



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE BOARD OF TRUSTEES  
October 22, 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: Stan Harbaugh, Jeff Snook, Sarah Matchett, Rick Fox, and Mayor Pro-Tem Jamie Somerville. Absent was Trustee Nicole Maxwell. Also in attendance were Town Manager Janet Hawkinson, Town Clerk Keli Frasier, Parks & Facilities Director Troy Ward, Public Works Director Brian Flenniken, Police Chief Jesse Stanford, and Town Engineer Matt Fila.

**AGENDA ADOPTION**

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

A voice vote was requested.  
Motion carried unanimously.

**PRESENTATIONS**

Robert Stanley - President of the Palisade Little League, requested grant support and \$1,150.00 for uniforms for the 2025 season.

Zach Hope and Kenny Rogowski from the State of Colorado Division of Oil and Public Safety presented about the petroleum release at a CnF Food Stores Palisade location. The public was invited to meet with them in a different room for one-on-one communication.

**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 27, 2024 – October 10, 2024
- **Minutes**  
Minutes from October 8, 2024, Regular Board of Trustees Meeting
- **Resolution 2024-25 - Parklet Lease Agreement**  
Resolution 2024-25 formalizes a lease agreement with El Rey's Mexican Food, LLC, for the use of a downtown parklet at 528 Iowa Avenue (formerly Palisade Picnic).

*Motion #2* by Mayor Pro-Tem Somerville, second by Trustee Matchett, 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 Snook, Trustee Fox

**No:**

**Absent:** Trustee Maxwell

Motion carried.

### **NEW BUSINESS**

#### **Troyer Avenue Lift Station Change Order Request**

Matt Fila with JUB Engineers reviewed the proposed change order request and explained the circumstances that led to the modification.

*Motion #3* by Trustee Matchett, seconded by Mayor Pro-Tem Somerville, to approve a change order for the contract with MA Concrete for the Troyer Avenue Lift Station project to reflect project materials saving of \$22,172.29, an increase to construction fees of \$7,494.20 for repairs to the Troyer Avenue irrigation line, and an additional \$31,337.42 for the cost of Xcel Energy electrical installation, for a total increase of \$16,659.33.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell

Motion carried.

#### **Ordinance 2024-07 – Palisade Municipal Code Amendment regarding Tobacco Products**

Chief of Police Jesse Stanford presented Ordinance 2024-07 to the Board and answered questions regarding municipal, county, state, and federal laws.

*Motion #4* by Mayor Pro-Tem Somerville, seconded by Trustee Harbaugh, to approve Ordinance 2024-07 to Prohibit the Furnishing of Cigarettes, Tobacco Products, or Nicotine Products to Individuals Under the Age of 21 and Possession of Cigarettes and Tobacco Products by Individuals Under the Age of 21.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell

Motion carried.

#### **Audit Company Contract for the Town of Palisade 2024 Audit**

Town Clerk Keli Frasier reviewed the staff report and offered to answer any questions or concerns from the Board.

*Motion #5* by Mayor Pro-Tem Somerville, seconded by Trustee Matchett, directing the Mayor to enter into a contract with Hinkle & Company, PC, for 2024 financial audit services for the Town of Palisade.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**Emergency Sewer Line Replacement**

Public Works Director Brian Flenniken reviewed the request for funding for the sewer line in the alley between 6th and 7th Street replacement.

*Motion #6* by Trustee Matchett, seconded by Trustee Harbaugh, directing the Town Manager to have the sewer line in the alley between 6th and 7th Street replaced for an amount not to exceed \$30,000.00 from the Sewer budget.

A roll call vote was requested.

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

**No:**

**Absent:** Trustee Maxwell

Motion carried.

**PUBLIC COMMENT**

Jim Solomon 557 Logan Avenue, asked the Board for a waiver for setbacks for a fence he recently installed.

*The consensus of the Board is to bring the item to the next Board meeting in November under Town Manager Report.*

**COMMITTEE REPORTS**

Trustee Snook gave a brief update on the Tourism Advisory Board, and Mayor Pro-Tem reviewed the Palisade Chamber of Commerce's upcoming events.

**ADJOURNMENT**

*Motion #7* by Mayor Pro-Tem Somerville, second by Trustee Harbaugh, to adjourn the meeting at 7:29 pm.

A voice vote was requested.

Motion carried unanimously.

X

Greg Mikolai  
Mayor

X

Keli L. Frasier, CMC  
Town Clerk

