



BOARD OF TRUSTEES MEETING

Thursday, October 23, 2025 at 6:00 PM

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

LIVE STREAM available on Town website

AGENDA

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

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

A speaker must be recognized by the Mayor to step to the podium, sign in, use the microphone, state name and address for the record, and address comments solely to the Board, as a whole.

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

Thank you for your cooperation.

Call to Order

Roll Call

Invocation

Pledge of Allegiance

Introductions/Presentations

1. Presentation of 2024 Financial Audit (P.Hall)

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

2. Minutes from October 9, 2025 Meeting
3. Checks Over \$15,000 - Meyer & Sams, Inc. (\$23,853.81)
4. Financials (September)

Staff/Department Reports

5. [Water](#)
6. Public Works including Roads & Park Maintenance
7. Police
8. Fire
9. Administration/Town Clerk
10. Attorney
11. Administrator/Clerk

Business Items

12. [\(Possible\) Resolution 62-2025 Initiating Annexation Proceedings and Setting a Hearing to Determine the Eligibility of Certain Lands, Crossing at Monument Creek](#)
13. Designation of Monument Ridge West Election Date
14. Ballot Language for Annexation Election
15. Address Board of Trustee Vacancy

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

Board Reports**Next Meeting and Future Items****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, October 09, 2025 at 6:00 PM

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

MINUTES

Call to Order/Roll Call -Mayor Dennis Stern called the meeting to order at 6:02PM- Roger Moseley, Mike Boyett, Atis Jurka, Dennis Stern, Beth Harris present.

Invocation - by Pastor Steve Berford (Cathedral Rock Church).

Pledge of Allegiance

The mayor addressed meeting conduct: open dialogue is welcome; personal attacks, defamatory statements, and disruptive behavior will not be tolerated. Requested civil, respectful discussion focused on solutions.

Trustee Roger Moseley issued an apology for losing their temper at a prior meeting and committed to improved decorum.

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 September 25, 2025 & October 2, 2025-
2. Checks Over \$15,000 - JT Thorpe Industrial, Inc (\$13,514.50) Tank #1 Rehab, Krob Law July (\$17,395.00) August (\$23,012.50) September (\$30,100.00) Legal Fees

Trustee Jurka asked how much reimbursable Attorney Krob is stated \$45,000 to be reimbursed (Buckee's annexation work).

Motion Boyett, Jurka Motion passed 6-0

Staff/Department Reports

3. Water – September Production
 - High-zone tank epoxy coat completed (9/18); +250k gal storage back online.
 - Groundwater plant underdrain/media replacement completed, plant back in service.
 - 4Q regulatory sampling completed (first week Oct); results pending, no issues expected.
 - SCADA remote access laptop to be completed Oct 16.
 - Maintenance: chlorine dioxide feed pump bearings out (replacement ETA 3 weeks); surface plant generator repairs completed (9/20); sodium hypochlorite tank bulkhead fitting replaced in-house.

- Leak detection (Oct 7): suspected leak near surface plant found to be spring; several town segments checked no leaks.
4. Public Works including Roads & Park Maintenance -Written report provided; questions to be routed to staff
 5. Police - Overview of license plate reader (LPR) tech; suggested discussion within budget process. Estimated three cameras could cover town ingress/egress: regional alert networking possible
 6. Fire - No new report. Brief discussion on ISO rating: Town ISO 4 noted as good; staff requested specifics on reported insurance challenges
 7. Town Clerk -
 - Star maintenance: Target completion by Oct 18, 2025 (weather permitting).
 - Star Lighting anniversary event: Nov 29, 2025; volunteers/sponsors welcome; additional Veterans Day (Nov 11) lighting planned.
 - Code Compliance report: Omitted from this packet; two months will be included in next packet.
 - Special events list noted (e.g., YMCA “Creepy Crawl” fun run Oct 25).
 8. Attorney - Litigation updates:
 - *Integrity Matters* case: **dismissed** (lack of standing; First Amendment & Open Meetings claims dismissed). Attorneys to seek attorneys’ fees.
 - *Mosley/Bradick v. Town*: **dismissed** under CGIA; claims barred and not assertable against municipality.
 - Variance review (121 Lake Ave): BOA-approved side setback variance appears in compliance with conditions (ILC and elevation reference). Height limit remains 30 ft; enforcement if exceeded.
 - Annexation-election parameters: Recommend future agenda to set logistics (payer, timing, ballot question drafting, etc.) given upcoming annexation elections.
 9. Administrator – focused on budget.

Business Items

10. a) Accept Resignation of Mayor Pro Tem Amy Hutson & Address Mayoral Vacancy Which May Include Appointment or Setting Election

Acceptance of Resignation – Motion (Caves, Boyett) All in favor motion passed.

- Mayor Pro Tem Amy Hudson’s resignation: Accepted (starts 60-day appointment clock).
- b) Appointment of Mayor Pro Tem
- Mayor nominated **Trustee Tim Caves** as Mayor Pro Tem.
- Vote: Split 3–3 → Motion failed.

c) Filling Trustee Vacancy

- Motion: (Harris) Choose from three recent applicants/candidates (Mike Beeson, John Marble, Alex Farr). Mosely, Harris, Jurka yes, Stern, Caves, Boyett No Motion failed 3-3.
- Motion: Open a 30-day general application & interview process. Failed 3-3. Mosely, Harris, Jurka yes, Stern, Caves, Boyett No Motion failed 3-3.
- Public comment was made by Keven Dreher regarding his concerns regarding appointments. He agrees with an application process. John Marble disagrees with opening the application up he stated he has been through the process. Mike Beeson, who was an applicant for trustee, said Kevin Dreher has a point to open it up he would be satisfied either way. He also asked Mr. Boyett to clarify his request for selecting someone unbiased. Jennifer Rausch she agrees with opening up the application process. However, whoever is on board now will never agree. Trustee Jurka realizes it will cost the town money to have an election but thinks that's the direction the board should go. Jurka makes a motion for a special election. Motion: Call a special election. No second (no action).
- Motion: Continue the item to next meeting to gather process/timing information. Motion (Moseley, Caves) All in favor motion passed.

11. Direction on Purchase of Police Vehicle

- Request to purchase a used police vehicle for up to \$19,000 (funding intended from STEP; no vehicle line in next year's budget if approved now).
- Motion (Stern, Caves) Roll Call Motion passed 6-0

12. Update/Direction on Elephant Rock Planned Development Plan

- Staff requested directions to decouple/phased PD to allow EcoSpa parcel to proceed separately, with staff (not a trustee committee) coordinating next steps.
- Motion (Moseley, Caves) Roll Call Motion passed 6-0

13. Designation of Monument Ridge West Annexation Election

- Attorney Krob advised avoiding Tue, Jan 20, 2026 (day after MLK Day) due to turnout/logistics; suggested Tue, Feb 3, 2026, with hearing moved accordingly (e.g., Feb 19).
- Motion (Moseley, Harris) Roll Call Motion passed 6-0
- Continued to next meeting for date determination.

14. Distribute Proposed Draft 2026 Budget & Set Hearing Date for 11/13

- Statutory distribution of proposed draft by Oct 15; budget work sessions to follow.
- Public hearing set: Thursday, Nov 13, 2025 (also to amend current budget as needed).
- Motion to set the budget hearing for 11/13/2025 (Jurka, Moseley) Roll Call Motion passed 6-0

Public Comment –

- **Kellie Currie Nancy Jurka:** Multiple comments urging accountability for public officials, citing code of conduct; one request for an official to step down following alleged remarks; one citizen requested Trustee Caves resign.

- **Facilities:** Request to keep pickleball court restrooms open over winter if heated; staff to review.
- **Meeting Access:** Requests to hold large-interest meetings in larger venues with reliable audio/streaming.

Board Reports

- Veterans Month (Nov): Events noted—Veterans Day ceremonies (morning at Crawford Memorial; evening star lighting), veteran business conference (Nov 7, Great Wolf Lodge).
- Regional Updates: PPACG meeting recap; regional transportation project updates; upcoming CML training (Oct 22–23).
- Packets & Transparency: Trustees requested agenda packets (and legal analyses) be provided by the Friday before meetings where possible, with public posting at least 24 hours in advance.

Next Meeting and Future Items –

- Budget Workshop TBD, Regular Meeting 10/23
- Resolution/standards for packet timing and inclusion of attorney analyses.
- Consider larger venue and streaming for major annexation/zoning/PDP hearings.
- Discussion of procedures to ensure accountability for officials' conduct under Town code and ethics policy.
- Follow-up on trustee vacancy process/timeline and potential election synchronization options.

Adjourn – Motion (Harris, Moseley) all in favor motion passed 6-0

7:44PM

Town of Palmer Lake

PO Box 208
Palmer Lake, CO 80133
(719)481-2953

Community Banks of Colorado
VOID 90 DAYS FROM DATE OF ISSUE
82-201/1021

51106

Item 3.

10/10/2025

PAY TO THE MEYER & SAMS, INC. DBA GMS INC
ORDER OF

\$ 23,853.81

Twenty Three Thousand Eight Hundred Fifty Three Dollars and 81 Cents

DOLLARS

MEMO
MEYER & SAMS, INC. DBA GMS INC
611 N. Weber Street
Suite 300
Colorado Springs CO 80903-1074



⑈051106⑈ ⑆102102013⑆ 02903119495⑈

Town of Palmer Lake

51106

Vendor ID	Name	Payment Number	Check Date	Check Number		
MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	0003521	10/10/2025	51106		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
09	10/3/2025	Buc-ee's Developmen	\$18,486.00	\$18,486.00	\$0.00	\$18,486.00
66	10/3/2025	General engineering	\$5,367.81	\$5,367.81	\$0.00	\$5,367.81

Totals: \$23,853.81 \$23,853.81 \$0.00 \$23,853.81

Town of Palmer Lake

51106

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Totals: \$23,853.81 \$23,853.81 \$0.00 \$23,853.81

Photo Safe Deposit® Details on Back.

