



## BOARD OF TRUSTEES MEETING

Thursday, March 12, 2026 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.***

---

**Roll Call**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Convene to Executive Session**

Executive Session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice on specific legal questions regarding the withdrawal of the Monument Ridge West, LLC application for annexation by letter dated February 4, 2026.

**Reconvene to Open Session**

**Introductions/Presentations**

- [1.](#) Hinkle & Company - 2024 Draft Audit

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

2. Minutes February 26, 2026, Special Meeting, February 26, 2026, Regular Meeting
3. Financials - January 2026

### **Staff/Department Reports**

4. Interim Administrator
5. Police
6. Town Clerk/Administration/Treasurer
7. Water
8. Public Works including Roads & Park Maintenance
9. Fire

### **Business Items**

10. Discuss and Possible Action – Approval of Resolution No. 17-2026 Accepting the 2024 Audit (Hinkle & Company)
11. Discussion and Possible Direction – Retention of Hinkle & Company, P.C. for the 2025 Audit
12. Discuss and Possible Action – Consider Approval of Resolution No. XX-2026 Accepting Withdrawal of the Annexation Application and Directing Staff to Conclude the Annexation Proceedings
13. Discussion and Possible Action - Approval - Resolution 18-2026 to Appoint Citizen Member to Parks Commission Vacancy
14. Discussion and Possible Direction – Direction to Interim Town Administrator regarding Legal Services/Town Attorney (proceed/not proceed with Negotiations and Contract Review)
15. Discuss/Review - Resolution 4-2018 Financial Policies for Banking Services
16. Discussion and Possible Direction - Community Institute Matters- Planning Consultants
17. Discussion/Update - Strategic Government Resources (SGR) Town Administrator Recruitment
18. Discussion/Update - Mayor Pro Tem Vacancy
19. Discussion/Review - Board of Trustees Agenda-Setting Process
20. Discussion/Review - Resolution 37-2024 Regulating the Carrying of Firearms in Sensitive Areas
21. Discussion/Review - EcoSpa
22. Discussion/Review - Economic Development

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

**Board Reports**

**Next Meeting and Future Items**

**Adjourn**

---

**Americans with Disabilities Act**

---

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

**Town of Palmer Lake, Colorado**

**Financial Statements**  
with Independent Auditor's Report

**December 31, 2024**

**Town of Palmer Lake, Colorado**  
 Table of Contents  
 December 31, 2024

**Independent Auditor’s Report**..... 1

**Management’s Discussion and Analysis** ..... i

**Basic Financial Statements**

*Government-wide Financial Statements*

    Statement of Net Position ..... 4

    Statement of Activities ..... 5

*Governmental Funds*

    Balance Sheet ..... 6

    Reconciliation of the Balance Sheet of Governmental Funds  
         to the Statement of Net Position ..... 7

    Statement of Revenues, Expenditures and Changes in Fund Balances ..... 8

    Reconciliation of the Statement of Revenues, Expenditures and Changes  
         in Fund Balances of Governmental Funds to the Statement of Activities ..... 9

*Proprietary Funds*

    Statement of Net Position ..... 10

    Statement of Revenues, Expenses and Changes in Net Position ..... 11

    Statement of Cash Flows..... 12

*Notes to Financial Statements* ..... 13

**Required Supplementary Information**

Budgetary Comparison Schedule - General Fund ..... 33

Budgetary Comparison Schedule - Water Fund ..... 34

Schedule of Changes in the Net Pension Asset Liability and Related Ratios - FPPA ..... 35

Schedule of Changes in the Net Pension Liability and Related Ratios - Volunteer Fireman ..... 37

*Notes to Required Supplementary Information* ..... 39

**Supplementary Information**

Budgetary Comparison Schedule - Conservation Trust Fund ..... 40

(Continued)

**Town of Palmer Lake, Colorado**

Table of Contents  
December 31, 2024  
(Continued)

**Compliance Section**

**Single Audit**

Independent Auditor’s Report on Internal Control over Financial Reporting and  
on Compliance, and Other Matters Based on an Audit of the Financial Statements  
Performed in Accordance with *Government Auditing Standards*..... 41

Independent Auditor’s Report on Compliance for Each Major Federal Program;  
Report on Internal Control over Compliance, and Report on Schedule of  
Expenditures of Federal Awards Required by *Uniform Guidance* ..... 43

Schedule of Expenditures of Federal Awards ..... 46

Notes to the Schedule of Expenditures of Federal Awards ..... 47

Schedule of Findings and Questioned Costs ..... 48

Schedule of Prior Year Findings ..... 50

**State Compliance**

Local Highway Finance Report..... 51

## **Independent Auditor’s Report**

Honorable Mayor and Members of the Board of Trustees  
Town of Palmer Lake, Colorado  
Palmer Lake, Colorado

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of Town of Palmer Lake, Colorado (the Town), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town, as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Town’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor’s Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison schedule - General Fund information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town’s basic financial statements. The budgetary comparison schedule - Utility Fund and local highway finance report listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule - Utility Fund and local highway finance report listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Englewood, Colorado  
February XX, 2026

## **Management's Discussion and Analysis**

## **Town of Palmer Lake, Colorado**

### **Management's Discussion and Analysis**

### **For the Year Ending December 31, 2024**

#### **Introduction**

Management's Discussion and Analysis is intended to provide the reader and user of our financial statements with a narrative overview of the Town's financial activities. Management's Discussion and Analysis (MD&A) should be read in conjunction with the Town's financial statements and notes to the financial statements, beginning on page 8.

The Town of Palmer Lake was founded in 1871 by General William Jackson Palmer and was incorporated in 1889 as a political subdivision of the State of Colorado. The Town operates under a Mayor-Council form of government. Under the guidance of the central administration, which includes financial and technical support, the Town provides a range of services. The services include public safety (police and fire), public utilities (water), infrastructure (drainage, streets and public buildings) and recreation (parks and trails). The Town is nestled at the base of Pike National Forest in the northwest corner of El Paso County, Colorado. The population of Palmer Lake, Colorado is estimated at approximately 2,575 people.

#### **Financial Highlights**

- Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources (Net Position) by \$16,291,604 at December 31, 2024. Of this amount \$6,052,699 was unrestricted and available to fund future obligations of the Town.
- Net position of governmental activities increased by \$2,329,481 and net position of business-type activities increased by \$890,113.
- As of December 31, 2024, the General Fund had a fund balance of \$4,721,784. Of this amount \$4,368,537 was unassigned and available for use to meet the Town's current obligations.
- As of December 31, 2024, the Water Enterprise Fund had a fund balance of \$6,205,977 which is an increase of \$890,113 from December 31, 2023.

#### **Overview of the Financial Statements of the Town:**

The audited financial statements of the Town are:

- Statement of Net Position
- Statement of Activities
- Balance Sheet - Governmental Funds
- Statement of Revenues, Expenditures, and Changes in Fund Balance-Governmental Funds
- Statement of Net Position - Proprietary Fund
- Statement of Revenues, Expenses and Changes in Net Position - Proprietary Fund
- Statement of Cash Flows - Proprietary Fund
- Notes to the Financial Statements

**Town of Palmer Lake, Colorado**  
Management's Discussion and Analysis  
For the Year Ending December 31, 2024

The financial statements of the Town are presented as a special purpose government engaged in business and government type activities. These financial statements distinguish between the functions of the Town that will be principally supported by taxes.

The **Statement of Net Position** is prepared using the full accrual basis of accounting and provides information about what is owned (assets) by the Town, what is owed (liabilities) by the Town, and what is the Town's equity in its assets (net position). Over time, the comparison of changes in net position may provide a useful method of evaluating whether the financial position of the Town is improving, deteriorating, or maintaining a status quo.

The **Statement of Activities** provides information about the components - Program Expenses, Program Revenue and General Revenue - of the Town's annual operating activities and how those activities affected net position during the current fiscal year.

#### **Fund Financial Statements**

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town are governmental or proprietary funds.

#### ***Governmental Funds***

The **Balance Sheet - Governmental Funds** presents the financial position of the Town's funds using the traditional government modified accrual method of accounting, which does not reflect capital assets and debt obligations.

The **Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds** presents the activities of the Town's funds using the modified accrual method of accounting which includes expenditures for capital assets and debt service obligations. This method approximates the reporting on a cash basis and closely follows the budgetary method.

The two reconciliations, which accompany these governmental funds statements, provide explanations of the specific differences in these statements as compared to the Statement of Net position and the Statement of Activities.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**Town of Palmer Lake, Colorado**  
**Management’s Discussion and Analysis**  
**For the Year Ending December 31, 2024**

**Proprietary Funds**

Enterprise funds are used to report any activity for which it is primarily funded by charging a fee to external users for goods and services, and operate in a manner similar to private sector businesses. The Town utilizes one enterprise fund to account for water operations. The proprietary fund financial statements provide the same type of information as shown in the government-wide financial statements.

The **Notes to Financial Statements** provide additional, required disclosures about the Town, its accounting policies and practices, its financial position and operating activities, and other required information. The information included in these notes is essential to a full understanding of the information contained in the financial statements.

**Condensed Comparative Financial Information:**

**Statement of Net Position**

	Governmental Activities		Business-type Activities		Primary Government	
	2024	2023	2024	2023	2024	2023
Current and other assets	\$ 5,919,912	\$ 4,533,282	\$ 1,777,973	\$ 1,640,156	\$ 7,697,885	\$ 6,173,438
Noncurrent assets	5,287,583	4,337,973	5,865,225	5,870,252	11,152,808	10,208,225
Total assets	<u>11,207,495</u>	<u>8,871,255</u>	<u>7,643,198</u>	<u>7,510,408</u>	<u>18,850,693</u>	<u>16,381,663</u>
Deferred outflows	<u>307,672</u>	<u>371,323</u>	-	-	<u>307,672</u>	<u>371,323</u>
Long-term debt	57,663	56,785	1,262,376	1,858,608	1,320,039	1,915,393
Other liabilities	153,538	168,361	174,845	335,936	328,383	504,297
Total liabilities	<u>211,201</u>	<u>225,146</u>	<u>1,437,221</u>	<u>2,194,544</u>	<u>1,648,422</u>	<u>2,419,690</u>
Deferred inflows	<u>1,218,339</u>	<u>1,261,286</u>	-	-	<u>1,218,339</u>	<u>1,261,286</u>
Net position						
Net investment in capital assets	4,801,955	3,837,973	5,124,306	4,353,773	9,926,261	8,191,746
Restricted	209,158	175,549	103,486	216,571	312,644	392,120
Unrestricted	5,074,514	3,742,624	978,185	745,520	6,052,699	4,488,144
Total net position	<u>\$ 10,085,627</u>	<u>\$ 7,756,146</u>	<u>\$ 6,205,977</u>	<u>\$ 5,315,864</u>	<u>\$ 16,291,604</u>	<u>\$ 13,072,010</u>

**Statement of Activities**

	Governmental Activities		Business-type Activities		Primary Government	
	2024	2023	2024	2023	2024	2023
Program expenses	\$ 3,298,923	\$ 2,671,910	\$ 1,266,093	\$ 1,204,103	\$ 4,565,016	\$ 3,876,013
Program revenue	547,819	579,023	2,089,263	1,589,815	2,637,082	2,168,838
Net program expense (revenue)	<u>2,751,104</u>	<u>2,092,887</u>	<u>(823,170)</u>	<u>(385,712)</u>	<u>1,927,934</u>	<u>1,707,175</u>
General revenue	<u>5,080,585</u>	<u>3,326,952</u>	<u>66,943</u>	<u>112,537</u>	<u>5,147,528</u>	<u>3,439,489</u>
Change in net position	<u>2,329,481</u>	<u>1,234,065</u>	<u>890,113</u>	<u>498,249</u>	<u>3,219,594</u>	<u>1,732,314</u>
Net position, beginning of year	7,756,146	6,522,081	5,315,864	4,817,615	13,072,010	11,339,696
Net position, end of year	<u>\$ 10,085,627</u>	<u>\$ 7,756,146</u>	<u>\$ 6,205,977</u>	<u>\$ 5,315,864</u>	<u>\$ 16,291,604</u>	<u>\$ 13,072,010</u>

**Town of Palmer Lake, Colorado**  
Management's Discussion and Analysis  
For the Year Ending December 31, 2024

This foregoing information is a summary of the financial information contained in the Town's financial statements. For more about the information contained in this condensed, comparative financial information, we recommend a close review of the accompanying audited financial statements beginning on page 8.

**Discussion of Financial Position and Operating Activities**

The Town restricted three percent (3%) of its general revenues for emergencies in accordance with TABOR requirements. The Town had a TABOR reserve of \$130,000 on December 31, 2024.

The Town's total assets are comprised primarily of cash and equivalents, receivables for water service and long-term capital assets. The Town's total liabilities are comprised primarily of long-term debt and current liabilities related to ongoing operations.

In 2024, program expenses exceeded program revenues by \$1,927,934 for the primary government. This was offset by net general revenues of \$5,147,528, which resulted in an overall increase in net position. See the accompanying Financial Statements for details of these revenues and expenses.

**Fund Discussion**

**Governmental Funds**

The Governmental Funds - General Fund balance increased to \$4,721,784 in 2024. The fund balance includes \$130,000 for emergencies in accordance with TABOR requirements. The assets and liabilities are comprised primarily of cash and property tax revenues to be realized in 2025. As of December 31, 2024, the Town's combined fund balance for all governmental funds was \$4,800,942.

**General Fund Budgetary Discussion**

Actual revenues for 2024 were \$701,391 higher than the final budget primarily due to tax revenues being higher than anticipated. Actual expenditures for 2024 were \$605,799 less than the final budget primarily due to public works and capital outlay expenditures being less than anticipated. See the accompanying financial statements for more detail.

**Proprietary Fund**

The Water Enterprise Fund balance was \$6,205,977 on December 31, 2024. The assets and liabilities are comprised primarily of cash, water accounts receivable and capital assets. Actual revenues for 2024 were \$25,590 higher than the final budget. Actual expenses for 2024 were \$561,866 less than the final budget. See the accompanying financial statements for more detail.

**Town of Palmer Lake, Colorado**  
Management's Discussion and Analysis  
For the Year Ending December 31, 2024

**Capital Assets and Long-Term Obligations**

**Capital Assets**

At the end of 2024, the Town had \$11,152,808 invested in a broad range of capital assets including major infrastructure such as buildings, roads, bridges, storm water drainage, and parks, and water lines and distribution systems. More detailed information on the Town's capital assets is presented in the accompanying notes to the financial statements.

**Long-Term Debt**

In 2019, the General Fund loaned the Water Enterprise Fund \$500,000. The proceeds of the loan were used to complete the Water Tank project. The loan is secured by a twenty year note that bears interest at 2% per annum. The remaining activity relating to long-term debt was the scheduled payment of debt.

**Economic Factors and Next Year's Budget**

Continuing a conservative approach to budgeting, the Town of Palmer Lake continues to provide all services to its citizens. With anticipation of a healthy economy, it was projected that 2025 General Fund revenues and a portion of the fund balance for one-time items and projects, along with increased sales tax revenue, would allow the budgeted expenditures to be funded. While we anticipated a slight increase in sales tax revenue, budgeted expenditures remained within the budget. It was projected that 2025 Water Fund revenues would allow the budgeted expenditures to be funded. We anticipated a slight increase in water billing revenue and budgeted expenditures remain within the budget.

**Requests for Information.** This financial report is designed to provide a general overview of the Town of Palmer Lake, Colorado's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or request for additional information should be addressed to the Town of Palmer Lake, 42 Valley Crescent, PO Box 208, Palmer Lake, CO 80133.

## **Basic Financial Statements**

**Town of Palmer Lake, Colorado**  
**Statement of Net Position**  
**December 31, 2024**

	Governmental Activities	Business-Type Activities	Total
<b>Assets</b>			
<i>Current Assets</i>			
Cash and Cash Equivalents - Unrestricted	\$ 3,611,023	\$ 1,257,829	\$ 4,868,852
Cash and Cash Equivalents - Restricted	-	103,486	103,486
Accounts Receivable	865,700	124,702	990,402
Taxes Receivable	1,173,665	-	1,173,665
Due from Other Governments	250,620	290,699	541,319
Due from County Treasurer	9,807	-	9,807
Prepaid Expenses	9,097	1,257	10,354
Total Current Assets	5,919,912	1,777,973	7,697,885
<i>Noncurrent Assets</i>			
Due from Other Funds	485,628	(485,628)	-
Capital Assets, Not Being Depreciated	170,504	560,000	730,504
Capital Assets, Net of Accumulated Depreciation	4,631,451	5,790,853	10,422,304
Total Noncurrent Assets	5,287,583	5,865,225	11,152,808
Total Assets	11,207,495	7,643,198	18,850,693
<b>Deferred Outflows of Resources</b>			
Pensions	307,672	-	307,672
Total Deferred Outflows of Resources	307,672	-	307,672
<b>Liabilities</b>			
<i>Current Liabilities</i>			
Accounts Payable	13,354	8,356	21,710
Accrued Expenses	140,184	9,904	150,088
Accrued Interest	-	6,196	6,196
Loans Payable, Current Portion	-	150,389	150,389
Total Current Liabilities	153,538	174,845	328,383
<i>Non-Current Liabilities</i>			
Compensated Absences	57,125	35,829	92,954
Bonds Payable	-	1,226,547	1,226,547
Net Pension/OPEB Liability	538	-	538
Total Non-Current Liabilities	57,663	1,262,376	1,320,039
Total Liabilities	211,201	1,437,221	1,648,422
<b>Deferred Inflows of Resources</b>			
Property Taxes	1,173,665	-	1,173,665
Pension	44,674	-	44,674
Total Deferred Inflows of Resources	1,218,339	-	1,218,339
<b>Net Position</b>			
Net Investment in Capital Assets	4,801,955	5,124,306	9,926,261
Restricted	209,158	103,486	312,644
Unrestricted	5,074,514	978,185	6,052,699
Total Net Position	\$ 10,085,627	\$ 6,205,977	\$ 16,291,604

See Notes to the Financial Statements.

**Town of Palmer Lake, Colorado**  
**Statement of Activities**  
**For the Year Ended December 31, 2024**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Primary Government</b>							
<b>Governmental Activities</b>							
General Government	\$ 955,512	\$ 67,289	\$ -	\$ -	\$ (888,223)	\$ -	\$ (888,223)
Public Safety	1,741,993	76,002	319,982	49,901	(1,296,108)	-	(1,296,108)
Highways & Streets	507,788	1,989	-	-	(505,799)	-	(505,799)
Culture and Recreation	93,630	-	32,656	-	(60,974)	-	(60,974)
Total Governmental Activities	<u>3,298,923</u>	<u>145,280</u>	<u>352,638</u>	<u>49,901</u>	<u>(2,751,104)</u>	<u>-</u>	<u>(2,751,104)</u>
<b>Business-Type Activities</b>							
Water and Sewer	1,266,093	1,404,196	-	685,067	-	823,170	823,170
Total Business-Type Activities	<u>1,266,093</u>	<u>1,404,196</u>	<u>-</u>	<u>685,067</u>	<u>-</u>	<u>823,170</u>	<u>823,170</u>
Total Primary Government	<u>\$ 4,565,016</u>	<u>\$ 1,549,476</u>	<u>\$ 352,638</u>	<u>\$ 734,968</u>	<u>(2,751,104)</u>	<u>823,170</u>	<u>(1,927,934)</u>
<b>General Revenues</b>							
Property Taxes					1,243,755	-	1,243,755
Specific Ownership Taxes					120,666	-	120,666
Sales and Use Taxes					1,563,950	-	1,563,950
Highway User Taxes					119,166	-	119,166
Franchise and Other Taxes					1,017,617	-	1,017,617
Intergovernmental					852,857	-	852,857
Tap Fees & Development Charges					-	73,057	73,057
Investment Income					99,508	33,391	132,899
Other					22,766	795	23,561
<b>Transfers</b>					<u>40,300</u>	<u>(40,300)</u>	<u>-</u>
Total General Revenues					<u>5,080,585</u>	<u>66,943</u>	<u>5,147,528</u>
<b>Change in Net Position</b>					<u>2,329,481</u>	<u>890,113</u>	<u>3,219,594</u>
<b>Net Position, Beginning of Year</b>					<u>7,756,146</u>	<u>5,315,864</u>	<u>13,072,010</u>
<b>Net Position, End of Year</b>					<u>\$ 10,085,627</u>	<u>\$ 6,205,977</u>	<u>\$ 16,291,604</u>

**Town of Palmer Lake, Colorado**  
 Balance Sheet  
 Governmental Funds  
 December 31, 2024

	General	Conservation Trust	Total
<b>Assets</b>			
<i>Current Liabilities</i>			
Cash and Cash Equivalents	\$ 3,531,865	\$ 79,158	\$ 3,611,023
Restricted Cash and Cash Equivalents			
Accounts Receivable	865,700	-	865,700
Taxes Receivable	1,173,665	-	1,173,665
Due from Other Governments	250,620	-	250,620
Due from County Treasurer	9,807	-	9,807
Due from Other Funds	485,628	-	485,628
Prepaid Expenses	9,097	-	9,097
Total Assets	6,326,382	79,158	6,405,540
<b>Liabilities</b>			
<i>Current Liabilities</i>			
Accounts Payable	13,354	-	13,354
Accrued Expenses	140,184	-	140,184
Total Liabilities	153,538	-	153,538
<b>Deferred Inflows of Resources</b>			
Unavailable Revenue	277,395	-	277,395
Property Taxes	1,173,665	-	1,173,665
Total Deferred Inflows of Resources	1,451,060	-	1,451,060
<b>Net Position</b>			
Nonspendable	9,097	-	9,097
Restricted	130,000	79,158	209,158
Assigned	214,150		214,150
Unrestricted	4,368,537	-	4,368,537
Total Fund Balance	\$ 4,721,784	\$ 79,158	\$ 4,800,942

**Town of Palmer Lake, Colorado**  
 Reconciliation of the Balance Sheet of Governmental Funds  
 to the Statement of Net Position  
 For the Year Ended December 31, 2024

**Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:**

Net Change in Fund Balance of Governmental Funds	\$	4,800,942
Capital Assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds.		
Capital Assets, net		4,801,955
Some revenues reported in the statement of activities do not provide current financial resources and, therefore, are not reported as revenues in governmental funds.		
Fire Deployment Reimbursement		277,395
Long-term liabilities are not due and payable in the current year and, therefore, are not reported in the governmental funds.		
Compensated Absences		(57,125)
Pension related assets, liabilities, deferred outflows of resources, and deferred inflows of resources are not current financial resources and, therefore, are not reported in the governmental funds.		
Deferred Outflows of Resources		307,672
Pension Liabilities		(538)
Deferred Inflows of Resources		(44,674)
		(44,674)
Change in Net Position of Governmental Activities	\$	10,085,627

**Town of Palmer Lake, Colorado**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**December 31, 2024**

	General	Conservation Trust	Total
<b>Revenues</b>			
Taxes:			
Property Taxes	\$ 1,243,755	\$ -	\$ 1,243,755
Specific Ownership Taxes	120,666	-	120,666
Sales and Use Taxes	1,563,950	-	1,563,950
Highway User Tax	119,166	-	119,166
Franchise Fees and Other Taxes	1,017,617	-	1,017,617
Intergovernmental	8,768	32,656	41,424
Licenses and Permits	69,278	-	69,278
Fines and Forfeitures	67,234	-	67,234
Grant Revenue	852,857	-	852,857
Investment Income	97,931	1,577	99,508
Dispatch Revenue - Fire	74,744	-	74,744
Miscellaneous	47,275	-	47,275
	<u>5,283,241</u>	<u>34,233</u>	<u>5,317,474</u>
<b>Total Revenue</b>			
	<u>5,283,241</u>	<u>34,233</u>	<u>5,317,474</u>
<b>Expenditures</b>			
Current			
General Government	914,088	-	914,088
Public Safety	1,730,246	-	1,730,246
Public Works	378,984	-	378,984
Culture and Recreation	30,816	14,119	44,935
Capital Outlays	1,259,439	-	1,259,439
	<u>4,313,573</u>	<u>14,119</u>	<u>4,327,692</u>
<b>Total Expenditures</b>			
	<u>4,313,573</u>	<u>14,119</u>	<u>4,327,692</u>
<b>Excess of Revenues Over Expenditures</b>	969,668	20,114	989,782
<b>Other Financing Sources (Uses)</b>			
Developer Contributions	49,901	-	49,901
Transfers Out	40,300	-	40,300
	<u>90,201</u>	<u>-</u>	<u>90,201</u>
<b>Total Other Financing Sources (Uses)</b>			
	<u>90,201</u>	<u>-</u>	<u>90,201</u>
<b>Net Change in Fund Balance</b>	1,059,869	20,114	1,079,983
<b>Fund Balance, Beginning of Year</b>	3,661,915	59,044	3,720,959
	<u>3,661,915</u>	<u>59,044</u>	<u>3,720,959</u>
<b>Fund Balance, End of Year</b>	\$ <u>4,721,784</u>	\$ <u>79,158</u>	\$ <u>4,800,942</u>

**Town of Palmer Lake, Colorado**  
 Reconciliation of the Statement of Revenues, Expenditures and Changes in  
 Fund Balances of Governmental Funds to the Statement of Activities  
 For the Year Ended December 31, 2024

**Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:**

Net Change in Fund Balance of Governmental Funds	\$ 1,079,983
<p>Capital outlays to purchase or construct capital assets are reported in governmental funds as expenditures. Dispositions of capital assets are reported in governmental funds as revenues. However, for governmental activities, those costs are capitalized in the Statement of Net Position and are allocated over their estimated useful lives as annual depreciation expense in the Statement of Activities. Dispositions are reported as reductions in capital assets and in accumulated depreciation on the Statement of Activities.</p>	
Capital Outlay	1,259,439
Disposal of Capital Assets	(24,509)
Depreciation Expense	(270,948)
<p>Changes in unavailable revenues not available within 60 days of the end of the year are presented in the year in which they become available in the governmental funds and when they are earned in the government-wide statements</p>	
	245,238
<p>Changes in pension assets, liabilities, deferred inflows of resources and deferred outflows of resources related to defined benefit retirement plans do not require the use of current financial resources, and therefore, are not reported as expenditures in the governmental funds.</p>	
	38,761
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term leases consume current financial resources of governmental funds.</p>	
Compensated Absences	1,517
Change in Net Position of Governmental Activities	\$ 2,329,481

