



BOARD OF TRUSTEES MEETING

Thursday, January 08, 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

Introductions/Presentations

1. Administer Oath of Office, Ofc. Alan Dominguez

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.](#) Financials - November 2025
- [2.](#) Checks Over \$15,000 - Hill's Fire & Speed Shop (\$18,658.25) CIRSA (\$48,614.29)
3. Minutes from December 11, 2025, Meeting

- [4.](#) Resolution 01-2025 to Designate Posting Sites
- [5.](#) Resolution 03-2026 to Re-appoint Members to Parks and Trails Commission
- [6.](#) Resolution 05-2026 to Appoint Board Official to PPACG
- [7.](#) Resolution 07-2026 to Appoint Board Official to PPRBD
- [8.](#) Resolution 09-2026 Cancelling the Recall Election

Staff/Department Reports

9. Attorney
10. Police/Interim Town Administrator
- [11.](#) Town Clerk/Administration
- [12.](#) Water
- [13.](#) Public Works including Roads & Park Maintenance
14. Fire

Business Items

- [15.](#) Discussion - Town of Palmer Lake Fire Department
16. Resolution 02-2026 to Re-appoint Members to Planning Commission
- [17.](#) Resolution 04-2026 to Re-appoint Members to Board of Adjustments
- [18.](#) Ordinance 01-2026 Amending Section 1.2.010 Penalties for Non - Felony Criminal Violations Fee's
- [19.](#) Resolution 08-2026 Management of General & Conservation Trust Funds
- [20.](#) Accept Resignation of Trustee Tim Caves & Michael Boyett & Address Vacancy Announcement
- [21.](#) Accept Resignation of Krob Law & Address Request for Proposal

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

Board Reports**Next Meeting and Future Items -**

Board of Trustee Regular Meeting January 22, 2025,

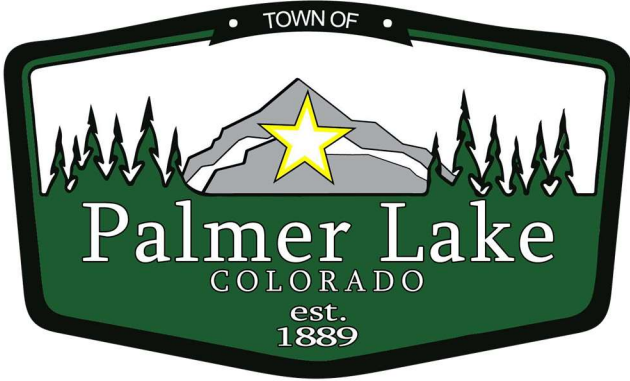
Adjourn

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.

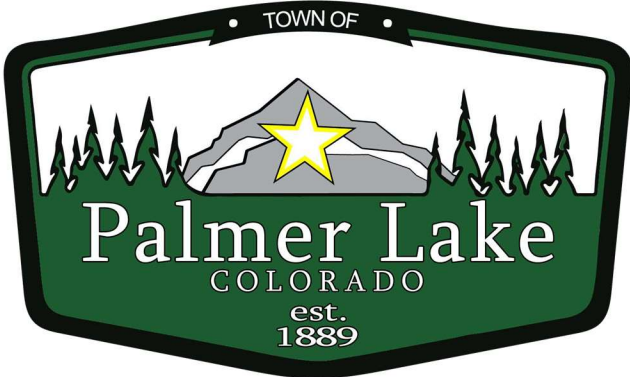


TOWN OF PALMER LAKE
Financial Statements
November 2025
Unaudited



**Schedule of Cash Position
November 2025**

TOWN OF PALMER LAKE				
Schedule of Cash Position				
November 2025				
FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 3,129,366
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.09%	\$ 1,645,867
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.09%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.09%	\$ 69,949
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.09%	\$ 11,649
General Fund Reserves Subtotal				\$ 1,727,472
General Fund Accounts Total				\$ 4,856,838
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,325,198
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve (WOF)	Savings	4.09%	\$ 209,650
Colorado Trust (ColoTrust)	Water Capital Reserve (WCF)	Savings	4.09%	\$ 232,983
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve (WCF)	Savings	4.09%	\$ 232,261
Water Fund Accounts Total				\$ 2,000,092
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.09%	\$ 31,852
Conservation Trust Fund Account Total				\$ 31,852



**Financial Reports
November 2025**

TOWN OF PALMER LAKE

Item 1.

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND

For the Ten Months Ended November 30, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 92%)
REVENUE				
Taxes	\$ 3,579,885	\$ 3,343,189	\$ (236,696)	93%
Fees and Licenses	288,725	198,324	(90,401)	69%
Fines	60,000	55,340	(4,660)	92%
Interest	85,567	79,207	(6,360)	93%
Departmental	70,500	82,866	12,366	118%
Grants and Donations	1,512,517	214,989	(1,297,528)	14%
Miscellaneous	87,600	828,491	740,891	946%
Total Revenue	<u>\$ 5,684,794</u>	<u>\$ 4,802,406</u>	<u>\$ (882,388)</u>	<u>84%</u>
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 290,011	\$ 17,242	94%
Professional Services	372,700	643,398	(270,698)	173%
Administrative/Operations	260,700	250,409	10,291	96%
Capital Outlays	26,200	23,154	3,046	88%
Total Administration	<u>\$ 966,853</u>	<u>\$ 1,206,972</u>	<u>\$ (240,119)</u>	<u>125%</u>
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 943,115	\$ 181,494	84%
Professional Services	114,400	78,716	35,684	69%
Administrative/Operations	184,009	173,533	10,476	94%
Capital Outlays	12,000	63,411	(51,411)	528%
Total Police Department	<u>\$ 1,435,018</u>	<u>\$ 1,258,775</u>	<u>\$ 176,243</u>	<u>88%</u>
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 870,755	\$ 128,765	87%
Professional Services	17,700	14,960	2,740	85%
Administrative/Operations	137,525	116,341	21,184	85%
Capital Outlays	15,000	77,089	(62,089)	514%
Total Fire Department	<u>\$ 1,169,745</u>	<u>\$ 1,079,145</u>	<u>\$ 90,600</u>	<u>92%</u>
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 241,626	\$ 51,753	82%
Professional Services	31,300	21,465	9,835	69%
Administrative/Operations	187,800	133,611	54,189	71%
Capital Outlays	1,825,996	122,236	1,703,760	7%
Total Roads Department	<u>\$ 2,338,475</u>	<u>\$ 518,938</u>	<u>\$ 1,819,537</u>	<u>22%</u>
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 47,491	\$ 109	100%
Capital Outlays	20,000	9,374	10,626	47%
Total Parks Department	<u>\$ 67,600</u>	<u>\$ 56,865</u>	<u>\$ 10,735</u>	<u>84%</u>
Total Expenditures	<u>\$ 5,977,691</u>	<u>\$ 4,120,695</u>	<u>\$ 1,856,996</u>	<u>69%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (292,897)</u>	<u>\$ 681,711</u>	<u>\$ 974,608</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 4,721,781</u>		
FUND BALANCE - END OF YEAR		<u><u>\$ 5,403,492</u></u>		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUNDS AVAILABLE - BUDGET AND ACTUAL WATER ENTERPRISE FUND

For the Ten Months Ended November 30, 2025
UNAUDITED

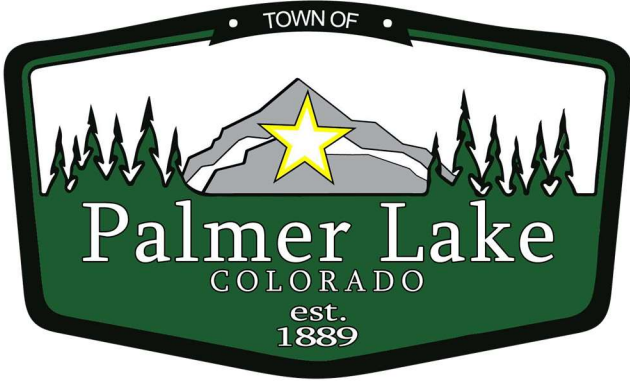
	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 92%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 1,265,551	\$ (172,706)	88%
Water Improvement Fee	79,626	72,909	(6,717)	92%
Water Loan	217,596	199,553	(18,043)	92%
Water Tap Fees	75,090	25,030	(50,060)	33%
Water Meter/Parts	2,550	850	(1,700)	33%
Late Fees/Service Fees	15,000	17,828	2,828	119%
Interest	30,000	26,367	(3,633)	88%
Grants	-	7,500	7,500	0%
Miscellaneous	-	3,306	3,306	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 1,618,894</u>	<u>\$ (239,225)</u>	<u>87%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 442,408	\$ 108,731	80%
Professional Services	133,500	79,815	53,685	60%
Administrative/Operations	443,300	382,133	61,167	86%
Capital Outlays	454,800	425,067	29,733	93%
Debt Service	211,887	211,887	-	100%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 1,541,310</u>	<u>\$ 253,316</u>	<u>86%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 63,493</u>	<u>\$ 77,584</u>	<u>\$ 14,091</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,553,576</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,631,160</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,414,589</u></u>		

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Ten Months Ended November 30, 2025 UNAUDITED

	<u>2025 Original Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent of Budget (YTD 92%)</u>
REVENUE				
State Shared Revenue	\$ 36,000	\$ 22,619	\$ (13,381)	63%
Interest	1,425	1,244	(181)	87%
Total Revenue	<u>\$ 37,425</u>	<u>\$ 23,863</u>	<u>\$ (13,562)</u>	<u>64%</u>
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ 10,528	\$ 2,768	79%
Administrative/Operations	4,000	16,500	(12,500)	413%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	<u>\$ 27,296</u>	<u>\$ 27,028</u>	<u>\$ 268</u>	<u>99%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 10,129</u>	<u>\$ (3,165)</u>	<u>\$ (13,294)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 79,157</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 75,992</u></u>		



**Accounts Payable Reports
November 2025**

Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Item 1.

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	11/1/2025
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51163	AIRGAS	AIRGAS USA, LLC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$108.82
51164	AMCOBIIT	AMCOBI	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$3,874.00
* 51165	BENESCH	BENESCH	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$816.64
51166	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$2,100.00
51167	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$110.00
51168	COLORADORURALWA	Colorado Rural Water Associati	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$320.00
51169	CKT	COMMON KNOWLEDGE TECHNOLOGY	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$2,837.30
51170	HYDROCORP	HYDROCORP INC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$459.45
51171	KATHYNEAL	KATHY NEAL	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$15.51
51172	MES	MES SERVICE COMPANY, LLC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$670.36
51173	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$8,814.10
51174	OREILLY	O'Reilly Automotive, Inc.	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$26.07
51175	OLSSON	OLSSON	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$1,806.49
51176	POLARIZEDELECTR	POLARIZED ELECTRIC INC	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$1,109.28
51177	REPUBLICSERVICE	REPUBLIC SERVICES #653	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$869.68
51178	ROCKYMOUNTAINCO	Rocky Mountain Comm Systems, I	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$2,035.00
51179	SLWS	SALT LAKE WHOLESALE SPORTS	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$612.00
51180	T2SYSTEMS	T2 SYSTEMS CANADA INC.	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$105.00
51181	GAZETTE	THE GAZETTE	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$319.82
51182	UNIONPACIFICRAI	UNION PACIFIC RAILROAD COMPANY	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$2,623.13
51183	UNCC	UTILITY NOTIFICATION CENTER OF	11/6/2025	COBANK-CKG 9495	PMCHK00000252	\$33.10
51184	ACCREDITEDSECU	ACCREDITED SECURITY	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$2,112.00
51185	ALERT360	ALERT 360	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$32.03
51186	AT&TMOBILITY	AT & T MOBILITY	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$1,730.28
51187	CENTURYLINK	CENTURYLINK	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$1,393.12
51188	CML	CML	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$1,780.00
51189	COLORADOANALYTI	COLORADO ANALYTICAL LAB	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$853.00
51190	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$35.00
51191	GALLS	GALLS, LLC	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$996.97
51192	MYFLEETCENTER	MYFLEETCENTER	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$67.12
51193	ORKIN	Orkin	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$625.25
51194	PALMERLAKESANIT	PALMER LAKE SANITATION	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$1,155.36
51195	SPRINGSFASTNERC	SPRINGS FASTENER CO.	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$42.17
51196	SPRINGSMOUNTAIN	Springs Mountain Water	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$75.15
51197	TRITECH	TRI-TECH FORENSICS INC.	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$147.50
51198	UNIVERSITYOFDEN	UNIVERSITY OF DENVER	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$2,800.00
51199	USBLUEBOOK	USBLUEBOOK	11/13/2025	COBANK-CKG 9495	PMCHK00000253	\$163.38
51200	ACCELERATEDWEAL	ACCELERATED WEALTH ADVISORS	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51201	AIRGAS	AIRGAS USA, LLC	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$52.56
51202	ARCHITIVITY	ARCHITIVITY LIMITED	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$6,000.00
51203	BLAKEJORDE	BLAKE JORDE	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51204	CINTAS	CINTAS	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$53.08
51205	GEORGESWEET	GEORGE SWEET	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51206	HACHCOMPANY	HACH COMPANY	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$13,250.30
51207	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$281.15
51208	JANIESTEPHENS	JANIE STEPHENS	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51209	CICCOLELLAJOH	JOHN CICCOLELLA	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$320.00
51210	JRENGINEERING	JR ENGINEERING, LLC	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$3,977.50
51211	KROBLAWOFFICES	KROB LAW OFFICE, LLC	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$11,130.00
51212	LYONSGADDIS	LYONS GADDIS	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$511.50
51213	MARYRECTALUGO	MARY LUGO CORTES	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51214	OREILLY	O'Reilly Automotive, Inc.	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$1.75
51215	DPCINDUSTRIES	PVS DX, INC.	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$70.00
51216	ANTHONYKING	SOLMETEX	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51217	SUSANFINK	SUSAN FINK	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51218	PERLALOPEZ	THEODORE LOPEZ	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51219	TRILAKESPRINTIN	TRI-LAKES PRINTING	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$7.20
51220	UCH-MHS	UCHealth	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$10,081.71
51221	KARENMURPHY	Vanguard Tri-Lakes Church	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$75.00
51222	WEARPARTS&EQUIP	Wear Parts & Equipment	11/20/2025	COBANK-CKG 9495	PMCHK00000254	\$1,366.25
51223	BENJAMINSHANKS	BENJAMIN SHANKS	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$115.00
51224	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$280.89
51225	COLORADOANALYTI	COLORADO ANALYTICAL LAB	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$100.00
51226	MONARCHMERCHANT	MONARCH MERCHANDISING	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$167.20
51227	MONUMENTAUTOCLI	MONUMENT AUTO CLINIC	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$1,154.26
51228	MYFLEETCENTER	MYFLEETCENTER	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$659.67
51229	TLECC	TIMBER LINE ELECTRIC & CONTROL	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$464.50
51230	TRILAKESCOLLISI	TRI-LAKES COLLISION	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$6,891.74
51231	TRILAKESGARAGED	TRI-LAKES GARAGE DOORS, LLC	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$255.00
51232	VERMEER	VERMEER	11/26/2025	COBANK-CKG 9495	PMCHK00000255	\$59,264.09
Total Checks: 70						Total Amount of Checks: \$159,987.79

