



## BOARD OF TRUSTEES MEETING (RESCHEDULED FROM JUNE 26)

Monday, June 30, 2025 at 6:00 PM

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

\*LIVE STREAM available on Town website\*

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### AGENDA

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*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.*

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Call to Order

Roll Call

Invocation by Trustee Ball

Pledge of Allegiance

Presentation - Community Healing Initiative (Albright)

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

- [1.](#) Minutes from June 12, 2025 Meeting
- [2.](#) Minutes from June 23, 2025, Special Meeting
- [3.](#) Checks over \$15,000 - HMI LLC, (\$20,165.88) for noxious weed service; CIRSA (\$42,065.84) for Property & Liability 2025-2026; Krob Law (\$25,270.00) for legal services
- [4.](#) Financials (May)

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**Staff/Department Reports**

5. Police
6. Fire
7. Attorney
8. Administrator/Clerk

**Public Hearing** – *Mayor will introduce the item and hear the applicant request. Mayor will ask if any public member wishes to speak for or against the request. Public should address the Board members directly while members listen. Applicant may provide closing remarks and members may ask questions of the applicant. Mayor will close the hearing and members will discuss the item, take action or continue the hearing to a particular date.*

9. Application for Minor Resubdivision/Replat of Largo Terrace, Poco Ave -- Requested to Continue until October 23 2025
10. Applications for Zoning Planned Development (PD) Plan, Subdivision Sketch Plan, and Annexation - Monument Ridge West LLC - Requested to Continue Hearing until August 28 (or another date)

**Business Items**

- [11.](#) Consideration to Appoint Citizen Member to Trustee Vacancy (Remaining Term 2022-2026)
- [12.](#) Resolution 51-2025 Appointing the Mayor to the PPACG Board of Directors
- [13.](#) Resolution 52-2025 to Authorize Agreement for Survey of Elephant Rock Planned Development (PD) Plan
- [14.](#) Resolution 53-2025 to Authorize Agreement with CMI for Elephant Rock Planned Development (PD) Plan
- [15.](#) Resolution 54-2025 to Authorize Agreement with GMS for Elephant Rock Planned Development (PD) Plan
- [16.](#) Resolution 55-2025 to Authorize Public Relation Services for the Town
17. Resolution 56-2025 to Authorize Recruitment for New Town Administrator
- [18.](#) Ordinance 3-2025 to Amend Planning Commission Structure to Add Two Alternate Members
- [19.](#) Review/Direction Relating to Recall Petitions
- [20.](#) Review/Direction for Ballot Initiative Petition
- [21.](#) Review/Direction to Support Town Official Appointment to El Paso County Board of Health
- [22.](#) Direction for Possible Ordinance to Amend Code for Long Grass

**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 Meetings (7/2 workshop; 7/10) and Future Items****Convene to Executive Session - For the purpose of:**

*A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – Hermosa property easement;*

*B) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – TwentyFive LLC property purchase;*

*C) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) – input to annexation (proposed Buc-ees).*

**Reconvene to Open Session****Adjourn**

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**Americans with Disabilities Act**

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



## BOARD OF TRUSTEES MEETING

Thursday, June 12, 2025 at 6:00 PM

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

### MINUTES

**Call to Order & Roll Call.** Mayor Pro Tem Stern called the meeting to order at 5:07 pm. Present: Trustees Atis Jurka, Amy Hutson, Kevin Dreher, Dennis Stern, Tim Caves, Shana Ball.

**Convene to Executive Session.** MOTION (Ball, Hutson) to convene to executive session. Roll call vote – aye 6; nay 0. Motion passed. For the purpose of:

- A) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development; and
- B) to confer with the Town Attorney for the purpose of receiving legal advice on specific legal questions related to litigation initiated against the Town by Moseley and Brodzik including the nature of the claims and the Town's defenses, pursuant to Section 24-6-402(4)(b), C.R.S.; and
- C) to determine the Town's position and direct negotiators and to confer with the Town Attorney for the purpose of receiving legal advice on specific legal questions related to litigation initiated against the Town by Integrity Matters including additional claims and negotiations, pursuant to Sections 24-6-402(4)(b) and (e), C.R.S.; and
- D) determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – review of property lease amendment for Eco Spa at Elephant Rock property.

**Reconvene to Open Session at 5:50 pm.** Mayor Pro Tem Stern announced a brief recess.

Mayor Pro Tem Stern convened the regular meeting at 6:02 pm.

**Roll Call.** Present: Trustees Atis Jurka, Amy Hutson, Kevin Dreher, Dennis Stern, Tim Caves, Shana Ball.

**Invocation presented by Trustee Dreher**

**Pledge of Allegiance led by Trustee Jurka**

**Presentation.** Mayor Pro Tem Stern recognized Trustee Caves with a certificate of appreciation for his personal time dedicated to completing the west side restroom at Palmer Lake.

**Consent Agenda.** Mayor Pro Tem announced the consent items, and Collins mentioned two additional checks over \$15,000 – one for Community Matters Institute for planning services and one for Filtronics

for the filter media repair at the water treatment plant. MOTION (Ball, Dreher) to approve the consent agenda including 1) Minutes from May 22, 2025 Meeting; 2) Minutes from Special Meeting May 29, 2025; 3) Checks over \$15,000 - Daniel's Long Chevrolet (\$34,763) for PD Vehicle, 2025 Chevrolet Colorado; and two additional checks stated. Roll call vote – aye 6; nay 0. Motion passed.

### Staff/Department Reports

4. Water – no comment or question.
5. Public Works including Roads & Park Maintenance – no comment or question.
6. Police – Trustee Jurka inquired about firearms in public buildings. Chief Smith stated that appropriate signage will address his concern.
7. Fire – no comment or question.
8. Administration – no comment or question.
9. Attorney – no comments.
10. Administrator/Clerk – Collins provided a staffing update including a seasonal new hire for parks maintenance, resignation of the full time parks maintenance and advertising, and part time applicants for Fire. She stated that the town venue reservation system, Civic Rec, is planned to launch in the coming week. Collins mentioned the water department projects taking place. She inquired about tentative dates for additional meetings in July.

### Business Items

11. Accept Resignation of Mayor Havenar & Address Mayoral Vacancy Which May Include Appointment or Setting Election. Mayor Pro Tem Stern requested a motion to accept the resignation from Glant Havenar as Mayor. MOTION (Ball, Dreher) to accept the resignation. Roll call vote – aye 6; nay 0. Motion passed. Attorney Krob reviewed the options to fill the vacancy, those set in statute and town code. He recommended the Board members consider a qualified individual who has been involved in the current town business discussions. Trustee Caves stated the current Mayor Pro Tem would be the best candidate to serve as Mayor. Attorney Krob explained that Trustee Stern would have to resign as Trustee if he was interested to serve as Mayor. Trustee Stern agreed and offered his resignation as Trustee. MOTION (Ball, Caves) to accept the resignation from Mayor Pro Tem. Roll call vote – aye 5; nay 1 (Jurka). Motion passed. MOTION (Caves, Dreher) to appoint Dennis Stern as Mayor. Trustee Jurka stated that due to the division and members being recalled, he would prefer to open it to the public. He stated that he disagreed with consideration of a trustee under recall. Trustee Ball stated she prefer to consider the Town Attorney recommendation. Trustee Hutson stated that members are currently elected officials. Roll call vote – aye 5; nay 1 (Jurka). Motion passed. Collins administered the oath of office to Dennis Stern as Mayor. Mayor Stern suggested he appoint the Mayor Pro Tem and chose Trustee Amy Hutson. MOTION (Dreher, Ball) to approve the appointment of Trustee Hutson as Mayor Pro Tem. Roll call vote – aye 6; nay 0. Motion passed. Direction from the Board was to post the vacant Trustee seat for application for two weeks to consider applicants on June 30 (rescheduled meeting from June 26).
12. Resolution 41-2025 to Approve Amended Option to Purchase with EcoSpa LLC. Attorney Krob explained the amended option to purchase and Trustee Caves explained the area of elephant rock property to purchase, stating the time would be about the time of occupancy established for the spa.

MOTION (Ball, Hutson) to approve Resolution 41-2025 as amended. Roll call vote – aye 6; nay 0. Motion passed.

13. Resolution 47-2025 to Approve Park Hours to Post. Collins informed the members of the town code identifying park hours as posted. Review of the various signs with hours was reviewed by the Parks and Trails Commission. A recommendation to generally post hours from dusk to dawn was presented except for particular amenities such as pickleball courts. MOTION (Ball, Hutson) to approve Resolution 47-2025 to post hours as recommended. Roll call vote – aye 6; nay 0. Motion passed.

14. Resolution 48-2025 to Designate Hearing Officer for Protests to Petitions. Collins explained the recommendation of designating a hearing officer to conduct required hearing for any protests received for petitions. She referenced Ms. Karen Goldman's bio and rate of \$100 per hour. MOTION (Dreher, Ball) to approve Resolution 48-2025 designating Ms. Goldman as hearing officer. Roll call vote – aye 6; nay 0. Motion passed.

15. Resolution 49-2025 to Authorize Debt Collection Agreement with Integral Recoveries. Discussion took place about unpaid court fees and other fees of the town. The recommended Integral Recoveries is highly recommended for municipal court collection. Deputy Town Clerk Romero stated collections have not taken place for about four years. The agreement is annual and may be terminated with 30-day notice, if needed. MOTION (Hutson, Dreher) to approve Resolution 49-2025 to authorize agreement with Integral Recoveries. Roll call vote – aye 6; nay 0. Motion passed.

16. Discussion/Direction to Amend Code and Advertise for Planning Commission Alternate. Trustee Caves suggested that Planning Commission members have alternate member or two. Discussion took place about amending the ordinance to either one or two members. Direction was to amend to add two alternates and advertise for citizen appointments.

17. Review/Direction Relating to Single Hauler Trash Collection (Waste Connection). Attorney Krob explained the response from Waste Connection. He stated that options for the Board are to 1) issue a new RFP for preferred rate; 2) town enters contract with provider for trash service; or 3) do nothing. Discussion ensued between members about the direction. Trustee Caves suggested tabling the item until a later date. Discussion continued about who would administer the billing. Direction was given to check into options with the trash collection service about administering billing and at a later date, when information is assembled, bring the item back. Mr. Roger Moseley inquired whether the contract would be an enterprise fund or a fee.

18. Update/Direction on Elephant Rock Planned Development Plan. Discussion about elephant rock next steps took place. Trustees Hutson and Caves stated that a realtor will be considered to help fill the main lodge. Trustee Ball suggested also reaching out to Pikes Peak Small Business Development Center. Discussion took place about the estimates for the survey, from town planning and engineering consultant to assist with developing the Planned Development plan. Along with a service agreement, it was requested that funds be identified in the budget to support the work. It was also agreed that this work must happen sooner than later to keep the EcoSpa progress moving forward.

**Public Comment.** Mr. Rene Trudel passed on his time. Commissioner Bill Wysong commented that officials have a responsibility to represent the people who elect us and referenced the recall process. He commented that the people of Palmer Lake deserve to be heard. He suggested that the trash collection item could be added to a special election, and he stated that he hoped issues will be set aside moving forward. Ms. Beth Harris stated she was not allowed to share comments at the time item

11 was taken and expressed her concern about appointing a member under recall. Mr. Steve Draper stated he was unable to speak to item 11 and stated concern about how we got here and how Bucees appeared on the scene, noting that the property's eligibility is illegal. Mr. Roger Moseley referenced a letter about admin duties not being identified or performed. He asked what the plan is and who is running the town. He stated that he prefers the Board discuss the item at a future meeting. Mr. Sean Sawyer displayed a Stop Bucees sign made for Tri-Lakes Preservation. He expressed concern about the Mayoral appointment and stated that members are not transparent. He referenced text messages that he read and stated he will continue to challenge ideas and added that Larkspur will get involved. He asked that members not scar the community and do the right thing. Ms. Trina Shook expressed disappointment that the Board is not doing the right thing. She told members that it will get worse. Mr. Alex Farr stated that the behavior toward the town is unacceptable, mentioning that there is a process taking place. He asked why the development in Monument is going unchecked and the pressure on Palmer Lake. Mr. Farr stated the public attitude is wrong and the town deserves to review options. Ms. Nancy Jurka stated that she has been subjected to horrible messages and accused Board members that they let it happen. She stated that officials are elected to listen to the people. Ms. Jurka stated that she expects members to treat each other with respect, and she hoped to move forward in a positive direction.

**Board Reports.** Trustee Hutson stated that work began to develop an Economic Development plan. Trustee Caves reported the landscape work around Centennial started. Trustee Ball reported her attendance at the 911 Authority and invited Ms. Susan Miner to explain the process and communication plan for Economic Development. Ms. Susan Miner reviewed the organizational schedule and communication plan with members.

#### **Next Meeting (6/30) and Future Items**

Mayor Stern announced a brief recess at 7:49 pm before returning to executive session.

**Convene to Executive Session at 8:08 pm.**

**Reconvene to Open Session at 9:50 pm.**

**Adjourn.** MOTION (Ball, Dreher) to adjourn at 9:50 pm. Motion passed.

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*Mayor Dennis Stern*

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*ATTEST: Dawn A. Collins, Town Clerk*



## BOARD OF TRUSTEES - SPECIAL MEETING

Monday, June 23, 2025 at 3:00 PM

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

### MINUTES

**Call to Order.** Mayor Stern called the meeting to order at 3:03 pm.

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

Mayor Stern asked a public member what he was present for. Mr. Brandon Hamschin approached the Board and asked what the process will be for any development in process with the resignation of the Town Administrator. It was stated that a plan will be in place for business to continue in the interim of a new manager appointment.

**Convene to Executive Session for the purpose of the following.** Mayor Stern stated the purpose for executive session. MOTION (Stern, Hutson) to convene to executive session and allow Trustee Kevin Dreher to call in to participate, if possible. Roll call vote - aye 5; nay 0. Motion passed.

A) to confer with the Town attorney for the purpose of receiving legal advice on specific legal questions related to pending litigation and the response of Trustees to questions related to such litigation pursuant to Section 24-6-402(4)(b), C.R.S.; and

B) to discuss matters that are subject to negotiation regarding filling the Town Administrator vacancy pursuant to Section 24-6-402(4)(3), C.R.S.; and

C) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. 24-6-402(4)(e) and conferences with the town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) – input on possible annexation agreement for proposed Buc-ee's development.

**Reconvene to Open Session at 5:43 pm.** Attorney Krob reviewed the purpose and participation. There was no concern stated.

**Adjourn.** MOTION (Hutson, Ball) to adjourn at 5:44 pm. Motion passed.

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

\_\_\_\_\_  
*ATTEST: Dawn A. Collins, Town Clerk*

Vendor ID	Name	Payment Number	Check Date	Check Number
HABITATMANAGEME	HMI, LLC	0003185	6/19/2025	50785

Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid	Item 3.
25-0128	6/12/2025	Service	\$6,775.53	\$6,775.53	\$0.00	\$6,775.53	
25-0129	6/12/2025	Service	\$3,628.28	\$3,628.28	\$0.00	\$3,628.28	
25-0130	6/12/2025	Service	\$2,820.24	\$2,820.24	\$0.00	\$2,820.24	
25-0131	6/12/2025	Service	\$6,941.83	\$6,941.83	\$0.00	\$6,941.83	

**Totals:** \$20,165.88      \$20,165.88      \$0.00      \$20,165.88

LMP100    M/P CHECK

HMI, LLC an Aventia Company  
 14 Inverness Drive East  
 Suite A-100  
 Englewood, CO 80112

P/W 10-61-5210 #

Item 3.

DATE	INVOICE NO.
6/12/2025	25-0128

BILL TO
Public Works 42 Valley Crescent PO Box 208 Palmer Lake, CO 80133

P.O. #	DUE DATE	TERMS
	7/12/2025	Net 30

DATE	ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
		Palmer Lake Public Works: <u>Lake in Town</u> Costs through June 12, 2025				
		Labor:				
	Lic. Weed Cont Qual. Super.(CO)		23	100.00		2,300.00
	Weed Control Technician (CO)		36.5	65.00		2,372.50
	Administrative Specialist I		0.5	58.00		29.00
	Accounting Manager I		0.5	75.00		37.50
		Equipment Expenses:				
5/19/2025	Backpack Sprayer per day		2	25.00		50.00
5/19/2025	GPS Backpk Spray Eq. Per Hr	Includes: Truck, Water Tank, Water Pump, 2x GPS Units, 2x backpacks	17	60.00		1,020.00
		Chemical Expenses:				
5/19/2025	Hi-Light Blue per oz		32.25	0.46		14.84
5/19/2025	Induce. per oz		32.25	0.26		8.39
5/19/2025	Vastlan. per oz		86.25	0.88		75.90
		Travel Expenses:				
5/15/2025	Mileage 4x4.		744	0.95		706.80
5/19/2025	Mileage 4x4 Towing.		146	1.10		160.60

Commercial applicators are licensed by CO & NM Department of Agriculture.  
 AR: 303.770.9788 / ap@habitatmanagementinc.com

**Balance Due**

*SAD*

\$6,775.53

HMI, LLC an Aventia Company  
 14 Inverness Drive East  
 Suite A-100  
 Englewood, CO 80112

*P/w 10-61-5210*  
*should be parks*  
*mm*  
*8mm*

Item 3.