**Town of Palmer Lake, Colorado**  
Statement of Net Position  
Proprietary Funds  
December 31, 2024

	Water
<b>Assets</b>	
Current Assets	
Cash and Investments	\$ 1,257,829
Restricted Cash and Investments	103,486
Accounts Receivable	124,702
Due from Other Governments	290,699
Prepaid Expenses	1,257
Total Current Assets	1,777,973
Non-Current Assets	
Capital Assets, <i>Not Being Depreciated</i>	560,000
Capital Assets, <i>Net of Accumulated Depreciation</i>	5,790,853
Total Noncurrent Assets	6,350,853
 Total Assets	 \$ 8,128,826
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$ 8,356
Accrued Salaries	6,196
Accrued Interest	9,904
Due to Other Funds	485,628
Long-Term Debt, <i>Current Portion</i>	150,389
Total Current Liabilities	660,473
Non-Current Liabilities	
Compensated Absences	35,829
Bonds Payable	1,226,547
Total Non-current Liabilities	1,262,376
 Total Liabilities	 1,922,849
<b>Net Position</b>	
Investment in Capital Assets	5,124,306
Restricted for Debt Service	103,486
Unrestricted	978,185
 Total Net Position	 \$ 6,205,977

**Town of Palmer Lake, Colorado**  
 Statement of Revenues, Expenses and Changes in Net Position  
 Proprietary Funds  
 For the Year Ended December 31, 2024

	Utility
<b>Operating Revenues</b>	
Charges for Services	\$ 1,694,895
Other Income	795
Total Operating Revenues	1,695,690
<b>Operating Expenses</b>	
Administration	133,501
Operations and Maintenance	783,552
Depreciation	309,424
Total Operating Expenses	1,226,477
<b>Net Operating Gain (Loss)</b>	469,213
<b>Nonoperating Revenues (Expenses)</b>	
Grant Revenue	394,368
Water Tap Fees	73,057
Investment Income	33,391
Interest Expense	(39,616)
Transfers Out	(40,300)
Total Nonoperating Revenues (Expenses)	420,900
<b>Change in Net Position</b>	890,113
<b>Net Position, Beginning of Year</b>	5,315,864
<b>Net Position, End of Year</b>	\$ 6,205,977

**Town of Palmer Lake, Colorado**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended December 31, 2024**

	Utility
<b>Cash Flows From Operating Activities</b>	
Cash Received from Customers	\$ 1,717,525
Cash Received from Grants and Contributions	795
Cash Paid to Employees	(1,864)
Cash Paid to Suppliers	(929,604)
Net Cash Used in Operating Activities	786,852
<b>Cash Flows From Investing Activities</b>	
Interest Received	33,391
Net Cash Provided by Investing Activities	33,391
<b>Cash Flows from Non-capital Financing Activities</b>	
Cash Received from Connection Charges	73,057
Net Cash Provided by Non-Capital Financing Activities	73,057
<b>Cash Flows From Capital and Related Financing Activities</b>	
Acquisition of Capital Assets	(790,025)
Capital Contributions	-
Interest Paid	(36,413)
Transfers Between Funds	(54,672)
Principal Payments	(143,524)
Net Cash Provided by Capital and Related Financing Activities	(1,024,634)
<b>Net Change in Cash and Cash Equivalents</b>	(131,334)
<b>Cash and Cash Equivalents, Beginning of Year</b>	1,389,163
<b>Cash and Cash Equivalents, End of Year</b>	\$ 1,257,829
<b>Reconciliation of Net Operating Loss to Net Cash Used in Operating Activities</b>	
Net Operating Gain/(Loss)	\$ 469,213
Adjustments to Reconcile Net Operating Loss to Net Cash Used in Operating Activities	
Depreciation	309,424
Changes in Assets and Liabilities Related to Operations	
Accounts Receivable	22,630
Prepaid Expenses	(1,082)
Accounts Payable	(11,469)
Accrued Salaries and Benefits	(3,897)
Deferred Revenue	-
Compensated Absences Payable	2,033
Net Cash Used in Operating Activities	\$ 786,852

See Notes to the Financial Statements.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 1: Summary of Significant Accounting Policies**

The Town of Palmer Lake, Colorado (the Town) was organized as a statutory town in Colorado. The Town provides general government, public works (roads and streets), police, fire and water for the geographical area organized as the Town of Palmer Lake, Colorado.

The accounting policies of the Town conform to generally accepted accounting principles as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Following is a summary of the more significant policies.

**Reporting Entity**

The financial reporting entity consists of the Town, organizations for which the Town is financially accountable, and organizations that raise and hold economic resources for the direct benefit of the Town. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the Town. Legally separate organizations for which the Town is financially accountable are considered part of the reporting entity. Financial accountability exists if the Town appoints a voting majority of the organization's governing board and is able to impose its will on the organization, or if there is a potential for the organization to provide benefits to, or impose financial burdens on, the Town.

Based on the application of these criteria, the Town does not include additional organizations within its reporting entity.

**Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. Exceptions to this general rule are charges for interfund services that are reasonably equivalent to the services provided. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of the given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. Internally dedicated resources are reported as general revenues rather than program revenues.

Separate financial statements are provided for the governmental fund and the proprietary fund. Major individual funds are reported as separate columns in the fund financial statements.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 1: Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collected within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current year.

Taxes, intergovernmental revenues, and interest associated with the current year are considered to be susceptible to accrual and so have been recognized as revenues of the current year. All other revenues are considered measurable and available only when cash is received by the Town.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for a specific use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

In the fund financial statements, the Town reports the following major governmental fund:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the Town, except those accounted for in the enterprise fund.

Additionally, the Town reports the following major proprietary fund:

The *Water Fund* is an enterprise fund that accounts for the financial activities associated with the provision of water and sewer services.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 1: Summary of Significant Accounting Policies (Continued)**

**Assets, Liabilities and Net Position/Fund Balance**

*Receivables* - All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

*Interfund Receivables and Payables* - During the course of operations, certain transactions occur between individual funds. The resulting receivables and payables are classified on the balance sheet as *interfund receivables* and *interfund payables*. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as *internal balances*.

*Capital Assets* - Capital assets, which include land, water rights, water and sewer systems, infrastructure, parks, buildings, vehicles, and equipment are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund in the fund financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value on the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives.

Land	30 years
Buildings	30 years
Building Improvements	5 - 10 years
Furniture and Equipment	5 - 10 years
Infrastructure	30 years

*Compensated Absences* - Employees of the Town are allowed to accumulate up to 120 hours of unused vacation time and up to 240 hours of unused sick time. Upon termination of employment from the Town, an employee will be compensated for all accrued vacation time, and one-half of any accrued sick time. Compensated absences are accrued when earned in the government-wide and proprietary fund financial statements. A liability is recorded in the governmental fund financial statements only when payment is due.

*Deferred Inflows of Resources* - Deferred inflows of resources are acquisitions of net assets by the government that are applicable to a future reporting period and include property taxes earned but levied for a subsequent year as well as deferred revenues.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 1: Summary of Significant Accounting Policies** (Continued)

**Assets, Liabilities and Net Position/Fund Balance** (Continued)

*Net Position/Fund Balances* - In the government-wide and fund financial statements, net position and fund balances are restricted when constraints placed on the use of resources are externally imposed. Committed fund balance represents amounts constrained by the Board of Trustees, which is the highest level of decision-making authority, by formal action (resolution). The policy approved by the Board of Trustees established the Town’s ideal target reserves at 40% of the current operating budget of the General Fund. The reserves should not be allowed to fall below 20% of the current operating budget, including the emergency reserves required by the TABOR Amendment (See Note 7). The Board of Trustees has authorized the Town Administrator or her designee to assign fund balances for specific purposes consistent with the adopted budget. If both restricted and unrestricted fund balances are available, the Town uses restricted fund balance first, followed by committed, assigned and unassigned.

**Property Taxes**

Property taxes attached as an enforceable lien on property on January 1, are levied the following December, and collected in the subsequent calendar year. Taxes are payable in full on April 30 or in two installments on February 28 and June 15. The County Treasurer’s Office collects property taxes and remits to the Town on a monthly basis.

**Subsequent Events**

The Town has evaluated subsequent events through **February XX, 2026**, the date the financial statements were available to be issued.

**Note 2: Cash and Investments**

At December 31, 2024, cash consisted of the following:

Petty Cash	\$	200
Cash Deposits		2,633,020
Investments		<u>2,339,118</u>
Total	\$	<u><u>4,972,338</u></u>

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 2: Cash and Investments (Continued)**

**Cash Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires all local government entities to deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of federal insurance levels (FDIC) must be collateralized by eligible collateral as determined by the PDPA. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution or held in trust for all uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2024, the Town had bank deposits of \$2,530,918 collateralized with securities held by the financial institutions' agents but not in their name.

**Investments**

The Town is required to comply with State statutes which specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which the Town may invest, which include the following. State statutes do not address custodial risk.

- Obligations of the United States and certain U.S. Agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Local government investment pools
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts

*Interest Rate Risk* - State statutes generally limit investments to an original maturity of five years unless the governing board authorizes the investment for a period in excess of five years.

*Credit Risk* - State statutes limit certain investments to those with specified ratings established by nationally recognized statistical rating organizations, depending on the type of investment.

*Concentration of Credit Risk* - State statutes do not limit the amount the Town may invest in a single issuer of investment securities, except for corporate securities.

*Local Government Investment Pool* - At December 31, 2024, the Town had \$2,339,118 invested in the Colorado Local Government Liquid Asset Trust (Colotrust).

Colotrust - Colotrust is not a 2a7-like external investment pool. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. The government-investor does not "look through" the pool to report a pro rata share of the pool's investments, receivables, and payables. This investment is valued using the NAV per share (or its equivalent) of the investments.

**Town of Palmer Lake, Colorado**  
**Notes to Financial Statements**  
**December 31, 2024**

**Note 2: Cash and Investments (Continued)**

**Investments** (Continued)

Colotrust is an investment vehicle established by state statute for local entities in Colorado to pool surplus funds for investment purposes and are registered with the State Securities Commissioner. The pools operate similarly to money market funds and each share is equal in value to \$1.00. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions of each pooled investment. Securities owned by the pools are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by the participating governments. Investments of the pools consist of US Treasury bills, notes, and note strips, commercial paper allowed by state statute and repurchase agreements collateralized by US Treasury securities and or US Instrumentalities. Colotrust is rated AAAM by Standard and Poor's. Information regarding Colotrust's financial statements is available at their website [www.colotrust.com](http://www.colotrust.com).

**Note 3: Capital Assets**

Capital asset activity for the year ended December 31, 2024, is summarized below:

	Balance 12/31/23	Additions	Transfers	Deletions	Balance 12/31/24
<b>Governmental Activities</b>					
<i>Capital Assets, Not Being Depreciated</i>					
Land	\$ 11,005	\$ -	\$ -	\$ -	\$ 11,005
Master Plan	68,639	-	-	-	68,639
Construction in Progress	130,861	1,111,882	(1,151,883)	-	90,860
<b>Total Capital Assets, Not Being Depreciated</b>	<b>210,505</b>	<b>1,111,882</b>	<b>(1,151,883)</b>	<b>-</b>	<b>170,504</b>
<i>Capital Assets, Being Depreciated</i>					
Buildings	1,120,877	17,146	53,755	-	1,191,778
Roads and Drainage	2,276,028	-	1,098,128	-	3,374,156
Equipment	2,410,956	130,411	-	(39,485)	2,501,882
<b>Total Capital Assets, Being Depreciated</b>	<b>5,807,861</b>	<b>147,557</b>	<b>1,151,883</b>	<b>(39,485)</b>	<b>7,067,816</b>
<i>Less Accumulated Depreciation</i>					
Buildings	(148,129)	(42,436)	-	-	(190,565)
Roads and Drainage	(779,133)	(114,145)	-	-	(893,278)
Equipment	(1,253,131)	(114,367)	-	14,976	(1,352,522)
<b>Total Accumulated Depreciation</b>	<b>(2,180,393)</b>	<b>(270,948)</b>	<b>-</b>	<b>14,976</b>	<b>(2,436,365)</b>
<b>Total Capital Assets, Being Depreciated</b>	<b>3,627,468</b>	<b>(123,391)</b>	<b>1,151,883</b>	<b>(24,509)</b>	<b>4,631,451</b>
<b>Governmental Activities Capital Assets, Net</b>	<b>\$ 3,837,973</b>	<b>\$ 988,491</b>	<b>\$ -</b>	<b>\$ (24,509)</b>	<b>\$ 4,801,955</b>

Depreciation expense was charged to governmental programs of the Town as follows:

General Government	\$ 42,941
Public Safety	50,508
Public Works	128,804
Culture and Recreation	48,695
<b>Total</b>	<b>\$ 270,948</b>

**Town of Palmer Lake, Colorado**  
**Notes to Financial Statements**  
**December 31, 2024**

**Note 3: Capital Assets (Continued)**

	Balance 12/31/23	Additions	Transfers	Deletions	Balance 12/31/24
<b>Business-Type Activities</b>					
<i>Capital Assets, Not Being Depreciated</i>					
Land and Water Rights	\$ 560,000	\$ -	\$ -	\$ -	\$ 560,000
Total Capital Assets, <i>Not Being Depreciated</i>	<u>560,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>560,000</u>
<i>Capital Assets, Being Depreciated</i>					
Reservoirs, Lakes	150,233	-	-	-	150,233
Water Facility	5,533,543	-	-	-	5,533,543
Shop Building	121,825	-	-	-	121,825
Collection/Transmission/Distribution	3,480,255	764,618	-	-	4,244,873
Wells	846,767	-	-	-	846,767
General Equipment	417,712	25,407	-	-	443,119
Total Capital Assets, <i>Being Depreciated</i>	<u>10,550,335</u>	<u>790,025</u>	<u>-</u>	<u>-</u>	<u>11,340,360</u>
<i>Less Accumulated Depreciation</i>					
Reservoirs, Lakes	(99,770)	-	-	-	(99,770)
Water Facility	(3,069,992)	(163,049)	-	-	(3,233,041)
Shop Building	(121,825)	-	-	-	(121,825)
Collection/Transmission/Distribution	(1,179,847)	(61,803)	-	-	(1,241,650)
Wells	(386,832)	(33,934)	-	-	(420,766)
General Equipment	(381,817)	(50,638)	-	-	(432,455)
Total Accumulated Depreciation	<u>(5,240,083)</u>	<u>(309,424)</u>	<u>-</u>	<u>-</u>	<u>(5,549,507)</u>
Total Capital Assets, <i>Being Depreciated, net</i>	<u>5,310,252</u>	<u>480,601</u>	<u>-</u>	<u>-</u>	<u>5,790,853</u>
Business-Type Activities Capital Assets, <i>net</i>	<u>\$ 5,870,252</u>	<u>\$ 480,601</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,350,853</u>

**Note 4: Long-Term Debt**

Following is a summary of long-term debt transactions of the governmental activities for the year ended December 31, 2024:

	Balance 12/31/2023	Additions	Deletions	Balance 12/31/2024	Due Within One Year
<b>Business-Type Activities</b>					
2009 CWRPDA Bond	\$ 636,845	\$ -	\$ (92,696)	\$ 544,149	\$ 94,558
2018 CWRPDA Bond	879,634	-	(50,828)	828,806	51,850
Compensated Absences	<u>37,777</u>	<u>5,810</u>	<u>(3,777)</u>	<u>39,810</u>	<u>3,981</u>
Total	<u>\$ 1,554,256</u>	<u>\$ 5,810</u>	<u>\$ (147,301)</u>	<u>\$ 1,412,765</u>	<u>\$ 150,389</u>

**2009 CWRPDA Bond**

On July 22, 2009, the Town borrowed \$1,862,552 through the Colorado Water Resource & Power Development Authority (CWRPDA) - Drinking Water Revolving Fund Direct Loan, with an interest rate of 2.0% to fund water resource projects. The loan is payable from the collateralized by the Town's water revenues. The proportion of the pledged revenues to total water revenues can not be determined because annual total fees collected fluctuate.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 4: Long-Term Debt (Continued)**

**2009 CWRPDA Bond** (Continued)

Interest on the bonds is due each May 1 and November 1 and commenced on November 1, 2010. Principal is due annually on November 1 through 2030. Future maturities are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 94,558	\$ 10,413	\$ 104,971
2026	96,459	8,512	104,971
2027	98,398	6,573	104,971
2028	100,347	4,624	104,971
2029	102,393	2,578	104,971
2030	<u>51,994</u>	<u>492</u>	<u>52,486</u>
Total	<u>\$ 544,149</u>	<u>\$ 33,192</u>	<u>\$ 577,341</u>

**2018 CWRPDA Bond**

On March 16, 2018, the Town borrowed \$1,100,000 through the Colorado Water Resource & Power Development Authority (CWRPDA) - Drinking Water Revolving Fund Direct Loan, with an interest rate of 2.0% to fund water resource projects. The loan is payable from and collateralized by the Town's water revenue. The proportion of the pledged revenues to total water revenues can not be determined because annual total fees collected fluctuate.

Interest on the bonds is due each May 1 and November 1 and commenced on November 1, 2010. Principal is due annually on November 1 through 2030. Future maturities are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 51,850	\$ 16,318	\$ 68,168
2026	52,892	15,276	68,168
2027	52,892	14,213	67,105
2028	53,955	13,128	67,083
2029	56,146	12,022	68,168
2030 - 2034	298,120	42,721	340,841
2035 - 2038	<u>262,951</u>	<u>9,722</u>	<u>272,673</u>
Total	<u>\$ 828,806</u>	<u>\$ 123,400</u>	<u>\$ 952,206</u>

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 4: Long-Term Debt (Continued)**

**General Fund Loan to Water Enterprise Fund**

On May 23, 2019, the Town’s Board of Trustees approved a loan of \$500,00 from the General Fund to the Water Enterprise Fund. The loan is a 20-year term and bears interest at a rate of 2.0%. The loan proceeds were utilized to assist in the funding of the Town’s Water Tank project. As the loan is between funds within the overall Town government, the loan payable and receivable is reflected in the accompanying financial statements as Due To and From Funds.

Interest payments are due semi-annually on May 1<sup>st</sup> and November 1<sup>st</sup>. Principal payments are due semi-annually on May 1<sup>st</sup> and November 1<sup>st</sup> and commenced in 2024. Future maturities are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 29,181	\$ 9,567	\$ 38,748
2026	29,768	8,980	38,748
2027	30,365	8,383	38,748
2028	30,976	7,772	38,748
2029	31,599	7,150	38,749
2030 - 2034	167,779	25,961	193,740
2035 - 2039	165,960	8,108	174,068
Total	<u>\$ 485,628</u>	<u>\$ 75,921</u>	<u>\$ 561,549</u>

**Note 5: Employee Retirement Plans**

**FPPA Statewide Retirement Plan**

Plan Description - The Statewide Retirement Plan (SRP) is a cost-sharing multiple-employer defined benefit pension plan. The plan is administered by the Fire & Police Pension Association of Colorado (FPPA). FPPA issues a publicly available comprehensive annual financial report that can be obtained on FPPA's website at <http://www.fppaco.org>.

Description of Benefits - A member is eligible for retirement after attainment of age 55 with at least five years of credited service.

The FPPA Board of Directors may change the retirement age on an annual basis, depending upon the results of the actuarial valuation and other circumstances. The Normal Retirement Age should not be less than age 55 or more than age 60. Any member with at least 25 years of service may retire at any time after age 55 and shall be eligible for a normal retirement pension. Members with combined age and years of service totaling 80 or more, with a minimum age of 50 also qualify for a normal retirement pension.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 5: Employee Retirement Plans** (Continued)

**FPPA Statewide Retirement Plan** (Continued)

A member is eligible for an early retirement after completion of 30 years of service or attainment of age 50 with at least five years of credited service. The early retirement benefit equals the normal retirement benefit reduced on an actuarially equivalent basis.

The annual retirement benefit for the Defined Benefit Component is 2.0 percent of the average of the member's highest three years' base salary for each year of credited service up to ten years, plus 2.5 percent of the average of the member's highest three years' base salary for each year of service thereafter.

Beginning January 1, 2007, the annual normal retirement benefit for the Social Security Component is 1.0 percent of the average of the member's highest three years base salary for each year of credited service up to three years plus 1.25 percent of the average of the member's highest three years' base salary for each year thereafter. Prior to 2007, the benefit for members of the Social Security Component will be reduced by the amount of social security income the member receives annually, calculated as if the social security benefit started as of age 62.

The annual retirement benefit of the Hybrid Defined Benefit Component is 1.9 percent of the average of the member's highest three years' base salary for each year of credited service through December 31, 2022 and 1.5 percent of the average of the member's highest three years' base salary for each year of credited service after January 1, 2023.

Benefits paid to retired members and beneficiaries may be increased annually on October 1 via cost-of-living adjustment (COLA). COLAs may be compounding or non-compounding. The increase in benefits, if any, is based on the FPPA Board of Director's discretion. Compounding COLAs can range from 0 percent to the higher of 3 percent or the Consumer Price Index for Urban Wage Earners and Clerical Workers.

Non-compounding COLAs take into consideration the investment returns, compounding COLAs and other economic factors. COLAs may begin once the retired member has been receiving retirement benefits for at least 12 calendar months prior to October 1.

Upon termination, the vested account balance within the Money Purchase Component becomes available to the member.

Upon termination, a member may elect to have their member contributions, along with 5.0 percent as interest, returned as a lump sum distribution in lieu of a retirement benefit.

Contributions - Contribution rates for the Plan are set by state statute. The FPPA Board of Directors may further increase the required contributions, equally between employer and member, upon approval through an election of both employers and members.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 5: Employee Retirement Plans** (Continued)

**FPPA Statewide Retirement Plan** (Continued)

Members of the Defined Benefit Component contribute 12.0 percent of base salary. In 2020, legislation was enacted to increase the employer contributions rate to the Plan beginning in 2021. Employer contribution rates will increase 0.5 percent annually through 2030 to a total of 13.0 percent of base salary. These increases result in a combined contribution rate of 25.0 percent of base salary in 2030. In 2023, the total combined member and employer contribution rate was 21.5 percent.

Contributions from Defined Benefit Component members and employers of plans reentering the Defined Benefit Component are established by resolution and approved by the FPPA Board of Directors. The continuing rate of contribution for reentry groups is determined for each reentry group. The additional contribution amount is determined locally and may be paid by the member, the employer or split 50/50. Per the 2020 legislation, the required employer contribution rate for reentry departments also increases 0.5 percent annually. These increases result in a minimum combined contribution rate of 25.2 percent in 2030. In 2023, the total minimum required member and employer contribution rate was 21.7 percent.

Members of the Social Security Component contribute 6.0 percent of base salary. Per the 2020 legislation, employer contribution rates will increase 0.25 percent annually through 2030 to a total of 6.5 percent of base salary. These increases result in a combined contribution rate of 12.5 percent of base salary in 2030. In 2023, the total combined member and employer contribution rate was 10.75 percent.

Contributions from members and employers of departments re-entering the system are established by resolution and approved by the FPPA Board of Directors. The re-entry group has a combined contribution rate of 20 percent of base salary through 2014. It is a local decision as to whether the member or employer pays the additional 4 percent contribution. Per the 2014-member election, the re-entry group will also have their required member contribution rate increase 0.5 percent annually beginning in 2015 through 2022 for a total combined member and employer contribution rate of 24 percent in 2022.

The contribution rate for members and employers of affiliated social security employers is 4 percent of base salary for a total contribution rate of 8 percent through 2014. Per the 2014 member election, members of the affiliate social security group will have their required contribution rate increase 0.25 percent annually beginning in 2015 through 2022 to a total of 6 percent of base salary. Employer contributions will remain at 4 percent resulting in a combined contribution rate of 10 percent in 2022.

The Town's contributions to the SWDB Plan for the year ended December 31, 2023, were \$61,402, equal to the required contributions.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**FPPA Statewide Retirement Plan** (Continued)

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

The Town and eligible employees are required to contribute to the SWH Plan at rates established by the Town Council. However, the amount allocated to the defined benefit component is set annually by the FPPA Board of Directors, which currently must be at least 8% of base salary for the employee and the employer.

At December 31, 2024, the Town reported a net pension liability (asset) of \$0 representing its proportionate share of the net pension asset of the Statewide Retirement Plan.

The net pension liability was measured at December 31, 2023, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation at January 1, 2023. The Town's proportion of the net pension asset was based on a projection of the Town's contributions to the plans for the calendar year ended December 31, 2024, relative to the projected contributions of all participating employers.

At December 31, 2023, the Town's proportion of the Statewide Retirement Plan was 0.06578877%, which was an increase of 0.00742826% from its proportion measured at December 31, 2022.

For the year ended December 31, 2024, the Town recognized pension expense (Benefit) for the SWDB plan of \$57,404.

At December 31, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
<b>Statewide Retirement Plan</b>		
Differences between expected and actual experience	\$ 95,476	\$ 4,944
Net difference between projected and actual earnings on plan investments	80,629	-
Changes in assumptions and other inputs	56,105	-
Changes in proportion	-	39,730
Contributions subsequent to the measurement date	72,619	-
Total	\$ 304,829	\$ 44,674

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)

Town contributions to the SWDB plan subsequent to the measurement date were \$72,619 and will be recognized as an increase or decrease to the net pension (asset) liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended December 31,	SWDB
2025	\$ 63,814
2026	94,052
2027	34,595
2028	1,582
2029	(2,509)
Thereafter	(3,998)
 Total	 \$ 187,536

Actuarial Assumptions - The actuarial valuation at January 1, 2023, determined the total pension liability using the following actuarial assumptions and other inputs, applied to all periods included in the measurement:

Actuarial Method	Entry Age Normal
Amortization Method	Level % of Payroll, Open
Amortization Period	30 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Long-Term Investment Rate of Return*	7.5%
Projected Salary Increases	4.25% - 11.25%
Cost of Living Adjustments (COLA)	0.0%
Includes Inflation at	2.5%

Mortality rates were based on the RP-2014 Mortality Table for Blue Collar Employees projected with Scale BB, using a 55% multiplier for off-duty mortality. The RP-2014 Mortality Table for Blue Collar Employees was used in the projection of post-retirement benefits for members under age 55. For post-retirement members ages 65 and older, the RP-2014 Mortality Tables for Blue Collar Healthy Annuitants were used. For post-retirement members ages 55 through 64, a blend of the previous tables was used.

