



**MINUTES OF THE REGULAR MEETING OF THE  
PALISADE BOARD OF TRUSTEES  
November 9, 2021**

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: Jamie Sommerville, Susan L'Hommedieu, Ellen Turner, Bill Carlson, Nicole Maxwell, and Mayor Pro-Tem Thea Chase. A quorum was declared. Also in attendance were Town Manager Janet Hawkinson, Community Development (CD) Director Brian Rusche, Finance Director Travis Boyd, Parks, Recreation & Events (PRE) Director Troy Ward, Police Chief Deb Funston, and Town Engineer Bret Guillory with J-U-B Engineers.

**AGENDA ADOPTION**

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

A voice vote was requested  
Motion carried unanimously

**PRESENTATIONS**

***Law Enforcement Records Personnel Week Proclamation***

Presented by Mayor Mikolai to Palisade Police Records Technician Carrie Coughran.

**PUBLIC COMMENT**

None was offered.

**TOWN MANAGER REPORT**

Town Manager Hawkinson reviewed her Manager's Report, announcing that Police Chief Funston had accepted a position as the Rifle Chief of Police and that this would be her last Board meeting. She went on to introduce Bret Guillory with J-U-B Engineers, to give a brief update on the old high school and the CDOT 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 – October 22, 2021 – November 4, 2021

- **Opioid Settlement Memorandum of Understanding (MOU)**

Authorize the Mayor to sign the following agreements:

- Colorado Opioids Memorandum of Understanding with the Colorado Attorney General
- Exhibit K Settlement Participation Form: Janssen Settlement release
- Exhibit K Settlement Participation Form: Distributor Settlement release
- Colorado Subdivision Escrow Agreement authorizing Colorado Municipal League to act as escrow agent for the municipality

*Motion #2* by Trustee Sommerville, seconded by Trustee Turner, to approve the consent agenda as presented.

A roll call vote was requested.

**Yes:** Trustee Maxwell, Trustee Carlson, Trustee L’Hommedieu, Trustee Turner, Trustee Somerville, Mayor Pro-Tem Chase, Mayor Mikolai

**No:**

**Absent:**

Motion Carried.

**NEW BUSINESS**

**Request to Auction Town Equipment**

Parks, Recreation, and Events Director Troy Ward reviewed his staff report, explaining that staff would like to auction off equipment that is no longer operational or expected to cost more than its value to repair.

Equipment that is being requested to auction:

	<u>Type</u>	<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Est. Mileage</u>
<b>Fire:</b>	Ambulance	Ford	F-450	2004	74,339
	Ambulance	Ford	F-450	2007	188,660
	Ladder Truck	PemFab		1982	10,671
	Compressor	Eagle Air	KA5E3	1988	N/A
<b>Police:</b>	Pick up Ext. Cab	Ford	F150	2006	152,954
<b>Utilities:</b>	Pick up Reg Cab	GMC	2500	2001	115,000
<b>Parks:</b>	Pick up Reg Cab	GMC	2500	2005	112,000

Mayor Mikolai inquired about the potential of repurposing the two ambulances for the utilities crew and the facilities crew. PRE Director Ward stated that if it is possible, they would like to repurpose them; however, if it isn’t, staff would like the Board’s permission to auction them with the rest of the proposed equipment.

*Motion #3* by Trustee Somerville, seconded by Mayor Pro-Tem Chase to direct the Town Manager to auction off the above-listed equipment.

A roll call vote was requested.

**Yes:** Trustee Maxwell, Trustee L’Hommedieu, Trustee Somerville, Trustee Carlson, Mayor Pro-Tem Chase, Trustee Turner, Mayor Mikolai

**No:**

**Absent:**

Motion carried.

**Purchase of Trucks for the Parks Department**

PRE Director Ward explained that the Town has never had a long-term vehicle replacement or repair program until recently. Staff's research into current vehicle needs and advancements in hybrid technologies have concluded that transitioning some staff to smaller-more fuel-efficient-hybrid trucks is prudent. Ford Motor Company released the new 2022 Ford Maverick XL hybrid truck with an estimated 40mpg. The smaller and more environmentally friendly vehicle would replace some much older, larger, and significantly less environmentally friendly trucks in the Town's fleet.

Dealer quotes estimate the purchase of these vehicles to be approximately \$22,200 each, and it is estimated that the Town can purchase all three trucks for about \$67,000.

*Motion #4* by Trustee L'Hommedieu, seconded by Mayor Pro-Tem Chase to direct the Town Manager to purchase three new 2022 Ford Maverick hybrid trucks.

A roll call vote was requested.

