



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

<b>DATE:</b> December 11, 2025,	<b>ITEM NO.</b>	<b>SUBJECT:</b> Review/Direction on Recall Petition
<b>Presented by:</b> Town Clerk		

**Background**

- Petitions for the recall of Trustee (Caves) were approved as to form October 14, 2025
- Circulated petition was submitted to Clerk on November 12, 2025
- Clerk determined initial sufficiency on November 17, 2025
- No protests were filed by the statutory deadline of December 2, 2025

Board action needed:

- 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 (December 11, 2025)
  - The election date is between 30 and 90 days of setting.

Staff recommend Tuesday, March 10, 2026, as the election date for the following reasons:

- This is the earliest date possible that allows the required process to take place (establishing vendors, printing ballots, mailing, etc.)
- Petitions will be available December 15<sup>th</sup> for circulation.

Recommended motion: MOVE TO acknowledge the recall petitions for Trustees Tim Caves and set a date for the recall election on March 10, 2025, to be held as a mail ballot election.