



**AGENDA**  
for the Board of Trustees  
of the Town of Palisade, Colorado  
341 W 7<sup>th</sup> Street (Palisade Civic Center)

**February 13, 2024**

**6:00 pm Work Session**

**7:00 pm Regular Meeting**

**A live stream of the meeting may be viewed at:**

<https://us06web.zoom.us/j/3320075780>

**I. WORK SESSION 6:00 pm – 6:45 pm**

A. Sewer Presentation by JUB Engineering

**II. REGULAR MEETING CALLED TO ORDER AT 7:00 pm**

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**V. AGENDA ADOPTION**

**VI. ANNOUNCEMENTS**

A. **PUBLIC COMMENT REMINDER:** All emails sent to the Town Clerk for public comment on a specific agenda item prior to the day packets are published will be included in the staff report. Emails received after the packets are posted will be forwarded to the Board of Trustees. Any member of the public who wishes to have a statement or email read into the Minutes is required to appear in person and make said statements to the Board directly.

B. **GET INVOLVED WITH OUR COMMUNITY! UPCOMING PUBLIC MEETINGS (Palisade Civic Center 341 W 7<sup>th</sup> Street):**

1. **Tourism Advisory Board** – Thursday, February 15, 2024, at 11:00 am
2. **Board of Trustees** – Tuesday, February 27, 2024, at 6:00 pm

C. **TOWN OFFICES WILL BE CLOSED** on Monday, February 19, 2024, in observance of Presidents’ Day

D. **The Candidate Forum hosted by the Palisade Chamber of Commerce will be held on Wednesday, February 28, 2024, at 6:00 pm at the Palisade High School Auditorium.**

**VII. TOWN MANAGER REPORT**

**VIII. 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 any Board Member may ask that an item be removed from the Consent Agenda for individual consideration.*

**A. Expenditures**

- Approval of Bills from Various Town Funds – January 20, 2024 – February 8, 2024

**B. Minutes**

- Minutes from January 23, 2024, Regular Board of Trustees Meeting

**IX. NEW BUSINESS**

**A. Memorandum of Understanding (MOU) with Colorado Plateau Mountain Bike Trail Association, Inc. (COPMOBA)**

*The Board of Trustees will consider directing the Mayor to sign an MOU with COPMOBA for the installation of a permanent shade structure on the Palisade Plunge Trail.*

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

*Approve, deny, or postpone (until February 27, 2024) directing the Mayor to sign a Memorandum of Understanding with Colorado Mountain Bike Trail Association, Inc. to install a permanent shade structure on the Palisade Plunge Trail.*

**B. Purchase of a New Brush Truck**

*The Board of Trustees will consider directing the Town Manager to purchase a new 2024 Chevy 5500 4WD Crewcab for the purpose of outfitting to NFPA 1106 Standards for Wildland Fire Apparatus. This item was approved in the 2024 Town of Palisade Budget.*

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

*Approve, deny, or postpone (until February 13, 2024) directing the Town Manager to purchase a new brush truck for the Palisade Fire Department for an amount not to exceed \$215,000.00.*

**X. PUBLIC COMMENT**

***All those who wish to speak during public comment must sign up on the sheet provided outside the boardroom doors. Please keep comments to 3 MINUTES OR LESS and state your name and address.** Neither the Board of Trustees nor staff will respond to comments at this time. The Board may direct staff to look into specific comments to bring back as an Agenda item at a future meeting; however, the Board reserves the right to clarify information from comments that are factually incorrect.*

**XI. COMMITTEE REPORTS**

**XII. ADJOURNMENT**

TOWN OF PALISADE - MANAGER REPORT  
FEBRUARY 2024

**TOWN OF PALISADE CAPITAL IMPROVEMENT PROJECTS**

---

---

<b>HISTORIC PALISADE GYM REMODEL</b>	<b>COMPLETE</b>
--------------------------------------	-----------------

<b>CLINIC</b>	<b>COMPLETE</b>
---------------	-----------------

<b>FIBER</b>	<b>90% COMPLETE</b>
--------------	---------------------

<b>50% Grant Funds - 50% General Fund</b> CNL Complete Town moving its IT into new room Fiber to Town facilities and parks still under construction Last Mile Fiber under construction with private entity Clear Network
--

