



## BOARD OF TRUSTEES REGULAR MEETING

Thursday, April 23, 2026 at 6:00 PM

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

\*LIVE STREAM available on Town website\*

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### AGENDA

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*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.*

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Call to Order

Roll Call

Invocation

Pledge of Allegiance

Introductions/Presentations

**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 April 9, 2026, Meeting

**Staff/Department Reports**

2. Interim Town Administrator/ Police Chief
- [3.](#) Town Clerk/Administration/Treasurer

## 4. Attorney

**Business Items**

5. Discussion and possible action regarding establishment and codification of Town of Palmer Lake hearing procedure pursuant to CRS § 31-4-307.
6. Ordinance No. 02-2026 – Prohibiting the Use of Graywater and Installation of Graywater Systems

**Public Comment** - *Public comments are encouraged to be emailed to the Town office at [info@palmer-lake.org](mailto: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 and Future Items****Convene to Executive Session-**

For the purpose pursuant to CRS 24-6-402(a) and (b) in order to discuss a private party, offer to purchase certain town owned property known as the “Elephant Rock Property” and to receive legal advice on this offer from the Town Attorney and other advice from town engaged realtor Greg Kaufman.

**Reconvene to Open Session****Adjourn**

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**Americans with Disabilities Act**

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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, April 09, 2026 at 6:00 PM**

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

**MINUTES**

**Call to Order/ Roll Call**

Meeting Called to order at 6:00pm

Present: Atis Jurka, Michael Beeson, Roger Moseley, Dennis Stern, John Marble, Beth Harris

**Invocation** – Tony Beltran

**Pledge of Allegiance**

**Introductions/Presentations**

1. Administer Oath of Office, Police Officer. Dena Currin
2. Proclamation for Child Abuse Awareness Month - (El Paso County Department of Human Services)

Representing El Paso County Department of Human Services

**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.*

3. Minutes from the Special Meeting March 25, 2026, Regular Meeting March 26, 2026 & April 2, 2026.
4. Checks over \$15,000 Your Part-Time Controller, LLC (\$15,911.25)
5. Financials - February 2026

**Motion to approve Consent Agenda.** (Marble, Harris) "Aye" Vote. Motion passed unanimously.

**Staff/Department Reports**

6. Interim Town Administrator / Police Chief - Provided an update on the approved budgeted project at the baseball field, noting that the field fencing is scheduled to begin next week with support from the Lewis-Palmer baseball team, while broader field rehabilitation efforts remain ongoing. The Board also discussed prioritizing a 30-acre conservation easement on the

Sepp property formally know as Lakeview Heights and noted that an update on the Buc-ee's decoupling agreement is on going with special council and a future update will be provided.

7. Town Clerk/Administration/Treasurer

Town Clerk Erica Romero confirmed the 2025 audit is on track for a May 1st deadline and reported progress in securing new planning services with guidance from DOLA. Code Compliance updates pertaining to Elephant Rock and the conditional use permit pertaining to Hayco. The Town Clerk discussed efforts to schedule standing work sessions moving forward, and the Board reached agreement to utilize 4:00 PM as the standard work session time.

These sessions will be used to address priority topics such as administrator recruitment and Board conduct. The Clerk also reminded the Board of the previously outlined agenda request procedure and reiterated the summary provided at the prior meeting, offering additional clarification on the process going forward.

The Clerk requested Board support for her recommendation, noting that now that Town Attorney support is in place, time should be dedicated to reviewing Board roles and responsibilities as well as establishing clearer agenda and meeting policies and procedures. The Clerk emphasized the need for a more formalized agenda-setting process but felt this could be encompassed with a holistic approach in scheduling.

**Public Comment**

Tim Nolan – Commented on the decades of neglect at the neighboring trailer park, describing it as a homeless encampment plagued by methamphetamine use, lack of utilities, and criminal activity. While thanking the Town for recent code enforcement, he urged for aggressive urban renewal to address the severe health and safety risks facing the community.

8. Attorney

Town Attorney Kent Whitmer introduced himself and gave a brief overview of procedure going forward.

9. Water

Water Supervisor Chaz Roubidoux recommended for Palmer Lake to opt out of Colorado House Bill 24-1362 regarding graywater systems. Explaining that this move avoids significant unfunded mandates, such as new permitting and inspection frameworks, while ensuring regulatory consistency with Palmer Lake Sanitation, which has already opted out.