The current actuarial methods and assumptions were adopted by the FPPA Board of Directors for first use in the actuarial valuation as of January 1, 2016, based upon the actuary's unchanged analysis and recommendations from the 2015 Experience Study.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of December 31, 2023, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Rate of Return
Global Equity	35%	8.33%
Equity Long/Short	6%	7.27%
Private Markets	34%	10.31%
Fixed Income Rates	10%	5.35%
Fixed Income Credit	5%	5.89%
Absolute Return	9%	6.39%
Cash	1%	4.32%
	100%	

**Discount Rate** - The discount rate used to measure the total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates in the FPPA Board of Director's funding policy, which establishes the contractually required rates under State statutes. Based on this assumption, the Plans' fiduciary net position was projected to be available to make all projected future benefit payments to current members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate at the prior measurement date was 7.0%.

**Sensitivity of the Net Pension (Asset) Liability to Changes in the Discount Rate** - The following presents the Town's proportionate share of the net pension (asset) liability calculated using the discount rate of 7.0%, as well as the Town's proportionate share of the net pension (asset) liability if it were calculated using a discount that is one percentage point lower (6.0%) or one percentage point higher (8.0%) than the current rate, as follows:

	1% Decrease (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
Town's proportionate share of the SRP net pension (asset) liability	\$ 424,111	\$ -	\$ -

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 5: Employee Retirement Plans** (Continued)

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions** (Continued)

Pension Plan Fiduciary Net Position - Detailed information about the Plans' fiduciary net position is available in FPPA's separately issued financial report, which may be obtained at [www.fppaco.org](http://www.fppaco.org).

**FPPA Palmer Lake Volunteer Fire Pension Plan - Defined Benefit Plan**

Plan Description - The Palmer Lake Volunteer Fire Pension Plan (Volunteer Plan) is an agent multiple-employer Public Employee Retirement System (PERS). The PERS represents the assets of numerous separate plans that have been pooled for investment purposes. The pension plans have elected to affiliate with FPPA for plan administration and investment only. FPPA issues a publicly available comprehensive annual financial report can be obtained on FPPA's website at <http://www.fppaco.org>.

Description of Benefits - The Plan, established and amended by the Plan's Board of Trustees through the Bylaws, provides for a monthly pension of \$250 for volunteers who have satisfied the normal age and service requirements and pro rata pensions for volunteers who have satisfied the normal age but only a portion of the service requirement. It further provides death benefits and a partial pension (50% of the amount the volunteer has earned) for surviving spouses. The normal age and service requirement is the date a volunteer reaches 50 years of age and completes 20 years of service. Pro-rata pensions would apply to volunteers who reached 50 years of age and had between 10 and 20 years of service. A one-time \$100 funeral benefit lump sum is also provided.

Contributions - The Town and eligible employees are required to contribute to the Volunteer Plan at rates established by State statutes. Employer contribution rates can only be amended by the State Legislature. Employee contribution rates can be amended by the State Legislature or by election of the membership. The Town and eligible employees each contributed 8% and 11% of base salary, respectively, for the year ended December 31, 2024.

The Town's contributions to the Volunteer Plan for the year ended December 31, 2024, were \$3,808, equal to the required contributions.

At December 31, 2023, the Town reported a net pension liability (asset) of \$538 representing its proportionate share of the net pension asset.

The net pension liability was measured at December 31, 2023, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation at January 1, 2023. The Town's proportion of the net pension asset was based on a projection of the Town's contributions to the plans for the calendar year ended December 31, 2023, relative to the projected contributions of all participating employers.

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**FPPA Palmer Lake Volunteer Fire Pension Plan - Defined Benefit Plan** (Continued)

For the year ended December 31, 2024, the Town recognized pension expense (Benefit) for the Volunteer Plan of \$(790).

At December 31, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
<b>Volunteer</b>		
Differences between expected and actual experience	\$ -	\$ -
Net difference between projected and actual earnings on plan investments	2,843	-
Changes in assumptions and other inputs	-	-
Changes in proportion	-	-
Contributions subsequent to the measurement date	-	-
Total	\$ 2,843	\$ -

Town contributions to the Volunteer Plan subsequent to the measurement date of \$0 will be recognized as an increase or decrease to the net pension (asset) liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows.

Year Ended December 31,	Volunteer Plan
2025	\$ 619
2026	964
2027	1,544
2028	(284)
2029	-
Thereafter	-
Total	\$ 2,843

Actuarial Assumptions - The actuarial valuation at January 1, 2023, determined the total pension liability using the following actuarial assumptions and other inputs, applied to all periods included in the measurement:

Actuarial Method	Entry Age
Amortization Method	Level dollar - open
Remaining Amortization Period	20 years
Asset Valuation Method	5-Year Smoothed Fair Value
Long-Term Investment Rate of Return*	7.0%
Projected Salary Increases	N/A
Cost of Living Adjustments (COLA)	None
*Includes Inflation at	2.5%

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**FPPA Palmer Lake Volunteer Fire Pension Plan - Defined Benefit Plan** (Continued)

Mortality rates were based on the RP-2014 Mortality Table for Blue Collar Employees projected with Scale BB, using a 55% multiplier for off-duty mortality. The RP-2014 Mortality Table for Blue Collar Employees was used in the projection of post-retirement benefits for members under age 55. For post-retirement members ages 65 and older, the RP-2014 Mortality Tables for Blue Collar Healthy Annuitants were used. For post-retirement members ages 55 through 64, a blend of the previous tables was used.

The current actuarial methods and assumptions were adopted by the FPPA Board of Directors for first use in the actuarial valuation as of January 1, 2016, based upon the actuary's unchanged analysis and recommendations from the 2015 Experience Study.

Inputs to the Single Discount Rate - Projected benefit payments are required to be discounted to their actuarial present values using a Single Discount Rate that reflects (1) a long-term expected rate of return on pension plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits) and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating as of the measurement date (to the extent that the plan's projected fiduciary net position is not sufficient to pay benefits).

For the purpose of this valuation, the long-term expected rate of return on pension plan investments is 7.50%; the municipal bond rate is 3.65% (based on the weekly rate closest to but not later than the measurement date of the "state & local bonds" rate from Federal Reserve statistical release (H.15)); and the resulting Single Discount Rate is 7.50%.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of December 31, 2023, are summarized in the following table.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Rate of Return</u>
Global Equity	35%	8.33%
Equity Long/Short	6%	7.27%
Private Markets	34%	10.31%
Fixed Income Rates	10%	5.35%
Fixed Income Credit	5%	5.89%
Absolute Return	9%	6.39%
Cash	1%	4.32%
	<u>100%</u>	

**Town of Palmer Lake, Colorado**  
 Notes to Financial Statements  
 December 31, 2024

**Note 5: Employee Retirement Plans (Continued)**

**FPPA Palmer Lake Volunteer Fire Pension Plan - Defined Benefit Plan** (Continued)

Discount Rate - The discount rate used to measure the total pension liability was 7.0%. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates in the FPPA Board of Director’s funding policy, which establishes the contractually required rates under State statutes. Based on this assumption, the plans’ fiduciary net position was projected to be available to make all projected future benefit payments to current members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate at the prior measurement date was 7.0%.

Sensitivity of the Net Pension (Asset) Liability to Changes in the Discount Rate - The following presents the Town’s proportionate share of the net pension (asset) liability calculated using the discount rate of 7.0%, as well as the Town’s proportionate share of the net pension (asset) liability if it were calculated using a discount that is one percentage point lower (6.0%) or one percentage point higher (8.0%) than the current rate, as follows:

	1% Decrease (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
Town's proportionate share of the net pension (asset)	\$ 4,078	\$ 538	\$ (2,573)

Pension Plan Fiduciary Net Position - Detailed information about the Plans’ fiduciary net position is available in FPPA’s separately issued financial report, which may be obtained at [www.fppaco.org](http://www.fppaco.org).

**Death and Disability Benefits**

Death and disability coverage is provided to full-time police officers through the Statewide Death and Disability Plan, which is administered by the FPPA. During the past year, the Town's required contribution rate was 2.6% of base salary for members. Town contributions to this plan totaled \$32,646 during 2024, with State supplemental contribution of \$0. Employees are not required to contribute to this plan.

**Deferred Compensation Plan**

Effective May 1, 2010, employees of the Town who are members of the SWDB may voluntarily contribute to the Voluntary Investment Program (“457 Plan”), an Internal Revenue Code Section 457 defined contribution plan administered by FPPA. Plan participation is optional, and contributions are from others made to FPPA. Title 25, Article 51, Part 14 of the C.R.S., as amended, assigns the authority to establish the 457 Plan provisions to the State Legislature.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 6: Risk Management**

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**Public Entity Risk Pool**

For property, liability and workers compensation risks, the Town is a member of the Colorado Intergovernmental Risk Sharing Agency (CIRSA), a separate and independent governmental and legal entity formed by intergovernmental agreement by member municipalities pursuant to the provision of 24-10-115.5, Colorado Revised Statutes, and the Colorado Constitution, Article XIV, Section 18(2).

The purposes of CIRSA are to provide members with defined liability, property, and workers compensation coverages and to assist members to prevent and reduce losses and injuries to municipal property and to persons or property which might result in claims being made against members of CIRSA, their employees and officers.

It is the intent of the members of CIRSA to create an entity in perpetuity which will administer and use funds contributed by the members to defend and indemnify, in accordance with the bylaws, any member of CIRSA against stated liability of loss, to the limit of the financial resources of CIRSA. It is also the intent of the members to have CIRSA provide continuing stability and availability of needed coverages at reasonable costs. All income and assets of CIRSA shall be at all times dedicated to the exclusive benefit of its members. CIRSA is a separate legal entity, and the Town does not approve budgets, nor does it have the ability to significantly affect the operations of CIRSA.

**Note 7: Commitments and Contingencies**

**Litigation**

The Town has pending or threatened litigation. Management believes the outcome of any litigation will not have a significant impact on the Town's financial position.

**TABOR Amendment**

Colorado voters passed an amendment to the State Constitution, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. On April 2, 1996, voters authorized the Town to collect, retain, use or expend all revenues, including any reduction in debt service, and to spend such revenues for municipal operations, capital projects, reserve increases, and debt service, beginning January 1, 1996, and each subsequent year without limitation by the restrictions of the Amendment. The Amendment is complex and subject to interpretation. However, the Town's management believes it is in compliance with the provisions of the Amendment.

**Town of Palmer Lake, Colorado**  
Notes to Financial Statements  
December 31, 2024

**Note 7: Commitments and Contingencies (Continued)**

**TABOR Amendment** (Continued)

The Town has established emergency reserves, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2024, the Town reported emergency reserves of \$130,000 as restricted fund balance in the General Fund.

## **Required Supplementary Information**

**Town of Palmer Lake, Colorado**  
 Budgetary Comparison Schedule  
 General Fund  
 For the Year Ended December 31, 2024

	Original Budget	Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
<b>Revenues</b>				
Taxes				
Property Taxes	\$ 1,170,447	\$ 1,245,043	\$ 1,243,755	\$ (1,288)
Specific Ownership Taxes	110,000	110,000	120,666	10,666
Sales and Use Taxes	1,424,000	1,424,000	1,563,950	139,950
Highway Use Tax	90,000	90,000	119,166	29,166
Franchise Fees and Other Taxes	191,025	191,025	1,017,617	826,592
Intergovernmental	7,000	7,000	8,768	1,768
Licenses and Fees	100,000	100,000	69,278	(30,722)
Fines and Forfeits	65,000	65,000	67,234	2,234
Grants and Donations	1,385,959	1,199,782	852,857	(346,925)
Investment Income	80,000	80,000	97,931	17,931
Dispatch Revenue	40,000	40,000	74,744	34,744
Miscellaneous	30,000	30,000	47,275	17,275
Total Revenues	4,693,431	4,581,850	5,283,241	701,391
<b>Expenditures</b>				
Current				
General Governmental	887,809	887,809	914,088	(26,279)
Public Safety	1,643,407	1,643,407	1,730,246	(86,839)
Public Works	542,699	542,699	378,984	163,715
Culture and Recreation	42,100	42,100	30,816	11,284
Capital Outlay	1,794,580	1,803,357	1,259,439	543,918
Total Expenditures	4,910,595	4,919,372	4,313,573	605,799
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(217,164)</b>	<b>(337,522)</b>	<b>969,668</b>	<b>1,307,190</b>
<b>Other Financing Sources</b>				
Developer Contributions	-	-	49,901	49,901
Transfers to Other Funds	-	40,300	40,300	-
Total Other Financing Sources	-	40,300	90,201	49,901
<b>Net Change in Fund Balance</b>	<b>(217,164)</b>	<b>(297,222)</b>	<b>1,059,869</b>	<b>1,357,091</b>
<b>Fund Balance, Beginning of Year</b>	<b>3,276,067</b>	<b>3,661,915</b>	<b>3,661,915</b>	<b>-</b>
<b>Fund Balance, End of Year</b>	<b>\$ 3,058,903</b>	<b>\$ 3,364,693</b>	<b>\$ 4,721,784</b>	<b>\$ 1,357,091</b>

**Town of Palmer Lake, Colorado**  
 Budgetary Comparison Schedule  
 Water Fund  
 For the Year Ended December 31, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>Revenues</b>				
Water Operations Revenue	\$ 1,683,550	\$ 1,683,550	\$ 1,694,895	\$ 11,345
Tap Fees & Development Charges	72,000	72,000	73,057	1,057
Grant Revenue	218,910	391,366	394,368	3,002
Interest Income	24,000	24,000	33,391	9,391
Other Income	-	-	795	795
	<u>1,998,460</u>	<u>2,170,916</u>	<u>2,196,506</u>	<u>25,590</u>
<b>Expenditures</b>				
Salaries and Benefits	524,049	524,049	416,934	107,115
Professional Services	193,500	193,500	133,501	59,999
Administrative/Operations	377,500	377,500	366,618	10,882
Capital Outlay	815,723	1,173,894	790,025	383,869
Debt Service	40,746	39,616	39,616	-
	<u>1,951,518</u>	<u>2,308,559</u>	<u>1,746,694</u>	<u>561,865</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	46,942	(137,643)	449,812	587,455
<b>Other Financing Sources</b>				
Transfer to Other Funds	-	(40,300)	(40,300)	-
	<u>-</u>	<u>(40,300)</u>	<u>(40,300)</u>	<u>-</u>
<b>Net Change in Fund Balance (Budgetary Basis)</b>	<u>\$ 46,942</u>	<u>\$ (177,943)</u>	<u>409,512</u>	<u>\$ 587,455</u>
<b>Reconciliation to GAAP Basis</b>				
Capital Outlays			790,025	
Depreciation			(309,424)	
<b>Net Change in Fund Balance (GAAP Basis)</b>			<u>\$ 890,113</u>	

**Town of Palmer Lake, Colorado**  
 Required Supplementary Information  
 Schedule of Changes in the Net Pension Asset Liability and Related Ratios - FPPA  
 For the Year Ended December 31, 2024

	12/31/23	12/31/22	12/31/21	12/31/20	12/31/19
<b>Proportionate Share of the Net Pension Asset</b>					
Town's Proportion of the Net Pension Assets	0.06578877%	0.05836051%	0.04892959%	0.03876016%	0.29751051%
Town's Proportion Share of the Net Pension Asset (Liability)	\$ -	\$ (51,801)	\$ 265,166	\$ 84,148	\$ 16,825
Town's Covered Payroll	\$ 615,250	\$ 507,756	\$ 431,565	\$ 293,012	\$ 277,813
Town's Proportionate Share of the Net Pension Asset (liability) as a Percentage of Covered Payroll	0.0%	-10.2%	61.4%	28.7%	6.1%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	100.0%	97.7%	116.0%	107.0%	102.0%
	12/31/24	12/31/23	12/31/22	12/31/21	12/31/20
<b>Town Contribution</b>					
Statutorily Required Contribution	\$ 72,709	\$ 61,402	\$ 45,698	\$ 36,683	\$ 23,441
Contributions in Relation to the Statutorily Required Contribution	<u>(72,709)</u>	<u>(61,402)</u>	<u>(45,698)</u>	<u>(36,683)</u>	<u>(23,441)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's Covered Payroll	\$ 728,451	\$ 615,250	\$ 507,756	\$ 431,565	\$ 293,012
Contributions as a Percentage of Covered Payroll	9.98%	9.98%	9.00%	8.50%	8.00%

This schedule is presented to show information for 10 years.

(Continued)

**Town of Palmer Lake, Colorado**  
 Required Supplementary Information  
 Schedule of Changes in the Net Pension Asset Liability and Related Ratios - FPPA  
 For the Year Ended December 31, 2024  
 (Continued)

	12/31/18	12/31/17	12/31/16	12/31/15	12/31/14
<b>Proportionate Share of the Net Pension Asset</b>					
Town's Proportion of the Net Pension Assets	0.03000101%	0.03844266%	0.02193314%	0.47717000%	1.05819994%
Town's Proportion Share of the Net Pension Asset (Liability)	\$ (37,841)	\$ 55,306	\$ (7,925)	\$ 173	\$ 11,943
Town's Covered Payroll	\$ 208,036	\$ 115,692	\$ 107,003	\$ 47,590	\$ 47,590
Town's Proportionate Share of the Net Pension Asset (liability) as a Percentage of Covered Payroll	-18.2%	47.8%	-7.4%	0.4%	25.1%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	95.0%	98.0%	98.0%	100.0%	107.0%
	12/31/19	12/31/18	12/31/17	12/31/16	12/31/15
<b>Town Contribution</b>					
Statutorily Required Contribution	\$ 22,225	\$ 16,643	\$ 9,255	\$ 8,560	\$ 3,807
Contributions in Relation to the Statutorily Required Contribution	<u>(22,225)</u>	<u>(16,643)</u>	<u>(9,255)</u>	<u>(8,560)</u>	<u>(3,807)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's Covered Payroll	\$ 277,813	\$ 208,036	\$ 115,692	\$ 107,003	\$ 47,590
Contributions as a Percentage of Covered Payroll	8.00%	8.00%	8.00%	8.00%	8.00%

This schedule is presented to show information for 10 years.

**Town of Palmer Lake, Colorado**  
 Required Supplementary Information  
 Schedule of Changes in the Net Pension Liability and Related Ratios - Last Ten Years  
 Plamer Lake Volunteer Fireman Pension Plan  
 For the Year Ended December 31, 2024

	2024	2023	2022	2021	2020
<b>Total Pension Liability</b>					
Service Cost	\$ -	\$ -	\$ -	\$ 264	\$ 264
Interest on Pension Liability	3,958	3,882	4,256	4,741	5,075
Difference between Expected and Actual Experience	-	7,048	-	(2,213)	-
Change in Assumptions or Other Inputs	-	(381)	-	-	-
Benefit Payments	(9,300)	(9,600)	(9,600)	(9,600)	(10,600)
<b>Net Change in Total Pension Liability</b>	(5,342)	949	(5,344)	(6,808)	(5,261)
<b>Total Pension Liability - Beginning of Year</b>	61,118	60,169	65,513	72,321	77,582
<b>Total Pension Liability - End of Year</b>	55,776	61,118	60,169	65,513	72,321
<b>Plan Fiduciary Net Position</b>					
Contributions - Employer	3,808	3,808	8,160	15,851	-
Net Investment Income	5,142	(4,841)	6,461	4,006	3,993
Benefit Payments, Including Refunds of Employee Contributions	(9,300)	(9,600)	(9,600)	(9,600)	(10,600)
Administrative Expenses	(3,973)	(2,631)	(3,153)	(3,012)	(4,098)
State of Colorado Supplemental Discretionary Payments	3,427	7,344	14,266	14,954	-
<b>Net Change in Plan Fiduciary Net Positions</b>	(896)	(5,920)	16,134	22,199	(10,705)
<b>Plan Fiduciary Net Position - Beginning of Year</b>	56,134	62,054	45,920	23,721	34,426
<b>Plan Fiduciary Net Position - End of Year</b>	55,238	56,134	62,054	45,920	23,721
<b>Net Pension Asset (Liability) - End of Year</b>	\$ (538)	\$ (4,984)	\$ 1,885	\$ (19,593)	\$ (48,600)
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	99.0%	91.8%	103.1%	70.1%	32.8%
Town's Covered-employee Payroll	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
Total Pension Liability as a Percentage of Covered-employee Payroll	N/A	N/A	N/A	N/A	N/A

This schedule is presented to show information for 10 years.

(Continued)

**Town of Palmer Lake, Colorado**  
 Required Supplementary Information  
 Schedule of Changes in the Net Pension Liability and Related Ratios - Last Ten Years  
 Plamer Lake Volunteer Fireman Pension Plan  
 For the Year Ended December 31, 2024  
 (Continued)

	2019	2018	2017	2016	2015
<b>Total Pension Liability</b>					
Service Cost	\$ 1,265	\$ 1,265	\$ 853	\$ 2,571	\$ 1,292
Interest on Pension Liability	6,662	6,891	6,750	4,928	7,310
Difference between Expected and Actual Experience	(15,268)	-	134	-	(617)
Change in Assumptions or Other Inputs	2,012	-	5,504	(39,273)	39,622
Benefit Payments	<u>(10,400)</u>	<u>(12,000)</u>	<u>(11,143)</u>	<u>(11,500)</u>	<u>(12,000)</u>
<b>Net Change in Total Pension Liability</b>	(15,729)	(3,844)	2,098	(43,274)	35,607
<b>Total Pension Liability - Beginning of Year</b>	93,311	97,155	95,057	138,331	102,724
<b>Total Pension Liability - End of Year</b>	<u>77,582</u>	<u>93,311</u>	<u>97,155</u>	<u>95,057</u>	<u>138,331</u>
<b>Plan Fiduciary Net Position</b>					
Contributions - Employer	16,616	-	8,925	8,560	-
Net Investment Income	(12)	4,128	1,074	331	1,138
Benefit Payments, Including Refunds of Employee Contributions	(10,400)	(12,000)	(11,143)	(11,500)	(12,000)
Administrative Expenses	(4,303)	(6,464)	(314)	(1,173)	(413)
State of Colorado Supplemental Discretionary Payments	<u>8,033</u>	<u>13,662</u>	<u>-</u>	<u>9,608</u>	<u>8,406</u>
<b>Net Change in Plan Fiduciary Net Positions</b>	9,934	(674)	(1,458)	5,826	(2,869)
<b>Plan Fiduciary Net Position - Beginning of Year</b>	24,492	25,166	26,624	20,798	23,667
<b>Plan Fiduciary Net Position - End of Year</b>	<u>34,426</u>	<u>24,492</u>	<u>25,166</u>	<u>26,624</u>	<u>20,798</u>
<b>Net Pension Asset (Liability) - End of Year</b>	<u>\$ (43,156)</u>	<u>\$ (68,819)</u>	<u>\$ (71,989)</u>	<u>\$ (68,433)</u>	<u>\$ (117,533)</u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	44.4%	26.2%	25.9%	28.0%	15.0%
Town's Covered-employee Payroll	\$ N/A	\$ N/A	\$ N/A	\$ N/A	\$ N/A
Total Pension Liability as a Percentage of Covered-employee Payroll	N/A	N/A	N/A	N/A	N/A

This schedule is presented to show information for 10 years.

**Town of Palmer Lake, Colorado**  
Notes to Required Supplementary Information  
December 31, 2024

**Note 1: Stewardship, Compliance, and Accountability**

**Budgets**

Budgets are legally adopted for all funds of the Town. The budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgetary comparisons for the Utility Fund are presented on a non-GAAP budgetary basis. Capital outlay and debt principal are budgeted as expenditures, and depreciation is not budgeted.

The Town follows these procedures in establishing the budgetary information reflected in the financial statements:

- Management submits to the Board of Trustees a proposed budget for the fiscal year commencing the following January 1. The budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain taxpayer comments.
- Prior to December 31, the budget is legally enacted through passage of an ordinance.
- Management is authorized to transfer budgeted amounts within any fund. However, any revisions that alter the total expenditures of any fund must be approved by the Board of Trustees.
- All appropriations lapse at year end.

