



BOARD OF TRUSTEES MEETING

Thursday, March 26, 2026 at 6:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

Invocation

Pledge of Allegiance

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 March 12, 2026 Meeting & Minutes from March 18, 2026 Special Meeting
2. Checks over \$15,000 - MEYER & SAMS, INC. DBA GMS INC (\$23,383.60), CIRSA (\$48,614.29)

Staff/Department Reports

3. Interim Administrator/Police
4. Town Clerk/Treasurer/Administration
5. Attorney

Business Items

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

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

Convene to Executive Session - Pursuant to C.R.S. § 24-6-402(4)(f): To receive information regarding a personnel matter and to provide direction to staff.

Reconvene to Open Session**Next Meeting and Future Items****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, March 12, 2026 at 6:00 PM

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

MINUTES

Roll Call

Present – Atis Jurka, Roger Moseley, Dennis Stern, Tony Beltran, John Marble, Beth Harris, Michael Beeson.

Call to Order

Meeting called to order at 6:00pm

Invocation

Pledge of Allegiance

Convene to Executive Session

Motion to enter into executive session. (Beeson, Beltran) “Aye” Vote motion passed unanimously.

Executive Session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice on specific legal questions regarding the withdrawal of the Monument Ridge West, LLC application for annexation by letter dated February 4, 2026.

The Board Motioned to reconvene into open session.

Introductions/Presentations

1. Hinkle & Company - 2024 Draft Audit

Jim Hinkle of Hinkle and Company CPAs presented the 2024 annual audit, issuing an unmodified opinion on the Town’s financial statements, internal controls, and federal award compliance. The auditor confirmed that no material weaknesses or significant deficiencies were identified and noted that the Town maintains proper segregation of duties and transparent accounting practices. Discussion ensued regarding the \$900,000 Highway Planning and Construction grant and the reporting of interfund debt between the General and Water funds, with Mr. Hinkle explaining that a change in reporting methodology, rather than a debt reduction, accounted for variances from the prior year. While some concerns were raised regarding the presentation of tax-supported versus fee-based funds and the specific language used for grant compliance opinions, the auditor clarified that the report follows

standard AICPA and uniform guidance requirements. Mr. Hinkle concluded by offering to host a future work session to further detail governmental accounting structures for the Board.

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.*

2. Minutes February 26, 2026, Special Meeting, February 26, 2026, Regular Meeting
3. Financials - January 2026

Motion to Accept the Consent Agenda. (Moseley, Beeson) "Aye" Vote. Motion passed unanimously.

Staff/Department Reports

4. Interim Administrator

Public Works is currently constructing a retaining wall in Glen Park to mitigate recurrent flooding and debris accumulation on the tennis courts. In response to community inquiries, it was clarified that no strip mining is taking place; rather, the project involves using rock to shore up the area and redirect drainage more effectively. Although a full engineering solution involving a subterranean culvert into the creek was previously quoted at a cost beyond the Town's current reach, the current retaining wall project was presented as a more palatable and immediate option for managing the site's drainage issues.

5. Police
6. Town Clerk/Administration/Treasurer

Town Clerk Erica provided a memo requesting Board support for a scholarship application to attend the Colorado Municipal League (CML) annual conference. The scholarship would cover registration fees, travel, and lodging expenses. The Board expressed no opposition to the application, and the Mayor agreed to sign the required authorization letter following the meeting.

Management Specialist Christi Birkeland addressed concerns previously raised by Trustee Moseley regarding uncollected development cost reimbursements. She clarified that the reported \$63,000 discrepancy was primarily due to an incomplete records request (CORA) response, in which staff accidentally provided eight invoices instead of nine. It was confirmed that all nine invoices related to the Buc-ee's project had been issued and paid in full. Trustee Moseley acknowledged that the missing invoice, 2025-1, resolved the bulk of his inquiry. She reiterated town staff's commitment to transparency and good faith in resolving financial questions, noting that further discussions regarding the accounting system and procedures would continue in upcoming workshops.

7. Water

Water Supervisor Chaz Roubidoux announced that water operator Andrew Rudnicki will attend the Colorado Rural Water Conference next week. He also continued that Andrew will be awarded the Rookie Water Operator of the Year for the State of Colorado.

8. Public Works including Roads & Park Maintenance

9. Fire

Business Items

10. Discuss and Possible Action – Approval of Resolution No. 17-2026 Accepting the 2024 Audit (Hinkle & Company)

Roger wanted to have an offline conversation with the auditor

Motion to approve the 2024 audit and with the stipulation that the questions Trustee Moseley had be answered within a week, but that the audit be approved regardless. (Jurka)
Motion withdrawn.

Motion to accept Resolution 17-2026 (Harris, Stern) “Aye” Vote. Motion passed unanimously.

11. Discussion and Possible Direction – Retention of Hinkle & Company, P.C. for the 2025 Audit
Staff provided a recommendation of retaining Hinkle & Company, P.C. for the 2025 Audit. The Board of Trustees provided staff direction to have Hinkle & Company, P.C. proceed with the 2025 Audit for the town.

12. Discuss and Possible Action – Consider Approval of Resolution No. XX-2026 Accepting Withdrawal of the Annexation Application and Directing Staff to Conclude the Annexation Proceedings

Motion to table business item twelve. (Stern, Marble) “Aye” Vote. Motion passed unanimously.

13. Discussion and Possible Action - Approval - Resolution 18-2026 to Appoint Citizen Member to Parks Commission Vacancy

Motion to accept resolution 18-2026. (Harris, Stern) “Aye” Vote. Motion passed unanimously.
Immediately after being appointed Commissioner Kincade swore an oath of office.

14. Discussion and Possible Direction – Direction to Interim Town Administrator regarding Legal Services/Town Attorney (proceed/not proceed with Negotiations and Contract Review)

Public Comment

Amy Hutson – Shared concerns regarding independent outreach conducted by Trustee Moseley to the Town of Florence concerning attorney services. She continued that this contact occurred without Board authorization during an active RFP process and prior to the termination of previous legal counsel. Furthermore, it was noted that while a CORA response indicated no relevant records existed in Trustee Moseley’s personal email accounts, a subsequent CORA response from the Town of Florence revealed correspondence involving both Trustee Moseley’s and Trustee Harris’ personal email addresses. Ms. Hutson emphasized that such actions are inconsistent with collaborative governance and deviate from CIRSA and CML training, which recommends the exclusive use of Town-issued email and devices for official business to ensure transparency and statutory compliance.

Trustee Harris stated for the record that while she was copied on the email she neither consulted nor asked to participate in that correspondence and did not participate in this correspondence.

Trustee Moseley responded he would decline to recuse himself from the selection of the Town Attorney, stating that his outreach to the Town of Florence was a direct effort to find legal referrals as requested by staff. He clarified that he has no prior relationship with the applicant and contacted the other municipality only to learn how they navigated similar transitions, subsequently passing the recommended firm's name to the Town. Addressing the allegations of an inaccurate CORA response, Trustee Moseley explained that the original email had been deleted from his personal email due to limited storage capacity. He maintained that while the correspondence existed as a forwarded attachment held by the Town of Florence, he could not produce the original record from his own files once it had been deleted, and therefore he denied any intentional misrepresentation of public records.

Public Comment

Paul Olivier – Commented regarding the legal firm interviews held during the afternoon workshop. Having observed both presentations, Mr. Olivier recommended that the Board select the first firm interviewed, noting they appeared highly qualified across multiple relevant disciplines. He specifically highlighted the firm's expertise in water law and planning as being of significant importance to the Town of Palmer Lake.

Kathy Keeley – Suggested that the Town explore cost-saving alternatives to having full legal representation present at all meetings. The suggestion included utilizing a paralegal for administrative legal tasks, such as advising on motions, or potentially hiring a Town Manager with a paralegal background to perform double duty. She questioned whether the Board had discussed these avenues to reduce legal expenses and suggested exploring these options before committing to a permanent firm that attends every session.

Mayor Stern Proposed negotiating with JVAM – Roll call vote for acceptance or non acceptance

Accept: Beeson, Beltran, Stern,

Non Acceptance: Harris, Marble, Moseley, Jurka

The Board provided staff direction to proceed with contract negotiations with WHF.