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

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

October 3, 2025
Invoice No: 9

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

Professional Services from July 26, 2025 to August 29, 2025

Phase .600 Development Reviews

Prepare closure report for proposed annexation parcel; meet with Buc-ee's representatives to review annexation and plat details; coordinate on plat and easement review; review sketch plan and planned development plan (PDP) documents, including applicant responses to previous comments and revisions to submittal drawings; prepare for and attend DRT meetings to coordinate review of resubmittal packages, discuss applicant responses, and establish timelines for providing comments; draft review memos for annexation, sketch plan, and PDP resubmittals; evaluate applicant responses to prior comments and identify areas requiring continued coordination beyond the planning stage; review annexation documents, maps and legal descriptions for accuracy against recorded deeds and right-of-way exemption documents; coordinate with DRT, CMI, and Town attorney regarding remaining issues, including engineering and drainage concerns; assist in preparing for meetings with the applicant team to address outstanding items.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	82.50	\$206.00	\$16,995.00
Senior Design Technician	3.50	\$192.00	\$672.00
Resident Representative	<u>7.00</u>	<u>\$117.00</u>	<u>\$819.00</u>
	93.00		\$18,486.00
Total Labor			\$18,486.00
		Total This Phase	\$18,486.00

Total this Invoice \$18,486.00

Outstanding Invoices

Number	Date	Balance
8	09/30/2025	\$2,989.50
Total		\$2,989.50

ACCOUNT# 10-21-5109-040
REIMB



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

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

October 3, 2025
Invoice No: 66

Project 17071 Town of Palmer Lake-General Engineering

Professional Services from July 26, 2025 to August 29, 2025

Phase .000 General

Prepare for and attend DRT meeting on Buc-ee's status and coordinate BoT meeting reschedule for Annexation, Planning Commission member questions and prep for next PC meeting; review status of Highbrook project for completeness, address lot access and tank easement concerns; discuss processing of Red Rock Acres submittal, including name change and compliance with new code; coordinate with Municode on publishing newly adopted codes; review status of Albright subdivision and need for pre-application meeting to clarify project intent; review CORA request and coordinate with staff on response requirements; review previous land use permit and drawings for 121 Lake Avenue maximum building height compliance; analyze code language and definitions; provide summary response to staff; prepare for and participate in DRT meeting to discuss ongoing projects and priorities, including: need to publish updated Land Use Code and zoning map updates; status updates on Buc-ee's resubmittals and reviews, LVH continuation, Fowler Branch, Highbrook, Wilson Kincade lot line adjustment, Illumination Point, Red Rock Acres annexation petition, Elephant Rock PD and Villas.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	<u>2.70</u>	\$206.00	<u>\$556.20</u>	
	2.70		\$556.20	
Total Labor				\$556.20

Reimbursable Expenses

Mileage			<u>\$37.11</u>	
			\$37.11	
Total Reimbursables				\$37.11
ACCOUNT# <u>10-21-5109</u>			Total This Phase	\$593.31

Phase .300 Drainage/Stormwater Management



Prepare for and attend site meeting at Glen Park to address drainage issues, reviewing site conditions, culverts, flow patterns, routing options, and sediment control; develop drainage contours and basins for Crescent Ave and Walnut Avenue and create drainage mitigation exhibit for Glen Park; prepare site plan, preliminary drainage alignment, vertical drop concept, and low-water crossing research; compile initial data and perform preliminary drainage calculations; process LiDAR data into AutoCAD and generate a surface model for the contributing drainage areas to Glen Park.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	3.70	\$206.00	\$762.20	
Design Technician 2	1.30	\$151.00	\$196.30	
Staff Engineer	1.20	\$147.00	\$176.40	
Resident Representative	1.00	\$117.00	\$117.00	
	7.20		\$1,251.90	
Total Labor				\$1,251.90
ACCOUNT#	<u>10-51-5108</u>		Total This Phase	\$1,251.90

Phase .502 Lakeview Heights

Review questions from applicant on billing and time, prepare response to staff.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	.40	\$206.00	\$82.40	
	.40		\$82.40	
Total Labor				\$82.40
ACCOUNT#	<u>10-21-5109-041</u>		Total This Phase	\$82.40

Phase .521 0 Brook Street Development

Prepare for and attend DRT meetings regarding submittal document review, completeness determination, and resubmittal requirements; review revised drawings to assess submittal completeness and draft response to applicant; evaluate proposed access plans for Lots 3 and 4 against minor subdivision criteria; coordinate with applicant via email and meetings on major vs. minor classification and access issues; participate in DRT discussions on major vs. minor subdivision classification and access via proposed easement; review and compare access note revisions to code requirements for minor subdivision eligibility; coordinate with applicant on resubmittal of missing slope drawings and other required documentation; attend multiple meetings with DRT and applicant teams to address lot access, easement concerns, and completeness review findings; complete final review of revised submittal documents and prepare completeness memo for Town staff.

Professional Services

	Hours	Rate	Amount	
Senior Professional Engineer	8.90	\$206.00	\$1,833.40	
	8.90		\$1,833.40	
Total Labor				\$1,833.40
ACCOUNT#	<u>10-21-5109-045</u>		Total This Phase	\$1,833.40

Phase .522 Red Rock Acres Development

Telephone conferences with the applicant's engineer to discuss water-related topics for the upcoming meeting; prepare for and attend meeting with the applicant team to address water provisions for the development, including system extension, looping, and water rights transfer.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	1.30	\$206.00	\$267.80
	<u>1.30</u>		<u>\$267.80</u>
Total Labor			\$267.80
ACCOUNT# <u>10-21-5109-043</u>		Total This Phase	\$267.80
		<i>REIMB</i>	

Phase .524 Chinn Annexation

Review Chinn annexation petition documents, including annexation maps and legal descriptions; coordinate with Town attorney on code requirements to meet for Article 17.14.010 and impacts to Buc-ee's annexation process; review annexation protest documents.

Professional Services

	Hours	Rate	Amount
Senior Professional Engineer	6.50	\$206.00	\$1,339.00
	<u>6.50</u>		<u>\$1,339.00</u>
Total Labor			\$1,339.00
ACCOUNT# <u>10-21-5109-040</u>		Total This Phase	\$1,339.00
		<i>REIMB</i>	

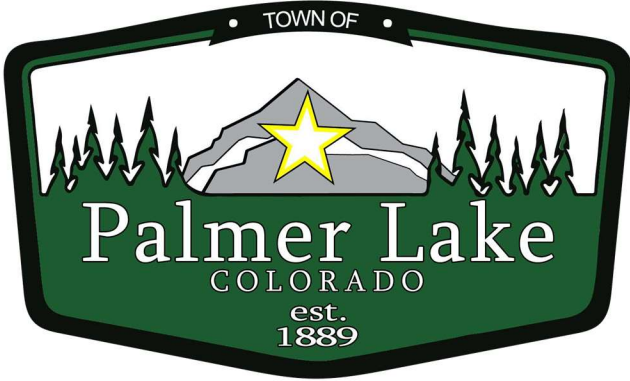
Total this Invoice **\$5,367.81**

Outstanding Invoices

Number	Date	Balance
65	09/30/2025	\$4,735.80
Total		\$4,735.80



TOWN OF PALMER LAKE
Financial Statements
September 2025
Unaudited



**Schedule of Cash Position
September 2025**

TOWN OF PALMER LAKE
Schedule of Cash Position
September 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	\$ 2,951,136
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.32%	\$ 1,634,448
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.32%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.32%	\$ 69,464
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.32%	\$ 11,568
General Fund Reserves Subtotal				<u>\$ 1,715,487</u>
General Fund Accounts Total				<u><u>\$ 4,666,623</u></u>
WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,750,951
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.32%	\$ 208,196
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.32%	\$ 231,366
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.32%	\$ 230,649
Water Fund Accounts Total				<u>\$ 2,421,162</u>
CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.32%	\$ 31,631
Conservation Trust Fund Account Total				<u><u>\$ 31,631</u></u>



**Financial Reports
September 2025**

TOWN OF PALMER LAKE

Item 4.