## **Supplementary Information**

**Town of Palmer Lake, Colorado**  
 Budgetary Comparison Schedule  
 Conservation Trust Fund  
 For the Year Ended December 31, 2024

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>Revenues</b>				
Intergovernmental	\$ 36,140	\$ 36,140	\$ 32,656	\$ (3,484)
Investment Income	1,200	1,200	1,577	377
<i>Total CTF Revenue</i>	37,340	37,340	34,233	(3,107)
<b>Expenditures</b>				
Culture and Recreation	17,380	17,380	14,119	3,261
Capital Outlay	19,000	19,000	-	19,000
<i>Total CTF Expenditures</i>	36,380	36,380	14,119	22,261
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	960	960	20,114	19,154
<b>Net Change in Fund Balance</b>	960	960	20,114	19,154
<b>Fund Balance, Beginning of Year</b>	50,561	50,561	59,044	8,483
<b>Fund Balance, End of Year</b>	\$ 51,521	\$ 51,521	\$ 79,158	\$ 27,637

## **Compliance Section**

## **Single Audit**

**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance, and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards**

Honorable Mayor and Members of the Board of Trustees  
Town of Palmer Lake, Colorado  
Palmer Lake, Colorado

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Town of Palmer Lake, Colorado (the Town), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements, and have issued our report thereon dated February XX, 2026.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Palmer Lake, Colorado's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Englewood, Colorado  
February XX, 2026

**Independent Auditor’s Report on Compliance for Each  
Major Federal Program; Report on Internal Control over Compliance,  
and Report on Schedule of Expenditures of Federal Awards Required  
by *Uniform Guidance***

Honorable Mayor and Members of the Board of Trustees  
Town of Palmer Lake, Colorado  
Palmer Lake, Colorado

**Report on Compliance for Each Major Federal Program**

***Opinion Report on Compliance for Each Major Federal Program***

We have audited the Town of Palmer Lake, Colorado’s (the Town’s) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have direct and material effect on each of the Town’s major federal programs for the year ended December 31, 2024. The Town’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town’s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Town's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, each discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Town. We issued our report thereon dated February XX, 2026, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

**Town of Palmer Lake, Colorado**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2024**

Federal Grantor/Pass-through Grantor/Program Title	Assistance Listing Number	Grant Member Pass-through Entity Identity Number	Federal Expenditures
<b>U.S. Department of Justice</b>			
<i>Passed through the Department of Justice of Community Oriented Policing Services</i>			
Public Safety Partnership and Community Policing	16.710	15JCOPS-23-GG-01743-PPSE	\$ 84,821
<i>Passed through the Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance</i>			
Edward Byrne Memorial Justice Assistance Grant	16.738	n/a	<u>2,400</u>
<b>Total U.S. Department of Justice</b>			<u>87,221</u>
<b>U.S. Department of Labor</b>			
<i>Passed through the State of Colorado Department of Labor and Employment</i>			
Registered Apprenticeship	17.285	n/a	<u>7,500</u>
<b>Total U.S. Department of Labor</b>			<u>7,500</u>
<b>U.S. Department of Transportation</b>			
<i>Passed through Colorado Department of Transportation</i>			
Highway Planning and Construction Cluster:			
Highway Planning and Construction	20.205	STM M026-007 (25948)	<u>909,308</u>
<b>Total U.S. Department of Transportation</b>			<u>909,308</u>
<b>U.S. Department of Treasury</b>			
<i>Passed through Colorado Department of Transportation</i>			
Coronavirus State and Local Fiscal Recovery Funds	21.027	ARPA M026-006 (25649)	<u>75,950</u>
<b>Total U.S. Department of Treasury</b>			<u>75,950</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ 1,079,979</u>

**Town of Palmer Lake, Colorado**  
Notes to the Schedule of Expenditures of Federal Awards  
December 31, 2024

**Note 1: Basis of Presentation**

The accompanying schedule of expenditures of federal awards of the Town under programs for the federal government for the year ended December 31, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town.

**Note 2: Summary of Significant Accounting Policies**

Expenditures reported on the Schedule of Expenditures of Federal Awards are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Town has elected to not use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.



**Town of Palmer Lake, Colorado**  
Schedule of Findings and Questioned Costs  
December 31, 2024

**Section II: Financial Statement Findings**

No current year findings or questioned costs were reported.

**Section III: Federal Award Findings and Questioned Costs**

No current year findings or questioned costs were reported.

**Town of Palmer Lake, Colorado**  
Schedule of Prior Year Findings  
December 31, 2024

**Findings Required to be Reported by the Uniform Guidance**

No items requiring follow up.

## **State Compliance**

The public report burden for this information collection is estimated to average 380 hours annually.

<b>LOCAL HIGHWAY FINANCE REPORT</b>	STATE: <b>COLORADO</b>
	YEAR ENDING (mm/yy): <b>12/24</b>

This Information From The Records Of: <b>Palmer Lake</b>	Prepared By: <b>Eric Ehrbar, CDOT</b>
---	--

**I. DISPOSITION OF HIGHWAY-USER REVENUES AVAILABLE FOR LOCAL GOVERNMENT EXPENDITURE**

ITEM	A. Local Motor-Fuel Taxes	B. Local Motor-Vehicle Taxes	C. Receipts from State Highway-User Taxes	D. Receipts from Federal Highway Administration
1. Total receipts available				
2. Minus amount used for collection expenses				
3. Minus amount used for nonhighway purposes				
4. Minus amount used for mass transit				
5. Remainder used for highway purposes				

**II. RECEIPTS FOR ROAD AND STREET PURPOSES**

**III. EXPENDITURES FOR ROAD AND STREET PURPOSES**

ITEM	AMOUNT	ITEM	AMOUNT
<b>A. Receipts from local sources:</b>		<b>A. Local highway expenditures:</b>	
1. Local highway-user taxes		1. Capital outlay (from page 2)	\$ -
a. Motor Fuel (from Item I.A.5.)		2. Maintenance:	\$ 91,902.98
b. Motor Vehicle (from Item I.B.5.)		3. Road and street services:	
c. Total (a.+b.)		a. Traffic control operations	
2. General fund appropriations		b. Snow and ice removal	
3. Other local imposts (from page 2)	\$ 168,504.52	c. Other	
4. Miscellaneous local receipts (from page 2)	\$ 127,801.69	d. Total (a. through c.)	\$ -
5. Transfers from toll facilities		4. General administration & miscellaneous	\$ 334,348.39
6. Proceeds of sale of bonds and notes:		5. Highway law enforcement and safety	
a. Bonds - Original Issues		6. Total (1 through 5)	\$ 426,251.37
b. Bonds - Refunding Issues		<b>B. Debt service on local obligations:</b>	
c. Notes		1. Bonds:	
d. Total (a. + b. + c.)	\$ -	a. Interest	
7. Total (1 through 6)	\$ 296,306.21	b. Redemption	
<b>B. Private Contributions</b>		c. Total (a. + b.)	\$ -
<b>C. Receipts from State government</b> (from page 2)	\$ 129,945.16	2. Notes:	
<b>D. Receipts from Federal Government</b> (from page 2)	\$ -	a. Interest	
<b>E. Total receipts (A.7 + B + C + D)</b>	\$ 426,251.37	b. Redemption	
		c. Total (a. + b.)	\$ -
		3. Total (1.c + 2.c)	\$ -
		<b>C. Payments to State for highways</b>	
		<b>D. Payments to toll facilities</b>	
		<b>E. Total expenditures (A.6 + B.3 + C + D)</b>	\$ 426,251.37

**IV. LOCAL HIGHWAY DEBT STATUS**

*(Show all entries at par)*

	Opening Debt	Amount Issued	Redemptions	Closing Debt
<b>A. Bonds (Total)</b>				\$ -
1. Bonds (Refunding Portion)				\$ -
<b>B. Notes (Total)</b>				\$ -

**V. LOCAL ROAD AND STREET FUND BALANCE (RECEIPTS AND DISBURSEMENTS ONLY)**

	A. Beginning Balance	B. Total Receipts	C. Total Disbursements	D. Ending Balance	E. Reconciliation
	\$ -	\$ 426,251.37	\$ 426,251.37	\$ -	\$ 0.00

**Notes and Comments:**

**LOCAL HIGHWAY FINANCE REPORT**

STATE:  
**COLORADO**  
YEAR ENDING (mm/yy):  
**12/24**

**II. RECEIPTS FOR ROAD AND STREET PURPOSES - DETAIL**

ITEM	AMOUNT	ITEM	AMOUNT
<b>A.3. Other local imposts:</b>		<b>A.4. Miscellaneous local receipts:</b>	
a. Property Taxes and Assesments	\$ 39,939.10	a. Interest on investments	
b. Other local imposts:		b. Traffic Fines & Penalties	\$ 46,887.50
1. Sales Taxes	\$ 109,615.99	c. Parking Garage Fees	
2. Infrastructure & Impact Fees	\$ 8,767.88	d. Parking Meter Fees	\$ 53,230.32
3. Liens		e. Sale of Surplus Property	
4. Licenses		f. Charges for Services	
5. Specific Ownership &/or Other	\$ 10,181.56	g. Other Misc. Receipts	
6. Total (1. through 5.)	\$ 128,565.42	h. Other	\$ 27,683.87
c. Total (a. + b.)	\$ 168,504.52	i. Total (a. through h.)	\$ 127,801.69
<i>(Carry forward to page 1)</i>		<i>(Carry forward to page 1)</i>	

ITEM	AMOUNT	ITEM	AMOUNT
<b>C. Receipts from State Government</b>		<b>D. Receipts from Federal Government</b>	
1. Highway-user taxes (from Item I.C.5.)	\$ 119,166.23	1. FHWA (from Item I.D.5.)	
2. State general funds		2. Other Federal agencies:	
3. Other State funds:		a. Forest Service	
a. State bond proceeds		b. FEMA	
b. Project Match		c. HUD	
c. Motor Vehicle Registrations	\$ 10,778.93	d. Federal Transit Administration	
d. DOLA Grant		e. U.S. Corps of Engineers	
e. Other		f. Other Federal ARPA	
f. Total (a. through e.)	\$ 10,778.93	g. Total (a. through f.)	\$ -
4. Total (1. + 2. + 3.f)	\$ 129,945.16	3. Total (1. + 2.g)	\$ -
<i>(Carry forward to page 1)</i>		<i>(Carry forward to page 1)</i>	

**III. EXPENDITURES FOR ROAD AND STREET PURPOSES - DETAIL**

	ON NATIONAL HIGHWAY SYSTEM (a)	OFF NATIONAL HIGHWAY SYSTEM (b)	TOTAL (c)
<b>A.1. Capital outlay:</b>			
a. Right-Of-Way Costs			\$ -
b. Engineering Costs		\$ -	\$ -
c. Construction:			
(1). New Facilities			\$ -
(2). Capacity Improvements			\$ -
(3). System Preservation			\$ -
(4). System Enhancement And Operation			\$ -
(5). Total Construction (1)+(2)+(3)+(4)	\$ -	\$ -	\$ -
d. Total Capital Outlay (Lines 1.a. + 1.b. + 1.c.4)	\$ -	\$ -	\$ -
<i>(Carry forward to page 1)</i>			

**Notes and Comments:**

Misc Local Receipts A.4.h - S.T.E.P and HVE grant programs.



**TOWN OF PALMER LAKE**  
**Financial Statements**  
**January 2026**  
**Unaudited**



# Schedule of Cash Position January 2026

**TOWN OF PALMER LAKE**

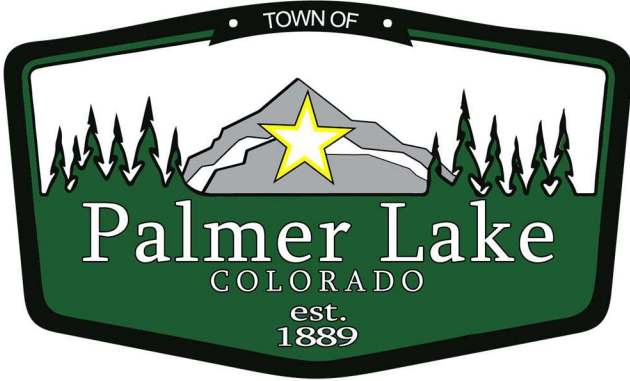
Item 3.

**Schedule of Cash Position**

**January 31, 2026**

**UNAUDITED**

FINANCIAL INSTITUTION	ACCOUNT NAME	CHECKING / SAVINGS	BANK RATE	BALANCE
<b>GENERAL FUND</b>				
<b>GENERAL FUND OPERATING:</b>				
Community Banks of CO	General Fund Operating	Checking	n/a	\$ 880,506
<b>GENERAL FUND RESERVES:</b>				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.52%	\$ 3,496,453
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.52%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.52%	\$ 70,412
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.52%	\$ 11,726
Colorado Trust (ColoTrust)	Parks Reserve	Savings	4.52%	\$ -
<b>General Fund Reserves Subtotal</b>				<u>\$ 3,578,598</u>
<b>General Fund Accounts Total</b>				<u><u>\$ 4,459,103</u></u>
<b>WATER ENTERPRISE FUND</b>				
<b>WATER FUND OPERATING:</b>				
Community Banks of CO <i>* Includes anticipated 2026 capital outlays of (\$496,000)</i>	Water Fund Operating	Checking	n/a	\$ 836,437
<b>WATER FUND RESERVES:</b>				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.52%	\$ 327,259
<b>Total</b>				<u><u>\$ 1,163,695</u></u>
<b>WATER CAPITAL FUND</b>				
<b>WATER CAPITAL FUND RESERVES:</b>				
Colorado Trust (ColoTrust)	Water Capital Reserve	Savings	4.52%	\$ 579,406
<b>RESTRICTED FUNDS:</b>				
Colorado Trust (ColoTrust)	Water Loan Reserve	Savings	4.52%	\$ 231,568
<b>Total</b>				<u><u>\$ 810,973</u></u>
<b>CONSERVATION TRUST FUND</b>				
<b>CONSERVATION TRUST FUND:</b>				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.52%	\$ 32,063
<b>Total</b>				<u><u>\$ 32,063</u></u>



**Financial Reports  
January 2026**

# TOWN OF PALMER LAKE

Item 3.

## SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL GENERAL FUND For the One Month Ended January 31, 2026 UNAUDITED

	2026 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
<b>REVENUE</b>				
Taxes	\$ 3,518,842	\$ 30,801	\$ (3,488,041)	1%
Fees and Licenses	234,750	8,336	(226,414)	4%
Fines	48,000	2,646	(45,354)	6%
Interest	121,480	6,042	(115,438)	5%
Departmental	131,900	3,328	(128,572)	3%
Grants and Donations	1,365,334	-	(1,365,334)	0%
Miscellaneous	29,600	3,460	(26,140)	12%
Other Financing Sources	385,000	-	(385,000)	0%
Total Revenue	5,834,906	54,613	(5,780,293)	1%
<b>EXPENDITURES</b>				
Administration				
Salaries and Benefits	325,586	18,607	306,979	6%
Professional Services	407,450	23,003	384,447	6%
Administrative/Operations	356,229	38,790	317,439	11%
Capital Outlays	20,000	-	20,000	0%
Total Administration	1,109,265	80,400	1,028,865	7%
Police Department				
Salaries and Benefits	1,388,905	77,688	1,311,217	6%
Professional Services	157,100	7,341	149,759	5%
Administrative/Operations	162,100	27,886	134,214	17%
Capital Outlays	5,000	-	5,000	0%
Total Police Department	1,713,105	112,915	1,600,190	7%
Fire Department				
Salaries and Benefits	1,004,289	54,829	949,460	5%
Professional Services	17,500	4,267	13,233	24%
Administrative/Operations	139,650	15,071	124,579	11%
Capital Outlays	16,000	-	16,000	0%
Total Fire Department	1,177,439	74,167	1,103,272	6%
Public Works Department - Roads				
Salaries and Benefits	322,571	12,775	309,796	4%
Professional Services	26,800	110	26,690	0%
Administrative/Operations	181,650	16,627	165,023	9%
Capital Outlays	1,727,050	360	1,726,690	0%
Total Roads Department	2,258,071	29,872	2,228,199	1%
Public Works Department - Parks				
Administrative/Operations	64,050	2,110	61,940	3%
Capital Outlays	16,000	-	16,000	0%
Total Parks Department	80,050	2,110	77,940	3%
Total Expenditures	6,337,930	299,464	6,038,466	5%
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	(503,024)	(244,851)	258,173	
<b>OTHER FINANCING SOURCES (USES)</b>				
Use of Fund Balance - Reserve	503,024		(503,024)	0%
Total Other Financing Sources (Uses)	503,024	-	(503,024)	0%
<b>NET CHANGE IN FUND BALANCE</b>	\$ -	(244,851)	\$ (244,851)	0%
<b>FUND BALANCE - BEGINNING OF YEAR</b>		5,348,712		
<b>FUND BALANCE - END OF PERIOD</b>		<b>\$ 5,103,861</b>		

Recommended Operating Reserve - 3 months

775,497

# TOWN OF PALMER LAKE

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

For the One Month Ended January 31, 2026  
UNAUDITED

	<b>2026 Original Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent of Budget (YTD 8%)</b>
<b>REVENUE</b>				
Water Billing	\$ 1,109,736	\$ 106,140	\$ (1,003,596)	10%
Water Meter/Parts	1,700	-	(1,700)	0%
Late Fees/Service Fees	16,000	1,729	(14,271)	11%
Interest	12,188	1,063	(11,125)	9%
Total Revenue	<u>1,139,624</u>	<u>108,932</u>	<u>(1,030,692)</u>	<u>10%</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	488,734	35,879	452,855	7%
Professional Services	121,500	9,602	111,898	8%
Administrative/Operations	510,450	34,526	475,924	7%
Total Expenditures	<u>1,120,684</u>	<u>80,007</u>	<u>1,040,677</u>	<u>7%</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>18,940</u>	<u>28,925</u>	<u>9,985</u>	<u>153%</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers from Other Funds	(902,575)	(902,575)	-	100%
<b>Total Other Financing Sources (Uses)</b>	<u>(902,575)</u>	<u>(902,575)</u>	<u>-</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (883,635)</u>	<u>(873,650)</u>	<u>\$ 9,985</u>	<u>99%</u>
<b>FUND BALANCE - BEGINNING OF YEAR</b>		<u>1,680,773</u>		
<b>FUND BALANCE - END OF PERIOD</b>		<u><u>\$ 807,123</u></u>		

# TOWN OF PALMER LAKE

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

For the One Month Ended January 31, 2026  
UNAUDITED

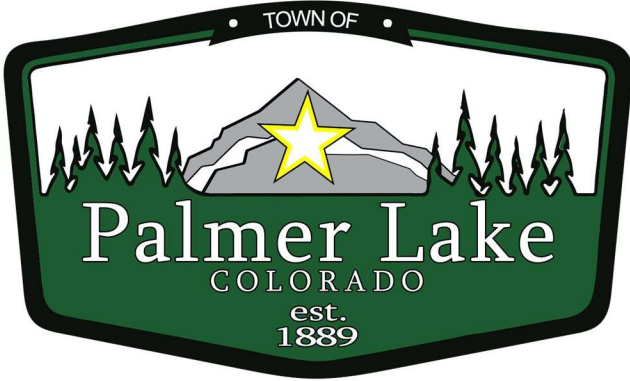
	2026 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
<b>REVENUE</b>				
Water Improvement Fee	\$ 61,994	\$ 6,741	\$ (55,253)	11%
Water Loan	468,452	18,151	(450,301)	4%
Water Tap Fees	52,564	-	(52,564)	0%
Interest	30,038	2,635	(27,403)	9%
Total Revenue	<u>\$ 613,047</u>	<u>\$ 27,527</u>	<u>\$ (585,520)</u>	<u>4%</u>
<b>EXPENDITURES</b>				
Capital Outlays	496,000	-	496,000	0%
Debt Service	211,887	-	211,887	0%
Total Expenditures	<u>707,887</u>	<u>-</u>	<u>707,887</u>	<u>0%</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>(94,840)</u>	<u>27,527</u>	<u>122,367</u>	<u>-29%</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers from Other Funds	902,575	902,575	-	100%
Total Other Financing Sources (Uses)	<u>902,575</u>	<u>902,575</u>	<u>-</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 807,735</u>	<u>930,102</u>	<u>\$ 122,367</u>	<u>115%</u>
<b>FUND BALANCE - BEGINNING OF YEAR</b>		<u>-</u>		
<b>FUND BALANCE - END OF PERIOD</b>		<u>930,102</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	*	
<b>FUND BALANCE - END OF PERIOD - Unrestricted</b>		<u><u>\$ 713,531</u></u>		

*\*CWR&PDA Loan Requirement*

# TOWN OF PALMER LAKE

## STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL CONSERVATION TRUST FUND For the One Month Ended January 31, 2026 UNAUDITED

	2026 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 8%)
<b>REVENUE</b>				
State Shared Revenue	\$ 32,000	\$ -	\$ (32,000)	0%
Interest	2,963	104	(2,859)	4%
<b>Total Revenue</b>	<u>34,963</u>	<u>104</u>	<u>(34,859)</u>	<u>0%</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	11,087	-	11,087	0%
Administrative/Operations	20,900	-	20,900	0%
Capital Outlays	43,000	-	43,000	0%
<b>Total Expenditures</b>	<u>74,987</u>	<u>-</u>	<u>74,987</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (40,025)</u>	<u>104</u>	<u>\$ 40,129</u>	<u>0%</u>
<b>FUND BALANCE - BEGINNING OF YEAR</b>		<u>65,536</u>		
<b>FUND BALANCE - END OF PERIOD - Restricted</b>		<u><u>\$ 65,640</u></u>		



**Accounts Payable Reports  
January 2026**

Ranges: From: To: From: To:  
 Checkbook ID COBANK-CKG 9495 COBANK-CKG 9495 Number First Last  
 Description First Last Date 1/1/2026 1/31/2026  
 User-Defined 1 First Last Type Withdrawal Withdrawal

Sorted By: Number  
 Include Trx: Reconciled, Unreconciled, Voided

\* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
COBANK-CKG 9495	COBANK CHECKING 9495					\$786,140.31	
WDL000002600	1/8/2026	WDL	Paycom	Yes	CMTRX00000251	\$95,907.88	
WDL000002601	1/22/2026	WDL	Paycom	Yes	CMTRX00000251	\$90,847.89	
WDL000002602	1/16/2026	WDL	Visa Cardmember Services	Yes	CMTRX00000251	\$6,051.35	
WDL000002603	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$122.72	
WDL000002604	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$117.44	
WDL000002605	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$89.25	
WDL000002606	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$1,670.78	
WDL000002607	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$165.13	
WDL000002608	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$95.41	
WDL000002609	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$93.65	
WDL000002610	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$96.29	
WDL000002611	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$97.17	
WDL000002612	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$96.29	
WDL000002613	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$147.66	
WDL000002614	1/21/2026	WDL	Amcobi	Yes	CMTRX00000251	\$221.80	
WDL000002615	1/26/2026	WDL	Anthem	Yes	CMTRX00000252	\$22,891.82	
WDL000002616	1/7/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$138.41	
WDL000002617	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$204.36	
WDL000002618	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$135.89	
WDL000002619	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$172.15	
WDL000002620	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$58.71	
WDL000002621	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$101.66	
WDL000002622	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$174.84	
WDL000002623	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$31.18	
WDL000002624	1/12/2026	WDL	Black Hills Energy	Yes	CMTRX00000252	\$43.27	
WDL000002625	1/6/2026	WDL	CORE Electric	Yes	CMTRX00000252	\$8,985.56	
WDL000002626	1/15/2026	WDL	PCS	Yes	CMTRX00000252	\$2,623.68	
WDL000002627	1/30/2026	WDL	PCS	Yes	CMTRX00000252	\$2,457.57	
WDL000002628	1/15/2026	WDL	FPPA	Yes	CMTRX00000252	\$17,354.86	
WDL000002629	1/30/2026	WDL	FPPA	Yes	CMTRX00000252	\$15,493.51	
WDL000002630	1/8/2026	WDL	HealthEquity	Yes	CMTRX00000252	\$5.00	
WDL000002631	1/7/2026	WDL	Humana	Yes	CMTRX00000252	\$2,084.00	
WDL000002632	1/13/2026	WDL	Pinnacol Assurance	Yes	CMTRX00000252	\$6,654.58	
WDL000002633	1/5/2026	WDL	WEX Fuel	Yes	CMTRX00000252	\$3,217.87	
* WDL000002634	1/5/2026	WDL	Card Connect	Yes	CMTRX00000252	\$264.00	
WDL000002635	1/5/2026	WDL	Card Connect	Yes	CMTRX00000252	\$139.99	
WDL000002639	1/5/2026	WDL	Card Connect	Yes	CMTRX00000254	\$264.00	

37 Transaction(s)

37 Total Transaction(s)

Ranges: From: To: From: To:  
 Check Number First Last Check Date 1/1/2026 1/31/2026  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

