceeding does not comply with open meeting law and community of interest. She stated light pollution will obscure the stars and night sky. Ms. Amy Dreher stated that she came to the meeting to learn more. Mr. Darin Fike provided a handout of the town ordinance about lighting. He asked how a property can be eligible if it will violate a town ordinance and referenced the lighting code. Mr. Roy Martinez expressed concern about proper notification, stating that the property posting was too small to be noticed. Mr. Herbert Preslier stated that everyone is against Bucee's and people will get to vote about annexation. Ms. Christie Beverly stated that eligibility is not met because there is not community interest, noting the rural outlying lot that will not be like the community. Mr. Rene Trudel asked why the owner wants to come through and do an annexation and would like to understand the purpose of the request, along with a better understanding of the economic benefit. Mr. R.A. Gerard referenced eligibility and asked how the argument is made for contiguity and what area will be urbanized in the future. Ms. Kim Greer asked about the conservation easement for Douglas Land Conservancy. Mr. Todd Messenger, representing United Congregational Church, explained legislative proceeding of C.R.S. 31-12-104 stating that contiguity shall be "a" basis not the basis for annexation. He suggested that it is a big risk to the town if the development fails, what is left for the town. He urged members to vote no and alleviate possible litigation. Mr. Matt Dunston thanked the Board members and stated that all good things are met with opposition and asked about the benefit to the town. Mr. Jeffrey Dunston stated he is in support of the annexation. Ms. Anne Jones questioned the eligibility process, asking if either party is forced to annex,

and whether trustees are legally required to approve eligibility. She asked if there is a decision tonight to annex and urged members to refuse eligibility, even if eligible. Ms. Debbie Hall stated that property values are going down and Bucee's will ruin her neighborhood. Mr. Mike Kopyanski asked how the Douglas County side of the roadway can be annexed without Douglas County.

Trustee Amy Hutson asked Attorney Krob to explain community of interest. Attorney Krob stated it means a common interest between the property proposed to be annexed and the town, noting it does not mean the community's interest. Attorney Krob further reviewed legal requirements and the process. He explained that Douglas Land Conservancy does have an easement that restricts the use of the area and all utilities are proposed to be on the south side of the roadway. Attorney Krob further explained C.R.S. 31-12-104, including 1/6 contiguity or not, and other references such as likely to be urbanized in the near future, common interest with the town. He explained the basis for other criteria to be met, noting two of three criteria do not apply and there must be two. Attorney Krob stated that Douglas County does not have to consent to the roadway annexation. He explained the misconception of the AIR (Annexation Impact Report) which is a required document to the County about services being provided. He stated the AIR is not related to eligibility.

Mr. RA Gierard stated if this is the one legislative move, and stated to the board they don't have to agree with it. Mr. Randy Cowden inquired about the process and next steps and what will be at Planning Commission. Attorney Krob stated that PD zoning, annexation and a favorable agreement could be prepared for a June 18 hearing.

Mayor Havenar noted comments emailed and distributed to the Board from Mr. Roger Moseley, Tom & Sheryll Robbins, Drew Carlisle, and Ms. Beth Harris.

Ms. Anne Jones asked about roadway maintenance. Ms. Jen Coopman inquired further about community of interest vs. community interest and Attorney Krob confirmed that it needs to be a shared or common interest between applicant and town. Mr. Roy Martinez asked Attorney Krob to look at the notice requirement handout. Attorney Krob stated that notice must substantially comply.

Mayor Havenar invited Ms. Nina Ruiz to provide any comments. She pointed out that the 3-mile plan refers to the site as a retail node on the future land use map. She stated that there is no evidence of 2 of 3 criteria not applying to community interest. Trustee Hutson inquired whether C.R.S. 31-12-108 should be considered. Attorney Krob responded that it applied to the petition received, which was previously completed and set eligibility hearing date. He referenced 31-12-104 and 105 and amending the owner name on the resolution. Mr. Chase Olivier suggested that section 31-12-102 subpart 1,f declares annexation. Attorney Krob pointed out that section is a statement of policy, not a requirement. Mr. Gary Kamlin questioned the venue and Attorney Krob responded there is not a specific requirement for the venue, as long as public are allowed to speak and observe. Ms. Trina Shook asked why the initial eligibility was allowed. Ms. Kat Wolford asked members if they are prepared for a lawsuit, stating it will hurt the town if members vote yes. Ms. Shelley Warner stated that we have been doing this for awhile and stated there are no residents here to support this. Ms. Laura Huth stated that her 80 year old mother could not be inside.

Trustee Shana Ball asked Attorney Krob whether the December 12 hearing was illegal. Attorney Krob responded that there was not a ruling by the court on the complaint filed by Integrity Matters on the December 12 meeting; the case was dismissed. She followed up asking whether there is anything illegal about the current meeting. Attorney Krob stated no that this meeting complies with open meeting law. Ms. Lynn Gardner stated that she felt abused at the first, December 12 meeting. Mr. Tyler

Travis asked whether it is correct about litigation risk and Attorney Krob responded there is risk either way. Mayor Havenar closed the hearing. Ms. Angie Fike returned to ask whether a business violating a town ordinance makes it ineligible. Attorney Krob stated that lighting relates to consideration but does not relate to eligibility. A gentleman commented about whether annexation be considered if chemical plant.

Mayor Havenar recessed for a brief break and reconvened at 8:58 pm.

Business Items

2. Resolution 46-2025 Making Findings Regarding Eligibility for Annexation to the Town of Palmer Lake of Certain Unincorporated Property. Trustee Stern asked Attorney Krob whether there are any legal issues that are not met. Attorney Krob stated that is for the Board to determine. MOTION (Stern, Caves) to approve Resolution 46-2025 as amended with Monument Ridge West. Roll call vote – aye 6; nay 1 (Jurka). Trustee Jurka stated that he voted no because although criteria is in line, he does not agree with the community of interest and integration to the town. Motion passed.

Public Comment. Ms. Debbie Hall suggested that members think outside the box and consider a smaller community fit. Mr. Jeffrey Dunston thanked the members for the great pickleball courts installed. Ms. Angie Fike spoke about the divisiveness in the community and thanked members for listening.

Next Meeting (6/12) and Future Items

Adjourn. MOTION (Stern, Hutson) to adjourn at 9:06 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

Vendor ID	Name	Payment Number	Check Date	Check Number
DANIELSLONGCHEV	Daniels Long Chevrolet	0003163	6/12/2025	50765

Item 3.

Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
193755	5/30/2025	PD 2025 Chevy Colorado	\$34,763.00	\$34,763.00	\$0.00	\$34,763.00
Totals:			\$34,763.00	\$34,763.00	\$0.00	\$34,763.00

LMP100 M/P CHECK



Vehicle: [Fleet] 2025 Chevrolet Colorado (14C43) 4WD Crew Cab WT (✔ Complete)

Quote: PALMER LAKE 2025 CHEVY COLORADO ORDER QUOTE 03-06-25

Quote Worksheet

	MSRP
Base Price	\$35,200.00
Dest Charge	\$1,595.00
Total Options	\$945.00
Subtotal	\$37,740.00
STATE CONTRACT PRICING	(\$4,247.00)
ZL6. ADVANCED TRAILERING PCKG (REQUIRED WITH Z82)	\$945.00
408. G80 LOCKING DIFFERENTIAL (REQUIRED WITH Z82)	\$325.00
Subtotal Pre-Tax Adjustments	(\$2,977.00)
Less Customer Discount	\$0.00
Subtotal Discount	\$0.00
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$34,763.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$34,763.00

Comments:

State Contract #193755

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 24882. Data Updated: Mar 5, 2025 6:46:00 PM PST.

Vendor ID	Name	Payment Number	Check Date	Check Number		
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0003161	6/12/2025	50763		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid

Item 3.

PL25-05	6/10/2025	Professional services	\$15,020.00	\$15,020.00	\$0.00	\$15,020.00
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Totals:			\$15,020.00	\$15,020.00	\$0.00	\$15,020.00
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LMP100 M/P CHECK



Community Matters Institute
5021 Juniper St
Littleton, CO 80123-1531 USA
+13037300396
bhaywood@communitymattersinstitute.org

INVOICE

BILL TO

Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL 25-05
DATE 06/10/2025
DUE DATE 06/25/2025
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Palmer Lake	Professional Fees per Worksheet Billable to Red Rocks	0.75	150.00	112.50
Palmer Lake	Professional Fees per Worksheet Billable to Travel Center	51	150.00	7,650.00
Palmer Lake	Professional Fees per Worksheet Billable to Brook Street	3	150.00	450.00
Palmer Lake	Professional Fees per Worksheet Billable to Town of Palmer Lake	12.25	130.00	1,592.50
Palmer Lake	Professional Fees per Worksheet Billable to Town of Palmer Lake-Zoning Contract	37.25	140.00	5,215.00

BALANCE DUE

\$15,020.00

REIMB

10-21-5109 = 6807.50

10-21-5109-040 = 7650.00

10-21-5109-045 = 450.00

10-21-5109-043 = 112.50

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable to Red Rocks						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
5/5/2025	May annexation and subdivision- e-mails to DRT after review of submittal, includes DRT discussion	Cole/ Davenport	0.75	\$ 150	\$ 112.50	
				\$150	\$ -	
				\$150	\$ -	
Subtotal			0.75		\$ 112.50	

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Item 3.

