



BOARD OF TRUSTEES MEETING

Thursday, September 26, 2024

Executive Session may begin after 5 PM Workshop

Regular meeting at 6 PM

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

LIVE STREAM available at 6 PM at Town website

AGENDA – REVISED 9/25

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

Call to Order & Roll Call

Convene to Executive Session

A) For the purpose of a personnel matter, employment evaluation of Town Administrator, under C.R.S. 24-6-402(4)(f).

B) For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e), and for the purpose of conferring with Town Attorney to receive legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) relating to (1) threatened litigation and (2) resolution to litigation filed by United Congregational Church.

Reconvene to Open Session by 5:45 pm for the regular meeting at 6 pm

Roll Call

Pledge of Allegiance

Presentations

1. Proclamation for 11th Annual Creek Week 2024 - Fountain Creek Watershed District, Alli Schuch

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

2. Minutes from September 12, 2024 Meeting
3. Checks over \$15,000 - Community Matters Institute (\$21,082.50) for Land Use Critical Rewrite (portion reimbursed by DOLA grant); CIRSA (\$35,602.73) for quarterly payment
4. Financials (August)

Staff/Department Reports

5. Attorney
6. Administrator/Clerk

Business Items

- [7.](#) Resolution 49-2024 to Approve Revision of Town Star Lighting Policy
- [8.](#) Ordinance 12-2024 to Amend Ch 12 Relating to Park Rules
- [9.](#) Ordinance 13-2024 to Amend Ch 5.24 Relating to Liquor Licensing
- [10.](#) Consider Letter of Intent to Enter Agreement with Palmer Divide Soccer Club
- [11.](#) Direction to Reallocate Funds for PLES Project and Subsequently Amend 2024 Budget

Public Comment - *Public comments are encouraged to be emailed to the Town office at info@palmer-lake.org with subject line of Public Comment (24 hours prior to meeting) and shall be distributed and read at the meeting. Otherwise, please 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 (Oct 10) and Future Items**

Convene to Executive Session if needed to conclude discussion noted above

Reconvene to Open Session

Adjourn

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, September 12, 2024

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 5:01 pm. Present: Mayor Glant Havenar; Trustees Nick Ehrhardt, Shana Ball, Kevin Dreher, Sam Padgett, Dennis Stern. Excused: Trustee Jessica Farr.

Convene to Executive Session. MOTION (Padgett, Stern) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed.

A) For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – consider terms for leasing portion of Elephant Rock property; update on possible annexation.

B) For the purpose of purchase acquisition, lease, transfer or sale of any real or personal property interest under C.R.S. 24-6-402(4)(a) - convey property (Hwy 105); obtain property (El Paso County).

C) For the purpose of conferring with Town Attorney to receive legal advise on specific legal questions under C.R.S. 24-6-402(4)(b) relating to (a) accounting for certain funds as General Funds or Water Enterprise Funds and (b) addressing the legal issues involved in the Petition to Disconnect Filed by United Congregational Church.

D) For the purpose of a personnel matter, employment evaluation of Town Administrator, under C.R.S. 24-6-402(4)(f).

Reconvene to Open Session at 5:51 pm and recess until 6 pm.

Mayor Havenar called for order at 6 pm and introduced the Palmer Lake Elementary Girl Scout Troop.

Pledge of Allegiance - Led by Palmer Lake Elementary Girl Scout Troop #45259

Mayor Havenar presented the Troop a certificate of appreciation.

Consent Agenda. MOTION (Stern, Ehrhardt) to approve the consent agenda including items 1) Minutes from August 22, 2024 Meeting; 2) Checks over \$15,000 - West Fork Construction (\$429,232.00) for PLES project. Roll call vote – aye 6; nay 0. Motion passed.

Staff/Department Reports

3. Water
4. Public Works including Roads & Park Maintenance

5. Police – Sgt Ramirez reported that equipment is certified, radar is repaired and running. He explained that Officer Wagner partnered with State Patrol this week on commercial vehicle inspections on Hwy 105. PLPD will partner with the FD on blood draws as needed.
6. Fire – Chief Vincent reported that a grant was received for additional wildland PPE.
7. Administration
8. Attorney – no report.
9. Administrator/Clerk – Collins provided an update on staffing; remarked that department budget meetings are taking place; explained star lighting in remembrance of 9/11 and will bring the policy back to consider adding as annual lighting. The invitation for advisory committee members to research a financial plan for the elephant rock property vision is posted and one individual expressed interest for the committee. Board suggested keeping it open and revisit any appointments in another 30 days. Collins expressed appreciation for the new windows installed in the town hall kitchen and the beautifully refurbished table.

Business Items

10. Resolution 45-2024 to Authorize Agreement with UC Health for (BHCON) Clinician. Mayor Havenar stated this agreement is still under legal review by UC Health. No action.
11. Resolution 49-2024 to Authorize Improvement Agreement for Vale St Extension. Mayor Havenar stated this agreement will come back with new/additional information at a future meeting. No action.
12. Ordinance 11-2024 to Amend Code Language Relating to Littering Fees. Collins explained the research that Officer Perry completed and subsequently the citation fees will be added to the master fee schedule to consider in January, and this amends code to refer to the fee schedule. MOTION (Dreher, Padgett) to approve Ordinance 11-2024 amending code for littering fees. Roll call vote – aye 6; nay 0. Motion passed.
13. Public Request to Use Elephant Rock Property. Collins explained the request brought to staff about the use of elephant rock property for a large gathering summer of 2025. She reviewed the steps necessary to open to the public for different use than it was as a religious institution, including a review of the access permit by CDOT. Discussion ensued about different use of the property and various regulations that must be met. Board members considered the upcoming open space and directed staff to begin with recommended options from the Parks and Trails Commission.
Mr. Atis Jurka stated a lot must be done before the property can be used. He asked the Board if town staff will be available to figure out costs for improvement.
14. Discussion/Direction on Intersection of Commercial/Circle. Collins explained the regular complaints received and the inability for PLPD to enforce the stop sign that was placed by tenants at the private drive (Commercial) onto Circle. She provided background about the Board approved private drive, the limited ingress/egress for the neighborhood, suggesting that the roadway should be developed to town standards and alleviate multiple issues for retail activity. Sgt Ramirez explained the various calls of complaints about drivers turning from Commercial onto Circle, stating that PD prefers to have a town stop sign to enforce the sign. Consensus of the Board was to add a town stop sign at Commercial and Circle.

Public Comment. Mr. Atis Jurka remarked about personal matters being confidential that were posted on social media. He suggested the matter be investigated and the party be reprimanded.

Board Reports. Trustee Ehrhardt commended the Parks volunteers for over 70 hours of work the past month. He stated the pickleball courts are nearing completion. Trustee Ball reported that she attended the CML district meeting in Cripple Creek and identified a few House Bills to watch. Mayor Havenar mentioned ongoing PPACG activity.

Next Meeting (9/26) and Future Items. Mayor Havenar reminded the Board about the retreat on 9/20 with departments.

Convene to Executive Session. MOTION (Dreher, Ehrhardt) to convene to executive session at 6:46 pm.

Reconvene to Open Session at 7:32 pm. Attorney Krob reviewed the topics discussed.

Adjourn. MOTION (Ball, Dreher) to adjourn at 7:33 pm. Motion passed.

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk

Vendor ID	Name	Payment Number	Check Date	Check Number		
COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	0002513	9/12/2024	50114	Item 3.	
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
PL-05	9/8/2024	Planning fees	\$21,082.50	\$21,082.50	\$0.00	\$21,082.50

Totals:			\$21,082.50	\$21,082.50	\$0.00	\$21,082.50
---------	--	--	-------------	-------------	--------	-------------

LMP100 M/P CHECK



Community Matters Institute
5021 Juniper Street, North Wing
Littleton, CO 80123 USA
+13037300396
bhaywood@communitymattersinstitute.org

INVOICE

BILL TO

Palmer Lake
Dawn A. Collins, Town
Administrator / Cle
Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, CO 80133

INVOICE # PL-05
DATE 09/08/2024
DUE DATE 09/23/2024
TERMS Net 15

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT	
Palmer Lake	Professional Fees: Billable to SEP 1021-5109	14	150.00	2,100.00	reimb
Palmer Lake	Professional Fees: Billable to Travel Center 1021-5109	15.25	150.00	2,287.50	reimb
Palmer Lake	Professional Fees: Billable to Town for pre-agreement time 1021-5109	1	130.00	130.00	
Palmer Lake	Professional fees: billable to Town for Final Subdivision DOLA 1021-5109 ref EIAF/Land Use	13	130.00	1,690.00	DOLA reimb
Palmer Lake	Professional Fees: Billable to Town for CCU Contract	115.50	128.7879	14,875.00	
Palmer Lake	Professional Fees: Donated hours-No Fee DOLA 1021-5109 ref EIAF/Land Use	7	0.00	0.00	
BALANCE DUE				\$21,082.50	

Town of Palmer Lake - Time Sheet by Task July 5, 2024- August 31st- TWO MONTHS						
Development Review/ Town Fee schedule and Application forms/Code Update						
DATE	TASK	WHO	HOURS	RATE	Amt. due	
Sepp						
August	Completeness Review: Sepp process given new ordinance; calls with DRT, review and completeness memo, edits from GMS, review of 3rd submittal-questions for Town Attorney completeness certification, N/C 1 hr.	Cole/Davenport	5	\$ 150	\$	750.00
August	Technical review Master Plan- old subdivision ordinance	Davenport	9	\$ 150	\$	1,350.00
Subtotal	Sepp		14	\$ 150	\$	2,100.00
Travel Center						
Town cost	Review and Comment before signed agreement (3.5 hrs.)	Cole	1	\$ 130	\$	130.00
8/19/2024-8/28/24	Address initial questions; draft response for the entire DRT, DRT meeting. email to Morton re: engineering considerations and state involvement, 3 rounds of edits to response to applicant questions	Cole	14	\$150	\$	2,100.00
August	Review by Davenport	Davenport	1.25	\$ 150	\$	187.50
Subtotal	Travel Center		15.25	\$ 150	\$	2287.5
Subtotal	Town-1		1	\$ 130	\$	130
Final Subdivision						
7/9/2024	Subdivision memo-final for PC	Cole	2	\$ 130	\$	260.00
7/19/24-7/22	Final realigned subdivision ordinance and clean copy, memo to BOT, ECM clarification	Cole	6	\$ 130	\$	780.00
7/1.2/24	FINAL EDITS TO Subdivision ord.	Davenport	5	\$ 130	\$	650.00
Subtotal	Subdivision		13	\$ 130	\$	1,690.00
Critical Code Update (CCU)						
July and August	Questions from Dawn throughout the month- no charge includes replat, Travel Center, procedures and fees	Cole/MJD	7	Donated Hours	No charge	

