



BOARD OF TRUSTEES MEETING

Thursday, March 27, 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

AGENDA

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) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – possible property lease amendments for Eco Spa at elephant rock; and

B) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – provide direction on the pending Integrity Matters litigation.

Reconvene to Open Session – by 5:45 pm to open doors for Regular Meeting at 6 pm.

Roll Call

Invocation - by Mayor Pro Tem Stern

Pledge of Allegiance

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

- [1.](#) Minutes from March 13, 2025 Meeting
- [2.](#) Checks Over \$15,000 - CIRSA (\$42,065.84) for Quarterly Insurance Payment; JR Engineering LLC (\$15,813.34) for Spruce Mtn Rd Improvement Design
- [3.](#) Financials (Revised January; February)
- [4.](#) Resolution 26-2025 to Adopt Mayor & Trustee Position Descriptions
- [5.](#) Resolution 27-2025 to Approve Board Member Ground Rules

Staff/Department Reports

6. Police

7. Fire
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 of Largo Terrace, Poco Ave - *applicant requested to continue hearing until April 24 (Planning Commission continued to April 16)*
11. Application for Master Plan Resubdivision for Lakeview Heights - *applicant requested to continue hearing to April 10*

Business Items

- [12.](#) Resolution 28-2025 Rescinding Resolution 60-2024 Regarding the Eligibility for Annexation
- [13.](#) Resolution 29-2025 to Approve the Amended Board Mission and Vision
- [14.](#) Resolution 30-2025 to Approve Policy to Assign Elected Officials Liaison Role
- [15.](#) Resolution 31-2025 to Adopt Town Purchase Policy
- [16.](#) Resolution 32-2025 to Adopt Amended Public Comment Policy
- [17.](#) Resolution 33-2025 to Authorize Purchase of Police Command Vehicle
- [18.](#) Resolution 34-2025 to Approve Amended Land Use Application Checklists
- [19.](#) Ordinance 1-2025 Authorizing Sale of Certain Real Property and Execution of a Quitclaim Deed
- [20.](#) Discussion/Direction on Board member Expectations Including Social Media Policy
- [21.](#) Discussion/Direction on a Policy on How to Provide Updates/Modifications to Existing Documents for Board Review

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 (4/1 potluck; 4/10 meeting) and Future Items

Convene to Executive Session - if needed for unfinished discussion noted above

Reconvene to Adjourn

Americans with Disabilities Act

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



BOARD OF TRUSTEES MEETING

Thursday, March 13, 2025 at 6:00 PM

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

MINUTES

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

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

Invocation - by Trustee Caves

Pledge of Allegiance – led by Trustee Jurka

Presentations

1. Acknowledge Planning Commission Members for Service. Mayor Havenar invited Ms. Susan Miner to the podium and presented her a certificate of appreciation for her years of service to the Planning Commission. Mayor Havenar invited Mr. Mark Bruce to the podium and presented him a certificate of appreciation for his years of service to the Planning Commission.

Consent Agenda. MOTION (Ball, Jurka) to approve the consent agenda, including items 2) Minutes from February 27, 2025 Meeting; 3) Checks over \$15,000 - Economic & Planning Systems Inc (\$15,090) for Fiscal Impact Draft Report. Roll call vote – aye 7; nay 0. Motion passed.

Staff/Department Reports

4. Water
5. Public Works including Roads & Park Maintenance
6. Police – Chief Smith did not add anything additional.
7. Fire
8. Administration
9. Attorney – Attorney Krob reported that the applicant withdrew the petition to annex. He explained that the Resolution for eligibility on December 12 is void and not in effect and a resolution will come back to the Board stating such. He informed the members of the status of the reports – final traffic study posted, draft of the fiscal study under review for final version which will be distributed and posted, and the draft of the water study expected soon. All studies will be presented to the Board to respond to questions. Attorney Krob also informed the Board that the suit filed by former Police Chief after termination has been granted the motion to dismiss.

10. Administrator/Clerk – Collins reported that the Police department will be considering one full time hire. She offered kudos to the administrative staff for timely assembly of the information needed to begin the construction of the CivicRec reservation system and being on schedule for the end of April. She also informed members that additional fees for pickleball court reservations will come back for review. Collins stated that with updates to the annexation and Planned Development (PD) code regulations, the application checklists will require modification. A potluck dinner for all elected and appointed officials including significant other will be scheduled the start of April.

Business Items

11. Direction for Single Hauler Collection Services. Discussion about contracting a single hauler collection service for all residential trash collection service in the town took place. Attorney Krob informed members that criteria can be built into the contract language. It was agreed that a brief summary will be prepared and posted to the website with all proposals to collect feedback from town residents. This item and any comments will be scheduled for the April 10 agenda.

12. Discussion/ Direction for Elephant Rock Property. Discussion took place as a result of the March 6th workshop. The potential costs to renovate or demo the main buildings was raised. Members stated the Planned Development (PD) must be drafted. Collins reported a discussion with CDOT, noting that a traffic analysis and highway widening is required regardless; that only one access is allowed, and a 3/4 movement may be considered. The access is already less than one mile from another access (Santa Fe Ridge, which also requires widening). Collins further reviewed the various thresholds at peak time and the required improvement – 10 vehicles/hour; 25 vehicles/hour; 50 vehicles/hour. Collins requested whether Parks can move forward with the clean up of the former cabin area, zone 3. Mr. Reid Wiecks informed the Board that Parks was authorized by resolution to construct the trail and renovate the pavilion last year. Parks now intend to clean up the area where cabins were removed and possibly place benches and install signs along the trail. It was agreed by members that clean up of the former cabin area continue by Parks. Discussion continued about the PD requirement. Trustee Caves and Hutson offered to begin a draft. Mr. Matt Stephen inquired about Board comments made at the workshop about selling property; he asked about the fiscal vision for the property. Members responded that it was all discussion and no decisions are made. Trustee Caves suggested the PD begin being developed. Discussion took place about hearing new proposals for the main building, current lodge, and it was agreed that additional discussion will continue about the property while the PD draft begins. Collins stated estimates can be gathered for the proposed work required by the town (ie., traffic study, planning assistance with PD, sketch and drawings for PD plans).

13. Resolution 25-2025 to Authorize Agreement for Election Assistance. Mayor Havenar explained the request for assistance due to the filing of petitions for recall received and elections that will be required at a minimum of \$20,000 per election. Attorney Krob recommended authorizing the agreement with GovPro due to the timelines for the recall process as well as the separate timeline for the referendum stating it is actually an initiative. MOTION (Hutson, Caves) to approve Resolution 25-2025 to authorize agreement with GovPro Consulting as presented. Roll call vote – aye 7; nay 0. Motion passed.

14. Direction on Term Limits for Board/Commission Citizen Appointments. Discussion about reappointments took place and considering a limit of consecutive terms for appointed officials. Attorney Krob explained that some positions may be difficult to fill and reminded members that they have complete authority to reappoint or not. Trustee Dreher asked Mr. Reid Wiecks how long he has

been appointed to Parks and Trails Commission, and he responded since 2017. Mr. Wiecks also stated that the Commission has two vacancies that have not been filled. Attorney Krob reviewed the current code for appointing positions and reiterated that the authority fully lies with the Board to reappoint. Mayor Havenar asked whether members want to leave the re-appointment practice as is. The consensus of members was to not change anything at this time.

15. Direction on Maximum Figure for Police Command Vehicle. Chief Smith stated he is looking at a 2025 Chevy for a command vehicle and suggested a not to exceed amount of \$38,000. Collins reviewed the STEP revenue that may contribute to a replacement vehicle in the future, as well as potentially unused capital funds due to other priority projects and upcoming workload, that may be available to cover the cost of the command vehicle from the general fund. The direction from the Board was to allow a maximum of \$38,000 for a PD command vehicle.

16. Direction on Board of Trustee Expectations. Discussion ensued about whether or not to add regulations for social media to this list. Attorney Krob clarified that if/when officials use social media, they state clearly as personal and not as town official. It was directed to bring this item and social media policy examples back to the next meeting.

17. Direction on Mayor & Trustee Job Descriptions. Members reviewed the draft position descriptions and directed staff to bring them back under resolution.

18. Direction to Revise Public Comment Policy. Mayor Havenar explained the policy reviewed. Discussion was raised about the modifications to the comments heard at the December 12 meeting. Attorney Krob stated that members have the authority to amend the rules depending on the topic. Mayor Havenar affirmed that Mayor Pro Tem Stern, leading the December 12 meeting, heard from Palmer Lake residents and business owners first and then heard from non-residents and asked multiple times if there were others wanting to comment. No member remarked about the draft revisions. It was agreed to bring this item back under resolution.

19. Direction to Revise the Board Mission and Vision. The mission and vision statement revisions were reviewed. It was agreed to bring this item back under resolution.

20. Direction on Board Member Ground Rules. Members reviewed the rules drafted. It was agreed to bring this item back under resolution.

21. Consider Policy for Annual Designation of Board Members (Liaison). Discussion took place about how members are appointed to various outside agencies as well as a desire to assign members internally to a commission, board and possibly a department to communicate activity back to the board. It was explained that Police and Fire are often present to provide updates to the Board. The areas identified currently are Planning Commission, Parks and Trails Commission, and the Water and Public Works department. It was directed to bring this item back under resolution.

22. Consider Town Purchase Policy. Discussion about the thresholds for purchasing took place. It was directed to bring this item back under resolution to consider.

Public Comment. Ms. Kathleen Bebesheimer asked the town for assistance with a roll away to do property clean up. She further commented that she has experienced issues with the Police department (PD), explaining various tickets being written and disappearing and expressed her frustration with PD.

Mr. Matthew Beverly remarked about the annexation petition withdrawal. He asked that the Board be more transparent in the process assuming they will resubmit. He commented that the Buc-ee's traffic was monitored for only 24 hours and that the developer is not here for the benefit of Tri-lakes.

Board Reports. Trustee Jurka stated that he is researching tourism grants and Trustee Ball will assist. Trustee Ball stated the 911 authority will be by zoom this month. She restated the dispatch updates. Trustee Stern said he was unable to attend the Parks and Trails Commission meeting and asked Administrator Collins to provide an update. Collins reported on the status of the bridge material coming in, the discussions about a pickleball club, and the upcoming projects. Mayor Havenar mentioned the upcoming egg hunt and pancake breakfast and requested donations of small, wrapped candy to stuff easter eggs. She also stated that PPACG is reviewing legislative bills.

Next Meeting (March 27) and Future Items. Mayor Havenar reviewed a request from a citizen to add an item to a future agenda to consider a written policy on how to provide updates/modifications to existing documents for Board review. The item will be added to the next agenda.

Convene to Executive Session - 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) – revisions to EcoSpa lease agreement. MOTION (Stern, Dreher) to convene to executive session at 8:27 pm. Roll call vote – aye 7; nay 0. Motion passed.

Reconvene to Open Session at 9 pm.

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

Mayor Glant Havenar

ATTEST: Dawn A. Collins, Town Clerk



QUARTERLY INVOICE

Document Date: April 1, 2025

Invoice No: INV1001421

Member ID: 12468

Due Date: May 16, 2025

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

DESCRIPTION	COVERAGE DATES	AMOUNT DUE
All Risk Property	01/01/2025-01/01/2026	7,588.42
Auto Liability		2,411.26
Auto Physical Damage		3,007.80
General Liability (including separately rated exposures)		2,116.11
Law Enforcement Liability		23,441.76
Public Officials Errors & Omissions Liability		3,500.49
Total		42,065.84
TOTAL		42,065.84

70% Admin 10-21-5133 = 29,446.08
30% Water 20-71-5133 = 12,619.76

PAYMENT OPTIONS:

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

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

Pay by Check Mailing Address:
CIRSA
P.O. Box 910543
Denver, CO 80291-0543

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

JR Engineering, LLC
 7200 South Alton Way, Suite C400
 Centennial, CO 80112
 303-740-9393

Town of Palmer Lake
 Dawn Collins
 dawn@palmer-lake.org

Invoice number 86369
 Date 02/28/2025

Project 2000-5324.00 Spruce Mountain Roadway
 Improvements

For Professional Services through February 28,2025

100 Project Initiation, Data Collection & Management

104 Prepare Base Files

Professional Personnel

	Hours	Rate	Billed Amount
Project Lead Surveyor	3.00	175.00	525.00
Project Engineer	3.25	155.00	503.75
Phase subtotal			1,028.75

108 Project Meetings

Professional Personnel

	Hours	Rate	Billed Amount
Manager	2.25	200.00	450.00

110 Project Coordination

Professional Personnel

	Hours	Rate	Billed Amount
Manager	0.50	200.00	100.00
Project Initiation, Data Collection & Management subtotal			1,578.75

200 Conceptual & Preliminary Design Phase

202 Environmental Research & Analysis

Consultant

	Units	Rate	Billed Amount
Outside Consultant RockSol Consulting Group, Inc			1,862.09

203 Intersection Conceptual Design

Professional Personnel

	Hours	Rate	Billed Amount
Project Engineer	18.25	155.00	2,828.75

204 Preliminary Design, Plans & Index of Specifications

Professional Personnel

	Hours	Rate	Billed Amount
Project Lead Engineer	7.00	175.00	1,225.00
Engineer	31.25	140.00	4,375.00
Project Engineer	23.75	155.00	3,681.25

200 Conceptual & Preliminary Design Phase

Phase subtotal	9,281.25
Conceptual & Preliminary Design Phase subtotal	13,972.09

400 FEMA CLOMR

401 FEMA Data Request
 Professional Personnel

	Hours	Rate	Billed Amount
Project Lead Engineer	1.50	175.00	262.50
FEMA CLOMR subtotal			262.50


Invoice total **15,813.34**

Billing Summary

Description	Contract Amount	Total Billed	Remaining	Current Billed
100 Project Initiation, Data Collection & Management				
101 Kick-Off Meetings/Field Investigations	1,500.00	1,812.50	-312.50	0.00
102 Boundary & Right-of-Way Research & Survey	7,280.00	2,459.26	4,820.74	0.00
103 Topographic, Design & Utility Survey	9,120.00	4,170.00	4,950.00	0.00
104 Prepare Base Files	3,980.00	3,836.25	143.75	1,028.75
105 Utility Research (QL D)	1,500.00	1,320.00	180.00	0.00
106 Utility QL B Locates	3,200.00	3,135.00	65.00	0.00
107 Prepare Utility Base Files	1,370.00	0.00	1,370.00	0.00
108 Project Meetings	6,000.00	450.00	5,550.00	450.00
109 Utility Coordination	6,400.00	0.00	6,400.00	0.00
110 Project Coordination	8,000.00	705.00	7,295.00	100.00
Subtotal	48,350.00	17,888.01	30,461.99	1,578.75
200 Conceptual & Preliminary Design Phase				
201 Geotechnical Analysis & Report	17,300.00	0.00	17,300.00	0.00
202 Environmental Research & Analysis	25,550.00	1,862.09	23,687.91	1,862.09
203 Intersection Conceptual Design	4,210.00	2,828.75	1,381.25	2,828.75
204 Preliminary Design, Plans & Index of Specifications	13,120.00	9,281.25	3,838.75	9,281.25
205 Preliminary SUE Plans	6,540.00	0.00	6,540.00	0.00
206 Preliminary Cost Estimate	2,120.00	0.00	2,120.00	0.00
207 FIR Meeting	1,500.00	0.00	1,500.00	0.00
208 Preliminary ROW Plans	7,900.00	0.00	7,900.00	0.00
209 ROWPR Meeting	1,500.00	0.00	1,500.00	0.00
Subtotal	79,740.00	13,972.09	65,767.91	13,972.09
300 Stormwater Drainage Design				
301 Hydrologic Calculations - Road Widening	2,385.00	0.00	2,385.00	0.00
302 Prepare Drainage Maps	2,945.00	0.00	2,945.00	0.00
303 Prepare Culvert Hydraulic Analysis	2,240.00	0.00	2,240.00	0.00
304 Preliminary Drainage Memo	2,800.00	0.00	2,800.00	0.00
305 Prepare Culvert Plans & Details	5,400.00	0.00	5,400.00	0.00
306 Prepare Culvert Wall Plans & Details	3,660.00	0.00	3,660.00	0.00
307 Prepare Final Drainage Report	7,170.00	0.00	7,170.00	0.00
Subtotal	26,600.00	0.00	26,600.00	0.00

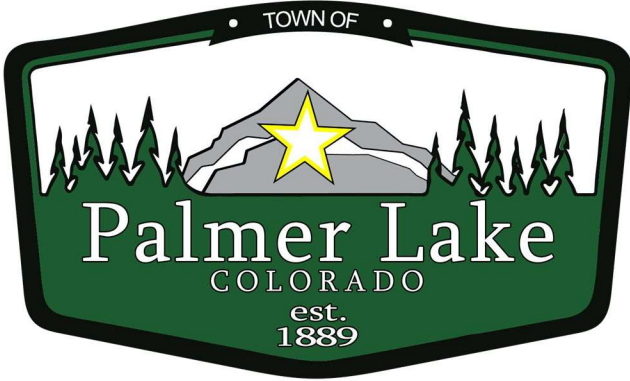
Billing Summary

Description	Contract Amount	Total Billed	Remaining	Current Billed
400 FEMA CLOMR				
401 FEMA Data Request	400.00	437.50	-37.50	262.50
402 Prepare Carpenter Creek Hydraulic Models (CLOMR)	8,300.00	0.00	8,300.00	0.00
403 Prepare Carpenter Creek Floodway Encroachment Hydraulic Model	3,470.00	0.00	3,470.00	0.00
404 Prepare Drainage Work Map	5,330.00	0.00	5,330.00	0.00
405 Prepare Annotated FIRM & Flood Profiles	4,230.00	0.00	4,230.00	0.00
406 Prepare MT-2 Forms	1,140.00	0.00	1,140.00	0.00
407 Prepare Carpenter Creek CLOMR Report	6,760.00	0.00	6,760.00	0.00
408 Prepare Draft Property Owner Notifications	1,590.00	0.00	1,590.00	0.00
409 Prepare ESA Compliance	970.00	0.00	970.00	0.00
410 Address FEMA/CWCB Additional Data Requests	7,800.00	0.00	7,800.00	0.00
411 FEMA LOMC Application Fee (Online LOMC)	6,500.00	0.00	6,500.00	0.00
Subtotal	46,490.00	437.50	46,052.50	262.50
500 Final Design Phase & Construction Documents				
501 Update Plans for Final Design	12,620.00	0.00	12,620.00	0.00
502 Project Specifications	3,050.00	0.00	3,050.00	0.00
503 Final Cost Estimate	1,310.00	0.00	1,310.00	0.00
504 CDOT Clearances/Permitting	5,950.00	0.00	5,950.00	0.00
505 SUE Plans	2,740.00	0.00	2,740.00	0.00
506 Right-of-Way Plans	3,840.00	0.00	3,840.00	0.00
507 Legal Descriptions & Exhibits	2,740.00	0.00	2,740.00	0.00
508 FOR Meeting	1,500.00	0.00	1,500.00	0.00
509 Finalize Plans & Documents for Bidding	4,980.00	0.00	4,980.00	0.00
Subtotal	38,730.00	0.00	38,730.00	0.00
600 Bidding Phase				
601 Attend Pre-Bid Meeting & Site Walk Through	1,500.00	0.00	1,500.00	0.00
602 Respond to Bidder's Questions & Prepare Addenda	1,720.00	0.00	1,720.00	0.00
603 Meeting to Review Bids & Provide Recommendation	1,150.00	0.00	1,150.00	0.00
Subtotal	4,370.00	0.00	4,370.00	0.00
Total	244,280.00	32,297.60	211,982.40	15,813.34

10-51-6000-014
 REIMB



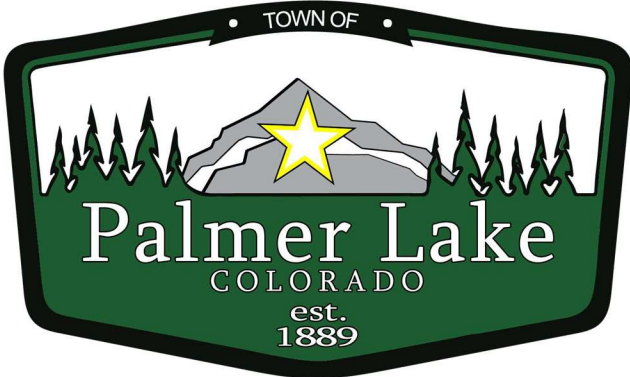
TOWN OF PALMER LAKE
Financial Statements
January 2025
Unaudited



**Schedule of Cash Position
January 2025**

TOWN OF PALMER LAKE
Schedule of Cash Position
January 2025

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 1,678,118
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.52%	\$ 1,587,644
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.52%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.52%	\$ 67,475
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.52%	\$ 11,237
General Fund Reserves Subtotal				<u>\$ 1,666,363</u>
General Fund Accounts Total				<u><u>\$ 3,344,481</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,507,783
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.52%	\$ 202,234
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.52%	\$ 224,741
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.52%	\$ 224,045
Water Fund Accounts Total				<u><u>\$ 2,158,803</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.52%	\$ 30,725
Conservation Trust Fund Account Total				<u><u>\$ 30,725</u></u>



**Financial Reports
January 2025**

TOWN OF PALMER LAKE

Item 3.