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

For the Nine Months Ended September 30, 2025
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 75%)
REVENUE				
Taxes	\$ 3,579,885	\$ 2,957,927	\$ (621,958)	83%
Fees and Licenses	288,725	156,669	(132,056)	54%
Fines	60,000	40,173	(19,827)	67%
Interest	85,567	62,068	(23,499)	73%
Departmental	70,500	67,431	(3,069)	96%
Grants and Donations	1,512,517	125,204	(1,387,313)	8%
Miscellaneous	87,600	703,063	615,463	803%
Total Revenue	\$ 5,684,794	\$ 4,112,535	\$ (1,572,259)	72%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 225,114	\$ 82,139	73%
Professional Services	372,700	539,382	(166,682)	145%
Administrative/Operations	260,700	205,212	55,488	79%
Capital Outlays	26,200	23,154	3,046	88%
Total Administration	\$ 966,853	\$ 992,862	\$ (26,009)	103%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 725,290	\$ 399,319	64%
Professional Services	114,400	56,251	58,149	49%
Administrative/Operations	184,009	140,018	43,991	76%
Capital Outlays	12,000	47,457	(35,457)	395%
Total Police Department	\$ 1,435,018	\$ 969,016	\$ 466,002	68%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 689,503	\$ 310,017	69%
Professional Services	17,700	14,332	3,368	81%
Administrative/Operations	137,525	94,213	43,312	69%
Capital Outlays	15,000	17,825	(2,825)	119%
Total Fire Department	\$ 1,169,745	\$ 815,873	\$ 353,872	70%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 206,477	\$ 86,902	70%
Professional Services	31,300	16,831	14,469	54%
Administrative/Operations	187,800	122,654	65,146	65%
Capital Outlays	1,825,996	115,286	1,710,710	6%
Total Roads Department	\$ 2,338,475	\$ 461,248	\$ 1,877,227	20%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 49,900	\$ (2,300)	105%
Capital Outlays	20,000	9,374	10,626	47%
Total Parks Department	\$ 67,600	\$ 59,274	\$ 8,326	88%
Total Expenditures	\$ 5,977,691	\$ 3,298,273	\$ 2,679,418	55%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (292,897)	\$ 814,262	\$ 1,107,159	
FUND BALANCE - BEGINNING OF YEAR		\$ 4,721,781		
FUND BALANCE - END OF YEAR		\$ 5,536,043		

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 Nine Months Ended September 30, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 75%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 1,036,580	\$ (401,677)	72%
Water Improvement Fee	79,626	59,426	(20,200)	75%
Water Loan	217,596	163,252	(54,344)	75%
Water Tap Fees	75,090	25,030	(50,060)	33%
Water Meter/Parts	2,550	850	(1,700)	33%
Late Fees/Service Fees	15,000	14,080	(920)	94%
Interest	30,000	21,685	(8,315)	72%
Grants	-	7,500	7,500	0%
Miscellaneous	-	3,256	3,256	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 1,331,659</u>	<u>\$ (526,460)</u>	<u>72%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 315,114	\$ 236,025	57%
Professional Services	133,500	64,003	69,497	48%
Administrative/Operations	443,300	326,671	116,629	74%
Capital Outlays	454,800	401,783	53,017	88%
Debt Service	211,887	105,944	105,943	50%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 1,213,515</u>	<u>\$ 581,111</u>	<u>68%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 63,493</u>	<u>\$ 118,144</u>	<u>\$ 54,651</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,553,576</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,671,720</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,455,149</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 Nine Months Ended September 30, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 75%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ 22,619	\$ (13,381)	63%
Interest	1,425	1,023	(402)	72%
Total Revenue	\$ 37,425	\$ 23,642	\$ (13,783)	63%
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	2,681	1,319	67%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	\$ 27,296	\$ 2,681	\$ 24,615	10%
NET CHANGE IN FUND BALANCE	\$ 10,129	\$ 20,961	\$ 10,832	
FUND BALANCE - BEGINNING OF YEAR		\$ 79,157		
FUND BALANCE - END OF YEAR - Restricted		\$ 100,119		



**Accounts Payable Reports
September 2025**

Ranges: From: To: From: To:
 Check Number First Last Check Date 9/1/2025 9/30/2025
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50975	AIRGAS	AIRGAS USA, LLC	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$108.82
50976	ALLCOPYPRODUCTS	ALL COPY PRODUCTS, INC.	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$227.57
50977	AMCOBIIT	AMCOBI	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$3,846.00
50978	BLADESGROUP	BLADES GROUP LLC	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$1,426.00
50979	CHRISTIANBROTHE	CHRISTIAN BROTHERS AUTOMOTIVE	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$1,697.23
50980	CITYFINANCEACCT	CITY FINANCE ACCT REC	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$2,610.00
50981	FIRSTRESPONDER	FIRST RESPONDER COMMUNICATIONS	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$599.00
50982	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$19,034.53
50983	HYDROCORP	HYDROCORP INC	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$459.45
50984	MONARCHMERCHANT	MONARCH MERCHANDISING	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$88.42
50985	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$5,000.00
50986	MYFLEETCENTER	MYFLEETCENTER	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$114.73
50987	STERICYCLE	STERICYCLE, INC.	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$42.55
50988	GAZETTE	THE GAZETTE	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$6,983.42
50989	THRIFTYTHRONES	THRIFTY THRONES	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$1,780.00
50990	UNCC	UTILITY NOTIFICATION CENTER OF	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$31.55
50991	VETERANSTOWINGA	VETERAN'S TOWING AND RECOVERY	9/4/2025	COBANK-CKG 9495	PMCHK00000242	\$288.75
50992	4RIVERSEQUIPMEN	4 RIVERS EQUIPMENT	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$1,955.64
50993	ARCHITIVITY	ARCHITIVITY LIMITED	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$6,000.00
50994	BRADLEYEXCAVATI	BRADLEY EXCAVATING INC.	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$51,821.00
50995	BRANDYTURNER	BRANDY TURNER	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$428.40
50996	CIRSA	CIRSA	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$2,901.13
50997	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$35.00
50998	CKT	COMMON KNOWLEDGE TECHNOLOGY	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$2,803.00
50999	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$27,212.50
51000	CROSSPOINT	CROSS POINT SOLUTIONS LLC	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$450.00
51001	ECS	EMPLOYERS COUNCIL	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$334.00
51002	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$4,723.40
51003	GALLS	GALLS, LLC	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$382.97
51004	GRANTMASSEY	GRANT MASSEY	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$40.00
51005	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$2,004.21
51006	HIGHALTITUDEEQU	HIGH ALTITUDE EQUIPMENT	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$221.76
51007	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$281.15
51008	JENNIFERGALLAGH	JENNIFER GALLAGHER	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$433.40
51009	JERRYPATSHANE	JERRY PAT SHANE	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$420.00
51010	LAURAMAWDSLEY	LAURA MAWDSLEY	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$375.00
51011	TORWEIHE,LETICI	Leticia Torweihe	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$167.05
51012	LYONSGADDIS	LYONS GADDIS	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$66.00
51013	MICHAELWEINFELD	MICHAEL WEINFELD	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$425.00
51014	MOSERTRAINING	MOSER TRAINING SOLUTIONS LLC	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$650.00
51015	PALMERLAKESANIT	PALMER LAKE SANITATION	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$1,771.32
51016	DPCINDUSTRIES	PVS DX, INC.	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$70.00
51017	REPUBLICSERVICE	REPUBLIC SERVICES #653	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$872.02
* 51018	SPECTRUMAUTO	SPECTRUM AUTO	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$1,187.00
51019	SUSANARNOLD	SUSAN ARNOLD	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$423.40
51020	T2SYSTEMS	T2 SYSTEMS CANADA INC.	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$70.00
51021	UCH-MHS	UCHealth	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$18,005.45
51022	USABLUEBOOK	USABLUEBOOK	9/11/2025	COBANK-CKG 9495	PMCHK00000243	\$361.09
51023	ABIGAILLABADIE	ABIGAIL LABADIE	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$75.00
51024	ALERT360	ALERT 360	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$32.03
51025	AT&TMOBILITY	AT & T MOBILITY	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$1,691.66
51026	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$927.48
51027	CENTURYLINK	CENTURYLINK	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$703.93
51028	CIRSA	CIRSA	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$42,065.84
51029	GBS	GOVERNMENTAL BUSINESS SYSTEMS	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$11,832.00
51030	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$766.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51031	JUDYEGBERT	JUDY EGBERT	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$40.60
51032	LOCLYZMEDIA	LOCLYZ MEDIA SERVICES	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$595.00
51033	MIKEDIAMOND	MIKE DIAMOND	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$75.00
51034	MOBILESCREEN	MOBILE SCREEN REPAIR, LLC	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$2,655.00
51035	OREILLY	O'Reilly Automotive, Inc.	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$394.07
51036	ORKIN	Orkin	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$495.25
51037	RAMPARTSUPPLY	RAMPART SUPPLY	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$253.67
51038	PERRY,ROBERT	Robert Perry	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$270.68
51039	SOURCEMANAGE	SOURCE MANAGEMENT INC.	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$24.10
51040	SPRINGSMOUNTAIN	Springs Mountain Water	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$90.65
51041	STRATEGICGOV	STRATEGIC GOVERNMENT RESOURCES	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$1,894.00
51042	USABLUEBOOK	USABLUEBOOK	9/17/2025	COBANK-CKG 9495	PMCHK00000244	\$135.66
51043	BRANDYTURNER	BRANDY TURNER	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51044	BRIANNE SUAREZ	BRIANNE SUAREZ	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$500.00
51045	BRYCEVANDREW	BRYCE VANDREW	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$500.00
51046	CITYFINANCEACCT	CITY FINANCE ACCT REC	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$1,794.00
51047	COLORADOANALYTI	COLORADO ANALYTICAL LAB	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$492.20
51048	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$105.00
51049	COREANDMAIN	CORE & MAIN LLP	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$1,231.49
51050	DAVESAUTOMOTIVE	DAVE'S AUTOMOTIVE	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$577.82
51051	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$2,035.50
51052	GEN-TECH	GEN-TECH	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$1,617.25
51053	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$4,354.93
51054	INTERMOUNTAINSA	INTERMOUNTAIN SALES OF DENVER	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$751.50
51055	JENNIFERGALLAGH	JENNIFER GALLAGHER	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51056	JERRYPATSHANE	JERRY PAT SHANE	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51057	CICCOLELLAJOHN	JOHN CICCOLELLA	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$320.00
51058	VINCENT, JOHN	JOHN VINCENT	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$16.63
51059	JTTORPE	JT THORPE INDUSTRIAL, INC.	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$13,541.50
51060	KROBLAWOFFICES	KROB LAW OFFICE, LLC	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$70,507.50
51061	LAURAMAWDSLEY	LAURA MAWDSLEY	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51062	LEWISPALMER	LEWIS-PALMER MS CROSS COUNTRY	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$100.00
51063	MES	MES SERVICE COMPANY, LLC	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$1,287.02
51064	MICHAELWEINFELD	MICHAEL WEINFELD	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51065	MOBILESCREEN	MOBILE SCREEN REPAIR, LLC	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$1,091.00
51066	SANDRAANDRUS	SANDRA ANDRUS	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$5.00
51067	SUSANARNOLD	SUSAN ARNOLD	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$20.00
51068	KNASTERTECHNOLO	THE KNASTER TECHNOLOGY GROUP	9/26/2025	COBANK-CKG 9495	PMCHK00000245	\$238.00
51069	WHITNEYROMA	WHITNEY ROMA	9/29/2025	COBANK-CKG 9495	PMCHK00000246	\$5.00