7/16/2024	Article 2 review direction from Dawn and PC	Cole	2	\$	140	\$	280.00
7/22/2024	Initiate drafting of Article 2	Cole	3.5	\$	140	\$	490.00
7/24/2024	Establish format for zone districts through 17.2.50	Cole	5.5	\$	140	\$	770.00
7/22-25/24	Land Use Table	Davenport	6.5	\$	140	\$	910.00
7/29-7/31/24	Create new zone districts- informed by Master Plan and avoid rezoning	Cole	15	\$	140	\$	2,100.00
8/1-8/6/24	Add development standards, update C-1 and C-2, Downtown zone	Cole	18	\$	140	\$	2,520.00
8/8-8/12/24	Update PD regs; revise RA/Env. Constrained; revise to avoid rezonings or downzoning	Cole	11.5	\$	140	\$	1,610.00
8/14/2024	Complete Draft of Article 2	Cole	8	\$	140	\$	1,120.00
8/15/2024	Memo, mapping, worksheet	Cole	9	\$	140	\$	1,260.00
July and August	Table of uses for Article 2, add Master Plan uses	Davenport	5.5	\$	140	\$	770.00
August	Draw composite new zoning map	Davenport	18.5	\$	70	\$	1,295.00
8/16/2024	Final memo and worksheet for PC- review margin comments	Cole	5	\$	140	\$	700.00
8/29/	Review and consolidate PC worksheets	Cole	7.5	\$	140	\$	1,050.00
Subtotal	Hours		122.5				
Subtotal Charged Hours-CCU			115.5				14,875.00
CCU Contract Summary	Contract Amount						\$ 50,000.00
	Previously billed						\$ 14,420.00
	This Billing						\$ 16,170.00
	Contract Remaining						\$ 19,410.00
Invoice Summary	Billable to Sepp		14	\$	150	\$	2,100.00
	Billable to Travel Center		15.25	\$	150	\$	2,287.50
	Billable to Town for pre-agreement Travel Center time		1	\$	130	\$	130.00
	Payable by Town		13	\$	130	\$	1,690.00
	Billable to CCU Contract		115.5	\$	140	\$	14,875.00
	Total Invoice		158.75				\$ 21,082.50



QUARTERLY INVOICE

Town of Palmer Lake
 Attn: Accounts Payable
 P.O. Box 208
 Palmer Lake CO 80133

Date: October 01, 2024
 Invoice #: 241925

Member ID: 12468

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
Property/Casualty Coverage:	01/01/2024-01/01/2025	
Auto Liability		\$2,292.54
Auto Physical Damage		\$2,230.41
General Liability (including separately rated exposures)		\$1,732.65
Law Enforcement Liability		\$15,010.43
Public Officials Errors & Omissions		\$3,423.83
All Risk Property		\$10,912.87
Total Property/Casualty Coverage:		\$35,602.73
	<i>split</i>	
	<i>70% Admin 10-21-5133 = 24921.91</i>	
	<i>30% Water 20-71-5133 = 10680.82</i>	
		<i>MAC</i>
	TOTAL	\$35,602.73

This invoice constitutes your Property/Casualty Pool billing for 2024. Based on your selection when you accepted your quote, you opted to pay your contribution premium in quarterly installments. Payments received in our office after November 15, 2024 will be charged interest at the current Prime Rate.

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

This invoice includes all exposure changes reported to us from the time your renewal quote was calculated, August 11, 2023, to the time the invoice was calculated, December 8, 2023. Any changes between August 11 and December 8, including but not limited to the addition or deletion of buildings, mobile equipment and automobiles, are reflected in this invoice. Any changes after December 8 will be billed or credited separately.

PAYMENT OPTIONS:

Pay On-Line Website Address:

<https://www.cirsa.org/billpay>

Pay On-Line by EFT:

Bank Name: Wells Fargo Bank N.A.
 Account Name: CIRSA
 Routing Number: 102000076
 Account Number: 1018076908

Pay by Check Mailing Address:

CIRSA
 P.O. Box 910543
 Denver, CO 80291-0543



Town of Palmer Lake
2024 Contribution Breakdown

All Risk Property Deductible:	\$2,500
Auto Liability Deductible:	\$2,500
Auto Physical Damage Deductible:	\$2,500
General Liability Deductible:	\$2,500
Public Officials Errors & Omissions Liability Deductible:	\$2,500
Law Enforcement Liability Deductible:	\$2,500

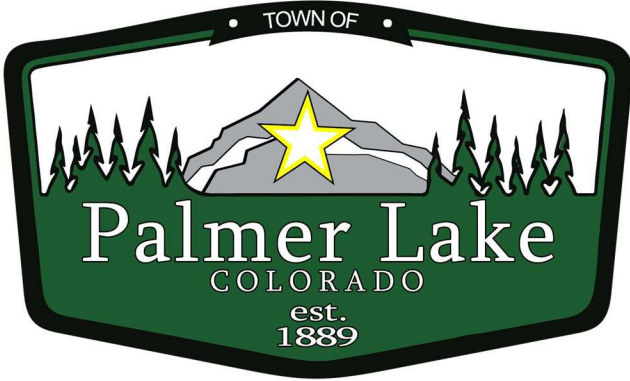
	Exposure	Contribution
PROPERTY COVERAGE		
All Risk Property Building Values	\$24,829,385.00	\$40,958.50
All Risk Property Contents Values	\$756,787.00	\$1,248.40
OTHER PROPERTY		
Accounts Receivable	\$27,795.00	\$45.85
Athletic Equipment	\$15,900.00	\$26.23
Business Income	\$20,012.00	\$33.01
Electronic Data Processing	\$78,790.00	\$129.97
Employee-Owned Tools	\$0.00	\$0.00
Extra Expense	\$22,236.00	\$36.68
Fencing	\$7,950.00	\$13.11
Fine Arts	\$33,354.00	\$55.02
General Outdoor Items	\$9,858.00	\$16.26
Golf Courses	\$0.00	\$0.00
Law Enforcement Animals	\$0.00	\$0.00
Loss of Rents	\$0.00	\$0.00
Mobile Equipment	\$598,118.00	\$986.65
Other Miscellaneous Property	\$0.00	\$0.00
Outdoor Lighting	\$6,360.00	\$10.49
Overhead Transmission Lines or Distribution Lines & Poles	\$0.00	\$0.00
Park Equipment	\$22,260.00	\$36.72
Signage	\$5,300.00	\$8.74
Swimming Pool Items	\$0.00	\$0.00
Transformers	\$0.00	\$0.00
Valuable Papers	\$27,795.00	\$45.85
Watercraft	\$0.00	\$0.00
AUTO LIABILITY COVERAGE		
All Trucks	16	\$4,185.76
Ambulances	1	\$316.69
Cars/Truck-Emergency Response	9	\$3,717.63
Cars-Passenger	0	\$0.00
Fire Trucks	3	\$950.07
Motorcycles	0	\$0.00
School Buses	0	\$0.00
Street Sweepers	0	\$0.00
Trailers	3	\$0.00
Transportation Buses	0	\$0.00
AUTO PHYSICAL DAMAGE COVERAGE		
All Trucks Values	\$558,380.00	\$3,936.08
Ambulances Values	\$4,000.00	\$28.20
Cars/Truck-Emergency Response Values	\$257,200.00	\$1,813.03
Cars-Passenger Values	\$0.00	\$0.00
Fire Trucks Values	\$437,860.00	\$3,086.52
Motorcycles Values	\$0.00	\$0.00



School Buses Values	\$0.00	\$0.00
Street Sweepers Values	\$0.00	\$0.00
Trailers Values	\$8,200.00	\$57.81
Transportation Buses Values	\$0.00	\$0.00
GENERAL LIABILITY COVERAGE		
Total Operating Expenditures (less airport expenditures)	\$4,200,000.00	\$4,186.92
SEPARATELY-RATED EXPOSURES		
Electric Distribution Payroll	0.00	\$0.00
Electric Generation Payroll	0.00	\$0.00
Gas Payroll	0.00	\$0.00
Housing Authority Square Footage	0.00	\$0.00
Jail/Holding Facilities Area	0.00	\$0.00
Recreational Facilities Area	2,873.00	\$61.59
Swimming Pools (Total Number)	0.00	\$0.00
Water/Sewer Payroll	565,000.00	\$2,682.10
PUBLIC OFFICIALS ERRORS & OMISSIONS COVERAGE		
Total Operating Expenditures (less airport expenditures)	\$4,200,000.00	\$12,740.71
Employment Practices Liability	\$4,200,000.00	\$680.51
Employment Benefit Liability	\$4,200,000.00	\$274.10
LAW ENFORCEMENT LIABILITY		
Police Department Full Time Officers	6.00	\$42,382.37
Police Department Reserve/Part Time Officers	5.00	\$17,659.35
Optional Coverages		
Property Damage from Mobile Equipment		\$0.00
No-Fault Water Line Rupture and/or Sewer Backup	Option	\$0.00
Total Contribution		\$142,410.92



TOWN OF PALMER LAKE
Financial Statements
August 2024
Unaudited



**Schedule of Cash Position
August 2024**

TOWN OF PALMER LAKE
Schedule of Cash Position
August 2024

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 2,587,756
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$752,109)</i>	General Fund Reserve	Savings	5.41%	\$ 1,555,617
Colorado Trust (ColoTrust)	Police Reserve	Savings	5.41%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	5.41%	\$ 66,114
Colorado Trust (ColoTrust)	Roads Reserve	Savings	5.41%	\$ 11,010
General Fund Reserves Subtotal				<u>\$ 1,632,748</u>
General Fund Accounts Total				<u><u>\$ 4,220,504</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,265,743
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	5.41%	\$ 198,154
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	5.41%	\$ 220,208
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	5.41%	\$ 219,525
Water Fund Accounts Total				<u><u>\$ 1,903,630</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	5.41%	\$ 30,106
Conservation Trust Fund Account Total				<u><u>\$ 30,106</u></u>



Financial Reports
August 2024

TOWN OF PALMER LAKE

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

For the Eight Months Ended August 31, 2024
UNAUDITED

Item 4.

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
Taxes	\$ 2,794,447	\$ 2,707,256	\$ (87,191)	97%
Fees and Licenses	291,025	159,045	(131,980)	55%
Intergovernmental	7,000	8,658	1,658	124%
Fines	65,000	41,775	(23,225)	64%
Interest	80,000	64,776	(15,224)	81%
Departmental	65,000	48,683	(16,317)	75%
Grants and Donations	1,385,959	170,787	(1,215,172)	12%
Miscellaneous	70,000	29,604	(40,396)	42%
Total Revenue	\$ 4,758,431	\$ 3,230,584	\$ (1,527,847)	68%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 246,873	\$ 131,315	\$ 115,558	53%
Professional Services	373,000	184,736	188,264	50%
Administrative/Operations	332,936	154,820	178,116	47%
Capital Outlays	10,000	17,146	(7,146)	171%
Total Administration	\$ 962,809	\$ 488,017	\$ 474,792	51%
Police Department				
Salaries and Benefits	\$ 674,622	\$ 418,593	\$ 256,029	62%
Professional Services	112,600	23,568	89,032	21%
Administrative/Operations	86,845	89,457	(2,612)	103%
Capital Outlays	80,000	84,045	(4,045)	105%
Total Police Department	\$ 954,067	\$ 615,663	\$ 338,404	65%
Fire Department				
Salaries and Benefits	\$ 630,741	\$ 402,094	\$ 228,647	64%
Professional Services	10,000	11,015	(1,015)	110%
Administrative/Operations	128,600	60,986	67,614	47%
Capital Outlays	-	35,145	(35,145)	0%
Total Fire Department	\$ 769,341	\$ 509,240	\$ 260,101	66%
Public Works Department - Roads				
Salaries and Benefits	\$ 334,898	\$ 164,723	\$ 170,175	49%
Professional Services	40,300	10,386	29,914	26%
Administrative/Operations	167,500	80,650	86,850	48%
Capital Outlays	1,673,580	384,648	1,288,932	23%
Total Roads Department	\$ 2,216,278	\$ 640,407	\$ 1,575,871	29%
Public Works Department - Parks				
Administrative/Operations	\$ 42,100	\$ 24,967	\$ 17,133	59%
Capital Outlays	\$ 31,000	\$ 24,800	\$ 6,200	80%
Total Parks Department	\$ 73,100	\$ 49,767	\$ 23,333	68%
Total Expenditures	\$ 4,975,596	\$ 2,303,094	\$ 2,672,502	46%
EXCESS OF REVENUE OVER (UNDER)				
EXPENDITURES	\$ (217,165)	\$ 927,490	\$ 1,144,655	
FUND BALANCE - BEGINNING OF YEAR		\$ 3,661,915		
FUND BALANCE - END OF YEAR		\$ 4,589,405		