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

For the One Month Ended January 31, 2025
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
REVENUE				
Taxes	\$ 3,579,885	\$ 91,983	\$ (3,487,902)	3%
Fees and Licenses	288,725	4,003	(284,722)	1%
Fines	60,000	2,897	(57,103)	5%
Interest	85,567	6,380	(79,187)	7%
Departmental	70,500	1,377	(69,123)	2%
Grants and Donations	1,512,517	1,400	(1,511,117)	0%
Miscellaneous	87,600	2,150	(85,450)	2%
Total Revenue	\$ 5,684,794	\$ 110,190	\$ (5,574,604)	2%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 17,686	\$ 289,567	6%
Professional Services	372,700	18,346	354,354	5%
Administrative/Operations	260,700	38,883	221,817	15%
Capital Outlays	26,200	-	26,200	0%
Total Administration	\$ 966,853	\$ 74,915	\$ 891,938	8%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 67,214	\$ 1,057,395	6%
Professional Services	114,400	2,949	111,451	3%
Administrative/Operations	184,009	23,443	160,566	13%
Capital Outlays	12,000	-	12,000	0%
Total Police Department	\$ 1,435,018	\$ 93,606	\$ 1,341,412	7%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 51,401	\$ 948,119	5%
Professional Services	17,700	717	16,983	4%
Administrative/Operations	137,525	2,919	134,606	2%
Capital Outlays	15,000	-	15,000	0%
Total Fire Department	\$ 1,169,745	\$ 55,037	\$ 1,114,708	5%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 24,325	\$ 269,054	8%
Professional Services	31,300	176	31,124	1%
Administrative/Operations	187,800	7,141	180,659	4%
Capital Outlays	1,825,996	16,484	1,809,512	1%
Total Roads Department	\$ 2,338,475	\$ 48,126	\$ 2,290,349	2%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 2,596	\$ 45,004	5%
Capital Outlays	20,000	4,199	15,801	21%
Total Parks Department	\$ 67,600	\$ 6,795	\$ 60,805	10%
Total Expenditures	\$ 5,977,691	\$ 278,479	\$ 5,699,212	5%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (292,897)	\$ (168,289)	\$ 124,608	
FUND BALANCE - BEGINNING OF YEAR		\$ 4,174,737		
FUND BALANCE - END OF YEAR		\$ 4,006,448		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

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

WATER ENTERPRISE FUND

For the One Month Ended January 31, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 107,860	\$ (1,330,397)	7%
Water Improvement Fee	79,626	6,331	(73,295)	8%
Water Loan	217,596	18,130	(199,466)	8%
Water Tap Fees	75,090	-	(75,090)	0%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	15,000	1,537	(13,463)	10%
Interest	30,000	2,493	(27,507)	8%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 136,351</u>	<u>\$ (1,721,768)</u>	<u>7%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 26,132	\$ 525,007	5%
Professional Services	133,500	7,301	126,199	5%
Administrative/Operations	443,300	64,888	378,412	15%
Capital Outlays	454,800	-	454,800	0%
Debt Service	211,887	-	211,887	0%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 98,321</u>	<u>\$ 1,696,305</u>	<u>5%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	<u>\$ 63,493</u>	<u>\$ 38,030</u>	<u>\$ (25,463)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,264,490</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,302,520</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,085,949</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 One Month Ended January 31, 2025 UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ -	\$ (36,000)	0%
Interest	1,425	118	(1,307)	8%
Total Revenue	<u>\$ 37,425</u>	<u>\$ 118</u>	<u>\$ (37,307)</u>	<u>0%</u>
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	-	4,000	0%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	<u>\$ 27,296</u>	<u>\$ -</u>	<u>\$ 27,296</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 10,129</u>	<u>\$ 118</u>	<u>\$ (10,011)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 84,625</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 84,743</u></u>		



Accounts Payable Reports
January 2025

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2025 1/31/2025
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50355	AIRGAS	AIRGAS USA, LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$138.81
50356	AMCOBIIT	AMCOBI	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$4,035.00
50357	ANDREW RUDNICKI	ANDREW RUDNICKI	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$154.00
50358	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$1,950.00
50359	CIRSA	CIRSA	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$42,065.84
50360	CIVICPLUSLLC	CIVICPLUS LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$11,629.24
50361	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$30.00
50362	CKT	COMMON KNOWLEDGE TECHNOLOGY	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$2,728.00
50363	DANAKEPNERCOMPA	DANA KEPNER COMPANY, LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$7,143.25
50364	ELPASOCOCLERK	EL PASO CO. CLERK & RECORDER	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$1,436.65
50365	ESO	ESO SOLUTIONS, INC.	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$208.53
50366	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$1,513.00
* 50367	GALLS	GALLS, LLC	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$696.00
50368	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$196.75
50369	MYFLEETCENTER	MYFLEETCENTER	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$224.32
50370	PALMERLAKESANIT	PALMER LAKE SANITATION	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$4,690.44
50371	PIKESPEAKAREACO	PIKES PEAK AREA COUNCIL OF GOV	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$1,462.00
50372	DPCINDUSTRIES	PVS DX, INC.	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$70.00
50373	SPRINGSMOUNTAIN	Springs Mountain Water	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$62.45
50374	STERICYCLE	STERICYCLE, INC.	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$40.52
50375	T2SYSTEMS	T2 SYSTEMS CANADA INC.	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$70.00
50376	TLECC	TIMBER LINE ELECTRIC & CONTROL	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$2,472.15
50377	UNCC	UTILITY NOTIFICATION CENTER OF	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$20.64
50378	YORKSHIREVET	YORKSHIRE VETERINARY HOSPITAL	1/9/2025	COBANK-CKG 9495	PMCHK00000202	\$75.00
50379	GALLS	GALLS, LLC	1/13/2025	COBANK-CKG 9495	PMCHK00000203	\$696.88
50380	4RIVERSEQUIPMEN	4 RIVERS EQUIPMENT	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$988.19
50381	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$2,936.96
50382	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$50.00
50383	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$4,940.00
50384	CRIMEWATCH	CRIME WATCH TECHNOLOGIES	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$2,400.00
50385	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$267.75
50386	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$86.73
50387	REPUBLICSERVICE	REPUBLIC SERVICES #653	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$2,012.14
50388	SLWS	SALT LAKE WHOLESALE SPORTS	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$2,300.00
50389	SGS	SGS NORTH AMERICA, INC.	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$265.58
50390	STACEYKSTIANSEN	STACEY KSTIANSEN	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$75.00
50391	STOLFUS&ASSOCIA	STOLFUS & ASSOCIATES, INC.	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$8,143.20
50392	TIMCAVES	TIM CAVES	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$28.84
50393	XEROX	XEROX BUSINESS SOLUTIONS SOUTH	1/16/2025	COBANK-CKG 9495	PMCHK00000204	\$73.61
50394	ABGROCKYMOUNTAI	ABGRM	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$592.62
50395	AIRGAS	AIRGAS USA, LLC	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$51.81
50396	ANTHONYKING	ANTHONY KING	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$75.00
50397	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$945.77
50398	CIRSA	CIRSA	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$2,500.00
50399	CITYOFFORTCOLLI	CITY OF FORT COLLINS	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$90.00
50400	COLORADORANGERS	Colorado Rangers	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$6,000.00
50401	HACHCOMPANY	HACH COMPANY	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$2,374.10
50402	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$780.00
50403	JEANHIGGINBOTHAM	JEAN HIGGINBOTHAM	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$75.00
50404	JEFFRIESCOLOSPG	JEFFRIES COLORADO SPRINGS, INC	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$6,824.09
50405	JENNWILDE	JENN WILDE	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$73.80
50406	CICCOLELLAJOHN	JOHN CICCOLELLA	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$320.00
50407	JUDITHJERNIGAN	JUDITH JERNIGAN	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$75.00
50408	RAMPARTSUPPLY	RAMPART SUPPLY	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$240.13
50409	SLWS	SALT LAKE WHOLESALE SPORTS	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$1,210.00
50410	SHADOWSYSTEMS	SHADOW SYSTEMS LLC	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$15,012.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50411	WHISLERINDUSTRI	WHISLER INDUSTRIAL SUPPLY	1/22/2025	COBANK-CKG 9495	PMCHK00000205	\$164.40
50413	ALERT360	ALERT 360	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$32.03
50414	ANGELROOFINGLLC	ANGEL ROOFING CO LLC	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$4,199.46
50415	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$796.97
50416	AT&TMOBILITY	AT & T MOBILITY	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$1,496.27
50417	CALIBREPRESS	CALIBRE PRESS	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$279.00
50418	CENTURYLINK	CENTURYLINK	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$645.82
50419	COLORADODEPTOFL	COLORADO DEPARTMENT OF LABOR A	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$3,838.00
50420	COMMONSPIRIT	COMMONSPIRIT HEALTH - CHIC	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$50.50
50421	DISTRICT10WATER	DISTRICT 10 WATER USERS ASSOC.	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$50.00
50422	FACINELLIMOTORS	Facinelli Motors	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$300.00
50423	FOUNTAINCREEKWA	Fountain Creek Watershed, Floo	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$1,545.00
50424	GEN-TECH	GEN-TECH	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$874.00
50425	HAVENAR,GLANT	GLANT HAVENAR	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$339.64
50426	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$173.94
50427	KELLYBOOKSLLC	KellyBooks LLC	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$5,000.00
50428	KROBLAWOFFICES	KROB LAW OFFICE, LLC	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$10,395.00
50429	OREILLY	O'REILLY	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$474.67
50430	ORKIN	Orkin	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$495.25
50431	RHINEHARTOIL	PARKLAND USA CORPORATION	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$2,578.41
50432	PAVEMENTREPAIR	PAVEMENT REPAIR & SUPPLIES, IN	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$1,237.50
50433	ROCKYMOUNTAINCO	Rocky Mountain Comm Systems, I	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$2,284.61
50434	STERICYCLE	STERICYCLE, INC.	1/29/2025	COBANK-CKG 9495	PMCHK00000206	\$40.52

Total Checks: 79

Total Amount of Checks: \$182,212.58

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
1/1/2025	1/1/2025	1/31/2025
Checkbook ID	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
1/3/2025	CMTRX00000184	Bank Transaction Entry	WDL000001812	Parking Kiosk Fees	118.66
1/7/2025	CMTRX00000184	Bank Transaction Entry	WDL000001810	CORE Electric	10,637.69
1/7/2025	CMTRX00000184	Bank Transaction Entry	WDL000001813	WEX Fuel	2,575.00
1/7/2025	CMTRX00000187	Bank Transaction Entry	WDL000001839	Humana	1,171.80
1/7/2025	CMTRX00000187	Bank Transaction Entry	WDL000001840	Pinnacol Assurance	6,928.00
1/8/2025	CMTRX00000184	Bank Transaction Entry	WDL000001798	Black Hills Energy	136.57
1/9/2025	CMTRX00000184	Bank Transaction Entry	WDL000001811	Health Equity	7.50
1/9/2025	CMTRX00000184	Bank Transaction Entry	WDL000001816	Paycom	69,507.47
1/14/2025	CMTRX00000184	Bank Transaction Entry	WDL000001814	PCS	1,767.61
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001799	Black Hills Energy	210.37
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001800	Black Hills Energy	161.00
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001801	Black Hills Energy	159.54
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001802	Black Hills Energy	137.44
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001803	Black Hills Energy	119.01
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001804	Black Hills Energy	81.45
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001805	Black Hills Energy	29.87
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001806	Black Hills Energy	25.45
1/15/2025	CMTRX00000184	Bank Transaction Entry	WDL000001815	FPPA	10,420.22
1/16/2025	CMTRX00000184	Bank Transaction Entry	WDL000001807	Visa Cardmember Services	3,034.91
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001785	Amcobi	1,661.31
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001786	Amcobi	211.24
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001787	Amcobi	137.05
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001788	Amcobi	131.90
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001789	Amcobi	115.21
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001790	Amcobi	111.85
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001791	Amcobi	111.85
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001792	Amcobi	92.56
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001793	Amcobi	91.72
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001794	Amcobi	90.04
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001795	Amcobi	89.20
1/21/2025	CMTRX00000184	Bank Transaction Entry	WDL000001796	Amcobi	85.00
1/23/2025	CMTRX00000184	Bank Transaction Entry	WDL000001818	Paycom	75,167.22
1/27/2025	CMTRX00000184	Bank Transaction Entry	WDL000001797	Anthem	15,270.85
1/31/2025	CMTRX00000184	Bank Transaction Entry	WDL000001808	Xfinity	13.23
1/31/2025	CMTRX00000184	Bank Transaction Entry	WDL000001809	Comcast	193.35

Total ACHs:	35	Total Amount of ACHs:	\$ 200,803.14
--------------------	-----------	------------------------------	----------------------



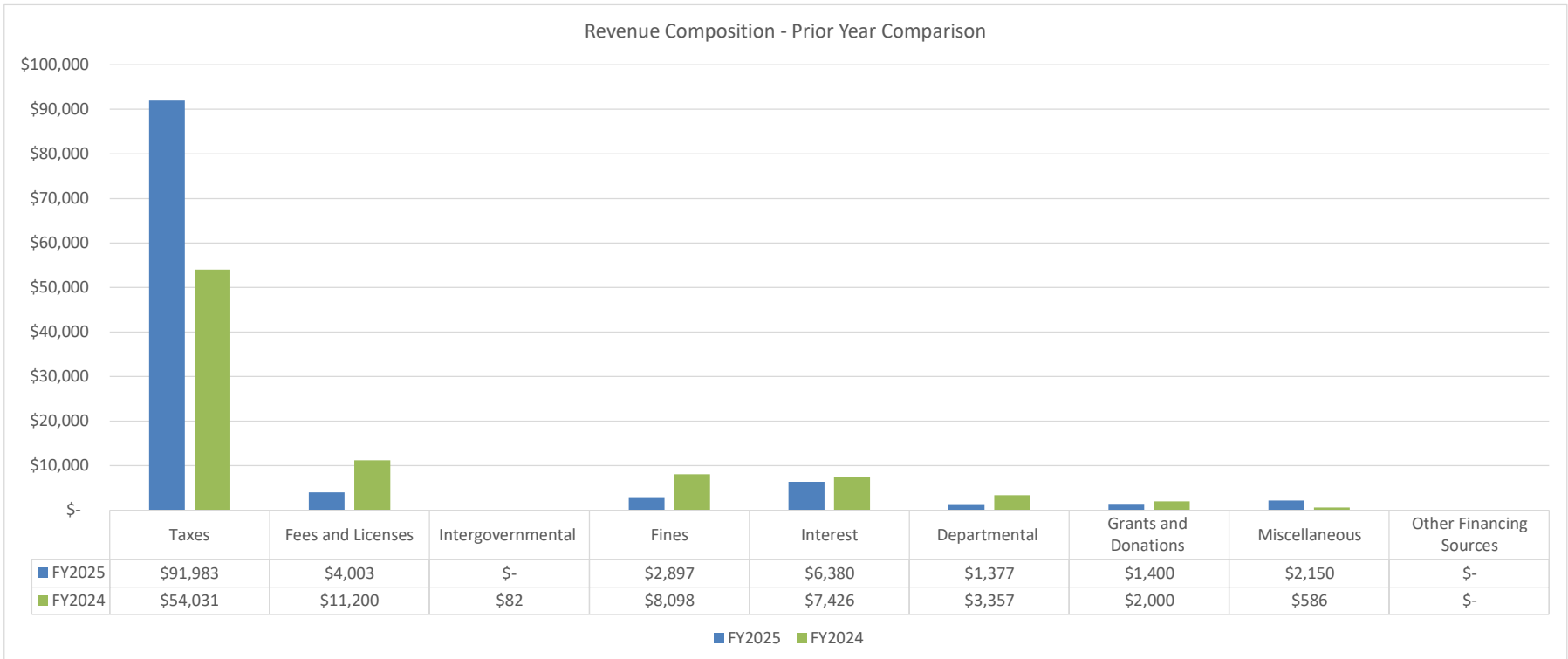
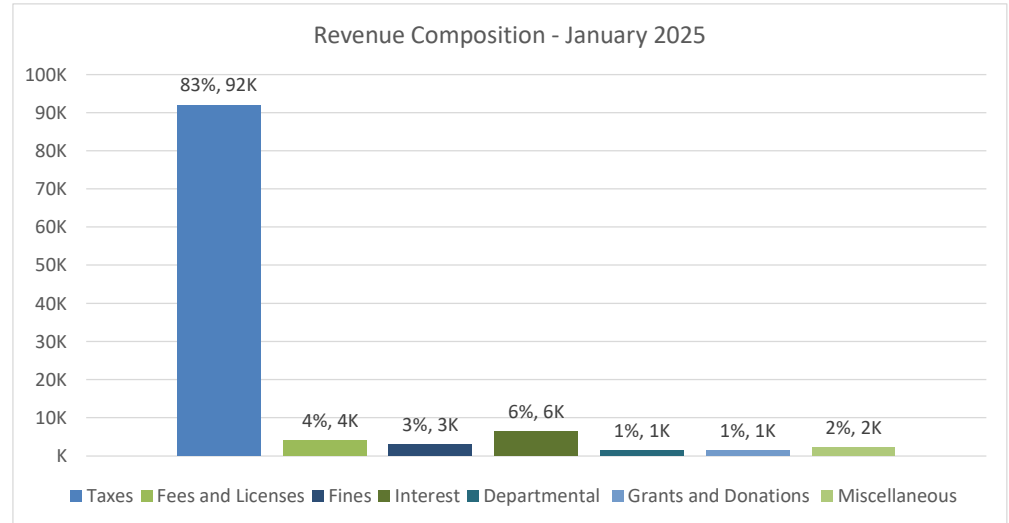
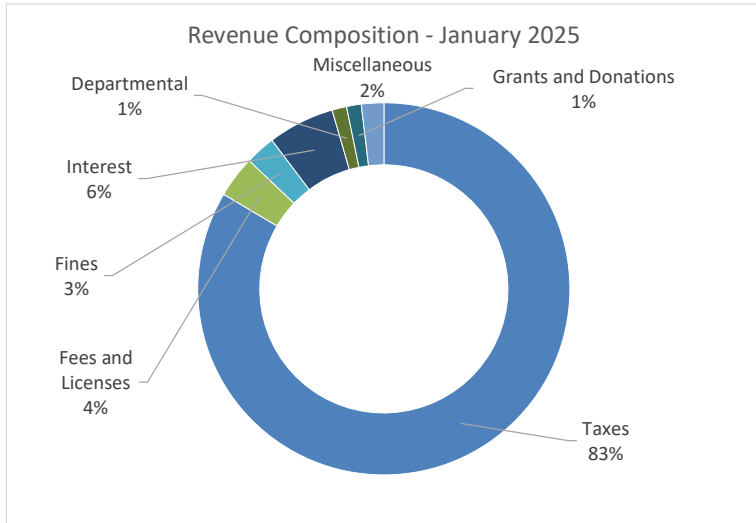
Charts
January 2025

TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED

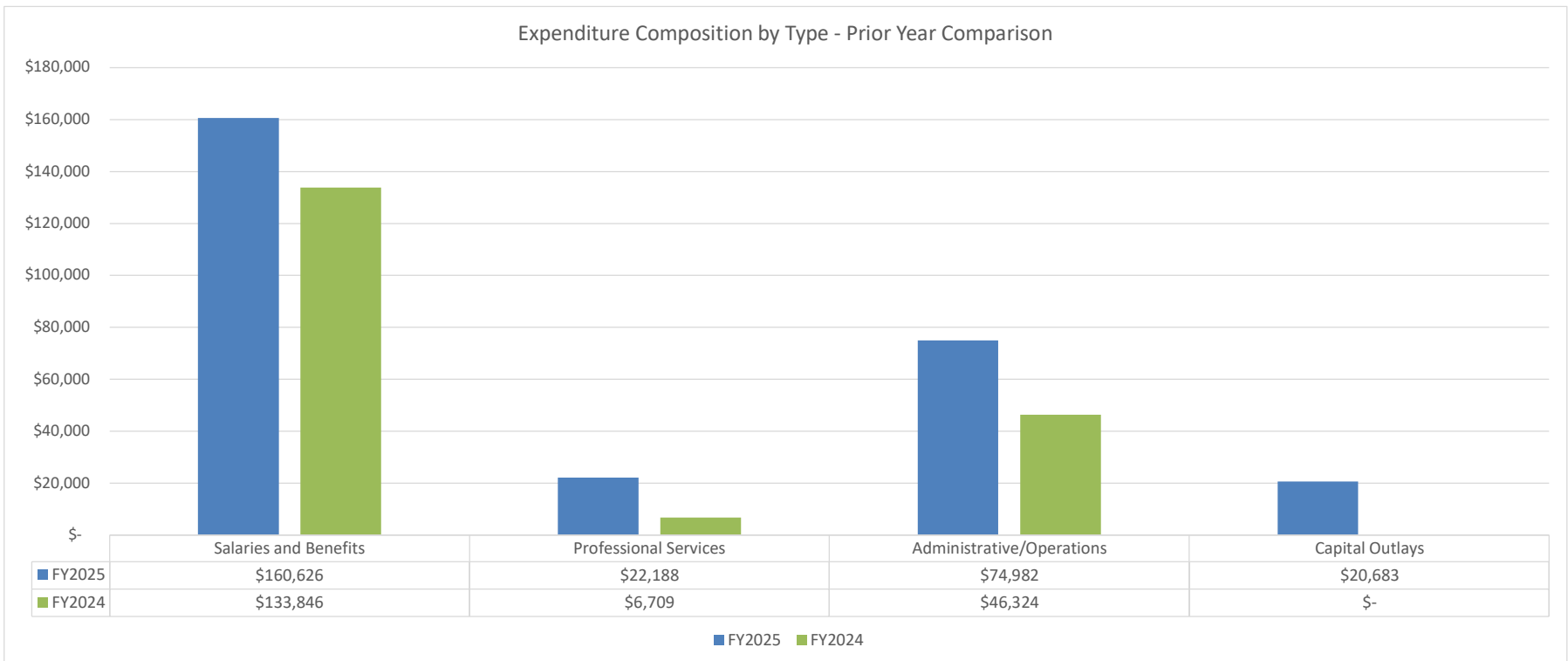
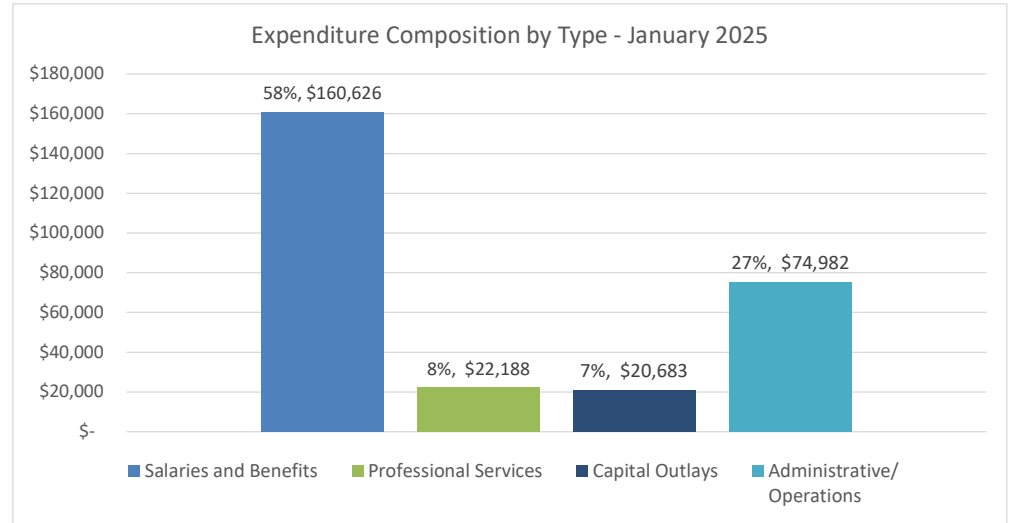
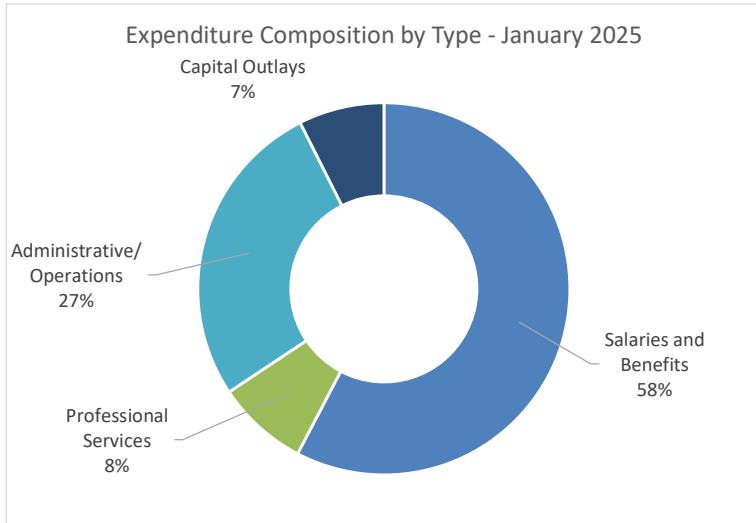


TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED



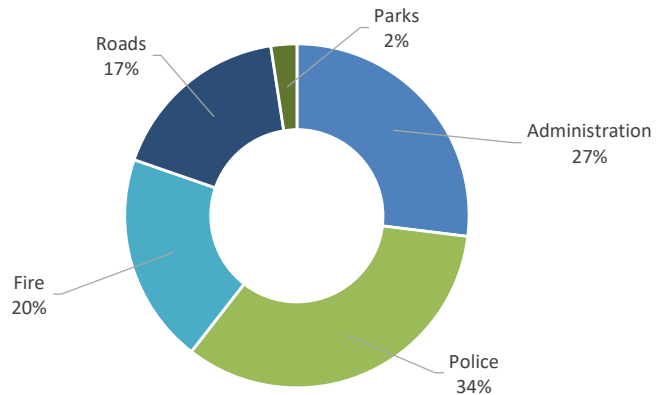
TOWN OF PALMER LAKE

Item 3.

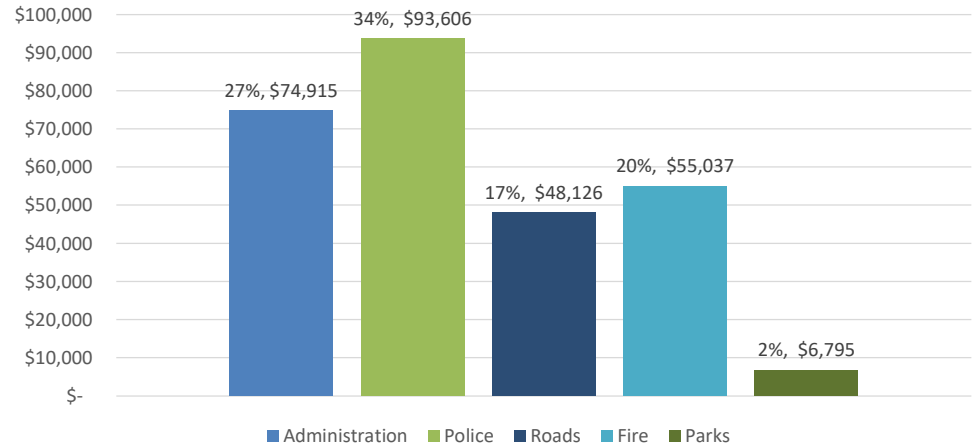
EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2025
UNAUDITED

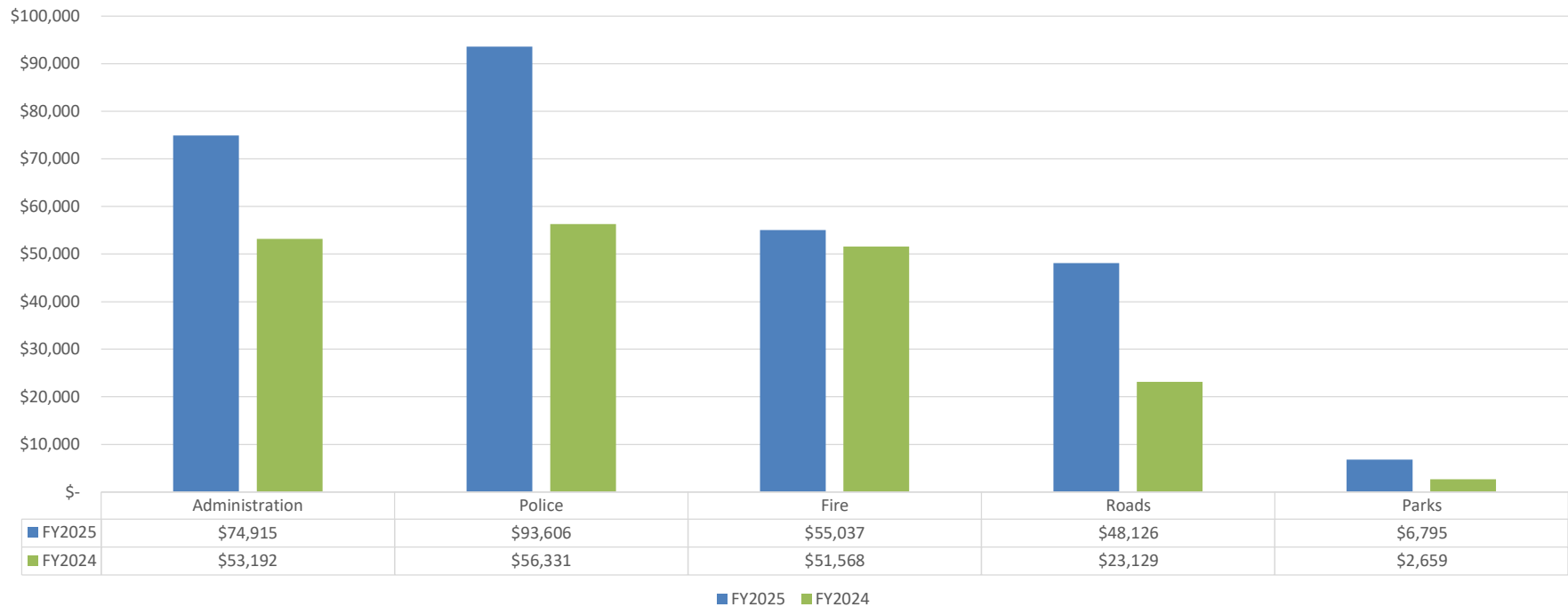
Expenditure Composition by Department - January 2025



Expenditure Composition by Department - January 2025



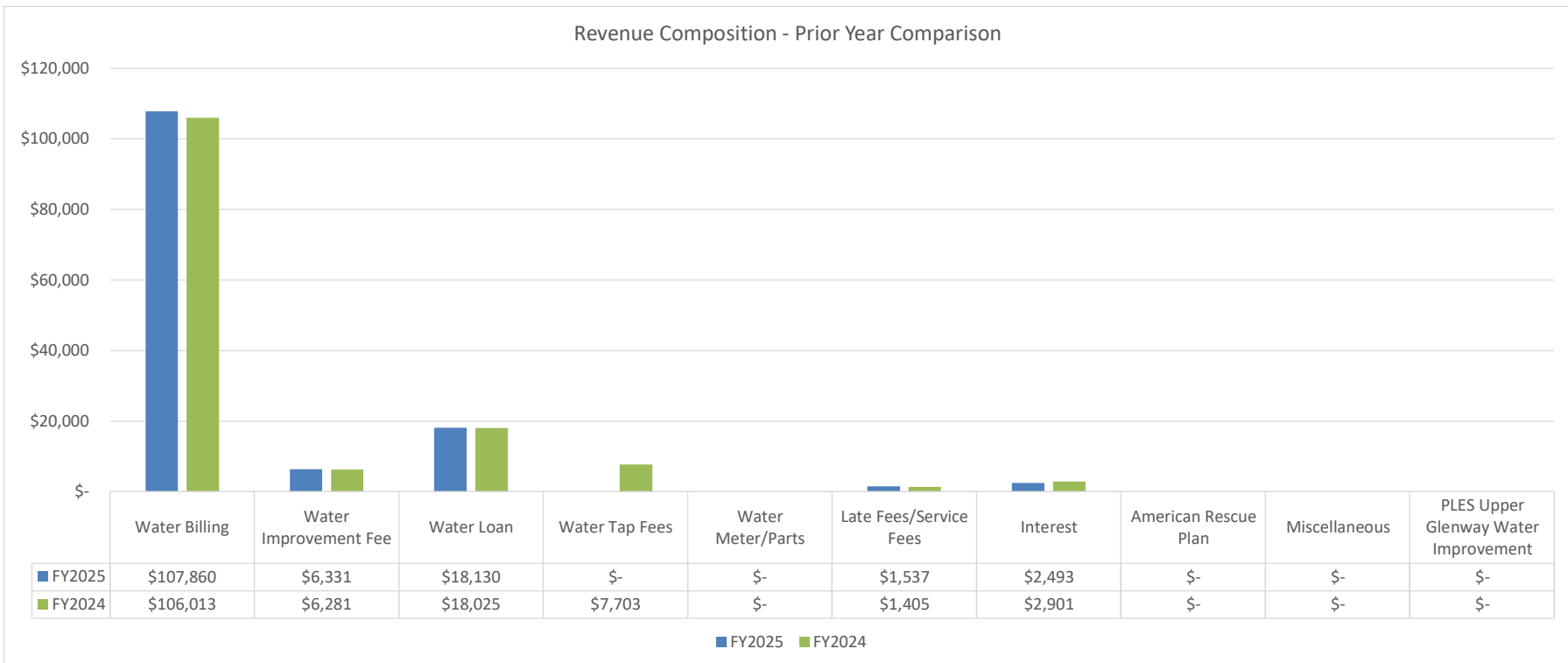
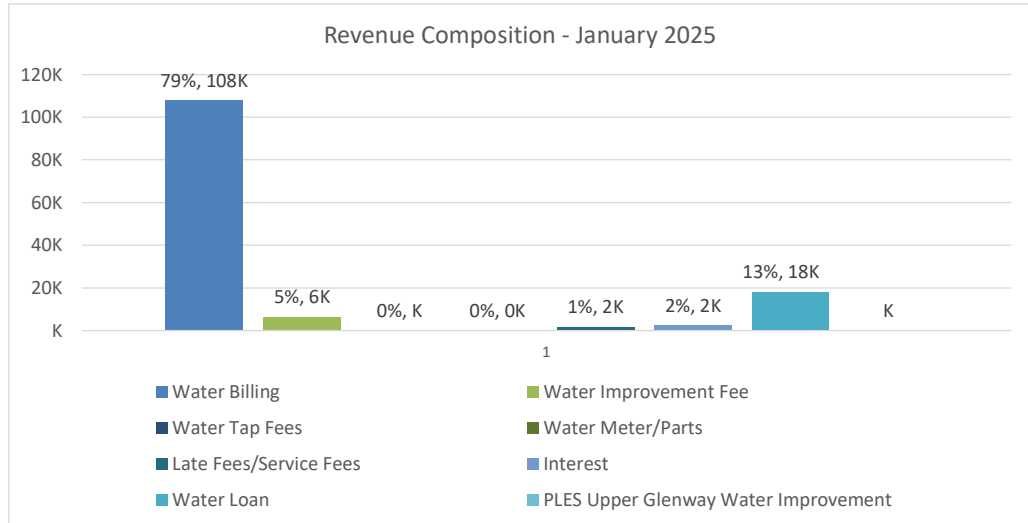
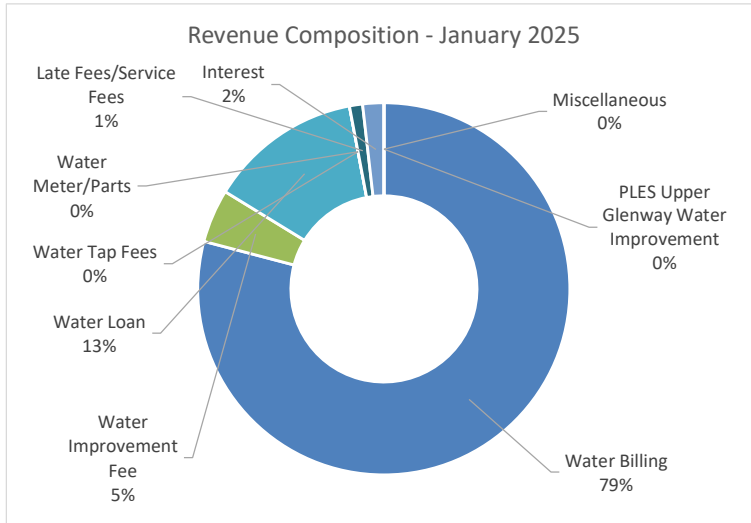
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 3.

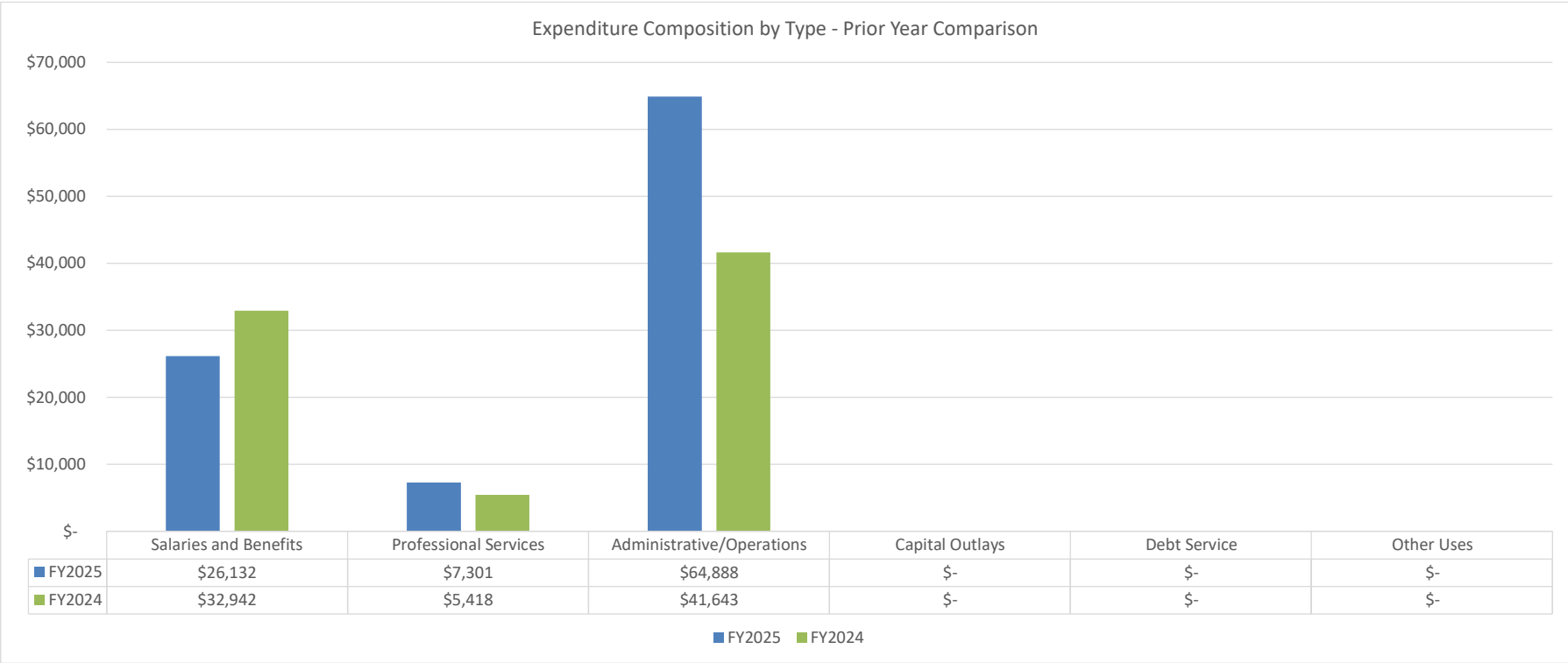
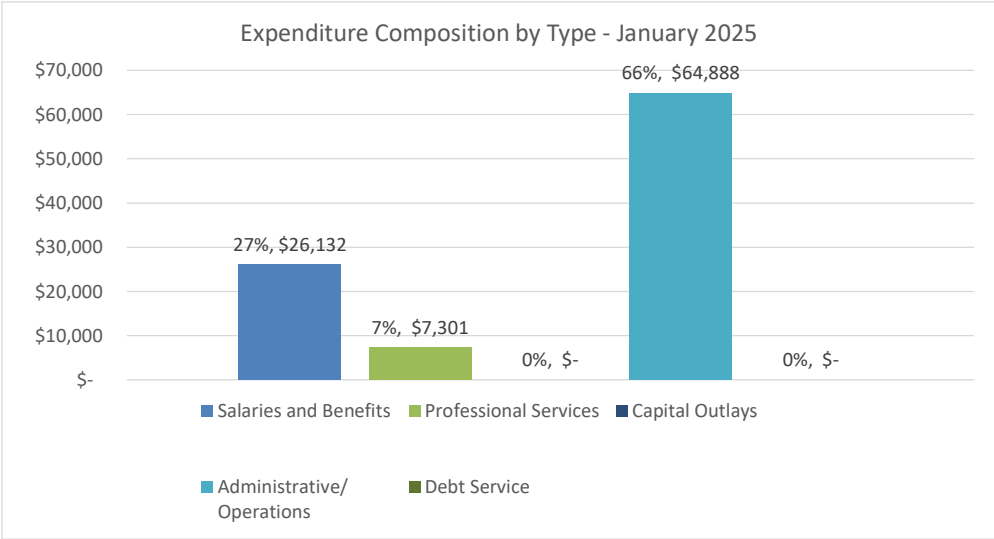
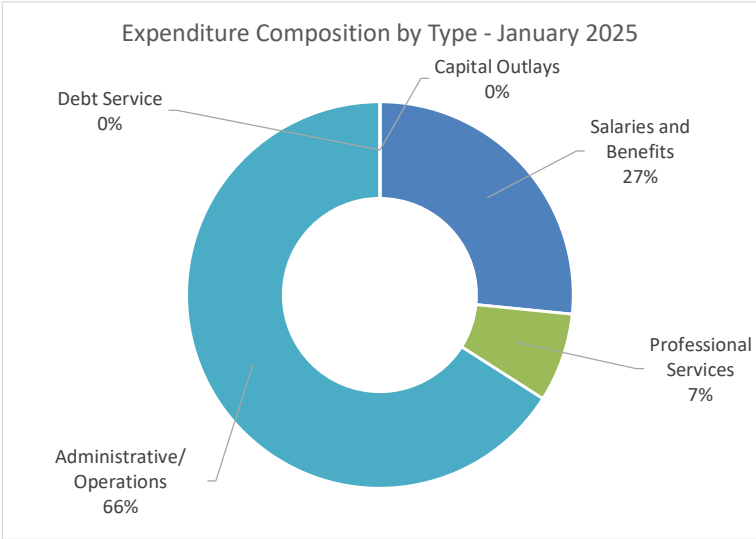
REVENUE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2025 UNAUDITED



TOWN OF PALMER LAKE

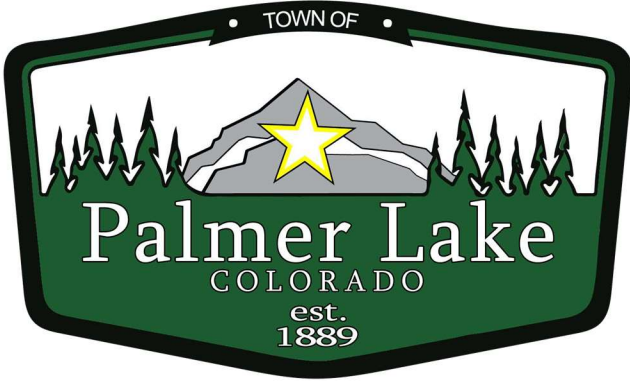
Item 3.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2025 UNAUDITED





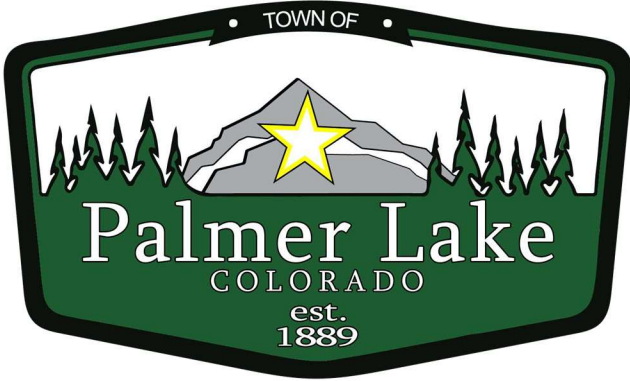
TOWN OF PALMER LAKE
Financial Statements
February 2025
Unaudited



Schedule of Cash Position
February 2025

TOWN OF PALMER LAKE
Schedule of Cash Position
February 2025

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 2,479,609
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.47%	\$ 1,593,101
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.47%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.47%	\$ 67,707
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.47%	\$ 11,276
General Fund Reserves Subtotal				<u>\$ 1,672,091</u>
General Fund Accounts Total				<u><u>\$ 4,151,700</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,206,831
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.47%	\$ 202,929
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.47%	\$ 225,514
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.47%	\$ 224,815
Water Fund Accounts Total				<u><u>\$ 1,860,089</u></u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.47%	\$ 30,831
Conservation Trust Fund Account Total				<u><u>\$ 30,831</u></u>



Financial Reports
February 2025

TOWN OF PALMER LAKE

Item 3.