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
Checkbook ID	11/1/2025	11/30/2025
	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
11/3/2025	CMTRX00000231	Bank Transaction Entry	WDL000002486	Parking Kiosk Fees	253.93
11/3/2025	CMTRX00000231	Bank Transaction Entry	WDL000002485	Card Connect	88.04
11/5/2025	CMTRX00000231	Bank Transaction Entry	WDL000002488	WEX Fuel	3,556.32
11/5/2025	CMTRX00000231	Bank Transaction Entry	WDL000002482	FPPA	2,519.00
11/5/2025	CMTRX00000231	Bank Transaction Entry	WDL000002480	FPPA	13,509.49
11/5/2025	CMTRX00000231	Bank Transaction Entry	WDL000002478	PCS	2,618.96
11/6/2025	CMTRX00000231	Bank Transaction Entry	WDL000002477	CORE Electric	9,903.45
11/7/2025	CMTRX00000231	Bank Transaction Entry	WDL000002484	Humana	2,001.65
11/10/2025	CMTRX00000231	Bank Transaction Entry	WDL000002483	HealthEquity	5.00
11/10/2025	CMTRX00000231	Bank Transaction Entry	WDL000002467	Black Hills Energy	138.40
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002487	Pinnacol Assurance	783.81
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002475	Black Hills Energy	33.65
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002474	Black Hills Energy	34.95
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002473	Black Hills Energy	39.53
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002472	Black Hills Energy	42.13
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002471	Black Hills Energy	25.81
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002470	Black Hills Energy	86.56
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002469	Black Hills Energy	45.41
11/12/2025	CMTRX00000231	Bank Transaction Entry	WDL000002468	Black Hills Energy	61.08
11/13/2025	CMTRX00000231	Bank Transaction Entry	WDL000002489	Paycom	88,944.72
11/17/2025	CMTRX00000231	Bank Transaction Entry	WDL000002476	Visa Cardmember Services	8,516.36
11/20/2025	CMTRX00000231	Bank Transaction Entry	WDL000002481	FPPA	14,249.51
11/20/2025	CMTRX00000231	Bank Transaction Entry	WDL000002479	PCS	3,110.87
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002465	Amcobi	133.80
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002464	Amcobi	221.80
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002463	Amcobi	95.41
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002462	Amcobi	123.60
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002461	Amcobi	101.83
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002460	Amcobi	148.92
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002459	Amcobi	95.41
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002458	Amcobi	89.25
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002457	Amcobi	1,370.70
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002456	Amcobi	1,063.36
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002455	Amcobi	136.32
11/21/2025	CMTRX00000231	Bank Transaction Entry	WDL000002454	Amcobi	101.83
11/26/2025	CMTRX00000231	Bank Transaction Entry	WDL000002490	Paycom	90,445.06
11/26/2025	CMTRX00000231	Bank Transaction Entry	WDL000002466	Anthem	14,801.17
Total ACHs:	37			Total Amount of ACHs:	\$ 259,497.09



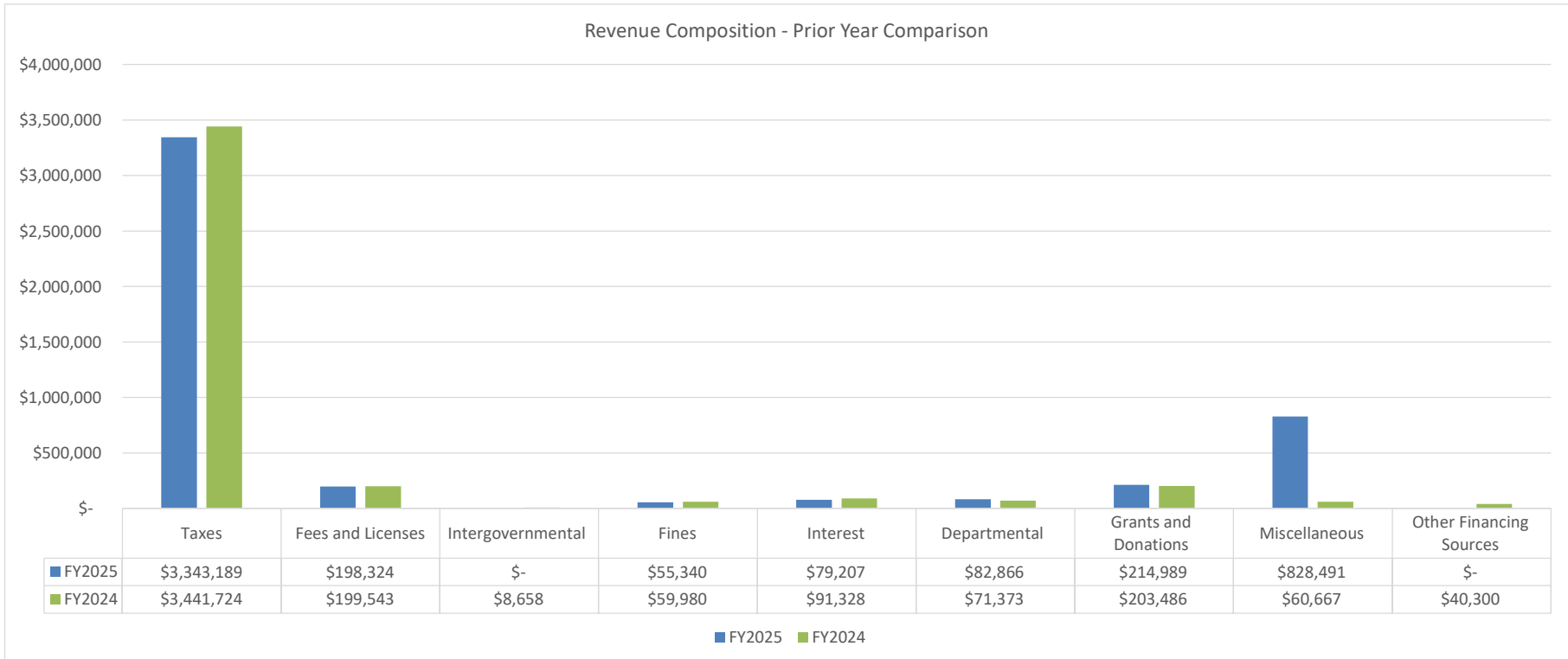
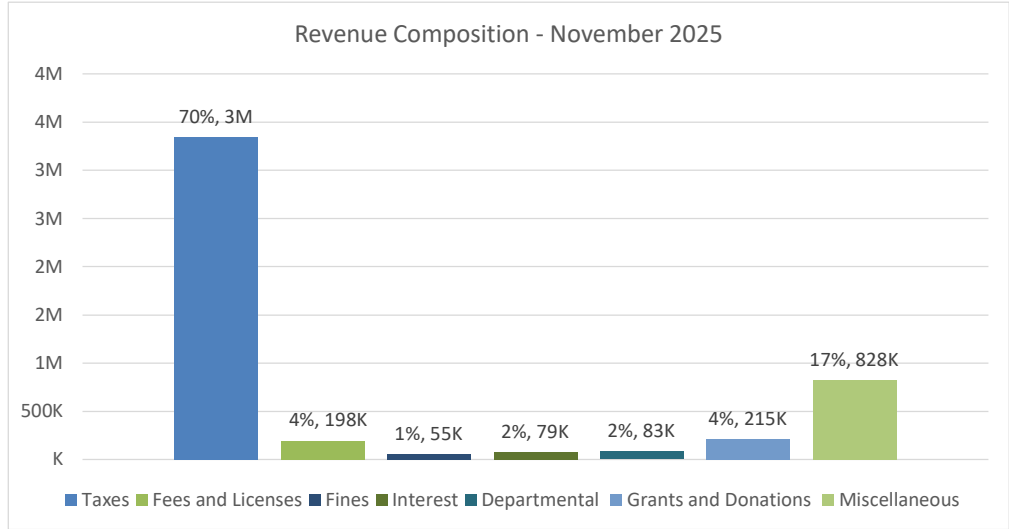
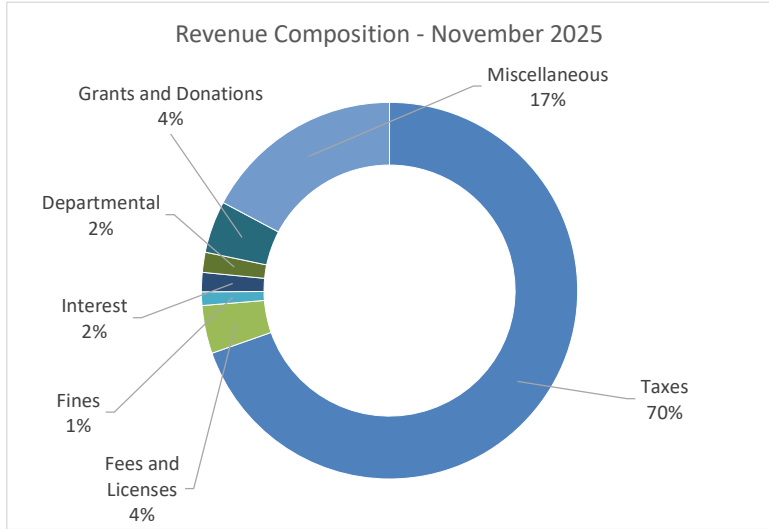
Charts
November 2025

TOWN OF PALMER LAKE

Item 1.

REVENUE CHARTS GENERAL FUND

For the Ten Months Ended November 30, 2025
UNAUDITED

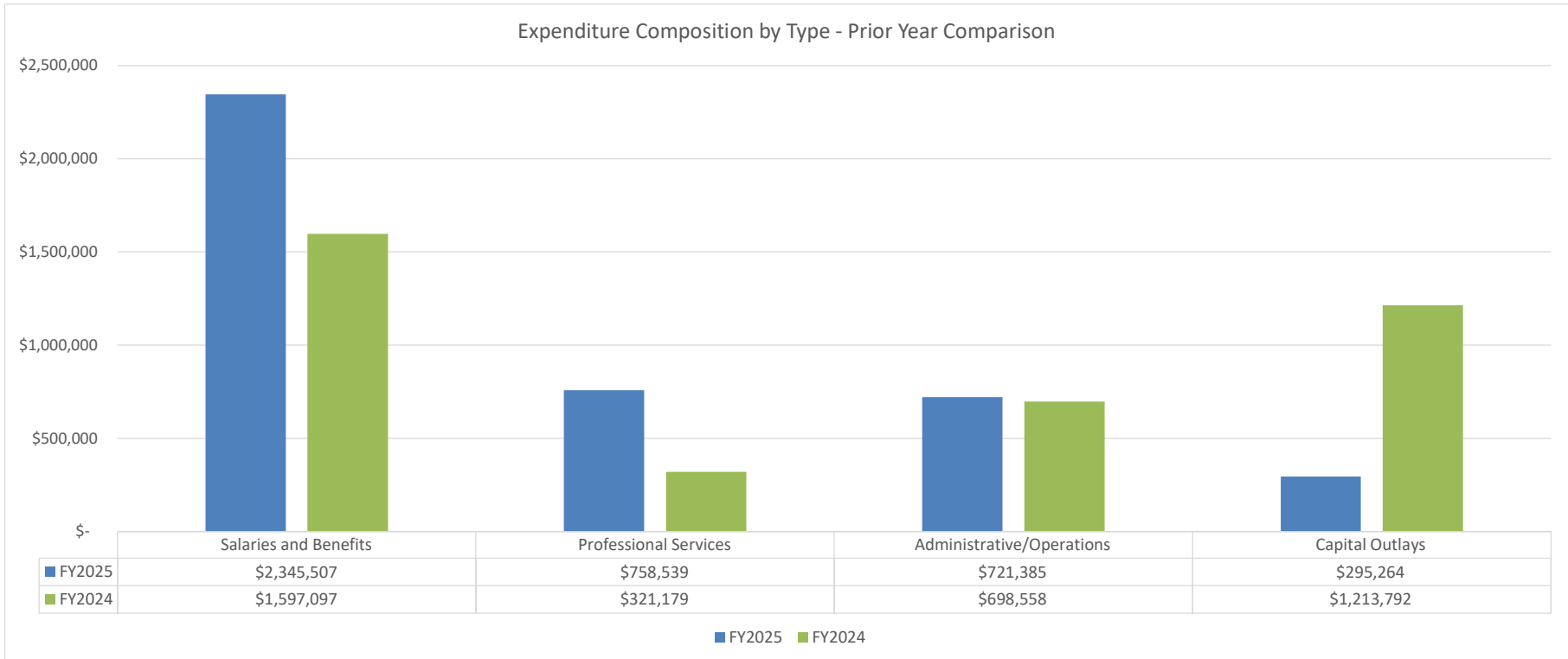
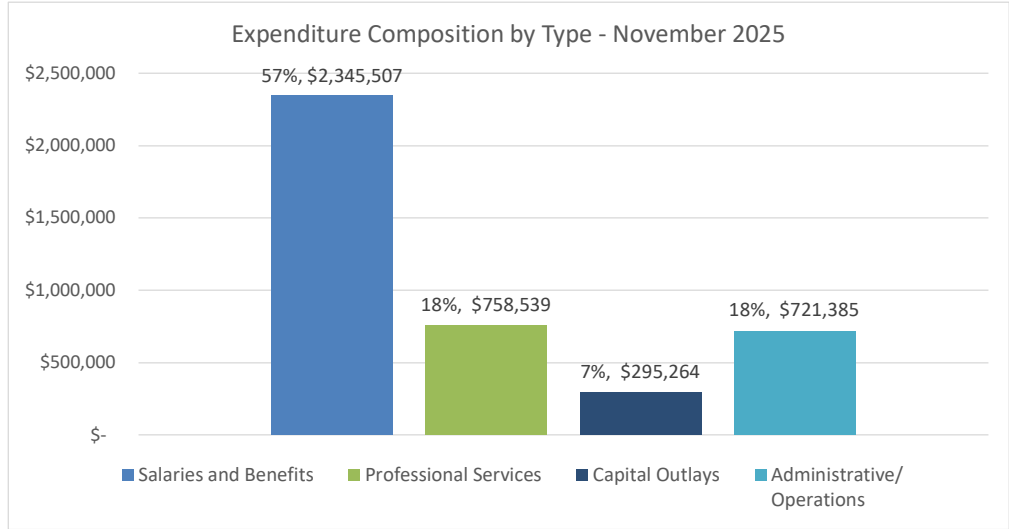
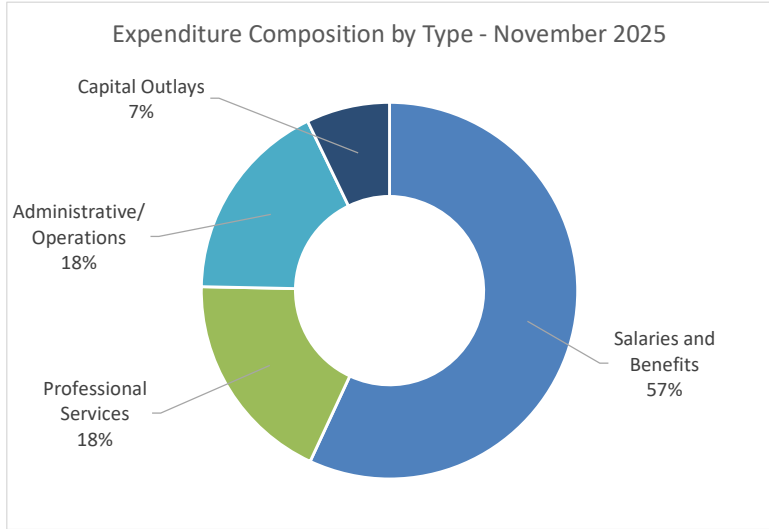


TOWN OF PALMER LAKE

Item 1.

EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended November 30, 2025
UNAUDITED



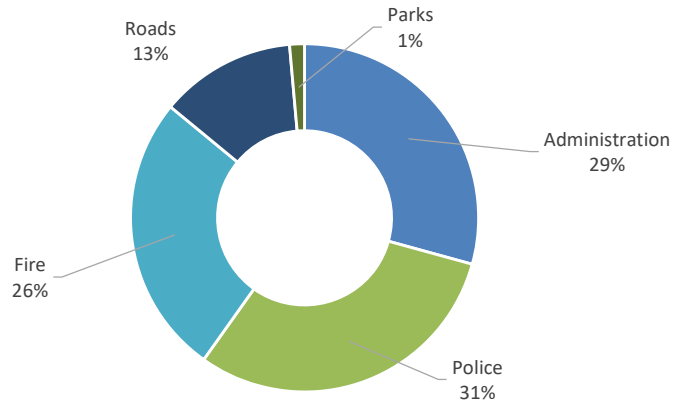
TOWN OF PALMER LAKE

Item 1.

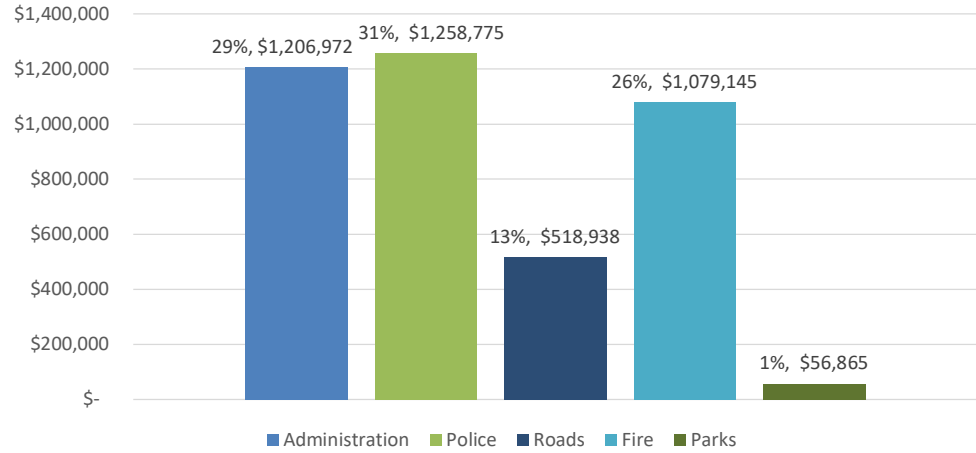
EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended November 30, 2025
UNAUDITED

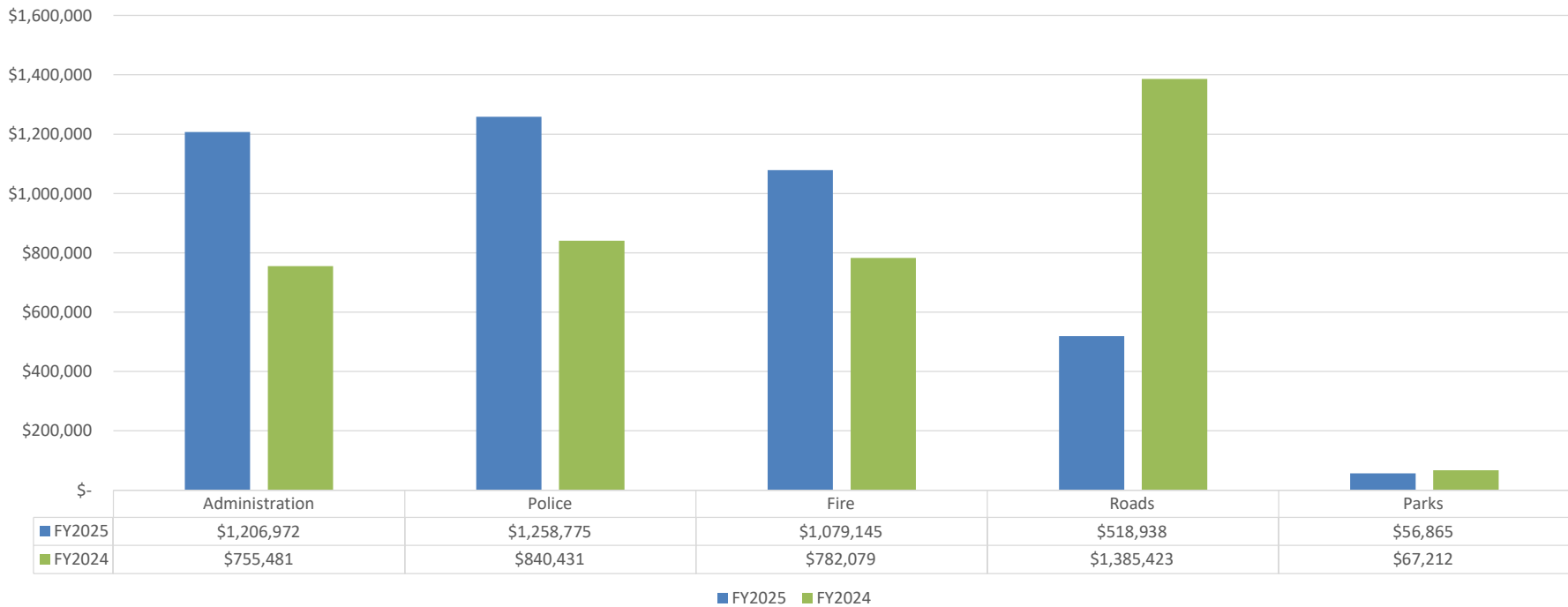
Expenditure Composition by Department - November 2025



Expenditure Composition by Department - November 2025



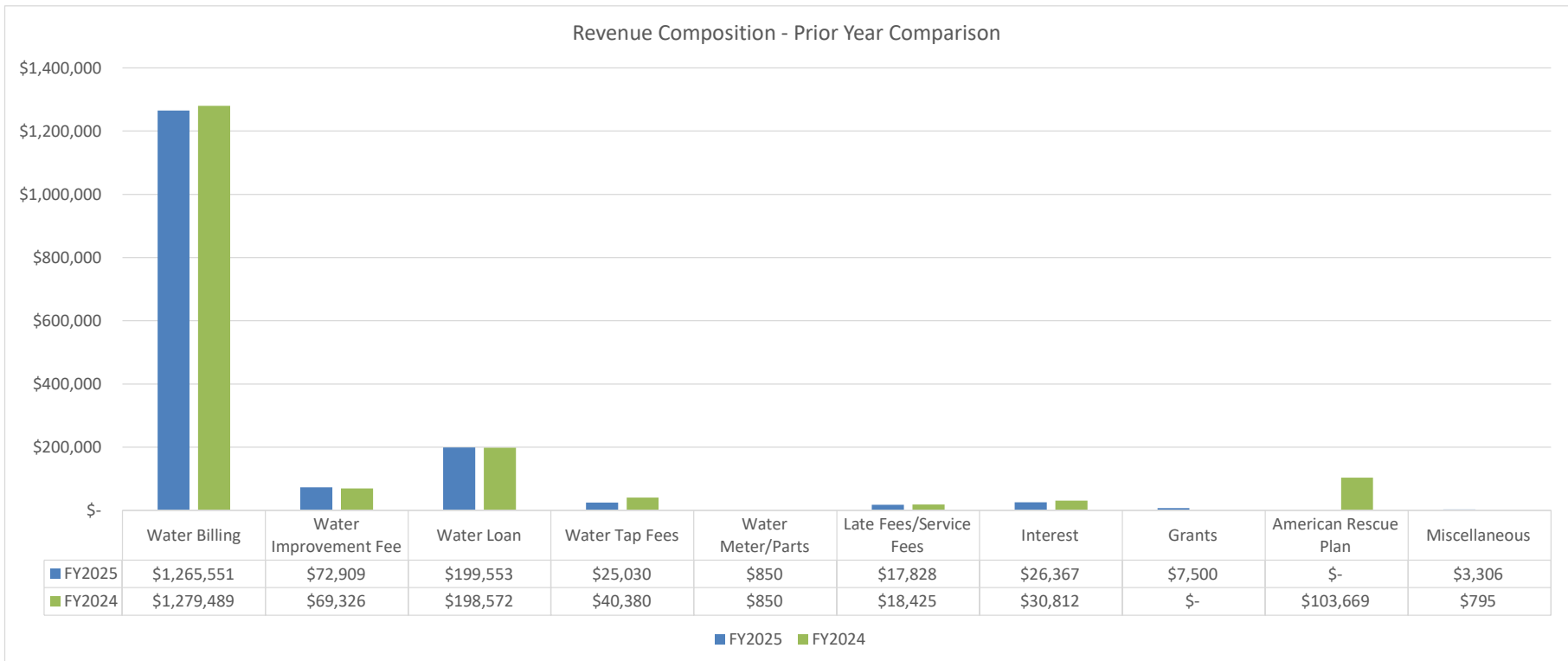
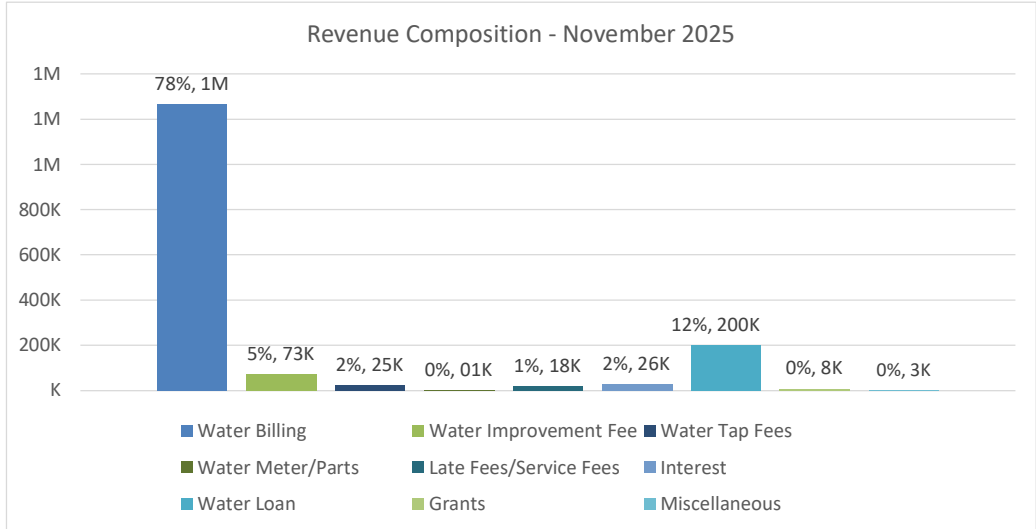
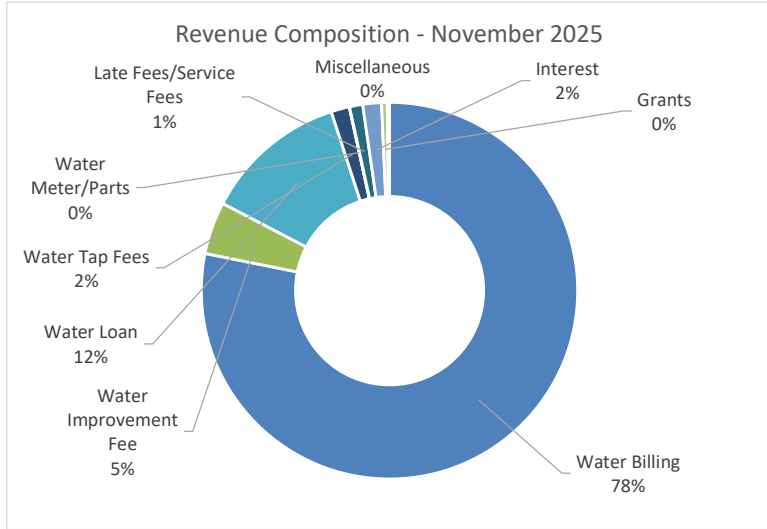
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 1.

REVENUE CHARTS WATER ENTERPRISE FUND For the Ten Months Ended November 30, 2025 UNAUDITED



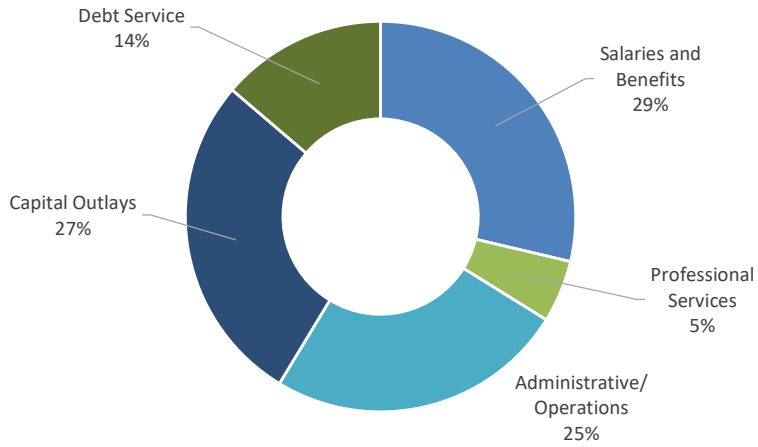
TOWN OF PALMER LAKE

Item 1.

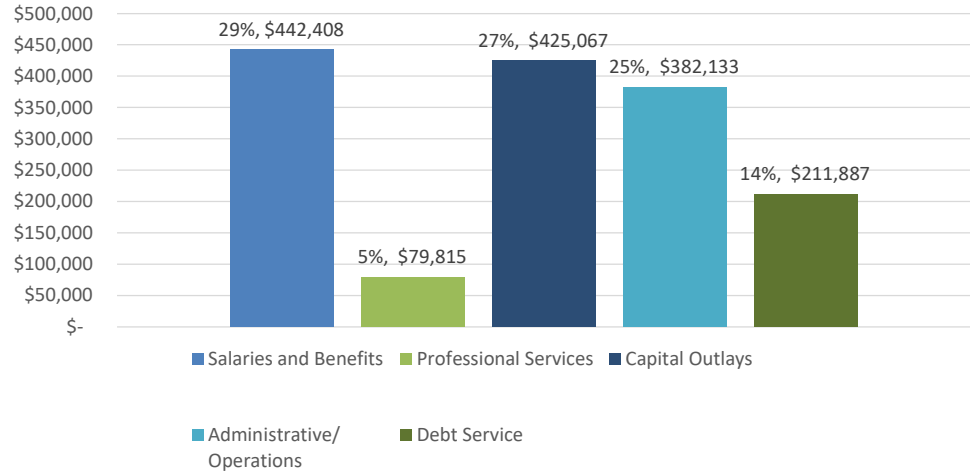
EXPENDITURE CHARTS WATER ENTERPRISE FUND