6/10/2

Billable To Travel Center						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
5/5/2025	Buc-ees Calendar- create and then check code	Cole/Davenport	2.25	\$150	\$	337.50
5/5/2025	Team discussion Buc-ees	Cole/Davenport	0.5	\$150	\$	75.00
5/14/2025	Call with Krob on Calendar and schedule	Davenport	0.25	\$150	\$	37.50
5/18/2025	Revise calendar and memo on same to Dawn and Krob	Davenport	0.5	\$150	\$	75.00
5/19/2025	Initiate Buc-ees technical review	Cole	4	\$150	\$	600.00
5/20/2025	Buc-ees Technical review- initial inconsistencies and missing	Cole	6.5	\$150	\$	975.00
5/27/2025	Review written PDP, emails to DRT, Douglas County Land	Cole	4	\$150	\$	600.00
5/28/2025	Drafting of technical response, TC with Davenport given CORA	Cole/Davenport	5	\$150	\$	750.00
5/29/2025	Continued review of dropbox, clarify schedule for June 18th,	Cole	7	\$150	\$	1,050.00
5/29/2025	Listen to eligibility hearing- issues from those speaking	Cole	2.5	\$150	No charge	
5/30/2025	Drafting of technical response, review and edits by Davenport	Cole	7	\$150	\$	1,050.00
5/31/2025	Mikes edits to draft- accept all	Cole	0.25	\$150	\$	37.50
6/2/2025	Continue draft of technical review- incorporate referral comments	Cole	8	\$150	\$	1,200.00
6/3/2025	Finalize Buc-ees technical review	Cole	4	\$150	\$	600.00
6/4/2025	Coordination with Vertex and DRT	Cole	0.75	\$150	\$	112.50
6/5/2025	Coordination with Vertex and DRT, emails with Town attorney	Cole	1	\$150	\$	150.00
				\$150	\$	-
				\$150	\$	-
Subtotal			51		\$	7,650.00

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Brook Street

DATE	TASK	WHO	HOURS	RATE	Amt. due
5/1/2025	Completeness review; TC with GMS r regarding rezone and replat	Cole	0.75	\$150	\$ 112.50
5/15/2025	Completeness review rezone- review revised packet	Cole	0.5	\$150	\$ 75.00
5/16/2025	Completeness review rezone- review revised packet- discuss with Davenport regarding code requirements	Cole	0.5	\$150	\$ 75.00
5/19/2025	Completeness review- send detailed email to Dawn regarding Plat, access to the 4 condos via lot 012, need title commitment, drawing does not scale	Cole/Davenport (note no charge for 1.5 hrs.- research plat on file at County and measure drawing, not to scale- same message to applicant)	1.25	\$150	\$ 187.50
Subtotal			3		\$ 450.00

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Town						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
5/1/2025	Checklists and land use application-emails. Edit	Cole	0.5	\$130	\$	65.00
5/5/2025	DRT mtg	Cole/Davenport	1	\$130	\$	130.00
5/12/2025	DRT mtg	Cole	1	\$130	\$	130.00
5/15/2025	Elephant Rock Property- review files answer call and TC with Amy H- 1 hour NOT Charged	Cole/Davenport	2	\$130	\$	260.00
5/19/2025	Elephant Rock Property-estimated time to complete pre-app, sketch and PDP- memo to Dawn	Cole/davenport	3	\$130		No charge
5/19/2025	DRT mtg	Cole	1	\$130	\$	130.00
5/19/2025	Various emails to/from Dawn and Scott	Cole	0.5	\$130	\$	65.00
5/27/2025	DRT meeting	Cole	1	\$130	\$	130.00
5/1/2025	Revise land use form	Davenport	1.25	\$130	\$	162.50
5/7/2025	Revise replat form	Davenport	1	\$130	\$	130.00
5/9/2025	Create minor replat form	Davenport	1	\$130	\$	130.00
5/10/2025	Create major replat form	Davenport	1	\$130	\$	130.00
5/12/2025	Call, emails, revise memo	Davenport	0.5	\$130	\$	65.00
5/13/2025	Edit and send resubdivision form	Davenport	0.5	\$130	\$	65.00
				\$130	\$	-
Subtotal			12.25		\$	1,592.50

Town of Palmer Lake-Community Matters Institute-Worksheet for Invoice PL 25-5

Billable To Town - Zoning Contract						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
5/2/2025	Review Article 3, discuss with Cole (.25)	Davenport	3.25	\$140	\$	455.00
5/5/2025	Article 3 corrections for PC review	Cole	5.5	\$140	\$	770.00
5/6/2025	Article 3-edits	Cole	3	\$140	\$	420.00
5/7/2025	Articles 1,2 and Article 3-final edits	Cole	3	\$140	\$	420.00
5/7/2025	Articles 1,2 and Article 3-final proof	Haywood	2	\$140	\$	280.00
5/8/2025	Remove redundancies, and redraft per Dawn	Cole	2	\$140	\$	280.00
5/8/2025	Create draft calendar to complete Code for Dawn and PC	Davenport	2	\$140	\$	280.00
5/20/2025 thru 5/27/25	Draft Article 4- Special requirements- version 1 sent to Dawn	Cole	16.5	\$140	\$	2,310.00
Subtotal			37.25		\$	5,215.00
Total Hours for Town			0.00		\$	1,592.50
Total reimbursable from Applicants			54.75		\$	8,212.50
Summary of Invoice PL 25-05						
Invoice Summary	Billable to Red Rocks		0.75		\$	112.50
	Billable To Travel Center		51		\$	7,650.00
	Billable To Brook Street		3		\$	450.00
	Billable To Town		12.25		\$	1,592.50
	Billable To Town - Zoning Contract		37.25		\$	5,215.00
Total Invoice			104.25		\$	15,020.00
Town Only Cost					\$	6,807.50

**Contracted rates are \$130 for Town work and \$150 for Applicant review per signed contract; Land Use code update is billed at \$140 an hour not to

FILTRONICS, Inc.

16872 Hale Avenue, Unit B
Irvine, CA 92606

Progress Invoice

Date	Invoice #
6/6/2025	420438

Bill To
Town of Palmer Lake Attn: Accounts Payable 42 Valley Crescent Palmer Lake, CO 80133

Ship To
Attn: Steve Orcutt 42 Valley Crescent Palmer Lake, CO 80133

S.O. No.	P.O. No.	Terms	FOB	Job	
380284	Signed Agreem...	Net 15	Irvine, CA	Well A-2	
Item	Description	Est Amt	Curr %	Amount	
1401-1200	Media, Full Load - EM-I, FH-12	33,085.00	50.00%	16,542.50T	
2318-0004-12	Assemblies, Filtronic, Lateral Anchoring hardware, unistrut set, FH-12 for filters built before 2021	980.00	50.00%	490.00T	
1113-0225-12x16	Manway Gasket, Oval, 12" x 16", Neoprene	42.00	50.00%	21.00T	
1113-0025-24x...	Manway Gasket, Disc, 24" OD As an alternative to PVC, you may choose to	61.00	50.00%	30.50T	
9101-0200	Freight Out - RBS	2,250.00	100.00%	2,250.00	
2303-1204	Assemblies - Filtronic, Laterals - Complete Set, FH-12, 304 Stainless Steel			-255.00T	

20-71-5211

Please email invoice questions to: ap@filtronics.com	Subtotal	\$19,079.00
A SERVICE CHARGE OF 2.5% PER MONTH WILL BE CHARGED ON PAST DUE ACCOUNTS. IMPORTANT: THIS INVOICE IS SUBJECT TO FILTRONICS STANDARD TERMS AND CONDITIONS	Sales Tax (0.0%)	\$0.00
	Total	\$19,079.00
<i>GWTP Filter Media & Acc</i>	Payments/Credits	\$0.00
	Balance Due	\$19,079.00

Palmer Lake Water Dept.
Operations Report
May 2025

- SWTP Production - 2,376,000 gal/7.29 acre feet
- GWTP Production - 1,623,000 gal/4.98 acre feet
- Avg daily demand 129,000 gpd/
90 gpm

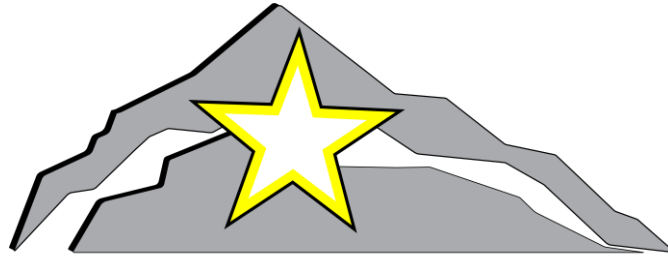
Tank crew started work to sealcoat High Zone Tank #1 on 5/30. This project is anticipated to take approximately one month to complete.

Filter vessel #1 at GWTP has had the old underdrains removed and the vessel has been cleaned and prepped. A new epoxy seal will be applied around the edges of the interior floor prior to installation of new underdrains and media. The media delivery is expected during the first week of June. Anticipated return to service is mid to late June.

On 5/21, we had a visit from Mr. McCormick of Colorado DNR for our annual Glen Park Reservoir dam inspection. The dam passed inspection, but there are a few minor maintenance items that need to be addressed.

Seepage from the dam is minimal, and the volume of seepage hasn't increased from the previous inspection.