10. Public Works including Roads & Park Maintenance

Interim Town Administrator Smith answered a question about the rock removal in the Glenn. Indicating that any remediation efforts that would be needed could be taken.

11. Fire

The Palmer Lake Fire Department will host an Open House on Saturday, May 2, from 10:00 AM to 2:00 PM. The event will feature Firewise presentations held in the Town Hall building, where firefighters will provide information on wildfire mitigation and property safety throughout the day.

**Business Items**

**Motion to direct the town attorney to review and provide written legal opinion of both items with statutory references and temporarily dismiss agenda item number 14.** (Jurka) No Second.

12. Discussion and Possible Approval of the Appointment(s) of a Citizen Member to the Planning Commission Board – Resolution No. XX-2026

The Board interviewed Shana Ball and Ms. Ball responded to any questions that the Board posed.

The Board interviewed Susan Miner and Ms. Miner responded to any questions that the Board posed.

**Public Comment**

Kurt Erhardt – Urged the Board to appoint applicants to the Planning Commission to restore a quorum and finalize the new land use code. They noted that without clear zoning definitions, it is impossible to attract commercial buyers who would provide vital revenue to the town.

Charlie Ihlenfeld – Urged the Board to appoint all three recommended candidates to the Planning Commission, including Kent, whose expertise was highlighted despite his absence. The speaker also thanked all applicants and encouraged those not selected to volunteer for alternate positions or other town boards in need of assistance.

Leslie Fenton – Urged the Board for consideration of their application to the Planning Commission, highlighting their nonprofit leadership experience and commitment to Palmer Lake. She shared the community's sense of urgency regarding land use and requested an interview to contribute to the town's planning and unity.

Trina Shook – Cited ethical concerns regarding two Planning Commission applicants. For the record, they stated that one applicant had previously been recalled for failing to follow the town's master plan, while a second applicant is married to an individual who resigned to avoid a potential recall.

**Motion to approve resolution 19-2026 to appoint Shana Ball to a two year term.** (Stern, Marble) Roll Call Vote.

Accept: Stern

Deny: Jurka, Beeson, Beltran, Harris, Moseley, Marble

**Motion Failed**

**Motion to approve 21-2026 to Accept the Appointment of Kent Hutson to the Planning Commission.** (Stern, Beeson) Roll Call Vote.

Accept: Jurka, Beeson, Beltran, Harris, Moseley, Marble, Stern

**Motion Passes**

**Motion to approve resolution 20-2026 to Appoint Susan Miner to the Planning Commission.**  
(Stern, Marble) Roll Call Vote.

Accept: Stern, Beeson, Marble

Deny: Jurka, Moseley, Beltran, Harris

**Motion Fails**

13. Resolution 22-2026 to Authorize Signature to CDOT Annual Roadway Certification

**Motion to approve Resolution 22-2026.** (Harris, Beltran) "Aye" Vote. Motion passed unanimously.

14. Discussion/Update and Possible Board Direction Regarding Investigation into Allegations Made Against Town Trustee

Interim Town Administrator Smith laid out the charges against Trustee Moseley and advised the Board of potential options they had.

**Motion to air this out in a hearing fully.** (Harris) Withdrawn.

**Motion to take this matter to a hearing.** (Harris, Beltran) Roll Call Vote.

Accept: Beeson, Moseley, Stern, Beltran, Marble, Harris

Deny: Jurka

**Motion Passed**

**Public Comment -**

Trina Shook – Voiced concerns regarding what she characterized as aggressive and litigious behavior by the previous Town Attorney, specifically highlighting interactions she felt were meant to intimidate the Board. Additionally, she detailed a personal dispute involving the removal of her sponsored pickleball sign; she asserted that although she personally funded and designed the sign, her requests for its return have been denied, leading her to suspend any further town sponsorships until administrative concerns are addressed.

Susan Miner – Highlighted that the issues at Elephant Rock trailer park are in part driven by mental illness and hoarding. She urged the town to seek assistance from mental health agencies and exercise compassion, noting that property cleanups will only be temporary unless the underlying health needs of these neighbors are addressed.

