



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

DATE: January 9, 2025	ITEM NO.	SUBJECT: Consider Nomination of Mayor Pro Tem
Presented by: Town Administrator Dawn Collins		

Background

Pursuant to town code, Ch 2, nomination of Mayor Pro Tem takes place at the first meeting in January following a local election. In absence or designated by the Mayor, Mayor Pro Tem is an additional signer for town documents and leads meetings as needed.