Total Checks: 95

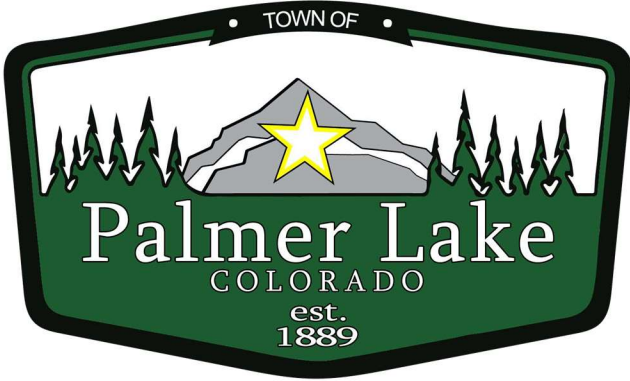
Total Amount of Checks: \$336,252.69

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date From: To:
 9/1/2025 9/1/2025 9/30/2025
 Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
9/2/2025	CMTRX00000220	Bank Transaction Entry	WDL000002332	Xfinity	13.23
9/2/2025	CMTRX00000220	Bank Transaction Entry	WDL000002333	Comcast Business	209.85
9/3/2025	CMTRX00000220	Bank Transaction Entry	WDL000002341	Card Connect Fees	106.23
9/3/2025	CMTRX00000220	Bank Transaction Entry	WDL000002342	Card Connect - Deposit Refund	75.00
9/4/2025	CMTRX00000220	Bank Transaction Entry	WDL000002348	Paycom	91,970.31
9/5/2025	CMTRX00000220	Bank Transaction Entry	WDL000002347	WEX Fuel	3,748.50
9/8/2025	CMTRX00000220	Bank Transaction Entry	WDL000002322	Black Hills Energy	138.39
9/8/2025	CMTRX00000220	Bank Transaction Entry	WDL000002339	HealthEquity	5.00
9/8/2025	CMTRX00000220	Bank Transaction Entry	WDL000002340	Humana	1,620.84
9/9/2025	CMTRX00000220	Bank Transaction Entry	WDL000002334	CORE Electric	7,886.92
9/10/2025	CMTRX00000220	Bank Transaction Entry	WDL000002346	Pinnacol Assurance	7,134.12
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002323	Black Hills Energy	25.79
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002324	Black Hills Energy	25.79
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002325	Black Hills Energy	33.03
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002326	Black Hills Energy	25.79
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002327	Black Hills Energy	26.39
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002328	Black Hills Energy	29.41
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002329	Black Hills Energy	35.45
9/11/2025	CMTRX00000220	Bank Transaction Entry	WDL000002330	Black Hills Energy	25.79
9/15/2025	CMTRX00000220	Bank Transaction Entry	WDL000002335	PCS	1,674.26
9/15/2025	CMTRX00000220	Bank Transaction Entry	WDL000002338	FPPA	13,553.04
9/16/2025	CMTRX00000220	Bank Transaction Entry	WDL000002331	Visa Cardmember Services	11,349.08
9/17/2025	CMTRX00000220	Bank Transaction Entry	WDL000002343	Card Connect - Deposit Refund	565.00
9/18/2025	CMTRX00000220	Bank Transaction Entry	WDL000002349	Paycom	98,064.76
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002309	Amcobi	89.25
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002310	Amcobi	1,513.48
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002311	Amcobi	172.73
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002312	Amcobi	105.61
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002313	Amcobi	120.96
9/22/2025	CMTRX00000219	Bank Transaction Entry	WDL000002314	Amcobi	98.05
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002315	Amcobi	1,085.14
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002316	Amcobi	236.84
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002317	Amcobi	221.80
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002318	Amcobi	93.65
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002319	Amcobi	120.73
9/22/2025	CMTRX00000220	Bank Transaction Entry	WDL000002320	Amcobi	141.36
9/23/2025	CMTRX00000220	Bank Transaction Entry	WDL000002336	PCS	2,132.29
9/23/2025	CMTRX00000220	Bank Transaction Entry	WDL000002337	FPPA	14,447.10
9/25/2025	CMTRX00000220	Bank Transaction Entry	WDL000002344	Card Connect - Deposit Refund	300.00
9/26/2025	CMTRX00000220	Bank Transaction Entry	WDL000002321	Anthem	14,730.71
9/30/2025	CMTRX00000220	Bank Transaction Entry	WDL000002345	Card Connect - Deposit Refund	300.00
Total ACHs:	41			Total Amount of ACHs:	\$ 274,251.67



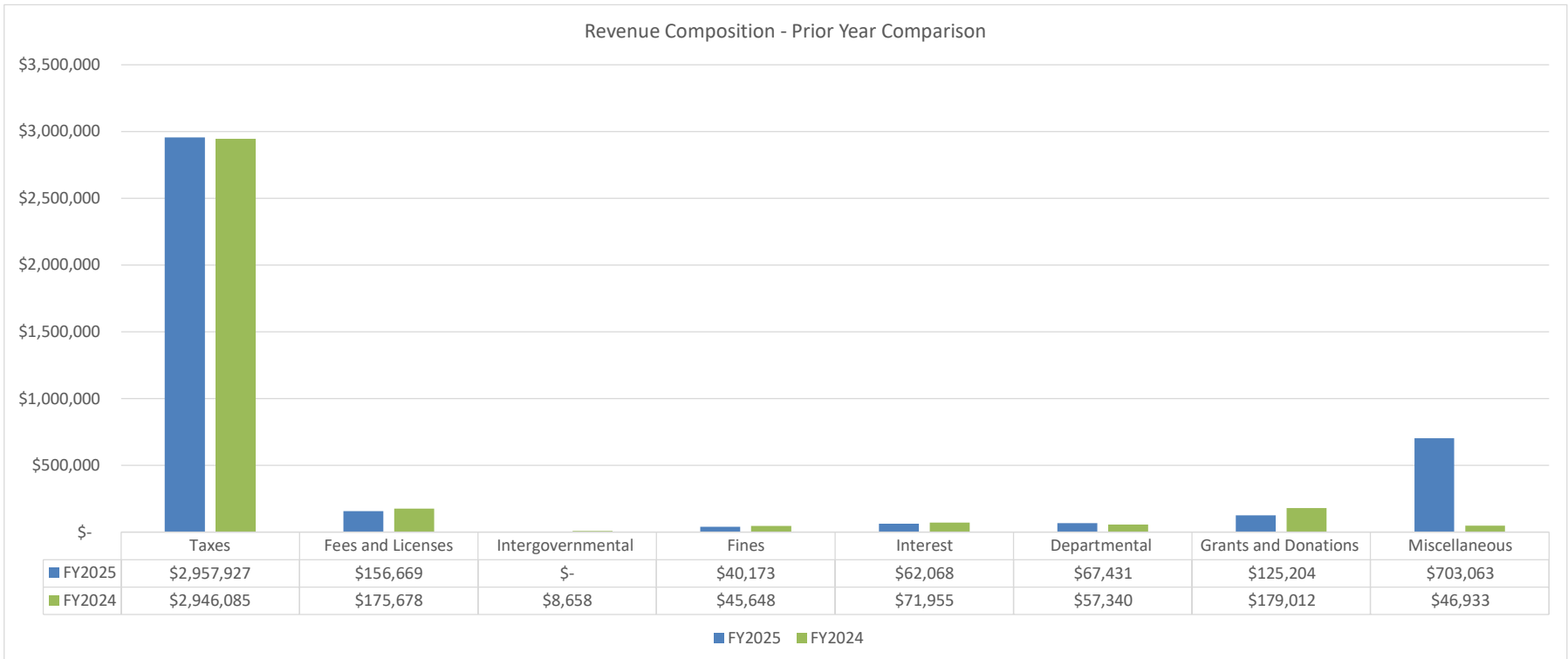
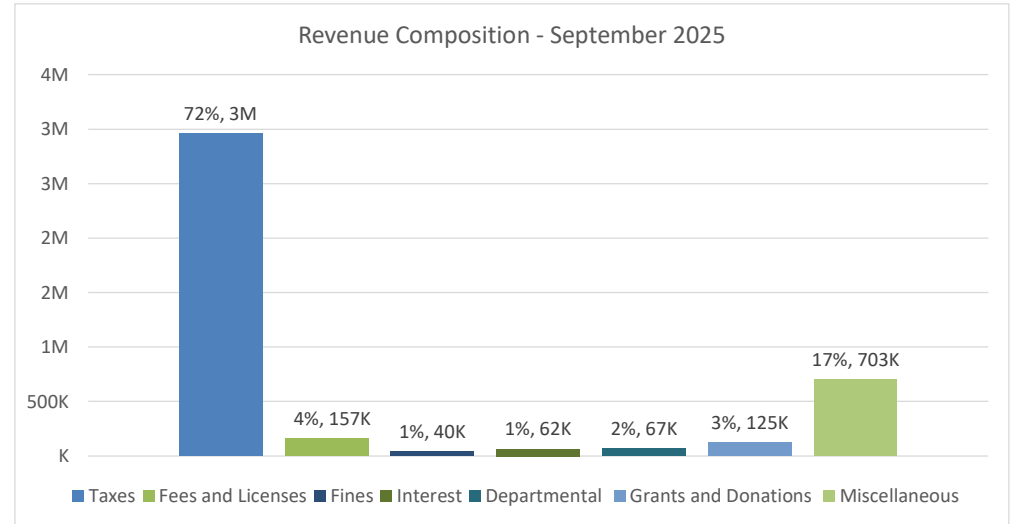
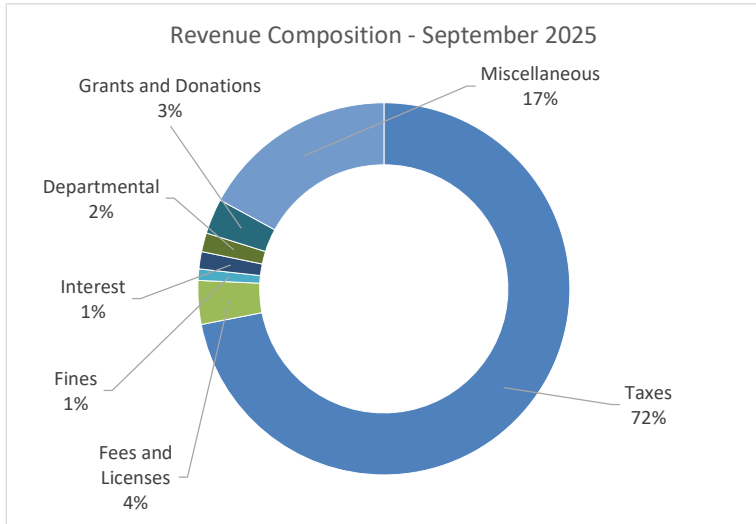
Charts
September 2025

