



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

February 14, 2023

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. **Planning Commission** – Tuesday, February 21, 2023, at 6:00 pm
 - 2. **Board of Trustees** – Tuesday, February 28, 2023, at 6:00 pm
 - C. **TOWN OFFICES WILL BE CLOSED on Monday, January 20, 2023 in observance of Presidents’ Day**
- VI. **TOWN MANAGER REPORT**
- 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 – January 19, 2023 – February 9, 2023

B. Minutes

- Minutes from January 24, 2023, Regular Board of Trustees Meeting
- Minutes from the February 2, 2023, Special Board of Trustees Meeting

VIII. PUBLIC HEARING I**A. PRO 2023-03 – Pali Thai Setback Variance**

Acting as the Board of Adjustment, the Board of Trustees will consider an application for a variance from Section 5.03.E of the Palisade Land Development Code (LDC) to allow for a new free-standing restaurant building located zero (0) feet from a street side yard where code requires a ten (10) foot setback in the Mixed Use (MU) zone, located at 128 N. Peach Ave. (Parcel # 2937-092-12-007), as applied for by the owner Michael Johnson, pursuant to Section 4.12 of the Palisade Land Development Code.

1. Staff Presentation
2. Applicant Presentation
3. Public Comment (*Please limit comments to **three (3) minutes** or less, and state your name & address*)
4. Board Discussion
5. Applicant Closing Remarks
6. Decision – *Motion, Second, Rollcall Vote*

IX. NEW BUSINESS**A. New Audit Company Contract for the Town of Palisade**

The Board of Trustees will consider directing the Town Manager to enter into a contract with Hinkle & Company, PC, for financial audit services for the Town of Palisade.

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

B. Contract for Middle Mile Fiber and CNL

The Board of Trustees will consider directing the Town Manager to enter into a contract with Deeply Digital for design and construction services for middle mile fiber and a Carrier Neutral Location (CNL) for the Town of Palisade.

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

C. Special Event Safety Equipment

The Board of Trustees will consider directing the Town Manager to purchase various special event safety equipment.

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

D. Purchase New Equipment for the Public Works Department

The Board of Trustees will consider directing the Town Manager to purchase a new vac-trailer for the water and sewer department.

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

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**

Task Name	Jan '23	Feb '23	Mar '23
	25 1 8 15 22 29	5 12 19 26	5 12 19 26
TOWN MANAGER REPORT			
FEBRUARY 2023			
<u>TOWN OF PALISADE CAPITAL IMPROVEMENT PROJECTS</u>			
HISTORIC PALISADE GYM REMODEL			
FUNDING - GENERAL FUND			
New foundation for stairwells completed			
Begin construction of stairs		◆ 2/20	
CLINIC			
FUNDING - 100% GRANT & LEASE			
Interior, windows, storm drainage		3/1	3/1
BROADBAND			
FUNDING - 50% DOLA GRANT, 50% GENERAL FUND			
RFQ submissions received			
Select Contractor	1/23	2/1	
ELBERTA SIDEWALK IMPROVEMENTS			
FUNDING - 80% MAIN ST GRANT, 20% GENERAL FUND			
Publish RFQ for design engineering			
WASTEWATER CONSOLIDATION			
Submitted Grant Application to USDA - Awaiting results March 2023	1/25	2/20	
COMPREHENSIVE PLAN			
FUNDING - 50% DOLA, 50% GENERAL FUND			
Comprehensive Plan - Complete: March 2023			3/1
Draft available online			
TAP GRANT - SIDEWALKS			
FUNDING - 80% TAP GRANT, 20% GENERAL FUND			
Engineering Design - Cresthaven to High School			
Working with CDOT on Elbert & Hwy 6 round-about			
PALISADE IRRIGATION			
Attorneys working on transfer to Town			



**Active Town of Palisade Capital Projects with Grants as of February 1, 2023 Total
Grant Award Amount - \$9,360,631**

PROJECT NAME	AWARD AMOUNT	GRANT FUNDS	TOWN FUNDS
COMP PLAN – DOLA	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00
DOLA – BROADBAND	\$ 813,986.00	\$ 406,993.00	\$ 406,993.00
Troyer Sewer Lift Station	\$ 346,645.00	\$ 173,322.00	\$ 173,323.00
DOLA - SEWER STUDY	\$ 140,000.00	\$ 110,000.00	\$ 30,000.00
FEMA - ASSISTANCE TO FIREFIGHTERS GRANT (AFG)	\$ 300,000.00	\$ 272,727.27	\$ 27,272.73
HRSA Federal Grant – CLINIC	\$ 1,000,000.00	\$1 m	0
MESA COUNTY – CLINIC	\$ 1,500,000.00	\$1.5m	0
Community Hospital - Clinic	\$ 2,500,000.00	\$2.5 m	0
MMOF – ELBERTA	\$ 1,100,000.00	\$ 880,000.00	\$ 220,000.00
MMOF - GVRTC – BRIDGES	\$ 610,000.00	\$ 590,000.00	\$ 20,000.00
TAP	\$ 1,000,000.00	\$ 800,000.00	\$ 200,000.00
TOTAL	\$ 9,360,631	\$8,431,193	\$929,438



Completed Town of Palisade Grants as of December 2022
Total Grant Award Amount - \$1,056,825

PROJECT NAME	AWARD AMOUNT	GRANT FUNDS	TOWN FUNDS
BUS STOP ON 2ND ST & HISTORIC SCALE	\$ 25,000.00		
CDOT MAIN ST – BENCHES	\$ 5,000.00		
CO DIV OF FIRE PREVENTION & CONTROL	\$ 6,734.00	\$ 6,734.00	
COMMERCIAL WOOD CHIPPER	\$ 37,310.00	\$ 37,310.00	
FIRE BRUST TRUCK - FED MINERAL LEASE	\$ 140,000.00		
GOCO GRANT - MESA CTY - PLUNGE Parking Lot	\$ 150,000.00	\$ 150,000.00	\$ -
MAIN ST # 2 – PARKLETS	\$ 55,000.00	\$ 50,000.00	\$ 5,000.00
MAIN ST # 3 - walkway	\$ 55,000.00	\$ 50,000.00	\$ 5,000.00
MAIN ST # 4 Hwy 6	\$ 110,000.00	\$ 100,000.00	\$ 10,000.00
MARKETING GRANT - FRUITA & TAB	\$ 35,000.00	\$ 25,000.00	\$ 10,000.00
PARKLETS FOR PALISADE BUSINESSES	\$ 240,000.00		
PURCHASE OF PUBLIC PARKING LOT, 2ND & MAIN	\$ 100,000.00		
RB PARK - TAMARISK & RUSSIAN OLIVE	\$ 30,000.00		
STREET LEAF VACUUM	\$ 67,781.00	\$ 67,781.00	
Highway 6 – CDOT Grant	\$ 912,877.00	\$ 547,726.00	\$ 365,151
TOTAL	\$ 1,056,825.00	\$ 1,034,551.00	\$ 395,151.00



1/18/2023

2022 Fire Department Annual Report

Year in Review



Charles K Balke
FIRE CHIEF

Annual Report for 2022

Fire Chief's Message

It is my pleasure to present the 2022 Annual Report for the Palisade Fire Department. This annual report is written with the intention of informing the Board of Trustees and our community on the activities of the fire department and its members. While we may not have the latest and greatest in equipment or apparatus or members with extensive training and experience, we have something many agencies don't...pride! Each of our members are proud of what we do have and to me a member of this organization. We maintain a family atmosphere within the organization and with our Town partners and we do so in a professional manner that you as the Board of Trustees can be proud of. As an organization we have taken on the commitment to raise the bar for the Palisade Fire Department and to overcome the reputation of a steppingstone department.



In 34 years of service, I have had the opportunity to work in five different organizations with some very highly trained and capable people. During my career I have witnessed the ups and downs fire departments experience. The one thing I learned over the decades is that it's the members that make the organization what it is and can be. I can say with confidence, given the members we have and the support from the Board of Trustees, Town Administration, and Town employees, the Palisade Fire Department has a great future ahead, it will not be long before the Palisade Fire Department is seen as a destination department for those looking for a career in emergency services.

Thank you,

Charles K. Balke

Charles K. Balke, Fire Chief

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In Memory of

Charles Joseph Mathis

March 3, 1951 – December 5, 2022



Charles “Chuck” Mathis was born and raised in Colorado and served for over 38 years in the fire service. His dedication, knowledge and ethics allowed him to work his way up the ranks of the fire service to Battalion Chief. He retired as the Fire Marshal for the Grand Junction Fire Department. Being the type of person he was, his retirement was short lived as he soon returned to his passion of being a Fire Marshal and contracted his services to many agencies in Mesa County to include the Palisade Fire Department. His knowledge and insights improved the growth and development of the business community and improved the safety of the community

members and emergency response personnel.

Chuck was one of those rare individuals that could have a conversation with anyone and even if you didn’t agree with him you both were laughing at the end of it. He would happily sit with new and veteran firefighters to discuss everything from building code to fishing, both of which he was highly passionate about.

The only thing I think Chuck was more passionate about than fishing or fire code was his sense of family. This included his “fire family”. It didn’t matter if you were a new volunteer of an organization of three or a veteran of an organization of thousands. If you were a firefighter, you were family. This embodied the adage of the “brotherhood” that runs deep in the fire service.

With his passing, there is a great sadness and a void in the lives of many. At the same time when you think of Chuck, you can help but smile. Either way, I will miss our conversations and the support he showed for me.

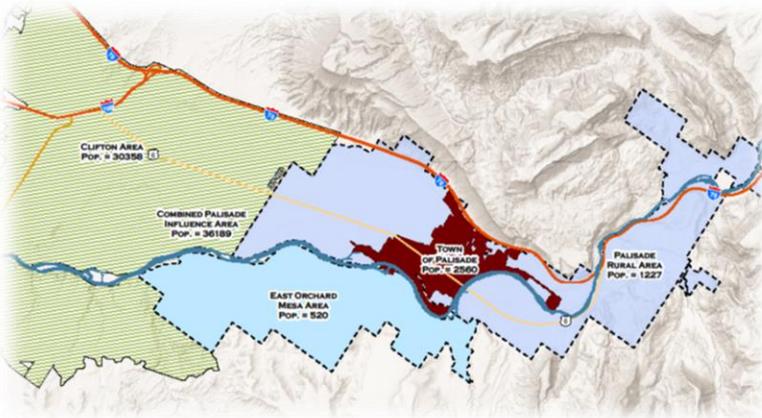
God Bless and you will not be forgotten.

About the Department

In 1907 Ordinance 570 established the Palisade Fire Department. Not unlike many other fire departments in Mesa County, our organization started out as a group of local farms that would respond to mainly agricultural fires at the time. Today, the Palisade Fire Department provides emergency services to the Town of Palisade and the surrounding Palisade Rural Fire Protection District utilizing a mixture of career, part-time and volunteer members. As an all-hazards response organization, we will be called to a vast array of calls ranging from medical conditions, fires of any nature to technical rescue situations.

Service Area

The Palisade Fire Department covers the Town of Palisade in Mesa County (Colorado) including the areas of Cameo, Coal Gulch, Colorado River, Go Boy Mine, Midwest Mine, Mount Garfield, Mount Lincoln & Palisade Mine which are included in the Palisade Fire Protection District and Palisade Rural Fire Protection District. The Palisade Fire Department provides fire and EMS services to the fire protection district under contract. The Town of Palisade is 1.2 square miles while the Palisade Rural Fire Protection District is the area surrounding the town.



Apparatus

The Palisade Fire Department utilizes various apparatus to provide services to our community that are specially designed to meet the needs of any given situation. The National Fire Protection Association has developed the standards in which fire and medical apparatus are built to. The specifications are intended to provide the safest vehicle for personnel and the public and meet the demands of the types of calls we respond to.

Ol' Red

The pride of the organization is Ol' Red. The first official fire engine for the Palisade Fire Department is a 1937 W.S. Darley & Company Champion with a 500 gpm pump and carried 300 gallons of water. Ol' Red has retired from active response but maintains the honor of carrying many of the dignitaries such as Santa Clause during various parades.



Engine 41

A 2005 Spartan Gladiator/Elite this apparatus has a 1,500 gpm pump and carries 750 gallons of water. As a Class A Engine, this apparatus is used as the first-out unit for structure fires, rescue calls and assists on vehicle accidents and brush fires. Often referred to as a rolling toolbox, it carry's the attack hose, self-contained breathing apparatus or SCBA, extrication and stabilization equipment, rope rescue equipment, thermal imaging camera, multi-gas detector and much more.



Brush 41

This 2014 Freightliner M2-106 Type 4 Brush Truck has a 350 gpm pump and carries 1,000 gallons of water. This unit is utilized for brush fires in both remote areas and in the urban-interface areas. It is uniquely equipped with Self-Contained Breathing Apparatus (SCBA) and can be utilized as a support apparatus on structure fires.



Tender 41

Tender 41 is built on a 2006 Sterling Acterra LT9500 Chassis. This unit is a Type 2 Tactical Tender with a 500 gpm pump and carries 2,200 gallons of water. Additionally, it is equipped with structural fire attack hose and Self-Contained Breathing Apparatus (SCBA). This apparatus is utilized for both wildland and structural fire response.



Ambulance 41

Ambulance 41 is a 2010 F-450 MedTec four-wheel drive unit that was purchased used from



Colorado River Fire in 2021 as a replacement of an older unit with high mileage and significant safety concerns. The unit is equipped with Basic Life Support (BLS) and Advance Life Support (ALS) supplies necessary to treat medical patients. An ambulance when properly outfitted can function as a mobile emergency room and is used to treat and transport patients to the hospital for ongoing care.

Ambulance 42

Ambulance 42 is a 2022 Ford E-450 Braun NW-North Star. This unit was purchased utilizing

American Recover Act Funds. The unit is equipped with Basic Life Support (BLS) and Advance Life Support (ALS) supplies necessary to treat medical patients. An ambulance when properly outfitted can function as a mobile emergency room and is used to treat and transport patients to the hospital for ongoing care.



Rescue 41

This is a 2009 International 4300 Horton apparatus. This unit has the capability of transporting patients with the unique capability of limited firefighting with an onboard Compressed Air Foam System (CAFS). This unit was purchased in 2019 utilizing grant funding through the state of



Colorado and carries additional technical rescue equipment that cannot be carried on other units due to size and storage.

Squad 41

This is a 2002 Ford Explorer four-wheel drive SUV with 190,000 miles. This unit is used to chase on ambulance calls or to attend meetings and/or trainings. This allows the Fire Department to utilize the limited staffing in a more efficient manner. When more than two personnel are required to treat and/or transport, they can be immediately available. If there is not a need for three or more personnel, they can remain available for additional calls.



Chief 41

This unit is a 2006 Ford Expedition four-wheel SUV with 92,000 miles. This unit is assigned to the Fire Chief to allow an immediate response to the scene from any location within Mesa County. This unit carries a variety of personal protective equipment such as structural turnout gear, wildland gear, fire investigation equipment, rehab supplies, etc. This unit was acquired from Garfield County law enforcement.



Staffing

The Palisade Fire Department utilizes a combination of paid career, part-time and volunteer firefighters. All members are trained to a minimum level of Firefighter I and Emergency Medical Technician Basic. In order to meet the increasing demand of emergency response and non-emergency services, we function using a three-platoon system

(Green/Red/Black). Each platoon, referred to as a crew, works a 48/96 shift. This means crews are on duty for 48 hours in a row followed by 96 hours off. Each crew is comprised of one paid shift lieutenant and one paid firefighter with slots available for one part-time and one volunteer with the Fire Chief working Monday through Friday 8:00am to 5:00pm and fills shifts as needed.



Our current staffing includes.

- 2 Firefighter/Paramedic
- 16 Firefighter/EMT Basic
- 2 Firefighter/Emergency Medical Responder

Many of our staff have continued to pursue higher levels of training and education. A glimpse of these include.

- 3 Members hold Fire Officer 1
- 2 Members hold Fire Officer II
- 4 Members hold Fire Instructor I
- 2 Members hold Fire Instructor II
- 3 Members hold Live Fire Instructor
- 4 Members hold Colorado State Practical Proctor
- 1 Member serves as a Regional Proctor for the State of Colorado
- 2 Members are certified Fire Investigators
- 1 Member is a Hazardous Materials Technician

Call Volume

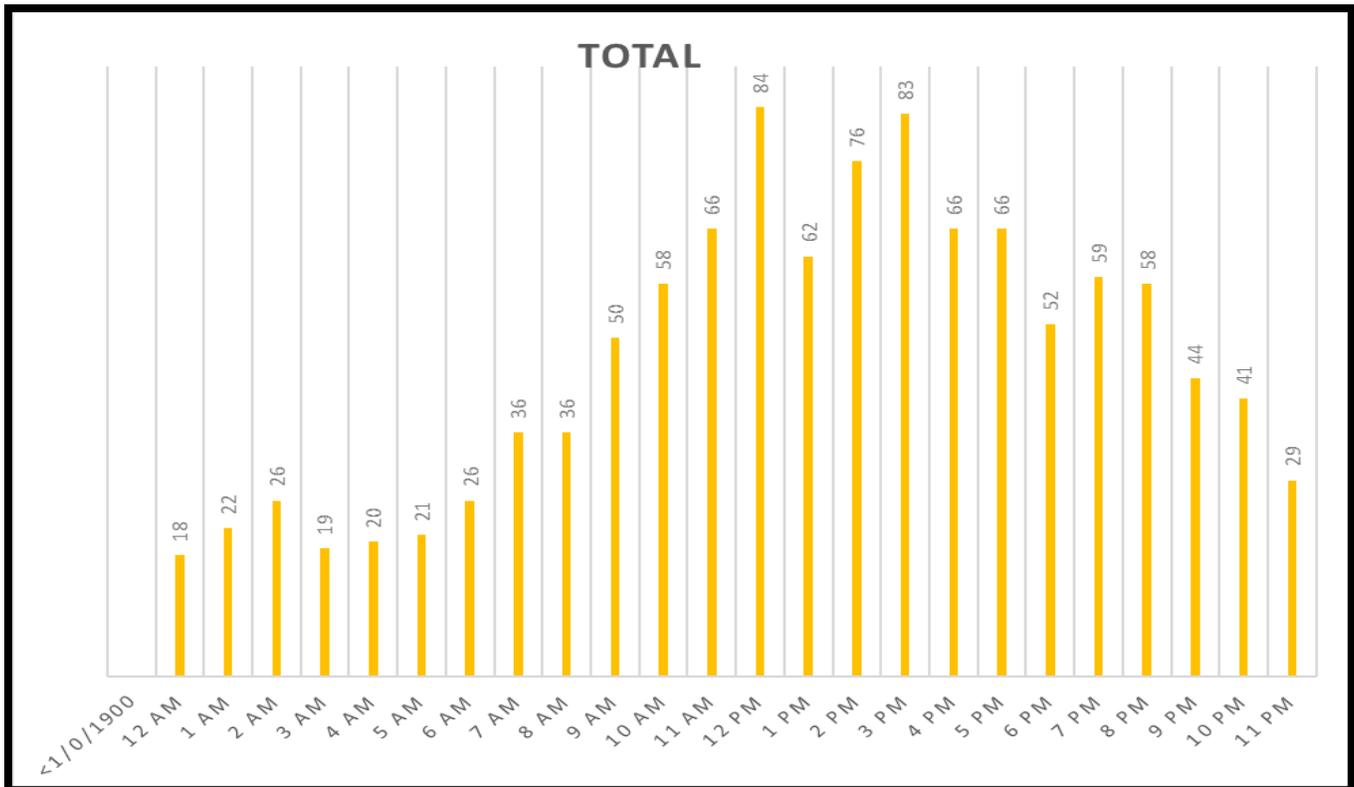
Each year the Palisade Fire Department is increasingly called to respond to emergency calls. In 2022 we responded to a benchmark number of calls of 1,118 total calls. The following chart shows the breakdown of call types for 2022. As with most fire departments that run ambulance service, emergency medical and rescue calls comprise the majority of our call volume. For 2022 72% of over requests for service are related to medical response while the remaining 28% are split up among other response categories.



We are often asked what our busiest month is. Given the nature of emergency response this can often be difficult as the call types change with the seasons. For example the probability of getting a large fast moving grass fire in December is less likely than it is in July. The same seems to be the case for medical calls but in reverse. The following chart shows how the call response by month for 2022.



The other aspect of query is do we really need staffing 24 hours a day? Again, we do not know exactly when a someone will have an emergency as fires and medical events don't require someone to be awake at onset. A person does not need to be awake to have a heart attack and a fire are not always human caused. The follow chart is a representation throughout the year of when we get emergency calls. One can see that understandably our busier times are when people are awake. This is when we see more traumatic incidents, vehicle fires, brush fires and associated calls.



Accomplishments for 2022

2022 was a year of significant change and growth for the Palisade Fire Department. In 2021 the Town of Palisade entered into an agreement with the Clifton Fire Protection District for Administrative and Operational oversight. The intention was to work toward a Fire Authority that would see both organizations under one umbrella of funding and administration. Due to changes at the Clifton Fire Protection District, the Town's Board of Trustees voted to end the agreement and hire a Fire Chief to run the fire department. In May I was hired to rebuild and lead this organization into the future. Over the course of 2022 we saw several things get accomplished. The following are just a few of those accomplishments.

- Took possession of new ambulance funded through American Recovery Grant Funding
- Recipient of AFG Grant for 20 new SCBA and 40 cylinders. Along with this each firefighter will receive their own mask and regulator which will significantly reduce the potential of cross contamination.
- Recipient of El Pomar Grant for wildfire equipment. This funding allowed us to purchase vital equipment to increase the safety of our personnel while on brush fires.
- Recipient of Division of Fire Prevention and Control's grant for Personnel Protective Equipment. The funding from this grant allowed us to replace structural firefighter helmets and boots with NFPA compliant items.
- Significant Apparatus Maintenance. One of the largest expenses for 2022 was that of apparatus maintenance. We were forced to play catchup on the maintenance of emergency response apparatus. With the implementation of an in-house maintenance program we anticipate the future costs to stabilize. It is important to realize much of our current apparatus is aging out and it is become more difficult to find parts.
- District 51 Partnership is something I am very proud of. This is a program in which high school students are put through a formal Fire Academy and given the chance to see if this is the career path they want to follow. Students are taught how to build a resume', cover letter and how to excel in an interview. The bonus is we hope to build our future membership from this program.
- Additional paid staff. With a restructuring of our staffing model and the support of the Board of Trustees, we were able to add three additional paid staff. This allows us to have two paid staff, one part-time and one volunteer on shift to handle the increased call volume.
- Improved Plans Review Program. As we see growth and improvement in the businesses within our jurisdiction, it was important we improve the process for reviewing the construction and sprinkler plans. We were able to contract one of the most respected individuals in Mesa County for this. Unfortunately, he tragically passed away this year which has left a void within the organization personally and professionally. As a result, we are now contracting with another outside professional for these services.
- New Badges New Identity. The badges issues to the membership were very generic and without meaning. This year we purchased new badges in the shape of the Maltese Cross. When a firefighter wears this it is a representation of their dedication to the profession and the community. It represents their commitment to sacrifice their time with family, to train hard and if needed lay down their lives for others.
- In 2022 we held our first annual Tower Lighting to kick of the holiday season.

Goals for 2023

While the members of the organization have accomplished a lot in the past year, our work is not done. One of the expectations I have laid out for all members of the organization is to be better today than we were yesterday. This means we will continually strive to make improvements where we can and never settle for mediocracy. In order to accomplish this a few goals have been identified for 2023.

