



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

January 9, 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. **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 7th Street):**
 - 1. **Board of Trustees** – Tuesday, January 16, 2024, at 6:00 pm
 - 2. **Tourism Advisory Board** – Thursday, January 18, 2024, at 11:00 am
 - C. **ELECTION ANNOUNCEMENT: NOMINATION PETITIONS AVAILABLE -** Nomination petitions are available at Town Hall and can be circulated until the return deadline of January 22, 2024.
- VI. **TOWN MANAGER REPORT**
 - A. **Annexation**
- 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 – December 8, 2023 – January 4, 2024

B. Minutes

- Minutes from December 12, 2023, Regular Board of Trustees Meeting

C. Resolution 2024-01 - Parklet Lease Agreement

- Resolution 2024-01 formalizes lease agreements with The Palisade Picnic Company for the use of a downtown parklet.

VIII. NEW BUSINESS

A. RESOLUTION 2024-02 - Supporting the Colorado Department of Transportation (CDOT) for a Roundabout at Elberta Avenue and Highway 6

The Board of Trustees will consider Resolution 2024-02 supporting a roundabout at Elberta Avenue and Highway 6.

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

Approve, deny, or postpone (until January 9, 2024) Resolution 2024-02 supporting CDOT constructing a roundabout at Elberta Avenue and Highway 6.

B. Public Works Trucks

The Board of Trustees will consider giving the Town Manager direction to purchase a used Public Works truck for the sewer department budgeted 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 January 23, 2024) directing the Town Manager to purchase a used Public Works truck for an amount not to exceed \$25,000.00.

C. RESOLUTION 2024-03 – Support Grant Match for Water Meters

The Board of Trustees will consider approving Resolution 2024-03 and directing the Mayor to sign a letter of support for a grant with with WaterNow for new water meters. The Town has budgeted water meters 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 January 23, 2024) Resolution 2024-03 supporting a grant and match funding for new water meters.

IX. PRESENTATIONS

A. 2022 Audit by Hinkle & Co, PC

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
JANUARY 2024**

TOWN OF PALISADE CAPITAL IMPROVEMENT PROJECTS

| | |
|--------------------------------------|-----------------|
| HISTORIC PALISADE GYM REMODEL | COMPLETE |
|--------------------------------------|-----------------|

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|---------------|-----------------|
| CLINIC | COMPLETE |
|---------------|-----------------|

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|--------------|---------------------|
| FIBER | 75% COMPLETE |
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|---|
| 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 Networkx |
|---|

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|--------------------------------------|--|
| ELBERTA SIDEWALK IMPROVEMENTS | Construction - January - April 2025 |
|--------------------------------------|--|

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|---|
| 80% Main St. Grant - 20% General Fund \$1.8 million grant - \$200,000 general fund RFQ posted for Design/Engineering - need interview panel |
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|---------------------------------|-----------------------------------|
| WASTEWATER CONSOLIDATION | Construction - Winter 2026 |
|---------------------------------|-----------------------------------|

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| USDA Loan/Grant \$24 million dollar project Surveying & design has begun Contacting land owners of project |
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|------------------------------|-----------------------------------|
| TAP GRANT - SIDEWALKS | Construction - Spring 2024 |
|------------------------------|-----------------------------------|

| |
|---|
| 80% Tap Grant - 20% General Fund Design/Engineering complete CDOT approvals complete In land acquisition process |
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|-----------------------------|------------------------------|
| RIVERBEND SWIM BEACH | Complete - April 2024 |
|-----------------------------|------------------------------|

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| Grade trail, set boulders, clean up Hiring landscape architect for improvements at boat ramp |
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|--------------------------------|------------------------|
| WATER METER REPLACEMENT | Complete - 2026 |
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| Purchased first set of new meters |
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|----------------------------|---|
| PALISADE IRRIGATION | Town operating - need rate study |
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| Acquired PIP&L Working to gather client list and maps of system |
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PALISADE BOARD OF TRUSTEES

Meeting Date: January 9, 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 – December 8, 2023 – January 4, 2024

B. Minutes

- Minutes from December 12, 2023, Regular Board of Trustees Meeting

C. RESOLUTION 2024-01 - Parklet Lease Agreement

A Resolution of the Board of Trustees for the Town of Palisade, Colorado, formalizing a lease agreement with The Palisade Picnic Company for the use of a downtown parklet.



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: January 9, 2024

Presented By: Janet Hawkinson

Department: Administration

SUMMARY:

Colorado Department of Transportation has presented concept plans at the intersection of Elberta and Hwy 6 in Palisade. CDOT will be paying for the construction of the roundabout to be installed at this intersection for the safety of drivers and pedestrians. CDOT has held public open houses with various design for public feedback last year. CDOT has concluded this design is the safest and best design for this intersection.

CDOT is paying for the construction of this project.

The Town of Palisade will be responsible for the landscaping of the roundabout and any artwork that might be placed on it as an entryway into the town.

This resolution is to support this project being done by CDOT.

BOARD DIRECTION:

Approve the CDOT Resolution Roundabout.

