

**TOWN OF JAMESTOWN  
REGULAR TOWN BOARD MEETING  
MARCH 7, 2016 MINUTES**

Mayor Schoedinger called the meeting to order at 7:03 PM. Present at roll call were Trustees Carolyn Donadio, Chad Droste, Vic Harris, Ken Lenarcic and Tim Stokes. Trustee Julie Constantine was absent.

Others Present were Jamestown Elementary School students, parents and teacher; Barb Byrnes-Lenarcic, JaVayne Jenkins, Denise Straus, Rainbow Schultz, Heather Yahnke, Jen Lucas, Greg Windell, Matt Kohlhaas, Michelle Durant, and Anne Hasse. Staff present were Chris Krolick, Millissa Berry and Chuck Reid.

**Approval of Agenda:**

Resolution 2016-03-07 Approving the Purchase Contract for the Sale of and Conveyance of Three Parcels was put before Ordinance 3-02, 2016 Authorizing the Sale of and Conveyance of Land. The Gillespie Gulch reconstruction resolution was tabled. The discussion of Statutory and Policy Issues was tabled.

**Trustee Stokes moved to approve the agenda as amended seconded by Trustee Droste. Unanimous vote.**

**Approval of the Minutes:**

**Trustee Lenarcic moved to table the minutes seconded by Trustee Harris. Unanimous vote.**

**Announcements:**

The Board will hold a financial workshop April 11th in the town hall.

**SPECIAL ORDER OF BUSINESS:**

**Jamestown Elementary Students James Creek Riparian Project Update:**

The JES students introduced themselves and gave an update on their riparian project in Elysian Park and James Creek.

The 1<sup>st</sup> graders gave an update on the animal activity with pictures of raccoons, fox, bear, and deer. A wildlife camera was mounted in the park to record the wildlife. The students visited the Greenwood Wildlife Rehab Center to talk to experts. They omitted the bird feeder last year due to the bear activity. Will keep the wildlife cameras working to chart the animals. The students will continue studying fur samples, footprints and scat.

Plants of the riparian way: The students planted lemon bee-balm, purple poppy mallow, aspens, blue spruce, coyote willow and lodge pine. The Colorado State Forest Service donated \$500 worth of seedlings.

Classroom activities for plants: Parents, faculty and students dug holes for plants and brought buckets of water to water plants. JES students learned what wet plants are native to Jamestown and what plants hibernate in the winter. They also learned how much effort it takes to plant a plant!

Riparian report of insects: Mark Williams helped the students collect water bugs such as mayflies, midge-flies, caddis-flies and dragonfly larva. The students then charted the bugs that they collected. Took water samples to use under the microscopes.

Riparian report of water: Collected water samples to study under the microscope and performed water quality test that indicated a 7pH balance. Took water samples to test for living organisms. Will continue water testing and insect monitoring.

Safety and Media Group:

Those that assisted were Joy Boston, Miss Beth, Mark Williams. Visitors included Nederland 4<sup>th</sup> Graders (2x), the Watershed School, STEM Group, Jamestown residents, and parents (all worked hard digging, watering, putting up fence.

Media Coverage: Included Lick Skillet Films; Daily Camera article 5/15/2015

Safety: Only adults were allowed in the water during peak flows; no climbing the rocks; had a first aid kit on hand.

Budget: BVSD STEM group provided \$500 to get started and has been spent. The CSFS provided \$500 worth of seedling. Boulder County/Jamestown provided \$1,250. Captain Planet Foundation provided \$2,500 half of which has been spent.

**COMMUNITY UPDATES:**

**Discussion, Direction, Action: Flood Response, Recovery and Rebuilding**

- **Long-term Recovery Plan Implementation (Jen Lucas):**  
There's no update on the community gardens. Jen met with eight of Joey's close friends to discuss a garden design on his property that portrays Joe's personality as well as what works for the town. The property will be planted so that's esthetically pleasing using perennials, rose bushes, and possibly weeping cherry or apple trees (pending soil conditions). Some erosion control could be done using top soil and spreading seed. Left Hand Brewery had/has a \$20K grant that they offered to the Town for a project.
- **LUHAC Update (Barb):** The group is close to presenting the revised Subdivision Ordinance. Barb acknowledged Chuck Reid's help with this endeavor.