Recommended Operating Reserve - 3 months

752,109

TOWN OF PALMER LAKE

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

For the Eight Months Ended August 31, 2024

UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
Water Billing	\$ 1,375,000	\$ 919,673	\$ (455,327)	67%
Water Improvement Fee	74,000	50,348	(23,652)	68%
Water Loan	216,000	144,262	(71,738)	67%
Water Tap Fees	72,000	16,542	(55,458)	23%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	16,000	13,964	(2,036)	87%
Interest	24,000	22,751	(1,249)	95%
American Rescue Plan	117,390	103,669	(13,721)	88%
PLES Upper Glenway Water Improvement	101,520	-	(101,520)	0%
Total Revenue	<u>\$ 1,998,460</u>	<u>\$ 1,271,209</u>	<u>\$ (727,251)</u>	<u>64%</u>
EXPENDITURES				
Salaries and Benefits	\$ 519,749	\$ 298,891	\$ 220,858	58%
Professional Services	137,000	52,469	84,531	38%
Administrative/Operations	438,300	270,907	167,393	62%
Capital Outlays	649,290	454,606	194,684	70%
Debt Service	207,179	91,570	115,609	44%
Total Expenditures	<u>\$ 1,951,518</u>	<u>\$ 1,168,443</u>	<u>\$ 783,075</u>	<u>60%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ 46,942</u>	<u>\$ 102,766</u>	<u>\$ 55,824</u>	
FUND BALANCE - BEGINNING OF YEAR				
		<u>\$ 1,304,220</u>		
FUND BALANCE - END OF YEAR				
		<u>\$ 1,406,986</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted				
		<u><u>\$ 1,190,415</u></u>		

Note 1: CWR&PDA Loan Requirement

TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the Eight Months Ended August 31, 2024 UNAUDITED

	2024 Adopted Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 67%)
REVENUE				
State Shared Revenue	\$ 36,140	\$ 17,783	\$ (18,357)	49%
Interest	1,200	1,074	(126)	90%
Total Revenue	\$ 37,340	\$ 18,857	\$ (18,483)	51%
EXPENDITURES				
Salaries and Benefits	\$ 14,380	\$ -	\$ 14,380	0%
Administrative/Operations	3,000	-	3,000	0%
Capital Outlays	19,000	-	19,000	0%
Total Expenditures	\$ 36,380	\$ -	\$ 36,380	0%
NET CHANGE IN FUND BALANCE	\$ 960	\$ 18,857	\$ 17,897	
FUND BALANCE - BEGINNING OF YEAR		\$ 59,044		
FUND BALANCE - END OF YEAR - Restricted		\$ 77,901		



Accounts Payable Reports
August 2024

Ranges: From: To: From: To:
 Check Number First Last Check Date 8/1/2024 8/31/2024
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
49990	AMCOBIIT	AMCOBI	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$4,227.80
49991	EUGENE RAMIREZ	Eugene (Gene) Ramirez	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$54.78
49992	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$1,513.00
49993	GALLS	GALLS, LLC	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$771.42
49994	HACHCOMPANY	HACH COMPANY	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$15,126.00
49995	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$537.77
49996	INTERMOUNTAINSA	INTERMOUNTAIN SALES OF DENVER	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$1,175.00
49997	KELLYBOOKSLLC	KellyBooks LLC	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$4,937.50
49998	MCCANDLESTRUCK	MCCANDLESS TRUCK CENTER LLC	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$2,828.92
49999	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$33,814.82
50000	SOURCEMANAGE	SOURCE MANAGEMENT INC.	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$12.05
50001	THECOUNTYFIREPR	THE COUNTY FIRE PROTECTION GRO	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$1,115.28
50002	USDEPTTREASURY	U.S. Department of the Treasur	8/6/2024	COBANK-CKG 9495	PMCHK00000178	\$270.11
50003	AIRGAS	AIRGAS USA, LLC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$91.43
50004	ALERT360	ALERT 360	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$64.06
50005	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$89.99
50006	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$27,119.00
50007	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$5,025.00
50008	CITYFINANCEACCT	CITY FINANCE ACCT REC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$2,250.00
50009	COLORADODEPTOFL	COLORADO DEPARTMENT OF LABOR A	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$6,199.00
50010	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$150.00
50011	COREANDMAIN	CORE & MAIN LLP	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$11,773.52
50012	ESO	ESO SOLUTIONS, INC.	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$208.53
50013	HEROESHOLDING	HEROES HOLDING & CONSULTING IN	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$900.00
50014	HIGHTALTITUDEEQU	HIGH ALTITUDE EQUIPMENT	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$213.30
50015	IHEARTMEDIA	IHEARTMEDIA	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$550.00
50016	JOYONTHEROCK	JOY ON THE ROCK	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$75.00
50017	L.N.CURTISANDSO	L.N. CURTIS AND SONS	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$238.38
50018	AHOLINDSAY	Lindsay Aho	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$90.00
50019	LITTLELOGCHURCH	LITTLE LOG CHURCH	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$75.00
50020	MYFLEETCENTER	MYFLEETCENTER	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$147.86
50021	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$11,128.78
50022	OLSONENTERTAINM	OLSON ENTERTAINMENT LLC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$175.00
50023	PALMERLAKESANIT	PALMER LAKE SANITATION	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$1,700.52
50024	DPCINDUSTRIES	PVS DX, INC.	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$70.00
50025	SOLMETEXLLC	SOLMETEX, LLC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$75.00
50026	STERICYCLE	STERICYCLE, INC.	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$40.52
50027	T2SYSTEMS	T2 SYSTEMS CANADA INC.	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$70.00
50028	TECCPAINTING	TECC PAINTING	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$75.00
50029	GAZETTE	THE GAZETTE	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$114.26
50030	TRILAKESGARAGED	TRI-LAKES GARAGE DOORS, LLC	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$889.46
50031	USDEPTTREASURY	U.S. Department of the Treasur	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$318.11
50032	UNCC	UTILITY NOTIFICATION CENTER OF	8/9/2024	COBANK-CKG 9495	PMCHK00000179	\$39.99
50033	ABGROCKYMOUNTAI	ABGRM	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$645.17
50034	ALLWINDOWS	ALL WINDOWS & DOORS PLUS	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$900.00
50035	AT&TMOBILITY	AT & T MOBILITY	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$1,650.03
50036	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$20.00
50037	COLORADOTRAININ	COLORADO TRAINING SOLUTIONS	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$4,510.00
50038	CKT	COMMON KNOWLEDGE TECHNOLOGY	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$2,763.25
50039	COREANDMAIN	CORE & MAIN LLP	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$1,934.40
50040	DANIELHOLOBENY	DANIEL HOLOBENY	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$30.00
50041	ELPASOCOCLERK	EL PASO CO. CLERK & RECORDER	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$1,402.60
50042	GREEN&ASSOCIATE	GREEN & ASSOCIATES LLC	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$17,800.00
50043	INTELLICHOICE	Intellichoice, Inc.	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$2,140.37
50044	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$267.00
50045	KROBLAWOFFICES	KROB LAW OFFICE, LLC	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$7,787.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50046	OASISLANDSCAPE	OASIS LANDSCAPE & IRRIGATION I	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$333.67
50047	REPUBLICSERVICE	REPUBLIC SERVICES #653	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$1,898.43
50048	T2SYSTEMS	T2 SYSTEMS CANADA INC.	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$101.20
50049	TLECC	TIMBER LINE ELECTRIC & CONTROL	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$255.00
50050	WATTSUPFITTINGI	WATTS UPFITTING INC.	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$1,243.38
50051	WEIDNER	WEIDNER	8/15/2024	COBANK-CKG 9495	PMCHK00000180	\$944.00
50053	CDPHE	CDPHE	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$525.00
50054	CITYFINANCEACCT	CITY FINANCE ACCT REC	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$84.00
50055	COREANDMAIN	CORE & MAIN LLP	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$1,991.36
50056	DAWNGORMAN	DAWN GORMAN	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
50057	ENVIROTECH	ENVIROTECH SERVICES, INC.	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$7,046.63
50058	CICCOLELLAJOHN	JOHN CICCOLELLA	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$320.00
50059	KATHLEENSEEELYE	KATHLEEN SEELYE	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
* 50060	KATIEREDINGER	KATIE REDINGER	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
50061	MICHELEMEADE	MICHELE MEADE	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$540.00
50062	MONARCHMERCHANT	MONARCH MERCHANDISING	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$26.00
50063	MOSERTRAINING	MOSER TRAINING SOLUTIONS LLC	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$650.00
50064	NATASSHAHALVERS	NATASSHA HALVERSON	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
50065	NICKIIMPERATO	NICKI IMPERATO	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
50066	PHAZZERLLC	PHAZZER, LLC	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$845.05
50067	STAFONSTEVENS	STAFON STEVENS	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$855.84
50068	TRINITYLUTHERAN	TRINITY LUTHERAN CHURCH	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$75.00
50069	USDEPTTREASURY	U.S. Department of the Treasur	8/22/2024	COBANK-CKG 9495	PMCHK00000181	\$281.19
50070	4RIVERSEQUIPMEN	4 RIVERS EQUIPMENT	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$221.24
50071	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$595.76
50072	CITYOFCRIPPLECR	CITY OF CRIPPLE CREEK	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$60.00
50073	COLORADODEPARTM	Colorado Department of Agricul	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$88.00
50074	EASTSPRINGSANIM	EAST SPRINGS ANIMAL HOSPITAL	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$75.00
50075	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$1,513.00
50076	OREILLY	O'REILLY	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$1,036.36
50077	ORKIN	Orkin	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$545.60
50078	VILLAGEHSD20	VILLAGE HIGH SCHOOL D20	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$75.00
50079	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	8/29/2024	COBANK-CKG 9495	PMCHK00000182	\$1,718.49
REMIT000000000000004	CENTURYLINK	CENTURYLINK	8/29/2024		PMCHK00000182	\$0.00
Total Checks: 90						Total Amount of Checks: \$202,436.43