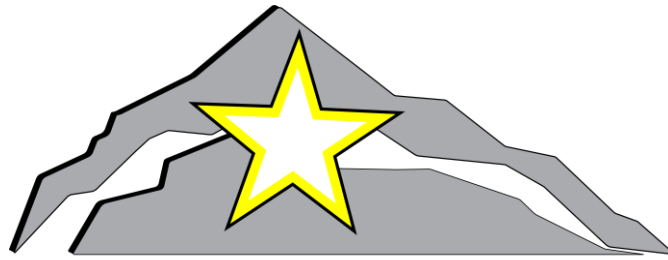
The Canon City Crest water main replacement project area has been fully located and all necessary parts are on hand at the Town yard. The project will commence once the excavation crew deploys to PL, possibly the first week of June.



Town of Palmer Lake

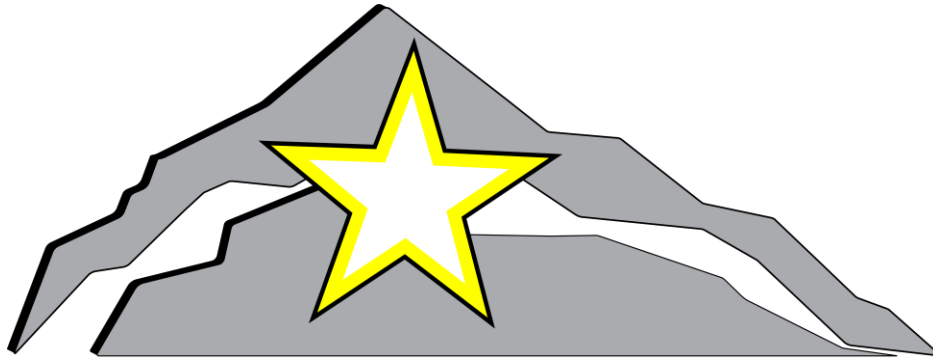
Board of Trustees Summary Sheet

	May 2025
Title	Public Works Monthly Report
Date	June 4, 2025
Contact	Stacy DeLozier
Summary	<p>Grade and Mag Roads Dust control Cut drainage ditches on roads around PL City Limits Cold Patch Asphalt Potholes all over Town Clean out various road culverts Cut tree limbs/ brush from roadways and parks Old dirt bike track is all leveled out now for PLFD community burn pile, in use now Replace and repair applicable road signs Perform routine maintenance on all equipment Empty trash cans at Lake Rec. area, parks, Pickleball Court and trailhead daily Fix and maintain split rail fences around lake and town Maintain Trailhead parking Kiosk daily Attended lots of various meetings The Pickleball Court bathrooms are still being worked on, still not open Coordinate placement of Port A Potty's around town and move when needed for Parks, New service company Thrifty Thrones Spring cleaning and maintenance around the shop/yard Helped with lots of small projects at Town Hall, PLFD and PLPD Several street-cut permits issued throughout PL City limits Monthly playground maintenance and inspection Work with parks and Awake The Lake on various projects Did the monthly repairs/ maintenance on all Parks lawn mowers/ equipment. New section of EZ Dock has been added to existing one on the north end of the lake Placing acquired boulders all around Town and removing the ugly telephone poles Extra attention and work to Centennial park, ballfield etc.</p>



Town of Palmer Lake

<p>Training</p>	<p>Ongoing weekly/ monthly safety training and meetings Monthly safety meetings</p>
<p>Other Activity</p>	<p>Parks and USAFA are done with new bridge in the Glen, did ribbon cutting, bridge looks awesome Spruce Mt. road is in the design process with JR Engineering, now both railroads need to be involved, the first meeting with railroad and engineers will be in June GMS is working on the 105-sidewalk design, no updates Working with Habitat Management for Spring and Summer abutment weed mitigation - first spray completed a few weeks ago PW Roads bought new dump trailer from allocated funds, thank you Town Board for approving this - it is being used almost daily now! Coordinated Town clean-up day May 17 - it was a success and ALL 5 roll-off were 110% filled Parks clean-up day May 10 - it was a success, good work and kudos to all Parks Commission and volunteers! Had a meeting with Parks and Palmer Divide Soccer Club about potential future soccer field at the south end of the lake, discussions still ongoing.</p>



Town of Palmer Lake

Board of Trustees Summary Sheet

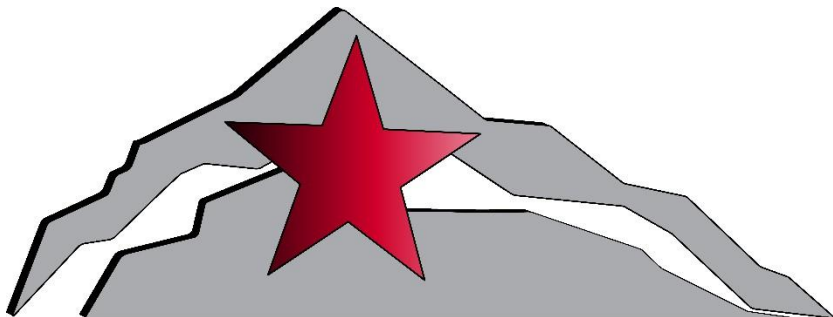
	MAY 2025
Title	PARKS Report
Date	Board Meeting 06/12/25 & 06/30/25 Parks Meeting 06/10/2025
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 62.0 hr. Clerical (email, calls, grants, spreadsheets) : 12.0 hr. Miscellaneous Meetings (other than Parks) : 8.5 hr.
Total Volunteer Time	Total = 82.5 hours
Upcoming Activity	MHYC trail work starting in June



Board of Trustees Summary Sheet

	May-June 2025
Title	Police Monthly Report
Action	N/A
Date	05/01-05/31/2025
Contact	Lieutenant A. Lundy
Summary	In the month of May 2025, PLPD made 12 traffic stops and issued 6 citations. Also, in the month of May 26 reports were taken and there were 4 traffic accidents. PLPD Officers charged 0 domestic violence cases in the month of May. PLPD made 13 citizen contacts.
Training	All officers were assigned Police One courses for de-escalation and search and seizure.
Other Actions	PLPD Chief Smith graduated from Colorado's POST academy. PLPD recruit Scott Horst graduated from PPRLEA. Lieutenant Lundy and officers Wagner, Perry and Stevens attended the Colorado Police Officer's Memorial ceremony. PLPD Honor Guard Officers Perry and Stevens performed at the Memorial ceremony. Honor Guard member Officer Stevens performed at the Police Officer's Memorial Ball. A PLPD Honor Guard table was

	set up for the regional POW/MIA service.
Calls for service	PLPD officers responded to 396 calls for service in the month of May.
B.H.C.O.N.	The PLPD B.H.C.O.N. program launched at the beginning of this year. The grant funded program is intended to circumvent arrests of mentally ill individuals when appropriate and afford these individuals resources to seek the help they need. The program has had 148 calls for service and has taken 23 case reports as a result.
S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Officers have conducted 360 shifts over the last 2 years. The most common citations written are for failure to stop at stop signs and speeding. Monies gained from these shifts have been a great benefit to the overall Town budget as a supplemental income. Proceeds from the S.T.E.P. program have recently purchased 2 vehicles for the PLPD which were previously unbudgeted for but needed.
H.V.E.	PLPD's High Visibility Enforcement (DUI/DUID) program has added to the safety of Palmer Lake's residents by effectively enforcing DUIs and DUIDs within its jurisdiction. H.V.E. has created 167 calls for service and taken 18 case reports.



PALMER LAKE FIRE DEPARTMENT

Board of Trustees Summary Sheet

Title	Fire Department Report- May 2025
Date	5 June, 2023
Contact	John Vincent, Chief
Summary	<p>Deputy Chief Keough returned from fire assignment in Minnesota.</p> <p>PLFD has a total of 20 certified EMTs on the roster.</p> <p>Responded to 1 House Fire.</p> <p>Responded with mutual aid to Larkspur for a car fire.</p> <p>2 personnel obtained their Firefighter-1 certification.</p> <p>Conducted 1 pile burn at Elephant Rock.</p>
Training	See attached report
Photographs	Elephant Rock Pile Burn
Other Action	
Code Enforcement	



Completions



Type: Completions

Run Date: Jun 1, 2025 3:08 AM

Shared with: 3 Users

Filters: Type: All Assignments

Completion Date Range: From 05/01/2025 To 05/31/2025

User Status: Active, Offline

Assignment Name	Completion Date	Completion Time	Duration (hours)
10 - Structural Search & Rescue	05/03/2025	09:00 AM	2
10 - Structural Search & Rescue	05/03/2025	09:00 AM	2
10 - Structural Search & Rescue	05/01/2025	09:45 AM	.75
10 - Structural Search & Rescue	05/03/2025	09:00 AM	2
2011 Bumper Line	05/06/2025	12:00 AM	1
2011 Bumper Line	05/07/2025	11:00 AM	1
2011 Bumper Line	05/09/2025	09:00 AM	1
2011 Bumper Line	05/17/2025	12:00 AM	1
2011 Bumper Line	05/07/2025	11:00 AM	1
2011 Bumper Line	05/21/2025	08:00 AM	1
2011 Bumper Line	05/07/2025	11:00 AM	1
2011 High Rise Pack	05/06/2025	10:30 AM	1
2011 High Rise Pack	05/11/2025	02:00 PM	1
2011 High Rise Pack	05/17/2025	12:00 AM	1
2011 High Rise Pack	05/11/2025	09:00 AM	2
2011 High Rise Pack	05/21/2025	08:30 AM	1
24 - Analyzing the Incident	05/01/2025	09:00 AM	2
24 - Analyzing the Incident	05/01/2025	09:00 AM	2
24 - Analyzing the Incident	05/01/2025	09:00 AM	2

