



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE BOARD OF TRUSTEES  
March 28, 2023**

The regular meeting of the Board of Trustees for the Town of Palisade was called to order at 6:00 pm by Mayor Greg Mikolai with Trustees present: Bill Carlson, Stan Harbaugh, Thea Chase, Jamie Somerville, and Mayor Pro-Tem Ellen Turner. Trustee Nicole Maxwell was absent. A quorum was declared. Also in attendance were Town Manager Janet Hawkinson, Town Clerk Keli Frasier, Community Development Director Brian Rusche, Public Works Director Jack Nickerson, Fire Chief Charles Balke, and Town Engineer Bret Guillory with J-U-B Engineers.

**AGENDA ADOPTION**

*Motion #1* by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to approve the agenda as presented.

A voice vote was requested  
Motion carried unanimously

**TOWN MANAGER REPORT**

Town Manager Janet Hawkinson reviewed her Town Manager report and updated the Board on current projects.

**CONSENT AGENDA**

*The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board members may ask that an item be removed from the Consent Agenda for individual consideration.*

- **Expenditures**  
Approval of Bills from Various Town Funds – March 10, 2023 – March 22, 2023
- **Minutes**  
Minutes from the March 14, 2023, Regular Board of Trustees Meeting

*Motion #2* by Mayor Pro-Tem Turner, seconded by Trustee Somerville, to approve the consent agenda as presented.

A roll call vote was requested.

**Yes:** Mayor Mikolai, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**PUBLIC HEARING I**

**PRO 2023-06 – Cadez Building Height Variance**

Mayor Mikolai opened the public hearing at 6:35 pm.

Community Development Director Brian Rusche reviewed his staff report, including the approval criteria.

Applicant Michael Cadez, the owner of 404 W 1<sup>st</sup> Street, gave a brief presentation regarding the request and emphasized that the requested height is consistent with the surrounding neighborhood and the historic aesthetic of the existing structure.

Mayor Mikolai opened the hearing to public comment. None was offered.

Mayor Mikolai opened the hearing to Board comment.

Members of the Board of Trustees spoke about the proposed variance's pros and cons and whether the Board's decision would set a precedent for future variance requests.

*Motion #3* by Mayor Pro-Tem Turner, seconded by Trustee Somerville, to approve PRO 2023-06 – Cadez Building Height Variance finding that the criteria of Section 4.17.F of the Land Development Code have been met.

A roll call vote was requested.

**Yes:** Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai

**No:**

**Absent:** Trustee Maxwell

Motion carried.

Mayor Mikolai closed the public hearing at 6:52 pm.

**NEW ITEMS**

**Water System Hydraulic Study Agreement**

Town Manager Hawkinson introduced Public Works Director Jack Nickerson and Town Engineer Bret Guillory, who both gave a presentation on what the study is and why they are requesting it.

*Note: The PowerPoint presentation will be a permanent attachment to these minutes.*

*Motion #4* by Mayor Pro-Tem Turner, seconded by Trustee Harbaugh, to direct the Town Manager to enter into an agreement with J-U-B Engineers to provide a Hydraulic Study of the Town of Palisade water distribution system for an amount not to exceed \$60,100.00.

A roll call vote was requested.

**Yes:** Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Chase

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Crack Seal Project Contract**

Public Works Director Nickerson reviewed the staff report and answered questions from various Board members.

*Motion #5* by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to direct the Town Manager to enter into an agreement with Valley Pavement Maintenance for the 2023 Crack Seal Project for an amount not to exceed \$48,829.00.

A roll call vote was requested.

**Yes:** Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Chase, Trustee Harbaugh

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Resolution 2023-05 – Fee Schedule Amendment for Transportation Impact Fees**

Community Development Director Rusche reviewed the staff report explaining the proposed fee change.

*Motion #6* by Mayor Pro-Tem Turner, seconded by Trustee Carlson, to adopt Resolution 2023-05 amending the Town of Palisade Fee Schedule to exclude outdoor dining square footage from the calculation of Transportation Impact Fees.

