



## BOARD OF TRUSTEES MEETING

Thursday, February 13, 2025

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

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

**\*LIVE STREAM available at Town website\***

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### AGENDA

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

#### Call to Order & Roll Call

**Convene to Executive Session - For the purpose of:**

*A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – elephant rock property lease review (EcoSpa); and*

*B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Integrity Matters complaint and Buc-ee's/Monument Ridge West annexation petitions.*

**Reconvene to Open Session at 5:45 pm to open doors for regular meeting at 6 pm**

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#### Roll Call

#### Pledge of Allegiance

#### Presentation

**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 January 23, 2025 Meeting
- [2.](#) Checks over \$15,000 - Meyer & Sams Inc (\$27,614.20) for engineering services

#### Staff/Department Reports

- [3.](#) Water
- [4.](#) Public Works including Roads & Park Maintenance
- [5.](#) Police
- [6.](#) Fire
- [7.](#) Administration

8. Attorney
9. Administrator/Clerk

**Public Hearing** – *Mayor will introduce the item and hear the applicant request. Mayor will ask if any public member wishes to speak for or against the request. Public should address the Board members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Mayor will close the hearing and members will discuss the item, take action or continue the hearing to a particular date.*

10. Application for Minor Resubdivision/Replat - Largo Terrace, 201 Poco Ave (Beltran) - *requested by applicant to continue until March*

#### **Business Items**

11. Resolution 14-2025 to Appoint Citizen Members to Planning Commission
12. Special Event Application - Festival on the Fourth, Awake Palmer Lake
13. Resolution 15-2025 to Approve Revised Town 3-Mile Plan Map
14. Resolution 16-2025 to Authorize Signature to CDOT Annual Roadway Certification
15. Resolution 17-2025 to Approve Revised Employee Handbook
16. Resolution 18-2025 to Approve Revised Records Policy

**Public Comment** - *Public comments are encouraged to be emailed to the Town office at [info@palmer-lake.org](mailto:info@palmer-lake.org) with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please step to the microphone, state your name and address for the record, and address the Board on matters not on the agenda. Please note that the Board will not take action on your comment but may refer it to staff and/or a future meeting agenda. Public members are allowed up to 3 minutes for comments. Thank you!*

#### **Board Reports**

#### **Next Meeting (2/27) 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) – elephant rock property lease review (EcoSpa); and*

*B) receiving legal advice from the Town attorney pursuant to section 24-6-402(4)(b) and (e), C.R.S., regarding specific questions related to the filing of a complaint against the Town Board's annexation eligibility determination, and matters that are subject to negotiation, all in connection with Integrity Matters complaint and Buc-ee's/Monument Ridge West annexation petitions.*

#### **Reconvene to Open Session**

#### **Adjourn**

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#### **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, January 23, 2025

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

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

### MINUTES

**Call to Order & Roll Call.** Mayor Havenar called the meeting to order at 5:10 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Tim Caves, Shana Ball, Amy Hutson, Kevin Dreher, Dennis Stern.

**Convene to Executive Session.** MOTION (Ball, Dreher) to convene to executive session. Roll call vote – aye 7; nay 0. Motion passed.

A) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Larsen/Monument Ridge (Buc-ee's) eligibility determination and annexation, as well as the lawsuit initiated against the Town by Integrity Matters and others, and to develop strategy and instruct negotiators in connection with such matters.

B) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Eco Spa lease and to develop strategy and instruct negotiators in connection with such matters.

**Reconvene to Open Session at 5:55 pm.**

**Roll Call.** Mayor Havenar called the regular meeting to order at 6:04 pm. Present: Mayor Glant Havenar; Trustees Atis Jurka, Tim Caves, Shana Ball, Amy Hutson, Kevin Dreher, Dennis Stern.

**Pledge of Allegiance.** Judge John Ciccolella was invited to lead the pledge.

#### Presentations

1. State of Municipal Court, Judge John Ciccolella. Judge introduced himself to the Board of Trustees. He reviewed municipal court background, his years with Palmer Lake, and generally reviewed court proceedings. Collins administered the oath of office.

2. Elephant Rock Property Vision, Parks Commission Chair, Reid Wiecks. Commission Chair Reid Wiecks explained the design zones proposed by Parks Commission and reviewed the various use and maintenance of each zone outlined on the map of elephant rock property not already in use - leased area, main building, upper area identified for possible public safety facility. He explained zone 3 is a passive area for moderate use and gathering; zone 2 is a natural area with single track trail; zone 4 is the sports field for youth soccer and baseball; zone 0 has no activity (but a path); and zone 1 protected. The overall concept proposed is a passive park area with no playgrounds and limited recreational activity. The progress of the open-air pavilion was reviewed including the roof replaced. He reviewed the trail completion in June 2024 and the new grant monies awarded for four weeks of labor in 2025.

Reid further explained the suggested strategic mowing and maintenance for the property. Trustee Stern inquired about access and placement of picnic tables in zone 3 and Reid explained the gathering space without grills or firepits. Trustee Ball inquired about signs for the neighbors with animals abutting each side of the property. Discussion ensued about initial portable restrooms, bear proof trash containers, pet waste stations, and discouraging new trails being made, as well as the limited parking. Reid explained the work being conducted with Fire personnel to utilize down trees for tabletop planks and logs to build tables. Members offered praise to Reid and the Parks volunteers for their dedicated work. Reid clarified that the request of the Commission is to dedicate some or all the zones as “park.”

Mr. Roger Moseley suggested that small propane grills be allowed around the gathering and pavilion area.

**Consent Agenda.** Mayor Havenar explained the consent agenda. Collins informed the Board members of one additional check for an urgent deposit to Filtronics (\$22,000) to order material needed to repair laterals and media for a total proposed amount of nearly \$45,000 at the water treatment plant. MOTION (Ball, Caves) to approve the consent agenda including 3) Minutes from January 9, 2025 Meeting; 4) Checks over \$15,000 - CIRSA (\$42,065.84), Shadow Systems (\$15,012.80), and the check to Filtronics; and 5) Financials (December 2024). Roll call vote – aye 7; nay 0. Motion passed.

### Staff/Department Reports

Mayor Havenar asked Fire Lt Berry if he had anything to report. Lt Berry explained that Chief Vincent left early that morning for deployment in the LA area for about two weeks. He also stated that Keough was on his return.

6. Attorney – none.

7. Administrator/Clerk – Collins reported that advertising continues for the water operator position and police recruitment. She stated that two full-time positions have been accepted in the Fire department by current part time staff and will start in February. Collins noted that the December financials do not reflect reimbursement of grant monies for the PLES project and, when received, will be booked to 2024. She also pointed out the last payroll is larger due to payment for fire deployment, although the state reimbursement is not yet received. Similarly, it will be booked for 2024. Collins stated the roof replacement on the pavilion at elephant rock property is completed. She mentioned that an application for the festival on the fourth event was received and will be reviewed by staff prior to meeting with the event coordinator and coming to the Board. Collins expressed thanks to the many volunteers of the Outdoor Classic and mentioned the broomball tournament was cancelled due to cold temperatures.

### Business Items

8. Application for Public Display - Troll Design at Pedestrian Bridge, Awake Palmer Lake. Trustee Caves approached the podium and explained the design of the troll by artist Jodie Bliss. The design was presented to the Parks Commission, and it was recommended for approval. The permanent troll figure will be designed and installed at the west abutment of the pedestrian bridge. Awake Palmer Lake will cover the cost. Discussion took place about the details – height sitting is about 8 ft, no rough edges, installation as early as April. Discussion ensued about safety and climbing on the troll. MOTION (Stern, Hutson) to approve the public display of the troll. Roll call vote – aye 7; nay 0. Motion passed.

9. Direction Regarding Parks Vision for Elephant Rock Property. Mayor Havenar invited Chair Wiecks back to the podium and discussion took place about designating areas of the elephant rock property parks. Trustee Stern suggested designating areas below the existing buildings. Collins suggested the Board consider a workshop to discuss a long-range plan. It was agreed to schedule a time beginning in March and invite Parks Commission members.

10. Resolution 13-2025 to Approve 2025 Master Fee Schedule. Mayor Havenar introduced the resolution. It was clarified that fees can be amended at any time by the Board. MOTION (Ball, Dreher) to approve Resolution 13-2025 to approve the 2025 master fee schedule.

Mr. Roger Moseley suggested the water fees be broken out similar to the water bill and estimated. He also stated that if Buc-ee's is approved, fees may need to increase.

11. Resolution to Approve Amended Employee Handbook. Collins explained that the handbook is still under review by Employers Council for legal HR review and anticipates comments returned next week. She also explained that the brief comparison of maximum vacation accrual is not a proper comparison because many others combine all paid leave into one bucket of paid time off (PTO). She suggested that a more comprehensive comparison of the entire benefits package be reviewed at a later date. MOTION (Dreher, Stern) to table this item to the next meeting. Roll call vote – aye 7; nay 0. Motion passed.

12. Distribute List of Completed Parks and Trails Commission Projects 2024. Members commented on the accomplishments of the Parks and Trails Commission. It was mentioned to post the list of completed projects. Chair Wiecks also mentioned the current service projects available in 2025.

**Public Comment.** Mr. Dino Salvatori explained that he previously had an MIP license for infused products. He would like to make cigarettes and re-apply for this license. Mayor Havenar directed him to talk with staff. Mr. Roger Moseley stated that Board officials are misusing executive session and offered the example of the UCC disconnection and recent annexation eligibility. He also suggested that they should take note of how the Planning Commission meeting is run.

**Board Reports.** Trustee Jurka stated he will meet with each department supervisor. Trustee Caves mentioned the restroom is progressing. Trustee Ball reported that she was accepted to the 9-1-1 Authority and looks forward to learning more. Trustee Stern stated that he attended his first Parks and Trails Commission meeting on Tuesday. Mayor Havenar reported attending the Board of Health and anticipating new members. She also attended the Mayors Summit hosted by CML and learned a lot about the importance of a strategic plan to support the master plan for a vision for the town.

**Next Meeting (2/13) and Future Items.** Discussion took place about an additional workshop date to cover the topic of water.

**Convene to Executive Session.** MOTION (Stern, Dreher) to convene back to executive session to complete discussion at 7:53 pm. Roll call vote – aye 7; nay 0. Motion passed.

A) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Larsen/Monument Ridge (Buc-ee's) eligibility determination and annexation, as well as the lawsuit initiated against the Town by Integrity Matters and others, and to develop strategy and instruct negotiators in connection with such matters.

B) Pursuant to Sections 24-6-402(4)(b) and (e), to confer with the Town attorney regarding specific legal questions related to the Eco Spa lease and to develop strategy and instruct negotiators in connection with such matters.

**Reconvene to Open Session at 9:10 pm.**

**Adjourn.** MOTION (Ball, Dreher) to adjourn at 9:11 pm. Motion passed.

\_\_\_\_\_  
*Mayor Glant Havenar*

\_\_\_\_\_  
*ATTEST: Dawn A. Collins, Town Clerk*

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

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

January 24, 2025  
Invoice No: 1

Project 2024-079 Town of Palmer Lake - Consultations Re: Buc-ee's Development

**Professional Services from November 30, 2024 to December 27, 2024**

**Phase .100 Water System Extension - Preliminary Engineering Report**

Review potential development land areas which may connect to a water system extension to the Buc-ee's development and quantify densities and the demands from those potential land areas; coordinate execution of contract to prepare the Buc-ee's water system extension PER; prepare for and attend kickoff meeting for PER; discuss future developments which may result from a water system extension serving Buc-ee's development and details required to quantify future development demands; review PER details and information to include in PER for establishing current water usage and current demands; discuss projection of demands for the Buc-ee's development and potential development connecting to a water system extension; discuss options for infrastructure improvements to serve the Buc-ee's development; research water demands from the Buc-ees New Braunfels location and comparing lot and building sizes.

**Professional Services**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal	.90	\$224.00	\$201.60	
Senior Professional Engineer	18.10	\$196.00	\$3,547.60	
Staff Engineer	99.10	\$140.00	\$13,874.00	
	<u>118.10</u>		<u>\$17,623.20</u>	
<b>Total Labor</b>				<b>\$17,623.20</b>
 <b>In-House Charges</b>				
Reproduction			<u>\$20.80</u>	
			<b>\$20.80</b>	
<b>Total In-House Charges</b>				<b>\$20.80</b>
			<b>Total This Phase</b>	<b>\$17,644.00</b>

**Phase .600 Development Reviews**

Prepare for and attend meeting on fiscal impacts with Economic and Planning Systems (EPS); review Buc-ee's Annexation documents and review of annexation maps and survey data for compliance with 1/6 contiguity requirements of Colorado State statutes and coordinate with design review team members on recommendations for the annexation eligibility.

**Professional Services**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Professional Engineer	10.20	\$196.00	\$1,999.20
Senior Design Technician	1.00	\$182.00	\$182.00
Resident Representative	<u>3.00</u>	\$111.00	<u>\$333.00</u>
	14.20		\$2,514.20

**Total Labor** **\$2,514.20**

**In-House Charges**

Reproduction			<u>\$8.80</u>
			<b>\$8.80</b>

**Total In-House Charges** **\$8.80**

**Total This Phase** **\$2,523.00**

**Total this Invoice** **\$20,167.00**

10-21-5109

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

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

January 24, 2025  
Invoice No: 58

Project 17071 Town of Palmer Lake-General Engineering

**Professional Services from November 30, 2024 to December 27, 2024**

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Phase .000 General

Assist in the preparation of the scope of work for the RFQ on a Fire/Police Facility Feasibility Study; review and revisions to RFQ for Fire/Police Facility Feasibility Study.

**Professional Services**

	Hours	Rate	Amount	
Senior Professional Engineer	1.30	\$196.00	\$254.80	
	<u>1.30</u>		<u>\$254.80</u>	
<b>Total Labor</b>				<b>\$254.80</b>

**In-House Charges**

Reproduction			\$9.20	
			<u>\$9.20</u>	
<b>Total In-House Charges</b>				<b>\$9.20</b>

**Total This Phase      \$264.00**

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Phase .502 Lakeview Heights      *REIMB*

Prepare for and attend meeting with the design review team (DRT); research Town ordinances that may impact the development's master plan approval, confirm adopted design criteria, review and draft responses to CMI questions and concerns on the fourth submittal of the master plan, and coordinate comments with the DRT; continue researching Town ordinances, confirm design criteria, draft responses to CMI's concerns on the master plan submittal; review plats and CMI comments regarding ROW (right-of-way) and access; prepare for and attend meeting with the applicant's engineer regarding ROW dedication or easement options; review ROW requirements per Engineering and Construction Manual, (ECM) and prepare for and attend a teleconference with staff and attorney on ROW requirements and second access points as defined in the ECM.

**Professional Services**

	Hours	Rate	Amount
Senior Professional Engineer	9.70	\$196.00	\$1,901.20
	<u>9.70</u>		<u>\$1,901.20</u>

**Total Labor** **\$1,901.20**

**In-House Charges**

Reproduction			\$6.80
			<u>\$6.80</u>

**Total In-House Charges** **\$6.80**

**Total This Phase** **\$1,908.00**

**Phase .521 0 Brook Street Development**

Prepare for and attend meeting with development team on constructability of site, number of units to build, area of disturbance, hillside ordinance requirements, access road and improvements needed.

**Professional Services**

	Hours	Rate	Amount
Senior Professional Engineer	1.40	\$196.00	\$274.40
	<u>1.40</u>		<u>\$274.40</u>

**Total Labor** **\$274.40**

**In-House Charges**

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

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

**Total This Phase** **\$275.20**

**Total this Invoice** **\$2,447.20**

**Outstanding Invoices**

Number	Date	Balance
57	12/19/2024	\$6,419.00
<b>Total</b>		<b>\$6,419.00</b>

10-21-5109

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

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

January 24, 2025  
Invoice No: 9

Project 2024-052 Town of Palmer Lake - Highway 105 Sidewalk Improvements

**Professional Services from November 30, 2024 to December 27, 2024**

**Phase .401 Lump Sum Design**

Prepare exhibits for the CDOT meeting; prepare for and attend meeting with CDOT representatives to discuss parking design options, parking restrictions, crosswalk requirements, and drainage needs; work on revisions to parking arrangements and curb and gutter alignments based on CDOT meeting responses; evaluate design requirements for stormwater system on west side of Highway 105; prepare exhibits for the Planning Commission (PC) meeting; prepare for and attend PC meeting to review designs and parking options; revise and create new alignments for sidewalk design and parking configurations along south end; revise the north end sidewalk design and layout.

Phase Fee	\$218,000.00
Fee Previously Billed	\$70,950.00
Fee Currently Due	\$5,000.00
Fee to be Billed	\$142,050.00
<b>Total This Phase</b>	<b>\$5,000.00</b>

**Total this Invoice \$5,000.00**

**Outstanding Invoices**

Number	Date	Balance
8	12/19/2024	\$14,000.00
<b>Total</b>		<b>\$14,000.00</b>

10-21-5109-015

CB

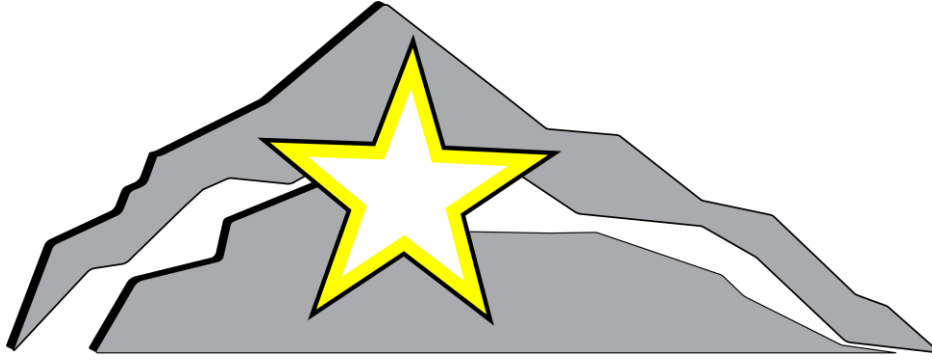
**Town of Palmer Lake Monthly Water Usage**

**Month  
Year      January  
2025**

	<b>Gallons</b>	<b>Acre Ft</b>
<b>Surface Water</b>	<b>1,871,000</b>	<b>5.74</b>
<b>Well A2</b>	<b>0</b>	<b>0</b>
<b>Well D2</b>	<b>2,291,000</b>	<b>7.03</b>
<b>Total</b>	<b>4,162,000</b>	<b>12.77</b>
<b>Avg. Gal/Day</b>	<b>134,000</b>	<b>0.41</b>

**Release To Lake 0 AF Max Allowed = 0 AF / Month**  
**Release Glen Park Evaporation 0 AF**  
**Water system 0 AF**

**Total      0 Af**



# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>December 2024 &amp; January 2025</b>
Title	<b>PARKS Report</b>
Date	2/13/2025 Board meeting; 2/25/2025 Parks meeting
Contact	Parks & Trails Commission
Summary of Volunteer Hours	Labor (clean up, maintenance) : 16.0 hr. Clerical (email, calls, grants, spreadsheets) : 18.0 hr. Miscellaneous Meetings (other than Parks) : 9.0 hr.
Total Volunteer Time	Total = 43.0 hours
Upcoming Activity	Parks Meeting 3/25, Workshop (none at this time)



*Board of Trustees Summary Sheet*

<b>February 2025</b>	
Title	<b>Police Monthly Report</b>
Action	N/A
Date	01/01-01/31/2025
Contact	Lieutenant A. Lundy
Summary	In the Month of January 2025, the PLPD made 17 traffic stops and issued 4 citations. Also, in the month of January 17 reports were taken and there were 4 traffic accidents. PLPD officers charged 6 domestic violence cases in the month of January. PLPD made 12 citizen contacts. PLPD responded to 59 dispatched calls for service.
Training	All officers were assigned 4 hours of driving training, including defensive driving basics and principals, distracted driving for First Responders, and driving tactics.
Other Actions	PLPD Swore in Chief Glen Smith on the 9 <sup>th</sup> of January. PLPD successfully passed their intoxilyzer 9000 inspection. PLPD aided in the security for the annual Palmer Lake Outdoor Classic hockey game, youth camp, and pond hockey tournaments. The PLPD Honor Guard Unit deployed for the Presenting of Colors and National Anthem in conjunction with the EPSO Honor Guard Unit on the 21 <sup>st</sup> of January.

Calls for service	PLPD officers responded to 512 total calls for service in the month of January.
S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Accidents are more infrequent and speeds through town have slowed dramatically during these shifts. This program has provided a consistent avenue for extra duty while keeping speeds down and the streets safer for residents. Proceeds from the S.T.E.P. program have been utilized to alleviate the PLPD fleet.

**Dawn Collins**

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**Subject:** Per Chief Smith

**PLPD Blood Drive Information**

Following are stats of the blood drives that PLPD hosted in 2024 –

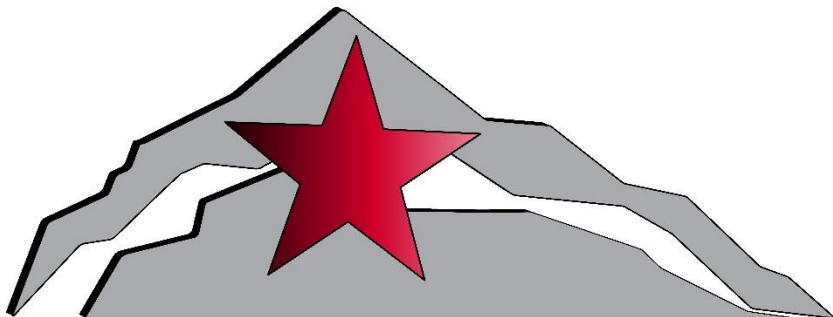
- 4 Blood drives held
- 9 First time donors
- 5 Deferrals
- 229 Estimated lives saved
- 102 Units gathered for the year

In 2025, PLPD will host 6 blood drives, starting February 10<sup>th</sup> and approximately every 8 weeks thereafter.

The goal is for 150 Units in 2025.



Bobby Perry, 5P51  
Police Officer  
Palmer Lake Police Department  
54 Valley Crescent St., P.O. Box 208  
Palmer Lake Colorado, 80133  
(719) 481-2934 Office  
(719) 332-7612 Cell  
[rperry@palmer-lake.org](mailto:rperry@palmer-lake.org)



***PALMER LAKE FIRE DEPARTMENT***

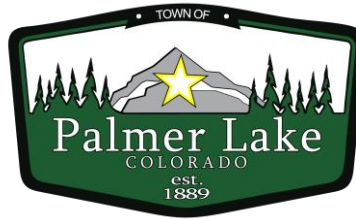
***Board of Trustees Summary Sheet***

Title	<b>Fire Department Report- January 2025</b>
Date	10 February 2025
Contact	John Vincent, Chief
Summary	Fire Department RMS on-boarding continues.  2 Members returned from Southern California fire assignments.  2 Members obtained their Firefighter-2 certifications.  1 Member obtained their Firefighter-1 and Hazardous Materials certification.
Training	90 Hours, see attachment
Photographs	Southern California
Other Action	
Code Enforcement	









## Board of Trustees Summary Sheet

	<b>Jan 2025 – Feb 2025</b>																															
Title	<b>Administration</b>																															
Date	02/13/2025																															
Contact	Admin personnel																															
Kiosk Revenue	<p><b>January Collections for the Kiosk</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">\$ 1,378.00</td> <td style="width: 40%;">Gross Collections (260 Transactions)</td> <td style="width: 50%;"></td> </tr> <tr> <td>\$ (78.00)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 1,230.00</td> <td>Net Collections - January</td> <td></td> </tr> </table> <p><b>YTD Collections 2025 - YTD Transactions: 260</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">\$ 1,378.00</td> <td style="width: 40%;">Gross Collections</td> <td style="width: 50%;"></td> </tr> <tr> <td>\$ (78.00)</td> <td>Fees</td> <td></td> </tr> <tr> <td>\$ -</td> <td>Supplies (Kiosk Paper)</td> <td></td> </tr> <tr> <td>\$ (70.00)</td> <td>Monthly T2 Svc charge</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">\$ 1,230.00</td> <td>Net Collections</td> <td></td> </tr> <tr> <td>\$ (148.00)</td> <td>Total Fees and Maintenance</td> <td style="text-align: right;">12%</td> </tr> </table>		\$ 1,378.00	Gross Collections (260 Transactions)		\$ (78.00)	Fees		\$ (70.00)	Monthly T2 Svc charge		\$ 1,230.00	Net Collections - January		\$ 1,378.00	Gross Collections		\$ (78.00)	Fees		\$ -	Supplies (Kiosk Paper)		\$ (70.00)	Monthly T2 Svc charge		\$ 1,230.00	Net Collections		\$ (148.00)	Total Fees and Maintenance	12%
\$ 1,378.00	Gross Collections (260 Transactions)																															
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\$ 1,230.00	Net Collections																															
\$ (148.00)	Total Fees and Maintenance	12%																														
Contact Us (online)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Created</th> <th style="width: 20%;">First Name</th> <th style="width: 65%;">Subject</th> </tr> </thead> <tbody> <tr> <td>1/2/2025</td> <td>Elizabeth</td> <td>Can't make amcobi payment</td> </tr> <tr> <td>1/4/2025</td> <td>Rick</td> <td>rhunckler@att.net</td> </tr> <tr> <td>1/6/2025</td> <td>Malachi</td> <td>Upper lake reservoir</td> </tr> <tr> <td>1/7/2025</td> <td>Jacob</td> <td>Free Bookkeeping Service</td> </tr> <tr> <td>1/8/2025</td> <td>Kelli</td> <td>Cleaning quote for your business</td> </tr> <tr> <td>1/13/2025</td> <td>Gabriel</td> <td>Buc-ee's lawsuit</td> </tr> <tr> <td>1/18/2025</td> <td>Brad</td> <td>Lost Ice Auger</td> </tr> <tr> <td>1/30/2025</td> <td>Chris</td> <td>web contact us form</td> </tr> <tr> <td>1/30/2025</td> <td>Tom</td> <td>Snow Plow</td> </tr> </tbody> </table>		Created	First Name	Subject	1/2/2025	Elizabeth	Can't make amcobi payment	1/4/2025	Rick	rhunckler@att.net	1/6/2025	Malachi	Upper lake reservoir	1/7/2025	Jacob	Free Bookkeeping Service	1/8/2025	Kelli	Cleaning quote for your business	1/13/2025	Gabriel	Buc-ee's lawsuit	1/18/2025	Brad	Lost Ice Auger	1/30/2025	Chris	web contact us form	1/30/2025	Tom	Snow Plow
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1/30/2025	Tom	Snow Plow																														
Land Use permits Issued	<p><b>January 2025</b>                  Type: Single Family; Qty: 0                  Other; Qty: 1                  Total water taps issued: <b>1042</b></p>																															

**Business Licenses**

<b>BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE</b>	2025	2025
	Jan	Jan
Business Type	STR	other
New Licenses	0	4
Licenses Renewed	0	6
Licenses Expired	0	0
Businesses Closed	0	0
<b>CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)</b>		
	40	156
<b>TOTAL CURRENT BUSINESS LICENSES (New + Renewed)</b>		
	196	

*\*Note: this will likely reduce going forward due to change of business license regulations*

**SCHEDULED TO RENEW IN MARCH 2025:**

<b>BUSINESS NAME</b>
ASAP Medical Staffing
Diacut, Inc.
Laurie Caves
Lianro Metal Roofs
Tolin Mechanical Systems Company, LLC dba Tolin Mechanical
Tri-Lakes Center for the Arts

**Water Billing**

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
<b>2022</b>	Jan-Dec	1015	41,405,900	11
<b>2023</b>	Jan-Dec	1018	44,855,150	7
<b>2024</b>	Jan-Dec	1,022	47,011,334	0
<b>2025</b>	January	1,022	3,505,500	0
	YTD	1,022	3,505,500	0

**Grant Activity Updates**

No updates to report.

