



**AGENDA**  
**for the Board of Trustees**  
**of the Town of Palisade, Colorado**  
***SPECIAL MEETING***  
**March 20, 2020**  
**2:30 PM**  
**341 West 7<sup>th</sup> Street**

- I. SPECIAL MEETING CALLED TO ORDER AT 2:30 PM.**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. AGENDA ADOPTION**
- VIII. NEW BUSINESS ELECTIONS**
  - A. Resolution #2020-05 *"A Resolution Of The Board Of Trustees For The Town Of Palisade, Colorado, Appointing Judges For The April 7, 2020, Municipal Mail Ballot Election."*
  - B. Resolution #2020-06 *"A Resolution Of The Board Of Trustees For The Town Of Palisade, Colorado, Directing The Town Clerk Of The Town Of Palisade, As The Designated Election Official, To Conduct The Regular Municipal Election, Scheduled For April 7, 2020, As A Mail Ballot Election."*
- IX. NEW BUSINESS COVID-19 RESOLUTIONS**
  - A. Resolution #2020-07 *"A Resolution Of The Board Of Trustees Of The Town Of Palisade, Colorado Declaring A Local Disaster Emergency."*
  - B. Resolution #2020-08 *"A Resolution Of The Board Of Trustees Of The Town Of Palisade, Colorado Adopting An Emergency Electronic Participation Policy."*
- V. ADJOURNMENT**

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, APPOINTING JUDGES FOR THE APRIL 7<sup>th</sup>, 2020 MUNICIPAL MAIL BALLOT ELECTION.**

**WHEREAS**, pursuant to Section 31-10-401, C.R.S., provides that at least fifteen days before each municipal election the governing body shall appoint the judges of election and that each judge of election shall be a registered elector in Colorado and at least eighteen years of age; and

**WHEREAS**, the Interim Town Clerk has nominated and submitted to the Board of Trustees the names of three (3) qualified registered electors to serve as judges of election and the names of 3 (three) qualified registered electors to serve as alternates; and

**WHEREAS**, the Board of Trustees has reviewed the list of proposed judges of election as recommended by the Town Clerk and has found them to be qualified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO** that the persons listed below are hereby appointed as judges of election for the regular election to be held on Tuesday, April 7<sup>th</sup>, 2020:

1. Deborah Mattson, 498 Anjou Drive, Grand Junction, CO 81504
2. Michelle Kopasz, 405 W 5<sup>th</sup> Street, Palisade, CO 81526
3. Travis Boyd, 2444 Jack Creek Road, Grand Junction, CO 81505
4. Gregg Mueller, 632 Sandstone Street, Fruita, CO 81521 (Alternate)
5. Lydia Reynolds, 1926 Ouray Avenue, Grand Junction, CO 81501 (Alternate)
6. Allyson Shellhorn, 2961 E View Drive, Grand Junction, CO 81504 (Alternate)

**RESOLVED, APPROVED, AND ADOPTED this 20<sup>th</sup> day of March 2020.**

TOWN OF PALISADE, COLORADO

By \_\_\_\_\_  
Roger L. Granat, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2020-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF  
PALISADE, COLORADO, DIRECTING THE TOWN CLERK OF THE  
TOWN OF PALISADE, AS THE DESIGNATED ELECTION OFFICIAL,  
TO CONDUCT THE REGULAR MUNICIPAL ELECTION, SCHEDULED  
FOR APRIL 7, 2020, AS A MAIL BALLOT ELECTION**

**WHEREAS**, the Board of Trustees of Palisade is desirous of engaging as many registered electors of the Town of Palisade as possible in the regularly scheduled municipal election of April 7, 2020; and,

**WHEREAS**, previous Elections conducted as mail ballot elections have resulted in higher voter participation by the registered electors; and,

**WHEREAS**, the Board of Trustees of the Town of Palisade, believes a mail ballot election will encourage voter participation; and

**WHEREAS**, Part 9, Article 10, Title 31 of the Colorado Revised Statutes sets forth the process and procedures for conducting municipal mail ballot elections; and

**WHEREAS**, the Board of Trustees of the Town of Palisade seeks to appoint the Palisade Town Clerk as the Designated Election Official for the regular mail ballot election, and to comply with all applicable election procedures, including, but not limited to compliance with the Colorado Municipal Election Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, THAT:**

Section 1. The above recitals are hereby incorporated as findings of the Town of Palisade.

