

MINUTES

**TOWN OF SEVERANCE
BOARD OF TRUSTEES**

July 18, 2016

**WORK SESSION
6:00 p.m.**

REGULAR MEETING 2016-12

Immediately following work session or 7:00 p.m. whichever is earlier.

Present:

Mayor:

Don Brookshire

Trustees:

Dennis "Zeke" Kane

Bruce Florquist

Mike Kinney

Alison Koster

Don McLeod

Matthew Gordon

Absent:

None

Staff:

John C. Holdren, Administrator

Nick Wharton, Assistant Administrator

Betty Mauch, Town Clerk/Treasurer

Greg Bell, Town Attorney

Audience: Stan Everitt, Julie Stout, Sandi Friedrichsen, Chantelle Dorn, Mike Blackwill, Lauren Felte, Shana Morgan

Light supper for the Board (5:30 pm)

WORK SESSION

I. Roll Call for Work Session

All members were present.

II. Windsor-Severance Fire District Presentation

Mike Blackwill, Windsor-Severance Fire District, shared a brief overview of what they do and gave a presentation about the new CPR changes, now called CCR and how they want to teach it to the public.

Chantelle Dorn, Windsor-Severance Fire District, talked more in depth about the new CCR changes and how it saves lives. She stated that the Focus is on continuous blood flow to the heart.

Mike Blackwill, stated that they work closely with the Town on a variety of different things and encouraged the Board to take the training and to call them with any questions.

III. East Colorado Small Business Development Presentation

Richard Pickett gave a presentation about the SBDC, what they do and the services they offer. Their goal is to help existing and new small businesses to grow and prosper. Their representative for Severance will set up at the Town Hall starting August 4th from 8:00 a.m. to 4:30 p.m. on every first Thursday.

IV. Timber Ridge Parkway Speed Bumps (Hidden Valley)

Assistant Town Administrator Nick Wharton stated that a citizen approached Trustee Koster about adding a speed bump north of the Middle School on Timber Ridge Parkway. The Fire Department and the Town Traffic Engineer need to be included if this goes forward.

Trustee Koster stated that the citizen's concerns are mainly about the bus stops. She stated that turning onto Timber Ridge Parkway and WCR 21 bus stop causes a back up on WCR 21 and they have seen people going through while the bus has the stop sign out and kids crossing where they want.

Administrator Holdren stated that speed bumps don't work and are also a maintenance nightmare. He stated that staff will visit with the school about the bus stop and will look into additional signage.

Trustee Florquist stated that speed bumps irritate law abiding drivers and you tend to get more complaints after they are put in.

Fire Marshal Sandi Friedrichsen stated that they are not allowed per the Fire Code with Fire District approval. She noted that the ones that were put in on Scotch Pine several years ago were put in without the Fire District's knowledge and would have not been approved without modifications. She noted that if the Town would like to submit something to the Fire District for review they would be more than willing to look at it.

REGULAR MEETING 2016-12

I. Roll Call for Regular Meeting 2016-12, July 18, 2016

All members were present.

II. Pledge of Allegiance

III. Approval of Agenda

MOTION WAS MADE BY TRUSTEE KINNEY second by Trustee Kane to approve the agenda. All members present voting **YES**,

MOTION CARRIED

IV. Public Comment: There were none.

V. Consent Agenda: *On a Consent Agenda, you can make a motion to approve the items on the agenda. If anyone wants to discuss an item, it is pulled off the agenda and approved separately.*

- a. Approval of Minutes of Regular Meeting 2016-11 June 20, 2016
- b. Approval of Accounts Payable for June 2016
- c. Approval of Financial Reports for June 2016

MOTION WAS MADE BY TRUSTEE FLORQUIST second by Trustee Kane to approve the consent agenda. All members present voting **YES**,

MOTION CARRIED

REGULAR BUSINESS

I. Tailholt Metro District Petition for Inclusion

Assistant Administrator Wharton stated that he was approached by Stan Everitt about the inclusion of additional parcels of land that were inadvertently left out and is looking for approval to have them included in the Tailholt Metropolitan District Service Area. The request is to add the parcels indicated on the provided map and expand the service area and district boundaries to include these five pieces.

Stan Everitt, 695 South Wood, Windsor, stated that there are two types of inclusions. He stated that when they first did the concept plan they included future inclusion areas. For various reasons they could not include them at that time, but can now can be included. He noted that Outlot C was in Hunter Hill and was intended for a detention area and was inadvertently excluded from the District, but has now been transferred to the Tailholt Metro District. They are requesting that it be included in District Number 1 as part of the drainage plan and Franklin Lake drainage area. They want to make sure all the things relevant to Franklin Lake are included with that. Lots 5, 6, 7 & 8 were platted lots that were missed in the legal descriptions for the Districts and would be included in District Number 3. The property just south east of Franklin Lake is now being brought into Town as an annexed parcel. Parcel 2 is west across Weld County Road 23 and is the area to be donated to the Town for a community planned park

Town Attorney Greg Bell stated that there is an advantage for the Metro District and no detriment to the Town to do it this way.

MOTION WAS MADE BY TRUSTEE FLORQUIST second by Trustee Kinney to approve the Tailholt Petition for inclusion subject to the action that the property that is not currently annexed to the Town be approved at the time of annexation. All members present voting **YES**,

MOTION CARRIED

II. Resolution 2016-11R – Public Input Rules and Guidelines

Mayor Brookshire stated that Nick and Greg did a good job of putting this together and tried to hit most of the points made by Tammy Taneou from CML. He stated that she noted they need to be cautious not to hinder someone's right to voice their opinion.

Assistant Town Administrator Wharton stated that a lot of this is based off what they learned at the Colorado Municipal League conference and past experiences.

Attorney Bell stated that you need to have a policy in place to refer to. He suggested putting a notice on the Agenda that at all times public comment is subject to the Guidelines and refer them to the website for the full list of them.

The Board directed staff to put this on the website and the podium where people sign in. They agreed that the time limit should be the prerogative of the presiding officer.

MOTION WAS MADE BY TRUSTEE KANE second by Trustee Florquist to adopt Resolution 2016-11R Public Input Rules and Guidelines. All members present voting **YES**,

MOTION CARRIED

****Note: Board approval may be sought for administrative actions in association with staff reports.**

TOWN ADMINISTRATOR REPORT

- **Approval of Updated MOU for Prequalified Building Departments for Public School Construction**

John presented an updated Memorandum of Understanding for Prequalified Building Departments for Public School Construction with the State. He stated that this an MOU between us and the state. He noted that we have SAFEbuilt do our building inspections and they are trying to get ahead of this with updated language and codes. He stated that any motion needs to include him as the signer.

MOTION WAS MADE BY TRUSTEE KINNEY second by Trustee Koster to approve the Memorandum of Understanding for Prequalified Building Departments for Public School Construction and naming Administrator John C. Holdren as the signer. All members present voting **YES**,

MOTION CARRIED

- **May & June Water Usage Reports**

John stated that water usage has been down some this year but has bounced all over. He noted it was up a little in May and June. He stated that we are about 15 million gallons under what he estimated. He reported that he rented 300 acre feet of water to a local farmer/businessman for \$100 an acre foot. He stated that North Poudre did an increase on their allotment for this year. They gave another acre foot of ag water and .25 feet of multi-use. He has the ag water through them up for rent at \$45. John stated that he will set on it for a few weeks and see what happens.

- **Miscellaneous Items**

John stated that staff will be fine tuning some water policies and bring them to the Board sometime in the future.

John passed out a flyer on the Small Communities Workshop to be held Thursday, August 18th at the Adams County Government Center in Brighton, Colorado. The registration fee is \$35. He asked everyone to please let him know if they want to go to it.

John reported that all the Town Staff have been trained in the new CCR program by the Fire Department and recommended the Board take the training. He noted that the Town Hall has an AED on the wall in the lobby and all the staff has been trained on using it.

ASSISTANT TOWN ADMINISTRATOR REPORT

- **2nd Quarter Building Permit Report**

Nick stated that he would like to start providing the Building Permit Report to the Board quarterly. He noted the report in the packet is set up so the first line is everything that happened permit wise in the first quarter of 2016 and the second line is the second quarter.

- **May & June 2016 ACO-CEO Reports** - In the packet.

- Nick that stated that if the Board wants the CCR training we can schedule it for a light meeting night. He noted that Windsor did their training at a Board meeting.

- **September NISP Tour**

Nick stated there will be no Board Meeting on Labor Day September 5th. He noted that NISP has a tour scheduled for that day from 4:30 pm to 8:00 pm to take members out to the site. They are only going to Glade this time and not to the Galeton one. He stated that we can ask for our own tour if the Board would prefer. He noted they do a presentation yearly for the Board.

Mayor Brookshire stated that he would support having a tour in September.

The Board agreed by General Consensus that they would like a tour for Severance only. Nick will look into having NISP set one up. They will keep the Board Meeting on September 19th and schedule CCR Training for the Board only.

- **Next Meeting** – July 25th Goal Setting Meeting at 6:00 p.m.

- **Miscellaneous Items**

Nick stated that he received another letter from two gentlemen on the Windsor High School Bass Fishing Club. They made it through the State Championship and are asking for donations to go to the National High School Bass Master Fishing Tournament.

MOTION WAS MADE BY TRUSTEE McLEOD to donate \$250 a piece to the two boys in the Windsor High School Bass Fishing Club to go to the National High School Bass Master Fishing Tournament.

Following discussion Trustee McLeod withdrew his motion.

The Board agreed by General Consensus not to donate anything at this time.

Nick stated that he and John are looking at bringing in additional help for planning. The cost versus a full-time in-house staff member is a lot less. This person would be here twice a week and would work on GIS mapping, the Land Use Code, the sign code etc. He noted they talked to The Birdsall Group and to Todd Hodges Design and The Birdsall Group has offered one of their planners two days a week.

John stated there is not enough work for a full-time person or even a part-time person, but there is more work than Nick can keep up with along with his other duties. He noted if it doesn't work out in six months we can drop it.

Nick stated that the cost would be an annual salary of about \$47,320 at two days a week we can bill out 70% to the Developers which brings it down to \$14,196. He would like to include 30% work on GIS mapping and other in-house stuff for us. At that mark we would not have to provide any benefits, those are covered by the Birdsall Group. Right now if we were to hire an in-house planner at 14 hours per week we would be paying \$24,150. We will keep Todd to review and do any work that the Birdsall Group works on. All the menial work we are paying Jim to do would be done by this person so that will cut that cost down. He noted that Todd would do it but he would need \$20 an hour more because he would have to hire an extra person.

MOTION WAS MADE BY TRUSTEE FLORQUIST second by Trustee Kane to authorize the staff to contract with the Birdsall Group for a part-time in-house planning assistant to help Nick two days a week.

RECORDED VOTE:

AYES: Trustees Kinney, Koster, Kane, Florquist and Mayor Brookshire.....5
NAYS: Trustees McLeod and Gordon.....2
ABSTAIN:0
ABSENT:0

MOTION CARRIED

STAFF REPORTS

- **Mayor**

Mayor Brookshire read a Thank You note from Betty Mauch for the plant.

- **Town Attorney**

Greg stated that most of what he has will be covered in Executive Session. He noted that the Tailholt IGA will be coming soon, but they won't see the Severance Shores IGA too soon.

- **Town Planner – No Report**

- **Town Engineer** – No Report

EXECUTIVE SESSION for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b)

MOTION WAS MADE BY TRUSTEE GORDON second by Trustee Koster to convene to Executive Session for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b). All members present voting **YES**,

MOTION CARRIED


Regular Meeting adjourned to Executive Session at 8:31 p.m.

Executive Session adjourned to Regular Meeting at 8:47 p.m.

ADJOURNMENT

Meeting adjourned at 8:50 p.m.

TOWN OF SEVERANCE


Donald R. Brookshire, Mayor

ATTEST:


Betty Mauch, Town Clerk