TOWN OF PALMER LAKE

Item 4.

REVENUE CHARTS GENERAL FUND

For the Nine Months Ended September 30, 2025
UNAUDITED

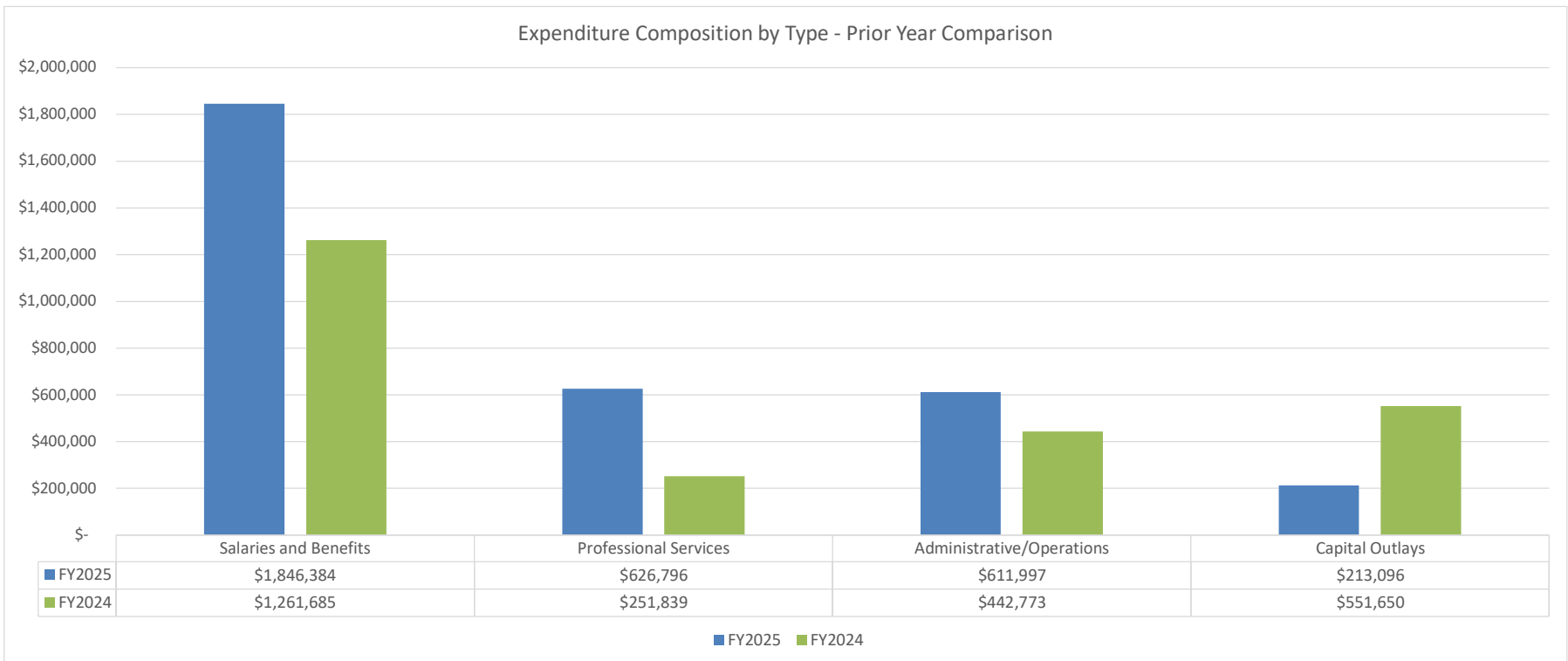
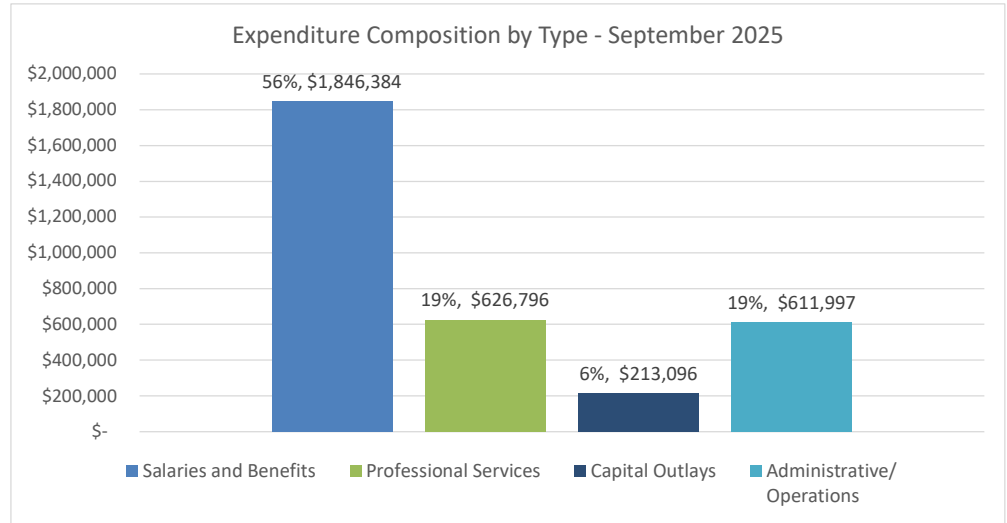
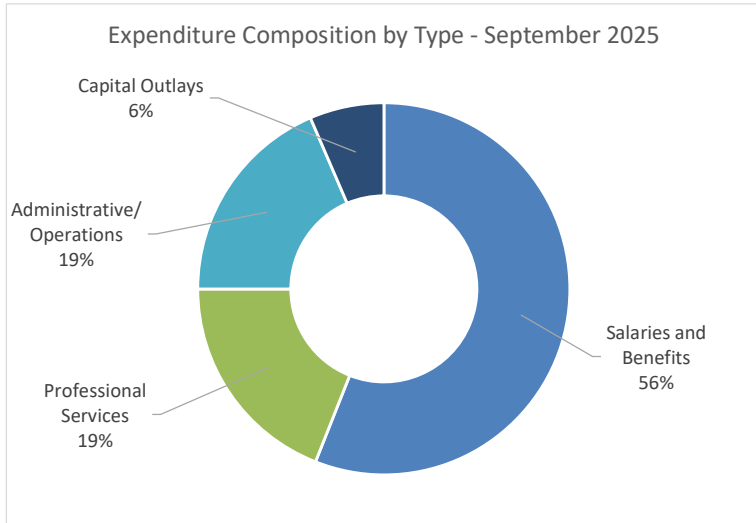


TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS GENERAL FUND

For the Nine Months Ended September 30, 2025
UNAUDITED



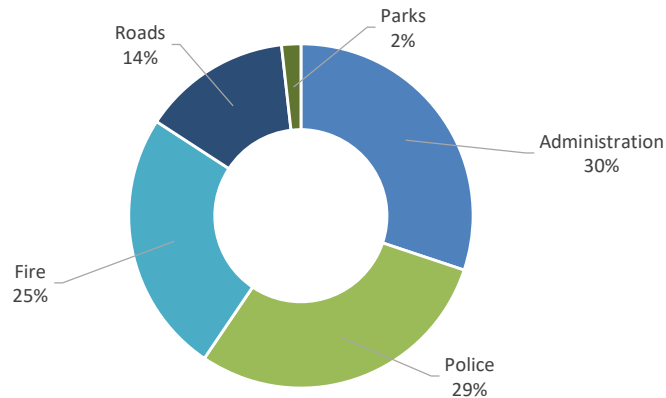
TOWN OF PALMER LAKE

Item 4.