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

For the Two Months Ended February 28, 2025
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
Taxes	\$ 3,579,885	\$ 760,234	\$ (2,819,651)	21%
Fees and Licenses	288,725	20,279	(268,446)	7%
Fines	60,000	4,521	(55,479)	8%
Interest	85,567	12,108	(73,459)	14%
Departmental	70,500	6,054	(64,446)	9%
Grants and Donations	1,512,517	12,165	(1,500,352)	1%
Miscellaneous	87,600	57,171	(30,429)	65%
Total Revenue	\$ 5,684,794	\$ 872,532	\$ (4,812,262)	15%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 43,864	\$ 263,389	14%
Professional Services	372,700	84,639	288,061	23%
Administrative/Operations	260,700	48,861	211,839	19%
Capital Outlays	26,200	11,252	14,948	43%
Total Administration	\$ 966,853	\$ 188,616	\$ 778,237	20%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 137,622	\$ 986,987	12%
Professional Services	114,400	3,498	110,902	3%
Administrative/Operations	184,009	37,837	146,172	21%
Capital Outlays	12,000	-	12,000	0%
Total Police Department	\$ 1,435,018	\$ 178,957	\$ 1,256,061	12%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 114,547	\$ 884,973	11%
Professional Services	17,700	7,126	10,574	40%
Administrative/Operations	137,525	8,828	128,697	6%
Capital Outlays	15,000	-	15,000	0%
Total Fire Department	\$ 1,169,745	\$ 130,501	\$ 1,039,244	11%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 45,488	\$ 247,891	16%
Professional Services	31,300	7,298	24,002	23%
Administrative/Operations	187,800	24,413	163,387	13%
Capital Outlays	1,825,996	32,298	1,793,698	2%
Total Roads Department	\$ 2,338,475	\$ 109,497	\$ 2,228,978	5%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 5,511	\$ 42,089	12%
Capital Outlays	20,000	4,199	15,801	21%
Total Parks Department	\$ 67,600	\$ 9,710	\$ 57,890	14%
Total Expenditures	\$ 5,977,691	\$ 617,281	\$ 5,360,410	10%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (292,897)	\$ 255,251	\$ 548,148	
FUND BALANCE - BEGINNING OF YEAR		\$ 4,174,737		
FUND BALANCE - END OF YEAR		\$ 4,429,988		

Recommended Operating Reserve - 3 months

775,497

TOWN OF PALMER LAKE

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

For the Two Months Ended February 28, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 209,590	\$ (1,228,667)	15%
Water Improvement Fee	79,626	12,663	(66,963)	16%
Water Loan	217,596	36,261	(181,335)	17%
Water Tap Fees	75,090	-	(75,090)	0%
Water Meter/Parts	2,550	-	(2,550)	0%
Late Fees/Service Fees	15,000	3,032	(11,968)	20%
Interest	30,000	4,730	(25,270)	16%
Grants	-	7,500	7,500	0%
Total Revenue	\$ 1,858,119	\$ 273,776	\$ (1,584,343)	15%
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 57,755	\$ 493,384	10%
Professional Services	133,500	13,756	119,744	10%
Administrative/Operations	443,300	92,763	350,537	21%
Capital Outlays	454,800	1,969	452,831	0%
Debt Service	211,887	-	211,887	0%
Total Expenditures	\$ 1,794,626	\$ 166,243	\$ 1,628,383	9%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	\$ 63,493	\$ 107,533	\$ 44,040	
FUND BALANCE - BEGINNING OF YEAR				
		\$ 1,264,490		
FUND BALANCE - END OF YEAR				
		\$ 1,372,023		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted				
		\$ 1,155,452		

Note 1: CWR&PDA Loan Requirement

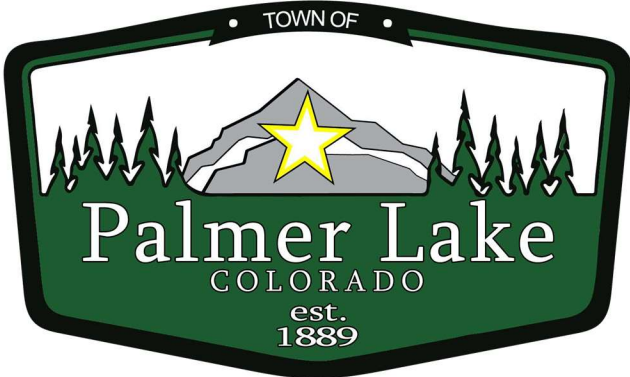
TOWN OF PALMER LAKE

STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND

For the Two Months Ended February 28, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 17%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ -	\$ (36,000)	0%
Interest	1,425	223	(1,202)	16%
Total Revenue	\$ 37,425	\$ 223	\$ (37,202)	1%
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	-	4,000	0%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	\$ 27,296	\$ -	\$ 27,296	0%
NET CHANGE IN FUND BALANCE	\$ 10,129	\$ 223	\$ (9,906)	
FUND BALANCE - BEGINNING OF YEAR		\$ 84,625		
FUND BALANCE - END OF YEAR - Restricted		\$ 84,848		



Accounts Payable Reports
February 2025

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2025 2/28/2025
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50435	AIRGAS	AIRGAS USA, LLC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$98.52
50436	AMCOBIIT	AMCOBI	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$3,835.50
50437	AMERICANWATERWO	AMERICAN WATER WORKS ASSOCIATI	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$431.00
50438	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$2,025.00
50439	CKT	COMMON KNOWLEDGE TECHNOLOGY	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$2,736.90
50440	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$12,100.00
50441	ELPASOCOUNTYTRE	EL PASO COUNTY TREASURER	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$189.58
50442	ECS	EMPLOYERS COUNCIL	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$143.00
50443	ESO	ESO SOLUTIONS, INC.	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$208.53
50444	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$1,513.00
50445	GALLS	GALLS, LLC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$522.71
50446	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$1,760.00
50447	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$250.00
50448	HYDROCORP	HYDROCORP INC	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$459.45
50449	IAFC	IAFC MEMBERSHIP	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$220.00
50450	OREILLY	O'REILLY	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$365.30
50451	PIKESPEAKCHIEFS	PIKES PEAK CHIEFS FORUM	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$100.00
50452	PIKESPEAKREGION	PIKES PEAK REGIONAL WATER AUTH	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$7,359.28
50453	REPUBLICSERVICE	REPUBLIC SERVICES #653	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$2,014.22
50454	T2SYSTEMS	T2 SYSTEMS CANADA INC.	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$70.00
50455	GAZETTE	THE GAZETTE	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$167.23
50456	TRILAKESMONUMEN	Tri-Lakes Monument Fire Protec	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$557.00
50457	UNCC	UTILITY NOTIFICATION CENTER OF	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$31.55
50458	WATTSUPFITTINGI	WATTS UPFITTING INC.	2/5/2025	COBANK-CKG 9495	PMCHK00000207	\$125.00
50459	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$140.00
50460	CKT	COMMON KNOWLEDGE TECHNOLOGY	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$12,065.70
50461	GRAINGER	GRAINGER	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$46.13
50462	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$267.75
50463	LYONGADDIS	LYONS GADDIS	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$924.00
50464	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$27,614.20
50465	MONUMENTAUTOCLI	MONUMENT AUTO CLINIC	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$2,139.68
50466	MYFLEETCENTER	MYFLEETCENTER	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$55.22
50467	ORKIN	Orkin	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$228.65
50468	PALMERLAKESANIT	PALMER LAKE SANITATION	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$1,700.52
50469	DPCINDUSTRIES	PVS DX, INC.	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$70.00
50470	RAMPARTSUPPLY	RAMPART SUPPLY	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$72.96
50471	SLWS	SALT LAKE WHOLESALE SPORTS	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$2,249.50
50472	TANKEQUIPMENT	TANK EQUIPMENT	2/13/2025	COBANK-CKG 9495	PMCHK00000208	\$295.00
50473	AIRGAS	AIRGAS USA, LLC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$52.56
50474	CENTURYLINK	CENTURYLINK	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$657.34
50475	CKT	COMMON KNOWLEDGE TECHNOLOGY	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$1,968.75
50476	COREANDMAIN	CORE & MAIN LLP	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$722.64
50477	ESO	ESO SOLUTIONS, INC.	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$6,110.00
50478	EUGENE RAMIREZ	Eugene (Gene) Ramirez	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$21.98
50479	GALLS	GALLS, LLC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$912.59
50480	CICCOLELLAJOH	JOHN CICCOLELLA	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$320.00
50481	JRENGINEERING	JR ENGINEERING, LLC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$16,484.26
50482	MES	MES SERVICE COMPANY, LLC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$1,216.28
50483	MONUMENTAUTOCLI	MONUMENT AUTO CLINIC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$303.78
50484	SCOTTJOHNSON	SCOTT JOHNSON	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$200.00
50485	STOLFUS&ASSOCIA	STOLFUS & ASSOCIATES, INC.	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$11,196.90
50486	STRYKERSALESLLC	STRYKER SALES, LLC	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$12,940.00
50487	SUPPLYCACHE	THE SUPPLY CACHE	2/20/2025	COBANK-CKG 9495	PMCHK00000209	\$741.85
50488	ALPINEESSENTIAL	ALPINE ESSENTIALS	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$575.00
* 50489	GALLS	GALLS, LLC	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$825.00
50490	GEORGESWEET	GEORGE SWEET	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$75.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50491	HIGHLANDSRANCH	HIGHLANDS RANCH LAW ENFORCEMEN	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$3,500.00
50492	OREILLY	O'Reilly Automotive, Inc.	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$116.91
50493	SPRINGSMOUNTAIN	Springs Mountain Water	2/25/2025	COBANK-CKG 9495	PMCHK00000210	\$46.95

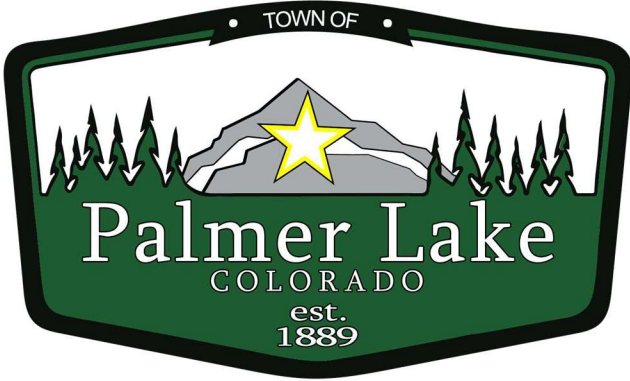
Total Checks:	59				Total Amount of Checks:	\$143,314.87
						=====

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
2/1/2025	2/1/2025	2/28/2025
Checkbook ID	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
2/5/2025	CMTRX00000188	Bank Transaction Entry	WDL000001867	WEX Fuel	3,484.53
2/5/2025	CMTRX00000188	Bank Transaction Entry	WDL000001869	PCS	1,666.22
2/5/2025	CMTRX00000188	Bank Transaction Entry	WDL000001872	FPPA	9,924.24
2/6/2025	CMTRX00000189	Bank Transaction Entry	WDL000001876	Paycom	79,524.84
2/7/2025	CMTRX00000188	Bank Transaction Entry	WDL000001874	Humana	1,171.80
2/10/2025	CMTRX00000188	Bank Transaction Entry	WDL000001855	Black Hills Energy	136.57
2/10/2025	CMTRX00000188	Bank Transaction Entry	WDL000001864	CORE Electric	11,630.37
2/10/2025	CMTRX00000188	Bank Transaction Entry	WDL000001865	HealthEquity	7.50
2/11/2025	CMTRX00000188	Bank Transaction Entry	WDL000001866	Pinnacol Assurance	6,925.00
2/12/2025	CMTRX00000188	Bank Transaction Entry	WDL000001870	PCS	1,807.34
2/12/2025	CMTRX00000188	Bank Transaction Entry	WDL000001873	FPPA	10,780.97
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001856	Black Hills Energy	366.56
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001857	Black Hills Energy	255.31
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001858	Black Hills Energy	250.16
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001859	Black Hills Energy	177.23
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001860	Black Hills Energy	173.54
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001861	Black Hills Energy	102.07
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001862	Black Hills Energy	27.66
2/13/2025	CMTRX00000188	Bank Transaction Entry	WDL000001863	Black Hills Energy	25.45
2/18/2025	CMTRX00000189	Bank Transaction Entry	WDL000001875	Visa Cardmember Services	5,239.07
2/20/2025	CMTRX00000191	Bank Transaction Entry	WDL000001900	Paycom	84,241.25
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001841	Amcobi	1,863.71
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001842	Amcobi	211.24
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001844	Amcobi	131.90
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001845	Amcobi	152.95
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001846	Amcobi	112.69
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001847	Amcobi	112.69
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001848	Amcobi	111.85
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001849	Amcobi	93.40
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001850	Amcobi	91.72
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001851	Amcobi	90.88
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001852	Amcobi	89.20
2/21/2025	CMTRX00000188	Bank Transaction Entry	WDL000001853	Amcobi	85.00
2/25/2025	CMTRX00000188	Bank Transaction Entry	WDL000001871	PCS	1,764.58
2/26/2025	CMTRX00000188	Bank Transaction Entry	WDL000001854	Anthem	15,350.14
Total ACHs:	35			Total Amount of ACHs:	\$ 238,179.63



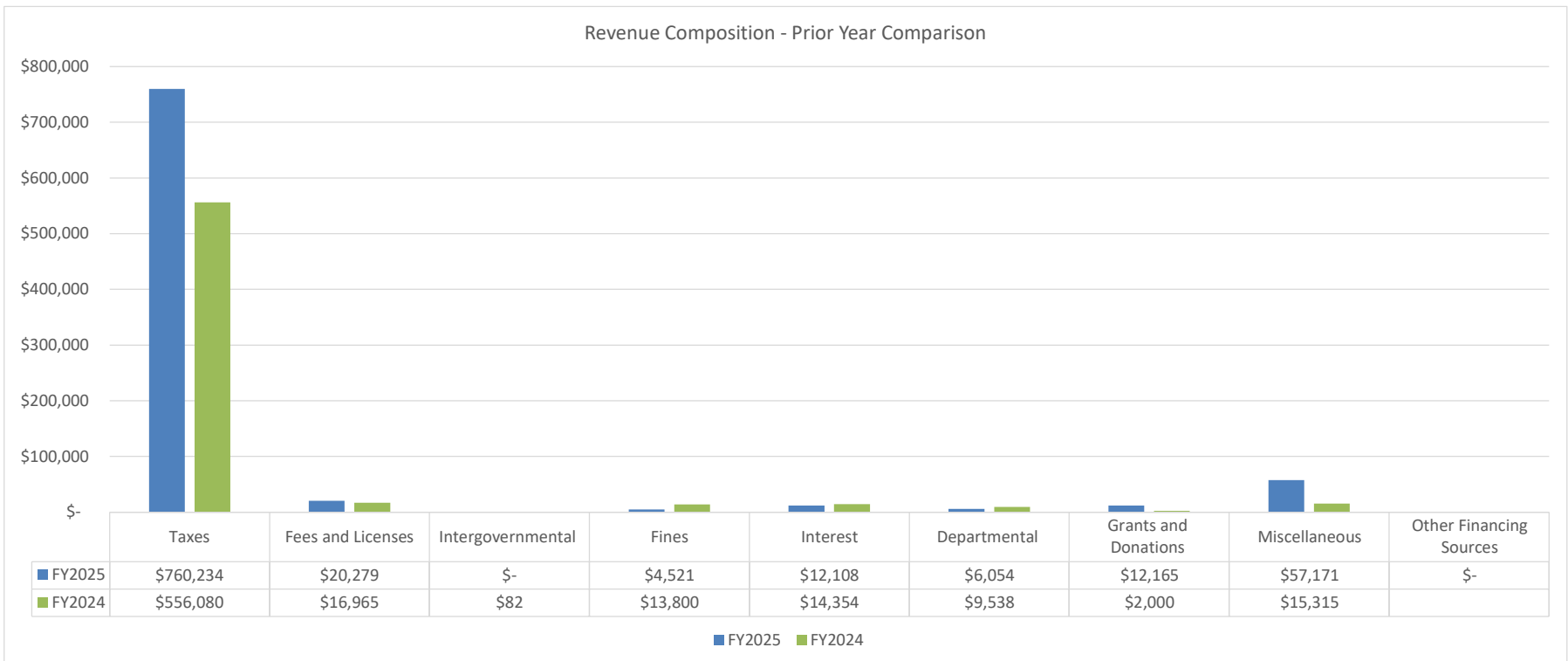
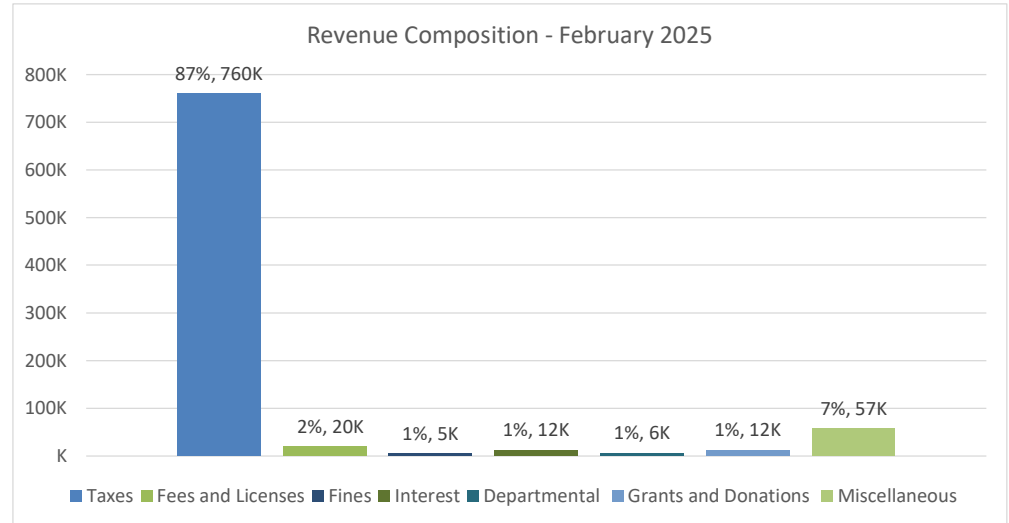
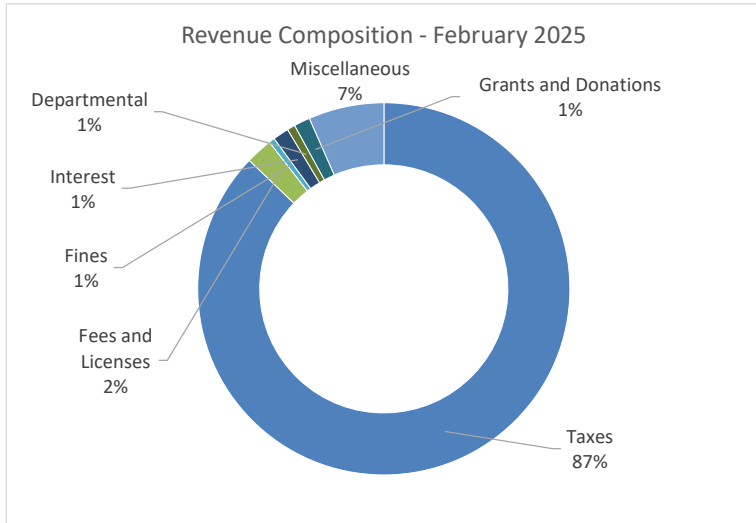
Charts
February 2025

TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS GENERAL FUND

For the Two Months Ended February 28, 2025
UNAUDITED

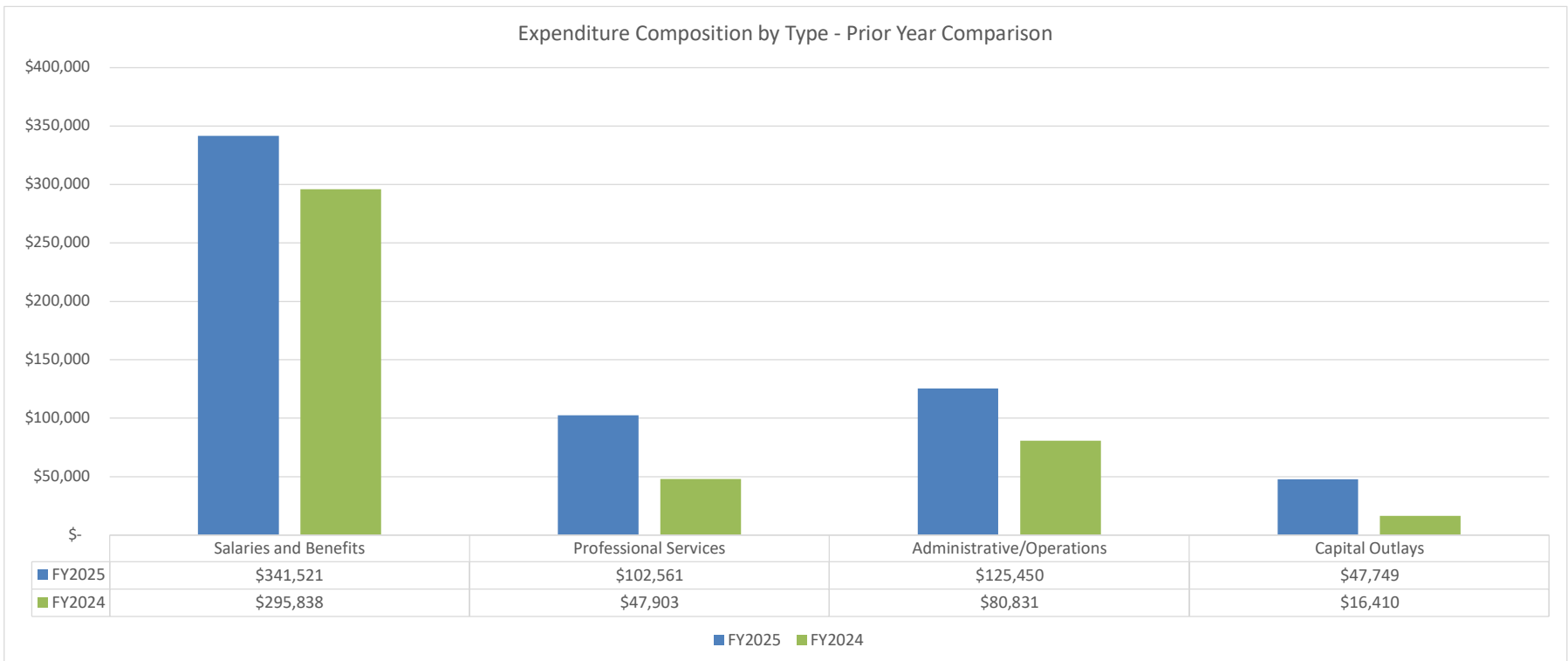
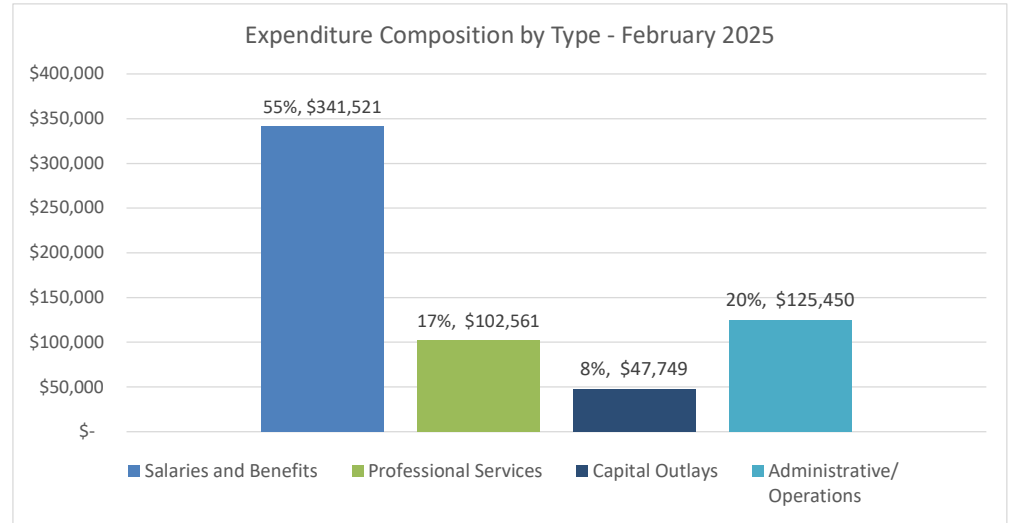
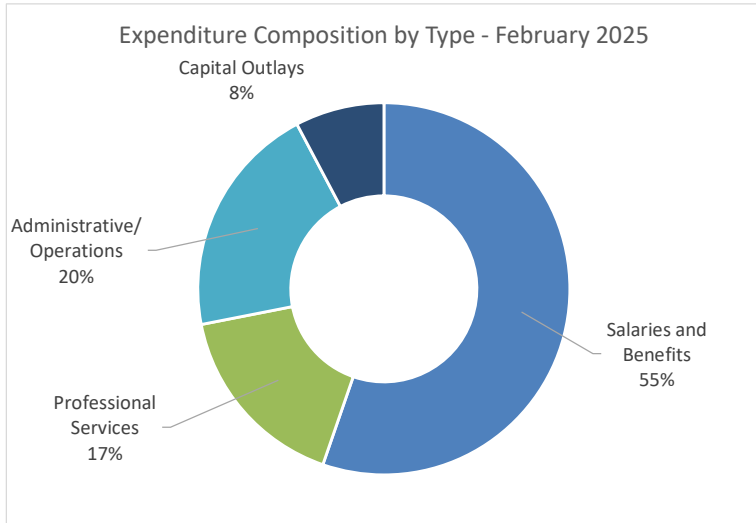


TOWN OF PALMER LAKE

Item 3.

EXPENDITURE CHARTS GENERAL FUND

For the Two Months Ended February 28, 2025
UNAUDITED



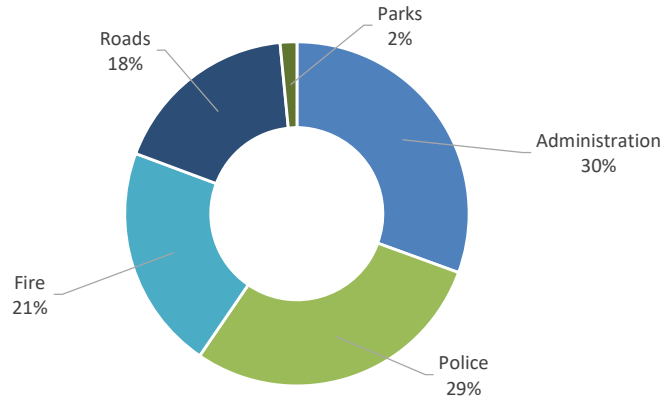
TOWN OF PALMER LAKE

Item 3.

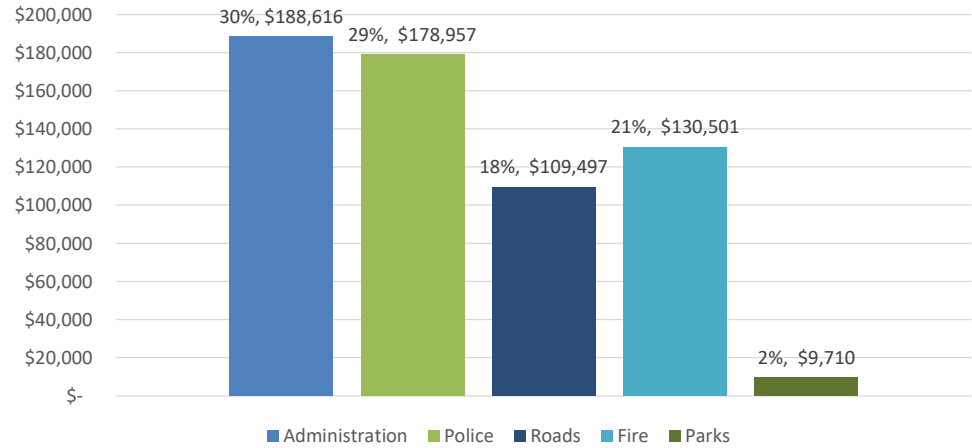
EXPENDITURE CHARTS GENERAL FUND

For the Two Months Ended February 28, 2025
UNAUDITED

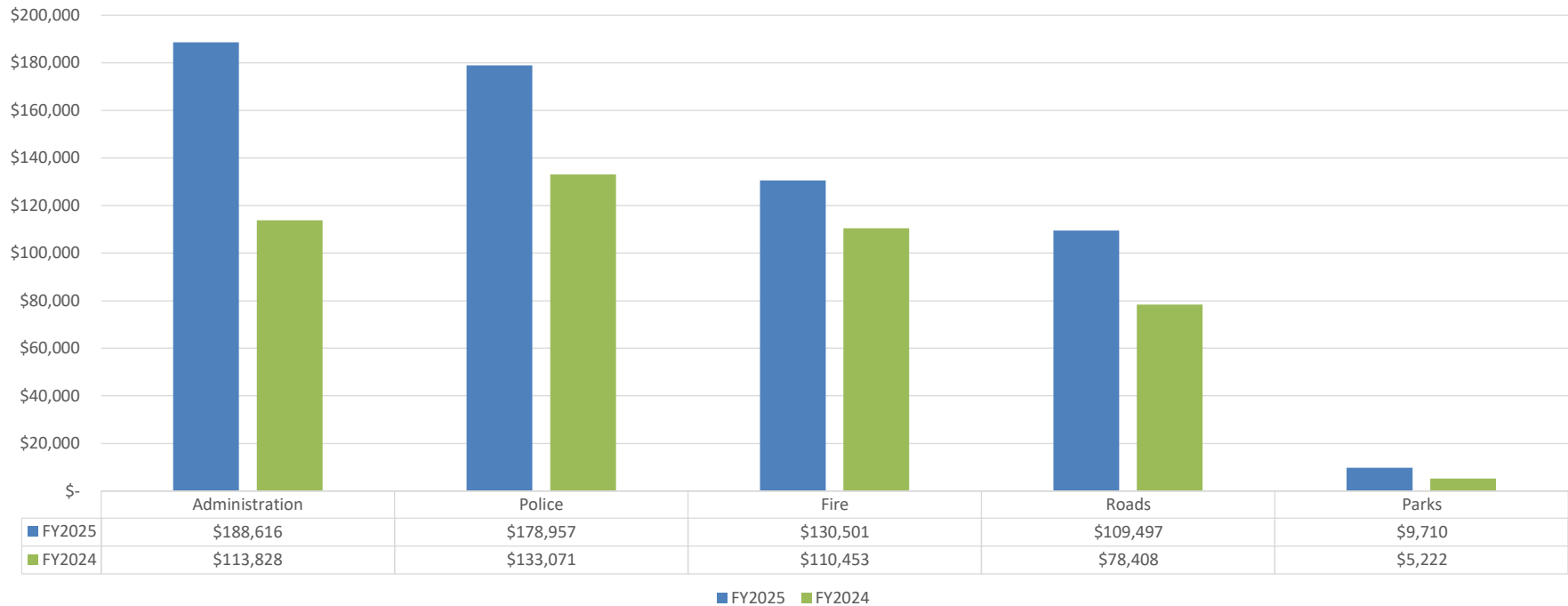
Expenditure Composition by Department - February 2025



Expenditure Composition by Department - February 2025



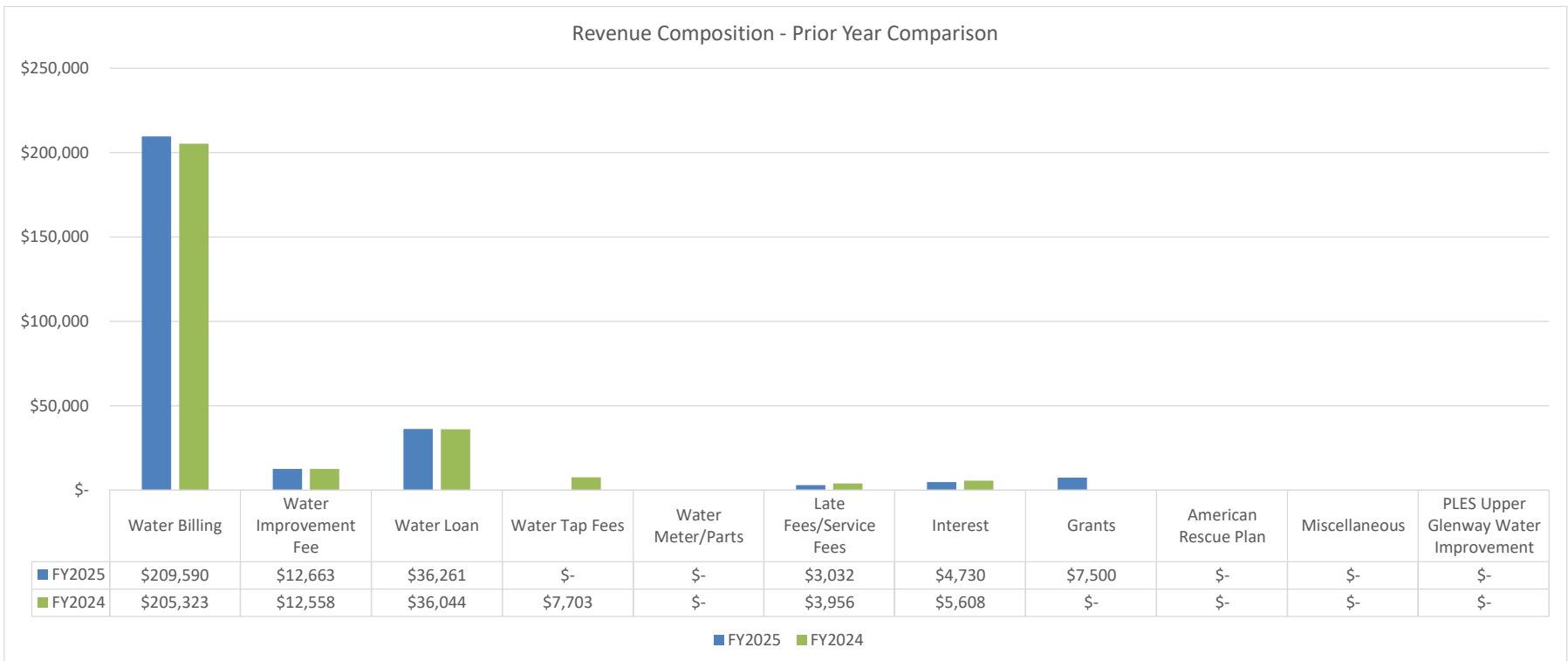
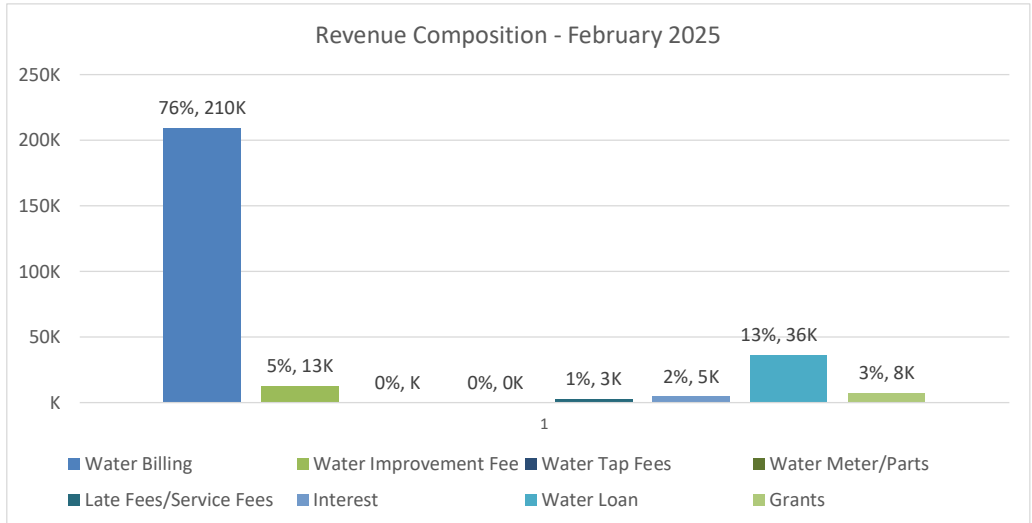
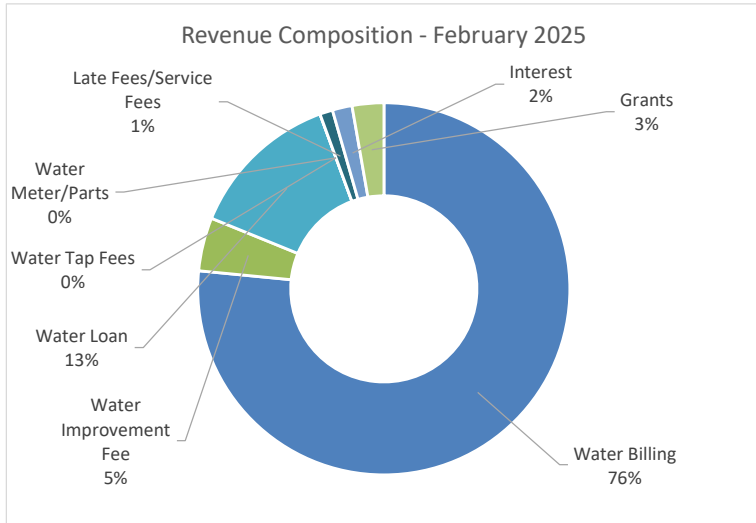
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 3.

REVENUE CHARTS WATER ENTERPRISE FUND For the Two Months Ended February 28, 2025 UNAUDITED



TOWN OF PALMER LAKE

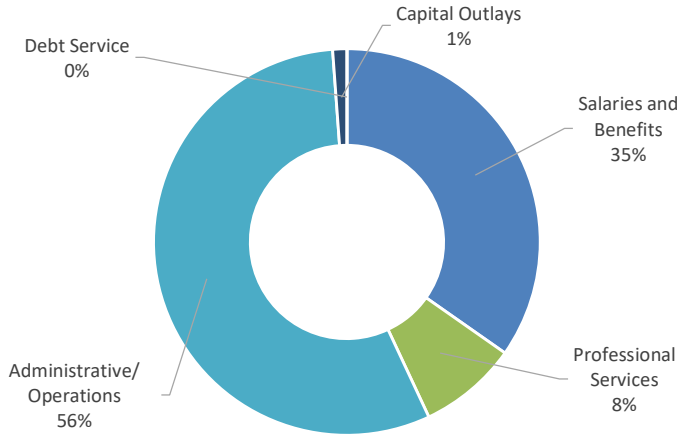
Item 3.

