

**Town of Cedaredge Board of Trustees**  
**Regular Meeting**  
**Record of Proceedings**  
**April 7, 2022**

The Town Board of Trustees met for its Regular Meeting on April 7, 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 5:01 p.m. and led the Pledge of Allegiance.

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

**Agenda Approval:** Trustee Udd moved and Trustee Atkinson seconded to approve the agenda, with the addition of the Administrator's report.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Consent Agenda:**

- a. Meeting Minutes from 3.17.2022. Trustee Udd moved and Trustee Atkinson seconded to approve the consent agenda.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Introduction of New Staff:**

- a. John Glencoe - Public Works Maintenance: Public Works Director Jerry Young introduced Mr. Glencoe.
- b. Sam Fisher - Assistant Golf Course & Parks Superintendent: Superintendent Adam Conway introduced Mr. Fisher.

**Proclamations:**

- a. 2022 Arbor Day: Mayor Michael proclaimed April 8, 2022, as Arbor Day in Cedaredge and read the Arbor Day Proclamation.
- b. April 2022 Parkinson's Awareness Month: Mayor Michael proclaimed April 2022, as Parkinson's Awareness Month and read the Proclamation.

**Constituent Time:**

- a. Follow up from 3.17.2022 Constituent Time: No follow up necessary.
- b. Tate Locke: 210 SE Fairway Dr. Cedaredge, Colorado: Mr. Locke stated that he would like the Board to table agenda items that would put a moratorium on new subdivisions, while the Board decides on the new Title 16 revisions. Mr. Locke stated that he is concerned about his formal subdivision request and that he wants the Board to consider it to be outside of the moratorium. Mr. Locke questioned why a moratorium is necessary on new subdivisions.

**Public Hearing: Maggie's on the Green, LLC Application for Liquor License:**

- a. Open Public Hearing: Public Hearing was opened by Mayor Michael at 5:17 p.m.
- b. Staff Presentation and Recommendation: Administrator and Clerk Collins presented the application to the Board. Rick and Nancy Stucker have applied for a Hotel & Restaurant with Optional Premises liquor license at the Cedaredge Golf Course restaurant.
- c. Application Presentation: Mr. Stucker explained their plans for the establishment.
- d. Questions from the Governing Body to Staff or Applicant: No questions were asked.
- e. Public Comment: There was not any public comment
- f. Questions from Governing Body to Staff: No questions were asked.
- g. Rebuttal from Staff: There was no rebuttal
- h. Rebuttal from Applicant: There was no rebuttal
- i. Close Public Hearing: Mayor Michael closed the Public Hearing at 5:21 p.m.

**Hotel and Restaurant with Optional Premises Liquor License: Maggie's on the Green, LLC:**

- a. Liquor License Application: Trustee Howe moved and Mayor Pro Tem Brown seconded to approve the Liquor License Application for Maggies on the Green.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

- b. Transfer of Ownership: Mayor Pro Tem Brown moved and Trustee Atkinson seconded to transfer ownership of the liquor license from the Town of Cedaredge to Maggie's on the Green.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

- c. Temporary Permit: Mr. Stucker stated that he would not be ready to assume the permit until April 22, 2022. Trustee Udd moved and Trustee Atkinson seconded to approve the temporary permit with the noted date change.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Executive Session:** Trustee Udd moved and Trustee Atkinson seconded to go into an Executive Session pursuant to C.R.S. 24-6-402(4)(b), "*Conference with an attorney for the purpose of receiving legal advice on specific legal questions,*" and specifically "Conclusion of Personnel Investigation;" and pursuant to C.R.S. 24-6-402(4)(f): "*Personnel matters,*" and specifically "Conclusion of Personnel Investigation."

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

Mayor Michael opened the Executive Session at 5:25 p.m.

The Executive Session ended at 6:21 p.m. and the Board took a recess.

Mayor Michael resumed the regular meeting at 6:28 p.m.

Upon resuming the meeting, Trustee Udd stated that there was an investigation regarding harassment and the findings were presented to the Board. Trustee Udd stated that there was not any evidence of discrimination or harassment on part of the Town, Town Administrator Kami Collins, or Superintendent Adam Conway.

**Wage Scale Update:** Town Administrator Collins stated that when the Board decided that they wanted to go with a Golf Pro Shop Manager, those wages were not in the wage scale originally. Town Administrator Collins stated that the wage scale had been updated to reflect that change.

Trustee Udd moved and Mayor Pro Tem Brown seconded to approve the modification of the wage scale to include a Golf Pro Shop Manager's salary.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Water Acquisition Request:** Ms. Collins stated that when an out-of-town resident wants a water tap, the Town requires that they pay for a tap and give the Town ½ acre foot of water. Mr. Brewer purchased a property in Northridge and wants to tap into the Town water. He would like to offer the Town ½ share of the Surface Creek Ditch & Reservoir, an amount more than the required ½ acre foot, and not pay for the water tap in exchange for a water tap and installation. The request is not outlined in Code, requiring Board approval. Trustee Howe moved and Mayor Pro Tem Brown seconded to approve the water acquisition request from Mr. Brewer.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Retail Marijuana Sales Tax Collection Policy:** Finance Director Tammera Francis stated what the procedures for the collection of marijuana sales tax from the dispensaries would be and how the Town will handle the money that comes in. Trustee Udd moved and Trustee Howe seconded to approve the Retail Marijuana Sales Tax Collection Policy.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Agreement: Egress Access Easement Deed and Resolution 14-2022:** Repealing and Replacing Resolution 06-2022 and Modifying HQ Cedaredge LLC's Retail Marijuana License. High Q already had Board approval for using the Public Works access for their egress access; this is the final deed to finish the agreement. Mr. Locke noted three typos that needed corrected in the agreement. Ms. Collins said she would correct those and get a clean copy for signatures. Mr. Tate stated that the site plans were to be recorded and since that had not been done, he was hesitant to sign the deed. There were further discussions held regarding the modification of the High Q license. Mr. Locke asked the Board to approve the license with the contingency that C-DOT issues a permit for the access and completes striping on Highway 65. There will be a final walk through on Monday, April 11, 2022, with Town Administrator Collins, Building Inspector Bruce Stanley, and Police Chief Dan Sanders.