<b>ELBERTA SIDEWALK IMPROVEMENTS</b>	<b>Construction - January - April 2025</b>
--------------------------------------	--

<b>80% Main St. Grant - 20% General Fund</b> \$1.8 million grant - \$200,000 general fund RFQ posted for Design/Engineering - town received 3 proposals. Interview team to select engineers project engineering estimated 1 year until completion with CDOT approval on right-of-way
---

<b>WASTEWATER CONSOLIDATION</b>	<b>Construction - Winter 2026</b>
---------------------------------	-----------------------------------

<b>USDA Loan/Grant</b> \$24 million dollar project Surveying & design has begun Contacting land owners of project
--

<b>TAP GRANT - SIDEWALKS</b>	<b>Construction - Spring 2024</b>
------------------------------	-----------------------------------

<b>80% Tap Grant - 20% General Fund</b> Design/Engineering complete CDOT approvals complete In land acquisition process - need to acquire 3 properties. CDOT assisting with negotiations
---

<b>RIVERBEND SWIM BEACH</b>	<b>Complete - April 2024</b>
-----------------------------	------------------------------

Grade trail, set boulders, clean up Hired landscape architect for concept plans to present to public for feedback in spring working with Army Corp of Engineers on permitting
---

<b>WATER METER REPLACEMENT</b>	<b>Complete - 2026</b>
--------------------------------	------------------------

Purchased first set of new meters - public works department installing through winter season
--

<b>PALISADE IRRIGATION</b>	<b>Town operating - need rate study</b>
----------------------------	---

Acquired PIP&L Working to gather client list and maps of system
--



## PALISADE BOARD OF TRUSTEES Staff Report

**Meeting Date:** February 13, 2024  
**Department:** Police Department  
**Department Director:** Jesse James Stanford, Chief of Police

---

### **Stats for January 2024:**

- The month of January had 355 Calls for service, 74 more than this month last year. Police Officers are proactive with traffic speeds, which has led to multiple other arrests for warrants, drugs, and other traffic violations.

### **Reports and Summons:**

Case Reports 18  
Supplement Reports 13

### **Arrest Reports**

- 8 arrests

### **Traffic:**

86 traffic citations were issued this month.

### **Training:**

- All staff completed 2 separate training courses to meet Colorado POST requirements for yearly training. Our training cycle started over, and we must meet these requirements to maintain officers' certifications and ability to use POST funding for training.
- Two officers attended 12 hours of training on officer wellness and resiliency.

### **Investigations:**

- PPD Investigations has multiple ongoing cases and is working through hiring and background investigations for the new full-time evidence/records/Code compliance position. These cases and investigations are longer and more time-consuming.

### **Significant Events:**

- The agency also continues to grow and build a better foundation for operations with the talented staff we have. We are building policies and procedures to better handle and accommodate the needs of the town and agency.

**Message from Chief Jesse James Stanford:**

The police staff is working on many projects this year. We are working towards a new full-time position that will cover three areas of service: records, evidence technician, and code compliance. We have received multiple applications to date and look forward to finding the right candidate for this new position.

Our staffing retention is always a priority. I believe it is important to have staff that understand the dynamics and needs of the community. I am proud to report that retention has been strong. I credit this accomplishment to the culture of “Family First” and the blueprint that everyone has a voice when it comes to our culture and the service we provide the community. Equity in the department is key to our success as a police agency.



## PALISADE BOARD OF TRUSTEES

**Meeting Date:** February 13, 2024

**Re:** Consent Agenda

---

The Consent Agenda has been attached as a separate document for ease of reading.