EXPENDITURE CHARTS WATER ENTERPRISE FUND

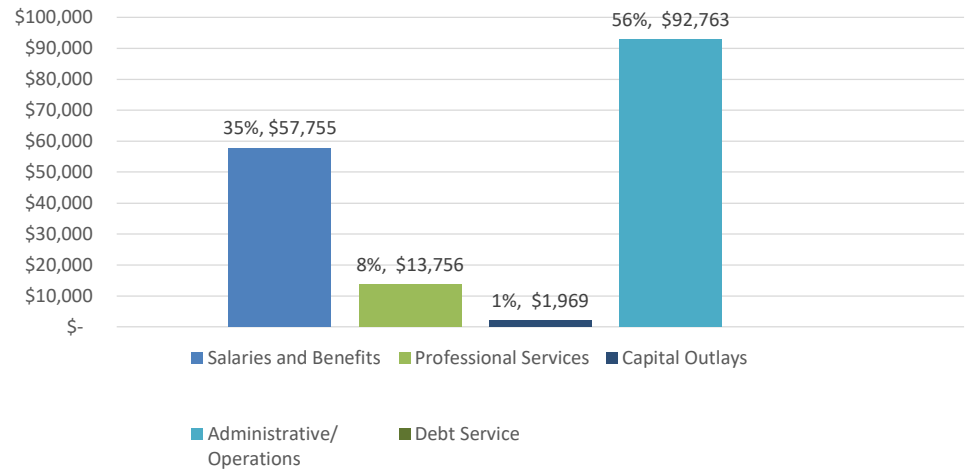
For the Two Months Ended February 28, 2025

UNAUDITED

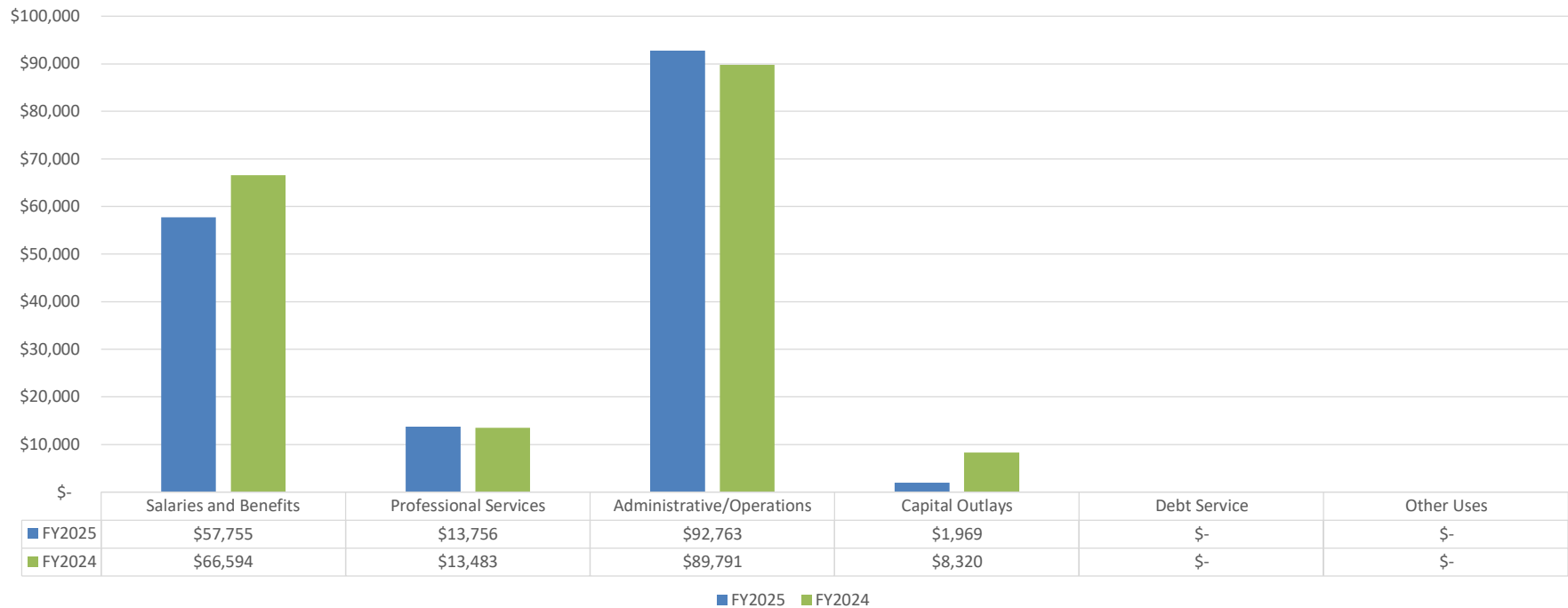
Expenditure Composition by Type - February 2025



Expenditure Composition by Type - February 2025



Expenditure Composition by Type - Prior Year Comparison



FY2025 FY2024



Item 4.

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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Board of Trustee and Mayor Position Descriptions
Presented by: Town Administrator/Clerk		

Background

As reviewed by the Board, enclosed are final draft of the position descriptions for the Board of Trustee and Mayor positions to uphold.

Recommended Action

Approve Mayor and Trustee position description.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 26-2025

A RESOLUTION TO ADOPT THE POSITION DESCRIPTIONS FOR MAYOR AND TRUSTEE 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 Mayor and Board of Trustees desire a position description depicting the general responsibilities of their offices; and

WHEREAS, the Board of Trustees drafted, reviewed and approved the position descriptions for the Mayor and for Trustees for the Town of Palmer Lake.

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 the job descriptions as 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.

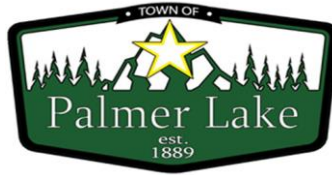
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Position: Town Mayor, Board of Trustees

Reports To: Citizens of Town

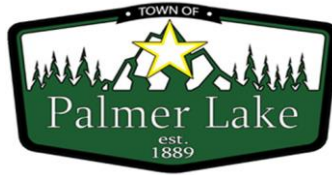
Classification: n/a

Salary Range: n/a

Definition: This position possesses all legislative powers granted by state law and shall represent constituents to make policy decisions and budget for the execution of such policies.

General Statement of Duties: This position requires most work to be conducted in a public meeting with the following responsibilities:

- Regularly attend and Chair Town Board meetings
- Review authorized body proceedings (Parks, Planning, Board of Adjustment, any advisory committees)
- Familiarize with Colorado Revised Statutes
- Familiarize with municipal code of ordinances
- Tracking current legislative proposed bills to bring awareness of the impact of said measures to the Town
- Develop general understanding of municipal government
- Intergovernmental participation (i.e., outside agency involvement)
- Develop relationships at the county level facilitating awareness of the needs of Palmer Lake while representing the town's interests
- Regularly attend County Commission meetings, Pikes Peak Area of Government meetings, County Board of Health meetings, representing Palmer Lake
- Develop relationships at the state level facilitating awareness of the needs of Palmer Lake while representing the town's interests
- Interpersonal communication and representation - consistent presence at ribbon cuttings, business openings, school events, festivals, and other community events
- Monthly Mayor's message - 12 per year
- Be available and responsive to public members with Town office hours, personal appointments, telephone, and email
- Act with integrity and consistency representing the Town
- Hold fellow Board members accountable to Board rules of conduct
- Be dedicated to the interests of citizens and community as a whole
- Be a good listener and open to thoughts and ideas of others including staff and citizens
- Work cooperatively with others
- Assist with confirming annual re-appointment of town officials
- Review meeting material prior to a public meeting
- Engage in discussion and vote on required action items
- Oversee the Town Administrator's execution of policy and annually review performance

**Education/Training Qualifications:**

- Be a citizen of U.S.
- Be registered to vote
- Be at least 18 years of age on date of election
- Have resided in Town at least 12 consecutive months prior to election

Notice:

All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Sunshine Law Notice:

Résumés and all application materials will be kept confidential until finalists are announced. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).

BOT 2-2025



Position: Town Board of Trustee Member

Reports To: Citizens of Town

Classification: n/a

Salary Range: n/a

Definition: This position possesses all legislative powers granted by state law and shall represent constituents to make policy decisions and budget for the execution of such policies.

General Statement of Duties: This position requires most work to be conducted in a public meeting with the following responsibilities:

- Regularly attend Town Board meetings
- Review authorized body proceedings (Parks, Planning, Board of Adjustment, any advisory committees)
- Familiarize with Colorado Revised Statutes
- Familiarize with municipal code of ordinances
- Develop general understanding of municipal government
- Develop understanding of municipal budget, participate in the budget process
- Willingness to learn
- Act with integrity and consistency representing the Town
- Be dedicated to the interests of citizens and community as a whole
- Be a good listener and open to thoughts and ideas of others including staff and citizens
- Be willing to work cooperatively with others
- Review meeting material prior to a public meeting
- Engage in discussion and vote on required action items
- Be courteous and respectful of fellow Board members
- Support the decisions of the Board publicly once decisions are made
- Intergovernmental participation (i.e., outside involvement)
- Oversee the Town Administrator's execution of policy and annually review performance

Education/Training Qualifications:

- Be a citizen of U.S.
- Be registered to vote
- Be at least 18 years of age on date of election
- Have resided in Town at least 12 consecutive months prior to election



Notice:

All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Sunshine Law Notice:

Résumés and all application materials will be kept confidential until finalists are announced. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).

BOT 2-2025



Item 5.

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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Ground Rules for Board Members
Presented by: Town Administrator/Clerk		

Background

As discussed by the Board, enclosed are final version of ground rules and subsequent steps to address with members if rules are not followed or when issues arise with members.

Recommended Action

Approve ground rules for Board members.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 27-2025

**A RESOLUTION TO ADOPT THE BOARD OF TRUSTEE MEMBER GROUND RULES
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 Board of Trustees desire specific ground rules for all members to adhere to; and

WHEREAS, the Board of Trustees drafted, reviewed and approve the ground rules for the Board members for the Town of Palmer Lake.

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 the ground rules as 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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE BOARD OF TRUSTEES

Board Member Ground Rules

Keep a casual use of “Bob’s rules” for meeting proceedings.

Be mindful that Board meetings are public, and we are in the public eye – please conduct yourselves accordingly.

If you experience issues with a fellow trustee, please confront those issues with the other member outside of the Board meeting. It is unacceptable to address differences between trustees at a public meeting. Members were elected (or appointed) to serve the needs and interests of the community. Each of us member represents the electors of the town.

Following are general rules of the Board:

- Act professional and show each other courtesy during meetings – negative comments about staff, a business or individuals are unacceptable.
- Speak clearly into the microphone.
- Treat people the way you want to be treated. Speak to people the way you want to be spoken to.
- Ask to be recognized to speak to an item – raise hand and, if not noticed, please ask “Mayor, may I..?”
- Speak clearly for the record - do not engage in sidebar conversations or comment under your breath.
- Stay focused on agenda and topic at hand.
- Limit phone use to emergency (work, kids) – if message must be addressed, please step away from the meeting table (kitchen).
- Be mindful of meeting time - once you have made your point(s), there is no need to repeat them over again.
- Be mindful to not engage and end derogatory remarks about staff from public.
- Regardless of vote, we (the Board) are one voice.
- Direct Town Administrator and Attorney – do not use position of authority with staff or public members. Follow chain of command.
- Keep confidential information from executive session confidential, until it is determined public by the Board.

When these rules are not followed, or there is conflict between members, consider the following:

- 1) One member Aa address the issue directly with the other member, as soon as possible, reminding ~~the~~members of the rules agreed to for mutual resolution;
- 2) Meet with a Board chosen mediator to facilitate a discussion between two members to resolve;
- 3) Meet as a group in a retreat format to address the conflict/issue to be resolved.

**TOWN OF PALMER LAKE
RESOLUTION NO. 28-2025**

A RESOLUTION RESCINDING RESOLUTION NO. 60-2024 MAKING FINDINGS REGARDING THE ELIGIBILITY FOR ANNEXATION TO THE TOWN OF PALMER LAKE, COLORADO, OF CERTAIN UNINCORPORATED PROPERTY

WHEREAS, in response to the Town’s receipt of petitions for annexation and accompanying maps from Maria Larsen on behalf of Monument Ridge West, LLC, (the “Applicant”) seeking to annex certain lands (the “Property”) to the Town of Palmer Lake, on December 12, 2024, the Town Board of Trustees adopted Resolution 60-2024 finding the Property to be eligible to be annexed to the Town; and

WHEREAS, on March 5, 2025, the Applicant provided a letter withdrawing the Applicant’s applications for annexation of the Property and indicating its intent to submit modified applications at a later time.

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

1. In light of the Applicant’s withdrawal of the annexation petitions and maps as described above, Resolution 60-2024 is hereby rescinded and of no further force or effect.
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.

MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO THIS 27TH DAY OF MARCH 2025.

Votes Approving: _____
 Votes Opposed: _____
 Absent: _____
 Abstained: _____

ATTEST:

TOWN OF PALMER LAKE, COLORADO

 Dawn A. Collins
 Town Administrator/Clerk

BY: _____
 Glant Havenar
 Mayor



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Amended Board Mission and Vision
Presented by: Town Administrator/Clerk		

Background

As reviewed by the Board, enclosed is the final revision to the Mission and Vision for the town. This should be read for the record and the revised language will be posted to the Board of Trustee page on the town website.

Recommended Action

Approve the amended mission and vision.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 29-2025

A RESOLUTION TO APPROVE THE AMENDED BOARD MISSION AND VISION 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 Board of Trustees reviewed the current Town mission statement and vision and agreed to minor modifications to the statement.

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 declares their mission is to provide leadership to preserve our community dynamic with thoughtful growth in partnership with the citizens of the town of Palmer Lake.
 - Serving the community to provide public services and safety while respecting the diversity and values of our citizens.
 - Maintaining trust through effective communication, transparency, and partnership with the community.
 - To support a healthy economic environment to assure Palmer Lake’s future.
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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Policy for Annual Review and Designation of Board Members
Presented by: Town Administrator/Clerk		

Background

As discussed by the Board, enclosed is a revised policy for the annual review and designation of elected officials to act as a liaison to various departments and/or advisory commissions. This role is intended as communication conduit for the Board. Designation is not required for all members and may change annually depending on the needs identified by the Board and the availability of members.

Recommended Action

Approve the policy for assigning Board members.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 30-2025

A RESOLUTION TO APPROVE THE TOWN POLICY TO ASSIGN ELECTED OFFICIALS LIAISON ROLES 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 Board of Trustees desires to annually review and assign various elected officials to a liaison role to act as an communication conduit for the Board and public members.

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 approves the policy to assign elected officials a liaison role, 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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE POLICY TO ASSIGN ELECTED OFFICIALS LIAISON ROLES

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding reviewing and assigning elected officials in a liaison role.

Purpose

The Board of Trustees works in cooperation with a variety of other governmental agencies and entities, as well as several Town committees, boards, and commissions. To promote and encourage open communication between the Board and those other entities, it desires to establish policies for the Mayor and Trustees to serve as liaison to them. This policy is intended to provide guidance in the appointment of liaison to various entities, identify the role of such liaison, and to allow for annual review of such appointments and the processes involved.

Role of Board Appointed Liaison

The role of the Mayor or a Trustee appointed to act as a liaison between the Board of Trustees and another entity is to act as a communication conduit, attending meetings of the entity, listening to discussion and proceedings, gathering information to communicate to the Board of Trustees and, when requested to do so by the Board of Trustees, communicating information from the Board of Trustees to the entity. The Mayor or Trustee liaison is not to act as a member of the entity to which they have been assigned or to actively participate in the entity's discussions, but rather as a resource to receive and convey information.

The liaison role is not to direct staff, participate in personnel matters or in operational activity. Nor is the role to participate in discussions that are being considered advisory to the Board of Trustees or that involve decisions that could subsequently be appealed to the Board of Trustees. Any concerns about the liaison assignment shall be reported to the Town Administrator, the Town Attorney, and/or the Board of Trustees.

Annual Review

Annually, at a Board retreat scheduled between the last meeting of December and first meeting of January, or at such other times as the Board deems it appropriate, the Board will review and modify the liaison assignments as the Board deems appropriate.

Liaison Positions

Currently, the Board identified the following liaison assignments:

- Liaison assignment to the Planning Commission
- Liaison assignment to the Parks and Trails Commission
- Liaison assignment to the Water Department
- Liaison assignment to the Public Works Department
- Liaison assignment to Economic Development



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Town Purchase Policy
Presented by: Town Administrator/Clerk		

Background

The town has not historically had a written purchase policy, although regular practice and procedure has been followed. Enclosed are additions to the final version of the purchase policy for Board consideration.

Recommended Action

Approve the Town purchase policy based on current practice.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 31-2025

A RESOLUTION TO APPROVE A PURCHASE POLICY FOR THE TOWN PALMER LAKE, COLORADO

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

WHEREAS, the Town Board of Trustees desires to provide guidance to town personnel for standards when purchasing goods and services on behalf of the town.

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 approves the purchase 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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE PURCHASE POLICY

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding the purchasing authority for town operations.

In conjunction with the annual budget approved by the Board of Trustees of the Town of Palmer Lake, the following provides guidance to standards when purchasing goods and services on behalf of the Town, provide for timely purchases and follow good business practices.

Guidelines

Vendor relations: Town employees will conduct all purchasing functions in a professional manner and shall promote equal opportunity and fairness in all vendor relations.

Ethics and standards of behavior: All purchasing functions shall be conducted impartially to ensure fair competitive access by responsible vendors. In addition, public employees should conduct themselves in a manner that will foster public confidence in the procurement process.

Local preference: Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. If factors such as quality, previous performance, and availability are substantially equal among vendors, a vendor whose business is located in Palmer Lake may be awarded a contract if their quote or bid is within 10% of the low bid.

Multi-year contract: A contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the Town, provided that the term of the contract and annual appropriation and renewal provisions are included in the original solicitation process. Adequate funds must be available to fulfill the first fiscal year's obligation at the time of contract execution. Subsequent years' appropriations must be subject to authorization by the Town Board of Trustees.

Purchasing authority: The Town Administrator, or his or her designee, is authorized to enter into and sign agreements and make purchases on behalf of the town that are within the limits of this policy. At the discretion of the Town Administrator, a contract that is within the spending limits of the Town Administrator may be submitted to the Town Board of Trustees for its approval.

Policy and Threshold

The Town Administrator will maintain administrative rules with the provisions of this policy for the implementation of daily purchasing needs. All payments in Table A will be processed as soon as administratively feasible following delivery of product or work completed. Payments for purchases within the annual budget will not require Board of Trustee approval for payment. Payments for contracts approved by the Board of Trustees will not be resubmitted for approval prior to payment.

The following definitions apply –

Petty Cash: A maximum of \$200.00 will be available in the Administrative office for making change as needed for town staff or public members. Petty cash shall not be used to cash checks, make personal loans, or for wage advances. The Town Administrator or designee is the custodian of storing petty cash in a secure, locked location. Petty cash is reconciled monthly, or as determined by the custodian. The reconciliation is reviewed and agreed to by a second administrative staff member, with receipts booked to the appropriate account.

Open Market: Method of informal evaluation by the purchaser. Open market may be made without obtaining quotes if the price is determined fair and reasonable by town staff.

Comparative Pricing: Method of obtaining/soliciting three verbal or written quotes from qualified vendor/supplier. Select the quote and vendor providing the product or service for the lowest price and meets the required specification. A department supervisor or the Town Administrator shall have the authority to approve the expenditure as set forth in Table A.

Competitive Bid Process: Requests for Proposal (RFP) and Requests for Qualifications (RFQ) will be issued. The Board of Trustees have the sole authority to approve the expenditure and contract exceeding \$25,000. The town website will be the primary advertising for the bid process.

Table A is a general summary of purchasing guidelines.

Table A – General Summary of Purchasing Guidelines			
<i>Amount</i>	<i>Purchase Review</i>	<i>Process</i>	<i>(Contract) Approval</i>
Up to \$999.99	Department Supervisor	Open Market	Department Supervisor
\$1000--4999.99	Department Supervisor	Open/Comparative	Department Supervisor
\$5000—14,999.99	Town Administrator	Comparative	Town Administrator
\$15,000—24,999.99	Board of Trustees	Comparative	Town Administrator
Over \$25,000	Board of Trustees	Competitive	Board of Trustees

~~Note: For the purchase of recurring products and services, comparative pricing will be solicited approximately every five years, unless determined more frequently by the Town Administrator.~~
Signatures

Formatted: Font: Bold

All checks for expenditures of Town monies \$5,000 or less may be signed by the Town Administrator or designee. All checks for expenditures more than \$5,000 shall bear two (2) signatures, one of either the Town Administrator or designee, and the other of either the Mayor or Mayor Pro Tem. All checks for expenditures of Town monies over \$15,000 require the approval of the Board of Trustees prior to signing.

Formatted: Font: Not Italic

Exceptions

The following are exceptions to the Town’s purchasing policy.

Cooperative purchasing: Products or services for which other public agencies have gone through a competitive process and are able to have their bid price extend to the town. The town may also participate in joint bidding with other agencies if it is in the best interest of the town to do so.

Sole source purchase: Purchase of products and services which can only be provided by one supplier or only from one source due to patent, copyright, supply, or other issues, are exempt from the competitive bid process guidelines. The Town Administrator may approve waivers from the requirement of this policy, if determined to be in the town's best interest.

Emergency: The provisions of this policy may be suspended by the Town Administrator for emergency needs when it is necessary to preserve public health, welfare or safety. A report will be provided to the Board of Trustees specifying the nature of the emergency and the amount at the following regular meeting.

Insurance and benefits: The purchase of all insurance and benefits, including renewal or extension, and related recordkeeping services, are exempt from this policy. Insurance and benefits will be procured in a generally competitive manner as determined by the Town Administrator.

Utilities and other recurring monthly payment: The purchase of utilities and other recurring monthly payment (including but not limited to water, sanitation, electric, phone, fuel, consulting, etc.) are exempt from this policy.

Legal and investigation services: Outside legal services obtained by the town are exempt from this policy.

Intergovernmental agreements: Goods and services obtained from or payments made to other governmental or quasi-judicial entities pursuant to an approved agreement are exempt from this policy.

Preferred vendor: Where the Town has entered into a previous agreement with a vendor for specific products or services and has been satisfied with those products or services, the Town may utilize the products or services of that preferred vendor without the necessity for comparative or competitive pricing, though it is not obligated to do so.

Pass through funding: The purchase of goods and services to be funded solely by user fees paid directly for those goods or services are exempt from this policy.

Employees: Nothing in this policy shall be construed to apply to the hiring of Town employees.

Grants

The Town Administrator shall have the authority to authorize, approve and execute documents for grant applications for projects that have been budgeted by the Town Board of Trustees, unless the grant requires Board approval for submission. Board approval shall be required for

acceptance of all grants that require a match of town funds in excess of the Town Administrator's purchase authority in Table A.

Formatted: Font: Not Bold

Conflict of Interest

Neither the Town Board of Trustees, or any employee of the town, shall have any personal beneficial interest, either directly or indirectly, in any purchase made by the town or in any firm, corporation, or association furnishing or bidding on such purchase, except upon full disclosure and approval of such interest to the Town Administrator or Board of Trustees, according to the expense thresholds in Table A.



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Amended Public Comment Policy
Presented by: Town Administrator/Clerk		

Background

As reviewed by the Board, enclosed is the final version of the amended public comment policy including a proposed summary to be added to the start of each regular meeting agenda.