15. Discuss/Review - Resolution 4-2018 Financial Policies for Banking Services

Management Specialist Birkeland addressed the interpretation of Resolution 4 of 2018, clarifying that staff satisfies section 4 number 9 by providing a register of bank-issued checks, and that after extensive research with the Community Banks of Colorado, it was confirmed that the bank does not issue check registers. She further explained that the resolution does not and should not require bank statements be provided monthly; that they are subject to CORA; and they are subject to statutory requirements to redact sensitive information like account numbers and online reference IDs. Looking forward, the Board was informed of a shift in terminology to "Water Enterprise Fund" and "Water Enterprise Capital Fund" at the recommendation of the new accounting firm, as well as an explanation on January cash management transfers into ColoTrust, which were consolidated into a single wire to minimize transaction fees.

Trustee Mosley addressed the Board regarding Resolution 4 of 2018, advocating for the monthly provision of full bank-issued statements instead of just check registers to ensure a higher level of fiduciary oversight and the ability to track deposits such as development cost reimbursements. He pointed out that while staff explained the assumed CMI check error was resolved internally, a bank statement would have provided a more transparent view of whether funds actually cleared the account. During the exchange, staff clarified that the Town maintains separate General and Water checking accounts, but has consolidated check-writing into the General fund since approximately 2021 to prevent vendor confusion and improve administrative efficiency. The Board also confirmed that per current policy, checks over \$5,000 require two signatures, while those exceeding \$15,000 require specific Board approval. Ultimately, the Board reached a consensus to defer any formal amendments to the resolution until new legal counsel is retained, at which point a comprehensive workshop will be scheduled to modernize the Town's financial procedures and reporting standards.

Public Comment

Martha Brodzik – Commented on previous reports of a single checking account and current staff updates. Staff clarified that while the Water Fund checking account remains open to handle internal transfers, all external checks are consolidated through the General Fund to prevent vendor errors and improve efficiency. The discussion also addressed the use of multiple savings accounts for restricted funds and cash management strategies like ColoTrust. The Board acknowledged the confusion and agreed that the upcoming financial workshop would provide a comprehensive map of all active accounts and their specific municipal purposes.

The Board provided staff direction to add this matter to the workshop list.

16. Discussion and Possible Direction - Community Institute Matters- Planning Consultants

The Board discussed the sudden resignation of the town's planning firm, Community Management Inc. (CMI), with Trustee Bon expressing significant frustration that the resignation letter was presented as a "bombshell" tabletop handout during the meeting rather than being included in the advance agenda packet. Staff and the Town Administrator explained that while the letter was received two days prior, it was handled as supplemental information to remain compliant with Open Meetings Law and to allow for last-minute mediation efforts, which ultimately proved unsuccessful due to long-standing friction between certain officials and the firm. Acknowledging that CMI's departure leaves the town without in-house planning expertise, the Board directed staff to move forward with a Request for Proposals (RFP) for new planning consultant services, with a specific request to review the statement of work before it is finalized. Staff noted that the simultaneous vacancies in legal and planning representation will lead to immediate delays in processing land-use applications and Development Review Team (DRT) activities, and they are currently notifying affected applicants of the revised timelines.

17. Discussion/Update - Strategic Government Resources (SGR) Town Administrator Recruitment

The Board discussed re-engaging Strategic Government Resources (SGR) to reactivate the recruitment process for a new Town Administrator, with representative Marsha regarding the previous recruitment brochure and competitive salary benchmarks. Staff relayed SGR's

recommendation that the proposed salary range of \$130,000 to \$160,000 is necessary to attract qualified candidates in the current market, though Trustee Moseley questioned the basis of this range, noting that comparable Colorado municipalities often pay between \$80,000 and \$120,000. SGR also strongly advised that the Town secure legal representation before finalizing the recruitment, as a Town Attorney is essential for contract negotiations and to lead a work session on Title 2 roles and responsibilities within the Town's council-manager form of government. The Board reached a consensus to submit individual suggestions for the recruitment brochure to staff by March 18, 2026, allowing for a formal public discussion and finalization of the document at the next regular meeting.

18. Discussion/Update - Mayor Pro Tem Vacancy

Trustee Beeson led a discussion regarding the appointment of a Mayor Pro Tem. Mayor Stern clarified that under the Town Code, which he noted is more restrictive than the Colorado Revised Statutes (C.R.S.) on this matter, the Mayor holds the exclusive authority to nominate a Mayor Pro Tem, and since his initial nominee was previously rejected by the Board, he is not currently required to provide a new name. Trustee Beeson expressed frustration over the lack of advance communication regarding these technicalities, describing the oversight as an embarrassment and calling for better collaboration. The Mayor concluded the item by reaffirming his decision not to nominate anyone at this time, though he acknowledged that the Board would follow an established process to select a presiding officer should he ever become incapacitated.

19. Discussion/Review - Board of Trustees Agenda-Setting Process

Town Clerk Romero opened the discussion on the agenda-setting process, focusing on balancing administrative efficiency with Colorado Open Meetings Law, as Town Clerk Romero expressed concerns that the current ad-hoc email method creates "chain meeting" risks and a heavy workload for staff. In response, Town Clerk Romero presented a memo advocating for a "Meeting-First" approach where new items are proposed during the "Future Items" section of public meetings to ensure transparency and clear direction, though she suggested an interim protocol for urgent items requiring the Mayor's approval or the support of at least two trustees. Next steps will be consistent with Town Clerk Romero's recommendation to be plan a work shop when all key players are available to best identify agenda setting

20. Discussion/Review - Resolution 37-2024 Regulating the Carrying of Firearms in Sensitive Areas

Trustee Jurka initiated a discussion regarding the regulation of firearms in "sensitive areas," such as Town Hall and municipal offices, citing concerns over heightened agitation at recent public meetings. Under current Colorado law, municipalities have the authority to designate specific government buildings as gun-free zones, but Palmer Lake previously opted out of these restrictions, allowing concealed carry in public meetings. Interim Town Administrator Smith expressed strong support for revisiting this policy, stating that while he is neutral on the Second Amendment, he believes designated "safe spaces" for the Board, staff, and the public are standard in modern governance and that the Town's police officers are more than capable of providing professional security without the need for armed civilians. Other Board members echoed these sentiments, expressing concerns over potential accidental discharges and the tactical risks of untrained individuals attempting to intervene during an emergency. Ultimately, the Board reached a consensus to defer the matter until a new Town Attorney is

officially retained, at which point they will formally review the Town Code to consider establishing specific safe space ordinances.

21. Discussion/Review - EcoSpa

The Board of Trustees engaged in a discussion regarding the Elephant Rock / Eco Spa lease and property development, as partners Richard and Lindsay Willins requested a reconsideration of existing restrictions, specifically seeking to allow overnight lodging and the use of the new "Creekside Event Center" for micro-weddings. While the current lease does not explicitly prohibit these uses, the Town Administrator and Board members emphasized that the project is currently in a transitional phase involving a Planned Development (PD) process and eventual purchase agreement. Staff strongly advised against modifying lease terms mid-construction, noting that any shift from a day spa to a lodging or wedding venue would first require a land-use review and a formal recommendation from the Planning Commission once a certificate of occupancy is issued.

Public Comment

Reid Wiecks – Expressed frustration over a year-long stall in trail improvements at Elephant Rock, alleging that a previous boundary expansion cut off the town's perimeter trail and left the commission hesitant to invest further without a guaranteed, permanent easement.

Town staff reaffirmed that a permanent easement and the continued use of the maintenance building by Parks would be codified within the final PD and subdivision filings. The project remains on a dual track, completing the immediate spa construction for a targeted soft opening by Christmas 2026, while simultaneously navigating a major subdivision and MS4 stormwater certification for the broader 28-acre site, with the Board deferring any final decisions on expanded usage until legal counsel is secured to untangle the overlapping lease and development requirements.

22. Discussion/Review - Economic Development

Trustee Jurka proposed resuming the Town's economic development efforts, noting that previous leadership is no longer involved and expressing concern that the local Chamber of Commerce currently prioritizes Monument over Palmer Lake. While suggesting potential partnerships with the Small Business Administration, county-level economic development corporations, and grassroots organizations like Strong Towns, the Board discussed whether these responsibilities should formally fall under the purview of the incoming Town Administrator. Staff confirmed that community and economic development are integral parts of the new administrator's job description

Public Comment

Laura Mcguire – Commented that Discover Palmer Lake, the citizen-led economic development group, remains active and intentionally operates as a private grassroots entity to avoid administrative burdens on town staff and maintain financial flexibility. While acknowledging the need for updated promotional materials and the future role of a Town Administrator, she advised the Board to defer any formal municipal takeover of these duties until the current political climate stabilizes and a Town Attorney is retained.

