



****AMENDED****

AGENDA
for the Board of Trustees
of the Town of Palisade, Colorado
341 W 7th Street (Palisade Civic Center)

October 8, 2024

6:00 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 6:00 pm
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. AGENDA ADOPTION
- V. ANNOUNCEMENTS
 - A. **GET INVOLVED WITH OUR COMMUNITY! UPCOMING PUBLIC MEETINGS (Palisade Civic Center 341 W 7th Street):**
 - 1. **Planning Commission** – Tuesday, October 15, 2024, at 6:00 pm
 - 2. **Tourism Advisory Board** – Wednesday, October 16, 2024, at 9:00 am
 - 3. **Board of Trustees**– Tuesday, October 22, 2024, at 6:00 pm
 - B. **ALTRUSA INTERNATIONAL OF PALISADE ANNUAL BOOK GIVEAWAY** will be on Saturday, October 12, 2024, from 10:00 am – 2:00 pm at the Palisade Plaza. All books are free, and all are welcome to attend.
 - C. **PALISADE PIPES & LATERALS IRRIGATION WILL BE SHUT OFF** **Friday, November 1, 2024. ****
 - D. **PALISADE FALL CLEAN-UP DAY** is Saturday, October 19, 2024, from 8:00 am – 12:00 pm (unless the dumpsters fill early) in the parking lot at Riverbend Park.
 - E. **PALISADE HALLOWEEN TRICK-OR-TREAT STREET** is Thursday, October 31, 2024, in downtown Palisade. Please visit <https://palisade.colorado.gov/> for more information.
- VI. TOWN MANAGER REPORT
 - A. Pothole Paving

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 – September 13, 2024 – September 26, 2024

B. Minutes

- Minutes from September 24, 2024, Regular Board of Trustees Meeting

VIII. NEW BUSINESS

A. Resolution 2024-23 Authorizing Sewer Transfer Project Property Acquisitions

The Board of Trustees will consider adopting Resolution 2024-23 authorizing the acquisition and, if necessary, the condemnation of the properties necessary to accomplish the Palisade to Clifton Sewer Transfer Line.

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

*Approve, deny, or postpone (until October 22, 2024), adopting Resolution 2024-23 authorizing the acquisition and, if necessary, the condemnation of the properties necessary to accomplish the Palisade to Clifton Sewer Transfer Line **as presented / as amended.***

B. Presentation of the DRAFT 2025 Town of Palisade Budget

Per Colorado Revised Statute 29-1-105, staff will present a draft 2025 budget to the Board of Trustees. The final Budget will be presented at a Public Hearing of the Board of Trustees no later than December 31, 2023 (CRS 29-1-108).

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

Set the public hearing to adopt the 2025 Town of Palisade budget for November 12, 2024.

C. **Intergovernmental Agreement (IGA) with Colorado Department of Transportation (CDOT) for Highway 6 Roundabout Maintenance

****REMOVED FROM AGENDA****

D. Resolution 2024-24 Supporting a Safe Routes to Schools Grant Application

The Board of Trustees will consider supporting a grant application for a Safe Routes to Schools Grant for funding to assist with construction materials required by the Town to turn the frontage roads into multimodal paths on Highway 6.

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

*Approve, deny, or postpone (until October 22, 2024), Resolution 2024-24 supporting a grant application for a Safe Routes to Schools Grant for funding to assist with construction materials required by the Town to turn the frontage roads into multimodal paths on Highway 6 **as presented / as amended.***

E. HVAC Purchase for Town Hall Annex

The Board of Trustees will consider directing the Town Manager to purchase a new HVAC system for the annex building at Town Hall, which currently serves as the finance office.

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

Approve, deny, or postpone (until October 22, 2024) directing the Town Manager to purchase a new HVAC system for the annex building at Town Hall for an amount not to exceed \$23,000.00.

F. Interview and Appointment to the Palisade Planning Commission

The Board of Trustees will interview and appoint a candidate to one (1) open seat on the Palisade Planning Commission with a term ending February 2025.