DATE	INVOICE NO.
6/12/2025	25-0129

BILL TO
Public Works 42 Valley Crescent PO Box 208 Palmer Lake, CO 80133

P.O. #	DUE DATE	TERMS
	7/12/2025	Net 30

DATE	ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
		Palmer Lake Public Works:Railway Bridge Treatment				
		Costs through June 12, 2025				
		Labor:				
	Principal Scientist II		7	135.00		945.00
	Project Manager		0.25	115.00		28.75
	Lic. Weed Cont Qual. Super.(CO)		6.75	100.00		675.00
	Weed Control Technician (CO)		10	65.00		650.00
	Administrative Specialist I		0.5	58.00		29.00
	Accounting Manager I		0.5	75.00		37.50
5/15/2025	Spray Eq. Per Hour	Equipment Expenses: Includes:Truck, Enclosed Trailer, UTV, Spray Rig, Water Tank, and Water Pump	9	80.00		720.00
5/15/2025	Hi-Light Blue per oz	Chemical Expenses:	12	0.46		5.52
5/15/2025	Grounded		12	0.26		3.12
5/15/2025	Esplanade 200 SC		3.75	12.97		48.64
5/15/2025	Semera SC		7.5	3.04		22.80
5/15/2025	Ranger Pro. per oz		120	0.28		33.60
		Travel Expenses:				
3/10/2025	Mileage 4x4.		115	0.95		109.25
5/14/2025	Mileage 4x4 Towing.		291	1.10		320.10

Commercial applicators are licensed by CO & NM Department of Agriculture.  
 AR: 303.770.9788 / ap@habitatmanagementinc.com

**Balance Due**

**\$3,628.28**

WATER

HMI, LLC an Aventia Company  
14 Inverness Drive East  
Suite A-100  
Englewood, CO 80112

Item 3.

DATE	INVOICE NO.
6/12/2025	25-0130

BILL TO
Town of Palmer Lake PO Box 208 Palmer Lake, CO 80133

P.O. #	DUE DATE	TERMS
	7/12/2025	Net 30

DATE	ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
		Palmer Lake Weeds:Facilities Sterliant Treatment Costs through June 12, 2025				
		Labor:				
	Project Manager		0.25	115.00		28.75
	Lic. Weed Cont Qual. Super.(CO)		7.75	100.00		775.00
	Weed Control Technician (CO)		10	65.00		650.00
	Principal Scientist II		4	135.00		540.00
	Administrative Specialist I		0.5	58.00		29.00
	Accounting Manager I		0.5	75.00		37.50
		Chemical Expenses:				
5/15/2025	Hi-Light Blue per oz		20.75	0.46		9.55
5/14/2025	Induce. per oz		0.75	0.26		0.20
5/14/2025	Vastlan. per oz		2.25	0.88		1.98
5/15/2025	Grounded		20	0.26		5.20
5/15/2025	Esplanade 200 SC		6.25	12.97		81.06
5/15/2025	Semera SC		12.5	3.04		38.00
5/15/2025	Ranger Pro. per oz		200	0.28		56.00
		Equipment Expenses:				
5/14/2025	Backpack Sprayer per day		0.5	25.00		12.50
5/15/2025	Spray Eq. Per Hour	Includes:Truck, Enclosed Trailer, UTV, Spray Rig, Water Tank, and Water Pump	5.5	80.00		440.00
		Travel Expenses:				
5/13/2025	Mileage 4x4 Towing.		105	1.10		115.50

Commercial applicators are licensed by CO & NM Department of Agriculture.  
AR: 303.770.9788 / ap@habitatmanagementinc.com

Balance Due

20-71-5210

SAD  
WZ

\$2,820.24

WATER

Item 3.

HMI, LLC an Aventia Company  
14 Inverness Drive East  
Suite A-100  
Englewood, CO 80112

DATE	INVOICE NO.
6/12/2025	25-0131

BILL TO
Town of Palmer Lake PO Box 208 Palmer Lake, CO 80133

P.O. #	DUE DATE	TERMS
	7/12/2025	Net 30

DATE	ITEM	DESCRIPTION	QTY	RATE	CLASS	AMOUNT
		Palmer Lake Weeds:Reservoir Treatments Costs through June 12, 2025				
		Labor:				
	Weed Control Technician (CO)		28.5	65.00		1,852.50
	Lic. Weed Cont Qual. Super.(CO)		22.5	100.00		2,250.00
	Administrative Specialist I		0.5	58.00		29.00
	Accounting Manager I		0.5	75.00		37.50
6/3/2025	GPS Spray Eq. Per Hour	Equipment Expenses: Includes:Truck, Enclosed Trailer, UTV with Spray Rig, Water Tank, Pump and 2x GPS Units	20	110.00		2,200.00
6/2/2025	GPS Datalogger		1	120.00		120.00
6/3/2025	Backpack Sprayer per day		2	25.00		50.00
6/3/2025	Weed Wacker per day		1	75.00		75.00
		Chemical Expenses:				
6/3/2025	Milestone. per oz		3.86	2.79		10.77
6/3/2025	Escort XP		0.83	2.53		2.10
6/3/2025	Dyne-Amic		12.1	0.46		5.57
6/3/2025	Hi-Light Blue per oz		12.1	0.46		5.57
6/3/2025	Vastlan. per oz		16.5	0.88		14.52
		Travel Expenses:				
6/2/2025	Mileage 4x4 Towing.		263	1.10		289.30

20-71-5660 *mm*

Commercial applicators are licensed by CO & NM Department of Agriculture.  
AR: 303.770.9788 / ap@habitatmanagementinc.com

Balance Due *SPO* \$6,941.83

Vendor ID	Name	Payment Number	Check Date	Check Number
CIRSA	CIRSA	0003194	6/26/2025	50795

Item 3.

Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
INV1002055	7/1/2025	Property & Liability 2025-2	\$42,065.84	\$42,065.84	\$0.00	\$42,065.84

**Totals:** \$42,065.84      \$42,065.84      \$0.00      \$42,065.84

LMP100 M/P CHECK



# QUARTERLY INVOICE

Item 3.

**Document Date:** July 1, 2025


**Invoice No:** INV1002055

**Member ID:** 12468

**Due Date:** August 15, 2025

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

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


 \$29,446.08 = 70% Admin 10-21-5133  
 \$12,619.76 = 30% Water 20-71-5133  
**PAYMENT OPTIONS:**

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

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

**Pay by Check Mailing Address:**  
CIRSA  
P.O. Box 209543  
Dallas, TX 75320-9543

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

Vendor ID	Name	Payment Number	Check Date	Check Number	Item 3.	
KROBLAWOFFICES	KROB LAW OFFICE, LLC	0003201	6/26/2025	50801		
Invoice Number	Date	Description	Amount	Amount Paid	Discount	Net Amount Paid
1225	6/24/2025	Legal services	\$25,270.00	\$25,270.00	\$0.00	\$25,270.00

Totals: \$25,270.00    \$25,270.00    \$0.00    \$25,270.00

LMP100    M/P CHECK

# INVOICE

Date: 06/24/2025



**KROB LAW OFFICE, LLC**  
Attorneys at Law

8400 E. Prentice Avenue, Penthouse  
Greenwood Village, CO 80111  
Phone: (303) 694-0099

Town of Palmer Lake

## Town of Palmer Lake-General Legal Services

### General Legal Services

Attorney	Date	Notes	Quantity	Rate	Total
SPK	05/01/2025	Receive and review emails regarding S. Ball PUD, CMI code update agreement and pending tasks, Fowler Ranch Road application, AI pending bill, O Brook Street subdivision, Outline pending tasks, Receive and review email from D. Collins regarding Red Rock Acres annexation review and timeline, Prepare for and attend agenda preparation session with D. Collins, Confer with D. Collins regarding Red Rocks Acres and PC meeting, Review Red Rocks comments and application materials and work on timeline	3.40	\$175.00	\$595.00
SPK	05/02/2025	Review EcoSpa Lease Agreement, Option to Purchase, and provisions of possible amendment	1.00	\$175.00	\$175.00
SPK	05/03/2025	Review notes and memo, Draft and revise EcoSpa amendment to option to purchase agreement, Review Matrix comment letter, Provide comments on pre-petition submission, and draft timeline for Red Rocks Acres annexation, Review materials related to Lakeview Heights preliminary plan and prepare for staff meeting regarding same	5.40	\$175.00	\$945.00
SPK	05/05/2025	Prepare for and attend DRC regular weekly meeting, Receive and review email from D. Collins regarding materials needed for BOT packet, Review D. Collins revisions to pickleball agreement, Receive, review and revise resolution approving agreement for use and scheduling of pickle ball courts, Receive and review D. Collins revisions to EcoSpa purchase option amendment, Receive, review and revise resolution approving EcoSpa option to purchase amendment,	2.80	\$175.00	\$490.00

		Receive and begin review of Lakeview Heights resubdivision development plan resolution			
SPK	05/06/2025	Receive and review CMI scope of work to finish critical issues, Receive, review and revise resolution approving CMI scope of work, Email revised resolutions to D. Collins with cover, Receive, review and revise Lakeview Heights master plan resolution, Email to D. Collins with cover, Review letter from C. Cummins addressing BOT issues related to Lakeview Heights and draft legal insert for staff report, Email with cover to D. Collins and M. Morton and Chief Vincent, Prepare for and attend virtual call regarding Lakeview Heights and staff report, Revise staff report and email to D. Collins, M. Morton and Chief Vincent with cover, Receive and review citizen complaint, Telephone conference with D. Collins regarding same	5.60	\$175.00	\$980.00
SPK	05/07/2025	Receive, review and respond to email from S. Ball regarding amended complaint in Integrity Matters, Receive and review email from D. Collins regarding final BOT agenda, Email to D. Collins regarding Parks and Trails review of pickleball MOU, Prepare for and participate in telephone conference with D. Collins regarding materials to prepare for executive session related to annexation agreement	1.00	\$175.00	\$175.00
SPK	05/08/2025	Receive and review agenda packet for BOT executive session and meeting, Office conference with D. Collins regarding pending items and BOT meeting issues, Prepare for and attend BOT meeting and executive session related to EcoSpa	4.50	\$175.00	\$787.50
SPK	05/09/2025	Review J. Mabe contract regarding Town's use of property during diligence period, Telephone conference with D. Collins, J. Mabe and M. Helwege regarding same	0.80	\$175.00	\$140.00
SPK	05/10/2025	Receive and review email from D. Collins regarding possible petition challenges, Receive and review response from J. Egbert regarding same	0.30	\$175.00	\$52.50
SPK	05/12/2025	Review notes, Prepare for and attend DRC review virtual meeting with D. Collins, M. Morton, and B. Cole, Memos to file regarding same, Review files and update list of pending matters	2.10	\$175.00	\$367.50
SPK	05/13/2025	Receive and review email from M. Helwege regarding use of Town's property while under contract with Twenty1Five	0.30	\$175.00	\$52.50
SPK	05/14/2025	Telephone conference with D. Collins regarding J. Mabe property, Soccer club MOU questions, Lake Ave variance issues, Pinecrest PD situation, Encroachment easement and desire to buy Town property, Emails and concerns from trustees regarding social media sites and pending matters, Telephone conference with D. Collins	2.40	\$175.00	\$420.00

regarding personnel issue related to municipal court					
SPK	05/15/2025	Receive, review and respond to email from D. Collins regarding agenda prep, Follow up discussion with D. Collins regarding pending matters	0.40	\$175.00	\$70.00
SPK	05/16/2025	Receive, review and respond to email from S. Ball and D. Collins regarding use of Pinecrest property as exempt home, Receive and review emails regarding dispute at 121 Lake related to setback and height, Receive and review emails regarding Illumination Point update, Draft revisions to EcoSpa amendment, Email to D. Collins with cover, Telephone conference with D. Collins regarding CORA response, Illumination Point call, Trustee concerns, and pending matters, Prepare for and participate in virtual meeting with with CDOT regarding Illumination Point	2.20	\$175.00	\$385.00
SPK	05/19/2025	Receive and review emails regarding disclosure of information related to petitions, Receive and review email from J. Egbert regarding same, Telephone conference with D. Collins regarding Economic Development Committee, BOT meeting and executive session items, Personal information redaction issue, Receive and review email from B. Cole regarding 0Brook Street deficiencies, Receive and review follow up emails from J. Egbert regarding election challenges filing with municipal clerk versus Secretary of State, Prepare for and attend DRC meeting with D. Collins and B. Cole	3.10	\$175.00	\$542.50
SPK	05/20/2025	Draft and send resolutions to D. Collins for trash hauler, EcoSpa and ballfield fee, Prepare for and participate in agenda prep with D. Collins and Mayor, Revise trash hauler resolution, Email to D. Collins with cover, Review and research personal identification statutes, Review emails requesting not to post petitions, Prepare for and attend virtual meeting with D. Collins and J. Egbert regarding election issues, Review Supreme Court case regarding publication of petitions, Receive, review and respond to email regarding status of EcoSpace amendment and executive session	4.30	\$175.00	\$752.50
SPK	05/21/2025	Receive, review and respond to email from D. Collins regarding A. Hutson inquiry about 121 Lake variance, Receive, review and respond to email from D. Collins regarding hearings to develop crossing templates with railroads, Review emails regarding police complaint and AG complaint against elected officials, Receive, review and edit resolution regarding police off duty rates, Email to D. Collins with cover, Receive and review email from D. Collins regarding questions related to trash hauler resolution, Receive and review final agenda and packet for BOT meeting	2.10	\$175.00	\$367.50
SPK	05/22/2025	Research social media issues after Supreme Court	6.10	\$175.00	\$1,067.50

		decision in Lindke, Draft memo to BOT regarding same for discussion in executive session, Telephone conferences with D. Collins regarding Kolesti CORA requests, Executive session discussion of social media issues, Questions about trash hauler contract and pending matters, Receive and review emails from D. Collins regarding 121 Lake dispute, Review notes and memo to prepare for executive session presentation regarding social media legal issues, Prepare for and attend BOT meeting and executive sessions regarding EcoSpa and social media legal standards			
SPK	05/26/2025	Receive, review and respond to email from A. Jurka regarding request for phone call	0.20	\$175.00	\$35.00
SPK	05/27/2025	Receive and review email from S. Ball and memo from CMI regarding use of Pinecrest as group home, Email to D. Collins regarding pending matters, Telephone conference with D. Collins regarding agenda and meeting matters, Receive and review email from D. Collins regarding Moseley lawsuit, Research Pinecrest issue, Prepare for and participate in weekly land use meeting with D. Collins and B. Cole, Review notes and draft email to D. Collins and B. Cole addressing Pinecrest PD change of use from lodge to assisted living/group home, Receive and review complaint filed by Moseley/Brodzik under false claims act	5.30	\$175.00	\$927.50
SPK	05/28/2025	Telephone conference with D. Collins regarding Moseley/Brodzik lawsuit and requests for legal advice, Follow up discussion with D. Collins regarding same and BOT meeting issues, Follow up discussion with D. Collins regarding CIRSA attorney for Moseley Brodzik litigation, Review emails from D. Collins and BOT members regarding contacts regarding Moseley/Brodzik litigation, Review Town's audit and draft statement for release to press regarding Moseley/Brodzik litigation, Email to BOT with cover, Telephone conference with A. Jurka regarding executive session and related concerns	2.10	\$175.00	\$367.50
SPK	05/29/2025	Receive and review emails from D. Collins regarding pending matters, Prepare for BOT meeting	0.80	\$175.00	\$140.00
SPK	05/30/2025	Receive and review chronology of Eforce issue	0.30	\$175.00	\$52.50