Trustee Atkinson moved and Trustee Howe seconded to approve High Q's access agreement and stated that Mr. Locke could start construction on the easement, even though, the signed site plan has not been recorded yet.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

Trustee Udd moved and Trustee Howe seconded to approve Resolution 14-2022 with the exception of needing the approved CDOT access permit until after striping can be done.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Agreement: Grant Writing Services - Jay Stooksberry:** Town Administrator Collins presented the contract between the Town and Mr. Stooksberry for consideration. Ms. Collins said Attorney Viner had not yet submitted her comments. Trustee Udd moved and Mayor Pro Tem Brown seconded to approve the contract contingent upon the Town Attorney's review.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Agreement: Applefest Contract Services:** Town Administrator Collins explained the contract will hire Courtney Rodwell to help with Applefest again this year as contacted labor. Trustee Atkinson moved and Mayor Pro Tem Brown seconded to approve the contract for Applefest Contract Services.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Memorandum of Understanding: Take Two Staffing and Take Two Driver Staffing:**

Town Administrator Collins stated that the prison shut down their prison labor program and stated that it has affected the Golf Course. Town Administrator Collins explained the new Take Two Staffing program. Ms. Collins stated that the Town needs three workers from Take Two Staffing for golf course staffing. Discussions were also had regarding the driver to use the town pool car. Mayor Pro Tem Brown moved and Trustee Udd seconded to approve the Memorandum of Understanding for Take Two Staffing and Take Two Driver staffing.

**Roll Call Vote:** Voting 'aye' were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted 'nay.' Motion passed unanimously.

**Bid Award: Agave Construction for SE Independence Sidewalk:** Mayor Pro Tem Brown moved and Trustee Atkinson seconded to approve the bid award to Agave Construction for the SE Independence sidewalk project.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted ‘nay.’ Motion passed unanimously.

**Bid Award: Janitorial Services: ServiceMaster:** Town Administrator Collins stated that this was sent out for proposal and the bid included outdoor bathrooms at all parks and all facilities. Mayor Pro Tem Brown moved, and Trustee Howe seconded to approve the Janitorial Services agreement with ServiceMaster.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted ‘nay.’ Motion passed unanimously.

**Resolution 12-2022:** Appointing Kami Collins as Permanent Town Administrator. Mayor Pro Tem Brown moved and Trustee Howe seconded to approve Resolution 12-2022 appointing Ms. Collins as Town Administrator.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted ‘nay.’ Motion passed unanimously.

**Resolution 15-2022: Approving an Extension of Time to Open PUR CannaBliss Retail & Medical Marijuana Store.** Mayor Pro Tem Brown moved and Trustee Howe seconded to approve resolution 15-2022, a 90- day extension for PUR CannaBliss’s opening date.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted ‘nay.’ Motion passed unanimously.

**Resolution 16-2022: Credit Policy for Golf Course Annual Pass Holders:** Mayor Pro Tem Brown moved and Trustee Atkinson seconded to approve Resolution 16-2022.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Atkinson, Trustee Howe, and Trustee Udd. No one voted ‘nay.’ Motion passed unanimously.

**Resolution 17-2022: Title 16 Moratorium:** Mr. Locke stated that he does not understand the moratorium on subdivisions. Trustee Atkinson stated that this is a temporary moratorium until Title 16 is revised. After discussion, Trustee Udd moved to table the moratorium and have the draft made public. Trustee Brown seconded the motion to table Resolution 17-2022.

**Roll Call Vote:** Voting ‘aye’ were Mayor Michael, Mayor Pro Tem Brown, Trustee Howe and Trustee Udd. Trustee Atkinson voted ‘nay.’ Motion passed 4 to 1.

**Administrator Report:** At the Board's request, no report was presented due to time constraints and length of the meeting

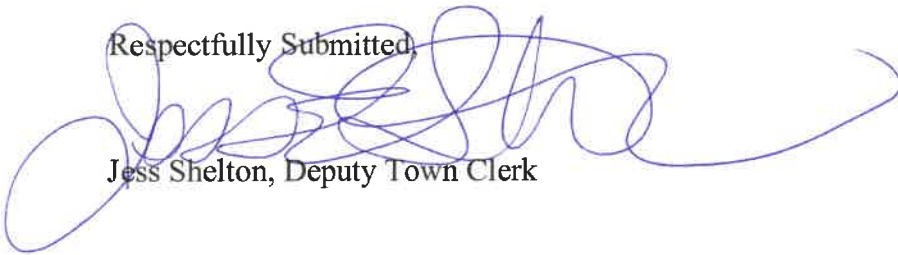
**Trustee Comments and Upcoming Work Session and/or Board Meeting Discussion Topics:**

- 1) Trustee Howe said he and Town Administrator Collins toured the Golf Course.
- 2) Mayor Pro Tem Brown stated that she is excited for Ms. Collins to be the Town Administrator.
- 3) Mayor Michael thanked Ms. Collins for her assisting her during her time as mayor.

Meeting adjourned: 8:06 p.m.

Respectfully Submitted

Jess Shelton, Deputy Town Clerk

A handwritten signature in blue ink, appearing to read 'Jess Shelton', is written over the typed name. The signature is fluid and cursive, with a long horizontal flourish extending to the right.