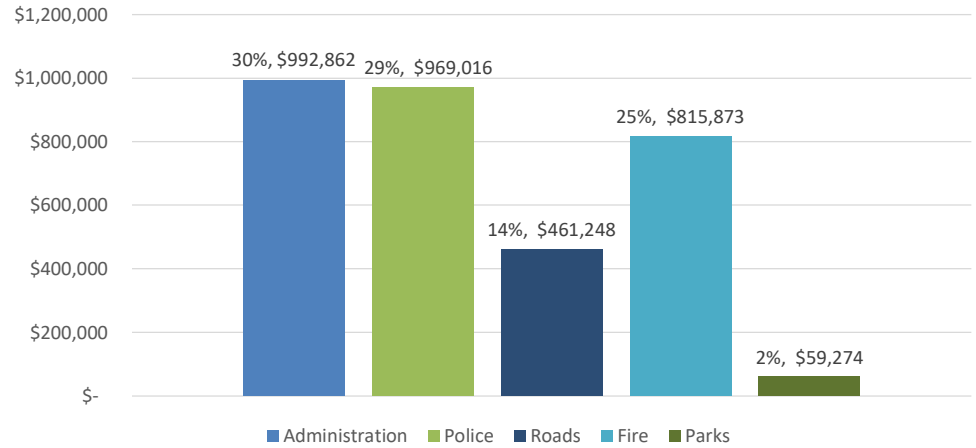
EXPENDITURE CHARTS GENERAL FUND

For the Nine Months Ended September 30, 2025
UNAUDITED

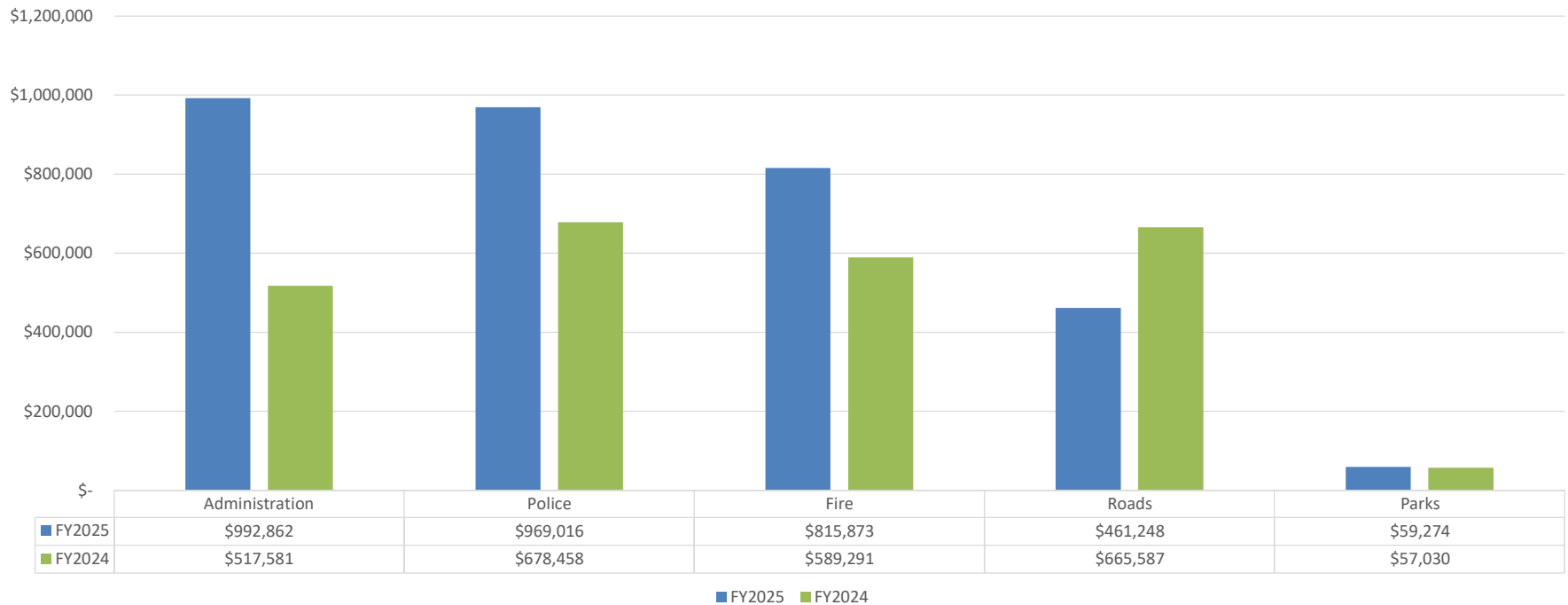
Expenditure Composition by Department - September 2025



Expenditure Composition by Department - September 2025



Expenditure Composition by Department - Prior Year Comparison

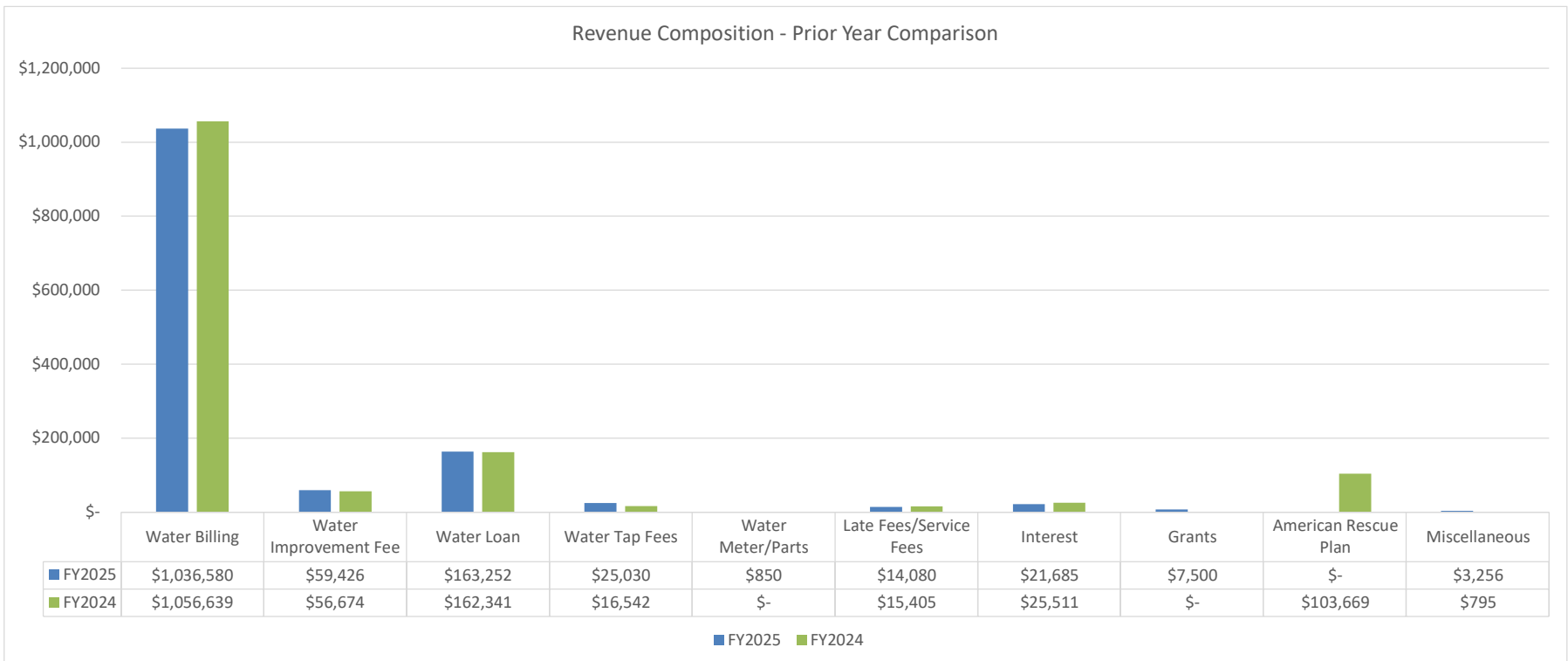
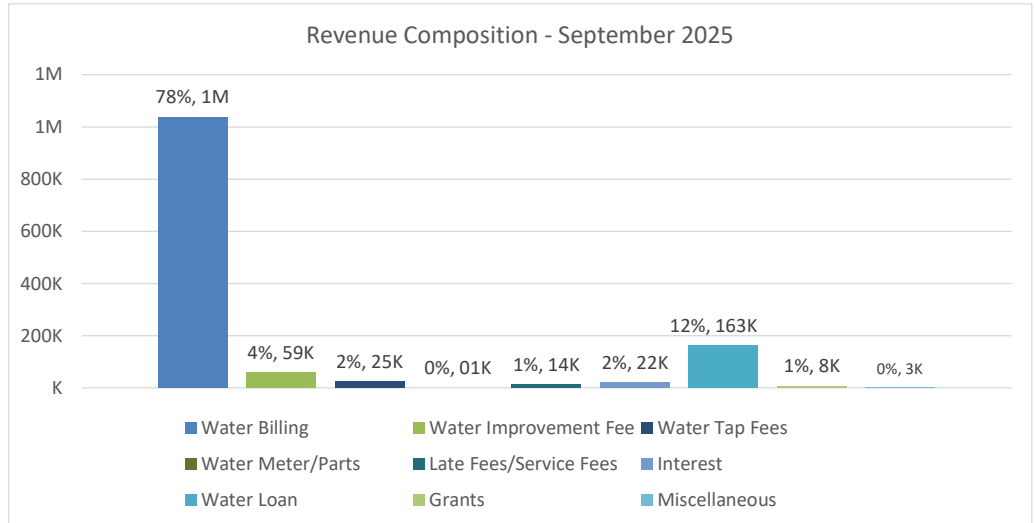
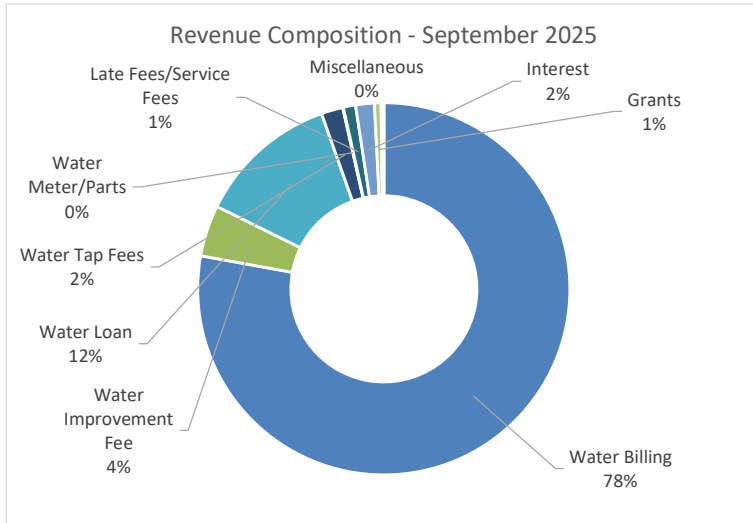