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Cindy Henson – Admonished the Board on what she perceived as name calling and mockery regarding the earlier comments given about “Strip Mining.”

Jim Adams – Expressed strong opposition to the unauthorized removal of boulders and the subsequent environmental damage in town open space, characterizing the Public Works project as "strip mining" that was never approved by the Board or the Town Administrator. Mr. Adams criticized the lack of communication from staff and the dismissal of the Parks Commission’s advisory role, questioning who would be financially responsible for repairing the site and warning that such disregard for citizen oversight and natural preservation would have consequences in future elections.

In a direct rebuttal, Interim Town Administrator Smith corrected the resident’s account of their recent phone call, clarifying that while the Parks Commission is indeed an advisory body, this does not equate to a lack of responsibility or oversight. Interim Town Administrator Smith confirmed he was aware of the Public Works project, had personally inspected the site as promised, and only instructed staff to cease direct communication with the resident due to their "nasty demeanor" and unprofessional conduct toward town employees. While expressing a willingness to continue a civil dialogue now that he has returned to the office after being on leave, the Administrator firmly rejected Mr. Adams public mischaracterization of their previous conversation.

Gene Kalesti – Addressed the Board to advocate for professional land restoration and respectful civic engagement following recent disturbances in town open space. He rebuked the Mayor and Board for dismissing a previous resident's concerns with mockery, emphasizing that curiosity and investigation should be the standard response to citizens reporting potential damage to public land. Highlighting the removal of large boulders without a visible plan for erosion control or slope stabilization, Mr. Kalesti proposed a proactive solution: inviting regional stewardship experts, such as the Rocky Mountain Field Institute, to lead a workshop on Leave No Trace and sustainable restoration practices. The comment concluded with an urge for the Board to adopt the high professional standards used across the Front Range to ensure Palmer Lake’s natural landscape is responsibly managed and restored.

Reid Wiecks – Provided comment in response to Mr. Kalesti’s comment. Starting with his Nextdoor posts being tonally the opposite of Mr. Kalesti’s demeanor. Noting that repurposing local boulders for flood mitigation at the tennis courts saved taxpayers up to \$50,000. Wiecks clarified that the area in question is technically undesignated town land rather than a formal park or open space, while firmly defending the commission’s professional competence and its active list of over 100 projects. He urged the Board to ignore calls for a work stoppage and instead support the current commission’s successful partnerships with the Air Force Academy and Mile High Youth Corps.

Gene Kalesti – Voiced his opposition to Mr. Wiecks comment.

Martha Brodzik – Called for a return to decorum and leadership, urging the Board to enforce rules against personal bashing and the naming of specific individuals during meetings. Emphasizing that the community cannot move forward while residents, staff, and trustees continue to tear one another down, she requested that the Board set a professional tone to encourage mutual respect and unity, regardless of the specific disagreements at hand.

Carol Nolan – Provided a letter to the Board stating her observations and complaints about a neighboring trailer park. Continued to elaborate on the wide variety of code violations she had observed of the trailer park, and asked why she had not gotten a response from either the Board or Town Staff to the correspondence she sent.

Response from Town Staff was that they were aware of the code violations and had started various processes to bring them into compliance. As to the lack of response it was later determined that the correspondence had been sent to an email not managed by the Town.

Board Reports

Trustee Moseley asked staff a for a proposed workshop schedule at the next meeting.

Trustee Beltran addressed the earlier laughter, stating that it was not a mockery of anyone and that the Board takes such matters very seriously.

Trustee Harris asked a question on when donations for the Easter egg hunt would end. With the response being two days before the event.

Trustee Harris asked if adding row numbers to town documents such as the budget would be possible for easier referencing. Staff added this item to the workshop list.

Next Meeting and Future Items

Adjourn

Motion to adjourn. (Marble, Beeson)

Town Clerk- Erica N. Romero

Mayor Dennis Stern



SPECIAL BOARD OF TRUSTEES MEETING

Wednesday, March 18, 2026 at 4:00 PM

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

MINUTES

Call to Order

Meeting Called to order at 4:05

Roll Call

Roger Moseley, John Marble, Dennis Stern, Tony Beltran, Michael Beeson

Pledge of Allegiance

Business Items

1. Discussion/Review and Possible Approval of a Contract for Legal Services with Wyatt Hamilton Findlay (WHF)

The Board reviewed the proposed legal services contract, focusing on travel costs and efficient billing practices. It was noted that travel from Denver will be billed solely for mileage at current IRS rates with no charge for travel time, and the Board emphasized being judicious in requesting attorney attendance at meetings to manage costs. Discussion included the "value billing" clause, which allows for rate adjustments when tasks are performed by paralegals, and the absence of an automatic CPI-based increase, which was viewed as favorable for future negotiations. Additional clarifications were made regarding the firm's ability to utilize outside associates at contracted rates and the requirement that invoicing follow Colorado statutory increments. Staff stated that all invoices are already itemized to allow for proper allocation between the General Fund and the Water Fund.

Motion to accept the contract with WHF as written with the one stipulation that the Town Administrator will advise the attorneys that we need to understand the division of charges. (Moseley, Stern) "Aye" Vote. Motion passed unanimously.

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!

No Public Comment received.

Adjourn

Motion to adjourn. (Beeson, Marble) 4:19PM

Town Clerk- Erica N. Romero

Mayor Dennis Stern

DRAFT

3/12/2026

MEYER & SAMS, INC. DBA GMS INC

23,383.60

Twenty Three Thousand Three Hundred Eighty Three Dollars and 60 Cents

MEYER & SAMS, INC. DBA GMS INC
611 N. Weber Street
Suite 300
Colorado Springs CO 80903-1074

Vendor ID	Name	Payment Number	Check Date	Check Number		
MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	0004032	3/12/2026	51537		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
71	2/27/2026	Engineering Services	\$23,383.60	\$23,383.60	\$0.00	\$23,383.60

Totals: \$23,383.60 \$23,383.60 \$0.00 \$23,383.60

Vendor ID	Name	Payment Number	Check Date	Check Number		
MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	0004032	3/12/2026	51537		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
71	2/27/2026	Engineering Services	\$23,383.60	\$23,383.60	\$0.00	\$23,383.60

Totals: \$23,383.60 \$23,383.60 \$0.00 \$23,383.60

MEYER & SAMS, INC.
dba GMS, INC., CONSULTING ENGINEERS
611 N. Weber Street, Suite 300
Colorado Springs, CO 80903-1074
719-475-2935 - 719-475-2938 (Fax)

Town of Palmer Lake
P.O. Box 205
Palmer Lake, CO 80133

February 27, 2026
Invoice No: 71

Project 17071 Town of Palmer Lake-General Engineering

Professional Services from January 1, 2026 to January 30, 2026

Phase .000 General

Prepare for and attend weekly Development Review Team (DRT) meetings on current and prospective development and land use projects, including status updates and required actions; prepare for and attend Board of Trustees meeting and present consultant services contract; prepare memorandum on the purpose of the DRT as referenced in Town Code and the review process for development applications.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	13.00	\$206.00	\$2,678.00
Administrative Support	.80	\$86.00	\$68.80
	13.80		\$2,746.80
Total Labor			\$2,746.80

In-House Charges

Reproduction			\$1.00
			\$1.00
Total In-House Charges			\$1.00

Total This Phase **\$2,747.80**
10-21-5109

Phase .200 Mapping

Prepare memorandum for Planning Commission and Board of Trustees on updated zoning map, coordinate with CMI on map development, research on zoning designations and descriptions and background data use for map updates.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	1.50	\$206.00	\$309.00

Staff Engineer	.20	\$147.00	\$29.40
	<u>1.70</u>		<u>\$338.40</u>

Total Labor **\$338.40**

In-House Charges

Reproduction			\$0.80
			<u>\$0.80</u>

Total In-House Charges **\$0.80**

Total This Phase **\$339.20**

10-21-5109

Phase .203 Municipal Code Assistance

Prepare preliminary description of Accessory Dwelling Unit (ADU) water service requirements for incorporation into new Town Codes and for compliance with ADU legislation.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	.50	\$206.00	\$103.00
	<u>.50</u>		<u>\$103.00</u>

