



BOARD OF TRUSTEES MEETING

Thursday, May 22, 2025 at 6:00 PM

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

LIVE STREAM available on Town website

AGENDA – REVISED 5/21

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 by Future Leaders of Academy for Advanced and Creative Learning

Pledge of Allegiance

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

- [1.](#) Minutes from May 8, 2025 Meeting
- [2.](#) Minutes of May 9, 2025 Special Meeting
- [3.](#) Checks over \$15,000 - Krob Law (\$17,045.00) for legal services
- [4.](#) Financials (April)

Staff/Department Reports, if any

5. Police

6. Fire
7. Administration
8. Attorney
9. Administrator/Clerk

Business Items

- [10.](#) Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC
- [11.](#) Resolution 43-2025 to Authorize Single Hauler Trash Collection Services (tentative)
- [12.](#) Resolution 44-2025 to Adopt Hourly Rental Fee for Ballfield
- [13.](#) Resolution 45-2025 to Amend Fee for Police Officer Extra Duty
- [14.](#) Update on Status and Estimates Pertaining to Elephant Rock Property
15. Direction for Economic Development Activity

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

Convene to Executive Session - For the purpose of:

A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of property lease amendment for Eco Spa at Elephant Rock property; and

B) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development; and

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

Reconvene to Open Session**Adjourn**

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, May 08, 2025 at 6:00 PM

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

MINUTES

Call to Order. Mayor Glant Havenar called the regular meeting to order at 6:03 pm.

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

Invocation by Trustee Dennis Stern

Pledge of Allegiance led by El Paso County Commissioner Bill Wysong

Consent Agenda. MOTION (Ball, Hutson) to approve the consent agenda including items 1) Minutes from April 24, 2025, Meeting; 2) Checks over \$15,000 - Meyer & Sams Inc dba GMS (\$20,890.10) for engineering services. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance
5. Police – no additional comments.
6. Fire – Chief Vincent stated another staff EMT certification was completed.
7. Administration
8. Attorney – no comments.
9. Administrator/Clerk – Collins provided an update on various projects including the estimated start of the water tank repair, progress of the public safety feasibility study, and an anticipated change of scope for the Spruce Mountain Road project. She informed the Board about the receipt of signatures for the petition for the ballot initiative and that a 40-day protest period begins. Collins stated that signatures will be verified prior to the petition coming before the Board to consider or set an election date. It was agreed the next department workshop will be with Fire on 5/22. Collins commented about the successful bridge dedication and ribbon cutting and also informed members of approved upcoming special events.

Public Hearing –

10. Application for Resubdivision Master Plan for Lakeview Heights. The applicant requested to continue the hearing for 90 days, approximately August 14. Trustee Jurka inquired how often an applicant can request to continue a hearing. Attorney Krob informed members that if not continued,

the applicant will need to begin the process all over. MOTION (Stern, Ball) to continue the hearing until August 14. Roll call vote – aye 7; nay 0. Motion passed.

Business Items

11. Resolution 40-2025 to Approve Agreement with Palmer Lake Pickleball Club. Ms. Jane Feldman and Mr. David Jones provided the background about the formation of the Palmer Lake Pickleball Club to assist in funding activities for maintenance and improvement of the courts. They reviewed the club goals and mission and explained the volunteer led activity for the community. This agreement was drafted and reviewed with staff and approval was recommended by Parks and Trails Commission at a special meeting on May 6. MOTION (Dreher, Ball) to approve Resolution 40-2025 to authorize the agreement. Roll call vote – aye 7; nay 0. Motion passed.

12. Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC. No action on this item (not completed).

13. Resolution 42-2025 to Authorize Professional Service Agreement with CMI to Complete Land Use Code Rewrite. Trustee Caves stated that the Planning Commission is committed to completing this project. MOTION (Ball, Jurka) to approve Resolution 42-2025 to authorize the services with CMI for a not to exceed amount of \$30,000. Roll call vote – aye 7; nay 0. Motion passed.

14. Direction for Single Hauler Trash Collection Service. Trustee Stern reviewed the rate quoted by Waste Connection and inquired how the town will establish this rate for the residents. Attorney Krob stated it will be language in a resolution for a preferred trash collection service. Language was discussed to be included, such as minimum of two years and annual review. Board members directed staff to draft a resolution for services with Waste Connection.

15. Review Draft and Direction for Request for Proposal (RFP) for Elephant Rock, Main Building. Discussion took place about revisions such as striking the former chapel also referred to as long building from the area for proposals. It was discussed that the former chapel could be seasonal use, and it was further agreed that discussion will take place at a later date. Mr. Matt Stephen inquired about the criteria referenced in the evaluation section. Collins suggested amending the word criteria to match the section identifying parameters further in the RFP. Members suggested the RFP be issued for about 3 months to allow interested parties to assemble financial data. It was estimated that proposals could be heard in August. Staff will revise the RFP and issue within the next week.

16. Update - Promotion of Community Clean Up - May 17. Collins highlighted the clean up day noting the trash bin locations and staff monitoring that will take place. Mayor Havenar asked Deputy Town Clerk Romero to distribute copies to the Board.

Public Comment. No comments from the public.

Board Reports. Trustee Ball reported that she is assisting with the dispatch building for the 911 Authority. Trustee Caves stated he is excited about the Planning Commission work and the involvement of new members completing the project. No other reports were provided.

Next Meeting (May 22) and Future Items. Mayor Havenar reminded members of the special meeting on Friday, 5/9 for executive session for input to the annexation agreement. It was added that a workshop with the Fire Department will be scheduled for 5/22 at 5 pm.

Convene to Executive Session. MOTION (Ball, Dreher) to convene to executive session at 6:50 pm. Roll call vote – aye 7; nay 0. Motion passed. For the purpose of:

A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of property lease amendment for Eco Spa at Elephant Rock property; and

B) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development.

Reconvene to Open Session at 9:15 pm.

Adjourn. MOTION (Stern, Dreher) to adjourn at 9:15 pm. Motion passed.

Glant Havenar, Mayor

ATTEST: Dawn A. Collins, Town Clerk



BOARD OF TRUSTEES - SPECIAL MEETING

Friday, May 09, 2025 at 1:00 PM

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

MINUTES

Call to Order. Mayor Pro Tem Dennis Stern called the meeting to order at 1:18 pm, due to technical difficulty with audio for remote (virtual) participants.

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

Convene to Executive Session. MOTION (Dreher, Ball) to convene to executive session. Roll call vote – aye 7; nay 0. Motion passed. For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development.

Reconvene to Open Session – approximately 3:35 pm.

Adjourn. MOTION (Dreher, Stern) to adjourn at 3:37 pm.

Dennis Stern, Mayor Pro Tem

ATTEST: Dawn A. Collins, Town Clerk

INVOICE

Date: 05/08/2025



KROB LAW OFFICE, LLC
Attorneys at Law

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Town of Palmer Lake

Town of Palmer Lake-General Legal Services

General Legal Services

Attorney	Date	Notes	Quantity	Rate	Total
SPK	04/02/2025	Telephone conference with D. Collins regarding petition questions, recall questions and pending matters	0.30	\$175.00	\$52.50
SPK	04/03/2025	Email to BOT with Integrity Matters settlement demand attached, Prepare for and attend telephone conference with D. Collins regarding Kolesti threat of defamation suit against Town, Correspondence between Integrity Matters and Town staff, CORA requests from Garrett, Smith, and Dunston, and pending matters, Notes to files regarding same, Review draft summary of initiated ordinance, Provide suggested revisions regarding same to D. Collins, Receive and review proposed agenda, Prepare for and attend agenda prep session with D. Collins and Mayor, Confer with D. Collins regarding additional pending matters, Begin review of Lakeview Heights materials regarding evacuation and access, Receive and review ICC opinion regarding IFC 107.1 exceptions	4.90	\$175.00	\$857.50
SPK	04/04/2025	Continue to review Lakeview Heights submissions including C. Cummings opinion letter, ICC opinioins regarding D107.1 of the IFC and its exceptions, Correspondence from adjacent landowners denying right to install second access road across their property, Letters from El Paso County Parks regarding use of Santa Fe Trail as alternate emergency access and use as emergency evcuation route, Receive and review summary of Emergency Evacuation report from J. Hodsdon, Receive and review text from D. Collins regarding trustee responses to citizen posts, Receive and review summary of Bynum evacuation plan for	6.10	\$175.00	\$1,067.50

Lakeview Heights, Memo to file regarding legal review of Lakeview Heights submissions, Draft and send email to D. Collins regarding Lakeview Heights review and preparation for BOT meeting, Receive and review complaint letter from Integrity Matters regarding trustee social media posts, Receive and review letter from G. Kolesti threatening litigation and previous letter sent to G. Kolesti regarding volunteer activities, Receive and review email from C. Dossey regarding area map of properties requested by Jack

