

**Town of Jamestown
Town Board Meeting
March 21, 2016 Minutes**

Mayor Schoedinger called the meeting to order at 7:06 PM. Present a roll call were Trustees Chad Droste, Vic Harris, Ken Lenarcic, and Tim Stokes. Trustee Julie Constantine arrived at 7:16 PM; Trustee Carolyn Donadio arrived at 7:45 PM.

Approval of Agenda: Trustee Harris moved to approve the Special Meeting agenda seconded by Trustee Stokes. Unanimous vote.

SPECIAL ORDER OF BUSINESS

2014 Audit Presentation - Wendy Swanhorst: Swanhorst & CO emailed a draft of the 2014 audit for the Board and staff to review. There are a few items still needed such as payroll liabilities (see page 35 and 36 of Schedule of Findings and Questioned Costs). The auditors are close to finishing the audit within the next two weeks. Wendy will need the Town's response and final analysis.

Mayor Schoedinger would like to review the audit in-depth with Chris Krolick and Chuck Reid next week in order to formulate the Town's letter of response.

The opinions are "clean opinions" in the auditor's letter and list a few findings. This audit was a major difference from what Swanhorst & CO has done in past years due to the disaster recovery funds coming into the Town and compared to the Town's prior year revenues and expenditures. Wendy recommended that the Town review the internal controls.

The Town now has two financial specialist as additional resources who have accounting knowledge. The OIG audit had similar issues by not having the staff capacity.

There were no significant adjustments to the Town's operating accounts. There were issues with the flood recovery accounts (federal and state grants). There are federal compliance requirements that auditors are required to adhere to. There was a non-compliance with Davis and Beacon wages. There are federal compliance requirements for auditors to perform.

Mayor Schoedinger explained that the Davis and Beacon policy is now up to date (Glacier Construction). The Mayor went back and worked with Glacier to determine that the wages were paid at the DB level. It was thought that Boulder County was paying. The town was required to set up an online account at SAM.gov to see if contractors have been debarred and their listed here. We didn't know this in 2014. There were no contractors that were debarred.

Swanhorst and CO is willing to do the 2015 with the assistance of town staff. Chris Krolick has reconciled all of the recovery accounts for 2015 and has been working extensively with Dmitry at Swanhorst and CO. If needed the Town can apply for an extension on the 2015 audit that is due by July 31st although the deadline for filing isn't set in the State statutes if the Town can't meet the deadline by September 30, 2016.

Mayor Schoedinger thanked Wendy and her staff for being helpful and responsive to Chris.

BOULDER COUNTY HAZARD MITIGATION PLAN PRESENTATION/Q&A (MIKE CHARD, Boulder County Office of Emergency Management):

In 2012 discussion started with communities throughout Boulder County about pulling together a Hazard Mitigation Plan for each community. Then the 2013 flood disrupted the plan, which was picked up again following the flood event.

There were 14 political subdivisions involved in the mitigation planning which identified 16 natural hazards and risks throughout the communities in Boulder County. The benefit for each community is that for every dollar that's invested in their plan, they'll receive \$4 back if and when there is an emergency response. Boulder County's taken advantage of the funding and put that into the plan and part of the Project Worksheets. These are funds that were received in 2013 and that doesn't have to be repaid (because Boulder had its plan in place). We've been working on the plan for the last 8-9 months to get this plan done and into the Feds who have given an extension for planning.

There are five communities submitting their work in April. There were ten steps of planning that describes the 16 hazards and occurrences of risk and community engagement (see plan on BOCO website). All communities had to do a profile of their community (flood, wildfire, severe storm and landslides). The plan opens two doors for funding opportunities for (1.) Pre-mitigation plans for fire preparedness; and (2.) Post disaster funds (such as the 2008 plan) that brought in public assistance grants to repair roads and infrastructure in Boulder after the flood.

Went to Region 8 and adopted by FEMA pending local adoption (last piece). Jamestown is one of seven critical and due by April 9. The plan will require updates every February for the next five years and resubmitted to the Region 8 FEMA office.