Total Labor **\$103.00**

Total This Phase **\$103.00**

10-21-5109

Phase .400 Water

Discussions with water department staff on well production rates, pumping rate flexibility, strategies to optimize well production and run times and coordinate well operations with Surface Water-Water Treatment Plant (SW-WTP) treatment and production to maximize output; discussions and coordination on new well; prepare for and attend site meeting with water department staff to coordinate options for enhanced coagulation at the SW-WTP; research and coordinate with equipment suppliers and prepare memorandum of recommendations for enhanced coagulation.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	16.80	\$206.00	\$3,460.80
Administrative Support	.80	\$86.00	\$68.80
	<u>17.60</u>		<u>\$3,529.60</u>

Total Labor **\$3,529.60**

Total This Phase **\$3,529.60**

21-71-6002-072

Phase .521 0 Brook Street Development

*Coagulation
Capital project CR
E*

Review Town of Palmer Lake easements for the Highbrook Subdivision 2 project; review replat drawings by applicant's surveyors, deed documents, and easement recitals; coordinate with applicants and complete revisions requested to easements; review applicant-submitted replat drawings and prepare and deliver review comments; prepare review summary and recommendations memorandum for upcoming Town meetings; prepare draft memorandum for review of Planning Commission conditions of approval; coordinate with staff and DRT on memorandum content and recommended conditions; prepare for and attend meetings with applicant, staff, and DRT to discuss easement requirements and potential continuance to a future Board meeting; coordinate with water department staff on easement boundaries, dimensions, and utility clearances; prepare for and attend meetings with staff and applicant on water department needs for easements and clearances and coordinate adjustments with staff, water department and applicant.

Professional Services

	Hours	Rate	Amount	
Principal	4.80	\$236.00	\$1,132.80	
Senior Professional Engineer	27.20	\$206.00	\$5,603.20	
Senior Design Technician	29.00	\$192.00	\$5,568.00	
Resident Representative	1.00	\$117.00	\$117.00	
Administrative Support	1.10	\$86.00	\$94.60	
	63.10		\$12,515.60	
Total Labor				\$12,515.60

In-House Charges

Reproduction			\$6.40	
			\$6.40	
Total In-House Charges				\$6.40

Total This Phase \$12,522.00

REIMB 10-21-5109-045

Phase .526 Town Easements Highbrook Subdivision 2

Prepare site control data and compile master control file, including level data and retaining metadata; conduct field survey of Highbrook easements and electrical line, refine and download data into the base drawing; revise easements and assemble, update, and combine final documents as PDFs; prepare easement sketches and exhibits and coordinate utility locates; conduct field verification of easement boundaries, utilities, and access road areas; review and reconcile discrepancies between applicant survey data and field-verified information; revise and finalize easement documents based on updated survey data; coordinate with applicant and surveyor to resolve boundary discrepancies.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	11.00	\$206.00	\$2,266.00	
Resident Representative	16.00	\$117.00	\$1,872.00	
	27.00		\$4,138.00	
Total Labor				\$4,138.00

In-House Charges

Reproduction			\$4.00	
			\$4.00	
Total In-House Charges				\$4.00

Project 17071

Town of Palmer Lake

2/27/2026

Invoice 71

Page 4

Total This Phase \$4,142.00

20-21-5109

CR

90

Total this Invoice \$23,383.60

3/19/2026

CIRSA

48,614.29

Forty Eight Thousand Six Hundred Fourteen Dollars and 29 Cents

CIRSA
P.O. Box 209543
Dallas TX 75320-9543

Vendor ID	Name	Payment Number	Check Date	Check Number		
CIRSA	CIRSA	0004042	3/19/2026	51548		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
INV1004024	4/1/2026	Liability Insurance	\$48,614.29	\$48,614.29	\$0.00	\$48,614.29

Totals: \$48,614.29 \$48,614.29 \$0.00 \$48,614.29

Vendor ID	Name	Payment Number	Check Date	Check Number		
CIRSA	CIRSA	0004042	3/19/2026	51548		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
INV1004024	4/1/2026	Liability Insurance	\$48,614.29	\$48,614.29	\$0.00	\$48,614.29

Totals: \$48,614.29 \$48,614.29 \$0.00 \$48,614.29



QUARTERLY INVOICE

Document Date: April 1, 2026

Invoice No: INV1004024

Member ID: 12468

Due Date: May 16, 2026

**Town of Palmer Lake
P.O. Box 208
Palmer Lake, CO 80133
USA**

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
	01/01/2026-01/01/2027	
All Risk Property		7,616.59
Auto Liability		2,859.78
Auto Physical Damage		3,614.96
General Liability (including separately rated exposures)		2,567.81
Law Enforcement Liability		27,592.98
Public Officials Errors & Omissions Liability		4,362.17
Total		48,614.29
	TOTAL	48,614.29

PAYMENT OPTIONS:

70% AD 10-21-5133 = 34,030.00
30% WA 20-71-5133 = 14,584.29

Pay On-Line Website Address:
<http://www.cirsa.org>

Pay On-Line by EFT:
Bank Name: Wellsfargo
Account Name: CIRSA
Routing Number: 102000076
Account Number: 1018076908

Pay by Check Mailing Address:
CIRSA
P.O. Box 209543
Dallas, TX 75320-9543

Delinquencies are subject to CIRSA Bylaws, Article VIII (1) (a) and Article XV.



TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Shana Ball Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: [REDACTED]

City: Palmer Lake State: CO Zip: 80133

Physical Address: [REDACTED]

City: Palmer Lake State: CO Zip: 80133

Occupation: Business Owner Employer: Shana's Place Assisted Living

Years lived in Palmer Lake: 52 Approximate Hours/Week you can devote: _____

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory
- Board of Adjustments
- Board of Trustees
- Parks Commission
- Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

I have sat on the BOT 3 times and have also sat on Planning Commission for 2.5 years. I have volunteered as the Fire Chief, Public Safety Committee and Master Plan revision committee.

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

I have a strong understanding of municipal government as well as land use laws and the desires of our community as a whole pertaining to our town's master plan.

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

It has always been my desire to serve our community and various ways. I was taught from a very young age that communities thrive well on volunteerism by our community members.

If appointed, do you want your contact information added to the website? If so, what information?

My email would be appropriate for communication: shball44@comcast.net

APPLICANT ACKNOWLEDGEMENT

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

Shana Ball
Applicant Signature

Shana Ball
Printed Name

3/17/2026
Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.



TOWN OFFICE USE ONLY

Date Received: _____ By: _____

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Susan Miner Phone: [REDACTED]

Email: [REDACTED]

Mailing Address: [REDACTED]

City: _____ State: _____ Zip: _____

Physical Address: [REDACTED]

City: _____ State: CO Zip: 80133

Occupation: Author Employer: retired

Years lived in Palmer Lake: 36 Approximate Hours/Week you can devote: as required

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:

- Advisory
 Board of Adjustments
 Board of Trustees
 Parks Commission
 Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

3 terms on BOT, 3 years on PC, 2 Master Plans, 1 Master Plan for Elephant Rock property

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Served multiple boards in Tri-lakes (see e-mail) local business owner

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

Having been a contributing member to the current Land Use Plan, I want to see it applied

If appointed, do you want your contact information added to the website? If so, what information?

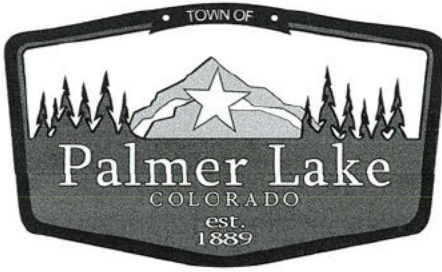
Official town e-mail.

APPLICANT ACKNOWLEDGEMENT

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

<u><i>Susan L. Miner</i></u>	<u>Susan Lea Miner</u>	<u>3-17-26</u>
Applicant Signature	Printed Name	Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.



received
3-16-2026

Item 6.

TOWN OFFICE USE ONLY
Date Received: 3-16-2026 By: [Signature]

TOWN APPOINTMENT

The following application shall be completed for anyone wishing to be considered for Town appointment. A resumé and/or additional pages, if desired, may also be submitted with this application. Email completed application to info@palmer-lake.org.

