

Town of Cedaredge Board of Trustees
Regular Meeting
Record of Proceedings
June 18, 2020

The Town Board of Trustees met for its Regular Meeting on June 18, 2020 in the Grand Mesa Room of the Cedaredge Civic Center, 140 NW 2nd Street, Cedaredge, Colorado, with a virtual option available via Zoom webinar. A meeting notice was posted in the designated area at Cedaredge Town Hall at least 24 hours prior to the meeting in accordance with the Sunshine Law. All documents included in these minutes by reference are available for review at Cedaredge Town Hall.

Call to Order: Mayor Raymond F. Hanson called the meeting to order at 5:01 pm and led the Pledge of Allegiance.

Roll Call: Present in person were Mayor Raymond F. Hanson; Mayor Pro Tem Patti Michael; Trustees James Atkinson, Cathy Brown, Charlie Howe and Richard L. Udd; Town Administrator Greg Brinck; and Town Clerk Kami Collins; present virtually was Trustee Heidi Weissner.

Agenda Approval: Mayor Pro Tem Michael noted a correction: under Item #4b, the Financial Report should be dated 5/31/2020. Mayor Pro Tem Michael moved and Trustee Udd seconded to approve the agenda as corrected.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Consent Agenda: Mayor Pro Tem Michael moved and Trustee Brown seconded to approve the consent agenda (4a through 4h):

- a. Minutes: 5/21/20 Regular Meeting
- b. Financial Report: 5/31/2020
- c. Disbursements: 5/2020
- d. Lease Agreement: Surface Creek Senior Citizens
- e. Lease Agreement: VOANS Senior Community Meals

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Boards & Commissions

- a. **Planning & Zoning Commission** – Trustee Atkinson moved and Trustee Brown seconded to reappoint Terry Jarbo to the Planning & Zoning Commission.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees

Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously

Mosquito Abatement: Ken Nordstrom, Director of Environmental Health at Delta County Health Department presented about West Nile Virus in Delta County. Mr. Nordstrom said the best defense against mosquitoes is an integrated pest control program, including larviciding, adulticiding and personal responsibility. He said the cases of West Nile Virus tend to go in cycles and he predicted this year will not be as severe as last year, but that is a guess. Mr. Nordstrom said the pesticides in the adulticide are very safe and are approved by the EPA. Trustee Brown asked if mosquitoes would congregate in a ditch; Mr. Nordstrom explained mosquitoes tend to be in standing or stagnant water. Mayor Pro Tem Michael asked how far the fog spray spreads when trucks fog; Mr. Nordstrom said he's seen it go out several hundred feet to yards, and the spray pattern is contingent upon the temperature and wind patterns. Trustee Weissner asked if there is any mitigation that could be done when mosquitoes breed or hibernate; Mr. Nordstrom said in our areas it is not typically feasible and reiterated the larvaciding and adulticiding model. Trustee Weissner asked if the fogging we use is safe for gardens; Mr. Nordstrom said it is safe, but that you need to wash your vegetables. Trustee Atkinson asked what the longevity of the fogging is; Mr. Nordstrom said the spray is effective for about one day. Mayor Hanson asked if the County is planning to trap in the Surface Creek Area; Mr. Nordstrom said the Health Department does not have the funding to do that. Trustee Udd said he would like to see a mosquito control district and asked for advice in moving towards that situation. Mr. Nordstrom said we need a community champion who will invest the time and get people willing to add on to their property taxes to pay for the mosquito district. He did say it is a challenge and that it is very expensive to run a mosquito control district.

Local Organizations

- a. **Cedaredge Area Chamber of Commerce:** Executive Director Courtney Rodwell submitted a written report. Mayor Hanson reiterated that it was not the Town of Cedaredge that cancelled Applefest, it was a decision of the Cedaredge Area Chamber of Commerce. There have been some Facebook posts criticizing the Town and threatening to recall the Board of Trustees for the decision. Trustee Atkinson asked if the Chamber would consider holding the event if restrictions allow; Kami said not the same manner that Applefest has historically been held, but that the Chamber is tentatively planning a smaller, locals-only event if County and State guidelines for groups allow them to do so.