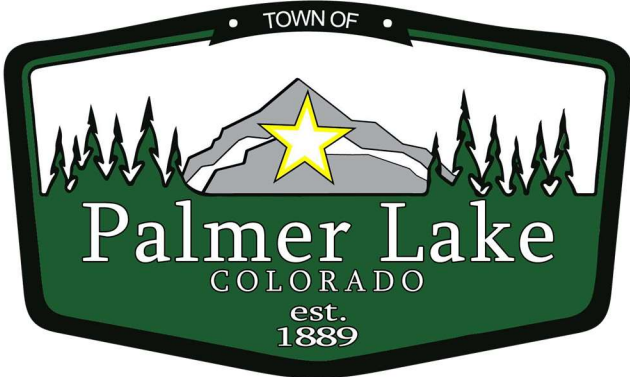
Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51341	AIRGAS	AIRGAS USA, LLC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$120.96
51342	AT&TMOBILITY	AT & T MOBILITY	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$1,789.66
51343	CBKCONSULTING	CBK Consulting LLC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$3,000.00
51344	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$2,125.00
51345	CKT	COMMON KNOWLEDGE TECHNOLOGY	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$5,542.30
51346	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$893.13
51347	HYDROCOP	HYDROCOP INC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$459.45
51348	KROBLAWOFFICES	KROB LAW OFFICE, LLC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$12,232.50
51349	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$19,585.60
51350	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$5,000.00
51351	MULTICOPTER	MULTICOPTER WAREHOUSE	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$4,428.16
* 51352	MYFLEETCENTER	MYFLEETCENTER	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$253.36
51353	REPUBLICSERVICE	REPUBLIC SERVICES #653	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$874.41
51354	SPRINGSMOUNTAIN	Springs Mountain Water	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$104.31
51355	T2SYSTEMS	T2 SYSTEMS CANADA INC.	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$105.00
51356	GAZETTE	THE GAZETTE	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$3,571.96
51357	THRIFTYTHRONES	THRIFTY THRONES	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$1,125.00
51358	TLECC	TIMBER LINE ELECTRIC & CONTROL	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$1,079.50
51359	ULINE	ULINE	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$1,463.93
51360	UNCC	UTILITY NOTIFICATION CENTER OF	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$31.55
51361	VACKER INC.	VACKER INC.	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$4,034.00
51362	VETERANSTOWINGA	VETERAN'S TOWING AND RECOVERY	1/8/2026	COBANK-CKG 9495	PMCHK00000261	\$397.08
* 51363	DUNDA, JEREMIE	Jeremie Dunda	1/13/2026	COBANK-CKG 9495	PMCHK00000263	\$9,417.00
51364	DUNDA, JEREMIE	Jeremie Dunda	1/14/2026	COBANK-CKG 9495	PMCHK00000264	\$9,599.75
51365	ALERT360	ALERT 360	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$32.03
51366	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$6,281.34
51367	BROOKSPLUMBING	BROOKS PLUMBING & HEATING, INC	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$3,680.00
51368	CIRSA	CIRSA	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$681.49
51369	COMMUNITYMATTER	COMMUNITY MATTERS INSTITUTE	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$9,887.50
51370	BEARSAVER	COMPUMERIC ENGINEERING INC	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$3,911.00
51371	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$281.15
51372	MYFLEETCENTER	MYFLEETCENTER	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$253.36
51373	OREILLY	O'Reilly Automotive, Inc.	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$327.90
51374	PALMERLAKESANIT	PALMER LAKE SANITATION	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$1,855.80
51375	PITNEYBOWES	PITNEY BOWES GLOBAL FINANCIAL	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$86.73
51376	TRILAKESMONUMEN	Tri-Lakes Monument Fire Protec	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$3,342.00
51377	TRILAKESPRINTIN	TRI-LAKES PRINTING	1/15/2026	COBANK-CKG 9495	PMCHK00000262	\$856.20
51378	AIRGAS	AIRGAS USA, LLC	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$54.59
51379	ALANDOMINGUEZ	Alan Dominguez	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$214.95
51380	BROOKSPLUMBING	BROOKS PLUMBING & HEATING, INC	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$1,920.00
51381	CINTAS	CINTAS	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$59.79
51382	COLORADOANALYTI	COLORADO ANALYTICAL LAB	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$701.00
51383	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$35.00
51384	COLORADORANGERS	Colorado Rangers	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$6,000.00
51385	CICCOLELLAJOHN	JOHN CICCOLELLA	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$320.00
51386	JREENGINEERING	JR ENGINEERING, LLC	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$360.48
51387	MES	MES SERVICE COMPANY, LLC	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$415.80
51388	NAFTO	NATIONAL ASSOCIATION OF FIELD	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$375.00
51389	NEXSTARMEDIA	NEXSTAR MEDIA INC	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$5,645.00
51390	DPCINDUSTRIES	PVS DX, INC.	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$70.00
51391	STATEOF	STATE OF COLORADO	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$6,800.00
51392	THRIFTYTHRONES	THRIFTY THRONES	1/22/2026	COBANK-CKG 9495	PMCHK00000265	\$1,125.00
51393	LUKEWHITE	LUKE WHITE	1/26/2026	COBANK-CKG 9495	PMCHK00000268	\$1,410.44
51394	ASPENAUTOCLINIC	ASPEN AUTO CLINIC MONUMENT	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$1,282.68
51395	BIGOTIRES	LEEDS WEST GROUPS DBA BIG O TI	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$267.68
51396	CBKCONSULTING	CBK CONSULTING LLC	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$3,000.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
51397	CDPHE	CDPHE	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$462.00
51398	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$35.00
51399	ECS	EMPLOYERS COUNCIL	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$125.00
51400	GOVPRO	GOVPRO CONSULTING LLC	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$5,280.00
51401	HINKLE&COMPANY	HINKLE & COMPANY, PC	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$10,000.00
51402	MONUMENTAUTOCLI	MONUMENT AUTO CLINIC	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$2,065.53
51403	ORKIN	Orkin	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$495.25
51404	PRISMDESIGN	PRISM DESIGN & CONSULTING GROU	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$4,700.00
51405	SOURCEMANAGE	SOURCE MANAGEMENT INC.	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$36.15
51406	STERICYCLE	STERICYCLE, INC.	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$42.55
51407	TRILAKESCOLLISI	TRI-LAKES COLLISION	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$6,811.82
51408	VERSATERM	VERSATERM PUBLIC SAFETY US INC	1/28/2026	COBANK-CKG 9495	PMCHK00000266	\$12,832.74
-----						
Total Checks:	68			Total Amount of Checks:		\$181,983.26
						=====



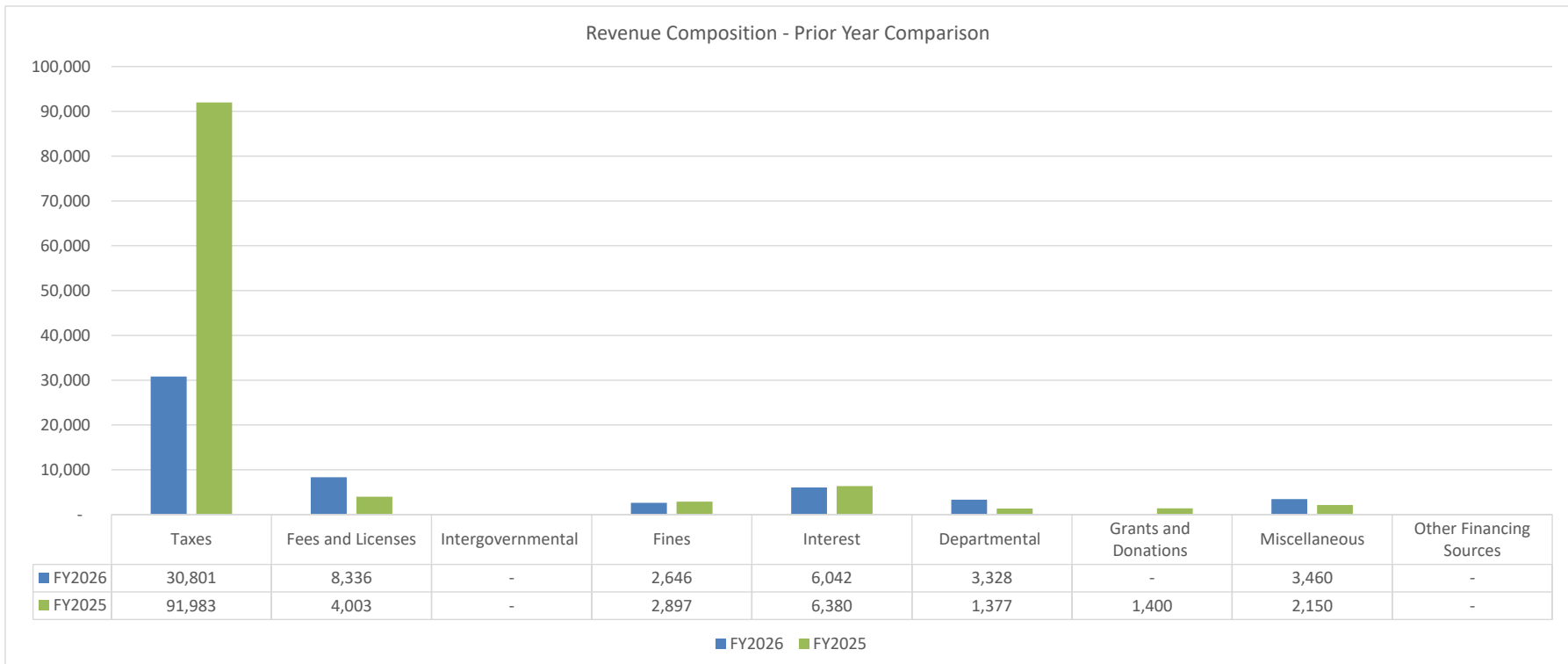
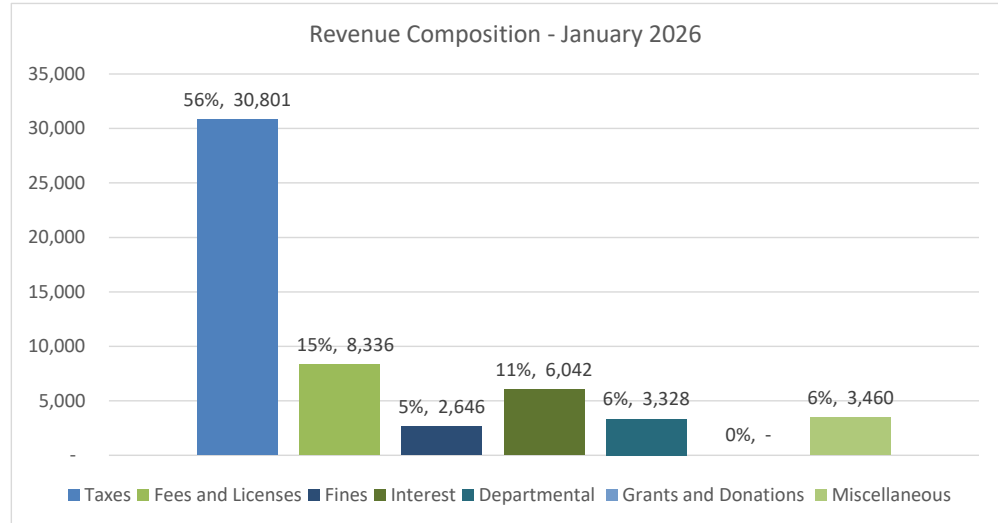
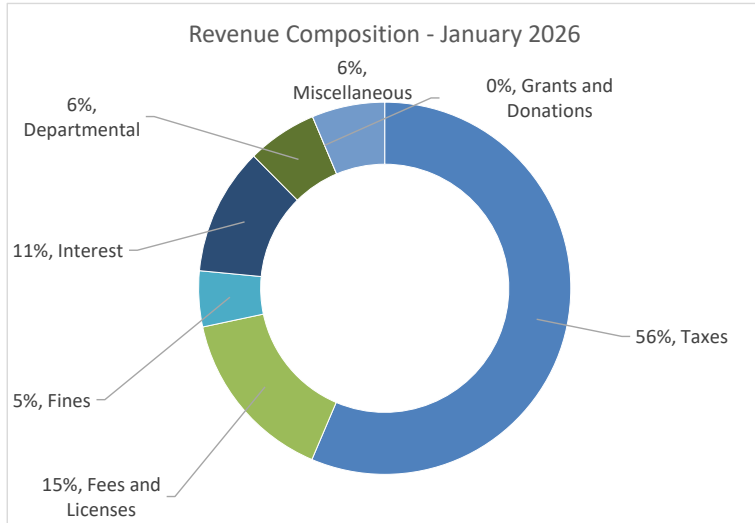
**Charts**  
**January 2026**

# TOWN OF PALMER LAKE

Item 3.

## REVENUE CHARTS GENERAL FUND

For the One Month Ended January 31, 2026  
UNAUDITED

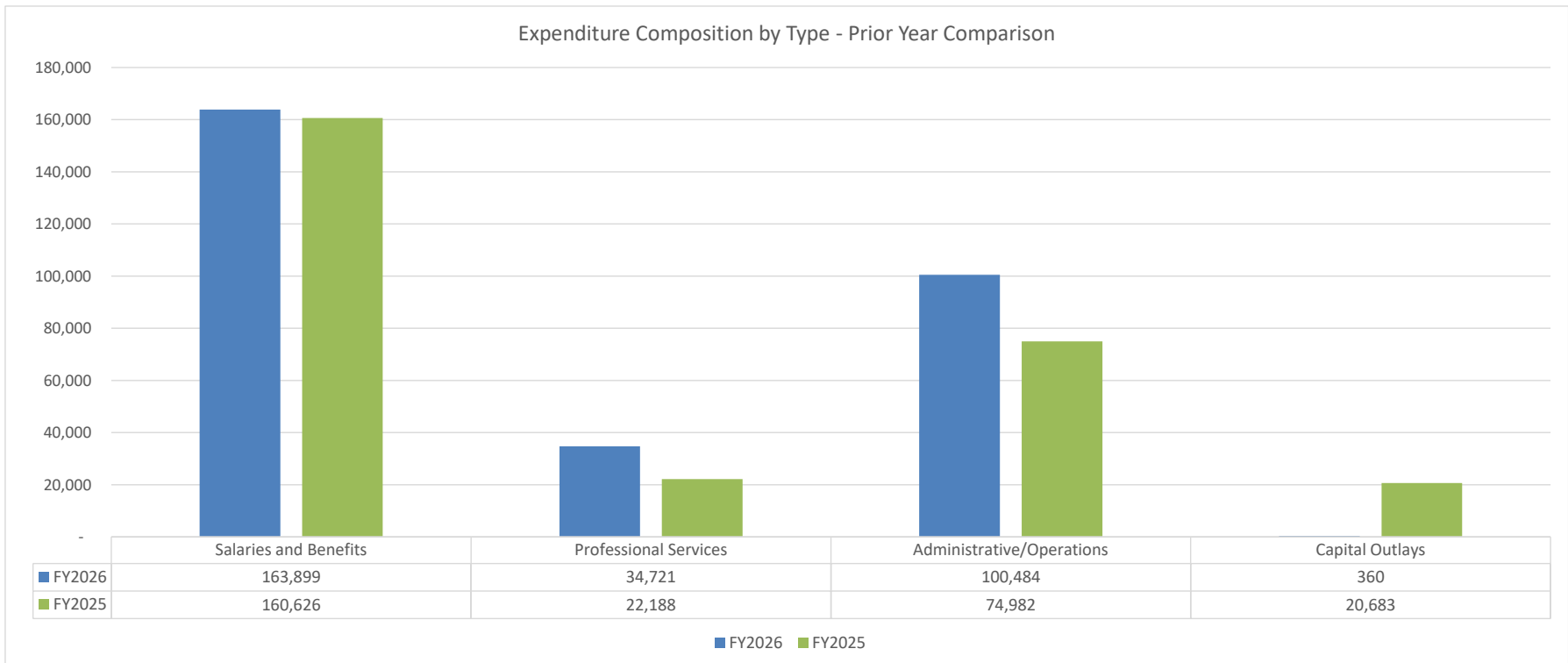
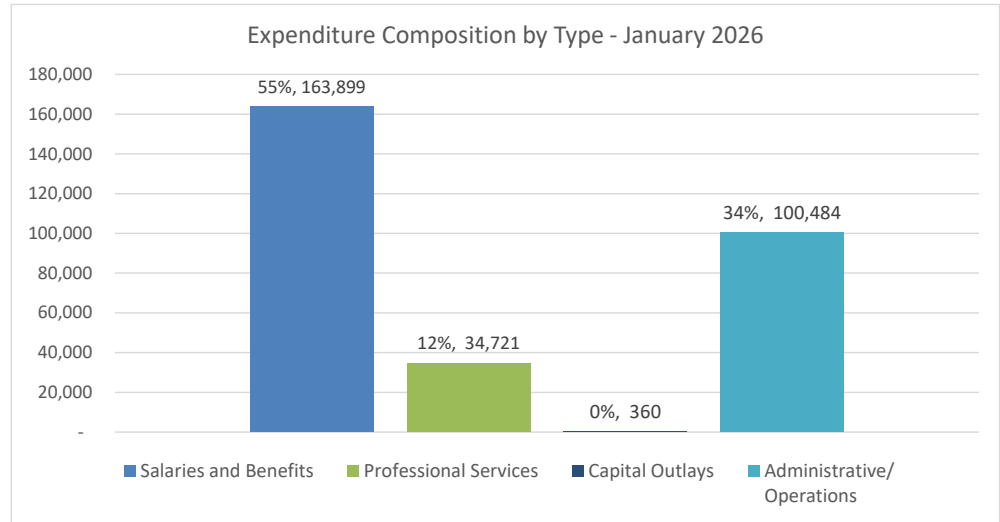
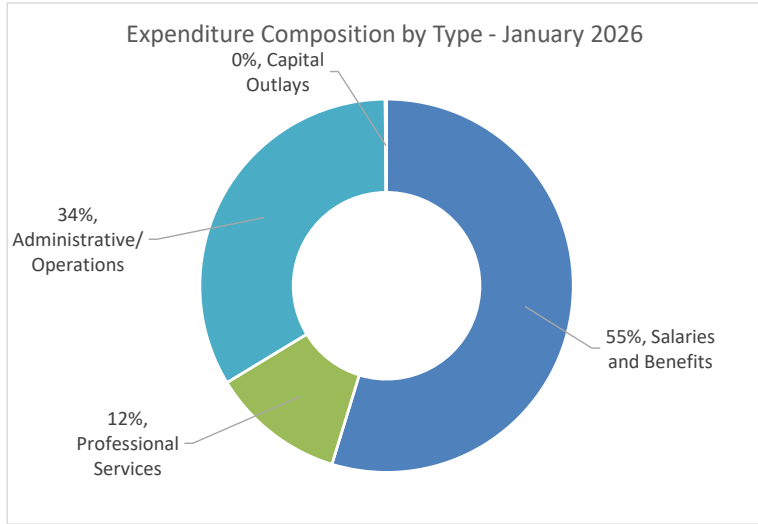


# TOWN OF PALMER LAKE

Item 3.

## EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2026  
UNAUDITED



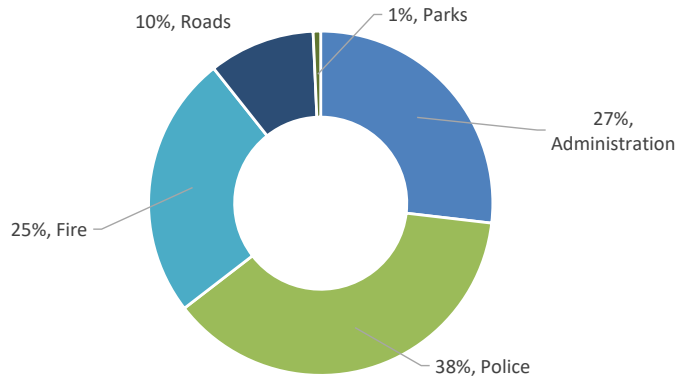
# TOWN OF PALMER LAKE

Item 3.

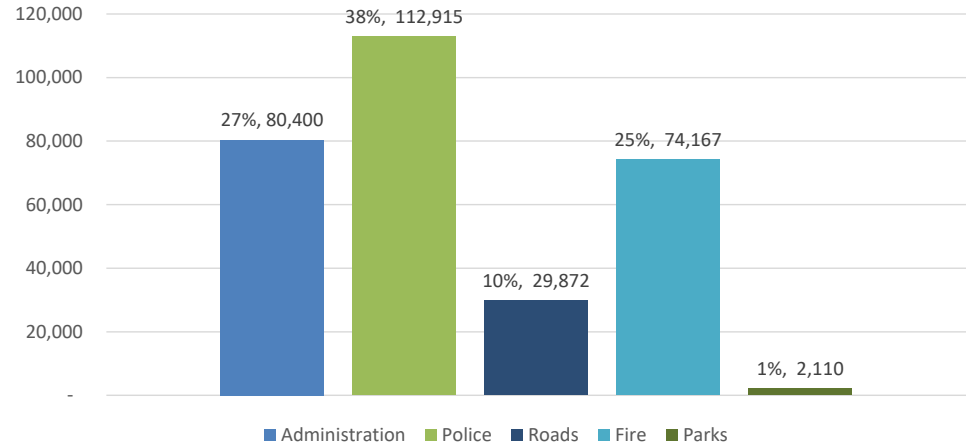
## EXPENDITURE CHARTS GENERAL FUND

For the One Month Ended January 31, 2026  
UNAUDITED

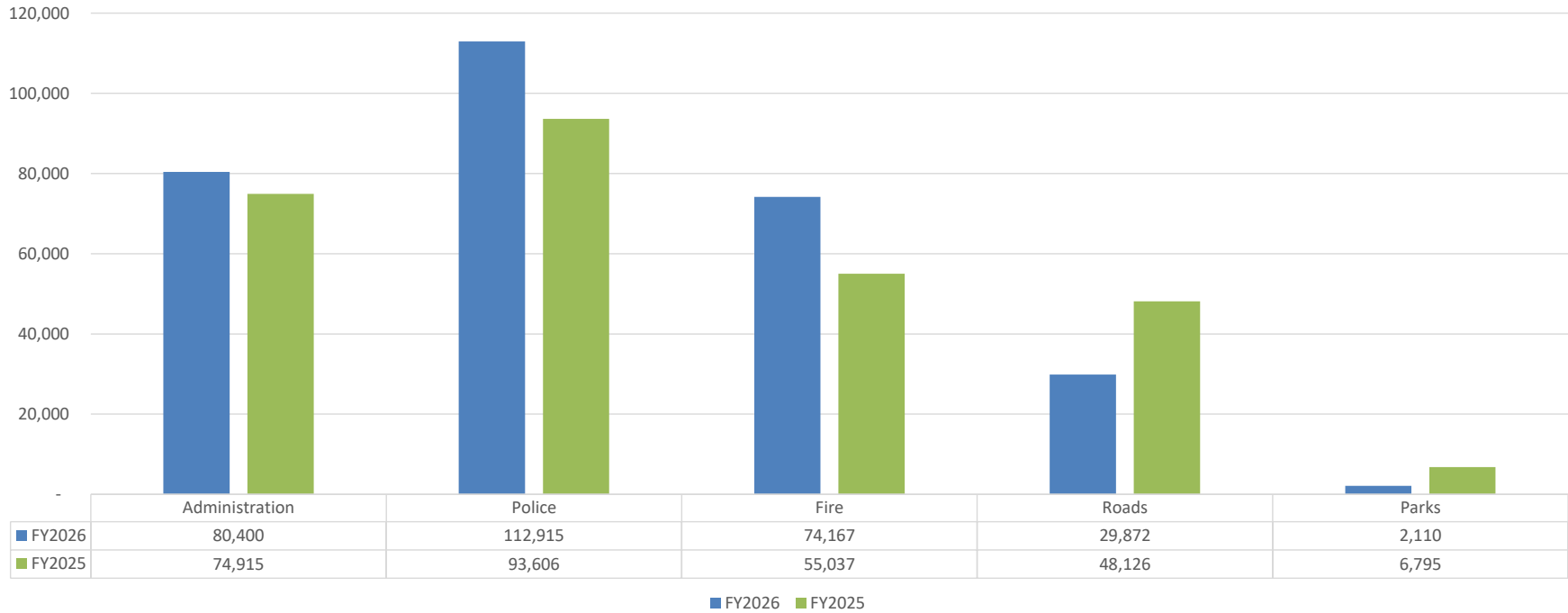
Expenditure Composition by Department - January 2026



Expenditure Composition by Department - January 2026



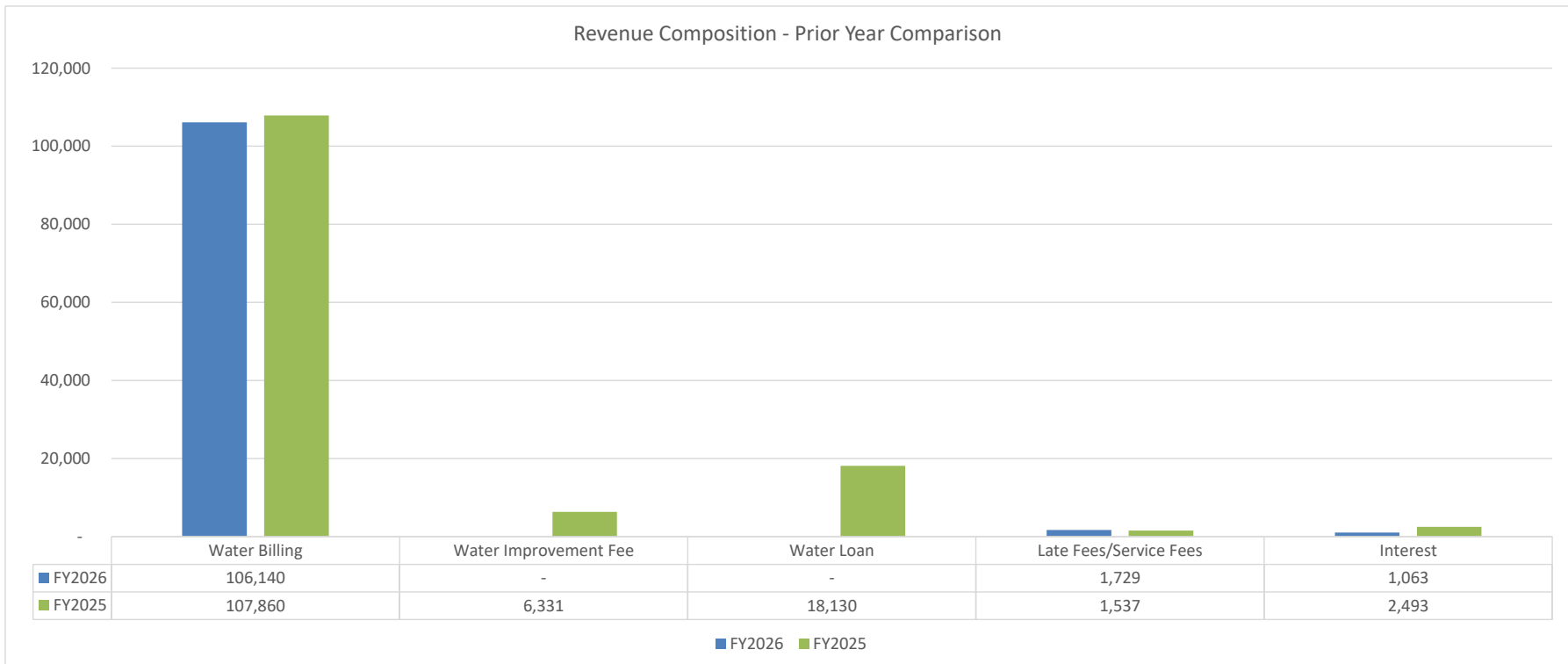
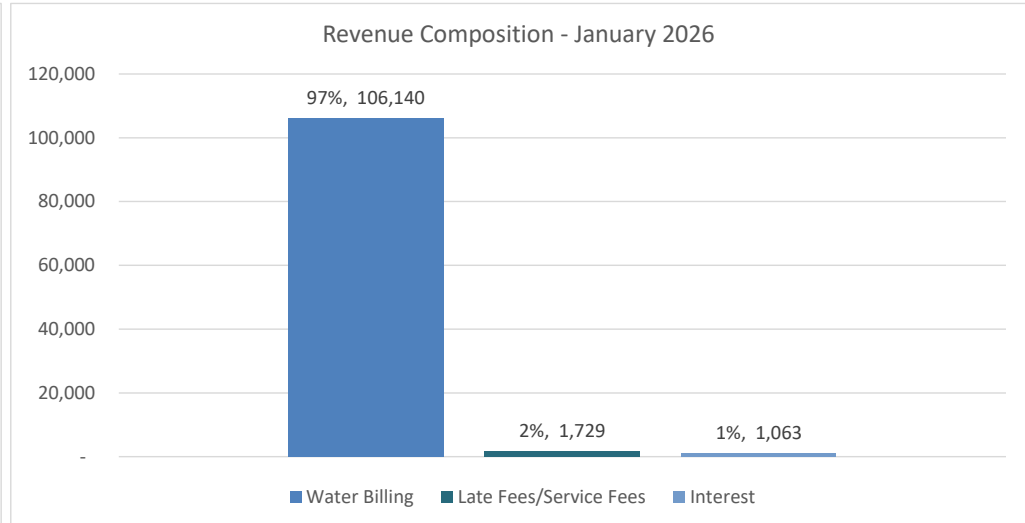
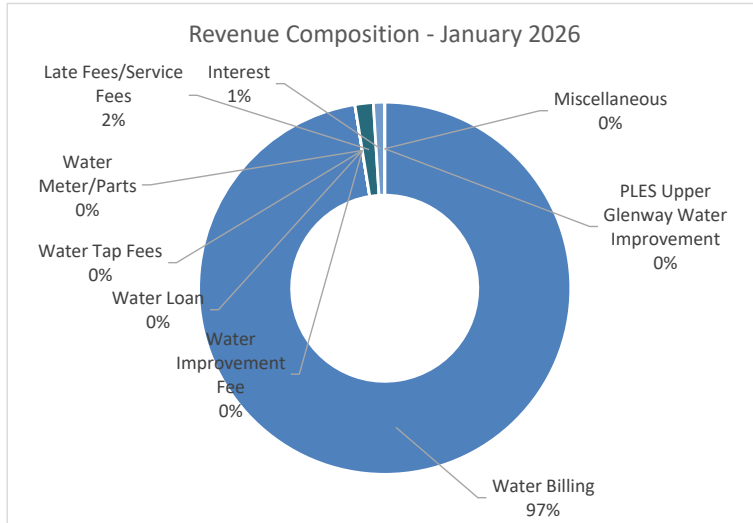
Expenditure Composition by Department - Prior Year Comparison



# TOWN OF PALMER LAKE

Item 3.