Subtotal \$9,887.50

10-21-5103

**Town of Palmer Lake-2024 Annexation****2024 Annexation**

Attorney	Date	Notes	Quantity	Rate	Total
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SPK	05/01/2025	Receive and review Trustee Dreher questions related to fiscal study, Receive and review email from S. Frear regarding land use timeline and separating eligibility from other determinations, Receive and review email from Mayor Pro Tem Stern regarding water study questions and PIFs, Receive and review completeness memo from CMI for land use applications, Receive and review motion to amend and proposed personal claims against Mayor and Trustee Ball in Integrity Matters case, Receive and review email from L. Hernel regarding same	2.70	\$175.00	\$472.50
SPK	05/02/2025	Receive and review email from R. Moseley regarding BOT consideration and approval of AIR and related documents, Review AIR statute and draft email to BOT with cover regarding same, Telephone conference with D. Collins regarding and work session related to studies, Telephone conference with D. Collins regarding Integrity Matters motion to amend, Review studies in preparation for work session, including Trustee questions	4.50	\$175.00	\$787.50
SPK	05/03/2025	Review revised AIR	0.70	\$175.00	\$122.50
SPK	05/04/2025	Receive and review email from R. Moseley regarding consultation with water operator in developing water study	0.20	\$175.00	\$35.00
SPK	05/05/2025	Finish review and summary of fiscal study, Work on summary of water study, Prepare for and attend work session with consultants and BOT regarding studies, Update DRC regarding land use timeline	7.90	\$175.00	\$1,382.50
SPK	05/06/2025	Review notes, Prepare for and participate in virtual call with applicant's representatives and D. Collins regarding annexation agreement, Receive and review motion to amend and third amended complaint in Integrity Matters case, Forward to G. Havenar and S. Ball with cover	2.50	\$175.00	\$437.50
SPK	05/07/2025	Prepare for and participate in weekly meeting with applicant's counsel and representatives, Email Brownstein CORA request to applicant's counsel, Work on memo to BOT regarding annexation central issues for executive session discussion	3.40	\$175.00	\$595.00
SPK	05/08/2025	Review and summarize studies and draft memo to BOT for executive session discussion of annexation agreement, Telephone conference with C. Garner at Brownstein regarding scope of May 29 BOT hearing, Telephone conference with M. Morton regarding follow up questions related to water infrastructure and allocation of costs, Telephone conference with D. Collins regarding executive sessions related to annexation agreement, Receive and review updated Table 27 from Fiscal report, Draft and send email to D. Guimond regarding same, Add basic precepts to BOT	5.20	\$175.00	\$910.00

		memo for annexation agreement discussions, Prepare for and conduct executive session with BOT regarding annexation agreement			
SPK	05/09/2025	Review materials from executive session related to annexation agreement, Draft and send email to D. Collins regarding materials for BOT for annexation discussions with applicant's representative, Prepare for and attend executive session regarding annexation agreement	3.50	\$175.00	\$612.50
SPK	05/14/2025	Prepare for and attend weekly meeting, Memo to file regarding same, Review draft timeline from CMI for land use processes, Telephone conference with M. Davenport regarding same, Edit land use timeline and email to D. Collins, Telephone conference with D. Collins regarding same, Review and research response to CORA request from Brownstein firm, Begin drafting response	4.80	\$175.00	\$840.00
SPK	05/15/2025	Continue to research CORA and draft suggested responses to Brownstein second request, Email to D. Collins with cover, Email to applicant's counsel for comment, Review notes and correspondence related to annexation agreement and begin drafting	3.70	\$175.00	\$647.50
SPK	05/16/2025	Receive and review comments from L. Aherne regarding CORA requests from Brownstein, Revise suggested responses, Email to D. Collins with cover, Continue to draft annexation agreement	4.50	\$175.00	\$787.50
SPK	05/19/2025	Receive and review updates from CMI regarding land use calendar, Telephone conference with C. Gayle regarding Mayoral concerns, Receive and review emails from D. Collins regarding County maintenance of County Line Road, Receive and review CORA request from M. Bordzik regarding annexation, Receive and review email from B. Cole regarding same, Continue to draft annexation agreement	7.70	\$175.00	\$1,347.50
SPK	05/20/2025	Email to S. Frear regarding summary of applicant's proposal for annexation agreement, Email to D. Collins regarding mill levies by various entities on applicant's property, Continue to draft and revise annexation agreement	3.60	\$175.00	\$630.00
SPK	05/21/2025	Finish initial draft of annexation agreement, Email to D. Collins and BOT with cover, Receive, review and respond to email from S. Frear regarding specifics of developer's proposal for annexation agreement, Follow up telephone conference with S. Frear regarding weekly meeting issues, Receive and review response to motion to amend in Integrity Matters litigation, Receive, review and respond to email from D. Collins regarding roadway maintenance estimates from counties, Follow up email to D. Collins regarding distribution of draft annexation agreement, Receive,	4.10	\$175.00	\$717.50

		review and respond to email from D. Collins regarding request related to posting petition			
SPK	05/22/2025	Receive and review summary of applicant's proposal for annexation agreement, Receive and review cost-benefit analysis from applicant's counsel, Email to D. Collins with cover, Telephone conference with D. Collins regarding posting of petitions, possible relocation of hearings and anticipated executive session discussions, Receive and review email from S. Frear regarding discussions with Monument Fire District, Forward to D. Collins with cover, Review annexation agreement draft and prepare for executive session discussion, Prepare for and attend executive session with BOT regarding annexation agreement	4.20	\$175.00	\$735.00
SPK	05/23/2025	Receive and review email from C. Gayle regarding TRO, Telephone conference with N. Poppe regarding same and Town's response	0.70	\$175.00	\$122.50
SPK	05/27/2025	Receive and review email from Douglas Land Conservancy regarding conservation easement, Forward to S. Frear with cover, Forward same to N. Ruiz with cover, Receive and review response regarding same, Telephone conference with N. Ruiz regarding absence of work in conservation easement area, Draft and send email to D. Collins to forward to BOT regarding same, Receive and review email and letters of sufficiency from D. Collins regarding recall elections and initiative, Receive and review timelines from J. Egbert regarding initiative and recall elections, Confer with D. Collins regarding presentation and method for eligibility hearing, Edit agenda for eligibility hearing and email to D. Collins with cover, Review eligibility resolution and email with minor edits to D. Collins, Receive and review email from D. Collins regarding physical arrangements of Town Hall for eligibility hearing, Review constitutional provisions and statutes and draft memo to BOT regarding eligibility hearing and criteria, Telephone conference with D. Collins regarding same, Email to Fire Chief regarding determination of occupancy limits for eligibility hearing, Receive and review emails from D. Collins and N. Ruiz regarding slides to include in public packet for eligibility hearing, Receive and review emails from M Brodzik and D. Collins regarding availability of draft annexation agreement, Receive and review email from D. Collins regarding special accommodations for eligibility hearing, Receive and review email from R. Moseley regarding concerns with AIR and annexation process, Email to D. Collins regarding same	7.30	\$175.00	\$1,277.50
SPK	05/28/2025	Review applicant's annexation agreement bullet points, notes from discussions with BOT and notes for Town's annexation agreement, Draft responsive bullet points to applicant's list, Prepare for and attend weekly meeting	7.80	\$175.00	\$1,365.00

with applicant's counsel, Review TRO motions and motion for reconsideration filed by Integrity Matters, Review OML for eligibility hearing and outline points for presentation, Receive and review agenda and BOT packet for eligibility hearing, Receive and review applicant's presentation, Receive and review motions for TRO by Integrity Matters, Town's response to motion to move venue, Court's order denying TRO to move venue and Court's order denying request to reconsider

SPK	05/29/2025	Telephone conferences with D. Collins regarding eligibility hearing issues, annexation agreement bullet points, and pending items, Receive and review emails regarding N. Ruiz eligibility presentation, Review notes, Receive and review email from Fire Chief regarding meeting occupancy limits, Prepare for and attend eligibility hearing	7.60	\$175.00	\$1,330.00
SPK	05/30/2025	Receive and review emails from N. Poppe and applicant's counsel regarding additional filings by Integrity Matters, Receive and review revised motion to amend complaint and reply to motion to dismiss and third amended complaint, Receive and review emails from D. Collins and B. Cole regarding DRC review of land use submissions	1.10	\$175.00	\$192.50
SPK	05/31/2025	Receive and review email from D. Collins to L. Jurka regarding adding written comments to record from eligibility hearing, Receive and review email from D. Collins regarding items for DRC meeting upcoming	0.20	\$175.00	\$35.00

Subtotal \$15,382.50

*E* 10-21-5109-040  
REIMB

Total \$25,270.00

## Detailed Statement of Account

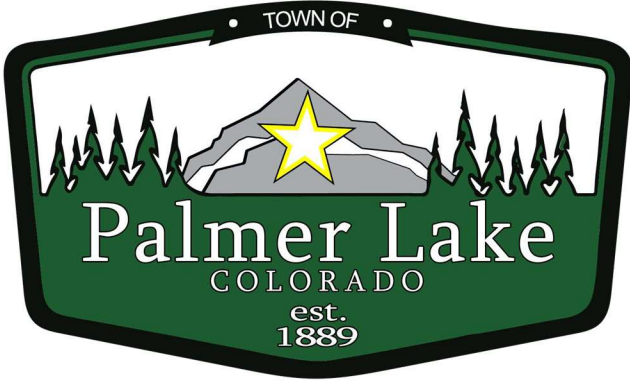
### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1225	06/24/2025	\$25,270.00	\$0.00	\$25,270.00
			<b>Outstanding Balance</b>	<b>\$25,270.00</b>
			<b>Total Amount Outstanding</b>	<b>\$25,270.00</b>

Please make all amounts payable to: Krob Law Office, LLC



**TOWN OF PALMER LAKE**  
**Financial Statements**  
**May 2025**  
**Unaudited**



**Schedule of Cash Position**  
**May 2025**

**TOWN OF PALMER LAKE**  
**Schedule of Cash Position**  
**May 2025**

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	\$ 3,220,453
<b>GENERAL FUND RESERVES:</b>				
Colorado Trust (ColoTrust) <i>* Operating Reserve - 3 months (\$775,497)</i>	General Fund Reserve	Savings	4.37%	\$ 1,610,822
Colorado Trust (ColoTrust)	Police Reserve	Savings	4.37%	\$ 7
Colorado Trust (ColoTrust)	Fire Reserve	Savings	4.37%	\$ 68,460
Colorado Trust (ColoTrust)	Roads Reserve	Savings	4.37%	\$ 11,401
<b>General Fund Reserves Subtotal</b>				<u>\$ 1,690,690</u>
<b>General Fund Accounts Total</b>				<u><u>\$ 4,911,143</u></u>
<b>WATER FUND</b>				
<b>WATER FUND OPERATING:</b>				
Community Banks of CO	Water Fund Operating	Checking	n/a	\$ 1,412,639
<b>WATER FUND RESERVES:</b>				
Colorado Trust (ColoTrust)	Water Reserve	Savings	4.37%	\$ 205,186
Colorado Trust (ColoTrust)	Water Cap Imp Reserve	Savings	4.37%	\$ 228,022
<b>RESTRICTED FUNDS (WATER FUND):</b>				
Colorado Trust (ColoTrust) <i>* Restricted - Loan Reserve - 3 months (\$216,571)</i>	Water Loan Reserve	Savings	4.37%	\$ 227,315
<b>Water Fund Accounts Total</b>				<u><u>\$ 2,073,162</u></u>
<b>CONSERVATION TRUST FUND</b>				
<b>CONSERVATION TRUST FUND:</b>				
Colorado Trust (ColoTrust)	CTF Reserve	Savings	4.37%	\$ 31,174
<b>Conservation Trust Fund Account Total</b>				<u><u>\$ 31,174</u></u>



**Financial Reports**  
**May 2025**

# TOWN OF PALMER LAKE

Item 4.

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

For the Five Months Ended May 31, 2025  
UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 42%)
<b>REVENUE</b>				
Taxes	\$ 3,579,885	\$ 1,790,712	\$ (1,789,173)	50%
Fees and Licenses	288,725	87,062	(201,663)	30%
Fines	60,000	11,316	(48,684)	19%
Interest	85,567	35,650	(49,917)	42%
Departmental	70,500	36,065	(34,435)	51%
Grants and Donations	1,512,517	75,500	(1,437,017)	5%
Miscellaneous	87,600	388,995	301,395	444%
Total Revenue	\$ 5,684,794	\$ 2,425,300	\$ (3,259,494)	43%
<b>EXPENDITURES</b>				
Administration				
Salaries and Benefits	\$ 307,253	\$ 128,822	\$ 178,431	42%
Professional Services	372,700	233,245	139,455	63%
Administrative/Operations	260,700	105,224	155,476	40%
Capital Outlays	26,200	11,252	14,948	43%
Total Administration	\$ 966,853	\$ 478,543	\$ 488,310	49%
Police Department				
Salaries and Benefits	\$ 1,124,609	\$ 376,832	\$ 747,777	34%
Professional Services	114,400	7,017	107,383	6%
Administrative/Operations	184,009	72,332	111,677	39%
Capital Outlays	12,000	41,957	(29,957)	350%
Total Police Department	\$ 1,435,018	\$ 498,138	\$ 936,880	35%
Fire Department				
Salaries and Benefits	\$ 999,520	\$ 369,016	\$ 630,504	37%
Professional Services	17,700	13,128	4,572	74%
Administrative/Operations	137,525	29,942	107,583	22%
Capital Outlays	15,000	-	15,000	0%
Total Fire Department	\$ 1,169,745	\$ 412,086	\$ 757,659	35%
Public Works Department - Roads				
Salaries and Benefits	\$ 293,379	\$ 115,305	\$ 178,074	39%
Professional Services	31,300	11,384	19,916	36%
Administrative/Operations	187,800	60,044	127,756	32%
Capital Outlays	1,825,996	66,003	1,759,993	4%
Total Roads Department	\$ 2,338,475	\$ 252,736	\$ 2,085,739	11%
Public Works Department - Parks				
Administrative/Operations	\$ 47,600	\$ 17,047	\$ 30,553	36%
Capital Outlays	20,000	9,374	10,626	47%
Total Parks Department	\$ 67,600	\$ 26,421	\$ 41,179	39%
Total Expenditures	\$ 5,977,691	\$ 1,667,924	\$ 4,309,767	28%
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	\$ (292,897)	\$ 757,376	\$ 1,050,273	
<b>FUND BALANCE - BEGINNING OF YEAR</b>		\$ 4,174,737		
<b>FUND BALANCE - END OF YEAR</b>		<b>\$ 4,932,113</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 Five Months Ended May 31, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 42%)
<b>REVENUE</b>				
Water Billing	\$ 1,438,257	\$ 519,177	\$ (919,080)	36%
Water Improvement Fee	79,626	32,464	(47,162)	41%
Water Loan	217,596	90,659	(126,937)	42%
Water Tap Fees	75,090	25,030	(50,060)	33%
Water Meter/Parts	2,550	850	(1,700)	33%
Late Fees/Service Fees	15,000	7,375	(7,625)	49%
Interest	30,000	11,997	(18,003)	40%
Grants	-	7,500	7,500	0%
Total Revenue	<u>\$ 1,858,119</u>	<u>\$ 698,035</u>	<u>\$ (1,160,084)</u>	<u>38%</u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 551,139	\$ 160,449	\$ 390,690	29%
Professional Services	133,500	36,240	97,260	27%
Administrative/Operations	443,300	177,219	266,081	40%
Capital Outlays	454,800	23,108	431,692	5%
Debt Service	211,887	105,944	105,943	50%
Total Expenditures	<u>\$ 1,794,626</u>	<u>\$ 502,960</u>	<u>\$ 1,291,666</u>	<u>28%</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>				
	<u>\$ 63,493</u>	<u>\$ 195,075</u>	<u>\$ 131,582</u>	
<b>FUND BALANCE - BEGINNING OF YEAR</b>				
		<u>\$ 1,264,490</u>		
<b>FUND BALANCE - END OF YEAR</b>				
		<u>\$ 1,459,565</u>		
Less: Restricted Operating Reserve - 3 months		(216,571)	<i>Note 1</i>	
<b>FUND BALANCE - END OF YEAR - Unrestricted</b>				
		<u><u>\$ 1,242,994</u></u>		

*Note 1: CWR&PDA Loan Requirement*

# TOWN OF PALMER LAKE

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

For the Five Months Ended May 31, 2025

UNAUDITED

	2025 Original Budget	Actual	Variance Favorable (Unfavorable)	Percent of Budget (YTD 42%)
<b>REVENUE</b>				
State Shared Revenue	\$ 36,000	\$ 7,996	\$ (28,004)	22%
Interest	1,425	566	(859)	40%
<b>Total Revenue</b>	<u>\$ 37,425</u>	<u>\$ 8,562</u>	<u>\$ (28,863)</u>	<u><b>23%</b></u>
<b>EXPENDITURES</b>				
Salaries and Benefits	\$ 13,296	\$ -	\$ 13,296	0%
Administrative/Operations	4,000	1,488	2,512	37%
Capital Outlays	10,000	-	10,000	0%
<b>Total Expenditures</b>	<u>\$ 27,296</u>	<u>\$ 1,488</u>	<u>\$ 25,808</u>	<u><b>5%</b></u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 10,129</u>	<u>\$ 7,074</u>	<u>\$ (3,055)</u>	
<b>FUND BALANCE - BEGINNING OF YEAR</b>		<u>\$ 84,625</u>		
<b>FUND BALANCE - END OF YEAR - Restricted</b>		<u><u>\$ 91,699</u></u>		



