

**Town of Cedaredge Board of Trustees**  
**Regular Meeting**  
**Record of Proceedings**  
**January 21, 2021**

The Town Board of Trustees met for its Regular Meeting on January 21, 2021, in the Dining Hall of the Cedaredge Civic Center, 140 NW 2<sup>nd</sup> Street, Cedaredge, Colorado, with a virtual option available via Zoom webinar. The meeting notice was posted in the designated area at Cedaredge Town Hall at least 24 hours prior to the meeting in accordance with the Sunshine Law. All documents included in these minutes by reference are available for review at Cedaredge Town Hall.

**Call to Order:** Mayor Pro Tem Michael called the meeting to order at 5:01 pm and led the Pledge of Allegiance.

**Roll Call:** Present virtually were Mayor Raymond F. Hanson and Trustees Cathy Brown, Heidi Weissner, Jim Atkinson and Richard Udd; present in person were Mayor Pro Tem Patti Michael; Trustee Charlie Howe; Town Administrator Greg Brinck; and Town Clerk Kami Collins.

**Agenda Approval:** Trustee Weissner moved and Trustee Howe seconded to approve the agenda as presented.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and the Agenda was approved.

**Consent Agenda:** Trustee Weissner moved and Trustee Atkinson seconded to approve the consent agenda (4a through 4c):

- a. Minutes: 12/10/2020 Regular Meeting
- b. Minutes: 1/5/2021 Special Meeting
- c. Financial Report: 12/31/2020
- d. Disbursements: 12/2020
- e. Memorandum of Understanding: Grand Mesa VFW Post 9221 Storage Shed
- f. Memorandum of Understanding: Surface Creek Valley Lions Storage Shed

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and the Consent Agenda was approved.

**Constituent Time:** **Bob Page**, 2302 S Grand Mesa Drive, Cedaredge, addressed the Board. Mr. Page is a 23-year volunteer for Delta-Montrose-Ouray Partners and the chair of the Partners golf tournament that has been held at the Cedaredge Golf Course for 23 years. It has historically been a very large and lucrative tournament for the nonprofit. Each year Partners offers a \$25,000 hole-in-one prize; this is the first year someone has won the prize. Mr. Page explained that the Golf Pro did not set the pins and instead Partners volunteers had to set the pins. The pins were not set correctly and Partners' insurance company refused to pay out the \$25,000, and the funds came

from the Partners budget. Mr. Page said the Golf Pro should have been responsible for setting the pins.

**Curtis Hearst**, Executive Director for Partners, addressed the Board and explained the financial burden of the \$25,000 loss to Partners is difficult to absorb. The tournament finished in the red and should have finished in the black. Additionally, funders like to fund healthy nonprofits, and having an unacceptable P&L jeopardizes their balance sheet, which jeopardizes future grant funding.

Trustees Udd, Howe and Weissner and Mayor Pro Tem Michael asked for further conversation on the issue; Administrator Brinck said an Executive Session would be scheduled to discuss this issue.

### **Community Organizations**

- a. **Cedaredge Community Garden - Dea Jacobson:** Ms. Jacobson submitted a written report.
- b. **Surface Creek Animal Shelter - Jackie Dapkus:** Ms. Dapkus submitted a written report. Trustee Brown asked if the dogs that went back to owners were repeat issues, as if the dog is a constant runaway; Ms. Dapkus said they do not see many negligent owners.

### **Department Reports**

- a. **Administration** – Administrator Brinck reported on the change in building permits from the past five years. All of the new construction has been single family homes. He noted that in 2018 Staff noted an anomaly in fees; that issue was rectified with Resolution 04-2019 that changed the formula for calculating the valuation of the construction. The Town expects to see a steady increase in new home construction. One concern that may arise is the increase in the cost of lumber, which could impact building starts.  
Administrator Brinck reported on the Town’s CARES expenses. The Town spent \$43,000 for PPE; \$53,000 for technology upgrades to allow for remote work; \$21,000 in labor, specific to the Golf Course for increased golf cart sanitizing; and \$88,000 for small business support.  
Administrator Brinck announced the 2020 Employee of the Year was Town Clerk & Economic Development Coordinator Kami Collins.
- b. **Public Works** – Director Jerry Young submitted a written report. Mayor Pro Tem Michael asked if all of the backflow preventers installed; Mr. Young replied yes.
- c. **Police Department** – Chief Joe Roberts submitted a written report.
- d. **Golf Course Pro** – Ira Kramer submitted a written report.