Constituent Time: No member of the public addressed the Board.

Financial:

- a. **Treasurer Report:** Trustee Richard L. Udd submitted a written report. With 41.65 percent of the year elapsed, the Town has collected 43.3 percent of budgeted revenues and spent 32.2 percent of budgeted expenditures. Sales and use taxes collected in March and booked in May were up 30 percent from 2019. Total sales and use taxes collected year to date are up 34 percent from budget. The Town will begin to see the more significant effects of COVID-19 on revenues in the next reporting period, but

the financial forecast continues to suggest that overall revenue for the year will be within budget. There were no significant expense variations from budget.

Department Reports:

- a. Administration – Town Administrator Greg Brinck gave an update on 2020 building permits. We have fewer permits than we did at this time last year, but we have two additional single family home construction starts this year than we did last year. Building permit data is used to assess the local economic health. Building Inspector Bruce Stanley has spoken with contractors and said he thinks the building rate will continue. Administrator Brinck is looking into a new funding source for multi-model projects including sidewalks, which is coming from CDOT in light of COVID-19. Administrator Brinck said the County and municipalities continue to look at the Back the Badge tax initiative to fund law enforcement and that tax initiative will potentially be on the November 2020 ballot. Mayor Hanson asked if information on the initiative could be presented at the June 25 Work Session; Administrator Brinck will plan to report at that Work Session. Trustee Atkinson asked if any consideration has been given to removing the TABOR-related language in the ballot; Administrator Brinck said that language is governed by statute and must be included.
- b. Economic Development Coordinator/Town Clerk – EDC/Clerk Kami Collins submitted a written report.
- c. Golf Course - Golf Pro Ira Kramer submitted a written report.
- d. Golf Course Superintendent – Adam Conway submitted a written report.
- e. Police Department – Chief Joe Roberts submitted a written report. In addition to his written report, Chief Roberts explained a recent Facebook post the department made. Officer McDermith responded to a call that ended up being an attempted murder. During the situation, there were several community members standing by using cell phones to video or photograph the altercation. Chief said he posted the information on Facebook to inform the community that the situation was under control, the public was safe and that the suspect was in jail.
- f. Public Works – Director Jerry Young submitted a written report. In addition to his written report, he said that Jake Urich has been promoted to Public Works Foreman. Another staff member will be hired within the next month. Mayor Hanson said he has had several phone calls about prairie dogs at homeowner lots at the Golf Course. Mr. Young said Public Works does not mitigate for pests on private lots, but that Mr. Conway does treat for the pests on the course. Administrator Brinck explained that Mr. Conway works with both the school and the HOA to mitigate the pests. Trustee Udd asked what he used for sanitizing the playground; Mr. Young said they use 6 percent concentrated bleach. Trustee Weissner asked how often they playground is sprayed; Mr. Young replied every weekday morning.

Letter to Board of County Commissioners & Delta County Health Department: Trustee Brown said she felt the letter was unnecessary since the BOCC and the Health Department is doing a good job already. Citing a video that was released that day by Delta County, Trustee Udd said the letter is not necessary at this time. He asked Administrator Brinck to show the video. Trustee Udd moved and Mayor Pro Tem Michael seconded to table to the letter for now until we can evaluate how the County will continue to promote healthy and safe coronavirus-related practices.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Agreement: DOWL Professional Services: Administrator Brinck said the original agreement with DOWL was for one year, which is common with a contract engineer. The Town has been happy with the firm's work; staff recommended approval of the agreement extension for a period of one year. Mayor Hanson moved to approve the agreement.

Trustee Atkinson asked for discussion on the agreement. He said he had no issues with the firm or their work, but he said he would like to revisit the agreement from the standpoint of the compensation. Trustee Atkinson said historically the Town has spent too much money on engineering services and he suggested we do a shorter extension and use the time to re-evaluate the agreement.

Trustee Udd seconded the motion made by Mayor Hanson. In discussion, Trustee Udd asked if it is possible to sign an agreement for less than a year and use the extension time to revisit the costs with the firm. Trustee Atkinson suggested the agreement be extended for just a month to evaluate the costs.

