



BOARD OF TRUSTEES MEETING

Thursday, December 11, 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. Certificate of Appreciation - Palmer Lake Fire Association
2. Employee Recognition - Andrew Rudnicki

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.*

3. Minutes - November 13, 2025, November 18, 2025, December 2, 2025
4. Checks Over \$15,000 - Vermeer (\$59,264.09), Filtronics, Inc. (\$19,694.00)

[5.](#) Financials - October 2025

Staff/Department Reports

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

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.*

- [13.](#) Eligibility for Annexation for Petition Submitted by Monument Crossing aka Red Rock Annexation

Business Items

- [14.](#) Resolution 70-2025 To Repeal and Replace Resolution 64-2025 Budget
- [15.](#) Ordinance 07-2025 to Adopt 2026 Budget and Appropriate Funds
- [16.](#) Resolution 71-2025 To Certify Mill Levies
- [17.](#) Resolution 72-2025 A Resolution Authorizing Management of Water Funds
- [18.](#) Resolution 73-2025 A Resolution Approving Details of Special Election
- 19. Discussion and Possible Direction regarding the timing of Annexation Related Elections

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

Convene to Executive Session

Executive session pursuant to C.R.S. §24-6-402(4)(b) for the purpose of conferring with the Town Attorney to receive legal advice on specific legal questions, and pursuant to C.R.S. §24-6-402(4)e) to determine the Town’s position regarding a matter subject to negotiation, developing strategies and instructing negotiators, all in connection with the legal representation provided to the Town by Krob Law Office, LLC.

Please note: The Board may return to open session after the executive session is concluded to take formal action.

Reconvene to Open Session

Adjourn

Americans with Disabilities Act

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



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

DATE: December 11, 2025,	ITEM NO.	SUBJECT: Employee Recognition — Acceptance into the Colorado Rural Water Association Apprenticeship Program
Presented by: Chaz Roubidoux Water Supervisor		

Purpose

The purpose of this memo is to formally recognize and commend Andrew Rudnicki for his completion of the Colorado Rural Water Association (CRWA) Apprenticeship Program, a nationally approved and highly respected workforce development initiative for water and wastewater professionals.

Background on the CRWA Apprenticeship Program

The CRWA Apprenticeship Program is an intensive, two-year training and certification pathway designed to build a highly skilled, knowledgeable workforce in the water and wastewater industry. The program is:

- Approved by the U.S. Department of Labor and the State of Colorado, resulting in a nationally recognized Certificate of Completion.
- Focused on hands-on, technical skill building through a combination of:
 - 4,000 hours of On-The-Job Training (OJT)
 - 288 hours of Related Technical Instruction (RTI)
- Structured into four six-month training periods, each requiring 1,000 OJT hours and 72 RTI hours.
- Designed with two career tracks: Drinking Water or Wastewater, with opportunities to pursue both through advanced placement for incumbent workers.

Participants finish the program prepared for and required to hold a Class C Water or Wastewater Operator License. Apprentices also benefit from CPR certification, structured mentorship, and full-time employment with benefits.

Significance of Andrew’s Achievement

Andrew’s completion of this program reflects:

- His commitment to professional development and excellence in water operations
- His readiness to take on a structured, rigorous training regimen in addition to the daily demands of a full time career.
- His dedication to serving the Town of Palmer Lake with increasing technical expertise and operational leadership

As part of the program, Andrew engaged in high-level professional education, technical coursework, hands-on field training, and continuous mentorship. His participation strengthens Palmer Lake Water Department’s internal workforce capacity and base of knowledge and supports long-term succession planning in a highly specialized field. It should also be noted that Jeremie Dunda was provided recognition for mentoring Andrew in his apprenticeship.

Supervisor Recommendation

I respectfully encourage the Board to formally recognize Andrew for this accomplishment. His completion of the CRWA Apprenticeship Program represents:

- A significant investment in the Town’s infrastructure and operational preparedness
- A commitment to the Town and water system’s long-term performance and compliance
- An exemplary model of initiative and professionalism within our department

I look forward to supporting Andrew throughout his professional progression as well as the added value his training brings to our utility operations.

Please join me in congratulating **Andrew Rudnicki** for taking this important step in his career and for his ongoing



SPECIAL BOARD OF TRUSTEES MEETING

Tuesday, November 18, 2025 at 6:00 PM

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

MINUTES

Call to Order/ Roll Call

- 6:00PM
- Beth Harris, Mike Boyett, Roger Moseley, Dennis Stern, Tim Caves, Atis Jurka

Pledge of Allegiance

- Public Comment Matt Stephen commented about term staggering and the appointment term length.

Invocation

- No Invocation took place.
- Public Comment Matt Stephen commented about term staggering and the appointment term length.

Business Items

1. Resolution xx-2025 to Appoint Citizen Member to Trustee Vacancy Remaining Term (2024-2028)
 - **Motion to appoint John Marble as Trustee.** (Harris, Moseley) In a Roll Call Vote.
 - **Approve:** Harris, Moseley, Jurka
 - **Deny:** Stern, Caves, Boyett
 - Motion failed
 - **Motion to Appoint Bill Bass as Trustee.** (Stern, Boyett) In a Roll Call Vote.
 - **Approve:** Caves, Stern, Boyett
 - **Deny:** Jurka, Moseley, Harris
 - Motion Failed
 - Mayor Stern asked for details on what a special election would look like.
 - Town Clerk Romero responded with details on what the timeline would look like, and that it would not line up with any other potential election.
 - Trustee Moseley asked Town Clerk Romero about the timeline for scheduling an election after a board resignation.
 - Response from Town Clerk Romero stated that the election is still able to scheduled during the December 11th meeting.
 - Trustee Jurka asked if there was a possibility of scheduling this election in coordination with the County.

- Response from Town Clerk Romero. No.
- Public Comment from Matt Stephen about appointing a trustee tonight. Encouraged the board to learn to govern together.
- Trustee Moseley Requested a five minute recess.
 - Recess began at 6:16PM
 - Meeting resumed at 6:23PM
- Trustee Moseley spoke about his previous negative interactions with candidate Bill Bass.
 - Response from Mr. Bass: Remembers this incident, clarifies that Roger's concerns were made know to town staff repeatedly. Also stated that the mayor is a figurehead, and he could not act unilaterally.
 1. Trustee Moseley followed up on more info about this issue about code enforcement. Talked about why the town should enforce its code. Ended his statement by saying we should add at least one other candidate.
- Public Comment from Lindsey Lier: Spoke in support of Mr. Bass from her experience working with him while Mr. Bass was mayor.
- Comment from Trustee Caves about the financial obligations of the town regarding holding an election.
- Comment from Trustee Moseley about his willingness to have another special meeting.
- Comment from Town Administrator Glen Smith that if we are to continue, that the Trustee's continue quickly, and cleanly.
- Comment from Trustee Jurka that it isn't unprecedented that the vote would be opened up to other candidates.
- Comment from Trustee Harris that this process is a custom, not a statutory process. She then went on to ask if the town would have another special meeting.
- Question from Trustee Caves to Trustee Harris about Mr. Bass' eligibility given his lack of bias towards issues the Town has faced in the past year.
 - Response from Trustee Harris, I don't have to answer that.
- **Motion to re-open applications until the 1st of December at 5:00PM** (Moseley, Caves) Roll Call vote.
 - **Approve:** Jurka, Caves, Moseley, Boyett
 - **Deny:** Stern, Harris
 - Motion Passed

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!*

- Public comment from Gene Kalesti wanted to encourage the new candidates to keep the level of decorum presented at this meeting.
- Public Comment from Kathy Keely spoke on the bad initial atmosphere of Palmer Lake meetings when she first moved to the town. Continued on to speak about how the

previous comments of Mr. Bass just felt like more of the same and how the Town needs new blood on the board.

- Public Comment: Nancy Marble. Stated that this is John's passion, that he doesn't have experience, but he does have the mindset and knowledge to fulfil this role. Stated that he cares about the town, is good with people, cares about having conversations with people, making the town a place where people want to be.

Adjourn

- **Motion to Adjourn** (Boyett, Jurka) "Aye" vote. Motion Carries.
- Adjourned at 7:53PM

Town Clerk- Erica N. Romero

Mayor Dennis Stern



Commerce City | Central Colorado
5801 E. 76th Ave Commerce City, CO 80022
Phone: (303) 286-1866 Fax: (303) 286-0406

Colorado Springs | Southern Colorado
1030 Transit Drive Colorado Springs, Colorado 80903
Phone: (719) 382-1947 Fax: (719) 382-1952

Grand Junction | Western Slope of Colorado
712 Arrowst Ct. Grand Junction, Colorado 81505
Phone: (970) 244-3177 Fax: (970) 244-6962

Fort Collins | Northern Colorado
160 John Deere Dr. Fort Collins, CO 80524
Phone: (970) 658-8270

Item 4.

* C A S H / C O D *

Account# 18886	Order # 395159	Brc 03	Sls CS2
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Date 11-20-25	Invoice # 30055951	Page 1
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I N V O I C E

Sold To: 000
TOWN OF PALMER LAKE
PO BOX 208

Ship To: Hour Mtr:1
TOWN OF PALMER LAKE
FIRE DEPARTMENT
12 VALLEY CRESCENT ST

PALMER LAKE CO 80133

PALMER LAKE CO 80133
Ship Via

Entered By cheryl	Customer Purchase Order PO-01VER2025	Customer Contact JOHN VINCENT	Ord Date 11-20-25
BC1000XLG	1VRD13AC0T1058164	Equip ID T1058164	Customer Job # Customer Phone # 719-481-2953

Ord	Ship	B/O Part Number	Description	Unit Price	UM	Extended
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1		ID# T1058164 Model-BC1000XLG NEW 2026 VERMEER 12" BRUSH CHIPPER	Sell Price Serial#-1VRD13AC0T1058164	52,933.09		
1		ID# CPT1058164 Model-BC1000XLCP 249905 CP PREM MO.UNLIM HRS.500 HRS.MAN.	Sell Price Serial#-WARWAR BC1000XLCP	4,081.00		
1		FREIGHT & PREP UNIT WILL HAVE A STANDARD 1 YEAR OR 1000 HOUR WITH AN ADDITITONAL 24 MONTH/UNLIMITED HOUR PREM WARRANTY W/500 HOURS OF PMS (50, 250 & 500 HOUR PMS) SOURCEWELL CONTRACT# 010925-VRM SOURCEWELL ACCOUNT# 125222 TERMS: NET 30 DAYS		2,250.00		2,250.00

Sub Total 59,264.09

CO Sales Tax Number - 0.00

DELIVERY DATE: _____

ACCOUNT# 1041-6100

Please Remit to:

5801 E. 76th Ave Commerce City, CO 80022
Phone: (303) 286-1866 Fax: (303) 286-0406

SIGNATURE

PRINT NAME

Total Invoice

59,264.09

All chipper blades must be picked up within 30 days of their drop off date.
No returns on electrical parts. No returns without receipt. No returns after 30 days.
& 20% restock fee will be added to any return parts. Non-Stock Special Order parts are non-returnable.
All parts and labor are warranted for 30 days from invoice date. Any disputes with charges must be made within 15 days of invoice date. All controversies after these dates will be denied. Customer's responsibility to antifreeze drill rigs and mixing systems.
Estimates are an approximation of charges to you, not a contract or a bill and they are based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the estimate. Requirements may increase or decrease the total amount invoiced. If additional parts or labor are required, you will be contacted immediately.
18% Interest per Annum charged to any past due balance (1.5% per month)

Vendor ID	Name	Payment Number	Check Date	Check Number		
FILTRONICSINC	FILTRONICS, INC.	0003733	12/4/2025	51263	Item 4.	
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
420474	12/1/2025	GWTP Filter #2	\$19,694.00	\$19,694.00	\$0.00	\$19,694.00

Totals: \$19,694.00 \$19,694.00 \$0.00 \$19,694.00

LMP100 M/P CHECK

FILTRONICS, Inc.
 16872 Hale Avenue, Unit B
 Irvine, CA 92606

Progress Invoice

Date	Invoice #
12/1/2025	420474

Bill To
Town of Palmer Lake Attn: Accounts Payable 42 Valley Crescent Palmer Lake, CO 80133

Ship To
Attn: Steve Orcutt 42 Valley Crescent Palmer Lake, CO 80133

S.O. No.	P.O. No.	Terms	FOB	Job	
380308		50% Down, 50...	Irvine, CA	Well A-2	
Item	Description		Est Amt	Curr %	Amount
1401-1200	Media, Full Load - EM-I, FH-12		33,085.00	50.00%	16,542.50T
1113-0225-12x16	Manway Gasket, Oval, 12" x 16", Neoprene		42.00	50.00%	21.00T
1113-0025-24x...	Manway Gasket, Disc, 24" OD As an alternative to PVC, you may choose to		61.00	50.00%	30.50T
2303-1204-2	Assemblies - Filtronics, Laterals - Complete Set, FH-12, 304 Stainless Steel Freight is not included. It is estimated, based on the prior project, that it would cost between \$2,500 to \$3,000 for shipping		6,200.00	50.00%	3,100.00T
<p><i>Invoice for half the cost of media and underdrains Filter #2 project, GWTP. Filtronics requires half up front to get started. Chaz</i></p>					

Please email invoice questions to: ap@filtronics.com	Subtotal	\$19,694.00
A SERVICE CHARGE OF 2.5% PER MONTH WILL BE CHARGED ON PAST DUE ACCOUNTS. IMPORTANT: THIS INVOICE IS SUBJECT TO FILTRONICS STANDARD TERMS AND CONDITIONS	Sales Tax (0.0%)	\$0.00
	Total	\$19,694.00
	Payments/Credits	\$0.00
	Balance Due	\$19,694.00



TOWN OF PALMER LAKE
Financial Statements
October 2025
Unaudited



**Schedule of Cash Position
October 2025**

TOWN OF PALMER LAKE
Schedule of Cash Position
October 2025

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
GENERAL FUND				
GENERAL FUND OPERATING:				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 3,167,867
GENERAL FUND RESERVES:				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.24%	\$ 1,640,350
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.24%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.24%	\$ 69,715
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.24%	\$ 11,610
General Fund Reserves Subtotal				\$ 1,721,682
General Fund Accounts Total				\$ 4,889,549

WATER FUND				
WATER FUND OPERATING:				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,182,014
WATER FUND RESERVES:				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.24%	\$ 208,948
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.24%	\$ 232,202
RESTRICTED FUNDS (WATER FUND):				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.24%	\$ 231,482
Water Fund Accounts Total				\$ 1,854,646

CONSERVATION TRUST FUND				
CONSERVATION TRUST FUND:				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.24%	\$ 31,745
Conservation Trust Fund Account Total				\$ 31,745



Financial Reports
October 2025

TOWN OF PALMER LAKE

Item 5.

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

For the Ten Months Ended October 31, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
Taxes	\$ 3,579,885	\$ 3,167,265	\$ (412,620)	88%
Fees and Licenses	288,725	183,138	(105,587)	63%
Fines	60,000	49,128	(10,872)	82%
Interest	85,567	73,493	(12,074)	86%
Departmental	70,500	78,227	7,727	111%
Grants and Donations	1,512,517	185,070	(1,327,447)	12%
Miscellaneous	87,600	727,426	639,826	830%
Total Revenue	\$ 5,684,794	\$ 4,463,747	\$ (1,221,047)	79%
EXPENDITURES				
Administration				
Salaries and Benefits	\$ 307,253	\$ 263,896	\$ 43,357	86%
Professional Services	372,700	618,204	(245,504)	166%
Administrative/Operations	260,700	241,630	19,070	93%
Capital Outlays	26,200	23,154	3,046	88%
Total Administration	\$ 966,853	\$ 1,146,884	\$ (180,031)	119%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 853,298	\$ 271,311	76%
Professional Services	114,400	65,871	48,529	58%
Administrative/Operations	184,009	149,553	34,456	81%
Capital Outlays	12,000	61,361	(49,361)	511%
Total Police Department	\$ 1,435,018	\$ 1,130,083	\$ 304,935	79%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 800,556	\$ 198,964	80%
Professional Services	17,700	14,646	3,054	83%
Administrative/Operations	137,525	111,144	26,381	81%
Capital Outlays	15,000	17,825	(2,825)	119%
Total Fire Department	\$ 1,169,745	\$ 944,171	\$ 225,574	81%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 223,862	\$ 69,517	76%
Professional Services	31,300	19,735	11,565	63%
Administrative/Operations	187,800	129,197	58,603	69%
Capital Outlays	1,825,996	120,882	1,705,114	7%
Total Roads Department	\$ 2,338,475	\$ 493,676	\$ 1,844,799	21%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 44,387	\$ 3,213	93%
Capital Outlays	20,000	9,374	10,626	47%
Total Parks Department	\$ 67,600	\$ 53,761	\$ 13,839	80%
Total Expenditures	\$ 5,977,691	\$ 3,768,575	\$ 2,209,116	63%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES				
	\$ (292,897)	\$ 695,172	\$ 988,069	
FUND BALANCE - BEGINNING OF YEAR				
		\$ 4,721,781		
FUND BALANCE - END OF YEAR				
		\$ 5,416,953		

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 Ten Months Ended October 31, 2025
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
Water Billing	\$ 1,438,257	\$ 1,155,046	\$ (283,211)	80%
Water Improvement Fee	79,626	66,167	(13,459)	83%
Water Loan	217,596	181,402	(36,194)	83%
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	16,201	1,201	108%
Interest	30,000	24,105	(5,895)	80%
Grants	-	7,500	7,500	0%
Miscellaneous	-	3,306	3,306	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 1,479,607</u>	<u>\$ (378,512)</u>	<u>80%</u>
EXPENDITURES				
Salaries and Benefits	\$ 551,139	\$ 413,235	\$ 137,904	75%
Professional Services	133,500	72,556	60,944	54%
Administrative/Operations	443,300	361,154	82,146	81%
Capital Outlays	454,800	408,631	46,169	90%
Debt Service	211,887	211,887	-	100%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 1,467,463</u>	<u>\$ 327,163</u>	<u>82%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 63,493</u>	<u>\$ 12,144</u>	<u>\$ (51,349)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 1,553,576</u>		
FUND BALANCE - END OF YEAR		<u>\$ 1,565,720</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
FUND BALANCE - END OF YEAR - Unrestricted		<u><u>\$ 1,349,149</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 Ten Months Ended October 31, 2025 UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 83%)
REVENUE				
State Shared Revenue	\$ 36,000	\$ 22,619	\$ (13,381)	63%
Interest	1,425	1,138	(287)	80%
Total Revenue	<u>\$ 37,425</u>	<u>\$ 23,757</u>	<u>\$ (13,668)</u>	<u>63%</u>
EXPENDITURES				
Salaries and Benefits	\$ 13,296	\$ 10,528	\$ 2,768	79%
Administrative/Operations	4,000	16,500	(12,500)	413%
Capital Outlays	10,000	-	10,000	0%
Total Expenditures	<u>\$ 27,296</u>	<u>\$ 27,028</u>	<u>\$ 268</u>	<u>99%</u>
NET CHANGE IN FUND BALANCE	<u>\$ 10,129</u>	<u>\$ (3,271)</u>	<u>\$ (13,400)</u>	
FUND BALANCE - BEGINNING OF YEAR		<u>\$ 79,157</u>		
FUND BALANCE - END OF YEAR - Restricted		<u><u>\$ 75,886</u></u>		