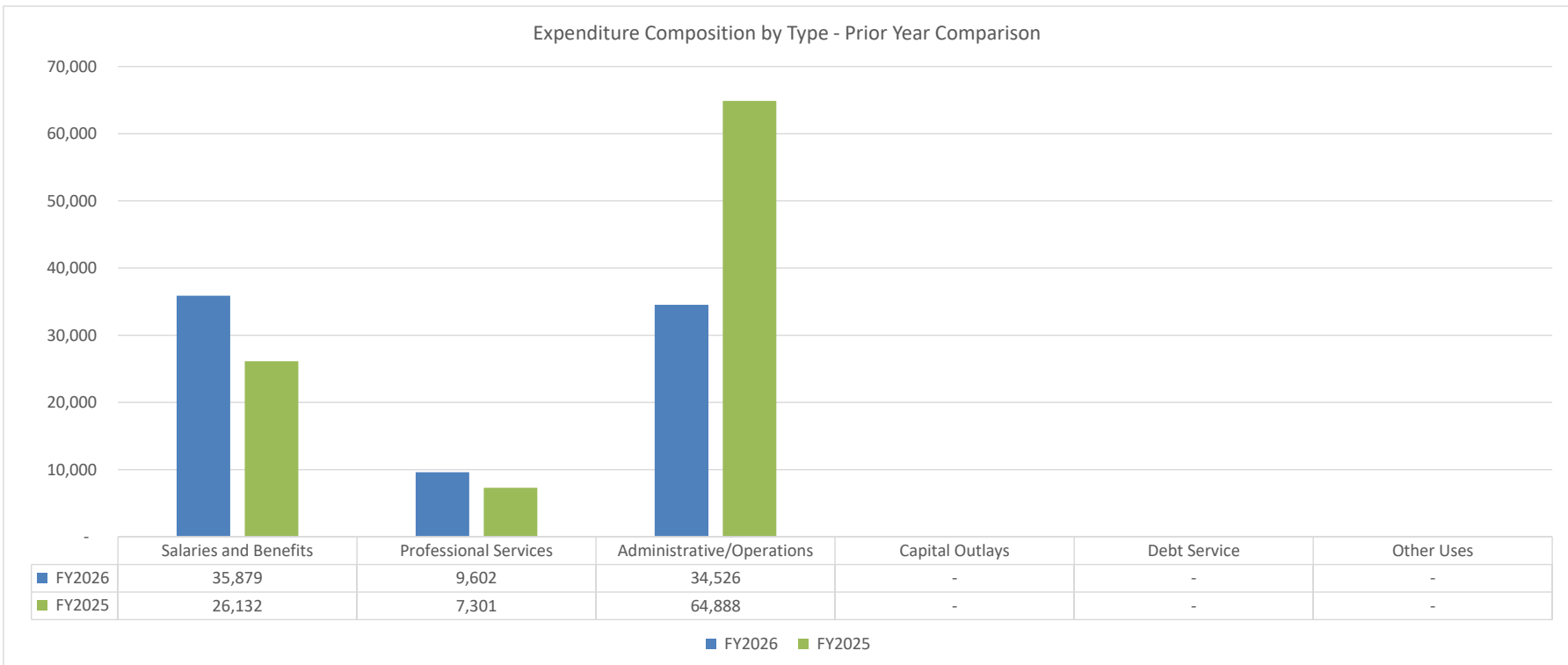
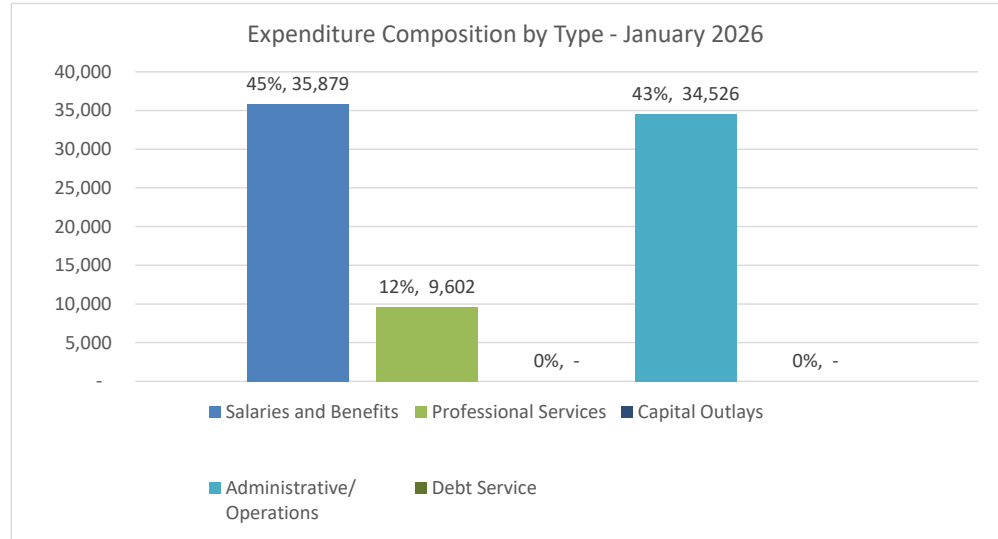
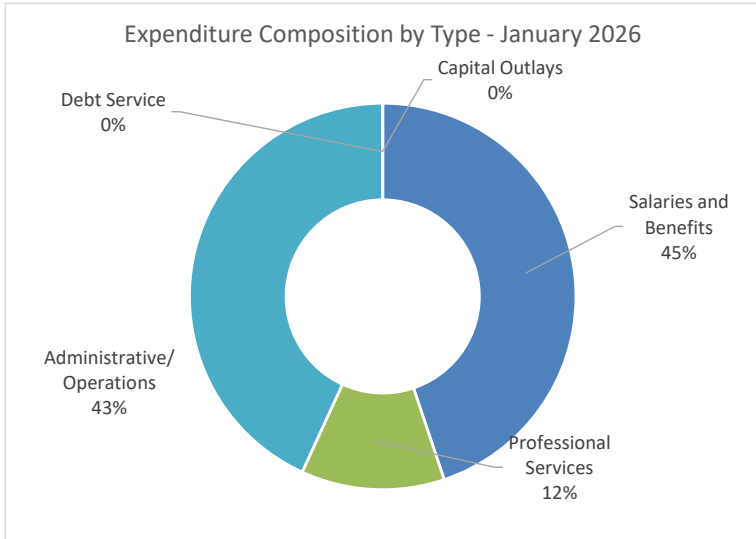
## REVENUE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2026 UNAUDITED



# TOWN OF PALMER LAKE

Item 3.

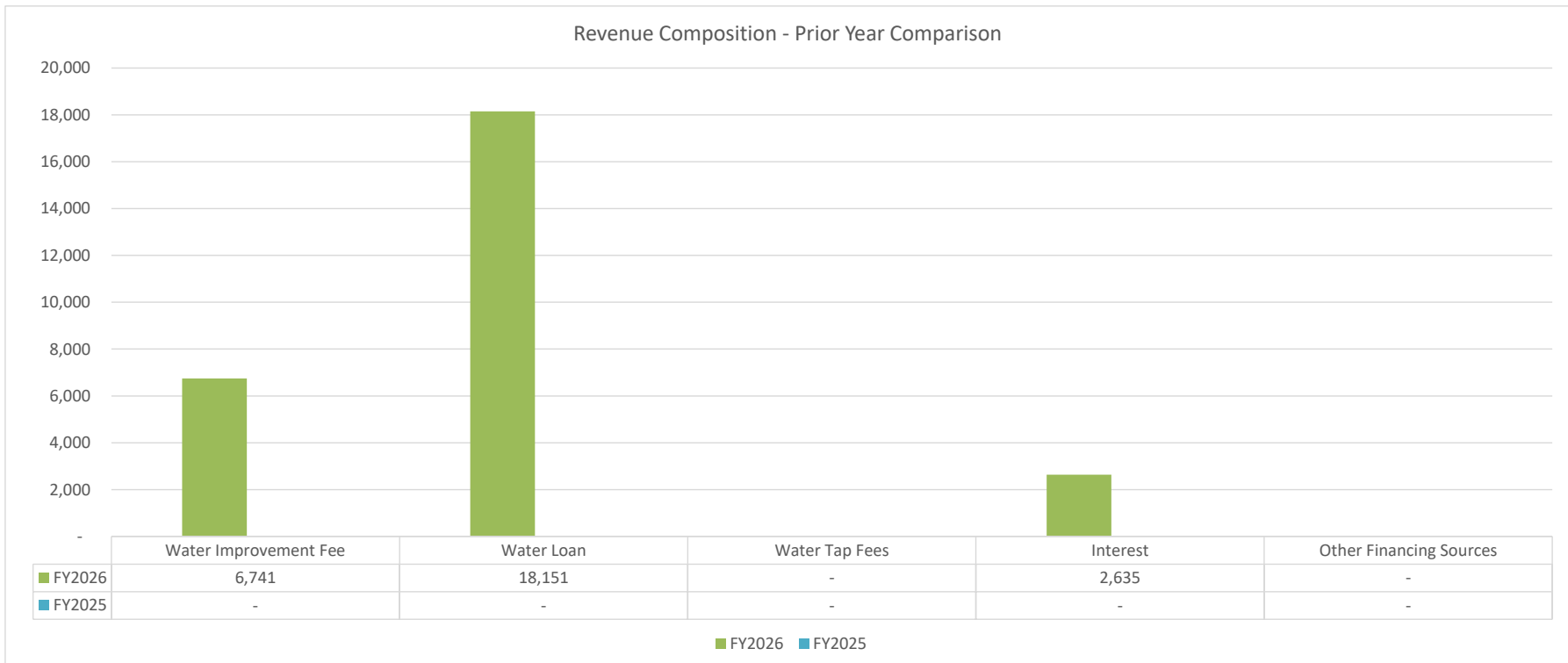
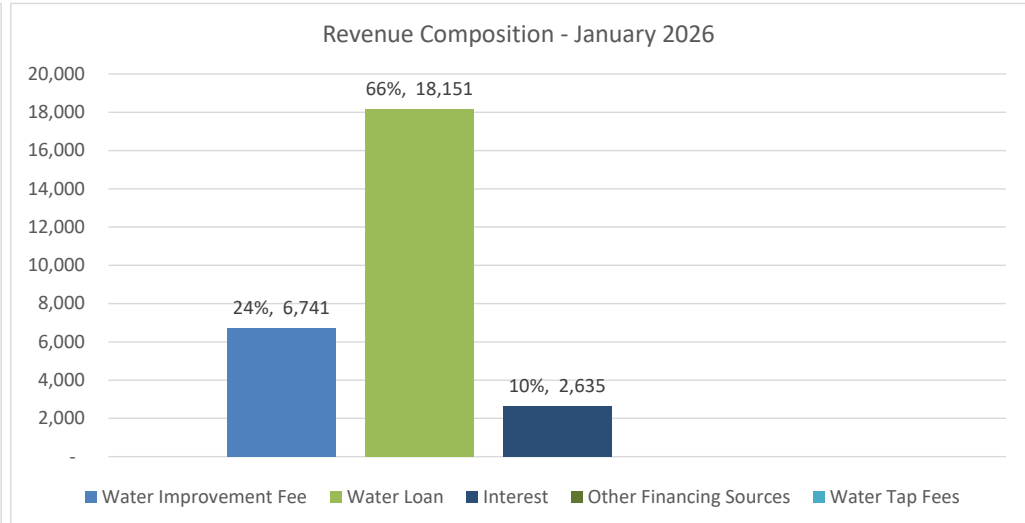
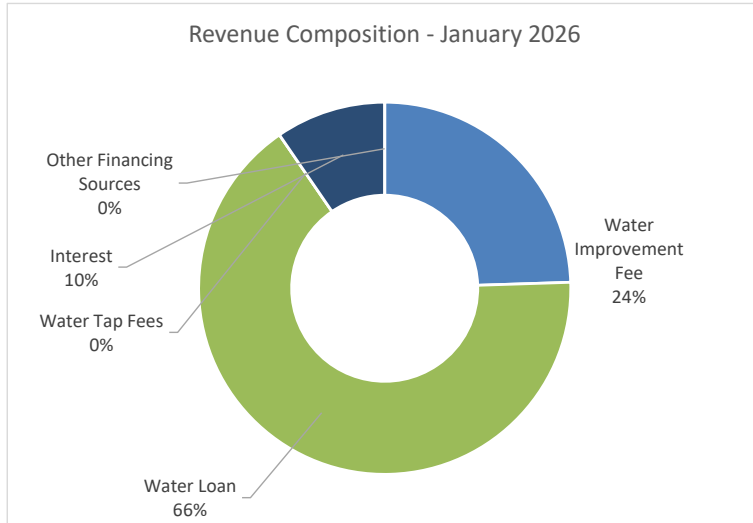
## EXPENDITURE CHARTS WATER ENTERPRISE FUND For the One Month Ended January 31, 2026 UNAUDITED



# TOWN OF PALMER LAKE

Item 3.

## REVENUE CHARTS WATER CAPITAL FUND For the One Month Ended January 31, 2026 UNAUDITED

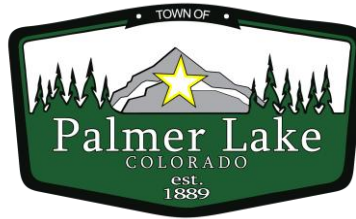




*Board of Trustees Summary Sheet*

	<b>March 2026</b>
Title	<b>Police Monthly Report</b>
Action	N/A
Date	2/1/25-2/28/2025
Contact	Lieutenant A. Lundy
Summary	In the month of February 2026, the PLPD made 61 traffic stops and issued 35 citations. Also, in the month of February 19 reports were taken and there were 4 traffic accidents. PLPD Officers charged 1 domestic violence case in the month of February. PLPD made 13 citizen contacts.
Training	All officers were assigned high risk pursuit response driving training.
Other Actions	Officer Dena Currin was hired. PLPD successfully hosted another blood drive. There were 19 donors, 1 short donation, and 2 power red donations. A total of 20 units of blood were collected with a goal of 18. Approximately 64 lives could be saved from these donations!
Calls for	PLPD officers responded to 148 calls for service in the

service	month of February.
B.H.C.O.N.	<p>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.</p> <p>The program has had 206 calls for service including 90 Check the Welfares, 66 suicidal parties, 2 unattended deaths, 7 drunk individuals, 14 domestic violence calls, 5 suicide attempts, 7 missing persons, and 15 outside agency assists. 131 of these contacts required mental assessment, 44 were transported to the hospital, and 87 were placed on a safety plan.</p>
S.T.E.P.	<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.</p>
H.V.E.	<p>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.</p> <p>H.V.E. worked the Super Bowl weekend, no DUIs were detected on those shifts.</p>



## Board of Trustees Summary Sheet

		<b>March 2026</b>																																																																									
Title		<b>Administration</b>																																																																									
Date		03/12/2026																																																																									
Contact		Admin personnel																																																																									
Kiosk Revenue	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0f0e0;"> <th>Month</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr><td>January</td><td>-</td><td>2,135.90</td><td>2,098.80</td><td>1,367.40</td></tr> <tr><td>February</td><td>1,132.50</td><td>1,939.80</td><td>1,780.80</td><td>1,514.71</td></tr> <tr><td>March</td><td>3,874.10</td><td>2,194.20</td><td>1,897.40</td><td>3,366.99</td></tr> <tr><td>April</td><td>4,043.90</td><td>3,476.80</td><td>3,768.30</td><td>3,704.70</td></tr> <tr><td>May</td><td>5,957.20</td><td>4,028.00</td><td>6,349.40</td><td>5,936.00</td></tr> <tr><td>June</td><td>7,616.10</td><td>5,050.90</td><td>7,514.40</td><td>8,434.50</td></tr> <tr><td>July</td><td>7,245.10</td><td>7,632.00</td><td>9,004.70</td><td>7,859.20</td></tr> <tr><td>August</td><td>7,033.10</td><td>6,540.20</td><td>5,920.10</td><td>5,077.40</td></tr> <tr><td>September</td><td>5,639.20</td><td>5,337.10</td><td>5,668.42</td><td>5,972.16</td></tr> <tr><td>October</td><td>4,796.50</td><td>4,844.20</td><td>5,374.20</td><td>3,625.20</td></tr> <tr><td>November</td><td>2,591.70</td><td>2,660.60</td><td>1,749.70</td><td>3,509.80</td></tr> <tr><td>December</td><td>1,590.00</td><td>1,367.40</td><td>2,104.10</td><td>2,506.90</td></tr> <tr style="font-weight: bold;"> <td>Total</td> <td>51,519.40</td> <td>47,207.10</td> <td>53,230.32</td> <td>52,874.96</td> </tr> </tbody> </table>					Month	2022	2023	2024	2025	January	-	2,135.90	2,098.80	1,367.40	February	1,132.50	1,939.80	1,780.80	1,514.71	March	3,874.10	2,194.20	1,897.40	3,366.99	April	4,043.90	3,476.80	3,768.30	3,704.70	May	5,957.20	4,028.00	6,349.40	5,936.00	June	7,616.10	5,050.90	7,514.40	8,434.50	July	7,245.10	7,632.00	9,004.70	7,859.20	August	7,033.10	6,540.20	5,920.10	5,077.40	September	5,639.20	5,337.10	5,668.42	5,972.16	October	4,796.50	4,844.20	5,374.20	3,625.20	November	2,591.70	2,660.60	1,749.70	3,509.80	December	1,590.00	1,367.40	2,104.10	2,506.90	Total	51,519.40	47,207.10	53,230.32	52,874.96
	Month	2022	2023	2024	2025																																																																						
	January	-	2,135.90	2,098.80	1,367.40																																																																						
	February	1,132.50	1,939.80	1,780.80	1,514.71																																																																						
	March	3,874.10	2,194.20	1,897.40	3,366.99																																																																						
	April	4,043.90	3,476.80	3,768.30	3,704.70																																																																						
	May	5,957.20	4,028.00	6,349.40	5,936.00																																																																						
	June	7,616.10	5,050.90	7,514.40	8,434.50																																																																						
	July	7,245.10	7,632.00	9,004.70	7,859.20																																																																						
	August	7,033.10	6,540.20	5,920.10	5,077.40																																																																						
	September	5,639.20	5,337.10	5,668.42	5,972.16																																																																						
	October	4,796.50	4,844.20	5,374.20	3,625.20																																																																						
	November	2,591.70	2,660.60	1,749.70	3,509.80																																																																						
	December	1,590.00	1,367.40	2,104.10	2,506.90																																																																						
Total	51,519.40	47,207.10	53,230.32	52,874.96																																																																							
Contact Us (online)	<b>Date</b>	<b>First Name</b>	<b>Subject</b>																																																																								
	2/2/26	George	Interested in your thoughts on this idea																																																																								
	2/4/26	William	Proposal for establishing a new historical district																																																																								
	2/12/26	Jane	Public comment: Palmer Lake Star - Celebrate 250th USA Birthday																																																																								
	2/15/26	Tina	Reservations																																																																								
	2/16/26	Kasey	Picnic Pavillion																																																																								
	2/16/26	Alyssa	Request																																																																								
	2/23/26	Jeanne	Picnic pavilion																																																																								
2/27/26	KELLIE	El Paso County Clean Sweep Recycling Event																																																																									
Land Use permits Issued	Type: Single Family; Qty: 0 Other; Qty: 3																																																																										

Business Licenses

BUSINESS LICENSE STATUS CHANGES BY BUSINESS TYPE	2026	2026
	Feb	Feb
Business Type	STR	other
New Licenses	1	2
Licenses Renewed	0	12
Licenses Expired	0	0
Businesses Closed	0	0
<b>CURRENT BUSINESS LICENSES BY BUSINESS TYPE</b> (New + Renewed)		
	41	144
<b>TOTAL CURRENT BUSINESS LICENSES</b> (New + Renewed)		
	185	

**SCHEDULED TO RENEW IN March 2026:**

BUSINESS NAME
Diacut, Inc.
Jaimee Troyer
JoyVida LLC dba Amada Home Care
On Top Roofing & Restoration
Shay-Nanagins, LLC

Water Billing

Year	Month	# of Water Accounts	# of Gallons Sold	# of Shutoffs
<b>2022</b>	Jan-Dec	1015	41,405,900	11
<b>2023</b>	Jan-Dec	1018	44,855,150	7
<b>2024</b>	Jan-Dec	1022	47,011,334	0
<b>2025</b>	Jan-Dec	1023	43,083,171	7
<b>2026</b>	Jan	1023	3,086,400	0
	Feb	1023	2,986,100	0
	<b>YTD</b>	<b>1023</b>	<b>6,072,500</b>	<b>0</b>

Grant Activity Updates

No updates.

<p>Upcoming Approved Special Events</p>	<p>FD Association Pancake Breakfast in Town Hall, 4/4/26 7am-11am Easter Egg Hunt on Village Green, 4/4/26 10:30am -1:00pm Welcome volunteers! Please email Awake the Lake Candy Donations at the Town Office for the Egg Hunt</p>																		
<p>Code Enforcement</p>	<p style="text-align: center;"><b>Code Compliance Report February 2026</b></p> <p><b>Code Activity:</b></p> <table border="1" data-bbox="279 483 1560 682"><thead><tr><th><u>Issue</u></th><th><u>Reported</u></th><th><u>Resolved</u></th></tr></thead><tbody><tr><td>Business License</td><td>0</td><td>0</td></tr><tr><td>Junkyards and dumping/unsafe yard</td><td>2</td><td>0</td></tr><tr><td>Signs (Business)</td><td>2</td><td>2</td></tr><tr><td>Short Term Rentals</td><td>2</td><td>2</td></tr><tr><td></td><td>6</td><td>4</td></tr></tbody></table> <p>A curtsey letter was sent to all business pertaining to illuminated signs ordinance.</p>	<u>Issue</u>	<u>Reported</u>	<u>Resolved</u>	Business License	0	0	Junkyards and dumping/unsafe yard	2	0	Signs (Business)	2	2	Short Term Rentals	2	2		6	4
<u>Issue</u>	<u>Reported</u>	<u>Resolved</u>																	
Business License	0	0																	
Junkyards and dumping/unsafe yard	2	0																	
Signs (Business)	2	2																	
Short Term Rentals	2	2																	
	6	4																	
<p>Other Activity</p>	<p>Historical Society Annual Meeting 3/19/2026 <b>Julie Haverluk - "Silver Fox Farming in El Paso County, CO"</b></p>																		



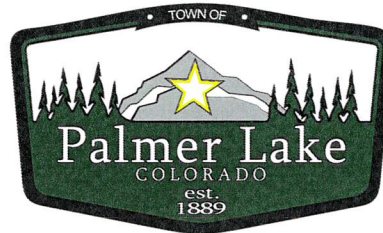
**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Letter of Support CML/Scholarship
<b>Presented by:</b> Erica Romero Town Clerk		

I am respectfully requesting the Board of Trustees' support to authorize the mayor to sign a letter of support for the Town Clerk/Treasurer Erica Romero to apply for a scholarship to attend the Colorado Municipal League (CML) Annual Conference.

All relevant details regarding the scholarship opportunity and application are outlined in the attached letter.

Thank you for your time and consideration.



To Whom It May Concern,

The Board of Trustees for the Town of Palmer Lake is pleased to provide this letter in support of our Town Clerk/Treasurer's application to attend the 2026 Annual Conference hosted by the Colorado Municipal League.

Our Board strongly supports continued professional development for our municipal staff, particularly for positions such as the Clerk/Treasurer that carry significant statutory, administrative, and financial responsibilities. The knowledge and resources gained through the CML Annual Conference will directly benefit the Town by strengthening our municipal operations, improving compliance with state requirements, and supporting effective governance.

