



**TOWN OF JAMESTOWN
TOWN REGULAR BOARD MEETING
February 1, 2021 MINUTES**

Mayor Tara called the roll at 7:01 p.m. Present at roll call were Trustees Loving, Box, Brancato, Bedell, Yahnke and Mueller.

Approval of Agenda

Trustee Yahnke made a motion to approve the agenda. Trustee Box 2nd the motion, which was approved unanimously.

Approval of Minutes

January 4, 2021

Trustee Mueller made a motion to approve the January 4, 2021 minutes. Trustee Bedell 2nd the motion, which passed unanimously.

BOARD ACTION ITEMS

Discussion, Direction, Action:

Approval of Resolution 2-1, 2021 A Resolution approving a contract with ACE Engineering

Trustee Loving made a motion to approve Resolution 2-1, 2021 A Resolution approving a contract with ACE Engineering. Trustee Brancato 2nd the motion, which passed unanimously.

Discussion and Approval of the Town Attorney's response to LUHAC's inquiry regarding the Town writing One Ordinance to remove criminal penalties and imprisonment language from Growth and Development Ordinances and other applicable ordinances. (LUHAC)

Barbara Byrnes-Lenarcic presented a solution to updating several town Ordinances which have outdated penalties, including imprisonment. The team worked with the Town's Attorney to draft a single Ordinance which would remove criminal penalties and imprisonment language from all applicable town Ordinances. LUHAC will work on identifying all the relevant Town Ordinances and will present a final Ordinance for approval at the next meeting.

Approval of Resolution 2-2, 2021 A Resolution appointing persons to serve on the Jamestown Wildfire Safety Steering Committee

Trustee Mueller made a motion to approve Resolution 2-2, 2021 A Resolution appointing persons to serve on the Jamestown Wildfire Safety Steering Committee. Trustee Yahnke 2nd the motion, which passed unanimously.

Approval of Resolution 2-3, 2021 A Resolution appointing persons to serve on the Jamestown Wildfire Safety Local Working Group Committee

This group will work with community and neighborhood groups working on mitigation projects around town.

Trustee Mueller made a motion to approve Resolution 2-3, 2021 A Resolution appointing persons to serve on the Jamestown Wildfire Safety Local Working Group Committee. Trustee Box 2nd the motion, which was approved unanimously.

Update on IGA with Boulder County for Floodplain Administration Support

Tara gave an update on the Floodplain Administrator for Jamestown. She and Sterling have had several meetings with the County to come up with a solution. The draft IGA states that Boulder County will be the Floodplain Administrator and would handle all the administrative components such as, permits, fees and inspections. The option of this IGA would also allow for a local Floodplain Administrator which would serve as a liaison to the town

and the County. This individual would send any violation notices to the County, provide updates to the board and work with the County on resolving any violations. In addition, the local Floodplain Administrator will manage any FEMA requirements on behalf of the Town. Allan asked about the fees for Floodplain permits. The current Floodplain permit fee for Jamestown is \$200. The County's fee is \$700. Tara is proposing a \$50 increase to our current Floodplain permit, making it \$250. Then, a \$50 increase each year after until the cost matches the County permit fee. The permit fees would apply to any property that is near the Floodplain. Allan felt the County fee of \$700 was reasonable. Michael and Roger both felt it was too high. Tara stated that the County seems supportive of the fee increase. This agreement can be terminated at any time, by both parties. The job description for the Jamestown Floodplain Administrator would be a volunteer position. However, the Town would pay for any training and certification costs. The Floodplain Administrator does not need to be a Certified Floodplain Manager. In the event, that a special project came up for the Town of Jamestown that Boulder County did not want to manage, there would be a process in place that would outline an hourly fee schedule with a "not to exceed" amount. The Board would then be able to approve that hourly fee schedule to compensate the volunteer Floodplain Administrator.

Update on 63/67 Ward Street Floodplain Development Permit and Plans

Tara gave an update on a Floodplain permit that the developers applied for in 2019 for the 63 and 67 Ward Street properties. Xcel Energy is now trying to run electrical to those properties. There will be a new pole and transformer installed just outside the fence on Rainbow and Adam's property at 65 Ward Street. Xcel will run power to the new pole and from there it will be trenched along the road until the start of the developer's property. Then, the power will be brought overhead. Tara is working with Xcel to ensure all the adjacent property owners agree on this process. In addition, creating an emergency access plan.

BOARD COMMITTEE REPORTS

LUHAC

Barbara Byrnes-Lenarcic stated that the committee is still looking into short term rentals.

Water Operations

Matt gave an update on the Water Committee. There were two residents that expressed interest in joining the Water Committee. The team has been working on updating the Standard Operating Procedures (SOPs) for the Water Plant. Those consist of one- or two-page summaries for each of the plant requirements. There will be some more regular trainings that will be held for those interested in learning more about the plant. Matt asked the board if it would be appropriate to make an announcement to the community soon regarding possible water restrictions this spring and summer due to the impending drought conditions for this year. The board agreed that an announcement would be good to send to the community. Tara said that maybe the notices could be monthly and include some examples of the plant operations. Heather said that monthly notices might be too much. Roger suggested sending monthly messages to start and see how that is received. Tara suggested developing a town newsletter.

Roads and Bridges

Courtenay and Allan will be discussing a possible committee that would work on traffic calming issues in town.

JVFD

Michael stated that most of the fire and EMS teams have received their initial round of COVID-19 vaccines. JVFD has some new members.


Parks

There is some interest in fire usage in the parks. Tara stated that from a liability standpoint, it might be good to have some type of approval process for fire use on town property. The board discussed several options for a permitting or approval process, including identifying a responsible party and an educational piece. She stated that a permitting or approval process should go through the Town Attorney.

ADJOURN

Trustee Mueller moved to adjourn the meeting. Trustee Loving 2nd the motion, which passed unanimously. The meeting adjourned at 8:40 p.m.

Respectfully submitted by,



Kristi Rutledge, Town Clerk

Approved,



Mayor, Tara Schoedinger

**The 2/1/21 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.*