- Revise/Update SOG's.
- Revise and refocus Organizations Mission and Vision Statements
- Revise organizational training program
- Invest in and mentor Officers in Leadership
- Expand our deployment capabilities to provide better service and increase revenue potentials.
- Create a 3-year, 5-year and 10-year plan through Strategic Planning
- Implement a Schools Program where we are move involved and engaged with the local schools.
- Implement the use of ICS for all large-scale events.
- Formalize Cadet Program
- Regain the Tug-A-War Trophy





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EXPENDITURES - APPROVAL BY DEPARTMENT

Council Meeting Date – February 14, 2023

Date Range of Payables: January 19 – February 9

Report Criteria:

- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.Input date = 01/19/2023-02/09/2023

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AFLAC INSURANCE	PR0121230	AFLAC Pre-tax Pay Period: 1/21/	01/26/2023	205.83	.00		
AFLAC INSURANCE	PR0121230	AFLAC After-Tax Pay Period: 1/2	01/26/2023	48.60	.00		
AFLAC INSURANCE	PR0204230	AFLAC Pre-tax Pay Period: 2/4/2	02/09/2023	205.83	.00		
AFLAC INSURANCE	PR0204230	AFLAC After-Tax Pay Period: 2/4/	02/09/2023	48.60	.00		
COLORADO DEPT OF REVENU	PR0121230	State Withholding Tax Pay Period	01/26/2023	3,604.00	.00		
COLORADO DEPT OF REVENU	PR0204230	State Withholding Tax Pay Period	02/09/2023	3,408.00	.00		
COLORADO STATE TREASURE	PR0121231	State Unemployment Tax Pay Per	01/26/2023	222.64	.00		
COLORADO STATE TREASURE	PR0204231	State Unemployment Tax Pay Per	02/09/2023	206.32	.00		
FICA/MED/ P/R TAXES	PR0121232	Federal Withholding Tax Pay Peri	01/26/2023	10,013.05	.00		
FICA/MED/ P/R TAXES	PR0121232	Social Security Pay Period: 1/21/	01/26/2023	3,760.63	.00		
FICA/MED/ P/R TAXES	PR0121232	Social Security Pay Period: 1/21/	01/26/2023	3,760.63	.00		
FICA/MED/ P/R TAXES	PR0121232	Medicare Pay Period: 1/21/2023	01/26/2023	1,587.43	.00		
FICA/MED/ P/R TAXES	PR0121232	Medicare Pay Period: 1/21/2023	01/26/2023	1,587.43	.00		
FICA/MED/ P/R TAXES	PR0204232	Federal Withholding Tax Pay Peri	02/09/2023	9,735.05	.00		
FICA/MED/ P/R TAXES	PR0204232	Social Security Pay Period: 2/4/2	02/09/2023	3,500.17	.00		
FICA/MED/ P/R TAXES	PR0204232	Social Security Pay Period: 2/4/2	02/09/2023	3,500.17	.00		
FICA/MED/ P/R TAXES	PR0204232	Medicare Pay Period: 2/4/2023	02/09/2023	1,461.49	.00		
FICA/MED/ P/R TAXES	PR0204232	Medicare Pay Period: 2/4/2023	02/09/2023	1,461.49	.00		
FIRE AND POLICE PENSION	PR0121230	FPPA Fire DD Pay Period: 1/21/2	01/26/2023	623.85	.00		
FIRE AND POLICE PENSION	PR0121230	FPPA 457 Pay Period: 1/21/2023	01/26/2023	250.00	.00		
FIRE AND POLICE PENSION	PR0121230	Police Pension Pay Period: 1/21/	01/26/2023	3,255.40	.00		
FIRE AND POLICE PENSION	PR0121230	Police Pension Pay Period: 1/21/	01/26/2023	2,577.20	.00		
FIRE AND POLICE PENSION	PR0121230	Fire Pension Pay Period: 1/21/20	01/26/2023	2,201.87	.00		
FIRE AND POLICE PENSION	PR0121230	Fire Pension Pay Period: 1/21/20	01/26/2023	1,743.13	.00		
FIRE AND POLICE PENSION	PR0121230	FPPA Police DD Pay Period: 1/21	01/26/2023	922.36	.00		
FIRE AND POLICE PENSION	PR0204230	FPPA 457 Pay Period: 2/4/2023	02/09/2023	250.00	.00		
FIRE AND POLICE PENSION	PR0204230	FPPA Fire DD Pay Period: 2/4/20	02/09/2023	529.96	.00		
FIRE AND POLICE PENSION	PR0204230	Police Pension Pay Period: 2/4/2	02/09/2023	3,050.58	.00		
FIRE AND POLICE PENSION	PR0204230	Police Pension Pay Period: 2/4/2	02/09/2023	2,415.04	.00		
FIRE AND POLICE PENSION	PR0204230	Fire Pension Pay Period: 2/4/202	02/09/2023	1,870.42	.00		
FIRE AND POLICE PENSION	PR0204230	Fire Pension Pay Period: 2/4/202	02/09/2023	1,480.75	.00		
FIRE AND POLICE PENSION	PR0204230	FPPA Police DD Pay Period: 2/4/	02/09/2023	864.34	.00		
ICMA TRST 401 - 107074	PR0121230	ICMA 401K Pay Period: 1/21/202	01/26/2023	2,426.57	2,426.57	02/02/2023	
ICMA TRST 401 - 107074	PR0121230	ICMA 401K Pay Period: 1/21/202	01/26/2023	2,426.57	2,426.57	02/02/2023	
ICMA TRST 401 - 107074	PR0204230	ICMA 401K Pay Period: 2/4/2023	02/09/2023	2,415.74	.00		
ICMA TRST 401 - 107074	PR0204230	ICMA 401K Pay Period: 2/4/2023	02/09/2023	2,415.74	.00		
ICMA TRST 457 - 304721	PR0121230	ICMA 457 Pay Period: 1/21/2023	01/26/2023	750.00	.00		
ICMA TRST 457 - 304721	PR0204230	ICMA 457 Pay Period: 2/4/2023	02/09/2023	750.00	.00		
FAMILY SUPPORT REGISTRY	PR0121231	FIPS 056888833 Garnishment P	01/26/2023	227.07	227.07	01/27/2023	
FAMILY SUPPORT REGISTRY	PR0204231	FIPS 056888833 Garnishment P	02/09/2023	342.07	.00		
MUTUAL OF OMAHA INSURANC	PR0121231	LTD - MOA Pay Period: 1/21/202	01/26/2023	37.57	.00		
MUTUAL OF OMAHA INSURANC	PR0204231	LTD - MOA Pay Period: 2/4/2023	02/09/2023	298.92	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life LI	01/26/2023	10.50	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life M	01/26/2023	423.00	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life M	01/26/2023	586.50	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life M	01/26/2023	1,015.50	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life D	01/26/2023	15.75	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life D	01/26/2023	24.00	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life D	01/26/2023	72.75	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life VI	01/26/2023	3.75	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life VI	01/26/2023	5.25	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life VI	01/26/2023	19.50	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CEBT Payments	PR0121231	PR - Medical Dental Vision Life LI	01/26/2023	77.24	.00		
CEBT Payments	PR0121231	PR - Medical Dental Vision Life LI	01/26/2023	9.63	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life LI	02/09/2023	10.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	23,268.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	423.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	846.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	586.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	3,519.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	1,015.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life M	02/09/2023	2,031.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	837.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	15.75	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	31.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	24.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	144.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	72.75	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life D	02/09/2023	145.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	297.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	3.75	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	7.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	5.25	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	31.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	19.50	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life VI	02/09/2023	39.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life LI	02/09/2023	245.00	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life LI	02/09/2023	77.21	.00		
CEBT Payments	PR0204231	PR - Medical Dental Vision Life LI	02/09/2023	9.60	.00		
NAU, ANDREW	21-2689-04 RE	CASE # 21-2689 - RESTITUTION	01/13/2023	100.00	100.00	01/26/2023	
CA STATE DISBURSEMENT UNI	PR0121231	DF238534 Child Support - CALIF	01/26/2023	173.53	173.53	01/27/2023	
CA STATE DISBURSEMENT UNI	PR0204231	DF238534 Child Support - CALIF	02/09/2023	173.53	.00		
Total :				118,858.25	5,353.74		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ADMINISTRATION							
CAPITAL BUSINESS SYSTEMS	1244916	ADMIN - COPIER STAPLES	01/30/2023	80.22	.00		
CAPITAL BUSINESS SYSTEMS	33144534	COPIER LEASE	01/02/2023	601.00	.00		
CAPITAL BUSINESS SYSTEMS	33330269	COPIER LEASE	01/30/2023	601.00	.00		
MESA COUNTY	R023998 - 22	PROPERTY TAX 2022	01/25/2023	161.00	.00		
MESA COUNTY	R024004 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R024055 - 22	PROPERTY TAX 2022	01/25/2023	96.00	.00		
MESA COUNTY	R024202 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R024203 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R024215 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R024342 - 22	PROPERTY TAX 2022	01/23/2023	75.00	.00		
MESA COUNTY	R024672 - 22	PROPERTY TAX 2022	01/25/2023	117.00	.00		
MESA COUNTY	R024674 - 22	PROPERTY TAX 2022	01/25/2023	138.00	.00		
MESA COUNTY	R025211 - 22	PROPERTY TAX 2022	01/23/2023	75.00	.00		
MESA COUNTY	R025315 - 22	PROPERTY TAX 2022	01/23/2023	75.00	.00		
MESA COUNTY	R025422 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R025645 - 22	PROPERTY TAX 2022	01/23/2023	264.00	.00		
MESA COUNTY	R097126 - 22	PROPERTY TAX 2022	01/25/2023	96.00	.00		
MESA COUNTY	R097129 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R100481 - 22	PROPERTY TAX 2022	01/25/2023	222.00	.00		
MESA COUNTY	R100487 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
MESA COUNTY	R101064 - 22	PROPERTY TAX 2022	01/25/2023	117.00	.00		
MESA COUNTY	R103580 - 22	PROPERTY TAX 2022	01/25/2023	75.00	.00		
OFFICE DEPOT	272808395001	OFFICE SUPPLY - ADMIN-CRED	10/20/2022	15.69-	15.69-	01/26/2023	
OFFICE DEPOT	276432569001	OFFICE SUPPLY - ADMIN-CRED	11/01/2022	1.38-	1.38-	01/26/2023	
OFFICE DEPOT	277281253001	OFFICE SUPPLY - ADMIN	11/10/2022	431.89	431.89	01/26/2023	
OFFICE DEPOT	277282523001	OFFICE SUPPLY - ADMIN	11/09/2022	13.98	13.98	01/26/2023	
OFFICE DEPOT	278936428001	OFFICE SUPPLY - ADMIN-CRED	11/14/2022	13.98-	13.98-	01/26/2023	
OFFICE DEPOT	282260544001	OFFICE SUPPLY - ADMIN	12/13/2022	19.57	19.57	01/26/2023	
OFFICE DEPOT	282260849001	OFFICE SUPPLY - ADMIN	12/13/2022	73.47	73.47	01/26/2023	
OFFICE DEPOT	282260853001	OFFICE SUPPLY - ADMIN	12/13/2022	37.94	37.94	01/26/2023	
OFFICE DEPOT	288390901001	OFFICE SUPPLY - ADMIN	01/20/2023	587.23	587.23	01/26/2023	
OFFICE DEPOT	288390901002	OFFICE SUPPLY - ADMIN	01/23/2023	28.45	28.45	01/26/2023	
OFFICE DEPOT	288399657001	OFFICE SUPPLY - ADMIN	01/20/2023	20.78	20.78	01/26/2023	
OFFICE DEPOT	288399674001	OFFICE SUPPLY - ADMIN	01/20/2023	22.49	22.49	01/26/2023	
PROVELOCITY LLC	37974	COMPUTER SERVICES	02/01/2023	8,841.50	.00		
TROPHY CASE, THE	83094	NAME PLATE (2)	12/23/2022	37.90	37.90	01/26/2023	
TRANSDEV	970-1222PL-06	GVT IGA 4TH QTR - 2022	12/31/2022	7,259.75	.00		
KARP NEU HANLON, PC	38961	ADMIN - PROFESSIONAL SERVI	02/06/2023	4,575.00	.00		
ALPINE BANK CC	BR 5819 JAN 2	ADMIN - EMPLOYMENT AD	01/18/2023	626.00	.00		
ALPINE BANK CC	BR 5819 JAN 2	ADMIN - EMPLOYMENT AD	01/18/2023	388.75	.00		
ALPINE BANK CC	BR 5819 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	32.43	.00		
ALPINE BANK CC	CB 5827 JAN 2	FRAUDULENT CHARGE - CB	01/18/2023	37.54	.00		
ALPINE BANK CC	CB 5827 JAN 2	FRAUDULENT CHARGE - CB	01/18/2023	80.51	.00		
ALPINE BANK CC	JH 3061 JAN 2	ADMIN - DUES	01/18/2023	54.99	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - BUSINES	01/18/2023	116.00	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - BUSINES	01/18/2023	53.99	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - TRAVEL/TRAINING	01/18/2023	100.00	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - INTERVI	01/18/2023	139.00	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - BUSINES	01/18/2023	48.99	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - BUSINES	01/18/2023	48.99	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	70.38	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	71.98	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	16.25	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	203.09	.00		
ALPINE BANK CC	KF 3160 JAN 2	ADMIN - OPERATING	01/18/2023	79.82	.00		
ALPINE BANK CC	TB 3111 JAN 2	ADMIN - OPERATING - FOOD	01/18/2023	57.40	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ALPINE BANK CC	TB 3111 JAN 2	ADMIN - OFFICE SUPPLIES	01/18/2023	292.28	.00		
COLUMN SOFTWARE, PBC	4E284DA7-013	Ordinance Notice	01/13/2023	28.41	28.41	01/26/2023	
COLUMN SOFTWARE, PBC	4E284DA7-013	Ordinance Notice	01/25/2023	14.68	14.68	01/26/2023	
ZEN COMMUNICATIONS LLC	IN13237	ADMIN - TELEPHONE	02/01/2023	176.58	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	ADMIN - FAREWELL	02/01/2023	19.99	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	ADMIN - FAREWELL	02/01/2023	17.99	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	ADMIN - FAREWELL	02/01/2023	5.95	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	ADMIN - FAREWELL	02/01/2023	8.99	.00		
AT&T MOBILITY LLC	287313337970	TOWN MANAGER	01/20/2023	44.00	.00		
SWARD'S SWEETS & EATS	01-20-2023	ADMIN - FOOD	01/20/2023	72.00	72.00	01/26/2023	
CIVICPLUS, LLC	248733	ADMIN - CODE CODIFICATION	02/01/2023	300.00	.00		
CIVICPLUS, LLC	249282	ADMIN - CODE CODIFICATION	02/01/2023	100.00	.00		
CIVICPLUS, LLC	249283	ADMIN - CODE CODIFICATION	02/01/2023	951.20	.00		
Total ADMINISTRATION:				29,495.30	1,357.74		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COMMUNITY DEVELOPMENT							
PALISADE CHAMBER OF COMM	12784	PAV UNVEILING - ARTIST LODGI	01/19/2023	1,090.24	1,090.24	01/26/2023	
J-U-B ENGINEERS	0159264 - GAT	COMM DEV - GATEWAY MAPPI	01/12/2023	182.60	.00		
ALPINE BANK CC	BR 5819 JAN 2	COMM DEV - DUES	01/18/2023	14.99	.00		
ALPINE BANK CC	TODDW 4648	COMM DEV - DUES	01/18/2023	14.99	.00		
COLUMN SOFTWARE, PBC	4E284DA7-013	COMM DEV - NOTICE	01/19/2023	17.58	17.58	01/26/2023	
COLUMN SOFTWARE, PBC	4E284DA7-013	COMM DEV - NOTICE	01/25/2023	19.52	19.52	02/02/2023	
COLUMN SOFTWARE, PBC	4E284DA7-013	COMM DEV - NOTICE	02/02/2023	17.10	.00		
ZEN COMMUNICATIONS LLC	IN13237	COMM DEV - TELEPHONE	02/01/2023	21.48	.00		
AT&T MOBILITY LLC	287313337970	PLANNING GIS	01/20/2023	40.04	.00		
COMMUNITY PLANNING STRAT	2023-0008	COMPREHENSIVE PLAN	01/16/2023	2,100.00	2,100.00	01/26/2023	
Total COMMUNITY DEVELOPMENT:				3,518.54	3,227.34		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
TOURISM FUND							
ALPINE BANK CC	KF 3160 JAN 2	TOURISM - ON LINE MARKETIN	01/18/2023	35.00	.00		
ALPINE BANK CC	KF 3160 JAN 2	TOURISM - ON LINE MARKETIN	01/18/2023	240.00	.00		
Total TOURISM FUND:				275.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
RECREATION							
ALPINE BANK CC	KF 3160 JAN 2	BLUEGRASS MARKETING	01/18/2023	120.00	.00		
DAS MANUFACTURING INC	4426	RECREATION - CURB MARKER	01/16/2023	453.80	453.80	02/02/2023	
Total RECREATION:				573.80	453.80		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
COURT							
JEANNETTE FINLAYSON	2022.12.20 - IN	INTERPRETER FEE	01/04/2023	100.00	100.00	01/26/2023	
JEANNETTE FINLAYSON	2023.01.17 - IN	INTERPRETER FEE	01/23/2023	100.00	100.00	01/26/2023	
LeMOINE & GRAVES, P.C.	7319	COURT - PROSECUTING ATTO	01/30/2023	787.50	.00		
Total COURT:				987.50	200.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
POLICE							
ED BOZARTH CHEVROLET	6635	PD - REP&MAINT VEHICLE	01/17/2023	57.90	.00		
GALLS, LLC	023173521	PD- UNIFORMS	01/09/2023	116.59	116.59	01/26/2023	
HEUTON TIRE COMPANY INC.	166356	PD-TIRES	01/17/2023	775.48	.00		
HEUTON TIRE COMPANY INC.	166361	PD-TIRE MAINTENANCE	01/17/2023	35.00	.00		
PROFORCE LAW ENFORCEME	506257	PD - SMALL EQUIP	01/20/2023	900.00	900.00	01/26/2023	
PROFORCE LAW ENFORCEME	506652	PD - SMALL EQUIP	01/25/2023	1,476.00	.00		
PROFORCE LAW ENFORCEME	507173	PD - SMALL EQUIP	01/30/2023	255.08	.00		
PROFORCE LAW ENFORCEME	507219	PD - SMALL EQUIP	01/30/2023	181.76	.00		
SCOTTY'S COMPLETE CAR CA	550379	VEHICLE MAINTENANCE - PD	01/10/2023	65.60	65.60	01/26/2023	
TROPHY CASE, THE	82980	PD - NAME TAG	12/09/2022	26.00	26.00	01/26/2023	
WESTERN SLOPE AUTO	702007	PD VEHICLE MAINTENANCE	01/12/2023	194.25	194.25	01/26/2023	
COOP COUNTRY	252083	PD CAR WASH	01/11/2023	3.32	3.32	01/26/2023	
COOP COUNTRY	252085	PD CAR WASH	01/11/2023	8.00	8.00	01/26/2023	
COOP COUNTRY	252086	PD CAR WASH	01/11/2023	3.82	3.82	01/26/2023	
COOP COUNTRY	252283	PD CAR WASH	01/27/2023	8.00	.00		
COOP COUNTRY	252284	PD CAR WASH	01/27/2023	2.75	.00		
COOP COUNTRY	252353	PD CAR WASH	02/01/2023	5.40	.00		
TURTLE TRACKS	2139	BALLISTIC VEST/ CARRIER	01/06/2023	632.00	.00		
PROSAFE	32252	PD- UNIFORMS ALTERATIONS/	01/10/2023	76.00	.00		
ALPINE BANK CC	JS 2304 JAN 2	PD - DUES/SUBSCRIPTIONS	01/18/2023	50.00	.00		
ALPINE BANK CC	JS 2304 JAN 2	PD - CODE COMPLIANCE MEM	01/18/2023	45.00	.00		
ALPINE BANK CC	JS 2304 JAN 2	PD - TRAINING	01/18/2023	399.00	.00		
ALPINE BANK CC	TRVL 2 3665 J	PD - TRAVEL	01/18/2023	73.11	.00		
ALPINE BANK CC	TRVL 2 3665 J	PD - OPERATING SUPPLIES	01/18/2023	42.10	.00		
ZEN COMMUNICATIONS LLC	IN13237	POLICE - TELEPHONE	02/01/2023	95.21	.00		
LEXIPOL, LLC	INVLEX13671	PD - SOFTWARE - POLICY, TRA	12/01/2022	6,755.00	.00		
AXON ENTERPRISE, INC.	INUS131666	PD - BODY CAMERAS	01/18/2023	655.80	.00		
AXON ENTERPRISE, INC.	INUS132297	PD - BODY CAMERAS	01/21/2023	6,144.48	.00		
RHINEHART OIL CO., LLC	IN-276555-23	PD - GAS/DIESEL	01/20/2023	191.16	.00		
RHINEHART OIL CO., LLC	IN-288214-23	PD - GAS/DIESEL	01/27/2023	220.18	.00		
AT&T MOBILITY LLC	287313337970	POLICE CELL PHONES	01/20/2023	533.04	.00		
AT&T MOBILITY LLC	287313337970	POLICE DATA	01/20/2023	556.12	.00		
Total POLICE:				20,583.15	1,317.58		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CEMETERY							
GOODWIN SERVICE, INC.	T2040	TOILET CLEANING - CEMETER	02/01/2023	60.00	.00		
HEUTON TIRE COMPANY INC.	166516	PARKS TIRE MAINTENANCE	02/01/2023	35.00	.00		
RHINEHART OIL CO., LLC	IN-276555-23	CEMETERY - GAS/DIESEL	01/20/2023	40.08	.00		
RHINEHART OIL CO., LLC	IN-288214-23	CEMETERY - GAS/DIESEL	01/27/2023	66.37	.00		
Total CEMETERY:				201.45	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FIRE / EMS							
BOUND TREE MEDICAL, LLC	84815208	MEDICAL SUPPLIES/EMS	01/05/2023	4,592.14	.00		
BOUND TREE MEDICAL, LLC	84816825	MEDICAL SUPPLIES/EMS	01/06/2023	16.68	.00		
BOUND TREE MEDICAL, LLC	84832062	MEDICAL SUPPLIES/EMS	01/20/2023	114.84	.00		
BOUND TREE MEDICAL, LLC	84839775	MEDICAL SUPPLIES/EMS	01/27/2023	3,262.22	.00		
BOUND TREE MEDICAL, LLC	84841131	MEDICAL SUPPLIES/EMS	01/30/2023	362.00	.00		
CO DIV OF FIRE PREVENTION	23-60817	FIRE FIGHTER TRAINING/CERTI	01/30/2023	30.00	.00		
CO STATE FIRE CHIEFS' ASSO	68605745	ANNUAL MEMBERSHIP DUES	01/23/2023	625.00	625.00	02/02/2023	
FEDEX	3576011644	FD - SHIPPING CHARGES	01/25/2023	74.69	.00		
L.N. CURTIS & SONS	INV666737	FD - SMALL EQUIPMENT	01/12/2023	239.67	239.67	02/02/2023	
MESA COUNTY	EM-000395	AMBULANCE TRANSPORT FEE	12/31/2022	2,950.00	2,950.00	01/26/2023	
PALISADE PHARMACY	87343	EMS - MEDICAL SUPPLIES	01/14/2023	33.88	33.88	01/26/2023	
O'REILLY AUTOMOTIVE, INC	2993-467422	FD- REPAIR & MAINT VEHICLE	01/22/2023	154.62	154.62	02/02/2023	
O'REILLY AUTOMOTIVE, INC	2993-467423	FD- REPAIR & MAINT VEHICLE -	01/22/2023	22.00-	22.00-	02/02/2023	
SPECTRUM ENTERPRISE	000082001212	INTERNET FIRE DEPT.	01/21/2023	157.97	.00		
ULINE, INC.	158878276	FD - REPAIR & MAINT - BUILDIN	01/18/2023	2,585.29	2,585.29	02/02/2023	
MUNICIPAL EMERGENCY SERV	IN1777398	FD - REPAIR & MAINT - EQUIPM	10/17/2022	594.08	594.08	02/02/2023	
MUNICIPAL EMERGENCY SERV	IN1792827	FD - PPE - STRUCTURE GEAR	11/21/2022	380.64	380.64	02/02/2023	
MUNICIPAL EMERGENCY SERV	IN1823463	FD - UNIFORMS	01/30/2023	1,016.98	.00		
MUNICIPAL EMERGENCY SERV	IN1825791	FD - UNIFORMS	02/02/2023	89.54	.00		
ALPINE BANK CC	CB 5827 JAN 2	FD - VEHICLE REPAIR & MAINT	01/18/2023	101.39	.00		
ALPINE BANK CC	CB 5827 JAN 2	FD - EMS SUPPLIES - CR	01/18/2023	23.90-	.00		
ALPINE BANK CC	CB 5827 JAN 2	FD - EMS SUPPLIES - CR	01/18/2023	32.85-	.00		
ALPINE BANK CC	CB 5827 JAN 2	BLDG - REPAIR & MAINT - FD	01/18/2023	1,052.90	.00		
ALPINE BANK CC	CL 0230 JAN 2	FD - OPERATING	01/18/2023	77.00	.00		
ALPINE BANK CC	CL 0230 JAN 2	FD - UNIFORMS	01/18/2023	391.47	.00		
ALPINE BANK CC	CL 0230 JAN 2	FD - OPERATING - FOOD	01/18/2023	106.54	.00		
ZEN COMMUNICATIONS LLC	IN13237	FIRE - TELEPHONE	02/01/2023	228.51	.00		
ALSCO INC	LGRA2717736	FIRE/EMS - SHIRTS	12/30/2022	236.25	236.25	01/26/2023	
HARTMAN BROTHERS, INC	387195	FD - OXYGEN	01/24/2023	26.90	26.90	02/02/2023	
AMAZON CAPITAL SERVICES	16F3-T9HC-49	FD - OPERATING	02/01/2023	56.32	.00		
RHINEHART OIL CO., LLC	IN-276555-23	FD/EMS - GAS/DIESEL	01/20/2023	24.67	.00		
RHINEHART OIL CO., LLC	IN-288214-23	FD/EMS - GAS/DIESEL	01/27/2023	358.00	.00		
AT&T MOBILITY LLC	287313337970	FIRE CELL PHONES	01/20/2023	191.12	.00		
AT&T MOBILITY LLC	287313337970	FIRE HOTSPOTS	01/20/2023	160.16	.00		
CREATIVE PRODUCT SOURCE,	CPI098076	FD - PUBLIC ED	01/19/2023	1,218.69	1,218.69	01/26/2023	
CREATIVE PRODUCT SOURCE,	CPI098132	FD - PUBLIC ED	01/23/2023	541.18	541.18	02/02/2023	
MACKENZIE ENTERPRISES DB	297608A	FD - SMALL EQUIPMENT - GRA	01/17/2023	5,957.48	.00		
SCHOOLLOCKERS.COM	SO80637	FD - OPERATING - LOCKERS	01/12/2023	4,191.95	.00		
Total FIRE / EMS:				32,122.02	9,564.20		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
EMS							
COOP COUNTRY	252285	PW CAR WASH	01/27/2023	12.00	.00		
COOP COUNTRY	252354	PW CAR WASH	02/01/2023	12.00	.00		
Total EMS:				24.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
STREETS							
IMPACT PROMOTIONAL PRODU	72162	STREETS - UNIFORMS	08/26/2022	312.49	.00		
NEWMAN SIGNS INC.	TRFINV045105	STREET SIGNS	02/03/2023	1,197.63	.00		
DANSCO ENTERPRISES INC D	003637	FIRST AID SUPPLIES - STREET	02/03/2023	69.15	.00		
WHITEWATER BLDG. MATLS.	297087	STREET SALT/SAND MIX	01/04/2023	504.01	.00		
ALPINE BANK CC	BC 3152 JAN 2	STREETS - OPERATING - SALT/	01/18/2023	28.98	.00		
ALPINE BANK CC	TRVL 1 3657 J	STREETS - ADOBE SUBSCRIPTI	01/18/2023	239.88	.00		
ALPINE BANK CC	TRVL 1 3657 J	STREETS - SOFTWARE PROGR	01/18/2023	300.00	.00		
AMAZON CAPITAL SERVICES	1GJT-CKP7-93	STREETS - OPERATING SUPPLI	02/01/2023	199.99	.00		
RHINEHART OIL CO., LLC	IN-276555-23	STREETS - GAS/DIESEL	01/20/2023	100.20	.00		
RHINEHART OIL CO., LLC	IN-288214-23	STREETS - GAS/DIESEL	01/27/2023	165.92	.00		
AT&T MOBILITY LLC	287313337970	STREETS	01/20/2023	40.04	.00		
Total STREETS:				3,158.29	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
WATER							
DANA KEPNER COMPANY	1569207-00	WATER DIST - METER UPGRAD	01/30/2023	12,735.87	.00		
DANA KEPNER COMPANY	1574618-00	WATER DIST - METER UPGRAD	01/20/2023	51,468.92	.00		
FERGUSON US HOLDINGS, INC	1395825	WATER TREATMENT - PLANT PI	01/12/2023	1,370.00	1,370.00	01/26/2023	
MOUNTAIN PEAK CONTROLS	29892	WATER PLANT - NEW ANALYZE	01/13/2023	1,040.00	1,040.00	01/26/2023	
U S POSTOFFICE	02012023 UTIL	WATER	02/01/2023	213.94	213.94	02/01/2023	
USA BLUEBOOK	224102	WATER TREATMENT - SMALL E	01/05/2023	7,341.85	.00		
USA BLUEBOOK	229528	WATER TREATMENT - SUPPLIE	01/10/2023	913.01	913.01	01/26/2023	
USA BLUEBOOK	243985	WATER TREATMENT - SUPPLIE	01/23/2023	102.59	.00		
USA BLUEBOOK	256244	WATER TREATMENT - SMALL E	02/02/2023	608.33	.00		
UTILITY NOTIFICATION	223010970	UTILITY LOCATES - WATER	01/31/2023	45.79	.00		
AIR COMPRESSOR SERVICE, L	55768	WATER PLANT EQUIP	01/31/2023	3,787.00	.00		
KIMBALL MIDWEST	100676752	WATER TREATMENT SUPPLIES	01/19/2023	152.54	152.54	01/26/2023	
DPE, LLC	7789	SITE LEASE	01/31/2023	75.00	.00		
COLORADO CSG II LLC	10094627	SUBSCRIBER - WATER	02/01/2023	286.62	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	24.36	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	7.59	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	.85	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - SMALL E	01/18/2023	71.48	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	16.09	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	5.18	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	16.29	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	12.97	.00		
ALPINE BANK CC	BF 4622 JAN 2	WATER TREATMENT - OPERATI	01/18/2023	4.38	.00		
ALPINE BANK CC	DM 4309 JAN	WATER TREATMENT - OPERATI	01/18/2023	10.49	.00		
ALPINE BANK CC	FM 3145 JAN 2	WATER DIST - OPERATING	01/18/2023	11.97	.00		
ALPINE BANK CC	FM 3145 JAN 2	WATER DIST - OPERATING	01/18/2023	3.59	.00		
ALPINE BANK CC	FM 3145 JAN 2	WATER DIST - OPERATING	01/18/2023	9.98	.00		
ALPINE BANK CC	JH 3061 JAN 2	WATER - OPERATING - DIRECT	01/18/2023	295.98	.00		
ALPINE BANK CC	JH 3061 JAN 2	WATER - OPERATING - DIRECT	01/18/2023	53.15	.00		
OPTIMUS COMMUNICATIONS, L	31784	INTERNET SERVICE	01/19/2023	87.00	.00		
ZEN COMMUNICATIONS LLC	IN13237	WATER - TELEPHONE	02/01/2023	122.05	.00		
AMAZON CAPITAL SERVICES	1GJT-CKP7-93	WATER - OPERATING SUPPLIE	02/01/2023	16.99	.00		
AMAZON CAPITAL SERVICES	1GJT-CKP7-93	WATER - OPERATING SUPPLIE	02/01/2023	13.99	.00		
RHINEHART OIL CO., LLC	IN-276555-23	WATER - GAS/DIESEL	01/20/2023	140.29	.00		
RHINEHART OIL CO., LLC	IN-288214-23	WATER - GAS/DIESEL	01/27/2023	232.29	.00		
AT&T MOBILITY LLC	287313337970	WATER	01/20/2023	240.94	.00		
MUNICIPAL TREATMENT EQUIP	22657	WATER TREATMENT - VALVE R	01/11/2023	515.55	.00		
Total WATER:				82,054.91	3,689.49		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SEWER PLANT							
MOUNTAIN PEAK CONTROLS	29921	SEWER TREATMENT - LAGOON	01/24/2023	455.00	.00		
U S POSTOFFICE	02012023 UTIL	TRASH	02/01/2023	53.48	53.48	02/01/2023	
COLORADO CSG II LLC	10094627	SUBSCRIBER - SEWER	02/01/2023	286.61	.00		
ALPINE BANK CC	FH 4614 JAN 2	SEWER TREATMENT - PLANT E	01/18/2023	524.74	.00		
ALPINE BANK CC	FH 4614 JAN 2	SEWER TREATMENT - OPERATI	01/18/2023	12.58	.00		
ALPINE BANK CC	FM 3145 JAN 2	SEWER TREATMENT - TRAININ	01/18/2023	135.00	.00		
ZEN COMMUNICATIONS LLC	IN13237	SEWER TREATMENT - TELEPH	02/01/2023	49.36	.00		
RHINEHART OIL CO., LLC	IN-276555-23	SEWER - GAS/DIESEL	01/20/2023	40.08	.00		
RHINEHART OIL CO., LLC	IN-288214-23	SEWER - GAS/DIESEL	01/27/2023	66.35	.00		
Total SEWER PLANT:				1,623.20	53.48		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
SEWER COLLECTION							
U S POSTOFFICE	02012023 UTIL	SEWER	02/01/2023	53.48	53.48	02/01/2023	
UTILITY NOTIFICATION	223010970	UTLIITY LOCATES - SEWER	01/31/2023	45.80	.00		
ZEN COMMUNICATIONS LLC	IN13237	SEWER COLLECTION - TELEPH	02/01/2023	28.56	.00		
Total SEWER COLLECTION:				127.84	53.48		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
U S POSTOFFICE	02012023 UTIL	SOLID WASTE	02/01/2023	106.98	106.98	02/01/2023	
Total :				106.98	106.98		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PARKS							
JOHN DEERE FINANCIAL	E43480/16	PARKS - UNIFORMS - HEUTON	02/02/2023	119.99	.00		
GOODWIN SERVICE, INC.	T2040	TOILET CLEANING - RIVERBEN	02/01/2023	120.00	.00		
GOODWIN SERVICE, INC.	T2040	TOILET CLEANING-BIKE TREK	02/01/2023	60.00	.00		
GOODWIN SERVICE, INC.	T2040	VAULT CLEANING/ TOILET CLE	02/01/2023	300.00	.00		
GRAND VALLEY IRRIGATION	2023.01.06 - 2	IRRIGATION SHARES	01/06/2023	490.40	490.40	02/02/2023	
GUSTAVO ORTIZ	TP-01-2023	PARKS - PUBLIC RESTROOM C	01/18/2023	1,137.50	1,137.50	01/26/2023	
WESTERN SLOPE AUTO	213033	PARKS - REPAIRS	01/20/2023	5.84	.00		
WESTERN SLOPE AUTO	34797	2023 FORD MAVERICK - PRA09	01/23/2023	24,424.00	24,424.00	01/23/2023	
ALPINE BANK CC	BC 3152 JAN 2	PARKS - OPERATING	01/18/2023	23.99	.00		
ALPINE BANK CC	BW 8193 JAN	PARKS - REP & MAINT VEHICLE	01/18/2023	33.98	.00		
ALPINE BANK CC	BW 8193 JAN	PARKS - OPERATING	01/18/2023	33.99	.00		
ZEN COMMUNICATIONS LLC	IN13237	PARKS - TELEPHONE	02/01/2023	57.13	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	PARKS - OPERATING SUPPLIES	02/01/2023	152.99	.00		
RHINEHART OIL CO., LLC	IN-276555-23	PARKS - GAS/DIESEL	01/20/2023	80.16	.00		
RHINEHART OIL CO., LLC	IN-288214-23	PARKS - GAS/DIESEL	01/27/2023	132.73	.00		
AT&T MOBILITY LLC	287313337970	PARKS	01/20/2023	206.32	.00		
EARL G PERRY	01-20-2023	PARKS - EMERGENCY TREE SE	01/20/2023	3,800.00	.00		
UNITED PARCEL SERVICE, INC	0000363B1T01	PARKS - SHIPPING	01/07/2023	18.33	18.33	02/02/2023	
UNITED PARCEL SERVICE, INC	0000363B1T02	PARKS - SHIPPING	01/14/2023	16.18	16.18	02/02/2023	
UNITED PARCEL SERVICE, INC	0000363B1T04	PARKS - SHIPPING	01/28/2023	1.47	.00		
Total PARKS:				31,215.00	26,086.41		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
POOL							
ZEN COMMUNICATIONS LLC	IN13237	POOL - TELEPHONE	02/01/2023	39.99	.00		
Total POOL:				39.99	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
FACILITIES							
ALL-PHASE	2688-1034261	FACILITIES - LIGHTING	01/27/2023	63.96	63.96	02/02/2023	
CURRENT SOLUTIONS, LLC.	11075	CLOUD BASED DOOR PROGRA	01/17/2023	780.00	780.00	01/26/2023	
GRAND MESA MECHANICAL	3237	FACILITIES - GYM HVAC REPAI	01/13/2023	335.00	.00		
HOME DEPOT CREDIT SERVCE	0022920	FACILITIES -BOARD ROOM RE	01/12/2023	276.53	276.53	02/02/2023	
HOME DEPOT CREDIT SERVCE	2012762	FACILITIES -BOARD ROOM RE	01/10/2023	302.44	302.44	02/02/2023	
HOME DEPOT CREDIT SERVCE	3023680	FACILITIES -BOARD ROOM RE	01/19/2023	715.00	715.00	02/02/2023	
HOME DEPOT CREDIT SERVCE	7022023	FACILITIES -BOARD ROOM RE	01/05/2023	527.09	527.09	02/02/2023	
GUSTAVO ORTIZ	TP-01-2023	JANITORIAL SERVICES	01/18/2023	1,340.00	1,340.00	01/26/2023	
PEACHTREE HARDWARE AND	499668	FACILITIES - BOARD ROOM RE	01/12/2023	12.27	12.27	02/02/2023	
DEPARTMENT OF LABOR AND	744213	BOILER INSPECTION - FACILITI	01/17/2023	550.00	550.00	01/26/2023	
FASTSIGNS	2179-6010	BLDG REP & MAINT - BOARD C	01/12/2023	938.09	.00		
ALPINE BANK CC	BC 3152 JAN 2	BLDG - REPAIR & MAINT - TOW	01/18/2023	18.17	.00		
ALPINE BANK CC	BC 3152 JAN 2	BLDG - REPAIR & MAINT - TOW	01/18/2023	15.99	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	38.58	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	11.99	.00		
ALPINE BANK CC	BC 3152 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	285.27	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	148.10	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	9.99	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	53.16	.00		
ALPINE BANK CC	BC 3152 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	226.18	.00		
ALPINE BANK CC	BC 3152 JAN 2	FACILITIES - 5203 - SUPPLIES	01/18/2023	23.97	.00		
ALPINE BANK CC	BW 8193 JAN	BLDG - REPAIR & MAINT - BOA	01/18/2023	13.98	.00		
ALPINE BANK CC	CB 5827 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	133.48	.00		
ALPINE BANK CC	KF 3160 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	40.71	.00		
ALPINE BANK CC	KF 3160 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	995.79	.00		
ALPINE BANK CC	TB 3111 JAN 2	BLDG - REPAIR & MAINT - BOA	01/18/2023	9,032.57	.00		
ALPINE BANK CC	TWARD 0381 J	FACILITIES - 5203 - MOTION AC	01/18/2023	29.98	.00		
ALPINE BANK CC	TWARD 0381 J	BLDG - REPAIR & MAINT - BOA	01/18/2023	14.18	.00		
ZEN COMMUNICATIONS LLC	IN13237	FACILITIES - TELEPHONE	02/01/2023	57.13	.00		
ALSCO INC	LGRA2722438	BUILDING - REP & MAINT - FLO	01/13/2023	50.80	50.80	02/02/2023	
ALSCO INC	LGRA2727637	BUILDING - REP & MAINT - FLO	01/27/2023	50.80	50.80	02/02/2023	
ALSCO INC	LGRA2730246	BUILDING - REP & MAINT - FLO	02/03/2023	51.32	.00		
AMAZON CAPITAL SERVICES	16F3-T9HC-49	FACILITIES - FURNITURE	02/01/2023	739.99	.00		
DANIEL LEE AMENT	1601	FACILITIES - BOARD ROOM RE	01/19/2023	1,900.00	1,900.00	02/02/2023	
Total FACILITIES:				19,782.51	6,568.89		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
HUDDLESTON-BERRY	19261	CAPITAL PROJECTS - CLINIC	09/30/2022	2,500.00	.00		
COLUMN SOFTWARE, PBC	4E284DA7-013	PUBLIC NOTICE - HWY 6 FINAL	01/18/2023	767.30	767.30	01/26/2023	
MOA, INC DBA/ MOA ARCHITEC	022108.00-13	CAPITAL PROJECTS - CLINIC	02/01/2023	4,525.00	.00		
Total :				7,792.30	767.30		
Grand Totals:				352,540.03	58,800.43		

