



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

DATE: July 10, 2025	ITEM NO.	SUBJECT: Resolution Appointing Town Clerk & Administer Oath of Office
Presented by: Town Administrator		

Background

As part of the recent organizational updates for the Town of Palmer Lake, the Board of Trustees previously took action to separate the combined Town Administrator/Clerk position to two roles to better support Town operations and ensure focused leadership in both areas.

In accordance with Section 2.08.010 of the Palmer Lake Municipal Code, which outlines officer appointments by the Board, the attached resolution formally appoints Erica Romero who has been serving as Deputy Town Clerk to the Town Clerk position.

This appointment reflects both her past experience and her recent contributions to the Town. This will ensure continuity in administrative functions and statutory duties related to public meetings, licensing, records, elections, administrative support of all town departments, and overall customer service to the public.

Enclosed with this item is the organizational chart as directed by the Board of Trustees and the separated Town Clerk job description.

With approval of the resolution for the appointment, effective July 18, the oath of office will be administered.

Recommended Action

Move to approve the Resolution appointing Erica Romero as Town Clerk for the Town of Palmer Lake, effective on July 18, 2025, the day following her completion of the municipal clerk certification and the day following Administrator Collins' last day.