**Accounts Payable Reports**  
**May 2025**

Ranges: From: To: From: To:  
 Check Number First Last Check Date 5/1/2025 5/31/2025  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50639	AMCOBIIT	AMCOBI	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$3,828.50
50640	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$70.00
50641	ESO	ESO SOLUTIONS, INC.	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$2,525.30
50642	HOMEDEPOTCREDIT	HOME DEPOT CREDIT SERVICES	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$444.26
50643	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$5,000.00
50644	OREILLY	O'Reilly Automotive, Inc.	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$582.57
50645	RHINEHARTOIL	PARKLAND USA CORPORATION	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$3,448.23
50646	SHAWNCRAWFORD	SHAWN CRAWFORD	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$75.00
50647	SOURCEMANAGE	SOURCE MANAGEMENT INC.	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$84.35
50648	SPRINGSMOUNTAIN	Springs Mountain Water	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$71.90
50649	STERICYCLE	STERICYCLE, INC.	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$40.52
50650	WEARPARTS&EQUIP	Wear Parts & Equipment	5/1/2025	COBANK-CKG 9495	PMCHK00000219	\$697.50
50651	KELLEYDONALDSO	KELLEY DONALDSON	5/1/2025	COBANK-CKG 9495	PMCHK00000220	\$500.00
50652	AIRGAS	AIRGAS USA, LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$102.45
50653	CALIBREPRESS	CALIBRE PRESS	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$495.00
* 50654	CALVINLEOTA	CALVIN LEOTA	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$760.00
50655	CHAVEZCONSULTIN	CHAVEZ CONSULTING INC., LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$612.50
50656	CIVICPLUSLLC	CIVICPLUS LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$5,996.17
50657	COLORADOANALYTI	COLORADO ANALYTICAL LAB	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$168.00
50658	CKT	COMMON KNOWLEDGE TECHNOLOGY	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$1,660.00
50659	ECS	EMPLOYERS COUNCIL	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$4,106.00
50660	ESO	ESO SOLUTIONS, INC.	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$208.53
50661	EUGENE RAMIREZ	Eugene (Gene) Ramirez	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$111.78
50662	EVOQUA	EVOQUA WATER TECHNOLOGIES LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$1,513.00
50663	GALLS	GALLS, LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$104.14
50664	HYDROCORP	HYDROCORP INC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$459.45
50665	MEYER&SAMS,INC	MEYER & SAMS, INC. DBA GMS INC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$20,890.10
50666	ORKIN	Orkin	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$625.25
50667	DPCINDUSTRIES	PVS DX, INC.	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$70.00
50668	PIONEER	SITEONE LANDSCAPE SUPPLY, LLC	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$939.80
50669	GAZETTE	THE GAZETTE	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$6,074.08
50670	TLECC	TIMBER LINE ELECTRIC & CONTROL	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$265.00
50671	UNCC	UTILITY NOTIFICATION CENTER OF	5/8/2025	COBANK-CKG 9495	PMCHK00000221	\$31.55
50672	ALERT360	ALERT 360	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$32.03
50673	BENJAMINSHANKS	BENJAMIN SHANKS	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$115.00
50674	CENTURYLINK	CENTURYLINK	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$696.09
50675	CHRISKEOUGH	CHRIS KEOUGH	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$553.58
50676	CIVICPLUSLLC	CIVICPLUS LLC	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$2,400.00
50677	CKT	COMMON KNOWLEDGE TECHNOLOGY	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$2,867.75
50678	EROCKLLC	E ROCK LLC	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$500.00
50679	FILTRONICSINC	FILTRONICS, INC.	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$3,269.53
50680	INTELCHOICE	Intellichoice, Inc.	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$2,952.72
50681	JAN-PROFRANCHIS	JAN-PRO FRANCHISE DEVELOPMENT	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$267.75
50682	JRENGINEERING	JR ENGINEERING, LLC	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$7,877.17
50683	KROBLAWOFFICES	KROB LAW OFFICE, LLC	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$17,045.00
50684	MCKINNEY	MCKINNEY DOOR & HARDWARE	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$108.00
50685	MONARCHMERCHAND	MONARCH MERCHANDISING	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$353.66
50686	MYFLEETCENTER	MYFLEETCENTER	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$243.02
50687	PALMERLAKESANIT	PALMER LAKE SANITATION	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$1,389.00
50688	PUREENERGY	PURE ENERGY	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$760.00
50689	QUENTINDAVIS	QUENTIN DAVIS	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$23.64
50690	REPUBLICSERVICE	REPUBLIC SERVICES #653	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$841.04
50691	SAFELITE	SAFELITE FULFILLMENT, INC.	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$1,397.14
50692	SOURCEMANAGE	SOURCE MANAGEMENT INC.	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$112.88
50693	SPRINGSMOUNTAIN	Springs Mountain Water	5/15/2025	COBANK-CKG 9495	PMCHK00000222	\$46.00
50694	ALLWATERSUPPLY	ADVANCED PUMP & EQUIPMENT, INC	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$333.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
50695	ALLCOPYPRODUCTS	ALL COPY PRODUCTS, INC.	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$199.50
50696	BRETTBAUMER	BRETT BAUMER	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$75.00
50697	COLORADOCANYON	COLORADO CANYON SIGNS INC.	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$200.00
50698	COLORADORURALWA	Colorado Rural Water Associati	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$4,000.00
50699	COREANDMAIN	CORE & MAIN LLP	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$20,542.68
50700	COSTCO	Costco Wholesale	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$130.00
50701	INTERSTATECHEMI	INTERSTATE CHEMICAL CO., INC	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$2,299.29
50702	JILLBRADLEY	JILL BRADLEY	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$75.00
50703	CICCOLELLAJOHNS	JOHN CICCOLELLA	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$320.00
50704	JULIAENDERS	JULIA ENDERS	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$75.00
50705	AHOLINDSAY	Lindsay Aho	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$50.00
50706	SAFELIFEDEFENSE	SAFE LIFE DEFENSE	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$1,439.10
50707	SPRINGSMOUNTAIN	Springs Mountain Water	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$64.15
50708	TRILAKESPRESCHO	TRI LAKES COMMUNITY PRESCHOOL	5/22/2025	COBANK-CKG 9495	PMCHK00000223	\$75.00
* 50709	AT&TMOBILITY	AT & T MOBILITY	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$1,564.62
* 50710	BLUETO GOLDLLC	BLUE TO GOLD, LLC	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$1,485.00
* 50711	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$35.00
* 50712	COREANDMAIN	CORE & MAIN LLP	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$596.61
* 50713	KATHYNEAL	KATHY NEAL	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$11.02
* 50714	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$5,000.00
* 50715	STERICYCLE	STERICYCLE, INC.	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$42.55
* 50716	THRIFTYTHRONES	THRIFTY THRONES	5/29/2025	COBANK-CKG 9495	PMCHK00000224	\$1,780.00
50717	AT&TMOBILITY	AT & T MOBILITY	5/29/2025	COBANK-CKG 9495	PMCHK00000225	\$1,564.62
50718	BLUETO GOLDLLC	BLUE TO GOLD, LLC	5/29/2025	COBANK-CKG 9495	PMCHK00000225	\$1,485.00
50719	COLORADODIVISIO	COLORADO DIVISION OF FIRE PREV	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$35.00
50720	COREANDMAIN	CORE & MAIN LLP	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$596.61
50721	KATHYNEAL	KATHY NEAL	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$11.02
50722	KELLYBOOKSLLC	MOUNTAIN SHADOWS ACCOUNTING GR	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$5,000.00
50723	STERICYCLE	STERICYCLE, INC.	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$42.55
50724	THRIFTYTHRONES	THRIFTY THRONES	5/29/2025	COBANK-CKG 9495	PMCHK00000226	\$1,780.00

Total Checks: 86

Total Amount of Checks: \$146,046.10  
 =====

Town of Palmer Lake  
 ACH REGISTER REPORT  
 Payables Management

ACH Date: 5/1/2025 From: 5/1/2025 To: 5/31/2025  
 Checkbook ID: COBANK-CKG 9495 COBANK-CKG 9495

Sorted By: Date

Trx Date	Orig. Audit Trail	Distribution Reference	Orig. Master Number	Orig. Master Name	Amount
5/1/2025	CMTRX00000203	Bank Transaction Entry	WDL000002064	Comcast Business	193.35
5/1/2025	CMTRX00000203	Bank Transaction Entry	WDL000002065	Xfinity	13.23
5/1/2025	CMTRX00000203	Bank Transaction Entry	WDL000002076	Paycom	83,958.41
5/5/2025	CMTRX00000203	Bank Transaction Entry	WDL000002071	Parking Kiosk Fees	170.31
5/5/2025	CMTRX00000203	Bank Transaction Entry	WDL000002072	Parking Kiosk Fees	13.50
5/5/2025	CMTRX00000203	Bank Transaction Entry	WDL000002074	WEX Fuel	3,299.20
5/7/2025	CMTRX00000203	Bank Transaction Entry	WDL000002066	CORE Electric	11,959.16
5/7/2025	CMTRX00000203	Bank Transaction Entry	WDL000002068	PCS	1,764.58
5/7/2025	CMTRX00000203	Bank Transaction Entry	WDL000002069	FPPA	12,169.79
5/7/2025	CMTRX00000205	Bank Transaction Entry	WDL000002086	Humana	1,335.26
5/8/2025	CMTRX00000203	Bank Transaction Entry	WDL000002054	Black Hills Energy	136.57
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002055	Black Hills Energy	121.53
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002056	Black Hills Energy	88.09
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002057	Black Hills Energy	81.40
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002058	Black Hills Energy	78.98
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002059	Black Hills Energy	68.03
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002060	Black Hills Energy	52.83
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002061	Black Hills Energy	35.19
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002062	Black Hills Energy	25.45
5/13/2025	CMTRX00000203	Bank Transaction Entry	WDL000002073	Pinnacol Assurance	6,925.00
5/15/2025	CMTRX00000205	Bank Transaction Entry	WDL000002087	Paycom	103,667.46
5/16/2025	CMTRX00000203	Bank Transaction Entry	WDL000002063	Visa Cardmember Services	6,547.84
5/16/2025	CMTRX00000203	Bank Transaction Entry	WDL000002067	Health Equity	7.50
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002041	Amcobi	1,375.54
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002042	Amcobi	221.80
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002043	Amcobi	165.13
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002044	Amcobi	139.98
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002045	Amcobi	127.50
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002046	Amcobi	117.44
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002047	Amcobi	117.44
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002048	Amcobi	100.57
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002049	Amcobi	97.17
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002050	Amcobi	95.41
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002051	Amcobi	93.65
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002052	Amcobi	89.25
5/21/2025	CMTRX00000203	Bank Transaction Entry	WDL000002070	FPPA	12,002.23
5/21/2025	CMTRX00000205	Bank Transaction Entry	WDL000002085	PCS	1,932.65
5/22/2025	CMTRX00000206	Bank Transaction Entry	WDL000002111	Community Banks of CO	9.00
5/27/2025	CMTRX00000203	Bank Transaction Entry	WDL000002053	Anthem	11,876.93
5/29/2025	CMTRX00000205	Bank Transaction Entry	WDL000002088	Paycom	90,581.27
<b>Total ACHs:</b>	<b>40</b>			<b>Total Amount of ACHs:</b>	<b>\$ 351,855.62</b>



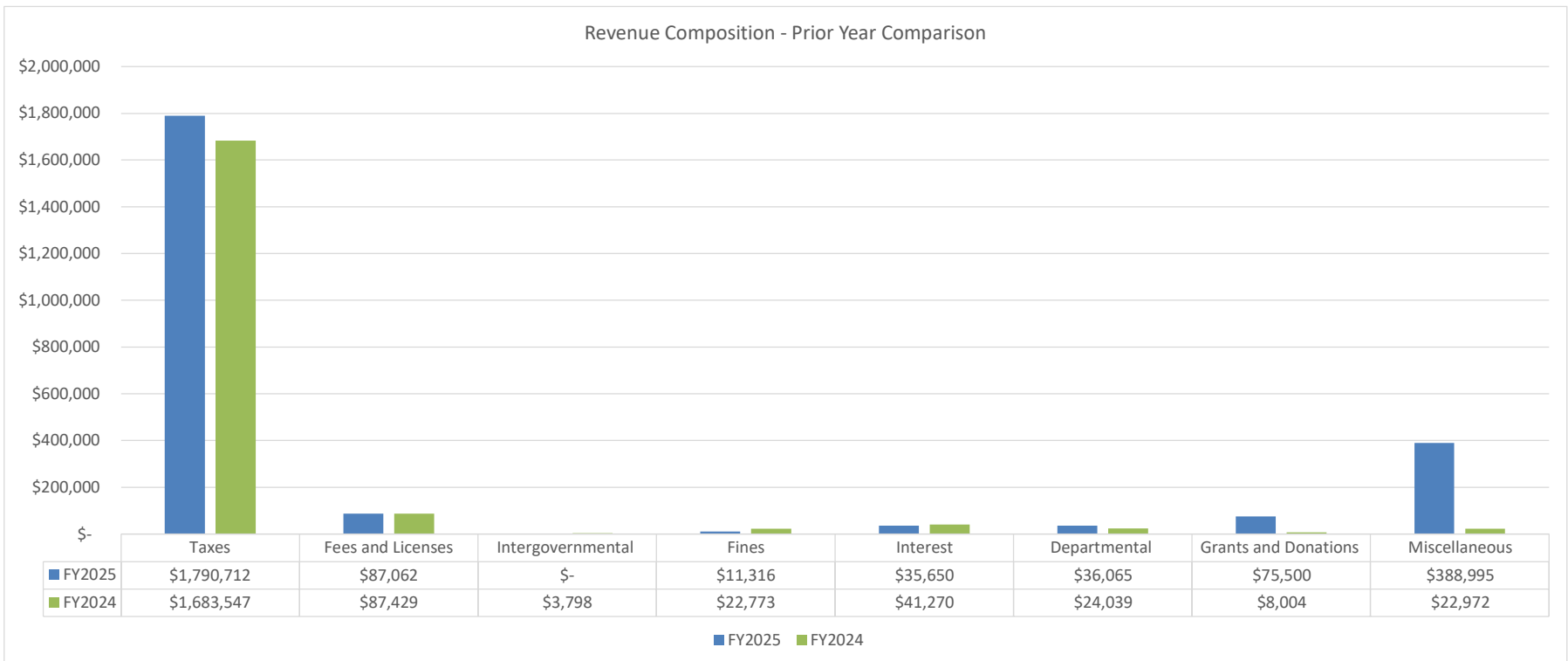
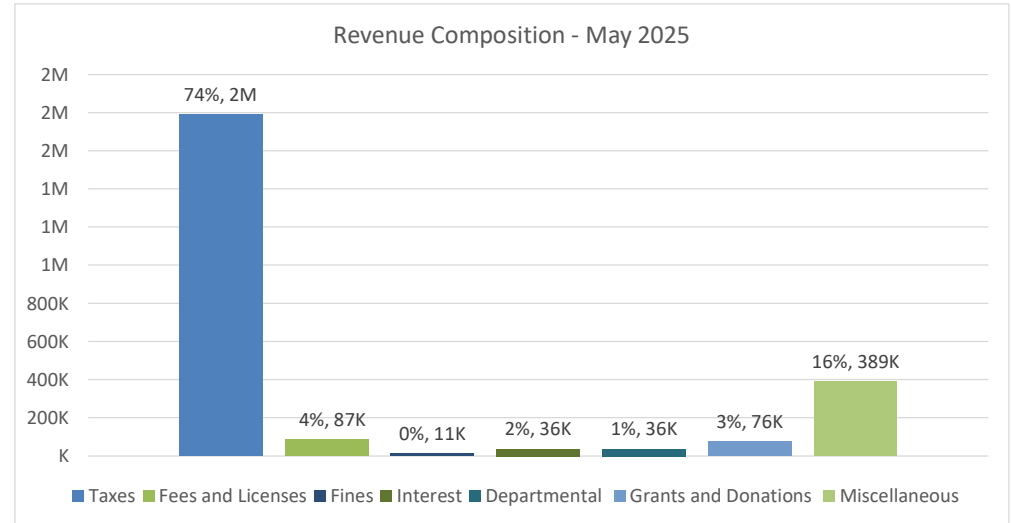
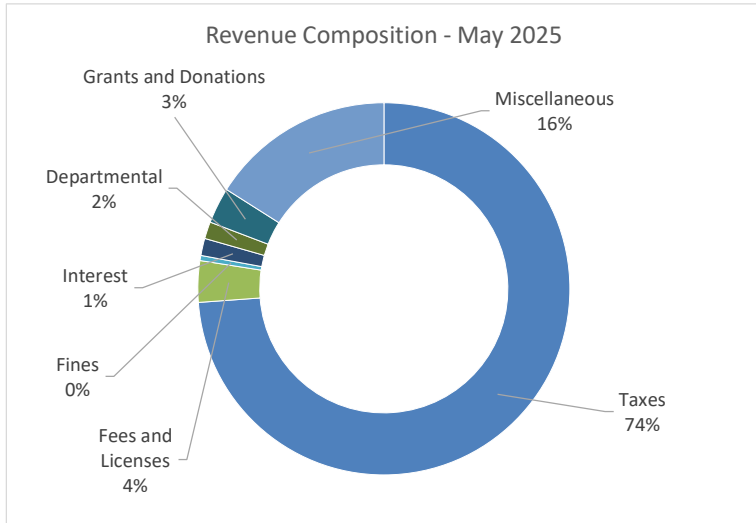
**Charts**  
**May 2025**

# TOWN OF PALMER LAKE

Item 4.