APPLICANT INFORMATION

Name: Rodney Kent Hutson, Jr, MD (Kent) Phone: [Redacted]
Email: [Redacted]
Mailing Address: [Redacted]
City: Palmer Lake State: CO Zip: 80133
Physical Address: [Redacted]
City: Palmer Lake State: CO Zip: 80133
Occupation: Neuroradiologist Employer: Radiology Partners
Years lived in Palmer Lake: 7.5 Approximate Hours/Week you can devote: 4

Note: As an appointed member of Town Government, you will be tasked with assignments that require a time commitment. Additionally, in order to serve, one year of residency in Palmer Lake is required.

APPOINTMENT INFORMATION

Desired Position:
 Advisory Board of Adjustments Board of Trustees Parks Commission Planning Commission

Describe any previous Municipal Government experience (attach additional sheets if needed):

2022 - Chair, Palmer Lake Master Plan Advisory Team
2017-2018 - various citizen committees in Manitou Springs, CO

Describe any education, experience, or other qualification you believe will assist in being a productive member of the Town Board, Commission, or Committee (attach additional sheets if needed):

Department Chair, President, and various other positions in radiology groups, hospital committees, and medical societies. Hutson Group - family business that rehabs and manages historic properties in Tomball, Texas.

Describe your reasons for wanting to be involved with the Town (attach additional sheets if needed):

I feel that it's important to give our time and expertise back to our community. That's one reason I chose to serve on the Master Plan Advisory Team in 2022. Last year I started scaling back my commitments to national and international medical societies. This has freed me up to devote more time to other volunteer positions.

If appointed, do you want your contact information added to the website? If so, what information?

Kent Hutson, MD

KentHutsonMD@gmail.com

https://www.linkedin.com/in/kenthutsonmd/

APPLICANT ACKNOWLEDGEMENT

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.



Applicant Signature

Kent Hutson, MD

Printed Name

3/2/2026

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to info@palmer-lake.org. The form may be manually signed by printing the form and signing by hand and then turned in at the Town office.

R. Kent Hutson, MD, CPE

Curriculum Vitae

Rodney Kent Hutson, Jr., MD, CPE



SUMMARY

Experienced radiology leader with formal training and practical experience in healthcare management, quality improvement, and healthcare informatics.

- Board-certified, fellowship-trained diagnostic neuroradiologist with strong general radiology skills
- Certified Physician Executive
- Leadership positions have included Chair, President, Vice Chair for Clinical Affairs, Vice Chair for Research.
- Undergraduate and fellowship training in computer science and healthcare informatics, as well as experience in healthcare system informatics and quality improvement.

CURRENT POSITIONS HELD

Chair, IHE Committee, Radiological Society of North America

This committee is the primary clinical advisory group to the IHE Radiology Planning and Technical Committees

Neuroradiologist, Matrix Teleradiology, Radiology Partners

Clinical teleradiologist sub-specializing in neuroradiology.

PRACTICE (PROFESSIONAL) EXPERIENCE

Radiology Partners, Matrix Division, 11/2018-present
Director of Imaging Informatics, Matrix (teleradiology practice of RP)
Director of AI/Innovation Clinical Operations
2101 E. El Segundo Blvd
Suite 401
El Segundo, CA 90245

Radiology & Imaging Consultants, PC, Colorado Springs, CO, 1/2017-present
PO Box 63300
Colorado Springs, CO 80962

Radiology Alliance, Nashville, TN, 10/2014 - 12/2016
210 25th Avenue North, Suite 602
Nashville, TN 37203

EmCare Radiology Services, Chattanooga, TN, 8/2007 – 7/2014
Medical Director
EmCare South Division
18167 US Highway 19 North, Suite 650
Clearwater, FL 33764

University Radiology, Knoxville, TN, 7/2000 –7/2007
2240 Sutherland Ave.
Suite 107
Knoxville, TN 37919

Richland Radiological Consultants, Columbia, SC, 7/1998 - 7/2000
Group no longer exists.

Consultant for various pharmaceutical companies. 1998 - 2010. (Sensus, Novartis, Pfizer, Valera)

EDUCATION:**Certified Physician Executive**

7/2011-11/2015

American Association of Physician Leaders

Fellowship

7/1997 - 6/1998

Neuroradiology, The University of Virginia Health Sciences Center, Charlottesville, VA

Residency

7/1993 - 6/1997

Diagnostic Radiology, The University of Tennessee Medical Center, Knoxville, TN

Research Fellowship

7/1992 – 6/1993

National Library of Medicine **Medical Informatics** Fellow, Keck Center for Computational Biology, Baylor College of Medicine & Rice University, Houston, TX

Internship

7/1991 – 6/1992

Internal Medicine, Baylor College of Medicine, Houston, TX

Medical School

8/1987 – 6/1991

Baylor College of Medicine, Houston, TX
M.D.

Undergraduate

8/1983 – 5/1987

Texas A & M University, College Station, TX
B.S., Computer Science

Honors: President's Endowed Scholar, National Merit Scholar, University Undergraduate Fellow

BOARD CERTIFICATION:

American Board of Radiology, 11/1997

Certificate of Added Qualifications in Neuroradiology, American Board of Radiology, 11/2001

Certified Physician Executive, Certifying Commission in Medical Management, 11/2015

MEDICAL LICENSURE:

Colorado, multiple others

SERVICE

SOCIETY MEMBERSHIPS:

American Association for Physician Leadership
American College of Radiology
 Committee on the Role of Machine Learning Beyond Image Interpretation
 Innovation Advisory Council
American Society of Neuroradiology
Colorado Radiological Society
El Paso County Medical Society
Integrating the Healthcare Enterprise
 Radiology Planning Committee
Radiological Society of North America
Radiology Business Management Association
 Information Technology Task Force
Society for Imaging Informatics in Medicine

UNIVERSITY APPOINTMENTS:

Chair, Department of Radiology, University of Tennessee College of Medicine at Chattanooga,
11/2007 – 7/2014

Institutional Review Board, University of Tennessee College of Medicine at Chattanooga,
10/2009 – 7/2014

Clinical Associate Professor of Radiology, University of Tennessee College of Medicine at
Chattanooga, 11/2007 – 7/2014

Associate Professor, Graduate School of Medicine, The University of Tennessee, 7/2005 –
8/2007

Assistant Professor, Graduate School of Medicine, University of Tennessee, 6/2000 – 7/2005

HOSPITAL APPOINTMENTS:

Complete list on request

HOSPITAL COMMITTEES AND OFFICES HELD

Erlanger Health System, Chattanooga

Credentials Committee, 8/2007 – 12/2008
Executive Leadership Committee, 8/2007 – 2012 (disbanded in 2012)
Medical Executive Committee, 8/2007 – 7/2014
 Medical Quality Improvement Committee - Emergency Medicine (Advisor),

8/2007 - 7/2014

Medical Quality Improvement Committee - Radiology (Chairman), 8/2007 – 7/2014

Multidisciplinary Trauma Committee (Advisor), 8/2007 – 7/2014

PACS Committee (Chairman), 8/2007 – 7/2014

Quality Oversight Committee, 8/2007 – 7/2014

Best Practice Leadership Group, 2011 – 7/2014

Information Technology Steering Committee, 2009 - 7/2014

Operation Stroke Medical Subcommittee, American Stroke Association, 3/2001 - 7/2007

The University of Tennessee Medical Center, Knoxville.

PACS Committee (Chairman), Department of Radiology, 9/2000 - 8/2007

Patient Confidentiality Committee, 1/2001 - 2004

Diagnostic Radiology Residency Committee, 10/2001 – 8/2007

Information Services Steering Committee, 7/2001 - 8/2007

Privacy/HIPAA Workgroup, University of Tennessee Medical Center, 4/2001 - 8/2007

Internal Review Committee for the Internal Medicine Residency Program, 9/2002 – 12/2003

Brain & Spine Institute Steering Committee, 4/2003 – 8/2007

Director, Stroke Center, 11/2005- 8/2007

HLVI Medical Executive Committee, 11/2005 – 8/2007

Primary Care Strategic Initiative Committee, 3/2006 - 8/2007

University Physicians' Association, The University of Tennessee Medical Center, Knoxville

Utilization Review-Quality Assurance Committee, 2/2004 – 8/2007

Palmetto Health Alliance, Columbia, SC

Information Technology and PACS Subcommittees, Palmetto Health Alliance, Columbia, SC, 6/1999 - 6/2000.