Included in the consent agenda are:

**A. Expenditures**

- Approval of Bills from Various Town Funds – January 20, 2024 – February 8, 2024

**B. Minutes**

- Minutes from January 23, 2024, Regular Board of Trustees Meeting



**PALISADE BOARD OF TRUSTEES**  
**Agenda Item Cover Sheet**

**Meeting Date:** February 13, 2024

**Presented By:** Janet Hawkinson, Town Manager

**RE:** MOU with COPMOBA for a Shade Structure on the Palisade Plunge Trail

---

**SUMMARY:**

The Town of Palisade has worked with COPMOBA on the Palisade Plunge Trail. This request is in partnership with the Plunge Trail. In the MOU, the shade structure is constructed and maintained by COPMOBA. The location of the shade structure is known as the 'bailout' - if a rider is too fatigued or without supplies. It is a safety element to the trail.

**BOARD DIRECTION:**

Authorize the Mayor to sign the MOU allowing COPMOBA to place a safety shade shelter on Town property.

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is dated as of February \_\_\_\_\_, 2024, and is made by and between the TOWN OF PALISADE, COLORADO, a Colorado statutory town (Town) and COLORADO PLATEAU MOUNTAIN BIKE TRAIL ASSOCIATION, INC., a Colorado nonprofit corporation (COPMOBA).

### RECITALS

A. The Palisade Plunge Trail was designated as one of the ‘Sixteen in 2016’ trail priorities by the State of Colorado.

B. The Palisade Plunge project was completed through the combined efforts of multiple parties, including but not limited to the Town of Palisade and COPMOBA.

C. Usage of the completed Palisade Plunge trail has illustrated the benefit of creating additional amenities for the route, including the creation of a lower region signed safety exit route, and a shade structure associated with departure location of the safety exit route from the main trail.

D. A working group, including representatives from the Town of Palisade, COPMOBA, the Bureau of Land Management and others, has considered and made recommendations regarding the planning, construction, signage, and maintenance of noted amenities.

E. A signage plan has been completed and instituted along the safety exit route.

F. Funds are available to provide for the construction and placement of the noted shade structure, with the intended placement on Town of Palisade property (include location description).

G. Through the working group activities, the Town of Palisade has indicated a willingness to consider the use of Town property for the shade structure site, with the stipulation that ongoing maintenance of the structure is provided by a separate entity.

H. COPMOBA desires to indicate its willingness to provide for maintenance of the noted shade structure, on at least an annual basis.

I. This MOU is intended to set forth the parties’ mutual understanding and agreement regarding the shade structure location, and the ongoing maintenance of the shade structure.



NOW, THEREFORE, in consideration of the recitals above, and the mutual agreements set forth below, the parties agree as follows:

1. The Town shall provide the use of Town property in the noted location for the installation of a permanent shade structure.

2. The Town shall assist in group access to the site on Town property for construction and ongoing maintenance of the structure on an as-needed basis.

3. Nothing in this MOU restricts the parties in seeking other partners to assist with the planning, construction, or maintenance of the project.

4. Nothing in this MOU shall obligate the Town to spend or transfer any Town funds.

5. COPMOBA shall provide the following services in connection with the successful completion of the noted shade structure:

a. At least an annual maintenance visit and services as required to maintain structure integrity and close facsimile of the initial format;

b. Planning and management of the maintenance activities in coordination with the Town;

c. Funding and ongoing fundraising in support of annual maintenance needs.

6. Information furnished to the Town under this MOU may be subject to Colorado Open Records Act laws.

7. This MOU in no way restricts the parties from participating in similar activities with other public or private agencies, organizations, and individuals.

8. This MOU takes effect as of the effective date first set forth above, and shall remain in effect until the first to occur of the following:

a. The structure is intentionally removed or relocated to an alternate site;

b. The structure is destroyed by naturally occurring forces, as determined by combined consideration of the partners to the agreement; or

c. Completion of a five-year period from the effective date set forth above, at which time an extension or revision of the agreement would be contemplated.