- Sparks, Alex

Once the interview is complete, the candidate will be asked to leave the Boardroom for Board Discussion. The candidate may reenter after the discussion. The Board of Trustees may appoint the candidate for the open position by rollcall vote or choose not to appoint the position and reopen it for additional candidates to apply.

1. Interview
2. Board Discussion (*without applicant present*)
3. Decision - Motion, Second, and Rollcall Vote to:

Appoint Alex Sparks to the Palisade Planning Commission with the term ending in February 2025 OR to reopen the application process for additional candidates to apply.

IX. PUBLIC COMMENT

All those who wish to speak during public comment must sign up on the sheet provided outside the boardroom doors. 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. 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



PALISADE BOARD OF TRUSTEES

Meeting Date: October 8, 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 – September 13, 2024 – September 26, 2024

B. Minutes

- Minutes from September 24, 2024, Regular Board of Trustees Meeting

Glenwood Springs – Main Office

201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen

0133 Prospector Rd.
Suite 4102J
Aspen, CO 81611

Montrose

1544 Oxbow Drive
Suite 224
Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

**Direct Mail to Glenwood Springs*

DATE: October 3, 2024
TO: Palisade Mayor and Trustees
FROM: Karp Neu Hanlon, P.C.
RE: Resolution Authorizing Sewer Transfer Project Property Acquisitions

Under cover of this memo please find a resolution authorizing the acquisition and, if necessary, the condemnation of the properties necessary to accomplish the Palisade to Clifton Sewer Transfer Line Project (the "Project"). The Colorado Eminent Domain Statute, C.R.S. § 38-1-101 *et seq.* and the Uniform Relocation Assistance and Real Property Acquisition Policies, Act 42 U.S.C. 61, require that the Town follow a certain processes for the acquisition of any property interests necessary for the Project. The project engineer has identified the properties contained in the legal description exhibits to the Resolution as being necessary for the completion of the Project. These include temporary easements, permanent easements, and a fee simple (full ownership) tract for the lift station. As the Town's property acquisition consultant moves ahead with the process to acquire these properties this resolution will give staff and consultants the authority to negotiate and acquire the necessary properties. And should the Town and any owners not reach agreement on acquisition or the value of a property the Town Attorney will be authorized to initiate a judicial eminent domain proceeding in Mesa County District Court to acquire any property necessary to complete the Project.

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-23**

**A RESOLUTION OF THE TOWN OF PALISADE, COLORADO
AUTHORIZING THE VOLUNTARY ACQUISITION AND IF NECESSARY
THE EXERCISE OF EMINENT DOMAIN POWERS TO ACQUIRE
PROPERTY INTERESTS NECESSARY TO FACILITATE THE
CONSTRUCTION OF THE PALISADE TO CLIFTON SEWER TRANSFER
PROJECT.**

WHEREAS, the Town of Palisade (“Palisade” or the “Town”) is a statutory town organized pursuant to C.R.S. §31-1-203 and with the authority of the Municipal Code of the Town of Palisade (the “Code”); and

WHEREAS, the Environmental Protection Agency (“EPA”) and the Colorado Department of Public Health (“CDPHE”) have set new higher wastewater quality discharge standards which the Town’s current systems do not meet; and

WHEREAS, the Town has an agreement with the Clifton Sanitation District to treat the Town’s wastewater; and

WHEREAS, the Palisade to Clifton Sewer Transfer Project (“Project”) is a necessary sewer connection within the Town and part of EPA and CDPHE standards; and

WHEREAS, the Town requires property acquisition including fee simple parcels, temporary easements, and permanent easements for the installation of the wastewater service pipelines; and

WHEREAS, the necessary property acquisitions are depicted in **Exhibit A**, as may be modified to accomplish the project goals; and

WHEREAS, Section 38-1-101 *et seq.* and 38-6-101 *et seq.*, C.R.S. provides procedures for municipal acquisition of property interests in private property where a public need is present, and specifically to “establish, construct, extend, open wide, or alter any street, lane avenue, boulevard, park, playground, parkway, pleasure way, public square, market viaduct, sewer, tunnel, or subway to build, acquire, construct, or establish any public building or any other public work or public improvement”; and

