

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

The Town Board of Trustees met for its Regular Meeting on March 17, 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; Town Administrator & Town Clerk Kami Collins; and Deputy Clerk Jess Shelton.

Agenda Approval: Trustee Atkinson moved and Trustee Howe seconded to remove from the agenda item #12, Resolution 12-2022 Appointing Kami Collins as the permanent Town Administrator.

Roll Call Vote: Voting 'aye' were Trustee Atkinson, Trustees Udd and Trustee Howe. Mayor Michael and Pro Tem Cathy Brown voted 'nay.' Motion passed in a 3-2 decision and the agenda was approved with the removal of item 12.

Consent Agenda:

- a. Minutes: 2/17/2022 Regular Meeting
- b. Ratification: Lease Agreement: Maggie's on the Green, LLC
- c. 1/31/2022 Financial Statements
- d. 2/28/2022 Financial Statements
- e. Ratification: Letter of Support: Delta County Hazard Mitigation Intent to Participate
- f. Ratification: Letter of Support: Delta County Hazard Mitigation Commitment to Fund

Consent Agenda Approval: Pro Tem Brown moved and Trustee Atkinson seconded to approve the Consent Agenda with the correction of a typo on the lease for Maggie's on the Green and a correction to the meeting minutes from 2-17-2022.

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

Community Organizations:

a. Proclamation: Delta County School District Teacher & Staff Appreciation Day: Mayor Patti Michael proclaimed March 25, 2022 Delta County School Staff and Teacher Day.

b. Surface Creek Animal Shelter – Jacki Dapkus, Board President: The annual report stated that their jurisdiction is basically the Surface Creek Valley and that at times they take in animals from the North fork areas and Delta. Ms. Dapkus recapped the number of animals that the shelter took in last year. There were 154 dogs and 235 cats taken in last year. Ms. Dapkus stated that the Shelter Shoppe is adding a big benefit to the community and are a big part of the finances for the Animal Shelter. Ms. Dapkus stated that the Animal Shelter received \$15,000 from the adopt-a-pet license plate program. Ms. Dapkus stated that dogs are \$85 to adopt and cats are \$75 to adopt. Ms. Dapkus stated that staff expenses have been on the rise and there have been fewer volunteers than what they have had in the past. Ms. Dapkus stated that she finds it appropriate that the town add a line item to the budget for the 2023 session to add a donation to the animal shelter.

c. Surface Creek Community Services/Cedaredge Food Bank- Ken Christensen, Board Chair. Mr. Christensen stated that the Food Bank gets \$2,000 from Orchard City and not any directly from the Town of Cedaredge. Mr. Christensen read the Food Bank mission statement and stated that they partner with the Food Bank of the Rockies. Mr. Christensen stated that the food bank served 48,800 meals to the community and served 1,347 families in the Cedaredge area. Mr. Christensen stated that the Town of Cedaredge has given the Food Bank a location to serve out of, rent free and that the Food Bank was appreciative of the assistance.

Constituent Time:

- 1) Jeffery Wise; 620 SE Spruce Way in Cedaredge. Mr. Wise stated that he gives his support to Golf Superintendent Adam Conway. Mr. Wise stated that he had worked under Mr. Conway and Mr. Conway is a Class-A Golf Course Manager. Mr. Wise cited a newspaper article which stated that Mr. Conway was hard to work for. Mr. Wise stated that he has enjoyed working with Superintendent Conway, as had Mr. Wise's son. Mr. Wise stated that when Superintendent Conway left, he still came back to help shut down irrigation at the end of the season because his replacement did not know how to do it. Mr. Wise stated that Superintendent Conway needed to be allowed to do his job and that restructuring is not necessary, since there will be a new board in April.
- 2) Gene Welch; 235 SE Frontier Court in Cedaredge. Mr. Welch stated that the worst thing to happen to a Town would be on the front page of a newspaper. Mr. Welch stated that the only toxic occurrences in the Town of Cedaredge were when the board targeted certain staff. Mr. Welch stated that all department heads are held responsible for their departments and are required to stick within the budget they were given. Mr. Welch stated that the department heads that could not manage their budgets, were the ones who claimed that the Town was a toxic environment.