The Town of Palmer Lake is a small municipality with limited financial resources. Like many small communities, we must carefully prioritize our budget to maintain essential services and infrastructure. As a result, funding for professional development opportunities can be challenging to accommodate within our annual budget. Assistance through this scholarship program would allow our Clerk/Treasurer to attend the conference and bring valuable knowledge, best practices, and statewide connections back to our community without placing additional strain on the Town's limited financial resources.

The Board believes participation in this conference will provide meaningful benefits to the Town of Palmer Lake and further support our commitment to responsible and effective local government.

Thank you for considering this request and for supporting professional development opportunities for Colorado municipalities.

Sincerely,

Dennis Stern, Mayor  
Town of Palmer Lake Board of Trustees

## Palmer Lake Water Department

### February 2026 Operations

- Repaired a failed service saddle at 141 Starview Circle on 2/9. The leak was approximately 30,000 gallons per day.
- Shut down a leaking hydrant at 650 County Line Road (Whistle Post facility). The hydrant appears to be damaged from a water thief closing the hydrant so tightly that the internal shaft and foot valve were bent and unable to seal. The water department is coordinating a repair with Whistle Post staff.
- Completed compressor maintenance on both units, SWTP.
- Andrew Rudnicki has been selected as the Rookie Water Operator of the Year for the state of Colorado. He will be honored at the CRWA annual conference in Loveland mid-March.

Palmer Lake Accounting Form

Weekly Period: 2/1/2026 2/7/2026

User input signified with\*

1	Total municipal water use (all sources)		
	a. In-priority surface diversion	<u>1.79</u>	AF
	b. Out-of-priority surface diversions	<u>0.00</u>	AF
	b.1 Out-of-priority storage	<u>0.00</u>	AF
	b.2 In-priority storage	<u>0.00</u>	AF
	c. Out-of-priority alluvial well (QAL-4)	<u>0.00</u>	AF
	d. Nontributary well (used directly in system)	<u>1.73</u>	AF
	e. Reservoir release	<u>0.00</u>	AF
	f. TOTAL = 1a+1b+1b1+1c+1d+1e =	<u>3.52</u>	AF
2	Base weekly water use (November – March average)	<u>2.92</u>	AF*
3	Measured Palmer Lake effluent from Tri-Lakes WWTP	<u>4.62</u>	AF
4	Net sewage return: lesser of (line 3) or (.90 X line 2)	<u>2.63</u>	AF
5	Total out-of-priority diversion: line 1b + line 1b1 + line 1c	<u>0.00</u>	AF
6	Percent out-of-priority diversion: (line 5 ÷ line 1f) X 100	<u>0.00</u>	100%
7	Percent nontributary well: [ (.98 X line 1d) ÷ line 1f] X 100	<u>48.16</u>	100%
8	Return flow credits		
	a. Out-of-priority diversion: (line 6 X line 4) ÷ 100	<u>0.00</u>	AF
	b. Nontributary well: (line 7 X line 4) ÷ 100	<u>1.27</u>	AF
	c. <b>Total</b>	<u>1.27</u>	
9	Replacements requirement to Monument Creek: Line 5 – line 8c (if greater than zero)	<u>0.00</u>	AF
10	Nontributary well pumped directly to Monument Creek To satisfy line 9:	<u>0.00</u>	AF*
11	Excess credit / deficit: Line 8c - Line 5	<u>1.27</u>	AF

NOTES/REMARKS: **Reservoir Elevation:** 7780.00 \*

Palmer Lake Accounting Form

Weekly Period: 2/8/2026 2/14/2026

User input signified with\*

1	Total municipal water use (all sources)		
	a. In-priority surface diversion	<u>1.83</u>	AF
	b. Out-of-priority surface diversions	<u>0.00</u>	AF
	b.1 Out-of-priority storage	<u>0.00</u>	AF
	b.2 In-priority storage	<u>0.00</u>	AF
	c. Out-of-priority alluvial well (QAL-4)	<u>0.00</u>	AF
	d. Nontributary well (used directly in system)	<u>1.23</u>	AF
	e. Reservoir release	<u>0.00</u>	AF
	f. TOTAL = 1a+1b+1b1+1c+1d+1e =	<u>3.06</u>	AF
2	Base weekly water use (November – March average)	<u>2.92</u>	AF*
3	Measured Palmer Lake effluent from Tri-Lakes WWTP	<u>4.75</u>	AF
4	Net sewage return: lesser of (line 3) or (.90 X line 2)	<u>2.63</u>	AF
5	Total out-of-priority diversion: line 1b + line 1b1 + line 1c	<u>0.00</u>	AF
6	Percent out-of-priority diversion: (line 5 ÷ line 1f) X 100	<u>0.00</u>	100%
7	Percent nontributary well: [ (.98 X line 1d) ÷ line 1f] X 100	<u>39.39</u>	100%
8	Return flow credits		
	a. Out-of-priority diversion: (line 6 X line 4) ÷ 100	<u>0.00</u>	AF
	b. Nontributary well: (line 7 X line 4) ÷ 100	<u>1.04</u>	AF
	c. <b>Total</b>	<u>1.04</u>	
9	Replacements requirement to Monument Creek: Line 5 – line 8c (if greater than zero)	<u>0.00</u>	AF
10	Nontributary well pumped directly to Monument Creek To satisfy line 9:	<u>0.00</u>	AF*
11	Excess credit / deficit: Line 8c - Line 5	<u>1.04</u>	AF
NOTES/REMARKS:	<b>Reservoir Elevation:</b>	<u>7780.00</u>	*

## Palmer Lake Accounting Form

Weekly Period: 2/15/2026 2/21/2026

User input signified with\*

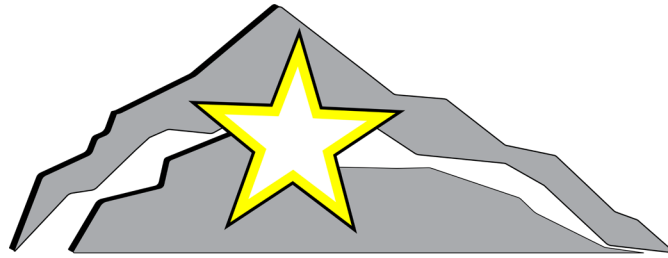
1	Total municipal water use (all sources)		
a.	In-priority surface diversion	<u>1.86</u>	AF
b.	Out-of-priority surface diversions	<u>0.00</u>	AF
b.1	Out-of-priority storage	<u>0.00</u>	AF
b.2	In-priority storage	<u>0.00</u>	AF
c.	Out-of-priority alluvial well (QAL-4)	<u>0.00</u>	AF
d.	Nontributary well (used directly in system)	<u>1.06</u>	AF
e.	Reservoir release	<u>0.00</u>	AF
f.	TOTAL = 1a+1b+1b1+1c+1d+1e =	<u>2.92</u>	AF
2	Base weekly water use (November – March average)	<u>2.92</u>	AF*
3	Measured Palmer Lake effluent from Tri-Lakes WWTP	<u>4.85</u>	AF
4	Net sewage return: lesser of (line 3) or (.90 X line 2)	<u>2.63</u>	AF
5	Total out-of-priority diversion: line 1b + line 1b1 + line 1c	<u>0.00</u>	AF
6	Percent out-of-priority diversion: (line 5 ÷ line 1f) X 100	<u>0.00</u>	100%
7	Percent nontributary well: [ (.98 X line 1d) ÷ line 1f] X 100	<u>35.58</u>	100%
8	Return flow credits		
a.	Out-of-priority diversion: (line 6 X line 4) ÷ 100	<u>0.00</u>	AF
b.	Nontributary well: (line 7 X line 4) ÷ 100	<u>0.93</u>	AF
c.	<b>Total</b>	<u>0.93</u>	
9	Replacements requirement to Monument Creek: Line 5 – line 8c (if greater than zero)	<u>0.00</u>	AF
10	Nontributary well pumped directly to Monument Creek To satisfy line 9:	<u>0.00</u>	AF*
11	Excess credit / deficit: Line 8c - Line 5	<u>0.93</u>	AF
NOTES/REMARKS:	<b>Reservoir Elevation:</b>	<u>7780.00</u>	*

Palmer Lake Accounting Form

Weekly Period: 2/22/2026 2/28/2026

User input signified with\*

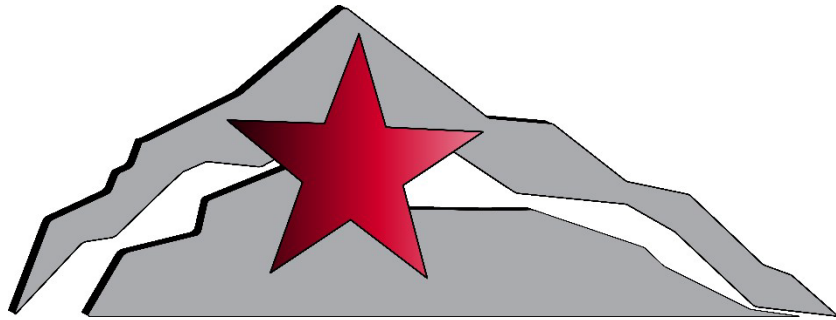
1	Total municipal water use (all sources)		
a.	In-priority surface diversion	<u>1.61</u>	AF
b.	Out-of-priority surface diversions	<u>0.00</u>	AF
b.1	Out-of-priority storage	<u>0.00</u>	AF
b.2	In-priority storage	<u>0.00</u>	AF
c.	Out-of-priority alluvial well (QAL-4)	<u>0.00</u>	AF
d.	Nontributary well (used directly in system)	<u>1.54</u>	AF
e.	Reservoir release	<u>0.00</u>	AF
f.	TOTAL = 1a+1b+1b1+1c+1d+1e =	<u>3.15</u>	AF
2	Base weekly water use (November – March average)	<u>2.92</u>	AF*
3	Measured Palmer Lake effluent from Tri-Lakes WWTP	<u>4.72</u>	AF
4	Net sewage return: lesser of (line 3) or (.90 X line 2)	<u>2.63</u>	AF
5	Total out-of-priority diversion: line 1b + line 1b1 + line 1c	<u>0.00</u>	AF
6	Percent out-of-priority diversion: (line 5 ÷ line 1f) X 100	<u>0.00</u>	100%
7	Percent nontributary well: [ (.98 X line 1d) ÷ line 1f] X 100	<u>47.91</u>	100%
8	Return flow credits		
a.	Out-of-priority diversion: (line 6 X line 4) ÷ 100	<u>0.00</u>	AF
b.	Nontributary well: (line 7 X line 4) ÷ 100	<u>1.26</u>	AF
c.	<b>Total</b>	<u>1.26</u>	
9	Replacements requirement to Monument Creek: Line 5 – line 8c (if greater than zero)	<u>0.00</u>	AF
10	Nontributary well pumped directly to Monument Creek To satisfy line 9:	<u>0.00</u>	AF*
11	Excess credit / deficit: Line 8c - Line 5	<u>1.26</u>	AF
NOTES/REMARKS:	<b>Reservoir Elevation:</b>	<u>7780.00</u>	*



# Town of Palmer Lake

## *Board of Trustees Summary Sheet*

	<b>March 2026</b>
Title	<b>Public Works Monthly Report</b>
Date	March 12, 2026
Contact	Stacy DeLozier
Summary	<p>Routine monthly roads and parks maintenance.</p> <p>Rock retaining wall at the Glen park is close to being done, finishing landscaping touches like planting a few trees etc.</p> <p>Trimming brush around ROW's all over Town.</p> <p>Will be installing 4 new big Centennial Parks signs along with 3 new information boards around Town soon.</p> <p>Monthly Parks Commission Meeting</p> <p>Snow removal when needed.</p> <p>Pothole patch work taking place all over Town.</p> <p>Assist the Water Department with all of these water leaks that have been popping up and maintenance within their facilities.</p>
Training	Ongoing weekly/ monthly safety training, meetings, PPACG, Monthly safety meetings, MS4 training
Other Activity	



***PALMER LAKE FIRE DEPARTMENT***

***Board of Trustees Summary Sheet***

Title	<b>Fire Department Report- February 2026</b>
Date	Feb 2026
Contact	William Berry, Lieutenant
Summary	<ul style="list-style-type: none"><li>• Three firefighters began the Larkspur Structure Fire Academy, enhancing department training and readiness.</li><li>• Completed training on search-and-rescue, downed-firefighter response, and mayday operations.</li><li>• Coordinated shoreline mitigation with Public Works around the lake.</li><li>• Prepared for the wildland fire season with annual equipment inspections, seasonal training, and physical fitness testing.</li><li>• Engine 2011 completed annual preventative maintenance, including pump and transmission replacement.</li></ul>
Training	143 total hours,  Rt-130 and pack test

Photographs



**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 17-2026**

**A RESOLUTION ACCEPTING THE 2024 FINANCIAL AUDIT FROM HINKLE & COMPANY, PC FOR THE TOWN OF PALMER LAKE**

**WHEREAS**, pursuant to State Statute the Town of Palmer Lake, Colorado, is required to have an annual financial audit conducted; and

**WHEREAS**, Hinkle & Company, PC conducted the audit of financial statements of the governmental activities, business-type activities, and each major fund including the related notes to the financial statements, for the year ending December 31, 2024, and presented such audit to 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 accepts the 2024 financial audit and directs the Town Clerk/Treasurer to sign and respectfully file the 2024 financial audit conducted by Hinkle & Company, PC.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid, for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

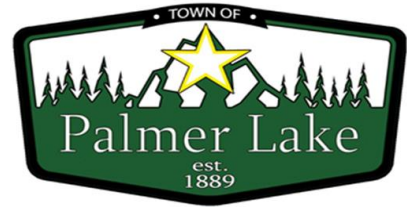
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF MARCH 2026.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Erica N. Romero, CMC  
Town Clerk

BY: \_\_\_\_\_  
Dennis Stern  
Mayor



Item 10.

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

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Authorize Filing of the 2024 Financial Audit
<b>Presented by:</b> Town Clerk/Treasurer		

**Background**

Annually, the Town financials are audited. Hinkle & Company is an independent auditor and will present the 2024 financial audit to the Board. Subsequently, it is requested that the Board authorize filing the audit by resolution.

**Recommended Action**

Staff recommends approval of the resolution to authorize the Town Clerk/Treasurer to file the 2024 financial audit.



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

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Direction 2025 Audit Services
<b>Presented by:</b> Erica Romero Town Clerk/ Services		

**Purpose**

The purpose of this memorandum is to provide a recommendation to the Board of Trustees regarding the continuation of audit services with Hinkle & Company, P.C. for the Town of Palmer Lake’s Fiscal Year 2025 audit.

**Background**

Colorado local governments are required to obtain an annual independent audit under the provisions of the Colorado Revised Statutes 29-1-603, part of the Colorado Local Government Audit Law. The governing body is responsible for selecting an independent certified public accountant to conduct the audit and ensure the municipality remains in compliance with state reporting requirements.

Over the past year, the Town of Palmer Lake has experienced several administrative and operational challenges that have impacted financial processes and audit timelines. As a result, the Town is currently working to ensure that financial records, reporting processes, and internal procedures are fully aligned and that audit requirements are completed in a timely and compliant manner.

**Considerations**

Continuity in audit services during this period is important for several reasons:

- **Institutional Knowledge:** Hinkle & Company already has familiarity with the Town’s financial records, systems, and previous audit work. This reduces the time required for a new auditor to become acquainted with the Town’s financial structure.
- **Timeliness:** Engaging a new firm for FY2025 could delay the audit process while a new auditor conducts onboarding and preliminary reviews.
- **Compliance:** Maintaining progress toward compliance with state audit requirements is a priority, and continuity with the current audit firm supports that goal.
- **Operational Stability:** Continuing with the existing firm will help ensure that the Town remains focused on addressing outstanding items and improving financial processes without introducing additional delays.

**Recommendation**

Based on the above considerations, it is recommended that the Board of Trustees approve continuing audit services with Hinkle & Company, P.C. for the Fiscal Year 2025 audit. This recommendation supports the Town’s efforts to stabilize financial reporting processes, complete required audits in a timely manner, and maintain compliance with Colorado state law.

The proposed cost for the 2025 audit services is not to exceed \$18,540, which reflects an approximate 3% increase from the prior year. While this amount falls within the Town Administrator’s signing authority, staff is seeking direction from the Board of Trustees to proceed with retaining the firm for the upcoming audit cycle.

**Conclusion**

Continuing with Hinkle & Company for the FY2025 audit will provide consistency, efficiency, and support the Town’s goal of returning to a stable and compliant audit schedule. This approach prioritizes timely completion of the audit and allows the Town to focus on strengthening its financial management processes moving forward. Please let me know if the Board would like additional information or discussion on this matter.

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

**RESOLUTION NO. 18 - 2026**

**A RESOLUTION TO APPROVE A CITIZEN APPOINTMENT TO THE PALMER LAKE PARKS AND TRAILS COMMISSION, PALMER LAKE, COLORADO**

**WHEREAS**, Palmer Lake is a statutory town organized under Part 3 of Article 4 of Title 31 of the Colorado Revised Statutes; and

**WHEREAS**, pursuant to State Statute and the Palmer Lake municipal code, the Board of Trustees is authorized to approve the recommendation of appointed officials to the Parks and Trails Commission; and

**WHEREAS**, at the regular meeting on March 10, 2026, the Parks and Trails Commission recommended approval of a citizen appointment to fill a vacancy.

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

**Section 1.** The following individual is appointed to fill the 2026-2028 remaining vacancy for the Town of Palmer Lake Parks and Trails Commission:

Two Year term ending January 2028 – Carolyn Kincade

**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.

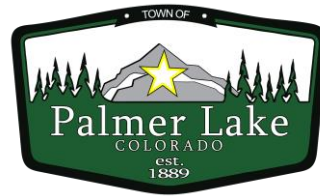
**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 12th DAY OF MARCH 2026.**

TOWN OF PALMER LAKE, COLORADO

\_\_\_\_\_  
Dennis Stern, Mayor

ATTEST:

By: \_\_\_\_\_  
Erica N. Romero, Town Clerk



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

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Legal Services RFP Staff Review
<b>Presented by:</b> Glen Smith Interim Town Administrator		

**Purpose**

The purpose of this memo is to provide the Board of Trustees with staff feedback on the attorney proposals, per the RFP Selection Process.

**Background:**

Questions for the attorneys were compiled based on all department supervisors' feedback. These questions are provided in both the workshop and regular meeting packets for the board to consider including in the attorney interviews.

Per the RFP Selection Process, a rating sheet was provided to the department supervisors to rate each proposal in the areas Quality & Thoroughness of the Proposal, Municipal Government Experience, and Consultant's Past Performance. This rating sheet is provided in the workshop packet as an optional tool for the board to use in their attorney reviews.

Each department supervisor rated each proposal. The town administrator rated the proposals on Completeness in regard to the RFP's specifically Requested/Required Information. The cost ratings were calculated as a function of the anticipated fees. The categories were weighted and the results were ranked accordingly. These ratings will be provided at the board meeting, tabletop.

## ATTORNEY RFP

	Weight	Max	STAFF RATINGS		
			JVAM	WHF	Zuckerman
Quality & Thoroughness of the Proposal	20	100			
Municipal Government Experience	30	100			
Consultant's Past Performance	30	100			
Completeness (Requested/Required Information)	10	100			
Cost Ratings (see attached)	10	100			
<b>WEIGHTED SCORE</b>	<b>100</b>	<b>n/a</b>			
<b>RANK</b>					

### STAFF COMMENTS/QUESTIONS - Please be specific to Colorado

1. How did you hear about this opportunity, and what motivated you to apply?
2. What experience do you have with municipal fire departments?
3. What experience do you have dealing with railroads, CDOT, county road maintenance, land use, ROW and property line disputes?
4. Describe your experience, if any, working with water attorneys, right, or laws.
5. What is your experience with public safety, law enforcement.
6. Do you have experience with elections, liquor and marijuana licensing, municipal court?
7. Please describe any involvement in litigation in which you advised or defended related to CORA and open meeting law in the past 5 years.
8. How would you describe your workload capacity and response time in a typical day or week.
9. Can you commit to attending 3-4 regular meetings each month, and what is your availability for additional/special meetings?
10. What Colorado municipal-related organizations are you a member of (CML, CIRSA, etc.)?
11. In your opinion, what are the benefits of the firm being a sole practitioner or a group of lawyers versus the other?
12. Are any of your fees or rates open to negotiation? "Yes" or "no" response only.

	Year	Rate/hr	Hours	Charges	Travel	Total
<b>Krob Law</b>	2024	\$ 175.00	565.10	\$ 98,893	\$ -	\$ 98,892.50
<b>Krob Law</b>	2025	\$ 175.00	565.13	\$ 98,898	\$ -	\$ 98,897.50

RFPs

ESTIMATES

Name	Period	Rate/hr	Hours	Charges	Travel	Total	Increase
<b>JVAM</b>	12 mos	\$ 325.00	565.00	\$ 183,625	\$ 15,000	\$ 198,625	\$ 99,728

**Notes:** Average attorney rate is \$300.  
Estimate 30 round trips.

**Rates**  
For the Town of Palmer Lake, we will provide special reduced hourly billing rates for legal fees.

	Standard Rate	Special Rate for Town of Palmer Lake
Kent Whitmer	\$450	\$350
Partners	\$425 - \$605	\$300 - \$350
Associates	\$250 - \$325	\$250
Paralegals	\$195	\$135

Expense Categories	Proposed Rates
Travel from Winter Park to Palmer Lake	\$500/round trip
Black & White printing in excess of 500 pages	\$0.25/page
Color printing in excess of 500 pages	\$0.10/page
Postage in excess of 20 mailers	\$0.75/mailer

<b>Zuckerman Legal LLC</b>	12 mos	\$ 245.00	565.00	\$ 138,425	\$ 9,000	\$ 147,425	\$ 48,528
----------------------------	--------	-----------	--------	------------	----------	------------	-----------

**Notes:** Estimate 30 round trips, 2 hours each.  
Add mileage in addition to travel expense?

**FEES AND COSTS:** The Town will pay fees for the legal services the Firm performs on the Town's behalf. The hourly rate which would be charged by Harmon Zuckerman, Esq. for this matter is \$245.00, and fees will be assessed as the amount of time Mr. Zuckerman spends working on Town matters (in tenths of an hour) multiplied by the hourly rate. Travel to and from regularly scheduled meetings of the Board of Trustees will be charged at \$150.00/hour. All other Town-related travel will be charged at the regular hourly rate. The Firm will require reimbursement for any cost incurred by the Firm in connection with its handling of Town matters, including but not limited to mileage (at the current IRS per-mile rate), other travel-related expenses, postage, and service of process.

C.R.S. § 6-1-737(3)(b)(II) disclosure:  
**The total price for legal services to be provided under this Proposal cannot be precisely determined at this time due to the nature of legal work. Time spent working on municipal matters and reimbursement of expenses incurred in the Firm's representation of the Town will be the basis for the total price.**

<b>WHF - Wyatt Hamilton Findlay</b>	12 mos	\$ 240.00	565.00	\$ 135,600	\$ -	\$ 135,600	\$ 36,703
-------------------------------------	--------	-----------	--------	------------	------	------------	-----------

**Notes:** Travel charges?  
Quarter-hour increments not allowed by state law.

**PREDICTABLE & TRANSPARENT PRICING**

TRADITIONAL HOURLY SERVICE

Our uniform billable hour structure is simple, transparent, and predictable. All of our attorneys charge the same flat hourly rate of \$240/hr for general legal matters and \$275/hr for litigation matters. We also charge \$120/hr for the services of our paralegals. We bill in quarter-hour increments.<sup>1</sup>

## Legal Services Proposal Ratings

Item 14.

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

	MAX	JVAM	WHF	Zuckerman	Comments
<b>1 Quality &amp; Thoroughness of the Proposal (0–30 pts)</b>					
Understands scope & requirements	10				
Completeness & organization of response	10				
Clarity of approach	10				
<b>2 Municipal Government Experience (0–25 pts)</b>					
Experience with statutory towns	10				
Experience with relevant municipal law areas	10				
Depth of knowledge of local gov't legal issues	5				
<b>3 Consultant's Past Performance (0–25 pts)</b>					
Quality of past work examples	10				
Client references	10				
Demonstrated successful outcomes	5				
<b>TOTAL</b>					
	80				

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PALMER LAKE, COLORADO**

**RESOLUTION NO. 4 OF 2018**

**A RESOLUTION SETTING FORTH FINANCIAL POLICIES AND AUTHORIZING SIGNATORIES  
FOR BANKING SERVICES ON BEHALF OF THE TOWN OF PALMER LAKE**

WHEREAS, THE BUSINESS OF THE TOWN REQUIRES BANK TRANSACTIONS CONDUCTED BY AUTHORIZED INDIVIDUALS ON BEHALF OF THE TOWN OF PALMER LAKE.

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

Section 1. Any designated depository (“Bank”) of the Town of Palmer Lake is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the Town when bearing signatures of the persons listed in Section 2 of this resolution and in the number listed in Section 4 of this resolution.

