



**TOWN OF JAMESTOWN
REGULAR TOWN BOARD MEETING
September 14th, 2020 MINUTES**

Mayor Schoedinger called the meeting to order at 7:00 p.m. Present at roll call were Trustees Yahnke, Bedell, Loving, Box and Brancato. Trustee Mueller joined at 7:05 p.m.

Approval of Agenda

Trustee Yahnke motioned to approve the September 14th agenda. Trustee Bedell 2nd the motion, which passed unanimously.

Approval of Minutes from June 1st meeting

There was one change to the minutes. The recovery process is not complete. The financials are still being wrapped up. There was one minor typo under the LUHAC section.

Trustee Loving made a motion to approve the June 1st minutes, as amended. Trustee Yahnke 2nd the motion, which passed unanimously.

Approval of Minutes from the June 8th meeting

Trustee Yahnke made a motion to approve the June 9th minutes. Trustee Brancato 2nd the motion, which passed unanimously.

Approval of Minutes from the June 29th meeting

Trustee Loving made a motion to approve the June 29th minutes. Trustee Brancato 2nd the motion, which passed unanimously.

Approval of Minutes from the July 6th meeting

Trustee Yahnke made a motion to approve the July 6th minutes. Trustee Bedell 2nd the motion, which passed unanimously.

Approval of Minutes from the July 27th meeting

Trustee Brancato made a motion to approve the July 27th minutes. Trustee Yahnke 2nd the motion, which passed unanimously.

ANNOUNCEMENTS

Mayor Tara made an announcement that she is working with Xcel on the pole replacement project. They have had to re-schedule due to disaster responses around the county. Their crews have been very responsive, and Tara is trying to see if crews can do the work without any outages.

IN PERSON REPORTS

Town Clerk/Treasurer

Kristi gave an update on the budget process and will be sending out budgets in the next month. The Board agreed to schedule a budget workshop on October 19th.

Floodplain Administrator

Mark Williams gave a review of the Floodplain Corrective Action Plan for the property at 2199 James Canyon Drive. Mayor Tara said that it is important to note that this violation is between the Town and FEMA. The corrective action plan is required to outline how the Town will enforce its floodplain ordinance in the future. It is NOT a corrective action plan for the property at 2199 James Canyon.

The required mailing to notify adjacent property owners of the impacts of the lower Main St. bridge project on their property's floodplain status has been completed. The Town had a couple of properties that were included in that notification.

Mark is moving to Montana and will need to relinquish his position as Floodplain Administrator. He has reached out to Sterling Bennink who is a longtime resident and surveyor. Sterling is interested in filling the position for the town. The Board thanked Mark for all his work since taking on the Floodplain Administrator role.

LUHAC

Barbara Byrnes-Lenarcic gave an update on LUHAC activities. Mary Brown resigned from LUHAC due to spending time with family. At the last board meeting, Melissa McGinley, Development Manager with Boulder Housing Partners, joined to discuss vacation and short-term rentals. LUHAC recommends that the Variance Criteria Section of the ADU and Height and Setback Ordinances remain the same. The Criteria follows Land Use Guidelines in the 2017 Comprehensive Plan, and it was agreed upon with the Town Attorney at the time it was written. Mayor Tara suggested that the criteria apply to a town much larger to our community and that it is possibly an unnecessary burden to put on the town board. Trustees Mueller and Yahnke both agree that the criteria need to be clearer. Barbara Byrnes-Lenarcic stated that the committee unanimously stands by their recommendation and yields any further considerations or changes to the board.

BOARD ACTION ITEMS

Discussion and approval to contact the Town Attorney for direction regarding the July 6 Board Directed Action Item, "Growth and Development" Ordinances (Barbara Byrnes-Lenarcic)

Barbara Byrnes-Lenarcic asked on behalf of LUHAC for approval to contact the town attorney to receive feedback regarding proposed updates and changes to the town's growth and development Ordinances. Tara suggested that LUHAC create a list of questions to run by the board at the next board meeting.