### **Financial:**

- a. **Treasurer’s Report:** Trustee & Treasurer Richard L. Udd submitted a written report. Revenues for the year were 118.9 percent of planned revenues and expenditures were 89.2 percent of budget. The balance sheets of all funds show a significant positive increase in fund balances for the year. Sales and Use taxes collected in October and booked in December were up 27 percent from 2019. Total Sales and Use taxes collected this fiscal year are up 33 percent from budget. Water

Fund expenditures for December included the annual \$125,420 Vectra Bank water bond payment resulting in expenditures exceeding revenues for the month. However, Water Fund revenues exceeded expenditures for the year. Wastewater Fund expenditures for December included the annual \$85,181 expenditure for sludge removal resulting in expenditures exceeding revenues for the month. However, Wastewater Fund revenues exceeded expenditures for the year. Coronavirus Relief Fund reimbursements totaled \$149,102 year to date with another \$26,022 billed and expected to be received in January. The Town was able to distribute \$78,000 of these funds to local businesses and non-profits through Coronavirus Relief grants. There are no significant expense variations from budget. Operating supplies are up due to COVID-19 PPE but we have recovered these costs from the Coronavirus Relief Fund. All expenditures for December were allocated properly and Treasurer Udd reconciled the bank statements with the cash accounts.

**Transfer of Ownership: Hotel & Restaurant Liquor License: Creekside on 65:** The liquor license is currently in the name of Codi Nelson and Cedaredge Creekside Café. Ms. Nelson sold her business to Dennis Mitchell. Mr. Mitchell is requesting the Town transfer the liquor license into his name and the new name of the restaurant, Creekside on 65. Trustee Weissner moved and Mayor Pro Tem Michael seconded to approve the liquor license transfer.

Roll Call Vote: Voting ‘aye’ were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted ‘nay.’ Motion passed unanimously and the liquor license will be transferred into Mr. Mitchell’s name and Creekside on 65.

**Consideration of Amended Serving Hours: Creekside on 65:** As part of his liquor license transfer request, Mr. Mitchell asked the Board to consider allowing him to sell alcohol during his regular business hours. When the liquor license was initially approved in 2007, the Board at the time restricted the hours the restaurant could serve alcohol, disallowing sales when Cedaredge Elementary School is in session. Trustee Weissner said she is not comfortable with allowing the amended serving hours due to the proximity to the school; Trustee Brown agreed. Mayor Pro Tem Michael noted that the Board originally made the restriction to protect the nearby school kids. Trustee Atkinson noted that people don’t tend to frequent the Creekside to get drunk; Trustee Howe agreed. Trustee Weissner moved and Trustee Brown seconded to not amend the serving hours for Creekside on 65.

Roll Call Vote: Voting ‘aye’ were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Udd and Weissner; Trustee Howe voted ‘nay.’ Motion passed 6-1 and the serving hours for Creekside on 65 were not amended.

**Agreement: DOWL:** The Agreement outlines contract engineering services for the Town by DOWL. Trustee Atkinson moved and Mayor Pro Tem Michael seconded to approve the agreement with DOWL.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and the Agreement was approved.

**Resolution 01-2021: Designating a Posting Place:** The Resolution specifies Town Hall as the official posting place. Mayor Pro Tem Michael moved and Trustee Weissner seconded to approve Resolution 01-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 01-2021 was approved.

**Resolution 02-2021: List of Highway User Tax Fund (HUTF) Streets:** The Resolution is an annual requirement to certify the HUTF funds from the gas tax. Mayor Pro Tem Michael asked how the Town identifies which streets are rated in "good" condition; Mr. Young noted that it is typically staff's judgement. Trustee Atkinson moved and Mayor Pro Tem Michael seconded to approve Resolution 02-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 02-2021 was approved.

**Resolution 03-2021: Waiving Certain Liquor License Fees:** The Resolution outlines that on-premises liquor license holders will not be charged the local license renewal fee for 2021, as a means to alleviate COVID-19 economic impacts. Trustee Weissner moved and Mayor Pro Tem Michael seconded to approve Resolution 03-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 03-2021 was approved.

**Resolution 04-2021: Modifying Surface Creek Saddle Club Utility Account:** The Resolution allows the Saddle Club to be charged for a 3/4-inch water meter instead of the 2-inch meter they were required to install; the Club's annual water usage is seasonal and minimal. Trustee Atkinson asked if the Saddle Club uses water year round or seasonally; Mayor Hanson explained the water usage is seasonal. Trustee Atkinson moved and Michael seconded to approve Resolution 04-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 04-2021 was approved.

**Resolution 05-2021: 2020 Budget Supplement CARES Relief Funds:** The Resolution outlines a budget supplement from the federal CARES dollars and cleans up the unbudgeted expenses the Town incurred due to COVID-19. Trustee Atkinson moved and Trustee Weissner seconded to

approve Resolution 05-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 05-2021 was approved.

**Resolution 06-2021: 2020 Budget Supplement Conservation Trust Fund:** The Resolution appropriates additional funds to the Conservation Trust Fund for playground improvements. Trustee Weissner moved and Trustee Atkinson seconded to approve Resolution 06-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 06-2021 was approved.