**Accounts Payable Reports
October 2025**

Ranges: From: To: From: To:
 Check Number First Last Check Date 10/1/2025 10/31/2025
 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
51070	ALLCOPYPRODUCTS	ALL COPY PRODUCTS, INC.	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$227.57
51071	AMCOBIIT	AMCOBI	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$3,922.00
51072	AMERICANITALIAN	AMERICAN ITALIAN CULTURAL CLUB	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$75.00
51073	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$1,578.69
51074	CHRISKEOUGH	CHRIS KEOUGH	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$7,644.61
51075	CINTAS	CINTAS	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$22.59
51076	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$405.00
51077	COREANDMAIN	CORE & MAIN LLP	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$84.33
51078	DESPIPELINE	DES PIPELINE MAINTENANCE LLC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$6,600.00
51079	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$1,513.00
51080	GOVPRO	GOVPRO CONSULTING LLC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$8,000.00
51081	HICKSCONTRACTOR	HICKS CONTRACTOR SERVICES LLC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$3,100.00
51082	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$423.83
51083	HYDROCORP	HYDROCORP INC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$459.45
51084	LANCEPEARCE	LANCE PEARCE	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$75.00
51085	MES	MES SERVICE COMPANY, LLC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$200.00
51086	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$9,948.30
51087	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$5,000.00
51088	SOURCEMANAGE	SOURCE MANAGEMENT INC.	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$24.10
51089	STERICYCLE	STERICYCLE, INC.	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$42.55
51090	T2SYSTEMS	T2 SYSTEMS CANADA INC.	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$70.00
51091	THRIFTYTHRONES	THRIFTY THRONES	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$1,280.00
51092	TREATMENTTECH	TREATMENT TECHNOLOGY	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$2,992.40
51093	UKRAINEPOWER	UKRAINE POWER	10/2/2025	COBANK-CKG 9495	PMCHK00000247	\$500.00
51094	AIRGAS	AIRGAS USA, LLC	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$106.38
51095	AMANDAGREENFELD	AMANDA GREENFELD	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$273.00
51096	APC	AMERICAN PRINTING & COPYING, I	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$378.83
51097	AT&TMOBILITY	AT & T MOBILITY	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$1,714.48
51098	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$181.77
51099	BROOKSPUMBING	BROOKS PLUMBING & HEATING, INC	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$148.25
51100	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$7,831.25
51101	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$35.00
51102	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$11,532.50
51103	COREANDMAIN	CORE & MAIN LLP	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$1,416.22
51104	DAVESAUTOMOTIVE	DAVE'S AUTOMOTIVE	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$983.57
51105	FAILSAFE TESTING	FAILSAFE TESTING LLC	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$663.70
51106	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$23,853.81
51107	PALMERLAKESANIT	PALMER LAKE SANITATION	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$2,204.04
51108	PIKESPEAKLIBRAR	PIKES PEAK LIBRARY DISTRICT	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$75.00
51109	DPCINDUSTRIES	PVS DX, INC.	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$70.00
51110	REPUBLICSERVICE	REPUBLIC SERVICES #653	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$870.46
51111	GAZETTE	THE GAZETTE	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$1.33
51112	TLECC	TIMBER LINE ELECTRIC & CONTROL	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$2,286.52
51113	UCH-MHS	UCHealth	10/10/2025	COBANK-CKG 9495	PMCHK00000248	\$8,931.50
51114	CHICAGOMOTORS	CHICAGO MOTORS INC.	10/16/2025	COBANK-CKG 9495	PMCHK00000249	\$12,795.00
51115	AIRGAS	AIRGAS USA, LLC	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$52.56
51116	ALERT360	ALERT 360	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$32.03
51117	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$1,652.18
51118	CENTURYLINK	CENTURYLINK	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$690.77
51119	CITYOFFORTCOLLI	CITY OF FORT COLLINS	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$90.00
51120	COLORADOANALYTI	COLORADO ANALYTICAL LAB	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$295.00
51121	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$35.00
51122	CKT	COMMON KNOWLEDGE TECHNOLOGY	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$4,049.02
51123	COREANDMAIN	CORE & MAIN LLP	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$479.94
51124	ECONOMICPLANNIN	ECONOMIC & PLANNING SYSTEMS, I	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$412.00
51125	FILTRONICSINC	FILTRONICS, INC.	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$1,302.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51126	HILLSFIRE&SPEED	HILL'S FIRE & SPEED SHOP	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$4,187.48
51127	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$281.15
51128	CICCOLELLAJOH	JOHN CICCOLELLA	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$320.00
51129	JRENGINEERING	JR ENGINEERING, LLC	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$350.00
51130	KROBLAWOFFICES	KROB LAW OFFICE, LLC	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$21,420.00
51131	TORWEIHE,LETICI	Leticia Torweihe	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$60.17
51132	MES	MES SERVICE COMPANY, LLC	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$650.00
51133	OREILLY	O'Reilly Automotive, Inc.	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$37.18
51134	ORKIN	Orkin	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$98.65
51135	RHINEHARTOIL	PARKLAND USA CORPORATION	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$3,595.92
51136	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$86.73
51137	QPSERVICESLLC	QP SERVICES, LLC	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$2,000.00
51138	SOURCEMANAGE	SOURCE MANAGEMENT INC.	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$24.10
51139	SPRINGSMOUNTAIN	Springs Mountain Water	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$82.90
51140	TLECC	TIMBER LINE ELECTRIC & CONTROL	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$5,785.00
51141	USABLUEBOOK	USABLUEBOOK	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$1,555.80
51142	UNCC	UTILITY NOTIFICATION CENTER OF	10/23/2025	COBANK-CKG 9495	PMCHK00000250	\$33.10
51143	ALLCOPYPRODUCTS	ALL COPY PRODUCTS, INC.	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$227.57
51144	ASPENAUOTCLINIC	ASPEN AUTO CLINIC MONUMENT	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$1,281.01
51145	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$1,309.48
51146	CINTAS	CINTAS	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$86.90
51147	COLORADOANALYTI	COLORADO ANALYTICAL LAB	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$800.00
51148	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$35.00
51149	COREANDMAIN	CORE & MAIN LLP	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$3,222.96
51150	DAVESAUTOMOTIVE	DAVE'S AUTOMOTIVE	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$776.52
51151	E470PUBLICHWY	E-470 PUBLIC HIGHWAY AUTHORITY	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$26.10
51152	ECS	EMPLOYERS COUNCIL	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$215.00
51153	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$1,513.00
51154	HABITATMANAGEME	HMI, LLC	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$6,696.54
51155	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$941.85
51156	HONOR&REMEMBER	HONOR & REMEMBER, INC	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$75.00
51157	L.N.CURTISANDSO	L.N. CURTIS AND SONS	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$619.17
51158	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$5,000.00
51159	OREILLY	O'Reilly Automotive, Inc.	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$425.18
51160	STERICYCLE	STERICYCLE, INC.	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$42.55
51161	STRATEGICGOV	STRATEGIC GOVERNMENT RESOURCES	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$9,421.65
51162	THRIFTYTHRONES	THRIFTY THRONES	10/30/2025	COBANK-CKG 9495	PMCHK00000251	\$1,045.00

Total Checks: 93

Total Amount of Checks: \$213,960.69

Town of Palmer Lake
 ACH REGISTER REPORT
 Payables Management

ACH Date	From:	To:
Checkbook ID	10/1/2025	10/31/2025
	COBANK-CKG 9495	COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
10/1/2025	CMTRX00000225	Bank Transaction Entry	WDL000002401	Comcast Business	209.85
10/1/2025	CMTRX00000225	Bank Transaction Entry	WDL000002403	Xfinity	13.23
10/2/2025	CMTRX00000230	Bank Transaction Entry	WDL000002439	Paycom	108,889.69
10/3/2025	CMTRX00000229	Bank Transaction Entry	WDL000002426	Parking Kiosk Fees	307.24
10/3/2025	CMTRX00000230	Bank Transaction Entry	WDL000002442	Card Connect	44.95
10/6/2025	CMTRX00000229	Bank Transaction Entry	WDL000002425	WEX Fuel	4,159.92
10/7/2025	CMTRX00000229	Bank Transaction Entry	WDL000002424	Humana	1,676.34
10/8/2025	CMTRX00000224	Bank Transaction Entry	WDL000002392	Black Hills Energy	138.18
10/8/2025	CMTRX00000229	Bank Transaction Entry	WDL000002416	CORE Electric	3,778.55
10/8/2025	CMTRX00000229	Bank Transaction Entry	WDL000002419	PCS	1,847.30
10/8/2025	CMTRX00000229	Bank Transaction Entry	WDL000002421	FPPA	13,526.43
10/8/2025	CMTRX00000229	Bank Transaction Entry	WDL000002423	HealthEquity	5.00
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002393	Black Hills Energy	26.78
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002394	Black Hills Energy	29.80
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002395	Black Hills Energy	60.59
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002396	Black Hills Energy	25.58
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002397	Black Hills Energy	29.80
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002398	Black Hills Energy	29.20
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002399	Black Hills Energy	33.42
10/14/2025	CMTRX00000224	Bank Transaction Entry	WDL000002400	Black Hills Energy	25.58
10/16/2025	CMTRX00000225	Bank Transaction Entry	WDL000002404	Visa Cardmember Services	14,502.89
10/16/2025	CMTRX00000230	Bank Transaction Entry	WDL000002440	Paycom	99,732.16
10/21/2025	CMTRX00000224	Bank Transaction Entry	WDL000002379	Amcobi	221.80
10/21/2025	CMTRX00000224	Bank Transaction Entry	WDL000002380	Amcobi	97.17
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10/21/2025	CMTRX00000224	Bank Transaction Entry	WDL000002390	Amcobi	140.10
10/21/2025	CMTRX00000229	Bank Transaction Entry	WDL000002420	PCS	2,778.28
10/21/2025	CMTRX00000229	Bank Transaction Entry	WDL000002422	FPPA	14,470.74
10/27/2025	CMTRX00000224	Bank Transaction Entry	WDL000002391	Anthem	17,079.49
10/27/2025	CMTRX00000230	Bank Transaction Entry	WDL000002443	Card Connect	10.60
10/30/2025	CMTRX00000229	Bank Transaction Entry	WDL000002417	CORE Electric	241.64
10/30/2025	CMTRX00000229	Bank Transaction Entry	WDL000002418	CORE Electric	31.04
10/30/2025	CMTRX00000230	Bank Transaction Entry	WDL000002441	Paycom	137,199.50
10/31/2025	CMTRX00000225	Bank Transaction Entry	WDL000002402	Comcast Business	209.85
10/31/2025	CMTRX00000230	Bank Transaction Entry	WDL000002444	Card Connect	43.20
Total ACHs:	43			Total Amount of ACHs:	\$ 425,285.32



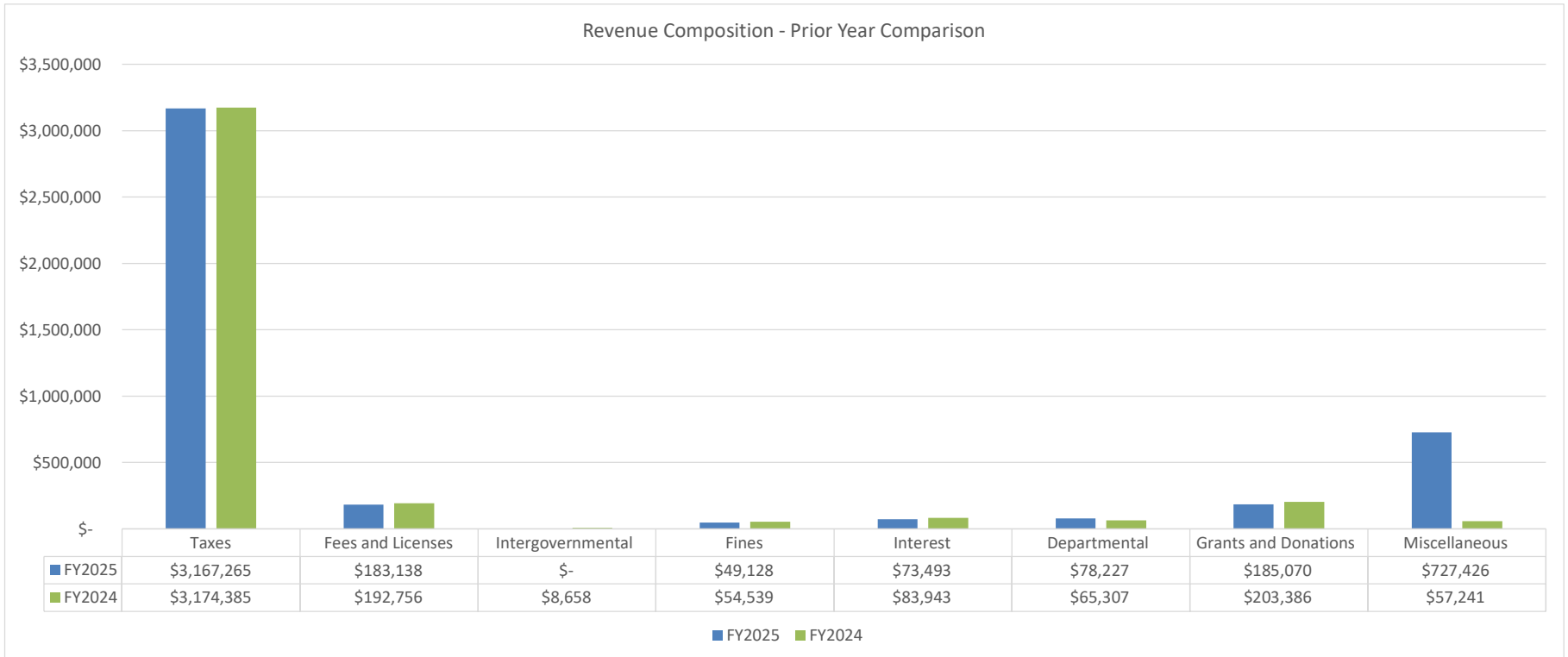
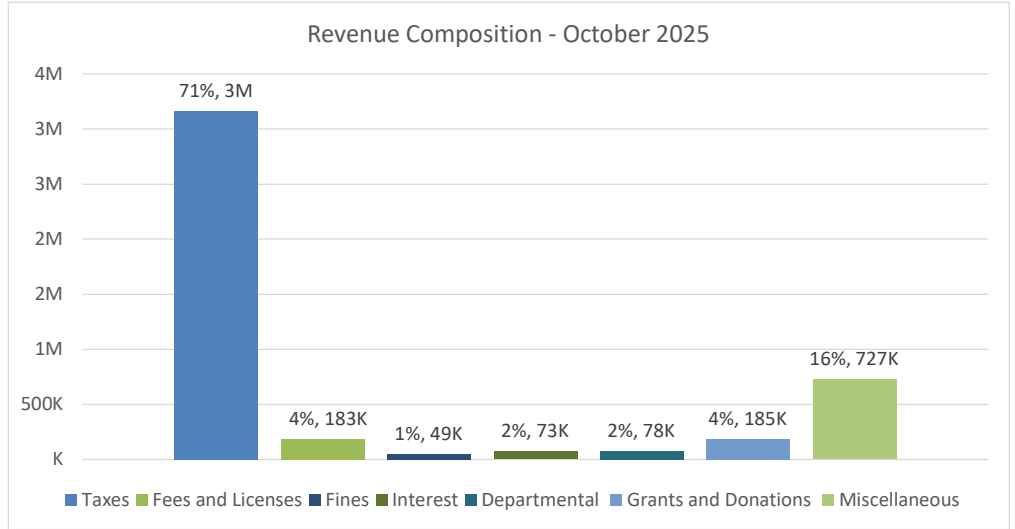
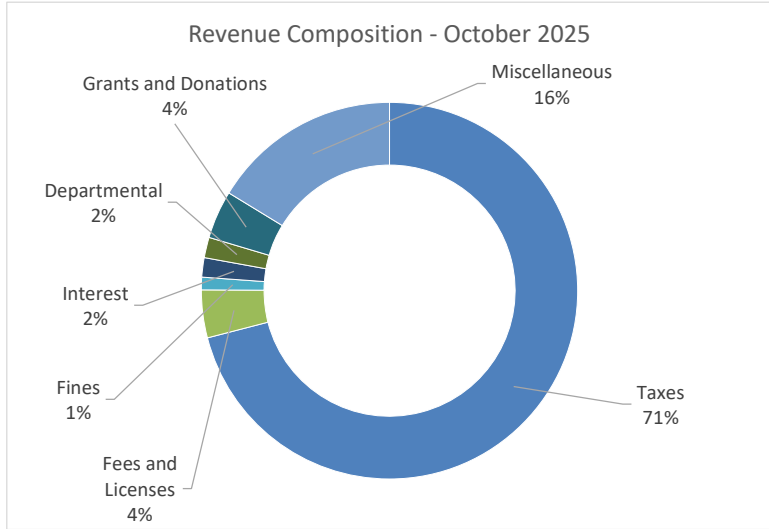
Charts
October 2025

TOWN OF PALMER LAKE

Item 5.

REVENUE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2025
UNAUDITED

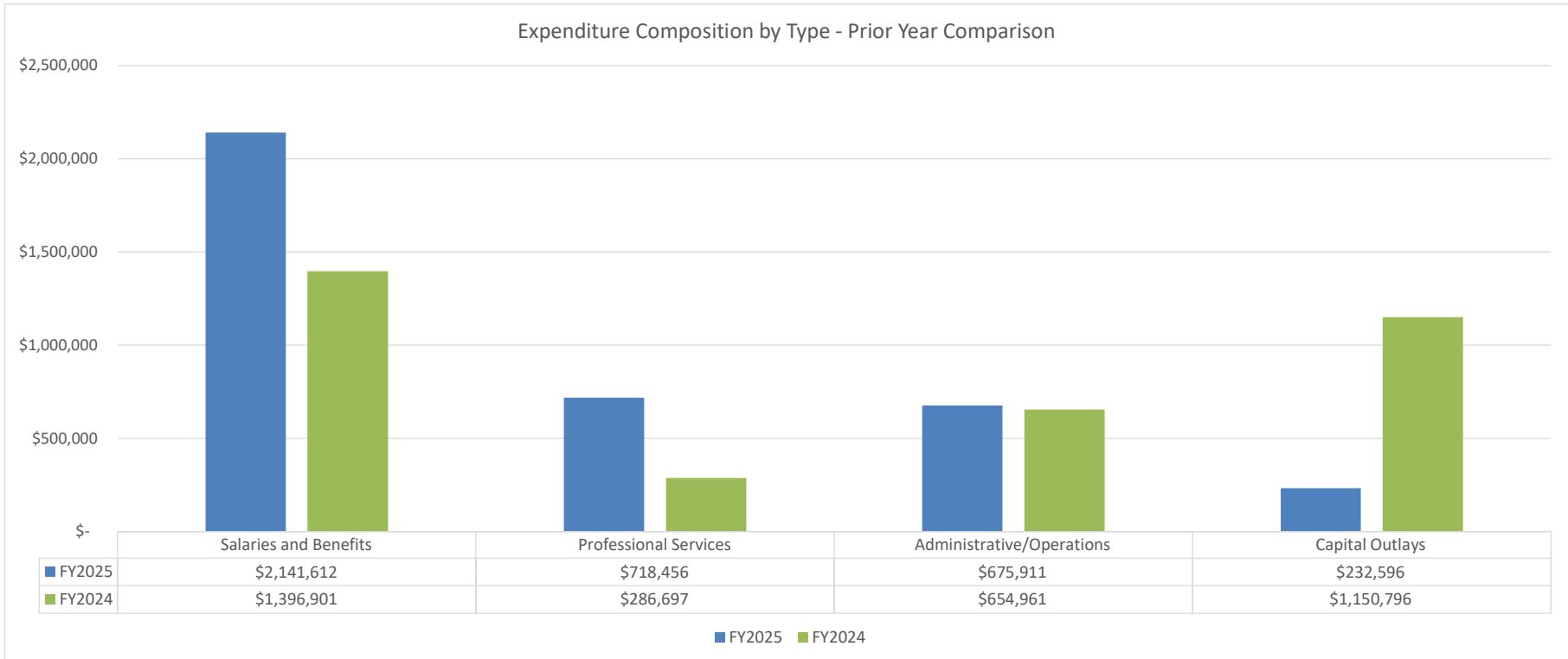
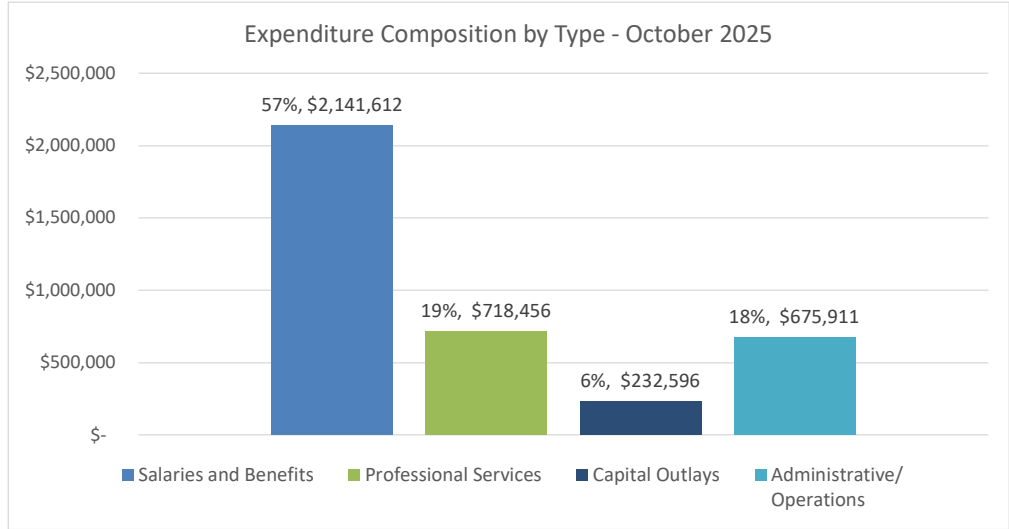
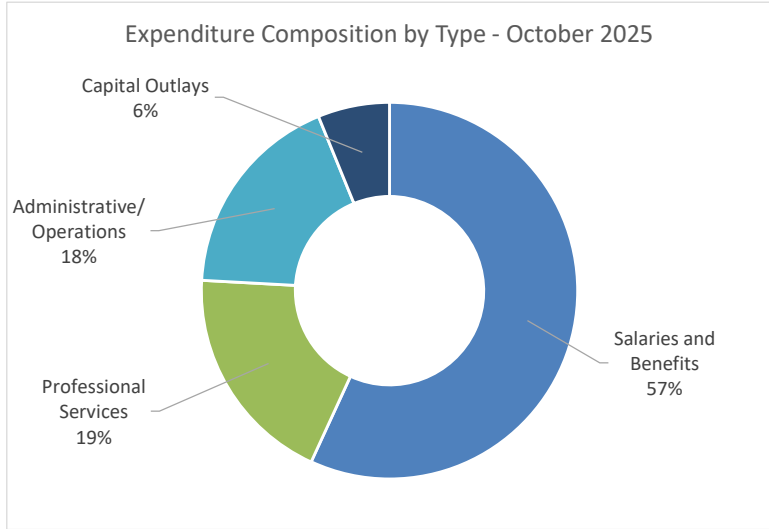


TOWN OF PALMER LAKE

Item 5.

EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2025
UNAUDITED



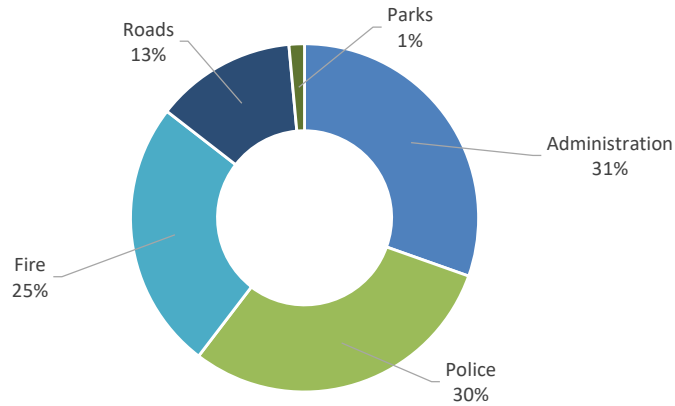
TOWN OF PALMER LAKE

Item 5.

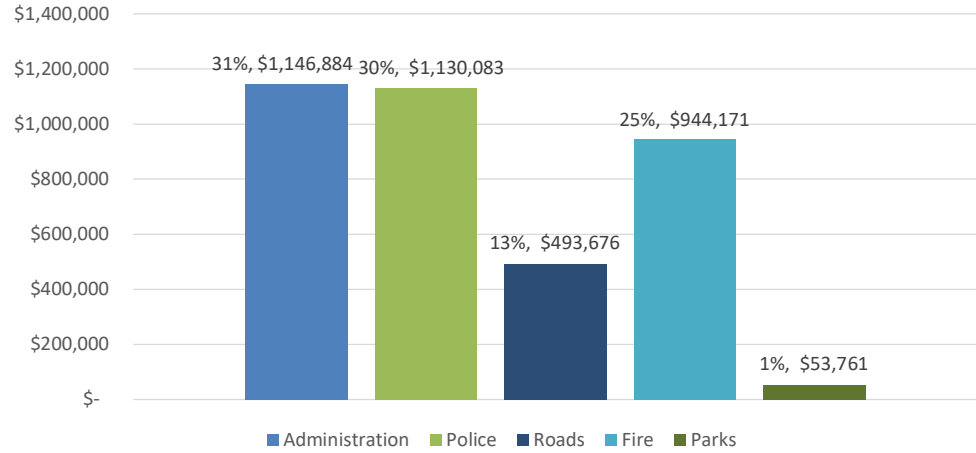
EXPENDITURE CHARTS GENERAL FUND

For the Ten Months Ended October 31, 2025
UNAUDITED

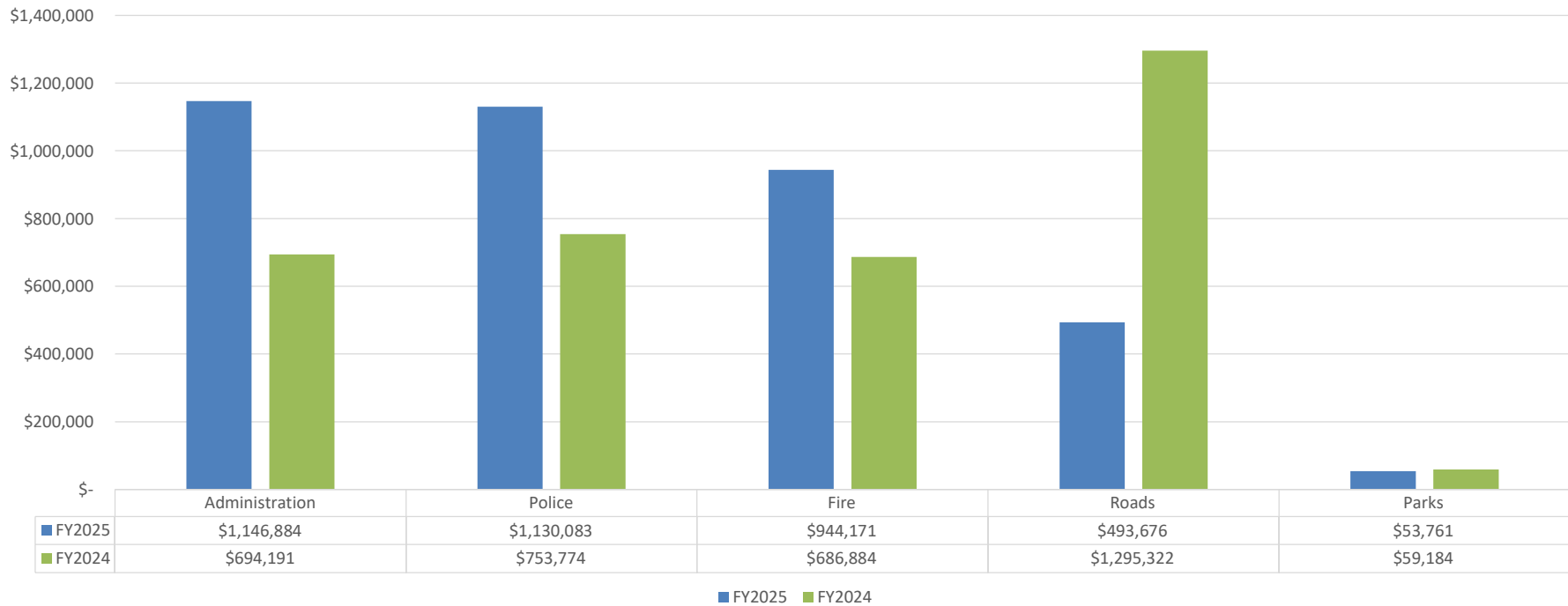
Expenditure Composition by Department - October 2025



Expenditure Composition by Department - October 2025



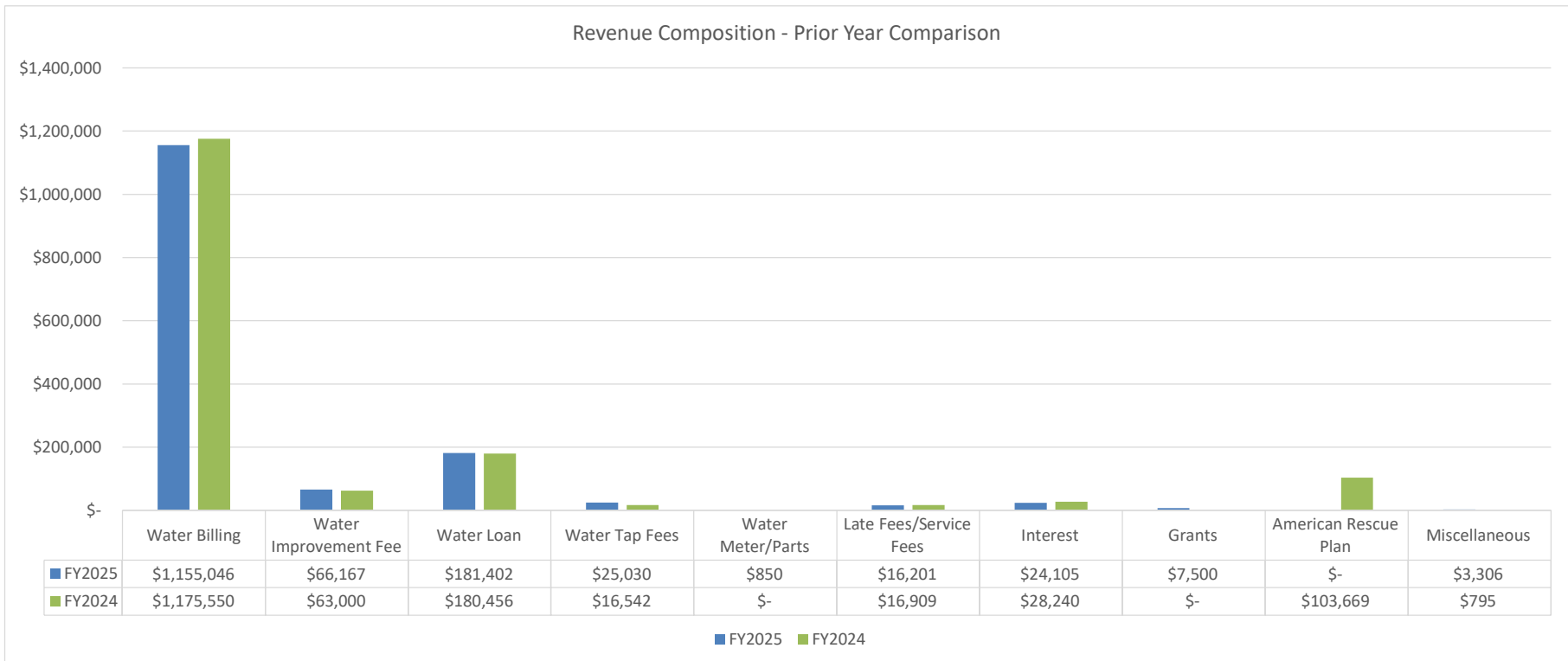
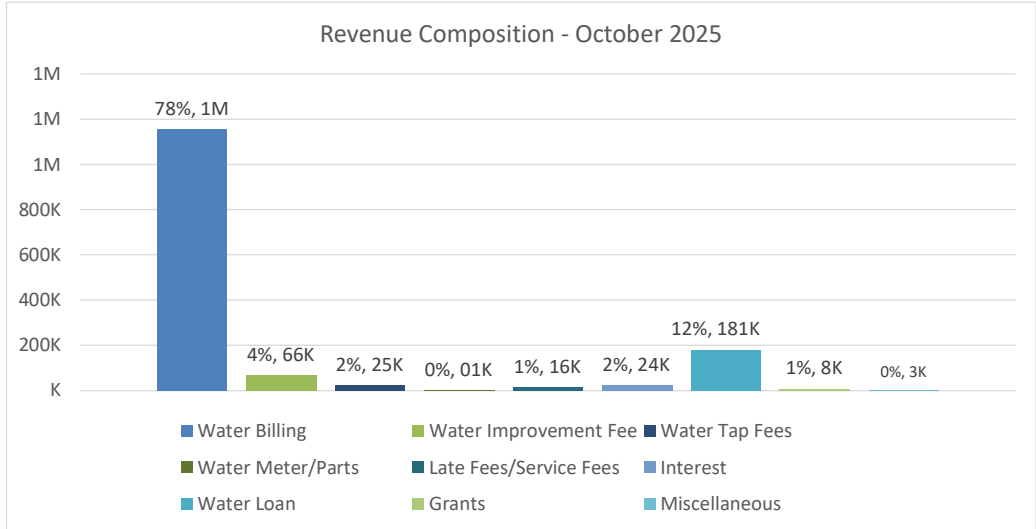
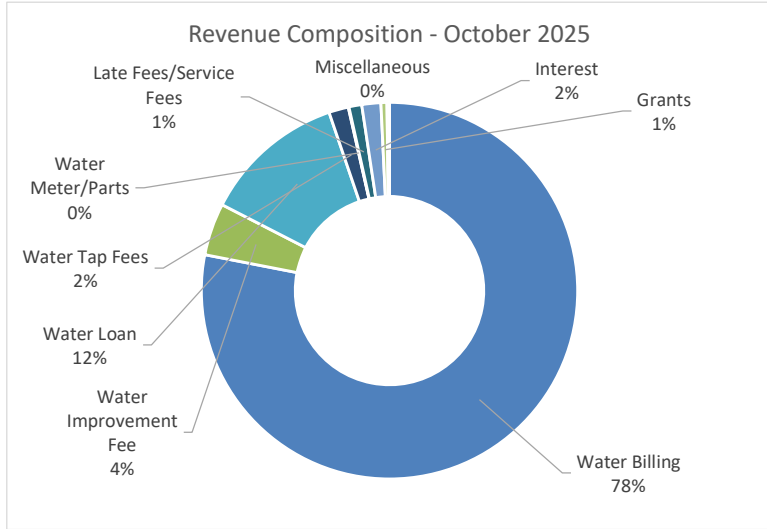
Expenditure Composition by Department - Prior Year Comparison



TOWN OF PALMER LAKE

Item 5.

REVENUE CHARTS WATER ENTERPRISE FUND For the Ten Months Ended October 31, 2025 UNAUDITED

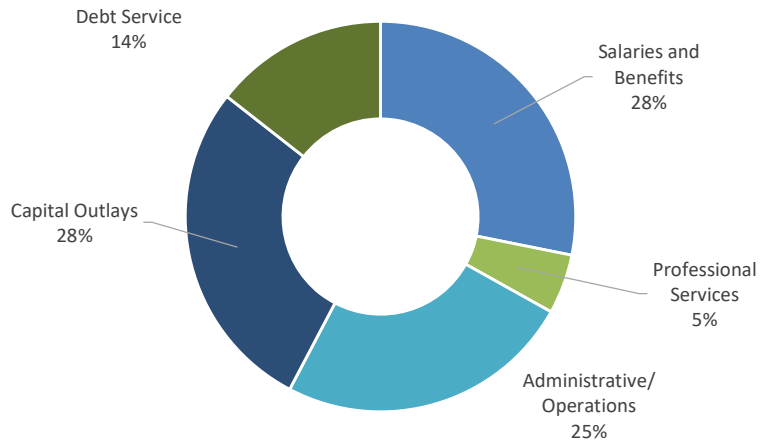


TOWN OF PALMER LAKE

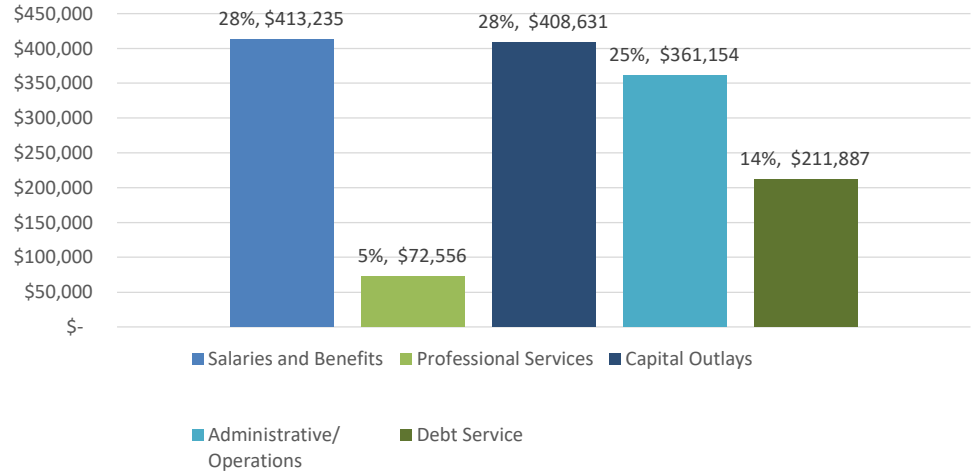
Item 5.

EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Ten Months Ended October 31, 2025 UNAUDITED

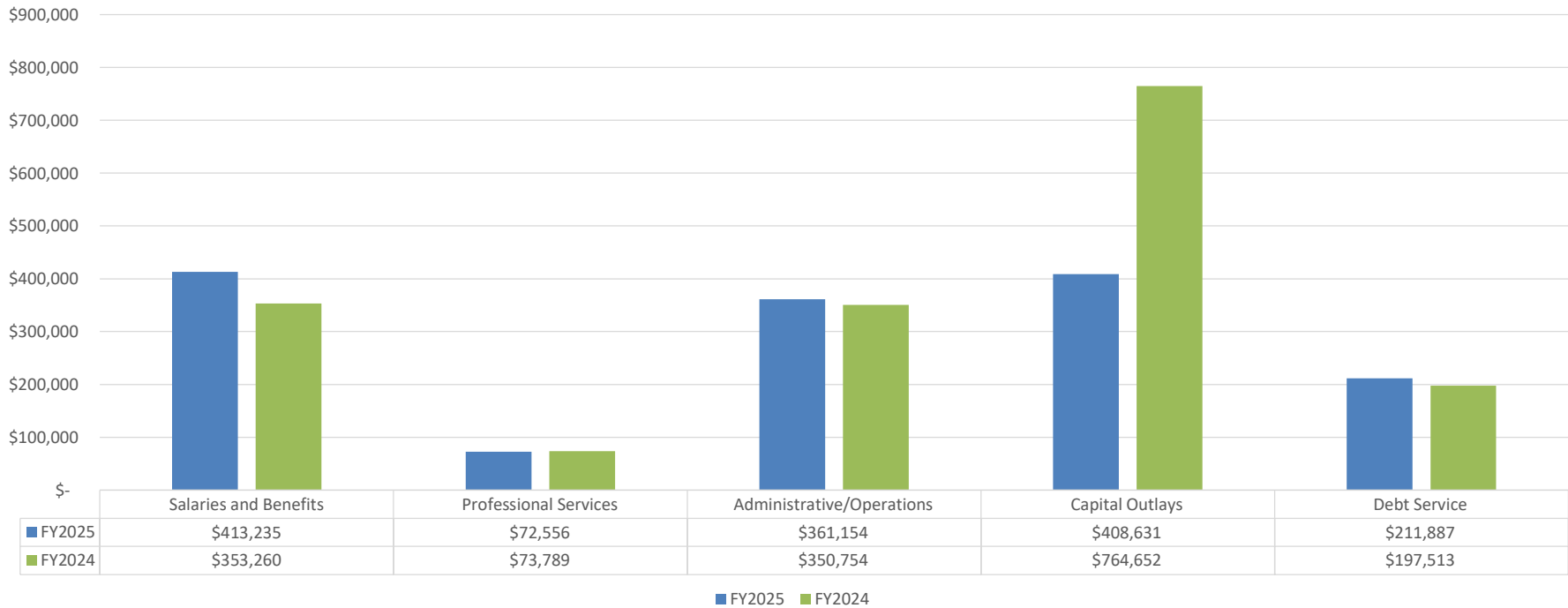
Expenditure Composition by Type - October 2025



Expenditure Composition by Type - October 2025



Expenditure Composition by Type - Prior Year Comparison



Palmer Lake Water Department

November 2025 Operations

Total water produced for the month: 12.02 Acre-feet / 3,917,000 gallons

Renewable water: 75.5% of total production

Ground water: 24.5% of total production

Surface plant production: 9.11 acre-feet / 2,970,000 gallons

Ground plant production (D2R well): 2.91 acre-feet / 947,000 gallons

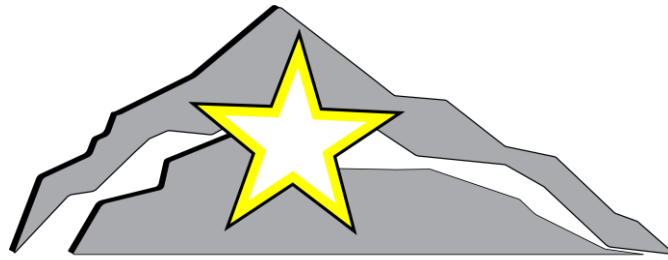
Avg daily production: 131,000 gallons per day (gpd)

91 gallons per minute (gpm)

SWTP daily avg. 69 gpm / 99,000 gallons per day.