For the Ten Months Ended November 30, 2025
UNAUDITED

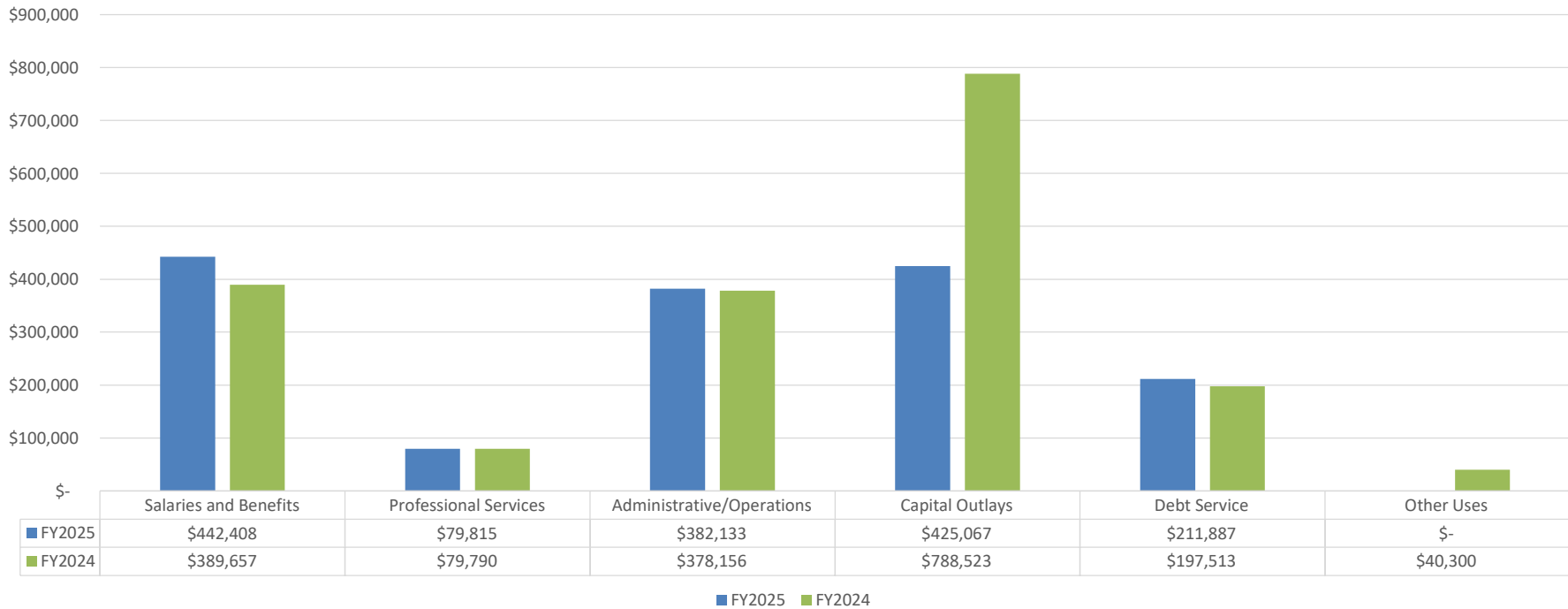
Expenditure Composition by Type - November 2025



Expenditure Composition by Type - November 2025



Expenditure Composition by Type - Prior Year Comparison





QUARTERLY INVOICE

Document Date: January 1, 2026

Invoice No: INV1003136

Member ID: 12468

Due Date: February 15, 2026

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

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
All Risk Property	01/01/2026-01/01/2027	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

70% 10-00-2026 Prepaid = 1300 \$
30% 20-00-1300
PAYMENT OPTIONS: *70% Admin* ACCOUNT# *10-21-5133 = 34,030.00*
30% Water *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 of Palmer Lake
2026 Contribution Breakdown

All Risk Property Deductible:	\$5,000
Standard – 1% of individual damage building values or .1% of total building values.	
Auto Liability Deductible:	\$2,500
Auto Physical Damage Deductible:	\$5,000
General Liability Deductible:	\$2,500
Public Officials Errors & Omissions Liability Deductible:	\$2,500
Law Enforcement Liability Deductible:	\$25,000

	Exposure	Contribution
PROPERTY COVERAGE		
All Risk Property Building Values	\$17,227,918.75	\$27,622.41
All Risk Property Contents Values	\$779,490.61	\$1,249.78
OTHER PROPERTY		
Business Income	\$20,612.00	\$33.05
Loss of Rents	\$0.00	\$0.00
Extra Expense	\$22,903.00	\$36.72
Valuable Papers	\$28,629.00	\$45.90
Electronic Data Processing	\$83,589.00	\$134.02
Accounts Receivable	\$28,629.00	\$45.90
Fencing	\$8,435.00	\$13.52
Mobile Equipment	\$693,808.09	\$1,112.42
Employee-Owned Tools	\$0.00	\$0.00
Law Enforcement Animals	\$0.00	\$0.00
Overhead Transmission Lines or Distribution Lines & Poles	\$0.00	\$0.00
Park Equipment	\$23,616.00	\$37.86
Athletic Equipment	\$26,868.00	\$43.08
Outdoor Lighting	\$6,748.00	\$10.82
Transformers	\$0.00	\$0.00
Signage	\$5,623.00	\$9.02
Swimming Pool Items	\$0.00	\$0.00
General Outdoor Items	\$10,459.00	\$16.77
Other Miscellaneous Property	\$0.00	\$0.00
Fine Arts	\$34,355.00	\$55.08
Golf Courses	\$0.00	\$0.00
Watercraft	\$0.00	\$0.00
Drones	\$0.00	\$0.00
AUTO LIABILITY COVERAGE		
All Trucks	13	\$4,136.86
Ambulances	0	\$0.00
Cars/Truck-Emergency Response	13	\$6,531.85
Cars-Passenger	0	\$0.00
Fire Trucks	2	\$770.42
Motorcycles	0	\$0.00
School Buses	0	\$0.00
Street Sweepers	0	\$0.00
Trailers	3	\$0.00
Transportation Buses	0	\$0.00
AUTO PHYSICAL DAMAGE COVERAGE		
All Trucks Values	\$481,380.00	\$5,328.88
Ambulances Values	\$0.00	\$0.00
Cars/Truck-Emergency Response Values	\$388,779.11	\$4,303.78
Cars-Passenger Values	\$0.00	\$0.00



Fire Trucks Values	\$427,860.00	\$4,736.41
Motorcycles Values	\$0.00	\$0.00
School Buses Values	\$0.00	\$0.00
Street Sweepers Values	\$0.00	\$0.00
Trailers Values	\$8,200.00	\$90.77
Transportation Buses Values	\$0.00	\$0.00
GENERAL LIABILITY COVERAGE		
Total Operating Expenditures (less airport expenditures)	\$8,600,000.00	\$7,936.02
SEPARATELY-RATED EXPOSURES		
Electric Distribution Payroll	0.00	\$0.00
Electric Generation Payroll	0.00	\$0.00
Gas Payroll	0.00	\$0.00
Residential Property Square Footage	0.00	\$0.00
Jail/Holding Facilities Area	0.00	\$0.00
Recreational Facilities Area	0.00	\$0.00
Swimming Pools (Total Number)	0.00	\$0.00
Water/Sewer Payroll	465,000.00	\$2,335.23
PUBLIC OFFICIALS ERRORS & OMISSIONS COVERAGE		
Total Operating Expenditures (less airport expenditures)	\$8,600,000.00	\$16,224.39
Employment Practices Liability	\$8,600,000.00	\$871.33
Employment Benefit Liability	\$8,600,000.00	\$352.94
LAW ENFORCEMENT LIABILITY		
Police Department Full Time Officers	11.00	\$97,127.28
Police Department Reserve/Part Time Officers	3.00	\$13,244.63
Optional Coverages		
Property Damage from Mobile Equipment		\$0.00
No-Fault Water Line Rupture and/or Sewer Backup	Option	\$0.00
Total Contribution		\$194,457.14

Vendor ID	Name	Payment Number	Check Date	Check Number		
CIRSA	CIRSA	0003794	12/30/2025	51324		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
INV1003136	12/30/2025	2026 insurance premium	\$48,614.29	\$48,614.29	\$0.00	\$48,614.29

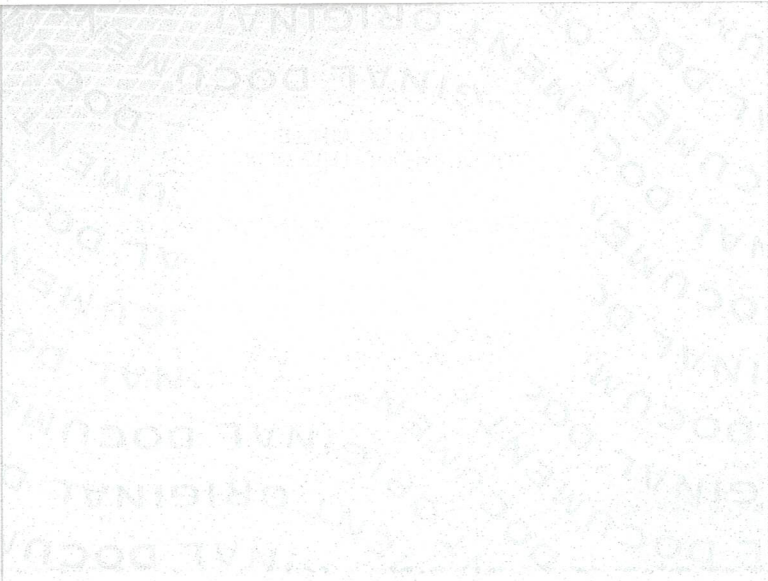
Item 2.

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

LMP100 M/P CHECK

ENDORSE HERE

CHECK BOX FOR MOBILE/REMOTE DEPOSIT
WRITE NAME OF FINANCIAL INSTITUTION ON LINE ABOVE



- Security Features exceed industry standards and include:
- ImageMatch®: Matching account and check number
- On Back Patent (No. 8,240,083)
- MobileMark®: Mobile Deposit check mark to indicate check has been deposited via mobile device
- The Security Weave® pattern on back designed to deter fraud
- Microprint (MP) lines printed on front and back
- The words "ORIGINAL DOCUMENT" across the back
- Photo Safe Deposit® icon visible on front and back
- Do not cash if:
- Any of the features listed above are missing or appear altered
- Fugitive Ink on back looks pink or has disappeared
- Brown stains or colored spots appear on both front and back.

Town of Palmer Lake
02903119495
402120213
051324

INVOICE

Item 2.

HILL'S FIRE & SPEED SHOP

7541 SHENANDOAH DRIVE
ELIZABETH, CO, 80107
303-518-6655

Palmer Lake Fire Department
12 Valley Crescent St.
Palmer Lake, CO, 80133
719-481-2902

Vehicle: 1997 PIERCE SABER
VIN: 4P1CT02U7WA000124
Lic Plate: PLF0124
Mileage In: 0
Mileage Out: 0

RO # 232
Start Date: 12/9/2025
Start Time: 7:17:00 AM
Dept: Customer Pay
Comp Date:

Customer Request/Description/Complaint

Pump transmission intermittently not engaging. Check and advise.

<u>Labor</u>	<u>Amount</u>
Verified concern, found metal contamination in pump transmission oil. Drained and flushed pump transmission, found broken shift shoe pin. Pump transmission will need to be removed and overhauled.	10000.00

Remove and overhaul pump transmission. -Unit to arrive for repairs January 2026. Prepay estimate per customer request, final total may vary once internal inspection is performed and repair is completed.

<u>Parts</u>	<u>Type</u>	<u>Price</u>	<u>Qty</u>	<u>Amount</u>
W16306	Ball Bearing Single Row	N	25.20 1	25.20
72969	Collar Shift	N	1236.06 1	1236.06
V2002	Bearing Needle	N	239.40 2	478.80
52089	Gear Tachometer	N	168.84 1	168.84
52088	Sleeve Oil Seal	N	73.08 1	73.08
W16212	Ball Baering Single Row	N	64.40 3	193.20
V2411	Oil Seal	N	60.48 1	60.48
W16307	Ball Bearing Single Row	N	33.60 2	67.20
V1168	Breather	N	57.33 1	57.33
W07	Washer Bearing Lock	N	5.29 1	5.29
N07	Nut Bearing Lock	N	15.75 1	15.75
V2061	Oil Pump	N	356.58 1	356.58
62049	Pivot Pin	N	57.33 1	57.33
62557	Arm Locking	N	139.86 1	139.86
51639	Shoe Shifter	N	77.49 1	77.49
83894	Shaft Coupling	N	1261.26 1	1261.26
W3944-350	Oil Seal	N	46.62 1	46.62
62184	Shift Shaft	N	391.86 1	391.86
62811	Gear Sector	N	286.02 1	286.02
51698	Spacer Sector	N	42.21 1	42.21
51694	Bearing Sleeve	N	1.51 1	1.51
K945	Spirol Pin Kit	N	84.42 1	84.42
61023-2	Arm Shift	N	126.00 1	126.00
51716-1	Hose Subassembly	N	105.84 1	105.84
51716-6	Hose Subassembly	N	93.87 1	93.87
K1102	Kit Shift Fork	N	575.82 1	575.82
V2062	Pin Set	N	32.13 1	32.13

I hereby authorize the above named business to perform the repair work listed above along with necessary materials. You and your employees may operate the above vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs. Thereto it is understood that this company assumes no responsibility for or damage by theft or fire to vehicles placed with them for storage, sale, repair, or while road testing.

INVOICE

Item 2.

HILL'S FIRE & SPEED SHOP
 7541 SHENANDOAH DRIVE
 ELIZABETH, CO, 80107
 303-518-6655

Palmer Lake Fire Department
 12 Valley Crescent St.
 Palmer Lake, CO, 80133
 719-481-2902

Vehicle: 1997 PIERCE SABER
VIN: 4P1CT02U7WA000124
Lic Plate: PLF0124
Mileage In: 0
Mileage Out: 0

RO # 232
Start Date: 12/9/2025
Start Time: 7:17:00 AM
Dept: Customer Pay
Comp Date:

50915	Screw	N	16.10	2	32.20
51640	Retainer Adjusting Screw	N	3.92	2	7.84
K959	Spacer/Retaining Ring	N	142.38	1	142.38
51777	Bearing Sleeve	N	15.12	1	15.12
V2203	Oil Strainer	N	110.88	1	110.88
52540	Sealing Boot	N	2.77	1	2.77
K547-1	Gasket Shim Kit	N	274.68	1	274.68
62798	Shift Lever	N	219.24	1	219.24
W3956-438	Oil Seal	N	63.70	1	63.70
52635	Sleeve Bearing	N	14.49	1	14.49
ATF	ATF	N	12.60	12	151.20
5-280X	U-Joint	N	105.71	2	211.42
MISC	Gaskets/Seals/Hardware	N	500.00	1	500.00
Job Total					17805.97

Customer Request/Description/Complaint

Post repair pump test.

Labor

Post repair pump test.

ACCOUNT # <u>1041-5310</u>	Amount
Job Total	450.00
Job Total	
450.00	

Type	Date Paid	Amt Paid	How Paid	Recd By
------	-----------	----------	----------	---------

Total Labor:	\$10,450.00
Total Parts:	\$7,805.97
Total Sublet:	\$0.00
Shop Charges	\$300.00
HAZMAT Charge:	\$15.00
Freight Charges:	\$87.28
Subtotal:	\$18,658.25
Total Tax:	\$0.00
Total Invoice:	\$18,658.25

Customer Signature

I hereby authorize the above named business to perform the repair work listed above along with necessary materials. You and your employees may operate the above vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehicle to secure the amount of repairs. Thereto it is understood that this company assumes no responsibility for or damage by theft or fire to vehicles placed with them for storage, sale, repair, or while road testing.

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

RESOLUTION NO. 1 - 2026

**A RESOLUTION DESIGNATING POSTING LOCATIONS FOR PUBLIC NOTICE
OF TOWN MEETINGS, PALMER LAKE, COLORADO**

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

WHEREAS, C.R.S. 24-6-402(2)(C) requires all local public bodies, at the first regular meeting of each calendar year, to designate posting places for posting notices of public meetings.

