

Town of Cedaredge Board of Trustees
Regular Meeting
Record of Proceedings
January 20, 2022

The Town Board of Trustees met for its Regular Meeting on January 20, 2022, at the Cedaredge Civic Center, 140 NW 2nd Street, Cedaredge, Colorado, with a virtual meeting 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 Michael called the meeting to order at 5:02 p.m. and led the Pledge of Allegiance.

Roll Call: Present in person were Mayor Michael, Mayor Pro Tem Cathy Brown and Trustees Jim Atkinson, Charlie Howe, and Richard Udd; Interim Town Administrator & Town Clerk Kami Collins; and Deputy Clerk Jess Shelton.

Agenda Approval: Trustee Udd moved, and Mayor Pro Tem Brown seconded to approve the agenda with the removal of Item #15 and #17, Financial Statements.

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

Minutes: 1/6/2022 Regular Meeting: Trustee Brown moved, and Trustee Atkinson seconded, to approve the Minutes from 1-6-2022.

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

Constituent Time:

Barbara Hladik, 22044 Unitah Road Cedaredge. Spoke to the Board regarding Kami getting the Town Administrator position. Barabara stated that she did a support only petition for Kami Collins' bid for Town Administrator. Barbara received 112 signatures on the petition and stated that there is a lot of support. Barbara stated that businesses were the primary focus for the petition.

Resolution 04-2022: Approval of High Q Cedaredge Retail Marijuana License: The Resolution sets forth the conditions under which High Q was awarded a retail marijuana license.

Trustee Udd moved and Trustee Atkinson seconded to approve Resolution 04-2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Resolution 04-2022 was approved.

Resolution 05-2022: Approval of PUR CannaBliss Co-Located Marijuana License: The Resolution sets forth the conditions under which PUR CannaBliss was awarded a co-located marijuana license.

Trustee Udd moved and Mayor Pro Tem Brown seconded to approve Resolution 05-2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Resolution 05-2022 was approved.

Resolution 06-2022: Amendments to High Q Cedaredge Retail Marijuana License: The Resolution sets forth the amendments to the original license conditions under which High Q was awarded a retail marijuana license.

Mayor Pro Tem Brown moved, and Trustee Udd seconded to approve Resolution 06-2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Resolution 06-2022 was approved.

Resolution 07-2022: Approval of PUR CannaBliss Co-Located Marijuana License: The Resolution sets forth the amendments to the original license conditions under which PUR CannaBliss was awarded a co-located marijuana license.

Mayor Pro Tem Brown moved, and Trustee Atkinson seconded to approve Resolution 07-2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Resolution 07-2022 was approved.

Amending Title 11 of the Cedaredge Municipal Code: Retail and Medical Marijuana Regulations:

Trustee Udd moved and Mayor Pro Tem Brown seconded to amend Title 11 under section 11.02.060B to add “unless for good cause shown” with the condition the ordinance be passed under emergency circumstances. The Board directs staff to prepare an emergency ordinance that states, “unless for good cause shown.” Trustee Atkinson asked if there could be additional changes to Title 11, Interim Collins stated that the Board can have a work session on this in the future.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Title 11 will be amended to reflect the changes; an Ordinance will be on the Board’s agenda on Feb. 3, 2022.

PUR CannaBliss Licensee Requests:

- a. **Extension Request:** The Grand Mesa Group requested an extension on their opening date of the retail/medical marijuana store. Jan Prosser stated that her building permit was approved this week and that she will pick it up tomorrow. Ms. Prosser stated that if they need more time, they will come back for another extension.

Trustee Udd moved and Trustee Atkinson seconded to approve a 60-day extension for PUR CannaBliss.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and a 60-day extension was approved.

- b. **Removal of Delivery from License:** The Grand Mesa Group requested to remove delivery from their license. Interim Collins stated that the option to remove delivery from the license description is possible per Attorney Carol Viner.

Trustee Udd moved and Mayor Pro Tem Brown seconded to remove delivery from the PUR CannaBliss co-located marijuana license conditions.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and removal of delivery from the license conditions was approved.