GWTP daily avg. 22 gpm / 32,000 gallons per day

- Chlorine Dioxide pump has been replaced; generator is back in service.
- Leaking gaskets on GWTP raw water feed and filtrate line for FV 1 have been replaced.
- Seasonal decrease in total organic carbon level has allowed for an increase in renewable water production.
- Water break on Greeley, Nov. 5th, 2:45am. Crew response was quick, and the leak was secured within 45 minutes. 31 residences were without water. Repair was completed the same day; water service was restored at approximately 3:00pm. The cause of the leak was due to failure of a service line saddle at the main.



Town of Palmer Lake

Board of Trustees Summary Sheet

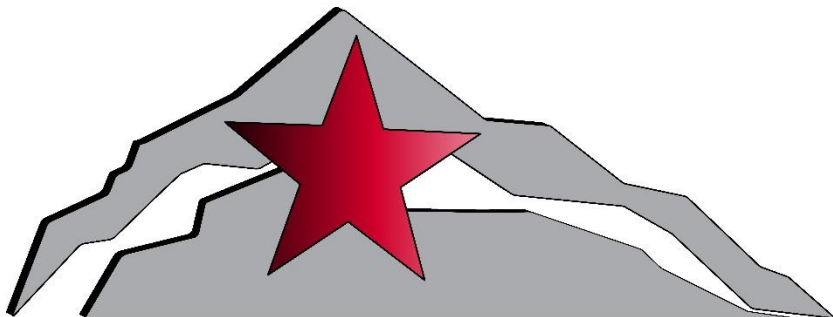
	October 2025
Title	Public Works Monthly Report
Date	October 3, 2025
Contact	Stacy DeLozier
Summary	<p>Routine monthly roads and parks maintenance.</p> <p>Winterized EPC bathroom on East side of the Lake.</p> <p>Removed Fountain from the Lake.</p> <p>Prepped Pickleball Court bathrooms to stay open year-round.</p> <p>We prepared plow trucks, equipment and roads for winter season.</p> <p>Monthly Parks Commission Meeting 11/4/2025</p>
Training	Ongoing weekly/ monthly safety training, meetings, PPACG, Monthly safety meetings
Other Activity	<p>Spruce Mountain Road meeting with CDOT and PPACG coming up in the next week or so.</p> <p>Working on 2026 PW/Parks Proposed budget.</p>



Board of Trustees Summary Sheet

	December 2025
Title	Police Monthly Report
Action	N/A
Date	11/1/25-11/30/2025
Contact	Lieutenant A. Lundy
Summary	In the month of November 2025, the PLPD made 31 traffic stops and issued 19 citations. Also, in the month of November 19 reports were taken and there were 5 traffic accidents. PLPD Officers charged 2 domestic violence cases in the month of November. PLPD made 13 citizen contacts.
Training	All officers completed Nighttime (low light) firearms training.
Other Actions	PLPD in conjunction with MPD began planning for Santa on Patrol. S.O.P. will take place on December 23 rd . PLPD finalized the purchase of and received a drone for emergency responses. Officer Stevens completed certification to operate the drone and received his Part 107 License.

Calls for service	PLPD officers responded to 109 calls for service in the month of November.
B.H.C.O.N.	The PLPD B.H.C.O.N. program launched at the beginning of this year. The grant funded program is intended to circumvent arrests of mentally ill individuals when appropriate and afford these individuals resources to seek the help they need. The program has had 148 calls for service and has taken 23 case reports as a result.
S.T.E.P.	S.T.E.P. was instituted in March of 2021 and has made a great impact on police operations and overall street safety of Palmer Lake. Officers have conducted 360 shifts over the last 2 years. The most common citations written are for failure to stop at stop signs and speeding. Monies gained from these shifts have been a great benefit to the overall Town budget as a supplemental income. Proceeds from the S.T.E.P. program have recently purchased 2 vehicles for the PLPD which were previously unbudgeted for but needed.
H.V.E.	PLPD's High Visibility Enforcement (DUI/DUID) program has added to the safety of Palmer Lake's residents by effectively enforcing DUIs and DUIDs within its jurisdiction. H.V.E. has created 167 calls for service and taken 18 case reports. 290 hours have been worked between 3 Officers. There have been 133 contacts and 12 arrests, 2 of which were felony level DUIs. There is an average of 1 DUI arrest per H.V.E. shift.



PALMER LAKE FIRE DEPARTMENT

Title	Fire Department Report- November 2025
Date	1 December 2025
Contact	Chief Vincent
Summary	Elephant Rock Burn successfully completed. Annual FIT Testing completed. Annual Star lighting successful. Calls for service YTD as of this report time: 499.
Training	Attached.
Photographs	FIT Testing, Elephant Rock Pile Burn.
Other Action	
Code Enforcement	





Assignment	Completion	Completion	Duration (hours)
01: Firefigh	11/6/2025	12:00 AM	2
2011 Bump	11/6/2025	9:30 AM	2
2011 Bump	#####	3:00 PM	2
Arrival Drill	11/1/2025	12:30 PM	2
Arrival Drill	11/1/2025	6:00 PM	2
Arrival Drill	11/1/2025	12:30 PM	2
Arrival Drill	11/1/2025	6:00 PM	2
Arrival Drill	11/1/2025	12:30 PM	2
Arrival Drill	11/1/2025	6:00 PM	2
F006 Ampu	11/5/2025	1:30 PM	0.5
F008 Hemc	11/5/2025	1:00 PM	0.5
F011. Traur	11/5/2025	2:00 PM	0.5
FF1-2A / Ini	#####	3:00 PM	2
FF1-2A / Ini	#####	3:00 PM	2
FF1-2A / Ini	#####	3:00 PM	2
FF1-2A / Ini	#####	3:00 PM	2
FF1-2D / Mi	#####	11:45 AM	2
FF1-2D / Mi	#####	11:45 AM	2
FF1-2D / Mi	#####	11:45 AM	2
FF1-2D / Mi	11/8/2025	8:00 AM	1
FF1-2D / Mi	#####	11:45 AM	2
FF1-2D / Mi	11/8/2025	8:00 AM	1
FF1-2D / Mi	11/8/2025	8:00 AM	1
FF1-2D / Mi	#####	10:00 AM	2
FF1-2D / Mi	11/8/2025	8:00 AM	1
FF1-2D / Mi	#####	11:45 AM	2
Firefighter I	#####	11:45 AM	1
Firefighter I	#####	1:30 PM	1
Firefighter I	#####	11:45 AM	1
Firefighter I	#####	1:30 PM	1
Firefighter I	#####	11:45 AM	1
Firefighter I	#####	11:45 AM	1
Firefighter I	#####	1:30 PM	1
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Board of Trustees Summary Sheet

	December 2025																																																																						
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Land Use permits Issued	<p>August 2025 Type: Single Family; Qty: 0 Other; Qty: 2 Total water taps issued: 1043</p>																																																																						

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2025	2025
	Nov	Nov
Business Type	STR	other
New Licenses	2	0
Licenses Renewed	0	8
Licenses Expired	0	1
Businesses Closed	0	0
CURRENT BUSINESS LICENSES BY BUSINESS TYPE (New + Renewed)	42	143
TOTAL CURRENT BUSINESS LICENSES (New + Renewed)	185	

SCHEDULED TO RENEW IN January 2026:

BUSINESS NAME
Advanced Recovery Systems, LLC dba Recovery Village at Palmer Lake, LLC
Alpine Essentials LLC
Custom Design Builders, Inc.
Designio, Inc. dba iWell
Essential Landscaping LLC
Ian Burgess dba Burgo's Guitars
Sandoval Custom Creations, Inc.
Sober Not Dead LLC dba Lake & Lantern Mocktail Café
TavaTek, LLC
The Tendit Group, LLC
Think & Tinker, Ltd.
Wash & Roll LLC

Water Billing	<table border="1"> <thead> <tr> <th>Year</th> <th>Month</th> <th># of Water Accounts</th> <th># of Gallons Sold</th> <th># of Shutoffs</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>Jan-Dec</td> <td>1015</td> <td>41,405,900</td> <td>11</td> </tr> <tr> <td>2023</td> <td>Jan-Dec</td> <td>1018</td> <td>44,855,150</td> <td>7</td> </tr> <tr> <td>2024</td> <td>Jan-Dec</td> <td>1,022</td> <td>47,011,334</td> <td>0</td> </tr> <tr> <td rowspan="12">2025</td> <td>January</td> <td>1022</td> <td>3,505,500</td> <td>0</td> </tr> <tr> <td>February</td> <td>1022</td> <td>3,114,600</td> <td>1</td> </tr> <tr> <td>March</td> <td>1023</td> <td>2,787,302</td> <td>1</td> </tr> <tr> <td>April</td> <td>1023</td> <td>3,058,632</td> <td>0</td> </tr> <tr> <td>May</td> <td>1023</td> <td>3,148,147</td> <td>1</td> </tr> <tr> <td>June</td> <td>1024</td> <td>4,150,990</td> <td>3</td> </tr> <tr> <td>July</td> <td>1024</td> <td>4,454,800</td> <td>0</td> </tr> <tr> <td>August</td> <td>1024</td> <td>4,554,000</td> <td>0</td> </tr> <tr> <td>September</td> <td>1024</td> <td>4,234,100</td> <td>0</td> </tr> <tr> <td>October</td> <td>1023</td> <td>3,609,100</td> <td>0</td> </tr> <tr> <td>November</td> <td>1023</td> <td>3,289,900</td> <td>1</td> </tr> <tr> <td>YTD</td> <td></td> <td></td> <td>39,907,071</td> <td>6</td> </tr> </tbody> </table>				Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs	2022	Jan-Dec	1015	41,405,900	11	2023	Jan-Dec	1018	44,855,150	7	2024	Jan-Dec	1,022	47,011,334	0	2025	January	1022	3,505,500	0	February	1022	3,114,600	1	March	1023	2,787,302	1	April	1023	3,058,632	0	May	1023	3,148,147	1	June	1024	4,150,990	3	July	1024	4,454,800	0	August	1024	4,554,000	0	September	1024	4,234,100	0	October	1023	3,609,100	0	November	1023	3,289,900	1	YTD			39,907,071	6
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Code Compliance Report
December 2025 BOT Meeting

Code Compliance:

November Code Activity:

<u>Issue</u>	<u>Reported</u>	<u>Resolved</u>
Business License	1	1
Bears /Trash Cans	1	1
Dogs Loose/Aggressive	7	5
Fence (height/temporary)	1	
Junkyards and dumping/unsafe yard	2	1
Signs (removal non-compliant) 12 12		
Signs (Business)	4	3
Short Term Rentals	2	1
	<hr/>	<hr/>
	30	24

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

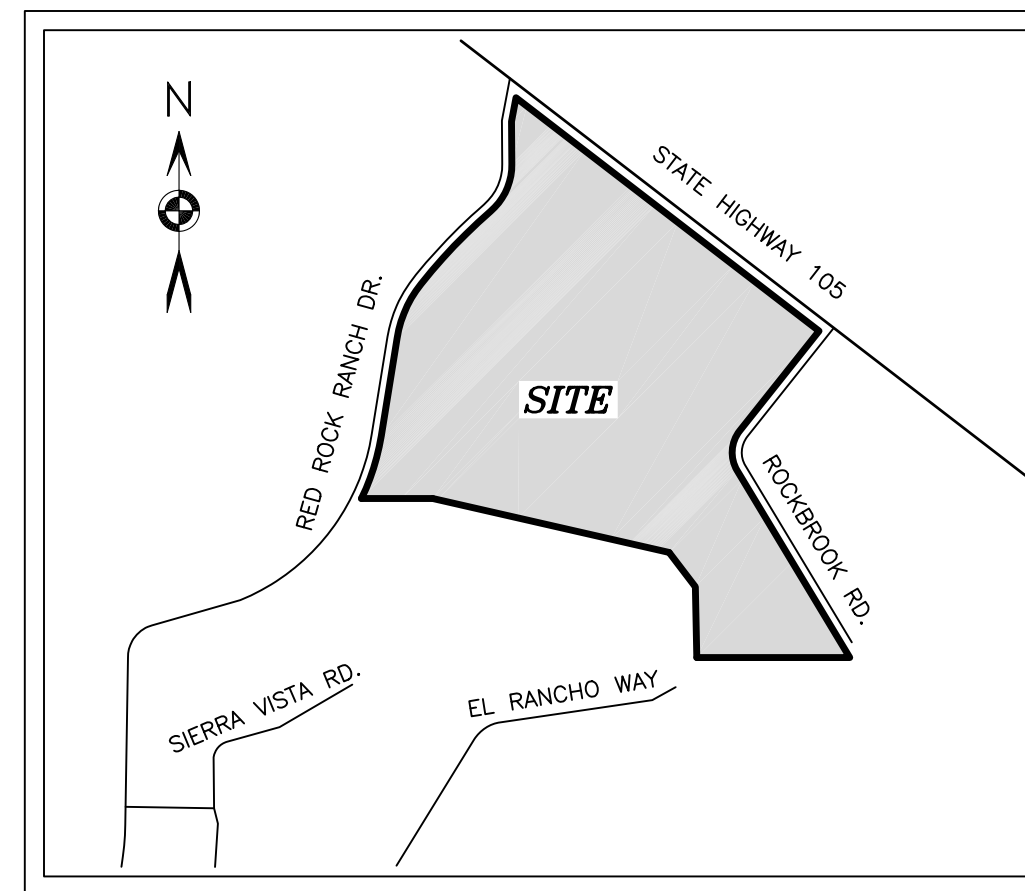
Erin Ganaway
Notary Public

My commission expires:
2-27-27

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

RED ROCKS ACRES NORTH ANNEXATION MAP

LOCATED IN SECTION 9, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.
COUNTY OF EL PASO, STATE OF COLORADO



VICINITY MAP
(NOT TO SCALE)

LEGAL DESCRIPTION OF ANNEXATION PARCEL:

A parcel of land being a portion of Section 9, Township 11 South, Range 67 West of 6th P.M., County of El Paso, State of Colorado, being more particularly described as follows:

BEGINNING at a point on the North-South Center Section line of said Section 9, from which the Center Quarter corner of said Section 9 bears N 00°12'16" E, (Bearings are based upon the West line of the Southeast Quarter, Section 9, Township 11 South, Range 67 West of the 6th P.M., monumented on the North with a No. 6 rebar and 2.5" aluminum cap stamped "23875" and on the South with a 3.25" BLM brass cap stamped "1961" and is assumed to bear S 00°12'16" W, a field measured distance of 2649.40 feet) a distance of 934.88 feet;
thence N 80°53'36" W, a distance of 326.72 feet;
thence S 89°24'31" W, a distance of 288.53 feet, to a point on the Easterly right of way line of Red Rock Ranch Drive as established in that Deed recorded March 12, 1971, in Book 2395 at Page 210, under Reception No. 787633 in the official records of the El Paso County Clerk and Recorder;
thence along the said Easterly right of way line the following six (6) courses:

- 1) 345.48 feet along the arc of a 780.00 foot radius curve to the left, having a central angle of 25°22'39" and a chord that bears N 21°26'51" E, a distance of 342.66 feet;
- 2) N 08°45'11" E, a distance of 374.00 feet;
- 3) 259.22 feet along the arc of a 420.00 foot radius curve to the right, having a central angle of 35°21'44" and a chord that bears N 26°26'40" E, a distance of 255.12 feet;
- 4) N 44°06'48" E, a distance of 344.27 feet;
- 5) 156.54 feet along the arc of a 196.66 foot radius curve to the left, having a central angle of 45°36'22" and a chord that bears N 21°22'44" E, a distance of 152.44 feet;
- 6) N 01°27'24" W, a distance of 203.41 feet;
- 7) N 38°37'35" E, a distance of 33.41 feet, to a point on the southwesterly right of way line of State Highway 105;

thence S 52°19'28" E along said southwesterly right of way line, a distance of 1205.63 feet, to the northwest corner of Lot 1, Merrick Subdivision, filed for record on September 24, 1997 under Reception No. 97106988 in the official records of the El Paso County Clerk and Recorder;
thence S 38°48'38" W along the northwesterly boundary line of said Merrick Subdivision, a distance of 344.56 feet to the southwest corner of Lot 2, Merrick Subdivision;
thence S 38°43'56" W, a distance of 123.41 feet;
thence S 22°33'17" W, a distance of 113.54 feet;
thence S 87°07'09" E, a distance of 204.54 feet to a point on the Westerly right of way line of Rockbrook Road as established in that Dedication Plat of a Road Right of Way Known as Rockbrook Road recorded January 5, 1971, in Plat Book P-2 at Page 23, under Reception No. 774171; thence along the said Easterly right of way line the following two (2) courses:

- 1) 56.15 feet along the arc of a 102.76 foot radius curve to the left, having a central angle of 31°18'34" and a chord that bears S 13°07'34" E, a distance of 55.46 feet;
- 2) S 28°17'42" E, a distance of 776.41 feet;

thence S 89°04'39" W leaving said Easterly right of way line, a distance of 429.28 feet;
thence N 00°55'21" W, a distance of 144.86 feet;
thence N 43°56'19" W, a distance of 132.45 feet;
thence N 78°32'13" W, a distance of 688.29 feet to the POINT OF BEGINNING.

EXCEPT that portion contained in Subdivision Exemption Survey noted as Parcel A recorded November 2, 2016, under Reception No. 216713864;

AND EXCEPT that portion contained in Warranty Deed recorded August 21, 1991, in Book 5873, at Page 767.

Containing a calculated area of 1,722,597 square feet, 39.545 acres of land, more or less.

OWNERS CERTIFICATE:

The aforementioned, **Name, Title**

have executed this instrument this ____ day of _____, 20____

Name, Title

NOTARIAL:

STATE OF COLORADO }
COUNTY OF EL PASO } SS

The above and aforementioned instrument was acknowledged before me this

____ day of _____, 20____ by **Name, Title**

Witness my hand and seal:

My Commission expires _____

Notary Public _____

CONTIGUITY STATEMENT:

Total perimeter of area considered for annexation = 6,550.71 feet.
One-sixth (1/6) of total perimeter area = 1,091.79 (16.67%)
Perimeter of area contiguous with existing city limits = 1,205.63 feet (18.4%)

PLANNING DEPARTMENT:

This Annexation Plat was reviewed by the Town of Palmer Lake, County of El Paso, Colorado, This

____ day of _____, 20____.

Planning Director

TOWN APPROVAL:

Pursuant to an ordinance made and adopted by the Town of Palmer Lake, County of El Paso, Colorado, This

____ day of _____, 20____.

Major Date

Attest: _____

Town Clerk Date

RECORDING

STATE OF COLORADO }
COUNTY OF EL PASO } SS

I hereby certify that this instrument was filed for record at my office at ____ O'clock ____ this ____ day of

_____, 20__ A.D.,

and is duly recorded under Reception Number _____ of the records of El Paso County,

Colorado.

Steve Schleiker, Recorder

By: _____
Deputy

Fee: _____

Surcharge: _____

SURVEYOR'S NOTES

1. NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

2. Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument or accessory commits a class 2 misdemeanor pursuant to the Colorado Revised Statute 18-4-508.

3. The lineal units used in this drawing are U.S. Survey Feet. A U.S. Survey Foot is defined as 1200/3937 meters.

4. BASIS OF BEARINGS: Bearings are based upon the West line of the Southeast Quarter, Section 9, Township 11 South, Range 67 West of the 6th P.M., monumented on the North with a No. 6 rebar and 2.5" aluminum cap stamped "23875" and on the South with a 3.25" BLM brass cap stamped "1961" and is assumed to bear S 00°12'16" W, a field measured distance of 2649.40 feet.

