



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE BOARD OF TRUSTEES  
July 23, 2024**

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: Sarah Matchett, Rick Fox, Stan Harbaugh, and Mayor Pro-Tem Jamie Somerville. Absent were Trustees Nicole Maxwell and Jeff Snook. Also in attendance were Town Manager Janet Hawkinson, Town Clerk Keli Frasier, Matt Fila with J-U-B Engineers, and Interim Public Works Director Matt Beehler.

**AGENDA ADOPTION**

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

A voice vote was requested.  
Motion carried unanimously.

**TOWN MANAGER REPORT**

Town Manager Janet Hawkinson reviewed current and ongoing projects led by the Town of Palisade.

Interim Public Works Director Matt Beehler outlined the upcoming fire hydrant flushing program.

**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 – July 4, 2024 – July 15, 2024
- **Minutes**  
Minutes from July 9, 2024, Regular Board of Trustees Meeting

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

A roll call vote was requested.

**Yes:** Mayor Mikolai, Trustee Harbaugh, Trustee Matchett, Mayor Pro-Tem Somerville, Trustee Fox

**No:**

**Absent:** Trustee Maxwell, Trustee Snook

Motion carried.

**NEW BUSINESS****TAP Grant (Sidewalks from Cresthaven to Palisade High School) Land Acquisition Contracts**

Town Manager Hawkinson reviewed the staff report and clarified the process for moving forward on the project.

*Motion #3* by Trustee Mastchett, seconded by Mayor Pro-Tem Somerville, to direct the Town Manager to enter into contract for the final purchase of right-of-way to complete the sidewalk project with a 20% grant match and no more than \$35,000 extra over the total cost.

A roll call vote was requested.

**Yes:** Trustee Harbaugh, Trustee Matchett, Mayor Pro-Tem Somerville, Trustee Fox, Mayor Mikolai

**No:**

**Absent:** Trustee Maxwell, Trustee Snook

Motion carried.

**Award Troyer Lift Station Contract (from RFP process)**

Town Manager Hawkinson introduced Matt Fila with J-U-B Engineers, who explained the Invitation to Bid process and the recommended company for the contract.

*Motion #4* by Trustee Harbaugh, seconded by Mayor Pro-Tem Somerville, to direct the Town Manager to enter into contract with MA Concrete for the construction and installation of the Troyer lift station for an amount not to exceed \$187,309.72.

A roll call vote was requested.

**Yes:** Trustee Matchett, Mayor Pro-Tem Somerville, Trustee Fox, Mayor Mikolai, Trustee Harbaugh

**No:**

**Absent:** Trustee Maxwell, Trustee Snook

Motion carried.

**Interviews and Appointment to the Tourism Advisory Board**

All applicants were asked to leave the room for individual interviews. Interviews were held in the following order:

- Adams, Juliann
- Buecheler, Rondo
- Kelley, Ian
- Metzger, Susan
- Rasmussen, JoAnn
- Shull, Cassidee

Applicants Jeff Hanle and Jody Corey were absent.

A silent ballot vote was held. *\*Note: all ballot votes will be a permanent attachment to these minutes.*

*Motion #5* by Mayor Pro-Tem Somerville, seconded by Trustee Matchett, to appoint Juliann Adams, Rondo Buecheler, Ian Kelly, Susan Metzger, JoAnn Rasmussen, and Cassidee Shull to the Tourism Advisory Board for two-year terms.

A roll call vote was requested.

**Yes:** Mayor Pro-Tem Somerville, Trustee Fox, Mayor Mikolai, Trustee Harbaugh, Trustee Matchett

**No:**

**Absent:** Trustee Maxwell, Trustee Snook

Motion carried.

**PUBLIC COMMENT**

None was offered.

**COMMITTEE REPORTS**

Trustee Harbaugh gave a brief update on AGNC, Trustee Matchett updated the Board on GJEP, and Mayor Mikolai reviewed GVRTC.

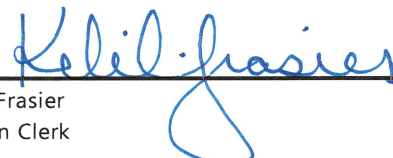
**ADJOURNMENT**

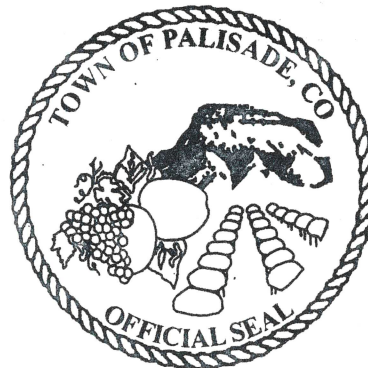
*Motion #6* by Mayor Pro-Tem Somerville, second by Trustee Harbaugh, to adjourn the meeting at 6:59 pm.

A voice vote was requested.

Motion carried unanimously.