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

Section 1. Notices of all meetings of the local public bodies of the Town of Palmer Lake, including the Town Board of Trustees, Planning Commission, Board of Adjustment, and Parks & Trails Commission and any committee thereof, shall be posted on the Town's website calendar. In addition, the historic practice of posting a paper copy of the meeting agenda will continue as a courtesy at the following:

- Town office located at 42 Valley Crescent and/or Town hall located at 28 Valley Crescent
- Palmer Lake Post Office located at 10 Primrose St (Hwy 105)

Section 2. If the Town is unable to post a timely notice for a public meeting online due to exigent or emergency circumstances, such as a power outage or interruption of internet service, a paper copy shall be posted at a minimum of two locations identified in Section 1.

Section 3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor

ATTEST:

By: _____
Erica N. Romero, Town Clerk

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

RESOLUTION NO. 3 - 2026

**A RESOLUTION TO APPROVE APPOINTMENTS TO PARKS & TRAILS COMMISSION,
PALMER LAKE, COLORADO**

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Parks & Trails Commission.

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

Section 1. The following identifies the re-appointment for a two-year term to the Parks & Trails Commission for the Town of Palmer Lake:

Two-Year term (ending January 2028)

- Reid Wiecks
- Lauren Penner

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor

ATTEST:

By: _____
Erica N. Romero, Town Clerk

Highlighted Positions are Due for Reappointment or Vacant

Board/Commission	Name	Term Start Month-Year	Anticipated Term End Month-Year	Current Status
BOT				
Board of Trustees	Amy Hutson	Dec-24	Dec-28	Resigned
Board of Trustees	Tim Caves	Dec-24	Dec-28	Resigned
Board of Trustees	Atis Jurka	Dec-24	Dec-28	
Board of Trustees	Shana Ball	Dec-22	Dec-26	Recalled
Board of Trustees	Dennis Stern/Mayor	Jun-25	Dec-26	
Board of Trustees	Dennis Stern/Trustee	Dec-22	Dec-26	Appointed Mayor
Board of Trustees	Kevin Dreher	Dec-22	Dec-26	Recalled
Board of Trustees	Glant Havenar/Mayor	Dec-22	Dec-26	Resigned
Board of Trustees	Elizabeth Harris	Sep-25	Dec-26	
Board of Trustees	Roger Moseley	Sep-25	Dec-26	
Board of Trustees	Michael Boyett	Jul-25	Nov-26	Resigned
Board of Trustees	Tony Beltran	Dec-25	Nov-26	Appointed

BOA				
Board of Adjustment	Kurt Ehrhardt	Dec-25	Jan-27	
Board of Adjustment	Bob Radosevich (Alternate)	Dec-25	Jan-27	
Board of Adjustment	Charlie Ihlenfeld (Planning Commission member)	Dec-25	Jan-27	
Board of Adjustment	Bob Miner	Jan-24	Jan-26	Seeking Reappointment
Board of Adjustment	Eddie Kinney	Jan-24	Jan-26	Vacant
Board of Adjustment	Michael Richards (Alternate)	Jan-24	Jan-26	Seeking Reappointment
Board of Adjustment	Kevin Dreher (BoT)	Jan-24	Jan-25	Vacant

Parks				
Parks & Trails	Kevin Noleen	Nov-25	Jan-27	
Parks & Trails	Jennifer Nilson	Dec-25	Jan-27	
Parks & Trails	Michael Pietsch	Dec-25	Jan-27	
Parks & Trails	Reid Wiecks	Jan-24	Jan-26	Seeking Reappointment
Parks & Trails	Kevin Magner	Jan-24	Jan-26	Not Seeking Reappointment
Parks & Trails	Lauren Penner	Jul-25	Jan-26	Seeking Reappointment
Parks & Trails	Garcia Woods	Jan-24	Jan-26	Resigned
Parks & Trails	John Tool	Jan-24	Jan-26	Not Seeking Reappointment
Parks & Trails	Cindy Powell	Mar-24	Jan-26	Resigned

Planning				
Planning	Charlie Ihlenfeld	Jan-25	Jan-27	
Planning	Bill Fisher	Jan-25	Jan-27	
Planning	Matt Stephen	Feb-25	Jan-27	
Planning	Andre Bergeron	Feb-25	Jan-27	
Planning	Mark Bruce	Jan-25	Jan-27	Resigned
Planning	Richard Kuehster	Sep-25	Jan-26	Seeking Reappointment
Planning	Lindsey Zapalac	Jan-24	Jan-26	Resigned
Planning	Herb Tomitsch	Feb-25	Jan-26	Undecided
Planning	Mike Beeson	Feb-25	Jan-26	Resigned
Planning	Susan Miner	Jan-24	Jan-26	Resigned
Planning	Tim Caves	Jan-24	Jan-26	Resigned

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

RESOLUTION NO. 5 - 2026

A RESOLUTION TO APPROVE A BOARD APPOINTMENT TO THE PIKES PEAK AREA COUNCIL OF GOVERNMENT (PPACG), FOR PALMER LAKE, COLORADO

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for outlying agencies, including the Pikes Peak Area Council Area Council of Government (PPACG).

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

Section 1. The following Board official is appointed to the PPACG for the Town of Palmer Lake:

One-Year term (ending January 2027) – Mayor Dennis Stern

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor

ATTEST:

By: _____
Erica N. Romero, Town Clerk

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

RESOLUTION NO. 7 - 2026

A RESOLUTION TO APPROVE BOARD OF TRUSTEE APPOINTMENT TO THE PIKES PEAK REGIONAL BUILDING DEPARTMENT (PPRBD) ADVISORY BOARD

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for outlying agencies, including the PPRBD Advisory Board.

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

Section 1. The following Board official is appointed to the PPRBD Advisory Board for the Town of Palmer Lake:

One-Year term (ending December 2026) – Trustee Dennis Stern

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor

ATTEST:

By: _____
Erica N. Romero, Town Clerk

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 09 - 2026

A RESOLUTION CANCELLING THE SPECIAL ELECTION SCHEDULED FOR MARCH 10, 2026 TO CONSIDER THE RECALL OF TOWN TRUSTEE

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

WHEREAS, on December 11, 2025 the Board adopted Resolution No. 73-2025 setting a special election on March 10, 2026, to consider the recall of Trustee Tim Caves; and

WHEREAS, Trustee Tim Caves subsequently resigned his position as trustee, rendering the need for the special election moot.

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

1. The special election previously set by Resolution No. 73-2025 for March 10, 2026, to consider the recall of Trustee Tim Caves is hereby cancelled.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

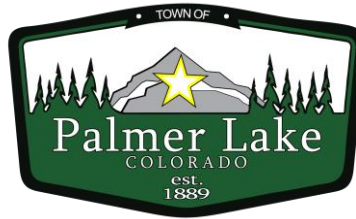
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor



Board of Trustees Summary Sheet

	January 2026																																																																										
Title	Administration																																																																										
Date	01/08/2026																																																																										
Contact	Admin personnel																																																																										
Kiosk Revenue	<table border="1"> <thead> <tr> <th>Month</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>-</td> <td>2,135.90</td> <td>2,098.80</td> <td>1,367.40</td> </tr> <tr> <td>February</td> <td>1,132.50</td> <td>1,939.80</td> <td>1,780.80</td> <td>1,514.71</td> </tr> <tr> <td>March</td> <td>3,874.10</td> <td>2,194.20</td> <td>1,897.40</td> <td>3,366.99</td> </tr> <tr> <td>April</td> <td>4,043.90</td> <td>3,476.80</td> <td>3,768.30</td> <td>3,704.70</td> </tr> <tr> <td>May</td> <td>5,957.20</td> <td>4,028.00</td> <td>6,349.40</td> <td>5,936.00</td> </tr> <tr> <td>June</td> <td>7,616.10</td> <td>5,050.90</td> <td>7,514.40</td> <td>8,434.50</td> </tr> <tr> <td>July</td> <td>7,245.10</td> <td>7,632.00</td> <td>9,004.70</td> <td>7,859.20</td> </tr> <tr> <td>August</td> <td>7,033.10</td> <td>6,540.20</td> <td>5,920.10</td> <td>5,077.40</td> </tr> <tr> <td>September</td> <td>5,639.20</td> <td>5,337.10</td> <td>5,668.42</td> <td>5,972.16</td> </tr> <tr> <td>October</td> <td>4,796.50</td> <td>4,844.20</td> <td>5,374.20</td> <td>3,625.20</td> </tr> <tr> <td>November</td> <td>2,591.70</td> <td>2,660.60</td> <td>1,749.70</td> <td>3,509.80</td> </tr> <tr> <td>December</td> <td>1,590.00</td> <td>1,367.40</td> <td>2,104.10</td> <td></td> </tr> <tr> <td>Total</td> <td>51,519.40</td> <td>47,207.10</td> <td>53,230.32</td> <td>50,368.06</td> </tr> </tbody> </table>					Month	2022	2023	2024	2025	January	-	2,135.90	2,098.80	1,367.40	February	1,132.50	1,939.80	1,780.80	1,514.71	March	3,874.10	2,194.20	1,897.40	3,366.99	April	4,043.90	3,476.80	3,768.30	3,704.70	May	5,957.20	4,028.00	6,349.40	5,936.00	June	7,616.10	5,050.90	7,514.40	8,434.50	July	7,245.10	7,632.00	9,004.70	7,859.20	August	7,033.10	6,540.20	5,920.10	5,077.40	September	5,639.20	5,337.10	5,668.42	5,972.16	October	4,796.50	4,844.20	5,374.20	3,625.20	November	2,591.70	2,660.60	1,749.70	3,509.80	December	1,590.00	1,367.40	2,104.10		Total	51,519.40	47,207.10	53,230.32	50,368.06
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Land Use permits Issued	August 2025 Type: Single Family; Qty: 0 Other; Qty: 4 Total water taps issued: 1043																																																																										

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2025	2025
	Dec	Dec
Business Type	STR	other
New Licenses	0	0
Licenses Renewed	0	10
Licenses Expired	0	0
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	42	143
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	185	

SCHEDULED TO RENEW IN January 2026:

BUSINESS NAME
7th Generation Roofing
Recovery Village at Palmer Lake, LLC
Alpine Essentials LLC
Austin Acquisition, LLC dba Austin Hardwoods of Denver Inc
Carly Thies Coffee, LLC dba Serranos Coffee Company
Custom Design Builders, Inc.
Designio, Inc. dba iWell
Foundation Professionals of Colorado, LLC
Burgo's Guitars, LLC
Ryde Air LLC
Sandoval Custom Creations, Inc.
Techno Metal Post Pikes Peak Region, LLC

Water Billing	Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
	2022	Jan-Dec	1015	41,405,900	11
	2023	Jan-Dec	1018	44,855,150	7
	2024	Jan-Dec	1,022	47,011,334	0
	2025	January	1022	3,505,500	0
		February	1022	3,114,600	1
		March	1023	2,787,302	1
		April	1023	3,058,632	0
		May	1023	3,148,147	1
		June	1023	4,150,990	3
		July	1023	4,454,800	0
		August	1023	4,554,000	0
		September	1023	4,234,100	0
		October	1023	3,609,100	0
November		1023	3,289,900	1	
December		1023	3,176,100	0	
	YTD	1,023	43,083,171	7	
Grant Activity Updates	No updates.				
Upcoming Approved Special Events	Postponed Outdoor Classic			1/18/2026	
	Postponed Winterfest Broomball Tournament			1/25/2026	
Other Activity	Historical Society Annual Potluck and Meeting 1/15/2026				

Palmer Lake Water Department

December 2025 Operations

Total water produced for December: 13.27 Acre-feet / 4,323,000 gallons

Total water produced for 2025: 158.56 acre-feet / 51,667,000 gallons

Renewable water - December: 73% of total production

Renewable water – 2025: 60% of total production

Ground water - December: 27% of total production

Ground water – 2025: 40% of total production

Surface plant production - December: 9.69 acre-feet / 3,157,000 gallons

Surface plant production – 2025: 95.72 acre-feet / 31,190, 500 gallons

Ground plant production (D2R well) - December: 3.58 acre-feet / 1,166,000 gallons

Ground plant production – 2025: 62.84 acre-feet / 20,476,500 gallons

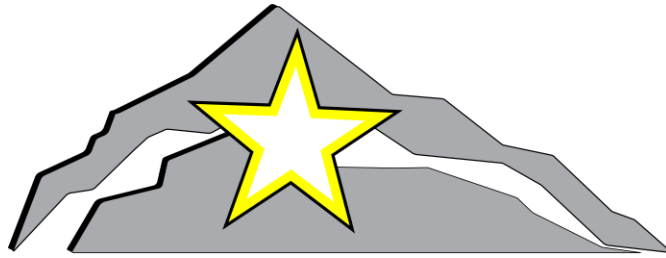
Avg daily production - December: 140,000 gallons per day (gpd)

- 2025: 141,500 gallons per day

SWTP daily avg – December: 102,000 gallons per day / 2025: 85,500 gallons per day

GWTP daily avg – December: 38,000 gallons per day / 2025: 56,000 gallons per day

- Average production has increased from last month and is approximately 15% above our historic seasonal average. A failed service saddle at 310 Rosita was excavated and replaced. This leak contributed to the increase in production over last month but doesn't explain all the excess usage. We are actively investigating for another leak.
- Performed corrective repair on mechanical seal water PRV for finished water pump #1 at SWTP. Pump was out of service for 3 days while we sourced parts and made the repair. The plant has 3 finished water pumps, so our ability to treat water was not impacted.



Town of Palmer Lake

Board of Trustees Summary Sheet

	January 2026
Title	Public Works Monthly Report
Date	January 5, 2026
Contact	Stacy DeLozier
Summary	<p>Routine monthly roads and parks maintenance.</p> <p>Working on drainage issues by Glen Tennis courts and pathways. We rebuilt the walkway to the Tennis Courts and built a very nice rock retaining wall.</p> <p>Begin to take down Christmas lights and Holiday decorations.</p> <p>Trimming brush around ROW's all over Town.</p> <p>Various Parks work around the Glen Park and Creekside Trail.</p> <p>Paint patched the C/P Pickleball Courts</p> <p>Monthly Parks Commission Meeting</p>
Training	Ongoing weekly/ monthly safety training, meetings, PPACG, Monthly safety meetings
Other Activity	<p>Spruce Mountain Road meeting with CDOT and PPACG coming up again this month.</p> <p>New 2026 Budget was approved, waiting for documents and allotted money.</p> <p>We received a large list of Town/ Parks ordered items. We have begun to assemble them and place new benches, trash cans, info boards etc around Town.</p>

December 29, 2025

Town of Palmer Lake
Mr. Glen Smith – Interim Town Administrator
42 Valley Crescent St.
Palmer Lake, CO 80133

RE: Palmer Lake Fire Station
Structural Condition Survey
12 Valley Crescent St., Palmer Lake, CO 80133

Dear Mr. Smith,

At your request, we visited the site on the afternoon of October 21 to examine the building that is currently housing fire department operations for the town of Palmer Lake. You had related concerns about the structural viability of the building due to its age and condition. You also related that you have no access to any documentation regarding building construction and building history is almost entirely anecdotal. You noted you don't believe the building is on the Colorado Historic Registry.

The building is a single-story unreinforced masonry and wood framed structure built circa 1920 with an overall width of approximately 41.5 feet and an approximate overall length of 34 feet for vehicle storage and an additional approximate 24 feet of length for the bunkhouse (see attached Floor Plan). Bay #1 of the vehicle storage area and the bunkhouse were believed to have been constructed circa 1964. The demising walls between Bay #1 and Bay #2 and the bunk house is 8" CMU. The roof between Bay #2 and Bay #3 is supported by a (wood most likely) beam with two 4" diameter steel posts at approximately 3rd points of the full span. Bays #2 & #3 have a new ~14" concrete floor slab poured within the last several years. The overhead doors for each bay appear to be approximately 10 feet x 10 feet. The height of the exterior concrete masonry unit (CMU) walls varies but appear to average approximately 12'-8". The site surrounding the building is relatively flat but water run-off from heavy rainfall does flow from the west across the site causing minor flooding issues at times per the staff.

Observations:

The roof framing appears to be flat wood rafters. The roof in the vehicle bays appears to be 2x12's at 16" o.c. spanning north/south across the bays. This could not be directly seen because the ceiling is covered in a heavy coat of cement plaster. However, thermal imaging was used so that we could clearly see the joists in each bay. The center beam between Bays #2 and #3 is also covered in a thick coat of plaster. It is believed to be wood but could not be verified without some demolition. The bunkhouse roof framing also appears to be wood rafters spanning north/south. There are wood beams at approximately third points spanning east/west across the bunkhouse. The beams have been supplemented with full length steel rods on each side of the beams to help strengthen them and are generally used to take sag out of a roof. This condition was seen by several photos provided by the fire department staff. However, the exact repair, when or why it occurred, is unknown. The adequacy of the retrofit is also unknown as member sizes, material species and

grades, and attachments could not be determined from the photos. It is also likely that there is not a positive connection between the roof framing and the exterior CMU walls based on the building vintage.

The exterior walls of the building and the demising walls between the vehicle storage bays and the bunkhouse and between Bay #1 and Bay #2 are 8" CMU. Cracks can be seen reflecting through the exterior plaster that clearly indicate 8" x 16" CMU blocks in a running bond pattern. The plaster coating did not allow us to fully evaluate the condition of the CMU and mortar joints. We did note significant cracks in the plaster and likely the CMU mostly at the parapet wall where it meets the roof, near the base on the west wall and near the northeast corner buttress. We would suggest that removing the plaster would indicate the CMU is in a very poor condition and likely failing in some areas. Using thermal imaging gun provided by the Fire Department, we were able to see that the CMU is not reinforced. A reinforced cell of CMU would have a different thermal image than unreinforced cells.

Building floors were concrete slab-on-grade in the vehicle storage bays and in the bunkhouse. Slabs appeared to be in fair condition with no noticeable cracking or evidence of settlement or heave. The slab in Bays #2 and #3 is fairly new as noted above.

Findings/Recommendations:

Per the 2021 International Building Code (IBC), fire stations are considered Essential Facilities and are categorized as the highest Risk Category IV (RC IV). IBC Table 1604.5 defines Risk Category IV as facilities essential to post-event response, including hospitals, fire and police stations, emergency operations centers, designated shelters, critical utilities, and structures containing hazardous materials. As such, the design and evaluation of RC IV structures utilize higher transient loads from snow, wind and seismic forces. ASCE 7 requires an increased seismic demand of 50% for RC IV structures. This is to ensure these particular structures have continuous load paths, exhibit ductile (elastic not brittle) behavior and are will not be prone to significant damage or collapse after a significant event. The intent is that these structures continue to operate to allow first responders to assist others after a significant event occurs.

Again, per the 2021 IBC, using the site-specific seismic accelerations and the 50% increase in seismic demand for being a RC IV Structure, the fire station is considered Seismic Design Category C (see attached ASCE Hazard Report). With the absence of reinforcing in the CMU walls, the building is considered an Unreinforced Masonry (URM) structure. IBC section 2101.2 prohibits lateral force resisting systems to be unreinforced masonry (URM) in Seismic Design Categories C, D, E and F. **Based on the above code provisions, the existing URM structure for RC IV occupancy must be retrofitted, strengthened, or replaced to comply with modern seismic and performance requirements.**

Retrofitting the existing building is possible and the most likely scheme would be to build a redundant structure either inside or outside the existing one. This could be wood framed shear walls, steel frames or adding a concrete reinforced shotcrete wall over the existing CMU. We don't know exactly what the roof framing is or how it is sheathed. Our speculation is that some or all of the roof framing is likely insufficient for higher RC IV loading also and would require retrofitting or replacement as well. Even though the foundations are unseen and unknown, it is likely they are

December 29, 2025

Mr. Glen Smith

Re: Palmer Lake Fire Station – Structural Condition Survey

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Item 15.

shallow (3' or less in depth) concrete foundations and will need new spread footings added or supplementing the existing ones or a combination of both.

The cost of retrofitting is unknown without designing more detailed construction schemes that could be priced but our experience with similar structures is that these schemes are close to or even exceed the cost of a new facility. It is also highly probable that the existing facility has many operational and energy shortfalls that retrofitting would not correct but would be addressed by a new facility.

Per the 2021 Existing International Building Code, the building is “grandfathered” in for a lesser occupancy though without doing any repairs or retrofitting. It could certainly be used for such functions as a storage building. However, we would still suggest that some repairs get done. Some destructive demolition should be performed on the roof to determine the roof framing and its adequacy for current code loading as a Risk Category II (normal use) building. Plaster should be removed in some areas to determine if the CMU can be repaired with epoxy injection or repointing the mortar joints. A reroof would likely require that the roof sheathing/diaphragm be evaluated for its connection to the supporting CMU walls below to provide a positive connection.

This structural condition survey has been carried out based on a visual, non-invasive inspection of the accessible portions of the building structure. No destructive, intrusive, or hidden-condition investigations were performed unless explicitly stated. Observations and assessments are therefore limited to what was visible at the time of the inspection.

This report is intended solely to provide an opinion on the apparent condition and general structural performance of the building structure based on the visible evidence available. It is **not** a guarantee of structural adequacy, nor does it establish any warranty—express or implied—regarding the long-term performance of the structure. If significant structural concerns, active movement, or concealed defects are suspected, the owner is strongly advised to obtain further assessment, which may include geotechnical investigation, monitoring, excavation, probing, or destructive testing to further evaluate internal conditions and stability.

This survey and report are prepared exclusively for the use of the client identified herein. No third party may rely on its contents without the express written consent of the preparer. Please feel free to contact us regarding this report and if we can be of any further assistance.

Respectfully,

Jon A. Dietrich, P.E.
MGA Structural Engineers, Inc.



December 29, 2025

Mr. Glen Smith

Re: Palmer Lake Fire Station – Structural Condition Survey

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Item 15.

Photos:



Photo 1: Front east elevation of fire station with 3 bays. Note cracks in the plaster along the parapet.



Photo 2: South wall looking northeast under the fire truck roof structure. Notice cracking in plaster defining the 8"x16" CMU blocks. Lots of plaster patches were presents.

Photo 3: West elevation looking north.
Note overhead door infill. Note lots of
plaster cracks especially near grade.



Photo 4: North elevation.

Photo 5: North elevation near the east end with significant cracking in the plaster and lots of patches. Most the cracking appear to be at the interface of the roof and parapet.



Photo 6: Northeast corner buttress. Lots of significant cracking in the plaster and patching that has occurred.

December 29, 2025

Mr. Glen Smith

Re: Palmer Lake Fire Station – Structural Condition Survey

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Item 15.

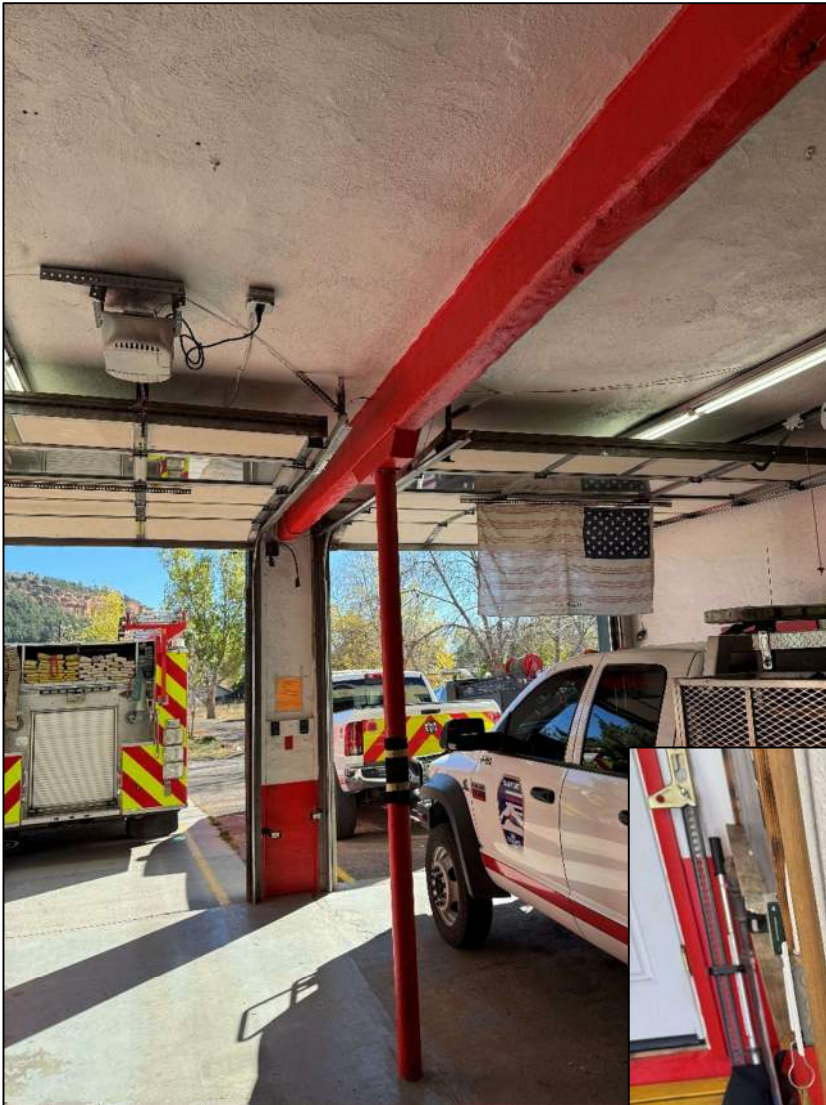


Photo 7: Inside Bays #2 and #3 looking east. Note red beam bisecting the bays and steel post. Plaster is on the ceiling and all wall surfaces.



Photo 8: Demising wall between Bays #1 and #2. Likely 8" CMU that was the original exterior wall. Note concrete slab-on-grade floors.



Photo 9: Interior north wall looking northeast. Note some minor cracking in the plaster mostly near a window infill.

Photo 10: Beam and bearing location inside bunkhouse looking east.



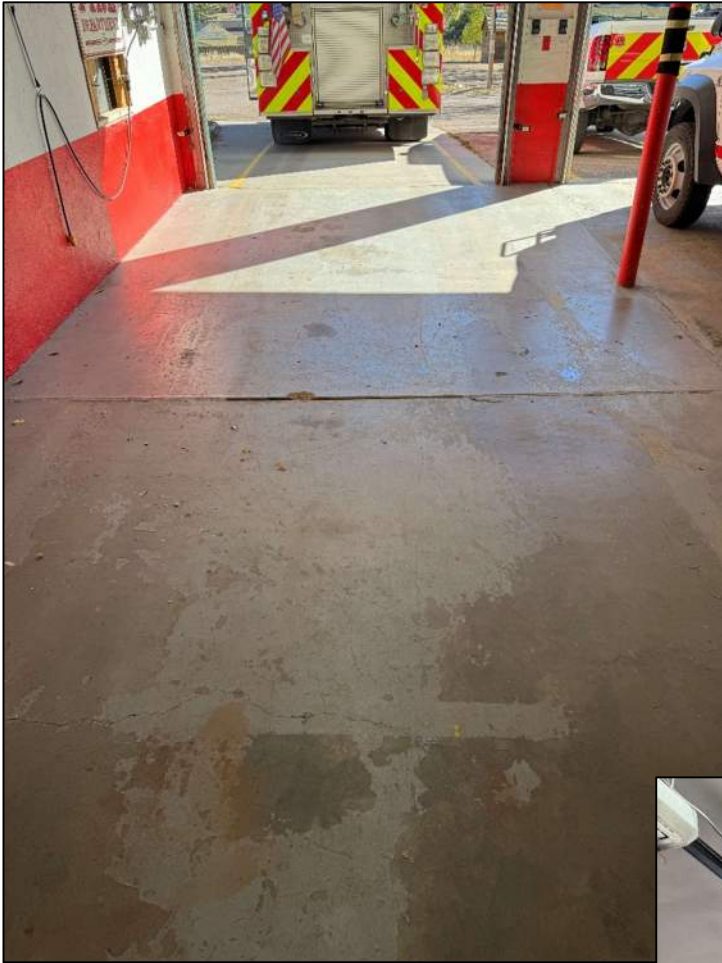
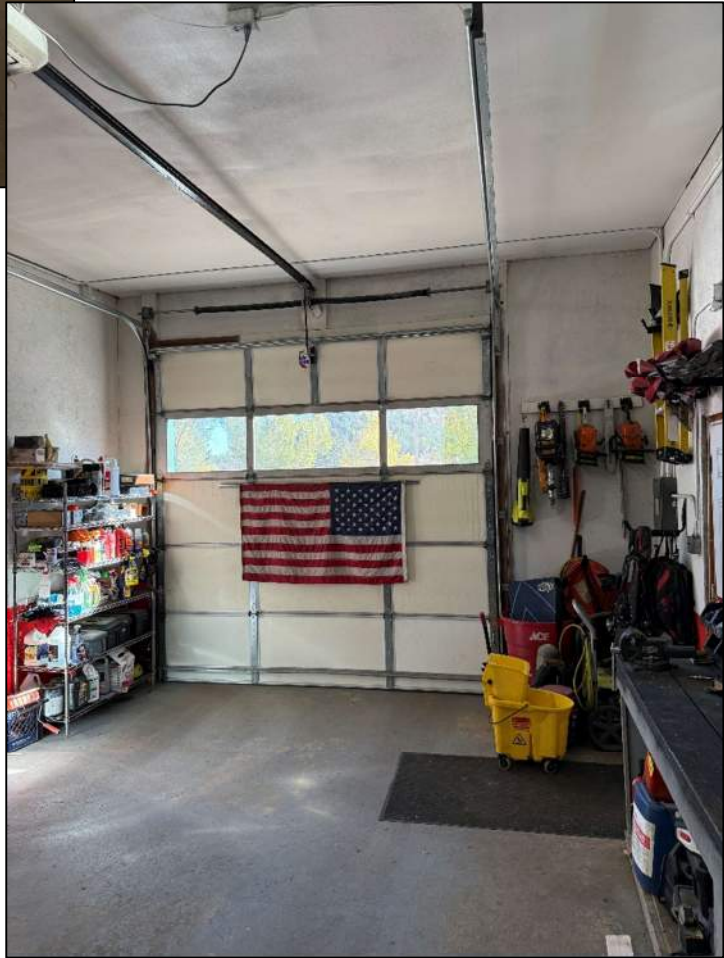
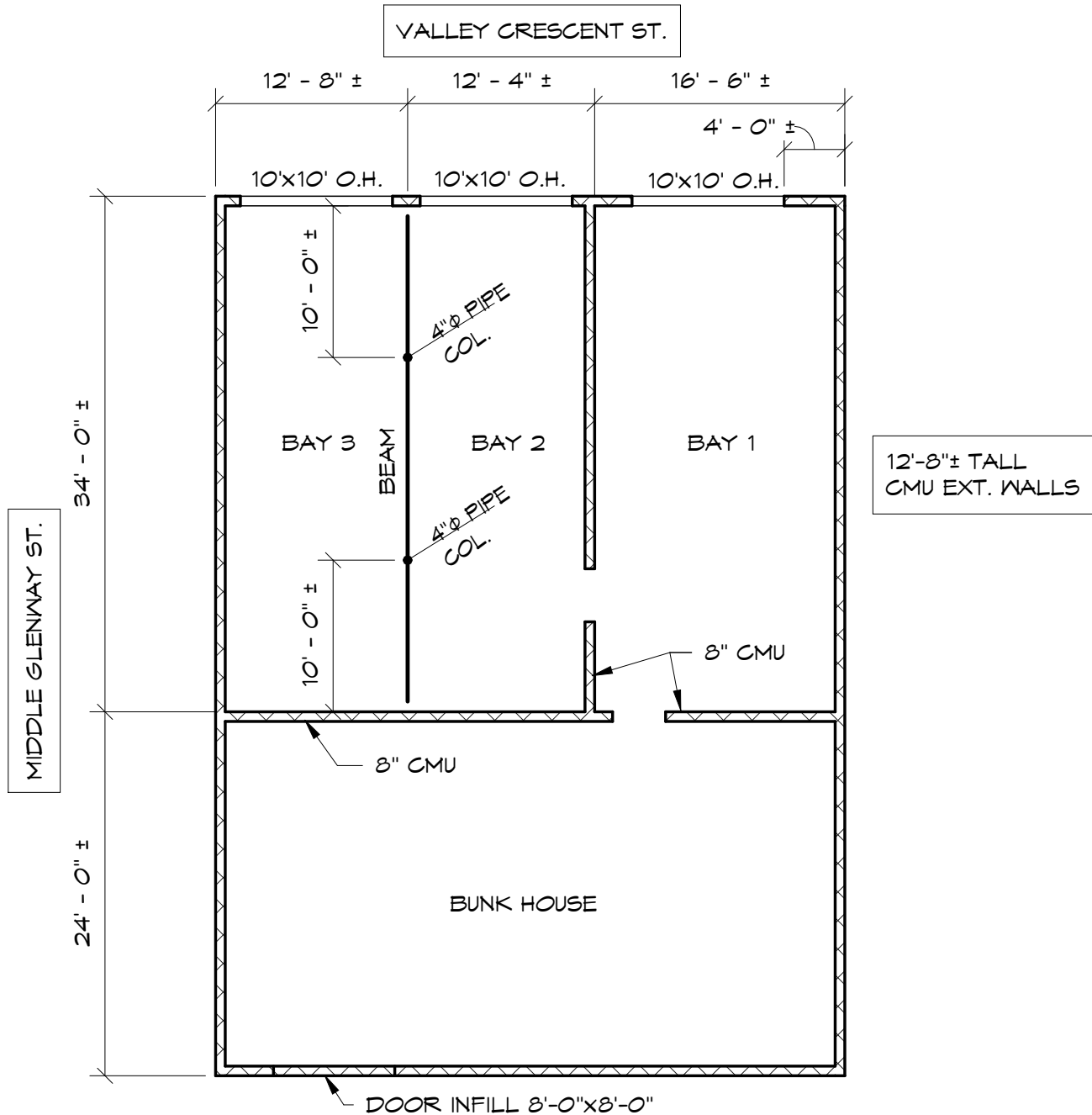



