



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

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| DATE: April 27, 2023 | ITEM NO. | SUBJECT: Resolution to Amend the Town Equipment Policy |
| Presented by: Town Administrator /Clerk | | |

The enclosed policy was previously adopted and, from time to time, may require updates. At this time, along with minor editing, the policy is amended to include obedience to traffic laws and use of seatbelts in town vehicles. This addition checks a box for the town insurance. Each year the insurance review provides additional points and tips to address/improve policy and procedures.

Staff recommends approving Resolution 32-2023 to amend the Use of Town Equipment policy.