SPK	04/05/2025	Receive and review emails from D. Collins forwarding texts from G. Kolesti regarding petition concerns	0.30	\$175.00	\$52.50
SPK	04/07/2025	Receive and review ticket for defendant Buffenmeyer, Telephone conference with defendant, Send proposed disposition, Review notes, prepare for and participate in telephone conference with D. Collins regarding EcoSpa lease discussions, election and social media issues, Kite property issues, Branch Fowler road development issue, Red Rock Acres annexation process, Lakeview Heights legal review and request to continue and pending matters, Prepare for and attend call with D. Collins and Willans regarding EcoSpa lease, Receive, review and revise materials for 4.10.25 packet including Jack quitclaim deed ordinance and vicinity map, BOT expectations resolution, Resolution accepting petition and setting eligibility hearing, and ordinance authorizing collection agency for delinquent municipal court assessments	4.50	\$175.00	\$787.50
SPK	04/08/2025	Finalize and email materials for 4.10.25 packet to D. Collins with cover, Receive, review and respond to email from D. Collins regarding revisions to and additional materials for 4.10.25 BOT meeting	0.50	\$175.00	\$87.50
SPK	04/09/2025	Telephone conference with D. Collins regarding police radio contract, executive session discussion for BOT meeting, response times for MOUs and pending matters, Receive and review contract for police radios maintenance, Receive and review emails from CIRSA counsel regarding closing of Vanderpool case	1.10	\$175.00	\$192.50
SPK	04/10/2025	Telephone conference with D. Collins regarding BOT agenda and executive session items, Follow up telephone call regarding same, Prepare for and attend EcoSpa executive session and BOT meeting	4.60	\$175.00	\$805.00
SPK	04/11/2025	Receive and review approved petition for initiated ordinance and accompanying email from D. Collins, Research regarding retrospective nature of initiated ordinance, Review parks notes regarding soccer field MOU, Receive and review emails from B. Cole and D. Collins regarding absence of CUP provision in existing Town Code, Review Town Code provisions regarding specific CUPs in certain districts	2.00	\$175.00	\$350.00

SPK	04/15/2025	Review notes to participate in discussion with CDOT regarding Illumination point, Email to D. Collins regarding same, Telephone conference with D. Collins regarding same, Participate in virtual meeting with D. Collins, J. Chavez and CDOT representatives regarding Illumination Point outstanding issues and enforcement processes	1.50	\$175.00	\$262.50
SPK	04/16/2025	Telephone conference with D. Collins regarding sign application notice for PC meeting, possible meeting to discuss THC concerns, and pending matters	0.40	\$175.00	\$70.00
SPK	04/17/2025	Telephone conference regarding S. Neal speeding ticket and possible disposition	0.30	\$175.00	\$52.50
SPK	04/18/2025	Receive and review draft agenda and respond to email from D. Collins regarding same, Prepare for and attend agenda prep session with D. Collins, Mayor and Mayor Pro Tem, Follow up telephone conference with D. Collins regarding preparation for BOT meeting	1.60	\$175.00	\$280.00
SPK	04/21/2025	Receive, review and revise resolution to appoint vacancy on Parks and Trails Commission, Email to D. Collins with cover, Receive, review and revise resolution to extend temporary CUP for Diacut and Hayco after reviewing PC minutes regarding same, Receive, review and reply to follow up email from D. Collins regarding same, Receive, review and revise resolution to set aside blocks of time and establish fees for pickle ball courts after reviewing Xcel spreadsheet regarding same	2.60	\$175.00	\$455.00
SPK	04/22/2025	Receive and review emails from D. Collins regarding pending matters, Telephone conference with D. Collins regarding soccer and pickleball MOUs and pending matters, Receive and begin review of MOU for soccer fields and pickle ball courts	1.60	\$175.00	\$280.00
SPK	04/23/2025	Continue to review MOUs for soccer field and pickle ball courts	0.80	\$175.00	\$140.00
SPK	04/24/2025	Receive, review and revise draft pickle ball waiver of liability and agreement, Email to D. Collins with cover, Receive, review and respond to email from D. Collins regarding pending matters, Office conference with D. Collins regarding pending matters and preparation for BOT meeting and executive sessions	7.60	\$175.00	\$1,330.00
SPK	04/25/2025	Prepare for and participate in virtual call with owners of marijuana business regarding sales by CBD business, Confer with D. Collins regarding pending matters	0.50	\$175.00	\$87.50
SPK	04/26/2025	Receive and review notes from PDSC and PLT&PC, Draft MOU for soccer field, Email with cover to D. Collins	2.80	\$175.00	\$490.00

05/08/2025

SPK	04/28/2025	Revise soccer field MOU, Email to D. Collins with cover	0.80	\$175.00	\$140.00
SPK	04/29/2025	Review file and negotiate disposition with Municipal Court defendant S. Neal, Send follow up paperwork	0.60	\$175.00	\$105.00
SPK	04/30/2025	Telephone conference with N. Poppe regarding amended complaint from Integrity Matters	0.30	\$175.00	\$52.50

Subtotal \$7,997.50

10-21-5103 mac

Town of Palmer Lake-2024 Annexation

2024 Annexation

— remb.

Attorney	Date	Notes	Quantity	Rate	Total
SPK	04/02/2025	Prepare for and attend weekly meeting, Follow up telephone conference with D. Collins regarding posting and notice issues	0.90	\$175.00	\$157.50
SPK	04/04/2025	Continue to review draft water study, Receive and review email from Mayor regarding correspondence from Integrity Matters	1.60	\$175.00	\$280.00
SPK	04/05/2025	Finish review of draft water study, Begin drafting memo to M. Morton with SPK comments	6.60	\$175.00	\$1,155.00
SPK	04/07/2025	Telephone conference with Trustee Hutson regarding Integrity Matters, recall petitions, and use of social media sites and pending issues, Memo to file regarding same	0.90	\$175.00	\$157.50
SPK	04/08/2025	Finish memo reviewing water study, Email to D. Collins with cover, Begin review of annexation petitions and maps	2.60	\$175.00	\$455.00
SPK	04/09/2025	Prepare for and attend regular weekly meeting with Buc-ee's staff, Telephone conference with S. Frear regarding executive session and bullet points, Review petitions under the statute, Receive, and review email from D. Collins regarding requests for draft studies	1.70	\$175.00	\$297.50
SPK	04/10/2025	Receive and review bullet points from Buc-ee's attorney, Forward to D. Collins with cover, Review memo regarding Town's possible bullet points, Johnstown agreements, and studies to prepare for executive session with BOT to discuss annexation agreement, Prepare for and participate in executive session regarding annexation agreement	4.50	\$175.00	\$787.50
SPK	04/11/2025	Receive and review emails between D. Collins and N. Ruiz regarding explanation of 3 vs 6 petitions for annexation, Follow up email from M. Morton	4.60	\$175.00	\$805.00

		regarding same and D. Collins regarding treatment of UCC property in connection with contiguity, Receive and review email from EPS regarding invoice, Review water study regarding alternatives to TOPL providing water, Receive and review initial draft of completeness review memo from CMI and GMS comments regarding same, Notes to file regarding outstanding issues, Receive and review emails from B. Cole regarding concurrent submission of zoning materials, Begin review of zoning requirements and applications			
SPK	04/14/2025	Finish review of Town code PD and related provisions, Draft and send memo regarding CMI questions related to submission of zoning documents, Review zoning submissions from Buc-ee's for PD application	2.30	\$175.00	\$402.50
SPK	04/15/2025	Receive, review and respond to emails regarding completeness review, Telephone conference with D. Collins regarding revised signatures on annexation documents and memo regarding land use steps, Response to D. Collins regarding same, Prepare for and participate in virtual call with D. Guimond, M. Morton, and D. Collins regarding fiscal and water study finalization, Telephone conference with D. Collins regarding land use timeline and checklist, weekly meeting with applicant	3.70	\$175.00	\$647.50
SPK	04/16/2025	Prepare for and attend weekly meeting with applicants legal counsel, staff and D. Collins, Receive and review B. Cole email regarding concern with use of UCC property to determine contiguity, Call to D. Collins regarding same and narrative for PDP, Follow up discussion with D. Collins regarding annexation map correction issue related to cross hatching, Receive and review emails from fiscal and water consultants regarding population figures, Receive and review emails from N. Poppe and L. Aherne regarding Integrity Matters response and Town's reply, Receive and review Integrity Matters response to CIRSA's motion to dismiss and CIRSA's reply	2.60	\$175.00	\$455.00
SPK	04/18/2025	Receive and review email from CMI regarding legal opinion related to submission materials, Draft and provide response regarding same, Receive and begin review of CMI completeness memo, Review submissions from Verex regarding sketch development plan, sketch plan (subdivision) and Planned development plan, Receive and review revised fiscal study from EPS, Prepare for and participate in conference call with DRC regarding processing of land use applications, Receive, review and provide comments to revised fiscal study, Email to D. Guimond with cover, Receive and review CMI and GMS comments regarding final fiscal study, Receive and review emails among CMI, D. Collins and N. Ruiz regarding coordination among planners	7.30	\$175.00	\$1,277.50