- c. **Modification of Ownership Structure:** The Grand Mesa Group requested to remove Dennis Mitchell, Jr., from the ownership structure. Antyn Heatley from PUR CannaBliss, stated that the Grand Mesa Group requested to have Dennis Mitchell Jr., removed from the ownership structure and stated that Mitchell’s 23% of the ownership was absorbed

back into the company for future investments.

Trustee Udd moved and Trustee Atkinson seconded to modify the ownership structure of the Grand Mesa Group (when the emergency motion has been implemented), to remove Dennis Mitchell Jr. from the ownership structure for PUR CannaBliss.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and the change in ownership structure was approved.

Boards & Commissions

- a. **Recreation Advisory Committee: Appoint Trustee Richard Udd as Trustee Liaison:** With the revival of the Recreation Advisory Committee, Trustee Udd has shown interest in serving on that committee. The motion was to add Trustee Udd to the recreation advisory committee. Trustee Udd requested to have a mission statement developed for the Recreation Advisory. Interim Collins suggested to have the committee state their goals at their meeting.

Mayor Pro Tem Brown moved, and Trustee Atkinson seconded to appoint Trustee Udd to the Recreation Advisory Committee as the Trustee Liaison.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Trustee Udd was appointed to the Recreation Advisory Committee.

- b. **Planning & Zoning Commission**

- a. **Adoption of Amended Bylaws:** Trustee Atkinson presented the draft Planning & Zoning Bylaws to the Board for consideration. Trustee Atkinson stated they removed ex-officio as voting board members in the draft plan bylaws. Trustee Atkinson stated that there should still be a liaison between to committee and the Board. Trustee Atkinson stated there were changes that were made in the bylaws to make them consistent all around in terminology. Discussion was had regarding ex parte communications, and how the board should handle it. Trustee Udd moved and Trustee Howe seconded to approve the Planning & Zoning Bylaws, striking ex-officio member from the terminology.

Amended motion: Trustee Udd moved, and Mayor Pro Tem Brown seconded to approve the Planning & Zoning Bylaws with the addition of allowing one ex-officio liaison Board Member with no voting rights.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Planning & Zoning Commission Bylaws were approved with the change that there is a non-voting board ex-officio member.

- b. **Title 16 Update:** Trustee Atkinson reported on the status of the Title 16 rewrite project. Trustee Atkinson stated that this was about to wrap up and there will be changes to the charts and tables. Trustee Atkinson stated that the charts and tables will be easier to follow, instead of just having narrative.
- c. **Street/Sidewalk Inventory:** Trustee Atkinson updated the Board on the plan to inventory the Town’s streets and sidewalks. Trustee Atkinson stated that there will be a meeting with the Town Planner on this.
- d. **Comprehensive Plan:** Trustee Atkinson discussed updating the Town’s Comprehensive Plan. Trustee Atkinson stated that this is a long project and that the Planning Commission is ready to go. Interim Collins stated that this takes a lot of public input, and a comprehensive plan is a very extensive project. Interim Collins suggested to hire a consulting firm to handle this, since there will need to be a couple of meetings a month. Discussion was had and the Board requested to have this project started. Interim Collins stated that she will investigate the cost and timeline of doing a plan. Interim Collins will get back to the Board regarding this matter in February. Ms. Collins stated that there are funds available from DOLA to help with planning costs and stated she will get more information on that grant.

Ordinance 2022-01: Establishing the Golf Course Enterprise Fund: Ordinance 2022-01 officially sets up the Golf Course Fund in the Town’s annual budget as an Enterprise Fund. Interim Collins stated that the Golf Course fund has been run historically as an enterprise fund. Trustee Atkinson stated that he did not remember the reasons for establishing the Enterprise Fund. Trustee Atkinson stated that he understands the need for transparency, however it would be easier to leave it as a general fund. Interim Collins stated that Attorney Carol Viner stated that since this has not been done yet, that all funds should be addressed with the golf course enterprise fund. Trustee Atkinson wants the advantages detailed with being in and out of an enterprise fund from the auditor Pete Blair and Attorney Viner. Trustee Atkinson wants to have the pros and cons of both enterprise and general fund and directed staff to investigate it. Interim Collins stated that she will gather that information.