5. This survey does not constitute a title search by Barron Land, LLC to determine ownership, rights-of-way, or easements of record. For information regarding ownership, rights-of-way, and easements of record, Barron Land, LLC relied upon Title Commitment 1735477, with an effective date of March 17, 2025 at 8:00 am as provided by Stewart Title Company dba Empire Title, A Division of Stewart.

6. This survey was performed in the field on January 11, 2023.

7. The overall subject parcel contains a calculated area of 1,722,597 square feet (39.545 acres) of land, more or less.

8. The Federal Emergency Management Agency, Flood Insurance Rate Map No. 08041C0257G, effective date December 7, 2018, indicates that portions of this parcel of land to be located in:
Zone AE - Floodway area - (The channel of a stream plus any adjacent floodway areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increase in flood heights)
Zone AE - (Base flood elevations determined)
Zone X - Other flood areas - (Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood)
Zone X - (Areas determined outside the 0.2% annual chance floodplain).

SURVEYOR'S CERTIFICATION

I, Spencer J. Barron, a duly licensed Professional Land Surveyor in the State of Colorado, do hereby Certify that the annexation shown hereon truly and correctly represent the above described parcel of land.

Pursuant to the Colorado State Board of Licensure for Professional Land Surveyors Rule 6.2.2, the undersigned further certifies that this map of plot was prepared by me or under my responsible charge, is accurate to the best of my information, knowledge and belief, is in accordance with applicable standards of practice and is not a guaranty or warranty, either expressed or implied.

I attest the above on this ____ day of _____, 20____.

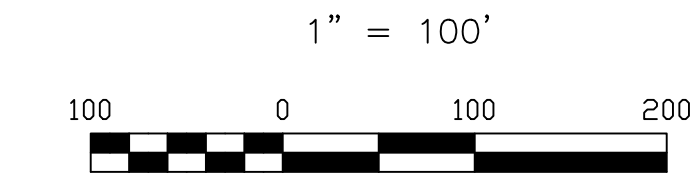
Spencer J. Barron
State of Colorado Professional Land Surveyor No. 38141
For and on behalf of Barron Land, LLC

DATE: 12/24/2024		REVISIONS	
No.	Remarks	Date	By
1	ADDRESSED COMMENTS	04/14/25	NJM

BARRON LAND
BOUNDARY & MAPPING & SURVEYING & CONSTRUCTION
2790 N. Academy Blvd., Suite 311 P: 719.360.6827
Colorado Springs, CO 80917 F: 719.466.6527
www.BARRONLAND.com
PROJECT No.: 22-016 SHEET 1 OF 2

RED ROCKS ACRES NORTH ANNEXATION MAP

LOCATED IN SECTION 9, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.
COUNTY OF EL PASO, STATE OF COLORADO



LEGEND

- FOUND #5 REBAR WITH YELLOW PLASTIC CAP STAMPED "23875"
- FOUND 1" PIPE
- ▲ FOUND #4 REBAR WITH ORANGE PLASTIC CAP STAMPED "1593"
- FOUND PUBLIC LAND SURVEY SYSTEM MONUMENTS AS NOTED HEREON
- FOUND MONUMENT AS NOTED HEREON
- IP IRON PIPE
- ILL ILLEGIBLE
- AG ABOVE GROUND
- BG BELOW GROUND
- RPC RED PLASTIC CAP
- YPC YELLOW PLASTIC CAP
- OPC ORANGE PLASTIC CAP
- AC ALUMINUM CAP
- R.O.W. RIGHT-OF-WAY
- SUBJECT PARCEL LINE(S)
- - - ADJACENT PARCEL LINE(S)
- - - EASEMENT LINE(S)
- ▨ EXISTING CITY LIMITS
- SECTION LINE
- - - FEMA ZONE X
- - - FEMA ZONE AE
- - - FEMA ZONE AE FLOODWAY

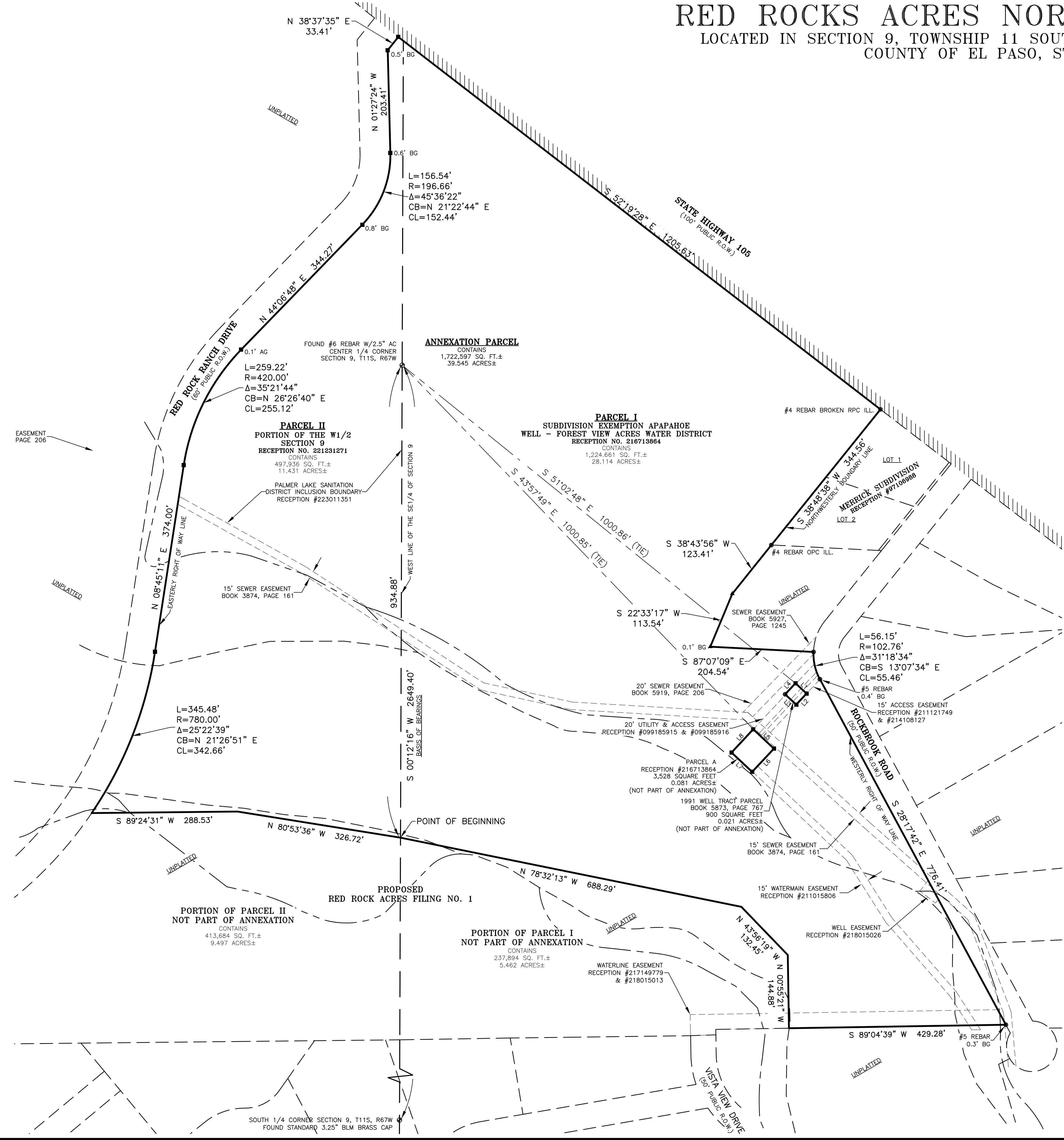
LINE	BEARING	DISTANCE
L1	S 47°00'18" E	30.00'
L2	S 42°59'42" W	30.00'
L3	N 47°00'18" W	30.00'
L4	N 42°59'42" E	30.00'
L5	S 46°54'03" E	56.00'
L6	S 43°05'57" W	63.00'
L7	N 46°54'03" W	56.00'
L8	N 43°05'57" E	63.00'

DATE: 12/24/2024		REVISIONS	
No.	Remarks	Date	By
1	ADDRESSED COMMENTS	04/14/25	NJM

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PROJECT No.: 22-016 SHEET 2 OF 2



**TOWN OF PALMER LAKE, COLORADO
RESOLUTION NO. 70-2025
A RESOLUTION REPEALING AND REPLACING RESOLUTION 64-2025 AMENDING
THE 2025 BUDGET**

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, §29-1-109, C.R.S., authorizes the Board of Trustees to amend the budget; and

WHEREAS, the Board of Trustees held a regular meeting on December 12, 2024, to adopt a budget for the 2025 fiscal year; and

WHEREAS, the Board of Trustees of the Town of Palmer Lake appropriated funds for the fiscal year 2025 as follows:

General Fund	\$5,977,692
Water Enterprise Fund	\$1,794,627

and;

WHEREAS, it is necessary for a carryover appropriation for reduced revenue within the Water Enterprise Fund; and

WHEREAS, the Town has funds available for such carryover appropriation; and

WHEREAS, at its regular meeting on November 13, 2025, the Board of Trustees approved Resolution No. 64-2025 amending the 2025 budget; and

WHEREAS, after Resolution No. 64-2025 was approved, the General Fund property tax revenue lines were discovered to be in error, requiring certain revisions; and

WHEREAS, the purpose of this Resolution is to approve such revisions; and

WHEREAS, the revisions do not impact the appropriated fund amounts or any other budget line items for the 2025 budget.

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

1. The Board of Trustees repeals Resolution No. 64-2025 and replaces it in its entirety with this Resolution.
2. The Board of Trustees amends the budget for the fiscal year 2025 as follows:

General Fund	\$5,073,645
Water Enterprise Fund	\$1,707,860

3. The sums set forth in Section 2, above, are hereby appropriated to the General and Enterprise Funds for the purposes noted in Exhibit A, attached.

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

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

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11TH DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
	Original	Proposed	
	Budget	Budget	
Description	FY2025	FY2025	Amendment Notes
GENERAL FUND REVENUE			
<u>Taxes</u>			
Property Tax - General	\$ 657,668	\$ 620,627	-\$ 657,668
Property Tax - Fire	585,218	552,258	-\$ 585,218
Specific Ownership Tax	108,000	108,000	
Motor Vehicle Registration	11,000	11,000	
Highway Users Tax	103,000	103,000	
El Paso Co Road & Bridge Tax	9,000	9,000	
Use Tax - Building Materials	30,000	30,000	
Sales/Use/Excise Tax - All Other	2,076,000	2,076,000	
	3,579,885	3,509,884	
<u>Fees and Licenses</u>			
Franchise Fee - Comcast	25,000	25,000	
Franchise Fee - CORE (IREA)	60,000	60,000	
Franchise Fee - Black Hills	55,000	55,000	
Franchise Fee - Other	2,000	2,000	
Fees/Permits/Zoning/Subdivisions	60,000	32,000	<i>fewer applications than expected</i>
Impact Fees - Drainage	15,000	1,009	<i>impact fees to be reviewed with the adoption of new zoning code</i>
Business Licenses	20,000	20,000	
Lodging Fees	40,000	40,000	
Liquor/MJ License Fees	11,725	11,725	
	288,725	246,734	
<u>Fines</u>			
Citation Fines/Court Fees	40,000	40,000	
Citation Fines/Court Fees - STEP	20,000	20,000	
	60,000	60,000	
<u>Interest</u>			
Interest	76,000	76,000	
Interest - Water Loan	9,567	9,567	
	85,567	85,567	
<u>Departmental</u>			
Admin Revenue	4,500	4,500	
Police Revenue*	11,000	11,000	
Fire Revenue	5,000	5,000	
Roads Revenue	-	-	
Parks Revenue*	50,000	50,000	
	70,500	70,500	
<u>Grants and Donations</u>			
Admin Grants	18,050	18,050	
PD Grants	165,156	-	<i>split with grants below</i>
PD Grants - HVE	-	7,000	<i>split from general PD grants</i>
PD Grants - BHCON	-	105,000	<i>split from general PD grants; BHCON clinician started late</i>
PD Grants - LE Recruit	-	26,000	<i>split from general PD grants; LE grant, split with 2026</i>
PD Grants - CRIMEWATCH	-	2,400	<i>split from general PD grants; LE grant, split with 2026</i>
Fire Grants	-	35,352	<i>AEDs; chipper</i>
Roads Grants	1,317,311	-	<i>split to projects below</i>

TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
	Original Budget FY2025	Proposed Amended Budget FY2025	
Description			Amendment Notes
Roads Grants - Spruce Mtn Rd	-	80,587	<i>split from general Road Grants; reduce design, remove construction</i>
Roads Grants - Sidewalk Design	-	39,200	<i>split from general Road Grants; remove/push portion of design work</i>
CDOT PL Elem Sch Rd Improv	-	-	
Parks Grants	-	-	
Admin Donations	-	-	
PD Donations	-	-	
Fire Donations	-	-	
Roads Donations	-	-	
Parks Donations	-	-	
Pickleball Donations*	12,000	12,000	
	1,512,517	325,589	
<u>Miscellaneous</u>			
Land/Building Rent	37,600	12,600	<i>split with venue res below</i>
Pickleball Court Rent*	-	300	<i>split from Land/Bldg rent above; revenue lower than expected</i>
Rent - Other Venues	-	15,000	<i>split from Land/Bldg rent above; revenue lower than expected</i>
Fire Deployment Reimbursement*	50,000	459,603	<i>increased state and nat'l demand</i>
Developer Reimbursements	-	-	
Dev Reimb - Travel Center	-	398,056	<i>development cost reimbursement; will update with Sept month-end</i>
Dev Reimb - Lakeview Heights	-	18,918	<i>development cost reimbursement</i>
Dev Reimb - Cross at Mon Creek (formerly Red Rock Acres)	-	1,661	<i>development cost reimbursement</i>
Dev Reimb - Brook St	-	1,988	<i>development cost reimbursement</i>
Miscellaneous Income	-	-	
	87,600	908,126	
<u>Other Financing Sources</u>			
Land/Equipment Sales	-	-	
Transfers from Other Funds	-	-	
	-	-	
Total Revenue (New Revenue and Other Financing Sources)	5,684,794	5,206,400	
Unassigned Fund Balance	4,507,793	4,721,781	<i>Unaudited 2024 year-end fund balance; increase due to year-end 2024 accruals. May adjust with 2024 audit.</i>
Total Revenue and Unassigned Fund Balance	10,192,587	9,928,181	
GENERAL FUND EXPENDITURES			
<u>Administration</u>			
<u>Salaries and Benefits</u>			
Salaries/Wages, Full Time	115,287	115,287	
Salaries/Wages, Part Time	139,172	139,172	
Overtime	6,234	6,234	
Social Security ER	16,163	16,163	
Medicare ER	3,780	3,780	
FUTA	252	252	
Workers Comp Ins	610	610	

TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
	Original Budget FY2025	Proposed Amended Budget FY2025	
Description			Amendment Notes
Retirement ER Match	6,182	6,182	
Health Ins ER- pd	19,090	19,090	
Dental Ins ER- pd	-	-	
Vision Ins ER- pd	-	-	
Life Ins ER- pd	483	483	
	307,253	307,253	
<u>Professional Services</u>			
Professional Svcs-Accounting	63,000	63,000	
Professional Svcs-IT	64,700	64,700	
Professional Svcs-Legal/OJW	95,000	95,000	
Professional Svcs-Other	150,000	150,000	
Prof Svcs - Travel Center	-	356,983	<i>expanded from Prof Svcs above; reimbursable land use dev costs</i>
Prof Svcs - Lakeview Heights	-	6,361	<i>expanded from Prof Svcs above; reimbursable land use dev costs</i>
Prof Svcs - Cross at Mon Creek (formerly Red Rock Acres)	-	1,661	<i>expanded from Prof Svcs above; reimbursable land use dev costs</i>
Prof Svcs - Elephant Rock PL	-	175	<i>expanded from Prof Svcs above; reimbursable land use dev costs</i>
Prof Svcs - Brook Street	-	1,988	<i>expanded from Prof Svcs above; reimbursable land use dev costs</i>
	372,700	739,868	
<u>Administrative/Operations</u>			
Employee/BOT Clothing	800	800	
Employee/BOT/PC Training	8,000	8,000	
Employee/BOT/PC Travel	1,000	1,000	
Employee/BOT/PC Per Diem	200	200	
Advertising	2,000	2,000	
Bank Fees/Services	100	100	
Communications	6,400	6,400	
County Treasurer Fees	12,000	12,000	
Election Expense	12,000	26,000	<i>special election</i>
Insurance	120,400	120,400	
Legal Notices/Recordings	3,000	3,000	
Memberships/Registrations	13,500	13,500	
Postage	2,400	2,400	
Economic Development	1,500	1,500	
General Supplies	15,000	15,000	
General Services	24,500	24,500	
General Service- Elephant Rock	1,000	1,000	
Utilities	18,000	18,000	
Utilities- Elephant Rock	12,000	12,000	
Building Maintenance	5,000	5,000	
Vehicle Repair & Maintenance	1,500	1,500	
Fuel	400	400	
	260,700	274,700	
<u>Capital Outlays</u>			
Capital Improvement	15,000	15,000	
Capital Improvement- Town Hall	-	-	
Capital Equipment	11,200	11,200	
	26,200	26,200	
Total Administration Expenditures	966,853	1,348,021	

TOWN OF PALMER LAKE				
GENERAL FUND				
2025 Budget Amendment DRAFT rev.12.11.25				
		Original	Proposed	
		Budget	Budget	
Description		FY2025	FY2025	Amendment Notes
<u>Police Department</u>				
<u>Salaries and Benefits</u>				
Salaries/Wages, Full Time		701,828	683,754	<i>split with Grants below</i>
Salaries/Wages, HVE		-	3,075	<i>split from FT wages above</i>
Salaries/Wages, LE Training		-	15,000	<i>split from FT wages above</i>
Salaries/Wages, Part Time		139,994	139,994	
Salaries/Wages, STEP		10,000	10,000	
Salaries/Wages, Extra Duty		8,000	8,000	
Overtime		29,464	29,464	
Social Security ER		12,056	12,056	
Medicare ER		12,895	12,895	
FUTA		554	554	
Worker Comp Ins		21,675	21,675	
Retirement ER Match		21,154	21,154	
FPPA		71,067	71,067	
FPPA D&D		25,719	25,719	
Health Insurance		68,060	68,060	
Dental Ins ER- pd		-	-	
Vision Ins ER- pd		-	-	
Life Ins ER- pd		2,142	2,142	
		1,124,609	1,124,609	
<u>Professional Services</u>				
Professional Svcs-IT		18,300	18,300	
Professional Svcs-Other		96,100	11,100	<i>split with BHCON below</i>
Professional Svcs-Other-BHCON		-	85,000	<i>split from Prof Svcs above</i>
		114,400	114,400	
<u>Administrative/Operations</u>				
Employee Clothing		7,700	7,700	
Employee Training		24,534	1,433	<i>split with LE Training below</i>
Employee Training - LE Training		-	23,102	<i>split from Training above</i>
Employee Travel		3,100	2,557	<i>split with BHCON below</i>
Employee Travel - BHCON		-	1,716	<i>split from Travel above</i>
Employee Per Diem		500	500	
Subject Testing		5,000	5,000	
Communications		22,175	21,547	<i>split with BHCON below</i>
Communications - BHCON		-	628	<i>split from Communications above</i>
Memberships/Registrations		13,000	13,000	
Postage		-	-	
General Supplies		40,000	36,700	<i>split with BHCON below</i>
General Supplies - BHCON		-	2,000	<i>split from General Supplies above</i>
General Supplies - LE Training		-	1,300	<i>split from General Supplies above</i>
General Services		9,000	9,000	
Utilities		5,000	5,000	
Building Maintenance		10,000	10,000	
Equipment Maintenance		3,000	3,000	
Vehicle Repair & Maintenance		21,000	21,000	
Fuel		20,000	20,000	
		184,009	185,183	
<u>Capital Outlays</u>				
Capital Improvement		7,000	7,000	
Capital Equipment		5,000	67,558	<i>2 vehicles; upfitting; 2 MDCs</i>