TOWN OF PALMER LAKE

Item 4.

REVENUE CHARTS WATER ENTERPRISE FUND

For the Nine Months Ended September 30, 2025
UNAUDITED

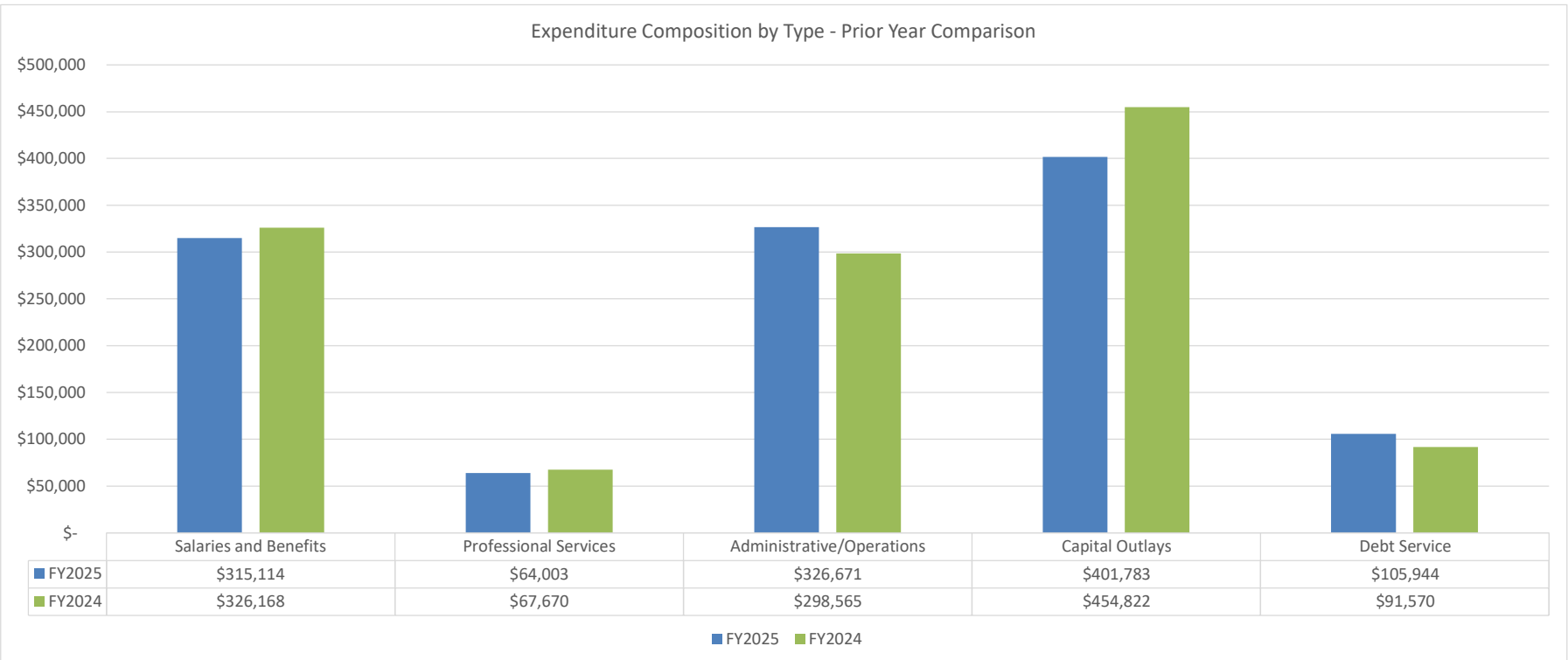
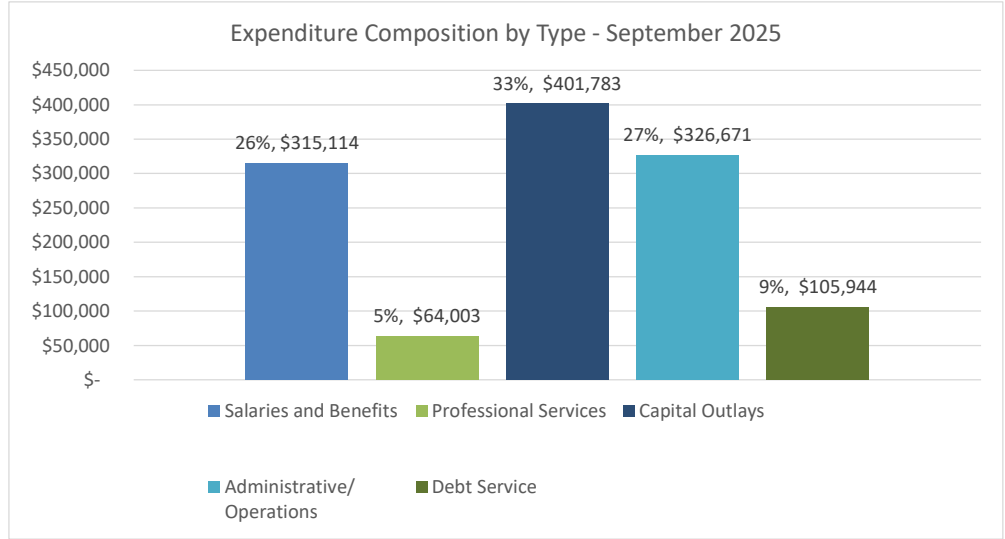
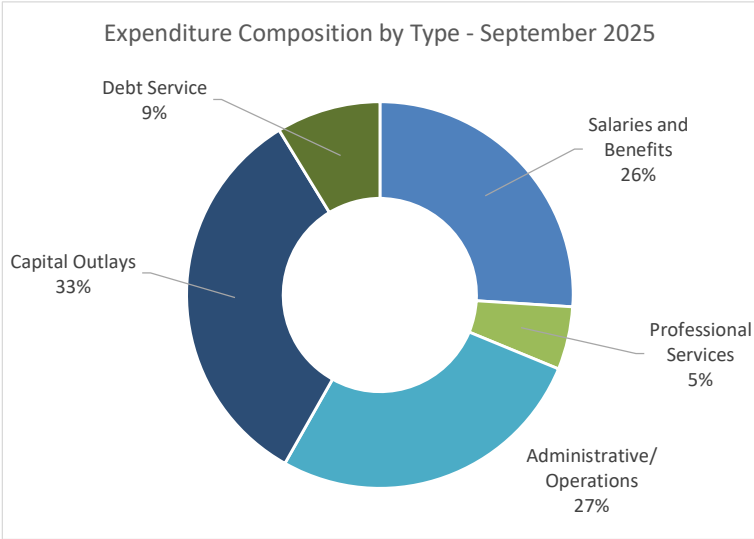


TOWN OF PALMER LAKE

Item 4.