Katherine Keeley – Suggested a protocol for communication with the Town Attorney to ensure transparency and objectivity. She proposed that the Board receive copies of both original inquiries and signed legal responses, rather than having information filtered through unelected officials or staff.

Kurt Ehrhardt – Expressed strong support for the current town staff and administrator, while urging the Board to move past the divisions caused by the Buc-ee's annexation. Citing a history of lawsuits and personal friction, he challenged the Trustees to address internal behavior that they believe is damaging the town and requested that a specific, unnamed board member resign to allow the community to move forward.

Bill Bass – Spoke on his former tenure as Mayor expressing support for town staff while detailing a history of accusatory and abusive behavior by Mr. Moseley, noting that his persistent, unfounded claims and excessive records requests have severely drained town resources. He raised ethical concerns regarding potential coordination between these disruptive efforts and a sitting board member, urging the Trustees to uphold their fiduciary duty to the entire community. He concluded by challenging the Board to prioritize the town’s long-term interests over the demands of a few persistent voices.

Shana Ball - Urged the Board to review their CIRSA manuals to understand the limitations of official immunity. She warned that Trustees could face personal liability for supporting improper actions and encouraged the Board to make better choices for the community's protection.

David Parks – Voiced support for the current Board, arguing that town divisions existed long before their tenure and that the Trustees are now working to resolve those long-standing issues through transparency. While acknowledging some members' blunt styles, he suggested they are asking the right questions and called for a more respectful, less contentious atmosphere to help the community move forward.

### **Board Reports**

Mayor Stern reported on attending the PPACG (Pikes Peak Area Council of Governments) meeting. Stating that is why there was a late addition for Child Abuse Awareness Month.

Trustee Beltran thanked all applicants to the Planning Commission for applying.

### **Next Meeting and Future Items**

Next Special Board of Trustees Regular meeting will take place on April 23<sup>rd</sup> at 4:45PM.

Board of Trustees Regular meeting will take place on April 23<sup>rd</sup> at 6:00PM.

### **Adjourn**

**Motion to adjourn** (Beltran, Beeson) “Aye” Vote. Motion passed unanimously.



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

<b>DATE:</b> February 26, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Town Clerk /Updates/Follow Up
<b>Presented by:</b> Erica Romero Town Clerk		

**Board and Commission**

**Planning Commission**

- Planning Commission was cancelled on 4/15 due to lack of quorum
- We have still had two vacant positions for PC – we are no longer accepting applications until directed by PC and BOT

**Board of Adjustment**

- BOA -One open position – will review with BOA and see if alternates are interested or how they want to consider filling that. At this time no new applicants have been received

**Follow up Items**

- Received proposal for Planning Services
- **Fee Schedule – Forthcoming / reviewing with legal**

**Workshop Updates**

- Board Workshop – Governance Policies and Procedures (Title 2, Agenda Setting, Code of Ethics, Public Comment, Public Records, and Board Roles and Responsibilities) ***TBD(May) based on availability***
- May 29 – Pikes Peak Office of Emergency Management / Fire Chief John Vincent – Presentation to initiate discussion on emergency management, including emergency preparedness, fire mitigation, and evacuation planning.



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

<b>DATE:</b> April 23, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Website Project
<b>Presented by:</b> Christi Birkeland Management Specialist		

**Background**

The town currently subscribes to the following CivicPlus products:

<u>Product</u>	<u>Engaged</u>
Website	May 2016
Code Hosting/	
Ord Bank	April 2023
AMM	March 2021
Audio Eye	July 2024
Civic Rec	Dec 2024

In 2016, the town website was built by Municode on the open platform Drupal 7. Municode was purchased by CivicPlus in 2021. In 2023, CivicRec informed the town that support would be ending for websites on Drupal 7. CivicPlus offered either a migration to Drupal 10 or a rebuild on Web Central. There was no charge to migrate to Drupal 10. The quote provided for a Central rebuild was \$25,810.

Before moving forward on a rebuild, staff preferred to perform a complete review of all web services and to define requirements and conduct a cost benefit analysis for all services including website, code hosting, meeting management, accessibility, rental venue management, document management, intranet, etc. Therefore, in the meantime, the town opted to move forward with a migration to Drupal 10. This took place in June 2024. Unfortunately, this caused several issues, including meeting video links being erased and losing the ability to automatically send the newsletter. Note: the helpdesk was eventually able to restore the video links. Sending the newsletter is still a manual process.