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date: 8/1/2024
 Checkbook ID: COBANK-CKG 9495
 From: 8/1/2024
 To: 8/31/2024
 COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
8/1/2024	CMTRX00000159	Bank Transaction Entry	WDL000001517	PCS	1,983.97
8/1/2024	CMTRX00000159	Bank Transaction Entry	WDL000001522	FPPA	6,349.02
8/5/2024	CMTRX00000159	Bank Transaction Entry	WDL000001521	Parking Kiosk Fee	516.02
8/6/2024	CMTRX00000159	Bank Transaction Entry	WDL000001526	WEX Fuel	5,558.92
8/7/2024	CMTRX00000159	Bank Transaction Entry	WDL000001516	CORE Electric	8,215.17
8/7/2024	CMTRX00000159	Bank Transaction Entry	WDL000001524	Humana	1,149.28
8/8/2024	CMTRX00000159	Bank Transaction Entry	WDL000001507	Black Hills Energy	135.30
8/8/2024	CMTRX00000160	Bank Transaction Entry	WDL000001528	Paycom	66,166.70
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001508	Black Hills Energy	25.42
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001509	Black Hills Energy	25.42
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001510	Black Hills Energy	25.42
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001511	Black Hills Energy	26.17
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001512	Black Hills Energy	28.40
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001513	Black Hills Energy	29.90
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001514	Black Hills Energy	37.36
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001515	Black Hills Energy	60.46
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001520	Health Equity	7.50
8/13/2024	CMTRX00000159	Bank Transaction Entry	WDL000001525	Pinnacol Assurance	7,523.00
8/14/2024	CMTRX00000159	Bank Transaction Entry	WDL000001518	PCS	1,925.75
8/15/2024	CMTRX00000159	Bank Transaction Entry	WDL000001523	FPPA	6,562.53
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001495	Amcobi	85.00
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001496	Amcobi	89.20
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001497	Amcobi	91.72
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001498	Amcobi	94.60
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001499	Amcobi	107.80
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001500	Amcobi	113.53
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001501	Amcobi	143.05
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001502	Amcobi	174.70
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001503	Amcobi	211.24
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001504	Amcobi	934.51
8/21/2024	CMTRX00000159	Bank Transaction Entry	WDL000001505	Amcobi	1,380.71
8/21/2024	CMTRX00000160	Bank Transaction Entry	WDL000001527	Visa Cardmember Services	7,804.56
8/22/2024	CMTRX00000160	Bank Transaction Entry	WDL000001529	Paycom	70,844.50
8/26/2024	CMTRX00000159	Bank Transaction Entry	WDL000001506	Anthem	10,209.42
8/30/2024	CMTRX00000159	Bank Transaction Entry	WDL000001519	PCS	1,994.85
Total ACHs:	35			Total Amount of ACHs:	\$ 200,631.10



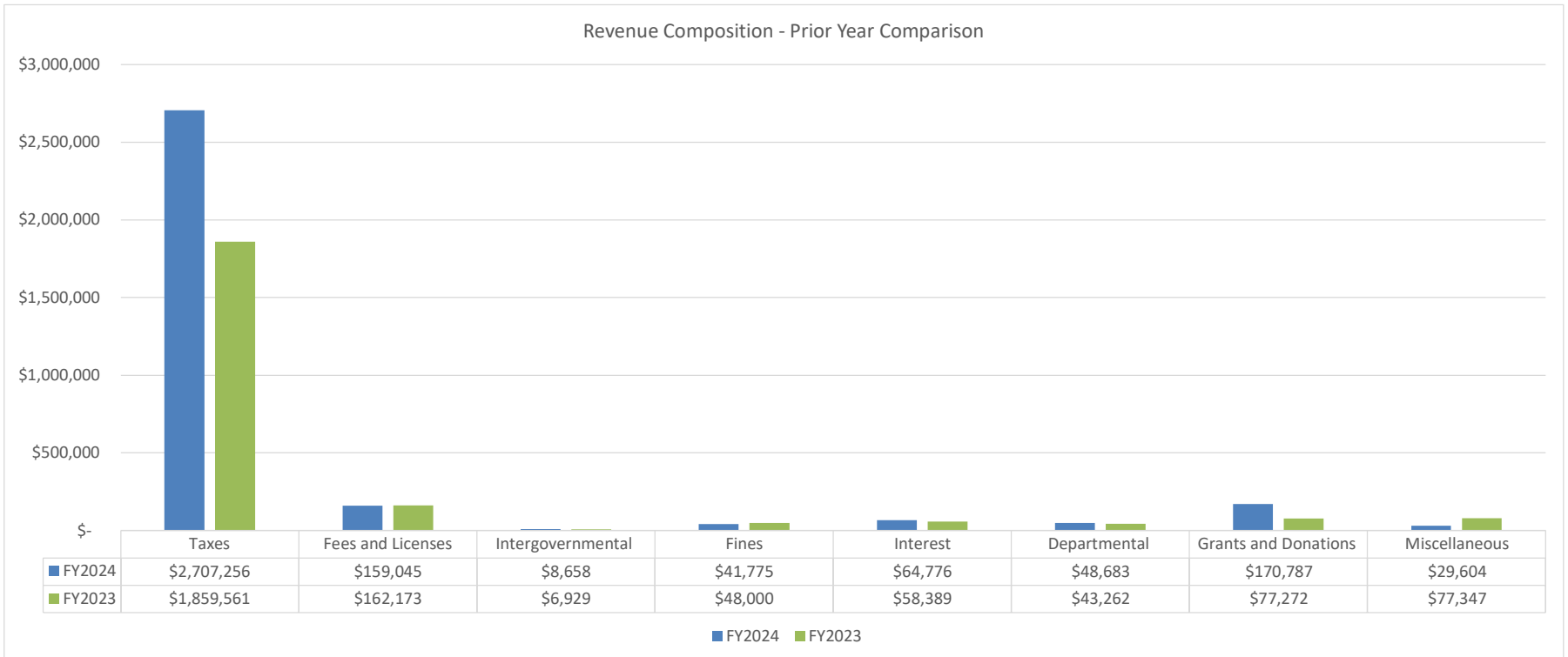
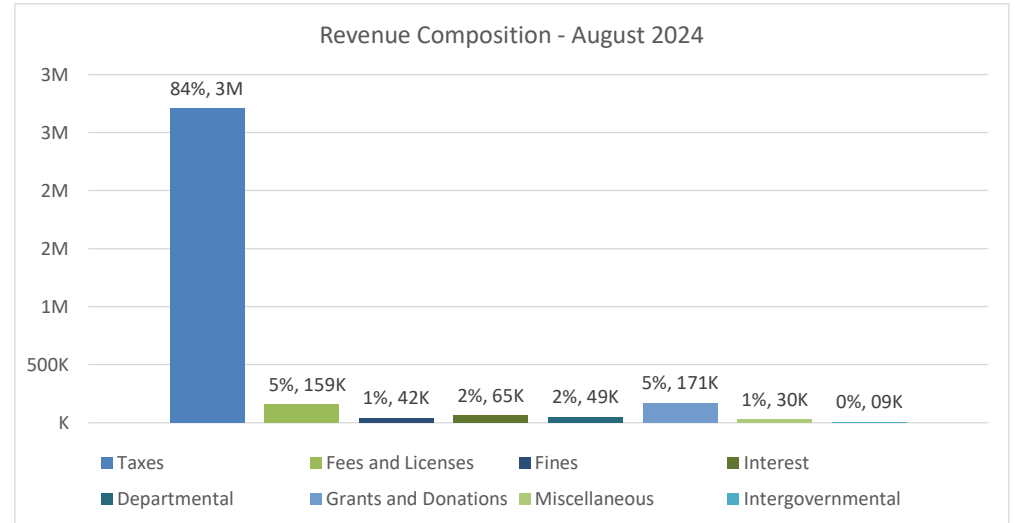
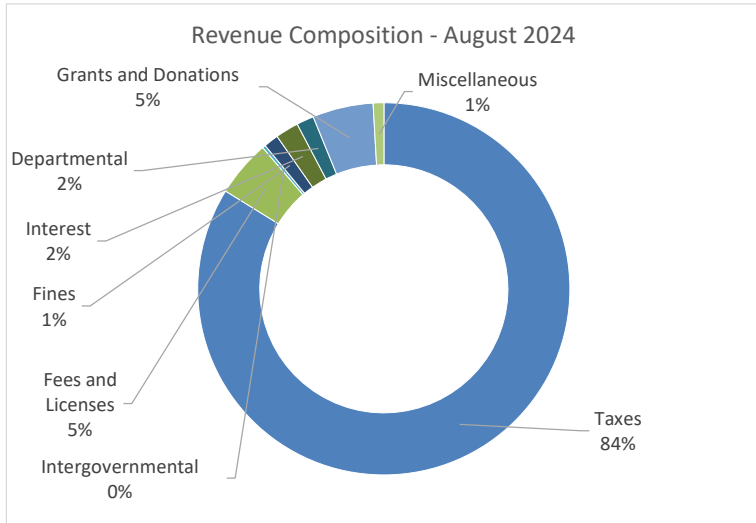
Charts
August 2024

TOWN OF PALMER LAKE

Item 4.

REVENUE CHARTS GENERAL FUND

For the Eight Months Ended August 31, 2024
UNAUDITED



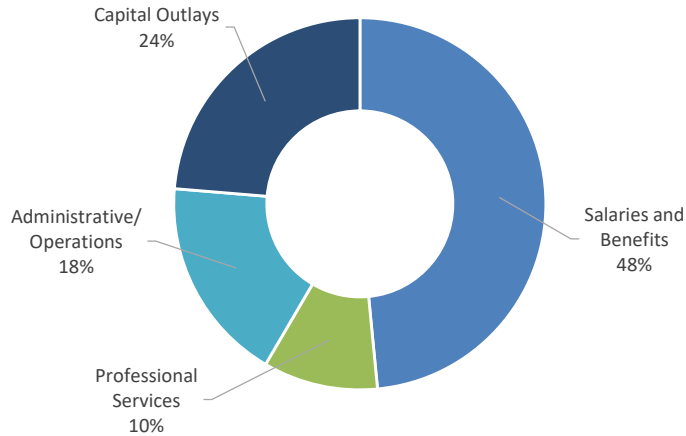
TOWN OF PALMER LAKE

Item 4.

