

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE,  
COLORADO, APPOINTING TOWN OFFICERS**

**WHEREAS**, Sec. 2-51 of the Municipal Code authorizes and directs the Board of Trustees to appoint town officers by a majority vote of all members of the Board; and

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the first regular meeting of the Board of Trustees after each regular municipal election, or as soon thereafter as practicable; and

**WHEREAS**, the Board of Trustees adopted an organizational chart for the Town to reflect modern employment practices whereby the Town Administrator is responsible for supervision and management of all employees of the Town and the Board of Trustees directs and holds the Town Administrator accountable for such duties; and

**WHEREAS**, C.R.S. §31-4-304 requires the Board of Trustees to appoint a clerk and treasurer and those positions require day to day supervision and management, best undertaken by the Town Administrator since the Board of Trustees do not have continuous interaction with these employees; and

**WHEREAS**, modern employment practices and risk management dictate that the Board of Trustees not personally participate with the supervision and management of employees since a majority of the Board of Trustees is required to take action with proper notice and individual Board of Trustee direction of employees lacks authority, creates confusion, and disrupts the organization's hierarchy exposing the Town to liability under employment laws; and

**WHEREAS**, to properly implement the Town's organizational chart, the Board of Trustees finds it in the best interests of the Town to make the Town Administrator responsible for the clerk and treasurer positions and delegate the duties of those positions to employees that can be assigned such titles.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO** that the following persons shall be and are hereby appointed as Town Officers and that, unless otherwise specified, such persons shall hold their respective offices until the first regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with C.R.S. 31-4-307:

**Town Administrator:**

Janet Hawkinson

**Town Clerk and Town Treasurer:**

Town Administrator, Janet Hawkinson, is appointed Town Clerk and Town Treasurer pursuant to C.R.S. §31-4-304 and accountable to the Board of Trustees

for the duties of the clerk and treasurer; however, such duties shall be delegated to employees by the Town Administrator and such employees may be assigned and utilize such titles on behalf of the Town, all under the supervision and management of the Town Administrator.

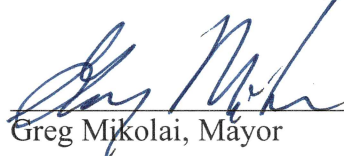
**Town Attorney:**  
James Neu/Karp Neu Hanlon, P.C.

**Town Prosecuting Attorney:**  
Tim Graves/LeMoine & Graves, P.C.

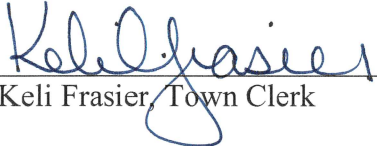
**Municipal Judge:**  
Daniel Robinson/Robison & Burkey

**RESOLVED, APPROVED, AND ADOPTED** this 23<sup>rd</sup> day of April 2024.

TOWN OF PALISADE, COLORADO

By:   
Greg Mikolai, Mayor

ATTEST:

  
Keli Frasier, Town Clerk