PROFESSIONAL COMMUNITY SERVICE:

Medical Explorations. An introductory summer program for high school and college students considering a career in medicine. (Founder). 7/2008 – 7/2014

Chattanooga Regional Science and Engineering Fair. Board member and chair of Scientific Review Committee 2012-2015. Judge 2008-2015.

Youth Leadership Forum in Medicine. Chattanooga-Hamilton County Medical Society. Lecturer and mentor. 2008-2014

ACADEMICS

INVITED LECTURES

1. Course coordinator for Radiology portion of The University of Tennessee course in Clinical Ethics, Knoxville, TN, 1995-1997.
2. Digital Medical Imaging and Image Networks, Lecture to Radiologic Technologists in the Department of Radiology, The University of Tennessee Medical Center, Knoxville, TN 1995.
3. Computers for Radiologists. Lecture series on computer fundamentals, networking and medical image processing presented to residents and staff in the Department of Radiology, The University of Tennessee Medical Center, Knoxville, TN, 1996.
4. Diffusion and Perfusion Magnetic Resonance Imaging in Cerebral Ischemia. Grand Rounds, Department of Neurology, University of Virginia Health Science Center and University of South Carolina School of Medicine, 1998 and 1999.
5. Lecture series to radiologic technology students at Midlands Technical College, Columbia, SC, 1998 – 1999.
6. Lecture series to South Carolina Society of Radiologic Technologists, Myrtle Beach and Columbia, SC, 1999 - 2000.
7. State of the Art Strategies for Diagnosis & Management of Acromegaly. Educational lecture at the Annual meeting, The Endocrine Society, Toronto, Canada, June 23, 2000. 2.0 AMA Cat I hours.
8. Osteoporotic Vertebral Fractures: Diagnosis and Percutaneous Treatment with Vertebroplasty. Medicine Grand Rounds, The University of Tennessee Medical Center, Knoxville, TN, August 8, 2000.
9. Stroke Imaging. Internal Medicine Grand Rounds, The University of Tennessee Medical Center, Knoxville, TN, December 19, 2000.
10. What is Radiology? Lecture in Medical Explorations program sponsored by the Department of Surgery, The University of Tennessee Medical Center, Knoxville, TN, January 4, 2001.
11. UTK Seminar #610/29770, Advanced Topics in Comparative and Experimental Medicine: Functional MRI. Spring Semester, 2001.
12. Human Brain Imaging. Lecture series for UTK course CEM #611, September 4, 2001.
13. Non-invasive Angiography. Lecture at the symposium Cardiology on the Front Lines 2001, sponsored by University of Tennessee Graduate School of Medicine and the UT Heart, Lung, Vascular Institute, Knoxville, TN, November 10, 2001.
14. Analysis of Pituitary Tumor Data. Presentation at the Global Advisory Meeting for Somavert®. Los Angeles, CA, January 26, 2002.
15. Non-invasive Angiography. Presentation to Tennessee Society of Radiologic Technologists. 2002
16. District IV at the Baptist Eye Institute, Knoxville, TN, March 18, 2003.
17. Symposium on the Diagnosis and Treatment of Vascular Lesions. Presented at the American Association of Oral and Maxillofacial Surgeons 87th Annual Meeting, Scientific Sessions and Exhibition, Boston, MA, September 21-24, 2005. 2.00 Cat I AMA/PRA Cat. I CME hours.

18. Human Brain Imaging. Lecture series for University of Tennessee at Knoxville course CEM 611, Section 004, March 27-April 29, 2006.
19. Introduction to Musculoskeletal Imaging. Lecture for UT College of Medicine, Department of Orthopedic Surgery, August 20, 2008.
20. Stroke Imaging. Multiple lectures for the National Stroke Intervention Training Center, Chattanooga, TN. 2008-2010
21. Optimal Strategies in Diagnostic Radiology. Lecture for UT College of Medicine, June 10, 2009.
22. An Exploration into Viewing the Living Brain. Presented to lay audience at Association for Visual Arts, Chattanooga, TN. October 2009
23. Optimal Strategies in Diagnostic Radiology. Presented at fall meeting of Tennessee Association of Physician Assistants. October 2009.
24. Optimal Strategies in Diagnostic Radiology. UT College of Medicine Family Medicine Update. June, 2010
25. Optimal Strategies in Diagnostic Radiology. Presented at fall meeting of Tennessee Association of Physician Assistants. October 2010.
26. Radiology for the Internist, Presented at Annual meeting of the Tennessee Chapter of the American College of Physicians. October, 2011
27. Optimal Strategies in Diagnostic Radiology. UT College of Medicine Family Medicine Update. June, 2011
28. Roentgen and the History of X-ray. UT College of Medicine, History of Medicine Symposium. September, 2011.
29. No-nonsense Approach to Stroke Imaging. EMSC Leadership Conference. April 2012.
30. Optimal Strategies in Diagnostic Radiology. UT College of Medicine Family Medicine Update. June, 2013
31. Radiology Imaging Review. Presented at annual meeting of Tennessee Association of Physician Assistants. October 2013.
32. Data-driven Decision-making for Radiology Management - An Introduction to Data Mining. AHRA 2016 and AHRA 2016 Fall Virtual Conference
33. Data-driven Decision-making for Radiology Management - An Introduction to Data Mining. RBMA September, 2016
34. Non-Interpretive Side of Artificial Intelligence and Machine Learning. RBMA Paradigm meeting, April, 2018
35. Artificial Intelligence in Radiology. Oregon RBMA State Meeting, November, 2018
36. Reliability: Setting the Stage. American College of Radiology Data Science Institute, November 2022.
37. Series Nomenclature Standardization. HIMSS-SIIM Webinar series, March 2023
38. Management of Acquisition Protocols using IHE MAP Profile. Radiological Society of North America, November 2018.
39. Open Standards in Radiology: Why Should We Care? Digital Innovation Services Quarterly Meeting, August 2022
40. Clinical Artificial Intelligence: AI in Radiology How? Why? What? How? Invited lecture, TORQ Solutions, July 2023

41. Doing It Fast and Getting It Right: Platform Approach To Clinical Adoption of AI. RSNA November 2023
42. IHE Refresher Course: Insight-driven Orders Workflows. RSNA, November 2023
43. The Technical Side of AI Deployment. RSNA, November 2023

PUBLICATIONS:

1. Boney DG, Feinswog LJ, Hutson RK, Kenyon GT and Tam DC. An Object-Oriented Paradigm for Simulating Interconnected Neural Systems. Society for Neuroscience Abstracts 17:126 (1991).
2. Smith GT, Pate J, Hutson RK, Roberts K, Bond H and Gould HR. An Atlas of Scintigraphic Pulmonary Segmental Anatomy: A Monte Carlo Simulation. Booklet published by the Biomedical Imaging Center, The University of Tennessee Medical Center at Knoxville, for internal educational purposes, 1997.
3. Worrall BB, Farace E, Hillis AE, Hutson RK et al. Correlation of Aphasia and/or Neglect with Cortical Infarction in a Subpopulation of RANTTAS. Cerebrovasc Dis 11:257-264 (2001).
4. van der Lely AJ, Hutson RK, Trainer PJ et al. Long-term Treatment of Acromegaly with Pegvisomant, a Growth Hormone Receptor Antagonist. Lancet 358(9295):1943-1747 (2001).
5. Thomason MG, Longton RF, Gregor J, Smith GT, Hutson RK. Simulation of Emission Tomography Using Grid Middleware for Distributed Computing. Computer Methods and Programs in Biomedicine 75:251-258 (2004).
6. Vo NJ, Gash J, Browning J, Hutson RK. Pelvic Imaging in the Stable Trauma Patient: Is the AP Pelvic Radiograph Necessary When Abdominopelvic CT Shows No Acute Injury? Emergency Radiology 2004 Apr, 10(5):246-09. Epub 2004 Mar 19.
7. Drake WM, Grossman AB, Hutson RK. Effect of treatment with pegvisomant on meningioma growth in vivo. Eur J Endocrinol. 2005 Jan;152(1):161-2.
8. de Leonni Stanonik M, Licata CA, Walton NC, Lounsbury JW, Hutson RK, Dougherty JH Jr. The Self Test: a screening tool for dementia requiring minimal supervision. Int Psychogeriatr. 2005 Dec;17(4):669-78. Epub 2005 Oct 25.
9. Zhou Y, Dougherty JH Jr, Hubner KF, Bai B, Cannon RL, Hutson RK. Abnormal connectivity in the posterior cingulate and hippocampus in early Alzheimer's disease and mild cognitive impairment. Alzheimers Dement. 2008 Jul;4(4):265-70.
10. Ghigo E, Biller BMK., Colao A, Kourides IA, Rajicic N, Hutson RK, DeMarinis L, and Klibanski A. Comparison of Pegvisomant and Long-Acting Octreotide in Patients with Acromegaly Naïve to Radiation and Medical Therapy. Journal of Endocrinology Investigation 2009 December, 32: 924-933. DOI 10:3275/6723.
11. Devlin TG, Phade SV, Hutson RK, Fugate MW, Major GR 2nd, Albers GW, Sirelkhatim AA, Sapkota BL, Quartfordt SD, Baxter BW. Computed tomography perfusion imaging in the selection of acute stroke patients to undergo emergent carotid endarterectomy. Ann Vasc Surg. 2015 Jan;29(1):125.e1-11. doi: 10.1016/j.avsg.2014.07.023. Epub 2014 Sep 3. PubMed PMID: 25194548.
12. Lakhani P, Prater AB, Hutson RK, Andriole KP, Dreyer KJ, Morey J, Prevedello LM, Clark TJ, Geis JR, Itri JN, Hawkins CM. Machine Learning in Radiology: Applications Beyond Image Interpretation. J Am Coll