## REVENUE CHARTS GENERAL FUND

For the Five Months Ended May 31, 2025  
UNAUDITED

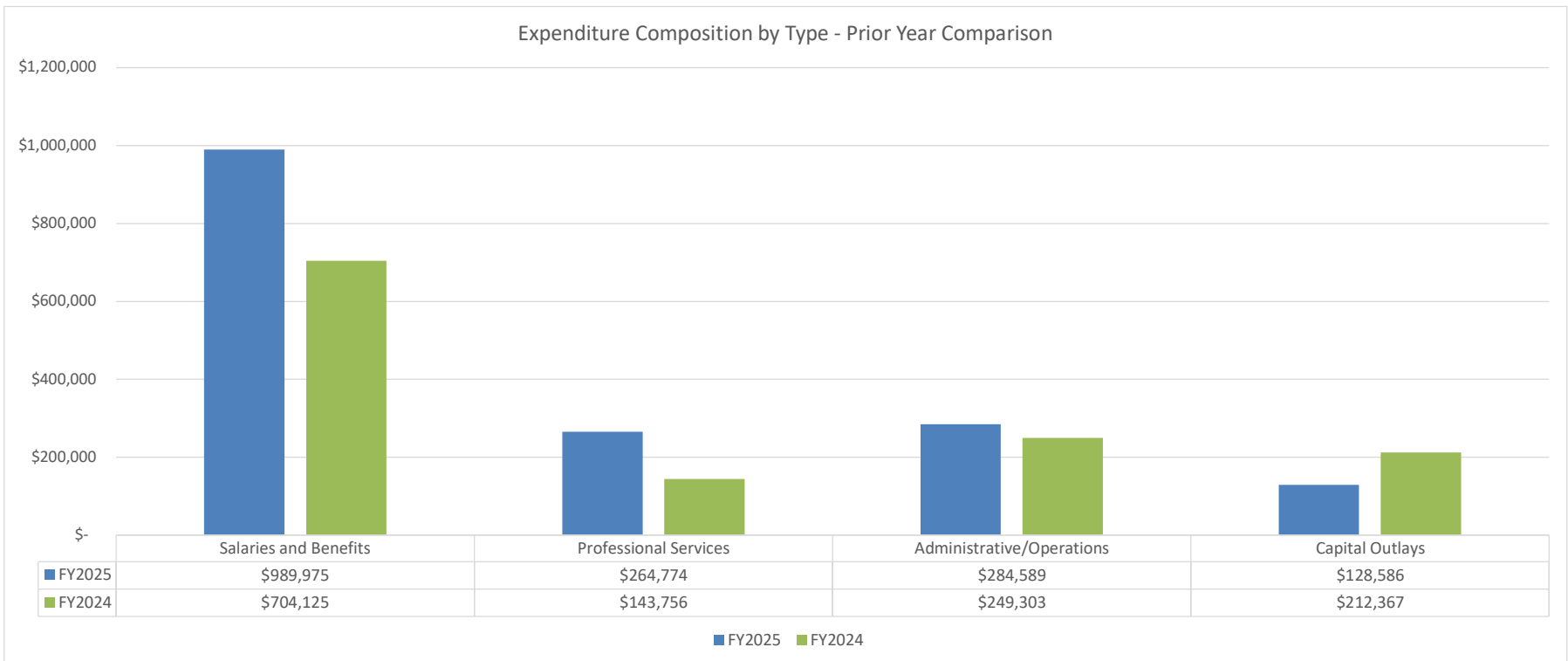
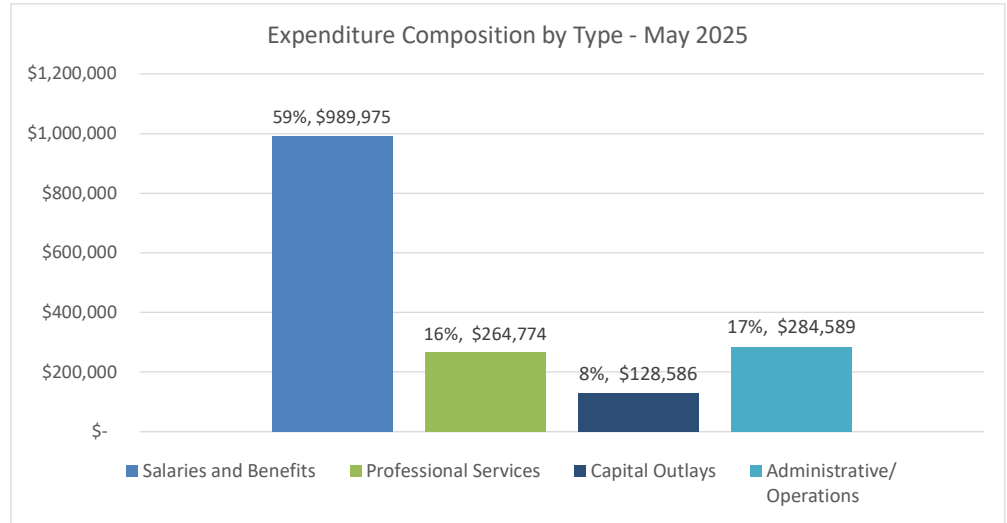
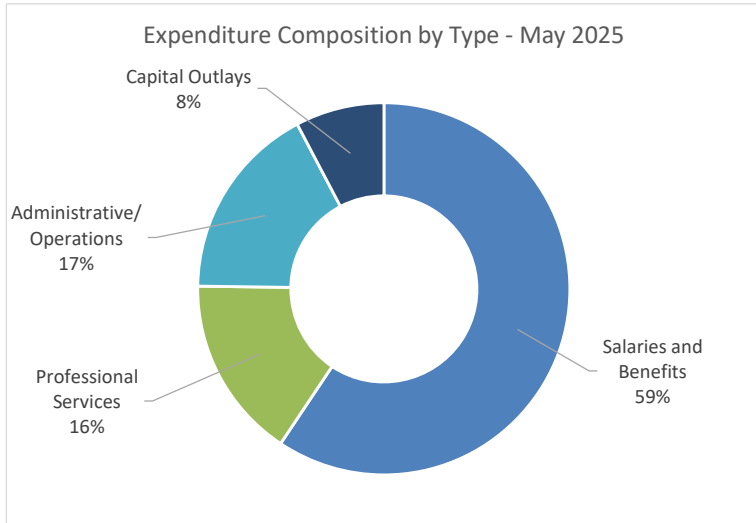


# TOWN OF PALMER LAKE

Item 4.

## EXPENDITURE CHARTS GENERAL FUND

For the Five Months Ended May 31, 2025  
UNAUDITED



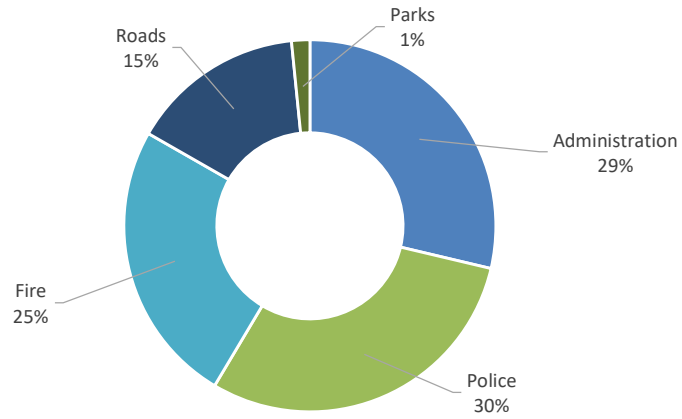
# TOWN OF PALMER LAKE

Item 4.

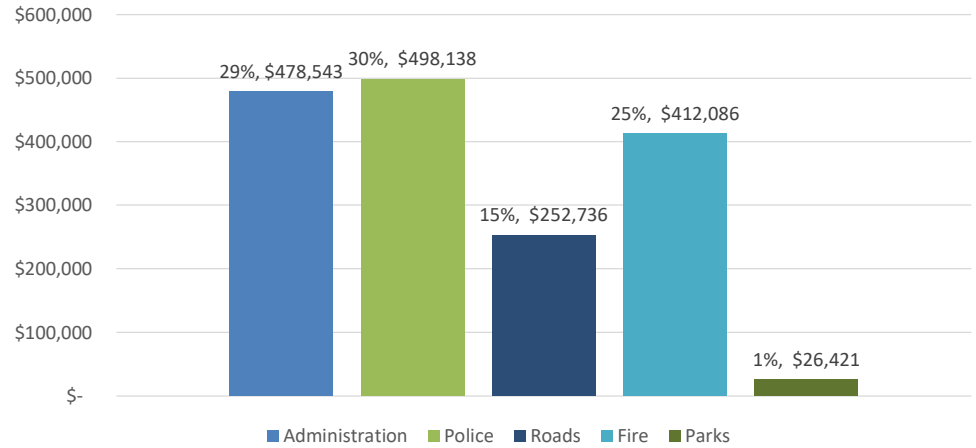
## EXPENDITURE CHARTS GENERAL FUND

For the Five Months Ended May 31, 2025  
UNAUDITED

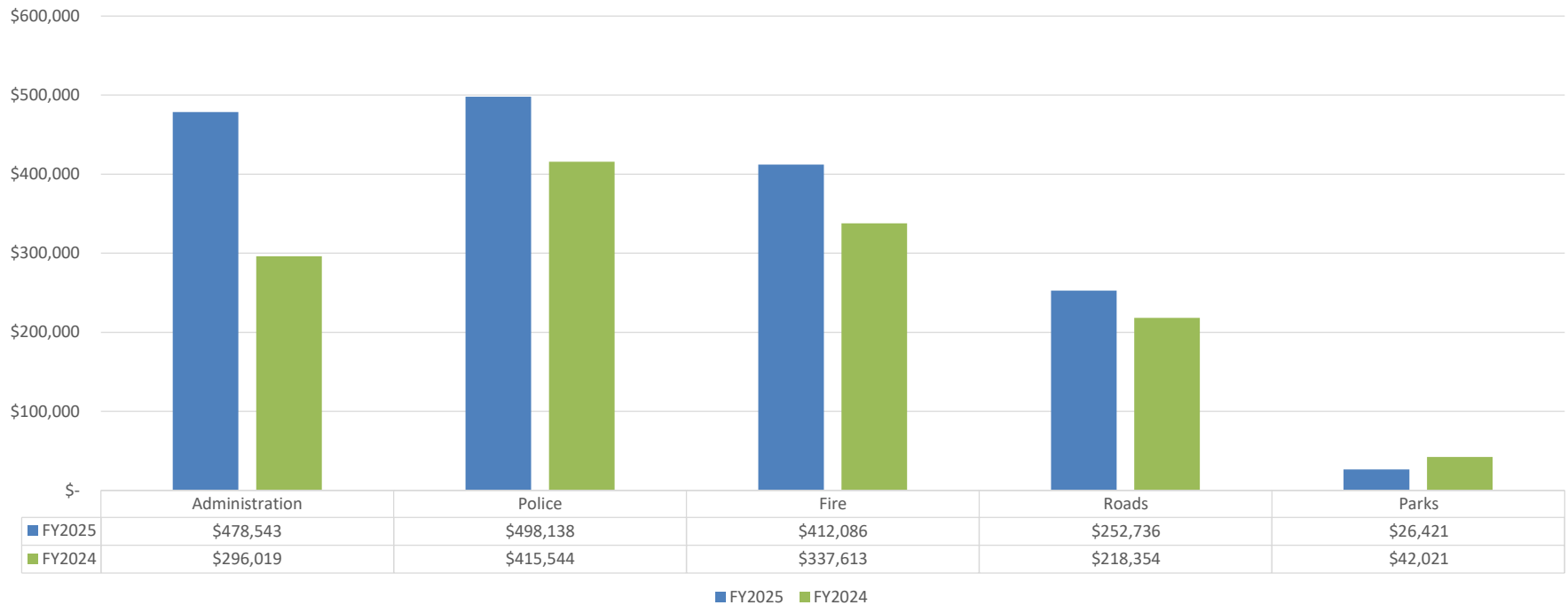
Expenditure Composition by Department - May 2025



Expenditure Composition by Department - May 2025



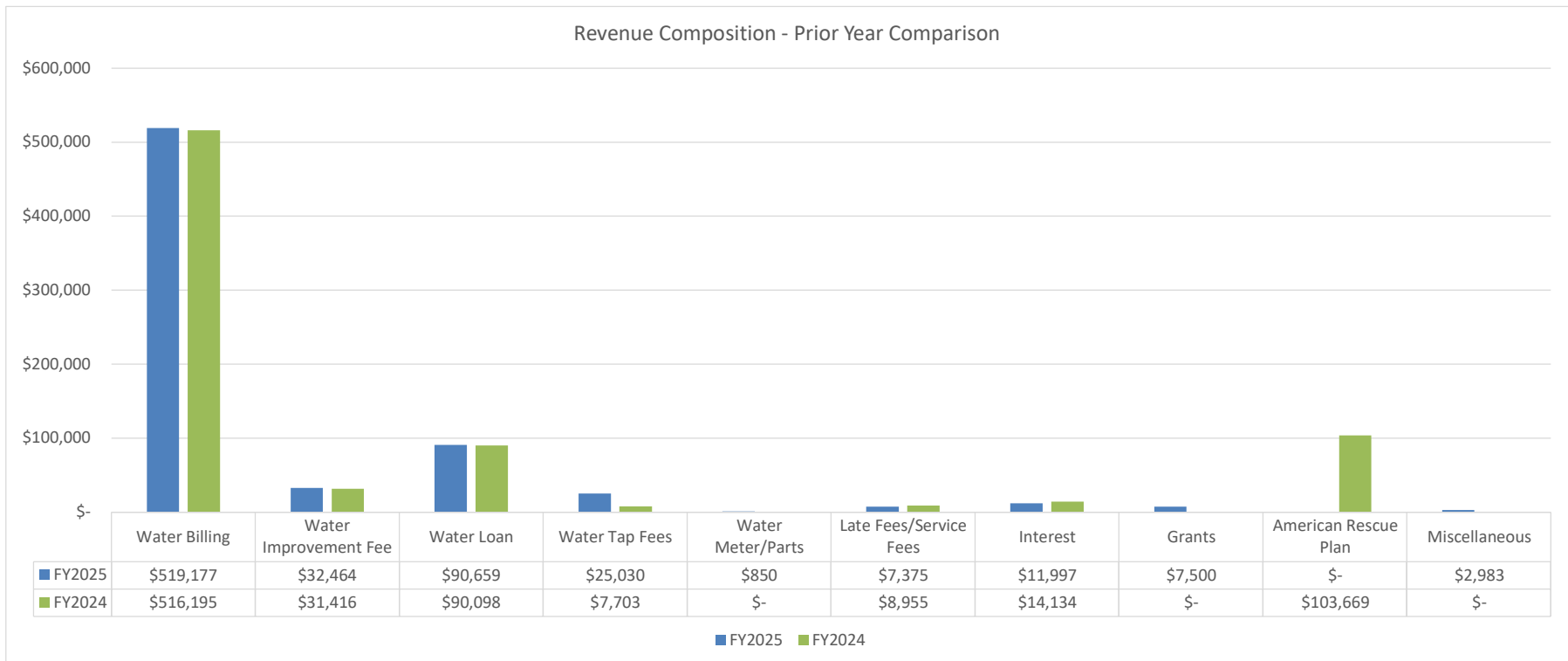
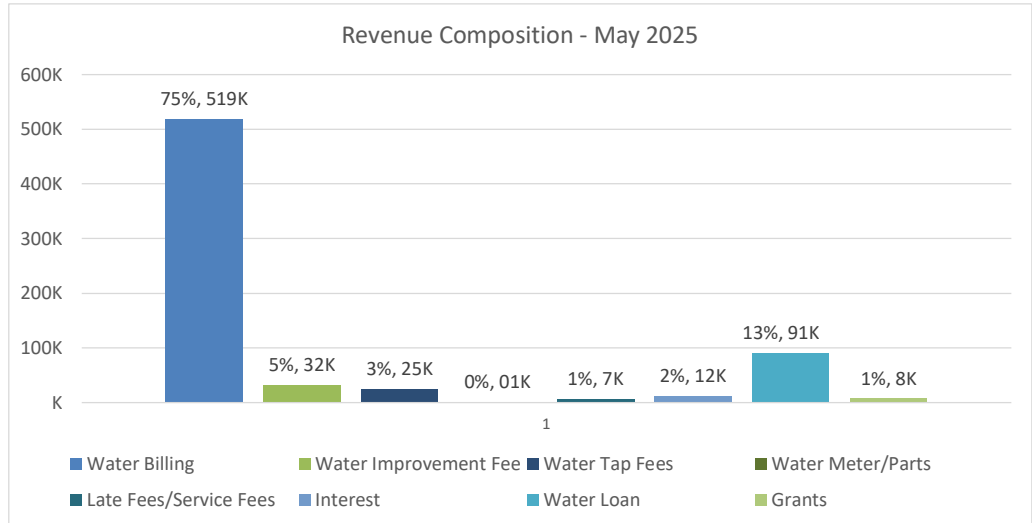
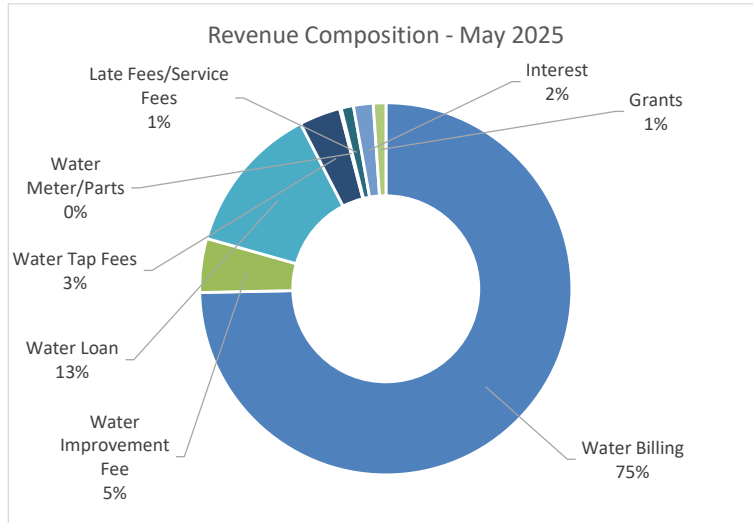
Expenditure Composition by Department - Prior Year Comparison



# TOWN OF PALMER LAKE

Item 4.