Finance Director: Gregg Muller
(Finance Department Review and Approval for Payment)

Date: 02.09.2023

Town Manager: J. Hawkinson
(Administrative Review and Approval for Payment)

Date: 2.10.2023

Mayor: _____
(Board of Trustees Review and Approval for Payment)

Date: _____

Town Clerk: _____
(Document Recorded)

Date: _____

Report Criteria:

- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.Input date = 01/19/2023-02/09/2023



**MINUTES OF THE REGULAR MEETING OF THE
PALISADE BOARD OF TRUSTEES
January 24, 2023**

The regular meeting of the Board of Trustees for the Town of Palisade was called to order at 6:00 pm by Mayor Greg Mikolai with Trustees present: Thea Chase, Bill Carlson, Nicole Maxwell, Jamie Somerville, Stan Harbaugh, and Mayor Pro-Tem Ellen Turner. A quorum was declared. Also in attendance were Town Manager Janet Hawkinson, Town Clerk Keli Frasier, Community Development Director Brian Rusche, Parks & Events Director Troy Ward, Police Chief Jesse Stanford, and Fire Chief Chuck Balke.

AGENDA ADOPTION

Motion #1 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to approve the agenda as presented.

A voice vote was requested
Motion carried unanimously

PRESENTATIONS

State of Palisade High School: Presented by PHS Principal Dan Bollinger and PHS Community Advisory Council (CAC) President David Miller.

Grand Valley Disc Golf Club Presentation: Presented by Bryce Hein and Bill Alderman.

The Consensus of the Board is to accept the donation and allow GDGC to retain the old baskets.

NOTE: The donation letter from the Grand Valley Disc Golf Club will be a permanent attachment to these minutes.

TOWN MANAGER REPORT

Mayor Mikolai announced that the Town was awarded a GVRTC grant of \$610,000.00 for two footbridges over Highline Canal on Elberta Avenue.

Trustee Chase advised the Board and the public that One Riverfront is actively recruiting new members.

Town Manager Janet Hawkinson introduced Jacob Samuels-Logan and thanked him for all of his efforts in running the Town cameras during public meetings and for the recently acquired artwork displayed in the newly refurbished Board Chambers. Town Manager Hawkinson went on to update the Board on the request for qualifications (RFQ) for fiber, the RFQ for a new audit firm, and the RFQ for engineering services for the multimodal project on Elberta Avenue.

Fire Chief Charles Balke announced that in working with the Colorado Division of Fire Prevention Control Training, the Palisade Fire Department was asked to serve as a remote site for quarterly certification testing starting in April. Chief Balke is also looking into hosting several training trailers, including a live firefighting training simulator, a driving simulator, as well as a HAZMAT training trailer.

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 the Board members may ask that an item be removed from the Consent Agenda for individual consideration.

- **Expenditures**
Approval of Bills from Various Town Funds – January 6, 2023 – January 18, 2023
- **Minutes**
Minutes from the January 10, 2023, Regular Board of Trustees Meeting

Motion #2 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to approve the consent agenda as presented.

A roll call vote was requested.

Yes: Mayor Mikolai, Trustee Maxwell, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson

No:

Absent:

Motion carried.

PUBLIC HEARING I

PRO 2023-01 - Peach Street Distillers CUP Amendment

Mayor Mikolai opened the public hearing at 6:32 pm.

Community Development Director Brian Rusche reviewed his staff report stating that the Town of Palisade received a request from the operators of Peach Street Distillers, represented by Miera and Son Construction, and Angry Gnome LLC as the property owner, for an amendment to an existing Conditional Use Permit (CUP) to construct an additional permanent kitchen/food service building, including a walk-up counter, on the property located at 144 S. Kluge Ave.

No Conditional Use Permit Shall Be Approved Unless The Following Findings Are Made Concerning The Application:

1. That the application will not materially endanger the public health or safety if located where proposed and developed according to the plans as submitted and approved.
The expansion of the use will not materially endanger public health or safety.
The proposed building will replace the existing food trolley and provide a permanent kitchen for the Distillery. As a food service establishment, it will require approval from the Mesa County Health Department for a retail food permit. As new construction, the building will be constructed to current building and fire codes, including industrial pretreatment standards. A Modification of Premises Application for liquor licensing is also required prior to opening. These standards are meant to ensure that the facility will not endanger public health or safety.
2. That the application meets all required specifications and conforms to the standards and practices of sound land use planning and other applicable regulations.

The expansion of the use conforms to the standards and practices of sound land use planning.

The proposed building will replace the existing food trolley and effectively complete the campus that has evolved over the years. Its location adjacent to Kluge Avenue provides an opportunity to access the site from the public parking lot across the street. The addition of features, including a walk-up counter, additional bicycle parking, and dog-friendly space (indicated in the letter of intent), all add to the pedestrian and entertainment experience.

3. That the application will not substantially injure the value of adjoining or abutting property and will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

The application will not substantially injure the value of adjoining property or be detrimental to their use.

The abutting property to the north remains a single-family residence. Technically, no buffer is required between uses in the Town Center (TC) and Mixed Use (MU) zone districts. However, mitigation measures proposed over the years were eventually implemented in the form of a buffer fence constructed in 2019. The current proposal would place the building nine (9) feet from the property line, which is permitted as an Administrative Adjustment of the standard ten (10) foot setback. The orientation of the building would utilize the north wall as a form of buffer, creating an internal campus that would retain and extend existing walls to create a buffer from the abutting property, according to the site plan. The proposed plan, therefore, will not substantially injure the value of the abutting property nor be detrimental to its current and/or future uses.

4. That the application will not adversely affect the adopted plans and policies of the Town or violate the character of existing standards for development of the adjacent properties.

The expansion of the use will not adversely affect the adopted plans of the Town or violate the character of the adjacent properties.

The elevation drawings for the proposed building demonstrate an architectural style consistent with the existing buildings on the distillery campus. The Distillery is one of the anchors of the "entertainment district" that has evolved along the railroad tracks on the north side of downtown. Constructing this building to replace the existing food trolley will complete the development of this property without necessitating additional land.

Community Development Director Rusche also suggested the following conditions to the CUP:

1. The applicant shall comply with all licensing and regulations of the Colorado Department of Revenue, Liquor Enforcement Division, and the Mesa County Health Department.
2. The Conditional Use Permit shall only be valid in conjunction with a Business License issued by the Town of Palisade.
3. The Conditional Use Permit shall become null and void if the distillery operations are discontinued for twelve (12) consecutive months.
4. The conditional use permit is based on the uses identified by the submitted site plan, elevation plan (including exterior color), and as stated in the supporting documents submitted with this

- application. Modification of the conditional use permit shall follow the process established in the Land Development Code.
5. Any improvements (structural, electrical, fire, plumbing, and building) associated with this use require planning clearances and building permits before operations commence.
 6. There shall be no outside storage of equipment or waste materials visible from Kluge Avenue, Second Street, or Peach Street.
 7. No outside lighting shall create glare or visual interference for vehicles along the 2nd Street frontage.
 8. Any encroachments into the street rights-of-way or onto adjoining property shall be subject to a use agreement/license with the Town and an easement with the adjoining property owner. Any improvements in the right-of-way are subordinate to the Town's obligations within that right-of-way.
 9. The Board may review the CUP at any time if complaints are received and the Board determines that the use and the associated operations are unreasonably impacting adjoining properties. The Board may impose additional conditions to address any adverse impacts. If the Board determines that the impacts have not been adequately addressed, the Board may terminate the Conditional Use Permit.
 10. Failure to comply with any and all licenses required by the Town of Palisade and/or the State of Colorado shall result in the CUP becoming null and void upon revocation of licenses. The Conditional Use Permit shall automatically expire if licensing/registration by the Town of Palisade and/or the Colorado Department of Revenue Liquor Enforcement Division is terminated for any reason.

Applicant Dustin Lemoine assured the Board that they are not changing the capacity or size of the establishment and that the proposed building is a further investment into their food concept.

Mayor Mikolai opened the hearing to public comment.

Denny Cole (peach farmer); emphasized his support of the project.

Mayor Mikolai opened the hearing to Board comment.

Trustee Chase asked for more information on the proposed walk-up window. Mr. Lemoine explained that it is intended to be a to-go service for food for individuals who don't feel comfortable going into the Distillery.

Trustee Harbaugh asked for clarification on the indoor space and if it would be used for indoor dining. Mr. Lemoine noted that the indoor space is all kitchen and food prep and that no indoor dining would be offered. Trustee Harbaugh also inquired about the liquor license and if the applicant would be covered under the existing license. Town Clerk Keli Frasier answered that the Distillery would have to submit a Modification of Premises Application to the Town and to the State of Colorado Liquor Licensing Division.

Trustee Maxwell inquired about the overhang and the impact on the neighboring residence. Community Development Director Rusche and Mr. Lemoine responded that the overhang is to the East, and that the neighbor to the north has been informed and does not have any objections.

Trustee Chase asked if the neighbor had been contacted about the administrative approval for the north side setback of 9ft instead of 10ft. Community Development Director Rusche stated that the neighbor has no concerns regarding the application.

Motion #3 by Trustee Somerville, seconded by Trustee Chase, to approve PRO 2023-01 amending an existing conditional use permit for Peach Street Distillers to allow the construction of an additional permanent kitchen food service building, including a walk-up counter; to include the conditions proposed by staff, due to the fact that the application meets all of the criteria set forth in section 4.07.E of the Palisade Land Development Code.

A roll call vote was requested.

Yes: Trustee Maxwell, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai

No:

Absent:

Motion carried.

Mayor Mikolai closed the public hearing at 6:42 pm.

NEW ITEMS

Diorios of Palisade Request to Waive 500' Distance Requirement

Town Clerk Frasier advised the Board that Diorio's of Palisade submitted a letter of request to waive the distance requirement from a public school in order to apply for a Beer & Wine Liquor license and that the following criteria must be considered when approving or denying such a request:

- a. Type of school property and uses involved
*Taylor **Elementary** School*
- b. Schedules of school operation;
School hours are 8:55 am – 3:55 pm, with various activities taking place before and after school hours
- c. Type of liquor license involved:
*The applicant plans on applying for a **Beer & Wine License***
- d. Hours of operation of the proposed establishment or event
*The **current hours** of operation for Diorio's of Palisade are Mon-Thurs 11:00 am – 8:00 pm, Fri-Sat 11:00 am – 9:00 pm, Closed on Sundays (per <https://dioriosofpalisade.com>)*
- e. Potential for disruption of school activities: and
*The legal counsel for Mesa County School District 51 stated that they **do not have any objections***
- f. Likelihood of increase in liquor-related violations by minors
*The Palisade Police Department **does not see a likelihood of an increase** in liquor-related violations by minors*

Applicant Vaughn Fetterly reiterated his interest in serving beer & wine during meals.

Mayor Mikolai opened the item to public comment.

Scott High, 3519 E 1/2 Road, and Dustin Lemoine of Peach Street Distillers both spoke in favor of the application and expressed their support for increasing local restaurant viability.

Mayor Mikolai opened the item to Board comment.

Trustee Harbaugh expressed concerns about having the 500 ft distance requirement if the Board was just going to waive it. Mayor Mikolai explained the history and reasoning for the rule and stated that this request is the first of its kind.

Motion #4 by Mayor Pro-Tem Turner, seconded by Trustee Maxwell, to approve a waiver of the 500' distance between schools and a liquor establishment rule specifically for Diorios of Palisade.

A roll call vote was requested.

Yes: Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Maxwell

No:

Absent:

Motion carried.

RESOLUTION #2023-01 - DOLA Grant Application for LDC Update Support Request

Community Development Director Rusche reviewed his staff report stating that staff would like the support of the Board of Trustees to apply for a grant from the Department of Local Affairs (DOLA) for the evaluation and revision of the Palisade Land Development Code (LDC). The grant is a 1:1 match for \$25,000.00.

Mayor Pro-Tem Turner asked if the grant is approved if the match was currently in the 2023 Town of Palisade Budget. Community Development Director Rusche responded that it is.

Motion #5 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to approve Resolution 2023-01 to support the application of a DOLA grant to update the Palisade LDC.

A roll call vote was requested.

Yes: Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Maxwell, Trustee Chase

No:

Absent:

Motion carried.