Future projects for the Town are in this plan and there will be FEMA funds allocated and matched by CDBG-DR funds.

ACTION ITEMS

Discussion, Direction, Action:

Renumber the Town's Resolution Index:

At the March 7th meeting the Board moved to approve Resolution 3-8, 2016 that should've been numbered Resolution 3-10, 2016 (to approve Edge Contractors for the Gillespie Gulch Drainage Project).

Trustee Stokes moved to approve the renumbering the resolutions seconded by Trustee Droste. Unanimous vote.

Approve 2014 Audit:

Trustee Harris moved to approve and accept the 2014 audit as presented by Wendy Swanhorst with the caveat that the Mayor and the staff review the audit. If there are major issues, the Board will revisit. Trustee Droste seconded the motion that passed unanimously.

Resolution 3-11, 2016 Adopting the Boulder County Hazard Mitigation Plan for the Town:

Trustee Stokes moved to approve Resolution 3-11, 2016 adopting the Boulder County Hazard Mitigation Plan for Jamestown. Trustee Droste seconded the motion that passed unanimously.

Approval to sell Roger and Nancy Loving (2199 James Canyon Drive) a portion of Town land for the purpose of further hazard mitigation for their property (Roger/Nancy): The Loving's are looking to acquire the property (Buffalo Gulch) just west of their land to further mitigate their property to help protect the barn and house from any future flood events. Currently, there is water seeping into their barn and house. The Loving's would like to do additional armoring, reseeding and plant trees. The area is all in the floodway, non-buildable land and consists of 32,000-48,000 square feet. Roger made an offer to the Town of .50 cents per square foot since this is unusable land. Any mitigation work that's done will benefit the Town as well as the Loving's.

A contractor would grandfather in the easements for the road and all that the Town is concerned with (next to the road and easements could extend further).

Trustee Harris moved that the Town approve in principle the sale of the property indicated on the map at .50 cents per square foot subject to an official survey and provide an easement or covenant for any flood control. Trustee Droste seconded the motion.

Trustee Stokes asked about the address of 1 Mill (which is Elysian Park) and the flat piece of land that's indicated on the map. Is there the possibility that at some point the Town would want to put a picnic area in there by the trail. Would it be advantageous to leave this piece of land out to help reduce the Loving's cost.

Steve Edelstein said that Roger's offer was generous for a useless piece of property and can the Town sell the parcel for less. Any mitigation work done on this parcel would benefit the Town as well.

Historically, the Town's sold property for a \$1 per square foot. This parcel's in the floodplain and not used although all property does have a value. After discussion, a proposal was put out for .33 per square foot. The Loving's accepted.

Trustee Harris amended his motion to reduce the price from .50 a square foot to .33 a square foot.

Further discussion of setting a precedence at a reduced rate although the property's in the floodplain as are many other properties now. Doing mitigation will help protect the Town and the Loving's property and the Town has the ability to help the Loving's.

Nancy Loving mentioned the culvert and ditch that drains onto their property and they need to financially accommodate this as well as help fixing the ditch that's going to be substantial.

Trustee Harris mentioned that this is different from the other land purchases when we discussed the LMOR and AECOM's unwillingness to make corrections. It makes it almost impossible to get flood insurance (\$11K/year). This is a unique situation.

Roger said that they're now asking for a fourth elevation certificate and has no insurance now.

Trustee Droste accepted Trustee Harris' friendly amendment.

The existing culvert on Buffalo Gulch belongs to the Town and won't be taken care of by the County. Jamestown doesn't have the resources nor was the culvert damaged by the flood and isn't an eligible project under FEMA. The culvert now dumps water onto the ground instead of into the creek (where it once was) and runs into the the Loving's house and barn, hence running pumps to keep the water out.

Unanimous vote.

The Loving's will get a survey done, meet with the Mayor and Chuck Reid to prepare an easement.

Presentation of Town Square Conceptual Plans that were included in the Invitation to Bid advertised on March 21, 2016 (Vic Harris and Wendy Stokes):

Wendy Stokes and Trustee Harris presented what they shared at the Community meeting on March 16th.