Assignment Name	Completion Date	Completion Time	Duration (hours)
470.22.HMA - 02 - Protective Actions and Notifications	05/11/2025	05:00 PM	1
470.22.HMO - 01 - Identify Potential Hazards	05/03/2025	09:00 AM	2
470.22.HMO - 01 - Identify Potential Hazards	05/03/2025	09:00 AM	2
470.22.HMO - 01 - Identify Potential Hazards	05/03/2025	09:00 AM	2
470.22.HMO - 01 - Identify Potential Hazards	05/09/2025	01:00 PM	1
B007 B005 H024 Vascular Access IV fluids IV IO	05/01/2025	09:53 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/07/2025	02:22 PM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/02/2025	08:33 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/06/2025	06:19 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/01/2025	02:08 PM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/02/2025	09:36 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/09/2025	12:18 PM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/04/2025	08:05 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/09/2025	12:18 PM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/01/2025	09:53 AM	
B007 B005 H024 Vascular Access IV fluids IV IO	05/09/2025	12:18 PM	
Company EMS Training	05/12/2025	09:00 AM	2
Company EMS Training	05/12/2025	09:00 AM	2
D001, B003 ACS, Cardiac Related Procedures	05/01/2025	01:30 PM	1
D002, D003 Brady and tachydysrhythmias	05/09/2025	12:19 PM	
D002, D003 Brady and tachydysrhythmias	05/07/2025	02:22 PM	
D002, D003 Brady and tachydysrhythmias	05/01/2025	09:53 AM	
D002, D003 Brady and tachydysrhythmias	05/02/2025	09:36 AM	
D002, D003 Brady and tachydysrhythmias	05/09/2025	12:19 PM	

Assignment Name	Completion Date	Completion Time	Duration (hours)
D002, D003 Brady and tachydysrhythmias	05/04/2025	08:08 AM	
D002, D003 Brady and tachydysrhythmias	05/09/2025	12:19 PM	
D002, D003 Brady and tachydysrhythmias	05/01/2025	09:53 AM	
D002, D003 Brady and tachydysrhythmias	05/09/2025	01:06 PM	
D002, D003 Brady and tachydysrhythmias	05/01/2025	09:53 AM	
D008 Neonatal Resuscitation	05/23/2025	12:00 AM	.5
DOP-14a / Relay pumping from static source-1 supply line	05/29/2025	10:00 AM	2
FF1-2A / Initiate a Response	05/10/2025	01:00 PM	1
FF1-2D / Mayday Operations	05/13/2025	01:00 PM	1
FF1-2D / Mayday Operations	05/10/2025	03:30 PM	1
FF1-2D / Mayday Operations	05/13/2025	01:00 PM	1
FFI-3E / Exit Hazardous Environment	05/01/2025	09:30 AM	1
FFI-3G / Vehicle fire	05/05/2025	10:00 AM	1
FFI-3H / Class A fire - Stacked or piled	05/04/2025	09:00 AM	1
FFI-3I / Search and Rescue	05/14/2025	10:00 AM	1
FFI-3K / Vertical Ventilation	05/03/2025	09:00 AM	2
FFI-3K / Vertical Ventilation	05/05/2025	10:00 AM	1
FFI-3K / Vertical Ventilation	05/02/2025	12:00 PM	.5
FFI-3K / Vertical Ventilation	05/03/2025	09:00 AM	2
FFI-3K / Vertical Ventilation	05/03/2025	09:00 AM	2
FFI-3L / Overhaul a fire scene	05/03/2025	09:00 AM	2
FFI-3L / Overhaul a fire scene	05/05/2025	11:00 AM	1
FFI-3L / Overhaul a fire scene	05/02/2025	10:15 AM	.15
FFI-3L / Overhaul a fire scene	05/03/2025	09:00 AM	2

Assignment Name	Completion Date	Completion Time	Duration (hours)
FFI-3L / Overhaul a fire scene	05/03/2025	09:00 AM	2
FFI-3L / Overhaul a fire scene	05/09/2025	02:00 AM	1
FFI-3M / Salvage	05/03/2025	09:00 AM	2
FFI-3M / Salvage	05/05/2025	12:00 PM	1
FFI-3M / Salvage	05/02/2025	11:00 AM	.25
FFI-3M / Salvage	05/03/2025	09:00 AM	2
FFI-3M / Salvage	05/03/2025	09:00 AM	2
FFI-3M / Salvage	05/08/2025	01:30 PM	1
FFI-3N / Water supply	05/18/2025	02:00 PM	1
FFI-3N / Water supply	05/11/2025	09:15 AM	1
FFI-3N / Water supply	05/21/2025	12:00 AM	2
FFI-3N / Water supply	05/16/2025	08:00 PM	1
FFI-3N / Water supply	05/21/2025	12:00 AM	2
FFI-3N / Water supply	05/18/2025	02:00 PM	1
FFI-3N / Water supply	05/21/2025	12:00 AM	2
FFI-3N / Water supply	05/20/2025	09:00 AM	1
FFI-3O / Extinguishers	05/25/2025	10:00 AM	1
FFI-3O / Extinguishers	05/23/2025	09:00 AM	2
FFI-3O / Extinguishers	05/22/2025	07:00 PM	1
FFI-3O / Extinguishers	05/25/2025	10:00 AM	1
FFI-3O / Extinguishers	05/23/2025	09:00 AM	2
FFI-3O / Extinguishers	05/25/2025	10:00 AM	1
FFI-3O / Extinguishers	05/21/2025	08:00 AM	1
FFI-3O / Extinguishers	05/23/2025	09:00 AM	2
FFI-3P / Scene Lighting	05/22/2025	07:00 AM	1

Assignment Name	Completion Date	Completion Time	Duration (ho
FFI-3P / Scene Lighting	05/22/2025	07:00 AM	1
FFI-3P / Scene Lighting	05/20/2025	12:00 AM	2
FFI-3P / Scene Lighting	05/22/2025	07:00 AM	1
FFI-3Q / Control Utilities	05/10/2025	01:00 PM	1
Firefighter Fitness, NFPA 1500	05/11/2025	12:00 AM	1
H035 Nitroglycerin	05/07/2025	09:00 AM	.5
H035 Nitroglycerin	05/13/2025	10:15 AM	.5
H035 Nitroglycerin	05/07/2025	09:00 AM	.5
H035 Nitroglycerin	05/11/2025	04:00 PM	.5
H035 Nitroglycerin	05/08/2025	12:00 AM	.5
H035 Nitroglycerin	05/11/2025	12:00 AM	.5
H035 Nitroglycerin	05/11/2025	08:00 AM	.5
H035 Nitroglycerin	05/08/2025	12:00 AM	.5
H035 Nitroglycerin	05/07/2025	09:00 AM	.5
H035 Nitroglycerin	05/08/2025	12:00 AM	.5
Lifepak 1000 Orientation	05/22/2025	10:30 AM	1
Relay pumping and nursing operations	05/21/2025	10:00 AM	2
Relay pumping and nursing operations	05/21/2025	10:00 AM	2
Relay pumping and nursing operations	05/11/2025	12:00 AM	1
Relay pumping and nursing operations	05/21/2025	10:00 AM	2
Relay pumping and nursing operations	05/20/2025	10:00 AM	1
Shift Skills Hydrant Operations	05/07/2025	10:00 AM	1
Shift Skills Hydrant Operations	05/11/2025	10:30 AM	1
Shift Skills Hydrant Operations	05/11/2025	12:00 AM	1
Shift Skills Hydrant Operations	05/11/2025	12:00 AM	1

Assignment Name	Completion Date	Completion Time	Duration (hours)
Shift Skills Hydrant Operations	05/18/2025	02:00 PM	1
Template: B009, H001, H023 - Pain Management, tylenol, motrin	05/24/2025	06:00 PM	.5
Template: B009, H001, H023 - Pain Management, tylenol, motrin	05/28/2025	09:00 AM	.5
Template: B009, H001, H023 - Pain Management, tylenol, motrin	05/22/2025	08:00 PM	.5
Template: B009, H001, H023 - Pain Management, tylenol, motrin	05/26/2025	10:45 AM	.5



Board of Trustees Summary Sheet

	MAY 2025		
Title	Administration		
Date	06/12/2025		
Contact	Admin personnel		
Kiosk Revenue	May Collections for the Kiosk		
		Gross Collections (1251 Transactions)	
	\$ 6,630.00		
	\$ (375.30)	Fees	
	\$ (70.00)	Monthly T2 Svc charge	
	\$ 6,184.70	Net Collections - May	
	YTD Collections 2025 - YTD Transactions: 3192		
	\$ 16,917.30	Gross Collections	
	\$ (957.60)	Fees	
	\$ -	Supplies (Kiosk Paper)	
\$ (350.00)	Monthly T2 Svc charge		
\$ 15,609.70	Net Collections		
\$ (1,307.60)	Total Fees and Maintenance 8%		
Contact Us (online)	Date	First Name	Subject
	5/7/25	Noah	Spam
	5/7/25	Brett	Pavilion Reservation
	5/8/25	Susan	Spam
	5/9/25	Tami	Gazebo Question
	5/9/25	Lindsay	Pavilion Reservation
	5/14/25	Lindsay	Rental
	5/19/25	Lindsey	Reserve pavilion
	5/20/25	Nina	Reserving the pavilion
	5/21/25	Blake	Pavilion Reservation
	5/21/25	Karen	Request for W9
	5/21/25	Susan	Emergency plan
	5/22/25	Matthew	Reserve pavilion for Tuesday

5/22/25	Sarah	Question about permit - yoga on Palmer Lake
5/23/25	Kellie	Building/ erosion
5/30/25	Winni	Reserve Pavillion
5/31/25	Lori	Pavilion Reservation

Land Use permits Issued

May 2025
 Type: Single Family; Qty: 1
 Other; Qty: 3
 Total water taps issued: **1043**

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2025	2025
	May	May
Business Type	STR	other
New Licenses	1	2
Licenses Renewed	18	7
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	43	150
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	193	

SCHEDULED TO RENEW IN JULY 2025:

BUSINESS NAME
300 General Palmer LLC
All Phase Roofing
Cavalry Capital Management, LLC
Coldwater Media, Inc.
Dentaltemp of the Rockies
DRK Tools LLC dba Matco Tools
Excel Roofing, Inc.
Greater Grounds Landscaping, LLC
Hennessey Roofing, LLC
Holly Sly, dba Body Therapy
OEL Worldwide Industries
O'Shea Construction dba Sean O'Shea
Rebecca Angelo Duke, CMT

Water Billing	Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
	2022	Jan-Dec	1015	41,405,900	11
	2023	Jan-Dec	1018	44,855,150	7
	2024	Jan-Dec	1,022	47,011,334	0
	2025	January	1022	3,505,500	0
		February	1022	3,114,600	1
		March	1023	2,787,302	1
		April	1023	3,058,632	0
		May	1023	3,148,147	1
		YTD		1,022	15,614,181

Grant Activity Updates	Dept	Name	Grantor	Grant Purpose	Grant Amount	Match/ Cost Sharing	STATUS/NEXT STEPS
	Police	POST Equipment	State of Colorado	training equipment, scholarship	\$7,892	\$0	Applied.
	Police	HVE (High Visibility Enforcement)	CDOT	DUI enforcement, extra duty	\$9,686	\$0	Awarded. PD fills the HVE shifts as they come and then requests reimb. FY Jul-Jun.

Approved Special Events	Farmers Market	5/25/2025
	Fishing Derby - Lions Club	6/7/2025
	DU Dash - Ducks Unlimited	6/14/2025
	Shakespeare On the Green - PLAC	6/28/2025
	Summer Adventure - PPLD	6/19 & 7/24

Other Activity	New hire PLPD f/t Officer Scott Horst Starting 6/9/2025, advertising for f/t Parks Maintenance due to Carson's resignation; Internal posting for p/t Firefighters.
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Code Compliance
Report for BOT
June 12,2025

Report of activity 5/1 – 5/31

Code Complaints **Resolved** by 5/31/25

Parking/Roads	4
Junkyard/Dumping	2
Signs (permits/removal)	3
Animals/Dogs	3
New Business License	1
Lighting Residential	1
Health/Safety/Sanitation	4

Resolved may also be a complaint was filed; followed up on and no action was required by Code:

Current Code complaints **pending**: (requires action, research or follow-up)

Junkyard/Dumping	7
Dogs/Rooster/Animal	3
Sign	1
Health/Safety Sanitation	4



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Palmer Lake Board of Trustees

From: Scotty P. Krob, Town Attorney

Date: June 10, 2025

Re: Mayor’s resignation and filling mayoral vacancy

Mayor Glant Havenar has tendered her resignation. This memo is intended to address the process for accepting her resignation and the process and options available to the Town Board of Trustees for filling the resulting mayoral vacancy.

Although not required by statute or Town Code, I recommend that the Board of Trustees adopt a motion accepting her resignation, in order to provide a clear record.

The process and options for filling a mayoral vacancy in a statutory town, such as Palmer Lake, are set forth in state statute and Town code. They authorize the Board of Trustees to fill the mayoral vacancy by appointment or to set an election. Appointment requires a majority vote of the remaining Board members. If the Board does not appoint anyone within 60 days of the date of resignation, then the Town must hold a special election to fill the vacancy. The person selected as mayor, whether by election or appointment, must be a “duly qualified elector” of the Town.

Although the statute and the code set a maximum time for filling a vacancy, they do not set a minimum. Accordingly, the Board has the authority to fill the mayor vacancy at any time, beginning with when it has accepted her resignation until 60 days thereafter. [Although the Board typically provides notice and solicits applications for trustee vacancies, it is not required to do so.]

An existing Trustee can be appointed as the mayor. However, before doing so they would need to resign their position as Trustee because no person can hold multiple elected offices with the Town at the same time.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Resolution to Approve Amendment to the Option to Purchase, EcoSpa
Presented by: Town Administrator/Clerk		

Background

As previously reviewed and discussed with the town (elephant rock) property tenant and Board in executive sessions, there is a desire to amend the Option to Purchase, as agreed between the Town and EcoSpa LLC, attached for your consideration.

Recommended Action

Approve the resolution to approve the amendment to the Option to Purchase for EcoSpa LLC.

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 41 - 2025

A RESOLUTION TO APPROVE THE FIRST AMENDMENT TO THE OPTION TO PURCHASE AGREEMENT FOR ECOSPA AT THE ELEPHANT ROCK PROPERTY

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town and EcoSpa previously entered into a lease agreement for certain real property owned by the Town, which included an option to purchase such property; and

WHEREAS, the Town and EcoSpa discussed and concluded amendments are needed to the Option to Purchase real property, as reflected in the First Amendment to Option to Purchase Agreement, which is attached.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Board hereby approves and authorizes the Mayor to sign the attached First Amendment to Option to Purchase with EcoSpa LLC.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JUNE 2025.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor Pro Tem

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk

FIRST AMENDMENT TO OPTION TO PURCHASE AGREEMENT

This First Amendment to Option to Purchase Agreement (“Amendment”) is entered into on the ____ day of _____, 2025, by and between the Town of Palmer Lake, Colorado, a Colorado statutory town (the “Town”) and EcoSpa, LLC, a Colorado limited liability company (“EcoSpa”).

WHEREAS, the parties previously entered into an Option to Purchase Agreement dated September 29, 2023 (the “Option Agreement”) granting EcoSpa the option to purchase from the Town certain real property described in the Option Agreement as the “Leased Property” and setting forth the terms and conditions of such option; and

WHEREAS, due to circumstances that have occurred subsequent to the parties’ execution of the Option Agreement, the parties have concluded that it is in their mutual interests to modify and clarify the terms and conditions of the Option Agreement and to include in the Option Agreement the ability and requirement to purchase an adjacent parcel of property (the “Parking Parcel”), approximately .95 of an acre in size to satisfy the parking requirements associated with the development of the Leased Parcel, as set forth below.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL RIGHTS AND OBLIGATIONS SET FORTH IN THE OPTION AGREEMENT AND IN THIS AMENDMENT, THE PARTIES AGREE AS FOLLOWS:

- A. Section 1 of the Option Agreement is hereby amended by replacing it in its entirety to read as follows:
 1. The Town grants EcoSpa, LLC the exclusive option to purchase the Leased Property and the Parking Parcel adjacent to the Leased Property, as depicted generally on Exhibit A, attached, on the following terms and conditions set out below on or before June 8, 2031, provided that on or before the date EcoSpa provides notice to the Town of its intent to exercise its option to purchase the Leased Property, EcoSpa has (1) completed construction of the two buildings depicted on the Eco Spa Addition/Remodel drawings provided by EcoSpa to the Town dated July 16, 2024, in substantial compliance with such drawings and has obtained a permanent certificate of occupancy for both buildings, (2) completed construction and obtained all required approvals of all other structures located on the Leased Property, with the exception of future aesthetic improvements, upgrades or minor extensions, such as porches, patios and gardens, (3) completed construction and obtained approval from the Town of all landscaping and other on-site improvements required in connection with the development and use of the Leased Property for its contemplated uses, and (4) completed

construction and obtained approval after such completion of any off-site improvements required in connection with development or use of the Leased Property. Such improvements and requirements shall be in addition to any improvements or requirements imposed in connection with the development or use of the Leased Property or the development of the Elephant Rock Property as set forth in a development agreement or improvement agreement or similar contract with the Town addressing matters such as access, ingress, egress, parking, utilities, and infrastructure improvements. If such requirements have not been fully and completely satisfied on or before June 8, 2031, then this Option to Purchase shall terminate and be of no further force or effect.

- B. EcoSpa's option to purchase shall include the Leased Property and the Parking Parcel and the combined purchase price for both parcels shall be \$220,000.
- C. Such combined purchase price is based, in part, on the Opteon Appraisal referred to in Article 12 of the Lease Agreement, and the interest of the Town in encouraging the success of EcoSpa's business to the benefit of the Town and its residents.
- D. Commencing on the date of the execution of this Amendment and continuing thereafter the Option Property and the Parking Parcel shall be subject to the following terms and limitations, which shall be deemed to be covenants running with the Option Property and the Parking Parcel.
 - 1. The Parking Parcel shall be used to satisfy the parking requirements associated with the use of the Leased Parcel.
 - 2. The Leased Parcel and Parking Parcel, once purchased by EcoSpa, shall not subsequently be sold separately, but shall remain under common ownership.
- E. The Leased Property and the Parking Parcel are part of a larger parcel of property generally known as the Elephant Rock Property consisting of approximately 28 acres and owned by the Town. The Town will initiate and pursue subdivision of the Elephant Rock Property, including the Leased Property and the Parking Parcel, with such subdivision to be completed prior to EcoSpa's first request for a certificate of occupancy for the Leased Property.
- F. The parties anticipate that the Elephant Rock Property, including the Leased Property and the Parking Parcel will be developed as a Planned Development pursuant to the provisions of the Palmer Lake Town Code. EcoSpa will work



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Resolution to Approve Park Hours
Presented by: Town Administrator/Clerk		

Background

As discussed with the Parks and Trails Commission, the town code references park hours as posted. There are various versions of park hours posted. The review by the Parks and Trails Commission was to make park hours consistent.