EMERGENCY ORDINANCE #2023-01 – Skilled Gaming Moratorium

Community Development Director Rusche explained that throughout the Grand Valley, a number of skilled gaming establishments have opened, which purport to offer games of skill that are distinguished from games of chance, which are prohibited. He went on to state that the City of Grand Junction is currently moving forward with a moratorium, as most existing establishments are located there, while the City of Rifle has banned them since 2020. The proposed moratorium will allow staff time to draft appropriate amendments to Chapter 10 of the Palisade Municipal Code concerning gambling and

amendments to the Land Development Code to provide for and clarify a Town enforced criminal offense of operating illegal gaming businesses and prohibiting land use authorization of the same.

Board members expressed support for the ordinance, asked when the ordinance would go into effect, and cautioned labeling all skilled gaming establishments as causing problems of increased crime tied directly to these types of businesses.

Motion #6 by Trustee Maxwell, seconded by Trustee Somerville, to approve Ordinance 2023-01, an Ordinance of the Town of Palisade, Colorado, Establishing a Temporary Moratorium on the Establishment of Any Skilled Gaming Businesses in the Town; and Declaring an Emergency.

A roll call vote was requested.

Yes: Mayor Pro-Tem Turner, Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Maxwell, Trustee Chase, Trustee Harbaugh

No:

Absent:

Motion carried.

Fire Department Vehicle

Fire Chief Balke reviewed his report, clarifying that the request is for a new vehicle to replace the 2007 Ford Expedition, and the cost will be no more than \$65,000.00, which is less than the \$80,000.00 budgeted.

Motion #7 by Trustee Chase, seconded by Trustee Carlson, to approve the purchase of a staff vehicle for the Fire Department.

A roll call vote was requested.

Yes: Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Maxwell, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner

No:

Absent:

Motion carried.

Police Department Vehicle

Police Chief Jesse Stanford described the patrol vehicle being requested by the Police Department and confirmed that the proposed purchase amount of less than \$56,000.00 is under the approved 2023 budget of \$65,000.00.

Motion #8 by Trustee Maxwell, seconded by Trustee Harbaugh, to approve the purchase of a new patrol vehicle for the Police Department.

A roll call vote was requested.

Yes: Trustee Carlson, Mayor Mikolai, Trustee Maxwell, Trustee Chase, Trustee Harbaugh, Mayor Pro-Tem Turner, Trustee Somerville

No:

Absent:

Motion carried.

PUBLIC COMMENT

None was offered.

COMMITTEE REPORTS

Board members briefly explained the various meetings they had recently attended.

ADJOURNMENT

Motion #9 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to adjourn the meeting at 7:25 pm.

A voice vote was requested.
Motion carried unanimously.

X

Greg Mikolai
Mayor

X

Keli Frasier
Town Clerk

To the Town of Palisade,

First and foremost, the Grand Valley Disc Golf Club would like to extend our sincerest appreciation to the Town of Palisade for the instrumental role they have played in the growth of the sport and our club. The Riverbend Disc Golf Course is the premier venue for our region. It has hosted some of the largest events in the state, including the Colorado State Disc Golf Championships. Further, the Riverbend Disc Golf Course has allowed our community to support the annual Ice Bowl tournament, which has raised nearly \$100,000.00 locally for charity.

Our club and the Town of Palisade have enjoyed a mutualistic relationship for years, and we want to see that relationship continue to flourish and grow. As we make improvements to the Club and our local courses, we can attract more players and their families from outside of our region. These players support local businesses and return to enjoy other events hosted by the town. Further, the local community gets to enjoy these assets each and every day.

The Grand Valley Disc Golf Club recently purchased a full set of DGA Mach 7 disc golf baskets. These are top of the line, tournament ready baskets which retail for nearly \$500.00 each and feature a 25-year warranty. The club would like to donate these baskets to the Town of Palisade. This would allow the entire Riverbend Disc Golf Course to be upgraded, and in return the club would ask to retain the existing DGA Mach 3 baskets currently installed on the course. The Mach 3 baskets currently installed have a market value of \$100-\$150, but the club intends to utilize these baskets elsewhere. This benefits both the club and the Town of Palisade. The town will enjoy both a more valuable asset through our donation, and increased spending at local businesses as events hosted by the club continue to grow. The club will benefit by having an even better venue to host tournaments and other events.

Once again, the club's appreciation for the Town of Palisade and the Riverbend Disc Golf course cannot be overstated. We want to thank you for your time and consideration.

<i>Nigel Bibler</i>	01/08/2023	<i>Bryce Hein</i>	01/09/2023
<i>Shannon Lowery</i>	01/09/2023		
<i>Jessi Smith</i>	01/08/2023		
<i>Tim Gossage</i>	01/08/2023		
<i>Joshua Fritz</i>	01/08/2023		
<i>Kent Slawson</i>	01/08/2023		



**MINUTES OF THE SPECIAL MEETING OF THE
PALISADE BOARD OF TRUSTEES
February 2, 2023**

The special meeting of the Board of Trustees for the Town of Palisade was called to order at 6:00 pm by Mayor Greg Mikolai with Trustees present: Jamie Sommerville, Bill Carlson, Stan Harbaugh, and Mayor Pro-Tem Ellen Turner. Trustees Thea Chase and Nicole Maxwell were absent. A quorum was declared. Also in attendance were Town Manager Janet Hawkinson and Town Clerk Keli Frasier.

AGENDA ADOPTION

Motion #1 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to approve the agenda as presented.

A voice vote was requested
Motion carried unanimously

NEW ITEMS

USDA Grant/Loan for Sewer

Town Manager Janet Hawkinson reviewed the specifics of the grant/loan from the USDA for the sewer connection to Clifton Sanitation District project.

Town Manager Hawkinson clarified that signing the letter of intent and attached Certifications of Approval do not lock the Town into a contract at this stage.

Note: The outline from Town Manager Hawkinson will be a permanent attachment to these minutes.

Trustees asked for clarification on the two different loan/grant forms/amounts and what BABA stands for.

Town Manager Hawkinson replied that the USDA will only loan up to \$10,000,000.00 for a single project, so the forms break up the loan into two parts – hence the different amounts. She also clarified that the BABA Act is the Build America By America, which requires that all iron, steel, manufactured products, and construction materials used in federally funded projects must be produced in the United States. This Act will increase construction costs, so the USDA is requiring the Town to submit this paperwork before the Act goes into effect.

Motion #2 by Trustee Somerville, seconded by Trustee Harbaugh, to direct the Mayor to sign USDA Form 1940-1 Request for Obligation of Funds in the amount of a loan of \$9,999,000.00 and a grant amount of \$5,650,000.00, AND directing the Mayor to sign USDA Form 1940-1 Request for Obligation of Funds in the amount of a loan of \$6,496,000.00, AND directing the Mayor to sign USDA Form RD

1942-46 Letter of Intent to Meet Conditions – all letters to be signed upon approval of Town Attorney Jim Neu.

A roll call vote was requested.

Yes: Trustee Somerville, Trustee Carlson, Mayor Mikolai, Trustee Harbaugh, Mayor Pro-Tem Turner

No:

Absent: Trustee Chase, Trustee Maxwell

Motion carried.

ADJOURNMENT

Motion #3 by Trustee Somerville, seconded by Mayor Pro-Tem Turner, to adjourn the meeting at 6:05 pm.

A voice vote was requested.

Motion carried unanimously.

X

Greg Mikolai
Mayor

X

Keli Frasier
Town Clerk

USDA Grant & Loan for the Consolidation of Sewer to Clifton Sanitation
1.27.2023

The Town Staff and Town Engineers, JUB, having been working on the application for the funding request application with USDA since fall of 2021.

There have been many challenges and time frames to meet – Preliminary Engineering Report, letters to various tribes, study on historic sites, etc.... all of these take months to perform.

The Town submitted the finalized application to USDA October 2022.

We met weekly with USDA staff. They are determining schedule of funding, processing of loan and funds.

USDA started processing our application a few weeks ago. USDA requested us to update various pieces of information from operational costs to lift station replacements.

USDA is rushing our loan request as they informed us that the Federal government passed BABA – Buy American Build American – that will be required with USDA loans starting Friday, February 3, 2023.

USDA is now rushing our application to have submitted by next Friday, February 3, 2023 – otherwise our project is estimated to cost 10% more.

Yesterday the USDA called with numbers for the grant/loan. Staff requested additional grant funding and lower loan interest.

Friday, January 27, 2023 the USDA presented updated figures by phone for the grant/loan with an additional \$1 million added to the grant funds from yesterdays figures.

Because of BABA coming into effect February 3, 2023:

The Board of Trustees needs to vote by Thursday February 2, 2023 if they agree with the conditions and accept loan.

The Town will not receive a written agreement from USDA in regard to the grant/loan conditions until Wednesday or Thursday February 2 or 3 – as it is being processed at the Federal level.

The Grant/ Loan Presented to Staff Verbally - but NOT OFFICIAL YET:

\$16,495,000 USDA Loan over 40 years

2.068% Interest

\$5,650,000 USDA Grant

\$2,068,000 Town Contribution

\$627,480 per year to pay back loan

\$49,951 a month – (\$27,491 Interest + \$22,459.42 Principal) (see attached sheet)

Fees to Clifton Sanitation to Process Sewer: Estimate \$396,000+/- a year

\$33,000 a month for 996 taps (see attached breakout)

ADD to determine monthly cost:

\$49,951 Loan Payment

\$33,000 Clifton processing fee

\$30,000 Town collections system maintenance

Total: \$112,951

Monthly Sewer Fee (will vary with commercial & residential)

\$112,951 a month divided by 996 taps = +/- \$114 a month sewer fees

*****These numbers are estimates**

Palisade Monthly Service Fee to Clifton Sanitation

- (this is a bulk charge to Palisade that the Town charges to residents)

Estimated Palisade will send 200,000 gallons a day to Clifton

Charge is estimated at \$33,000 a month to Town (\$1,100 a day x 30 days)

Rate with 3.5% increase for next year is \$5.50 per 1,000 gallons.

With 996 taps – this is a \$33.13 charge to residents monthly.



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: February 14, 2023
Presented By: Brian Rusche, Community Development Director
Department: Community Development
Re: PRO-2023-03 PALI-THAI SETBACK VARIANCE

SUBJECT: PRO-2023-03 PALI-THAI SETBACK VARIANCE, located at 128 N. Peach Ave. (Parcel # 2937-092-12-007)

SUMMARY: The Town of Palisade has received a request for a variance from Section 5.03.E of the Palisade Land Development Code (LDC) to allow for a new free-standing restaurant building located zero (0) feet from a street side yard where code requires a ten (10) foot setback in the Mixed Use (MU) zone, located at 128 N. Peach Ave. (Parcel # 2937-092-12-007), as applied for by the owner Michael Johnson, pursuant to Section 4.12 of LDC.

The variance procedure provides a process to grant limited relief from the requirements of this LDC for property where strict application of the LDC would result in an exceptional practical difficulty or undue hardship. No variance shall be approved by the Board of Adjustment unless the following findings are made (addressed within the staff report):

- 1. There are exceptional conditions pertaining to the particular piece of property in question because of its shape, size, or topography that are not applicable to other lands or structures in the same district [or there is a peculiar characteristic of an establishment which makes the parking and/or loading requirements of this LDC unrealistic];**
- 2. Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.**
- 3. A literal interpretation of the provisions of the LDC would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.**
- 4. The requested variance will be in harmony with the purpose and intent of this LDC and will not be injurious to the neighborhood or to the general welfare.**
- 5. The special circumstances are not the result of the actions of the applicant.**
- 6. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure.**

BOARD DIRECTION:

The Board of Adjustment may approve, deny, or continue a request for a variance. In approving a variance, the Board of Adjustment may prescribe reasonable and appropriate conditions which will ensure that the use will be compatible with adjacent properties and will not alter the character of the neighborhood. No conditions are proposed for this request.

SUGGESTED MOTION:

I move to **approve** PRO-2023-03 PALI-THAI SETBACK VARIANCE, finding that the criteria of Section 4.17.F have been met.

ATTACHMENTS

Staff Report
Letter of Intent
Pali-Thai Drawings
Affidavit of Publication
Review Comments

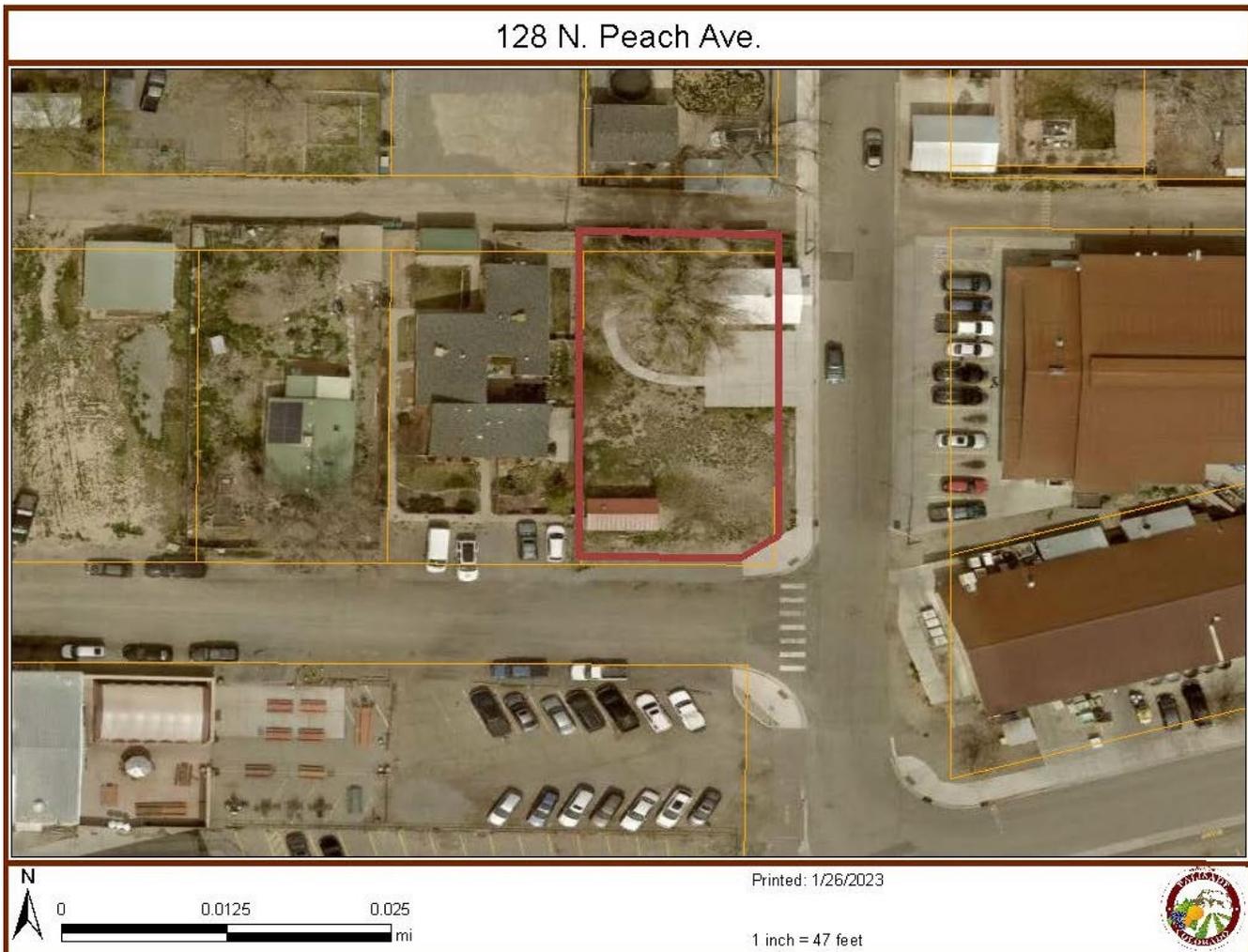
PRO 2023-03, PALI-THAI SETBACK VARIANCE
128 N. PEACH AVENUE, PARCEL # 2937-092-12-007

SUMMARY

The Town of Palisade has received a request for a variance from Section 5.03.E of the Palisade Land Development Code (LDC) to allow for a new free-standing restaurant building located zero (0) feet from a street side yard where code requires a ten (10) foot setback in the Mixed Use (MU) zone, located at 128 N. Peach Ave. (Parcel # 2937-092-12-007), as applied for by the owner Michael Johnson, pursuant to Section 4.12 of LDC.

The variance procedure provides a process to grant limited relief from the requirements of this LDC for property where strict application of the LDC would result in an exceptional practical difficulty or undue hardship.

BACKGROUND



The subject property is currently occupied by a structure constructed in 1941. This structure has had various uses over the years but is currently vacant and assessed as a single-family dwelling by Mesa County. It was purchased by the current owner in March of 2022. The property is zoned MU (Mixed Use). The structure extends into the Peach Avenue right-of-way (ROW) but was granted a license agreement by Resolution 2017-06 (Reception # 2790709).

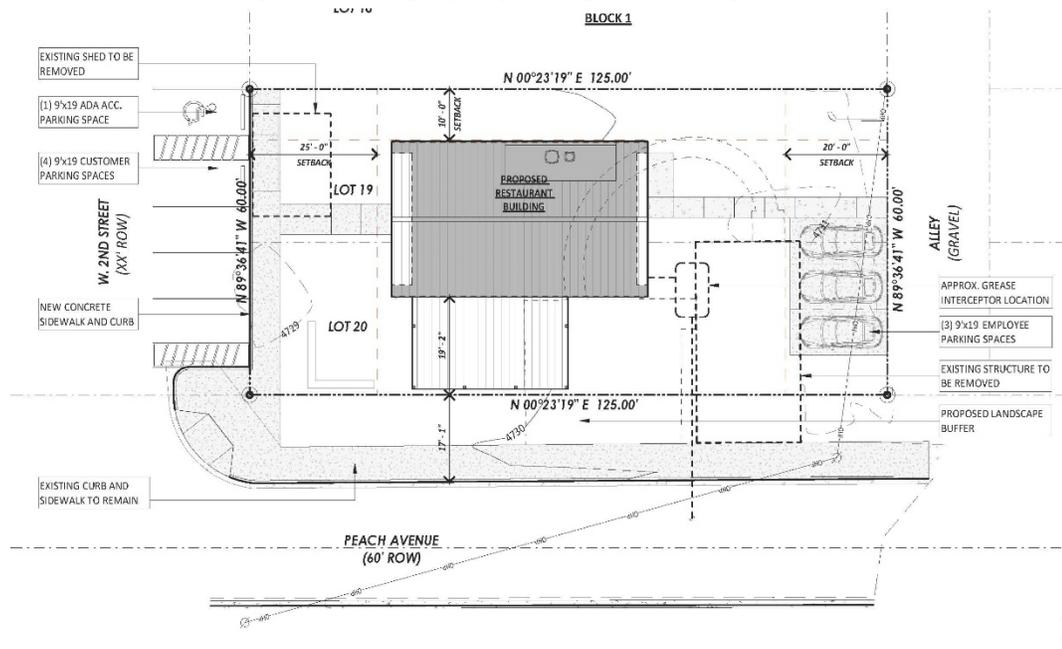
The applicant has purchased the property with the intent of establishing a restaurant. Pali-Thai currently operates a food truck, and this location would become a bricks and mortar establishment of the same name.

After assessing the condition of the existing building, it was decided to pursue new construction instead of renovating the existing building.

The proposed restaurant would face W. Second Street, across from the Palisade Brewery. Parking along the street would be constructed and made available to the public. Employee parking would be provided off the alley on the north side of the property.

While the existing building extends into the right of way, it does not impact the attached sidewalk. The new restaurant proposal would set the building back from the sidewalk, but a covered outdoor seating area is proposed to extend to the property line, which is about 11 feet from the back of sidewalk.

The MU Zone requires ten (10) foot street side yard setback, measured from the property line, on corner lots. Since the front of the building is off W. Second Street, this setback applies along Peach Avenue. The applicant is requesting a variance to allow for a zero (0) foot setback (at the property line) along the east side of the property, adjacent to Peach Avenue. A site plan and floor plan are attached to this report.



LAND DEVELOPMENT CODE – CRITERIA FOR DECISION

Section 4.17.F. Variance Findings of Fact:

NO VARIANCE SHALL BE APPROVED BY THE BOARD OF ADJUSTMENT UNLESS ALL OF THE FOLLOWING FINDINGS ARE MADE:

1. There are exceptional conditions pertaining to the particular piece of property in question because of its shape, size, or topography that are not applicable to other lands or structures in the same district [or there is a peculiar characteristic of an establishment which makes the parking and/or loading requirements of this LDC unrealistic];

There are exceptional conditions pertaining to this property because of the configuration of the lot.

As a corner lot, the property is subject to a setback along both adjacent streets. While properties across the street, specifically Peach Street Distillers, are also corner lots, their zoning is different (Town Center versus Mixed Use) and does not require such a setback.

2. Granting the variance requested will not confer upon the applicant any special privileges that are denied to other residents of the district in which the property is located.

Granting the variance requested will not confer upon the applicant any special privilege.

The purpose of the ten (10) foot street side yard setback in the MU (Mixed Use) zone is to provide for a front yard feel along both streets of a corner lot, regardless of which direction the building is oriented. This is a desirable goal in an exclusively residential area; however, the mixed-use zoning and neighborhood context of this property, sitting across the street from a zero-setback commercial area, does not necessitate this requirement. Furthermore, the property has an existing building that, were it in better condition, would be permitted to be even closer to the street than the proposed new restaurant.

3. A literal interpretation of the provisions of the LDC would deprive the applicant of rights commonly enjoyed by other residents of the district in which the property is located.

A literal interpretation of the code would deprive the applicant of the ability to cover an outdoor seating area that other restaurants are allowed to do.

Due to the increased setback as a result of the current Mixed Use zoning, Pali-Thai would not be able to cover their outdoor space like other restaurants within the Town Center would be permitted to do. They would still be allowed to have an uncovered patio, but no shade or other weather protection would be available without violating the setback, hence the request for a variance.

4. The requested variance will be in harmony with the purpose and intent of this LDC and will not be injurious to the neighborhood or to the general welfare.

The requested variance will be in harmony with the purpose and intent of the LDC and will not be injurious to the neighborhood or to the public.

As noted earlier, the proposed use is a restaurant, which is compatible with the neighboring brewery and distillery, both of which also serve food. The orientation of the building toward W. Second Street, along with an extension of the existing sidewalk, would allow patrons to move between the different venues, depending on their tastes. The orientation also provides for the maximum room between the rear of the restaurant and the residence across the alley to the north. The only impediment to completing the desired atmosphere is the requirement to set back the building off Peach.

5. The special circumstances are not the result of the actions of the applicant.

The current owner purchased the lot in its existing configuration.

The applicant originally intended to make use of the existing building; however, it was determined that it would not be financially viable to update the building to current building codes for a restaurant. The proposed design was discussed with the applicant, planning staff, and the architect and was reviewed by other entities as well.

6. The variance requested is the minimum variance that will make possible the legal use of the land, building, or structure.

The requested variance is the minimum necessary to effectively cover the outdoor dining space.

Outdoor dining is a benefit of Palisade's mild climate; however, weather extremes (heat, flash rain downpours, etc.) still exist. The request to allow the covered dining as part of the new structure is reasonable and the proposed reduction in setback still provides space between the actual property line and the back of the existing sidewalk.

RECOMMENDATION ON THE VARIANCE

The Board of Adjustment may approve, deny, or continue a request for a variance. In approving a variance, the Board of Adjustment may prescribe reasonable and appropriate conditions which will ensure that the use will be compatible with adjacent properties and will not alter the character of the neighborhood.

The Community Development Department recommends that the Board approve the requested variance, finding that the criteria of Section 4.17.F have been met. No additional conditions are recommended.

ATTACHMENTS

Letter of Intent

Pali-Thai drawings

Affidavit of Publication

Review comments



12-12-2022

Town of Palisade
175 East 3rd St.
Palisade, CO 81526

RE: Variance request is for the eastern building setback along North Peach Avenue on parcel number 2937-092-12-07. This request includes a setback variance from the required 10' side yard to a proposed 0' side yard as detailed below.

Dear Mr. Rusche:

Pali Thai is a Palisade based Thai food business that was formed out of the convergence of our love of Thai Culture/Cuisine and our love of the community we call home. Our mission is to provide high quality, healthy Thai food to our community at a price that presents a fair value to our customers and affords a fair profit for our business. Pali Thai is committed to creating public benefit and building sustainable value which serve as the foundation for overall organizational value.

We initiated operations in September of 2020 with a tent at the Palisade Farmer's Market and a vision for the future. In early 2021 we built our food trailer to increase our operational footprint. We have been operating out of our trailer since May of 2021. In March of 2022 we purchased the lot on the corner of 2nd and Peach Avenue in Palisade with the intent of building a full-time fast casual restaurant.