Department Head Reports

a. **Building Inspector Bruce Stanley:** There are 5 new home starts and one new commercial build since the first of the year. Building permits fees to date are \$42,145.76.

b. **Public Works Director Jerry Young:** Mr. Young stated that Randy Bodwell would be retiring and that Mr. Bodwell had been with the Town since 2003 and had turned the water department around. Town Administrator Kami Collins encouraged all to read the write up that Jerry Young composed regarding Randy.

c. **Police Department Chief Dan Sanders:** Chief was unable attend due to illness.

d. **Town Administrator Kami Collins:**

Golf Course: Seasonal staff was being hired for the golf course. Town Administrator Collins stated that the course needed maintenance people and that there would be 2 full time positions available for the season, along with some part time people.

Cleaning and repair update; the cleaner was in the kitchen and would be done on Saturday. There was an issue where the fan for the walk in cooler was left on, causing the cooler to need repaired. Ms. Collins also stated that the range needed repairs to pilot lights, and the repairs overall were getting very expensive.

Trustee Udd stated that Town Administrator Collins needed to take care of the repairs since they needed done. Town Administrator Collins stated that she had not put out the Pro Shop Manager job description, because the Board had not seen it yet. Town Administrator Collins stated that there were too many things going on at the course and so she is going to hire for the Pro Shop Manager, with the current structure in place. Trustee Udd wanted to add that the Pro Shop Manager does not have to be a pro golfer, but the Manager must make accommodations for teaching pros to come in. Trustee Howe asked if it would be a salaried position. Trustee Howe stated that he was unsure how much the Pro would have to do during December and January.

Administrator Collins stated that the men's and women's clubs have Christmas parties in December. Town Administrator Collins also stated that during that down time, the Pro could be addressing what the budget would be for the next season and do some comparisons with other municipalities for pricing. Administrator Collins will push out the job description tomorrow.

Trustee Atkinson asked what would happen if there was a new hire and then the golf course was restructured? Town Administrator Collins stated that the Board would have to fire the pro.

Trustee Howe stated that the Board would have to wait to do changes in structure until next year.

Trustee Atkinson stated that he believed the position would be a salaried position and not an hourly. TA Collins agreed that the Town would most likely make it a salaried position.

Discussion was had over salaried positions and the overtime that occurred at the course last year.

Town Administrator Collins had reached out to a group of golfers to get their input, along with the input of the seasonal help. Town Administrator Collins stated that the Century Club had to make tee times and not shotgun starts any longer.

Town Administrator Collins stated that only the Board of Trustees could adjust and set fees, refunds and credits. These actions were occurring last year and TA Collins made a policy effective immediately that the staff had to charge what is on the resolution that the board implemented, and no other prices. Town Administrator Collins stated that the course could use a Marshal or a Ranger. Trustee Atkinson asked if the Ranger would be a volunteered position or a paid position. Ms. Collins stated that she was going to meet with Superintendent Adam Conway to discuss the issue further. Trustee Howe asked if there would be a cut off time, so the carts would come in at a decent time. The last cart would go out at 2:30 PM for an 18-hole game and Town Administrator Collins would readdress the topic with the Pro Shop staff. There would no longer be an indoor and outdoor staff. The Pro Shop would close at 4 PM, but the cart people would stay until the carts were all returned. Trustee Atkinson stated that the Golf Course is not packed and there is not an issue with keeping play going. The Ranger or Marshal would be on the course Friday through Sunday and Town Administrator Collins stated that she would work on more logistics about this position.

Town Administrator Collins noted two repairs are needed in the maintenance shop, the heater and the covering of the floor drains from the restaurant upstairs. Staff is following up on both repairs. Trustee Atkinson asked who took care of those types of issues. Town Administrator Collins stated that Public Works repairs things at all Town facilities. Trustee Atkinson asked if there could be a work session for the board to address the maintenance of the buildings in the town.

Sidewalks: The Town went to bid on the SE Independence sidewalks. The low bid was \$168,000, and so the Town went back to the bidder and asked if he would still honor the bid price. This would be a Hollywood sidewalk with vertical curb and gutter. There were \$75,000 in this year's budget for this project, leaving \$93,000 to pay for. Town Administrator Collins stated that there was \$750,000 in an unrestricted general fund that could cover the costs, or the Board could go for a grant. Trustee Udd asked if the Town had tried to get a Safety to School program grant. Town Administrator Collins stated that in recent history, that the Safety to School grant had not been attempted and was a possibility to explore. Trustee Howe stated that it was a highly used sidewalk and that he would like to see this project get completed. Trustee Udd stated that the Board could wait a month or two to talk to the grant writer. Pro Tem Cathy Brown stated that the contractor may get busy and be unable to complete the project. Trustee Howe stated that he thinks this one should get done now. Trustee Howe, Trustee Udd, Pro Tem Cathy Brown and Mayor Patti Michael agree that this should get going now. Town Administrator Collins was instructed to start the process of getting the project going.