Staff would like to post all access points of town parks to be clear parking areas for parks and post park hours respectively to also enforce no overnight parking. The practice is, first, to tag vehicles and notify the owner to remove the vehicle within a particular timeframe prior to issuing a citation.

Note: There is an area of parking in Centennial parking, behind retail businesses, that have allowed for resident/business parking. This can be addressed with a parking easement and appropriate signage.

The following was discussed and recommended by the Parks and Trails Commission for Board consideration:

The Parks Commission was in full agreement to proceed with the proposed changes and updates to park signage, incorporating the edits recommended by Reid. It was also discussed that additional signage specifically four signs should be installed at Centennial Park to improve visibility and ensure park rules and hours are clearly communicated to the public.

Recommended Action

Approve the resolution to approve the recommended Parks hours. Staff will plan to re-post accordingly.

ORDER 4 NEW SIGNS

cp.



CHANGE TO CIRCUMFLEX

CHANGES TO DAWN TO DUSK

ADD NO GOLFING

ADD EDITS TO SIGN TO PROJECTS LIST

INSIDE E-ROCK
@
E-ROCK USAFA
MIDGE #1





- Leave as is for now
- up Grand Bull. stand -
Add to project list



1. LEAVE AS IS FOR NOW.
2. ADD TO "CIVIC USE" RESERVATION SYSTEM, NOT NOW CONSIDER IN 2026 OR LATER

LEAVE AS IS



LEAVE NO TRAIL



LEAVE AS IS



LEAVE AS IS



**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 47 - 2025

A RESOLUTION TO APPROVE THE PARK HOURS POSTED IN TOWN PARKS, PALMER LAKE

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town code references park hours posted; and

WHEREAS, the Parks and Trails Commission reviewed the various posted park hours on June 10, 2025, and made a recommendation about general park hours to be posted as dusk until dawn; and

WHEREAS, the hours will be at all Town of Palmer Lake Parks access points.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Board hereby approves the town hours as recommended and authorizes posting appropriately.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JUNE 2025.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor Pro Tem

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Resolution to Designate Hearing Officer
Presented by: Town Administrator/Clerk		

Background

As previously discussed with the Board, following receipt of sufficient petitions, each petition has a required protest period. The recall petitions have a 15 day protest period, which ended on June 5, and the initiative has a 40 day protest period, which will end on June 16. Any protests filed must be reviewed and heard by a hearing officer.

It is staff's recommendation that the Board designate another party, other than the Town Clerk and the election consultant, as the hearing officer. Ms. Karen Goldman is a long time former Municipal Clerk and is available to conduct the required hearing as needed on June 19. Note her enclosed bio. Ms. Goldman will prepare, conduct the hearing procedure, and determine the findings of the hearing, for a fee of \$100 per hour. Following the findings, final sufficiency of petitions will be determined.

Recommended Action

Approve the resolution to designate Ms. Karen Goldman as hearing officer for the town of Palmer Lake.

Karen Goldman, MMC
6558 W. Oregon Ave.
Lakewood, CO 80232
303-981-8022
charna48@comcast.net

EDUCATION:

University of Illinois, B.A: University of Texas, M.L.S.

RELEVANT WORK EXPERIENCE:

City Recorder, Eugene, Oregon
 City Clerk, Lakewood, Colorado
 Secretary of the Senate, Colorado
 Deputy City Clerk, Aurora, Colorado

CURRENT EMPLOYMENT:

Consultant, Municipal Clerk Advisor Program, Colorado Municipal League (CML)
 Trainer for Colorado Municipal Clerks Association (CMCA) in all aspects of election administration

RELEVANT ELECTION EXPERIENCE:

Hearing officer (citizen initiatives, recalls) – partial list

Aspen
 Monument
 Cripple Creek
 Basalt
 Broomfield
 Creede
 Castle Rock
 Englewood
 Elizabeth
 Nederland
 Loveland
 Walsenburg
 Westminster
 Windsor

Oversight/management of elections (partial list)

Basalt
 Dacono
 Lakewood
 Lone Tree
 Erie
 Larkspur
 Elizabeth
 Hartman
 Olney Springs

Parker
Louisville
Florence
Keystone (incorporation)
Larkspur
Littleton
Walsenburg
Basalt
Loveland
Glenwood Springs
Pueblo

Provides training through the Colorado Municipal Clerks' Association (CMCA)
Election Basics
Fair Campaign Finance Act
Mail Ballot Signature Verification
Uniformed Overseas and Citizens Absentee Voting Act (UOCAVA)
Citizen Petitions
Citizen Initiatives/Recall

Conducts Election Webinars through CML
Provides election assistance to municipal clerks upon request
Monitors and testifies at State Capitol on election legislation on behalf of CMCA and CML
Assists in creation of election legislation of interest to municipalities
Municipal elections consultant through the Municipal Clerks Advisory Program, funded by CML, CIRSA, and the Colorado Municipal Clerks Association

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 48 - 2025

A RESOLUTION TO DESIGNATE A HEARING OFFICER FOR TOWN OF PALMER LAKE

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, petitions filed for ballot initiative and recall require a protest period; and

WHEREAS, the protest process require a designated hearing officer; and

WHEREAS, staff recommends a party separate from the Town Clerk and Designated Election Official.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:

Section 1. The Board hereby approves the recommendation and designates Ms. Karen Goldman, former Municipal Clerk and Election Official, as the hearing officer for the Town of Palmer Lake at the charge of \$100 per hour for the preparation, hearing process, and determining findings for any protest received by the Town.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JUNE 2025.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor Pro Tem

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Resolution to Authorize Agreement for Debt Collection
Presented by: Town Administrator/Clerk		

Background

The Board previously approved Ordinance 2-2025 authorizing debt collection for unpaid Municipal fines. Staff conducted research on various debt collection agencies and recommends Integral Recoveries.

The proposed Collection Services Agreement charges a fee of 25% of the funds Integral Recoveries receives. This fee is

Recommended Action

Staff recommends approving Integral Recoveries as a third-party collection agency to provide independent collection services for delinquent accounts, specifically for unpaid municipal court fines and fees. Services will commence upon assignment and include standard correspondence and collection activities. While the primary intent is to collect outstanding court-related debts, the agreement also allows for the potential use of the agency to recover other types of municipal debt if deemed appropriate by Town Administration

**TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO**

RESOLUTION NO. 49 - 2025

**A RESOLUTION TO AUTHORIZE AN AGREEMENT FOR DEBT COLLECTION FOR THE TOWN
OF PALMER LAKE**

WHEREAS, Palmer Lake is a statutory Town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, an ordinance was previously adopted to authorize staff to collect debt owed the town; and

WHEREAS, several municipal courts utilize Integral Recoveries as a successful collection agency; and

WHEREAS, staff recommends an agreement with Integral Recoveries as the collection agency for the town.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER
LAKE OF EL PASO COUNTY, COLORADO, AS FOLLOWS:**

Section 1. The Board hereby approves the recommendation and authorizes agreement with Integral Recoveries as laid forth in the attached agreement.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF
TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF JUNE 2025.**

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor Pro Tem

ATTEST:

By: _____
Dawn A. Collins, Town Administrator/Clerk

COLLECTION SERVICES AGREEMENT

THIS COLLECTION SERVICES AGREEMENT (“Agreement”) made and entered into this __ day of _____ 2025, by the Town of Palmer Lake, CO (hereinafter referred to as “Client”), and Integral Recoveries, Inc. (hereinafter referred to as “Agency”)

The parties agree as follows:

1. Scope of Services. Agency will provide Client with collection services consisting of Agency’s normal collection activities, including, without limitation, correspondence and communications between Agency and the debtor as deemed appropriate by Agency and agreed to by Client. Agency will provide services as an independent contractor and not as an employee of Client. Services will commence immediately upon Client assignment of a debtor’s account (“Account”) to Agency.

2. Recovery and Agency Fee. Agency will retain and or offset twenty-five percent (**25%**) of all funds received on accounts placed for its services. Upon assignment, Account will specify the Judgment Amount (the amount due the court for fines, fees, costs, surcharges, and restitution). Defendants will be directed to pay the Agency directly. Client grants and conveys to Agency full authority to endorse checks, drafts, money orders, and other negotiable instruments which may be received in payment.

3. Term. Either party may terminate this Agreement by giving thirty days’ written notice. Upon termination by notice, the parties may agree that Agency may continue collecting on those Accounts previously assigned to Agency under the same terms as set forth in this Agreement until those Accounts are closed or are cancelled.

4. Manner of Assignment. Assignment of an Account will be effective as the date Client submits the Account to Agency. Within fifteen working days of Agency's receipt of an assignment, Agency must submit a written acknowledgment of assignment to Client. If Client does not receive the acknowledgment within that fifteen-day period, Client may withdraw that Account from Agency. After an assignment of an Account to Agency, Client will refrain from contacting the debtor for collection purposes and will refer all matters concerning collection to Agency for the duration of the period of assignment, unless Client cancels the Account as provided below.

5. Cancellation of Accounts. Accounts previously assigned to Agency for collection will be cancelled if: (a) Client withdraws an Account, by notice to Agency in writing; (b) Agency ceases collection efforts on an Account it considers not collectable; or (c) the debtor files for bankruptcy and Client directs Agency to take no further action after Agency informs Client, in writing, of the filing for bankruptcy. Under no circumstance may an account be cancelled by Client simply due to Client receiving payment directly.