The existing structure on the lot is currently situated on approximately 9' of the Town of Palisade's right of way. Our intent is to remove this structure which will return/preserve the Town's right of way going forward. The lot is relatively narrow, and it adjoins a residential multi-family unit on the west side. Accordingly, we are requesting a variance to the east side setback which would allow us

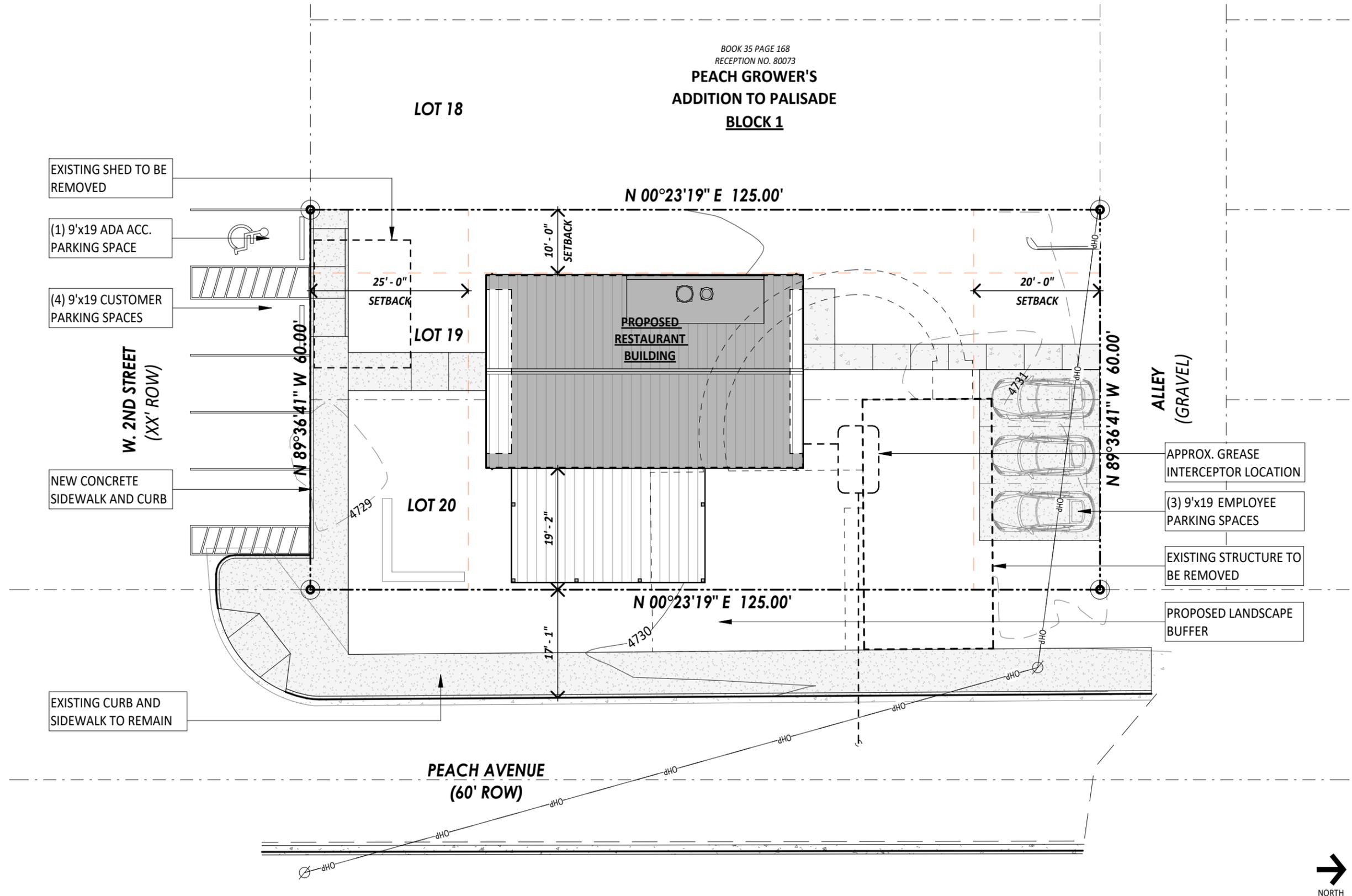
to maximize the buffer between the restaurant and the multi-family building. It will also situate the building such that the commercial frontage is biased toward Peach Avenue and 2nd Street which will generally face other commercial developments. There is approximately 17' ± between the lot line and the existing curb and gutter on Peach Avenue, so there is ample setback remaining from the existing road. We believe that this site plan represents the best arrangement for all parties as well as the highest and best use of the lot.

We appreciate your consideration of this matter, and we look forward to continuing to grow our Palisade-based business for many years to come with your support.

Sincerely,

Mike and Pam

BOOK 35 PAGE 168
RECEPTION NO. 80073
**PEACH GROWER'S
ADDITION TO PALISADE
BLOCK 1**



EXISTING SHED TO BE REMOVED

(1) 9'x19 ADA ACC. PARKING SPACE

(4) 9'x19 CUSTOMER PARKING SPACES

W. 2ND STREET (XX' ROW)

NEW CONCRETE SIDEWALK AND CURB

EXISTING CURB AND SIDEWALK TO REMAIN

ALLEY (GRAVEL)

APPROX. GREASE INTERCEPTOR LOCATION

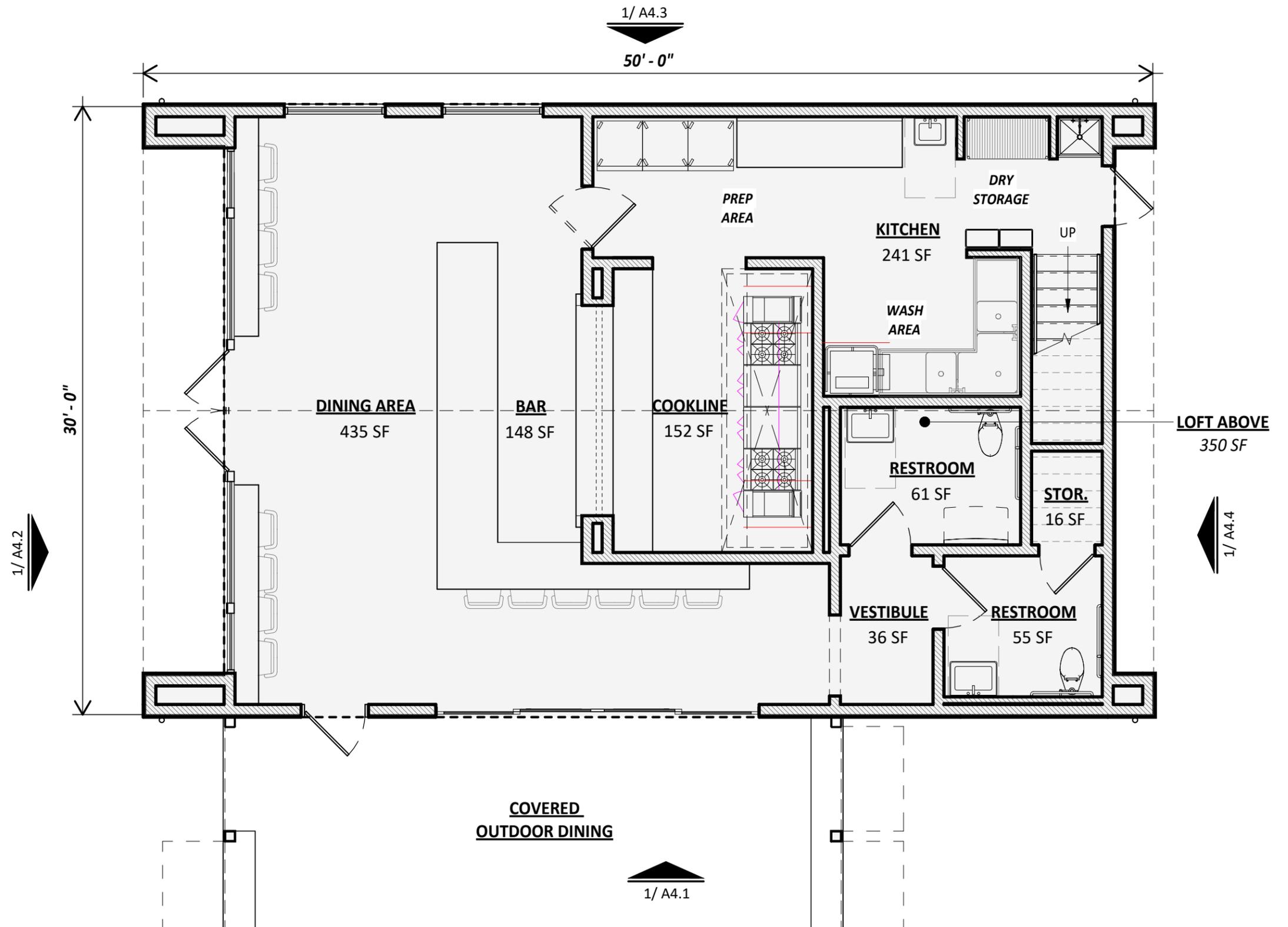
(3) 9'x19 EMPLOYEE PARKING SPACES

EXISTING STRUCTURE TO BE REMOVED

PROPOSED LANDSCAPE BUFFER



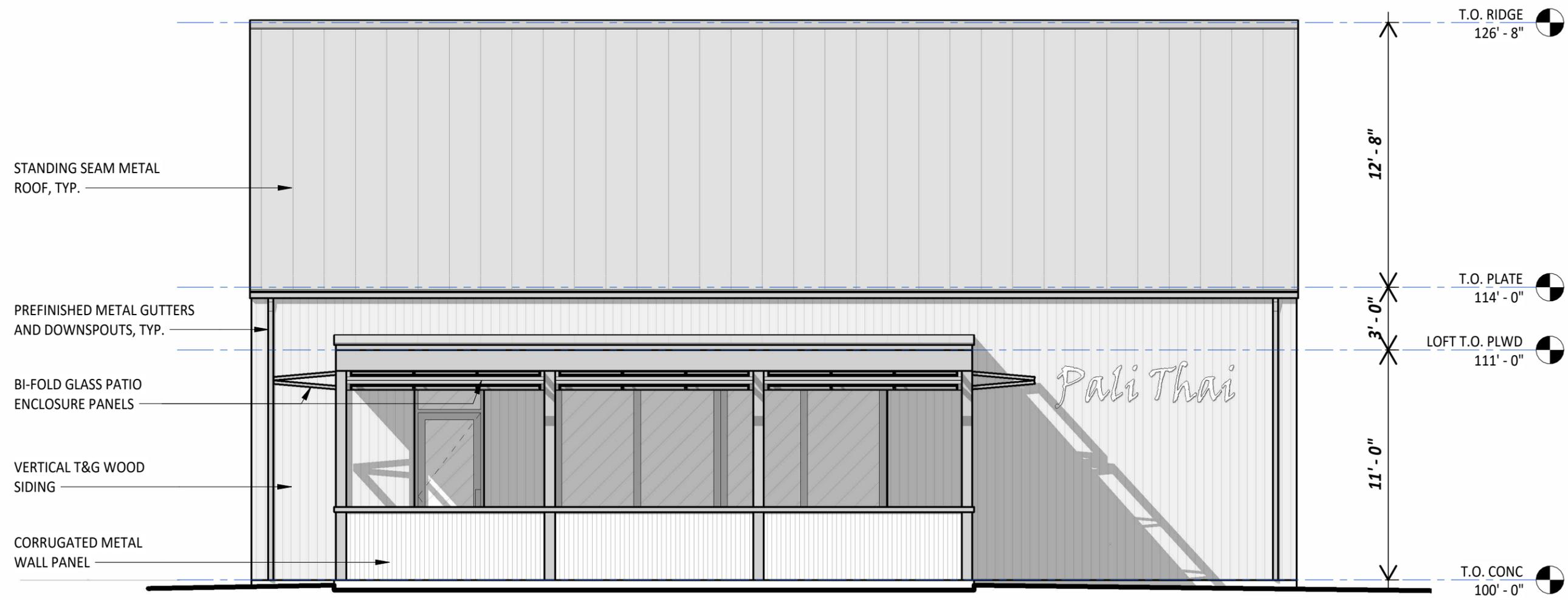
PALI THAI RESTAURANT
128 N. PEACH AVE. - PALISADE, CO



PROPOSED FLOOR PLAN
3/16" = 1'-0"

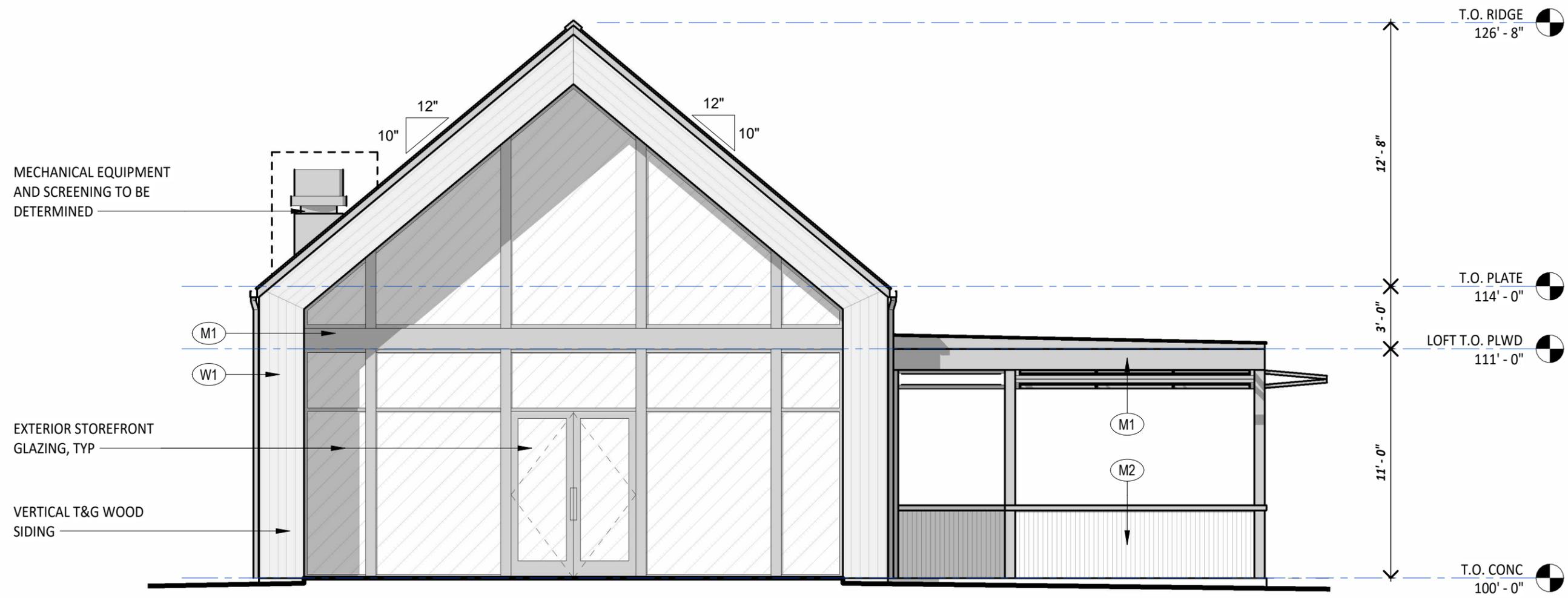


FINISH LEGEND	
MATERIAL SYMBOL	TYPE
(R1)	STANDING SEAM METAL ROOFING
(M1)	PREFINISHED METAL TRIM / FLASHING
(W1)	VERTICAL WOOD SIDING
(M2)	VERTICAL CORRUGATED METAL



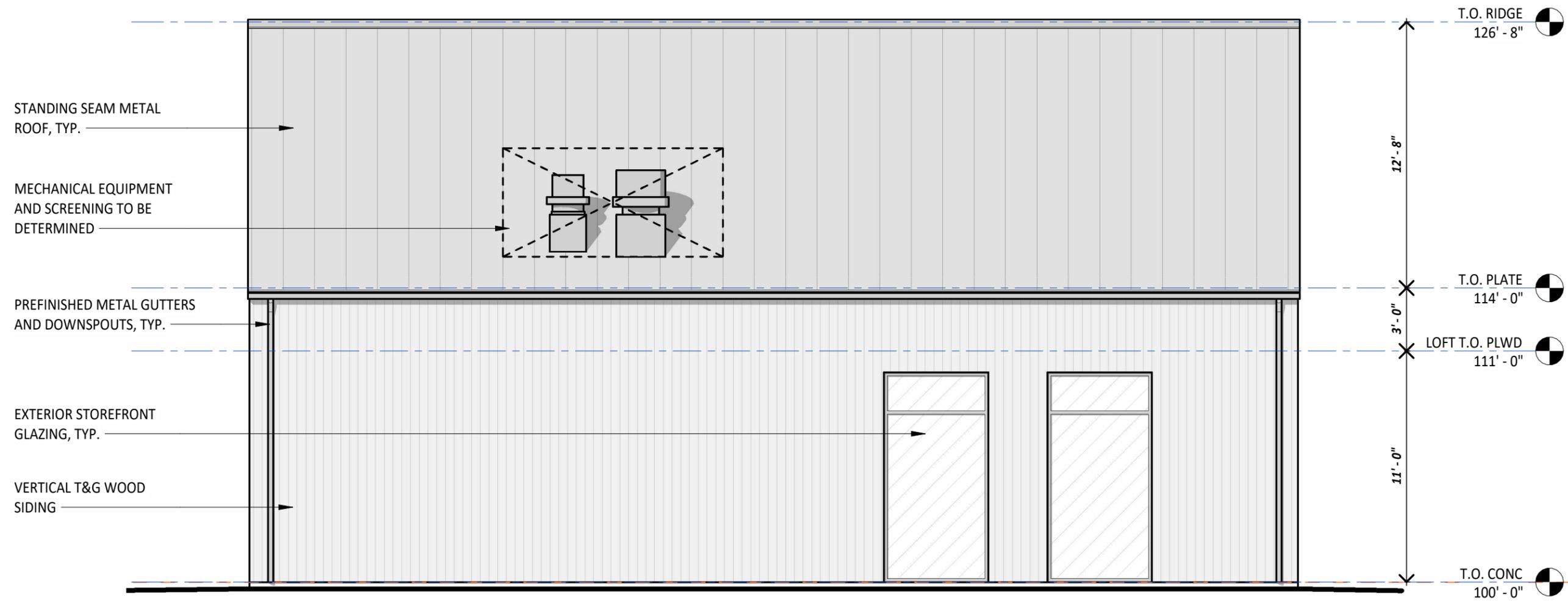
EAST ELEVATION
3/16" = 1'-0"

FINISH LEGEND	
MATERIAL SYMBOL	TYPE
(R1)	STANDING SEAM METAL ROOFING
(M1)	PREFINISHED METAL TRIM / FLASHING
(W1)	VERTICAL WOOD SIDING
(M2)	VERTICAL CORRUGATED METAL



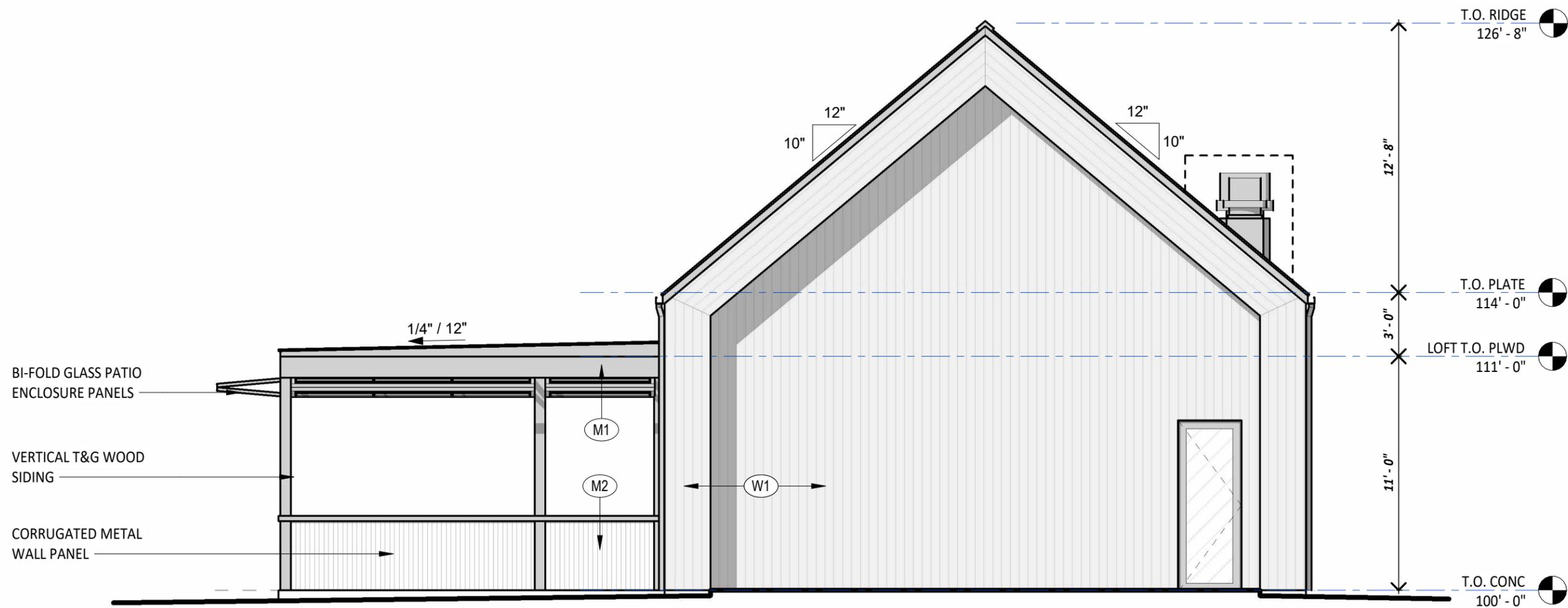
SOUTH ELEVATION
3/16" = 1'-0"

FINISH LEGEND	
MATERIAL SYMBOL	TYPE
R1	STANDING SEAM METAL ROOFING
M1	PREFINISHED METAL TRIM / FLASHING
W1	VERTICAL WOOD SIDING
M2	VERTICAL CORRUGATED METAL



WEST ELEVATION
3/16" = 1'-0"

FINISH LEGEND	
MATERIAL SYMBOL	TYPE
(R1)	STANDING SEAM METAL ROOFING
(M1)	PREFINISHED METAL TRIM / FLASHING
(W1)	VERTICAL WOOD SIDING
(M2)	VERTICAL CORRUGATED METAL



NORTH ELEVATION
3/16" = 1'-0"



AFFIDAVIT OF PUBLICATION

State of Colorado , County of Denver, CO , ss:

Annie Elizabeth Bishai being first duly sworn, deposes and says:
That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agents of Grand Junction Daily Sentinel, a newspaper printed and published two days a week in the City of Grand Junction, County of Mesa, State of Colorado, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:
29 Jan 2023

NOTICE ID: Rfi2U3I5IXtvjq3zEwoM
PUBLISHER ID: BW156308
NOTICE NAME: PALI-THAI SETBACK VARIANCE

Annie Elizabeth Bishai

(Signed) _____

VERIFICATION

State of Colorado
County of Denver, CO

BO-SHAN XIANG
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20224021973
MY COMMISSION EXPIRES JUNE 2, 2026

Subscribed in my presence and sworn to before me on this: 02/02/2023



Notary Public
Notarized online using audio-video communication

NOTICE OF PUBLIC HEARING – PALI-THAI SETBACK VARIANCE
Notice is hereby given that a public hearing will be held before the Board of Trustees serving as the Board of Adjustment for the Town of Palsade, Colorado, at the Palsade Civic Center, 341 W. 7th Street, Palsade, Colorado at 6:00 p.m. on February 14, 2023 to consider an application for a variance from Section 5.03.E of the Palsade Land Development Code (LDC) to allow for a new free-standing restaurant building located zero (0) feet from a street side yard where code requires a ten (10) foot setback in the Mixed Use (MU) zone, located at 128 N. Peach Ave. (Parcel # 2937-092-12-007), as applied for by the owner Michael Johnson, pursuant to Section 4.12 of LDC. All interested parties are encouraged to attend. Additional information may be obtained from the Town Clerk's office at 175 E. Third Street or by calling 970-464-5602. For agenda and meeting information, please visit www.palsade.colorado.gov

Published: January 29, 2023.



TOWN OF PALISADE
REVIEW COMMENTS

PALI-THAI
SETBACK VARIANCE SUBMITTAL

Date: January 27, 2023
Project #: PRO-2023-03
Address: 128 N. Peach Ave. (Parcel # 2937-092-12-007)
Comments: Round 1

CONTACT INFORMATION

Property Owner: Mike Johnson
3680 G 4/10 Road
Palisade, CO 81526
mike@pali-thai.com

Architect: Brandon W. Smith
brandon@bwsmithdesigns.com

Check appropriate box(es) if comments were mailed, emailed, and/or picked up:

- Mailed
- Emailed
- Picked up

TOWN CONTACT INFORMATION

Brian Rusche
Town of Palisade – Community Development Director
175 East 3rd Street, Palisade, CO 81526
(970) 464-5602
brusche@townofpalisade.org

AGENCIES PROVIDED REVIEW PACKETS

Town of Palisade: Brian Rusche, Chuck Balke, Jesse Stanford, Jim Neu, Keli Frasier, Janet Hawkinson, Todd Widegren, Fred Miller; JUB Engineering: Bret Guillory, Mesa County: Darrell Bay, Mesa County Health Department Palisade Irrigation District: Dan Crabtree, Xcel Energy: Michael Castro Grand Valley Drainage District: Sean Godfrey

REVIEW COMMENTS:

BRIAN RUSCHE, COMMUNITY DEVELOPMENT DIRECTOR

Process:

- The request is for a Variance from Section 5.03.E of the Palisade Land Development Code (LDC) to allow for the covered outdoor seating area to be located zero (0) feet from a street side yard where code requires a ten (10) foot setback in the Mixed Use (MU) zone. The request has been scheduled for February 14, 2023, meeting of the Board of Trustees.

Site Plan comments:

- A formal Site Plan submittal will be required, including stamped engineering drawings, after a decision is made on the proposed variance. The following comments are based only on the site plan as it has been developed so far.
- Please indicate where a garbage enclosure would be located. Trash enclosures must be screened per LDC Section 10.04.B.
- A lighting plan is required, per LDC Section 10.05.C.1.b.
- The current façade design looks really good and would fit well at this location, while being very recognizable as the brand of the restaurant.
- Parking: the proposal includes on-street parking along 2nd Street which is permitted by LDC Section 10.01.E.2. It appears that there is room to get an additional two (2) spaces along the alley to bring the total number of spaces available to 10.

