

**TOWN OF JAMESTOWN  
REGULAR TOWN BOARD MEETING  
July 5, 2016 MINUTES**

**Mayor Schoedinger called the meeting to order at 7:10 PM. Present at roll call were Trustees Jen Lucas, Heather Yahnke, Vic Harris, Carolyn Donadio, and Ken Lenarcic. Chad Droste was absent.**

**REGULAR MEETING:**

Approval of Agenda:

**Trustee Donadio moved to approve the agenda. Trustee Yahnke seconded. The vote was unanimous.**

Approval of Minutes

**In response to a request from Mayor Schoedinger, Trustee Lenarcic made the motion to table the approval of the minutes from the May 16, June 13 and June 20, 2016 Board meetings. Trustee Harris second the motion that passed unanimously.**

Clerk and Treasury Report

Millissa Berry, sitting in as interim clerk, told the Board that the Town received two land use applications from Boulder County Land Use. The first was for a 750 square foot addition to an existing house at 54 Lynx Drive in the Mattoon Highlands Subdivision west of town (west of Bar K) and the second was a request by Lefthand Fire Protection District for the installation of a 21,000 gallon community cistern and the associated grading along Overland Road between the entrance of Bar K and Mattoons Highlands Subdivisions. She said that any comments are due to the County by July 18 and July 11 respectively.

Mayor Schoedinger read the rest of the Clerk and Treasury report. Items included:

- June Payroll Tax (\$1,817.18) filed was filed on July 5, 2016
- Jamestown received notice from the IRS that the 2015 annual 941 report was not filed. The Town has until July 27, 2016 to file or it will be auto calculated with penalties and interest by the IRS.
- The State has granted an audit extension until Sept 30, 2016.
- Quarter 3 Water bills were sent on June 21, 2016.
- July Fourth Fundraiser netted over \$3000 for JVFD.
- The General Ledger and Quarter 2 Budget to actual will be sent to each committee chair and available for review early next week.

Announcements:

Mayor Schoedinger stated that the Town received an announcement about a Small Communities Workshop for local government officials on Thursday, August 18, 2016 at the Adams County Government Center in Brighton, CO. She noted that information was provided in the Board packet if anyone was interested.

## **COMMUNITY UPDATES:**

### LUHAC

Barb Byrnes-Lenarcic stated that, on June 16, the LUHAC met with interested community members in regard to the Accessory Dwelling Unit (ADU) community survey. The LUHAC also met in June to revise the recommendations for the ADU ordinance based on the survey response, the June 16 group discussion, and LUHAC discussions. She said that the LUHAC will email the draft recommendations to the Board during the second week of July and is slated to talk to the Board about the recommendations at the July 18 Special Board Meeting.

### Town Square

Mayor Schoedinger stated that Colt & Steel would complete Phase 1 of the Town Square by the end of the first week of July and that final steps included soil augmentation, seeding and an erosion blanket. She said that Colt & Steel would also be finishing up the 250 foot trail section in Elysian Park in the same time frame.

### Gillespie Gulch

Mayor Schoedinger stated that the Town was still working with FEMA on the requested changes to the Gillespie Gulch project design with a goal that the project could be done by the end of 2016.

### HMGP Buyout Demolitions

Mayor Schoedinger stated that the demolition contract for the HMGP buy-out properties was signed and a kick-off meeting will be scheduled in the near future.

### Floodplain Administrator Update

Mark Williams said that a second submittal of the Letter for Map Revision (LOMR) was made to FEMA through Stantec. He said that more information – similar to what was previously requested - was requested from AECOM including information in the Ward Street area as well as tying in the data with County information south of town. He said that he thought that the information would be received from AECOM by mid-July.

Mark Williams told the Board that there was some reviews and designs being done in the Mill Street vicinity of the Emergency Watershed Protection work to ensure that the road reconstruction work and the stream capacity / flood flow will not negatively impact each other.

He also told the Board that he was reviewing the RG and Associates 30% designs for the irrigation ditch in regard to floodplain development permitting. He said that he thought there likely would not be any issues.

Mark Williams asked the Board about the planned elevations. Mayor Schoedinger stated that there were some issues with the terms of the funding - particularly the in perpetuity responsibility of the Town to ensure continued structure maintenance and to ensure that the property owners consistently have flood insurance. She said that the Town was working with Lyons and Boulder County to determine how to address these issues.