Phase 1 (April/May): The plan is to restore the town square physically using the LIDAR maps that indicate the contour lines. The goal of Phase 1 is to remove all of the debris, excavate and create new contour lines then import topsoil. The costs for Phase I will be reimbursed by FEMA with the local match

from CDBG-DR funding. Phase I begins as soon as SEMA demobilizes from the Andersen Hill project at the end of April. The bids are due March 30 and will be presented to the Board April 4. The town square will be 25 feet smaller due to the Andersen Hill bridge and the land swap between the Town and the church.

Phase 2 (June/July): Phase 2 will be the design and construction of the landscaping and park features (GOCO funded). The town square plan is posted on the Town's website at <http://jamestownco.org/town-square/> The invitation to bid is a design build process (with all the features that we want) meaning the contractor would show us what it will look like. Will use one company and ask the contractor to use local people to build. The committee will meet tomorrow afternoon and the bid will be prepped to go out for Phase 2 (June/July). The total project cost will be \$278K.

Rename Slaughter House and Cemetery Roads (Millissa Berry, Town Planner): There have been requests from resident to rename Slaughterhouse Gulch and Cemetery Road (lean towards being negative road names), which the Town can do and inform the Assessor's Office.

Trustee Droste's concern with renaming Cemetery Road is that he'd like to have the cemetery declared a historical landmark.

Steve Edelstein's first reaction is negative and he'd like to preserve the unique mountain character and keep our history.

Trustee Constantine said that there's a reason for those names and they should stay in place unless the Community's involved in the decision making.

Trustee Lenarcic and Trustee Stokes agreed that this needs further discussion. People living on those roads should be given special consideration.

Trustee Donadio asked do people really want to consider renaming roads and does the Board want to consider it.

Millissa would like to start with the property owners to see if there's interest and if so, reach out to the Community.

Resolution 03-12, 2016 Authorizing Mayor to Execute the Boulder County Sustainability Grant IGA:

The total project is \$15,000 with \$3,700 match from the Town with request on whoever gets the job in-kind to make project total \$20K. The BOT can look at public infrastructure or residents' properties to add solar to the Town's public buildings or private homes.

The funding purpose is for solar design only, i.e., for the fire hall or town hall and then extend the offer to residents who might be interested.

Five years ago the Board looked into solar gardens and using the east end of Elysian Park, but there wasn't a lot of reception to it. Residents who want it already have it.

Mayor Schoedinger would like to see if there is interest in the Community first. Erika Archer is working on a survey that outlines the County's guidelines. At this point we're not sure what we'd do with this money. We were awarded the money for residents who want solar, but we're still in active recovery mode. We can use the funds for Town building or for residents. The \$3,700 grant match could come from the JVFD reserve account if it's for the fire hall. This would help reduce the cost of the monthly utilities. The grant could also be used to power the band shell, pavilion or the town hall. The payoff to residents is a government rebate, a 15 year payoff.

Trustee Droste moved to approve Resolution 3-12, 2016 seconded by Trustee Stokes. Unanimous vote.

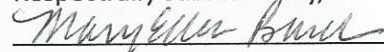
Resolution 3-13, 2016: A Resolution Authorizing the Mayor to execute the Boulder County Collaborative IGA:

This resolution will allow the Town access to Rounds 2-3 of the CDBG-DR dollars (local match) for property buyouts, the Main Street bridge design, and paving some sections of James Canyon that aren't not covered by FEMA funds.

Trustee Stokes moved to approve Resolution 3-12, 2016 seconded by Trustee Harris. Unanimous vote.

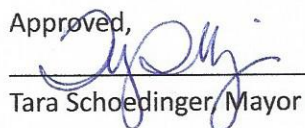
Trustee Droste moved to adjourn at 9:10 PM seconded by Trustee Stokes. Unanimous vote.

Respectfully submitted by,



Mary Ellen Burch, Town Clerk

Approved,



Tara Schoedinger, Mayor