Trustee Udd amended the motion to change the agreement to be re-negotiable within three months. Mayor Hanson asked if that would be acceptable to the firm. Administrator Brinck said it is possible to extend the agreement for a shorter period of time. He explained that the Town did go through a formal Request For Proposal process when seeking an engineering firm. The Town received three bids and DOWL was the least expensive of those three. Administrator Brinck said there have been engineering overruns in the past but that current practice is that DOWL submits a project proposal and staff does review the proposal including costs before the proposal is accepted and work begins. Trustee Weissner said she would be fine to go ahead with the contract but she would like to reevaluate the contract and the scope of work this next year. Mayor Hanson said DOWL has been the most reliable and consistent engineering firm the Town has had in the past several years. Mayor Hanson said he would be in favor of extending the contract for one year and then work with DOWL to address these concerns. Trustee Atkinson said he agreed with the process but not with the timeframe. He said he does not want the Town to be locked into a contract for another year. Mayor Hanson asked about extending through the end of 2020. Trustee Atkinson said he thinks DOWL is open to working with the Town but reiterated he did not want to keep the contract open ended. Administrator Brinck asked for clarification on what the Board wanted to see in an agreement with DOWL. Trustee Atkinson said the methodology of projects they are given and their compensation on a per-project basis is what is

missing from the agreement and he said he would like to see clarification on that process. Trustee Atkinson said he would like to revisit the hourly rate as well. Trustee Howe asked when the current contract expires; Administrator Brinck said it expires this month. Trustee Howe asked if DOWL would be willing to extend for just three months and work with the Town; Administrator Brinck said he thought they would be.

The motion on the table, made by Mayor Hanson, was to approve the contract. Trustee Udd seconded the motion, and then amended the motion to approve the contract with a three-month extension instead of a yearlong extension.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Agreement: Colorado Golf & Turf: Currently the course has 45 older carts but 10 are continuously down. They have been serviced but continue to break down regularly. After speaking with Mr. Kramer and Mr. Conway, Administrator Brinck said staff suggests the lease for the 2017 Club Car Precedent carts. Trustee Howe asked if there was a possibility the company would give us a discount on an additional 10 used carts for use during tournaments. Administrator Brinck said it was not discussed within this agreement, but that staff could ask that. Trustee Atkinson asked if we had storage available for 10 additional carts; Administrator Brinck said the additional carts could be stored at Public Works. Mayor Pro Tem Michael asked how long we have had our current fleet; Administrator Brinck said we leased these carts in 2013. Trustee Atkinson asked what our costs are for repairs; Administrator Brinck said our costs have increased dramatically in the past two years, after the lease initially expired. Trustee Howe asked that the carts be inspected by staff before we sign the contract. Trustee Weissner asked if the course has ever considered electric carts. Administrator Brinck said it has been looked at in the past but that the Town does not have the capability in the Clubhouse to be able to charge carts. Trustee Howe added there is a liability of having the electric carts and the batteries stored underneath the building; he also said electric carts are very expensive. Mayor Hanson said the Town looked into adding a charging station and it was very expensive. Trustee Howe moved and Mayor Pro Tem Michael seconded to enter into a lease for the carts.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Intergovernmental Agreement: One Delta County: An Economic Alliance: The intergovernmental agreement is between Delta County and each municipality to fund an economic development project manager over a three-year period. Trustee Udd moved and Trustee Atkinson seconded to approve the intergovernmental agreement.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Intergovernmental Agreement: CARES Collaboration: The intergovernmental agreement is between Delta County and all municipalities and is an agreement on how to distribute the federal CARES economic relief funding. The funding model is based on population. The funds will be for reimbursable expenses under FEMA's guidelines. Trustee Howe asked if the CARES funding would fund the proposed Business Recovery Program; Administrator Brinck said FEMA has not issued specific guidelines but that staff believes we have a strong chance of being reimbursed for those expenses. Mayor Pro Tem Michael and Trustee Howe seconded to approved the intergovernmental agreement.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Resolution 12-2020: Budget Amendment Golf Course: When the 2020 budget was presented and approved, it was not the intention to have Golf Course staff serve food and drinks, and instead lease the restaurant space to a private restaurateur. That did not happen this season, so course staff will sell food and drinks. The budget amendment appropriates an additional \$8,000 in the Golf Course Fund to purchase resale items for the snack bar. Trustee Atkinson moved and Trustee Brown seconded to approve Resolution 12-2020.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Resolution 13-2020: Budget Amendment General Fund: Administrator Brinck explained that the Home Rule Charter allows the Board to approve supplemental budget appropriations for revenues in excess of budgeted income. Currently sales tax revenue in the General Fund has exceeded budget by \$69,520. The budget amendment would allocate \$20,000 to be used for a COVID-19 Business Recovery Program. Trustee Udd moved and Trustee Howe seconded to approve Resolution 13-2020.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Resolution 14-2020: COVID-19 Business Recovery Program: The Resolution authorizes the creation of a COVID-19 Business Recovery Program, allowing for \$10,000 to be spent on vouchers to infuse into the local economy and to help those who may be strapped for cash, as well as \$10,000 in funds for marketing and promotion of local businesses. Trustee Atkinson said he heard on the news that the City of Glenwood Springs had gotten some publicity for a similar program; he asked Kami to make sure the Town's program was publicized. Mayor Pro Tem Michael moved and Trustee Brown seconded to approve Resolution 14-2020.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Ordinance 2020-05: Vacating a Utility Easement: The Ordinance vacates the utility easement on the west boundary of the Wright Subdivision Lot 1. Public Works determined the easement was not needed for the Town's water or wastewater collection systems. Trustee Brown moved and Mayor Pro Tem Michael seconded to approve Ordinance 2020-05.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously.

