



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE BOARD OF TRUSTEES  
October 8, 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: Jeff Snook, Sarah Matchett, Rick Fox, and Mayor Pro-Tem Jamie Somerville. Absent were Trustees Nicole Maxwell and Stan Harbaugh. Also in attendance were Town Manager Janet Hawkinson, Town Clerk Keli Frasier, Finance Director Gregg Mueller, Community Development Director Devan Aziz, and Parks & Facilities Director Troy Ward.

**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 the pothole project being led by the Town of Palisade.

**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 – September 13, 2024 – September 26, 2024
- **Minutes**  
Minutes from September 24, 2024, Regular Board of Trustees Meeting

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

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh

Motion carried.

**NEW BUSINESS****Resolution 2024-23 Authorizing Sewer Transfer Project Property Acquisitions**

Town Attorney, Richard Peterson-Cremer reviewed the proposed Resolution.

*Motion #3* by Mayor Pro-Tem Somerville, seconded by Trustee Matchett, to adopt Resolution 2024-23 authorizing the acquisition and, if necessary, the condemnation of the properties necessary to accomplish the Palisade to Clifton Sewer Transfer Line as presented.

A roll call vote was requested.

**Yes:** Trustee Matchett, Mayor Pro-Tem Somerville, Trustee Snook, Trustee Fox, Mayor Mikolai  
**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh  
Motion carried.

**Presentation of the DRAFT 2025 Town of Palisade Budget**

Town Manager Hawkinson presented the draft 2025 Town of Palisade budget to the Board.

Trustees asked for a work session to review the draft budget on October 29, 2024.

*Motion #4* by Trustee Matchett, seconded by Mayor Pro-Tem Somerville, to set the public hearing to adopt the 2025 Town of Palisade budget for Tuesday, November 12, 2024, and directed the Town Clerk to publish a notice in the local newspaper.

A roll call vote was requested.

**Yes:** Mayor Pro-Tem Somerville, Trustee Snook, Trustee Fox, Mayor Mikolai, Trustee Matchett  
**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh  
Motion carried.

**Resolution 2024-24 Supporting a Safe Routes to Schools Grant Application**

Town Manager Hawkinson reviewed the application, announced it was a no-match grant, and explained the proposed project to install safety measures for the multimodal path from Palisade High School to Taylor Elementary School along Highway 6.

*Motion #5* by Trustee Matchett, seconded by Mayor Pro-Tem Somerville, to adopt Resolution 2024-24 supporting a grant application for a Safe Routes to Schools Grant for funding to assist with construction materials required by the Town to turn the frontage roads into multimodal paths on Highway 6 as presented.

A roll call vote was requested.

**Yes:** Trustee Snook, Trustee Fox, Mayor Mikolai, Trustee Matchett, Mayor Pro-Tem Somerville  
**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh  
Motion carried.

**HVAC Purchase for Town Hall Annex**

Parks & Facilities Director Troy Ward reviewed the request for funding for a new heating system for the finance department's offices.

*Motion #6* by Trustee Matchett, seconded by Mayor Pro-Tem Somerville, to direct the Town Manager to purchase a new HVAC system for the annex building at Town Hall for an amount not to exceed \$23,000.00.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh

Motion carried.

**Interview and Appointment to the Palisade Planning Commission**

Mayor Mikolai announced that candidate Alex Sparks was unable to attend due to an unforeseen emergency.

Mayor Pro-Tem Somerville spoke on Mr. Spark’s behalf and stated he would support his appointment to the Planning Commission.

*Motion #7* by Mayor Pro-Tem Somerville, seconded by Trustee Fox, to appoint Alex Sparks to the Palisade Planning Commission with a term ending in February 2025.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell, Trustee Harbaugh

Motion carried.

**PUBLIC COMMENT**

JoAnn Rasmussen, Chair of the Palisade Historical Society, gave a brief update on the society’s visitor and volunteer numbers, as well as upcoming events.

**COMMITTEE REPORTS**

Trustee Snook gave a brief update on the Tourism Advisory Board.

**ADJOURNMENT**

*Motion #8* by Mayor Pro-Tem Somerville, second by Trustee Matchett, to adjourn the meeting at 6:21 pm.

A voice vote was requested.

Motion carried unanimously.

X   
Greg Mikolai  
Mayor

X   
Keli L. Frasier, CMC  
Town Clerk