05/08/2025

SPK	04/21/2025	Receive, review and respond to email from M. Morton regarding revision process for water study, Receive and review email from CMI regarding completeness review meeting with Vortex	0.30	\$175.00	\$52.50
SPK	04/22/2025	Telephone conference with D. Collins regarding status of studies, Receive and review email from CMI regarding process for revising engineering and land use materials, Receive and review completeness memo from CMI to applicant	1.00	\$175.00	\$175.00
SPK	04/23/2025	Telephone conference with Lone Tree's City attorney regarding public improvements fee at Park Meadows and similar Public Improvement Fees elsewhere as alternative to tax shareback	0.60	\$175.00	\$105.00
SPK	04/24/2025	Review notes from executive session and proposal from developer regarding bullet points for annexation agreement, Review sample PIF covenant, Draft and send email to S. Frear regarding initial comments from BOT regarding annexation agreement bullet points, Confer with BOT in executive session regarding annexation agreement	3.90	\$175.00	\$682.50
SPK	04/25/2025	Receive and review email from M. Davenport and B. Cole regarding water demand numbers and water report, Telephone conference with D. Collins regarding same, Telephone conference with M. Morton regarding same, Draft and send response to DRT regarding same, Begin review of land use timeline, Prepare for and attend DRT meeting regarding finalization of water study, Receive and review email from S. Frear regarding annexation agreement bullet points	2.30	\$175.00	\$402.50
SPK	04/26/2025	Receive and review email from D. Collins with final fiscal and water studies attached, Review fiscal study regarding use tax rate, Send email to EPS regarding same, Receive, review and respond to follow up email from D. Collins regarding same	0.90	\$175.00	\$157.50
SPK	04/28/2025	Review PD code to develop timeline for PDP and FDP, Review subdivision code to develop timeline for Sketch plan, PP, and FP, Research ability to waive sketch plan, Prepare for and attend virtual meeting with DRC to review and work on timeline for land use items, completeness review and paths going forward	2.90	\$175.00	\$507.50
SPK	04/30/2025	Prepare for and participate in weekly meeting with applicant, Receive, review and respond to email from S. Frear regarding annexation agreement discussion meeting	0.50	\$175.00	\$87.50

Subtotal \$9,047.50
 10-21-5109-040 *WAL*
 REIMB
 Total \$17,045.00



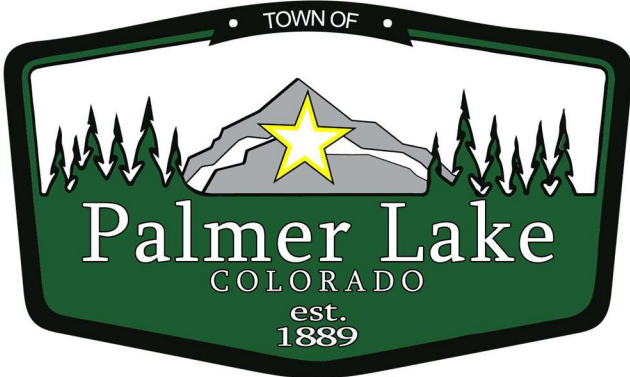
TOWN OF PALMER LAKE
Financial Statements
April 2025
Unaudited



Schedule of Cash Position
April 2025

TOWN OF PALMER LAKE
Schedule of Cash Position
April 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	\$ 3,026,051
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.39%	\$ 1,604,851
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.39%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.39%	\$ 68,206
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.39%	\$ 11,359
General Fund Reserves Subtotal				<u>\$ 1,684,423</u>
General Fund Accounts Total				<u><u>\$ 4,710,474</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,259,185
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.39%	\$ 204,426
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.39%	\$ 227,177
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.39%	\$ 226,473
Water Fund Accounts Total				<u><u>\$ 1,917,261</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.39%	\$ 31,058
Conservation Trust Fund Account Total				<u><u>\$ 31,058</u></u>



Financial Reports
April 2025

TOWN OF PALMER LAKE

Item 4.

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

For the Four Months Ended April 30, 2025
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Taxes	\$ 3,579,885	\$ 1,476,874	\$ (2,103,011)	41%
Fees and Licenses	288,725	80,265	(208,460)	28%
Fines	60,000	8,458	(51,542)	14%
Interest	85,567	29,260	(56,307)	34%
Departmental	70,500	29,942	(40,558)	42%
Grants and Donations	1,512,517	18,306	(1,494,211)	1%
Miscellaneous	87,600	211,642	124,042	242%
Total Revenue	\$ 5,684,794	\$ 1,854,747	\$ (3,830,047)	33%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 93,093	\$ 214,160	30%
Professional Services	372,700	201,972	170,728	54%
Administrative/Operations	260,700	106,259	154,441	41%
Capital Outlays	26,200	11,252	14,948	43%
Total Administration	\$ 966,853	\$ 412,576	\$ 554,277	43%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 275,979	\$ 848,630	25%
Professional Services	114,400	6,324	108,076	6%
Administrative/Operations	184,009	51,943	132,066	28%
Capital Outlays	12,000	7,194	4,806	60%
Total Police Department	\$ 1,435,018	\$ 341,440	\$ 1,093,578	24%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 252,796	\$ 746,724	25%
Professional Services	17,700	12,620	5,080	71%
Administrative/Operations	137,525	26,500	111,025	19%
Capital Outlays	15,000	-	15,000	0%
Total Fire Department	\$ 1,169,745	\$ 291,916	\$ 877,829	25%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 83,477	\$ 209,902	28%
Professional Services	31,300	10,892	20,408	35%
Administrative/Operations	187,800	49,685	138,115	26%
Capital Outlays	1,825,996	62,947	1,763,049	3%
Total Roads Department	\$ 2,338,475	\$ 207,001	\$ 2,131,474	9%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 11,545	\$ 36,055	24%
Capital Outlays	20,000	9,126	10,874	46%
Total Parks Department	\$ 67,600	\$ 20,671	\$ 46,929	31%
Total Expenditures	\$ 5,977,691	\$ 1,273,604	\$ 4,704,087	21%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (292,897)	\$ 581,143	\$ 874,040	
FUND BALANCE - BEGINNING OF YEAR		\$ 4,174,737		
FUND BALANCE - END OF YEAR		\$ 4,755,880		

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 Four Months Ended April 30, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 410,947	\$ (1,027,310)	29%
Water Improvement Fee	79,626	25,729	(53,897)	32%
Water Loan	217,596	72,526	(145,070)	33%
Water Tap Fees	75,090	-	(75,090)	0%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	15,000	6,030	(8,970)	40%
Interest	30,000	9,548	(20,452)	32%
Grants	-	7,500	7,500	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 535,263</u>	<u>\$ (1,322,856)</u>	<u>29%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 113,180	\$ 437,959	21%
Professional Services	133,500	30,104	103,396	23%
Administrative/Operations	443,300	153,330	289,970	35%
Capital Outlays	454,800	1,969	452,831	0%
Debt Service	211,887	105,944	105,943	50%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 404,527</u>	<u>\$ 1,390,099</u>	<u>23%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ 63,493</u>	<u>\$ 130,736</u>	<u>\$ 67,243</u>	
FUND BALANCE - BEGINNING OF YEAR				
		<u>\$ 1,264,490</u>		
FUND BALANCE - END OF YEAR				
		<u>\$ 1,395,226</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted				
		<u><u>\$ 1,178,655</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 Four Months Ended April 30, 2025 UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 33%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ 7,996	\$ (28,004)	22%
Interest	1,425	451	(974)	32%
Total Revenue	<u>\$ 37,425</u>	<u>\$ 8,447</u>	<u>\$ (28,978)</u>	<u>23%</u>
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	-	4,000	0%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	<u>\$ 27,296</u>	<u>\$ -</u>	<u>\$ 27,296</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 10,129</u>	<u>\$ 8,447</u>	<u>\$ (1,682)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 84,625</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 93,072</u></u>		



Accounts Payable Reports
April 2025

Town of Palmer Lake
 VENDOR CHECK REGISTER REPORT
 Payables Management

Item 4.