### Lower Main Street Bridge

Mayor Schoedinger told the Board that the survey work for the Lower Main Street Bridge design – a project to increase the water conveyance capacity of the bridge - was underway and that this included obtaining rights-of-entry forms from area property owners.

#### Water Committee

Tim Stokes noted that a longer written report was provided to the Board packet. He said that a backup plan was being developed for times when Jon Ashton and Emma Hardy were not available to respond to issues. He said the plan included a new phone number, a list of emergency responders for plant and system issues, and a list of backup data recorders.

Tim Stokes told the Board that a source water grant was being administered; the grant would provide riparian improvements around the water plant. He said that Colleen Williams would administer the grant finances and that he would oversee construction. He also stated that the committee was working with the State to use the CDPHE grant money to assist with improving the plant filters instead of using the funds for the original intention of a deep well.

Tim Stokes reported that the chlorine residual at the Elysian Park drinking fountain and the amount of water turbidity were being addressed. Other updates included the two University of Colorado experiments being conducted that might result in means for enhanced filter ripening; an additional pump that was ordered that may result in a lower pH and, therefore, may lead to lower corrosivity; and a propane tank and piping to heat the water plant office.

#### **OPEN FORUM:**

Anne Hasse asked if there were time limits for use of Elysian Park. She said that the noise from the park continued late into the night and she would like to see such instances addressed. The Board discussed different options including use of Sheriff's Office, putting different language in the rental agreement, placing "reminder to respect your neighbor" signs, and / or establishing a noise ordinance.

#### **OLD BUSINESS:**

##### Approval of New Board Meeting Minutes Process

Mayor Schoedinger stated that this agenda item was a continued discussion of the proposed process change for Town Board minutes. She reminded the Board that the proposal was to have the minutes focus on the document motions made (for example agenda approval, minutes, new and old business motions, and adjournment); that the general discussion would not be documented but full recordings would be retained digitally on Google Drive and on the Town's website (as storage allows); that backup CDs would be created and available upon request; and that announcements and written reports would be electronically submitted to the Town Clerk prior or at the meeting. She said that Trustee Harris was not present at that meeting so the Board tabled the action until Trustee Harris could consider the change proposed.

Mayor Schoedinger reminded the Board that speakers would need to state their name prior to talking and avoid talking over one another so the recording would be clear.

Trustee Harris said that he was comfortable with the approach.

Trustee Lenarcic asked if the approach could be an experiment and if there were ways to coordinate recording times with agenda items. Trustee Donadio stated that issues can be dealt with as the process continues.

**Trustee Lenarcic motioned to approve the proposed new Board meeting minutes process with the conditions that the amplification system is used; that participants announce themselves when speaking; that all motions and approvals are included in the minutes; that all materials and audio of the motion and general discussions are retained on the Cloud, Google Drive and website (as storage space allows) and are available at Town Hall on compact disk; and that announcements and written reports would be electronically submitted to the Town Clerk prior or at the meeting. Trustee Donadio seconded the motion and the motion passed unanimously.**

Town Clerk Hiring: approval of the job description

Trustee Lenarcic stated that the latest draft of the Town Clerk job description was prepared and included the comments made to date. The Board clarified some of the details and altered some of the language in the description. The Board also discussed how the paid time off was going to be counted (hourly or by day), how overtime pay was to be handled, and if there should be an accrual period for paid time off.

**Trustee Harris made a motion to approve the Town Clerk job description with the amendments made during the meeting, that the response date was yet to be determined, and that details in regard to paid time off and overtime will be discussed with applicants as well as potentially addressed in the ordinance describing the Town Clerk position.**

Trustee Lenarcic recapped the changes made to the job description: email would go to purchasing@jamestownco.org; add U.S. postal and physical addresses for submittal options; change “ability to function under high stress” to “ability to function under demanding situations”; replace “mandated” to “required” reports; modify second sentence under other considerations to: “a successful performance evaluation after six months will lead to a full employment”; and add “overtime possible with prior approval” to the other considerations section; and include inserts determined during the schedule and hiring process discussion.

**Trustee Lucas seconded the motion. The motion passed unanimously.**

Town Clerk Hiring: approval of the schedule and hiring process

The Board discussed the schedule and hiring process for the Town Clerk position. The Board decided the schedule would be: applications are to be received by July 20, 2016; selection of applicants for interview would take place on July 25, 2016; interviews would take place on July 27, 2016; and the Town Board may conduct final interviews on August 1, 2016. This schedule would be included in the job description. The Board agreed that the Town Clerk job description would be posted on the Town website and at the Jamestown Post Office, and would be emailed to the Town’s resident email distribution list. The Board decided that a couple of Board members as well as Town staff would conduct the interview

and that staff member Erika Archer and Trustee Lenarcic would draft the initial interview questions which the Board would review on July 25.