**Staffing Activity**

- Continued advertising for Water ORC
- PLPD has some interest in F/T Officer positions, initial discussions with candidates

Code Compliance  
Report for BOT, February 2025

Report of activity (12/1 – 1/31):

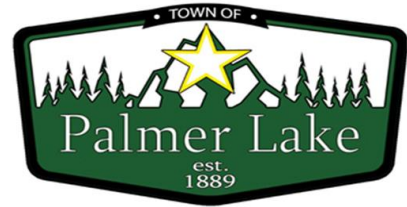
Code Complaints **Resolved** by 1/31/25

Parking/Roads	3
Junkyard/Dumping	3
Signs	2
Noise	3
Animals/Dogs	4
New Business License	2
Business License renew	1
Lighting Commercial	1
Lighting Residential	1

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

Business License Renewal	1
Animals/Dogs	3
Junkyard/Dumping	2
Lighting Residential	1
Noise	2
Signs	1
Parking	1

Communication, introduction and education with public: Residents 25; Business 9



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Application for Resubdivision/Replat Largo Terrace, Poco Ave
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

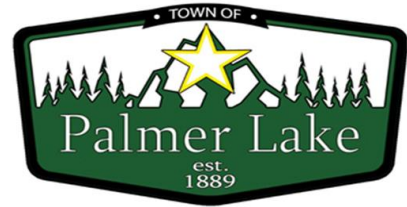
The replat/resubdivision application for Largo Terrace, real property owned at Poco Ave, reduces the density for the area.

Staff had requested an exhibit separate from the replat to evidence that the replatted lines will not create further non-complying lots pursuant to zoning code.

Due to circumstances, the applicant previously requested that the hearing be continued to January to complete this exhibit. The applicant has further requested the hearing be continued to a respective March meeting with Planning Commission and the Board.

**Recommended Action**

On 2/3, the Planning Commission continued the hearing to the regular March meeting; thus, the request is to continue the Board hearing until at least the March 27 meeting.



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Approve Citizen Appointment to Planning Commission
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

The Planning Commission had three vacant seats at the end of December. At the first opportunity the remaining four members could meet, Monday, 2/3, applicants were reviewed to fill the vacant seats. Two applicants appeared and two recommendations were made for Board consideration to appoint members to the Commission – Mr. Herb Tomitsch and Mr. Matt Stephen.

An additional three applicants will attend the regular 2/19 meeting for review. Subsequent to the meeting, long time Commission member Mark Bruce submitted his resignation; thus, opening a second vacancy for the next round.

**Recommended Action**

Approve the two appointments as recommended to the Planning Commission.

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

**RESOLUTION NO. 14 - 2025**

**A RESOLUTION TO APPROVE CITIZEN APPOINTMENT(S) TO THE PALMER LAKE  
PLANNING 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 approve the recommendation of appointed officials to the Planning Commission; and

**WHEREAS**, at the Planning Commission meeting on February 3, 2025, the Planning Commission recommended approval of two citizen appointments to fill two vacant seats.

**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 individuals are appointed to fill the vacancies for the Town of Palmer Lake Planning Commission:

- Matt Stephen – remaining term 2025-2027
- Herb Tomitsch – remaining term 2024-2026

**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 13th DAY OF FEBRUARY 2025.**

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Glant Havenar, Mayor

ATTEST:

By: \_\_\_\_\_  
Dawn A. Collins, Town Clerk



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Special Event Application – Festival on the Fourth, APL
<b>Presented by:</b> Deputy Town Clerk		

**Background**

As Board members are aware, the Festival on the Fourth has been a significant event for the town, involving several resources of the town. Staff did receive a special event application from Awake Palmer Lake, met internally and with the applicant on Monday, 2/10. Due to the size of the event, the enclosed list of additional items was reviewed with the applicant. Please note the summary below.

The Festival on the Fourth is scheduled to take place from 4:00 pm to 9:00 pm on July 4<sup>th</sup>, 2025, at Centennial Park and Palmer Lake, with an anticipated attendance of 5,000-8,000 people. The event will offer a variety of attractions, including a beer garden, live entertainment, a vendor area, and a fireworks display. This event presents a unique opportunity for community engagement, boosts local commerce, and provides a fun and exciting experience for all. Due to the size and coordination required for this event, we reviewed and will meet **monthly** as a committee to discuss the enclosed list of requirements with the applicant. In addition to reviewing the requirements, we incorporated past event feedback and after-action recommendations to improve planning and execution. The discussion points included:

- The special event committee and its role in the review process.
- New and existing requirements, ensuring all necessary information is included in the special event application.
- An attached document outlining specific requirements due to the scale of the event.
- The creation of a detailed timeline/ benchmarks, along with ongoing committee meetings, to improve coordination and ensure the successful execution of the event for all stakeholders.

**Recommended Action**

Consider the Festival on the Fourth special event supporting the staff requirements and possible benchmark timelines to be met for approval.

**Applicant is responsible for the following:**

1. **Railroad Cooperation:** For everyone's safety, the Union Pacific Railroad strongly encourages event organizers to plan activities. When a community event or activity is being planned, organizers should contact Union Pacific by completing their online form, found here: [Notify UP](#)

**Notification & Railroad Conditions:**

Please provide evidence of notification and any conditions that may be applied from the Railroad, including required documentation. Reference this link for community events: [UP: Community Event Notification](#)

Please provide documentation confirming that no conditions have been set by the Railroad. If conditions are required, please provide the details along with any necessary documentation.

Any conditions set by the Railroad must be executed and provided to the Town of Palmer Lake.

2. **Colorado Department of Transportation (CDOT) Cooperation:** As required please coordinate with CDOT to secure Colorado State Highway 105 to prevent parking congestion.

**Special Events | Colorado State Patrol**

Please provide documentation confirming that no conditions have been set by CDOT. If conditions are required, please provide the details along with any necessary documentation.

Any conditions set by the CDOT must be executed and provided to the Town of Palmer Lake.

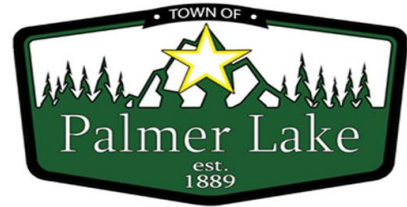
3. **Plan for Parking, Ingress, and Egress Mitigation:** Please provide a detailed plan outlining how event staff/volunteers will manage parking, ingress, and egress.
4. **Parking and Traffic Management:** Vehicles must be strategically placed to ensure traffic on the north side of town exits through County Line Road, and traffic on the east side exits through Highway 105. There will need to be a designated ADA parking area. Please indicate all designated parking and placement of parking volunteers on site map.
5. **Signage for Parking, Ingress, and Egress:** Designate placement of signage displaying parking, ingress, and egress information for the event.
6. **Safety/Security Entities:** Applicant is required to provide additional safety and security, and it will be vetted and approved by the Palmer Lake Chief of Police.
7. **Evacuation Plan:** Applicant is required to follow the Town's evacuation plan for any emergency matter, which must be coordinated with/by PLPD and/or PLFD.
8. **Road Barricades and Fencing:** Applicant is responsible for providing and placing road barricades and fencing in strategic locations, as prescribed by PLPD, PLFD, and the PW-Roads department.
9. **Compensation for Off-Duty Personnel:** Applicant is responsible to compensate for all off-duty personnel assigned by the Town of Palmer Lake Police Department, Fire

Department, and any other necessary staff as designated by the Town of Palmer Lake for the event.

10. **Compensation for Personnel Mode of Transportation:** Applicant will be responsible to compensate for personnel modes of transportation as determined by PLPD (ATV/UTV rental), PLFD (electric bike).
11. **Self-Contained Lighting Towers:** Applicant will need to provide 4-5 self-contained lighting towers, placed at locations agreed to by Palmer Lake Police Department, for pedestrian safety during egress after the event. Lighting tower locations must be noted on the site map.
12. **Primary Point of Contact:** Applicant will provide a special event team and primary point of contact, names, cell number, and email address for coordination purposes for the day of the event.
13. **Site Map:** All items must be marked respectively on the event site map.

**Additionally, town staff will *coordinate* the following with the applicant:**

- **Special Event Application Packet:** Review, conditions, and consideration by the Board of Trustees (approval).
- **Traffic Plan:** A comprehensive traffic management plan to ensure smooth movement of attendees.
- **Latitude/Longitude of Launch Site:** PLFD will coordinate for the launch site for fireworks display.
- **Landing zone:** PLFD will designate space for helicopter landing zones, as required.
- **Mandatory Walkthrough:** Minimum of two weeks prior to the event.
- **Security Orientation:** Prior to the event, coordinated by PLPD.
- **Emergency routes:** As determined by PLPD and FD, barricaded streets for emergency access.



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Approve Town 3 Mile Plan Map
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

In 2022, the Planning Commission created and the Board approved, as part of the Community Master Plan, the Town 3 Mile (Annexation) Plan including a map. Since the attention of the proposed annexation and reference to the 3 Mile Plan, a Douglas County resident demanded that private property be removed from the map, after attempted explanation of the 3 Mile Plan. The following was relayed –

*The purpose of the Three-Mile Plan is to satisfy the requirements of Section 31-12-105(1) (e), C.R.S. This statute limits municipal annexations to no more than “three miles in any direction from any point of such municipal boundary in any one year.” Contiguity as required by Section 31-12-104(1)(a), C.R.S., may be achieved by annexing a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway. The three-mile limit may be exceeded if it would divide a property held in identical ownership if at least 50% of the property is within the three-mile limit.”*

*The adoption of the Three-Mile Plan does not imply that all land within the area shown on the Three-Mile Plan map will or should be annexed. Palmer Lake’s Three-Mile Plan defines areas adjacent to but outside of Palmer Lake that Palmer Lake would consider annexing if requested and able to provide centralized services, especially in cases where another jurisdiction could not.*

At the 2/3 Planning Commission meeting, the 3 Mile Plan map, the cover page with a revised date of the 3 Mile Plan, along with the Community Master Plan Future Land Use map (due to the changes to the 3 Mile Plan map) were reviewed and the Commission recommended the Board approve the revised 3 Mile Plan map, which will also update the cover page **date** of the 3 Mile Plan.

**Recommended Action**

Approve the 3 Mile Plan map as recommended by the Planning Commission.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 15-2025**

**A RESOLUTION TO ADOPT THE REVISED TOWN 3-MILE/ANNEXATION PLAN MAP FOR 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**, Colorado statute, including Section 31-12-105(e)(I), C.R.S. provides for the annual adoption of a 3-mile plan that addresses the items set forth in said statute; and

**WHEREAS**, the Planning Commission adopted a community master plan in 2022 for the Town of Palmer Lake that satisfied the requirements for a 3-mile plan as of 2022; and

**WHEREAS**, a request was made by a Douglas County resident to remove private property from the 2022 version of the 3-mile plan map and such removal is reflected on the attached revised 3-mile plan map; and

**WHEREAS**, the Planning Commission reviewed and recommended approval of the revised 3-mile plan on February 3, 2025.

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

1. The Town Board of Trustees hereby adopts and approves the revised 3-mile annexation plan map as presented.
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.