WHEREAS, pursuant to section 38-1-121, C.R.S. the Town has made or is in the process of making offers of fair market value, determined by land valuation experts, to the subject property owners for the acquisition of the property interests necessary to facilitate the Project; and

WHEREAS, the Town staff and negotiation consultants have determined that it may be necessary, if the Town and a property owner fail to agree upon compensation for a necessary property interest, for the Town to exercise its powers of eminent domain in order to acquire some of the remaining property interests necessary to facilitate the Project; and

WHEREAS, the Board of Trustees of Palisade, Colorado finds it is in the best interest of the health, welfare, and safety of citizens of the Town to authorize exercise of the Town's eminent domain powers in order to acquire all property interests necessary for facilitate the completion of the Palisade to Clifton Sewer Transfer Project.

NOW, THEREFORE IT IS RESOLVED THAT THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO, THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. The Board of Trustees makes the following findings:

- i) The property interests depicted in **Exhibit A** will facilitate the construction of public improvements that are for public purposes and will provide uses and benefits to the community and its visitors, including but not limited to a higher standard of wastewater management.
- ii) The property interests depicted in **Exhibit A** are necessary to construct the Project.

Section 3. The Board of Trustees authorizes Town staff to initiate the voluntary acquisitions of the necessary property interests as depicted in **Exhibit A**, as may be modified to accomplish the project's goals, through negotiations with the respective property owners.

Section 3. Upon a determination that parties have failed to agree on compensation for the acquisition of a necessary property interest, the Board of Trustees authorizes the Town Attorney to initiate judicial condemnation actions under the Town's authority of eminent domain pursuant to C.R.S. §38-1-101 et seq. to acquire the remaining property interests necessary for the Project as expeditiously as possible.

INTRODUCED, READ, AND PASSED THIS 8th DAY OF OCTOBER 2024.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, CMC
Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **October 8, 2024**

Presented By: **Gregg Mueller, Finance Director, and Janet Hawkinson, Town Manager**

Department: **Finance**

Re: **Draft 2025 Town of Palisade Budget**

SUBJECT:
Draft 2025 Town of Palisade Budget

SUMMARY:
Per Colorado Revised Statute 29-1-105, staff will present a draft 2025 budget to the Board of Trustees no later than October 15, 2024. The final budget will be presented at a Public Hearing of the Board of Trustees no later than December 31, 2024 (CRS 29-1-108).

BOARD DIRECTION:
Motion to set the Public Hearing to adopt the 2025 Town of Palisade Budget for Tuesday, November 12, 2024.



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **October 8, 2024**

Presented By: **J Hawkinson, Manager – D Aziz, CD Director**

Department: **Administration**

Re: **Resolution 2024-24 - Safe Routes to School Grant**

SUMMARY:

CDOT has posted a Safe Routes to School Grant due this fall. This is an opportunity for the Town to apply for funding to assist with construction materials required by the Town to turn the frontage roads into multi-modal paths with the Highway 6 roundabout project. The grant funds will be used for construction materials: solar lights, reflectors, road dividers for bike/pedestrian and car lanes, and bollards. The route connects the town to both Palisade High School and Taylor Elementary.

BOARD DIRECTION:

Give direction to the Town Manager to submit a Safe Routes to School Grant for pedestrian and bike construction materials for Highway 6 frontage roads being turned into multi-use paths with the CDOT roundabout project.

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-24**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO SUPPORTING THE GRANT APPLICATION FOR A SAFE ROUTES TO SCHOOL GRANT FROM THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE CONSTRUCTION OF MULTI-USE PATHS ALONG HIGHWAY 6 FROM TAYLOR ELEMENTARY SCHOOL TO THE PALISADE HIGH SCHOOL.

WHEREAS, the Town of Palisade is requesting from the Colorado Department of Transportation for the construction of multi-use bike and pedestrian paths along Highway 6 (the “Project”) through the Safe Routes to School Program Grant (the “Grant”); and

WHEREAS, the Board of Trustees of Town of Palisade supports the Grant application and if the Grant is awarded, the Town of Palisade supports the completion of the Project.