A roll call vote was requested.

**Yes:** Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Resolution 2023-06 – Fee Schedule Update**

Town Clerk Keli Frasier explained the proposed fee amendments to the Sex Offender Registration Fee, trash rates, and EMS/Fire fees.

*Motion #7* by Trustee Somerville, seconded by Trustee Chase, to adopt Resolution 2023-06 Amending the Town of Palisade Fee Schedule to reflect various Town fee updates.

A roll call vote was requested.

**Yes:** Trustee Carlson, Mayor Mikolai, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Purchase of Personal Protective Equipment (PPE) for Female Firefighters**

Fire Chief Charles Balke reviewed the reason for the request and then asked the Board to table the item due to a new grant opportunity that had been presented to him shortly before the meeting.

*Motion #8* by Trustee Chase, seconded by Trustee Somerville, to table the request for PPE for female firefighters until the first regularly scheduled Board of Trustees meeting in August.

A roll call vote was requested.

**Yes:** Mayor Mikolai, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Donation of Old Ambulances**

Fire Chief Balke reviewed the donation request and his recommendation to approve the donation.

*Motion #9* by Trustee Chase, seconded by Trustee Carlson, to donate an old ambulance to Longmont Emergency Unit.

A roll call vote was requested.

**Yes:** Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**PUBLIC COMMENT**

None was offered.

**COMMITTEE REPORTS**


Board members briefly explained the various meetings they had recently attended.

**ADJOURNMENT**

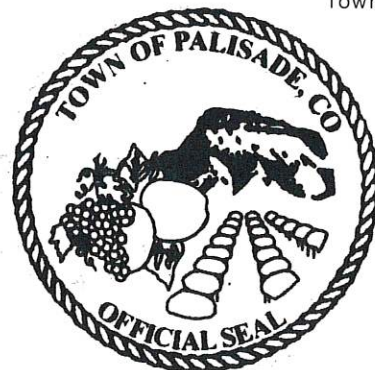
*Motion #10* by Trustee Chase, seconded by Trustee Somerville, to adjourn the meeting at 7:30 pm.

A voice vote was requested.

Motion carried unanimously.

X   
\_\_\_\_\_  
Greg Mikolai  
Mayor

X   
\_\_\_\_\_  
Keli Frasier  
Town Clerk



# Town of Palisade

## WATER SYSTEM HYDRAULIC MODEL

March 28, 2023



**J-U-B ENGINEERS, INC.**



**THE  
LANGDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

OTHER J-U-B COMPANIES

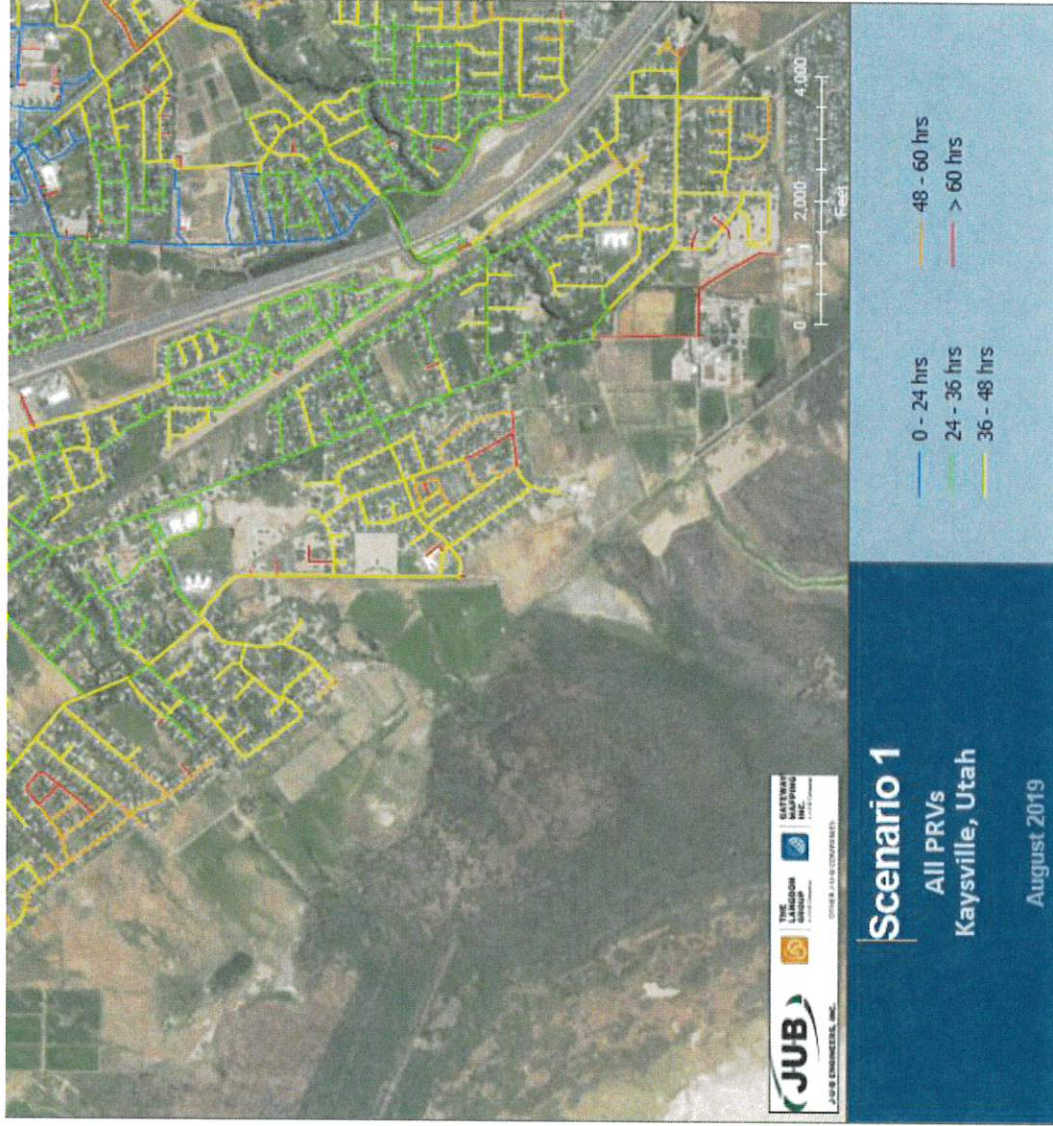
305 South Main Street, Unit 6  
Palisade, CO 81526  
p | 970-208-8508 w | [www.jub.com](http://www.jub.com)  
e | [bguilory@jub.com](mailto:bguilory@jub.com)



## Benefits of a Water System Hydraulic Model

- ❑ Ability to evaluate performance of the distribution system;
  - Fire Flow,
  - Pressure zones,
  - Age of water,
  - Flow characteristics (trouble shoot old pipes),
  - Aid in discovery of closed valves.
  
- ❑ Improved planned maintenance – Unidirectional flushing program coordinated with valve exercising program.
  
- ❑ Aid in planning for Capital Improvement Plan (CIP) Projects. Identify improved service through; looped lines, elimination of aged water, improve fire flow, undersized or oversized pipes.
  - Evaluate system with future demands in mind and develop the CIP based on current and future system performance.

# Water Age



# Unidirectional Flushing Plan



Zone		6D	Sequence 1	Hydraulics		Model	Field	Water Quality	Initial Value	Final Value
Date of Flush	Duration	15.8 min.	Start Time	Static Pressure	Res. Pressure	84.06 psi		Turbidity		
Valves to Open			Open Hydrant	Discharge Flow		57.64 psi		Disinf. Res.		
Valves to Close				Available Flow		955.94 gpm		pH		
Pipes to Flush				Total Pipe Len.		1,992.9 ft		Iron		
				Min Flushing Vol		675.14 ft³		Odor		
				Desired Flushing Vol		2,025.41 ft³		HPC		
				Min Flushing Time		5.3 min.		Color		
				Desired Flushing		15.8 min.		Other		

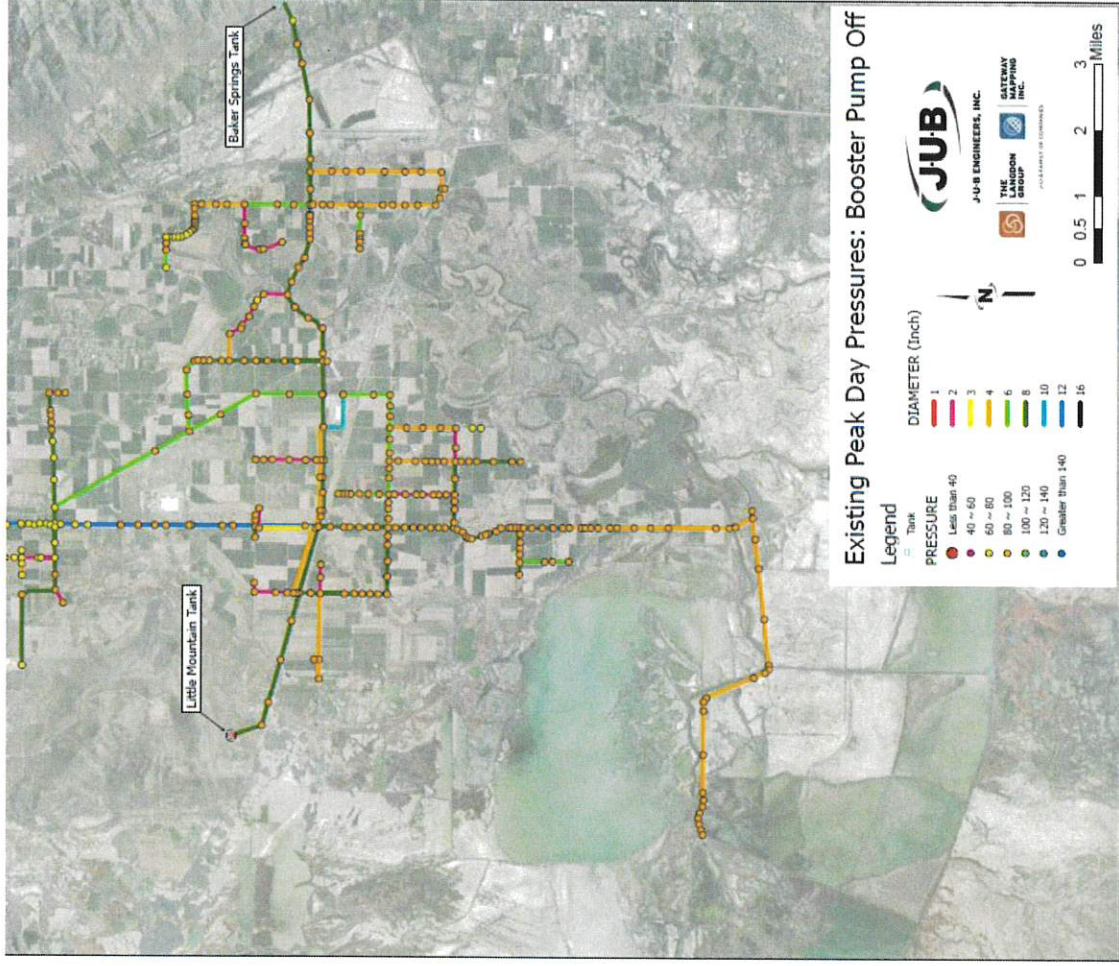
UNIDIRECTIONAL FLUSHING PROGRAM	
Note:	

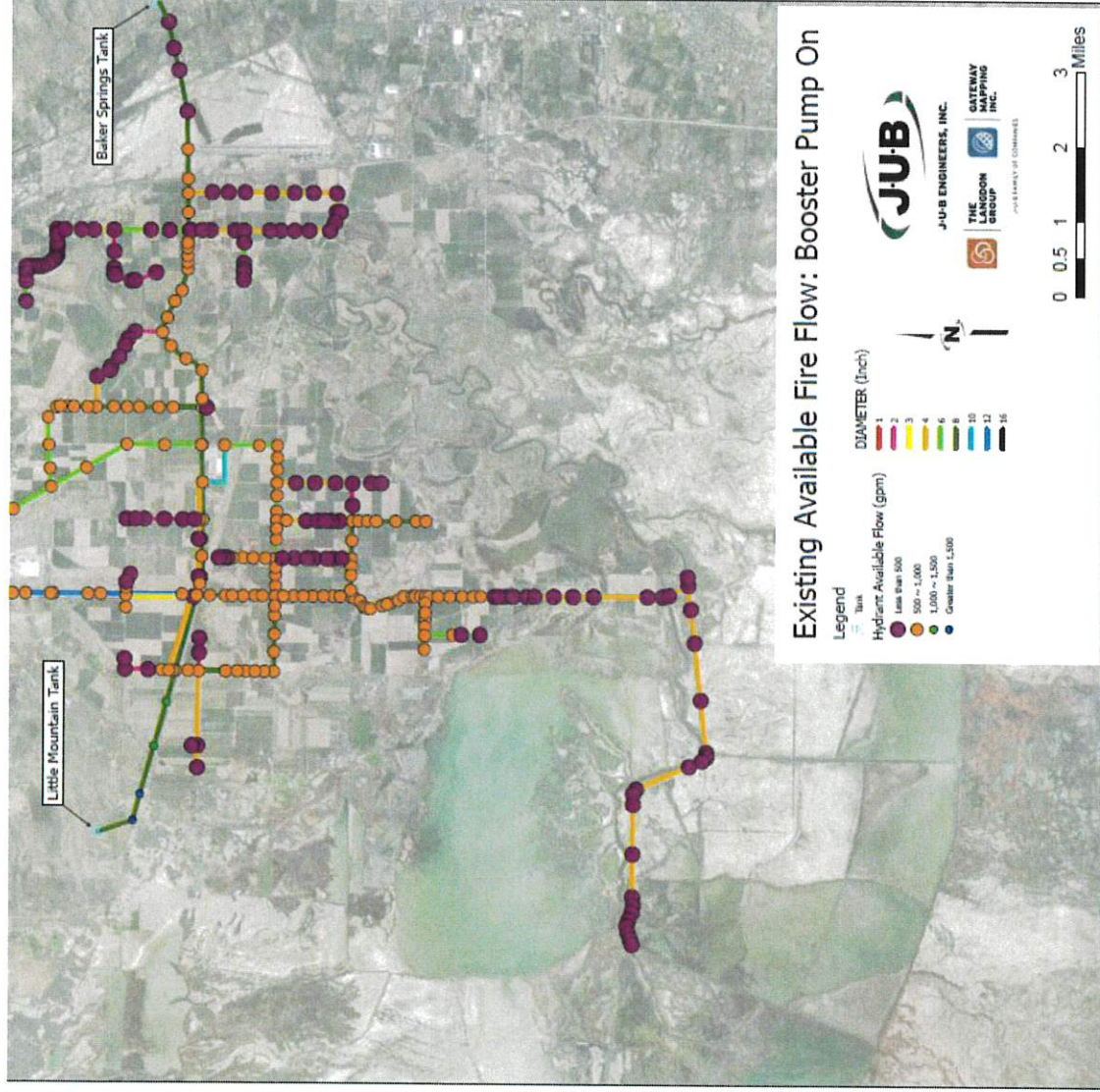
Legend	
	Flushing Hydrant
	Closed Valve
	Open Valve
	Flushed Pipe
	Flushing Pipe



# System Pressure



# Fire Flow





# Questions?