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2025 4/30/2025
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50562	AIRGAS	AIRGAS USA, LLC	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$153.73
50563	AMCOBIIT	AMCOBI	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$3,853.50
50564	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$1,750.00
50565	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$70.00
50566	CKT	COMMON KNOWLEDGE TECHNOLOGY	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$2,734.00
50567	ESO	ESO SOLUTIONS, INC.	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$513.03
50568	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$1,513.00
50569	GEN-TECH	GEN-TECH	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$5,215.83
50570	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$951.45
50571	HYDROCORP	HYDROCORP INC	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$459.45
50572	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$6,283.10
50573	KELLYBOOKSLIC	MOUNTAIN SHADOWS ACCOUNTING GR	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$5,000.00
50574	PAVEMENTREPAIR	PAVEMENT REPAIR & SUPPLIES, IN	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$1,262.50
50575	SPRINGSMOUNTAIN	Springs Mountain Water	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$50.20
50576	STERICYCLE	STERICYCLE, INC.	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$40.52
50577	T2SYSTEMS	T2 SYSTEMS CANADA INC.	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$70.00
50578	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$900.00
50579	UNCC	UTILITY NOTIFICATION CENTER OF	4/3/2025	COBANK-CKG 9495	PMCHK00000215	\$33.10
50580	ALLCOPYPRODUCTS	ALL COPY PRODUCTS, INC.	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$421.66
50581	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$914.96
50582	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$4,090.00
50583	CITYOFFORTCOLLI	CITY OF FORT COLLINS	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$90.00
50584	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$35.00
50585	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$5,545.00
50586	COREANDMAIN	CORE & MAIN LLP	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$3,482.50
50587	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$2,355.93
50588	JRENGINEERING	JR ENGINEERING, LLC	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$10,008.75
50589	LARKSPURFIRE	LARKSPUR FIRE PROTECTION DISTR	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$100.00
50590	LYONGSADDIS	LYONS GADDIS	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$891.00
50591	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$26,667.99
50592	MYFLEETCENTER	MYFLEETCENTER	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$92.62
50593	PALMERLAKESANIT	PALMER LAKE SANITATION	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$2,331.48
50594	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$86.73
50595	DPCINDUSTRIES	PVS DX, INC.	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$70.00
50596	REPUBLICSERVICE	REPUBLIC SERVICES #653	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$2,109.93
50597	TRILAKESCHAMBER	TRI-LAKES CHAMBER OF COMMERCE	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$250.00
50598	WEARPARTS&EQUIP	Wear Parts & Equipment	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$3,637.98
50599	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	4/10/2025	COBANK-CKG 9495	PMCHK00000216	\$1,438.71
50600	ABGROCKYMOUNTAI	ABGRM	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$907.53
* 50601	BLADESGROUP	BLADES GROUP LLC	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$2,097.00
50602	CENTURYLINK	CENTURYLINK	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$696.11
50603	COLORADOANALYTI	COLORADO ANALYTICAL LAB	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$1,703.40
50604	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$70.00
50605	CKT	COMMON KNOWLEDGE TECHNOLOGY	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$5,916.00
50606	COREANDMAIN	CORE & MAIN LLP	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$1,070.68
50607	COLLINS,DAWN	Dawn Collins	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$75.00
50608	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$3,250.00
50609	CICCOLELLAJOH	JOHN CICCOLELLA	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$320.00
50610	KELLEYDONALDSON	KELLEY DONALDSON	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$75.00
50611	KEVINMAGNER	KEVIN MAGNER	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$118.63
50612	KROBLAWOFFICES	KROB LAW OFFICE, LLC	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$14,017.50
50613	MATTHEWMARTINEZ	MATTHEW MARTINEZ-GLADIN	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$200.00
50614	MES	MES SERVICE COMPANY, LLC	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$75.10
50615	MONARCHMERCHANT	MONARCH MERCHANDISING	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$284.91
50616	MYFLEETCENTER	MYFLEETCENTER	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$130.00
50617	OREILLY	O'Reilly Automotive, Inc.	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$88.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50618	PINNACOL	PINNACOL ASSURANCE	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$682.00
50619	PIONEER	SITEONE LANDSCAPE SUPPLY, LLC	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$939.80
50620	ORCUTT,STEVE	STEVE ORCUTT	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$273.75
50621	TRILAKESPRINTIN	TRI-LAKES PRINTING	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$225.00
50622	WINDSHIELDSEXPR	WINDSHIELDS EXPRESS	4/16/2025	COBANK-CKG 9495	PMCHK00000217	\$345.98
50623	AIRGAS	AIRGAS USA, LLC	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$52.56
50624	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$1,420.29
50625	AT&TMOBILITY	AT & T MOBILITY	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$1,535.87
50626	COLORADOANALYTI	COLORADO ANALYTICAL LAB	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$492.20
50627	DYNAMICAIRSYSTE	DYNAMIC AIR SYSTEMS	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$490.00
50628	GRAINGER	GRAINGER	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$161.54
50629	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$921.10
50630	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$267.75
50631	MONARCHMERCHANT	MONARCH MERCHANDISING	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$601.88
50632	ORKIN	Orkin	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$98.65
50633	RAMPARTSUPPLY	RAMPART SUPPLY	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$423.99
50634	T2SYSTEMS	T2 SYSTEMS CANADA INC.	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$70.00
50635	THRIFTYTHRONES	THRIFTY THRONES	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$1,280.00
50636	TRAFTONROOFING	TRAFTON ROOFING	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$7,193.50
50637	TRAILERSPLUS	TRAILERSPLUS	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$9,563.20
50638	TRILAKESPRINTIN	TRI-LAKES PRINTING	4/24/2025	COBANK-CKG 9495	PMCHK00000218	\$662.00

Total Checks: 77

Total Amount of Checks: \$152,173.18
 =====

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

	From:	To:
ACH Date	4/1/2025	4/30/2025
Checkbook ID	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
4/3/2025	CMTRX00000198	Bank Transaction Entry	WDL000002004	Parking Kiosk Fees	164.39
4/3/2025	CMTRX00000198	Bank Transaction Entry	WDL000002005	Parking Kiosk Fees	13.50
4/3/2025	CMTRX00000198	Bank Transaction Entry	WDL000002006	Paycom	81,362.27
4/7/2025	CMTRX00000198	Bank Transaction Entry	WDL000002003	Humana	1,353.76
4/7/2025	CMTRX00000198	Bank Transaction Entry	WDL000002009	WEX Fuel	2,966.85
4/8/2025	CMTRX00000198	Bank Transaction Entry	WDL000001997	CORE Electric	9,999.22
4/8/2025	CMTRX00000198	Bank Transaction Entry	WDL000001998	PCS	1,764.58
4/9/2025	CMTRX00000198	Bank Transaction Entry	WDL000001987	Black Hills Energy	136.57
4/9/2025	CMTRX00000198	Bank Transaction Entry	WDL000002002	HealthEquity	7.50
4/10/2025	CMTRX00000198	Bank Transaction Entry	WDL000002000	FPPA	11,544.70
4/10/2025	CMTRX00000198	Bank Transaction Entry	WDL000002008	Pinnacol Assurance	6,925.00
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001988	Black Hills Energy	189.01
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001989	Black Hills Energy	189.01
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001990	Black Hills Energy	155.12
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001991	Black Hills Energy	115.33
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001992	Black Hills Energy	113.86
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001993	Black Hills Energy	65.97
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001994	Black Hills Energy	35.76
4/14/2025	CMTRX00000198	Bank Transaction Entry	WDL000001995	Black Hills Energy	25.45
4/16/2025	CMTRX00000198	Bank Transaction Entry	WDL000001996	Visa Cardmember Services	2,580.10
4/17/2025	CMTRX00000198	Bank Transaction Entry	WDL000002007	Paycom	80,484.32
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001974	Amcobi	1,189.81
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001975	Amcobi	211.24
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001976	Amcobi	150.05
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001977	Amcobi	129.00
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001978	Amcobi	111.85
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001979	Amcobi	111.85
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001980	Amcobi	111.85
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001981	Amcobi	92.56
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001982	Amcobi	90.88
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001983	Amcobi	89.20
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001984	Amcobi	88.36
4/21/2025	CMTRX00000198	Bank Transaction Entry	WDL000001985	Amcobi	85.00
4/23/2025	CMTRX00000198	Bank Transaction Entry	WDL000001999	PCS	1,680.66
4/23/2025	CMTRX00000198	Bank Transaction Entry	WDL000002001	FPPA	11,523.16
4/28/2025	CMTRX00000198	Bank Transaction Entry	WDL000001986	Anthem	8,119.29

Total ACHs:

36

Total Amount of ACHs:

\$ 223,977.03



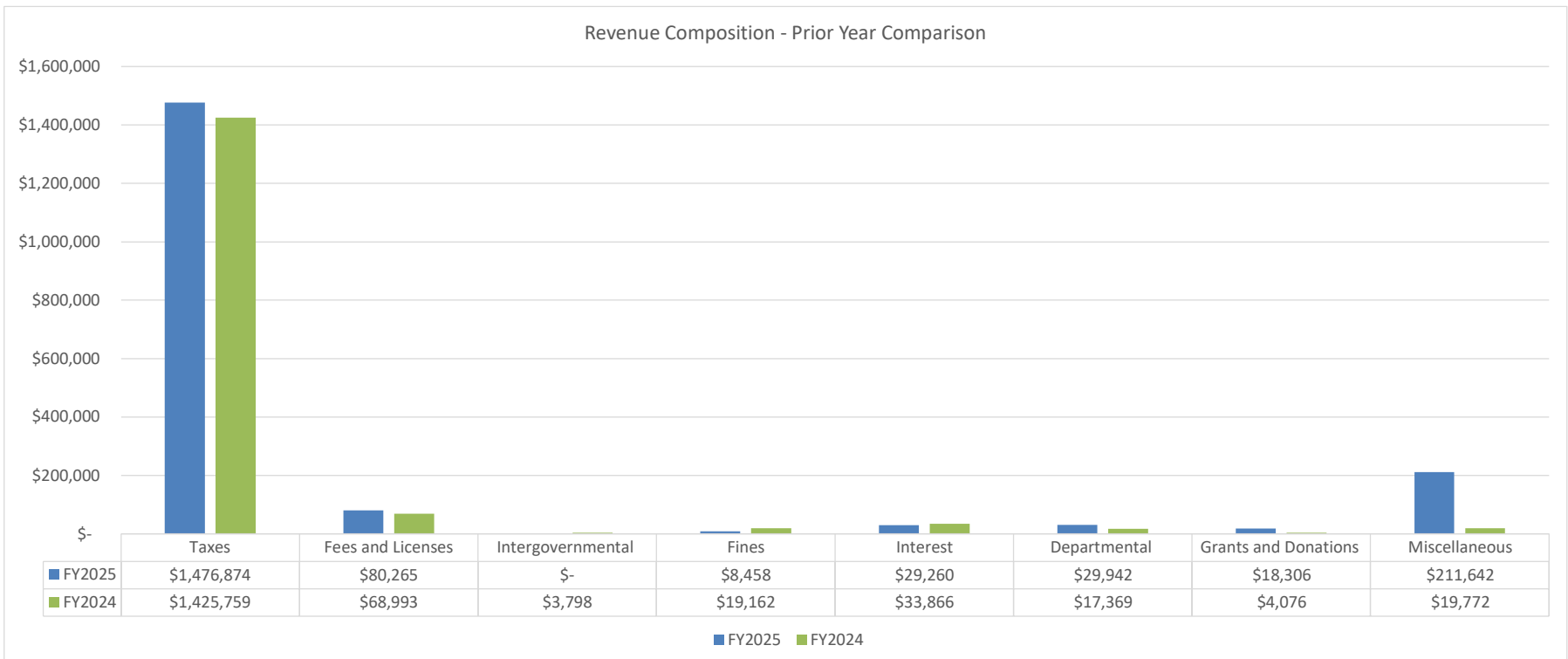
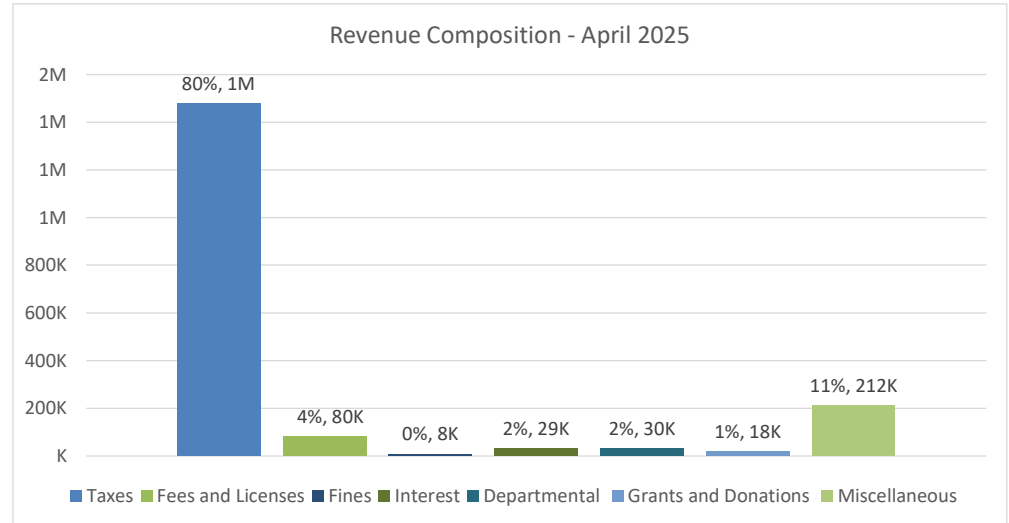
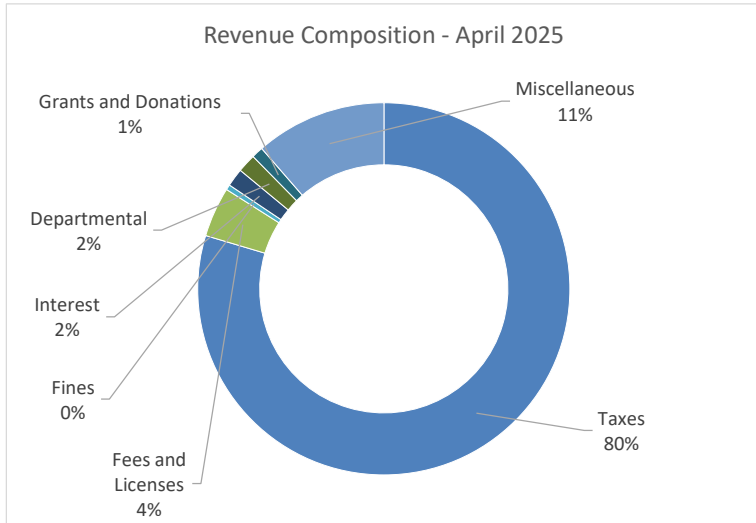
Charts
April 2025

TOWN OF PALMER LAKE

Item 4.

REVENUE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2025
UNAUDITED

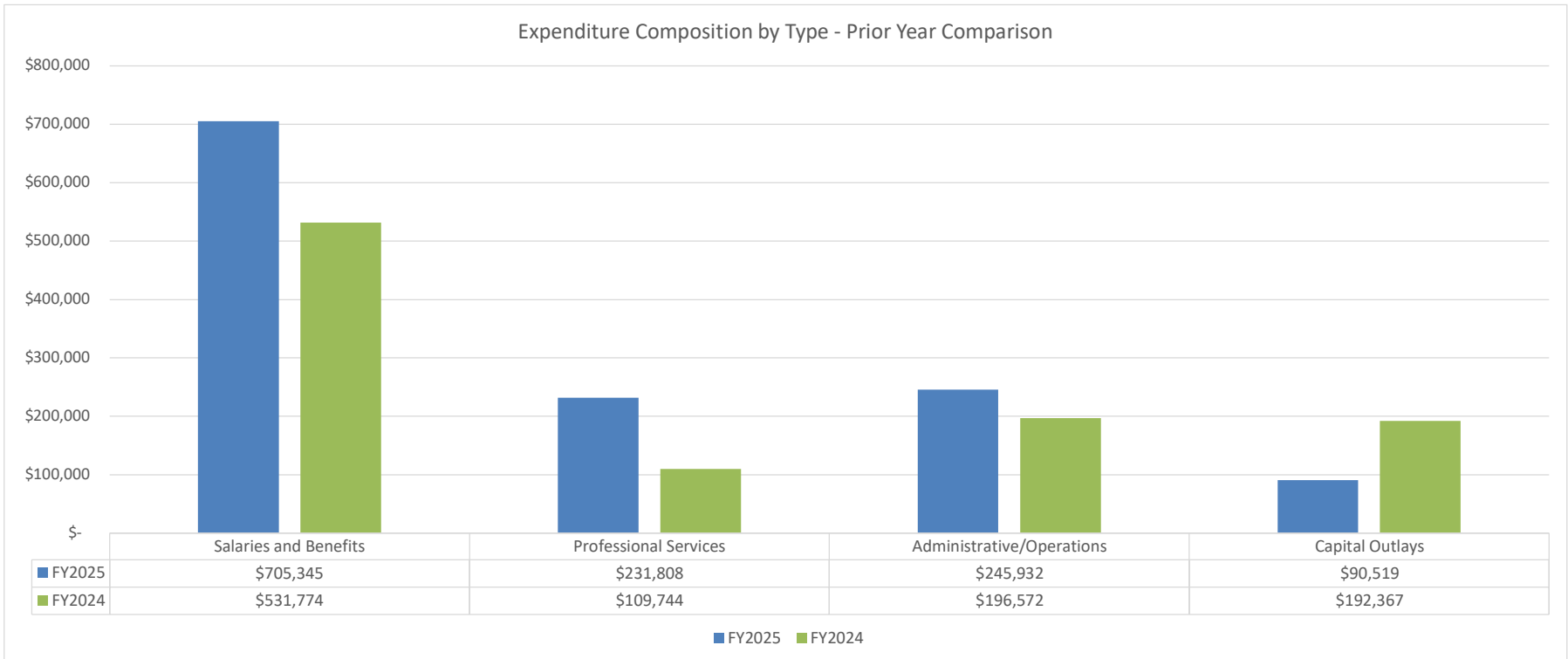
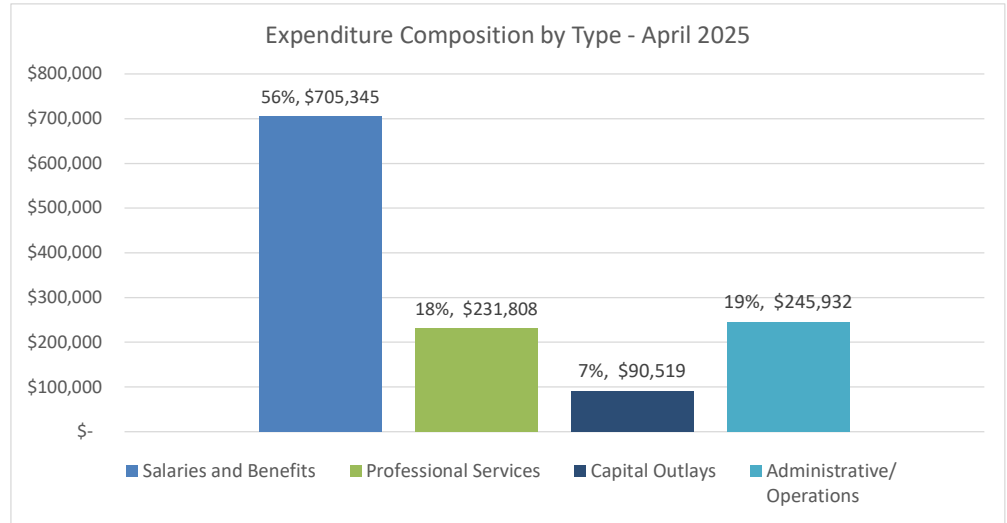
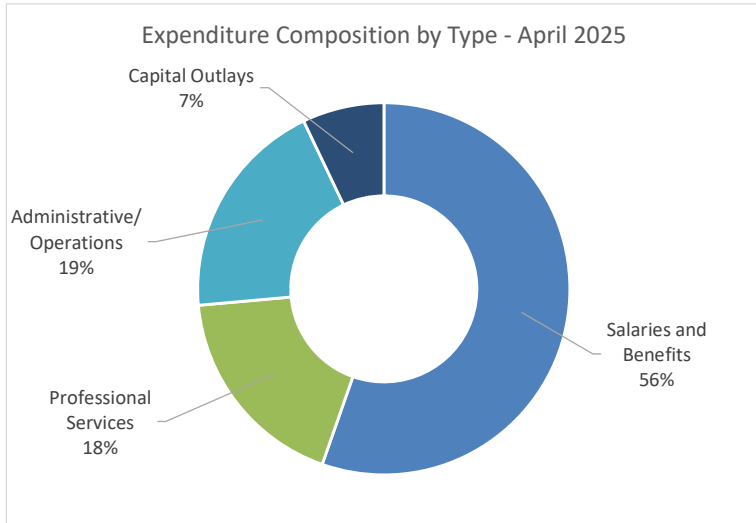


TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2025
UNAUDITED



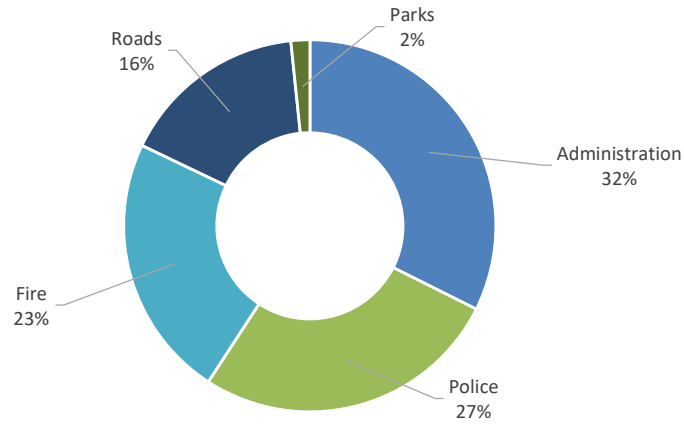
TOWN OF PALMER LAKE

Item 4.

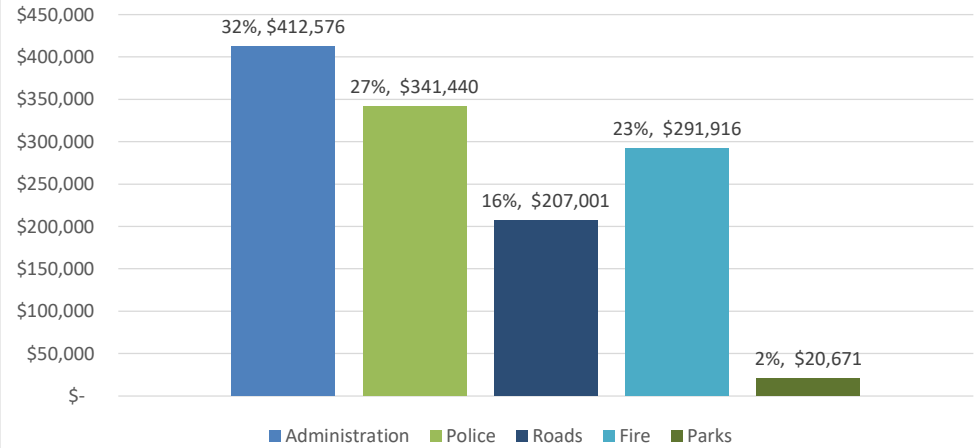
EXPENDITURE CHARTS GENERAL FUND

For the Four Months Ended April 30, 2025
UNAUDITED

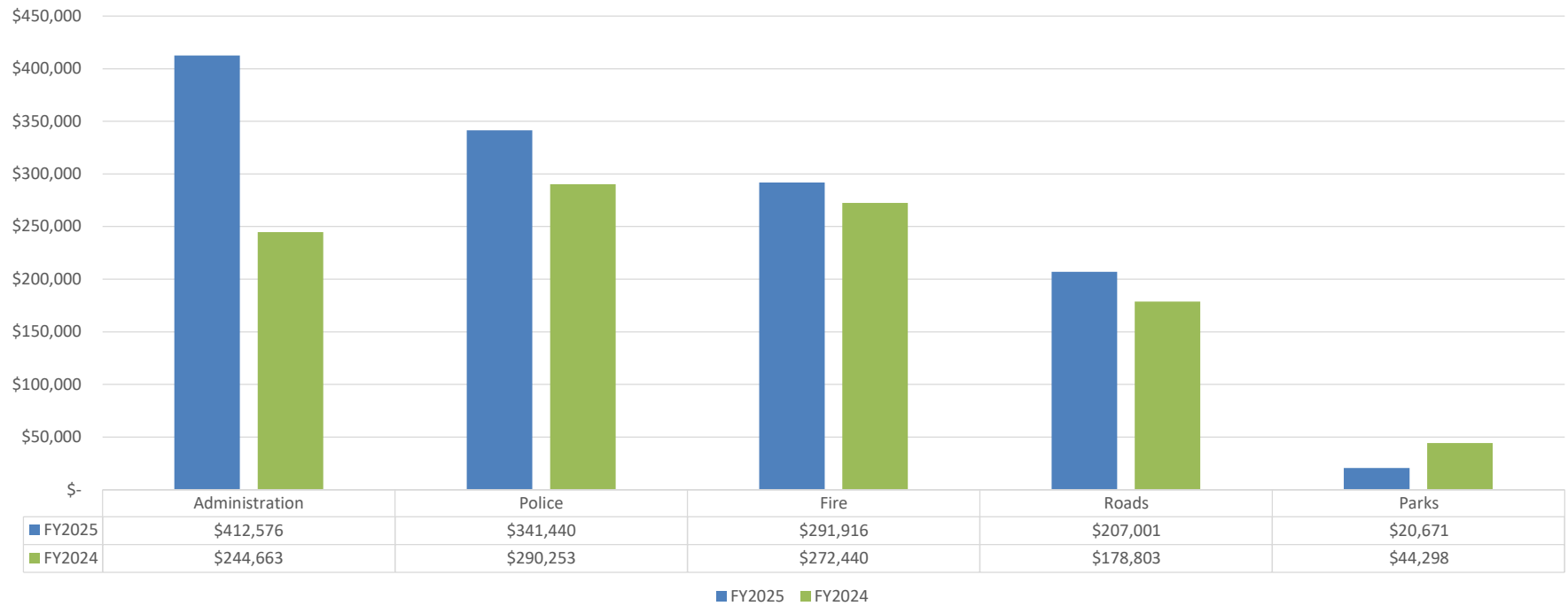
Expenditure Composition by Department - April 2025



