

**Town of Cedaredge Board of Trustees**  
**Regular Meeting**  
**Record of Proceedings**  
**February 17, 2022**

The Town Board of Trustees met for its Regular Meeting on February 17, 2022, at the Cedaredge Civic Center, 140 NW 2<sup>nd</sup> 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 5:07 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; and Interim Town Administrator & Town Clerk Kami Collins.

**Agenda Approval:** Trustee Udd moved and Trustee Atkinson seconded to approve the agenda as presented.

**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.

**Consent Agenda:**

- a. Minutes 1/20/2022 Regular Meeting
- b. Ratification: ProVelocity Managed IT Services

Trustee Udd moved and Trustee Howe seconded to approve the Consent Agenda.

**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.

**Introduction of New Staff:** Finance Director Tammera Francis introduced Amie Belk, the new Finance Clerk. Chief Sanders introduced Officer Dustin Connett.

**Community Organizations:**

- a. **Delta County Public Libraries: LaDonna Gunn, the District Director for Delta County Libraries:** Ms. Gunn reported that the Cedaredge Library hours have been restored to pre-COVID hours, and is again open on Tuesdays, Thursdays, Fridays and Saturdays. Ms. Gunn noted that the library district has an excellent tool in the Business Resources database for new entrepreneurs. She informed the Board about the library's 3D items, such as wifi hotspots, Chromebooks, snowshoes and other items. Ms. Gunn noted the library has a partnership that allows them to offer free legal clinics to those who need legal advice. She thanked the community members for passing the mill levy rate freeze that was approved by voters in the November 2021 election. The Library District is in the middle of a strategic plan, and their first step is to interview community members to determine what the needs are.

**Constituent Time:** Sharon Coquillet, 1020 SE Fairway Drive addressed the Board about the access for Mr. Hutto to access his property. She said there are three things that are concerning: safety; Pinyon is not paved all the way to his property and that will drag dirt onto the streets; and the wear and tear on the street itself. She noted street repairs aren't done often in Town and she said she was concerned about Pinyon not getting repaired. She suggested Stonebridge as a better option.

Chuck McClammer, 595 SE Pine Street, addressed the Board about the Hutto access. Mr. McClammer said he lives in one of three homes that back up to old VanPelt/current Hutto property. He said the Town has historically been concerned about impact to the Town infrastructure and the impact to the rights of the Town's citizens. He said the decision to allow the Hutto to use Pinyon negatively impacted the neighbors and favored one family and one business. He said there is no communication about what the plans are for the property. He noticed a backhoe parked at the back of his property, he said he noticed someone is building a road behind his house. He noted the area was a natural habitat for animals and birds. Mr. McClammer said he would like more communication from Mr. Hutto on what the plans are for the property.

Al Brown, 1465 SE Stonebridge, addressed the Board said it is likely there will be a turnover on the Board on April 5. Mr. Brown requested that any decisions about the Town Administrator position be passed to the new Board.

Barbara Hladik, 22044 Unitah Rd., addressed the Board and suggested Kami Collins be hired as the permanent Town Administrator. Ms. Hladik noted Ms. Collins grew up in the area and knows a lot of people. She said Ms. Collins is a hard worker, and the community wants to see the Board hire someone who understands the community. She said Ms. Collins is not afraid to make unpopular decisions when it is the best interest of the community. She said it unfair to keep stringing along the decision.

Gene Welch, 235 SE Frontier Ave., addressed the Board. He explained he is a former Trustee and Mayor, and he noted it was interesting to watch the Board get to discuss the dewatering project. He noted when he served the Town, the revenues weren't available to do the dewatering project and he encouraged the Board to act on the dewatering bid. Mr. Welch said he knew Ms. Collins from when she was at the Chamber and then when she was hired as the Town Clerk. Mr. Welch said Ms. Collins is a quick learner. He noted the meeting packet that Ms. Collins put together showed a lot of research time. Mr. Welch noted that Ms. Collins does not need to know how to run a water plant, police department or golf course, but her job is to manage the department heads.

**Town Administrator Position:** Mayor Michael moved and Mayor Pro Tem Brown seconded to seat Ms. Collins as the Town Administrator. In discussion, Trustee Atkinson asked why the job had not been posted; Ms. Collins noted that in the previous Board meeting, she was not given specific instructions to advertise the position, that the Board discussed amending the job description. Trustee Udd noted it makes sense to seat Ms. Collins now and then fill the Town Clerk position. Trustee Howe said he agreed with all the public comment regarding Ms. Collins, but he questioned if Ms. Collins was capable of managing the golf course. Trustee Howe said Ms. Collins needs to give equal weight to the golf pro and the superintendent and that the golf pro should have more input on what goes on in the course. Trustee Howe said more needs to be done to prioritize what the Board, the golf pro and the superintendent want done at the course.