**Trustee Donadio moved to approve the Town Clerk hiring schedule and hiring process as discussed. The motion, which passed unanimously, was seconded by Trustee Yahnke.**

#### **NEW BUSINESS:**

##### Approval of Water Tap Application for Joy Boston / Oak Chezar

Mayor Schoedinger reported that the Town received an application, letter of intent, and the associated fees for a water tap from Oak Chezar and Joy Boston whose property is located on Slaughterhouse Gulch Road. She said that this was a result of the Rose M waterline extension project and a response to the opportunity letter sent from the Town inviting interested property owners to acquire a tap at special rates.

**Trustee Harris made a motion to approve the water tap application; Trustee Donadio seconded the motion; the motion passed unanimously.**

##### Approval of Recycling Day 2016 Plan and Funding

Trustee Lenarcic reported that he met with Bridget Johnson of Green Girl Recycling to determine how best to spend the \$730 in funds from Boulder County. He stated that the date and location were still being determined. The Board discussed a number of options including: hiring a trash truck, box truck for electronic waste, and a trailer truck for metal waste; concentrating the event on hard to recycle materials; having once a month regular recycling over the span of three months; or doing a final flood recovery material collection. Trustee Lenarcic said he would talk to Bridget about the alternatives and would report back to the Board at the July 18 meeting.

##### Jamestown Comprehensive Plan update discussion

Millissa Berry, Town Planner, stated that updating the Jamestown Comprehensive Plan was being planned to begin soon so that there was adequate time to complete the plan before August of 2017. She reminded the Board of the role of a comprehensive plan and what the contents of the existing comprehensive plan were, and presented a process to develop the updated version. The process was to incorporate much of the community planning work done over the past two years then ask the community's feedback through a series of surveys. She also said that there could be a visioning meeting at the start of the process.

Trustee Donadio stated that she thought there was still a lot of "meeting fatigue" felt in the community and that it might be better to do revision based on the planning materials then later do a community meeting. She said it would allow community members to react to something. Trustee Lucas echoed this.

Trustee Lenarcic said that a site review process and building standards could be tested during this process.

The Board directed the Town Planner to move forward with the comprehensive plan update.

Resolution 7-30, Series 2016: A Resolution accepting a Community Development Block Grant – Disaster Recovery Resiliency Planning Grant, CDBG-DR P16-013, from the State of Colorado Department of Local Affairs for a Drainage and Stormwater Management Master Plan

Millissa Berry stated that the Town received the contract from the State for the Community Development Block Grant that will be used for the development of a Drainage and Stormwater Management Master Plan. She said that this resolution was to formally accept the contract.

**Trustee Donadio moved to approve Resolution 7-30, Series 2016: A Resolution accepting a Community Development Block Grant – Disaster Recovery Resiliency Planning Grant, CDBG-DR P16-013, from the State of Colorado Department of Local Affairs for a Drainage and Stormwater Management Master Plan. Trustee Yahnke seconded the motion that passed unanimously.**

Resolution 7-31, Series 2016: A Resolution Establishing the Hourly Rate Structure and Other Details of the Position of Floodplain Manager

Mayor Schoedinger explained to the Board that this resolution was to extend the time period for the current floodplain manager, Mark Williams, from this July to the end of 2017 or when funds run out. She said that after that, the position would return to a volunteer position and that this would allow Mark Williams to be in the position while the LOMR and new floodplain map are processed. In response to a question from Trustee Lenarcic, Mayor Schoedinger stated that only the time would be extended and not the fund amount which was \$1,546.

**Trustee Lenarcic moved to approve Resolution 7-31, Series 2016: A Resolution Establishing the Hourly Rate Structure and Other Details of the Position of Floodplain Manager and Trustee Donadio seconded the motion. The motion passed unanimously.**

Resolution 7-32, Series 2016: A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with RG & Associates for James.032 Engineering Services for the Design of Jamestown Town Square Park Project

Mayor Schoedinger stated that the numbering of the resolution number was incorrect on the agenda; the number should be 32 not 33. Mayor Schoedinger said that the subject resolution was for the contracting for the Town Square Phase 2, which the Board had discussed in the past. She reminded the Board that the project bids came in too high so the Parks Committee broke the project out by project and then requested quotes per item. Two quotes were received from RG Associates and Cardina. She said that both companies were considered qualified but because the RG Associates quote was lower and the Town has had a positive working relationship with the company in the past, the Parks Committee recommended that RG Associates be awarded the contract.