Expenditure Composition by Department - April 2025



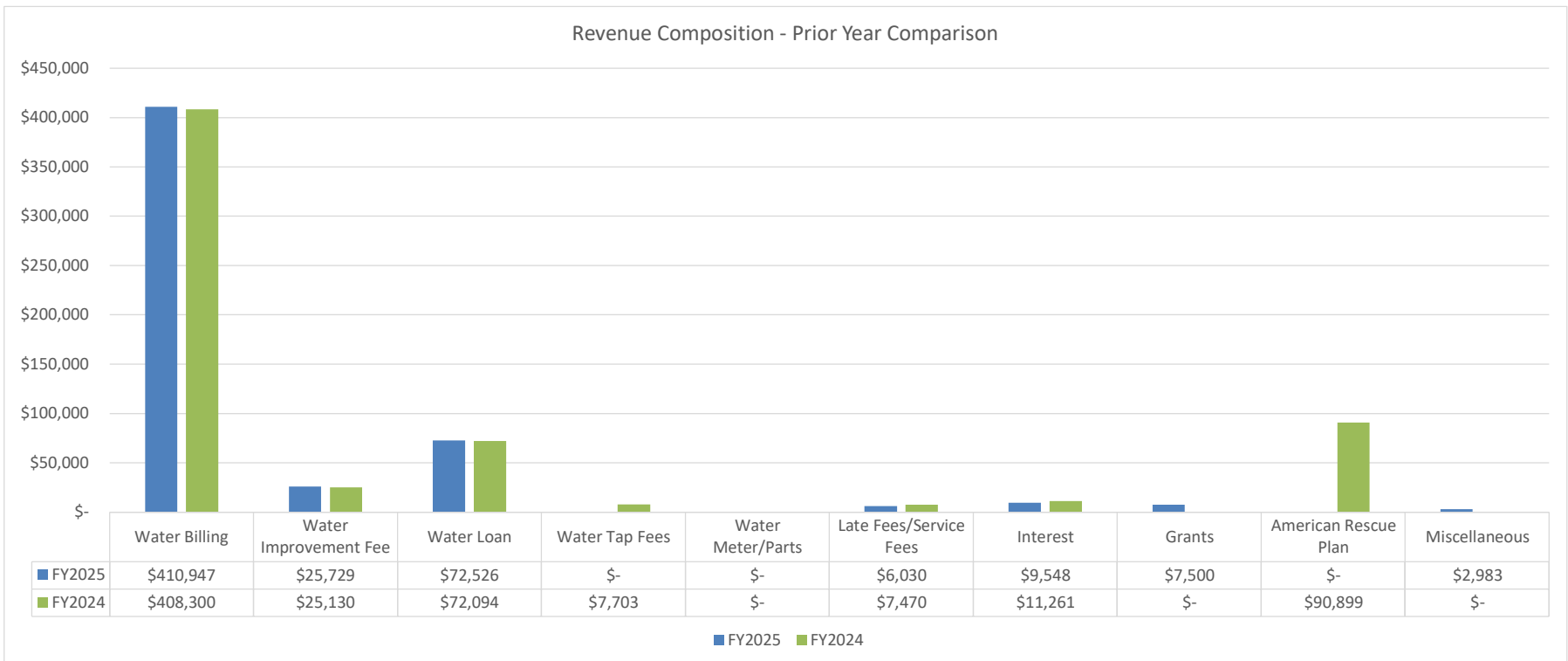
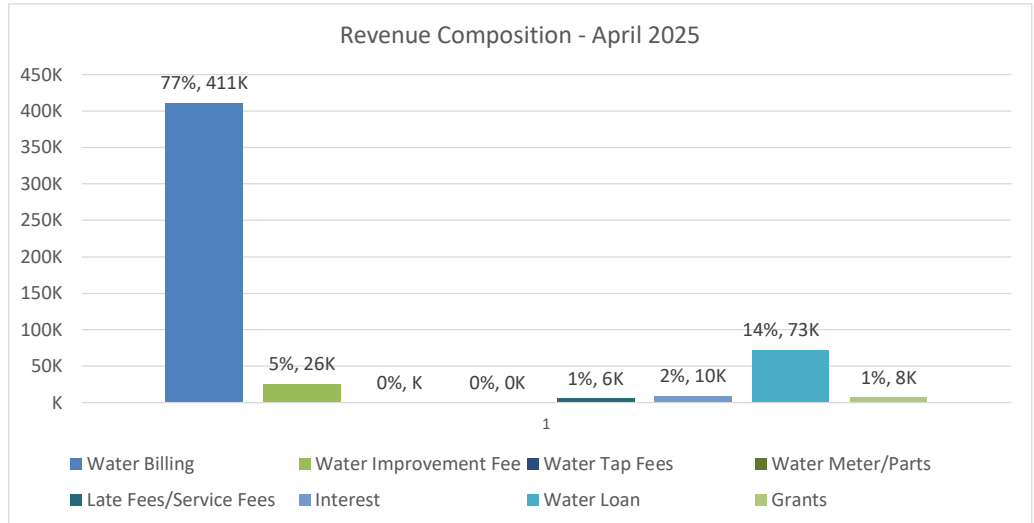
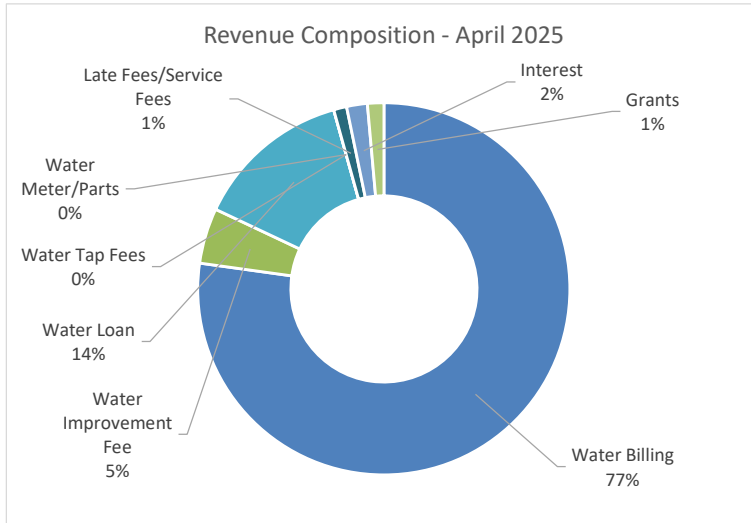
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 4.

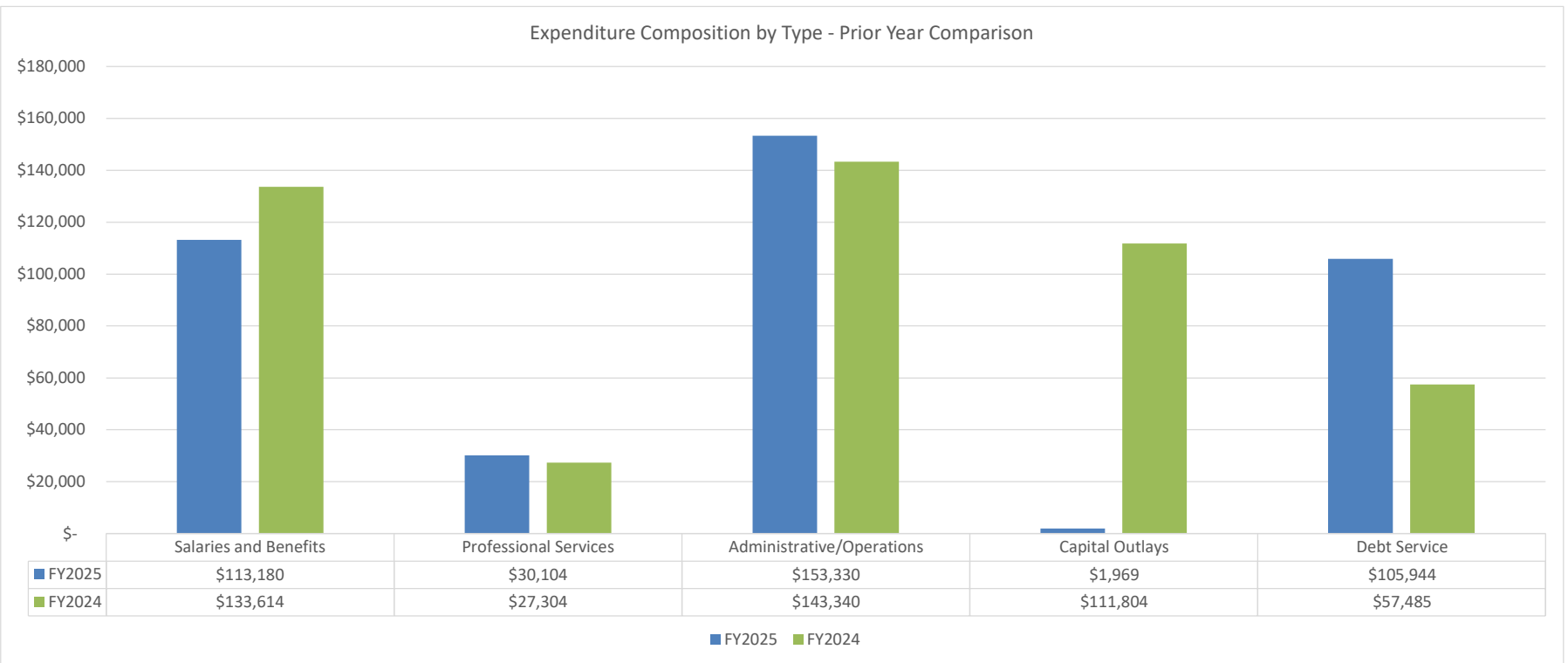
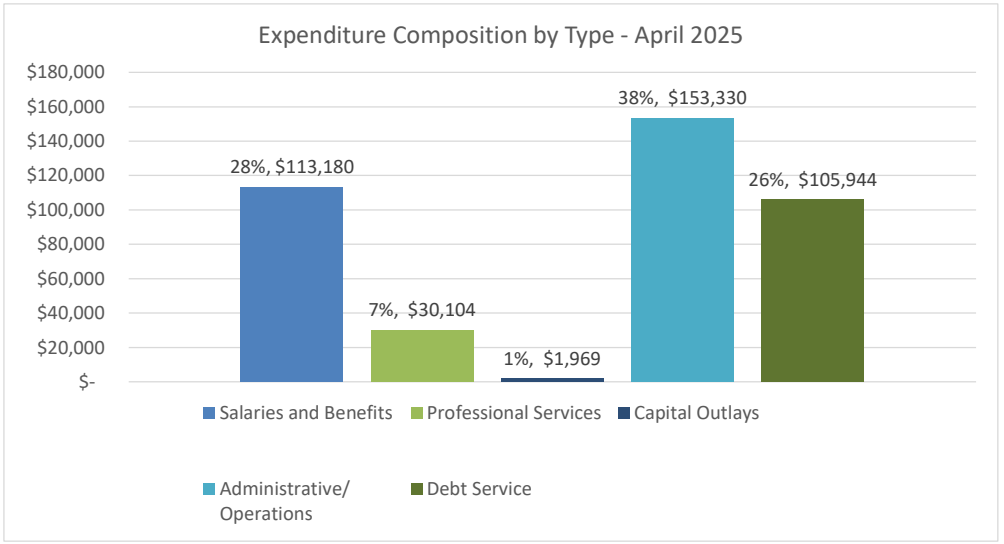
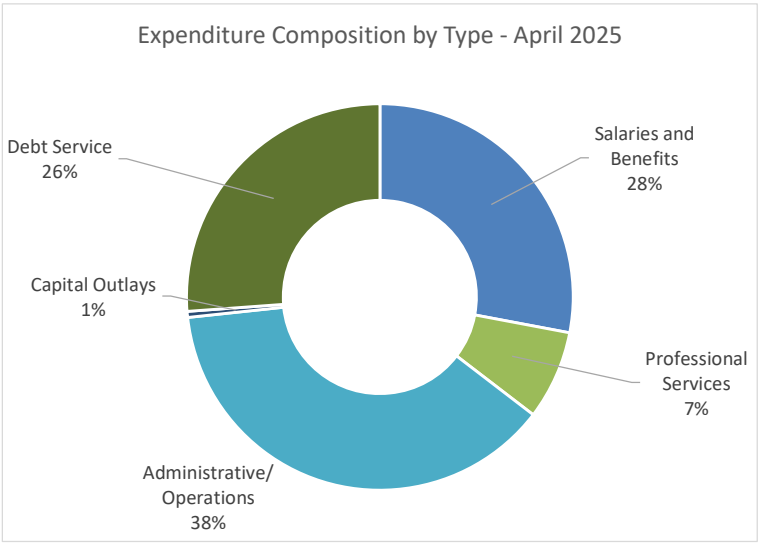
REVENUE CHARTS WATER ENTERPRISE FUND For the Four Months Ended April 30, 2025 UNAUDITED



TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Four Months Ended April 30, 2025 UNAUDITED



TOWN OF PALMER LAKE
EL PASO COUNTY
STATE OF COLORADO

RESOLUTION NO. 41 - 2025

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

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

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

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

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

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

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

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 22nd DAY OF MAY 2025.

TOWN OF PALMER LAKE, COLORADO

Glant Havenar, Mayor

ATTEST:

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

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 43-2025

A RESOLUTION DESIGNATING WASTE CONNECTIONS OF COLORADO INC. AS THE PREFERRED PROVIDER OF TRASH AND RECYCLE REMOVAL SERVICES FOR RESIDENTIAL PROPERTIES WITHIN THE TOWN OF PALMER LAKE, COLORADO

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

WHEREAS, the Town Board wishes to facilitate residential trash removal and recycling services for its residents on an economical basis; and

WHEREAS, the Town Board desires to reduce large truck traffic on Town roads; and

WHEREAS, the Town Board of Trustees requested and received proposals from several providers of such services and carefully considered their proposals; and

WHEREAS, based on the presentations the Board received, the Board concluded that the proposal received from Waste Connections of Colorado Inc., was the most beneficial to the Town and its residents.

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

1. The Board of Trustees for the Town of Palmer Lake hereby accepts the proposal of Waste Connections of Colorado Inc., to provide trash and recycle removal services for residential properties at the rate of Seventeen Dollars (\$17) per month per residence for two years as set forth in their proposal dated February 28, 2025, including weekly service per home for one 96 gallon trash tote and up to three extra bags placed beside the tote.
2. The Board designates Waste Connections of Colorado Inc., as the preferred provider of such services, recommending their use by all residents of the Town in order to achieve the economies of scale they offer.
3. The Board understands and supports that Waste Connections of Colorado Inc. will seek information to service commercial accounts within the Town and provide a proposal to the Board for preferred commercial services.
4. 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.

5. 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 22nd DAY OF MAY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: May 22, 2025	ITEM NO.	SUBJECT: Resolution to Add an Hourly Rental Fee for the Ballfield
Presented by: Town Administrator/Clerk		

Background

Pursuant to discussion and the recommendation of the Parks and Trails Commission, noted below, it is recommended to add an hourly fee to rent the ballfield.

12. Discussion on Ballfield Long-term Improvement, Maintenance Plan and Consider Amending Fees. Supervisor DeLozier explained the work started by staff and the condition of the field. Chair Wiecks explained the reason to consider an hourly fee for youth practices including soccer or other use than baseball. MOTION (Wiecks, Tool) to recommend an hourly rate of \$15 per hour to the Board to amend the master fee schedule. Motion passed 4-0.

Recommended Action

Approve the resolution to add the hourly fee of \$15 and amend the master fee schedule to include the fee.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 44-2025

A RESOLUTION TO ESTABLISH AN HOURLY FEE FOR RENTAL OF THE BALLFIELD AT CENTENNIAL PARK, PALMER LAKE

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

WHEREAS, the Town owns and operates a ballfield located at Centennial Park within the Town; and

WHEREAS, the Town Board of Trustees desires to allow reservation and hourly use of the ballfield; and

WHEREAS, the Parks and Trails Commission discussed an hourly fee to rent the ballfield on May 13, 2025, and recommended an hourly fee of \$15 per hour for such rental; and

WHEREAS, the Board of Trustees wishes to accept and implement the Commission’s recommendation.

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

1. The Board of Trustees for the Town of Palmer Lake hereby adopts an hourly fee of \$15 per hour to reserve and rent the Town’s ballfield at Centennial Park and directs that the Master Fee Schedule for 2025 be amended to reflect the addition.
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 22nd DAY OF MAY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: May 22, 2025	ITEM NO.	SUBJECT: Resolution to Amend the Hourly Rate for PD Extra Duty
Presented by: Town Administrator/Clerk		

Background

PD has formalized the extra duty assignment with a contract for services and increased the rate (from \$50 per hour) to \$60 and includes patrol vehicle.

The rate should be amended on the master fee schedule.

Recommended Action

Approve the resolution to amend the hourly rate for PD services to \$60 per hour on the fee schedule.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 45-2025

A RESOLUTION TO AMEND THE HOURLY RATE FOR POLICE OFFICER EXTRA DUTY ASSIGNMENT, PALMER LAKE, COLORADO

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

WHEREAS, the Town of Palmer Lake may contract for off duty police services by its police officers as an extra duty assignment; and

WHEREAS, the Town pays the Officer time for the off duty service and the Town is reimbursed by the assigned individual or organization at an hourly rate; and

WHEREAS, the rate was \$50 per hour; and

WHEREAS, the Police Chief desires to increase the rate to \$60 per hour and include the patrol vehicle with the assigned service.

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

1. The Board of Trustees for the Town of Palmer Lake hereby adopts an amended rate of \$60 per hour per Officer including a police vehicle and directs that the Master Fee Schedule be amended to reflect the change.
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 22nd DAY OF MAY 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: May 22, 2025	ITEM NO.	SUBJECT: Update on Elephant Rock Property
Presented by: Town Administrator/Clerk		

Background

As previously discussed and requested by the Board, note the following rough **estimates** relating to the 28-acre Elephant Rock property –

Water repair based on prior inspection –

- Unwinterize and turn water back on to the west wing main building - \$ 7,900
Any further damage from before would be extra. No asbestos or permits.
- Repair to freeze damage of water piping in the north wing main building \$ 39,000
No fixtures, faucets, asbestos or permits.
- Repair to freeze damage of water piping and drain piping in cottage - \$ 8,500
No fixtures, faucets, or permits.
- Re-winterize west wing main building \$ 3,800
Assuming all access in walls and floors is still accessible.

Roof/reroof repair:

- Proposed reroof – main structure \$438,369
- Proposed reroof – long building (chapel) \$ 88,798
- Proposed reroof – cottage (residence) \$ 31,872

Demo* inquiry:

- Proposed demolition of existing structures - main structure \$215,000
- Proposed demolition of existing – long building (chapel) \$ 25,000
- Proposed demolition of existing – cottage (residence) \$ 20,000

**This does not include costs to test and abate asbestos*

Estimates to complete the Planned Development sketch, plan, final plan are being collected for Board consideration from town consultants including planning (CMI), engineering (GMS), and survey work. Once collected, the estimates will be provided.

Recommended Action

Consider material and any direction necessary for next steps.