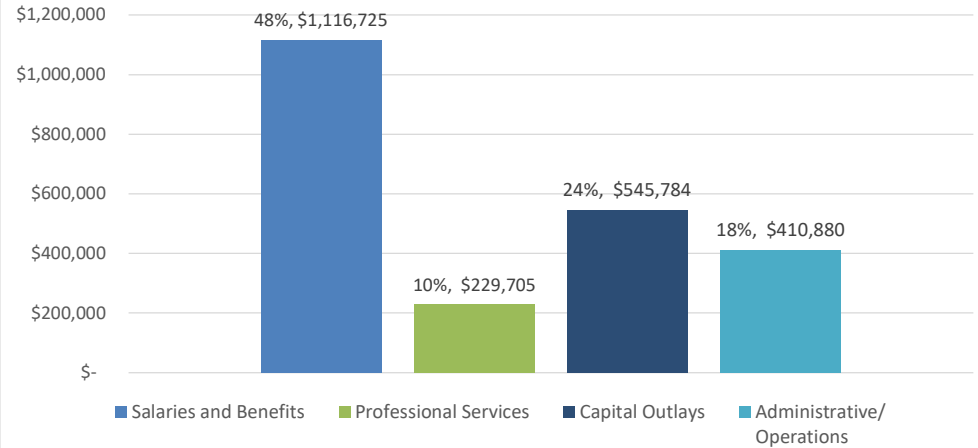
EXPENDITURE CHARTS GENERAL FUND

For the Eight Months Ended August 31, 2024
UNAUDITED

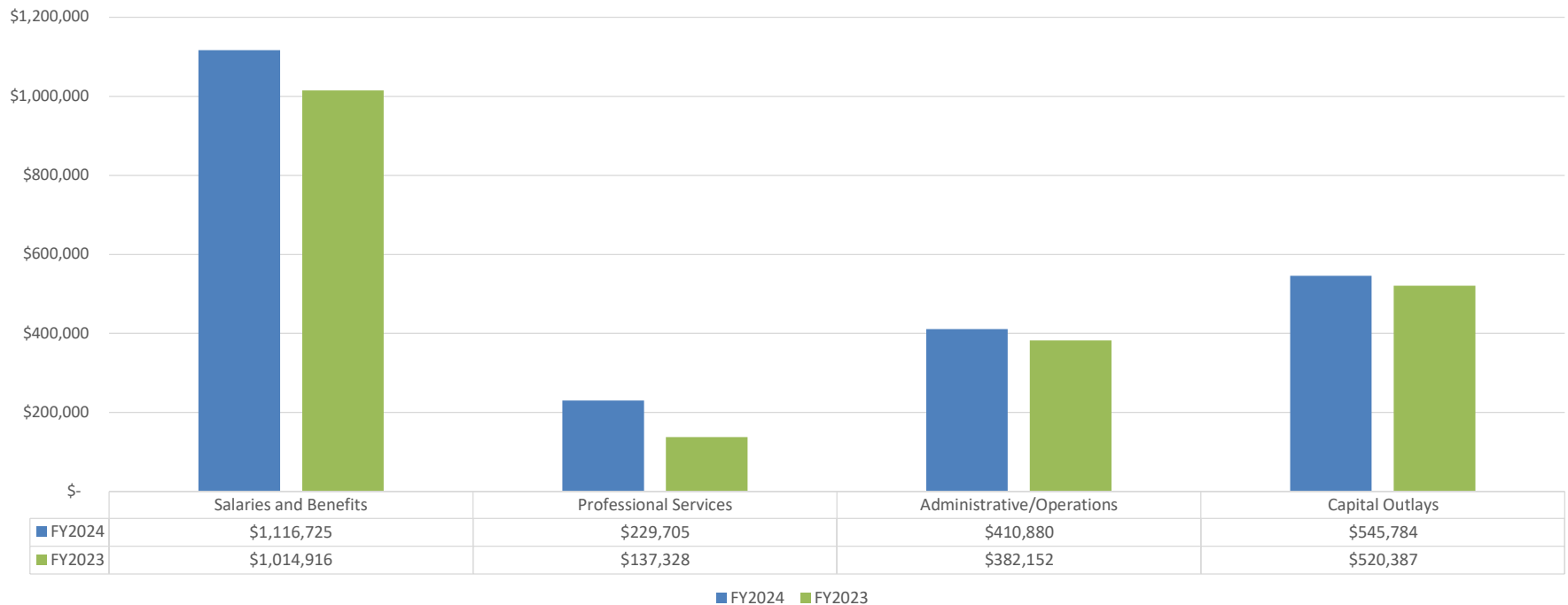
Expenditure Composition by Type - August 2024



Expenditure Composition by Type - August 2024



Expenditure Composition by Type - Prior Year Comparison



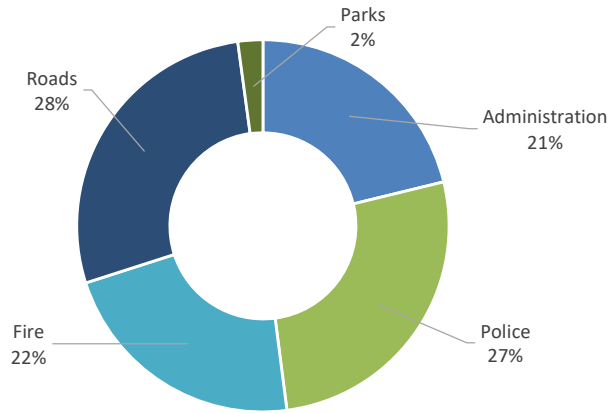
TOWN OF PALMER LAKE

Item 4.

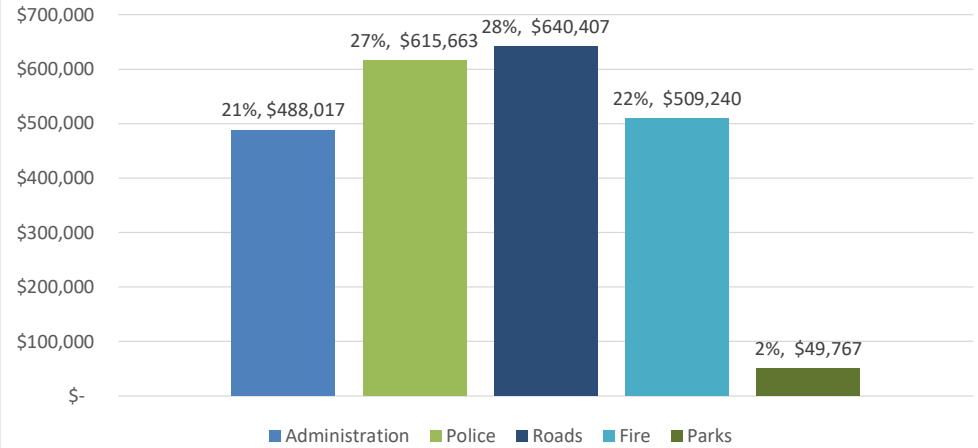
EXPENDITURE CHARTS GENERAL FUND

For the Eight Months Ended August 31, 2024
UNAUDITED

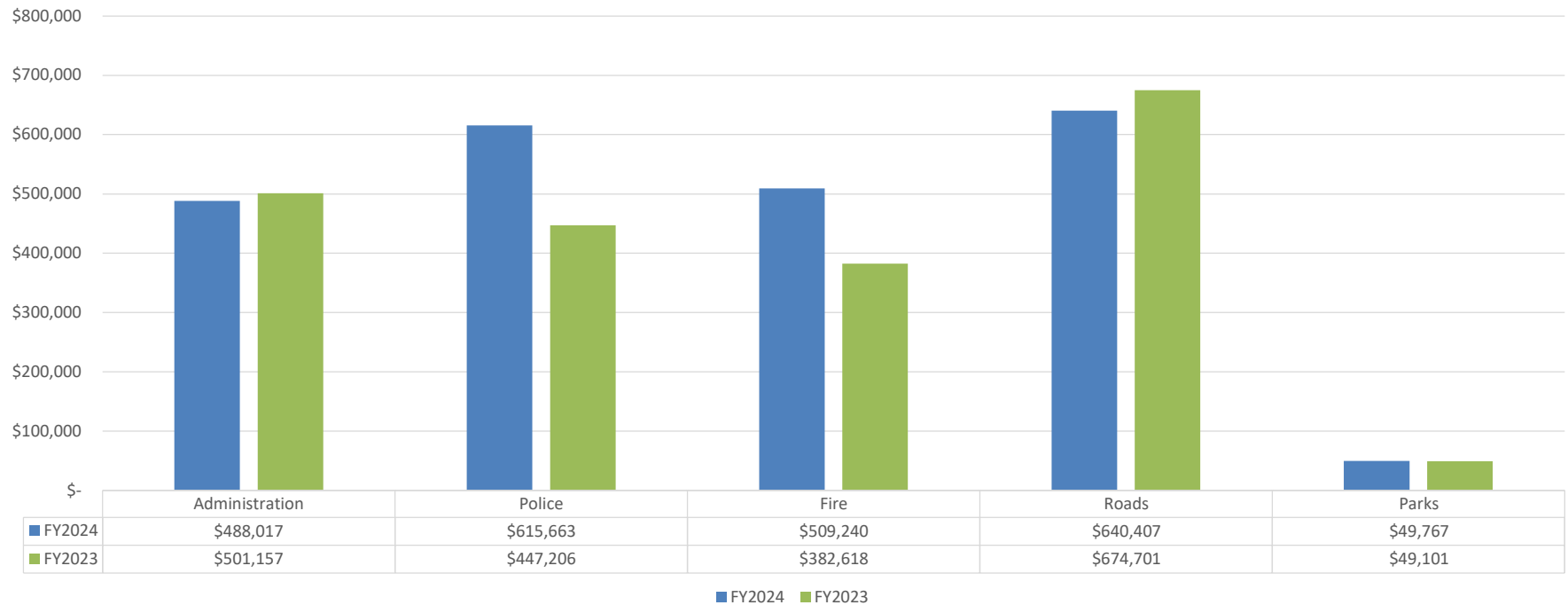
Expenditure Composition by Department - August 2024



Expenditure Composition by Department - August 2024



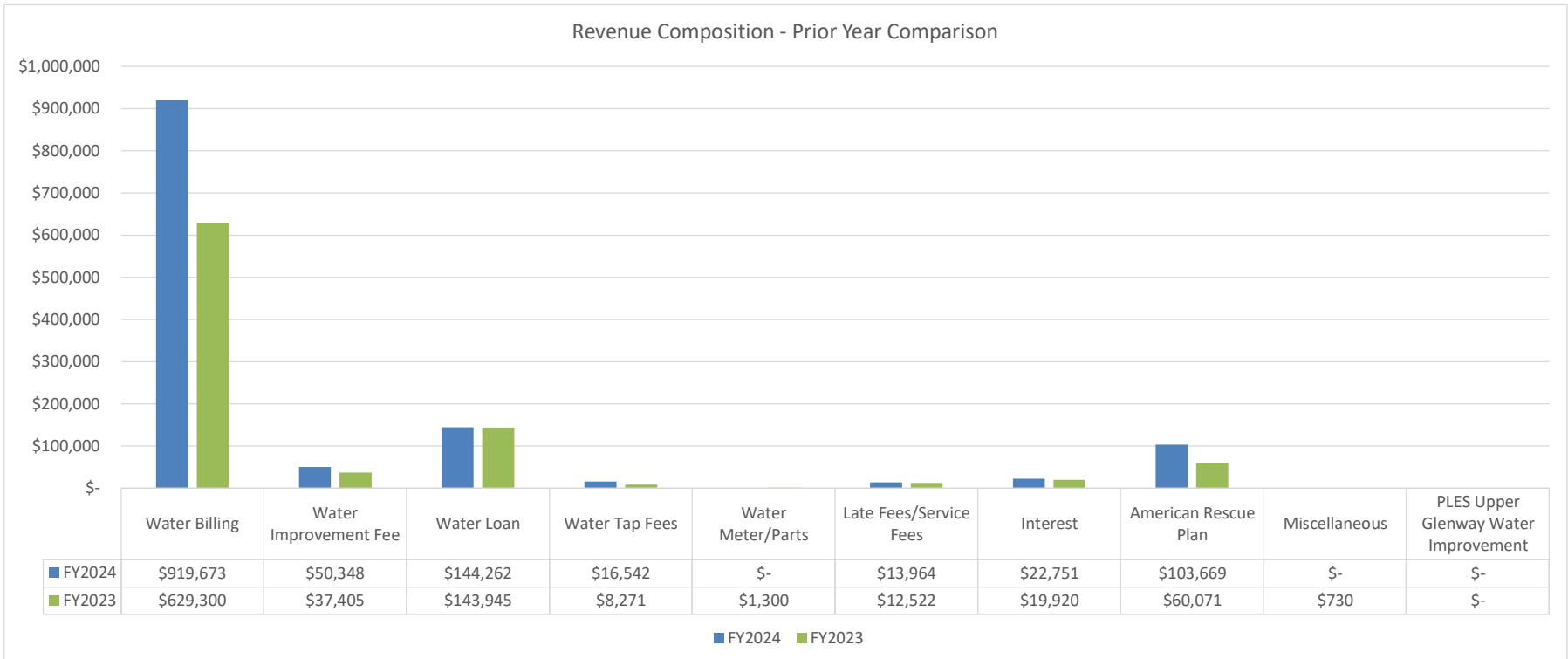
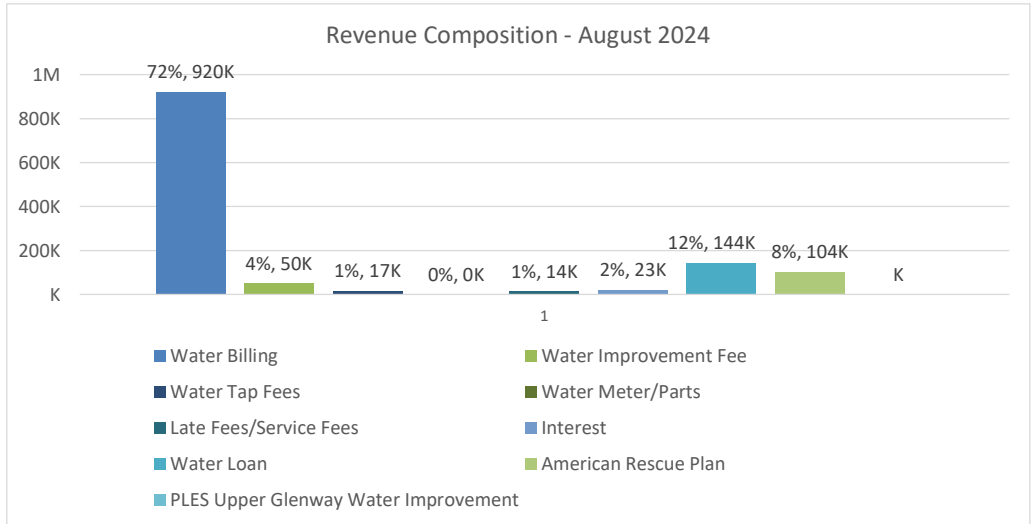
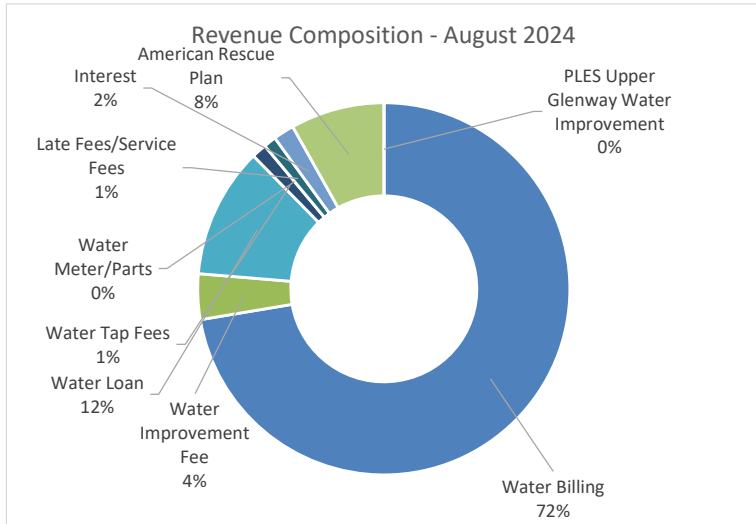
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 4.