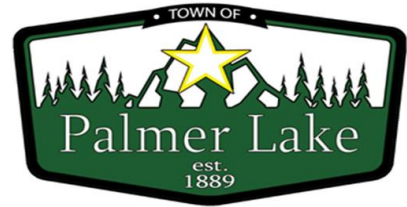
TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
	Original Budget FY2025	Proposed Amended Budget FY2025	
Description			Amendment Notes
	12,000	74,558	
Total Police Department Expenditures	1,435,018	1,498,750	
<u>Fire Department</u>			
<u>Salaries and Benefits</u>			
Salaries/Wages, Full Time	615,003	615,003	
Salaries/Wages, Part Time	59,174	59,174	
Overtime	85,087	85,087	
Fire Deployment	25,000	134,511	<i>increased state and nat'l demand</i>
Social Security ER	8,232	8,232	
Medicare ER	11,372	11,372	
FUTA	470	470	
Workers Comp Ins	24,405	24,405	
Retirement ER Match	17,972	17,972	
FPPA ER	68,407	68,407	
FPPA D&D	24,757	24,757	
FPPA Volunteer Pension Fund	2,519	2,519	
Health Ins ER- pd	55,610	55,610	
Dental Ins ER- pd	-	-	
Vision Ins ER- pd	-	-	
Life Ins ER- pd	1,512	1,512	
	999,520	1,109,031	
<u>Professional Services</u>			
Professional Svcs-IT	17,700	17,700	
	17,700	17,700	
<u>Administrative/Operations</u>			
Employee Clothing	12,000	12,000	
Employee Training	12,000	12,000	
Employee Travel	1,000	1,000	
Employee Per Diem	200	200	
Communications	11,325	11,325	
Memberships/Registrations	400	400	
Postage	-	-	
General Supplies	11,100	11,100	
Medical Equip/Supplies	5,000	5,000	
PPE Equipment	-	-	
General Services	12,000	12,000	
Utilities	7,000	7,000	
Building Maintenance	7,500	7,500	
Equipment Maintenance	3,000	3,000	
Fire Deployment Expenses	12,500	12,500	
Vehicle Repair & Maintenance	30,000	50,000	<i>unexpected engine repair</i>
Fuel	12,500	12,500	
	137,525	157,525	
<u>Capital Outlays</u>			
Capital Improvements	-	-	
Capital Equipment	15,000	71,000	<i>chipper (grants denied)</i>
	15,000	71,000	
Total Fire Department Expenditures	1,169,745	1,355,256	

TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
	Original Budget FY2025	Proposed Amended Budget FY2025	
Description			Amendment Notes
Public Works Department - Roads			
<u>Salaries and Benefits</u>			
Salaries/Wages, Full Time	203,360	203,361	
Salaries/Wages, Part Time	23,623	23,623	
Overtime	7,944	7,944	
Social Security ER	14,565	14,565	
Medicare ER	3,406	3,406	
FUTA	218	218	
Workers Comp Ins	7,713	7,713	
Retirement ER Match	5,317	5,317	
Health Insurance ER	26,560	26,560	
Dental Ins ER- pd	-	-	
Vision Ins ER- pd	-	-	
Life Ins ER - pd	672	672	
	293,379	293,379	
<u>Professional Services</u>			
Professional Svcs-IT	1,300	1,300	
Professional Services - MS4	10,000	10,000	
Professional Svcs Other	20,000	20,000	
	31,300	31,300	
<u>Administrative/Operations</u>			
Employee Clothing	1,500	1,500	
Employee Training	1,000	1,000	
Employee Travel	200	200	
Employee Per Diem	100	100	
Communications	2,000	2,000	
Memberships/Registrations	1,500	1,500	
General Supplies	3,500	3,500	
Signs Parts/Supplies	9,000	9,000	
General Services	50,000	50,000	
Utilities	4,000	4,000	
Street Lights- Road	14,000	14,000	
Building Maintenance	2,500	2,500	
Equipment Maintenance	4,500	4,500	
Road/Street Material	35,000	35,000	
Dust Control	14,000	14,000	
Culverts	8,000	8,000	
Vehicle Repair & Maintenance	7,000	7,000	
Repair - Heavy Equipment	15,000	15,000	
Fuel	15,000	15,000	
	187,800	187,800	
<u>Capital Outlays</u>			
Capital Improvements - Building	15,000	15,000	
Capital Improvements - Roads	30,000	30,000	
Capital Improvement - Drainage	90,000	90,000	
CDOT PL Elem Sch Rd Improv	-	-	
Capital Imp - Spruce Mtn Rd	1,499,996	97,339	<i>reduce design; remove construction</i>
Capital Imp - Sidewalk Design	181,000	39,200	<i>design work delayed/reduced</i>
Capital Equipment	10,000	10,000	
	1,825,996	281,539	
Total PW Dept - Roads Expenditures	2,338,475	794,018	

TOWN OF PALMER LAKE			
GENERAL FUND			
2025 Budget Amendment DRAFT rev.12.11.25			
		Original Budget FY2025	Proposed Amended Budget FY2025
Description			Amendment Notes
Public Works Department - Parks Expenditures			
<u>Administrative/Operations</u>			
Employee Clothing		250	250
Employee Training		450	450
Memberships/Registrations		200	200
General Supplies		12,000	11,718
General Supplies - Pickleball Court		-	282
General Services		20,000	30,000
Utilities		5,600	5,600
Equipment Maintenance		1,000	1,000
Vehicle Repair		1,000	1,000
Fuel/Lubricants		4,000	4,000
Parking Kiosk Expenses		3,100	3,100
		47,600	57,600
<u>Capital Outlays</u>			
Capital Improvements		20,000	20,000
Capital Equipment		-	-
		20,000	20,000
Total PW Dept - Parks Expenditures		67,600	77,600
Total Departments Expenditures		5,977,692	5,073,645
TOTAL REVENUE AND UNASSIGNED FUND BALANCE OVER (UNDER) EXPENDITURES		4,214,896	4,854,536
TOTAL REVENUE OVER (UNDER) EXPENDITURES		(292,897)	132,755
			<i>Rev over Exp will increase Fund Bal. Rev under Exp will decrease Fund Bal.</i>
APPROPRIATE FROM UNASSIGNED FUND BALANCE		292,897	-
FUND BALANCE - BEG OF YEAR		4,507,793	4,721,781
			<i>Unaudited 2024 year-end fund balance; increase due to year-end 2024 accruals. May adjust with 2024 audit.</i>
FUND BALANCE - END OF YEAR**		\$ 4,214,896	\$ 4,854,536
			<i>End Fund Balance = Beg Fund Balance + Revenue - Expenditures</i>
**3 month Operating Reserve as recommended by State of Colorado			
			<i>Unaudited; may change with 2024 audit.</i>
*These revenues are restricted, committed, or assigned, in full or in part.			

TOWN OF PALMER LAKE			
WATER FUND			
2025 Budget Amendment DRAFT rev.11.13.25			
		Original Budget FY2025	Proposed Amended Budget FY2025
Description			Amendment Notes
WATER FUND REVENUE			
Water Billing Revenue	\$ 1,438,257	\$ 1,250,000	<i>less water usage than expected</i>
Water Improvement Fee	79,626	\$ 79,626	
Water Loan Revenue	217,596	\$ 217,596	
Water Tap Fees	75,090	\$ 37,545	<i>fewer taps purchased than expected</i>
Water Meter/ Parts	2,550	\$ 2,550	
Late Fees/ Service Fees	15,000	\$ 15,000	
Water Interest	30,000	\$ 30,000	
Misc. Income	-	\$ -	
American Rescue Plan	-	\$ -	
PLES Upper Glenway Water Improvement	-	\$ -	
Water Grants	-	\$ -	
Total Revenue	1,858,119	1,632,317	
Unassigned Fund Balance	1,443,847	1,553,576	<i>unaudited 2024 year-end fund balance; increase due to year-end 2024 accruals. May adjust with 2024 audit.</i>
(Less) Restricted Fund Balance	(216,571)	(229,263)	<i>based on unaudited 2024 Total G&A & Ops</i>
Unrestricted Fund Balance	1,227,276	1,324,313	
Total Revenue and Unrestricted Fund Balance	3,085,395	2,956,630	
WATER FUND EXPENDITURES			
<u>Salaries and Benefits</u>			
Salaries/Wages, Full Time	392,126	392,126	
Salaries/Wages, Part Time	28,619	28,619	
Standby Pay	22,898	2,700	
Overtime	17,398	17,398	
Social Security ER	28,585	28,585	
Medicare ER	6,685	6,685	
FUTA	227	227	
Workers Comp Ins	7,971	7,971	
Retirement ER Match	11,529	11,529	
Health Ins ER- pd	34,030	34,030	
Dental Ins ER- pd	-	-	
Vision Ins ER- pd	-	-	
Life Ins ER- pd	1,071	1,071	
	551,139	530,941	
<u>Professional Services</u>			
Professional Svcs- Acctg	27,000	27,000	
Professional Svcs IT/ Water Billing	75,500	75,500	
Professional Svcs- Legal	6,000	6,000	
Professional Svcs- Other	25,000	25,000	
	133,500	133,500	
<u>Administrative/Operations</u>			
Employee Clothing	1,000	1,000	

TOWN OF PALMER LAKE			
WATER FUND			
2025 Budget Amendment DRAFT rev.11.13.25			
	Original Budget FY2025	Proposed Amended Budget FY2025	
Description			Amendment Notes
Employee Training	3,000	3,000	
Employee Travel	200	200	
Employee Per Diem	100	100	
Bank Fees/ Services	100	100	
Communications	2,800	2,800	
Insurance	51,600	51,600	
Membership/ Registrations	8,500	8,500	
General Supplies	2,500	2,500	
General Supplies- Treatment	55,000	55,000	
General Supplies - Distribution	30,000	30,000	
Water Meters/ Parts Replace	10,000	10,000	
General Services	12,000	12,000	
General Svc/Maint - Treatment	50,000	173,000	<i>GWTP underdrain/media(#1) repair (58k); #2 (65k)</i>
General Svc/Maint - Distribution	40,000	40,000	
Utilities	120,000	120,000	
Equipment Maintenance	-	-	
Building Maintenance	3,500	3,500	
Vehicle Repair/ Maint	16,000	16,000	
Fuel	10,000	10,000	
Water Quality Tests	11,000	11,000	
Reservoirs / Dam Maintenance	16,000	16,000	
	443,300	566,300	
Capital Outlays			
Capital Improvement - Building	15,000	15,000	
Capital Improvement - Treatment	10,000	10,000	
Cap Imp - Treat - SWTP Instrumentation	-	26,000	<i>SWTP Instrumentation</i>
Capital Improvement - Distribution	185,000	207,432	<i>Canon City Crest (105k); removed Park St (80k); added Tank rehab (312k)</i>
Capital Improvement (Dist) - PLES Upper	-	-	
Capital Improvement - Shady Ln	180,000	-	<i>project postponed</i>
ARP - Expenses	-	-	
Capital Equipment	64,800	6,800	<i>removed vehicle replacement (48k); added SCADA laptop (6800)</i>
	454,800	265,232	
Debt Service			
CWRPDA 2009 Principal	94,558	94,558	
CWRPDA 2009 Interest	10,413	10,413	
CWRPDA 2018 Principal	51,850	51,850	
CWRPDA 2018 Interest	16,318	16,318	
General Fund Loan- Principal	29,181	29,181	
General Fund Loan- Interest	9,567	9,567	
	211,887	211,887	
Other Uses			
Transfers to Other Funds	-	-	
	-	-	
	-	-	
Total Expenditures and Other Uses	1,794,627	1,707,860	



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

DATE: December 11, 2025	ITEM NO.	SUBJECT: Adoption of the 2026 Final Budget and Certify Mill Levy
Presented by: Interim Town Administrator Glen Smith		

As reference for the Board, please note the authority of the Board of Trustees and Town Administrator, per the Town of Palmer Lake employee handbook –

1.2 Authority of Town Board of Trustees & Town Administrator

The Mayor and Board of Trustees shall exercise their authority to set legislative policy for the Town, and the management of daily operations is directed through the Town Administrator. The Town Administrator retains the right to operate the Town consistent with the authority provided by the Mayor and Board of Trustees, including, but not limited to, the right to direct the work of employees; hire, promote, demote, classify, evaluate, and retain employees in positions with the Town; demote, suspend, discharge, or otherwise discipline employees; transfer, assign and schedule employees; lay off employees; determine and implement the methods, equipment, facilities, personnel, and other means by which Town operations are to be conducted; take steps necessary to maintain the efficiency and safety of operations; determine the Town budget with department input and with Town Board approval; determine the level of activity and Town services provided with Town Board approval; and determine planning or staff levels impacting the overall budget with Town Board approval.

Background

The proposed draft budget for 2026 was initially presented to the Board in October and workshops were held to review the town department needs with each supervisor. Modifications were made following discussions about the compensation study, supporting half the increase for staff below the recommended wage. Much of the capital equipment or projects in the General Fund are suggested to be covered by the fund balance, unused revenue carried over from prior years. The revised draft budget was presented and reviewed at the November 6 workshop, and a public hearing was held at the regular meeting November 13. The final version is presented for adoption by ordinance. Included with this item is a letter summarizing 2025 and the proposed 2026 budget.

Modifications include the following:

- No backfill from state for property tax in 2025
- Property tax mills limited to 21.000 in 2026
- No DOLA grants planned for 2026
- Salaries adjusted for staff below the recommended wage per 2024 salary study and 3%COLA added.
- No DOLA grants planned for 2026
- PD - Purchase of vehicle removed for 2026 (completed in 2025)
- FD - deployments increased in 2025
- a resolution follows to certify the mill levy for 2025

Recommended Action - Staff recommend adoption of the 2026 budget as presented and approval of the resolution to certify the mill levy.

PALMER LAKE, COLORADO

ORDINANCE NO. 07 - 2025

AN ANNUAL APPROPRIATION ORDINANCE SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING THE 2026 BUDGET, AND APPROPRIATING SUMS OF MONEY TO THE FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE TOWN OF PALMER LAKE, EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2026, AND ENDING ON THE LAST DAY OF DECEMBER, 2026.

WHEREAS, the Board of Trustees of the Town of Palmer Lake (“Board”) has appointed the Town Administrator to prepare and submit a proposed Budget for the next fiscal year to the Board, as required by C.R.S. Section 29-1-105 through 108, C.R.S.; and Sections 3.04.020 through 3.04.040 of the Palmer Lake Town Code; and

WHEREAS, the Town is authorized by Section 29-1- 108 and 109, C.R.S., to establish and amend its annual budget and to make transfers and supplemental appropriations of budgeted funds; and

WHEREAS, on October 13, 2025, the Town Administrator submitted the proposed 2026 Budget to the Board for its consideration; and

WHEREAS, the 2026 Budget remains in balance, as required by Colorado State Budget Law (Section 29-1-103, C.R.S.); and

WHEREAS, upon due and proper notice, published or posted in accordance with Sections 29-1-106, C.R.S., the proposed 2026 Budget was available for inspection by the public at the Town office, 42 Valley Crescent, Palmer Lake, CO 80133, and a public hearing was conducted on November 13, 2025, at the Board of Trustees regular meeting at Town Hall, Palmer Lake, Colorado; and

WHEREAS, interested electors of the Town were given the opportunity to file or register any objections to said proposed Budget; and

WHEREAS, the Budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, § 20 of the Colorado Constitution (“TABOR”).

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

Section 1. Adoption of Budget for 2026. That the Budget as submitted and attached hereto as **Exhibit A** and incorporated herein by this reference and, if amended, then as amended,

is hereby approved and adopted by the Board as the true and accurate budget of the Town of Palmer Lake for fiscal year 2026.

Section 2. Appropriations. That the amounts set forth as expenditures as specifically allocated in the Budget attached hereto as **Exhibit A**, in the column labeled Proposed 2026 Budget are hereby appropriated.

Section 3. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and appropriations do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 4. 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.

Section 5. 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, PASSED AND ADOPTED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11TH DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended Budget FY2024	Unaudited December FY2024	Original Budget FY2025	Proposed Amended Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026	
GENERAL FUND REVENUE							
<u>Taxes</u>							
Property Tax - General	\$ 658,809	\$ 659,190	\$ 657,668	\$ 620,627	\$ 620,627	\$ 694,686	
Property Tax - Fire	586,234	584,565	585,218	552,258	552,258	618,166	
Specific Ownership Tax	110,000	109,887	108,000	108,000	113,545	110,000	
Motor Vehicle Registration	-	10,779	11,000	11,000	10,920	11,000	
Highway Users Tax	90,000	119,166	103,000	103,000	105,872	100,000	
El Paso Co Road & Bridge Tax	7,000	8,768	9,000	9,000	9,000	10,000	
Use Tax - Building Materials	36,000	14,720	30,000	30,000	30,000	20,000	
Sales/Use/Excise Tax - All Other	1,388,000	2,390,730	2,076,000	2,076,000	2,038,990	1,954,990	
	2,876,043	3,897,805	3,579,885	3,509,884	3,481,212	3,518,842	
<u>Fees and Licenses</u>							
Franchise Fee - Comcast	25,000	14,996	25,000	25,000	16,000	18,000	
Franchise Fee - CORE (IREA)	47,000	60,948	60,000	60,000	56,077	55,000	
Franchise Fee - Black Hills	74,000	46,197	55,000	55,000	38,855	45,000	
Franchise Fee - Other	25	1,009	2,000	2,000	-	-	
Administration Fees	-	-	-	-	-	-	
Fees/Permits/Zoning/Subdivisions	45,000	27,183	60,000	32,000	33,304	38,000	
Impact Fees - Drainage	20,000	1,989	15,000	1,009	1,009	10,000	
Business Licenses	25,000	21,991	20,000	20,000	20,682	20,000	
Lodging Fees	45,000	52,967	40,000	40,000	41,933	40,000	
Liquor/MJ License Fees	10,000	18,115	11,725	11,725	8,250	8,250	
Stormwater Control	-	-	-	-	500	500	
	291,025	245,395	288,725	246,734	216,609	234,750	
<u>Fines</u>							
Citation Fines/Court Fees	45,000	46,888	40,000	40,000	29,825	20,000	
Citation Fines/Court Fees - STEP*R	20,000	20,346	20,000	20,000	29,129	28,000	
	65,000	67,234	60,000	60,000	58,954	48,000	
<u>Interest</u>							
Interest	70,000	87,930	76,000	76,000	76,711	112,500	
Interest - Water Loan	10,000	10,000	9,567	9,567	11,480	8,980	
	80,000	97,930	85,567	85,567	88,192	121,480	
<u>Departmental</u>							
Admin Revenue*	5,000	8,278	4,500	4,500	18,602	12,000	
Police Revenue*	10,000	13,057	11,000	11,000	18,060	16,000	
Fire Revenue	5,000	3,916	5,000	5,000	770	900	
Fire Deployment Reimbursement*	40,000	74,744	50,000	483,103	483,103	50,000	
Roads Revenue	-	-	-	-	175	-	
Parks Revenue*	45,000	53,230	50,000	50,000	56,230	53,000	
	105,000	153,225	120,500	553,603	576,940	131,900	