Financial

a. Financial Report – Trustee & Treasurer Richard Udd:

Trustee Udd read the treasury report for February, and stated that he will start reporting unrestricted reserves, so that the Board knows where the finances stand. Revenues exceeded expenditures by \$42,000.

Grant Writers & Projects: Town Administrator Collins stated that would be up to the Board to discuss who they wanted for grant writing. Mayor Michael stated that she liked Jay Stooksberry to do smaller grants and then stated the board should get the \$10,000 report from Go Dig Deep, so the board can see what grants were available. Town Administrator Collins is checking to see if ARPA dollars can be used on a grant writer.

Trustee Udd moved and Trustee Howe seconded to purchase a list of available grants from Go Dig Deep, not to exceed \$10,000.

Roll Call Vote: Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously and the Board approved hiring Go Dig Deep to compose their \$10,000 report regarding grant opportunities.

Trustee Howe moved and Mayor Pro Tem Cathy Brown seconded to hire Jay Stooksberry as a grant writer.

Roll Call Vote Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously.

High Q: Extension Request: High Q requested an extension on their opening date. LisaMarie Pinder was unable to attend in person but provided a written request for a 60-day extension.

Mayor Pro Tem Cathy moved, and Trustee Udd seconded, to approve High Q's 60-day extension.

Roll Call Vote: Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously and the 60-day extension for High Q was approved.

PUR CannaBliss: Extension Request: PUR CannaBliss requested an extension on their opening date. Jan Prosser stated that they were requesting a 90-day extension, making a July 1st opening date for PUR CannaBliss.

Mayor Pro Tem Brown moved, and Trustee Howe seconded, to approve PUR CannaBliss' extension request.

Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously and PUR Cannabliss’s extension was approved.

Resolution 13-2022: Appropriating Sums of Money to the General Fund:
The Resolution outlines transfers from the Water and Wastewater Funds to the Golf Course Fund, in the amount of \$43,000 for labor.

Trustee Udd moved, and Trustee Atkinson seconded to approve Resolution 13-2022.

Roll Call Vote Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously and the Board approved Resolution 13-2022.

Ordinance 2022-03: Implementing Voter-Approved Retail Marijuana Sales Tax:
The Ordinance officially and formally establishes the Town’s authority to self-collect the 5% sales tax that was voted upon. Finance Director Tammy Francis will put together a policy for the procedures for collecting the sales tax from the marijuana shops.
Mayor Pro Tem Brown moved, and Trustee Howe seconded to approve Ordinance 2022-03.

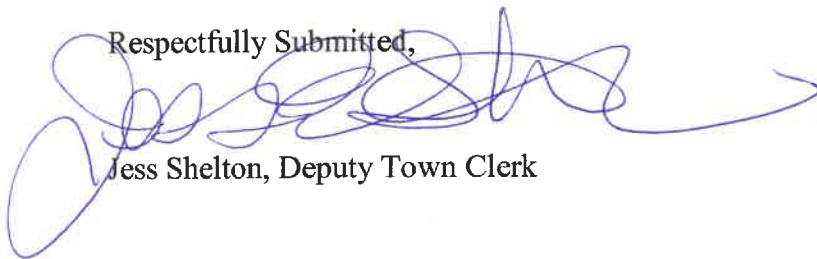
Roll Call Vote: Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe Trustee Udd and Trustee Atkinson. Motion passed unanimously, and Ordinance 2022-03 was approved.

Trustee Comments and Upcoming Work Session and/or Board Meeting Discussion Topics:
The Board had decided to wait for the new board to discuss restructuring the Golf Course and the building maintenance for the Town.

Pro Tem Cathy Brown stated that she would like a Golf Course survey.

Mayor Michael adjourned the meeting at 6:40 PM.

Respectfully Submitted,



Jess Shelton, Deputy Town Clerk