Radiol. 2017 Nov 16. pii: S1546-1440(17)31287-5. doi: 10.1016/j.jacr.2017.09.044. [Epub ahead of print] PubMed PMID: 29158061.

POSTERS/ABSTRACTS

1. Feinswog L, Hutson RK, Kenyon G and Tam D. An Object-Oriented Simulation of Neurophysiological Processes. Abstract presented at the Second Keck Symposium on Computational Biology, sponsored by Rice University, Baylor College of Medicine and The University of Houston, Houston, TX, 1991.
2. Hutson RK, Scott DW, Gelder M and Morrisett JD. Nonparametric Density Estimation as an Aide to Tissue Discrimination in Magnetic Resonance Imaging. Abstract presented at the Medical Informatics Symposium, sponsored by the National Library of Medicine, Bethesda, MD, 1993.
3. Hutson K, Pate J, Roberts K, Bond H, Gould HR, and Smith GT. Perfusion Lung Scan Regional Anatomy Defined by Monte Carlo Simulation. Poster presented at the 41st Annual Meeting, Society of Nuclear Medicine, Orlando, FL, June 1994. Journal of Nuclear Medicine 35:239P (1994).
4. Pate JE, Smith GT, Hutson RK and Bond H. Scintigraphic Pulmonary Segmental Anatomy: A Monte Carlo Simulation. Exhibit presented at the 80th Annual Meeting, Radiological Society of North America, Chicago, IL, November 27 - December 2, 1994.
5. Hutson RK Jr, Rao R, Bond HW, Hubner KF, and Smith GT. Three-dimensional Display and Correlation of Whole-Body PET Images with CT Scans of Chest, Abdomen, and Pelvis. InfoRAD exhibit at the 81st Scientific Assembly and Annual Meeting, Radiological Society of North America, Chicago, IL, November 26 - December 19, 1995.
6. Hutson RK, Pate J, Bond H, Gould HR and Smith GT. Perfusion Lung Scan Regional Anatomy Defined by Monte Carlo Simulation. Poster presented at Graduate School of Medicine's Research Day, The University of Tennessee Medical Center, Knoxville, TN, April 22, 1997.
7. Hutson RK and Lipper M. The Novel Growth Hormone Antagonist B2036-PEG Does Not Stimulate Growth of Pituitary Tumors in Acromegalic Patients. Abstract presented at the International Pituitary Congress, Long Beach, CA, 1999.
8. Hutson RK. MRI Morphologic Analysis of GH-Secreting Tumor Response to Growth Hormone Receptor Antagonist Therapy. Poster presented at the 30th International Symposium on GH and Growth Factors in Endocrinology and Metabolism. Monte-Carlo, Monaco, October 6-7, 2000.
9. Klosterman LA and Hutson RK. Relative Ratio of Intensities of Pituitary Adenoma to Normal Gland in Post Contrast Spin Echo and Gradient Echo Sequences. Scientific poster presented at The Fifth Annual Research Day, sponsored by The University of Tennessee Graduate School of Medicine, Knoxville, TN, April 16-17, 2001.
10. De Leoni-Stanonik M, Dougherty JD, Licata CA, Hutson RK and Campbell SK. Anterior Cingulate Cortex Dysfunction in Mild Alzheimer's disease Revealed by fMRI and the Counting Stroop Test. Scientific poster presented at The Fifth Annual Research Day, sponsored by The University of Tennessee Graduate School of Medicine, Knoxville, TN, April 16-17, 2001. Awarded first place in the category, "Clinical Research: Case Reports and Cohort Studies".
11. Klosterman LA and Hutson RK. Gland to Tumor Contrast Ratio in Pituitary Adenomas: Spin Echo vs. Gradient Echo Sequences. Paper presented at the Thirty-ninth Annual Meeting, American Society of Neuroradiology, Boston, MA, April 23-27, 2001.

12. Hutson RK. MR Imaging Morphologic Analysis of GH-Secreting Tumor Response to Growth Hormone Receptor Antagonist Therapy. Poster presented at the Thirty-ninth Annual Meeting, American Society of Neuroradiology, Boston, MA, April 23-27, 2001.
13. De Leoni Stanonik M, Hutson RK, Hubner KF, Smith GT, Licata CA, Thie JA, Rule KA, Campbell SK, and Dougherty Jr JH. Impairments in Selective Attention and Anosognosia in Mild AD Patients Evaluated with the Stroop Task. Abstract presented at the conference, New Perspectives of Receptor Imaging by PET, Sendai, Japan, June 1, 2002.
14. De Leoni Stanonik M, Hutson RK, Hubner KF, Smith GT, Licata CA, Thie JA, Rule KA, Campbell SK, and Dougherty Jr JH. Impairments in Selective Attention and Anosognosia in Mild AD Patients Evaluated with the Stroop Task. Abstract presented at the Eighth International Conference on Functional Mapping of the Human Brain, Sendai, Japan, June 2-6, 2002.
15. Potharaju SP, Smith GT, Hall NC and Hubner KF. Utility of FDG-PET in Management of Testicular Cancer and Prediction of Treatment Response. Abstract presented at the 49th Annual Meeting, Society of Nuclear Medicine, Los Angeles, CA, June 15-19, 2002.
16. De Leoni Stanonik M, Hubner KF, Smith GT, Hutson RK, Thie JA, Licata CA, Rule KA and Dougherty Jr. JD. Abnormalities of Selective Attention and Anosognosia as Shown by FDG-PET. Abstract presented at the 49th Annual Meeting, Society of Nuclear Medicine, Los Angeles, CA, June 15-19, 2002.
17. Besser M and Hutson RK. Pegvisomant, a Novel GH Receptor Antagonist, Does Not Affect Pituitary Tumor Volume in Patients with Acromegaly Regardless of Prior Therapy. Abstract presented at the 84th Annual Meeting of The Endocrine Society, San Francisco, CA, June 19-22, 2002.
18. Allen AM, Licata CA, Knight SP, Hutson RK. A Web-Based Tool To Teach Medical Students And Residents The Appropriate Use of Imaging Studies. Abstract presented at the Association of University Radiologists 51st Annual Meeting, Miami, FL, April 2003.
19. Hudson K, Rule KA, Hutson RK, Buehler MA. Peer Review Conference of Misdiagnosis on Imaging Studies to Assess Personal Practice Accuracy. Poster presented at the Practice-based Learning and Improvement 2005 Conference, co-sponsored by the Accreditation Council of Graduate Medical Education (ACGME) and the American Board of Medical Specialists (ABMS), Rosemont, IL, September 22-23, 2005.
20. Zhou Y, Dougherty JH, Hutson RK, Hubner KF and Townsend DW. Decreased Connectivity in the Posterior Cingulate Cortex (PCC) in Patients with Mild Cognitive Impairment (MCI) in Early Alzheimer's Disease. Abstract presented at the 5th Annual Leonard Berg Symposium, St. Louis, MO, October 7-8, 2005 (presented by Zhou Y).
21. de Leoni Stanonik M, Licata CA, Walton NC, Lounsbury JW, Hutson RK, Dougherty JH. The Self Test: A Screening Tool for Dementia Requiring Minimal Supervision. *International Psychogeriatrics* 2005 Dec; 17(4): 669-678. Epub 2005 Oct 25.
22. Hudson K, Rule KA, Hutson RK, Buehler MA. Peer Review conference of Misdiagnosis on Imaging Studies to Assess Personal Practice Accuracy. Abstract presented as an educational poster during the Association of University Radiologists 54th Annual Meeting, Austin, TX, April 5-8, 2006.
23. Barker RM, Hutson RK. Preoperative and Postoperative MR Imaging Evaluation of Pituitary Adenomas. Abstract presented as an educational poster during the American Society of Neuroradiology (ASNR) 44th Annual Meeting, San Diego, CA, April 29-May 5, 2006 (Barker R presenter).
24. Stava MW, Hutson RK. The Basics of Intrauterine Fetal MRI for the Diagnosis of Cerebral Congenital

Anomalies. Abstract presented as an educational poster during the American Society of Neuroradiology (ASNR) 44th Annual Meeting, San Diego, CA, April 29-May 5, 2006 (Stava MW presenter).