**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 Kami Collins was seated as the permanent Town Administrator.

Trustee Udd asked Ms. Collins if the Town has an Ordinance in place to enforce a contractor to clean up the streets; Trustee Atkinson noted that is a state law. Trustee Udd said it is fair that Mr. Hutto tell the neighbors what his plans are. Ms. Collins asked Mr. Hutto to address the Board. He said he follows the state law and will clean the road if he makes a mess. Mr. Hutto said the Board should take into account the staff recommendations and listen to his staff. Mr. Hutto said he will follow the laws when he develops. The work he is doing now is building a fence. He said the property will be developed in the future. Ms. Collins detailed her Board report regarding the reasons Mr. Hutto was asked to not drive heavy equipment over the SE Deer Trail bridge.

Mr. McClammer asked to address the Board again and was given the go ahead by Mayor Michael. Mr. McClammer said some things have not been answered by Mr. Hutto, specifically his plans for the property. Mr. McClammer said Mr. Hutto already had access to the property.

**Department Head Reports:**

- a. **Golf Pro Ira Kramer:** Mr. Kramer submitted a written report. In addition to his written report, Mr. Kramer noted the Club has gained an additional four members. Trustee Howe asked when the Front 9 will be open; Mr. Kramer said he and Mr. Conway have discussed it and hope to open the course tomorrow.
- b. **Golf Superintendent Adam Conway:** Mr. Conway submitted a written report. In addition to his written report, he noted that with the Board's allocation for a salary for an assistant, he has started advertising the position. Mayor Pro Tem Brown asked if dogs can still be walked on the course; Ms. Collins said no, because the community did not take care of their pets, so dogs are no longer allowed to be walked on the course. Mr. Conway noted with the course starting to open back up, it isn't safe for walkers anyway. Mr. Conway noted he will be able to turn on water earlier, but it is still too cold right now. Mayor Michael asked if there will be any restrictions on golf carts due to the dry conditions of the course; Mr. Conway said he will put up ropes to guide carts. Trustee Howe asked if the diversion on Surface Creek is holding up; Mr. Conway said it is holding and the diversion helps tremendously. He noted he plans to bring seasonal staff in earlier this season to get the course ready for early play.
- c. **Public Work Director Jerry Young:** Mr. Young submitted a written report. In addition to his written report, Mr. Young noted the snowpack on the mesa has dropped to average levels. He noted that everything he is trying to purchase is up in dollars and in lead time. Mr. Young updated the Board on the Town's bridges. CDOT rates bridges for free if they are over 20 feet; the Town has only one bridge over 20 feet. He has reached out to Dan Sickles with Delta County Road and Bridge to see if the County has help with bridge evaluation.
- d. **Police Department Chief Dan Sanders.** Chief Sanders thanked the Board for seating Ms. Collins. He noted an officer was responding to a domestic violence call and totaled the car. Officer Long has resigned from the department. Call volume is average for the year. Chief Sanders noted that Sgt. Wilkerson helped identify a criminal that had broken into cars in Delta and in Cedaredge; the criminal is facing possible prison time for the severity and frequency of those crimes. Chief Sanders noted that SB-17, the Police Integrity Act, dictates that every single contact a police officer makes must be documented exhaustively. This Act will have a tremendous amount of time on the officers. Additionally, the software to run the data collection is about \$20,000. Chief is looking at using a free app instead. Chief noted SRO Hernandez has been busy at the schools.
- e. **Interim Town Administrator, Town Clerk & Economic Development Coordinator Kami Collins:** Ms. Collins submitted a written report. Her written report asked for Board direction on the Chipmunk Reservoir project. Trustee Udd said the Town should proceed and asked staff to work with Eric Fritchman, who will be doing work on the Leon Reservoir at the same time, and might be able to do the work less than what was estimated. Trustee Udd and Mr. Young discussed the seniority of the water rights. There

is conflicting information on the total shares and seniority rights and will need to be researched. Mayor Pro Tem Brown asked what the status is on the Northridge project; Mr. Young replied that the Town is waiting on final engineering on the project. Trustee Atkinson noted the Town should be working to get projects shovel-ready in anticipation of grant funds. Trustee Atkinson noted that if Mr. Hutto is using his property as a storage yard for his heavy equipment, the Town should document, with photos, the condition of the street.