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
Grants and Donations						
Admin Grants	25,000	14,647	18,050	18,050	18,050	-
Admin Grants-Public Safety Facility*R	-	-	-	-	-	-
PD Grants*R	199,000	12,216	165,156	-	6,000	7,892
PD Grants - HVE*R	-	-	-	7,000	7,000	9,686
PD Grants-DRE*R	-	-	-	-	-	-
PD Grants - BHCON*R	-	84,821	-	105,000	105,000	100,000
PD Grants - LE Recruit*R	-	-	-	26,000	26,000	21,756
PD Grants - Crimewatch*R	-	2,400	-	2,400	2,400	-
Fire Grants*R	-	-	-	35,352	10,352	-
Roads Grants*R	354,311	-	1,317,311	-	-	-
Roads Grants - Spruce Mtn Rd*R	-	-	-	85,220	85,220	1,162,000
Roads Grants - Sidewalk Design*R	-	73,157	-	39,200	39,200	52,000
CDOT PL Elem Sch Rd Improv*R	621,471	649,076	-	-	-	-
Parks Grants*R	-	-	-	-	-	-
Admin Donations	-	104	-	-	-	-
PD Donations	-	-	-	-	360	-
Fire Donations	-	425	-	-	12	-
Roads Donations	-	-	-	-	-	-
Parks Donations	-	4,010	-	-	1,200	-
Pickleball Donations*C	-	12,000	12,000	12,000	12,000	12,000
	1,199,782	852,856	1,512,517	330,222	312,794	1,365,334
Developer Reimbursements						
Developer Reimbursements	-	-	-	-	-	-
Dev Reimb - Travel Center	-	25,000	-	398,056	398,056	-
Dev Reimb - Lakeview Heights	-	18,803	-	18,918	18,506	-
Dev Reimb - Elephant Rock Villas	-	6,098	-	-	-	-
Dev Reimb - Cross at Mon Creek (formerly Red Rock Acres)	-	-	-	1,661	-	-
Dev Reimb - Brook St	-	-	-	1,988	-	-
	-	49,901	-	420,623	416,562	-
Miscellaneous						
Land/Building Rent	30,000	27,115	37,600	12,600	12,600	12,600
Pickleball Court Rent*C	-	-	-	300	300	1,000
Rent - Other Venues	-	-	-	15,000	15,000	16,000
Miscellaneous Income	-	13,069	-	-	4,116	-
	30,000	40,184	37,600	27,900	32,016	29,600
Other Financing Sources						
Land/Equipment Sales	-	7,090	-	-	-	385,000
Transfers from Other Funds	40,300	40,300	-	-	-	-
	40,300	47,390	-	-	-	385,000

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended Budget	Unaudited December	Original Budget	Proposed Amended Budget	YTD Estimate Ending	Proposed Budget
	FY2024	FY2024	FY2025	FY2025	FY2025	FY2026
Total Revenue (New Revenue and Other Financing Sources)	4,687,150	5,451,920	5,684,794	5,234,533	5,183,279	5,834,906
Unassigned Fund Balance	3,661,915	3,661,915	4,507,793	4,721,781	4,721,781	5,170,104
Total Revenue and Unassigned Fund Balance	8,349,065	9,113,835	10,192,588	9,956,314	9,905,060	11,005,009
GENERAL FUND EXPENDITURES						
Administration						
<u>Salaries and Benefits</u>						
Salaries/Wages, Full Time	105,900	62,895	115,287	115,287	155,957	184,330
Salaries/Wages, Part Time	96,486	101,999	139,172	139,172	113,021	80,800
Overtime	496	-	6,234	6,234	643	2,651
Social Security ER	12,579	9,623	16,163	16,163	16,081	16,602
Medicare ER	2,942	2,251	3,780	3,780	3,559	3,883
FUTA	210	224	252	252	302	155
Workers Comp Ins	2,759	2,926	610	610	756	240
Retirement ER Match	5,928	8,768	6,182	6,182	6,190	11,250
Health Ins ER-pd	17,940	11,048	19,090	19,090	19,668	24,900
Dental Ins ER-pd	993	676	-	-	-	-
Vision Ins ER-pd	157	107	-	-	-	-
Life Ins ER-pd	483	338	483	483	497	774
	246,873	200,855	307,253	307,253	316,674	325,586
<u>Professional Services</u>						
Professional Svcs-Accounting	70,000	60,764	63,000	63,000	63,000	66,150
Professional Svcs-IT	33,000	31,825	64,700	64,700	41,270	56,300
Professional Svcs-Legal/OJW	60,000	105,485	95,000	95,000	178,548	140,000
Professional Svcs-Other	210,000	131,210	150,000	150,000	132,469	145,000
Prof Svcs-Travel Center	-	78,660	-	356,983	356,983	-
Prof Svcs-Lakeview Heights	-	600	-	6,361	6,300	-
Prof Svcs- Red Rock Acres	-	-	-	1,661	2,212	-
Professional Svcs-Elephant Rock PL	-	-	-	175	175	-
Prof Svcs-Brook Street	-	-	-	1,988	3,147	-
Professional Svcs-Public Safety Facility	-	-	-	-	-	-
	373,000	408,544	372,700	739,868	784,105	407,450
<u>Administrative/Operations</u>						
Employee/BOT Clothing	500	365	800	800	733	1,190
Employee/BOT/PC Training	5,000	4,131	8,000	8,000	1,098	8,000
Employee/BOT/PC Travel	3,000	615	1,000	1,000	1,182	2,000
Employee/BOT/PC Per Diem	2,000	127	200	200	-	210
Advertising	2,000	1,100	2,000	2,000	1,000	2,000
Bank Fees/Services	200	68	100	100	448	2,100
Communications	1,800	5,062	6,400	6,400	6,636	7,000
County Treasurer Fees	13,000	12,238	12,000	12,000	11,729	13,129
Election Expense	12,000	1,403	12,000	26,000	28,000	9,000

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
Insurance	100,100	93,939	120,400	120,400	120,400	135,800
Legal Notices/Recordings	5,000	1,876	3,000	3,000	1,252	9,000
Memberships/Registrations	14,000	10,762	13,500	13,500	13,000	13,500
Postage	1,300	1,665	2,400	2,400	1,440	2,400
Economic Development	5,000	-	1,500	1,500	-	1,500
General Supplies	15,236	11,725	15,000	15,000	12,058	13,400
General Services	27,500	21,260	24,500	24,500	16,757	20,000
General Service- Elephant Rock	100,000	179,293	1,000	1,000	946	1,000
Utilities	19,000	17,955	18,000	18,000	19,428	18,900
Utilities- Elephant Rock	1,000	11,370	12,000	12,000	13,165	4,000
Building Maintenance	5,000	6,472	5,000	5,000	500	5,000
Vehicle Repair & Maintenance	-	1,621	1,500	1,500	700	1,500
Fuel	300	123	400	400	648	600
	332,936	383,170	260,700	274,700	251,118	356,229
Capital Outlays						
Capital Improvement	-	11,129	15,000	15,000	-	-
Capital Improvement- Town Hall	10,000	-	-	-	-	20,000
Capital Equipment	-	-	11,200	11,200	23,154	-
	10,000	11,129	26,200	26,200	23,154	20,000
Total Administration Expenditures	962,809	1,003,698	966,853	1,348,021	1,375,051	1,109,265
Police Department						
Salaries and Benefits						
Salaries/Wages, Full Time	400,710	412,262	701,828	683,754	701,828	945,658
Salaries/Wages, HVE		-	-	3,075	3,275	5,000
Salaries/Wages, LE Training		-	-	15,000	15,000	21,756
Salaries/Wages, Part Time	113,104	127,942	139,994	139,994	107,033	53,402
Salaries/Wages, STEP	10,000	6,480	10,000	10,000	13,320	10,000
Salaries/Wages, Extra Duty	8,000	7,520	8,000	8,000	10,224	8,000
Overtime	1,798	1,084	29,464	29,464	10,398	9,991
Social Security ER	8,612	9,381	12,056	12,056	7,750	5,171
Medicare ER	7,476	7,528	12,895	12,895	11,801	14,892
FUTA	512	505	554	554	665	554
Worker Comp Ins	19,985	19,740	21,675	21,675	26,887	25,832
Retirement ER Match	17,030	7,734	21,154	21,154	8,622	45,393
FPPA	37,671	36,340	71,067	71,067	60,187	101,821
FPPA D&D	13,562	13,165	25,719	25,719	22,714	37,026
Health Ins ER-pd	32,760	20,746	68,060	68,060	50,356	101,260
Dental Ins ER-pd	1,813	1,576	-	-	-	-
Vision Ins ER-pd	287	249	-	-	-	-
Life Ins ER-pd	1,302	1,357	2,142	2,142	2,030	3,148
	674,622	673,609	1,124,609	1,124,609	1,052,089	1,388,905
Professional Services						
Professional Svcs-IT	16,200	13,552	18,300	18,300	12,571	51,100
Professional Svcs-IT-BHCON	-	500	-	-	-	-

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
Professional Svcs-IT-Crimewatch	-	2,400	-	-	-	-
Professional Svcs-Other	96,400	9,328	96,100	11,100	750	1,000
Professional Svcs-Other-BHCON	-	-	-	85,000	85,000	105,000
	112,600	25,780	114,400	114,400	98,321	157,100
Administrative/Operations						
Employee Clothing	4,120	3,759	7,700	7,700	4,908	15,000
Employee Training	3,000	6,829	24,534	1,433	1,433	15,000
Employee Training - LE Training	-	-	-	23,102	23,102	-
Employee Travel	3,400	856	3,100	2,557	4,507	3,000
Employee Travel - BHCON	-	2,331	-	1,716	1,716	-
Employee Per Diem	1,000	64	500	500	304	500
Subject Testing	1,000	446	5,000	5,000	1,050	3,000
Communications	20,525	18,113	22,175	21,547	16,793	16,000
Communications - BHCON	-	160	-	628	629	1,100
Memberships/Registrations	13,000	12,406	13,000	13,000	16,001	15,000
Postage	-	51	-	-	-	-
General Supplies	10,000	38,132	40,000	36,700	33,038	20,000
General Supplies - BHCON	-	6,689	-	2,000	1,938	500
General Supplies-LE Training	-	-	-	1,300	1,279	-
General Supplies-Crimewatch	-	-	-	-	-	-
General Supplies - Honor Guard	-	-	-	-	-	1,000
General Services	3,000	10,355	9,000	9,000	8,028	8,000
Utilities	3,800	3,891	5,000	5,000	4,134	5,000
Building Maintenance	1,000	13,606	10,000	10,000	4,804	10,000
Equipment Maintenance	-	448	3,000	3,000	-	3,000
Vehicle Repair & Maintenance	5,000	15,546	21,000	21,000	35,789	25,000
Fuel	18,000	15,534	20,000	20,000	21,364	21,000
	86,845	149,216	184,009	185,183	180,816	162,100
Capital Outlays						
Capital Improvement	5,000	4,494	7,000	7,000	12,694	5,000
Capital Equipment	75,000	20,125	5,000	67,558	80,353	-
Capital Equipment - BHCON	-	75,141	-	-	-	-
	80,000	99,760	12,000	74,558	93,047	5,000
Total Police Department Expenditures	954,067	948,365	1,435,018	1,498,750	1,424,273	1,713,105
Fire Department						
Salaries and Benefits						
Salaries/Wages, Full Time	374,124	361,835	615,003	615,003	564,359	618,327
Salaries/Wages, Part Time	62,612	48,605	59,174	59,174	50,971	56,809
Overtime	31,909	53,287	85,087	85,087	62,753	69,097
Fire Deployment	20,000	120,655	25,000	134,511	157,531	25,000
Social Security ER	5,370	7,635	8,232	8,232	8,320	7,351
Medicare ER	6,795	8,315	11,372	11,372	11,327	11,372

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
FUTA	344	487	470	470	605	470
Workers Comp Ins	21,903	22,663	24,405	24,405	30,274	23,030
Retirement ER Match	17,256	5,064	17,972	17,972	4,432	32,332
FPPA ER	38,203	38,410	68,407	68,407	60,013	71,574
FPPA D&D	13,753	13,831	24,757	24,757	21,719	26,027
FPPA Volunteer Pension Fund	2,519	2,519	2,519	2,519	2,519	1,500
Health Ins ER-pd	32,760	23,900	55,610	55,610	35,225	59,760
Dental Ins ER-pd	1,813	3,750	-	-	-	-
Vision Ins ER-pd	287	497	-	-	-	-
Life Ins ER-pd	1,092	1,224	1,512	1,512	1,495	1,858
	630,741	712,677	999,520	1,109,031	1,011,541	1,004,289
Professional Services						
Professional Svcs-IT	10,000	12,846	17,700	17,700	16,000	17,500
	10,000	12,846	17,700	17,700	16,000	17,500
Administrative/Operations						
Employee Clothing	5,000	1,786	12,000	12,000	6,654	4,000
Employee Training	10,000	8,634	12,000	12,000	3,784	8,000
Employee Travel	2,000	473	1,000	1,000	-	1,000
Employee Per Diem	2,000	63	200	200	118	200
Communications	17,200	10,089	11,325	11,325	11,325	14,900
Memberships/Registrations	400	185	400	400	400	400
Postage	-	18	-	-	-	-
General Supplies	15,000	3,963	11,100	11,100	5,886	8,000
Medical Equip/Supplies	2,500	19,100	5,000	5,000	6,644	5,500
PPE Equipment	-	-	-	-	-	7,500
General Services	16,000	7,415	12,000	12,000	3,000	10,150
Utilities	4,500	5,967	7,000	7,000	6,605	7,000
Building Maintenance	3,000	3,475	7,500	7,500	3,000	4,000
Equipment Maintenance	5,000	2,086	3,000	3,000	7,000	7,000
Fire Deployment Expenses	10,000	62,194	12,500	12,500	35,297	12,500
Vehicle Repair & Maintenance	25,000	22,850	30,000	50,000	50,000	40,000
Fuel	11,000	7,820	12,500	12,500	9,256	9,500
	128,600	156,118	137,525	157,525	148,968	139,650
Capital Outlays						
Capital Improvements	-	-	-	-	-	-
Capital Equipment	-	35,145	15,000	71,000	71,000	16,000
	-	35,145	15,000	71,000	71,000	16,000
Total Fire Department Expenditures	769,341	916,786	1,169,745	1,355,256	1,247,509	1,177,439
Public Works Department - Roads						
Salaries and Benefits						
Salaries/Wages, Full Time	206,389	169,165	203,360	203,361	202,276	213,711
Salaries/Wages, Part Time	55,574	26,484	23,623	23,623	25,894	40,334
Overtime	917	754	7,944	7,944	-	-

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
Social Security ER	16,299	11,674	14,565	14,565	13,874	15,908
Medicare ER	3,812	2,730	3,406	3,406	3,245	3,720
FUTA	260	232	218	218	265	302
Workers Comp Ins	15,537	15,150	7,713	7,713	9,318	8,397
Retirement ER Match	8,810	548	5,317	5,317	-	10,272
Health Ins ER-pd	24,960	14,757	26,560	26,560	13,156	26,560
Dental Ins ER-pd	1,382	1,000	-	-	-	-
Vision Ins ER-pd	287	184	-	-	-	-
Life Ins ER-pd	672	521	672	672	607	826
	334,898	243,199	293,379	293,379	268,634	322,571
Professional Services						
Professional Svcs-IT	1,300	1,168	1,300	1,300	1,715	1,800
Professional Services - MS4	10,000	3,413	10,000	10,000	12,653	10,000
Professional Svcs Other	29,000	20,882	20,000	20,000	9,314	15,000
	40,300	25,463	31,300	31,300	23,682	26,800
Administrative/Operations						
Employee Clothing	700	1,255	1,500	1,500	534	1,500
Employee Training	500	4,690	1,000	1,000	-	1,000
Employee Travel	200	-	200	200	-	200
Employee Per Diem	200	-	100	100	-	100
Communications	2,000	1,212	2,000	2,000	1,768	2,000
Memberships/Registrations	700	462	1,500	1,500	-	250
General Supplies	4,000	3,612	3,500	3,500	2,357	3,000
Signs Parts/Supplies	3,500	-	9,000	9,000	772	6,000
General Services	40,000	15,815	50,000	50,000	40,027	55,000
Utilities	3,700	3,882	4,000	4,000	5,069	5,600
Street Lights- Road	13,000	13,235	14,000	14,000	13,602	14,000
Building Maintenance	5,000	609	2,500	2,500	-	2,000
Equipment Maintenance	1,000	3,437	4,500	4,500	4,817	5,000
Road/Street Material	30,000	32,105	35,000	35,000	41,627	40,000
Dust Control	18,000	-	14,000	14,000	5,000	5,000
Culverts	5,000	-	8,000	8,000	-	2,000
Vehicle Repair & Maintenance	6,000	9,179	7,000	7,000	2,462	6,000
Repair - Heavy Equipment	20,000	9,129	15,000	15,000	21,724	18,000
Fuel	14,000	11,699	15,000	15,000	14,279	15,000
	167,500	110,321	187,800	187,800	154,036	181,650
Capital Outlays						
Capital Improvements - Building	12,000	-	15,000	15,000	-	15,000
Capital Improvements - Roads/Drainage	100,000	-	30,000	30,000	-	120,000
Capital Improvement - Drainage	90,000	-	90,000	90,000	-	-
CDOT PL Elem Sch Rd Improv	1,015,357	998,428	-	-	-	-
Capital Imp - Spruce Mtn Rd	247,000	-	1,499,996	102,935	102,935	1,402,000
Capital Imp - Sidewalk Design	218,000	75,950	181,000	39,200	39,200	190,050
Capital Equipment	-	-	10,000	10,000	24,629	-
	1,682,357	1,074,378	1,825,996	287,135	166,764	1,727,050

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended	Unaudited	Original	Proposed	YTD Estimate	Proposed
	Budget	December	Budget	Budget		
	FY2024	FY2024	FY2025	FY2025	Ending	Budget
					FY2025	FY2026
Total PW Dept - Roads Expenditures	2,225,055	1,453,361	2,338,475	799,614	613,117	2,258,071
Public Works Department - Parks Expenditures						
<u>Administrative/Operations</u>						
Employee Clothing	200	-	250	250	713	600
Employee Training	200	-	450	450	-	450
Memberships/Registrations	100	-	200	200	-	200
General Supplies	8,000	4,963	12,000	11,718	10,538	11,000
General Supplies - Pickleball Court	-	-	-	282	226	500
General Services	20,000	15,837	20,000	30,000	35,000	36,000
Utilities	4,600	5,440	5,600	5,600	7,906	8,000
Equipment Maintenance	1,000	268	1,000	1,000	270	1,000
Vehicle Repair	1,000	81	1,000	1,000	2,227	1,000
Fuel/Lubricants	3,500	1,232	4,000	4,000	2,364	2,200
Parking Kiosk Expenses	3,500	2,996	3,100	3,100	6,389	3,100
	42,100	30,817	47,600	57,600	65,632	64,050
<u>Capital Outlays</u>						
Capital Improvements	31,000	39,027	20,000	20,000	9,374	10,000
Capital Equipment	-	-	-	-	-	6,000
	31,000	39,027	20,000	20,000	9,374	16,000
Total PW Dept - Parks Expenditures	73,100	69,844	67,600	77,600	75,006	80,050

TOWN OF PALMER LAKE

GENERAL FUND

2026 Budget DRAFT

Description	Amended Budget FY2024	Unaudited December FY2024	Original Budget FY2025	Proposed Amended Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026	
Total Departments Expenditures	4,984,373	4,392,054	5,977,692	5,079,241	4,734,956	6,337,930	
TOTAL REVENUE AND UNASSIGNED FUND BALANCE OVER (UNDER) EXPENDITURES	3,364,692	4,721,781	4,214,896	4,877,073	5,170,104	4,667,080	
TOTAL REVENUE OVER (UNDER) EXPENDITURES	(297,223)	1,059,866	(292,897)	155,292	448,323	(503,024)	
APPROPRIATE FROM UNASSIGNED FUND BALANCE	297,223	-	292,897	-	-	503,024	
FUND BAL - BEGIN OF YEAR	3,661,915	3,661,915	4,507,793	4,721,781	4,721,781	5,170,104	
FUND BAL - END OF YEAR**	\$ 3,364,692	\$ 4,721,781	\$ 4,214,896	\$ 4,877,073	\$ 5,170,104	\$ 4,667,080	
**3 month Operating Reserve as recommended by State of Colorado							
<i>\$775,497 in 2023</i>							
<i>\$1,098,014 in 2024 (unaudited)</i>							