6. Standards of Agency Performance. Agency agrees to maintain the following minimum standards of operation and performance during the term of this Agreement and to provide proof of compliance upon request by Client:

- a. Maintain proper licensing and bonding as required by law

- b. Adhere to the provisions of all applicable laws and regulations, including the Federal Fair Debt Collection Practices Act.

7. Audits. Client has the right to audit the accounts assigned to Agency at any time upon advance written notice with consideration to the disruption of Agency's operations.

8. Litigation. No court action will be instituted for collection of Accounts by Agency without prior written authorization from Client.

9. Progress Reports. Agency will provide Client with written reports relating to collection activities, collection totals, dates of collection, and specific accounts when requested by Client.

10. Payment Remittance. On or about the 15th day of each month, Agency shall remit to Client a statement containing a summary of the accounts listed with the Agency with the amounts collected during the prior month. Included with the monthly statement, Agency shall remit all payments made on assigned accounts to Client, less its fees including fees owed on payments made directly to Client.

11. Governing Law: This Agreement will be construed in accordance with the laws of the State of Colorado.

12. Indemnification. Agency releases the Town of Palmer Lake, CO and will fully protect, defend, indemnify, and hold harmless the Town of Palmer Lake, CO, its officers, Town Council, directors, employees, agents, and representatives from and against any and all losses, claims of personal injury, death, or property damage, causes of action, costs, and expenses, including attorney's fees, or liability of any nature arising out of or related to Agency's performance under this agreement.

13. No Third-Party Beneficiaries. This Agreement is intended to be solely for the benefit of the parties and their respective successors and permitted assigns, and this Agreement will not otherwise be deemed to confer upon or give to any other person or entity any remedy, claim, cause of action or other right.

14. Notices and other Communications. Any notice or other communication given or made under this Agreement must be in writing and sent by courier mail, with return receipt, or a copy may also be sent by facsimile or other electronic means. Any notice or other communication will be addressed as follows and, if so addressed, will be effective upon actual receipt.

If to Agency:

Integral Recoveries, Inc.
Terry Boe, President
333 W. Hampden Ave., #650
Englewood, CO 80110

If to Client:

Town of Palmer Lake, CO
Erica Romero, Deputy Town Clerk
42 Valley Crescent
Palmer Lake, CO 80133

15. Non-Waiver: The failure of either party to insist, in any one or more instances, upon strict performance of any of the provisions of this Agreement will continue and remain in full force and effect.

16. Entire Agreement: This written Agreement constitutes the entire agreement and understanding of the parties and supersedes all prior offers, negotiations, and other agreements of any kind. There are no representations or understandings not set forth in this Agreement.

17. Non-waiver of Colorado Governmental Immunity: Nothing herein shall be construed as a waiver by the client of any of the immunities, privileges and defenses available to it under Colorado Law.

Town of Palmer Lake, CO

BY: _____

Dawn A. Collins
Town Administrator/Clerk

Date: _____

Integral Recoveries, Inc.

BY: _____

Terry Boe
President
Integral Recoveries, Inc.

Date: _____



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Direction to Amend Code to Add an Alternate to Planning Commission Members
Presented by: Town Administrator/Clerk		

Background

Currently, the Planning Commission is comprised of seven members. On occasion, staff struggles to get a quorum if members are unavailable. It is suggested the Board consider adding one or more alternate members to the Planning Commission.

Note code section here -

https://library.municode.com/co/palmer_lake/codes/code_of_ordinances?nodeId=COOR_TIT2ADPE_CH2.12PL_CO_2.12.020METEVA

Recommended Action

Provide direction to create Ordinance 3 to amend the Planned Commission members to include an alternate member.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Discussion/Direction for Single Hauler Trash Collection
Presented by: Town Administrator/Clerk		

Background

Upon the execution of Resolution 43-2025 designating Waste Connection as a preferred trash collection, they responded with an email stating that they are not interested as a preferred service with the town. Note enclosed email.

Staff is requesting direction from the Board. Is the interest to re-issue the RFP with the clear communication that the residential service and rate will be advertised as a preferred service? Is the interest to consider a town contract with a trash service, conduct billing, and designate one service provider? Any other discussion or direction?

Recommended Action

Provide direction for single hauler trash collection for the Town of Palmer Lake.

Dawn Collins

From: Mike McDonnell <Michael.McDonnell@WasteConnections.com>
Sent: Tuesday, May 27, 2025 10:06 AM
To: Dawn Collins
Cc: Erica Romero
Subject: RE: Approved Resolution

-----**WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.**-----

Hi Dawn,

Good morning. After discussions with my team, we won't be able to honor any set price if there is no contract in place that guarantees us at least 80% of the residents in Palmer Lake. When we first started this discussion, it was presented as a single hauler (100%) request for proposal. We were then asked to bid this assuming we would be servicing 80% of the residents, which brought our rate up a bit but still lower than we would charge for a normal subscription customer in this area.

With no contract in place to guarantee a percentage of the residents, we need to reevaluate and treat this as a preferred hauler situation. Please let me know what questions or concerns you have.

Thank You,

Mike McDonnell | District Sales Manager

Waste Connections of Colorado Springs
 7770 Palmer Park Blvd.
 Colorado Springs, CO 80951
Cell: (720) 601-0117
Mike.mcdonnell@wasteconnections.com



From: Dawn Collins <dawn@palmer-lake.org>
Sent: Friday, May 23, 2025 2:19 PM
To: Mike McDonnell <Michael.McDonnell@WasteConnections.com>
Cc: Erica Romero <erica@palmer-lake.org>
Subject: Approved Resolution

Hello Mike,

The Board approved the resolution approving Waste Connections as preferred trash service with an effective date of July 1 to provide time to communicate the Board's action.

Note enclosed resolution. Additionally, we are directed to assist in communicating the action by the Board of Trustees.



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: June 12, 2025	ITEM NO.	SUBJECT: Update/Direction on Elephant Rock Planned Development Plan
Presented by: Town Administrator/Clerk		

Background

As previously discussed with the Board of Trustees, the elephant rock property requires a Planned Development Plan (PDP) per the land use regulations.

At this time, Trustees Caves and Hutson have drafted the start to the narrative for the PDP and involved the tenant, EcoSpa. As directed by the Board, staff sought estimates from town consultants to assist in the creation of the PDP.

The following was received –

Survey work of the elephant rock property is required – recommend Crossed Paths Surveying - \$6050

Includes finding, setting all corners, showing known easements, any flood zone areas that might affect the property, square feet / acres area of the entire site, an exhibit can be completed for detail of existing improvements to include the road and remaining buildings (topography and tree/vegetation areas are not included). The estimated timeline is within 2-4 weeks of authorization to proceed.

Planning consultant - Community Matters Institute - \$29,540

Includes activity enclosed, approximately 156 hours.

Engineering consultant - GMS Consulting - \$34,240

Includes activity enclosed, up to 214 hours.

The next steps include authorizing town consultants to assist with the PD process and further review the plans for completeness to schedule before Planning Commission for recommendation of the PD Plan to the Board of Trustees.

Recommended Action

Provide direction for Planned Development plan for the town elephant rock property.

MEMO

Date: Saturday, May 17 and Monday, May 19th, 2025. [June 11, 2025](#).

To: Dawn Collins, Town Administrator, and Tim Caves and Amy Hutson, Board of Trustees

From: Barb Cole, Executive Director, Community Matters Institute,
Mike Davenport, AIA, AICP, Community Matters Institute,
[Mark A. Morton, P.E., GMS, Inc.](#)

Re: **Palmer Lake Elephant Rock Property - Hours Estimate to finalize PD Sketch Development Plan, Prepare PDP Plan Drawing(s) and PDP Plan based on materials provided by Hutson and Caves**

Summary: For the Elephant Rock property owned by the Town of Palmer Lake (TOPL), this memo is Community Matters Institute's estimate, and [GMS, Inc.'s estimate in blue text](#), of the time needed to:

- 1) Attend a required Pre-Application Conference
- 2) Review existing documents and prepare a PD Sketch Development Plan
- 3) Prepare a written PDP plan for the Elephant Rock property owned by the Town of Palmer Lake.
- 4) Prepare the required PDP drawings, which consist of one or more drawing sheets in digital form.

Assumptions:

- 1) Trustees Hutson and Caves will provide the vision and direction for the PD, gather pertinent information to assist CMI in reviewing and editing the above required documents. Dawn to attend when possible. This team shall be noted as **HCC** (Hutson, Caves, Collins).
- 2) A survey of the property and legal description is necessary to undertake the PDP. [The survey work should include a boundary survey indicating property corners, legal monuments and the necessary metes and bounds descriptions for the entire property, as well as a site survey to identify existing site conditions, topography, structures, utilities and surface improvements. Survey work is assumed to be completed by a third-party surveyor; CMI/GMS estimates have not included the survey work.](#)
- 3) Hutson and Cave will present all documents to the Planning Commission and Board of Trustees as required.
- 4) The drafting of the Planned Development Plan includes consultant time with the two trustees. For efficiency, this shall include drafting specific questions for Hutson and Caves to respond to, telephone calls, and Zoom calls as needed.
- 5) Once the PDP is drafted and under consideration for approval, it is the responsibility of the EcoSpa to develop the required FDP and undertake the subdivision process. Because public improvements are needed, this is a major subdivision pursuant to section 16.20.010.
- 6) All documents drafted by CMI and [GMS](#) are subject to review and approval by Hutson and Caves.
- 7) The PDP must be flexible enough to allow desired uses to locate over at least a 10-year time frame.
- 8) [CMI and GMS will need to coordinate on the preparation of drawings and exhibits for the appropriate staff/expertise to be utilized, efficiency may be gained by assigning certain drawings or exhibits to CMI and others to GMS. Estimate descriptions have attempted to delineate](#)

between assistance or coordination on a task or document, versus actual preparation of the document. Final assignment of document preparation may change the estimates given below.