Trustee Bedell made a motion to approve LUHAC submitting questions to the town attorney regarding suggested revisions to the town's growth and development Ordinances, with the condition that the questions will be reviewed by the board at the next town meeting. Trustee Muller 2nd the motion, which was approved unanimously.

Discussion and direction on the Floodplain Administrator position (Tara)

Sterling Bennink has offered to take on the role of the Floodplain Administrator for the town. Tara stated that, before knowing of Sterling's offer, she had contacted the County to see if they would be willing to manage Floodplain requests for the town. There would be no cost to the town. She stated that additional work has been required in the last few years and that the town has not been able to re-coup some of those labor expenses from town Floodplain permit fees. In addition, not many Floodplain permits have been received in the last couple years. Trustee Mueller suggested that the county could handle the administrative part of the permits but might not necessarily be able to conduct the due diligence and might need someone in town who is more involved on a regular basis. Tara said that she will be reviewing the Corrective Action Plan with the County that has been approved by FEMA and find out if the County would be willing to come up and monitor that with some regular frequency. Sterling said that he is willing to take this on for the town. He reviews floodplains on a regular basis and has been doing this work for 30 years.

Trustee Yahnke made a motion to receive further information from Boulder County on their involvement and willingness to enforce the Floodplain requirements. Trustee Mueller 2nd the motion, which was approved unanimously.

Discussion and approval to apply for the 2021 Sustainability Grant (Ken)

Ken gave an update on the current grant. There will be some unspent money due to COVID-19. He will have a list of items to be submitted on the 2021 grant next month.

Discussion and approval for traffic calming road delineators on Main Street (Courtenay, Allan)

Courtenay and Allan found some cost-effective road delineators that roads and bridges would fund. They are orange weighted posts that can be moved easily. Their thought was to purchase 10 for now. They are \$50 each. Allan thought it would be helpful to contact residents along Main Street to see if there would be “sponsors” to help look after the delineators. Michael said he is in favor of purchasing the delineators. Tara said that Arne found some plastic speed limit signs that can be adhered to the delineators.

Trustee Loving made a motion to approve purchase of delineators to be managed by Courtenay and Allan. Trustee Box 2nd the motion, which was approved unanimously.

Approval of the COVID Educational Messages to Residents (Ken)

Ken, working with Rose and Tara, has submitted a few drafts of some COVID educational messages. He wanted feedback from the board on the messages. Courtenay stated that she likes the statistics but would steer away from any political messaging.

Trustee Mueller made a motion to approve sending out sample message number 1 and 3 and any further updates will be approved by the board and will be sent on a weekly basis. Trustee Bedell 2nd the motion.

The board decided that message number 3 was not appropriate.

Trustee Mueller made an amended motion to approve sending out sample message number 1 and any further updated will be approved by the board and sent on a weekly basis. Trustee Bedell 2nd the amended motion, which was approved unanimously.

COMMITTEE REPORTS

JVFD

Michael said there was a vehicle fire last weekend. It was successful extinguished before the car became engulfed. There will be fire training this Saturday.

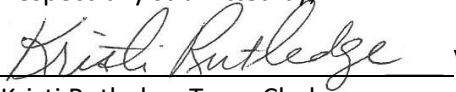
EMS

Colleen stated that there were a couple calls last month. After 30 years, Colleen will be stepping down as EMS Chief. Julie Constantine is willing to take on the role as Chief of EMS. Tara and the board thanked her for her many years of service. Allan served with Colleen when she was Mayor and she did a fantastic job. Tara asked Colleen if she would be willing to stay in her role until it is filled. Colleen said they will be leaving at the end of October and she will be happy to help during the transition.

ADJOURN

Trustee Yahnke moved to adjourn the meeting. Trustee Brancato 2nd the motion, which passed unanimously. The meeting adjourned at 9:40 p.m.

Respectfully submitted by,



Kristi Rutledge, Town Clerk

Approved,



Mayor, Tara Schoedinger

**The 9/14/20 Board Meeting was recorded in its entirety. Audio recordings are accessible by the public and are officially kept in the Town Office. They may also be kept on the Town Web site.*