EXPENDITURE CHARTS WATER ENTERPRISE FUND

For the Nine Months Ended September 30, 2025
UNAUDITED





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

DATE: October 17, 2025	ITEM NO.	SUBJECT: Authorize purchase of filter media and underdrains for ground water treatment plant
Presented by: Water Department Superintendent		

Background

1. The Water Department respectfully requests approval to move forward on ordering filter media and underdrains for filter vessel #2 at the GWTP. This was originally intended to be a project request in the 2026 budget. I've decided to prioritize this request based on a few factors –
 - a) Having had a couple of weeks to operate the two filters side-by-side, it has become apparent that the underdrains in filter #2 are in much worse shape than we had suspected. The differential pressure (20-25 psi) across the filter during production exceeds our standard termination criteria for a filter backwash (8-10 psi). As a comparison - F1 inlet side: 105 psi; outlet side: 103 psi. F2 inlet side: 130 psi; outlet side: 105-108 psi. This is a clear indicator of underdrain plugging.
 - b) The price quotes I received for the filter media and underdrains came in at roughly \$65,000. This is much less than I had planned on requesting in the 2026 budget (\$105,000).
 - c) There are enough funds in the current year budget to absorb this cost.
 - d) Procurement of required parts and equipment for Filter #1 took nearly 10 months. My goal is to have this project completed prior to the peak water demand of summer. Filtronics has the necessary media on hand now at their facility in California.

2. This project will fall under the sole source exception of the Town's purchase policy. Filtronics, Inc. is the original equipment manufacturer, and the only company that supplies the required underdrains and proprietary blend of media for their filter vessels.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 62 - 2025

**A RESOLUTION INITIATING ANNEXATION PROCEEDINGS AND SETTING A HEARING
TO DETERMINE THE ELIGIBILITY OF CERTAIN LANDS SOUGHT TO BE ANNEXED
(Monument Crossing aka Red Rock Annexation)**

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

WHEREAS, on or about January 2, 2025 the Town Clerk received a petition for annexation and annexation map, from Jim Byers, that substantially complies with the applicable requirements for annexation petitions, including but not limited to Section 31-12-12-107, C.R.S., and Section 30(1)(b) of Article II of the Colorado Constitution; and

WHEREAS, the petition and the annexation map depicting the areas the petitioner seeks to annex are attached as Exhibit A; and

WHEREAS, the Town Clerk has brought the annexation petition and annexation map to the attention of the Board of Trustees.

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

1. Annexation proceedings are initiated upon the petition for annexation and the annexation map attached as Exhibit A for the real property described in Exhibit A.
2. Pursuant to the provisions of Section 31-12-108, C.R.S., a hearing is hereby set for _____, 2024, commencing at _____ p.m., or as soon thereafter as the matter may be heard by the Palmer Lake Board of Trustees at the Palmer Lake Town Hall located at _____ to determine if the proposed annexations comply with Section 31-12-104 and 31-12-105, C.R.S., or such parts thereof as may be required to establish eligibility under Part 1 of Chapter 31, Article 12 of such statutes.
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 23rd DAY OF OCTOBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

GMS, INC.
CONSULTING ENGINEERS
611 NORTH WEBER, SUITE 300
COLORADO SPRINGS, COLORADO 80903-1074

TELEPHONE (719) 475-2935
TELEFAX (719) 475-2938

EDWARD D. MEYER, P.E.
ROGER J. SAMS, P.E.
JASON D. MEYER, P.E.
DAVID R. FRISCH, P.L.S.

THOMAS A. McCLERNAN, P.E.
MARK A. MORTON, P.E.
KEN L. WHITE, P.L.S.

MEMORANDUM

TO: Ms. Erica Romero, Town Clerk
Mr. Glen Smith, Interim Town Administrator

DATE: October 3, 2025

FROM: Mr. Mark A. Morton, P.E.
GMS, Inc., Consulting Engineers

RE: Petition for Annexation Completeness Review
The Crossing at Monument Creek

This memorandum has been prepared as a review of completeness for the Petition for Annexation submitted for property located at the south corner of the intersection of State Highway 105 and Red Rock Ranch Drive titled The Crossing at Monument Creek. As noted in prior correspondence with the applicant, the applicant is responsible for the review of the Town's municipal code to ensure compliance with all code requirements and applicable Colorado state statutes. The following completeness review has been accomplished against the current municipal code sections indicated.

The Petition for Annexation received indicates a request to annex a portion of two parcels currently in El Paso County. The documents reviewed, as submitted by the applicant, are as follows:

- Petition for Annexation Project Narrative
- Annexation Petition
- Evidence of Ownership
- Pre-petition Annexation Documents Comment Responses
- Groundwater Summary
- Water Rights Decree with Exhibits
- Town Limits Exhibit
- Annexation Plant Drawings
- Legal Description of Annexation Parcel

Annexation requests to the Town of Palmer Lake must comply with Colorado State Statutes and with Section 17.14.040 of the Town's municipal code. The applicant has the burden of demonstrating that his or her property is eligible for annexation, as defined by the applicable Colorado State Statutes. In reviewing the completeness of these submitted documents, the Town's Municipal Code Section 17.14.040 provides the required items that must be submitted as part of the Petition for Annexation. The required items of Section 17.14.040 are described below, followed with a YES or NO status as to its compliance with the requirement:

1. Paragraph (b)(6) requires:
 - a. Each application for annexation shall be accompanied by an application for zoning of the annexed properties – YES, the applicant has submitted a zoning application to zone the proposed annexation parcels as PD. The initial step in the PD zoning process is the submittal of a Sketch Plan which was submitted by the applicant.

2. Paragraph (d) requires:
 - a. A written legal description of the boundaries of the area proposed to be annexed – YES, provided in separate legal descriptions and annexation maps
 - b. Evidence of fee ownership of each separately owned parcel of land proposed for annexation – YES, provided in the Evidence of Ownership
 - c. Legal descriptions of water and ditch rights appurtenant to the properties within the area proposed to be annexed – YES, provided in the groundwater summary and water rights decree

Based on the review of the documents listed above as submitted by the applicant in support of the Petition for Annexation, it appears that the submittal is in conformance with the Town Code requirements and is therefore considered COMPLETE.

ec: Ms. Erica Romero, Town Clerk, Town of Palmer Lake
Mr. Glen Smith, Interim Town Administrator
Mr. Scott Krob, Town Attorney Krob Law
Mr. John Chavez, Town Stormwater Consultant and MS4 Permitting Agent
Ms. Barb Cole, Executive Director, Community Matters Institute

ANNEXATION PETITION

The undersigned landowner, in accordance with the provisions of Section 31-12- 101 et. seq. C.R.S., and known as the Municipal Annexation Act of 1965, as amended, hereby petitions the Board of Trustees of the Town of Palmer Lake for annexation to the Town of Palmer Lake of the within described unincorporated area situated and being in the County of El Paso, State of Colorado. In support of this Petition, the petitioners allege and submit the following and make the within requests:

1) That it is desirable and necessary to annex the property shown on Exhibit A, attached hereto, comprising a total of 39.545 acres more or less.

2) That the area sought to be annexed to the Town of Palmer Lake meets the requirements of section 31-12-104 and 105 C.R.S. of the Municipal Annexation Act of 1965, as amended, in that:

a. Not less than one-sixth of the perimeter of the described property is contiguous to the Town of Palmer Lake. The property for which annexation is sought has a total of 1205.63 feet contiguous to the Town of Palmer Lake.

b. The area for which annexation is sought shares a community of interest with the Town of Palmer Lake.

c. The area for which annexation is sought will be urban in character in the near future.

d. The area for which annexation is sought is integrated with or is capable of being integrated with the Town of Palmer Lake.

e. Within the area for which annexation is sought, no lands held in identical ownership shall be divided into separate lots or parcels without the written consent of the landowners thereof.

f. No land held in identical ownership comprising twenty (20) acres or more shall be included within the annexation without the written consent of the landowners thereof.

g. The annexation which is sought will not result in a detachment of area from any school district and will not result in the attachment of the annexed area to another school district other than that in which it already is.

h. The annexation of the area proposed to be annexed will not have the effect of extending the boundary of the Town of Palmer Lake more than three miles in any direction from any point of the Town's boundary in any one year.

3) That the signers of this Petition comprise the landowners of one hundred percent (100%) of the territory included in the area for which annexation is sought.

4) That the petitioners request that the Town of Palmer Lake approve this annexation.

5) That the legal description of the territory proposed to be annexed is attached hereto as Exhibit B.

6) The names and addresses of adjacent property owners to the property for which annexation is sought and within 300 feet of the boundary of the property for which annexation is sought are attached as Exhibit C; the applicant must inform each property owner within 300 feet of the boundary of the property of the annexation petition by way of certified mail; the return receipts will be required to complete the applicants file.

7) No annexation proceedings have been commenced for the annexation to another municipality of part or all of the territory proposed to be annexed.

8) If a portion of a platted street or alley is to be annexed, the entire width of said street or alley is included within the area to be annexed.

9) The Town of Palmer Lake will distribute a copy of the annexation plat to the affected agencies for comment, including public entities of school district and various utilities (i.e., gas, cable, sewer).

10) That upon the Annexation Ordinance becoming effective, all lands within the area sough to be annexed shall become subject to the Colorado Revised Statutes and all ordinances, resolutions, and regulations of the Town of Palmer Lake.

WHEREFORE, the undersigned petitioners request that the Town of Palmer Lake approve the annexation of the Property.

<u>Jim Byers</u>		_____	
Petitioner Name		Petitioner Name	
<u>[Signature]</u>	<u>1/2/2025</u>	_____	_____
Signature	Date	Signature	Date

STATE OF COLORADO)
) ss.
COUNTY OF El Paso)

Subscribed and sworn to before me this 2nd day of January, 2025,
by Jim Byers

Erin Ganaway
Notary Public

My commission expires:
2-27-27

ERIN GANAWAY
Notary Public
State of Colorado
Notary ID # 20234007746
My Commission Expires 02-27-2027