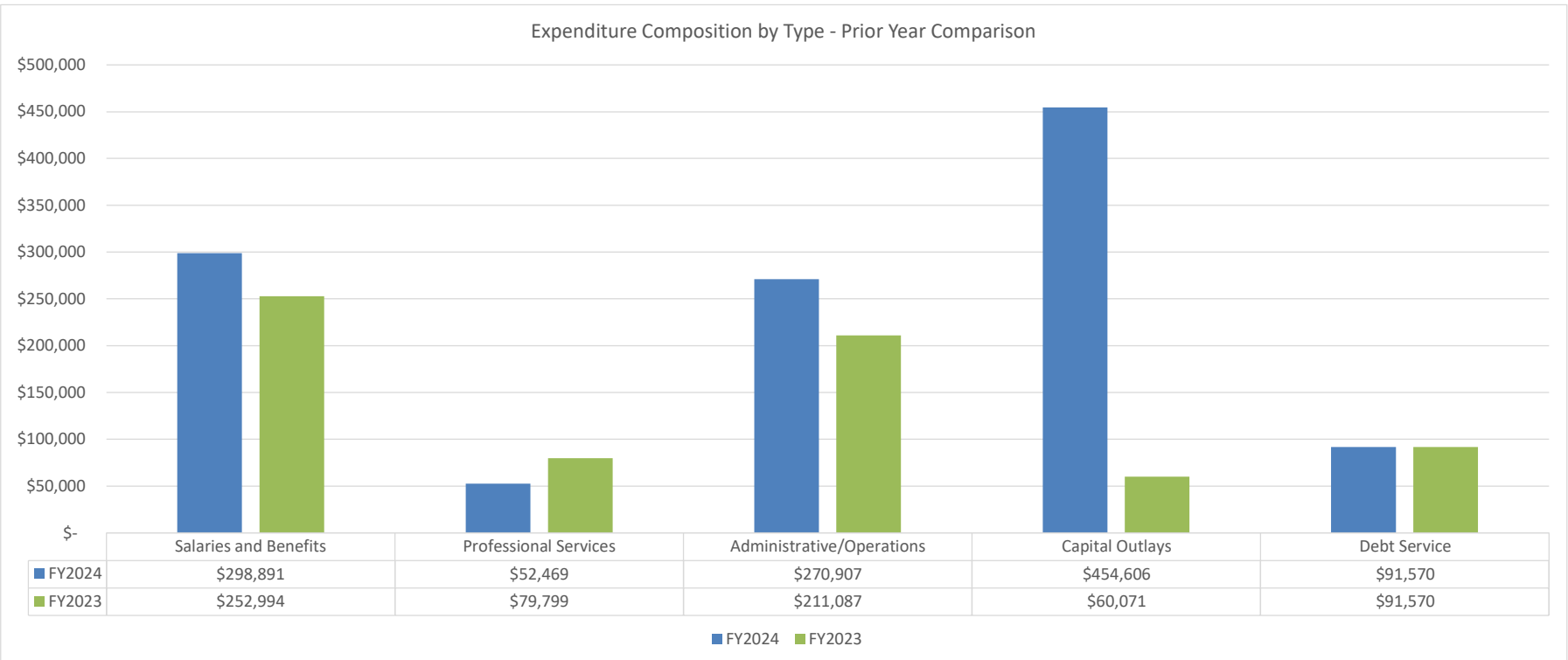
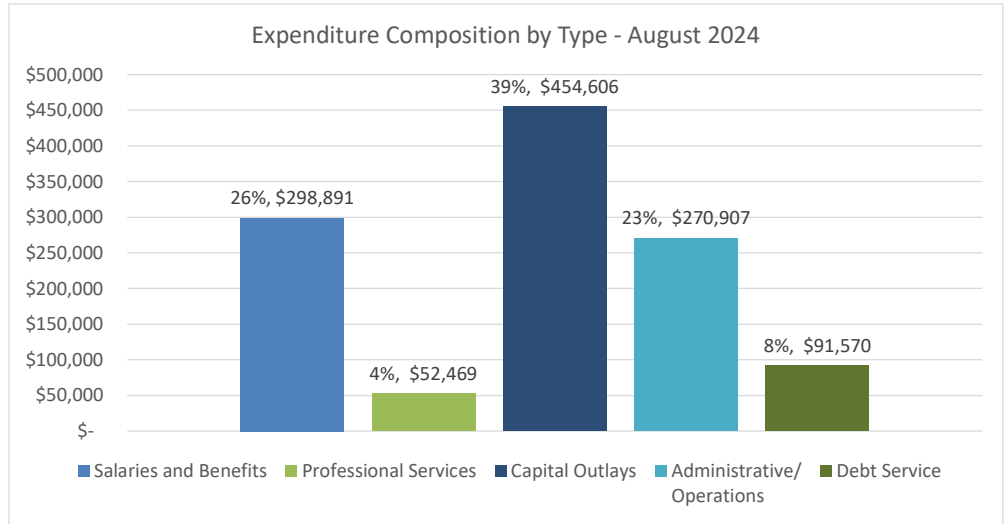
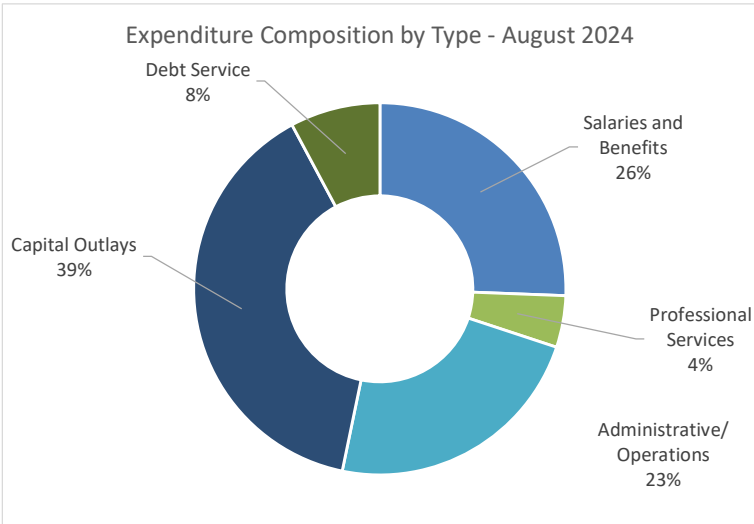
REVENUE CHARTS WATER ENTERPRISE FUND For the Eight Months Ended August 31, 2024 UNAUDITED

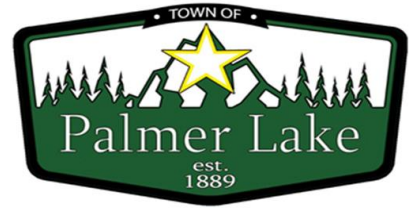


TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Eight Months Ended August 31, 2024 UNAUDITED





Item 7.

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

DATE: September 26, 2024	ITEM NO.	SUBJECT: Resolution to Revise Town Star Lighting Policy
Presented by: Town Administrator Collins		

Background

The star lighting policy is proposed to be updated with the addition of annual lighting for September 11 remembrance of the 9/11 terrorist attack.

Recommended Action

Approve the Resolution to add the 9/11 lighting.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 49-2024

**A RESOLUTION TO AMEND THE TOWN STAR LIGHTING POLICY
TO ADD 9/11 REMEMBRANCE TO THE ANNUAL LIGHTING SCHEDULE FOR THE
TOWN OF PALMER LAKE, COLORADO**

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

WHEREAS, the town star lighting policy and annual lighting schedule was initially adopted in 2020 to designate the dates and times when the Town of Palmer Lake Star would be lighted as a symbol of hope, remembrance and celebration; and

WHEREAS, it is desired to include 9/11 remembrance to the annual lighting schedule.

**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 amends and approves the Town Star Lighting policy and annual lighting schedule to add 9/11 to the annual star lighting schedule, as well as to clarify certain language in the Town “Star Lighting” Protocol Policy that is set forth in its entirety, as amended, in Exhibit A, attached.
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.

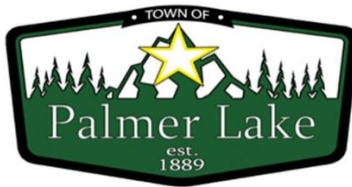
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF
TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF SEPTEMBER 2024.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



TOWN “STAR LIGHTING” PROTOCOL POLICY			
ISSUE DATE:	JULY 2020	REVISION DATE:	APRIL 2023 <u>SEPTEMBER 2024</u>

I. PURPOSE

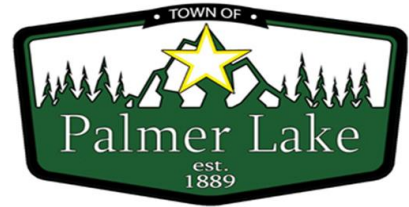
The purpose of this policy is to establish a written policy for when the Town Star will be lit and to continue long time traditions of the Town.

II. POLICY

The Town of Palmer Lake Star lighting is a symbol of hope. The following shall be recurring annual star lighting events:

- On Memorial weekend – beginning Friday dusk until Tuesday dawn, the star will be lit in honor of those who were lost in all U.S. wars. Residents may provide the Town names of a loved one, ~~which will be~~ collected the week prior to the lighting, and the memorial list will be posted to the Town website in remembrance.
- ~~On July 4th – beginning the dusk of July 4th for one night (may modify lights of red, white and blue).~~
- On September 11 – beginning at dusk for one night in remembrance of the 9/11 events.
- On Veterans Day – beginning the dusk of November 11 for one night.
- On Thanksgiving weekend – beginning Saturday at dusk ~~(following after Thanksgiving Day)~~ through New Year’s Day dawn, the star will be lit as a sign of **hope** for all to look upon.
- On the scheduled evening of the Hockey Outdoor Classic as long as the tournament is taking place on Palmer Lake.
- By request – citizens, who have served the community in some capacity, may request the star lighting for a specific purpose, as proposed to the Town Administrator, Fire Chief or Police Chief, in which Town staff shall contact the Town Mayor, or Mayor Pro Tem in the Mayor’s absence, for permission to light the star. Citizen requests shall be honored on the first Sunday evening of each month. The approved request(s) shall be ~~communicated to the Board of Trustees and~~ posted to the Town website.
- National/International events at the discretion of the Town Mayor, or Mayor Pro Tem in the Mayor’s absence.

Town employees are not authorized to reserve, make promises, or alter this Policy for the star lighting. This authority lies strictly with the Town Mayor, or Mayor Pro Tem in the Mayor’s absence. The Town Fire Chief shall be authorized to operate the star lighting in cooperation with the Firefighter Association. No other party shall be authorized, unless otherwise designated by the Fire Chief or designee.



Item 8.

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

DATE: September 26, 2024	ITEM NO.	SUBJECT: Ordinance to Amend code section for Park Rules (out of place)
Presented by: Town Administrator Collins		

Background

The rules for Parks were misplaced under dog regulations in parks. This simply cleans up the code relating to rules.

Recommended Action

Approve Ordinance to place park regulations appropriately.

TOWN OF PALMER LAKE, COLORADO**ORDINANCE NO. 12-2024****AN ORDINANCE AMENDING SECTION 12.12.040 AND ADDING SECTION 12.12.060
REGULATING THE USE OF PARKS WITHIN THE TOWN**

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

WHEREAS, Chapter 12.12 of the Town Code sets forth the Town's regulations governing the use of parks within the Town; and

WHEREAS, the Board of Trustees deems it to be in the best interest of the health, safety, and welfare of the public to promulgate additional Town Code regulations governing the use of parks within the Town.

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

1. Section 12.12.040 governing dogs, and domestic animals in Town parks is amended by deleting the stricken through language as set forth in Exhibit A, attached.
2. Section 12.12.060 setting forth additional rules related to the use of Town parks, as set forth in Exhibit A, attached, is approved and added to the Town Code in its entirety.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
4. Repeal. Existing ordinances or parts of ordinances covering the same matters embraced in this Ordinance are hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the effective date of this Ordinance.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF SEPTEMBER, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

12.12.040. Dogs, domestic animals.

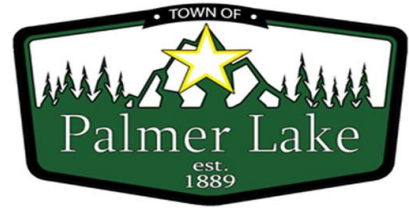
It shall be unlawful for any person who owns or has charge of a dog or other domestic animal to allow such animal to run at large in any park. Dogs may be permitted with leash only in areas designated and only if accompanied by a person who has control of the dog.

- ~~(1) *Soliciting.* It shall be unlawful for any person to solicit contributions for any purpose in any park without prior authorization by the town administrator.~~
- ~~(2) *Sales, concessions.* It shall be unlawful for any person to exhibit or offer for sale any article or service in any park area except those persons granted a concession by the town administrator.~~
- ~~(3) *Closed park areas.* It shall be unlawful for any person to enter any park area posted as closed to the public.~~
- ~~(4) *Firearms, fireworks, and explosives.* Except when authorized by state law, it shall be unlawful for any person other than law enforcement officers to possess any firearms, air guns, fireworks or explosive devices in any park area except as otherwise designated by the town administrator.~~
- ~~(5) *Snowmobiles.* It shall be unlawful for any person to engage in snowmobiling in any park except in areas designated for that purpose.~~
- ~~(6) *Fishing.* Fishing is permitted in compliance with state laws.~~
- ~~(7) *Boating.* Boating is restricted to non-motorized floating craft in compliance with state law. Approved flotation devices for each person shall be required on all flotation watercraft.~~
- ~~(8) *Damage to park property.* It shall be unlawful for any person in any manner to injure, deface, destroy, sever, or remove any park property.~~

(Code 1973, § 12.05.050; Ord. No. 5-1983, § 3, 1983)

CREATE SECTION 12.12.060. Additional Rules.

- (1) *Soliciting.* It shall be unlawful for any person to solicit contributions for any purpose in any park without prior authorization by the town administrator.
- (2) *Sales, concessions.* It shall be unlawful for any person to exhibit or offer for sale any article or service in any park area except those persons granted a concession by the town administrator.
- (3) *Closed park areas.* It shall be unlawful for any person to enter any park area posted as closed to the public.
- (4) *Firearms, fireworks, and explosives.* Except when authorized by state law, it shall be unlawful for any person other than law enforcement officers to possess any firearms, air guns, fireworks or explosive devices in any park area except as otherwise designated by the town administrator.
- (5) *Snowmobiles.* It shall be unlawful for any person to engage in snowmobiling in any park except in areas designated for that purpose.
- (6) *Fishing.* Fishing is permitted in compliance with state laws.
- (7) *Boating.* Boating is restricted to non-motorized floating craft in compliance with state law. Approved flotation devices for each person shall be required on all flotation watercraft.
- (8) *Damage to park property.* It shall be unlawful for any person in any manner to injure, deface, destroy, sever, or remove any park property.



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

DATE: September 26, 2024	ITEM NO.	SUBJECT: Ordinance to Amend Liquor Licensing Code
Presented by: Town Administrator Collins		

Background

The code regulations for liquor licensing were absent the procedures for liquor license applications including special events. This section adds the necessary procedures to the town code.

Recommended Action

Approve Ordinance to amend liquor licensing in the town.

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 13-2024

AN ORDINANCE ADOPTING SECTIONS 5.24.010 THROUGH 5.24.040 CREATING CERTAIN PROVISIONS IN THE LIQUOR CODE, INCLUDING THE AUTHORIZATION OF SPECIAL EVENT PERMITS, DELEGATING RENEWALS, TRANSFERS, AND MODIFICATION OF PREMISES APPLICATIONS TO THE TOWN CLERK, AND RENUMBERING THE EXISTING SECTIONS OF THE TOWN CODE RELATED TO LIQUOR LICENSES

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

WHEREAS, Chapter 5.24 of the Town Code sets forth the Town’s existing regulations related to liquor and beer local licensing authority of the Town; and

WHEREAS, the Board of Trustees deems it to be in the best interest of the health, safety, and welfare of the public to promulgate additional Town Code regulations governing the review and approval of initial applications for liquor licenses, allocating to the Town Clerk certain authority and responsibility to review and approve applications for renewal, transfer, and modification of the premises associated with existing liquor licenses; and

WHEREAS, the Board of Trustees desires to establish a procedure for the application, administrative review, and approval of special event permit liquor licenses as authorized by Colorado statute.

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

1. Chapter 5.24 of the Town Code is hereby amended by adding Sections 5.24.010 through 5.24.040, setting forth the procedures governing the review and approval of initial applications for liquor licenses, allocating to the Town Clerk certain authority and responsibility to review and approve applications for renewal, transfer, and modification of the premises associated with existing liquor licenses, and setting forth a procedure for the application, administrative review and approval of special event permit liquor licenses, as set forth in Exhibit A, attached.
2. The previously existing sections of Chapter 5.24 of the Town Code shall be numbered to follow the newly adopted sections of Chapter 5.24, as follows:
 - a. Section 5.24.010 Right of licensee to petition for fine, shall become Section 5.24.050.
 - b. Section 5.24.020 Payment of fine, shall become Section 5.24.060.

- c. Section 5.24.030 Stays, shall become Section 5.24.070.
- d. Section 5.24.040 Suspension to go into effect, shall become Section 5.24.080.

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

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

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 26th DAY OF SEPTEMBER, 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

Chapter 5.24 LIQUOR AND BEER LOCAL LICENSING

5.24.010 Liquor license applications and permits.

It is unlawful for any person to operate a liquor establishment within the Town without first having been issued a business license by the Town Clerk's office. In addition to the business license requirements of this title, liquor establishments shall have and maintain all necessary liquor licenses and permits, which are issued in conjunction with the Colorado Liquor Enforcement Division and shall require approval of the initial liquor license application by the Town Board of Trustees, acting as the Local Liquor Licensing Authority pursuant to C.R.S. § 12-47-311(1), when applicable.

5.24.020 Licensing application fees.

In addition to the license fee as established by state statute, each application for a license shall be accompanied by a local license fee in an amount as established by the Town Board in the Master Fee Schedule.

5.24.030 Renewals, transfers, and modification of premises applications.

The Town Board, acting as the Local Liquor Licensing Authority, hereby elects to exercise local control over the approval of applications for liquor license renewal, transfer of ownership, and modification of premises, and authorizes the Town Clerk to approve applications administratively in accordance with this section except where, upon reasonable investigation or evidence, the Town Clerk believes there may exist good cause for denial of such application pursuant to Section 44-3-301, et seq., C.R.S., in which case the Town Clerk shall refer such application to the Town Board of Trustees, acting as the Local Licensing Authority, and a hearing thereon shall be held.

The provision of this section notwithstanding, the Town Clerk or designee shall report to the Colorado Liquor Enforcement Division, the name of the organization to which the renewal, transfer and/or modification of premises was approved, as well as all supporting documentation required by the Division.

Upon receipt of an application for a liquor license renewal, transfer of ownership, or modification of premises, the Town Clerk or designee shall assemble the file of the applicant and review the file to determine whether "good cause" is present for non-renewal, transfer of ownership, or modification of premises. Whether "good cause" is present is a fact-specific inquiry depending on the circumstances of the case and may be based on evidence that continuation of the license would be contrary to the public interest, as well as the conduct of the licensee. If the Town Clerk's review indicates no facts or circumstances supporting "good cause" for non-renewal or transfer of ownership, the Town Clerk shall approve the renewal application, transfer of ownership, or modification of premises application at the local level and forward the application to the State. However, in the event the renewal application, transfer of ownership application, or modification of premises application shows good cause exists for non-renewal, non-transfer of ownership, or non-modification of premises, or is made by a financial institution which came into possession of the license by virtue of a deed in lieu of foreclosure, a hearing shall be held before the Town Board of Trustees as the Local Liquor Licensing Authority.