Photo 11: Slab-on-grade floor in Bay #3 looking east. Slab is in fair condition with some minor spalls. Slab is supposedly 14" thick and fairly new per staff.

Photo 12: Slab-on-grade floor in Bay #1 looking east. Slab is in fair condition with some minor spalls and cracking. Slab is supposedly original construction circa 1960's.





 FLOOR PLAN
3/32" = 1'-0"

MGA
STRUCTURAL ENGINEERS
115 SOUTH WEBER STREET, SUITE 101
COLORADO SPRINGS, CO 80903-1900
(719) 635-4473 www.mgase.com

PALMER LAKE FIRE STATION
12 VALLEY CRESCENT ST.
PALMER LAKE, CO

DATE: 12/23/25
DESIGNED: JAD
DRAWN: KG
CHECKED: JAD

PROJECT NUMBER: 25106

S1.1
FLOOR PLAN

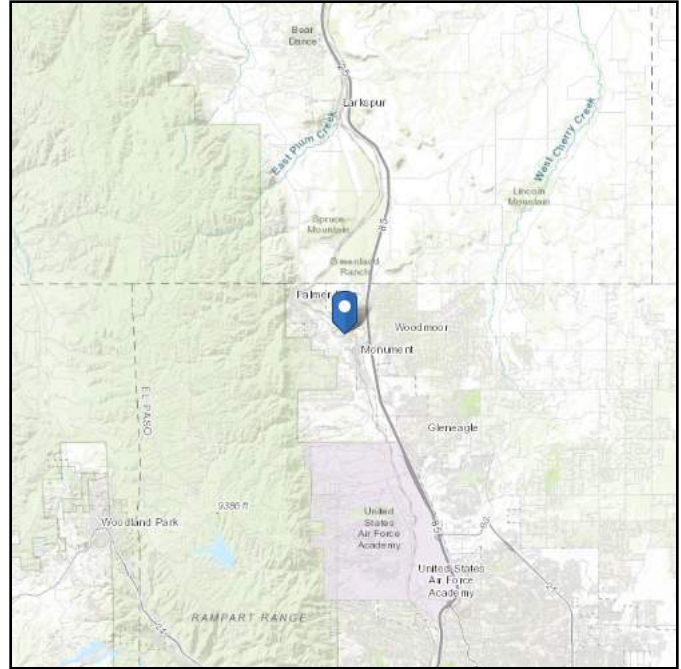
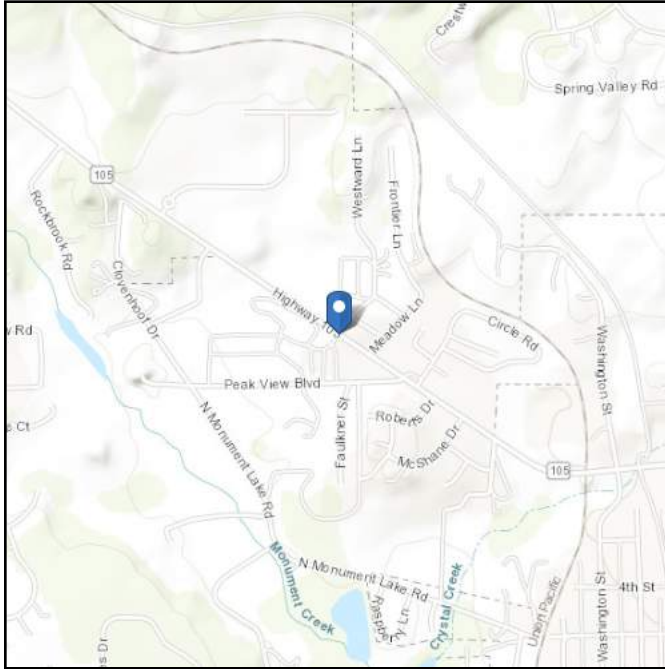


ASCE Hazards Report

Address:
Palmer Lake
Colorado,

Standard: ASCE/SEI 7-16
Risk Category: IV
Soil Class: D - Default (see Section 11.4.3)

Latitude: 39.101463
Longitude: -104.882056
Elevation: 7005.784466668691 ft (NAVD 88)



Wind

Results:

Wind Speed	117 Vmph
10-year MRI	77 Vmph
25-year MRI	84 Vmph
50-year MRI	88 Vmph
100-year MRI	93 Vmph

Data Source: ASCE/SEI 7-16, Fig. 26.5-1D and Figs. CC.2-1–CC.2-4, and Section 26.5.2
Date Accessed: Mon Dec 08 2025

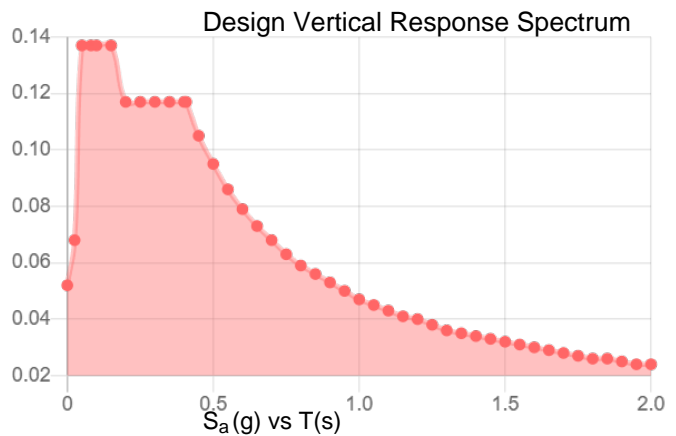
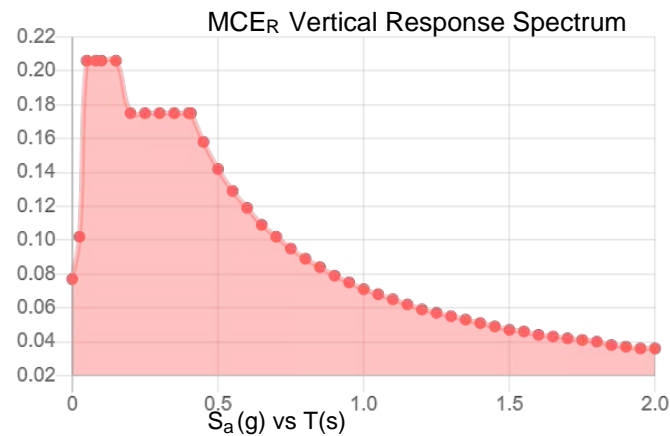
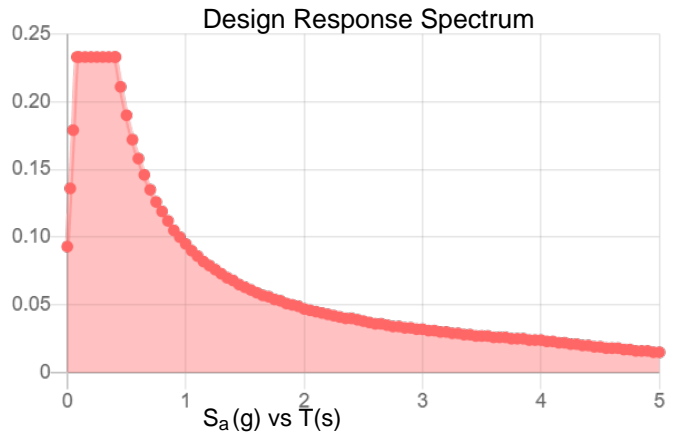
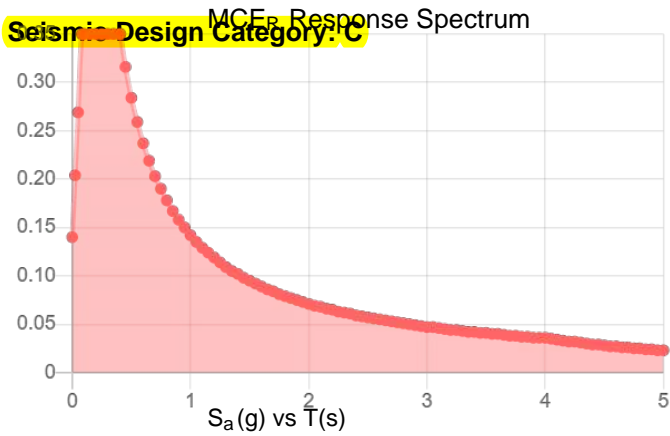
Value provided is 3-second gust wind speeds at 33 ft above ground for Exposure C Category, based on linear interpolation between contours. Wind speeds are interpolated in accordance with the 7-16 Standard. Wind speeds correspond to approximately a 1.6% probability of exceedance in 50 years (annual exceedance probability = 0.00033, MRI = 3,000 years).

Site is not in a hurricane-prone region as defined in ASCE/SEI 7-16 Section 26.2.

Site Soil Class: D - Default (see Section 11.4.3)

Results:

S_s :	0.218	S_{D1} :	0.095
S_1 :	0.059	T_L :	4
F_a :	1.6	PGA :	0.122
F_v :	2.4	PGA _M :	0.19
S_{MS} :	0.35	F_{PGA} :	1.556
S_{M1} :	0.142	I_e :	1.5
S_{DS} :	0.233	C_v :	0.737



Data Accessed: Mon Dec 08 2025

Date Source:

USGS Seismic Design Maps based on ASCE/SEI 7-16 and ASCE/SEI 7-16 Table 1.5-2. Additional data for site-specific ground motion procedures in accordance with ASCE/SEI 7-16 Ch. 21 are available from USGS.

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

RESOLUTION NO. 4 - 2026

**A RESOLUTION TO APPROVE APPOINTMENTS TO BOARD OF ADJUSTMENT,
PALMER LAKE, COLORADO**

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

WHEREAS, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to fill the offices for the Town Board of Adjustments.

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

Section 1. The following identifies the individual terms of re-appointment to the Board of Adjustment for the Town of Palmer Lake:

Two-Year term (ending January 2028)

- Bob Miner
- Eddie Kinney
- Michael Richards (Alternate)

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY 2026.

TOWN OF PALMER LAKE, COLORADO

Dennis Stern, Mayor

ATTEST:

By: _____
Erica N. Romero, Town Clerk



KROB LAW OFFICE, LLC
Attorneys at Law

MEMORANDUM

To: Palmer Lake Board of Trustees

From: Scotty P. Krob, Interim Town Attorney

Date: January 2, 2025

Re: Code revisions to reflect recent Colorado Supreme Court decision limiting municipal fines to amounts provided for under parallel state statutes

The Colorado Supreme Court issued its opinion in *People v. Camp* on December 22, 2025. The decision, arising out of the cities of Westminster and Aurora’s municipal courts, considered whether home rule municipalities can impose penalties greater than the maximum penalties allowed under state statute for certain non-felony violations (sometimes referred to as low level criminal violations) where the misconduct defined under the municipal ordinance and the state statute is identical.

After finding that sentencing for low-level criminal offenses is a matter of mixed local and state interest, the Court applied an “operational pre-emption” analysis. Under that analysis, if a local ordinance authorizes what state law forbids or forbids what state law authorizes the local ordinance is “operationally pre-empted” by the state statute. The Court concluded that where a municipal ordinance provided for a higher penalty than the maximum allowed under state statute, the municipal ordinance sought to authorize what the state law forbids. Therefore, the Court held that when a municipal ordinance and a state statute prohibit identical, less serious criminal conduct, the municipal penalties for such conduct may not exceed the corresponding state penalties for that conduct.

The Court’s decision appears to limit its analysis only to criminal violations (under Title 18 of the Colorado statutes) and not to traffic matters (under Title 42 of the Colorado statutes). To comply with the Court’s ruling, which takes effect immediately, I recommend the BOT consider the attached ordinance amending the Town Code’s penalty provisions. This amendment provides, in essence, that the maximum penalty that may be imposed against any

person who is sentenced for violating a Town Code provision for conduct that is identical to conduct prohibited by a Colorado criminal statute in Title 18, C.R.S., is limited to the maximum penalty authorized by the Colorado statute.

I look forward to discussing this item with you.

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 01-2026

AN ORDINANCE AMENDING SECTION 1.2.010 OF THE PALMER LAKE MUNICIPAL CODE TO LIMIT THE PENALTIES IMPOSED FOR NON-FELONY CRIMINAL VIOLATIONS TO THE MAXIMUM AMOUNTS PROVIDED FOR IDENTICAL VIOLATIONS UNDER TITLE 18 F THE COLORADO REVISED STATUTES.

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

WHEREAS, pursuant to that authority, the Board has previously enacted Section 1.12.010 setting forth the penalties for violations of the Palmer Lake Municipal Code; and

WHEREAS, on December 22, 2025, the Colorado Supreme Court decided the case of *People v. Camp*, holding that for non-felony crimes, where the misconduct defined under a municipal ordinance is identical to the misconduct defined under a statute contained in Title 18 of the Colorado Revised Statutes, the maximum penalty that may be imposed by a municipal court for the municipal ordinance violation cannot exceed the maximum penalty provided for under the state statute; and

WHEREAS, the Board desires to bring the Town's penalty provisions for violations of Palmer Lake municipal ordinances into conformance with the decision of the Court in *Camp*.

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

1. Section 1.12.010 of the Palmer Lake Municipal Code, governing the penalties to be imposed for municipal ordinance violations is amended by deleting the struck through language and adding the underlined language to read in its entirety as follows:

1.12.010. General penalty.

(a) Except as provided in subsection (e), below, ~~Unless~~ unless otherwise specifically provided in the relevant Code provisions, any person convicted of violating any provisions or failing to comply with any of the mandatory requirements of the ordinances of the town shall be guilty of a petty offense. A person convicted under this Code shall be punished by a fine of not more than \$2,650.00 or by imprisonment not to exceed one year, or by both such fine and imprisonment.

(b) Any such person is guilty of a separate offense for each and every day during any portion of which any violation of the ordinances of the town, is

committed, continued or permitted by any such person, and he shall be punished accordingly.

(c) In addition to the penalties set forth in subsection (a) of this section, violations of this Code may be abated by the town through injunctive or other equitable relief and by such other means as provided by law.

(d) The imposition of a penalty does not prevent revocation or suspension of a license, permit or franchise or other administrative sanctions under the provisions of this Code or other applicable law.

(e) Notwithstanding any other provision of this Code to the contrary, including but not limited to the other provisions of this Section 1.12.010 or any other specific provisions throughout the Code, for non-felony crimes where the misconduct defined under any Palmer Lake Municipal Ordinance is identical to misconduct defined under a statute contained in Title 18 of the Colorado Revised Statutes, the maximum penalty that may be imposed by the Palmer Lake Municipal Court for the municipal ordinance violation shall not exceed the maximum penalty provided for under the state statute.

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

3. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8th DAY OF JANUARY, 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 08- 2026

A RESOLUTION AUTHORIZING MANAGEMENT OF GENERAL AND CONSERVATION TRUST FUNDS TO GENERATE INCREASED INTEREST INCOME FROM THE FUNDS

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

WHEREAS, Section 3.04.050 of the Town Code provides, in part, that the Board of Trustees may authorize the Town Treasurer, by written resolution, to invest any part of the Town's funds in securities authorized for such investment by state law; and

WHEREAS, Town Staff have recommended that transferring certain general and conservation trust funds from checking accounts to reserve accounts, which are state approved securities, will (1) increase interest income on such accounts and (2) better align restricted and committed funds; and

WHEREAS, the recommended transfers are reflected in Exhibit A General Fund and Conservation Trust Fund Accounts, attached; and

WHEREAS, the Board of Trustees has reviewed the proposed transfers and agrees with the recommendations of Staff.

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

1. The Town Treasurer is hereby authorized and directed to transfer funds as indicated on Exhibit A, attached.
2. The Town Treasurer is further authorized and directed to transfer funds from the accounts identified in Exhibit A back to the Town's General Fund Operating account as needed to cover expenses of the Town that were approved by the Board of Trustees' adoption of Ordinance 7-2025 on December 12, 2025.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 8TH DAY OF JANUARY 2026.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

EXHIBIT A: GENERAL FUND AND CONSERVATION TRUST FUND ACCOUNTS

Item 19.

Recommendation: Increase interest income by holding more funds in interest-bearing accounts.

Method: Transfer various amounts from the operating account to the reserve accounts as detailed below.

Orange cells show CURRENT acct balances.
Green cells show TARGET balances.
Blue cells show recommended TRANSFERS.

COMMUNITY BANKS OF COLORADO

COLOTRUST

General Fund Operating Account	
Acct balance 11/30/25	\$ 3,129,366
1. Transfer from Operating to Police Reserve to reach STEP net revenue (restricted).	
Updated target balance is TBD. No transfers to Fire Reserve at this time.	
Updated target balance is TBD. No transfers to Roads Reserve at this time.	
2. Transfer from Operating to Parks Reserve to reach kiosk net revenue less 2026 approved capital outlays.	
3. Transfer from Operating to CTF Reserve to reach 2026 CTF beginning fund balance (restricted).	
4. Transfer (Operating current balance less above transfers and less target balance*) to General Fund Reserve.	
Bal after transfers, TARGET BALANCE*	1,290,057

1. Police Reserve	
Account balance 11/30/25	\$ 7
STEP net revenue 11/30/25	24,827
TARGET BALANCE	23,541
difference = TRANSFER amount	23,534

2. Fire Reserve	
Account balance 11/30/25	69,949
TARGET BALANCE	69,949

3. Roads Reserve	
Account balance 11/30/25	11,649
TARGET BALANCE	11,649

4. Parks Reserve	
Account balance 11/30/25	-
Kiosk net revenue 11/30/25	170,954
less 2026 approved capital outlays	(16,000)
TARGET BALANCE	154,954
difference = TRANSFER amount	154,954

5. Conservation Trust Fund Reserve	
Account balance 11/30/25	31,852
TARGET BALANCE (2026 CTF beg fund ba	88,010
difference = TRANSFER amount	56,158

6. General Fund Reserve	
Account balance 11/30/25	1,645,867
Operating Reserve (3 months op recommended)	1,060,794
Strategic Reserve	2,189,736
TARGET BALANCE	3,250,530
difference = TRANSFER amount	1,604,663

*** OPERATING ACCOUNT TARGET BALANCE
CALCULATION**

GF 3 mo operating exp, 2024 actuals, unaudited	1,060,794
WF 3 mo operating exp, 2024 actuals, unaudited	229,263
*3 mo 2024 op plus 2026 approved capital outlays	1,290,057

PROOF OF ACCOUNTS TOTALS

Item 19.

Total of ALL GF accounts before transfers	4,856,838
Total of CTF account before transfers	31,852
Total of GF + CTF accounts before transfers	4,888,690

Total of ALL GF accounts after transfers	4,800,680
Total of CTF account after transfers	88,010
Total of GF + CTF accounts after transfers	4,888,690

**CALCULATION OF EXPECTED ADDITIONAL INTEREST
INCOME**

Total in GF COLOTRUST before transfers	1,727,472
Total in GF COLOTRUST after transfers	3,510,623
difference = additional GF funds earning interest	1,783,151
ADDITIONAL GF INTEREST INCOME EXPECTED IN 2026 (3.75% APY)	\$ 66,868

ADDITIONAL CTF INTEREST INCOME EXPECTED IN 2026 (3.75% APY)	\$ 2,106
--	-----------------

Message from Trustee Tim Caves: To the Residents of Palmer Lake 12/11/2025

As your Trustee and fellow resident, I have worked to uphold fiscal responsibility, strengthen our infrastructure, and create community events that bring us together. Most recently, I advocated for the conservation easement of phase 2 of Lakeview Heights, securing 24 acres of open space instead of over 100 new homes. My service has always been guided by stewardship and a sincere desire to protect the character and future of our town.

Yet today, a small combative group, more focused on attacks than solutions and lacking fiscal experience is steering Palmer Lake toward instability. They rely on misinformation, personal attacks, and recalls to silence experienced voices rather than engage in honest debate.

This erosion has consequences. Palmer Lake is being led away from the revenue opportunities essential to our stability. The issue is not Buc'ees. It is whether we are willing to embrace new income sources that sustain fire, police, and roads, repair water lines, provide backup wells, fix drainage, and prepare for the future. These are not luxuries, they are the fundamentals that safeguard our town and our way of life. Ignoring this reality is not stewardship, it is shortsightedness.

God has made it clear to me, I am called to serve where knowledge is respected, experience is valued, and truth is not twisted. Yet in the current climate, where misinformation, personal attacks, and division prevail, such service is no longer possible. As of tomorrow, Friday December 12, 2025 at 9:00am, I resign from the Palmer Lake Board of Trustees.

To those who supported me, thank you. Every vote I cast was guided by faith, responsibility, and a sincere desire to serve all residents. I will continue to serve my neighbors in other ways, with the same heart and commitment. I answer to God, not men. As in all things, time will reveal the consequences of choices made and the tactics used.

To our community, I ask you to get engaged, seek out the real facts, and weigh decisions carefully. Our town's future depends on informed voices, not headlines or social media posts. I also charge the remaining Trustees to honor their duty of upholding ordinances with integrity and stewarding the town's money and resources wisely. Palmer Lake's future depends on it.

To my wife Laurie, thank you for always being by my side

With gratitude and resolve,
Tim Caves



December 12, 2025

To: The Plamer Lake Board of Trustees, Palmer Lake Staff, and the citizens of Palmer Lake

From: Michael Boyett, Palmer Lake Trustee

Subject: Resignation

When I applied to be appointed to an open Palmer Lake trustee position, I felt that I could bring my knowledge of the water issues facing all of us in the Trilakes area to the board to better serve the citizens of Palmer Lake. I knew at the time that there was a lot of anger in the community over the Buc'ees annexation proposal, but I felt I would be able to weather the storm and be an asset for our community. It turns out that I was wrong. I have been subjected to hateful comments on social media, that includes a misrepresentation and mocking of my background operating and managing water reclamation facilities and my education.

I was wholly unprepared to face a room of yelling Trilakes area citizens. Some of whom were shouting obscenities, and the verbal abuse of a sitting planning commission board member by a representative of the Woodmoor Water and Sanitation District, among others, for exercising his 1st amendment right to free speech. It seems civility, thoughtful comments, and the ability to see the other side of an issue have taken a back seat to anger and abuse. Without ever voting on the Buc'ees issue other than to vote to schedule an election as directed by the citizens of Palmer Lake, and the town attorney's advice, it seems that I was declared an enemy by those opposed to the issue.

On December 11th, 2025, during the Palmer Lake Board of Trustee's meeting, I exhibited behavior that was unbecoming for a trustee by turning my back to a sitting trustee when he spoke at the lectern as a citizen against our town attorney. This action was not in my character, but at that moment, I did not know any other way to protest his comments and actions. I worry about what will happen to our town's dedicated staff when I leave. One trustee has even been accused of verbal abuse toward some of them. I do not like the anger I feel toward some who, in my opinion, would tear my town apart. This anger is also not in my character.

In November of this year, I underwent a heart procedure that was brought on, in part, by the stress I feel as a Plamer Lake trustee. My cardiologist advised me to get out of politics, so I am going to take his advice and resign my position as a Palmer Lake Trustee effective December 12, 2025. I pray that I will be able to rediscover the person in me that cares for others and exhibits respect and kindness to all.

Sincerely,

Michael Boyett



TOWN OF PALMER LAKE

Request for Proposal – Legal Services

INTRODUCTION

The Town of Palmer Lake is a Statutory Town in El Paso County, Colorado, United States. Palmer Lake is one of three communities in the Tri-Lakes region between Denver and Colorado Springs. Located off Interstate 25, near two major metropolitan centers, Palmer Lake is a growing community on the Front Range of the Rocky Mountains with a population of approximately 2600.

PURPOSE AND SCOPE OF WORK

The purpose of this project is to find an individual and/or firm representing the Town of Palmer Lake as its Town Attorney.

- Review and/or draft agreements, contracts, resolutions and ordinances to ensure compliance with state, federal and local laws.
- Act as legal advisor to the Town of Palmer Lake Board of Trustees, Planning Commission, Parks Commission, the Board of Adjustments, and Town Staff as requested.
- Provide legal training for Board Members and Staff.
- Provide guidance on personnel matters.
- Attend Board meetings and Planning and Zoning Commission meetings as needed.
- Provide guidance on general municipal procedures including Colorado Open Meetings Law, The Colorado Open Records Act, liquor licensing and municipal election law.
- Review and/or draft legal documents related to real estate acquisitions, easements, variances, rights of way and other property and land use issues.
- Research and submit legal opinions on municipal or other legal matters as requested.
- Assure compliance with all ordinances, state and federal laws, and provide guidance on any legislative matters or changes that may affect the Town.
- Involvement in other legal matters as requested.
- Coordinate with outside Counsel regarding litigation on behalf of the Town.

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Describe your experience with local government specific to statutory towns and municipal laws.
- Firms should provide the name and qualifications of the person proposed to provide the Town Attorney services to the Town. This is the person that will be appointed as Town Attorney from your firm.
- Firms should provide the names and qualifications for each supporting member of the Town Attorney team and how they will be utilized by the Town Attorney.
- Describe any knowledge or experience that makes you, or any attorney(s) in your firm, particularly qualified to fulfill the Town Attorney duties.
- Provide the name of your professional liability, insurance carriers, and insurance limits on each policy.
- Disclose any potential conflicts of interest that you or any member of your firm may have in relation to the Town of Palmer Lake including any prior contact or association with board members or employees.
- List Town Attorney and supporting staff rates and any other applicable billable rates and expenses, such as mileage, travel time, photocopying and postage.
- Include statement of qualifications.
- Provide list of current towns and/or cities that you and/or your firm have and currently represent.
- Provide a minimum of three municipal client references.

REQUIRED SUBMITTALS

The consultants(s) shall not contact board members or employees during the submittal and selection process.

1. The consultant(s) shall provide the proposal by physical delivery, mail, or by email. Additional explanatory and supplemental materials may be submitted under a separate cover, if desired.
2. Introduction/Executive Summary: Introduce your firm or business and provide an overview of your experience and interest in this service. As an Appendix to the RFP, provide team members' resumes.
3. Project Experience: Provide a list of similar work or experience with a comparable service scope.
4. Provide a schedule of fees and charges associated with each of the Scope of Work items. Outline any reimbursable expenses.

SELECTION PROCESS

The Town Board of Trustee and/or the Town Administrator and Town Staff will review all proposals. The proposals will be scored on the following criteria:

1. Quality and thoroughness of the proposal.
2. Municipal Government Experience
3. Consultant's experience and past performance in completing similar projects.
4. Cost.

ADDITIONAL CONDITIONS AND INFORMATION

ACCEPTANCE OF PROPOSAL: It is expressly understood that the TOWN reserves the right to reject any or all responses to this RFP. Final selection will be based on the proposal's apparent ability to best meet the overall expectations of the Town as determined solely by the Town.

COST OF PROPOSAL AND CONSULTANT(S) EXPENSES: Expenses incurred in the preparation of proposals in response to this RFP are the Consultant(s) sole responsibility. The Owner assumes no responsibility for payment of any expenses incurred by any Consultant(s) as part of the RFP process.

LATE PROPOSALS: Late proposals will not be considered.

OPEN RECORDS ACT: Notwithstanding any language contained in the proposal to the contrary, all proposals submitted to the Town become the property of the Town. Any information considered proprietary should not be included or clearly identified as confidential.

OPENING OF PROPOSALS: The Town reserves the right to open Proposals received in response to this RFP, privately and unannounced, after the closing date and time.

IRREGULARITIES: The Town reserves the right to waive any and all irregularities contained within a proposal.

PROPOSAL SUBMITTAL DEADLINE

The deadline for submittals is February 5, 2025, 5pm

Late submissions will not be considered.

Questions and inquiries regarding the RFP should be directed to Glen Smith, Interim Town Administrator, 719.481.2953 or gsmith@palmer-lake.org prior to the submittal due date. The Town will issue a response to all questions by email.