Section 2. The Palisade Town Clerk is hereby authorized and directed, as the Designated Election Official for the regular mail ballot election, to conduct such election scheduled for **April 7, 2020** under the supervision of the Colorado Secretary of State, and subject to rules promulgated by the Colorado Secretary of State, pursuant to C.R.S. §31-10-101 et seq. (hereinafter "Colorado Municipal Election Code").

Section 3. The Palisade Town Clerk, as the Designated Election Official for the regular mail ballot election, is further authorized and directed to take all actions necessary to conduct the regular mail ballot election pursuant to Part 9, Article 10, Title 31, C.R.S.

Section 4. There shall be one (1) precinct for this mail ballot election. The mail ballot polling location for said precinct shall be the Palisade Town Hall, 175 East Third Street, Palisade, Colorado 81526.

Section 5. The Designated Election Official shall establish the form of the regular mail election ballot.

**RESOLVED, APPROVED, and ADOPTED this 20<sup>th</sup> day of March 2020.**

TOWN OF PALISADE, COLORADO

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Roger L. Granat, Mayor

ATTEST:

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Town Clerk

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2020-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
PALISADE, COLORADO DECLARING A LOCAL DISASTER  
EMERGENCY AND AUTHORIZING THE EXERCISE OF THE  
BOARD OF TRUSTEES' POLICE POWER BY THE TOWN  
ADMINISTRATOR**

**WHEREAS**, the World Health Organization has declared the 2019 Novel Coronavirus/ COVID-19 disease (“COVID-19”) a Global Pandemic; and

**WHEREAS**, the COVID-19 pandemic has spread and infected populations at such a rate throughout the United States, the State of Colorado, and the western slope of Colorado that it threatens to overwhelm limited medical facilities with infected individuals; and

**WHEREAS**, the President of the United States of America has declared a National State of Emergency relating to the COVID-19 pandemic; and

**WHEREAS**, the Governor of the State of Colorado has declared a statewide emergency regarding the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from the COVID-19 pandemic on March 10, 2020; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the outbreak of COVID-19 a pandemic; and

**WHEREAS**, the Town Board anticipates that without appropriately responding to the illness, numbers of cases will rise, may result in serious illness or death for certain members of the community, and also may have the effect of interrupting the functioning of the community in terms of work attendance, school attendance, and the like; and

**WHEREAS**, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the Town's available resources; and

**WHEREAS**, Colorado law provides for declaring a local disaster emergency to assist local governments in responding to and recovering from emergency events, including epidemics; and

**WHEREAS**, pursuant C.R.S. § 24-33.5-709 the Board of Trustees or Town Administrator is authorized to declare a local disaster emergency; and

**WHEREAS**, C.R.S. § 31-15-401(b), grants the governing bodies of municipalities the police powers “[t]o do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of disease”; and

**WHEREAS**, pursuant to C.R.S. § 24-33.5-709(2), "The effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans."

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO, THAT:**

1. Incorporation of Recitals. The above recitals are hereby incorporated as findings by the Town of Palisade

2. Declaration of Local Disaster Emergency. It is hereby determined that the presence of the COVID-19 virus within Mesa County, and is anticipated to impact Palisade, constitutes a local disaster emergency that warrants the mobilizing of emergency response and the furnishing of aid and assistance by the Town of Palisade. The state of disaster emergency shall remain in effect until terminated by the Board of Trustees.

3. Powers. The Town Administrator is hereby authorized to "[t]o do all acts and make all regulations which may be necessary or expedient for the promotion of health or the suppression of disease" relating to the COVID-19 pandemic, including the exercise of the Board of Trustee's police power pursuant to C.R.S. § 31-15-401(b). In the event of such exercise by the Town Administrator of the Board of Trustees' police powers, the Board of Trustees shall ratify such actions taken within 14 days. This Resolution specifically grants to the Town Administrator the ability to implement the following measures in addition to such other measures as may be necessary and appropriate:

- Altering Town Hall hours, operations, including but not limited to closing Town Hall.
- Providing for phone-in Town Board meetings pursuant to the Emergency Electronic Participation Policy adopted by the Town of Palisade.
- Altering employee work schedules.

4. File Resolution. This Resolution shall be promptly filed with the Colorado Office of Emergency Management.

THIS RESOLUTION was read, passed, and adopted by the Palisade Board of Trustees at the Special Meeting held this 20<sup>th</sup> day of March 2020.