Fees:

- Transportation Impact Fee for a Sit-Down Restaurant is \$5150 per 1000 square feet. \$5891.60 for the restaurant (1144 sq. ft.) plus \$3424.75 for the outdoor seating area (665 sq. ft.) minus a credit for the existing building (assessed as single-family residential) of \$5749, for a total fee of \$3,567.35.
- Existing water and sewer taps may need to be upgraded. A one-inch (1”) service is typical for a restaurant and has a “tap fee” of \$9500 for water and \$8500 for sewer. If the existing service is ¾” then a credit would be given, bringing the total “upcharge” to \$3150 for water (9500-6350) and \$3000 for sewer (8500-5500).

Janet Hawkinson, Town Manager

- Awesome looking building – I have huge concerns with parking in the front – we can discuss – maybe come up with a better option than backing out onto street. **Director’s Note: The site plan has been revised and discussed further - 90-degree parking along 2nd Street is acceptable pending final design at site plan review.**

APPLICANTS RESPONSE:

JUB ENGINEERING – BRET GUILLORY

The petitioner will be required to meet current Industrial Pre-Treatment requirements for the sanitary sewer connection.

I see no reason to deny the variance request and have no further comments re: this preliminary submittal.

APPLICANTS RESPONSE:

FRED MILLER, UTILITIES SUPERVISOR

I see no reason to deny the variance for the set back. Per Backflow requirements they will need to install a Reduced Pressure Backflow Assembly. If they have questions, they can contact me.

APPLICANTS RESPONSE:

CHUCK BALKE, PALISADE FIRE DEPARTMENT

From my perspective, I have no immediate concerns with the proposal and would support granting the setback variance.

Charles K. Balke
Fire Chief/Paramedic
Palisade Fire Department
341 W. Seventh St.
Palisade, CO. 81526
Office: 970-464-4745
Mobile: 970-261-1113

APPLICANTS RESPONSE:

JESSE STANFORD, PALISADE POLICE DEPARTMENT

From a law enforcement perspective, I have no concerns.

APPLICANTS RESPONSE:

KELI FRASIER, TOWN CLERK

I have no concerns at this time. If the applicant wishes to serve alcohol, they will need to fill out an application and go through the new license process.

If you have any questions or concerns, please feel free to give me a call or drop me an email.

Keli L. Frasier
Town Clerk, Town of Palisade
175 E 3rd Street
PO Box 128
Palisade, CO 81526
(970) 464-5602 – Office
(970) 464-5609 – Fax

APPLICANTS RESPONSE:

SALLY BORN, MESA COUNTY PUBLIC HEALTH

We have no concerns at this time regarding this variance. We will require a plan review application from this establishment before construction can begin. I have attached the plan review template file to this reply. Thank you!

APPLICANTS RESPONSE:

MICHAEL CASTRO, XCEL ENERGY

Xcel has no issues with the variance. If the building is to be demo-ed the natural gas and electric utilities will need to be abandoned and those costs are the responsibility of the developer. The customer will have to apply for that through Xcel's Fast app program.

APPLICANTS RESPONSE:

SCOTT GODFREY, GRAND VALLEY DRAINAGE DISTRICT

GVDD has no comment or objection.

APPLICANTS RESPONSE:

DAN CRABTREE, PALISADE IRRIGATION DISTRICT

Palisade Irrigation District has no comments.

APPLICANTS RESPONSE:



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: February 14, 2023

Presented By: Pro-Tem Mayor Ellen Turner
Trustee Stan Harbaugh

Department: Independent Accounting Firm

Re: Firm to Perform Yearly Audit

SUMMARY:

The Town of Palisade published Request for Proposal for an independent accounting firm to perform the yearly town audit. This is required by law.

The Town published the RFP on the Town website, BidNet, & Facebook.

The Town received 2 bids and the representatives of the Board interviewed the 2 accounting firms. Upon bids and interviews, Hinkle & Company is being recommended to perform the Audit Services for the Board of Trustees.

The Bid price is \$18,250 for the 2022 audit.
This bid price is in line with previous town audits.

BOARD DIRECTION:

Give direction to the Mayor to enter into contract with Hinkle & Company to perform the audit on 2022 year end budget.

Town of Palisade, Colorado
Request for Proposal
Financial Statement Audit Services
For the Year Ending December 31, 2022



James D. Hinkle, CPA
Hinkle & Company, PC
750 W. Hampden
Englewood, CO 80110
(303) 796-1000
Jim@HinkleCPAs.com

December 22, 2022
5:00 pm



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**HINKLE &
COMPANY**
Strategic ^{PC}
Business Advisors

December 22, 2022

Travis Boyd, Finance Director
Town of Palisade
175 E. 3rd Street
Palisade, Colorado 81526

finance@townofpalisade.org

Re: RFP – Financial Statement Audit Services – December 31, 2022

Thank you for the opportunity to submit a proposal to provide professional auditing services for the Town of Palisade, Colorado (the Town). Our entire team is delighted about the prospect of working with your administration. We are confident our firm is the right fit for your ongoing needs because:

1. Our customer service focus is foremost.

Hinkle & Company, PC has provided exceptional service to the Arkansas, Colorado and Oklahoma regions for more than 25 years. We believe our success lies directly in our people and our firm culture. In a world where client service is often an after-thought, the professionals at Hinkle & Company, PC consider it their top priority. We commit to:

- ✓ Involving partners and managers in all aspects of your engagement to ensure the highest quality of service.
- ✓ Be great listeners and problem solvers. We will communicate with you throughout the engagement along the way.
- ✓ Meet with management as needed to include, but not limited to, an entrance conference, a progress conference, and an exit conference.
- ✓ Deliver the 2022 audit reports as outlined in the RFP.
- ✓ Provide best practice recommendations to better protect assets, prevent loss, *ensure compliance with regulatory bodies*, maintain internal controls and prevent fraud.
- ✓ Thoroughly review the Town's internal controls to help ensure that the Town is operating efficiently, effectively, transparently and within the framework of the policies as required.

Office Locations:

Colorado Springs, CO
Denver, CO
Tulsa, OK

Denver Office:

750 W. Hampden Avenue
Suite 400
Englewood,
Colorado 80110
TEL: 303.796.1000
FAX: 303.796.1001
www.HinkleCPAs.com

2. Our people are top notch, and they will become familiar faces to you.

We are committed to providing our clients with the best team available. We take great pride in developing strong relationships with clients and investing the time necessary to understand their issues and concerns. You will find our staff members to be highly qualified, trained professionals. Their personal skills and enthusiastic demeanors will be reflected in their everyday interactions with your team. We hire and retain the best because we've got a clear focus on what's important for our clients - having a reliable team they are comfortable with year-after-year. We have a significantly lower staff turnover than normal for our industry. This means we work hard to keep our team members so that both the Town as well as Hinkle & Company, PC can enjoy smoother service, consistency in contact, deeper knowledge of your organization, and clear communication.

3. We view our relationship as a proactive dialogue.

Hinkle & Company, PC's unique service philosophy makes us stand out in the marketplace. We build a working partnership with our clients. We are committed to engaging in communication with the Town's Manager, Board of Trustees and key management team members, consistently offering valuable feedback practical and proactive best practice recommendations to help improve the Town's financial and compliance operations.

Hinkle & Company, PC strives to provide services to our clients to meet their goals and exceed their expectations. Ultimately, the key to our success is our people and their willing commitment to partner with our clients to help them succeed. You will find this presentation has a simple purpose - to share the values and qualifications of our Firm and to reinforce the values and benefits our firm can provide to the Town's staff and leadership team.

The representative for Hinkle & Company, PC is Jim Hinkle. He is authorized to submit this proposal as well as sign a contract with the Town of Palisade. He can be reached by telephone at (303) 796-1000 and by email at Jim@HinkleCPAs.com.

We look forward to the opportunity to showcase how our approach to client service can make a difference for the Town of Palisade, Colorado. Relationships are highly valued at Hinkle & Company, PC and we welcome the opportunity to get to know you and put our knowledge and experience to work on your behalf.

Yours truly,
Hinkle & Company, PC



James D. Hinkle, CPA



Technical Section: Why Hinkle & Company, PC

Hinkle & Company, PC is a local/regional CPA Firm that specifically designs its public sector audit practice to meet the on-going fiscal challenges that face municipalities, towns, counties, universities and colleges and quasi-governmental agencies. Yet, we provide a personalized audit service that promotes successful audit engagements, fluid communication at every stage and best practice recommendations that are forward-thinking to help meet your fiduciary responsibilities. Approximately 85% of our Firm's audit practice is generated from governmental entities.

Experience with Colorado Cities, Towns and Counties

Hinkle & Company, PC has over 25 years of experience working with cities and towns. Firm-wide, we currently audit approximately 30 various cities and towns plus 5 counties. See Exhibit 1 for the similar engagement list of references and contact information.

Experience with GFOA Certificate - ACFR Program

Simply put, we've helped our clients achieve the confidence necessary for healthy fiscal management because we possess the knowledge and skill set to assist our clients prepare its ACFR and to successfully retain their GFOA Certificate.

Experience with Government Auditing Standards

Hinkle & Company, PC is a quality provider of *Government Auditing Standards* engagements. We currently provide accounting or auditing services to Towns, Cities, Counties, Authorities, Trusts, Colleges and Universities, Economic Development Districts, Library and School Districts, other Non-Profit Organizations and Foundations. Some of the types of services provided include auditing, ACFR preparation, internal audit, compliance, tax, indirect cost rates, closing and preparing the books for the audit and providing estimate of needs. In addition, the Firm is a member of the AICPA's Government Audit Quality Center.

Experience with Single Audits in Accordance with Uniform Guidance

Due to the sheer volume of governmental and non-profit audits we perform that include Single Audits, many of our Firm members have significant Single Audit industry experience in accordance with Title 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and therefore, we are able to provide a well-qualified team. Our Firm believes that government entities represent a complex specialized industry and the engagement should be staffed with an experienced team. Overall, we provide thoughtful, forward-thinking, best practice recommendations to help our clients successfully administer their major programs in accordance with compliance regulations.

Scope of Work to be Performed

The audit will be performed in accordance with auditing standards generally accepted in the United States of America as established by the American Institute of Certified Public Accountants and, if applicable, the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards*, the provisions of the Single Audit Act of 1984 and the provisions of U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Hinkle & Company, PC will audit the basic financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining funds for the Town of Palisade (the Town) as of and for the years ending December 31, 2022.

The combining and individual financial statements and schedules for non-major funds and other non-required supplementary information schedules will be presented for purposes of additional analysis. We will provide an in-relation-to report on these statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements.

The management's discussion and analysis, budgetary comparison schedules and pension funding progress schedules will be presented as required supplementary information will be subjected to certain limited procedures but will not be audited nor will we express an opinion on it.

Our audit procedures will comply with the requirements established in the Colorado statutes. The audit will include tests of the accounting records and other auditing procedures we consider necessary to express an opinion on the financial statements. As a normal part of the auditing process, we will document and test internal controls and review compliance with applicable laws and regulations.

Our audit procedures will also include reviewing the minutes of the Town for the year being audited.

Following the completion of the audit, Hinkle & Company, PC shall issue the following reports for the Town of Palisade:

- Independent Auditor's report on the financial statements of the Town of Palisade as of and for the year ended December 31, 2022.
- Independent Auditors' Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* for the year ended December 31, 2022.

If a Single Audit is required, Hinkle & Company, PC shall also issue the following report for the Town of Palisade:

- Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with Part 200—*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

Scope of Work to be Performed (Continued)

We will issue a separate management letter setting forth findings and recommendations relative to other internal control findings, fiscal affairs and other significant observations during the course of the audit and present to the Town Administrator and Town Board of Trustees. We do not contemplate a detailed audit of all transactions, nor do we expect that we will necessarily discover fraud, should any exist. We will, however, inform you of anything unusual that comes to our attention during the audit process.

We will communicate with management throughout the audit process. As a general practice of our firm, we will communicate to the Town's Board of Trustees, any of the items listed under *Reporting to the Town Board* section of the RFP. We do not contemplate any potential audit difficulties, but if we encounter any issues during the audit, they will be immediately discussed with management during our interim or final audit fieldwork. After the audit is complete, we will prepare a *management letter* that we will submit to management and the Town Administrator and Town Board of Trustees.

Firm Background

Firm Size, Composition & Location

Hinkle & Company, PC is a local/regional full-service licensed CPA Firm with offices in Colorado Springs, Englewood, and Frisco, Colorado and Tulsa, Oklahoma. We provide assurance, tax, consulting, valuation and litigation services. Our Firm includes a total of 28 full-time professionals, staff with 19 members in Colorado and 9 members in Oklahoma. We do not employ part-time workers nor execute any joint ventures. We have detailed our audit staffing plan later in this proposal. We are local, convenient and very accessible. We will conduct the engagement from our primary offices in Englewood, Colorado.

Hinkle & Company, PC has earned a sound reputation and modeled performance stability for decades. We specifically design our public sector audit practice to meet the on-going fiscal and compliance challenges that face municipalities, towns, counties, universities, colleges and quasi-governmental agencies. Yet, we provide a personalized audit service that promotes the spirit of teamwork that produces an environment of a partnership feel that will foster successful engagements, provide fluid communication at every stage and best practice recommendations that are forward-thinking that help meet our client's fiduciary and compliance responsibilities. Approximately 85% of our Firm's audit practice is generated from governmental entities.

Innovation, Communication and Best Practices

We provide a substantial amount of engagement time from Partner involvement, so you receive high-quality service. Because our partners and managers are in the field, we can provide thoughtful, insightful and timely recommendations and address issues immediately, if needed.

Firm Background (Continued)

Innovation, Communication and Best Practices (Continued)

Communicating the results of our audit procedures and recommending best practices to help your accounting processes are vital to successful engagements. In addition, you will find we are available throughout the year. On-going communication means you can receive added value throughout the year and timely updates on new accounting pronouncements. We will walk you through implementation and how they may impact the Town's financial statements and accounting operations.

The benefit for your organization is that both routine and non-routine issues are addressed by more senior and experienced professionals. We value our relationships built with each client. These bonds are built on integrity and trust above all else. As such, we value our client's needs, goals and values as our own and realize they are the key to long-term personal and professional success. Our Firm is a member the American Institute of Certified Public Accountants (AICPA), Governmental Audit Quality Center. Members of our have served on and are involved in various industry committees and conduct training seminars for various industries.

Peer Review

The Firm's most recent issued peer review conducted for the year ended September 30, 2019 resulted in the highest Peer Review rating of PASS. This underscores the Firm's continuing commitment to overall quality. Hinkle & Company, PC has passed all peer reviews they have subjected to in the past two decades. We have included a copy of the current peer review report in the Exhibits to the proposal.

Other Relevant Information

The Firm attests there are no prior engagements, known conflicts of interest or other professional relationships or proposed subcontractors regarding any other work performed by us for the Town of Palisade, its component units or Town agencies.

The Firm attests that all firm CPAs are licensed to practice in Colorado.

The Firm attests that we have had no desk reviews, field reviews or disciplinary action or pending matters against the firm during the past three (3) years with any state regulatory bodies or professional organizations.

License to Practice in Colorado

Hinkle & Company, PC is licensed to practice in the State of Colorado. We have included a copy of our licenses in the Exhibits to the proposal.

Independence from Town and Component Units

Hinkle & Company, PC, its current staff and management are independent with the Town of Palisade and its component units as defined by the American Institute of Certified Public Accountants, Generally Accepted Auditing Standards and U.S. Government Accounting Office's Government Auditing Standards. In addition, we do not except any independence issues to arise during any time we are engaged to perform attestation engagements with the Town of Palisade. If any unforeseen independence issues arise in the future, we will notify Town's management immediately.

Firm Background (Continued)

Audit Presentation

We will attend the Town Administrator and Town Board of Trustees meeting of your choice and present the audit opinions to the Town Administrator and Town Board. We will meet with you prior to the meeting to outline our presentation and include any findings or items which you believe are important and relevant. You will know exactly what we will present to the Town Administrator and Town Board prior to the actual presentation.

Electronic Audit Environment

Hinkle & Company, PC uses the most advanced audit technology available. This includes a fully electronic audit environment. We use CCH ProSystem fx Engagement software for our trial balance/financial statement reporting as well as our file structure functions. We use the Knowledge Coach software for our audit programs and documenting our audit plan. Both of these software programs are supported by Wolters Kluwer and CCH. We will set up file sharing portals. Designated Town accounting staff will be able to *click and drag* client prepared schedules and other supporting documentation into the portals. We will then pull these documents directly into our electronic workpapers files. This process should provide for a smooth transition of information.

Fee Information

Because of our extensive knowledge and experience with cities and local governments throughout our service areas, we are pricing our audit services at what we believe are attractive levels to you. We believe our fees are fair and reasonable.

Our fees, as shown in Exhibit 4 *Separate Sealed Cost Proposal email* are based upon receiving a high level of assistance from the Town of Palisade's accounting staff as stated in the proposal. This includes, but not limited to, closing of the general ledger, including the posting of all closing entries, working trial balance, preparation of various schedules detailing activity in fund and account groups, and supporting documentation. Auditor will prepare the initial draft of the financial statements, notes and all required supplementary schedules.

Upon retention of the 2022 year-end audit, there will be no upfront fees for creating files or learning internal controls for the year-end audit as we view this engagement as an on-going, long-term investment for building a future relationship with the Town of Palisade.

If any changes in audit requirements occur during the term of our engagement that require additional time and procedures, we will notify you prior to the beginning of that audit year. We will provide you with an estimate of the effect of those changes.

Firm Personnel – Engagement Team

The Firm believes that government entities represent a complex specialized industry, and the audit should not be staffed primarily with inexperienced auditors. Supervisory personnel have several years' experience performing governmental audits.

All Firm members have assisted governmental clients to receive the Government Finance Officers Association award for financial reporting. Because of the considerable experience of the Firm's personnel, we can be a valuable resource in the preparation of the financial statements or Annual Comprehensive Financial Report (ACFR). Many of the Firm's governmental clients have Single Audits. Consequently, our staff has had extensive experience with the Single Audit. All Firm members are familiar with the new federal uniform guidance.

Firm members are active in many governmental accounting organizations. In addition, the Firm is a member of the AICPA's Government Audit Quality Center.

The Firm is committed to continuing education. All professional staff have met or exceeded the continuing professional education requirements established by *Government Auditing Standards*. This translates to 120 hours of continuing professional education (CPE) every 3 years which includes hours required to comply with Yellow Book guidance. All members of the Firm have participated in numerous hours of training through the Government Finance Officers Association, Oklahoma Society of CPAs, Colorado Society of CPAs, American Institute of CPAs and the AICPA's Government Audit Quality Center. Because the majority of the Firm's clients are government entities, most of our continuing education relates to the governmental industry.

The quality of the audit team will be assured because of the direct involvement of the partner and managers of the Firm and the experience level of all Firm personnel. We will notify the Town of Palisade, Colorado of any personnel changes to the audit team prior to our audit fieldwork. We expect to maintain consistency in supervisory staff and provide periodic staff changes to maintain independence and ongoing objectivity throughout the term of our audit engagements.

We are able to notify the Town's management of new developments in the industry and assist with technical issues throughout the year. These communications are performed at no additional cost to the Town of Palisade. Please see Engagement Team resumes after the Audit Approach Section.

Audit Approach

Overall Engagement Approach

We will perform the audit fieldwork in two primary sections, interim fieldwork which would primarily be performed before or shortly after year end, and final audit fieldwork in April. The Single Audit procedures may span additional time periods as Town personnel are available. Management will be consulted when scheduling these fieldwork dates. We estimate that our on-site work would be one week for each section of the audit. We are open to a hybrid on-site/remote engagement platform. The time requirements outlined in the Request for Proposals are reasonable and achievable. We will conduct no less than entrance, progress and exit conferences during this engagement.

The firm can provide listings of information required to complete the audit procedures in advance of conducting the audit fieldwork. This information will primarily include schedules and reconciliations supporting amounts presented in the financial statements and general information that is readily available at the Town. Audit information prepared by the Town can be provided electronically to our portal or as hard copies if more convenient.

Pre-Engagement Planning

We plan to start our audit by conducting an entrance conference with the Town of Palisade personnel to discuss any concerns management may have for which we would tailor our audit procedures. At this meeting, we will finalize the calendar with respect to interim and final fieldwork, that best fits your staff and schedules. For the first year of the engagement, we will provide our detailed audit plan no later than February 14, 2023, and thereafter, the audit plan shall be provided by January 31 of each year.

We will discuss applicable implementation of new accounting pronouncements that are effective during the year under audit and how the Town of Palisade is progressing through the actual implementation. We will discuss any changes in personnel, operations, regulatory or policy matters that might affect the financial reporting or the audit process. Items that might arise in this meeting might include new bond issues during the year, construction in progress, changes in software, changes to Federal award programs, changes in key staff, etc.

During this meeting, we will outline the schedules that the Town of Palisade's staff prepare in their normal duties and what schedules and detail supporting schedules that could easily be prepared to assist in our audit process. At the conclusion of this process, we expect to have a detailed list of all schedules and other items the Town of Palisade's staff will prepare for our use in the audit, commonly referred to as PBCs.

We will also use this meeting to discuss the Town of Palisade's Federal Awards for the current year and whether any significant changes have occurred from the prior year. We will discuss with management the determination of Major Federal awards that will be subject to testing during the audit and will invite your input as to whether management has any concerns regarding specific Federal awards. We will adjust our testing to include your input in our determination of which type A and type B awards will be tested as Major Programs. We anticipate a random sample size of 40 items generated from the major program disbursements universe during the audit period for our compliance testing.

Audit Approach (Continued)

Pre-Engagement Planning (Continued)

If there are any anticipated potential audit problems such as issues from previous audits or implementation of new standards, we will discuss these issues at the Pre-Engagement meeting. This will allow ample time for you to respond and assist in resolving these issues before the actual audit begins.

This Pre-Engagement Planning will be conducted by Jim Hinkle. At the conclusion of the meeting, we expect to set specific dates of our interim and final fieldwork, a date we will conduct a progress and exit conference for both our interim and final fieldwork, the date we expect to produce a draft report and the audit schedules your staff will be expected to produce. We anticipate completing the audit on schedule as outlined in the RFP or at a mutually agreed upon audit schedule.

Interim Fieldwork

We anticipate conducting our interim fieldwork at an agreed upon time with management to meet the Town's required deadlines. Interim fieldwork will begin by gaining and documenting our understanding of the Town of Palisade's internal control throughout the various systems of accounting cycles such as revenue recognition, payroll and disbursements. We anticipate we will place Control Risk at low for each major accounting and reporting cycle. Therefore, during interim fieldwork, we will conduct a walk-through of the Town's accounting cycle, review policies and will perform test of controls for each of these major accounting and financial reporting cycles. We generally select sample sizes between 40 and 60 items on the random basis and a second sample of large disbursements over a certain level. We plan to increase the sample sizes in areas that have increased risk due to changes in personnel, policies, or other such matters as determined in our Pre-engagement meeting.

During our interim fieldwork, we will also perform our analysis of internal controls involving Federal Awards. Our determination of Major Programs will include the input by Management during our Pre-Engagement Planning meeting. We will also perform our tests of compliance with respect to the Uniform Guidance on each Federal award designated as a Major Program for each.

Our analysis of internal controls for both accounting and financial reporting and for Federal award compliance will be accomplished through interviews with specific personnel in the various areas being analyzed, walk-throughs of selected transactions and finally through our test of controls.

We expect the interim fieldwork to consist of two members of our Firm to be involved in the Interim. We will perform our work remotely or in the Town of Palisade's office at times convenient to the Town of Palisade's staff. During the interim work, we expect a Senior Team Member to be on site during the entire interim period.

We will adjust our audit approach based upon the results of the interim audit procedures. We will communicate with you any significant changes to our audit approach that might affect the Town of Palisade's process in closing its books and preparing schedules for the audit.

Audit Approach (Continued)

Interim Fieldwork (Continued)

At the conclusion of the interim fieldwork, you will expect to know any significant deficiencies, material weaknesses, or issues of non-compliance with Federal awards we have identified through internal control analysis, test of controls and test of compliance. This will give you ample time to investigate these issues, agree or disagree with our assessments and provide Management's response. We believe that providing you this information at this time, increases the level and effectiveness of our communication.

Engagement Planning

Our engagement planning segment of the audit will obtain from the Town of Palisade the year end trial balances and the PBCs as determined in our Pre-Engagement meeting. We would like to receive as much of this information electronically as possible. We will build our audit file with the trial balance and audit schedules obtained from you during this time. We will reconcile audit schedules to the trial balances, prepare our budget to actual analysis and even prepare initial financial statements from this information.

We will then make our audit selections for vouching in as many audit areas as possible and accumulate audit questions we will ask regarding the schedules provided to us. We will communicate these selections and questions electronically before our final fieldwork begins so that you can adequately plan for our final fieldwork.

This engagement planning will be conducted in our offices, and we expect this process to occur shortly after receiving the trial balances and audit schedules are available to us.

At the conclusion of this segment, you will expect to know the audit selections for the various audit areas we intend to examine, the questions we have as a result of our fluctuation analysis and other areas we will want to test on the year ending balances.

At the conclusion of this segment, you will expect to know the testing samples on the year end balances we intend to examine so that you have the ability to pull the appropriate documentation. You will know the major questions we have regarding audit schedules and fluctuation analysis so that you have the ability to research the answers. We will conduct a progress conference and will also communicate to you any additional information we will need that we have not already received.

Final Fieldwork

We expect we will conduct our final fieldwork following the receipt of the trial balances and audit schedules. We anticipate on-site final fieldwork to begin during the month of April. For the first year of the engagement, we will have all field work and AJE's by May 16, 2023. Thereafter, we shall complete all fieldwork by April 30th for each subsequent period. During the final fieldwork we will examine the supporting documentation on the testing items we selected in the previous segment and obtain answers to our questions we provided. We will address any further audit items that may arise during this segment, so that when the final fieldwork is over, our audit procedures are complete, and our audit file will be finished.