**Yes:** Trustee Carlson, Trustee Turner, Trustee Somerville, Trustee Maxwell, Mayor Pro-Tem Chase, Trustee L'Hommedieu, Mayor Mikolai

**No:**

**Absent:**

Motion carried.

**Ordinance No. 2021-12- Adoption of Salary Schedule per Town Code**

Town Manager Hawkinson stated that per the Town of Palisade Municipal Code, the Board is required to adopt a Salary Schedule, and the Town Administrator is required to present a Salary Survey to them every year with the Budget. She went on to explain that she is presenting a salary survey the Town performed in 2019 to be adopted by the Board for the 2022 budget.

*Motion #5* by Trustee Turner, seconded by Trustee L'Hommedieu to approve Ordinance 2021-12, adopting the salary schedule.

A roll call vote was requested.

**Yes:** Trustee Somerville, Trustee Carlson, Trustee Turner, Mayor Mikolai, Mayor Pro-Tem Chase, Trustee L'Hommedieu, Trustee Maxwell

**No:**

**Absent:**

Motion carried.

**OPEN DISCUSSION**

*Mayor Mikolai* announced that he had received a phone call from a grateful citizen who wished to commend the Palisade Police Department (three officers in particular) for helping her with a family

situation. Mayor Mikolai stated that it was a testament to Police Chief Funston for the atmosphere she has fostered within the police department and thanked her for her dedication to the Town.

*Trustee Carlson* gave a shout-out to the Palisade High School football team and girls volleyball team for going to State. He went on to thank veterans for their service, especially those working for the Town of Palisade.

*Trustee Turner* expressed concern about several VRBOs in Town that have not paid their lodging fees for over a year or two. She went on to ask if staff could work on changing the Town Ordinances to state that if a VRBO business is not compliant with the lodging fee requirement, the business will lose its license to operate. **Consensus of the Board is to direct the Town Manager to work with the Town attorney to update Town ordinances to include penalties, up to and including revocation of a license, for VRBO lodging fee non-compliance.** Finance Director Boyd announced that staff is currently conducting an audit of all licensed VRBOs.

Trustee Turner went on to ask PRE Director Ward what the plan for leaf pick-up is over the Thanksgiving holiday. PRE Director Ward answered that the utilities department plans on picking up leaves on Friday for those regularly scheduled on Thursdays.

*Trustee Maxwell* asked for an update on CUPs that were approved in 2021 by the Board and if the applications have expiration dates. CD Director Rusche responded that typically the applications are good for six months to a year, depending on the Town Code, and that progress (including submitting a site plan) keeps the application active.

*Trustee L'Hommedieu* asked if Trustees Turner and Maxwell would give an update on their progress with broadband services to Palisade? Trustee Turner stated that they have one more meeting to schedule before they'll be ready to provide a presentation to the Board.

*Mayor Pro-Tem Chase* asked if we would be doing a fall tree limb and green waste pick-up? PRE Director Ward stated that there is nothing like that on the schedule, but staff will look into it.

Mayor Pro-Tem Chase went on the express her enthusiasm for getting new trucks for the Parks Department and asked that staff look into getting flowerbeds in better shape next year by adding more flowers, especially at Peach Bowl Park.

### **COMMITTEE REPORTS**

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

### **EXECUTIVE SESSION**

*Motion #6* by Trustee Somerville, seconded by Trustee Turner to go in to Executive Session for the Board of Trustees to discuss items pursuant to C.R.S. 24-6-402(4) (e) (a) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators and discussion regarding the purchase, lease, transfer, or sale of any real, personal, or other property interest with Town Manager Janet Hawkinson. REAL ESTATE MATTERS.

Present were Mayor Greg Mikolai, Trustees: Jamie Sommerville, Susan L'Hommedieu, Ellen Turner, Bill Carlson, Nicole Maxwell, and Mayor Pro-Tem Thea Chase. Also in attendance were Town Manager Janet Hawkinson and Finance Director Travis Boyd.

**ADJOURNMENT**

*Motion #7* by Trustee Somerville, seconded by Trustee Turner to adjourn the meeting at 7:08 pm.

A voice vote was requested.  
Motion carried unanimously.

**WORK SESSION**

A work session of the Board of Trustees for the Town of Palisade began at 7:08 pm to discuss the 2022 budget. Present were Mayor Greg Mikolaj, Trustees: Jamie Sommerville, Susan L'Hommedieu, Ellen Turner, Bill Carlson, Nicole Maxwell, and Mayor Pro-Tem Thea Chase. Also in attendance were Town Manager Janet Hawkinson and Finance Director Travis Boyd.

X   
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Greg Mikolaj  
Mayor

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