- 9) CMI and GMS will also coordinate as the work progresses to minimize any overlap of tasks or gaps in scope responsibility.

Please note that pursuant to 17.72.040, "From start of construction, the maximum time allowed is one year after approval of the final development plan (FDP). If development has not commenced, a new FDP shall be required. One or more extensions may be allowed for good reason by the planning commission and the board of trustees." The FDP is submitted by the developer of any parcel and can run concurrently with the subdivision submittal. Subdivision is under the purview of Mark Morton, PE, Town Engineer. The CMI estimate does not include any work on an FDP or required subdivision, which often occurs after the approval of the PDP. **The CMI/GMS estimate does not include the preparation of the FDP or subdivision submittals, assuming those submittals will be prepared by the developer of any parcel in the future.**

Documents: This estimate used the following documents about the proposed use of the property.

- Elephant Rock Development Plan
- ER PD zones PDF file
- ER PD Site Plan DP2 05-1-25

Task 1: Pre-application Conference- 17.72.120

CMI and GMS will meet with Caves, Hutson and Dawn Collins to include review and markup of the above files, noting what needs to be addressed, and to discuss submittal materials and technical and engineering, and 1 hr. pre-application Zoom call.

By or before this conference, the Town will provide to GMS/CMI either a survey plat of the entire boundary of the complete property. The survey plat or legal description shall include distances, bearings, and curve data for any curved portion of the boundary line and locate all structures as noted above.

CMI Estimated Hours: 3 hours

GMS Estimated Hours: 3 hours

Task 2: Sketch Plan -17.72.130 and application for Zoning-17.14.010

- **10 hours** CMI to prepare drawing per code requirements (note all lands within the ER property must be included. **5 hours** GMS coordination and review.
- **3 hours** CMI to review and modify the narrative as needed. **2 hours** GMS coordination and review.
- **5 hours** Hutson and Caves to prepare rezoning application, CMI to review and edit rezoning application to include Sketch Plan requirements and required application materials pursuant to 17.14.010. *Note, this is considered a town-initiated rezoning.* **1 hour** GMS coordination and review.

- **24 hours** to include a scaled base map with lots and tracts shown, location of proposed and existing buildings and structures, calculate proposed density, layout of roads by functional classification and configuration of required open space, and entrances.¹ **24 hours GMS to prepare the map based on survey data and survey drawing provided from third-party surveyor, coordination with third-party surveyor and coordination with CMI on development data tabulation**
- **6 hours-** CMI to draft the General design architectural policies and treatment of environmentally sensitive land. **2 hours GMS coordination and review.**
- **3 hours-** CMI review and markup of required narrative, including zoning narrative. Hutson and Caves to review and modify. **2 hours GMS coordination and review.**

CMI Estimated Hours: 51 hours

GMS Estimated Hours: 36 hours

Task 3: PDP (Plan 17.72.050 through 17.72.100 and 17.72.140)

PDP Written Documents

- **3 hours** Create Planning Areas and draw required setbacks pursuant to 17.72.070- drawings and map to be recorded. **2 hours GMS coordination and review.**
- **25 hours.** For each of the 5 Planning Areas, create a list of permitted principal uses by right, accessory uses, and any conditional review uses. Include all standards for uses- e.g., parking, landscaping, lighting, site design. Planning areas must include all lands within the surveyed parcel. (e.g. parking area is outside of a Planning Area, and some areas seem outside the parcel) **18 hours GMS coordination and review.**
- **15 hours** CMI to establish maximum density per Planning Area pursuant to 17.72.140 (7) (lot coverage, square feet of non-residential, approximate parcel size gross and net densities, amount of required dedicated open space (30%) – written narrative to accompany required graphics. This assumes no residential dwellings. **8 hours GMS coordination and review.**
- **15 hours** CMI to draft all required written documentation required by 17.72.140 (a) (3, 4, and 5)- A description of the character of the proposed development, the goals and objectives of the project, an explanation of how the development incorporates innovative design, the rationale behind the assumptions and choices made by the applicant, and an explanation of how it has been planned to conform to the adopted community master plan; Statements clearly outlining the proposed maximum (up to and including) limits or amounts of all design standards contained in this title that will be included, or alternate development standards requested to be applied to the PD: A general description of the proposed open space, how this requirement for the development and an explanation of how said open space shall be integrated with surrounding developments, both existing and proposed, or how the payment of fees in-lieu of open space and/or in-kind improvements will provide a benefit to the town. **12 hours GMS coordination and review.**

¹ Since Davenport will be out on medical leave for two months, GMS to provide OR CMI to find another subconsultant but the cost of said consultant is likely to be much greater than the rate CMI is charging.

- **3 hours-** CMI to create development schedule with GMS, GMS lead 17.72.140 (a) (6). **6 hours GMS compile development schedule, coordination and review with CMI and Hutson and Caves.**
- **6 hours-** Maintenance provisions and Plan (Town Attorney and GMS to provide template), CMI to provide a draft outline. **16 hours GMS compile Maintenance Plan, coordination and review with CMI and Town Attorney**
- **10 hours-** Narrative to address 17.72.050- Conditions and Standards. **5 hours GMS coordination and review.**

CMI Estimated hours for PDP Written Plan: 77 hours

GMS Estimated hours for PDP Written Plan: 67 hours

Task 4: PDP Graphic Documents (17.72.140 (a) (9))

These documents are compared to Municipal Code section 17.72.140(a)(9) “Graphic Documents” for a Planned Development Plan (PDP). This part of the estimate is **only for the PDP drawing(s)** and does not include the other documents required to be submitted with a PDP application.

Hours Estimate: The following table includes a time estimate for each item listed in 17.72.140(a)(9). The **estimate is 65 hours plus information needed from others** regarding utilities, drainage, and lighting. When the plan is prepared, individual line items may cost more or less, so it may be necessary to shift time from one line to another but within the overall total. **GMS estimates are given in the table below in the form of “coordination and review hours/preparation hours”.** For example, 16.0/24.0 would represent 16.0 hours for coordinating and reviewing the item with CMI preparing the item, or 24.0 hours for GMS to prepare the item. As with the CMI estimates, individual item hours may vary, and hours may be shifted between items with the intent to arrive at the same overall total hours.

Table: Planned Development Plan (PDP) Drawing Time Estimate				
For estimated time, the total should be used and not individual line items below.				
Section	Topic	Notes	Task	Hours
a.	Vicinity map		Find, edit, place on sheet	1.0 1.0/1.0
b.	Existing site	Contours, water features, wildlife, vegetative cover	Find information, draw	24.0 10.0/32.0
c.	Development plan	Site design, buildings, standards, elevations	Design, draw, draft text	24.0 14.0/36.0
d.	Open space	Open, recreation, public use	Analyze, draw	4.0 2.0/4.0
e.	Circulation	Drives, pedestrian, bicycle ²	GMS to provide internal road/drive layout and access to Hwy 105 and provide CMI with GIS layer	Unknown

² GMS will need to review and classify roads and address CDOT access

f.	Grading	Generalized grading	Analyze, draw- GMS to provide and provide CMI with GIS layer	Unknown
g.	17.68 Hillside	Restrictions due to slope	Analyze, draw- GMS to provide and provide CMI with GIS layer	Unknown
h.	Utilities	Water, sanitary sewer, storm sewer, electric, gas, cable, phone	GMS to provide and provide CMI with GIS layer	Unknown
i.	Drainage	Drainage plan, facilities	By GMS/Chavez engineer	Unknown
j.	Lighting plan		By lighting firm or GMS	Unknown
k.	Requests by PC		Unknown	Unknown
Total	55 hours (27/73) + additional time for work needed from others			

CMI Estimated hours for PDP Graphic Plan: 55 hours

GMS Estimated hours for PDP Graphic Plan: 27/73 hours

SUMMARY OF TIME AND MATERIALS ESTIMATE FOR ELEPHANT ROCK PD

TASK	WHO	HOURS CMI (GMS)	COST CMI (GMS)
Task 1: Pre-application Conference- 17.72.120	CMI/ HCC (GMS)	3 (3)	\$420 (\$480)
Task 2: Sketch Plan -17.72.130 and application for Zoning- 17.14.010	CMI/HCC to present to rezoning to PC (GMS)	51 (36)	\$7,140 (\$5,760)
Task 3: PDP (Plan 17.72.050 through 17.72.100 and 17.72.140)	CMI, HCC, GMS and perhaps Lighting (GMS)	77 (67)	\$10,780 (\$10,720)
Task 4: PDP Graphic Documents (17.72.140 (a) (9))	CMI, (GMS)	55 (27/73)	\$7,700 (\$4,320/\$11,860)
Zoom calls, questions to HCC, edits	CMI/HCC (GMS)	35 (35)	\$3,500 (\$4,000)
ESTIMATED COST FOR CMI ONLY (GMS)		221 (168/214)	\$30,940 (\$26,880/\$34,240)

/bc/mjd/mam