**Financial:**

- a. **Treasurer's Report – Trustee & Treasurer Richard Udd:** Sales and use taxes through December were up 17.5 percent from 2020. Year to date sales and use taxes collected through December are up 9 percent from budget. Use taxes are up 49 percent from last year and building trends continue to be strong. Revenues in the General Fund exceeded expenditures by \$18,260 for the month of December and \$616,561 for the fiscal year. The General Fund cash allocation is \$1,327,777 at year end. Water Fund expenditures exceeded revenues by \$56,265 for the month of December due to a \$ 126,969 payment of the VECTRA Bank waterline loan and a transfer of \$55,000 to the Golf Course fund. Water fund revenue exceeded expenditures by \$141,924 for the fiscal year. The Water Fund cash allocation is \$885,801 at year end. Wastewater Fund expenditures exceeded revenues by \$53,193 in the month of December due to a \$68,000 transfer to the Golf Course fund. Wastewater fund expenditures exceeded revenue by \$73,615 for the fiscal year. The Wastewater cash allocation is \$357,960 at year end. Golf Course Fund revenues exceeded expenditures by \$113,517 for the month of December due transfers totaling \$135,000 from other funds and an appropriation of \$11,000 from the Golf Course reserve. The Golf Course reserve fund balance is \$23,000 at year end. The Capital Improvement Fund revenues exceeded expenditures by \$167,855 for the fiscal year. The fund equity is \$1,062,390 at the end of the fiscal year. Trust Fund equity is \$15,023 at year end.

Trustee Udd asked for clarification on the accounting of depreciation in the Golf Course Fund. Finance Director Tammera Francis explained that all funds have depreciation at the end of the year, once the Period 13 Financials are completed. Accounting for depreciation is a typical accounting practice in governmental accounting.

- b. **12/31/2021 Financial Statements:** Trustee Udd moved and Mayor Pro Tem Brown seconded to approve 12/31/2021 Financial Statement.

**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

12/31/2022 Financial Statements were approved.

- c. **Period 13, 12/31/2021 Financial Statements:** Trustee Udd moved and Mayor Pro Tem Brown seconded to approve Period 13, 12/31/2021 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 Period 13, 12/31/2022 Financial Statements were approved.

**Dewatering Equipment Bid:** Trustee Udd moved and Trustee Howe seconded to award the Dewatering Equipment Bid to TDK Construction with the modifications outlined by Ms. Collins, subject to verifying the cost of the trailer has been is not included in the bid estimate.

**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 Dewatering Equipment Bid was awarded to TDK Construction.

**Resolution 09-2022: Appropriating Sums of Money to the Golf Course:** The Resolution outlines transfers from the Water and Wastewater funds to the Golf Course Fund to cover expenditures from 2021. Trustee Udd moved and Mayor Pro Tem Brown seconded to approve Resolution 09-2022.

**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 09-2022 was approved.

**Resolution 10-2022: PUR CannaBliss Amendments:** 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 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 Resolution 10-2022 was approved.

**2022 Applefest Sponsorship & Vendor Fees:** A memo prepared by Ms. Collins outlined proposed sponsor and vendor fees for the 2022 Cedaredge Applefest. Mayor Pro Tem Brown moved and Trustee Udd seconded to approve the proposed 2022 Applefest fees.

**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 Applefest fee schedule was approved.

**Ordinance 2022-01: Establishing and Management of Funds:** The Ordinance officially and formally establishes each of the Funds the Town uses to manage revenues and expenses. Mayor Pro Tem Brown moved and Trustee Howe seconded to approve Ordinance 2022-01.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown; and Trustees Howe and Udd; Trustee Atkinson voted ‘nay.’ Motion passed 4-1 and Ordinance 2022-01 was approved.

**Ordinance 2022-02: Amending Title 11:** The Ordinance amends Chapter 11.02.060 of the Cedaredge Municipal Code which amends the modification of ownership structure procedures. Trustee Udd moved and Mayor Pro Tem Brown seconded to approve Ordinance 2022-02.

**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 2022-02 was approved.

**Trustee Comments and Upcoming Work Session and/or Board Meeting Discussion Topics:** Mayor Pro Tem Brown said she is concerned about the subsidies from the enterprise funds to the Golf Course Fund and suggested the neighbors be made aware. She asked that a survey be sent to the neighbors on the course, or a specific golf course funding work session. Following discussion, no other Board member indicated the same, so the issue died. Ms. Collins suggested that an overall comprehensive strategic plan for the golf course be drafted to guide both staff and the community in golf course operations. Trustee Atkinson noted the Golf Advisory Committee should fulfill that role. He and Trustee Howe noted the golfers should have more input in course operations; Ms. Collins asked again if a strategic plan should be created to get staff and the community on the same page as far as course improvements. The Board discussed making a plan for both day to day playability and long term planning.

Trustee Udd moved to adjourn the meeting; Mayor Michael adjourned the meeting at 7:54 p.m.

Respectfully Submitted,



Kami Collins

Town Clerk