**Resolution 07-2021: Reducing Civic Center Kitchen Deposits for Local Businesses:** The Resolution allows businesses with an active Town of Cedaredge business license to pay a \$200 deposit instead of a \$400 deposit on the commercial kitchen rental, in an effort to assist local start up food entrepreneurs. Trustee Atkinson asked if businesses were required to have insurance; Administrator Brinck said no. Trustee Atkinson asked if there was also a use fee; Kami replied yes. Trustee Weissner asked how frequently the businesses use the kitchen; Kami explained it varies, but typically 1-5 times a month, depending on the business. Trustee Weissner moved and Mayor Pro Tem Michael seconded to approve Resolution 07-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 07-2021 was approved.

**Resolution 08-2021: Cedaredge Applefest:** The Resolution allows the Town to take over management of the annual Cedaredge Applefest. Trustee Atkinson asked for clarification on the proposed budget, specifically about sponsorships. Kami explained the majority of income comes from vendor fees and not sponsorships. Trustee Weissner moved and Trustee Howe seconded to approve Resolution 08-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 08-2021 was approved.

**Resolution 09-2021: 2021 Budget Supplement:** The Resolution appropriates funds to the Golf Course Fund to fund an unbudgeted pond expansion due to the anticipated drought this season. Trustee Atkinson asked if the work fell under Golf Course or Public Works; Administrator Brinck said it would fall under the Golf Course. Trustee Howe asked for clarification on the fund transfer; Mr. Brinck said it would be from the Water Fund to the Golf Course Fund. Trustee Udd asked if the Town would risk losing the Enterprise status in the Golf Course if we transferred the funds; Mr. Brinck said there is no risk when you transfer from one Enterprise fund to another, and both the Water Fund and the Golf Course are Enterprise funds. Trustee Atkinson asked if the Town can transfer from an Enterprise fund to the General Fund; Mr. Brinck said he did not know

what the restrictions are but he would research. Trustee Howe noted that in the 2020 Golf Course fund balance ended with \$118,000 and asked why that money couldn't be used. Mr. Brinck noted that the Golf Course ended the year with \$80,000 in reserves, and said he would need to verify what the 2021 budget had in it from 2020 reserves. Trustee Weissner asked if some of the reserves included 2021 revenue as part of membership sales in 2020; Mr. Brinck said yes. Trustee Atkinson asked if the asset of the pond and diversion could be transferred to the Water Fund and out of the Golf Fund and have Public Works "own" the assets. Mr. Brinck noted its best practice to keep fund assets within the fund. Mayor Pro Tem asked which fund owns the water shares; Mr. Brinck said the Water Fund does. Trustee Atkinson and Trustee Weissner said that if the Water Fund owns the shares the Water Fund should also own the asset. Trustee Weissner suggested that the Resolution be passed now to get the work done, but that the Board discuss further the transfer of the asset between funds. Trustee Udd asked if the Cemetery District would help pay for the maintenance costs for the project; Mr. Brinck said yes, under the agreement with the District they would have to help with the costs. Mayor Pro Tem Michael asked what would happen if the Cemetery District refused; Mr. Brinck noted there are legal steps that can be taken, as per the agreement. Mr. Brinck noted that Mr. Conway has been in communication with the maintenance supervisor at the District. Trustee Howe moved and Trustee Weissner seconded to approve Resolution 09-2021.

Roll Call Vote: Voting 'aye' were Mayor Hanson, Mayor Pro Tem Michael and Trustees Atkinson, Brown, Howe, Udd and Weissner; no Trustees voted 'nay.' Motion passed unanimously and Resolution 09-2021 was approved.

**Trustee Committee Reports:**

- a. **Region 10 – Mayor Pro Tem Michael:** Mayor Pro Tem Michael noted she surveyed other Trustees for which type of training they would like to see from Region 10. Most Trustees asked for training in economic development; Mayor Pro Tem Michael said she passed on the request to Region 10.
- b. **Tree Board – Trustee Brown:** Trustee Brown gave an update of 2020 activities.

**Future Work Session/Agenda Items/Trustee Comments:** Trustee Udd said he would like to see more public information about the impending drought.

Trustee Atkinson said he's heard from several neighbors about the construction in the Deer Creek Village and concerns that the properties haven't been adequately inspected. He asked for a report from the Building Inspector.

Trustee Howe asked for a meeting on the street conditions in Town.

Mayor Pro Tem Michael asked that the next marijuana-specific Work Sessions be virtual.

Trustee Howe noted he was at the Golf Club and helped clean the carpets and repair the countertop. While he was there, he was able to see the new mower. He said it was nice to see progress on the Golf Course.

Mayor Pro Tem Michael moved to adjourn the meeting; Trustee Howe seconded. Mayor Hanson adjourned the meeting at 6:52 pm.

Respectfully Submitted,



Kami Collins  
Town Clerk