



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

DATE: March 13, 2025	ITEM NO.	SUBJECT: Consider Board of Trustee and Mayor Job Description
Presented by: Town Administrator/Clerk		

Background

As reviewed by the Board, enclosed are proposed job descriptions for a Board of Trustee member and Mayor to consider and uphold.

Recommended Action

Direction to staff to finalize and consider by resolution or other direction.