Mayor Michael moved, and Trustee Howe seconded to table Ordinance 2022-01.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Ordinance 2022-01 was tabled.

Ordinance 2022-02: Appropriating funds to Back the Badge: Interim Collins stated that this is to officially appropriate the money from General Fund to the Back the Badge Fund.

Pro Tem Brown moved, and Trustee Udd seconded, with the amendment of the second “whereas” to reflect that this was for the 2021 budget and not the 2022 budget. Trustee Udd moved to approve the motion with the amendment, Mayor Pro Tem Brown seconded to amend the ordinance.

Trustee Udd moved and Trustee Atkinson seconded to approve the motion amending the date on the budget to be 2021 and not 2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Ordinance 2022-08 was approved with the amendment regarding the 2021 budget change.

Resolution 10-2022: Golf Course Fees

The board had requested that Interim Collins and Golf Pro Kramer look at what fees can be raised. Trustee Atkinson requested staff to look at further price increase options for the golf course. Trustee Howe stated concerns about fuel costs. Mr. Kramer stated that there are a lot of single carts going out with COVID. He stated that he is working on limiting the single occupancy cart use. Ms. Collins requested that Golf Pro Kramer track the cart usage so that the town can track fuel.

Trustee Atkinson moved and Trustee Howe seconded to approve resolution 10-2022.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Atkinson, Howe, and Udd; no Trustees voted ‘nay.’ Motion passed unanimously and Ordinance 2022-10 was approved.

IT Services: Managed IT Services: Interim Collins stated that several IT companies submitted bids to the Town for IT services. Ms. Collins explained that the company that the Town uses now is already established and will not have to go through onboarding, if selected. Ms. Collins further explained that there are critical issues with the Public Works and Police Department servers and if those servers go down, the Town will not be able to function properly. Pro

Velocity is already familiar with the Town of Cedaredge systems and the security that the Town needs. They can start with a new server immediately, if the Town has a contract with them, otherwise they will not do it on an hourly basis.

Mayor Pro Tem Brown moved, and Trustee Howe seconded to award the contract for managed IT services to Pro Velocity at Staff's recommendation. Town Attorney Viner will review the contract, once it is available. Mayor Michael will sign the contract and then the Board will ratify the contract at a later meeting.

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

Department Head reports:

Golf Pro Ira Kramer: Mr. Kramer submitted a written report. Mr. Kramer discussed scheduled events for the season and his ideas for boosting the number of players at the course and how he plans to attract new members. Mr. Kramer would like to try and promote packages and not per person pricing for a shot gun event and include prizes, food, and beverages, along with greens fees and carts.

Golf Superintendent Adam Conway: Golf Superintendent Adam Conway submitted a written report. Mr. Conway stated that repairs to mowers and other equipment used a large part of his budget last year. Mr. Conway then stated that he would like to always have water on hand in the pond since early water is not always available, so they are testing the pond holding. Mr. Conway discussed how there are changes and updates that need to be made to the golf course, such as bunkers 8, 4 and 5, along with the bridge at 12. OBP is doing fundraising and so Interim Collins will reach out to them to see if they can help with the bunkers, and to help mitigate the mosquito problem since West Nile was such an issue in Cedaredge last year. Interim Collins, Superintendent Conway and Golf Pro Kramer will get together for an advisory meeting and will be on the agenda as soon as possible.

Trustee Atkinson suggested putting a meter and a filter on the pipeline that goes to the pump house. Trustee Atkinson said that the money can come out of the Golf Course Fund. Interim Collins, PW Director Young and Super Intendent Conway will get together and discuss this matter.

