



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

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|---|-----------------|---|
| DATE: February 26, 2026 | ITEM NO. | SUBJECT: Town Clerk /Updates/Follow Up |
| Presented by: Erica Romero Town Clerk | | |

Board and Commission Vacancy & Term Overview

- BOA Beth Harris (Trustee)
- Planning Commission – No applicants
- One Applicant Received for Parks Commission being presented tonight
- Completed New Board Member Training & Onboarding 2/20

Follow up questions & Items

- 1. Question from Trustee Moseley -Voided checks 51233-51254 were due to a printing error (report attached).**
- 2. Question from Trustee Jurka Buc-ee’s check 51323 was refund of over-payment (details attached).**
- 3. Question from Trustee Jurka The 3 CKT checks were for PD/CJIS IT monthly services (3184.75), everybody else IT (2804.30) and firewall upgrade required by CJIS.**

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|-----|------------|------------|
| PMT | 12/11/2025 | \$2,804.30 |
| PMT | 12/18/2025 | \$3,184.75 |
| PMT | 12/30/2025 | \$1,475.00 |

- 4. Question from Trustee Moseley The 2 CMI checks were due to one check being lost in the mail, voided, stop payment, and reissue.**

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|--------|--------------------------------|-----|-----------|-------------|-------------|
| HIST | <input type="checkbox"/> 50879 | PMT | 7/24/2025 | \$12,787.50 | \$0.00 |
| HIST * | <input type="checkbox"/> 50799 | PMT | 6/26/2025 | \$12,787.50 | \$12,787.50 |

Fee Schedule – Forthcoming

Treasurer/Financial Updates

- Audit Status – Hinkle
 - Set up 1-week prior review of final audit for BOT – Pending Auditor
- RFP Audit 2025 – Looking for Direction – S

Workshop Calendar Items –

- Development Review Committee 1/22- Completed
- CML/Board Training 1/22 Completed
- Interview BOT Applicants 2/12 Completed
- Setting the Agenda policy (Title 2)- tbd (AMM Select Implementation)



- Board Conduct – Scott presented samples waiting for direction-
- Dark Sky – tbd Trustee Jurka is working with someone and will follow up with a date perhaps in March
- Town Revenue – tbd
- Water Workshop – tbd
- Board Appointments – tbd

Little League Update – We are happy to announce Tri Lakes Little League will be utilizing the baseball field this year for Tball & Rookies Division this is great community partnership, and we look forward to having them back. More formal information to follow-

Additional Items – Bond Requirement – In progress

The approved agenda-setting - authorizing the Mayor, Town Administrator, Town Clerk, Town Treasurer, or Town Attorney to add items to the agenda, and allow agenda items to be added by two trustees, provided materials are submitted to the Town Clerk by 9:00 a.m. on Wednesday prior to the meeting.