**TOWN OF PALISADE, COLORADO
RESOLUTION 2023-02**

**A RESOLUTION OF THE TOWN OF PALISADE, COLORADO,
SUPPORTING COLORADO DEPARTMENT OF TRANSPORTATION
CONSTRUCTING A ROUNDABOUT AT THE INTERSECTION OF
HIGHWAY 6 AND ELBERTA AVENUE**

WHEREAS, a roundabout is included in the Town of Palisade Comprehensive Plan; and

WHEREAS, professional traffic engineers have performed professional traffic studies that have determined this is the correct and safest design for this intersection; and

WHEREAS, the Colorado Department of Transportation has \$7,500,000 in state funding for the roundabout design, construction, and potential property acquisition.

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

1. The Town supports the design and construction of a roundabout at the intersection of Highway 6 and Elberta Ave by CDOT.
2. The Town supports the design and construction of one-way frontage roads on the NE, SE, and SW frontage roads with a shared-use path for pedestrians, bicycles, & horses, that utilizes the existing pavement.
3. The Town supports landscape improvements and artwork in the roundabout that will be designed, constructed and maintained by the Town.

RESOLVED, APPROVED, and ADOPTED this 9th day of January 2024.

TOWN OF PALISADE, COLORADO

By

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk



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

Meeting Date: January 9, 2024

Presented By: Dave Gray

Department: Public Works

RE: Purchase replacement truck for Public Works Department

SUMMARY:

The Public Works Department needs to replace a fleet pickup truck that is used in our wastewater treatment and collections. We would like to replace the 2002 Dodge Dakota. It is starting to have mechanical and body issues that are going to require larger investments in the truck over time. The cost of repairs and maintenance on the vehicle will soon exceed the value of the truck.

We allocated \$25,000 for the replacement of this truck in the 2024 Budget. We do not have a specific replacement truck selected at this time but would like to begin searching for a used vehicle.

Palisade Procurement Policy requires Board approval even if it is in the budget. Budgeted items still need to follow the policy. This request is for the Board to approve up to \$25K for staff to go find a truck, this is the approval needed to purchase a used truck. Staff is asking for approval now, so we don't have to wait until the next meeting to close the deal and leave a buyer hanging and have somebody else swoop in a buy it.

Town Code: Sec. 4-84. - Expenditure approval and source selection requirements.

The following table reflects expenditure approval and source selection requirements:

Table 4.0

| <u>Expenditure Amount</u> | <u>Expenditure Approval Level</u> | <u>Source Selection</u> |
|----------------------------------|--|---|
| Less than \$3,000.00 | Department Director | No competitive bid required |
| \$3,000.00—\$14,999.00 | Town Administrator | No competitive bid required |
| \$15,000.00—\$100,000.00 | Board of Trustees | Documented, competitive bid from at least three (3) sources |
| Greater than \$100,000.00 | Board of Trustees | Formal, advertised bid (IFB or RFP) |

Table Notes:

- Town staff will exercise due diligence to ensure competitive pricing for all purchases.
- All thresholds above are per transaction not per item.
- Adequate current year budget appropriation required for all purchases.

BOARD DIRECTION:

Authorize the Town Manager to approve the purchase of a truck, not to exceed \$25,000 for use in the Public Works Department.



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **January 9, 2024**

Presented By: **Dave Gray**

Department: **Public Works**

Re: **WaterSMART Small-scale Water Efficiency Projects Grant**

SUBJECT:

Resolution 2024-03 supporting a grant from the US Bureau of Reclamation under the WaterSMART Small-Scale Water Efficiency Projects Grant.

SUMMARY:

The US Bureau of Reclamation is offering a Small Scale Water Efficiency Grants of up to \$100,000.00 for projects not to exceed \$225,000.00. The Town's match amount for this grant would be supplied through the Utilities Water Fund and would be \$118,000.00. This grant supports the Town's already established water meter upgrade project.

This funding opportunity is to invite States, Indian Tribes, irrigation districts, water districts and other water delivery authority to leverage their money and resources by cost sharing with the Reclamation on small-scale on the ground projects that seek to conserve, better manage, or otherwise make more efficient use of water supplies.

BOARD DIRECTION:

Adopt Resolution 2024-03

TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO, SUPPORTING THE GRANT APPLICATION FOR A 2024 SMALL-SCALE WATER EFFICIENCY PROJECT (SWEP) GRANT FROM THE US BUREAU OF RECLAMATION FOR UPDATES TO THE PALISADE WATER SYSTEM WATER METERS.

WHEREAS, the Town of Palisade is a political subdivision of the State of Colorado and, therefore, an eligible applicant for a grant awarded by the US Bureau of Reclamation; and

WHEREAS, the Town of Palisade has requested \$218,000 (\$100,000 from the US Bureau of Reclamation and \$118,000 match from the Town of Palisade) for updates to the Water Meter Replacement Project (the “Project”) through the Small-Scale Water Efficiency Projects grant program (the “Grant”); and

WHEREAS, the Board of Trustees of the Town of Palisade supports the Grant application for the Project, 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 Grant application and has appropriated matching funds for a grant with the US Bureau of Reclamation.
- 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 US Bureau of Reclamation.
- Section 5: This Resolution to be in full force and effect from and after its passage and approval

RESOLVED, APPROVED, and ADOPTED this 9th day of January 2024.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, Town Clerk