Public Works Director Jerry Young: Mr. Young submitted a written report. The biggest news recently is that long term employee Don Kuhns left the water plant to obtain employment with Project 7 Water Authority in Montrose. After Mr. Kuhns left, Kelly Stroup from Public Works

moved to fill the vacancy. Randy Bodwell has agreed to train Mr. Stroup, until he has obtained the necessary certifications. This has left Public Works shorthanded. There were responses to the dewatering bid request which will be on the February agenda. There may be an extension, so that bidders can get better pricing. Mr. Young stated that the water is in great shape right now, due to the recent snow that has fallen on the Mesa. There are several issues with potholes in town and this will be addressed again when the weather warms up. Mr. Young stated that the mix to repair potholes will not set properly in cold weather, and therefore chip back out and render the repairs pointless.

Mr. Young stated that they have not read the flow meter on Beaver Creek yet, due to its location. Mr. Young stated that Neptune also makes a 6" meter that is a radio frequency that could be read when they read meters, making it more efficient. Neptune is the brand of meters that are used for residential purposes by the town now.

Police Department: The Police Department is doing well and staying busy. There is a new car that is still being outfitted for the Department and it should be completed soon.

Administration/Town Clerk/Economic Development: Ms. Collins stated that the new Finance Clerk, Amie Belk will be starting Monday. This will allow some tasks to be delegated to other people, since Town Hall has been so short staffed. As stated in Ms. Collins' written report, the Short Branch surrendered their liquor license, and there have been 7 trustee packets picked up from Town Hall for the April election.

Trustee Comments and Upcoming Work Session and/or Board Meeting Discussion Topics:

Trustee Howe asked what the status of the sidewalk project on Independence and will it be done before school starts. Trustee Udd stated that there were delays in the project due to freezing weather and the rising costs that comes with. This was budgeted in the capital improvements budget.

Mayor Pro Tem Brown stated that the people around the Deer Creek Community do not understand that the golf course is being supplemented by the Town. Ms. Brown would like to survey the residents to see if they have any ideas on how to better fund the golf course functions. She stated that the community needs to help with funding.

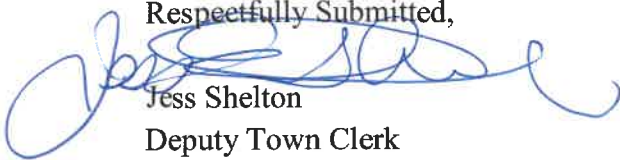
Trustee Udd would like a report on budgeting labor costs for the golf course, so he can see that more clearly. Trustee Atkinson stated that he was shocked by the labor rates. Interim Collins will put together a summary regarding this matter. Mayor Michael would like to have the Department Heads at the budgeting sessions so they can advocate for their budget.

Discussions were had and it was determined that a steady stream of revenue is needed for the golf course. The Recreation Committee can review this and then it will come back to the Board. Trustee Udd suggested that someone who can represent the Golf Course be added to the Recreation Committee; Ms. Collins will follow up.

Mayor Michael would like to put out for bid the Town Administrator position locally and would like to vote on it the first week of February. Trustee Atkinson stated that he needs more time. Mayor Michael stated that in April there will be a new board and new positions, and there will be people who do not understand yet how the town functions. Trustee Howe stated that it is inevitable Interim Collins will get the position and that delaying the process does not do anyone any good. Trustee Howe stated to put it out to bid and get the process going. Mayor Michael stated that it goes out to Facebook, DCI, Shopper, CML Job Board and possibly the GJ Sentinel. Mayor Michael and Trustee Udd stated that there should be a screening committee. Golf Pro Kramer stated that the board will not get a better candidate than Interim Collins. Mr. Kramer stated that Ms. Collins has the support of the Town and community, and another candidate would not have the connections that Ms. Collins does. This will be put on the work session for February. The Board had requested a job description in the past and so Interim Collins will resend out a job description for work session on February 3rd.

Mayor Pro Tem Brown moved to adjourn the meeting; Mayor Michael adjourned the meeting at 7:40 p.m.

Respectfully Submitted,



Jess Shelton
Deputy Town Clerk