## REVENUE CHARTS WATER ENTERPRISE FUND For the Five Months Ended May 31, 2025 UNAUDITED

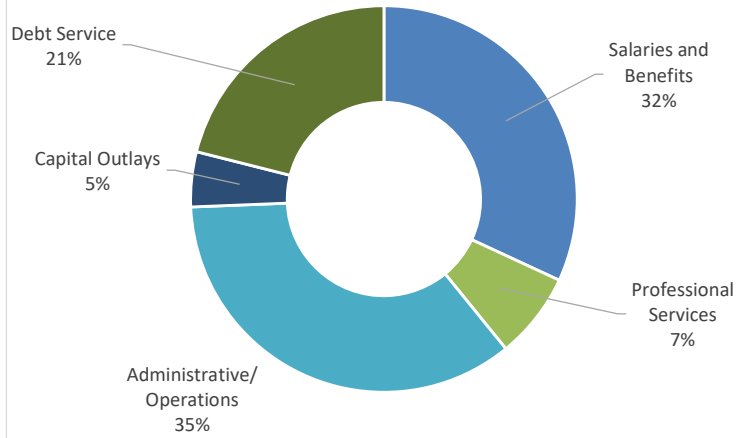


# TOWN OF PALMER LAKE

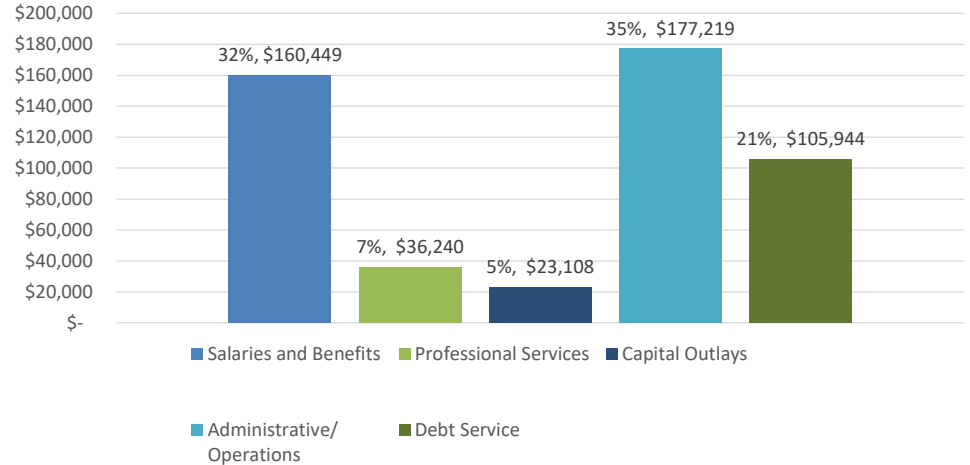
Item 4.

## EXPENDITURE CHARTS WATER ENTERPRISE FUND For the Five Months Ended May 31, 2025 UNAUDITED

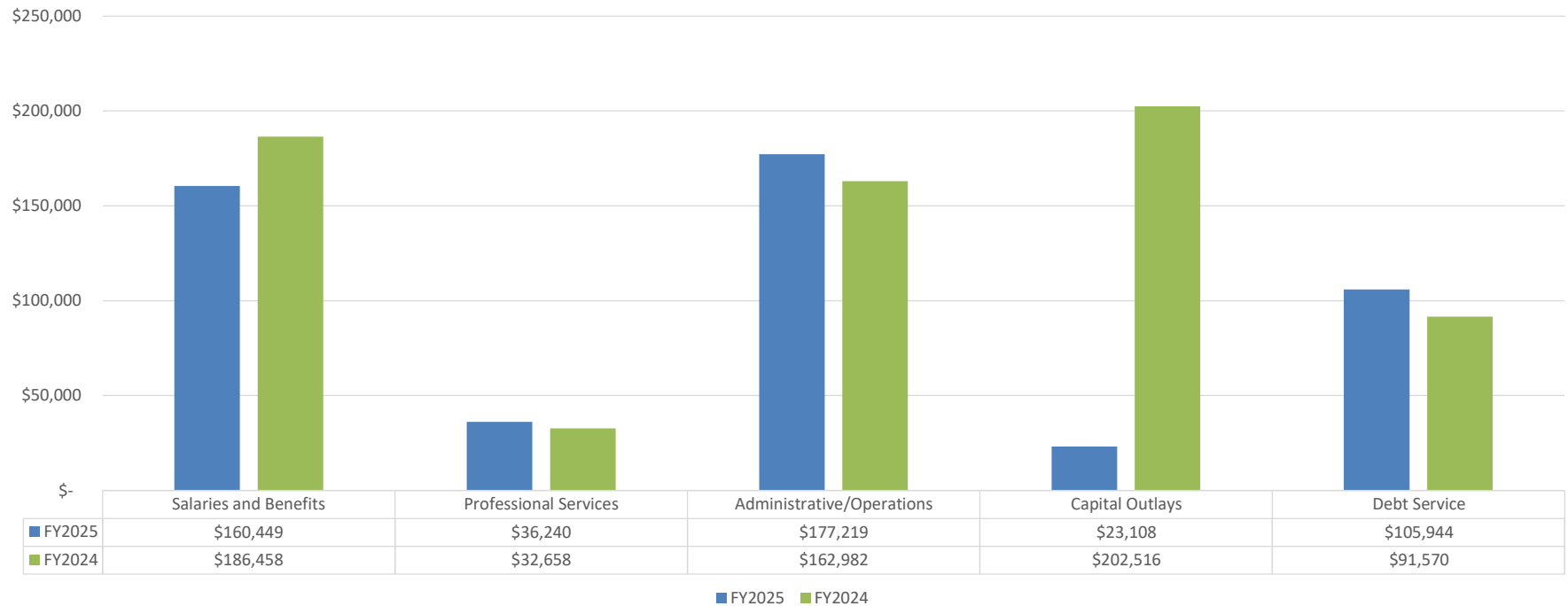
Expenditure Composition by Type - May 2025



Expenditure Composition by Type - May 2025



Expenditure Composition by Type - Prior Year Comparison



**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 50-2025**

**A RESOLUTION OF THE TOWN OF PALMER LAKE  
APPROVING AN APPOINTMENT TO FILL A VACANCY ON THE  
TOWN BOARD OF TRUSTEES**

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

**WHEREAS**, a vacancy for the position of Town trustee was declared on June 12, 2025; and

**WHEREAS**, applicants were interviewed at a Board workshop on June 30, 2025, and their applications were reviewed; and

**WHEREAS**, based on the applications and interviews, the Board desires to appoint a citizen to fill the vacancy on the Board of Trustees.

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

1. The Board of Trustees hereby appoints [REDACTED] as Trustee for the remaining term through the Town’s municipal election in 2026.
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 30th DAY OF JUNE 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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

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

**RESOLUTION NO. 51 - 2025**

**A RESOLUTION TO APPROVE A BOARD APPOINTMENT TO THE PIKES PEAK AREA COUNCIL OF GOVERNMENT (PPACG), FOR 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 fill the offices for outlying agencies, including the Pikes Peak Area Council Area Council of Government (PPACG).

**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 Board official is appointed to the PPACG Board of Directors for the Town of Palmer Lake:

Remaining term (ending January 2026) – Mayor Dennis Stern

**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 30th DAY OF JUNE 2025.**

TOWN OF PALMER LAKE, COLORADO

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

ATTEST:

By: \_\_\_\_\_  
Dawn A. Collins, Town Clerk

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 52-2025**

**A RESOLUTION AUTHORIZING AGREEMENT FOR SURVEY OF ELEPHANT ROCK PROPERTY FOR THE PLANNED DEVELOPMENT PLAN, PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town Board wishes to conduct a survey of the Elephant Rock property consisting of 28 acres, located at 350 Hwy 105; and

**WHEREAS**, the Town Board will require the survey work for the Planned Development plan (PD zoning) pursuant to town land use regulations; and

**WHEREAS**, the Town Administrator solicited two estimates for the survey work.

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

1. The Board of Trustees for the Town of Palmer Lake hereby authorizes a service agreement substantially in the form used by the Town for professional services with Prism Design and Consulting Group for the survey work at Elephant Rock property in the amount of \$4700, as described in exhibit A.
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 30<sup>th</sup> DAY OF JUNE 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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



June 25, 2025

Town of Palmer Lake  
 Attn: Dawn Collins, Town Administrator  
 & Tim Caves, Town Trustee  
 42 Valley Crescent St.  
 Palmer Lake, CO 80133

**RE: Professional Consulting Services Quote on Elephant Rock for the Town of Palmer Lake**

Dawn & Tim,

Prism Design and Consulting Group, Inc. (Prism) is offering to provide the following Professional Consulting Services:

**Land Surveying Services**

X Boundary survey for the entire 20-acre Elephant Rock parcel... Cost \$3600

The perimeter boundary for the entire parcel must be surveyed completely in order to establish the 2 new internal parcels, including the EcoSpa parcel and the Lodge parcel, and also for preparation of the PD Plans.

Preparation of legal description and placement of property corner monumentation for the Lodge parcel... Cost \$1100

Preparation of legal description and placement of property corner monumentation for the EcoSpa parcel... Cost will be covered by Willan

A legal description for the 12-acre balance of the site is not necessary unless or until the property is to change ownership.

X Topographic mapping and complete comprehensive as-built data of all improvements for the entire Elephant Rock property (utilities, structures, etc )... Cost \$3100

Note : Regarding the creation of the two new parcels within the overall twenty-acre parcel. It is not necessary to prepare a subdivision plat for approval due to the fact that the Town of Palmer Lake as a municipal jurisdiction has statutory authority to provide exemption to any persons, companies or entities from platting requirements at their discretion. SB35-1972 and its subsequent amendments provide for this and as well as

Land Surveying • Land Development • Civil Engineering • Building Design & Development  
 (720) 689-7324

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 53-2025**

**A RESOLUTION AUTHORIZING AGREEMENT FOR PLANNING ASSISTANCE FOR THE ELEPHANT ROCK PROPERTY FOR A PLANNED DEVELOPMENT PLAN, PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town Board wishes to utilize planning services for the Elephant Rock property consisting of 28 acres, located at 350 Hwy 105; and

**WHEREAS**, the Town Board will require the planning assistance for the Planned Development plan (PD zoning) pursuant to town land use regulations; and

**WHEREAS**, the Town has previously utilized the professional land planning services of Community Matters Institute on other matters successfully on several town projects; and

**WHEREAS**, the Town Administrator solicited a proposal for planning assistance from Community Matters Institute.

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

1. The Board of Trustees for the Town of Palmer Lake hereby authorizes a service agreement with Community Matters Institute for planning services of the elephant rock property PD for an amount not to exceed \$31,000 substantially in the form used by the Town for professional services.
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 30<sup>th</sup> DAY OF JUNE 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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

## MEMO

Date: Saturday, May 17 and Monday, May 19<sup>th</sup>, 2025. [June 11, 2025](#).

To: Dawn Collins, Town Administrator, and Tim Caves and Amy Hutson, Board of Trustees

From: Barb Cole, Executive Director, Community Matters Institute,  
Mike Davenport, AIA, AICP, Community Matters Institute,  
[Mark A. Morton, P.E., GMS, Inc.](#)

Re: **Palmer Lake Elephant Rock Property - Hours Estimate to finalize PD Sketch Development Plan, Prepare PDP Plan Drawing(s) and PDP Plan based on materials provided by Hutson and Caves**

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**Summary:** For the Elephant Rock property owned by the Town of Palmer Lake (TOPL), this memo is Community Matters Institute's estimate, [and GMS, Inc.'s estimate in blue text](#), of the time needed to:

- 1) Attend a required Pre-Application Conference
- 2) Review existing documents and prepare a PD Sketch Development Plan
- 3) Prepare a written PDP plan for the Elephant Rock property owned by the Town of Palmer Lake.
- 4) Prepare the required PDP drawings, which consist of one or more drawing sheets in digital form.

### Assumptions:

- 1) Trustees Hutson and Caves will provide the vision and direction for the PD, gather pertinent information to assist CMI in reviewing and editing the above required documents. Dawn to attend when possible. This team shall be noted as **HCC** (Hutson, Caves, Collins).
- 2) A survey of the property and legal description is necessary to undertake the PDP. [The survey work should include a boundary survey indicating property corners, legal monuments and the necessary metes and bounds descriptions for the entire property, as well as a site survey to identify existing site conditions, topography, structures, utilities and surface improvements. Survey work is assumed to be completed by a third-party surveyor; CMI/GMS estimates have not included the survey work.](#)
- 3) Hutson and Cave will present all documents to the Planning Commission and Board of Trustees as required.
- 4) The drafting of the Planned Development Plan includes consultant time with the two trustees. For efficiency, this shall include drafting specific questions for Hutson and Caves to respond to, telephone calls, and Zoom calls as needed.
- 5) Once the PDP is drafted and under consideration for approval, it is the responsibility of the EcoSpa to develop the required FDP and undertake the subdivision process. Because public improvements are needed, this is a major subdivision pursuant to section 16.20.010.
- 6) All documents drafted by CMI [and GMS](#) are subject to review and approval by Hutson and Caves.
- 7) The PDP must be flexible enough to allow desired uses to locate over at least a 10-year time frame.
- 8) [CMI and GMS will need to coordinate on the preparation of drawings and exhibits for the appropriate staff/expertise to be utilized, efficiency may be gained by assigning certain drawings or exhibits to CMI and others to GMS. Estimate descriptions have attempted to delineate](#)

between assistance or coordination on a task or document, versus actual preparation of the document. Final assignment of document preparation may change the estimates given below.

- 9) CMI and GMS will also coordinate as the work progresses to minimize any overlap of tasks or gaps in scope responsibility.

Please note that pursuant to 17.72.040, "From start of construction, the maximum time allowed is one year after approval of the final development plan (FDP). If development has not commenced, a new FDP shall be required. One or more extensions may be allowed for good reason by the planning commission and the board of trustees." The FDP is submitted by the developer of any parcel and can run concurrently with the subdivision submittal. Subdivision is under the purview of Mark Morton, PE, Town Engineer. The CMI estimate does not include any work on an FDP or required subdivision, which often occurs after the approval of the PDP. **The CMI/GMS estimate does not include the preparation of the FDP or subdivision submittals, assuming those submittals will be prepared by the developer of any parcel in the future.**

**Documents:** This estimate used the following documents about the proposed use of the property.

- Elephant Rock Development Plan
- ER PD zones PDF file
- ER PD Site Plan DP2 05-1-25

### **Task 1: Pre-application Conference- 17.72.120**

CMI and GMS will meet with Caves, Hutson and Dawn Collins to include review and markup of the above files, noting what needs to be addressed, and to discuss submittal materials and technical and engineering, and 1 hr. pre-application Zoom call.

**By or before this conference, the Town will provide to GMS/CMI either a survey plat of the entire boundary of the complete property. The survey plat or legal description shall include distances, bearings, and curve data for any curved portion of the boundary line and locate all structures as noted above.**

**CMI Estimated Hours: 3 hours**

**GMS Estimated Hours: 3 hours**

### **Task 2: Sketch Plan -17.72.130 and application for Zoning-17.14.010**

- **10 hours** CMI to prepare drawing per code requirements (note all lands within the ER property must be included. **5 hours** GMS coordination and review.
- **3 hours** CMI to review and modify the narrative as needed. **2 hours** GMS coordination and review.
- **5 hours** Hutson and Caves to prepare rezoning application, CMI to review and edit rezoning application to include Sketch Plan requirements and required application materials pursuant to 17.14.010. *Note, this is considered a town-initiated rezoning.* **1 hour** GMS coordination and review.



- **24 hours** to include a scaled base map with lots and tracts shown, location of proposed and existing buildings and structures, calculate proposed density, layout of roads by functional classification and configuration of required open space, and entrances.<sup>1</sup> **24 hours GMS to prepare the map based on survey data and survey drawing provided from third-party surveyor, coordination with third-party surveyor and coordination with CMI on development data tabulation**
- **6 hours**- CMI to draft the General design architectural policies and treatment of environmentally sensitive land. **2 hours GMS coordination and review.**
- **3 hours**- CMI review and markup of required narrative, including zoning narrative. Hutson and Caves to review and modify. **2 hours GMS coordination and review.**

**CMI Estimated Hours: 51 hours**

**GMS Estimated Hours: 36 hours**

### **Task 3: PDP (Plan 17.72.050 through 17.72.100 and 17.72.140)**

#### **PDP Written Documents**

- **3 hours** Create Planning Areas and draw required setbacks pursuant to 17.72.070- drawings and map to be recorded. **2 hours GMS coordination and review.**
- **25 hours.** For each of the 5 Planning Areas, create a list of permitted principal uses by right, accessory uses, and any conditional review uses. Include all standards for uses- e.g., parking, landscaping, lighting, site design. Planning areas must include all lands within the surveyed parcel. (e.g. parking area is outside of a Planning Area, and some areas seem outside the parcel) **18 hours GMS coordination and review.**
- **15 hours** CMI to establish maximum density per Planning Area pursuant to 17.72.140 (7) (lot coverage, square feet of non-residential, approximate parcel size gross and net densities, amount of required dedicated open space (30%) – written narrative to accompany required graphics. This assumes no residential dwellings. **8 hours GMS coordination and review.**
- **15 hours** CMI to draft all required written documentation required by 17.72.140 (a) (3, 4, and 5)- A description of the character of the proposed development, the goals and objectives of the project, an explanation of how the development incorporates innovative design, the rationale behind the assumptions and choices made by the applicant, and an explanation of how it has been planned to conform to the adopted community master plan; Statements clearly outlining the proposed maximum (up to and including) limits or amounts of all design standards contained in this title that will be included, or alternate development standards requested to be applied to the PD: A general description of the proposed open space, how this requirement for the development and an explanation of how said open space shall be integrated with surrounding developments, both existing and proposed, or how the payment of fees in-lieu of open space and/or in-kind improvements will provide a benefit to the town. **12 hours GMS coordination and review.**

<sup>1</sup> Since Davenport will be out on medical leave for two months, GMS to provide OR CMI to find another subconsultant but the cost of said consultant is likely to be much greater than the rate CMI is charging.



- **3 hours**- CMI to create development schedule with GMS, GMS lead 17.72.140 (a) (6). **6 hours** GMS compile development schedule, coordination and review with CMI and Hutson and Caves.
- **6 hours**- Maintenance provisions and Plan (Town Attorney and GMS to provide template), CMI to provide a draft outline. **16 hours** GMS compile Maintenance Plan, coordination and review with CMI and Town Attorney
- **10 hours**- Narrative to address 17.72.050- Conditions and Standards. **5 hours** GMS coordination and review.

**CMI Estimated hours for PDP Written Plan: 77 hours**

**GMS Estimated hours for PDP Written Plan: 67 hours**

### Task 4: PDP Graphic Documents (17.72.140 (a) (9))

These documents are compared to Municipal Code section 17.72.140(a)(9) “Graphic Documents” for a Planned Development Plan (PDP). This part of the estimate is **only for the PDP drawing(s)** and does not include the other documents required to be submitted with a PDP application.

**Hours Estimate:** The following table includes a time estimate for each item listed in 17.72.140(a)(9). The estimate is **65 hours plus information needed from others** regarding utilities, drainage, and lighting. When the plan is prepared, individual line items may cost more or less, so it may be necessary to shift time from one line to another but within the overall total. **GMS estimates are given in the table below in the form of “coordination and review hours/preparation hours”.** For example, 16.0/24.0 would represent 16.0 hours for coordinating and reviewing the item with CMI preparing the item, or 24.0 hours for GMS to prepare the item. As with the CMI estimates, individual item hours may vary, and hours may be shifted between items with the intent to arrive at the same overall total hours.

<b>Table: Planned Development Plan (PDP) Drawing Time Estimate</b>				
For estimated time, the total should be used and not individual line items below.				
Section	Topic	Notes	Task	Hours
a.	Vicinity map		Find, edit, place on sheet	1.0 1.0/1.0
b.	Existing site	Contours, water features, wildlife, vegetative cover	Find information, draw	24.0 10.0/32.0
c.	Development plan	Site design, buildings, standards, elevations	Design, draw, draft text	24.0 14.0/36.0
d.	Open space	Open, recreation, public use	Analyze, draw	4.0 2.0/4.0
e.	Circulation	Drives, pedestrian, bicycle <sup>2</sup>	GMS to provide internal road/drive layout and access to Hwy 105 and provide CMI with GIS layer	Unknown

<sup>2</sup> GMS will need to review and classify roads and address CDOT access



f.	Grading	Generalized grading	Analyze, draw- GMS to provide and provide CMI with GIS layer	Unknown
g.	17.68 Hillside	Restrictions due to slope	Analyze, draw- GMS to provide and provide CMI with GIS layer	Unknown
h.	Utilities	Water, sanitary sewer, storm sewer, electric, gas, cable, phone	GMS to provide and provide CMI with GIS layer	Unknown
i.	Drainage	Drainage plan, facilities	By GMS/Chavez engineer	Unknown
j.	Lighting plan		By lighting firm or GMS	Unknown
k.	Requests by PC		Unknown	Unknown
<b>Total</b>	<b>55 hours (27/73) + additional time for work needed from others</b>			

***CMI Estimated hours for PDP Graphic Plan: 55 hours***

***GMS Estimated hours for PDP Graphic Plan: 27/73 hours***

#### SUMMARY OF TIME AND MATERIALS ESTIMATE FOR ELEPHANT ROCK PD

TASK	WHO	HOURS CMI (GMS)	COST CMI (GMS)
<b>Task 1: Pre-application Conference- 17.72.120</b>	CMI/ HCC (GMS)	3 (3)	\$420 (\$480)
<b>Task 2: Sketch Plan -17.72.130 and application for Zoning- 17.14.010</b>	CMI/HCC to present to rezoning to PC (GMS)	51 (36)	\$7,140 (\$5,760)
<b>Task 3: PDP (Plan 17.72.050 through 17.72.100 and 17.72.140)</b>	CMI, HCC, GMS and perhaps Lighting (GMS)	77 (67)	\$10,780 (\$10,720)
<b>Task 4: PDP Graphic Documents (17.72.140 (a) (9))</b>	CMI, (GMS)	55 (27/73)	\$7,700 (\$4,320/\$11,860)
<b>Zoom calls, questions to HCC, edits</b>	CMI/HCC (GMS)	35 (35)	\$3,500 (\$4,000)
<b>ESTIMATED COST FOR CMI ONLY (GMS)</b>		<b>221 (168/214)</b>	<b>\$30,940 (\$26,880/\$34,240)</b>

/bc/mjd/mam

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 54-2025**

**A RESOLUTION AUTHORIZING AGREEMENT FOR ENGINEERING ASSISTANCE FOR THE ELEPHANT ROCK PROPERTY FOR A PLANNED DEVELOPMENT PLAN, PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town Board wishes to utilize engineering services for the Elephant Rock property consisting of 28 acres, located at 350 Hwy 105; and

**WHEREAS**, the Town Board will require engineering assistance for the Planned Development plan (PD zoning) pursuant to town land use regulations; and

**WHEREAS**, the Town has previously utilized the professional engineering services of GMS, Inc., on other matters successfully on a number of projects; and

**WHEREAS**, the Town Administrator solicited a proposal for engineering services from GMS Inc., Consulting Engineers

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

1. The Board of Trustees for the Town of Palmer Lake hereby authorizes a service agreement with GMS Inc., for engineering services for the elephant rock property PD for an amount not to exceed \$34,240 substantially in the form used by the Town for professional services.
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 30<sup>th</sup> DAY OF JUNE 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 55-2025**

**A RESOLUTION AUTHORIZING PUBLIC RELATION SERVICES FOR THE TOWN OF PALMER LAKE, COLORADO**

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

**WHEREAS**, the Town Board desires to consider using professional services to assist the Board to improve communication and relations with the public and to promote and ensure dissemination of accurate information on matters of public concern; and

**WHEREAS**, the Town Administrator presented a proposal for media consulting and reputation management services from CBK Consulting and further solicited a second estimate from a Public Relations firm, receiving no response to date.

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

1. The Board of Trustees for the Town of Palmer Lake hereby authorizes a service agreement for a period of 90 days for an amount not to exceed \$15,000 with CBK Consulting, substantially in the form used by the Town for professional services.
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 30<sup>th</sup> DAY OF JUNE 2025.**

ATTEST:

TOWN OF PALMER LAKE, COLORADO

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

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

**CBK CONSULTING****Media Consulting & Reputation Management Proposal****Prepared for:** Town of Palmer Lake**Term:** 90 Days**Monthly Fee:** \$5,000**Total Contract Value:** \$15,000

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**Overview**

Palmer Lake is a historic, tight-knit community now entering a pivotal stage of maturity—one that requires a structured, consistent, and well-supported and funded economic development strategy to sustain its local economy, strengthen the business climate, and position the Town for future growth. Recognizing this, the Board of Trustees recently authorized the creation of an economic development committee, *Discover Palmer Lake*, which is currently in the early stages of research and formation.

Initial findings from the committee confirm that Palmer Lake is facing heightened public scrutiny and increasing demands for transparency from both residents and the media. Additionally, recent public events have drawn significant attention on social media and in the press, contributing to reputational challenges that are already affecting existing businesses and pose a clear risk to attracting new investment.

In this environment, fact-based, consistent communication is critical to maintaining public trust, protecting the Town's reputation, and reinforcing confidence in its leadership. With a mission centered on business support and attraction, *Discover Palmer Lake* acknowledges the urgency of addressing these public and media relations gaps. The committee's immediate goal is to enhance Palmer Lake's capacity to deliver timely, accurate, and relevant public information while improving its ability to respond effectively when issues arise.

To support this effort, CBK Consulting proposes a 90-day engagement to build foundational communication systems, professionalize media relations, and launch Palmer Lake's first official social media presence. This work will strengthen communication and trust between the Town, its residents, and the media; clarify the Town's public voice; and promote more effective civic engagement. Real-time support will also be provided during sensitive or high-impact moments to ensure messaging remains steady, factual, and aligned with Palmer Lake's values—all with the cumulative goal of better positioning the Town for long-term economic success.

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## Objectives

- Create a comprehensive PR, media relations, and social media plan with direct and indirect benefits for current and future businesses
  - Establish clear, consistent messaging grounded in transparency and facts
  - Improve communication and trust between the Town, its residents, its business community, and the media
  - Develop and execute a professional media strategy for press engagement—one that addresses current reputational issues while elevating why Palmer Lake is a great place to live and do business
  - Train Town leadership in media interaction and content creation
  - Provide real-time communications support during urgent or sensitive events
  - Launch and manage official Facebook and Twitter accounts for the Town
  - Create engaging social media content and provide training for long-term account management
  - Collaborate with *Discover Palmer Lake* to identify funding mechanisms for sustaining a permanent communications capability beyond the 90-day engagement, whether housed in a new Town department or managed by *Discover Palmer Lake*. Options may include grants, private donors, sponsorships, and memberships
- 

## Scope of Work

### 1. Media Strategy & Reputation Management

- **Messaging Frameworks:** Develop consistent, truthful messaging aligned with the Town's goals and responsibilities
- **Media Protocols:** Establish internal procedures for handling press inquiries, issuing public statements, and preparing for interviews
- **Media Strategy:** Build a proactive engagement plan that defines how and when the Town communicates publicly, including content development, cadence, and a clear 90-day goal of shifting from reactive controversy to proactive community advocacy

- **Media Training:** Facilitate training for the Board of Trustees and key staff on interview techniques, crisis messaging, and public speaking
- **Real-Time Support:** Provide on-demand communications guidance during high-profile incidents and emergencies

## 2. Social Media Launch & Management

- **Account Setup:** Create and configure official Town of Palmer Lake accounts on Facebook and Twitter
- **Content Creation:** Develop timely, engaging, and brand-aligned content for sharing updates, Board activity, community events, and relevant information
- **Training:** Provide hands-on instruction for Trustees and staff on platform management, best practices, and resident engagement strategies

**TOWN OF PALMER LAKE, COLORADO**

**ORDINANCE NO. 3 - 2025**

**AN ORDINANCE AMENDING SECTION 2.12.020 OF THE PALMER LAKE MUNICIPAL CODE TO AUTHORIZE THE APPOINTMENT OF UP TO TWO ALTERNATE MEMBERS TO THE PALMER LAKE PLANNING COMMISSION**

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

**WHEREAS**, Section 2.12.020. Membership, terms, vacancies. Of the Palmer Lake Town Code currently provides:

The planning commission shall consist of seven members to be appointed by the town board of trustees. The term of each appointed member shall be two years or until his or her successor takes office. The terms of office shall be staggered, and

**WHEREAS**], the Board of Trustees finds it is in the best interest of the Town to ensure th Planning Commission can act at all of its regular and special meetings to appoint up to two (2) alternate members to the Planning Commission.

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

1. Section 2.12.020 is hereby amended by adding the underlined language to read in its entirety as follows:

The planning commission shall consist of seven members and up to two (2) alternate members, to be appointed by the town board of trustees. The term of each appointed member shall be two years or until his or her successor takes office. The terms of office shall be staggered

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

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

**INTRODUCED AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 30<sup>th</sup> DAY OF JUNE, 2025.**

**ATTEST:**

**TOWN OF PALMER LAKE, COLORADO**

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

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



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

<b>DATE:</b> June 30, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Review/Direction on Recall Petitions and Protest Findings
<b>Presented by:</b> Town Administrator/Clerk		

**Background**

- Petitions for the recall of (three) Trustees were approved as to form on March 24, 2025
- Circulated petition was submitted to Clerk on May 21, 2025
- Clerk determined initial sufficiency on May 27, 2025
- Protest filed on June 2, 2025
- Trustee Dennis Stern resigned on June 12, 2025, making recall of this officer not an issue for election
- Protest hearing held on June 19, 2025
- Findings from hearing determined final sufficiency on June 23, 2025

Board action needed:

- Unless Trustees Shana Ball and Kevin Dreher resign prior to tonight’s action, the Board is required to set an election date for the recall election.
  - Relevant statutes include CRS 31-4-503(4) that requires Board action at the first meeting following determination of final sufficiency; and
  - The election date is between 30 and 90 days of setting.

Staff recommends Tuesday, September 9, 2025 as the election date for the following reasons:

- This allows the initiative to be conducted at the same (recall) election, rather than holding two separate elections
- This is the earliest date possible that allows the required process to take place (establishing vendors, printing ballots, mailing, etc.)

Recommended motion: \_ MOVE TO acknowledge the recall petitions for Trustees \_\_\_\_\_ and \_\_\_\_\_, and set a date for the recall election on September 9, 2025 to be held as a mail ballot election. This election may be held concurrently with the initiative election, if needed.

**FINDINGS OF FACT AND CONCLUSION  
PETITIONS TO RECALL TRUSTEES DENNIS STERN, SHANA  
BALL, AND KEVIN DREHER FROM THE TOWN BOARD OF  
THE TOWN OF PALMER LAKE, COLORADO**

**BACKGROUND INFORMATION**

An administrative hearing on protests to the recall of Trustees Dennis Stern, Shana Ball, and Kevin Dreher from the Town Board of the Town of Palmer Lake, Colorado, was held on Thursday, June 19, 2025, at 1:00 p.m. at the Palmer Lake Town Hall. The hearing officer was Karen Goldman, appointed by the Board of Trustees at their meeting on June 12, 2025.

The recall petitions were filed by petition committee members Elizabeth Harris, Dailee Fagnant, and Cody Fouts. Identical protests to all recall petitions were filed by Brian Yavanian.

The hearing officer presented the following timeline regarding the recall petitions and protests:

1. March 24, 2025 – The Town Clerk approved the recall petitions as to form. The minimum number of valid signatures required was 275.
2. May 22, 2025 – Deadline to file recall petitions.
3. May 21, 2025 – Recall petitions timely filed.
4. May 27, 2025 – Town Clerk made an initial determination of sufficiency that the recall petitions were sufficient.
  - a. For Dennis Stern, 333 signatures were submitted; 30 were disqualified; 303 signatures were valid
  - b. For Shana Ball, 330 signatures were submitted; 26 were disqualified; 304 signatures were valid
  - c. For Kevin Dreher, 333 signatures were submitted; 33 were disqualified; 300 signatures were valid.
5. June 6, 2025 - Deadline for filing protests.
6. June 2, 2025 – Protests timely filed.
7. June 12, 2025– Town Board set the administrative hearing date for June 19, 2025, at 1:00 p.m. and appointed Karen Goldman as hearing officer.

The protest filed by Brian Yavanian involved allegations of irregularities as follows:

1. Elizabeth Harris erred when providing a postal address instead of her residential address as a committee member.
2. A postal address is not a legal address as required by state statutes.
3. Anyone, including non-residents, can obtain a postal address.
4. The postal address is misleading.
5. All signature pages where a legal address of all committee members is required should be disallowed.

The hearing officer took administrative notice of the recall petitions, the town clerk's initial determination of sufficiency, the protests, as well as other written testimony and comments. All testimony was made under oath.

### **TESTIMONY**

1. Brian Yavanian stated he filed his protest on June 2 prior to the deadline for doing so.
2. Mr. Yavanian noted that state statute requires the petition committee to be comprised of 3 members and that one of them, Elizabeth Harris, included her post office address instead of her residence address.
3. Mr. Yavanian stated that a post office address doesn't prove residency, it just purports to prove it and is misleading. He stated he feared that persons signing may have done so under false pretenses. However, upon being questioned by the hearing officer, he could not identify any persons who felt they had done that.
4. Dawn A. Collins is the Town Administrator/Town Clerk for Palmer Lake. She described the process she used to approve the recall petitions as to form, as required by law. Ms. Collins enlisted the assistance of Judy Egbert with GovPro, a consultant, and the first step was to ensure the petition representatives were registered electors in Palmer Lake.
5. Ms. Collins stated she logged into the Secretary of State website and confirmed that Ms. Harris was a resident and that the website included both her residence address and her post office address.
6. Grace Foy, representing Elizabeth Harris, one of the petition committee members who was not present at the hearing, noted that Ms. Harris had submitted a notarized declaration that included a statement that she was a resident of Palmer Lake and resided at 750 Second St.
7. Ms. Foy said that the petitions had been returned to the committee a couple of times to correct technical errors and at no time was the use of the post office address one of the items that was requested to be changed nor was that address in question.

8. Ms. Foy also noted that the protest and notice of the hearing was not sent to the El Paso County Clerk and Recorder as required by state statute.

## DISCUSSION

Municipal recall procedures are governed by 31-4-501 through 31-4-507, Colorado Revised Statutes. The procedures governing recall protest hearings can be found in 31-4-503 (3)(b through d). Part of this statute states as follows:

*'A protest in writing under oath may be filed in the office of the municipal clerk by some registered elector who resides in the municipality within fifteen days after such petition is filed setting forth specifically the grounds of such protest. Grounds for protest may include, but shall not be limited to, the failure of any portion of the petition or circulator affidavit or petition circulator to meet the requirements of this section.'*

Inclusion of the language *'...may include, but shall not be limited to...'* thus allows protesters to include any number of elements in their protest in addition to ones specifically called out in statute which deal with the requirements of the petition, the circulator affidavit or petition circulator. In this case, the protest revolved around whether a petition committee could legally list a post office address instead of a residence address because a post office address is not a legal address.

The portion of statute being contested is 31-4-502(1)(a)(I): *Each petition must designate by name and address not less than three nor more than five persons, referred to in this section as the "committee", who shall represent the signers thereof in all matters affecting the petition.* Both Dailee Fagnant and Cody Fouts provided their residential addresses while Elizabeth Harris provided a post office address. Mr. Yavanian stated that the law requires a legal address and that a post office address did not prove that Ms. Harris was an actual resident in Palmer Lake. Mr. Yavanian also stated that most, if not all, residents in Palmer Lake had post office addresses.