TOWN OF PALMER LAKE

WATER OPERATING FUND

2026 Budget DRAFT

		Amended Budget FY2024	Unaudited December FY2024	Original Budget FY2025	Proposed Amended Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026
Description							
WATER FUND REVENUE							
Water Billing Revenue		\$ 1,375,000	\$ 1,381,020	\$ 1,438,257	\$ 1,250,000	\$ 1,286,055	\$ 1,109,736
Water Improvement Fee		74,000	75,632	79,626	79,626	79,400	-
Water Loan Revenue		216,000	216,634	217,596	217,596	217,682	-
Water Tap Fees		72,000	73,057	75,090	37,545	30,036	-
Water Meter/Parts		2,550	1,700	2,550	2,550	1,020	1,700
Late Fees/Service Fees		16,000	19,909	15,000	15,000	19,441	16,000
Water Interest		24,000	33,391	30,000	30,000	28,926	12,188
Misc. Income		-	794	-	-	3,967	-
American Rescue Plan		103,669	103,669	-	-	-	-
PLES Upper Glenway Water Imprvmnt		287,697	290,699	-	-	-	-
Water Grants		-	-	-	-	7,500	-
Total Revenue		2,170,916	2,196,505	1,858,119	1,632,317	1,674,028	1,139,624
Unassigned Fund Balance		1,304,220	1,304,220	1,443,847	1,553,576	1,553,576	1,495,575
(Less) Restricted Fund Balance*		(216,571)	(216,571)	(216,571)	(229,263)	(229,263)	(324,632)
Unrestricted Fund Balance		1,087,649	1,087,649	1,227,276	1,324,313	1,324,313	1,170,943
Total Revenue and Unrestricted Fund Balance		3,258,565	3,284,154	3,085,395	2,956,630	2,998,341	2,310,567
WATER FUND EXPENDITURES							
<u>Salaries and Benefits</u>							
Salaries/Wages, Full Time		373,082	322,451	392,126	392,126	400,663	342,503
Salaries/Wages, Full Time-Water Apprent		-	7,500	-	-	-	-
Salaries/Wages, Part Time		24,414	26,148	28,619	28,619	29,486	34,628
Standby Pay		15,768	-	22,898	2,700	2,700	15,600
Overtime		1,311	2,725	17,398	17,398	1,872	3,771
Social Security ER		25,704	22,571	28,585	28,585	26,365	24,583
Medicare ER		6,011	4,930	6,685	6,685	6,166	5,749
FUTA		227	228	227	227	272	197
Workers Comp Ins		12,703	12,430	7,971	7,971	9,888	5,842
Retirement ER Match		17,185	2,482	11,529	11,529	2,236	18,204
Health Ins ER-pd		39,780	10,656	34,030	34,030	17,926	36,520
Dental Ins ER-pd		2,202	1,108	-	-	-	-
Vision Ins ER-pd		348	175	-	-	-	-
Life Ins ER-pd		1,014	1,007	1,071	1,071	1,008	1,135
		519,749	414,411	551,139	530,941	498,582	488,734

TOWN OF PALMER LAKE

WATER OPERATING FUND

2026 Budget DRAFT

Description	Amended Budget FY2024	Unaudited December FY2024	Original Budget FY2025	Proposed Amended Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026
Professional Services						
Professional Svcs- Acctg	30,000	22,803	27,000	27,000	27,000	28,000
Professional Svcs IT/ Water Billing	62,000	59,004	75,500	75,500	63,062	75,500
Professional Svcs- Legal	10,000	2,368	6,000	6,000	132	3,000
Professional Svcs- Other	35,000	1,563	25,000	25,000	5,514	15,000
	137,000	85,738	133,500	133,500	95,708	121,500
Administrative/Operations						
Employee Clothing	1,000	960	1,000	1,000	1,122	1,000
Employee Training	3,000	1,563	3,000	3,000	6,000	5,000
Employee Travel	300	-	200	200	-	200
Employee Per Diem	500	-	100	100	-	100
Bank Fees/ Services	100	-	100	100	-	100
Communications	3,000	2,140	2,800	2,800	2,506	2,800
Insurance	42,900	39,653	51,600	51,600	51,600	58,200
Membership/ Registrations	10,000	5,970	8,500	8,500	6,293	8,500
General Supplies	1,000	1,198	2,500	2,500	2,286	3,000
General Supplies- Treatment	50,000	49,457	55,000	55,000	41,960	115,000
General Supplies - Distribution	8,000	40,187	30,000	30,000	14,665	15,000
Water Meters/ Parts Replace	10,000	15,188	10,000	10,000	10,796	23,500
General Services	39,000	1,559	12,000	12,000	5,419	8,000
General Svc/Maint - Treatment	45,000	55,274	50,000	173,000	173,000	52,500
General Svc/Maint - Distribution	40,000	30,085	40,000	40,000	13,618	35,000
Utilities	135,000	120,336	120,000	120,000	115,489	130,000
Equipment Maintenance	-	159	-	-	-	-
Building Maintenance	5,000	24	3,500	3,500	-	3,500
Vehicle Repair/ Maint	12,000	25,187	16,000	16,000	10,334	12,000
Fuel	9,500	7,401	10,000	10,000	8,110	9,500
Water Quality Tests	10,000	4,279	11,000	11,000	8,147	11,550
Reservoirs / Dam Maintenance	13,000	16,284	16,000	16,000	14,927	16,000
	438,300	416,904	443,300	566,300	486,272	510,450
Capital Outlays						
Capital Improvement - Building	12,000	-	15,000	15,000	-	-
Capital Improvement - Treatment	5,000	40,583	10,000	10,000	-	-
Cap Imp - Treat - SWTP Instrumentation	-	-	-	26,000	29,000	-
Capital Improvement - Distribution	150,000	150,499	185,000	207,432	400,000	-
Capital Improvement (Dist) - PLES Uppe	522,326	489,211	-	-	-	-
Capital Improvement - Shady Ln	183,000	-	180,000	-	-	-
ARP - Expenses	103,669	103,669	-	-	-	-
Capital Equipment	40,000	8,320	64,800	6,800	10,579	-
Cap Equip - SWTP Instrumentation	-	-	-	-	-	-
	1,015,995	792,282	454,800	265,232	439,579	-
Debt Service						
CWRPDA 2009 Principal	92,695	92,695	94,558	94,558	94,558	-
CWRPDA 2009 Interest	12,276	12,276	10,413	10,413	10,413	-
CWRPDA 2018 Principal	50,829	50,829	51,850	51,850	51,850	-
CWRPDA 2018 Interest	17,340	17,340	16,318	16,318	16,318	-

TOWN OF PALMER LAKE

WATER OPERATING FUND

2026 Budget DRAFT

Description	Amended Budget FY2024	Unaudited December FY2024	Original Budget FY2025	Proposed Amended Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026	
General Fund Loan- Principal	14,375	14,374	29,181	29,181	29,181	-	
General Fund Loan- Interest	10,000	10,000	9,567	9,567	9,567	-	
	197,515	197,514	211,887	211,887	211,887	-	
Other Uses							
Transfers to Other Funds	40,300	40,300	-	-	-	902,575	
	40,300	40,300	-	-	-	902,575	
Total Expenditures and Other Uses	2,348,859	1,947,149	1,794,626	1,707,860	1,732,029	2,023,259	
TOTAL REVENUE AND UNRESTRICTED FUND BALANCE OVER (UNDER) EXPENDITURES AND OTHER USES	909,706	1,337,005	1,290,769	1,248,771	1,266,312	287,308	
TOTAL REVENUE OVER (UNDER) EXPENDITURES AND OTHER USES	(177,943)	249,356	63,493	(75,543)	(58,001)	(883,636)	
APPROPRIATE FROM UNASSIGNED FUND BALANCE	177,943	-	-	75,543	-	883,636	
FUND BAL - BEGIN OF YEAR	1,304,220	1,304,220	1,443,847	1,553,576	1,553,576	1,495,575	
FUND BAL - END OF YEAR**	\$ 1,126,277	\$ 1,553,576	\$ 1,507,340	\$ 1,478,034	\$ 1,495,575	\$ 611,940	
<i>*3 month Operating Reserve (requirement moved to WCF) by CWR&PDA</i>							
<i>New WOF target is 45-day operating plus emergency reserve</i>							
<i>\$114,632 (2024-unaudited) plus \$210,000 = \$324,632</i>							

TOWN OF PALMER LAKE		
WATER CAPITAL FUND		
2026 Budget DRAFT		
Description		Proposed Budget FY2026
WATER FUND REVENUE		
<u>New Revenue</u>		
Water Improvement Fee	\$	61,994
Water Loan Revenue		468,452
Water Tap Fees		52,564
Water Interest		30,038
		613,047
<u>Other Financing Sources</u>		
Land/Equipment Sales		-
Transfers from Other Funds		902,575
		902,575
Total Revenue (New Revenue and Other Financing Sources)		1,515,623
Unassigned Fund Balance		-
(Less) Restricted Fund Balance		(229,263)
Unrestricted Fund Balance		(229,263)
		1,286,360
WATER CAPITAL FUND EXPENDITURES		
<u>Capital Outlays</u>		
Cap Imp - Bldg - Shop security fencing		15,000
Cap Imp - Bldg - WTP security fencing		30,000
Cap Imp - Treat - Coagulation System		125,000
Cap Imp - Dist - Low Zone Tank Rehab		300,000
Cap Equip - Treat - SWTP Instrumentation		26,000
		496,000
<u>Debt Service</u>		
CWRPDA 2009 Principal		96,459
CWRPDA 2009 Interest		8,512
CWRPDA 2018 Principal		52,892
CWRPDA 2018 Interest		15,276
General Fund Loan 2019- Principal		29,767
General Fund Loan 2019 - Interest		8,981
		211,887

TOWN OF PALMER LAKE	
WATER CAPITAL FUND	
2026 Budget DRAFT	
	Proposed Budget FY2026
Description	
Total Expenditures and Other Uses	707,887
TOTAL REVENUE AND UNRESTRICTED FUND BALANCE OVER (UNDER) EXPENDITURES AND OTHER USES	578,472
TOTAL REVENUE OVER (UNDER) EXPENDITURES AND OTHER USES	807,735
APPROPRIATE FROM UNASSIGNED FUND BALANCE	-
FUND BALANCE - BEGIN OF YEAR	-
FUND BALANCE - END OF YEAR	\$ 807,735
<i>*3 month Operating Reserve (requirement moved to WCF) by CWR&PDA</i>	
	<i>\$216,571 per 2023 audit</i>
	<i>\$229,263 in 2024 (unaudited)</i>

TOWN OF PALMER LAKE
CONSERVATION TRUST FUND
2026 Budget DRAFT

Description		Original Budget FY2024	Unaudited December FY2024	Original Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026
CTF REVENUE						
Interest		\$ 1,200	\$ 1,576	\$ 1,425	\$ 1,366	\$ 2,963
CTF Revenue		36,140	32,656	36,000	36,000	32,000
Total Revenue		37,340	34,232	37,425	37,366	34,963
Unassigned Fund Balance		50,561	59,044	87,992	79,157	88,010
Total Revenue and Unassigned Fund Balance		87,901	93,276	125,417	116,523	122,973
CTF EXPENDITURES						
<u>Salaries and Benefits</u>						
Salaries/Wages, Part Time		13,000	7,808	12,000	9,548	10,000
Social Security ER		806	484	744	592	620
Medicare ER		189	113	174	138	145
FUTA		21	42	42	42	42
Workers Comp Ins		364	205	336	208	280
		14,380	8,651	13,296	10,528	11,087
<u>Administrative/Operations</u>						
General Supplies		-	5,467	4,000	1,985	3,600
General Services		3,000	-	-	15,000	16,300
Fuels/Lubricants		-	-	-	1,000	1,000
		3,000	5,467	4,000	17,985	20,900
<u>Capital Outlays</u>						
Capital Improvement		19,000	-	10,000	-	43,000
		19,000	-	10,000	-	43,000

TOWN OF PALMER LAKE
CONSERVATION TRUST FUND
2026 Budget DRAFT

Description	Original Budget FY2024	Unaudited December FY2024	Original Budget FY2025	YTD Estimate Ending FY2025	Proposed Budget FY2026
Total Expenditures	36,380	14,119	27,296	28,513	74,987
TOTAL REVENUE AND UNASSIGNED FUND BALANCE OVER (UNDER) EXPENDITURES	51,522	79,157	98,121	88,010	47,986
TOTAL REVENUE OVER (UNDER) EXPENDITURES	961	20,113	10,129	8,853	(40,025)
APPROPRIATE FROM UNASSIGNED FUND BALANCE	-	-	-	-	40,025
FUND BALANCE - BEGIN OF YEAR	50,561	59,044	87,992	79,157	88,010
FUND BALANCE - END OF YEAR	\$ 51,522	\$ 79,157	\$ 98,121	\$ 88,010	\$ 47,986

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 71 - 2025

**A RESOLUTION LEVYING PROPERTY TAXES FOR THE TAX YEAR 2025 TO HELP
DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PALMER LAKE
COLORADO, FOR THE 2026 BUDGET YEAR**

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 El Paso County Assessor has certified the total valuation for assessment for the taxable year 2025 is \$62,516,770; and

WHEREAS, the mill levy is set in accordance with the applicable provisions of the Colorado Constitution and Colorado Statutes.

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

1. Section 1. Mill Levy Assessment.

- A. Mill Levy for Operating Expense. For the purposes of meeting general operating expenses of the Town during the 2026 Budget year, there is hereby levied a tax of 11.112 mills upon each dollar of the total valuation of assessment of all taxable property within the Town, to raise \$694,686 in revenue. This tax rate of 11.112 mills reflects a temporary mill levy reduction applies only to the 2026 budget year and shall expire thereafter.
- B. Levy for Fire Department Expense. In addition, for the purpose of funding the Palmer Lake Fire Department (General Fund) during the 2025 Budget year, there is hereby levied a tax of 9.888 mills upon each dollar of total valuation for assessment of all taxable property within the Town, to raise \$618,166 in revenue. This tax rate of 9.888 mills reflects a temporary mill levy reduction applies only to the 2026 budget year and shall expire thereafter.
- C. Total Mill Levy to be certified is 21.000 mills. This tax rate of 21.000 mills reflects a temporary mill levy reduction applies only to the 2026 budget year and shall expire thereafter.
- D. The Town's Administrator/Clerk is hereby authorized and directed to immediately have certified, to the Board of County Commissioners of El Paso County, the mill levies for the Town hereinabove determined and set.

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

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

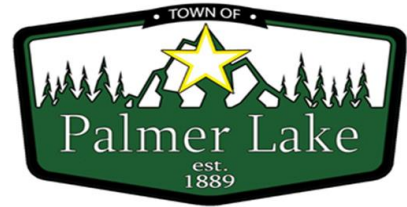
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor Pro Tem



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

DATE: December 11, 2025	ITEM NO.	SUBJECT: Management of Water funds to generate increased interest income
Presented by: Management Specialist Christi Birkeland		

Background

- The Water Fund monies are held in one checking account and three interest-bearing securities accounts.
- The checking account balance is consistently above what is needed to cover monthly expenses.
- The 2023 water study identified some Reserve target balances.
- In 2026, the Water Fund will be separated into a Water Operating Fund and a Water Capital Fund

Proposal

Some of the monies in the checking account can be moved to the reserve accounts which will generate additional interest income. The water study reserve target balances will be met and committed. In addition, the reserve accounts will be identified as belonging to one fund or the other.

Recommended Action

Staff recommend approval of the Water Fund cash management proposed resolution.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 72 - 2025

**A RESOLUTION AUTHORIZING MANAGEMENT OF WATER FUNDS TO GENERATE
INCREASED INTEREST INCOME FROM THE FUNDS**

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, Section 3.04.050 of the Town Code provides, in part, that the Board of Trustees may authorize the Town Treasurer, by written resolution, to invest any part of the Town's funds in securities authorized for such investment by state law; and

WHEREAS, Town Staff have recommended that transferring certain water funds from checking accounts to reserve accounts, which are state approved securities, will (1) increase interest income on such accounts and accomplish reserve targets as provided in the Town's 2023 Water Rate Study, previously accepted by the Board through approval of Resolution 73-2023, and (2) better align funds in preparation for the transition from a single Water Fund to a Water Operating Fund and a Water Capital Fund; and

WHEREAS, the recommended transfers are reflected in Exhibit A Water Accounts, attached; and

WHEREAS, the Board of Trustees has reviewed the proposed transfers and agrees with the recommendations of Staff.

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

1. The Town Treasurer is hereby authorized and directed to transfer funds as indicated on Exhibit A, attached.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11TH DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Town Clerk

BY: _____
Dennis Stern
Mayor

EXHIBIT A

Orange cells show CURRENT acct balances.

Green cells show TARGET balances.

Blue cells show recommended TRANSFERS.

COMMUNITY BANKS OF COLORADO

COLOTRUST

Water Checking Account	
Balance 10/31/25	\$ 1,182,014
1. Transfer from Water Operating to Water Reserve to meet Op & Emergency Reserve targets.	
Note: CWRPDA requires 3 months op (229,263); water study recommends 1 year of loan payments (211,887)	
2. Water Loan Reserve exceeds target. Transfer overage from Water Loan Reserve to Water Operating.	
3. Transfer (Operating current balance less above transfers and less target balance*) to Water Capital Reserve.	
Bal after transfer 3	725,263
TARGET BALANCE*	725,263

1. Water Reserve Account (WOF)	
Water Reserve acct bal 10/31/25	\$ 208,948
Operating Reserve TARGET BALANCE (45 days per study, 2024-unaudited)	114,632
Emergency Reserve TARGET BALANCE (200k per 2023 study + 5%)	210,000
Total TARGET BALANCE	324,632
difference = TRANSFER amount	115,684

2. Water Loan Reserve Account (WCF)	
Water Loan Reserve acct bal 10/31/25	231,482
TARGET BALANCE (1 year of loan payments)	229,263
difference = TRANSFER amount	(2,219)

3. Water Capital Reserve Account (WCF)	
Water Cap Reserve acct bal 10/31/25	232,202
TARGET BALANCE	575,489
difference = TRANSFER amount	343,287

***OPERATING ACCOUNT TARGET BALANCE CALCULATION**

3 mo operating exp, 2024 actuals, unaudited	229,263
2026 proposed capital outlays	496,000
*3 mo op plus 2026 proposed cap outlays	725,263

PROOF OF ACCOUNTS TOTALS

Total of ALL accounts before transfers	1,854,646
Total of ALL accounts after transfers	1,854,646

CALCULATION OF EXPECTED ADDITIONAL INTEREST INCOME

Total in COLOTRUST before transfers	672,632
Total in COLOTRUST after transfers	1,129,383

difference = additional funds earning interest 456,751

ADDITIONAL INTEREST INCOME EXPECTED IN 2026 (3.75% APY)	\$ 17,128
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**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: December 11, 2025,	ITEM NO.	SUBJECT: Review/Direction on Recall Petition
Presented by: Town Clerk		

Background

- Petitions for the recall of Trustee (Caves) were approved as to form October 14, 2025
- Circulated petition was submitted to Clerk on November 12, 2025
- Clerk determined initial sufficiency on November 17, 2025
- No protests were filed by the statutory deadline of December 2, 2025

Board action needed:

- The Board is required to set an election date for the recall election.
 - Relevant statutes include CRS 31-4-503(4) that requires Board action at the first meeting following determination of final sufficiency; and (December 11, 2025)
 - The election date is between 30 and 90 days of setting.

Staff recommend Tuesday, March 10, 2026, as the election date for the following reasons:

- This is the earliest date possible that allows the required process to take place (establishing vendors, printing ballots, mailing, etc.)
- Petitions will be available December 15th for circulation.

Recommended motion: MOVE TO acknowledge the recall petitions for Trustees Tim Caves and set a date for the recall election on March 10, 2025, to be held as a mail ballot election.

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 73-2025

**A RESOLUTION OF THE TOWN OF PALMER LAKE
APPROVING DETAILS OF A SPECIAL ELECTION TO BE CONDUCTED ON
MARCH 10, 2025, TO CONSIDER THE RECALL OF TOWN TRUSTEE**

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, a petition for the recall of Trustee Tim Caves was submitted on November 12, 2025, and determined to be sufficient on November 17, 2025; and the final determination of sufficiency was noted on December 2, 2025, following the expiration of the protest period; and

WHEREAS, the Town Clerk is submitting the petition to the Board of Trustees, as provided in Section 31-4-503(4), C.R.S.; and

WHEREAS, Trustee Tim Caves has not resigned; and

WHEREAS specific details for the March 10, 2026, election are to be established by the Board of Trustees.

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 sets the date of Tuesday, March 10, 2026, for a special election to consider the recall of Trustee Tim Caves
2. The Board of Trustees hereby specifies the Town Clerk as the Designated Election Official (DEO).
3. The March 10, 2026, election shall be conducted as a mail ballot election.
4. The Board of Trustees grant the Town Clerk (DEO), the authority to appoint election judges as needed for the March 10th election and to take all other reasonable steps to facilitate such election.
5. 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.
6. 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 11th DAY OF DECEMBER 2025.

ATTEST:

TOWN OF PALMER LAKE, COLORADO

Erica N. Romero
Deputy Town Clerk

BY: _____
Dennis Stern
Mayor