**Trustee Donadio made the motion to approve Resolution 7-32, Series 2016: A Resolution of the Board of Trustees of the Town of Jamestown, Colorado Approving a Contract with RG & Associates for James.032 Engineering Services for the Design of Jamestown Town Square Park Project. Trustee Yahnke seconded the motion; the motion passed unanimously.**

Motion to renumber select 2016 town resolutions to have month – number- (series) year sequence and update the resolution index accordingly; includes: resolutions 1-03, 02-06A, 3-07, 3-08, 3-09, 3-10, 3-11, 3-12, 3-13, 4-15, 04-16, 04-17, 04-18, 04-19, 04-20, 04-21, 04-22, 05-24, 05-25, 05-26, 6-27, 6-28, 6-29

Millissa Berry, Town Planner, explained that, in late 2015, the numbering of Town resolutions was modified to include the month of adoption in front of the resolution number. She said that, regardless, the numbering of many of the 2016 resolutions were not consistent with that format and, therefore, a number of them needed to be re-numbered.

**Trustee Lucas motioned to renumber select 2016 town resolutions to have month – number- (series) year sequence and update the resolution index accordingly and Trustee Yahnke seconded the motion. The motion passed unanimously.**

### **COMMITTEE REPORTS:**

#### Jamestown Volunteer Fire & EMS

Trustee Yahnke stated that the Fourth of July event went very well and money was raised for the Fire Department.

#### Street and Bridges

Trustee Lucas told the Board that road maintenance was needed in many areas but funds were limited. She said some of the needs included the 16<sup>th</sup> Street culvert/inlet/road repairs, Andersen Hill repairs, the Pine Street culvert, and the compaction of 15<sup>th</sup> Street, Mesa, Slaughterhouse, and the Elysian Park parking lot. She said that she may need to review and coordinate tasks before hiring to get them done so that the funds can go farther. She said that, despite this, there may be a need to get more funding.

Mayor Schoedinger said that there may be other funding sources available and that there were a few items left on the Dietzler contract that are included on the list; if those items are not addressed, there may be retainer funds from that contract available.

Trustee Lucas reported that some dust suppression has been done, that she is looking into getting more done, and that the 15<sup>th</sup> Street culvert was cleared.

#### Elysian Park

Trustee Harris stated that the 250-foot path was being constructed in Elysian Park during the first week of July. He said that quotes were being collected for the construction of the other section of path and the stairs.

#### Left Hand Watershed Oversight Group (LWOG)

Trustee Lenarcic stated that a full written report was included in the Board packet. He conveyed to the Board that: a representative from Colorado Parks and Wildlife gave a presentation to LWOG concerning the effects of stream work on fish and aquatic life and how to support a maximum amount of fish within the creeks; LWOG was implementing a grant for projects for the Left Hand Creek corridor between Highway 36 and Longmont; and that Boulder County was updating its use code regulations – particularly the floodplain regulations including flood testing measures and changes in the text. He said that he had the long version of the text changes if anyone was interested in reading them.

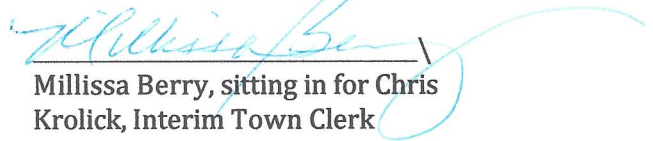
Inter-Mountain Alliance (IMA)

Trustee Lenarcic stated that a full report was included in the board packet. He stated that a representative from the Medical Reserve Corps of Boulder County spoke at the last IMA meeting and conveyed that the mission of the Corps was to support the public during crisis events. The group was also working on a mission statement for the IMA Foundation, a 501(c)3 organization that was being considered.

**ADJOURN:**

**Trustee Yahnke moved to adjourn the meeting; this motion was seconded by Trustee Harris. The motion carried unanimously and the meeting was adjourned at 9:45 PM.**

Respectfully submitted by,

  
Millissa Berry, sitting in for Chris  
Krolick, Interim Town Clerk

Approved,

  
Tara Schoedinger, Mayor