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

- Section 1: The Board of Trustees of the Town of Palisade strongly supports the application for the Grant and has appropriated matching funds for this Grant with Colorado Department of Transportation.
- Section 2: If the Grant is awarded, the Board of Trustees of the Town of Palisade strongly supports the completion of the Project.
- Section 3: The Board of Trustees of the Town of Palisade authorizes the expenditure of funds necessary to meet the terms and obligations of any Grant awarded.
- Section 4: If the Grant is awarded, the Board of Trustees hereby authorizes the Mayor to sign the Grant agreement with the Colorado Department of Transportation.
- Section 5: This Resolution to be in full force and effect from and after its passage and approval

RESOLVED, APPROVED, and ADOPTED this 8th day of October 2024.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli, Frasier, CMC
Town Clerk



PALISADE BOARD OF TRUSTEES Agenda Item Cover Sheet

Meeting Date: October 8, 2024

Presented By: Troy Ward, Director of Parks, Facilities, & Events

Department: Facilities

Re: Professional Installation of Minisplit for Annex Building

SUBJECT:
Professional Installation of a Minisplit for Annex Building

SUMMARY:

In the winter of 2021 staff remodeled the south half of the old Annex building (former Firehouse) to create more office space. The heating and cooling for this space was never fully addressed and thus has experienced seasonal difficulties maintaining a comfortable office environment.

Three HVAC companies were contacted to offer solutions and provide quotes for the issue. It was determined that a Minisplit capable of handling the three separate office spaces was the best choice. The quote average was approximately \$20,000 to install and warranty the work.

Staff is recommending the professional installation of a Minisplit for the annex building for approximately \$20,000 with a 15% contingency (\$3,000) and not to exceed \$23,000. The project cost will come out of the facilities budget.

BOARD DIRECTION:

Give the Town Manager direction for the professional installation of a Minisplit in the Annex Building not to exceed \$23,000 out of the facilities budget.



PALISADE BOARD OF TRUSTEES Agenda Item Cover Sheet

Meeting Date: October 8, 2024
Presented By: Devan Aziz, Community Development Director
Department: Community Development
Re: Planning Commission Appointment

SUBJECT: Planning Commission Appointments

SUMMARY: The Palisade Planning Commission currently has one (1) vacancy due to a resignation. The term expires in February 2025.

Palisade Municipal Code Section 2-203 states:

“The Board of Trustees shall appoint a Planning Commission which shall consist of seven (7) at-large members who shall be residents of the Town. The term for each appointed member shall be four (4) years or until his or her successor takes office. Planning Commission terms shall end and seats shall be filled at the first Board of Trustees meeting in February on odd-numbered years. No Planning Commission member shall serve more than two (2) consecutive terms in office.”

The person appointed will complete a term that runs until February 2025, consistent with the above section of the Code.

One (1) individual has submitted a letter of interest (attached).

- Sparks, Alex

BOARD DIRECTION:

The Board of Trustees will interview the candidate for the one (1) open seat on the Palisade Planning Commission for the term ending in February 2025. A roll-call vote will appoint the commissioner to the open seat.

Alex Sparks

210 W 3rd St

Palisade, CO 81526

9/30/2024

Dear Members of the Planning Commission,

I am writing to express my interest in joining the Town of Palisade's Planning Commission. As a local business owner and resident, I am deeply invested in the future growth and development of our town. My background in business management, coupled with my experience owning and operating a liquor store in Palisade, has given me a strong understanding of our local economy and the needs of our community.

Although the condominium project I am currently working on is my first venture into development, it has further deepened my commitment to ensuring responsible growth in Palisade. I believe my business acumen and fresh perspective on development would be valuable assets to the commission, particularly as we consider how to balance economic opportunity with maintaining the unique charm of our town.

I am eager to contribute to the planning process and work collaboratively with others to help shape the future of Palisade. Thank you for considering my application. I look forward to the opportunity to serve our community in this important role.

Sincerely,
Alex Sparks