Recommended Action

Approve the amended public comment policy.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 32-2025

A RESOLUTION TO APPROVE AN AMENDED PUBLIC COMMENT POLICY FOR TOWN MEETINGS, PALMER LAKE, COLORADO

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

WHEREAS, the Town Board of Trustees recognizes the value of public comment on public issues and the importance of hearing from its citizens on matters of community interest; and

WHEREAS, the Board of Trustees desires to facilitate members of the public expressing their concerns on matters of community interest without interfering with the ability of the Board of Trustees to conduct its meetings and accomplish its tasks; and

WHEREAS, in order to achieve these goals, the Board determined necessary revisions to the adopted rules to standardize public comments during all Town meetings.

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 approves the amended Public Comment Policy as attached hereto and add to all Palmer Lake public meeting agendas.
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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE PUBLIC COMMENT POLICY

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding public comments during the Board of Trustee meetings. This policy must be adhered to by anyone wishing to address the Board.

The Board of Trustees of the Town of Palmer Lake recognizes the value of public comment on public issues relevant to Town government and acknowledges the importance of allowing members of the public to express themselves on matters of community interest. To permit the fair and orderly expression of such comments, the Board provides a period for public comment at every regular meeting as well as the opportunity during the meeting to comment on specific agenda items.

A. Public comment on items that ARE on the agenda.

1. Any public comment that relates to an item that is on the agenda must be provided during the discussion of that item.
2. Once the Board has acted on an agenda item, it will not entertain further discussion or comment on the item by the public.
3. A speaker who wishes to comment on an agenda item may do so in writing in advance with the Town Clerk.

B. For any public comment that relates to items that ARE NOT on the agenda.

A speaker who wishes to provide public comment on a non-agenda item must do so in person, or by email to the Town 24 hours in advance of the meeting time; but cannot do so telephonically or virtually.

C. Rules for ALL public comment.

All public comment, whether it is during the discussion of an agenda item or during the portion of the meeting allowing public comment on non-agenda items, must adhere to the following:

1. A speaker must be recognized by the Mayor before speaking.
2. The speaker should state their name and address for the record.
3. Comments should be addressed solely to the Board, as a whole, and not directed to Town Staff or individual Trustees.
4. Each speaker is limited to 3 minutes, unless the Board extends it.
5. No speaker can “pool” their time with another speaker.
6. Each speaker may only speak once on a topic or agenda item.
7. The Mayor may, in their discretion, limit the total amount of time or the total number of speakers that will be allowed in connection with a particular topic or agenda item.
8. Points made by previous speakers should not be duplicated, but a speaker can indicate they agree with comments of a previous speaker.

9. Only oral comments or written comments of one page or less are permitted. No other visual or auditory presentations are permitted.
10. Civility and respect for others is required.
11. Comments, or other distractions from audience members who have not been recognized by the Mayor to speak are not permitted.
12. The Mayor may require any individual to leave the meeting when that person fails to fully comply with any of these rules or does not observe reasonable decorum.
13. The Mayor may request the assistance of law enforcement if a person's conduct interferes with the orderly progress of the meeting.
14. The Mayor may call for a recess if the lack of decorum ~~so~~ interferes with the orderly conduct of the meeting.

The following shall be noticed in writing on ~~the Board of Town~~Trustee meeting agendas and read at the start of each meeting.

The Board of Trustees values public comment on issues relevant to Town government. To permit the fair and orderly expression of such comments, the Board will adhere to the following rules for public comment, whether for an agenda item or during public comment for non-agenda items brought by the public.

A speaker must be recognized by the Mayor to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Board, as a whole. Each speaker is limited to 3 minutes, cannot pool time with another, and each speaker may only speak once per topic. Civility and respect is required. Comments should not be directed to Town staff, individual Trustees or to public members. Comments or disruption from audience members not recognized by the Mayor are prohibited. Points already made should not be duplicated. Only written comments limited to one page will be permitted. Public members are also invited to submit comments by email to be distributed to the Board separately. Note that comments submitted to the Board of Trustees is a public record. Please understand that the Board will listen and consider public comments; however, the Board will not discuss or take action on your comment but may refer it to staff and/or a future meeting for discussion. Thank you for your cooperation.

[Failure to comply with this policy may subject a person to penalties and/or removal from the meeting in accordance with C.R.S. Section 18-9-108, Disrupting lawful assembly,]

Rev: 3-2025



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Authorize Purchase of Police Command Vehicle
Presented by: Police Chief Smith		

Background

As follow up to the workshop discussion on 2/27 about PLPD direction for the department, the need for a command vehicle was discussed.

Due to additional responsibilities assigned to the Lieutenant, the current jeep will be transitioned to Lt Lundy as a command vehicle to respond in Chief's absence. A maximum amount was approved by the Board and assisted in the search for a proper command vehicle for the Police Chief, a directed amount not to exceed \$38,000.00.

The vehicle sought and secured will be purchased from the Colorado State Purchasing Agreement for \$34,763.

Recommended Action

Approve resolution to authorize purchase of PLPD command vehicle for amount \$34,763.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 33-2025

A RESOLUTION TO AUTHORIZE SIGNATURE TO PURCHASE COMMAND VEHICLE FOR PALMER LAKE POLICE DEPARTMENT

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 Police Department is in need of a command vehicle; and

WHEREAS, the Board of Trustees directed Police Chief Smith to seek a vehicle not to exceed \$38,000, and a vehicle is secured for purchase.

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

1. The Mayor is authorized to sign the order quote for the 2025 Chevy Colorado for \$34,763.00, 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 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor



Vehicle: [Fleet] 2025 Chevrolet Colorado (14C43) 4WD Crew Cab WT (✔ Complete)

Quote: PALMER LAKE 2025 CHEVY COLORADO ORDER QUOTE 03-06-25

Quote Worksheet

	MSRP
Base Price	\$35,200.00
Dest Charge	\$1,595.00
Total Options	\$945.00
Subtotal	\$37,740.00
STATE CONTRACT PRICING	(\$4,247.00)
ZL6. ADVANCED TRAILERING PCKG (REQUIRED WITH Z82)	\$945.00
408. G80 LOCKING DIFFERENTIAL (REQUIRED WITH Z82)	\$325.00
Subtotal Pre-Tax Adjustments	(\$2,977.00)
Less Customer Discount	\$0.00
Subtotal Discount	\$0.00
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$34,763.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$34,763.00

Comments:

State Contract #193755

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 24882. Data Updated: Mar 5, 2025 6:46:00 PM PST.



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Resolution to Approve Amended Land Use Application Checklists -- REVISED
Presented by: Town Administrator/Clerk		

Background

This item includes revised checklists to the land use application checklists previously adopted in April 2024.

With the modifications adopted for the land use code, primarily, reference to the adopted Ch 17 Planned Development (PD) code on the checklists was amended to properly align with code. Additionally, disclaimer language is planned to be added to the application cover page. Where it is possible, staff would like to consolidate repetitive language (ie., drawing requirements) to reduce the size of the checklist making it more concise.

At this time, the enclosed resolution is to approve revisions to the following land use application checklists, noting that staff requests authority to amend the checklists to align with code and create more concise checklist for applicants.

Note the following:

- Application “disclaimer” language
- Annexation – AMENDED to align with current code and statutory requirements
- PD Sketch Plan – AMENDED to align with current Planned Development (PD) code regulations
- REMOVED “PUD Master Plan checklist”
- Planned Development Plan – AMENDED to align with current PD code regulations
- Final PD Plan – AMENDED to align with current PD code regulations

Recommendation

Approve the revised checklists as presented.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 34-2025

A RESOLUTION TO APPROVE AMENDED TOWN LAND USE APPLICATION CHECKLISTS

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 desires to maintain accurate application checklists for proper submittal of land use material for review by Town Staff and Consultants, as needed, within the Town of Palmer Lake, while at the same time maintaining flexibility to allow the checklists to be made more useful to applicants and Town staff.

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

1. The Board of Trustees hereby approves the amended application checklists, as attached.
2. The Board of Trustees authorizes Town staff, subject to the approval of the Administrator to make adjustments to the checklists from time to time as staff deems necessary to make the checklists more efficient, user-friendly, or helpful to applicants or staff to improve the application process, provided such adjustments are consistent with and not contrary to the provisions of the Palmer Lake Town Code.
3. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
4. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF MARCH 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

TOWN OF PALMER LAKE, COLORADO

ORDINANCE NO. 1-2025

**AN ORDINANCE AUTHORIZING THE SALE OF CERTAIN REAL PROPERTY OF
THE TOWN OF PALMER LAKE, COLORADO AND THE EXECUTION OF A
QUITCLAIM DEED IN CONNECTION WITH SUCH TRANSACTION.**

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, according to title work performed by Land Title Company and provided to the Town by Lynn Jack (the “Applicant”), the Town is the owner of certain real property described on Exhibits A and B, attached (the “Property”); and

WHEREAS, Section 31-15-713, C.R.S. authorizes the Town, by ordinance, to dispose of real property owned by the Town that is not used or held for park purposes or any other governmental purpose; and

WHEREAS, the Board of Trustees has considered the matter and determined that the Property is not used or held for park purposes or any other governmental purposes and that the Property is not likely to be needed for any such purposes for the foreseeable future, and the Property can be put to more beneficial use if it is conveyed to the Applicant, who is the owner of real property adjacent to the Property.

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

1. The Board of Trustees approves the conveyance of the Property described on Exhibits A and B, attached, to the Applicant, Lynn Jack, and authorizes the Mayor to execute the quitclaim deed attached hereto and take all other steps necessary to effectuate such conveyance.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

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

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF MARCH, 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Dawn A. Collins
Town Administrator/Clerk

BY: _____
Glant Havenar
Mayor

EXHIBIT A SHEET 1 OF 2

LEGAL DESCRIPTION:

A portion of the southwest quarter of Section 10, Township 11 South, Range 67 West of the 6TH P.M., County of El Paso, State of Colorado, being more particularly described as follows:

Commencing at a point on the southwesterly Right-of-Way line of State Highway 105 being monumented by a 3 1/2" aluminum cap marked CDOT, PLS 14166; thence North 56 degrees 06 minutes 11 seconds West along the southwesterly Right-of-Way line of said State Highway 105 (the bearings for this legal description are based upon a portion of the southwesterly Right-of-Way line of State Highway 105 being monumented at the a northerly point by a found 3 1/2" aluminum cap marked "CDOT PLS 14166" and at the southerly point by a found 3 1/2" aluminum cap marked "CDOT PLS 14166" and assumed to bear South 56 degrees 06 minutes 11 seconds East) along the southwesterly Right-of-Way line of State Highway 105, 259.70 feet to the northeast corner of the tract of land described in Warranty Deed file for record June 12, 2023 under Reception No. 223049353 and the Point of Beginning of the tract herein described;

thence South 33 degrees 53 minutes 49 seconds West along the northeasterly line of said tract of land, 60.00 feet;

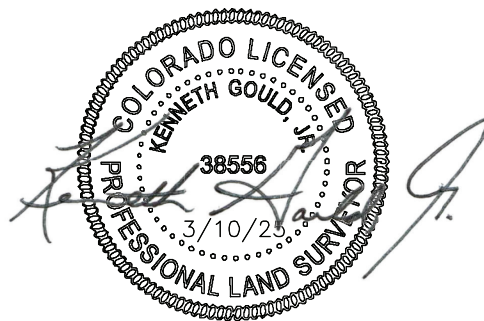
thence North 54 degrees 56 minutes 58 seconds West along the northeasterly line of said tract of land, 317.07 feet to the northeast corner of Lot 12, Meyer's Meadows Subdivision;

thence North 65 degrees 31 minutes 32 seconds West along the northeasterly line of said Lot 12, 230.16 feet to a point on the northerly line of a twenty-five (25') foot access easment as described in said Meyer's Meadows Subdivision;

thence North 66 degrees 10 minutes 03 seconds East, 107.98 feet along the northerly line of said twenty-five (25') foot access easement to a point on the southwesterly Right-of-Way line of State Highway 105;

thence South 56 degrees 06 minutes 11 seconds East along the southwesterly Right-of-Way line of State Highway 105, 486.41 feet to the Point of Beginning.

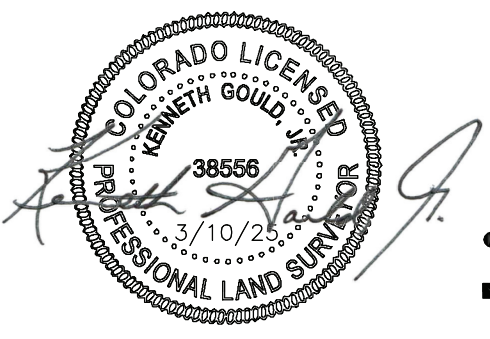
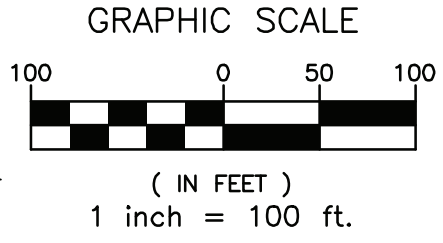
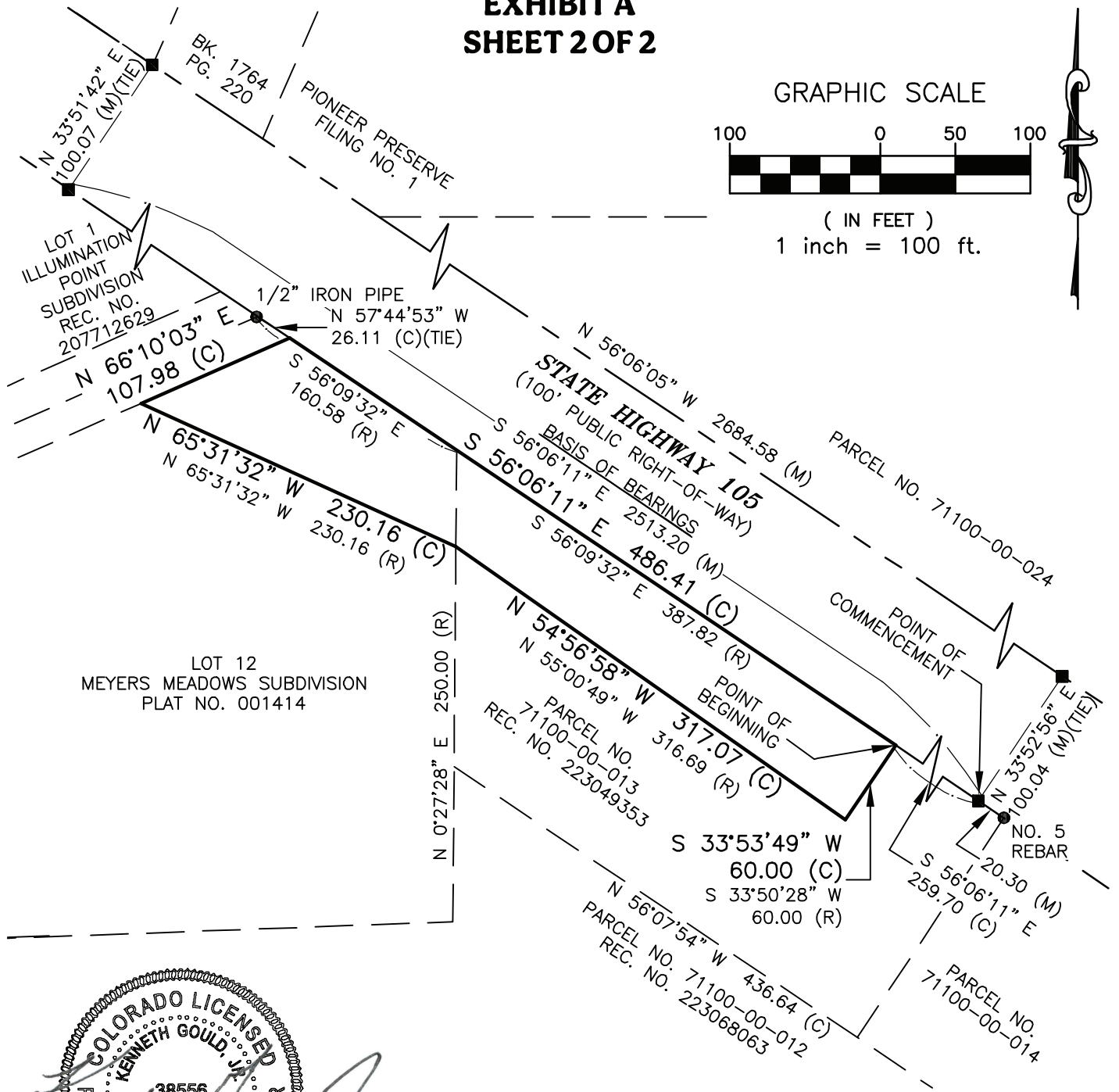
This property contains a calculated area of 31,829 square feet (0.7307 acres), more or less. Area shown hereon was not measured but instead is a result of a computer software calculation and is not warrantied or guaranteed.



**P.O. Box 7123
Woodland Park, CO 80863
(719) 687-8385
info@gouldls.com
GouldLandSurveying.com**

**Project No.: 25015
March 10, 2025**

EXHIBIT A SHEET 2 OF 2



LEGEND:

- Recovered monument, marked as noted.
- Recovered 3 1/2" Alum. CDOT monument
PLS 14166



P.O. Box 7123
Woodland Park, CO 80863
(719) 687-8385
info@gouldls.com
GouldLandSurveying.com

Project No.: 25015
March 10, 2025

EXHIBIT B SHEET 1 OF 2

LEGAL DESCRIPTION:

A portion of the southwest quarter of Section 10, Township 11 South, Range 67 West of the 6TH P.M., County of El Paso, State of Colorado, being more particularly described as follows:

Beginning at a point on the southwesterly Right-of-Way line of State Highway 105 being monumented by a 3 1/2" aluminum cap marked CDOT, PLS 14166, thence South 56 degrees 11 minutes 05 seconds East along the southwesterly Right-of-Way line of said State Highway 105 (the bearings for this legal description are based upon a portion of the southwesterly Right-of-Way line of State Highway 105 being monumented at the a northerly point by a found 3 1/2" aluminum cap marked "CDOT PLS 14166" and at the southerly point by a found 3 1/2" aluminum cap marked "CDOT PLS 14166" and assumed to bear South 56 degrees 06 minutes 11 seconds East) 20.30 feet to the northwest corner of a tract of land described in Warranty Deed filed for record June 12, 2025 under Reception No. 223049351 monumented by a No. 5 rebar;

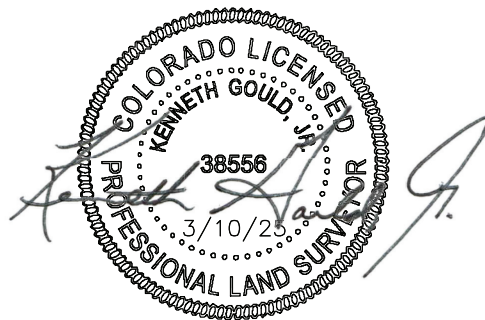
thence South 33 degrees 44 minutes 30 seconds West along the northwesterly line of said tract of land, 175.77 feet to the southwesterly corner of said tract of land and a point on the easterly line of a tract of land described in Warranty Deed filed for record August 10, 2023 under Reception No. 223068063 monumented by a found 1/2" iron pipe 0.4 feet below grade;

thence North 56 degrees 07 minutes 54 seconds West along the easterly line of said tract of land, 80.00 feet to the southeast corner of a tract of land described in Warranty Deed file for record June 12, 2023 under Reception No. 223049353;

thence North 33 degrees 44 minutes 30 seconds East along the southeasterly line of said tract of land, 175.81 feet to the northeasterly corner of said tract of land and a point on the southerly Right-of-Way line of State Highway 105;

thence South 56 degrees 11 minutes 05 seconds East along the southerly Right-of-Way line of State Highway 105, 59.70 feet to the Point of Beginning.

This property contains a calculated area of 14,062 square feet (0.3228 acres), more or less. Area shown hereon was not measured but instead is a result of a computer software calculation and is not warrantied or guaranteed.