- **Water System Update (Tim):** The plant's running well and producing a high quality of water. Man hours double during the summer months.

The committee looked at funding for awarding Zupko's water line installation contract and instead of using the required 7' depth for the service line due to bedrock, they'll excavate a 5' depth and use blue board to insulate the line. The Water Committee recommends Budhoe's Backhoe (best estimate).

Reviewed the CDPH&E grant funding. The proposed water treatment shed will be put in Elysian Park. This is Plan B for the water backup plan in the event of a catastrophic fire, flood or drought. The shed would house a clear well system with an access point with a pump to pressurize the delivery system. Creek water could also be used since the shed will have treatment capabilities. The shallow well that was dug on 12th and Mesa failed and produced 3 gallons per minute. It'll be capped.

SCADA: This is a computerized system at the WTP that will provide 24-hour monitoring and will alert the water plant operators if and when things go awry. They'll be able to do a brief assessment from their homes using real-time information.

DOLA Grants: The committee reviewed the status of the prioritized list of project such as the high lift pump and the elimination of the nitrogen/phosphorus feed system to grow the schmutzdecke. A deep well will not be dug since it's too expensive and there's no funding for it.

Still investigating the possibility of replacing the water lines on Pine and 16<sup>th</sup> Street as part of the grant funding.

#### Water Treatment Plant Capabilities

Jon Ashton our chief Water Treatment Operator has been reviewing the plant's processing capabilities. He reports that the Water Treatment Plant can treat up to 48K gallons of water per day if we run the filters in series— water is filtered thru both of the filters – and we could produce 63K gallons of water per day with water running in parallel – both filters independently filtering water. Should it be needed, we could do an “easy” modification of the plant plumbing and produce as estimated 105K gallons per day.

- **Parks Update (Chad/Vic):** Trustee Harris has been working with ACE Engineering to develop the RFP for the town square and he's looking at coming back to the Board to ask for approval to start the project at the end of March. so that the excavation can start as soon as SEMA is done with Andersen Hill and the bridge. At the same time the bid for the RFPs for the design build function will go out. The conceptual design will be shown at the Community Meeting on March 16<sup>th</sup>. The town square will have a smaller foot print due to the land swap.

- **Roads (Tara)** Andersen Hill and Bridge will be done beginning mid-April. Pedestrian access will be open soon and will be accessible after working hours. Gilliespie Gulch is out for bid (to be tabled tonight since the contractors haven't been vetted yet).
- **Other Updates (Tara): CDBG-DR funds**--The buyouts on Kennelly's and Howlett's are complete and some erosion control is needed (grading, sod and seed). The FEMA buyouts are complete except potentially two (21 Ward and 174 Main). The Town has until June to complete the demolitions of the properties and utilities and put erosion control in place.
- Round 1 of the CDBG-DR projects (\$132,897) is done. The Rose M. waterline project is done. Will come back in April for any additional water line work on 16<sup>th</sup> and Pine. The drainage at the bottom of Mesa and 12<sup>th</sup> Streets will be completed during the final grading of all roads.
- Round 2 of the CDBG-DR funding: Will do a local match for infrastructure at 12.5% match for the buyouts so homeowners can receive the full amount for their properties. There is a 12.5% local match for the FEMA elevations and the rain gauge project. (There will be a gauge west of Jamestown that will be coordinated with the stream gauge in the creek on lower Main Street to see how the creek responds during peak flow events with early warning system capabilities.)
- Phase I of the Lower Main Street bridge: The bridge isn't eligible for funding and engineers are looking at ways to increase its capacity nor is it up to codes and standards. Engineers are putting together an RFP for the design work for the bridge for FEMA review. If it passes the benefit costs analysis and the Environmental Review, FEMA might award us funding to do additional construction.
- The Town was awarded a second Sustainability Grant for \$15K for solar design that Chuck Reid submitted. The grant funds are intend for residents and the Town managing the funds. The Mayor explained to Boulder County that the Town is still focused on recovery and we're still figuring out what makes sense for the Town. Chuck talked to the County to see if the grant could be used elsewhere and with a local match.

## **OPEN FORUM**

Bridget Johnson (GreenGirl Recycling) gave a quick update on Boulder County Recycling Authority. Their Board's changed hands and they're focus is on infrastructure. Bridget's on the hard to recycle materials sub-committee. Last year the Town applied for, but didn't receive the composting grant . Boulder County wants to make it a requirement that all businesses must be a zero-waste/composting starting in June 2016. The Town is back in the running for this grant and can resubmit a grant application. Bridget also offered to help the Town write a grant to get recycling back into Jamestown.

## **OLD BUSINESS**

**Discussion, Direction, Action:**

- **Ordinance 2- 01, 2016 An Emergency Ordinance Amending Town Ordinance Series 2012 Providing for the Prevention of Flood Damage through Adoption of Principles:**

Roger and Nancy Loving (2199 James Canyon) looked into the draft LMOR and talked with AECOM about a possible error on his property in elevations. Mark scheduled a meeting with AECOM and the Loving's. According to AECOM, the error has existed for over 30 years (James Creek being on the north side of his property, then the south side of the property where it originally was. The previous owner "moved" the creek to the north side of the property in the late 1960's).

According to Roger, the base flood elevation should've gone down. None of the mapping has shown the stream where it was then and where it is now. They couldn't show the stream being anywhere except where it was and that's how they did their flood study and show the obvious damage we had. After the on-site visit, AECOM is unwilling to change any of it. Roger was surprised that they acknowledged the problem. The flood insurance is much higher than it was now (\$450 to \$11K per year). AECOM suggested that he mitigate some of the danger using the property online to the west (Buffalo Gulch--see map). The "mistake" has never been corrected. They're basing their flood study on existing topography and won't take into fact that the stream has changed.

The EWP work wasn't taken into account per the Mayor. It would be possible to some grading and armoring on the property to the west and talk to an insurance specialist. It's possible that a letter of map amendment for a small area could be done.

The Mayor and Mark Williams will meet with the Loving's for further discussion on Buffalo Gulch and how to mitigate the area and to explore and engineering design. The issue will be put on the March 21 agenda to discuss purchasing the property just west of their house and barn. This property is in the floodplain/floodway.

The Board is willing to help the Loving's by either selling the parcel (Buffalo Gulch) or granting a temporary or permanent easement. Mayor Schoedinger recommended doing a map amendment with the work to be done to present to FEMA.

**Trustee Harris moved to approve Ordinance 2-01, 2016 seconded by Trustee Stokes.**  
**Unanimous vote.**

**Motion to Approve the Submission of Draft AECOM's Letter of Map Revision (LMOR):**  
**Trustee Stokes moved to approve and submit the LMOR to FEMA seconded by Trustee Harris.**  
**The motion that passed unanimously.**

**NEW BUSINESS:**

**Liquor Application for Jamestown Hotel and Restaurant license (Rainbow Schultz, Merc):**

Rainbow submitted her application for a hotel and restaurant liquor license to the Board.

A Public Hearing will be scheduled (30 days out from the date of application and public notice posted locally and in the newspaper with investigation. The Board can then approve or deny 30 days after public hearing.

**ADU Ordinance 3, 2014 (JaVayne):** LUHAC reviewed the current Town's ADU ordinance and researched what towns' ADU ordinances including Larimer County, Golden, Windsor, Boulder and Silverton.

JaVayne (Jenkins) recommended that the Board rethink some of these things in the Town's ordinance including owner/occupancy (make it more stringent, i.e., require that the owner live on the property at all times and eliminate two renters on one property. Reiterate that mobile homes, travel trailers and recreational vehicles are prohibited. Water and utilities: if another unit on a property, there should be separate rent on the water and treated as a house (add to the Waterworks Ordinance). Parking is an issue (add "one onsite parking space shall be required per ADU."). The size of the ADU is currently 1,200 square feet--reduce to same as other towns to 900-950 per square foot. Other considerations to add to the existing ordinance: review/approve procedures, fees and taxes, maximum number of occupants (limit to 3 unrelated people or family); Garage limitations (limit ADU garage to 250 square feet). Ownership of ADU ("Ownership of ADU shall not be transferred separately from the principal dwelling).

A survey will be sent out to the Community, presented at the next Community meeting and the Board will send JaVayne their comments (for further discussion).

**Resolution 3-07, 2016 Approving a Purchase Contract for the Sale and Conveyance of Three Parcels of Land Owned by the Town of Jamestown (Matt Kohlhaas)**

The parcels need to be sold as three separate parcels and approves the purchase contract. To sell the land an ordinance is needed in order to be held in ownership by Matt Kohlhaas or Julie Constantine-Kohlhaas.

Trustee Lenarcic moved to approve Resolution 3-07, 2016 a proposed purchase contract for the sale and conveyance of three parcels of land owned by the Town of Jamestown knowing that there will be come changes. Trustee Stokes seconded the motion that passed unanimously.

**Ordinance 3-02, 2016 Authorizing the Sale and Conveyance of Three Parcels of Land Owned by the Town of Jamestown:**

Trustee Harris read Ordinance 3-02, 2016.

**Trustee Lenarcic moved to adopt Ordinance 3-02, 2016 with the understanding that Section 3 will be amended to the buyers satisfaction and published by title. Trustee Droste seconded the motion that passed unanimously.**

**Approval of the schedule of payments for the Greater Outdoor Colorado grant for the Town Parks (Wendy):**

**Trustee Harris moved to table the GOCO grant seconded by Trustee Donadio. Unanimous vote.**

**Approval of the 2016 Consortium of Cities Legislative Agenda:** Trustee Donadio reported that the Consortium is asking that the Town support their legislative agenda that includes extending the low income housing tax credit beyond 2016; supporting the Scientific and Cultural Facilities District tax reauthorization proposal before district voters in 2016 (Con - Jamestown pays taxes and doesn't benefit from it); support legislation to reinstate state exemptions for housing authority projects; and to support legislation to allow RTD buses to travel on the shoulders of U.S. 36 under specific conditions (Con - doesn't apply to Jamestown).

**Trustee Donadio moved to support the legislative agenda seconded by Trustee Harris. Trustee Lenarcic opposed. The motion carried.**

**Approval of the Updated Employee Policy :** The draft was changed from "salaried" to "all hourly" employees).

**Trustee Harris moved to adopt the employee policy revisions dated March 7, 2016. Trustee Droste seconded the motion. Trustee Lenarcic abstained. The motion carried.**

**Resolution 3 08, 2016 Approving a Contract with Budhoe's Backhoe for the installation of a Water Service Line to 50 Cemetery Road:**

The Town lacked funding for the additional 250 feet to install the water line at 60 Cemetery Road (Zupko's new house). Budhoe's Backhoe was chosen to do so based on his bid.

**Trustee Harris moved to approve Resolution 3 08, 2016 seconded by Trustee Droste. Unanimous vote.**

**Approval of Resolution 3-09, 2016 to use Rebuild Jamestown funds to paint the lower Main Street Bridge and an increase in the amount to paint the Andersen Hill walls and bridge:**

- Andersen Hill \$17,973.73
- Lower Main Street Bridge \$3,918.30

Trustee Droste moved to approve Resolution 3-09, 2016 seconded by Trustee Stokes.  
Unanimous vote.

**Approval of ACE Engineering Task Order 5, Amendment 7:**

Trustee Harris moved to approve Task Order 5, Amendment 7 seconded by Trustee Donadio.  
Unanimous vote.

**Rename Slaughter House Gulch and Cemetery Roads:**

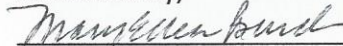
Trustee Droste moved to table renaming Slaughter House and Cemetery Road seconded by Trustee Harris. Unanimous vote.

**Change Street Lights to LED per Xcel Energy:**

Trustee Droste moved to table renaming Slaughter House and Cemetery Road seconded by Trustee Donadio. Unanimous vote.

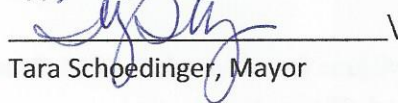
Trustee Droste moved to adjourn at 10:05 PM seconded by Trustee Donadio. Unanimous vote.

Submitted by,



Mary Ellen Burch, Town Clerk

Approved,



Tara Schoedinger, Mayor