5.24.040 Special event permit.

The Town Board of Trustees, acting as the Local Liquor Licensing Authority authorizes the Town Clerk to review and approve applications for special events upon completion of each of the following acts or determinations:

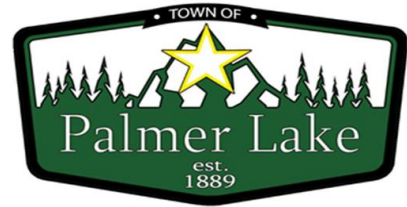
- a. The timely submission of a complete application and the payment of all fees by the applicant.

b. The referral of the application by the Town Clerk to the Police Department and other appropriate Town departments for review and comment.

c. The timely and proper posting of a conspicuous public notice of the proposed license and protest procedures at the location sought to be licensed.

d. Whether the application and applicant satisfy the eligibility criteria set forth in Sections 44-5-102 and 44-5-103, C.R.S.

e. Whether there exists facts or information on the application, or as provided in referral comments or a protest against the license filed by affected persons, illustrating grounds or good cause to deny the application.



Item 10.

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

DATE: September 26, 2024	ITEM NO.	SUBJECT: Consider Letter of Intent for Palmer Divide Soccer Club
Presented by: Town Administrator Collins		

Background

The Parks and Trails Commission are in discussion with Palmer Divide Soccer Club to improve the south end of the lake for soccer use.

The club intends to apply for grant funds to improve the area, and the application deadline is early October. The enclosed Letter of Intent (LOI) is essentially created to agree to an MOU while the details of the MOU are finalized, draft copy enclosed.

Recommended Action

Approve LOI with Palmer Divide Soccer Club for subsequent MOU.



September 27, 2024

ATTN: Palmer Divide Soccer Club

RE: Letter of Intent
Memo of Understanding for Improvement

It is the town’s intent to enter a Memorandum of Understanding (MOU) with Palmer Divide Soccer Club for the purpose of planning, raising funds for, designing, constructing, operating, and maintaining a soccer field with artificial athletic turf and amenities, to be installed on town property located at the south end of Palmer Lake, Palmer Lake, specified for this purpose.

The town conducted public surveys in the past and 85% of responses supported a soccer field as the first choice for use of the specified space. The Palmer Divide Soccer Club shall have first right of refusal for scheduling practice and game times.

This letter of intent and subsequent mutually agreed to MOU between the Town of Palmer Lake and Palmer Divide Soccer Club is recommended by the Parks and Trails Commission and supported by the Town Board of Trustees to be completed.

The Town of Palmer Lake appreciates the partnership with Palmer Divide Soccer Club and looks forward to working together.

Sincerely,

TOWN OF PALMER LAKE

Glant Havenar, Mayor

Reid Wiecks, Chair
Parks and Trails Commission

ATTEST: _____
Dawn A. Collins, Town Clerk

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM (“MOU”) is entered into on the Effective Date, by and between the Parties on the terms and conditions set forth below for the purpose of planning, raising funds for, designing, constructing, operating, maintaining, repairing, and replacing a multi-use, artificial turf athletic field and amenities to be located on property located generally at the south end of Palmer Lake and currently owned by _____, as depicted generally on Exhibit A, referred to as “the Project”.

1. Parties

- a. The Palmer Divide Soccer Club, a Colorado _____ (“PDSC”)
- b. The Town of Palmer Lake (“the Town”), a Colorado municipal corporation, acting by and through the Palmer Lake Board of Trustees (“BOT”), and when duly authorized by the BOT, the Palmer Lake Parks and Trails Commission (“PLP&TC”)
- c. The PDSC and PLP&TC are referred to collectively referred to as “the Parties”.

2. Effective Date. The MOU shall be effective _____, 2024.

3. Fund Raising.

- a. The PDSC will contribute funding on the following basis: _____
- b. The Town will contribute funding on the following basis: _____
- c. The Parties will work cooperatively to research and apply for available grants and other funding for the Project outside the resources of the Parties, including but not limited to:
 - i. Daniels Fund
 - ii. Colorado Youth Soccer field grants
 - iii. Colorado Department of Local Affairs (DOLA) grants
 - iv. Great Outdoors Colorado (GOCO) grants.
 - v. Reservation fees from other sports groups
 - vi. On-field advertisements and sponsorships
 - vii. Concession sales

4. Designing

- a. The Parties will retain the services of a professional experienced in the design of multi-use artificial turf athletics fields.
- b. The Parties will work with such professional to develop a timeline for the design and construction of the Project.
- c. Field survey

5. Construction

- a. Draft improvement Agreement between the Parties, working with Town staff

- i. Responsibilities of PDSC under the Improvement Agreement
 - ii. Responsibilities of PLP&TC under the Improvement Agreement
 - b. Construction of fence along north side of field
- 6. Operation and scheduling
 - a. The Parties will work with Town staff to develop a scheduling program that will utilize the planned scheduling program and reservation system for all Town facilities.
 - b. The Parties will agree on a date by which all scheduling for an upcoming athletic season will be set.
 - c. PDSC will have first priority for use of the field to schedule its practices and games at no charge.
 - d. Once the PDSC has scheduled its practices and games for the season, the schedule would be open for other clubs or groups who be charged fees for the use of the field, with the Parties to agree on the appropriate charges or fees for such use.
 - e. All users scheduled users of the field shall have appropriate insurance in place as determined by agreement of the Parties.
- 7. Concessions
 - a. Concession facilities contemplated
 - b. Agreement as to funding, design, construction
 - c. Maintenance, repair and replacement covered in agreements addressing maintenance, repair and replacement of the field
 - d. Operation
 - e. Expenditures of funds generated – do these go toward operation, maintenance, repair, replacement of the field or to the organization that operates the concessions?
- 8. Maintenance
 - a. Maintenance agreement to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Maintenance to be provided by paid PDSC staff member.
Maintenance shall include: _____ (clean up, trash removal, striping, goal maintenance, other structural maintenance?)
 - ii. Maintenance obligations of PLP&TC
 - iii. Funding for outside maintenance
- 9. Repair
 - a. Repair obligations to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Repair obligations of PDSC
 - ii. Repair obligations of PLP&TC
 - iii. Funding for repairs that cannot be accomplished by Parties
- 10. Replacement

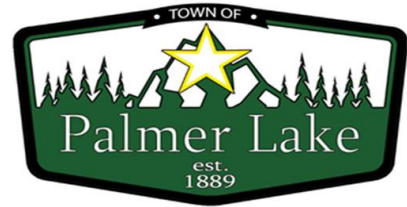
- a. Parties anticipate the field will need to be replaced in approximately 15 years
- b. Replacement agreement to be negotiated between the Parties prior to commencement of the use of the field.
 - i. Replacement obligations of PDSC
 - ii. Replacement obligations of PLP&TC
 - iii. Funding for replacement
 - iv. Funding for removal of the field and improvements if the Parties elect not to replace in order to restore the property

11. Miscellaneous Provisions

- a. Representation of PLP&T on PLSC Board
- b. Contacts:
 - i. For PDSC: _____
 - ii. For PLP&TC: _____
- c. Financial obligations of the Town subject to annual appropriations
- d. Colorado Governmental Immunity Act

Exhibits:

Exhibit A: General depiction of proposed multi-use athletic field



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

DATE: September 26, 2024	ITEM NO.	SUBJECT: Direction to Reallocate Funds for PLES Project
Presented by: Town Administrator Collins		

Background

The PLES project is near completion of the water line replacement down Pie Corner. It is suggested by staff with direction from the Board to reallocate the approved grant funds and project expenses to the Water Fund and General Fund for the project cost based on the construction bid figures.

Note the enclosed budget line items reallocating portions of the project as follows:

The Water Fund will be amended to reflect 34% of grant monies and construction including contingency, in addition to contributing a portion of the design match (\$28,448) to the General Fund. This results in \$161,028 from the Water fund balance to complete this project.

The General Fund will be amended to reflect 66% of grant monies and construction including contingency expenses, resulting in *a reduced amount of fund balance by \$194,954* for an amended General fund balance of \$412,119.

The reallocation for this project will be assembled as a budget amendment for the Board’s approval.

Recommended Action

With your direction to proceed with this reallocation, staff will amend the 2024 budget prior to year end.

TOWN OF PALMER LAKE

Item 11.

WATER FUND

2024 Budget - OPTION 2

		Proposed	
		Budget	
		FY2024	2024 Budget Explanatory Notes
Description			
WATER FUND REVENUE			
PLES Upper Glenway Water Improvement		287,697	PLES construction water portion (287,697). ALLOCATE CONSTRUCTION GRANT REV WATER PORTION TO WF: CHANGED WF CONSTRUCTION FROM (ESTIMATED WATER PORTION 12%) TO (GRANT REV * WATER PORTION) = (846,168 * 34%).
WATER FUND EXPENDITURES			
Capital Improvement (Dist) - PLES Upper Glenway		522,326	Design match (28,448) plus construction (448,980), construction contingency (44,898). 1. CHANGED WF CONSTRUCTION FROM (12% OF OLD ESTIMATE) TO (BID TOTAL * WATER PORTION) = (1,320,530 * 34%). 2. ADDED CONSTRUCTION CONTINGENCY (448,980 * 10%). 3. ADDED TOWN MATCH FOR DESIGN (28,448).
TOTAL REVENUE OVER (UNDER) EXPENDITURES			
		804,057	
NEW REVENUE OVER (UNDER) EXPENDITURES			
		(161,028)	Rev over (under) Exp increases (decreases) Fund Bal. If Expenses are over Revenue, the difference may be covered by fund balance per Board's direction. The difference between OPTION 2 [-161,028] and ADOPTED BUDGET [+46,942] is - 207,970.
APPROPRIATE FROM (TO) UNASSIGNED FUND BALANCE			
		161,028	
FUND BALANCE - BEGINNING OF YEAR			
		1,278,708	
FUND BALANCE - END OF YEAR*			
		\$ 1,117,680	

TOWN OF PALMER LAKE

Item 11.

GENERAL FUND

2024 Budget - OPTION 2

		Adopted Budget FY2024	
Description			2024 Budget Explanatory Notes
GENERAL FUND REVENUE			
CDOT PL Elementary Road Improvement		621,471	PLES remaining design funds (63k) plus construction roads portion (558,471). ALLOCATE CONSTRUCTION GRANT REV ROADS PORTION TO GF: CHANGED GF CONSTRUCTION FROM (ALL GRANT REV LESS ESTIMATED WATER PORTION 12%) TO (GRANT REV * ROADS PORTION) = (846,168 * 66%).
GENERAL FUND EXPENDITURES			
Capital Improvements - Roads		100,000	Other road improvement
CDOT PL Elementary Road Improvement		1,015,357	Remaining design work (77k) plus construction roads portion (871,550), construction contingency (87,155), temp easement work (8k), less design town match (-28,448). 1. CHANGED GF CONSTRUCTION FROM (ORIGINAL ESTIMATE LESS 12%) TO (BID TOTAL * ROADS PORTION) = (1,320,530 * 66%). 2. ADDED CONSTRUCTION CONTINGENCY (871,550 * 10%). 3. REDUCED TOTAL BY TOWN MATCH FOR DESIGN (28,448); WF WILL COVER.
TOTAL REVENUE OVER (UNDER) EXPENDITURES			
		3,141,466	
NEW REVENUE OVER (UNDER) EXPENDITURES			
		(412,119)	Rev over (under) Exp increases (decreases) Fund Bal. If Expenses are over Revenue, the difference may be covered by fund balance per Board's direction. The difference between OPTION 2 [-412,119] and ADOPTED BUDGET [-217,165] is -194,954.
APPROPRIATE FROM (TO) UNASSIGNED FUND BALANCE			
		412,119	
FUND BALANCE - BEGINNING OF YEAR			
		3,553,585	
FUND BALANCE - END OF YEAR*			
		\$ 3,141,466	