Trustee Comments: Mayor Hanson announced that Sick Tree Day is June 27.

Mayor Pro Tem Michael reported on the Region 10 virtual meeting. That entity has funded 60 loans to date when typically they only approve around 20, and one of those loans went to a Cedaredge business. A new board was elected.

Trustee Atkinson asked if any Trustee has any further comments or wanted to discuss golf membership refunds. He said he has spoken with one person who continues to ask for a refund on his annual golf membership. Trustee Atkinson asked that the Board make a definitive statement on the decision to refund or not. Trustee Udd asked if the refund was requested due to the course being closed and carts not allowed during the coronavirus pandemic. Trustee Atkinson said his understanding was that the refund was requested when the course was open but the conditions would not allow him to play; at the time, only private carts were allowed and public carts were not rented. The person in question does not own his own cart and was not physically able to walk the course. Trustee Atkinson suggested a refund may not be necessary but perhaps a future discount would suffice. Trustee Brown asked if the person requested something specific. Trustee Atkinson said the person did not request anything specific but that the person felt they missed out on a lot when the carts were not available. Trustee Udd asked for clarification on how long the person was unable to play; Administrator Brinck indicated it was for approximately 10 days. Mayor Pro Tem Michael suggested that if the Town gives one person a refund, many others will follow suit. It was reiterated that only one person has requested a refund. Trustee Howe said he is familiar with other clubs giving a credit for the following year. Mayor Hanson said he would support a one month credit for next season. Mayor Hanson said this does not need to be an action item and that staff can handle it administratively. Administrator Brinck said he would prefer it to be a Board decision. Administrator Brinck explained that carts were not allowed for only about 10 days, and the course was fully open by the end of April. At the work session in May, there were not more than one or two trustees interested in discussing, so it was not pursued as a Board action item. He asked if more of the Board was interested now in pursuing golf refunds. Trustee Howe said we should not issue refunds or credits for anything due to COVID-19, as that was beyond our ability to control. Mayor Hanson directed Administrator Brinck to work with Mr. Kramer to work out an acceptable offer for the person.

Trustee Howe asked for another work session to discuss long-term goals and timelines, before its time to budget, so the Board will be prepared to make financial decisions. Administrator Brinck will plan a half-day strategic planning session before budget preparations begin.

Upcoming Events/Meetings: Mayor Hanson announced that the Town will fog for mosquitoes on Monday, June 29 at dusk.

Mayor Hanson adjourned the meeting at 7:22 pm.

Respectfully Submitted,



Kami Collins
Town Clerk