In 2025, CivicPlus created a much less expensive Web Central option called Central Starter. Although it is less functional than the full product, there was no migration cost. The decision was made to budget for and move forward with this option for several reasons, including:

- The town’s website has been difficult to maintain in part because it is not intuitive and many pages were not created according to best practice.
- The website backend (e.g., microsities, page types) is not set up properly.
- The current system does not lend itself to content development, including a document repository.
- Megamenus (layered menus) are not an option.
- The town’s current Agenda and Meeting Management (AMM) software, AMM Essentials, is being deprecated and replaced with AMM Select. CivicPlus has limited their support Essentials, notably, in the area of accessibility. AMM Select could be supported in Drupal 10 through iframes, but it is not a seamless integration.
- The accessibility module, AudioEye, also performs better with Web Central.

As mentioned, staff would still prefer to review all web services, beginning with identifying a thorough list of requirements. However, until that project can be accommodated, it was decided that the town would be best served with a rebuild in Web Central.



Central is much more user friendly than Drupal. It is GUI-based with a primarily drag-and-drop page build functionality. Staff will be able to create pages according to best practice; set up the backend properly; develop content; create layered menus; seamless interface with AMM Select; improved performance with AudioEye. Eventually, we will be able to build an intranet and develop user access management, allowing personnel to manage a range of pages based on permission settings. The upgrade is expected to launch in June 2026.

Finally, in response to board (Trustee Harris') questions, CivicPlus and staff have provided the following answers:

- First question is what WCAG standard will the web site comply with once the rewrite is complete? **We work to comply with [Section 508](#) as well as [WCAG 2.1 A and AA](#) referring to website accessibility standards.**
- After the rewrite, will the web site have to be manually updated to comply with future WCAG standard updates? **Since you have AudioEye integrated to your new website, here is an article that goes into detail about how AudioEye keeps the website in compliance: [AudioEye Partnership](#), <https://www.civicplus.help/municipal-websites-central/docs/audioeye-partnership>**
- Will the rewrite include a content management system, such as Wordpress, underpinning it? **TBD**
- Will the web site include audit trails on the site's pages indicating: 1. When the page was last updated, **Yes, either on the page itself or on the dashboard.** 2. By whom, **Yes, it will identify the user on both locations.** 3. What changed on the page from the prior version(s)? **TBD**
- In the past, I have noticed some pages on the web site were copy-pasted from another municipality(ies), so in some instances, the metadata of those repurposed pages reflects the wrong municipality. Will the metadata throughout the site be corrected and will this issue be resolved going forward? **This issue has not come up for Open to Central migration projects. The only material the editors will place on the new website will be from your current site. (Question for Trustee Harris: Have you only seen this issue on PDFs? If not, please send examples. If so, these corrections are dependent upon the source to edit the PDF metadata.)**
- Will the web site rewrite include opt-in and opt-out functionality, by subject area (such as Parks & Trails or town news, meeting announcements, etc.), so citizens can opt in or out to receive specific updates pertaining to their interests? **Yes, then can opt-in or out through the Notify Me page when logged into their account on the site.**



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

<b>DATE:</b> April 23, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Graywater – Opting Out
<b>Presented by:</b> Charles Roubidoux Water Supervisor/ ORC		

**MEMORANDUM**

**Purpose**

The purpose of this memorandum is to outline the reasons why the Town of Palmer Lake should adopt a resolution opting out of Colorado House Bill 24-1362 (HB24-1362). This memo also clarifies that HB24-1362 authorizes graywater treatment works only in new construction by default, and that installations in existing buildings are allowed only if local governments specifically authorize them.

Clarification: HB24-1362 Is Limited to New Construction Unless the Town Expands It

HB24-1362 establishes that graywater systems may be installed exclusively in new construction projects unless a municipality or county adopts an ordinance enabling installation in existing buildings. Because Palmer Lake has minimal new construction, the practical application of the law is extremely limited unless the Town significantly expands eligibility.

**Recommendation**

Given the narrow applicability of the law, combined with the significant operational, financial, and public health burdens it would introduce, I strongly recommend that the Town Council opt out of HB24-1362. **See attached proposed Ordinance 02-2026**

**Key Reasons to Opt Out**

**1. Significant Increased Workload for Local Government**

Implementing HB24-1362 would require the Town to create extensive new regulatory processes, including new ordinances, permitting structures, inspections, enforcement pathways, and increased coordination with CDPHE. These obligations would be ongoing and require staff resources that Palmer Lake does not currently have.