Audit Approach (Continued)

Final Fieldwork (Continued)

The audit review by our management will be conducted in your offices during final fieldwork, so that any issues that arise can be easily communicated and quickly resolved. Our goal is to be very proactive in our communications which should help to eliminate any surprises by completing our primary workpaper review during final fieldwork.

Engagement Conclusion

At this conclusion, we will have an exit conference with the Town of Palisade's management that will include a discussion of our audit process, the results of our audit work, summarize any management comments (including significant deficiencies, material weaknesses, or issues of non-compliance of Federal awards). We say we will summarize these items because we will be communicating any issues we find throughout the audit process, in both interim and final fieldwork. We expect you will have no surprises.

Final fieldwork will be conducted by an In-Charge and staff auditor and Timothy Ahopelto will be conducting the Quality Review of the final audit. We expect final fieldwork to consist of 2 aforementioned auditors for a period of 1 week. At the conclusion of this segment, you should already know if there were any audit findings and have had the opportunity to respond to those audit findings. If we do not encounter any audit irregularities or delays, we anticipate submitting the draft report for the first year of the engagement to the Town of Palisade's Board of Trustees for review at their second regular meeting in June of 2023. The final signed report shall be delivered to the Town Administrator with five (5) business days. Thereafter, the final report shall be delivered to the Board of Trustees one week prior to the second Tuesday in June for the subsequent years.

Federal Audit Clearinghouse: Single Audit Submission

We will also submit, if required, the audit report and federal award information to the Federal Audit Clearinghouse pursuant to the filing requirement timeframes, as applicable.

Summary

We believe a well-executed audit is a result of a high level of communication through all phases of the audit process. That is why we have highlighted extensive communication processes throughout the audit steps noted above. We pledge to you we will maintain a high level of communication throughout the audit and throughout the year.

Audit Approach (Continued)

Proposed Segments of the Engagement

The audit work plan, staff involvement (P-partners, M-managers, S-senior in-charge and staff auditors) and number of hours are expected to approximate the following.

	<u>P</u>	<u>M/I</u>	<u>S</u>	<u>Hours</u>
<u>Audit Planning</u> December through February)				
Entrance conferences	X	X	X	2
Documentation of control systems	X	X	X	10
Testing control systems	X	X	X	10
Audit risk and fraud assessment	X	X	X	8
Audit plan preparation	X	X	X	10
<u>Audit Execution</u> (March through April)				
Internal control testing	X	X	X	20
Compliance testing	X	X	X	30
Verification procedures	X	X	X	20
Final analytical review	X	X		5
Conclusions on account balances	X	X		5
Prior audit follow-up	X	X	X	5
<u>Audit Evaluation and Modification</u> (April through May)				
Evaluation of audit results	X	X	X	5
Draft communications	X	X		3
Preliminary exit conferences	X	X		5
<u>Audit Reporting</u> (May through June)				
Report preparation and review	X	X	X	20
Exit conferences	X	X	X	2
Finalize audit communications	X	X		2
Presentation to Board of Trustees	X		X	1
Total				163

Major segments of the Town's accounting system will be audited using the most efficient and effective method possible. Some segments will be audited using a substantive approach, including confirmation with third parties. Sampling will be used to verify expected results where applicable.

Analytical review procedures will be performed using templates that the firm has developed. This tool plus the experience of the firm personnel makes analytical procedures highly effective.

Engagement Team

We have selected an audit team that we believe will be effective and efficient for the audit. The supervisory personnel are as follows:

Jim Hinkle – Managing Partner

Jim is our Managing Partner and will oversee the engagement to ensure you receive the highest level of service in both quality of audit and personalize service. We expect you to become one of our significant references!

Timothy Ahopelto – Partner & Audit Director

Timothy will be the Audit Manager for your engagement. Timothy brings more than 20 years of experience providing audit and consulting services to various industries during his career in public accounting including local governments. Timothy will bring the detailed knowledge of new GASB pronouncements, how they may impact the Town and assist with the implementation of new standards applicable to the Town. Timothy will ensure the Town has access to a knowledge base on all accounting and reporting issues pertinent to the Town during the audit and throughout the year.

Wade Fisher – Manager and Audit In-Charge

Wade has over 15 years of experience providing audit and accounting services. Wade will be your Senior Auditor & In-charge as the Town's point of contact and communicator throughout the auditing process. He will be the Senior Auditor In-Charge performing audit procedures. Wade has the experience in planning and executing large and complex audits. He is forward thinking and has recommended best practices to help clients strengthen their internal control processes.

Engagement Team (Continued)

James D. Hinkle, CPA/ABV, CVA, CMAP, MAFF, CFF Partner

(T) (303) 796-1000
(F) (303) 796-1001

Jim@HinkleCPAs.com



Engagement Responsibility: Jim will be the Engagement Partner and have responsibility for communication with management and primary reviewer of all audit work.

Education: B.S. Accounting and Business Administration, Kansas University, Lawrence, Kansas.

Current Responsibilities: Audit Partner in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado, Oklahoma, California, Arkansas, Kansas, and Missouri. Member of the American Institute of CPAs and the Colorado Society of CPAs and the Oklahoma Society of CPAs.

Professional Experience: Jim has over 35 years of experience with national public accounting firms and Hinkle & Company, PC.

Jim spent 13 years with Baird, Kurtz & Dobson (BKD) in Kansas City and Tulsa. During this time, he was one of two members who taught Single Audits in internal CPE classes. For two years, Jim left public accounting and managed a \$20 million sales organization who was a previous BKD client.

In 1997, Jim began Hinkle & Company, PC and built a full-service CPA Firm that provides audit, income tax and bookkeeping services to clients throughout the Midwest. Today, the Firm employs over 28 professional and support staff, performs over 200 audits and services over 800 tax clients. The Firm is licensed to practice in seven states throughout the Midwest.

Engagement Team (Continued)

Timothy Ahopelto, CPA Audit Manager – Accounting & Auditing Director

(T) (303) 796-1000
(F) (303) 796-1001

Timothy@HinkleCPAs.com



Engagement Responsibility: Timothy will be the Manager and the primary audit contact on all interim and final fieldwork procedures.

Education: B.S. Business Administration cum laude, University of Arizona, Tucson, Arizona.

Current Responsibilities: Audit Manager in the public accounting firm of Hinkle & Company, PC.

Other Related Training/Education: Certified Public Accountant in the State of Colorado. Member of the American Institute of CPAs and Colorado Society of CPAs. Most continuing education in the past three years has been related to accounting and auditing.

Professional Experience: Timothy has over twenty years of experience with local public accounting firms in Colorado.

Timothy has provided audit and consulting services to various industries during his career in public accounting, including governments, and not for profit organizations as well as public and non-public companies in the manufacturing, software and consulting industries.

Timothy is currently responsible for audits of counties, cities, school districts and charter schools of varying sizes in Colorado.

Timothy has performed internal control and policies and procedures reviews and presented recommendations to management and governing boards.

Engagement Team (Continued)

Wade Fisher, CFE, MAFF
Manager and Senior Auditor

(T) (719) 645-4935
Colorado Springs Office

Wade@HinkleCPAs.com



Engagement Responsibility: Wade will work with Jim Hinkle as the Senior In-Charge Auditor and is responsible for completing the detail audit work.

Education: M.S. Accounting, Suffield University, Twin Falls, Idaho.

Other Related Training/Education: Certified Fraud Examiner designation from the Association of Certified Fraud Examiners; Master Analyst in Financial Forensics designation from the National Association of Certified Valuators and Analysts.

Current Responsibilities: Senior Auditor and Consultant in the public accounting firm of Hinkle & Company, PC.

Professional Experience: Wade will be the Senior Auditor In-Charge for your engagement. Wade has worked with cities, economic districts, universities and authorities and brings over 15 years' experience in audit, accounting and consulting. Wade has the industry experience and background in planning and executing large and complex Single Audit Act audit engagements both in the non-profit and governmental sectors. Wade provides litigation support to our affiliate FVR, PLLC.

Exhibits

Attached are the following exhibits which are considered an integral part of this proposal.

Exhibit 1	Client References
Exhibit 2	Peer Review Report
Exhibit 3	Firm & CPA Licenses

Sealed/Separate File – Emailed Separately

Exhibit 4	Sealed Cost Proposal – Schedule of Professional Fees
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Summary

We would like to thank you for this opportunity to be considered for your auditing needs and to provide you with information about Hinkle & Company, PC. We are confident our successful track record in the completion of audits of similar governmental agencies has demonstrated that we possess the qualifications, competence, and capacity to satisfy the requirements for the Town of Palisade's financial and single audit, on time and on budget. If you have any questions, we invite you to please contact us. We are enthusiastic about submitting this proposal and we are asking for the opportunity to provide you with professional audit and compliance services. Thank you!

Exhibit 1 – Client References

<u>Organization Name/Audit type</u>	<u>Contact</u>	<u>Telephone</u>
Town of Silverthorne Audit/ACFR	Laura Kennedy Director of Finance and Administrative Services LKennedy@silverthorne.org (Received GFOA Certificate)	(970) 262-7303
Town of Dillon Audit	Carri J. McDonnell Finance Director CMcdonnell@townofdillon.com	(970) 262-3404
City of Canon City Audit/ACFR	Tammy J. Nordyke Finance Director tjnordyke@canoncity.org (Received GFOA Certificate)	(719) 269-9011
City of Manitou Springs Audit	Rebecca Davis Finance Director rdavis@manitousprings.gov	(719) 685-5481
City of Woodland Park Audit/ACFR	Aaron Vassalotti Finance Director avassalotti@city-wodlandpark.org (Received GFOA Certificate)	(719) 687-5280
Town of Breckenridge Audit/ACFR	Dave Byrd Finance Director daveb@townofbreckenridge.com	(970) 453-3382



Exhibit 2 - Peer Review



Report on the Firm's System of Quality Control

April 29, 2020

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Hinkle & Company, PC (the firm) in effect for the year ended September 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Exhibit 2 - Peer Review

To the Members of
Hinkle & Company, PC
and the Peer Review Committee of the OSCPA
Page 2

Opinion

In our opinion the system of quality control for the accounting and auditing practice Hinkle & Company, PC in effect for the year ended September 30, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Hinkle & Company, PC has received a peer review rating of pass.



HBC CPAs & Advisors
Oklahoma City, Oklahoma

July 23, 2020

James Hinkle
Hinkle & Company PC
5028 E 101st ST Ste A
Tulsa, OK 74137-5821

Dear James Hinkle:

It is my pleasure to notify you that on July 22, 2020, the Oklahoma Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is March 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

OSCPA Peer Review Committee

Peer Review Committee
peerreview@oscpa.com
1-800-522-8261 ext. 3805

cc: Lonnie Heim

Firm Number: 900010140928

Review Number: 573771

Exhibit 3 - Firm & CPA Licenses



Lookup Detail View

Licensee Information

This serves as primary source verification* of the license.

*Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.

Name	Public Address
Hinkle & Company PC	James D. Hinkle 8400 E Crescent Pkwy Ste 600 Greenwood Village, CO 80111-2842

Credential Information

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
FRM.5000345	Firm Registration	Public Accounting Firm	Active	12/20/2017	09/01/2020	08/31/2023

Supervision

Relationship	Supervisor/Supervisee	License	Start Date	Relationship Type
Supervised By	James Douglas Hinkle	CPA.0034804	12/20/2017	Responsible Individual

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses



Lookup Detail View

Licensee Information

This serves as primary source verification* of the license.

*Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.

Name	Public Address
James Douglas Hinkle	Tulsa, OK 74133

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting [www.nasbastore.org](https://nasbastore.org) (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0034804	Reciprocity	Certified Public Accountant	Active	09/20/2017	12/01/2019	11/30/2021

Supervision

Relationship	Supervisor/Supervisee	License	Start Date	Relationship Type
Supervises	Hinkle & Company PC	FRM.5000345	12/20/2017	Responsible Individual

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses



Lookup Detail View

Licensee Information

This serves as primary source verification* of the license.

*Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.

Name	Public Address
Timothy Andrew Ahopelto	Denver, CO 80236

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting [www.nasbastore.org](https://nasbastore.org) (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0021210	Examination	Certified Public Accountant	Active	09/26/2001	12/01/2019	11/30/2021

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 3 - Firm & CPA Licenses



Lookup Detail View

Licensee Information

This serves as primary source verification* of the license.

*Primary source verification: License information provided by the Colorado Division of Professions and Occupations, established by 24-34-102 C.R.S.

Name	Public Address
Brian Jeffrey Hughes	Aurora, CO 80016-3166

License Information

Colorado Certificate holders passed the AICPA Ethics course within 2 years immediately preceding their Colorado application and achieved a minimum score of 90%. Colorado does not provide exam scores. Licensees can obtain their exam score from NASBA, for a fee, by visiting [www.nasbastore.org](https://nasbastore.org) (https://nasbastore.org/index.php?main_page=document_product_info&cPath=248&products_id=1096).

Minimum Training Requirements on the Date of First Issue:

- Prior to 7/1/2015 = 150 hours of education OR 120 hours of education + 1 year of work experience (1800 hours verified by a CPA)
- After 7/1/2015 = 150 hours of education + 1 year of work experience (1800 hours verified by a CPA)

License Number	License Method	License Type	License Status	Original Issue Date	Effective Date	Expiration Date
CPA.0030507	Examination	Certified Public Accountant	Active	10/19/2012	12/01/2019	11/30/2021

Board/Program Actions

Discipline
There is no Discipline or Board Actions on file for this credential.

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Exhibit 4 – Sealed Cost Proposal – Fee Schedule

Town of Palisade, Colorado

SEALED Dollar Cost Proposal – Schedule of Professional Fees

Hinkle & Company, PC

Hinkle & Company, PC certifies that James D. Hinkle, CPA is entitled to represent the firm, is empowered to submit the bid, and authorized to sign a contract with the Town of Palisade, Colorado.



James D. Hinkle, CPA

December 22, 2022

Date



Exhibit 4 – Sealed Cost Proposal – Fee Schedule

Estimated Staffing Needs

We have developed a budget of audit hours that includes a significant portion of time by our most seasoned team. We anticipate the estimated time proposed as follows:

	Estimated Hours**	Quoted Rates	Total
Jim Hinkle (Managing Partner)	10	135	\$ 1,350
Timothy Ahopelto (Partner)	25	125	3,100
Wade Fisher (In-Charge Auditor)	68	115	7,800
Staff Auditor	60	100	6,000
	<u>163</u>		<u>\$ 18,250</u>
*Out-of-Pocket expense			<u>None</u>
			<u>\$ 18,250</u>

	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY2025</u>	<u>FY2026</u>
Financial Audit	\$ <u>18,250</u>	\$ <u>18,900</u>	\$ <u>19,500</u>	\$ <u>20,200</u>	\$ <u>20,900</u>

Fees *will not exceed amounts shown.*

*Out-of-pocket expenses (including transportation, meals, lodging and other travel related expenses) are included in the bid proposal.

Progress Payments

Fees for services provided will be invoiced as work is completed on the engagement. We expect to send an invoice after interim work is complete, at the end of final fieldwork, and a final invoice upon issuance of the audit opinions.





PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: February 14, 2023

Presented By: Janet Hawkinson, Town Manager

Re: Request for Proposal – Construction of Fiber Middle-Mile and CNL

SUMMARY:

The Town has been working with State Agencies Region 10 & DOLA to bring high speed internet to the Town of Palisade. Last fall the Town was awarded a grant from DOLA to build out the Middle-mile from I-70 to the new CNL – carrier neutral location building. The grant is a 50% match with the total grant award at \$813,986.

The Town of Palisade published Request for Proposal for the construction of the middle mile, design and construction of the CNL. The Town published the RFP on the Town website, BidNet, newspaper & Facebook.

The Town received 2 bids. Upon review of the bids with Trustee Harbough, Dana Havlak from DOLA and Corey Brindal from Region 10, it is recommended to the Board to select Deeply Digital + Clearnetworx Option 2 Bid.

The Bid is \$434,220.38
(attached is the portion of bid Option 2. The entire bid can be requested, it is 68 pages so not included in its entirety in the packet).

This is the first step of this grant process. Region 10 will bring forward the remaining costs to the CNL after build-out. It will be the second step in the overall project and the grant with DOLA.

BOARD DIRECTION:

Give direction to the Manager to enter into contract with Deeply Digital + Clearnetworx to construct the middle mile and CNL for \$434,220.38

Janet Hawkinson

Town Manager
Town of Palisade
PO Box 128
Palisade, CO 81526
Phone: (970) 464-5602
finance@townofpalisade.org

Deeply Digital and Clearnetworx are the firms involved in preparing and submitting this Proposal.

The information and data submitted in this Proposal is true and complete to the best knowledge, information, and belief of the below signatory.

The main contact person for this Proposal is Doug Seacat; he can be reached at (970) 964-6002 or at doug@deeply-digital.com.

Deeply Digital and Clearnetworx consent to the incorporation of this Proposal into any resulting contract, and Deeply Digital and Clearnetworx acknowledge that this Proposal meets all terms and conditions detailed in the Town of Palisade RFP-PAL-IT-1-23 Broadband Middle Mile & Carrier Neutral Locations RFP.

Deeply Digital and Clearnetworx acknowledge that they have received and reviewed all addenda that may be issued as part of this RFP.

Douglas Seacat, President

**DEEPLY DIGITAL**

343 N. 3rd Street, Montrose, CO 81401

**LEARN MORE**deeplydigital.com**CALL US**

970.249.8488

CLEARNETWORKX

PO Box 1809, Montrose, CO 81402

**LEARN MORE**clearnetworx.com**CALL US**

970.240.6600

TOWN OF PALISADE BROADBAND MIDDLE MILE & CARRIER NEUTRAL LOCATION RFP-PAL-IT-1-23

Deeply Digital + Clearnetworx

COMPANY NAME

Deeply Digital LLC

NAME OF PRINCIPLES

Doug Seacat, President

STATEMENT OF OWNERSHIP

Company Name(s) & Structure: Deeply Digital is a Colorado Limited Liability Company, sometimes also documented as Deeply Digital, LLC. This proposal does not involve significant partnerships between multiple parties.

Address: 343 N. 3rd Street, Montrose, CO 81401

Associated Companies & Relationship: Clearnetworkx LLC, sister company.

Certificate of Good Standing: See attached document.

PRIMARY CONTACT PERSON FOR THIS PROPOSAL

Doug Seacat, President. (970) 964-6002. Email doug@deeply-digital.com.

Proposal Signature

Printed Name

Doug Seacat, President

Date

01/26/23

Signed



100% COLORADO BASED

COMPANY NAME

Clearnetworkx LLC

NAME OF PRINCIPLES

Doug Seacat, President

STATEMENT OF OWNERSHIP

Company Name(s) & Structure: Clearnetworkx is a Colorado Limited Liability Company, sometimes also documented as ClearNetworkx, LLC or Clearnetworkx, LLC. This proposal does not involve significant partnerships between multiple parties.

Address: 301 N Cascade Ave, Montrose, CO 81401

Associated Companies & Relationship: Deeply Digital LLC, sister company.

Certificate of Good Standing: See attached document.

PRIMARY CONTACT PERSON FOR THIS PROPOSAL

Doug Seacat, President. (970) 964-6002. Email doug@deeply-digital.com.

Proposal Signature

Printed Name

Doug Seacat, President

Date

01/26/23

Signed



100% COLORADO BASED

INTRODUCTION

TOWN OF PALISADE – Broadband Middle Mile & Carrier Neutral Location
RFP-PAL-IT-1-23 **01.26.23**

INTRODUCTION

COVER LETTER

Deeply Digital and Clearnetworkx are uniquely suited to respond to the multiple needs addressed in the Town of Palisade's RFP. Our team is structured with experienced and talented individuals in every area of broadband development from grant writing to construction design and management. Our experience developing creative broadband solutions for communities across the Western Slope has not only brought fast reliable broadband to the region, but has also brought in creative solutions for affordability to ensure all users are able to access these improved connections.

Deeply Digital has proven experience in designing, constructing, and maintaining both privately-owned and community-owned networks with open access components. Our team has developed and constructed middle mile and last mile networks with creative funding solutions that bring redundancy, diversity, and affordability to our communities. With experts in fiber design, GIS, excavation, fiber blowing, network engineers, and grant/funding specialists, our team can focus on developing both the middle and last mile networks needed to improve connectivity throughout the region.

Clearnetworkx has proven experience in delivering both reliable high-speed fiber and wireless internet to customers across the Western Slope of Colorado. Our solutions include creative funding mechanisms that not only expand affordable and reliable broadband but reduce costs and increase the adoption of these stronger connections. The team is focused on partnering with local entities to ensure that communities' needs are met with the solutions we partner in developing. These partnerships are important to not only implement costly and complicated projects, but also to improve the overall community perception and success of the project.

Additionally, our team is actively developing fiber-to-the-premise solutions in both Delta and Montrose, and has had preliminary conversations about strategies for more community development within the region. Our team believes that it would be the most effective partner for the Town of Palisade and entities within the region not only because of its experience and skill set, but also because of its local advantage and familiarity with the area and its partners.

We appreciate this opportunity to present our story and look forward to additional conversations that can develop from this proposal.

COMPANY CONTACTS

Deeply Digital + Clearnetworkx



Doug Seacat

Deeply Digital + Clearnetworkx

President

P: 970.497.5802

E: doug@deeplydigital.com

Since starting the region's first affordable fiber internet company in 2012, Doug used his leadership to transform the broadband industry in Colorado. With his team, Doug has led numerous local governments through broadband partnerships and has brought fiber internet to thousands across the Western Slope.



Casey Irving

Deeply Digital + Clearnetworkx

Director of Business Development

P: 970.497.5809

E: casey@deeplydigital.com

Casey has been with Clearnetworkx since its inception. He and the team have helped craft the creative and impactful funding solutions that have expanded fiber internet into Colorado. Through these efforts, Casey and the team have brought over \$20 million dollars toward fiber expansion.



Jonathon Cook

Deeply Digital + Clearnetworkx

Project Director

P: 970.497.5813

E: jcook@deeplydigital.com

Jonathon came to Deeply Digital from Halliburton, where he directed crews in several states. Jonathon leads our engineering and GIS efforts and constantly strives for top notch outcomes across all our project areas.

DEEPLY DIGITAL

343 N. 3rd Street, Montrose, CO 81401



LEARN MORE

deeplydigital.com



CALL US

970.249.8488



CLEARNETWORKX

PO Box 1809, Montrose, CO 81402



LEARN MORE

clearnetworkx.com



CALL US

970.240.6600



DEEPLY DIGITAL + CLEARNETWORX

OUR STORY – Who We Are

ABOUT DEEPLY DIGITAL

Deeply Digital is a locally-operated broadband design, construction, and consulting firm. Since 2003 our company has focused on leveraging technology to provide impactful solutions for our communities. Our team developed a deep focus on fiber internet in 2012 and since then has become the region's leader in community fiber solutions. Through our partnerships with local government, we have become a driving force for infrastructure development. Our in-house design, engineering, excavation, construction management, grant specialists, and asset management teams are driven to create future-proof and resilient solutions throughout the Western Slope.

ABOUT CLEARNETWORX

Clearnetworx is an industry-leading, locally-operated Internet Service Provider based out of Montrose, CO. The company was founded in 2012 to solve internet connectivity challenges in the Montrose area, and quickly became the region's first Gigabit fiber internet provider. The company focus has always been to make a difference in the communities it serves by providing a better internet experience. The approach of working with community leaders has fueled rapid growth of Clearnetworx throughout the region, and many municipalities and rural areas have benefited from these efforts.

**PROVIDING SOLUTIONS
NOT JUST TECHNOLOGY**

**FIBER INTERNET
IS HERE**

CLEARNETWORX

SERVICES



FIBER

Internet at the speed of light with the best in class reliability.



WIRELESS

Reliable Internet in hard to reach areas with the best in class support.



PHONE

Flexible phone options for homes and businesses in the western slope.

COMMUNITY (FIRST) INTERNET

A private internet company founded with the mindset of working with communities to provide a new kind of internet. We are committed to identifying and partnering with community leaders to provide an Internet connection that makes a difference. We start by connecting anchor institutions to a reliable and fast network, then expand services that are customized to the needs of the community.



WHY FIBER MATTERS

Building out fiber internet isn't just about keeping up with the latest trend or product that has the most buzz. It's about investing in infrastructure that provides future-proof solutions for residents, businesses, and enterprise users. When your internet "just works," businesses can move to web applications to run their business, residents can customize their TV by selecting the services they want to stream, and enterprise users have the necessary bandwidth to connect all their facilities.

CONNECTING COLORADO STUDENTS PROGRAM

Our Connecting Colorado Students Program came to fruition during the COVID-19 pandemic, when we worked to meet the needs of students for fast, reliable broadband coverage by partnering with school districts, municipalities, non-profits, and even other utility providers, to expand broadband coverage to areas most in need. The fledgling program quickly evolved into a program that has attracted over \$1 million for fiber internet expansion paired with lower-cost plans for households in need.



DEEPLY DIGITAL + CLEARNETWORKX

CORE VALUES

PEOPLE OVER ALL

INTEGRITY / RELATIONSHIP / CULTURE

We measure our success in our ability to provide the best experiences. Our solutions revolve around the people they serve, while our interactions are about leaving people with a sense of confidence and comfort. We make intentional decisions to have a positive impact on both our customers' and employees' lives.

SOLUTIONS OVER TECHNOLOGY

CREATIVITY / THOUGHTFULNESS / PERSPECTIVE

Technology is a tool, not the answer itself. We strive to find creative and reliable solutions by focusing our perspective on our customers' needs and the problems their businesses face. The more we understand our customer, the better we can sympathize with their needs to develop the best solution.

KEEP IT REAL

CANDOR / HONESTY / TRANSPARENCY

Honesty applies to everyone we interact with, both internally and externally. The candor and transparency we have with both our co-workers and customers form stronger relationships and allow us to provide better solutions. They keep our conversations productive and foster trust and confidence in our company.

DEEPLY DIGITAL + CLEARNETWORKX

CORE VALUES

WORK INTENTIONALLY

PURPOSE / PRIORITY / EFFECTIVENESS

The world in which we live is fast-paced, and it can be difficult to keep up. Making intentional decisions about where we devote our time and energy is a constant battle, and efforts without priority lead to half-baked projects and wasted time. We keep ourselves accountable to what's important.

KEEP IT LIGHT

HUMOR / POSITIVITY / COMRADERY

We want to work with people who love what they do and who they work with. We like to laugh and enjoy our work life. It's important to celebrate the victories and to see the humor in stressful situations. This positivity is part of what makes our work enjoyable and our relationships stronger.

TEAMWORK MAKES DREAMWORK

COLLECTIVE / SUPPORTIVE / INNOVATIVE

When everyone has a voice, the best ideas win. Collaboration allows the whole team to take ownership in accomplishments. As a result, team members use their strengths to support one another, and leaders are better able to encourage individual development. Teamwork fosters an environment of community while still allowing for personal fulfillment.

PROPOSAL

TOWN OF PALISADE – Broadband Middle Mile & Carrier Neutral Location
RFP-PAL-IT-1-23 **01.26.23**

PROPOSAL DETAILS

CNL CONSTRUCTION

TOWN OF PALISADE CNL CONSTRUCTION COST BREAKDOWN

A CNL should be constructed to accommodate growth and multiple carriers. Deeply Digital has extensive experience in designing and building CNLs with this end in mind. Our proposed CNL is conceived with the future in mind, with room to grow without crowding or inconvenience.

ESTIMATE				
CNL CONSTRUCTION				
DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Interior Construction Renovation	1	EA	\$29,525.00	\$29,525.00
A/C	1	EA	\$12,375.00	\$12,375.00
Electrical	1	EA	\$15,000.00	\$15,000.00
Generator and Transfer Switch	1	EA	\$28,750.00	\$28,750.00
Racks	5	EA	\$210.53	\$1,052.63
Rack Installation	5	EA	\$210.00	\$1,050.00
Ladder Racks and Wire Management	1	EA	\$7,065.70	\$7,065.70
Access Control	1	EA	\$3,125.00	\$3,125.00
Fire Suppression	1	EA	\$31,826.25	\$31,826.25
Security Cameras	1	EA	\$7,300.00	\$7,300.00
Building Permit	1	EA	\$1,375.00	\$1,375.00
Gas Line Feeder	1	EA	\$1,000.00	\$1,000.00
*Gas Line Feeder from Gas Company	1	EA	\$20,000.00	\$20,000.00
Project Management	1	EA	\$8,500.00	\$8,500.00
Design	1	EA	\$16,250.00	\$16,250.00
GRAND TOTAL				\$184,194.58

* The gas line feeder from gas company line item will be a pass-through cost, and Deeply Digital will credit the remainder to the Town if it is found to be less than quoted.

PROPOSAL DETAILS

OPTION 2

ESTIMATE				
ESTIMATE TOTAL				
DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1.25" Orange SDR 11 Conduit with Pinpoint Includes Excess	7,304	LF	\$1.20	\$8,764.80
24 ct Dielectric Loose Tube SM Fiber Includes Slack and Slack loops in each HH	8,000	LF	\$0.75	\$6,000.00
24"x36"x24" T22 Plastic HH's	7	EA	\$700.00	\$4,900.00
30"x48"x36" T22 Plastic HH for Community HH	1	EA	\$1,300.00	\$1,300.00
FOSC 450-B6-6-NT-0-B-3V	2	EA	\$400.00	\$800.00
FOSC-ACC-B-TRAY-24	2	EA	\$35.00	\$70.00
Marker Post Dome, 6'	8	EA	\$90.00	\$720.00
Fiber Warning Tags	8	EA	\$2.50	\$20.00
Conduit Installation	5,929	LF	\$20.00	\$118,580.00
RR Bore	107	LF	\$55.00	\$5,885.00
Fiber & Tracer Wire Installation	6,036	LF	\$1.00	\$6,036.00
Splicing	24	EA	\$25.00	\$600.00
Terminating	1	EA	\$5,000.00	\$5,000.00
Enclosure Prep	2	EA	\$200.00	\$400.00
24"x36"x24" T22 Plastic HH Installation	7	EA	\$720.00	\$5,040.00
30"x48"x36" T22 Plastic HH Installation	1	EA	\$1,000.00	\$1,000.00
Marker Post and Test Station Installation	8	EA	\$30.00	\$240.00
Existing Vault Entry	1	EA	\$500.00	\$500.00
Permitting Labor	1	EA	\$1,500.00	\$1,500.00
Permit Fee Costs including UPRR Permit	1	EA	\$12,810.00	\$12,810.00
Design	6,036	LF	\$0.50	\$3,018.00
Engineering	6,036	LF	\$0.50	\$3,018.00
Project Management	1	EA	\$9,500.00	\$9,500.00
PROJECT TOTAL				\$195,701.80

*Conduit installation includes the use of couplers inside the price for the Town of Palisade

PROPOSAL DETAILS

OPTION 2 CONTINUED

ESTIMATE					
OPTIONAL - OPERATION + MAINTENANCE					
DESCRIPTION	QTY	UNIT	PRICE	TYPE	TOTAL
Operation + Maintenance	6,036	LF	\$0.30	Annual	\$1,810.80
					x30 years
Capitalized Total					\$54,324.00
TOTAL					\$250,025.80

TOTAL COST INCLUDING CNL CONSTRUCTION

TOTAL COST: \$434,220.38

PROJECT SCHEDULE

TOWN OF PALISADE – Broadband Middle Mile & Carrier Neutral Location
RFP-PAL-IT-1-23 **01.26.23**

PROJECT SCHEDULE

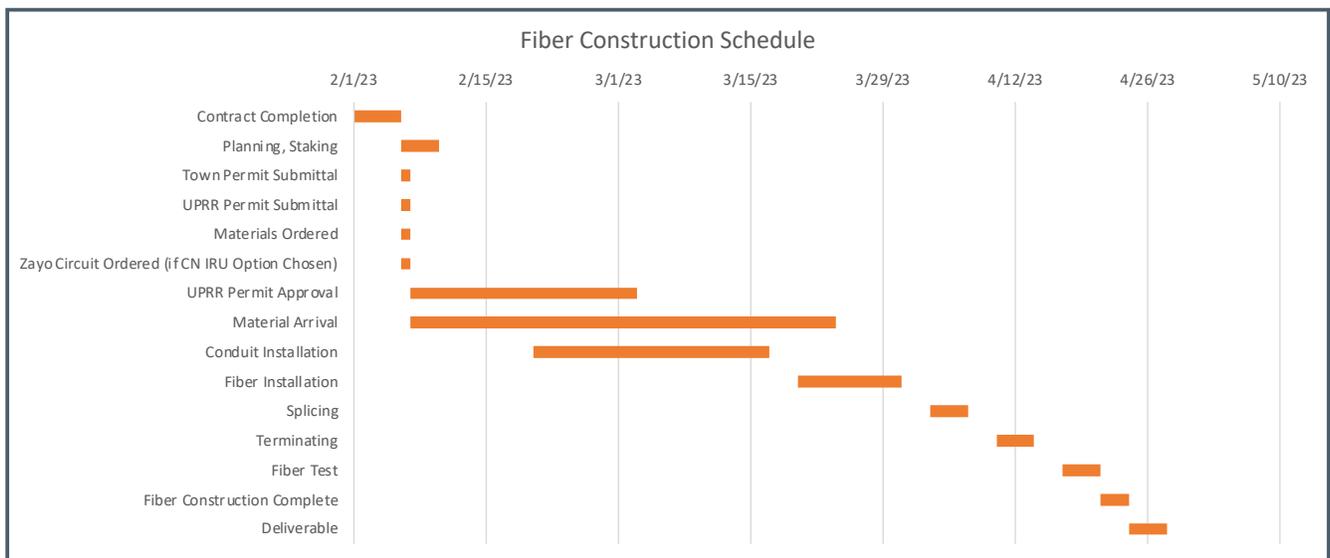
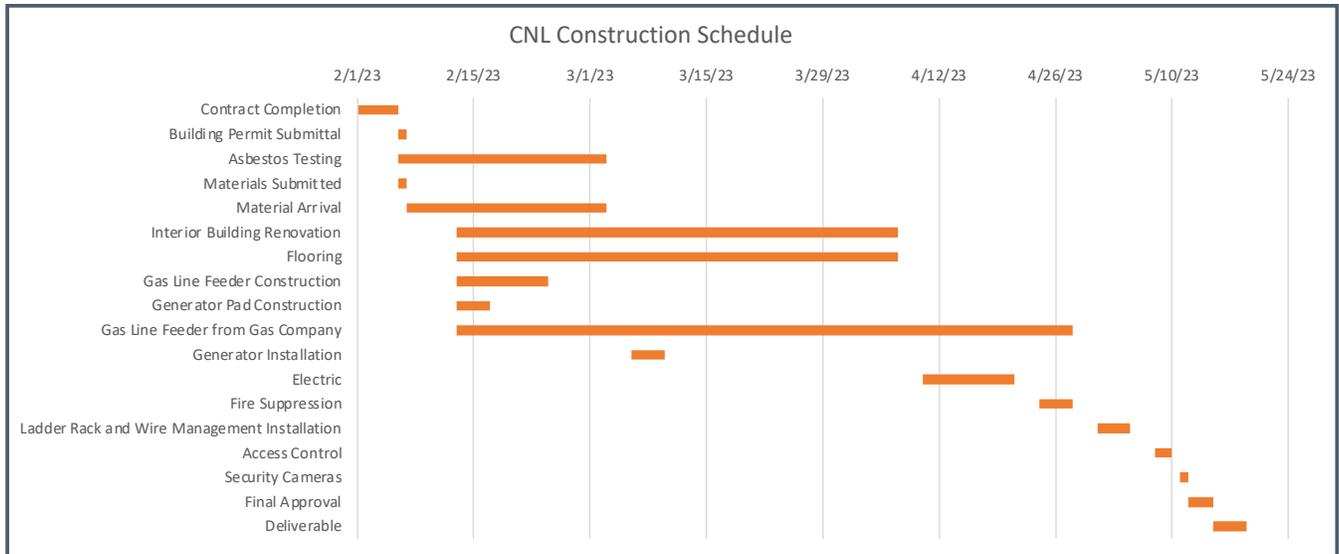
CNL SCHEDULE

Deeply Digital plans to start on the CNL construction portion of this project right away as Clearnetworkx is also relying on the CNL being constructed in a timely manner to service the residents and businesses of Palisade. We plan on getting the materials ordered right after the contract is executed in order to make sure the CNL is constructed by the middle of May as it is described in our chart below. Our construction team and local partners will ensure this project will move in a smooth and efficient manner while keeping the town informed every step of the way. The only adverse impact that can negatively impact this schedule is a positive Asbestos test. If this does occur, Deeply Digital will work with the town to find the most cost-effective option to complete the CNL and still complete the project on time. The proposed start date is 2/1/2023 with a proposed deliverable date of 5/19/2023.

FIBER CONSTRUCTION SCHEDULE

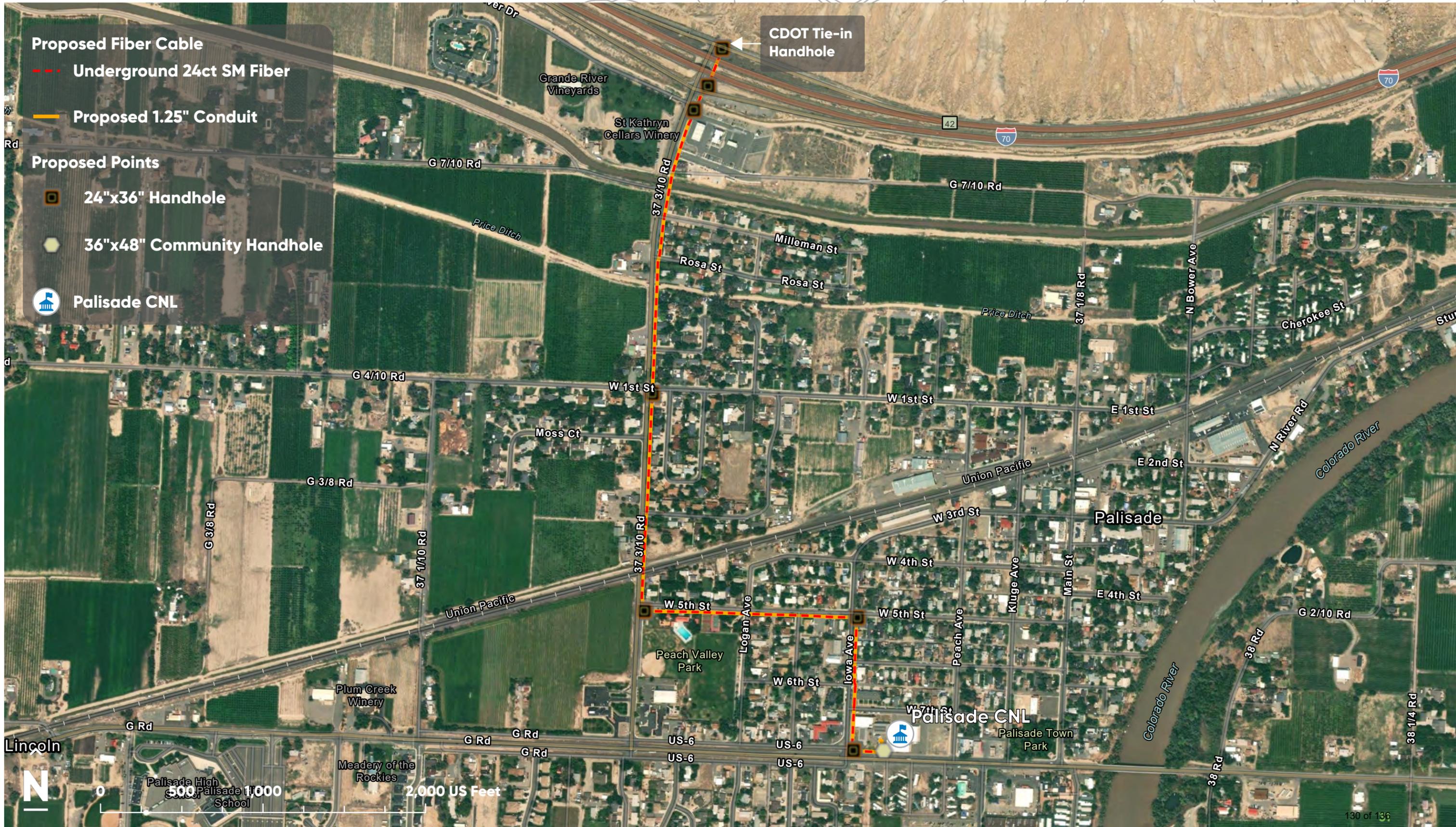
Deeply Digital and Clearnetworkx plan to start on the fiber construction portion of this project right away as Clearnetworkx also relies on the same fiber construction path to provide fiber services to the North end of town. We plan on getting the materials ordered right after the contract is executed in order to make sure the fiber construction network or IRU (depending on which option the town chooses) is delivered at the end of April. The only adverse impact that can negatively impact this schedule is if the Union Pacific Railroad permit takes longer than expected. In order to mitigate this, we propose to submit a 15-business-day rush fee on this permit to be placed at the top of the queue to ensure our permit is approved in a timely manner. Regardless of which option the town chooses, Deeply Digital and Clearnetworkx is committed to completing this portion of the project on this schedule shown below. The proposed start date is 2/1/2023 with a proposed deliverable date of 4/28/2023.

PROJECT SCHEDULE GANTT CHART



MAPS

TOWN OF PALISADE – Broadband Middle Mile & Carrier Neutral Location
RFP-PAL-IT-1-23 **01.26.23**



- Proposed Fiber Cable**
- - - Underground 24ct SM Fiber
- Proposed 1.25" Conduit
- Proposed Points**
- 24"x36" Handhole
- 36"x48" Community Handhole
- Palisade CNL





PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: February 14, 2023

Presented By: Troy Ward and Jesse Stanford

Department: Parks/Rec/Events – Troy Ward
Police Department – Jesse Stanford
Fire Department – Charles Balke
Public Works – Jack Nickerson

Re: Community Safety & Preparedness

SUMMARY:

Palisade has received national recognition as a destination for various forms of entertainment, recreation, and commerce. Staff has identified opportunities to improve preparedness through training, better equipping our emergency responders, improving mobility and safety, in an ongoing effort to decrease the susceptibility for potential threats and risks. Staff is requesting that the Board of Trustees make a budget amendment for approximately \$227,194.00 to purchase the public safety items that are being proposed.

BOARD DIRECTION:

Give direction to the Town Manager to purchase the public safety equipment for approximately \$227,194.00 to be utilized during the Palisade Sunday Farmer's Market, Parades, Festivals and Special Events.

Safety & Security Events & Parks

Item	Qty	Cost	Total
Barrier Trailer Kit	1	\$ 83,699.34	\$ 83,699.34
Anti-vehicle Barrier	4	\$ 6,513.75	\$ 26,055.00
In-Field Installation & Certified Training	1	\$ 1,495.00	\$ 1,495.00
Shipping	1	\$ 10,495.00	\$ 10,495.00
TOTAL:			\$ 121,744.34

Safety & Security Investment Law Enforcement

ITEMS	QYT	COST	TOTAL
Covert Rifle Bags	6	\$84.99	\$509.94
Rifle Plate Inserts	11	\$659.00	\$7,250.00
Portable Metal Detectors	2	\$2,499.00	\$4,998.00
Power Police Bikes	2	\$4,828.98	\$10,169.86
Bike Assembly	2	\$250.00	\$500.00
Ranger Crew SP 570Police Side by Side	1	\$33,320.23	\$33,320.23
NOLA Camera Subscription	2	\$1,100	\$2,200
NOLA camera Install-Downtown	1	\$3,100.00	\$3,100.00
NOLA Camera Install-Riverbend Park	1	\$1,800.00	\$1,800.00
TOTAL:			\$63,346.94

Safety & Security
Fire & EMS

Item	Qty	Cost	Total
Medical Response Kits	2	\$165.00	\$330.00
AED	2	\$1,500.00	\$3,000.00
Canopy	1	\$1,300.00	\$1,300.00
Ballistic Helmets	4	\$390.00	\$1,560.00
Ballistic Vests for EMS	4	\$785.00	\$3,140.00
Ballistic Plates Front and Back	8	\$659.00	\$5,272.00
Utility Trailer	1	\$5,500.00	\$5,500.00
Kawasaki Mule with FireLite Slide In	1	\$22,000.00	\$22,000.00
			TOTAL: \$42,102.00



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: February 14, 2023
Presented By: Jack Nickerson, Public Works Director
Department: Public Works
Re: Purchase of Vacuum/Jet trailer for the water and sewer department

SUBJECT: Purchase of Vacuum/Jet trailer. This is in the 2023 budget.

SUMMARY: This is to approve the purchase of a Hot Jet II Vacuum Jet trailer to replace the current vacuum trailer. This trailer will allow the hydraulic excavation of utilities and cleaning of sewer and storm sewer pipes. The quote for this purchase is \$129,995.00 (the approved 2023 budget for this item is \$120,000.00). The quote for a similarly equipped trailer from Vermeer Inc. is \$168,478.00. The procurement process was followed obtaining multiple quotes.

The Hot Jet II Vacuum Jet is currently available in Riverton, Utah negating delivery and freight charges and also includes training for 4 people.

BOARD DIRECTION: Give direction to purchase a Hot Jet II Vacuum Jet trailer for \$129,995.00 from the Water and Sewer Fund.

VX75 VACUUM EXCAVATOR



THREE-STAGE CYCLONIC FILTRATION.

Engineered to help prolong filter and blower life, the system is suitable for wet and dry applications. The cyclones use a tuned vortex system in which the outer vortex spiral forces small particles to fall into a separate canister. The filtered stream then passes up through the inner cyclone tube and is carried to the final poly filter.



COMPACT CORE DRILL (OPTION).

The Compact Core Drill allows vacuum excavation to be performed in areas where pavement or asphalt must be removed prior to potholing by cutting a uniform hole into the pavement. Its patented vacuum suction base keeps it securely in place while the hydraulic pump powers the drill. The Compact Core Drill is capable of cutting holes 6 in, 8 in or 10 in (15.2 cm, 20.3 cm or 25.4 cm) in diameter.



IN-TANK WASH-DOWN.

Delivers a high-pressure water spray to the tank interior helping simultaneously dump material and clean the inside of the tank. Minimizes clean up time and helps remove difficult debris.



SEWER JETTER (OPTION).

The J12-30 Sewer Jetter system turns your Vermeer vacuum system into a versatile jetter/vac combination unit. The Sewer Jetter is available on VX75 vacuum systems and is capable of cleaning pipes and culverts up to 12 in (30.5 cm) in diameter. The Sewer Jetter features an electric retract jetter reel and is controlled by a leathered remote.



CAM-OVER REAR DOOR.

Provides a 360-degree positive seal, even under reverse pressure without additional clamping requirements. The highly reliable cam-over door has a no in-tank moving parts, so all maintenance is external.



HYDRAULIC BOOM (OPTION).

4 ft or 5 ft (10.2 cm or 12.7 cm) Exclusive telescoping boom maintains hose length during extension and incorporates a remote controlled hydraulic valve for vacuum shut off. Available with manual or hydraulic rotations.

VX75 VACUUM EXCAVATOR

GENERAL DIMENSIONS	500	800	1200
Length	232 in (589 cm)	265 in (673 cm)	259 in (658 cm)
Width	96 in (244 cm)	97.2 in (247 cm)	102 in (259 cm)
Height	94 in (239 cm)	97.2 in (247 cm)	113 in (287 cm)
Empty weight	7,130 lb (3,234 kg)	9,590 lb (4,350 kg)	12,390 lb (5,620 kg)
GVWR	14,000 lb (6,350.1 kg)	18,000 lb (8,164.7 kg)	26,000 lb (11,793.4 kg)
Trailer axles	(2) 7,000 lb (3.175 kg)	(2) 9,000 lb (4,082 kg)	(2) 12,000 lb (5,443 kg)
ENGINE			
Make and model	Deutz tier 4 final diesel	Deutz tier 4 final diesel	Deutz tier 4 final diesel
Horsepower	74 hp (55 kW)	74 hp (55 kW)	74 hp (55 kW)
Fuel tank	22 gal (83.3 L)	22 gal (83.3 L)	22 gal (83.3 L)
Enclosure	Yes	Yes	Yes
WATER TANK			
Water tank capacity	250 gal (946 L)	410 gal (1,552 L)	410 gal (1,552 L)
Number of tanks	2	2	2
High pressure pump	8 gpm x 3,000 psi (34 L/min x 207 bar)	8 gpm x 3,000 psi (34 L/min x 207 bar)	8 gpm x 3,000 psi (34 L/min x 207 bar)
High pressure hose length	50 ft (15.2 m)	50 ft (15.2 m)	50 ft (15.2 m)
Low water shutoff	Electric	Electric	Electric
SPOIL TANK			
Spoil tank capacity	500 gal (1,892.7 L)	800 gal (3,028 L)	1,200 gal (4,542.5 L)
Rear door type	Cam-over hydraulic	Cam-over hydraulic	Cam-over hydraulic
Tank lift type	Dual cylinder	Dual cylinder	Dual cylinder
VACUUM			
Type of filter	2 micron washable filter	2 micron washable filter	2 micron washable filter
Hose length	(3) 10 ft (3.04 m)	(3) 10 ft (3.04 m)	(3) 10 ft (3.04 m)
Hose width	4 in (10.2 cm)	4 in (10.2 cm)	4 in (10.2 cm)
Vacuum	1,200 cfm (2,039 m ³ /hr)	1,200 cfm (2,039 m ³ /hr)	1,200 cfm (2,039 m ³ /hr)
Vacuum blower type	PD blower	PD blower	PD blower
Vacuum mercury	15 in hg (.5 bar)	15 in hg (.5 bar)	15 in hg (.5 bar)
BOOM - OPTIONAL			
Weight	1,200 lb (544 kg)	1,200 lb (544 kg)	1,200 lb (544 kg)
Hose diameter	4 in / 5 in (10 cm / 12 cm)	4 in / 5 in (10 cm / 12 cm)	4 in / 5 in (10 cm / 12 cm)
Reach	14 ft (4.3 m)	14 ft (4.3 m)	14 ft (4.3 m)
Movement	270 degrees in 14 in turret bearings	270 degrees in 14 in turret bearings	270 degrees in 14 in turret bearings
Remote control	Wireless	Wireless	Wireless
JETTER PUMP - OPTIONAL			
Water flow	12 gpm	12 gpm	12 gpm
Water pressure	3,000 psi	3,000 psi	3,000 psi
Jetter hose length	500 ft (152 m)	500 ft (152 m)	500 ft (152 m)
Jetter hose diameter	.5 in (1.3 cm)	.5 in (1.3 cm)	.5 in (1.3 cm)
AIR COMPRESSOR - OPTIONAL			
Air flow	185 cfm	185 cfm	185 cfm
Air pressure	100 psi	100 psi	100 psi
Air hose length	50 ft (15.24 m)	50 ft (15.24 m)	50 ft (15.24 m)
Air hose size	1 in (2.54 cm)	1 in (2.54 cm)	1 in (2.54 cm)
OPTIONS (FOR ALL)			

- Hot box water heater
- Arrow board
- Hydraulic boom: Manual or hydraulic rotation

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EQUIPPED TO
DO MORE.