TOWN OF PALISADE, COLORADO

By \_\_\_\_\_  
Mayor

ATTEST:

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Town Clerk

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2020-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
PALISADE, COLORADO ADOPTING AN EMERGENCY  
ELECTRONIC PARTICIPATION POLICY**

**WHEREAS**, the Board of Trustees of the Town of Palisade has determined that it is in the best interest of the public health, welfare, and safety of the residents of the Town of Palisade to adopt an Emergency Electronic Participation Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO, THAT:**

1. The above recitals are hereby incorporated as findings by the Town of Palisade
2. The Board of Trustees hereby adopts the following Electronic Participation Policy upon the declaration of a local disaster emergency:

**TOWN OF PALISADE, COLORADO**

**ELECTRONIC PARTICIPATION POLICY AT BOARD OF TRUSTEES  
MEETINGS DURING A LOCAL DISASTER EMERGENCY**

**I. Purpose.**

The purpose of this Policy is to specify the circumstances and means under which the Board of Trustees shall conduct regular and special meetings by telephone or other electronic means of participation, such as video-conferencing that is clear, uninterrupted and allows two way communication for the participating members ("Electronic Participation"). Electronic Participation has inherent limitations because Electronic Participation effectively precludes a member of the Board of Trustees from contemporaneously observing documentary information presented during meetings; from fully evaluating a speaker's non-verbal language in assessing veracity or credibility; and from observing nonverbal explanations during a speaker's presentation or testimony. The Board of Trustees finds that these limitations, inherent in Electronic Participation, may produce inefficiencies in meetings, increase the expense of meetings, and alter the decision-making process. As such, the Board of Trustees shall only utilize the policies contained herein upon the Town Administrator declaring a local disaster emergency pursuant to Section 24-33.5-709, Colorado Revised Statutes.

**II. Statement of General Policy.**

The Board of Trustees may conduct a regular or special meeting of the Board of Trustees by electronic means only in accordance with this Policy.

**A. Emergency Situations**



In the event a quorum is unable to meet at the day, hour, and place fixed by the rules and procedures of the Board of Trustees because meeting in-person is not practical or prudent due to a health pandemic or emergency affecting the Town, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice. Meetings may be held by telephone, electronically, or by other means of communication if all of the following conditions are met:

1. The Town Administrator or Board of Trustees has declared a local disaster emergency, pursuant to Section 24-33.5-709, Colorado Revised Statutes;
2. The Town Administrator determines that meeting in person is not practical or prudent, because of a matter related to the declaration of local disaster emergency affecting the Town;
3. All members of the Board of Trustees, and at least one Town staff member can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;
4. Members of the public present at the regular meeting location can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;
5. At least one member of the Board of Trustees is present at the regular meeting location, unless not feasible due to the pandemic or emergency declaration;
6. All votes are conducted by roll call;
7. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection; and
8. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that some members of the Board of Trustees may participate by telephone, and the right of the public to monitor the meeting from another location.

### **III. Arranging for Electronic Participation.**

- A. The Town Administrator shall contact Council members at least twenty-four hours in advance of a regular or schedule meeting to provide notice of a meeting conducted under this policy.
- B. The Town shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk shall make at least three attempts to re-initiate the connection.

**IV. Effect of Electronic Participation.**

A. *Quasi-Judicial Matters.* In the event that a pending application is scheduled for a public hearing that is quasi-judicial in nature at a meeting at which this policy is in effect, the Town shall advise the applicant of such circumstances and present the applicant with options for proceeding with the application. The applicant shall authorize the Town, in writing, to proceed with one of the following options.

1. Conduct the public hearing under this policy with accommodations made for electronic public participation; or

2. Suspend any and all review and decisions deadlines until such time that the local disaster emergency is lifted, and the Board of Trustees schedules a regular meeting at which a quorum will be physically present.

B. *Executive Sessions.* In the event that the Board of Trustees holds an executive session pursuant to Section 24-6-402, Colorado Revised Statutes, the Town Attorney shall be authorized to attend via Electronic Participation. Any executive session conducted under this policy shall be recorded electronically.

**V. Limited Applicability of Policy.**

This Policy shall only apply to regular and special meetings (including workshops) of the Board of Trustees of the Town of Palisade.

**VI. Reasonable Accommodations.**

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide handicapped members of the Board of Trustees full and equal access to Board of Trustees meetings.

THIS RESOLUTION was read, passed, and adopted by the Palisade Board of Trustees at the Special Meeting held this 20<sup>th</sup> day of March 2020.

TOWN OF PALISADE, COLORADO

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk