



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

**February 27, 2024**

**6:00 pm Fire Department Badge Pinning**

**6:30 pm Regular Meeting**

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

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

- I. **REGULAR MEETING CALLED TO ORDER AT 6:30 pm**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **AGENDA ADOPTION**
- V. **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. **Planning Commission** – Tuesday, March 5, 2024, at 6:00 pm
    2. **Board of Trustees** – Tuesday, March 12, 2024, at 6:00 pm
    3. **Planning Commission** – Tuesday, March 19, 2024, at 6:00 pm
    4. **Tourism Advisory Board** – Thursday, March 21, 2024, at 11:00 am
    5. **Board of Trustees** – Tuesday, March 26, 2024, at 6:00 pm
  - C. **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.**
  - D. **The Candidate Meet & Greet will be held on Wednesday, March 6, 2024, from 5:30 pm – 8:00 pm at Veteran’s Memorial Community Center.**
  - E. **Election Ballots will begin being Mailed on March 11, 2024, for the April 2, 2024 Municipal Election.**

**VI. TOWN MANAGER REPORT****A. Tear Down of Riverbend Park Restrooms****VII. 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 – February 9, 2024 – February 22, 2024

**B. Minutes**

- Minutes from February 13, 2024, Regular Board of Trustees Meeting

**C. Resolution 2024-06 Adopting the 2024 Special Events Calendar and Black-Out Dates****VIII. NEW BUSINESS****A. RESOLUTION 2024-07: Request to Auction Town Equipment**

*The Board of Trustees will consider Resolution 2024-07 directing staff to auction or sell Town-owned equipment that is inoperable or unused.*

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

*Approve, deny, or postpone (until March 12, 2024) Resolution 2024-07 directing staff to auction or sell various Town-owned items as listed.*

**B. RESOLUTION 2024-08: Setting Policies for Downtown Special Events**

*The Board of Trustees will consider Resolution 2024-08 adopting a policy for all special events located in downtown Palisade to support local retail businesses.*

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

*Approve, deny, or postpone (until March 12, 2024) Resolution 2024-08 adopting a policy for all special events located in downtown Palisade to support local retail businesses.*

**IX. 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.*

**X. COMMITTEE REPORTS****XI. ADJOURNMENT**

**TOWN OF PALISADE - MANAGER REPORT  
FEBRUARY 2024**

**TOWN OF PALISADE CAPITAL IMPROVEMENT PROJECTS**

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**CDOT Roundabout Highway 6**

Town involvement for landscaping, art work, multi-use path  
Construction scheduled late fall 2025  
CDOT openhouse presentation scheduled for June 2024 to show drawings to public

**RIVERBEND PARK**

Boat Ramp - working with landscape architect for drawings to present public for input  
Demo of old restrooms east side - construct new restrooms in fall 2025  
Cottonwood pruning - tree planting

**FIBER**

**75% COMPLETE**

**50% Grant Funds - 50% General Fund**

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

**ELBERTA SIDEWALK IMPROVEMENTS**

**Construction - January - April 2025**

**80% Main St. Grant - 20% General Fund**

\$1.8 million grant - \$200,000 general fund  
RFQ posted for Design/Engineering - need interview panel

**WASTEWATER CONSOLIDATION**

**Construction - Winter 2026**

**USDA Loan/Grant**

\$24 million dollar project  
Surveying & design has begun  
Contacting land owners of project

**TAP GRANT - SIDEWALKS**

**Construction - Spring 2024**

**80% Tap Grant - 20% General Fund**

Design/Engineering complete  
CDOT approvals complete  
In land acquisition process - need land surveyed and complete purchase for sidewalk construction

**LAND USE CODE UPDATE - CAPITAL PLANS**

Starting in March with Planning Commission & CPS  
Design Boards being created for Capital planning with the community

**WATER METER REPLACEMENT**

**Complete - 2026**

Purchased first set of new meters

**OLD TOWN SIDEWALK CONSTRUCTION**

Creating map of missing sidewalks











## PALISADE BOARD OF TRUSTEES

**Meeting Date:** February 27, 2024

**Re:** Consent Agenda

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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 – February 9, 2024 – February 22, 2024
- B. **Minutes**
  - Minutes from February 13, 2024, Regular Board of Trustees Meeting
- C. **Resolution 2024-06 Adopting the 2024 Special Events Calendar and Black-Out Dates**





## PALISADE BOARD OF TRUSTEES Agenda Item Cover Sheet

**Meeting Date:** 2/27/2024  
**Presented By:** Troy Ward, Director of Parks, Facilities, Events  
**Department:** Town owned equipment  
**Re:** Resolution 2024-07 - Sale of Town owned equipment

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### **SUBJECT:**

Permission from the Board of Trustees for the Town Manger to direct staff to sell equipment that outlasted its feasible usefulness.

### **SUMMARY:**

1. To better organize Town owned facilities and storage areas, staff has completed extensive cleaning and reorganization. Staff have organized and palletized items for auction. None of these items exceed the \$10,000 original purchase price set by the Board of Trustees.
2. Staff is seeking permission to auction off 2 vehicles that are above the \$10,000 threshold and have outlasted their feasible usefulness for the Town. These vehicles will be up for sale in a closed bid auction when a suitable replacement has been procured for the Public Works staff.  
2007 Jeep Liberty – Public Works  
2002 Dodge Dakota – Sewer

### **BOARD DIRECTION:**

Give permission for the Town Manger to sale off items that have outlasted their feasible usefulness to the Town.

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2024-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, DECLARING CERTAIN EQUIPMENT OWNED BY THE TOWN OF PALISADE TO BE SURPLUS EQUIPMENT; AUTHORIZING THE DISPOSAL OF SURPLUS ITEMS BY DONATION OR SALE**

**WHEREAS**, the items listed on the attached Exhibit “A,” which is incorporated herein by reference, are owned by the Town of Palisade; and

**WHEREAS**, the items listed on the attached Exhibit “A” are no longer necessary for the proper operation of the Town government and are found and determined to be surplus equipment; and

**WHEREAS**, the Board of Trustees of the Town of Palisade desires to dispose of the surplus equipment by direct sale, auction, or donation; and

**WHEREAS**, the Board of Trustees of the Town of Palisade finds and determines that the procedures and provisions pertaining to such sale which are contained in the Resolution are proper and reasonable; and

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

Section 1. The equipment pictured on the attached Exhibit “A” which is incorporated herein by reference (the Surplus Equipment), is declared to be surplus equipment of the Town.

Section 2. The Town Manager is authorized to implement this Resolution and to take such further action as may be necessary or proper to conclude the disposal of the surplus equipment.

**RESOLVED, APPROVED, and ADOPTED** this 27<sup>th</sup> day of February, 2024.

**TOWN OF PALISADE, COLORADO**

(Seal)

\_\_\_\_\_  
Greg Mikolai, Mayor

ATTEST:

\_\_\_\_\_  
Keli Frasier, Town Clerk

# EXHIBIT A







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

**Meeting Date:** February 27, 2024

**Presented By:** Janet Hawkinson

**RE:** **Resolution No. 2024-08**

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**SUMMARY:**

Downtown businesses contacted staff to discuss special events and impacts on retail stores. The solution to support the retail stores downtown during events is to create a policy directing all events to keep spaces in front of all retail properties clear for use by said businesses.

This action is taken during the Sunday Market, which is put on by the town.

When private events come to rent downtown, this is not the practice. It does work for the Sunday Market and can be implemented with private events renting the downtown area during the application process.

**BOARD DIRECTION:**

Approve Resolution 2024-08

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2024-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, DIRECTING ALL SPACES IN FRONT OF ALL RETAIL PROPERTIES DURING EVENTS WITH STREET CLOSURES IN DOWNTOWN TO REMAIN CLEAR FOR USE BY SAID BUSINESS;**

**WHEREAS**, the Town recognizes the importance of special events and festivals in Palisade; and

**WHEREAS**, the Town also recognizes vendors pay to set up space in the downtown area during events held by private entities; and

**WHEREAS**, the Town is supportive of retail businesses in the downtown area and recognizes that the area in front of their storefront needs to remain open during all special events that utilize street space for vendors; and

**WHEREAS**, retail businesses in the downtown area have storefronts that need to be clear of vendor booths during events for their own booths or for visibility and entry to said store; and

**WHEREAS**, the Town recognizes the importance of event safety for staff, citizens, and festival goers alike, where keeping open areas to buildings and storefronts assists with safety.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Palisade, Colorado, that;

- Section 1: The Board of Trustees of the Town of Palisade strongly supports downtown businesses
- Section 2: The Board of Trustees of the Town of Palisade strongly supports keeping all street space in front of retail businesses reserved for either the business's vendor booth OR left open for storefront visibility and pedestrian access.
- Section 3: The Board of Trustees of the Town of Palisade strongly supports event safety for staff, citizens, and festival goers alike.
- Section 4: This Resolution is to be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED** this 27<sup>th</sup> day of February 2024.

**TOWN OF PALISADE**

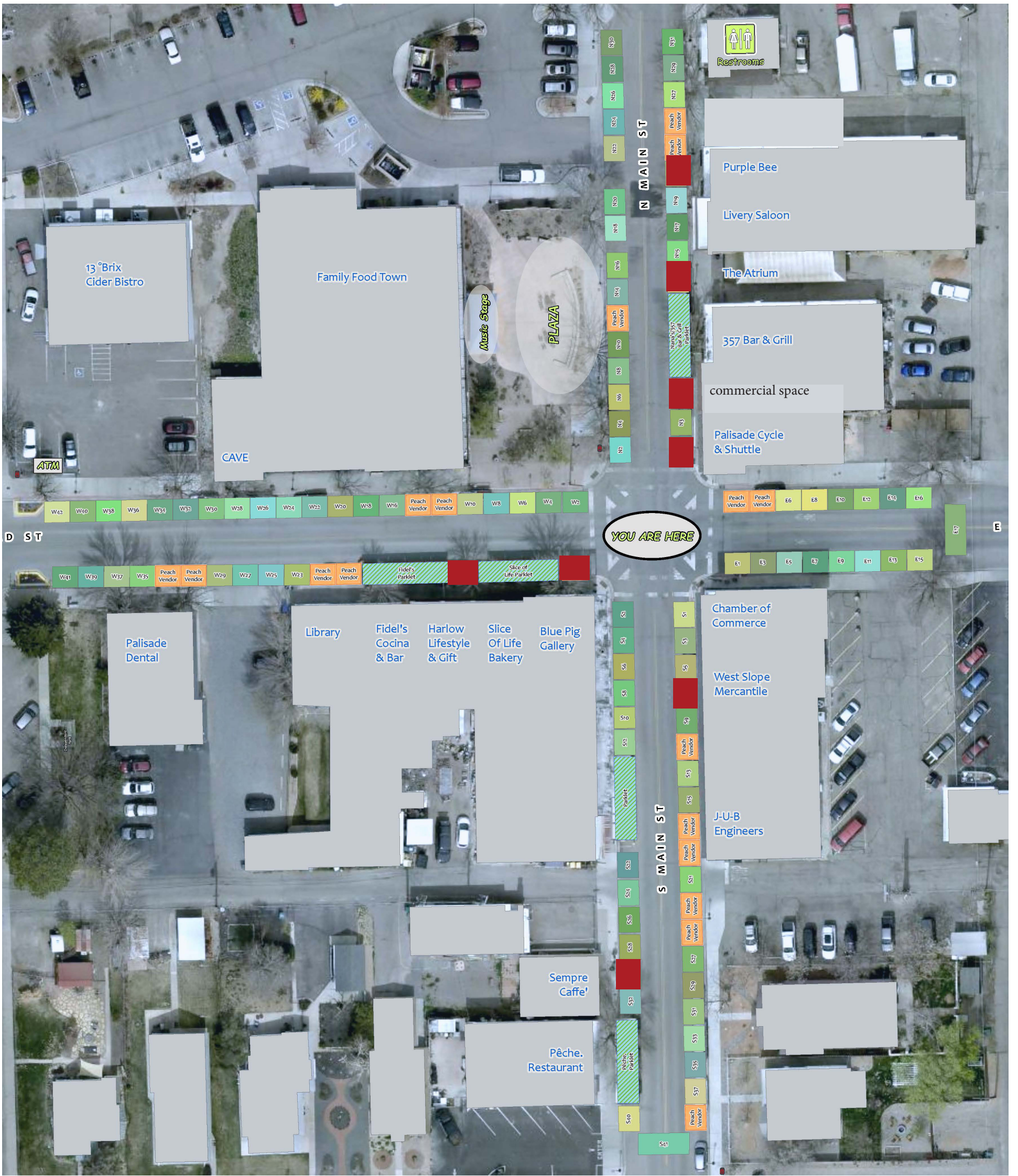
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Greg Mikolai, Mayor

**ATTEST:**

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Keli Frasier, Town Clerk



■ The red square represents retail spaces to be left open as represented on this sample Sunday Market map.

These spaces are subject to change with new commercial businesses opening or parklets moving.

The spaces are reserved for access to retail store fronts or to be used by the store front owners with their own vendor tent at any event where downtown streets are closed.

The map above is an example of Resolution No. 2024-07 being implemented at a downtown event.