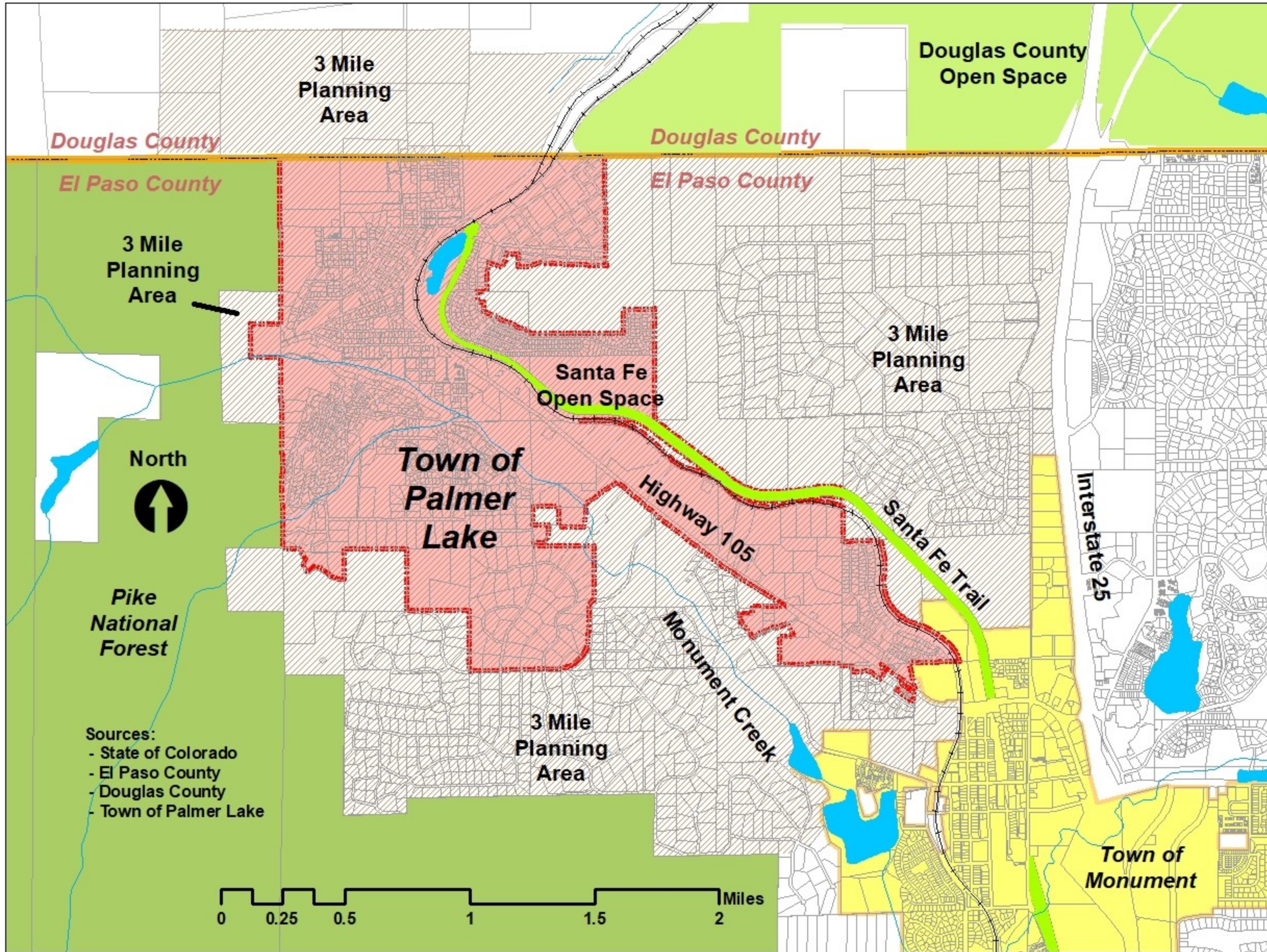
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 13th DAY OF FEBRUARY 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
Glant Havenar  
Mayor



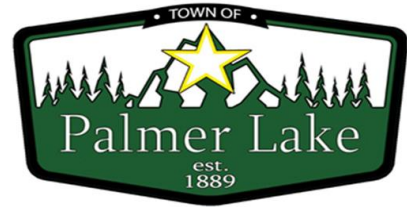
# Community Master Plan

Three Mile Plan Map  
January 24, 2025

## Legend

- Town of Palmer Lake
- 3 Mile Planning Area
- Town of Monument
- County Boundary
- Santa Fe Open Space
- Santa Fe Trail
- Douglas County Open Space
- Lakes
- Streams
- Railroad

Disclaimer: Neither the Town of Palmer Lake nor Community Matters Institute nor any of their employees shall be held liable for any improper or incorrect use of the information contained herein and assume no responsibility for anyone's use of the information. Although the data found and processed are believed to be reliable, no warranty, expressed or implied, is made regarding the accuracy, adequacy, completeness, legality, reliability, or usefulness of any information, unless otherwise indicated.



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Authorize Signing the CDOT Annual Roadway Certification
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

Annually, the town files a certification of roadway miles with CDOT. The enclosed certification is required for Highway User Tax monies issued to the Town. There are no changes to the roadway miles.

Note the revenue line in the 2025 GF budget –

GENERAL FUND 2025 Budget						
	Final Budget	Audited Actual	Original Budget	Amended Budget	YTD Estimate Ending	Proposed Budget
	FY2023	FY2023	FY2024	FY2024	FY2024	FY2025
Description						
<b>GENERAL FUND REVENUE</b>						
<b>Taxes</b>						
Property Tax - General	\$ 503,417	\$ 503,277	\$ 619,337	\$ 658,809	658,809	\$ 657,668
Property Tax - Fire	447,960	446,302	551,110	586,234	586,234	585,218
Specific Ownership Tax	108,000	110,810	110,000	110,000	121,641	108,000
Motor Vehicle Registration	-	-	-	-	-	11,000
Highway Users Tax	100,000	103,640	90,000	90,000	107,861	103,000
El Paso Co Road & Bridge Tax	6,000	7,352	7,000	7,000	9,000	9,000
Use Tax - Building Materials	40,000	32,593	36,000	36,000	8,697	30,000
Sales/Use/Excise Tax - All Other	2,465,000	1,691,966	1,388,000	1,388,000	2,091,844	2,076,000
	3,670,377	2,895,940	2,801,447	2,876,043	3,584,086	3,579,885

**Recommended Action**

Authorize the Mayor and Town Clerk to sign and submit the roadway certification to CDOT.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 16-2025**

**A RESOLUTION TO AUTHORIZE CERTIFICATION OF TOWN ROADWAY TO COLORADO DEPARTMENT OF TRANSPORTATION, PALMER LAKE, COLORADO**

**WHEREAS**, the Town of Palmer Lake, Colorado, is required to report miles of town roadway annually to CDOT, in part, to enable the Town to receive Highway Users Tax Fees (HUTF); and

**WHEREAS**, the certification requires signature by the Mayor.

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

1. The Mayor is authorized, along with Town Clerk, to sign the certification, attached hereto, to report miles of town roadway.
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.

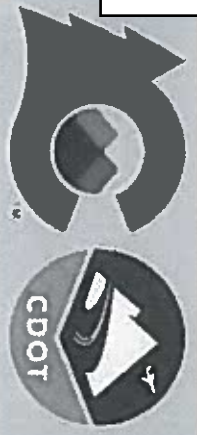
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 13th DAY OF FEBRUARY 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
Dennis Stern  
Mayor Pro Tem



**Colorado Department of Transportation  
Palmer Lake Signature Sheet**  
FIPS Code : 57025

- 3.430 miles of arterial streets
- 17.595 miles of local streets
- 21.025 total miles of H.U.T. eligible streets
- 2.020 miles of non H.U.T. eligible streets - Maintained by others
- 0.520 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2024

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Mayor	Date	Name	Phone
City Clerk	Date	Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.	

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.



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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Approve Revised Employee Handbook
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

The revised version of the handbook was previously distributed providing the following amendments –

- Numerous grammatical edits
- Clarification of eligibility for various leave benefits, comp time

The draft version of the handbook also was submitted for legal/HR review by Employers Council (EC), and includes the suggested language, addressing the following areas –

- Removed language about termination with various policies
- Amended smoking distance from main entrance (to 25 ft)
- Clarified language throughout
- Added language to discipline
- Added language to anti-violence

The enclosed version also excludes any proposed alteration of the sick paid leave reimbursement at this time. The intention was to consider adding benefits to the employees. Instead, staff will determine a comprehensive review of all benefits at a future date to be considered.

**Recommended Action**

Approve the revised handbook with modifications presented.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 17 - 2025**

**A RESOLUTION ADOPTING THE REVISED EMPLOYEE HANDBOOK**

**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;

**WHEREAS**, the Town of Palmer Lake, Colorado, adopted a revised Employee Handbook in January 2024; and

**WHEREAS**, from time to time, revisions are made to align policy with work activity or suggest modifications; and

**WHEREAS**, the enclosed copy of the handbook reflects the respective revisions.

**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 approves the revised Employee Handbook, as attached hereto, effective February 15, 2025.
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 13th DAY OF FEBRUARY 2025.**

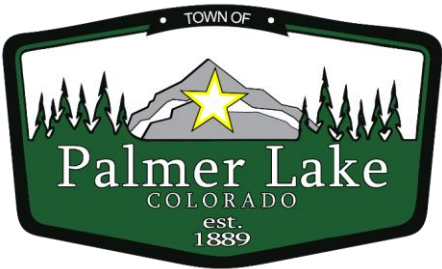
ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
Glant Havenar  
Mayor

TOWN OF PALMER LAKE  
EMPLOYEE HANDBOOK



Rev/Adopted ~~February~~ February 2025<sup>4</sup>

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted ~~8/12/2021~~ (Resolution 38-2021); Rev/Adopted ~~1/26/2023~~ (Resolution 16-2023); Rev/Adopted ~~1/25/2024~~ (Resolution 11-2024); Rev/Adopted ~~2/8/2024~~ (Resolution 17-2024); Resolution 17-2025*

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*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
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 Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024  
 (Resolution 17-2024)*

**1.0 INTRODUCTION**

**1.1 Employment At-Will**

IMPORTANT:

**THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE ORGANIZATION AND SOME INFORMATION ABOUT WORKING AT THE TOWN OF PALMER LAKE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.**

**AT THE TOWN OF PALMER LAKE, NEITHER THE EMPLOYEE NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE ELECTED OFFICIAL OR TOWN ADMINISTRATOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE ELECTED OFFICIAL OR TOWN ADMINISTRATOR AND THE EMPLOYEE.**

**THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWNORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**

**NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE DESIGNATED HUMAN RESOURCE REPRESENTATIVE.**

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

## 1.2 Authority of Town Board of Trustees & Town Administrator

The Mayor and Board of Trustees shall exercise their authority to set legislative policy for the Town, and the management of daily operations is directed through the Town Administrator, appointed by the Board of Trustees. The duties of the town administrator shall be ~~as~~ laid forth specifically by job description, along with the following, pursuant to municipal code section 2.08.060.

- (1) Be the chief administrator officer for the town, and be responsible to the mayor and town board for proper administration of all affairs of the town.
- (2) Implement board of trustees policies and directives.
- (3) Perform such other duties as may be prescribed by the board of trustees.

## 1.3 Equal Employment Opportunity

The Town is dedicated to the principles of equal employment opportunity (EEO). The Town prohibits unlawful discrimination against applicants or employees due to age (40 and over), race (including traits historically associated with race, such as hair texture and length and protective hairstyles), sex, ~~s~~sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

## 1.4 ADA and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the ~~operations of the~~ Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Administrator immediately.

## 1.5 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's ~~business operations~~.

The Town may require that an employee provide a note from a health care provider detailing the medical advisability of reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Town Administrator or designated Human Resources representative.

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

### EEO Harassment

The [Town Organization](#) strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment; and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

### 1.6 Sexual Harassment

[Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.](#)

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct [or communication](#) has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are always expected to conduct themselves in a professional business-like manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, [and](#) e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### Complaint Procedure

*[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)  
[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted 8/12/2021 \(Resolution 38-2021\); Rev/Adopted 1/26/2023 \(Resolution 16-2023\); Rev/Adopted 1/25/2024 \(Resolution 11-2024\); Rev/Adopted 2/8/2024 \(Resolution 17-2024\)](#)*

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If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The [Town Organization](#) has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The [Town Organization](#) takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The [Town Organization](#) also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The [Town Organization](#), therefore, expects employees to make a timely complaint to enable [the Organization](#) to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Town Administrator or to the Town Attorney, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Mayor.

The [Town Organization](#) prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the [Town Organization](#) determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

Refer to the Anti-harassment Policy.

### 1.7 Public/Media Relations

Communication with the media needs to be consistent, timely and professional. Therefore, it is required that all official responses to the media be made with authorization from the Mayor, Town Administrator, or [their](#) designee. This requirement does not prevent employees from speaking with the media, but employees should not attempt to speak on behalf of the Town unless they have specifically been authorized to do so by the Mayor or Town Administrator.

### 1.8 Employee Classification

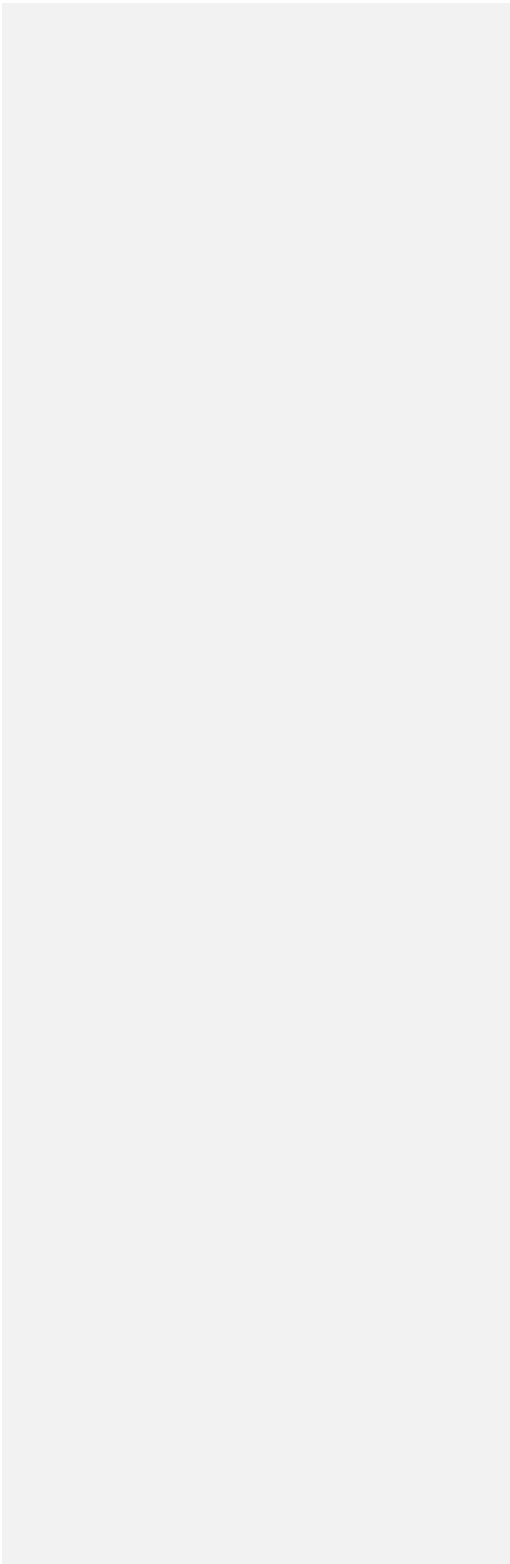
- **Exempt** employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.
- **Non-exempt** employees are employees whose job positions do not meet FLSA ~~or applicable state~~ exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given workweek ~~, or as otherwise required by applicable state law.~~ **NOTE:** Fire and Police staff are under different rules for overtime eligibility.
- **Full-time** employees are those who are normally scheduled to work 40 hours per week.
- **Part-time** means an employee normally scheduled to work fewer than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.
- **Temporary** employees are those who are employed for short-term assignments (also referred to as seasonal). Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. (Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.)

### 1.9 Personnel Records

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025*  
*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

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Personnel records are retained by the Town Administrator, or designee, concerning all employees. Such records may include any documents needed to be kept as documentation of the employer-employee relationships. In addition, administrative records are kept as necessary for payroll and benefits.



*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025*  
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To keep personnel records current, the employee shall notify the Town Administrator, or designee, of any change in the employee's contact information, health/life insurance changes, emergency contact information, or any other information needed to maintain accurate records. Each employee is also responsible ~~for notifying to update~~ their supervisor, Administration and/or payroll with records concerning any licenses or certification required for the performance of ~~their~~ ~~his or her~~ job, as well as any documents showing that education or training relevant to employment has been completed.

#### 1.10 Outside Employment

No Town employee shall engage in outside employment which interferes with the proper and effective performance of the employee duties or attendance requirements, including overtime work, that may result in a conflict of interest, or that might require them to disclose or act on confidential information acquired by Town employment. Requirements of employment with the Town shall have priority over any requirements of outside employment.

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*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

## 2.0 WORK ENVIRONMENT

### 2.1 General Rules of Conduct

The Town expects all employees to act in the best interest of the Town and its constituents. It is the responsibility of all employees to observe all rules, guidelines, operating procedures, and directives of the Town. ~~The Town~~ is further expected that each employee will behave with courtesy and respect toward other employees and members of the public. Specific rules of conduct adopted by the Town or described in these guidelines are not meant to be all inclusive, but rather address some common and serious potential problems. Refer to the Town Code of Conduct Policy.

### 2.2 Dress and Appearance

All employees of the Town must maintain an appearance that is neat, clean, and appropriate to the position and area in which the employee works. **NOTE:** Fire and Police shall adhere to approved uniforms for each department.

### 2.3 Drugs and Alcohol

The Town is committed to a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

In accordance with the Drug-Free Workplace Act of 1988, the Town prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during Town time, on Town premises, or other work sites. Any employee who is convicted or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify the Town within five days of such conviction or plea. Testing is an important element in the Town's efforts to ensure a safe and productive work environment. The Town has issued a separate statement for this testing program. Please refer to this separate statement, the designated Human Resources representative, or your supervisor if you have specific questions. Refer to the Drug-Free Workplace Policy.

### 2.4 Safety

It is the responsibility of each employee to learn and observe all applicable safety practices, guidelines, directives, or procedures. Safety-related questions should be directed to each employee's immediate supervisor. Violation of safety practices, guidelines, directives, or procedures may result in disciplinary action ~~up to and including termination~~<sup>1</sup>. Employees are expected to schedule and attend mandatory safety training on a regular basis as directed by their supervisor. Employees are also expected to report any unsafe conditions or behavior to their supervisor.

The Town has safety rules with which employees are expected to comply. These rules are not exclusive; employees are expected to do their job in a reasonable and safe manner whether

<sup>1</sup> [The Town, throughout the handbook, uses the threat of termination. While it is appropriate in some areas, overuse of the threat is not advisable. It can appear overly punitive, create unnecessary anxiety, be interpreted as creating an implied contract, and it can portray a poor management system that is perceived as overly harsh and lacking in positive reinforcement and constructive feedback. I suggest limiting its use in the handbook, by simply stating "this will not be tolerated" or "the Town will take action that in its opinion is appropriate."](#)

[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)  
[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted 8/12/2021 \(Resolution 38-2021\); Rev/Adopted 1/26/2023 \(Resolution 16-2023\); Rev/Adopted 1/25/2024 \(Resolution 11-2024\); Rev/Adopted 2/8/2024 \(Resolution 17-2024\)](#)

department specific safety rules apply or not. It is the responsibility of each employee to read and understand all Town safety rules. Disobeying a safety rule may result in disciplinary action, ~~up to and including termination~~. Safety policies may be established by each department.

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025*  
*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

## 2.5 Reporting Accidents/Workers' Compensation

The Town supports the prevention of work-related injuries. However, when a work-related injury or illness takes place, no matter how minor, a [written](#) report must be made as soon as practical to the employee's immediate supervisor for review and completion to the Town Administrator, or designee. Such report must be made within 24 hours whenever possible and is required within ten (10) business days to be eligible for coverage. When necessary, employees must seek prompt medical treatment from one of the plan designated providers. Appropriate reporting and treatment must be followed to provide the employee coverage for the cost of medical treatment.

## 2.6 Equipment Maintenance/Housekeeping

Each employee is responsible for the condition of equipment used on the job. Equipment that is damaged, worn, or in need of maintenance should be reported to appropriate personnel. Employees should direct any concerns regarding the use of equipment to their immediate supervisors.

Cleanliness and orderliness are important to the operation of the Town. Employees are responsible [for](#) [keeping](#) their work areas clean and orderly.

## 2.7 Smoking

Smoking and other tobacco use are not permitted anywhere in the Town's indoor facilities, automobiles, or within [twenty-five \(25\)](#)~~[fifteen \(15\)](#)~~<sup>2</sup> feet of the main entrance into a building, or in any other area where the Town prohibits smoking or other tobacco use.

## 2.8 Violence-Free Workplace

The Town is committed to preventing workplace violence and to maintaining a safe work environment.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time will not be tolerated.

All threats of (or actual acts of) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor and/or the Town Administrator. This includes threats by employees, as well as threats by citizens, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor and/or the Town Administrator.

The Town Administrator, or designee, will promptly and thoroughly investigate all reports of threats of (or actual acts of) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation.

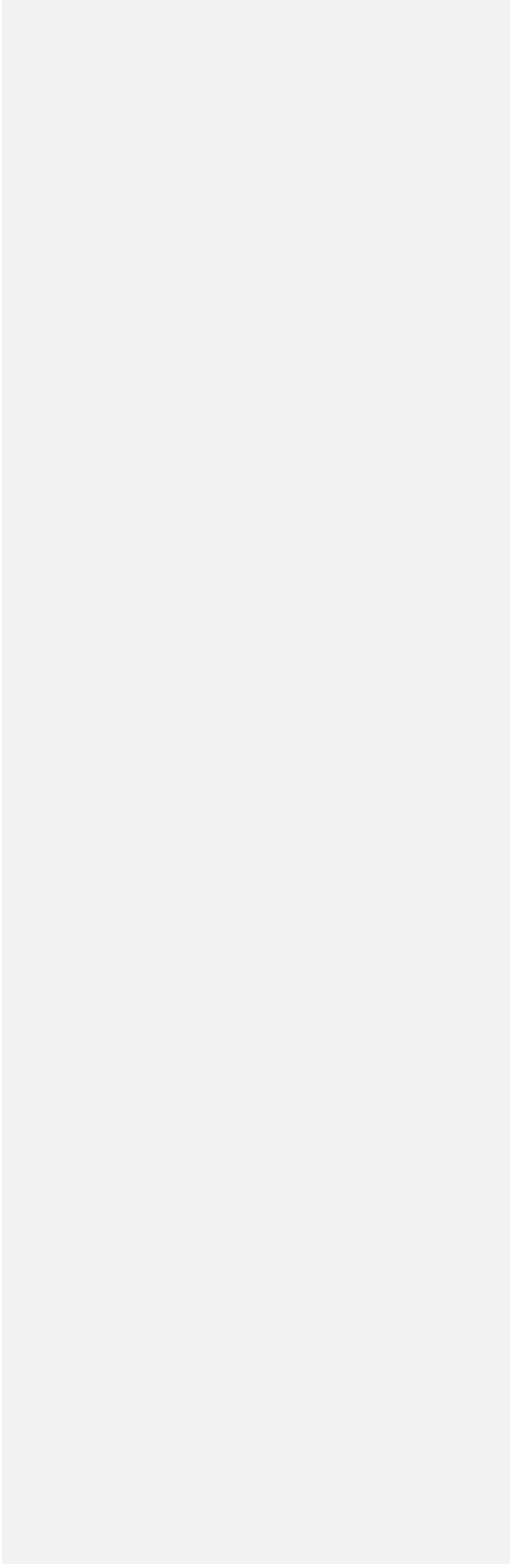
Anyone determined to be responsible for threats of (or actual) violence or other conduct in violation of these guidelines will be subject to disciplinary action, ~~up to and including~~

<sup>2</sup> This is now 25 feet. CRS 25-14-203(7)

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

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termination.



*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025*  
*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

The Town encourages employees to bring their disputes or differences with other employees to the attention of an immediate supervisor, or the Town Administrator, before the situation escalates into potential violence. The Town is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

[Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or coworkers.](#)

[Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If you feel you are subjected to workplace bullying, please contact Human Resources designee.](#)

*[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)*  
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### 3.0 ON THE JOB

#### 3.1 Hours of Work

Normal business hours for Town offices are from 7:30 a.m. until ~~4:30:00~~ p.m., Monday through Thursday, and ~~8:00 a.m. to 12:00 noon~~ enclosed to the public on Friday. **NOTE:** Police, Fire and Public Works employees may be assigned to shifts outside the normal office hours of the Town and shall work those hours designated for their shift and/or position.

#### 3.2 Break Times

Employees are allowed one-half hour lunch break as well as two (2) 10-minute breaks<sup>3</sup> for each workday scheduled for more than five (5) hours, as feasible. All breaks shall be approved by each supervisor, provided that, where possible, lunch breaks shall be scheduled between 11:30 a.m. and 1:30 p.m. Once assigned, lunch and break times shall remain constant unless an employee's supervisor requires minor variations based on the individual work requirements.

#### 3.3 Attendance and Notice of Absence

Regular attendance by all employees is important to the successful operation of the Town. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of Town business. Employees are expected to maintain a good attendance record and to report promptly for work in accordance with assigned shift schedules.

Employees that are going to be absent or late must contact their supervisor by telephone or text message approximately one half-hour, or as soon as possible, prior to the start of their shift. The reason for and probable duration of the absence shall be provided by the employee. The Town Administrator may request doctor's notes for an absence continuing more than ~~four~~<sup>two</sup> consecutive days. Failure to call in when absent for three (3) consecutive days shall result in disciplinary action, up to and including termination.

#### 3.4 Tardiness

<sup>3</sup> As a reminder, the Fair Labor Standards Act does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the workweek and considered in determining if overtime was worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished. Meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

<sup>4</sup> Under the Healthy Families and Workplaces Act (HFWA), HFWA allows employers to request documentation only under limited circumstances. Employers may require reasonable documentation for paid sick leave of **four or more consecutive work** (i.e., not calendar) days to verify that the leave is being used for a HFWA authorized purpose. However, the employer may not require more documentation than is necessary. The law prohibits employers from requiring an employee to disclose details concerning the employee's (or the employee's family member's) health information, or details relating to domestic violence, sexual assault, or stalking. For documenting health-related leave, the CDLE has provided two options. First, if the employee received any services (including remote services) from a health or social services provider for the HFWA-qualifying condition or need, a document from that provider, indicating a HFWA-qualifying purpose for the leave is sufficient. Second, if the employee did not receive services from a provider, or cannot obtain a document from their provider in reasonable time or without added expense, then the employee can provide their own writing indicating that they took leave for a HFWA-qualifying purpose.

Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)

All employees are required to report in a timely manner. Persistent tardiness of non-exempt employees may be charged as leave without pay. Persistent tardiness of any employee may result in disciplinary action.

### 3.5 Training and Education

The Town supports education and training programs which improve the skills, qualifications, and performance of Town employees. The Town may pay the fees and costs of education and training programs that are specifically required by the Town, according to the department budget. In addition, the Town may, in its discretion, approve payment of all or a portion of the fees and costs of education or training programs requested by employees. The Town's approval of payment for one segment, portion, or course that is a component of an education or training program does not obligate the Town to pay for any additional segment, portion, or course.

Educational leave is available, with approval of the immediate supervisor and the Town Administrator, to assist employees in developing professional and technical skills related to employment with the Town. Such leave may be granted to attend professional or technical conferences, training seminars, schools, or programs. Requests for educational leave must be made in writing and must clearly state the dates and purpose of the leave requested. Eligible employees may receive up to eight hours of regular compensation during such attendance. Refer to the Employee Travel Policy.

### 3.6 Promotions

A promotion is considered the advancement of an employee to a position that carries more responsibility and a higher rate of pay. All regular employees of the Town are eligible to be considered for promotions for which they apply and meet the position qualifications.

### 3.7 Transfers

An employee may be transferred through promotion, successful application for a vacant position, or at the discretion of the Town Administrator.

Promotion, transfer, or rehire will follow the basic guidelines of a new hire. Refer to the New Hire Policy. [Also refer to the Add: Employment of relatives/family members.](#)

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#### [Employment of Relatives](#)<sup>5</sup>

The Town may employ relatives of current employees [\[OPTIONAL: employers may remove the following exceptions\]](#) except in the following situations:

- [Relatives would be in a position to supervise another relative.](#)
- [Relatives have access to confidential information, including payroll and personnel records.](#)
- [Relatives audit, verify, receive, or are entrusted with money handled by the other relative.](#)

[In cases of marriage \[or the formation of a civil union\] between two employees, if the above guidelines apply, one must transfer.](#)

[These guidelines apply to all categories of employment, including full-time, part-time, and temporary](#)

<sup>5</sup> [Here is a sample policy on employment of relatives for the Town's consideration.](#)

[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)  
[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted 8/12/2021 \(Resolution 38-2021\); Rev/Adopted 1/26/2023 \(Resolution 16-2023\); Rev/Adopted 1/25/2024 \(Resolution 11-2024\); Rev/Adopted 2/8/2024 \(Resolution 17-2024\)](#)

classifications. They also apply to all relatives and individuals who are not legally related but who reside with another employee.

### 3.8 Employee Review

The annual review process will include a mandatory dialogue, which is intended to provide employees with feedback concerning their employment progress. The discussion between supervisor and employee is required ~~to qualify for an annual~~<sup>to be eligible for an approved</sup> wage increases. Employees should contact and advise an immediate supervisor, the Town Administrator, or Human Resources designee, if more than one year has passed since receiving formal feedback. The review process is not meant to serve as a substitute for ongoing discussions between supervisors and employees throughout the year but to supplement discussions to plan and assist in employee performance and development.

### 3.9 Licenses and Certifications

Employees whose jobs require professional license or certification must present documentation of their license or certification prior to employment or upon certification. The Town may pay the cost of obtaining additional licenses or certifications required for the current job and maintaining it in a current status. Employees are responsible for maintaining their license or certification in an active status and provide copies of such licensing, renewal, changes, etc., to the Town Administrator for personnel files.

### 3.10 Use of Town Equipment (Property)

Town equipment ~~and personal property~~ is to be used strictly for official Town business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove Town equipment/property, or the property of any other employee from Town premises or work sites, without proper authorization. Any employee who steals Town property or the property of any other employee, or who abuses, misuses, damages, or destroys Town property shall be subject to discipline, ~~up to and including termination~~. Refer to the Use of Town Equipment Policy.

### 3.11 Use of Town Vehicles

Town vehicles may be used strictly for the purpose and in the manner authorized by the Town. Only authorized and qualified Town employees may operate Town vehicles. All vehicles shall be operated in accordance with all applicable traffic laws and vehicle operators shall be responsible for the condition and proper use of their vehicles.

Unauthorized or improper use of Town vehicles will not be tolerated~~may result in discipline, up to and including termination~~.

~~<sup>6</sup>Be cautious about using contractual language in a handbook. Telling employees there is an annual wage increase could open up the Town to a contractual claim if, for example, for economic reasons the Town needed to forego an annual increase.~~

~~Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025~~

~~Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)~~

### 3.12 Conflict of Interest and Misuse of Authority

Town employees shall not place their personal interests above the best interest of the Town, or its constituents, and must not use the authority of their position or information gained from employment in a manner that would be unfair or could reasonably be perceived as unfair to the public. Therefore, employees must not grant any special consideration, treatment, or advantage to any person beyond that which is available to every other person unless otherwise required by law. Furthermore, employees must not accept any personal compensation in return for rendering assistance in obtaining any contract, claim, license, permit, permission, approval, or other economic benefit from the Town. In addition, Town employees shall not:

- Engage in a substantial financial transaction for private business purposes with another employee whom ~~they~~ ~~he or she~~ supervises;
- Take any official action directly and substantially affecting ~~their own~~ ~~its~~ economic benefit, ~~or take official action regarding~~ a business or other undertaking in which ~~they~~ ~~he or she~~ ~~have~~s a substantial direct or indirect financial interest ~~in~~ or business arrangement ~~with~~;
- Disclose or use confidential information acquired during ~~their~~ ~~his or her~~ official duties to further substantially ~~their own~~ ~~his or her~~ personal financial interests;
- Accept a gift of substantial value or a substantial economic benefit which might tend improperly to influence ~~them~~ ~~him or her~~ in the discharge of ~~their~~ ~~his or her~~ responsibilities, or which could be construed as a reward for action taken during official duties.

Any employee who has a potential conflict of interest due to direct (self) or indirect (meaning immediate family member – parent; sibling; spouse; children by blood, adoption or marriage; grandparent; grandchildren; in-laws) shall disclose such potential conflict to the immediate supervisor.

[If employees have any questions about whether a situation is a conflict of interest, they should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Town Administrator\\_\\_\\_\\_\\_ for a final determination.](#)

### 3.13 Gifts<sup>7</sup>

The Town prohibits individual employees from asking for, or accepting, a gift of any kind from any person that is greater than a certain value. Government employees may accept gifts if any of the following are true:

- The gift is based upon a pre-existing personal or family relationship with the government employee, so long as the gift is motivated by the relationship (like a birthday present to your sister).
- The gift is valued at \$20 or less, so long as the gift is not cash, and the employee accepts no more than \$50 in gifts, in the aggregate, from the same outside source in a calendar

[7 There are three Constitutional gift bans under Article XXIX, Section 3 in the Colorado Constitution: 1. The first pertains to money, forbearance, or forgiveness of indebtedness. For this ban, acceptance or receipt of any amount is a violation. 2. The second pertains to things of value, including but not limited to gifts, loans, rewards, promises, or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts. For this ban, solicitation, acceptance, or receipt of a thing of value having a fair market value or aggregate actual cost greater than \\$75.00 currently \(and adjusted for inflation\) is a violation. 3. The third pertains to gifts or things of value from professional lobbyists. For this ban, any amount is a violation. While the third prohibition would be unlikely to apply to most Town employees I have included a sample policy below for your consideration. It appears the policy you have currently might be part of another internal policy regarding gift bans that goes beyond the legal restrictions. The policy I included tracks exactly with current law.](#)

[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)  
[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted 8/12/2021 \(Resolution 38-2021\); Rev/Adopted 1/26/2023 \(Resolution 16-2023\); Rev/Adopted 1/25/2024 \(Resolution 11-2024\); Rev/Adopted 2/8/2024 \(Resolution 17-2024\)](#)

year.

- The gift consists of modest refreshments, such as juice and bagels at a seminar, and not as part of a meal.
- The gift consists of free attendance at widely attended gatherings (although some agency restrictions may apply to this exception).

### Gift Ban

No employee shall accept from any individual or vendor working with the Town:

- Money, forbearance, or forgiveness of indebtedness. For this ban, acceptance or receipt of any amount is a violation.
- Any item of value, including but not limited to gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts. For this ban, solicitation, acceptance, or receipt of a thing of value having a fair market value or aggregate actual cost greater than \$75.00 currently (and adjusted for inflation) is a violation.
- Any gift or item of value from a professional lobbyist. For this ban, solicitation, acceptance, or receipt of a thing of value is a violation of the law.]

### **3.14 Employee Complaints**

The Town of Palmer Lake encourages an open-door atmosphere. If an employee has an issue or concern that the Town may help solve, employees are encouraged to discuss it with their immediate supervisor or any other member of the Town's management team.

~~Retaliation against employees who have, in good faith, reported wrongdoing or suspected wrongdoing will not be tolerated. Anyone who retaliates against someone who has, in good faith, reported wrongdoing or suspected wrongdoing may be subject to disciplinary action, up to and including termination of employment.~~

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Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/9/2024 (Resolution 17-2024)*~~

Employees should share their questions, concerns, suggestions or complaints with their immediate supervisor. If employees are not comfortable speaking with their supervisor or not satisfied with the supervisor's response, employees shall report the concern to the Town Administrator. The Town Administrator shall work with appropriate staff, including the Town Attorney, if necessary, to determine how violations or concerns will be addressed.

Anyone filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Reports of violations, or suspected violations, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### 3.15 Discipline

The Town expects all employees to conduct themselves with the highest professional, business, and ethical standards and will not tolerate inappropriate or insubordinate conduct. The Town may take disciplinary action as it deems appropriate in any given circumstance, up to and including termination, without any warning, procedure, or formality. Whether an employee's performance, conduct, or behavior warrants disciplinary action is within the Town's discretion. The Town does not intend by these guidelines to create any expectation that any employee will be assured of any form of disciplinary action, such as warnings, notice, or any form of progressive discipline, prior to discipline. ~~up to and including termination.~~

[Occasionally, employee performance or other behavior falls short of the Town's standards and/or expectations. When this occurs, the Town will take action that, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by the Town in an individual case does not establish a precedent in other circumstances.](#)

### 3.16 Administrative Leave

Employees may be placed on administrative leave with or without pay<sup>8</sup> under such circumstances as may be deemed necessary by the Town Administrator. Employees placed on administrative leave will be advised of the reason for the leave and, if possible, the probable duration of the leave.

### 3.17 Facilities and Equipment/Inspections

The Town may conduct searches after notice is given and with the employee's consent of employee's personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The Town may conduct searches of the above items without employee consent if a reasonable suspicion exists that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file

<sup>8</sup> [Here is a sample policy on discipline for the Town's consideration.](#)

<sup>9</sup> [Be cautious about the use of administrative leave without pay, it can be viewed by employees as retaliatory. I see employers get in trouble when employees come forward with dueling complaints and management puts everyone on unpaid leave pending investigation. Give me a call if you have any questions about this.](#)

[Adopted by Town Board of Trustees on 11/12/2020 \(Resolution 22-2020\); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025](#)  
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drawers, all of which are keyed by the Town and copies of those keys are kept by the Town.

#### **Anti-Violence<sup>10</sup>**

Any action that, in the Town's opinion, is inappropriate for the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying.

Any behavior listed above should be immediately reported to a supervisor or Human Resources representative. Complaints will receive attention, and the situation will be investigated. Based on the results of the inquiry, action will be taken that the Town believes is appropriate. Employees should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees or property.

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### **3.18 Use of Town Computer and Telecommunications Resources**

All Town computers, devices, and other resources, including Town owned cellular phones, must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this guideline may result in revocation of access privileges and may result in disciplinary action ~~up to and including termination~~. Refer to Use of Technology/Communication Policy.

<sup>10</sup> [Here is a sample anti-violence provision for the Town's consideration.](#)

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

### 3.19 Use of Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers or electronic terminals, regardless if the message is converted to hard copy format after receipt and regardless if the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network. All Town electronic mail systems are owned by the Town and shall be used for conducting official Town business. Other than incidental personal use, any other use is prohibited. Refer to Use of Technology/Communication Policy.

### 3.20 Use of Social Media

Social media offers many ways for users to interact with one another, such as instant messaging, blogging and commenting, microblogging, events, status updates, online communities, forums, and message boards, podcasts, website link sharing, wikis, video conferencing, and sharing photos and videos. The Town acknowledges that social media changes rapidly and, therefore, the policy is intended to be illustrative rather than exhaustive. Refer to Social Media Policy.

### 3.21 Inclement Weather

The Town Administrator, or designee, may determine, due to inclement weather, to delay opening the office, or to not open the office, and therefore, to adjust staff reporting time, or to not require the staff to report. In such case, staff unable to work remotely will be paid at the regular rate for regular hours scheduled.

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## 4.0 COMPENSATION

### 4.1 Pay Guidelines and Procedures

The Town Administration is responsible for administering payroll and benefits, including receiving and resolving employee questions and problems concerning compensation.

### 4.2 Work Week

A regular work week is a fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods - designated as the official work week for each employee. This period will be from 12:00 a.m. Sunday through 11:59 p.m. the following Saturday. Employee work schedules may be flexible with approval by the immediate supervisor.

The Police and Fire Departments operate on a 14-day work period from 12:00 a.m. Sunday through 11:59 p.m. the Saturday after the following Saturday (13 days later).

### 4.3 Pay Schedule

Employees are paid every other Friday. When the pay day falls on a holiday, payroll deposits will typically be provided the day before the holiday.

### 4.4 Out of Class Pay

An employee temporarily assigned outside of their regular position shall be paid at the appropriate rate for the temporary assignment, after four weeks of serving such assignment, and until they return to their former position.

### 4.5 Deductions

Federal and state income tax withholding and Social Security and Medicare taxes are automatically deducted from employee paychecks as required by law. Additionally, the following employee benefit deductions may be authorized in writing by individual employees:

- Employee contributions for medical, dental, or vision insurance;
- Employee contributions toward a retirement plan;
- Police and Fire deductions for FPPA and/or association membership fees.

### 4.6 Garnishment

A garnishment is a legally required deduction of a specified sum from an employee's wages to satisfy a creditor. If the Town is required to garnish an employee's wages, the garnishment will be made in accordance with the law.

### 4.7 Direct Deposit

The Town requires employees to have their paycheck deposited directly into a depository account. Employees shall authorize in writing the direct deposit of their net earnings with a designated financial institution of their choice.

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Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

#### 4.8 Overtime and Overtime Compensation

Non-exempt employees are eligible for overtime. Eligible employees are compensated for all overtime hours at one and one-half (1½) times the applicable hourly rate or will accumulate compensatory time at one and one-half (1½) hours, for each hour worked over 40 in a work week. To the extent that any provision of this guideline conflicts with the Fair Labor Standards Act, the Fair Labor Standards Act shall govern.

All overtime worked must be approved in advance by a supervisor or other authorized representative of the Town. The 40-hour threshold is based on actual hours worked in the week. Therefore, sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the overtime threshold.

Non-exempt employees who work more than forty (40) hours in a work week may, at the employee's discretion, be compensated in compensatory time off in lieu of overtime pay for each overtime hour worked. It is understood that in agreeing to work for the Town, employees agree to accept compensatory time in compensation for overtime worked when deemed appropriate by Town management. Compensatory time tracking is the responsibility of each department supervisor or designee.

Eligible employees are permitted to accumulate up to eighty (80) hours of compensatory time. Employees may be directed to use accrued but unused compensatory time where he or she has accumulated the maximum permissible number of hours. In addition, the employee may be precluded from earning additional compensatory time until hours are used. If the supervisor determines that the employee must work to meet business needs, the employee will be paid overtime rather than earn compensatory time until the employee's accumulated hours fall back to or under the maximum. Supervisors are responsible to track and manage compensatory time for staff throughout the year. Compensatory time should be flexed within a pay period when possible and used prior to accrued paid leave.

Upon termination of employment, employees shall be compensated for any unused compensatory time at their current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is higher.

**NOTE:** The Police and Fire department work periods are fourteen (14) days. Eligible Police employees are paid overtime for hours worked over 86 in a work period. Eligible Fire employees are paid overtime for hours worked over 106 in a work period. Sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the overtime threshold.

#### 4.9 Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period for (40) or more hours per week. The Town is committed to complying with salary basis requirements which allows properly authorized deductions. If an employee believes an improper deduction has been made, the employee shall immediately report it to the Town Administrator or designated representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed promptly.

#### 4.10 On Call Time

Employees may be assigned on-call duty requiring that they be available for call during a specified time period outside their normal working hours. Employees shall be paid straight time

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for all hours worked, as required by law.

#### 4.11 Reporting Time

All employees shall complete the Town required timesheet (paper or electronic) to record the appropriate time to be paid. Exempt employees shall record the total hours paid by established salary (80 hours). Hours not worked shall also be recorded and coded to the appropriate leave type. Completed timesheets shall be reviewed and approved by the respective immediate supervisor at the end of each payroll period, attesting to the time recorded for payment. Compensatory time tracking is the responsibility of each department supervisor or designee.

#### 4.12 Training Time

Town employees shall be compensated for time spent in Town-required training activities. Compensation will not be provided, however, for the following training unless specifically authorized by the Town Administrator:

- Training undertaken to meet certification requirements mandated by a higher level of government (e.g., the State of Colorado or the United States) for performance of the employee's duties; and
- Training that meets all the following criteria:
  - Attendance is outside the employee's regular working hours;
  - Attendance is in fact voluntary;
  - The employee performs no productive work during attendance; and
  - Training is not directly related to the employee's job.

#### 4.13 Expenses

The Town reimburses employees for expenses reasonably incurred during Town business provided such expenses have been authorized in advance by the Town Administrator or are determined by the Town, in its discretion, to have been necessarily incurred under circumstances where advance approval was not reasonably possible. Employees seeking reimbursement for expenses will be required to document expenses with receipts.

The Town may reimburse employees for use of their personal vehicle for Town business at the federal reimbursement rate per mile unless another agreement for personal vehicle use is established.

All requests for reimbursement of expenses shall be submitted using the Town's expense form. Refer to the Employee Travel Policy.

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Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

## 5.0 BENEFITS

Employees regularly scheduled for (36) hours or more per week are eligible for benefits.

### 5.1 Insurance Benefits

The terms and conditions of all benefit plans offered by the Town are subject to change from time to time. Town insurance plans may require employee contributions as a condition of participation. The amount of shared premium contribution will be determined by the Town Administrator and may change with each renewal cycle. Required contributions must be authorized through payroll deductions.

### 5.2 Group Medical, Dental, and Vision Insurance

The Town shall offer medical, dental, and vision insurance coverage for all eligible employees. Information is available from the Town Administrator, or designee, concerning eligibility and available options for benefits.

### 5.3 Group Life Insurance

The Town shall provide basic coverage for group life insurance for all eligible employees. Specific plan information is available from the Town Administrator or designee.

### 5.4 Retirement Benefit

The Town shall contribute up to a maximum match of 5% of an employee's wages toward a retirement benefit plan for all eligible employees. Refer to the Summary Plan Description for eligibility definition and plan details.

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## 6.0 LEAVE TIME

Unless otherwise specified below, employees regularly scheduled for (36) hours or more per week are provided the following leave time and vacation benefits.

### 6.1 Family and Medical Leave

Public sector employers are subject to the provisions of the Family Medical Leave Act (FMLA). However, to be eligible to take FMLA leave, employees must work at a worksite with at least 50 full-time equivalent (FTE) employees within 75 miles. Because the Town does not have 50 FTE within a 75-mile radius, employees are not eligible to take FMLA leave. However, the Town will provide medical leave as outlined below.

#### Medical Leave of Absence:

A medical leave of absence of not more than three months may be granted to eligible employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with the Town.
- The Town Administrator is notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. **NOTE:** The Town may require the employee to obtain an opinion from a medical provider selected by the Town.

Approvals are obtained from the Town Administrator prior to the leave. All available sick leave and earned vacation are used at the beginning of the leave of absence.

When the estimated period of leave is less than three months and an employee needs to extend the leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating the ability to return to work.

The Town may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Town, it is practical to do so. The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town shall continue (medical/life) insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act (ADA) or other law, additional accommodations may be provided. Employees must supply adequate information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause

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undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the Town.

The Town provides paid or unpaid leave for use by employees under specific circumstances. Available leave and the circumstances under which it may be used are described below. The use of paid leave shall be approved in advance by each employee's supervisor. Absence from work without advance approval may subject an employee to discipline, up to and including termination. In addition, the Town may prohibit the employee from using any form of paid leave for an unapproved absence regardless of the reason for the absence if it was feasible to obtain advance approval for the absence.

**6.2 Vacation**

Eligible employees shall accrue vacation with each pay period. All use of vacation time must be approved by each employee's immediate supervisor. Vacation hours may be taken in a minimum of half-hour increments.

All eligible employees shall accrue vacation as follows:

<u>Years of Service</u>	<u>Annual Vacation Leave Accrual</u>	<u>Maximum Limit</u>
0 to <5 years of service	96 hr – (12) 8-hr days	192 hr – (24) 8-hr days
5 to <10 years of service	120 hr – (15) 8-hr days	240 hr – (30) 8-hr days
10 to <15 years of service	168 hr – (21) 8-hr days	336 hr – (42) 8-hr days
15+ years of service	240 hr – (30) 8-hr days	480 hr – (60) 8-hr days

Employees begin accruing vacation leave upon hire, up to the maximum limit for the respective years-of-service tier limit. Each tier's maximum limit is two times its annual accrual. Once the employee reaches the maximum limit at any time throughout the year, they shall not accrue additional vacation leave until the balance falls below the maximum limit. Upon separation of employment, employees are paid at their current regular rate for all accrued but unused vacation time.

**6.3 Holidays**

The Town provides eight (8) hours of holiday pay on the following observed holidays to employees regularly scheduled for (32) hours or more per week, as follows:

- New Year's Day (January 1)
- Martin Luther King Day (3<sup>rd</sup> Monday of January)
- President's Day (3<sup>rd</sup> Monday of February)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Colorado Day (observed 1<sup>st</sup> Monday of August)
- Labor Day (1<sup>st</sup> Monday of September)
- Cabrini Day (1<sup>st</sup> Monday of October)
- Veterans' Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday of November)
- Day after Thanksgiving (4<sup>th</sup> Friday of November)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025*  
*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/9/2024 (Resolution 17-2024)*

One (1) Personal "Floating" Holiday (8 hours) – must be approved by supervisor with a minimum of 24-hour notice (awarded on the employee's first payday on a prorated basis and, each subsequent year, on the first payday in January)

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed. Eligible employees working less than forty (40) hours shall receive holiday pay equal to the regular hours scheduled.

**NOTE:** A non-exempt employee who is required/approved to work on an observed holiday will earn the holiday pay and agree to comp the hours worked, unless otherwise agreed to by the department supervisor and Administration.

**NOTE:** All temporary (or seasonal) employees scheduled to work on an observed holiday receive the regular rate of pay for actual hours worked.

#### 6.4 Sick Leave

Employees begin accruing sick leave upon hire. Paid sick leave may be used in half-hour increments. Upon separation of employment, sick leave is not paid to employees.

Employees regularly scheduled for (36) hours or more per week shall accrue sick leave benefits at a rate of ninety-six (96) hours per year, up to a maximum limit of 720 hours. Once the employee reaches 720 hours of sick leave, they shall not accrue additional sick leave until the balance falls below 720 hours.

All other employees shall accumulate sick leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum limit of 48 hours. These employees shall not accrue additional sick leave until the balance falls below 48 hours.

All employees are responsible to notify their immediate supervisor each day prior to the start of a scheduled shift when unable to work because of an illness, injury, medical care or domestic violence; and inform their supervisor when expected to return to work. In the event an employee is absent for more than three days, medical or legal certification is required. This certification should indicate the employee was unable to work due to medical or domestic violence reasons and the length of time this restriction lasted. If an employee has an extended illness, accumulated sick time may provide pay while the employee is away from work. Unused sick hours may be carried over from year to year.

Paid sick leave may be used for the following:

- When an employee has a mental or physical illness, injury, or health condition that prevents them from working;
- When an employee needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- When an employee needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed above;
- When the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical

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attention, mental health care or other counseling, victim services (including legal services), or relocation; or

- Due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.
- To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Because paid sick leave is accumulated to be used for these reasons, employees will not receive extra pay or extra time off for unused sick time. Additional rules may apply in the case of a public health emergency.

### 6.5 Military Leave

Eligible employees are ~~those employees regularly scheduled for (36) hours or more per week.~~ Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing the veteran's re-employment rights. The Town pays for the first fifteen (15) days of leave per year. After that time, leave is without pay.

### 6.6 Emergency/ Bereavement Leave

Eligible employees are those employees regularly scheduled for (36) hours or more per week. Employees who suffer a death in their immediate family will be allowed up to three (3) days leave at full pay, or 24 hours in total, representing the regular work schedule for the employee. If the employee requires additional paid time, the employee must request use of sick leave, compensatory or vacation leave, with the approval of the Town Administrator. Temporary and seasonal employees, who need additional time may request time off without pay.

For purposes of this guideline, an employee's "immediate family" includes spouse, children, parents, grandparents, grandchildren or siblings, and the parents, siblings or children of the employee's spouse.

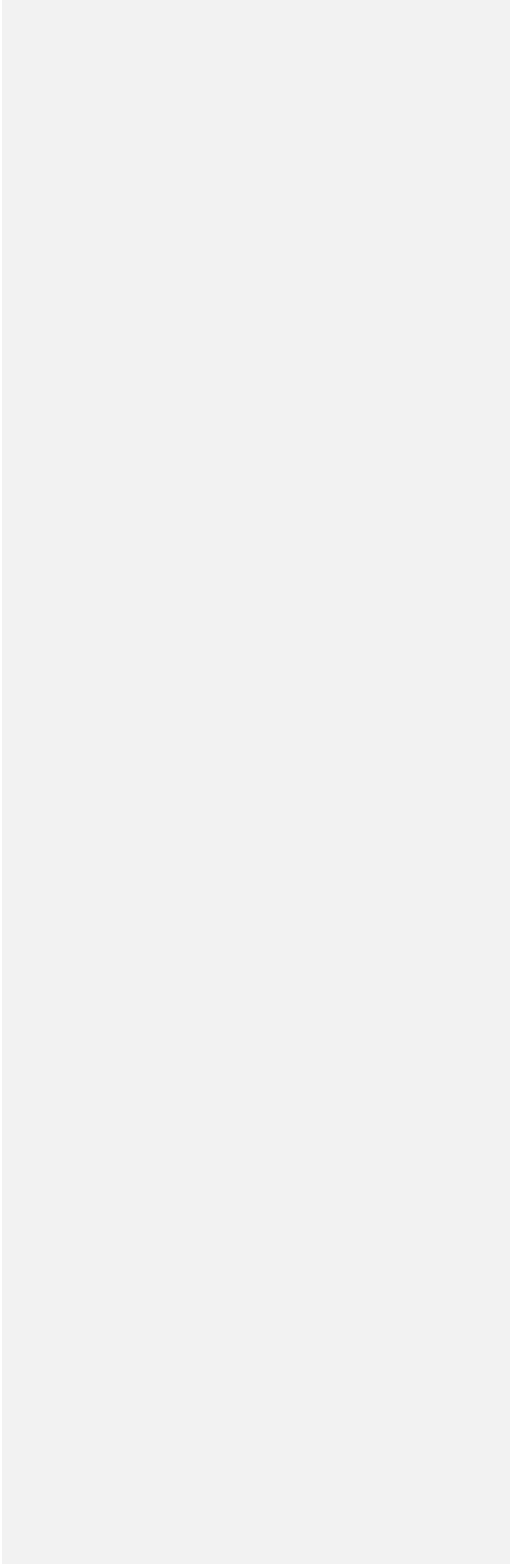
### 6.7 Jury Duty/Court Time

Eligible employees ~~are those employees regularly scheduled for (36) hours or more per week.~~ Employees who are summoned for jury duty or subpoenaed in connection with their employment during a regularly scheduled work time will be compensated for regular scheduled hours up to two (2) workdays. A copy of the subpoena or order requiring such duty must be submitted to the Town Administrator with a leave request in advance of the absence. In addition, an employee who is absent from work due to jury service must submit a juror service acknowledgement to be compensated for such absence. As a condition of the receipt of such pay, any stipend paid to the employee for jury service or as a witness fee may be paid to the Town or an equivalent amount

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deducted from the employee's pay.