This MOU may be extended or amended upon the agreement of the parties in writing. Terms of this MOU are non-binding and either the Town or COPMOBA may terminate this MOU for any reason upon notice to the other party.

9. Each party shall be responsible for payment of its own staff time and attorneys' fees.

10. This MOU is not intended to, and does not create any right, benefit, or trust responsibility, either substantive or procedural, enforceable at law or equity, by a party against another party or any of its agencies, officers, or any person. The parties to this MOU are independent contractors, and this MOU is not intended and does not create any partnership, joint venture, or other form of legal relationship.

11. The parties agree to communicate promptly and effectively on issues that may potentially impact the noted project and either party, and to avoid potential conflicts through advanced planning and spirit of cooperation.

12. The principal contacts for the parties are:

Town of Palisade  
Janet Hawkinson, Town Administrator  
175 East 3<sup>rd</sup> Street  
Post Office Box 128  
Palisade, Colorado 81526

Colorado Plateau Mountain Bike Trail Association, Inc.  
Scott Winans, Secretary  
Post Office Box 4602  
Grand Junction, Colorado 81502

13. By signatures below, the parties certify that the individuals listed in this document as representatives of each party are authorized to act in their respective areas of matters related to this MOU.

DATED as of the day and year first set forth above.

TOWN OF PALISADE, COLORADO  
a Colorado statutory town

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

COLORADO PLATEAU MOUNTAIN BIKE  
TRAIL ASSOCIATION, INC.,  
a Colorado nonprofit corporation

By: \_\_\_\_\_  
John Howe, President, Board of Directors



**PALISADE BOARD OF TRUSTEES**  
**Agenda Item Cover Sheet**

**Meeting Date:** February 13, 2024

**Presented By:** Charles K. Balke, Fire Chief  
Gregg Mueller, Finance Director

**Department:** Fire Department

**Re:** Purchase of Brush Truck

---

**SUBJECT:**

Purchase of a 2024 Chevy 5500 4WD Crew Cab for the purpose of outfitting to NFPA 1106 Standards for Wildland Fire Apparatus

**SUMMARY:**

As part of the approved Seasonal Wildfire Program, the Palisade Board of Trustees approved the purchase of a new Type 6 Brush Truck. The approved proposal authorized apparatus purchase of up to \$265,000.00. This cost proposal was based on estimates without build specifications. We put together a formal specification document for the apparatus and put out an RFP for this new build. The information we received back indicated we were 350-420 days out for a build. We did receive one response for \$232,000.00 if we let the vender purchase the chassis. It was recommended we utilize the governmental purchase process and change from a Ford Chassis to a Chevy chassis which is currently in production, bringing the total cost down to \$212,867.36. Not only will this save approximately \$20,000 on the chassis, but there is one currently available only to government bid process. By utilizing the governmental purchasing program, the chassis will be purchased through Donohoo Chevrolet with the custom upfitting done by Southern Fire Apparatus. The Chassis will be delivered in March 2024 to Southern Fire Apparatus with a 45-60-day build/delivery time.

There are two options for purchasing this apparatus. Regardless we will need to make payment to the chassis dealership and payment to the outfitter. in which we can proceed.

1. We can purchase the apparatus outright for a price of \$212,867.36, with an estimated cost of \$34,500 in forgone interest income for a total "cost" of \$247,367.36.
2. We can finance the purchase price of \$232,000 over 5 years at 4.99% for a total cost of 5 payments of \$60,450 equaling \$302,250.
3. We would save the difference, \$54,882.64 by purchasing the vehicle direct for pricing and will also gain a year in delivery of the ready to use vehicle.

**BOARD DIRECTION:**

Authorize the purchase of the apparatus and equipment for \$212,867.36 outright without financing and save on the interest expense.