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

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



# Mayor Greg Mikolai

## Tourism Advisory Board Appointment

07/23/2024

Vote for SIX

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Adams, Juliann   |
| <input checked="" type="checkbox"/> | Buecheler, Rondo |
| <input checked="" type="checkbox"/> | Corey, Jody      |
| <input type="checkbox"/>            | Hanle, Jeff      |
| <input checked="" type="checkbox"/> | Kelley, Ian      |
| <input type="checkbox"/>            | Metzger, Susan   |
| <input checked="" type="checkbox"/> | Rasmussen, JoAnn |
| <input checked="" type="checkbox"/> | Shull, Cassidee  |

# Mayor Pro-Tem Jamie Somerville

## Tourism Advisory Board Appointment

07/23/2024

Vote for SIX

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Adams, Juliann   |
| <input checked="" type="checkbox"/> | Buecheler, Rondo |
| <input checked="" type="checkbox"/> | Corey, Jody      |
| <input type="checkbox"/>            | Hanle, Jeff      |
| <input checked="" type="checkbox"/> | Kelley, Ian      |
| <input type="checkbox"/>            | Metzger, Susan   |
| <input checked="" type="checkbox"/> | Rasmussen, JoAnn |
| <input checked="" type="checkbox"/> | Shull, Cassidee  |

# Trustee Stan Harbaugh

## Tourism Advisory Board Appointment

07/23/2024

Vote for SIX

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Adams, Juliann   |
| <input checked="" type="checkbox"/> | Buecheler, Rondo |
| <input type="checkbox"/>            | Corey, Jody      |
| <input type="checkbox"/>            | Hanle, Jeff      |
| <input checked="" type="checkbox"/> | Kelley, Ian      |
| <input checked="" type="checkbox"/> | Metzger, Susan   |
| <input checked="" type="checkbox"/> | Rasmussen, JoAnn |
| <input checked="" type="checkbox"/> | Shull, Cassidee  |

# Trustee Sarah Matchett

## Tourism Advisory Board Appointment

07/23/2024

Vote for SIX

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Adams, Juliann   |
| <input checked="" type="checkbox"/> | Buecheler, Rondo |
| <input type="checkbox"/>            | Corey, Jody      |
| <input type="checkbox"/>            | Hanle, Jeff      |
| <input checked="" type="checkbox"/> | Kelley, Ian      |
| <input checked="" type="checkbox"/> | Metzger, Susan   |
| <input checked="" type="checkbox"/> | Rasmussen, JoAnn |
| <input checked="" type="checkbox"/> | Shull, Cassidee  |

# Trustee Rick Fox

## Tourism Advisory Board Appointment

07/23/2024

Vote for SIX

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Adams, Juliann   |
| <input checked="" type="checkbox"/> | Buecheler, Rondo |
| <input type="checkbox"/>            | Corey, Jody      |
| <input type="checkbox"/>            | Hanle, Jeff      |
| <input checked="" type="checkbox"/> | Kelley, Ian      |
| <input checked="" type="checkbox"/> | Metzger, Susan   |
| <input checked="" type="checkbox"/> | Rasmussen, JoAnn |
| <input checked="" type="checkbox"/> | Shull, Cassidee  |



# Board of Trustees Regular Meeting July 23, 2024

## Tourism Advisory Board Appointment Tally Sheet

(Individual Board Member Votes Will Be Attached to This Sheet as a Permanent Attachment to the 07/23/2024 Minutes)

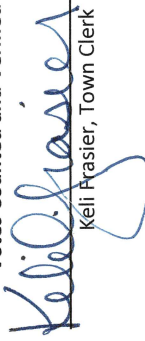
**Vote 1**

|                                       | Adams, Juliann | Buecheler, Rondo | Corey, Jody | Hanle, Jeff | Kelley, Ian | Metzger, Susan | Rasmussen, JoAnn | Shull, Cassidee |
|---------------------------------------|----------------|------------------|-------------|-------------|-------------|----------------|------------------|-----------------|
| <u>Mayor Greg Mikolaj</u>             | 1              | 1                | 1           |             | 1           |                | 1                | 1               |
| <u>Mayor Pro-Tem Jamie Somerville</u> | 1              | 1                | 1           |             | 1           |                | 1                | 1               |
| <u>Trustee Nicole Maxwell</u>         |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Stan Harbaugh</u>          | 1              | 1                |             |             | 1           | 1              | 1                | 1               |
| <u>Trustee Sarah Matchett</u>         | 1              | 1                |             |             | 1           | 1              | 1                | 1               |
| <u>Trustee Rick Fox</u>               | 1              | 1                |             |             | 1           | 1              | 1                | 1               |
| <u>Trustee Jeff Snook</u>             |                |                  |             |             |             |                |                  |                 |
| <b>Total:</b>                         | 5              | 5                | 2           |             | 5           | 3              | 5                | 5               |

**Vote 2**

|                                       | Adams, Juliann | Buecheler, Rondo | Corey, Jody | Hanle, Jeff | Kelley, Ian | Metzger, Susan | Rasmussen, JoAnn | Shull, Cassidee |
|---------------------------------------|----------------|------------------|-------------|-------------|-------------|----------------|------------------|-----------------|
| <u>Mayor Greg Mikolaj</u>             |                |                  |             |             |             |                |                  |                 |
| <u>Mayor Pro-Tem Jamie Somerville</u> |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Nicole Maxwell</u>         |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Stan Harbaugh</u>          |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Sarah Matchett</u>         |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Rick Fox</u>               |                |                  |             |             |             |                |                  |                 |
| <u>Trustee Jeff Snook</u>             |                |                  |             |             |             |                |                  |                 |
| <b>Total:</b>                         |                |                  |             |             |             |                |                  |                 |

Votes Counted and Verified By:

  
 Kelli Prasler, Town Clerk