**2. New Tracking and Reporting Requirements**

HB24-1362 obligates municipalities to maintain updated data on all graywater systems, track locations and system types, report to water utilities, and ensure ongoing compliance. Even a very small number of systems would create substantial administrative burdens.

**3. Public Health Considerations and Cross-Connection Risks**

Graywater systems pose cross-connection hazards that could allow untreated or partially treated water to enter the potable water supply if improperly installed or maintained. Preventing this requires rigorous inspections, a strong backflow prevention program, and ongoing monitoring—complexities that introduce risk to the Town’s small drinking water system.

**4. Unfunded Mandates and Costs to the Town**

HB24-1362 provides no funding for the significant increase in work it requires. The Town would bear the full cost of ordinance development, staff training, enforcement, public communication, inspection programs, and administrative tracking systems.

**5. Limited Benefit Due to Minimal New Construction in Palmer Lake**

Since the law applies only to new construction unless the Town expands it, few properties would qualify. The water savings achievable would be negligible compared to the administrative, financial, and public health burden placed on the Town.

**6. Water Rights and System Integrity Concerns**

Graywater reuse can affect return flows, which are subject to Colorado water rights law. Altered return flows could expose the Town to legal or operational challenges. Additionally, the Town’s water system is small and sensitive to operational changes, and increased internal plumbing variability raises complexity and risk.



**Conclusion**

Opting out of HB24-1362 helps preserve public health protections, avoids unfunded mandates, protects the municipal water system, and prevents unnecessary administrative burden for very limited potential benefit.

**TOWN OF PALMER LAKE, COLORADO**

**ORDINANCE NO. 02-2026**

**AN ORDINANCE PROHIBITING THE USE OF GRAYWATER AND THE  
INSTALLATION OF GRAYWATER TREATMENT WORKS WITHIN THE TOWN OF  
PALMER LAKE**

**WHEREAS**, “graywater” is the portion of wastewater collected from bathroom and laundry room sinks, bathtubs, showers, and laundry machines (but excluding wastewater from toilets, urinals, kitchen sinks, dishwashers, or nonlaundry utility sinks) in residential, commercial or industrial buildings or institutional facilities before treatment or combination with other wastewater to be put to beneficial uses, as defined by Regulation 86 of the Colorado Water Quality Control Commission, Colorado Department of Public Health and Environment (5 CCR 1002-86, June 30, 2015); and

**WHEREAS**, in 2013, House Bill 13-1044 authorized the use of graywater systems in municipalities only when authorized locally by ordinance, but pursuant to House Bill 24-1362 (C.R.S. § 25-8-205.4), effective January 1, 2026, the collection, treatment, and use of graywater is authorized in connection with new construction, except where prohibited locally; and

**WHEREAS**, the Town of Palmer Lake has determined that it is in the best interest of the health and welfare of its residents to prohibit the use of graywater systems with the potential of intermingling with the public water system within the Town of Palmer Lake.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**

1. Findings. This ordinance is found to be supported and authorized by law and in the best interests of and necessary for the protection of the health, safety, and welfare of the public. This ordinance is enacted pursuant to C.R.S. § 31-15-601(1)(m)(I)(A). The town clerk will send notice of this ordinance to the Division of Administration, Department of Public Health and Environment pursuant to C.R.S. § 31-15-601(1)(m)(I)(B)
2. Prohibition. Except for any systems permitted before the effective date of this ordinance, the installation of graywater treatment works and/or the use of graywater, either of which have the potential for intermingling with the public water system of the Town of Palmer Lake, as determined by the Palmer Lake Public Works Director, are prohibited.
3. Repealer. All ordinances and resolutions or portions thereof inconsistent or conflicting with this ordinance or any portion hereof, are hereby repealed to the extent of such inconsistency.
4. Effective Date. This ordinance shall be effective April 24th, 2026.

**INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 23<sup>rd</sup> DAY OF APRIL, 2026.**

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Erica Romero  
Town Clerk

BY: \_\_\_\_\_  
Dennis Stern  
Mayor