CONFERENCES/COURSES ATTENDED:

1. Symposia on Computer Applications in Medical Care (SCAMC), sponsored by the American Medical Informatics Association, Washington, D.C., 1989, 1990, 1991.
2. Keck Symposium on Computational Biology, sponsored by Rice University, Baylor College of medicine and The University of Houston, Houston, TX, 1991, 1992.
3. Spring Congress, American Medical Informatics Association, San Francisco, CA, 1992.
4. Medical Informatics Symposium, sponsored by the National Library of Medicine, Bethesda, MD, 1993.
5. Medical Imaging '93, sponsored by the International society for Optical Engineering (SPIE), Newport Beach, CA, 1993.
6. Radiological Society of North America, 80th Annual Meeting, Chicago, IL, November 26 - December 2, 1994.
7. 81st Scientific Assembly and Annual Meeting, Radiological Society of North America, Chicago, IL, November 26 - December 1, 1995.
8. MRI Tutorial Course 605T sponsored by New York University School of Medicine, New York, NY, May 3-7, 1999. 35.0 AMA Cat I CME hours
9. Annual meeting, The Endocrine Society, Toronto, Canada, June 23, 2000. 2.0 AMA Cat. I CME credits for the conference session: State of the Art Strategies for Diagnosis & Management of Acromegaly.
10. 30th International Symposium on GH and Growth Factors in Endocrinology and Metabolism. Monte-Carlo, Monaco, October 6-7, 2000.
11. Genotropin Physician Advisory Meetings, Monte-Carlo, Monaco, October 4-7, 2000.
12. Somavert Advisory Meeting, Monte-Carlo, Monaco, October 4, 2000.
13. Eleventh International Congress of Endocrinology, Sydney, Australia, October 29 - November 2, 2000.
14. UTMCK CME credits for 2000: Medicine Grand Rounds, 1.0;Oncology Grand Rounds, 3.0; Total: 4.0 AMA Cat I hours.
15. Thirty-ninth Annual Meeting, American Society of Neuroradiology, Boston, MA, April 21-27, 2001. 31.0 AMA Cat. I CME hours.
16. Forty-ninth Annual Meeting, Association of University Radiologists, Toronto, Canada, May 16-20, 2001.
17. Marconi-AUR Faculty Development Program, Toronto, Canada, May 18, 2001. 8.25 AMA Cat. I CME hours.
18. UTMCK CME credits for 2001: Clinical Cancer Committee, 1.0; Oncology Grand Rounds, 10.0; Total:

11.0 AMA Cat. I CME hours.

19. Somavert Global Advisory Meeting, Los Angeles, CA, January 26, 2002.
20. RSNA Grant Writing Course in Chicago, IL. First of four sessions: September 20-22, 2002.
21. UTMCK CME credits for 2002: Oncology Grand Rounds, 8.0 AMA Cat. I hours.
22. Biomedical Imaging Research Opportunities Workshop, Bethesda, MD, January 31, 2002-February 1, 2003.
23. Cardiovascular Magnetic Resonance Imaging: State Of The Art Including An Update On Computed Tomography, Williamsburg, VA, May 4-6, 2003. 20.0 AMA Cat. I CME hours.
24. The 2003 Annual Meeting of the Society For Computer Applications In Radiology (SCAR), Final Program: The 20th Symposium for Computer Applications In Radiology, Boston, MA, June 7-10, 2003. 28.0 AMA Cat. I CME hours.
25. UTMCK CME credits for 2003: Cardiology Grand Rounds, 1.0; Head & Neck Conference, 10.0; Oncology Grand Rounds, 3.0; Total: 14.0 AMA Cat. I CME hours.
26. Neuroradiology Education & Research (NER) Foundation Symposium & American Society of Neuroradiology (ASNR) 43rd Annual Meeting, Oak Brook, Illinois, May 21-27, 2005. 26.25 AMA/PRA Cat. I CME hours.
27. Practical Issues in Multiple Sclerosis: Advances in the Science of Neuroimmunology. Educational activity sponsored by the University of South Florida, Knoxville, TN, February 7, 2006. 1.5 AMA/PRA Cat. I CME hours.
28. Dean's Grand Rounds: Electronic Health Records. Educational activity sponsored by The University of Tennessee College of Medicine, University of Tennessee Medical Center, Knoxville, TN, February 9, 2006. 1.0 AMA Cat. I CME hours.
29. Department of Medicine Grand Rounds. Educational activity sponsored by The University of Tennessee College of Medicine, University of Tennessee Medical Center, Knoxville, TN, March 1, 2006. 1.0 AMA Cat. I CME hours.
30. International Stroke Conference 2006. Educational activity sponsored by The American Heart Association, Kissimmee, FL, February 16-18, 2006. 17.0 AMA/PRA Cat. I CME hours.
31. Using Vascular Imaging to Enhance CVD Risk Assessment. Educational activity sponsored by The University of Tennessee College of Medicine, University of Tennessee Medical Center, Knoxville, TN, November 8, 2006. 1.0 AMA/PRA Cat. I CME hours.
32. International Stroke Conference. Educational activity sponsored by The American Heart Association, San Francisco, CA, February 7-9, 2007. 21.75 AMA/PRA Cat. I CME hours. Nuts and Bolts Research Symposium. Educational activity sponsored by The University of Tennessee College of Medicine, Chattanooga, TN, September 14, 2007. 7.0 AMA/PRA Cat. I CME hours.
33. A Practical Approach to Musculoskeletal MRI. Educational activity sponsored by The Duke University School of Medicine, Las Vegas, Nevada, October 13-16, 2007. 20 AMA/PRA Cat. I credits.
34. Research Compliance Update/Healthcare Fraud in Tennessee. Educational activity sponsored by The University of Tennessee College of Medicine, Chattanooga, TN, February 28, 2008. 2.0 AMA/PRA Cat. I CME hours.
35. Nuts and Bolts Research Symposium. Educational activity sponsored by The University of Tennessee

College of Medicine, Chattanooga, TN, September 19, 2008. 2.25 AMA/PRA Cat. I Credits.

36. ACR-RBMA. November 2009
37. ASNR. May 2010
38. Emcare 24th Annual Leadership Conference. Educational activity sponsored by the American College of Emergency Physicians, Grapevine, TX, April 7 – 8, 2011. 7.75 AMA/PRA Cat. I Credits.
39. American College of Physician Executives. Boston. July 2011.
40. American Society of Spine Radiology. Annual meeting. February 2012.
41. RSNA. December 2012
42. Tennessee Medical Association PITCH. Nashville, TN. March 2014
43. Certified Physician Executive Capstone, Certifying Commission in Medical Management, Scottsdale, AZ, November 2015
44. RBMA (Radiology Business Management Association) Summit. 2016
45. American College of Radiology annual meeting. 2016
46. Conference on Machine Intelligence in Medical Imaging. SIIM. 2016
47. Conference on Machine Intelligence in Medical Imaging. SIIM. 2017
48. RBMA (Radiology Business Management Association) Paradigm annual meeting. 2018
49. Radiological Society of North America, 2022
50. Conference on Machine Intelligence in Medical Imaging. SIIM. 2023
51. Society for Imaging Informatics in Medicine, 2023
52. Radiological Society of North America, 2023
53. RSNA Radiology Informatics Council, 2023