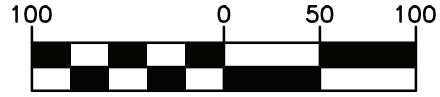


**P.O. Box 7123
Woodland Park, CO 80863
(719) 687-8385
info@gouldls.com
GouldLandSurveying.com**

**Project No.: 25015
March 10, 2025**

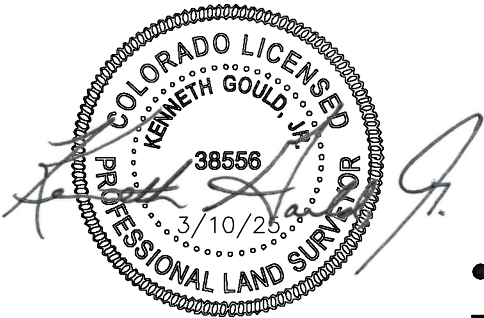
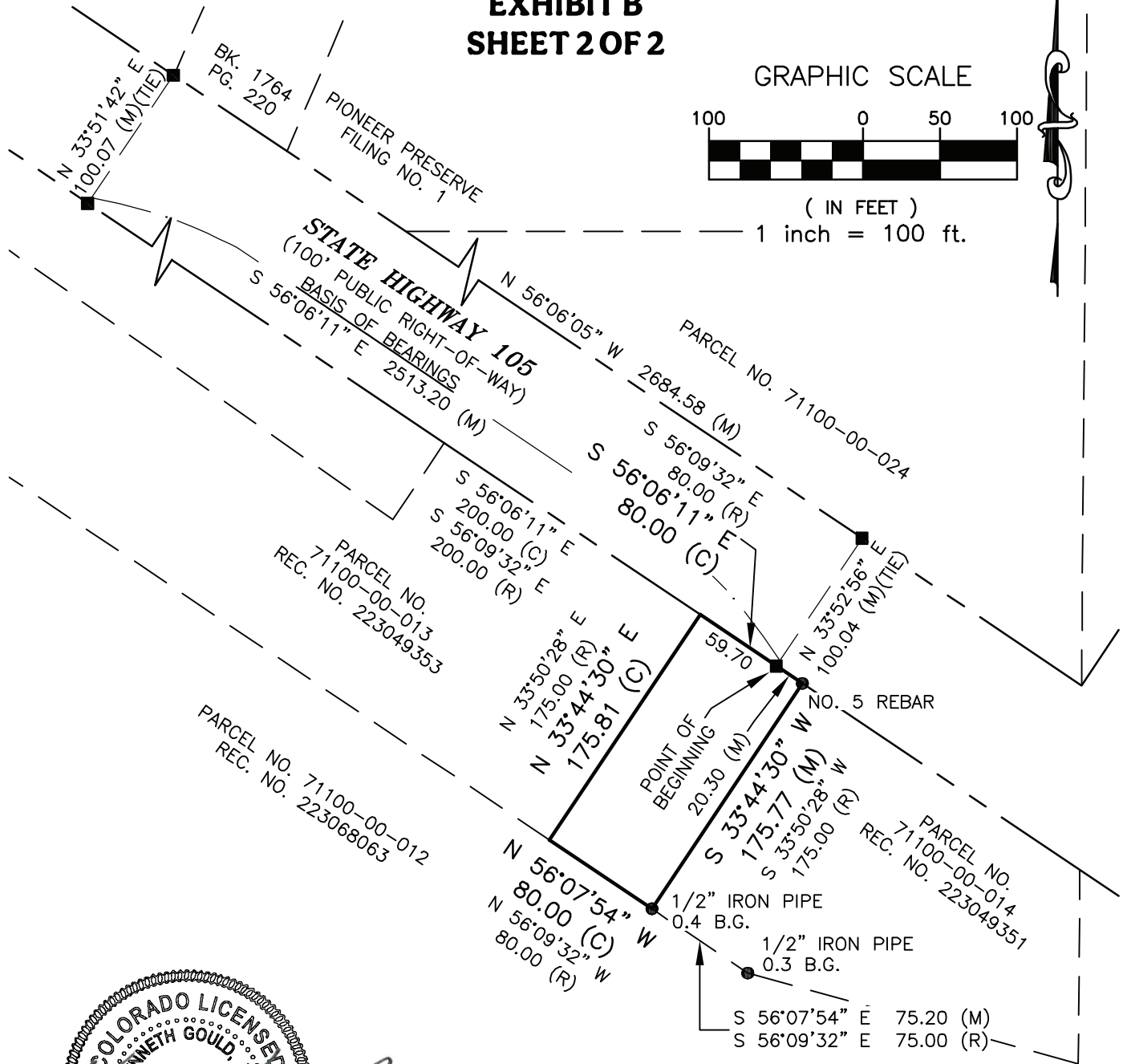
EXHIBIT B SHEET 2 OF 2

GRAPHIC SCALE



(IN FEET)

1 inch = 100 ft.



LEGEND:

- Recovered monument, marked as noted.
- Recovered 3 1/2" Alum. CDOT monument PLS 14166



P.O. Box 7123
Woodland Park, CO 80863
(719) 687-8385
info@gouldls.com
GouldLandSurveying.com

Project No.: 25015
March 10, 2025



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Direction re: Board of Trustee Expectations Including Social Media Policy
Presented by: Town Administrator/Clerk		

Background

As discussed by the Board, enclosed are proposed expectations for Board members to consider and uphold. Further discussion among Board members suggested adding language about elected officials' social media use.

Enclosed for reference is the current town policy re: Social Media, adopted in 2021. Additional samples may be provided from Krob Law.

Recommended Action

Direction to staff to finalize the Board expectations and/or an additional social media policy.



Expectations of the Palmer Lake Town Board of Trustees

Have a “yes, we can” attitude.

Town Board of Trustee members shall always show respect for each other. Disagreement and healthy debate are positive and expected. An effective Board is comprised of members who can agree to disagree, and discussions should not become personal.

Members shall keep an open mind and objectively listen to the opinions of other members before making a determination of an issue.

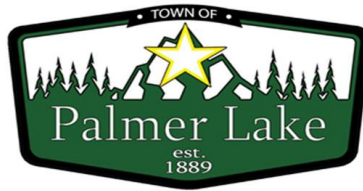
The Town Administrator/Clerk and Town Attorney will follow directives from the Board of Trustees as a body. Individual Board members may implement directives by bringing it to the Board for action. Town staff, other than the Town Administrator/Clerk, will take direction solely from the Town Administrator or a direct supervisor of that position.

The Town Board of Trustees is responsible for making policy. Town staff is responsible for implementing policy. Once a decision is made, Board members and staff accept and support the decision moving forward.

Town Board of Trustees are expected to review the meeting packet prior to the meeting. The Mayor has authority over the Board meetings. Focus shall be on the items at hand and not stray. Board members are expected not to interrupt the Mayor or any speaker that the Mayor has opened the floor to speak.

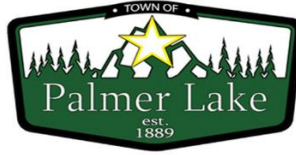
Like staff accepting the decisions made of the Board of Trustees, Board members may disagree; however, after a vote is taken, all members are expected to work together, not against each other, and support the decisions of the Board of Trustees.

Town staff shall be entrusted to the daily operations of conducting Town business. Board members shall be open to staff knowledge and expertise in their field and be open to staff recommendations relating to Town business when making decisions.



Town Board members and staff shall recognize and respect the role and responsibility of public servants, consider what is right for the community as a whole, and contribute to the enjoyment of serving the Town of Palmer Lake.

DRAFT



SOCIAL MEDIA POLICY			
ISSUE DATE:	January 2021	REVISION DATE:	

I. PURPOSE

The Town of Palmer Lake has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the Town through the use of social media. This policy establishes guidelines for the establishment and use of social media by the Town for conveying information about the Town of Palmer Lake and its events and activities. This policy also establishes guidance for employees and officials acting in a personal capacity for the Town when using social media.

The Town’s intent is to create a “government speech forum” or a “limited forum” devoted exclusively to the Town’s postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

II. POLICY

a. Town Website

The Town of Palmer Lake’s website is the Town’s primary and predominant internet presence. All of the Town’s website content and social media sites that are posted by departments and offices will be subject to approval by Town Administrator or designee. **Social media use should complement rather than replace the Town’s primary website.** Only employees authorized by the Town Administrator are authorized to post content on the Town of Palmer Lake website.

b. Social Media Posting

The general position of the Town of Palmer Lake is to use social media that **promotes one-way communication from the Town to the public**, to fully disable or disallow commenting on the Town’s social media posts, and to make clear the social media platform is merely reserved for government speech to allow municipal officials to post notices and information.

As a public entity, the Town of Palmer Lake must abide by certain standards to serve all constituents in a civil and unbiased manner. Only officials authorized by the Mayor and employees authorized by the Town Administrator are authorized to post content on an authorized Town of Palmer Lake social media profile on behalf of the Town. Any social media profiles used by the Town, including any login information and passwords, are the property of the Town of Palmer Lake and not the property of an employee or other party. Any social media profile used by the Town must be capable of editing, removing, and archiving content from social media websites.

Authorized employees, as well as elected officials, representing the Town of Palmer Lake on social media must conduct themselves at all times as professional and dignified representatives of the Town and in accordance with all policies, directives, and professional expectations.

Employees and/or officials posting content on behalf of the Town of Palmer Lake must follow these guidelines:

- Communications must be consistent with the goals, branding, mission, vision, and values of the Town of Palmer Lake.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
- Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.
- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, maintain transparency by using your real name and job title, and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that posting is your responsibility.
- Communications must never be for political purpose or in support of, or opposition to, political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce, or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, or sexual orientation, or other protected status.
- Communications must not compromise the safety or security of the public, public systems, or public services.

Any photograph or other digital media (“photo”) of a person’s likeness that the Town uses in publication or posting shall require a Photo Release/Waiver Form from the individual(s) in the photo.

Authorized employees posting on behalf of the Town of Palmer Lake may not post content to the Town’s social media profiles or engage in social media activities related to publishing the Town’s business during personal time. All social media activity must be made as part of the employee’s regular work activity.

An important part of social media use is restraint. While the Town of Palmer Lake desires to inform the community of the Town’s business, the Town is not entering into a debate or discourse with those reading the social media profile. As such, “commenting,” “liking,” or

“non-liking” of a post or comment by any other person is not permitted except in the following limited circumstance(s):

- An authorized employee may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
- An employee may respond to a comment or post to direct the poster to the Town website or to another platform post by the Town.

NOTE: The employee’s name and title should be made available in the responsive comment.

c. Reporting/Removal of Social Media Activity

A post, like, or comment by a member of the public on any Town social media profile is the opinion of the commentator or poster only. Publication of a user’s post, a like, or a comment does not imply endorsement of, or agreement by, the Town of Palmer Lake or reflect the opinions or policies of the Town. The Town of Palmer Lake assumes no liability for any comment, like, or post made by another person.

An authorized employee may, with the approval of the Mayor or Town Administrator, regulate comments or posts made by other persons on the Town’s social media profile as provided herein. The Town of Palmer Lake requires that authorized employees shall immediately notify the Town Administrator if there is any posted material that may violate this policy, violate the terms of use of the social media provider, is illegal, or that potentially infringes the copyrights or other rights of any person. The Town Administrator will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the Town of Palmer Lake:

- Obscene, threatening or violent content;
- Solicitation of commerce, including but not limited to, advertising of any non-Town related event, business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes upon the intellectual property rights of others;
- Content that is malicious or harmful software or malware.

The Town of Palmer Lake shall not deny access to the Town’s social media profile for any individual who violates the Town’s social media policy. The social media provider may, relying on their terms and conditions and their discretion, block a user or remove content in violation of the terms and conditions, and nothing herein restrains the social media provider from such actions.

d. Record Retention

The Town of Palmer Lake must retain all social media content published by the Town for the purpose of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Any content removed by the Town based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

e. Open Meetings Law Compliance

All conduct by officials serving on a governmental body must comply with the Colorado Sunshine Law. Officials should refrain from discussing business or action of the governmental body with one another using social media. Authorized employees publishing on the Town's social media profile should not engage officials serving on a governmental body when engaging in the Town's social media activity.

f. Employee Personal Conduct

Like other members of the community, employees may use social media profiles not belonging to the Town of Palmer Lake for the employee's personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain regardless of privacy settings and are easily replicated and published.

An employee's personal social media profile or use must remain personal in nature and not be used to share the Town's official government positions or views. In addition, employees should never use their Town e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the Town of Palmer Lake, employment with the Town is public record and members of the public may associate the employee with the Town. As such, employees must exercise care when posting on social media, as personal views can be tied back to employment with the Town of Palmer Lake.

Employees and Town officials posting personal content on social media must follow these guidelines:

- When commenting or posting on matters pertaining to the Town of Palmer Lake, the employee or official must make clear to others that s/he is speaking as a private citizen and not as a representative of the Town.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, and easily shared and replicated.
- Personal activity must be consistent with the Town's policies, directives and expectations.
- Personal activity is the personal responsibility of the employee or official, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee or official from exercising his/her right to the following:

- Make a complaint of unlawful *discrimination* or other workplace misconduct through the proper processes;
- To engage in lawful protected activities; or
- To express a personal opinion on a matter of public concern which may be balanced against the interests of the Town of Palmer Lake.

g. Compliance with Policy

The Town of Palmer Lake reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any public official may result in pursuit of any lawful action against any official in violation of policy.

SOCIAL MEDIA USE BY ELECTED OFFICIALS: SOME LEGAL ISSUES

By Tami Tanoue, CIRSA Executive Director

Social media engagement has become a regular part of life. On a daily basis, we check our emails and texts, and then probably go on to check our favorite social media sites, such as Facebook, Instagram, Snapchat, Twitter, and others. So it's no wonder that elected officials, too, have integrated social media into their public lives. But if you're an elected official, you should know that, because of the powers and responsibilities conferred on you by virtue of your position, your social media use has some legal dimensions that may not apply to the rest of us. This article explores a few of them.

Open Meetings Law

A scenario: You have a Facebook page for yourself under the category of "Politician." You post information about city happenings and resources, and welcome others to post there as well. One day, you post on a controversial topic that the Council will soon be tackling, and two of your fellow councilmembers get wind. All three of you go back and forth on the post about your respective views.

Is this a "meeting" within the meaning of the Colorado Open Meetings Law (COML)? Well, it seems at least arguable that it is! "Meeting" is defined in CRS Section 24-6-402(1)(b) as "any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication." Three or more members of the local public body (or a quorum, whichever is less) in such a gathering will trigger the notice and "open to the public" requirements of the COML.

How do you comply with the 24-hour "timely" posting requirement in the COML when you're posting on Facebook? How do you meet the "open to the public" requirement? Why does this article raise a lot of questions for which there isn't a clear answer? But you see the point...discussions of public business by the requisite number of governing body members can certainly take place in an electronic forum, and then these questions (and others) may come into play.

Open Records Act

A scenario: You post about an upcoming agenda item on the Facebook page featured in the previous scenario. For some reason, the discussion on the post starts to go completely sideways, with lots of negative comments, and some uncalled-for memes and photos. You start deleting some of the particularly disagreeable comments, and ultimately decide that the better part of valor is to just delete the whole darn post.

Are the post, and the comments, considered “public records” within the meaning of the Colorado Open Records Act (CORA)? Again, it seems at least arguable that they are! The term “public records” is defined to include “the correspondence of elected officials,” subject to certain exceptions, under CRS Section 24-72-202(6). Public records are open for public inspection and copying under CRS Section 24-72-203. Your municipality has most likely adopted a records retention and destruction schedule that governs how long various documents, including electronic documents, must be maintained prior to destruction.

So, could someone request a copy of a post that was on your Facebook page under CORA? What if you deleted the post? is there a record retention schedule that applied? Was that schedule violated when you deleted the post? More of those infernal questions for which there isn’t a clear answer...but you get the point! If there’s a chance that the posts are subject to CORA, then it might be smart to tolerate the replies you get on your post. Alternatively, make sure you have some posting rules in place so that everyone knows up front your expectations for your page. Perhaps something along these lines could be included in the “About” section of your page:

This is a page where ideas and information about our community are welcome, but they should be shared in a respectful manner. Comments that contain vulgar language, personal attacks of any kind, or offensive comments that disparage or discriminate on the basis of protected classes such as race, color, age, ancestry, religion, national origin, gender, military status, sexual orientation, or disability, will be deleted. Comments will also be deleted if they are: (i) spam or include links to other sites not relevant to our community; (ii) clearly off topic; (iii) advocate illegal activity; (iv) promote particular services or products; (v) infringe on copyrights or trademarks (vi) contain nudity in profile pictures, or (vii) are violations of any local, state, or federal laws and/or are otherwise unlawful. Multiple violations of this policy may result in a ban from this page.

Shall we alter the scenario just a bit, to further confound the situation? Why not? Let’s say that, when you set up your Facebook page, you chose the “government organization” category rather than the “politician” category. Furthermore, you decided to “borrow” the City’s official logo to use as your profile pic. Is it possible that these choices would strengthen the argument that the posts on the page are subject to laws like CORA? It’s possible! So check and see how you’ve set up your page. If you’re an individual elected official, it seems inaccurate to use the “government organization” category. And don’t “borrow” the City logo for your own purposes!

Quasi-judicial rules of engagement

A scenario: A site-specific land use application is scheduled to be considered by the Planning Commission on an upcoming agenda, with the Commission’s recommendation to be referred to the Council for final action at a later date. You consider the proposed use to be an extremely controversial one. But you’re worried that it’s a bit “under the radar,” what with summer vacations, holidays, and all. Of course, proper notice has been given by the Planning Department, but you’re still concerned that the proposal may get a favorable recommendation from the Commission without any citizen testimony. You decide to post this on your Facebook page: “Citizens, please read this IMPORTANT NOTICE! You need to know that the Planning Commission is going to be considering a proposal for _____ at its upcoming meeting on _____ at 7:00 p.m. As a Councilmember, I am taking no position on the proposal at this time. But if you care about our

community's future, then you will want to attend this very important hearing before the Planning Commission."

See any problems here? You've certainly stated that you're "taking no position" at this time, right? But it may appear to others, particularly the applicant, that you are opposed to the proposal and are trying to "gin up" opposition to it! Is that congruent with the "neutral decision-maker" role that you will need to take on once this quasi-judicial proposal goes up to the Council? Could the applicant take the position that it looks like you made up your mind, without evidence, long before the Council hearing, and therefore, you should be recused from participation? "But, but, all I'm doing is making sure the public knows about this proposal," you protest. Well, do you do that with EVERY proposal that comes before the Planning Commission, or did you just happen to pick out this one for the Facebook spotlight, Councillor, hmm? The essence of procedural "due process" rights that attach to a quasi-judicial matter is notice and a fair hearing before neutral, impartial decision-makers. You can see how, even if your intentions may have been honorable, you can easily cast doubts on your impartiality and neutrality with a post like this.

In keeping with our tradition, let's confound ourselves a little more. After you post this "IMPORTANT NOTICE," citizens start commenting. The flavor of the comments is captured by this one:

Councilmember, THANK YOU! I am outraged by this proposal, and cannot believe that the planning commission is even considering it!!! There's one of these developments in the town next door. It's become nothing but a haven for criminals. If the yahoos on the planning commission recommend approval, then I sure hope I can count on you to do the right thing on the Council and VOTE NO!!!!

Carried away in the moment, you reply: "You can count on me!!!!!"

Uh-oh! Did you just reveal that you're not exactly going to be a neutral decision-maker on this topic? Moreover, did you just leave a breadcrumb trail that you've had an "ex parte" or "outside the hearing" contact on this matter? And, maybe, did you reveal that your vote is going to be based on factors other than the criteria that your land use code will require you to consider? Yes, indeed, this scenario could be a winning trifecta of quasi-judicial "don'ts." You can bet that someone is taking a screenshot of the thread and saving it for future use...against you!

And let's say all of your colleagues on the Council saw similar posts on their respective pages. A majority votes "no" on the proposal on the basis of the potential for criminal activity (and several of you say so when you "explain your vote"). But there was absolutely no evidence about this in the record of the hearing before the Council. Is the decision vulnerable to being overturned, upon judicial review, because there is no evidentiary support for the basis of your decision? It's certainly possible!

Or maybe you didn't "explain your vote" after the hearing. But afterwards, you write a scathing post criticizing the idiots who voted "yes." "A couple of my so-called colleagues seem to be siding with the criminal element in our community. Citizens need to know that Councilmembers Smith and Jones voted "yes" on the proposal. In fact, they had the nerve to note that there was no evidence of criminal activity being associated with this development. Are you kidding me???" Social media "snipes" at your colleagues only make you look bad. Let

your vote speak for itself, don't try to explain lest you reveal an improper basis for your decision, and certainly don't bad-mouth the votes of your colleagues.

And what about the poor Planning Commissioners who may have wandered into your post? Are they going to read it and wonder why you seem to be jumping into the matter early and nullifying their responsibilities? It certainly may look that way to them. There's a time and place when your body, the City Council, will take up the matter. Jumping in front of the Planning Commission makes it look like you trust neither the Commission nor the process that your own land use code has established.

Conclusion

Social media use by elected officials implicates new and evolving legal issues, and this article only touches upon a few of them. The uncertainty is real! But you can avoid uncertainty and stay on solid ground if you follow these suggestions:

Consider whether you really need to be on social media in your elected official capacity. If only 23 people "like" your page, it may not be worth the hassle. And keep in mind that only a fraction of those 23 people may even be seeing your posts.

If you feel that the use of social media is a net plus and/or a service to your constituents, be extremely careful about what is posted! Stay away from discussions of items that will be or could be on your governing body's agenda. There's a time and place for discussion of those items, and it's most likely not social media. Stick to public service announcements, photos and posts about things you did ("It was great to meet so many of you when I volunteered at City Cleanup Day last week"), upcoming events like "Town Halls," re-posts of City newsletters, links to articles that tout your great city, and the like. If you're careful about what you post, you're not going to have to confront the uncertainties of COML, CORA, and other laws.

If you stick with helpful but non-controversial posts, then there won't be much of a need to delete posts. But it's still prudent to have a posting policy on your "about" page along the lines of the example above.

Be particularly careful to stay away from commenting on a pending quasi-judicial matter. This is where the stakes are highest! In a worst case scenario, an imprudent post could require your recusal from participating in the matter on the basis that you've revealed your non-neutrality, buttress someone's constitutional claim, serve as a basis to attack the body's decision, or all of the above.

Check to make sure you created your page under the right category. "Politician" is more accurate than "Governmental Organization." And don't use the official City logo, to avoid any implication that yours is an "official" City page.



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

DATE: March 27, 2025	ITEM NO.	SUBJECT: Direction re: Policy for Board Review of Documents
Presented by: Town Administrator/Clerk		

Background

A citizen requested the Board consider the following:

The specific agenda item is the suggestion that the Town have a written policy on how to provide updates/modifications to existing documents when under review using the standard red line approach (includes strike outs of eliminated text, new inserted text in red font, and red lines drawn vertically along any changed/modified diagrams [images, diagrams, etc.]).

Recommended Action

Direction to staff relating to a policy for review of documents.