Section 2. The following positions are authorized as banking signing officers for the Town:

- The Mayor (currently John Cressman)
- Mayor Pro Tem (currently Rich Kuehster)
- Town Administrator (currently Catherine Green)
- Town Clerk (currently vacant)

Section 3. The Board of Trustees designates any one of the individuals holding the following positions to authorize and release payroll and payroll related transfers and remittances to the Bank:

- The Mayor (currently John Cressman)
- Mayor Pro Tem (currently Rich Kuehster)
- Town Administrator (currently Catherine Green)
- Town Finance Director (currently Valerie Remington)

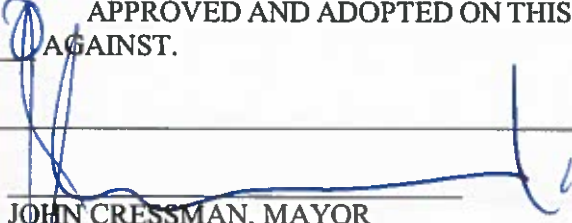
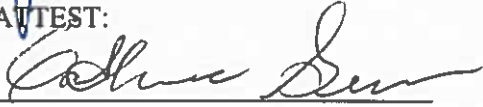
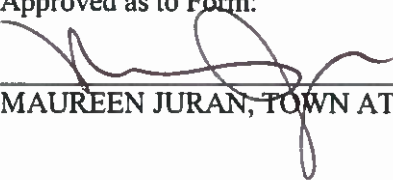
Section 4. The Town Board of Trustees adopts the following policies regarding check writing from Town accounts:

1. Banking signing officers are authorized to:
  - a. Withdraw or order transfers of funds;
  - b. Sign any agreements or other documents or instruments with, or in favor of, the Bank;
  - c. Receive from the Bank any cash or securities, instruments or other property of the Town which is held by the Bank;
  - d. Deposit with or negotiate or transfer to the Bank, cash or any security, instrument or other property;
  - e. Instruct the Bank to debit the accounts of third parties;
  - f. Receive statements, instruments and other items and documents relating to the Town’s account; and
  - g. Receive any software and security devices relating to electronic banking services or electronic communications.
2. Town staff that cuts checks cannot be a banking signing officer.
3. Signing checks in blank or making checks payable to “cash” is prohibited.
4. Two banking signing officer manual signatures are required for checks over \$5,000.00.

- 5. Checks of \$5,000.00 or less may be manually signed by one banking signing officer.
- 6. No banking signing officer can sign any check for which the banking signing officer is also a payee.
- 7. Support shall, be maintained for all issued checks to incldye keeping the relavant invoice with the check stub.
- 8. Checks shall not be made payable to employees or any third party when the payee is not intended as the party to retain the funds.
- 9. The Town Administrator shall monthly provide the Board of Trustees with a copy of any Bank-issued check register.

Section 5. Such authority shall remain in effect until revoked by written notice to the affected bank of the action taken by the Board of Trustees of the Town of Palmer Lake, with all prior authorizations being superseded.

APPROVED AND ADOPTED ON THIS 25th DAY OF JANUARY, 2018, BY A VOTE OF 7 FOR AND AGAINST.

<p> _____ JOHN CRESSMAN, MAYOR</p> <p>ATTEST:  _____ CATHERINE GREEN, ACTING TOWN CLERK</p>	<p>Approved as to Form:  _____ MAUREEN JURAN, TOWN ATTORNEY</p>
--	---

**Erica Romero**

---

**From:** Michael Beeson  
**Sent:** Monday, March 2, 2026 10:57 AM  
**To:** Glen Smith  
**Cc:** Erica Romero  
**Subject:** CMI Termination Correspondence Dated Wed, Feb 18, 2026

Good morning Glen/Erica,

Please help me with questions regarding how the CMI termination transpired.

I noticed their letters were dated Feb 18, 2026--when did the town actually receive them?

I personally worked with Barb during Planning's rewrite of Ch 17, and this seems odd that they would resign over two false accusations.

Glen, when you chatted with Barb, did you outline how this could be perceived as a simple misunderstanding due to information confusion and jumping to conclusions? Did Barb offer any other insight to the reasons behind the resignation?

I'm also confused on the acceptance timing in their letter, for example: If CMI will cease service on Mar 13, which according to them is 14 days after acceptance of the notice, (Sat, Feb 28) how could we offer acceptance, two days AFTER our last BoT meeting? Is this March 13 date a typo in the CMI letter regarding date of acceptance? I was hoping a board apology and explanation might resolve the issue, that's why I asked about the acceptance from the town during the meeting.

How can we work together to preclude such a bomb being dropped on us again mid-meeting with no notice?

Thanks again--I really appreciate the dialogue.

Mike

**Erica Romero**

---

**From:** Atis Jurka  
**Sent:** Monday, March 2, 2026 11:00 AM  
**To:** Erica Romero; Glen Smith; Board of Trustees  
**Subject:** Notice of Termination for CMI

I would like to understand the rationale as to why the two Memos from Community Matters Institute dated the 18th of February, 2026 were not provided to the Board of Trustees until the actual BOT meeting on the 26th of February. However, apparently Dennis was provided this information but no one else on the BOT. Dennis stated that he called CMI and was told there was no change in their direction. I am fairly certain that these Memos were not passed on to the Planning Commission as well.

An emergency meeting could have been called to address this, as well as the tradition the BOT speaks in one voice, not on an individual basis. There were 8 days where the BOT could have come up with a strategy to either resolve the issue or to plan for contingencies.

I have reached out to Barbara and CMI asking if they would consider a meeting with the BOT in order to resolve these differences. Hopefully, they will reach out and see if these issues can be resolved.

Another concern that I have, which may be unfounded, is that several members of the public indicated that they had prior knowledge of these Memos. Hopefully this is not the case.

If I hear back from CMI, I will pass on to the BOT, Glen and Erica immediately.

Atis Jurka

**Erica Romero**

---

**From:** Erica Romero  
**Sent:** Monday, March 2, 2026 3:24 PM  
**To:** Board of Trustees  
**Cc:** Glen Smith  
**Subject:** CMI Questions regarding Board Distribution -  
**Attachments:** CMI Termination Correspondence Dated Wed, Feb 18, 2026; Notice of Termination for CMI

All,

I received emails from two board members. I am responding to the entire board for full transparency and consistency. Please note Glen is out of the office due to a family emergency. I encourage the Board to prepare any questions so they can be addressed at the next Board of Trustees meeting.

Regarding the information included in the packet February 26 BOT packet and its timing, we received correspondence from Barb(CMI) following the February 12 meeting of potential resignation. My understanding is that Glen contacted her to explain that although we understand her concerns by what was mentioned on February 12, administratively, we did not believe there had been any wrongdoing and that we were prepared to address the concerns raised in the next BOT meeting. Glen followed up several times during that week to ask whether they would be willing to discuss other options or be open to discussing this further with the board and I also believe he stated that the question was asked by one board member and not the board as a whole. During that time, I received an email from Barb asking me to hold off on distributing the information because it was still being discussed and under legal review.

Meanwhile, I received direction from Trustee Moseley with contradictory requests for CMI's in-person attendance, and later not discuss in public at the next meeting but instead to meet with him and another trustee and citizen (board was included in that correspondence). While preparing and publishing the packet, to ensure accuracy, I requested an update from CMI. Their response indicated they were still discussing the matter with their Board, that it remained under legal review, and that no final decision had been made.

The mayor was made aware of the agenda item during the agenda review meeting, and Glen indicated at that time that additional information from CMI was expected, as they had expressed concerns following the previous meeting. Glen also advised that staff was prepared to address any questions from the Board at the upcoming meeting. During that discussion, the mayor asked whether there was any validity to the concerns raised by Trustee Moseley on 2/12 and I stated that there was not, and I referenced the email I had sent to the entire Board explaining that staff would address those questions during the meeting. I also explained that I was unable to fulfill Trustee Moseley's specific request at that time because it conflicted with the direction previously provided on February 12. The mayor acknowledged and agreed with that explanation and the extent to that discussion was more about if I was being consistent with the agenda requests etc.

When I received Barb's email on Wednesday, I immediately contacted Glen to confirm that it should be brought forward to the Board of Trustees. To my recollection, he contacted Barb once more to confirm and then advised me that it should be provided to the Board. I can confirm that these documents were

not distributed by the Town of Palmer Lake other than through the appropriate board process directed to the board via tabletop for the February 26<sup>th</sup> meeting which is consistent when materials are received after the published packet. I also explained that to Glen and reassured that needed to take place and again stated CMI will not be present.

I trust that this explanation shows that, administratively, we acted within our scope of authority and followed the appropriate process. I appreciate and understand the concerns specific to the dates and production of the materials while juggling all the moving pieces related to this, but we followed consistent best practice and distributed appropriately specific to CMI, the Board, OML. I hope this helps.

Professionally,

**Erica N. Romero,CMC**  
**Town Clerk**



Town of Palmer Lake  
42 Valley Crescent  
PO Box 208  
Palmer Lake CO 80133  
719.481.2953  
Office Hours: M-Th 7:30 AM - 5:00 PM  
[Erica@palmer-lake.org](mailto:Erica@palmer-lake.org)  
[www.townofpalmerlake.com](http://www.townofpalmerlake.com)

**Erica Romero**

---

**From:** Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>  
**Sent:** Tuesday, February 17, 2026 2:04 PM  
**To:** Glen Smith; Erica Romero  
**Cc:** Bob Haywood; Brian Mellea; Kathy Consigli; Scott Woodard  
**Subject:** Termination Letter--TIME SENSITIVE  
**Attachments:** Termination Letter 01.pdf

**Importance:** High

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Glen and Erica: Please find our letter of termination per the most recent signed contract. This is also copied to our Board of Directors.

I request that this letter, along with Bob Haywood's Response to baseless accusations of fraud, be presented to the Planning Commissioners tonight and that the same two documents be sent to the Board of Trustees as soon as possible. We are happy to assist you in this difficult transition. These two documents should become part of the public record.



**Barbara A. Cole**  
Executive Director and Founder  
Community Matters Institute  
Littleton, Colorado  
303-730-0396 (office landline)  
303-730-3173 (cell)

**Erica Romero**

---

**From:** Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>  
**Sent:** Tuesday, February 17, 2026 3:07 PM  
**To:** Erica Romero  
**Cc:** Glen Smith  
**Subject:** Accusation of Fraud and operating with out a contract

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Erica- Our attorney in Washington DC and our Board of Directors are undertaking a final review of this memo. Please do not put this in the packets. Glen can present as a table-top setting. IF you have any questions, please feel free to call me. Barb



Community  
Matters Institute

**Barbara A. Cole**

Executive Director and Founder  
Community Matters Institute  
Littleton, Colorado  
303-730-0396 (office landline)  
303-730-3173 (cell)

**Erica Romero**

---

**From:** Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>  
**Sent:** Tuesday, February 24, 2026 4:04 PM  
**To:** Glen Smith; Erica Romero  
**Cc:** Bob Haywood  
**Subject:** Memo addressing accusation of Fraud and Letter of Resignation

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Our memos dated February 18<sup>th</sup>, 2026, have been reviewed and approved by our Board of Directors. Please distribute to both memos- false accusations of fraud and working without a contract and our termination Letter to Planning Commission and Board of Trustees. DRT members have been informed. Best, Barb



**Barbara A. Cole**  
Executive Director and Founder  
Community Matters Institute  
Littleton, Colorado  
303-730-0396 (office landline)  
303-730-3173 (cell)

**Erica Romero**

---

**From:** Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>  
**Sent:** Thursday, February 26, 2026 11:18 AM  
**To:** Glen Smith; Erica Romero  
**Cc:** Christi Birkeland; Bob Haywood  
**Subject:** Second contract with Palmer Lake fro Land Use May 8 2025- short explanation of all contracts  
**Attachments:** Palmer Lake REQUEST FOR QUOTE FOR LAND USE CODE I 2023-09-12 copy.pdf; 23-10 Contract page.pdf; Palmer Lake funds to complete the Land Use Code update.docx

-----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----

Contract # 1: Hired in response to RFP for Comprehensive Master Plan (Funded by DOLA- Christi should have contracts

Contract # 2: Interim Planner 2023- Contract attached to memo from Haywood

Contract # 3: RFP proposal from CMI Land Use Code and contract for \$50k partially funded by DOLA (Christi should have the contract- this was reviewed by Dawn and proposal reviewers- September 2023

Contract # 4: May 8 contract for \$30 K- scope changed to total rewrite of land use code. (scope of services attached)

ALL CONTRACTS FOR TITLE 17 were called "Land Use."

Erica- I think this will help if you get questioned. It is CRITICAL THAT THE ENTIRE HAYWOOD MEMO AND ALL ATTACHMENTS GET PRINTED( this includes the May 8<sup>th</sup> 2025 contract.

Let me know if you need anything else.

Both the Comprehensive Plan and Land Use Code update went out for bid, and CMI submitted proposals for both. I believe that all contracts went to the BOT, and a resolution was passed. I do not have the front portion of the 10-2023 contract- I can only find the signature page (attached). Barb



**Barbara A. Cole**  
 Executive Director and Founder  
 Community Matters Institute  
 Littleton, Colorado  
 303-730-0396 (office landline)  
 303-730-3173 (cell)



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

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Direction Planning Consultant
<b>Presented by:</b> Erica Romero Town Clerk/ Treasurer		

The purpose of this agenda item is to request direction from the Board of Trustees regarding whether staff should proceed with issuing a Request for Proposals (RFP) for a Town Planning Consultant.

The Town requires professional planning services to assist with matters such as land use applications, development review, planning studies, and other planning-related projects. Engaging a qualified planning consultant through a formal RFP process would allow the Town to evaluate potential firms and establish a professional services agreement for these needs.

Staff is seeking the Board’s direction on whether to move forward with developing and issuing an RFP for planning consultant services. If directed to proceed, staff will prepare the RFP, solicit proposals, and return to the Board of Trustees with a recommendation for consideration and potential approval of a consulting agreement.

**Financial Impact:**

The financial impact associated with planning consultant services will be disclosed upon review of the submitted proposals. The Town has an estimated \$150,000 budgeted for professional services in the 2026 budget, which includes planning services among other professional consulting needs.

Provide direction to staff regarding whether to proceed with issuing a Request for Proposals (RFP) for a Town Planning Consultant.



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

<b>DATE:</b> March 12, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b> Strategic Government Resource/ Town Administrator Recruitment
<b>Presented by:</b> Erica Romero Town Clerk		

**Purpose**

The purpose of this memo is to provide the Board of Trustees with a follow-up regarding the Town Administrator recruitment process being facilitated by Strategic Government Resources (SGR) and to outline recommended next steps for moving the process forward.

**Background:**

As directed, the Town Clerk contacted Marsha Reed with Strategic Government Resources (SGR) to provide an update following the February 26 Board of Trustees meeting and the direction provided by the Board.

SGR has reissued the previously developed recruitment brochure for the Town Administrator position as a starting point for continuing the search process. The brochure outlines the position profile, community overview, qualifications, and the salary range that was previously discussed.

SGR has also recommended that the Board review the proposed salary range carefully. They noted that some salary levels mentioned during the last meeting may not be competitive for attracting qualified candidates, and adjustments to the range could impact both the competitiveness of the recruitment and the size and quality of the candidate pool.

**Recommended Board Review**

It is recommended that Board members familiarize themselves with the recruitment brochure and identify any questions, comments, or areas they would like to discuss further. SGR also recommends that the Town secure legal representation to assist with the recruitment process, as legal counsel may need to be involved throughout the process to review employment terms, assist with contract preparation, and ensure compliance with applicable laws and municipal procedures.

It has also been noted that one or more Trustees have expressed interest in reviewing Title 2 of the Town of Palmer Lake Municipal Code. It is recommended that this review occur after legal representation has been secured and appropriate training has taken place. Conducting the review in this order will help ensure the Board receives appropriate legal guidance and training first, which can help save time and make the review process more efficient and productive.

Trustees are asked to return any questions, suggested edits, or discussion topics to the Town Clerk so they can be compiled and shared with SGR in advance of the meeting.

**Meeting with SGR**

Once the Board has had the opportunity to review the brochure and submit questions, a meeting with SGR can be scheduled to discuss the feedback and make appropriate updates to the recruitment materials.

**Next Steps**

1. Trustees review the recruitment brochure
2. Trustees submit questions, comments, or discussion topics to the Town Clerk.
3. SGR will review
4. SGR will provide further information on the recruitment process moving forward.



## TOWN ADMINISTRATOR

Annual Salary:

\$130,000–\$160,000 DOE/DOQ

Palmer Lake, Colorado



**Are you an experienced, visible, hands-on municipal leader with a collaborative leadership style?** If so, apply to be Palmer Lake's next Town Administrator!

We're looking for an exceptional professional who can:

- Lead with transparency and has a commitment to community engagement
- Oversee municipal operations with fiscal discipline and long-term vision
- Build trust through active listening and responsiveness to boards, residents, businesses, and staff

The Town of Palmer Lake, a scenic mountain community with small-town character and big opportunities, is seeking a leader ready to balance preservation with thoughtful growth. Join us in shaping the future of this unique Colorado town.

# ABOUT THE COMMUNITY

Nestled at the base of the Rocky Mountains between Denver and Colorado Springs, the Town of Palmer Lake is a close-knit community of approximately 2,635 residents. Known for its stunning natural setting and small-town character, Palmer Lake offers abundant recreational opportunities and an excellent school system.

The Town of Palmer Lake is known for its historic preservation, outdoor recreation opportunities, and strong sense of community pride. Balancing growth with preservation is a key priority, as the Town looks to the future while honoring its heritage.

The town values its close-knit atmosphere while benefiting from proximity to major urban amenities in Denver and Colorado Springs. Palmer Lake is a community that encourages involvement, volunteerism, and collaboration in shaping its future.

History



Community Links



Item 17.

POPULATION  
**2,635**



MEDIAN HOUSEHOLD INCOME  
**\$122,85**



MEDIAN HOME VALUE  
**\$454,000**

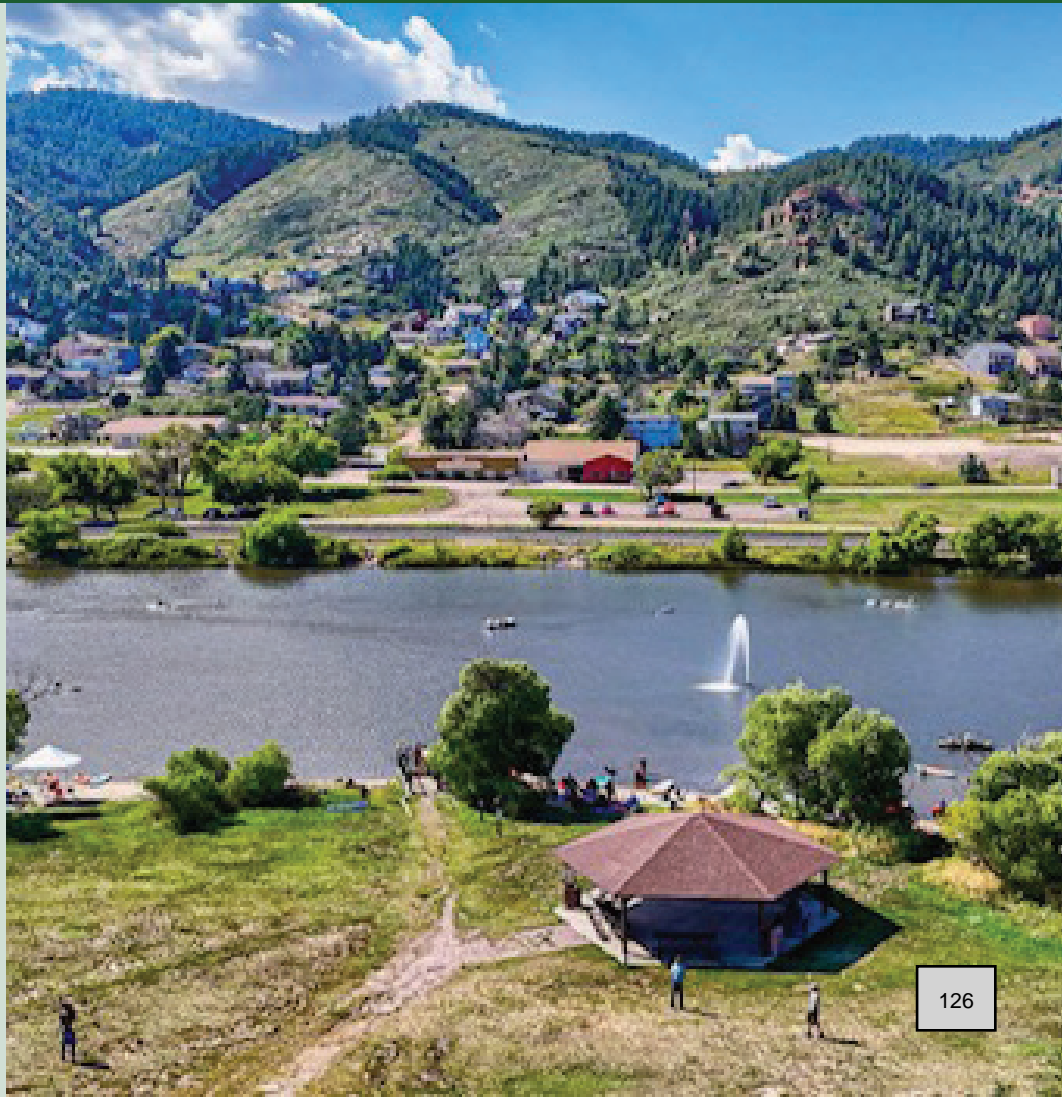
AVERAGE MONTHLY RENT  
**\$1,600**

## GOVERNANCE & ORGANIZATION

Palmer Lake operates under a statutory town governance system. The Mayor and six Trustees are elected at-large and set policy direction for the Town. The Town Board appoints the Town Administrator to oversee daily operations and implement policy.

The Town provides a full range of services, including:

- Police
- Fire/EMS
- Public Works (Roads & Parks)
- Water
- Administration and Finance





## ABOUT THE JOB

The Town Administrator is the chief administrative officer of Palmer Lake, charged with implementing policy directives of the Town Board of Trustees and ensuring effective service delivery.

The Town Administrator oversees Police, Fire, Water, Public Works (Roads & Parks), and Administration. Reporting directly to the Town Board, the Town Administrator will:

- Manage daily operations and supervise the management team
- Oversee budget planning, financial management, and capital projects
- Coordinate land use and zoning applications, planning processes, and intergovernmental relations
- Establish performance goals with the Town Board within the first six months
- Build strong relationships with the Board, staff, and community

This role requires a leader who is both strategic and hands-on, guiding Palmer Lake into its next chapter of community and organizational development.

## DIVISIONS WITHIN THE TOWN

- Police
- Fire
- Public Works / Parks
- Water
- Administration & Finance

## ORGANIZATION QUICKFACTS



EMPLOYEES

~40



BUDGET

\$7.77  
MILLION

## KEY PROJECTS FOR 2026

- Develop a Strategic Plan for the community
- Review water and infrastructure needs
- Continue code review and development
- Advance long-term financial strategy and budget planning
- Complete capital improvements (roads, water, parks)
- Strengthen intergovernmental coordination and partnerships
- Support land use and zoning processes
- Expand community engagement

# THE IDEAL CANDIDATE

The Town seeks a visible, hands-on municipal leader with integrity and ethics. The ideal candidate will demonstrate a collaborative leadership style and the ability to listen and learn before taking action. They will be approachable, transparent, and responsive to boards, residents, businesses, and stakeholders.

The successful candidate will bring deep knowledge of municipal operations, finance, planning, and intergovernmental relations. Strong communication, interpersonal, and problem-solving skills are essential, along with the ability to work effectively under pressure. The new Town Administrator will be skilled at public relations and have the ability to stand firm when necessary.

This leader will balance historic preservation with sustainable growth, foster professional development among staff, and strengthen community trust. A sense of community pride and commitment to service will define Palmer Lake's next Town Administrator.



## EXPERIENCE & QUALIFICATIONS

### Required:

- Bachelor's degree in Public Administration or related field
- Minimum of three years as a Town Administrator/Town Manager or executive-level local government leader
- Knowledge of Colorado fiscal and municipal law, including GASB, TABOR, CGIA, Gallagher, CORA, and Sunshine Law
- Valid driver's license with acceptable driving record

### Preferred:

- Experience with capital project planning, economic development, and intergovernmental relations
- Demonstrated success in professionalizing small-town municipal operations
- Residency in Palmer Lake

# SALARY & BENEFITS

Item 17.

- **Compensation:** \$130,000 – \$160,000 DOE/DOQ
- **Health Benefits:** Comprehensive medical, dental, and vision coverage with multiple plan options. Premiums for employees are largely covered by the Town; dependents are offered at group policy rates.
- **Paid Leave:** Includes vacation, sick leave, and paid holidays annually. Accrual increases with tenure.
- **Life Insurance**
- **Retirement:** Participation in the Colorado retirement plan with Town contributions.
- **Additional Perks:**
  - ◆ Professional development and training opportunities
  - ◆ Scenic small-town lifestyle with proximity to Denver and Colorado Springs
  - ◆ Opportunity to shape the Town’s governance and growth strategy



## HOW TO APPLY

Apply Here



For more information on this position, contact:

**Marsha Reed, Senior Vice President**

[marshareed@governmentresource.com](mailto:marshareed@governmentresource.com) | 806-789-9641

*The Town of Palmer Lake is an Equal Opportunity Employer. Applicants selected as finalists will undergo a comprehensive background check.*

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 37 - 2024**

**A RESOLUTION REGULATING THE CARRYING OF FIREARMS WITHIN THE TOWN OF PALMER LAKE AND OPTING OUT OF THE PROVISIONS OF SB24-131 PROHIBITING CARRYING FIREARMS IN SENSITIVE SPACES**

**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 Colorado Legislature has adopted SB24-121 Prohibiting Carrying Firearms in Sensitive Spaces; and

**WHEREAS**, as applied to the Town, SB24-131 would prohibit carrying loaded or unloaded firearms in:

- spaces used by the Board of Trustees for meetings
- offices of the Mayor or Trustees
- the office of the Town administrator
- buildings used for municipal court proceedings, and
- parking areas adjacent to such areas; and

**WHEREAS**, the restrictions on carrying of firearms contained in SB24-131 apply to the Town of Palmer Lake, effective July 1, 2024, unless the Town adopts an “ordinance, regulation, or other law” that allows carrying firearms in one or more of the Town buildings covered by the bill; and

**WHEREAS**, the Board of Trustees wishes to adopt this Resolution in order to opt out of the provisions of SB24-131 as they relate to certain Town buildings, provided the person carrying the firearm possesses a valid concealed carry permit, as set forth more specifically, below.

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

1. Persons holding a valid concealed carry permit shall be permitted to carrying loaded or unloaded firearms in:

- spaces used by the Board of Trustees for meetings
- offices of the Mayor or Trustees
- the office of the Town administrator
- buildings used for municipal court proceedings, and
- parking areas adjacent to such areas.

2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of

Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

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

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 27th DAY OF JUNE, 2024.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

BY:   
\_\_\_\_\_  
Grant Havenar  
Mayor