Any subpoenas for matters not related to the employee's affiliation with the Town do not qualify for paid time. Paid leave time may be used if available.



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### 6.8 Voting

Any employee whose work schedule is such that election services are not open during at least three (3) non-working hours on Election Day shall be permitted paid leave for the time spent voting, not to exceed two (2) hours. Notice to the immediate supervisor is required.

### 6.9 Unpaid Leave

Under circumstances where an employee is not eligible for paid leave, he or she may be granted unpaid leave as permitted by the Town in its discretion. Unpaid leave shall not be granted for more than thirty (30) days and, depending upon circumstances or staffing requirements, may be renewed by the Town Administrator upon its expiration.

Employees shall not accrue vacation or sick leave while on unpaid leave. Employees on unpaid leave who are otherwise eligible to receive group insurance benefits may continue those benefits upon their timely payment of appropriate premiums.

Failure of an employee to return upon expiration of unpaid leave may result in termination of employment.

### 6.10 Leave Donation Program

The Town recognizes that employees may encounter unexpected personal emergencies that result in a need for additional time off that is more than their available paid leave time allowable. The leave donation program is to address those situations when an employee may donate a portion of accrued but unused vacation leave time to another eligible employee. This policy is strictly voluntary. Refer to the Paid Leave Donation Policy.

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## **7.0 SEPARATION OF EMPLOYMENT**

An employee may separate from employment with the Town by resignation, layoff, or furlough or by termination, as described herein.

### **7.1 Resignations**

An employee who resigns in good standing may be eligible to be considered for re-employment with the Town. An employee in good standing is one that does not resign as an alternative to termination, provides the Town a minimum of two (2) weeks' notice, and is cooperative with necessary exit procedures. Employees in a supervisor position are encouraged to provide the Town Administrator a notice of thirty (30) days or more.

Employees who resign are paid for all accrued but unused compensatory time and accrued but unused vacation, after one year of continuous employment, as provided in these guidelines.

Employees who resign may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

### **7.2 Layoff/Furlough**

The Town may layoff or furlough employees for reasons of efficiency, economy, lack of work, or for such other reason as the Town Administrator deems necessary.

Employees who are in good standing, at the time of layoff, may apply for any current or future vacancies with the Town. At the time of layoff, employees are paid accrued but unused compensatory time and accrued but unused vacation leave only. Laid off employees may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

### **7.3 Termination**

Employees who are terminated may not be eligible for rehire. In the event termination takes place to eliminate or modify the duties of a position, an employee may be considered for rehire. Terminated employees are paid for accrued but unused compensatory time only. Terminated employees may be eligible to continue coverage under COBRA at their own expense as provided by state and federal law.

### **7.4 Exit Procedure**

Employees who are laid off, resign, or retire shall contact the Town Administrator to provide all information required for separation, return all Town property, participate in an exit interview, and make arrangements for final pay and continuation of benefits if applicable.

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Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

## 8.0 MISCELLANEOUS GUIDELINES

### 8.1 Political Activity

All Town employees have the right as a citizen to participate fully in the political process. However, employees are prohibited to campaign for any candidate or cause on scheduled work time or utilizing Town resources/property. Employees are prohibited to publicly campaign for any candidate or cause while wearing the Town uniform or Town logo.

### 8.2 Board Membership of Employees

A Board of Trustees member may not be employed by the Town. Where a Trustee applies for employment with the Town, he/she must resign from the board if employment is offered and accepted. No Trustee may begin employment with the Town until after the effective date of their resignation. Where an employee of the Town is elected to the Town board, they must resign employment from the Town. Failure to do so shall result in termination of employment.

### 8.3 Data Disposal

During employment, the Town will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Town may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for the destruction (i.e., shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means).

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Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021); Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024 (Resolution 17-2024)*

9.0 EMPLOYEE ACKNOWLEDGEMENT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED \_\_\_\_\_.  
I UNDERSTAND THAT I AM RESPONSIBLE TO BE FAMILIAR WITH ITS CONTENTS.  
FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE TOWN OF PALMER LAKE IS AT-WILL. I HAVE THE RIGHT  
TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT  
ADVANCE NOTICE, FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF  
MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF  
EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF  
EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A  
SUMMARY OF TOWN GUIDELINES.

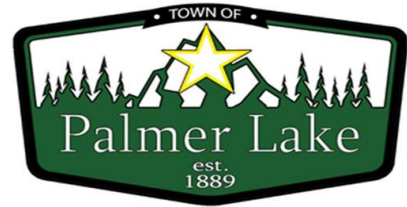
THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY  
ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR  
THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE  
RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT  
PRIOR NOTICE.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted Resolution 38-2021; Resolution 16-2023; Resolution 11-2024; Resolution 17-2024; Resolution 17-2025  
Adopted by Town Board of Trustees on 11/12/2020 (Resolution 22-2020); Rev/Adopted 8/12/2021 (Resolution 38-2021);  
Rev/Adopted 1/26/2023 (Resolution 16-2023); Rev/Adopted 1/25/2024 (Resolution 11-2024); Rev/Adopted 2/8/2024  
(Resolution 17-2024)*



Item 16.

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

<b>DATE:</b> February 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Approve Revised Records Policy
<b>Presented by:</b> Town Administrator Dawn Collins		

**Background**

The public records policy is enclosed with modification to add prohibiting outside media to be used to transfer electronic data that is too large to email. The town keeps flash drives on supply which will be provided at the town cost (\$2).

**Recommended Action**

Approve the revised public record policy, as requested and attached.

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 18 - 2025**

**A RESOLUTION APPROVING AN AMENDED PUBLIC RECORDS POLICY**

**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 of Trustees has previously adopted a Policy Regarding Access to Public Records (the “Public Records Policy”); and

**WHEREAS**, the Town prohibits use of outside media to transfer documents that are too large to send via email; and

**WHEREAS**, the Town will provide proper media to transfer requested material at the cost to the Town.

**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 approves the amended Public Records Policy as attached hereto.
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 13th DAY OF FEBRUARY 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

BY: \_\_\_\_\_  
Glant Havenar  
Mayor



## POLICY RELATING TO PUBLIC RECORDS

Effective Date: February 6, 2020; Revised April 11, 2024; Revised February 13, 2024

Scope: All records within the Town of Palmer Lake, except that this policy shall not apply to criminal justice records (as defined in C.R.S. 24-72-302).

Purpose: The purpose of this policy is to assure prompt and equitable service to citizens requesting access to public records, regardless of the format of those records, in accordance with the requirements of C.R.S. 24-72-201 et. seq. This policy does not apply to criminal justice records, as defined in C.R.S. 24-72-302.

Background: C.R.S. 24-72-202(6)(a) defines public record as “all writings made, maintained, or kept... by any local government-financed entity for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.” The definition of public records also includes the correspondence of elected officials, except to the extent that such correspondence is: 1) a work product, 2) without a demonstrable connection to the exercise of functions required by law or administrative rule, 3) a communication from a constituent to an elected official that clearly implies by its content that the constituent expects that it is confidential in nature or subject to nondisclosure, or 4) pursuant to procedures in C.R.S. 24-72-204(1) the material requested is not to be disclosed. Additionally, C.R.S. 24-72-202(7) defines writings to include “all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writings include digitally stored data, including without limitation electronic mail messages, but do not include computer software.”

C.R.S. 24-72-203(1)(a) allows the official custodian of public records (Town Clerk) to make reasonable rules and regulations with reference to the copying and inspection of public records as necessary to protect the records and prevent unnecessary interference with the regular duties of the custodian.

Policy: It shall be the policy of the Town of Palmer Lake to make all records available for public inspection unless such records are protected from disclosure by state or federal law, by court order, or unless disclosure of such records would be contrary to the public interest.

All requests made under the Open Records Act shall be made in writing to the Town Clerk, who is the Records Custodian. The Town Clerk may designate other staff to receive requests on behalf of the Town Clerk. In the case of a request made in person, the custodian shall either provide the records to the requestor if the records are immediately available, or shall provide a response in writing within three (3) working days letting the requestor know the date, time, and location where the records can be inspected, along with an estimate of the fees. In the case of a request received by U.S. Postal mail, e-mail, or fax, the custodian shall respond within three (3) working days of receipt of the request. Such period may be extended if extenuating circumstances exist (per C.R.S. 24-72-203(3)(b)), but the extension period shall not exceed seven (7) additional working days. If a deposit is required, the request is not considered received until the deposit is paid.

Open Records requests are to be in writing. The requestor may use the form provided by the Town Clerk, or submit the request without the form including the equivalent information.

If a record contains both public and confidential material, the Town is not required to redact confidential material in order to comply with a request for the record. However, the Town Clerk may agree to provide redacted records if the requestor pays the redaction fee as shown on the schedule below.

Requests for routine copies of non-restricted, readily available documents (e.g. minutes, agendas, ordinances, resolutions, etc.) shall not be considered an open records request and shall not be required to be submitted in writing. However, applicable fees may still apply.

Electronic records and electronic communications: Records stored on electronic (non-paper) media are considered public records and open to disclosure. After receiving a written request for records stored in an electronic format, the custodian will notify the requestor of the most effective means of making these records available. This may include providing portable electronic media (such as disks or drives), referring the requestor to the Town's web site or other public access device, providing hard copy printouts, or providing the requested records in any other format deemed appropriate by the custodian. Data manipulation fees may apply.

If the records are stored in an electronic format which is "searchable and sortable", the record may be available in that native format as described in CRS 24-72-203(3.5)(a) unless that format does not accommodate redaction of confidential records as described in CRS 24-72-203(3.5)(b).

Please note that open records requests may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203 and the policy of the Town.

Fees and charges: Requests may require a non-refundable deposit equal to the estimated amount. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records with applicable fees. In the event the deposit amount exceeds the actual costs, the balance shall be refunded within 30 days.

The open records request shall be considered received only when the deposit has been paid.

Each standard page (8 1/2" x 11") will be charged at 25 cents per page. Non-standard sizes or color products (if available) will be charged at the actual cost of production. In addition, the requestor must pay any research and retrieval fee associated with producing the record in accordance with the schedule below, and within the restriction of state law. The custodian will also charge a fee for any manipulation of data needed to generate a record in a form or format that does not already exist. This includes redaction if needed. This also includes converting a proprietary file format into a standard format. This fee shall not exceed the actual cost of manipulating said data and generating the record. Persons making a subsequent request for the same record shall be charged the same fee.

The Town will respond to requests for access to public records stored electronically and in computer software by transmitting a digital copy of the public records in a digital format by electronic mail or by another mutually-agreed upon transmission method if the size of the records prevents transmission by electronic communication. The custodian may charge a fee for providing copies of electronically stored public records, except as limited under state law. The fee will be based on research and recovery of the actual costs of providing the electronic services and products. A per page fee will not be charged for providing records in a digital or electronic format. The Town prohibits using outside media to transfer data and will provide media at the town cost.

Data kept by the Town but generated by a third party shall be charged at actual cost paid to the third party, subject to additional fees below if applicable.

Fees and charges for reproduction of records shall be standard throughout the Town for similar items. The Town Clerk has the authority to waive such fees and charges when it is deemed in the best interest of the Town to do so.

**TOWN OF PALMER LAKE PUBLIC RECORDS  
STANDARD FEES AND CHARGES**

Photocopies or printouts	8 ½" x 11" black/white, \$0.25 per page beginning with the 26 <sup>th</sup> page. The first 5 pages are provided at no cost.  Other sizes and color may be charged at actual cost, and may be provided by a third party service
Document certification	\$5.00 per document (in addition to the per page copy charge)
Portable media, such as CD/DVD/flash drive	Actual cost of media plus research/retrieval time. NOTE: The Town does not have the technology available to provide excerpts of audio or video files.
Publications produced by the Town of Palmer Lake	Price varies, will be established based on actual production cost.

Research, Retrieval and Data Manipulation Fees

There is no charge for the first hour.	\$30.00/hr. beginning with the second hour. This includes staff time needed for monitoring view-only requests.
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The Town does not charge for:

1. Requests from members of the Town Board or advisory boards when the information requested is for the purpose of Town business.
2. Requests from Town Board candidates from the time of official candidacy through Election Day. Records provided to any individual candidate will be distributed to all candidates.
3. Requests from other federal, state, or local government entities or governmental professional associations.

Denial of inspection: Access to records may be denied in accordance with the provisions of federal or state law. Reasons for denial of access to records will be noted in writing on the public records request form and provided to the requestor.

Retention schedules: All public records, regardless of storage format, will be administered in accordance with approved retention schedules. The Town of Palmer Lake has adopted the Municipal Records Retention Schedule as approved and updated by Colorado State Archives. This schedule is available at <http://www.colorado.gov/dpa/doit/archives/rm/municipalrmm/>