It is true that statute does not specify 'legal' or 'residence' address, simply the word 'address'. It is also true that, in most cases when people are asked for their address, they provide a residence address. That is typically the case, although not always, for citizen petitions including recall petitions. They do so to meet another requirement in the same portion of statute to

easily identify themselves as persons eligible to part of the petition committee: *The person designated as a member of the committee must be a registered elector of the municipality.*

Ms. Harris, in the notarized statement she provided, indicated that she was a valid registered elector in Palmer Lake and provided, through Ms. Foy, a copy of her residential address on file on the Secretary of State's voter registration records. She also stated that, to receive a free post office box for mail delivery, she had to provide proof of residency each year.

Municipal clerks are trained to verify that persons designated as members of the recall petition committee are indeed registered to vote when approving the petition as to form, one of the first steps in the recall process. Town Clerk Collins testified that she did that and that she determined all three persons were registered to vote and resided within Palmer Lake. If any of the committee members had not been so registered, the petition would have been rejected and the proponents would have been asked to find persons who were. Listing a post office address, while perhaps atypical, does not rise to the same level as not being properly registered and thus is not enough to reject the petition on its face.

While not a part of the protest, it is in the best interest of all parties involved to include in these findings a discussion of the issue of protest hearing notification as it became a topic of general concern to members of the public and involved the El Paso County Clerk and Recorder's Office staff as well. The concern was around the portion of 31-4-503(3)(b) regarding the notice of the protest hearing:

*The municipal clerk shall mail a copy of a protest to the officer named in the petition, to the committee named in the petition as representing the signers of the petition, and to the county clerk and recorder, together with a notice fixing a time for hearing the protest that is not less than five nor more than ten days after the notice is mailed.*

No notice was mailed to the county clerk and recorder and the petitioners cited that omission as a reason to invalidate the hearing. Some context needs to be made regarding this statutory provision.

According to source materials for this statute, the original statute was implemented, by a repeal and re-enact piece of legislation, in 1985. (3)(b) was amended in 2004, although the content of that amendment is

unknown. However, in 2023, an amendment was made to (3)(b) and upon review, it is now clear that the amendment was incomplete.

HB23-1185 was proposed by the Colorado Municipal League to answer a situation from the City of Florence which wound up with all elected officials, but for the mayor, having resigned and thus having no way to either appoint or elect replacements. The bill title was broad enough - dealing with recall and vacant positions - to include some changes to the recall statute and one of them dealt with which persons were required to receive notification of a filed protest and a protest hearing.

Prior to HB23-1185, there was a sentence following the one in dispute above as follows: *The county clerk and recorder shall, upon receipt of such notice, prepare a registration list pursuant to 31-10-205 to be utilized in determining whether the petition is sufficient.*

This sentence was deleted in the bill. This requirement was meaningless in that a list of registered voters created after the signatures had been verified is irrelevant in a hearing when signatures are at issue, because signatures added to a registration list AFTER a person signs do not re-qualify the signatures. Thus, notification was an unnecessary requirement for both the municipal clerk and the county clerk. Additionally, signature qualification was not an issue in the Palmer Lake protest.

However, what was not done in HB23-1185 was to also delete '*and to the county clerk and recorder*' from the prior sentence in the bill language. In other words, the bill removed the reason for sending the protest and hearing notice to the county clerk and didn't remove the county clerk him/herself from the need to receive them.

A county clerk has no role in a municipal recall protest hearing, so there is no purpose in sending these items to the county clerk. And the question needs to be asked: What would the county clerk do with the information anyway? Proper notice had been given to those required to be notified, all of whom were essential to the hearing and who had a stake in the recall.

Unfortunately, the Municipal Election Code of 1965 contains examples of requirements that have been rendered obsolete due to changes in other statutes, federal laws and/or updates in operational procedures and amendments to those requirements have not always kept up with these changes. What must be balanced is following the strict language of the law,

even when there is not any purpose or reason for doing so, with operating in such a manner which serves the needs of the situation and the voters. The petition representatives and supporters of the recall did receive both the protest and the hearing notice and had their chance to make their case at the hearing - which they did - and not having the protest and notice of the hearing sent to the county clerk did not impact that opportunity. Substantial compliance with statutes, the basis for all election procedural review, has been met and since the county clerk plays no role in a recall protest, non-notification does not have any bearing on the validity of the proceeding.

Finally, it must be noted that Dennis Stern resigned his position from the Palmer Lake Town Board on June 12. 31-4-504(1) states: *If any officer resigns by submitting a written letter to the clerk at any time prior to the recall election, all recall proceedings shall be terminated, and the vacancy caused by such resignation shall be filled as provided by law.* Since no election will be set until after the final determination of petition sufficiency has been made, no recall action shall be made against Mr. Stern and any action on recalls will only pertain to Trustees Shana Ball and Kevin Dreher.

#### FINAL DETERMINATION AND CONCLUSION

Based on the original protest and the testimony and evidence presented at the protest hearing on June 19, 2025, it is the final determination of the hearing officer that the recall petitions for Trustees Shana Ball and Kevin Dreher are **sufficient** as initially determined by the Town Clerk.

Therefore, the Town Board of Town of Palmer Lake, Colorado, is instructed to set a date for an election on these recalls.

/s/ Karen Goldman, Administrative Hearing Officer  
Town of Palmer Lake, Colorado  
June 22, 2025

A copy of this Final Determination and Conclusion in the matter of the petitions to recall Trustees Shana Ball and Kevin Dreher from the Town Board of the Town of Palmer Lake, Colorado, shall be sent to the following:

Trustee Shana Ball  
204 Vale St.  
Palmer Lake, CO 80133

Trustee Kevin Dreher  
303 Sterling, PO Box 1502  
Palmer Lake, CO 80133

Elizabeth Harris  
750 Second St., PO Box 1665  
Palmer Lake, CO 80133

Dailee Fagnant  
563 Greeley Blvd.  
Palmer Lake, CO 80133

Cody Fouts  
563 Greeley Blvd.  
Palmer Lake, CO 80133

Brian Yavanian  
302 Sterling Ave., PO Box 1567  
Palmer Lake, CO 80133

Scott Krob  
Krob Law Office LLC  
8400 E. Prentice Ave, Penthouse  
Greenwood Village, CO 80111



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

<b>DATE:</b> June 30, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Review/Direction on Initiative Petition
<b>Presented by:</b> Town Attorney		

**Background**

- Petition for initiated ordinance was approved as to form on April 11, 2025
- Circulated petition was submitted to Clerk on May 6, 2025
- Clerk determined sufficiency on May 27, 2025
- No protests were received, making May 27 the final determination of sufficiency

Board action needed:

- Within 20 days of final determination of sufficiency the Board is obligated to consider adoption of the ordinance without alteration OR call for an election within 60 – 150 days of final determination of sufficiency CRS 31-11-104(1).
- The Board may submit an alternative ordinance for consideration at the same election if desired, CRS 31-110104(2).

Considerations:

- Staff recommends September 9, 2025 as the election date for these reasons:
  - This allows the recall to be conducted at the same election, rather than holding two separate elections
  - This is the earliest date possible that allows the required processes to happen

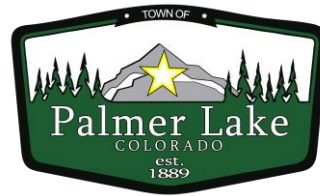
Possible motions:

1. To adopt the initiated ordinance as presented.

OR

2. To set the initiated ordinance for an election on September 9, 2025, as a mail ballot election (this will change if they want to propose an alternative ordinance)

Under CRS 31-11-104(2), the BOT may pass a resolution asking that an alternative ordinance be considered by the electors at the same election. If the BOT has an interest in having annexation handled in some manner other than (1) the manner currently provided by state statute and the Town Code or (2) the manner proposed in the initiated ordinance, then it may want to explore this option. Staff is unaware of interest from BOT members in offering an alternative ordinance, so no resolution to add an alternative ordinance to the election has been drafted.



Item 21.

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

<b>DATE:</b> June 30, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Review/Direction for Town Appointment to EPC Board of Health
<b>Presented by:</b> Town Administrator/Clerk		

**Background**

El Paso County Health is requesting applications from those that would like to apply for the *Elected Official from a Municipality other than Colo Spgs* – Board of Health Representative vacancy.

Please consider any Board member interest, complete the attached application form, include a resume, and submit to the County no later than July 2<sup>nd</sup> to be considered.

## Volunteer Application

**El Paso County Administrative Offices**

719-520-7276  
Centennial Hall  
200 S. Cascade Ave.  
Colorado Springs, CO 80903  
www.ElPasoCo.com

**Board of County Commissioners**

Holly Williams, District 1  
Carrie Geitner, District 2  
Bill Wysong, District 3  
Cory Applegate, District 4  
Lauren Nelson, District 5

The El Paso County Volunteer Program is a wonderful opportunity for citizens to learn about the various functions of county government as well as give back to the community.

The following information assists in the selection process to fill current volunteer vacancies.

### Application

*Please print or type the following information:*

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Commissioner District: \_\_\_\_\_

How long you have resided in Commissioner District: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Volunteer Information:

What volunteer vacancy are you applying for?

\_\_\_\_\_

Have you applied for other volunteer vacancies within El Paso County?

\_\_\_\_ Yes \_\_\_\_ No If yes, which ones? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







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

<b>DATE:</b> June 30, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Discussion/Direction Relating to Regulating Long Grass
<b>Presented by:</b> Town Administrator/Clerk		

**Background**

Following are sample code language to consider relating to regulation of long grass.

**Action**

Provide direction relating to regulation of long grass. Consider whether the Board wants to regulate the length of grass or possibly a mandatory cut date at the start of cutting season. Staff would caution to differentiate the native grass, field vs. lawn or commercial green space.

From **Firestone** -

**8.03.210 - Grass and weeds.**

A. Developed property. It is unlawful, and shall constitute a nuisance for any person who is an owner, owner's agent, occupant, or lessee of any developed property to permit or maintain on any such property, any accumulation, collection, presence or growth of any of the following:

1. Noxious weeds; or
2. Turf grass or weeds over eight (8) inches in height.

This subsection does not apply to natural grasses in open space and passive common areas; landscape or decorative grasses; flower or vegetable gardens, cultivated or tended shrubbery, xeriscape plants and materials; or agricultural crops on land zoned for agriculture, including, but not limited to, hay or grass grown for feed, fodder or forage.

B. Undeveloped property. It is unlawful, and shall constitute a nuisance for any person who is an owner, owner's agent, occupant, or lessee of any undeveloped property to permit or maintain on any such property, any accumulation, collection, presence or growth of weeds. Undeveloped property shall be allowed to grow native and other acceptable vegetation to their naturally occurring heights, as this practice is essential for accepted erosion control practices, wildlife habitat and natural suppression of weeds. This subsection does not apply to agricultural crops on land zoned for agriculture, including, but not limited to, hay or grass grown for feed, fodder or forage.

C. Weeds shall be controlled by cutting, spraying or other lawful and suitable methods of weed control.

D. The Board of Trustees may, by resolution, exempt certain areas in the Town, whether publicly or privately owned, from the prohibitions contained in this section, if the Town Board of Trustees determines that such areas are: natural open space, passive common areas, conservation areas, erosion control areas, agricultural zoned property or irrigation or drainage ditch rights-of-way.

[\(Ord. No. 1012, § 2, 6-8-2022\)](#)



From **Wheat Ridge** –

### **ARTICLE III. - WEEDS AND TALL GRASS**

#### **Sec. 24-50. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The terms defined below shall be broadly interpreted to achieve the purposes intended.

*Ornamental grasses* means those plants of the Gramineae family having ornamental value and commonly used in formal lawn landscapes.

Tall grass means grass in excess of twelve (12) inches in height with the exception of ornamental grasses.

*Weed* means weeds, grass, brush or other rank or noxious vegetation, and shall not include flower gardens, plots of shrubbery or vegetable gardens, nor shall it apply to or be construed to require removal of any weeds from the city's owned or leased greenbelt natural area.

(Ord. No. 1304, § 3, 7-28-03)

#### **Sec. 24-51. - Weed and tall grass control.**

(a) All owners and occupants of land shall prevent property owned or occupied by them from becoming overgrown with weeds or tall grass.

(b) It shall be unlawful for the owner or occupant of any undeveloped property zoned as agricultural, excluding the city's owned or leased greenbelt natural areas, to permit weeds or tall grass to grow on such property to a height of more than twelve (12) inches within a distance of one hundred (100) feet from any public street, highway or park, or within a distance of one hundred (100) feet from property lines adjoining any residential, commercial, industrial or open zone or use.

(c) Weeds and tall grass shall be controlled by cutting, spraying or other lawful and suitable method of control. Such methods shall include eradication, containment and/or suppression, as appropriate and as deemed by the city to be consistent with C.R.S. § 35-5.5-101 et seq.

(d) It shall be unlawful and shall be deemed a nuisance for the owner of any property, regardless of its zoning, to allow weeds or tall grass in excess of twelve (12) inches height to grow on the adjacent street or right-of-way, or to violate any other subsection of this section.

(e) The city may enforce and abate any violation of this section as authorized by Article V of [Chapter 2](#) of this Code and recover its abatement costs as authorized by Article II of [Chapter 15](#) of this Code. The enforcement process set forth in Article V of [Chapter 2](#) of the Code includes a ten-day period to cure violations and an opportunity for a hearing. the city is authorized to follow the abatement cost recovery process set forth in [section 15-11](#) of the Code to recover its abatement costs and fees for violations of this section. such abatement costs and fees are recoverable in addition to any administrative fine, fee or charge imposed for the same violation pursuant to [Chapter 2](#) of the Code.

(f) This section shall not apply to:

(1) Lots or parcels zoned for and also used for agricultural operations; or

(2) Lots or parcels larger than twelve thousand five hundred (12,500) square feet, under a single ownership, used for the growing and harvesting of agricultural crops, regardless of the zoning of the lots or parcels.

(g) The city may pursue the remedies set forth herein with or without also filing a complaint in the municipal court, at the city's sole discretion.

(h) For the purposes of this section, the following terms shall be defined:

*Agricultural crop.* Cultivated grain and non-grain plants grown for food or fiber, including vegetables, fruits, nuts, and nursery plants.

*Agricultural operation.* A purpose related to the production, harvest, exhibition, processing or manufacture of agricultural products by a natural person who cultivates, plants, propagates or nurtures the agricultural products.

(Ord. No. 2001-1219 § 1, 5-21-01; Ord. No. 1304, § 4, 7-28-03; Ord. No. 1335, § 1, 11-15-04; Ord. No. 1522, § 1, 9-10-12)



From Colorado Springs –

# Common Code Violations

[Home](#)

**Weeds and Grasses** need to be kept below 9" in height. Remember, if your property borders an alley, you are responsible for the area from your property line to the middle of the alley.

**Vehicles stored outside on private property** must be operable and free from damage that renders them unlawful for operation on a roadway. **Recreational vehicles** must be parked at least ten feet away from the sidewalk or front property line. **All vehicles** must be parked on an improved surface (concrete, asphalt, or gravel).

Any dwelling rented or used for residential purposes must comply with **minimum housing standards**. This means the house or apartment must be free from pests and plumbing problems. The City Code also includes provision regulating heat, utilities, and required facilities.

**Garbage and household waste** needs to be discarded and stored in a clean and sanitary manner that prevents it from becoming a home for rodents or to keep it from putrefying. This includes picking up and discarding **pet waste** properly at home and in public places.

**Firewood** can be stored outside, but needs to be neatly stacked in the side or rear yards only.

**Appliances, furniture, manufactured goods, and personal items** needs to be stored inside an enclosed building or out of view in a rear yard.

In the case of snowstorms, **sidewalks adjacent to your property need to be cleared of snow and ice** within 24 hours of the end of the storm. But don't be a clock watcher! Sidewalks are used more than you know and should someone slip, fall, or otherwise injure themselves due to snow or ice accumulation, the property owner and occupant can be liable for damages. The best thing to do is to be a good neighbor and plan ahead, giving yourself extra time to shovel the walk for the good of the neighborhood. It's great exercise and if you are feeling up to it, doing your neighbor's without telling them it was you is an awesome feeling! Don't think that's true...give it a try and let us know how it turns out.

From Monument –

## 8.28.045 - Growth and accumulation of weeds.

- A. The growth of weeds not less than nine inches in height or the accumulation of cuttings, mowing or other debris, or non-removal of the same from premises whether commercial lots, individual privately owned sites, whether residential or non-residential, vacant or improved, located within the Town, is declared to be a nuisance.
- B. It is unlawful for any person having or being entitled to the ownership or possession of said premises, or any part thereof, to fail to cut or otherwise control and remove such weeds growing upon said premises or upon the sidewalks abutting said premises, or to remove any accumulation, from said premises and to fail to do so as often as necessary to assure compliance with this chapter.
- C. Nothing in this section is meant to preclude the use of grass clippings or other mulch and/or composting, provided that there is no odor objectionable to the senses of the average person or unsightly accumulation of the materials.
- D. The Town may determine that such areas are exempt: natural open space, natural park, conservation areas, erosion control areas, or irrigation and/or detention areas.

(Ord. No. 22-2010, 8-2-2010)

## 8.28.050 - Clogging of drainageways.

- A. The growth of weeds or the accumulation of cuttings, mowing or other debris, or the non-removal of the same from premises located within the Town is declared to be a nuisance whenever such growth or accumulation causes or results in the clogging of drainageways or any drainage structure which is used for the purpose of conveying stormwater drainage to safe outfall points.
- B. It shall be the duty of each owner of any premises located within the Town to at all times cut and mow the weeds on the respective premises, and to remove accumulations thereof, whenever that growth or accumulation clogs drainageways or other drainage structures which are designed to convey stormwater drainage flows to safe outfall points.