

**Board of Trustees Regular Meeting  
Record of Proceedings  
June 16, 2022**

The Town Board of Trustees met for its Regular Meeting on June 16, 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 Richard L. Udd called the meeting to order at 6:04 p.m. and led the Pledge of Allegiance.

**Roll Call:** Present in person were Mayor Udd; Mayor Pro Tem Jim Atkinson, Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; Finance Director Tammera Francis filling in for Town Administrator Kami Collins; and Town Clerk Jess Shelton.

**Agenda Approval:** Mayor Udd stated that the Board approved the agenda as presented.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and the agenda was approved.

**Consent Agenda:**

- a. Minutes: 06/02/2022 Regular Meeting
- b. Financial Report: 05/31/2022
- c. Disbursements: 05/2022

**Consent Agenda Approval:** Mayor Pro Tem Atkinson moved, and Trustee Murray seconded to approve the agenda as presented.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and the agenda was approved.

**Constituent Time:** No Constituents signed up to speak to the Board.

**Swearing in of Town Clerk Jess Shelton:** Mayor Richard Udd swore in Jess Shelton as Cedaredge Town Clerk.

**2021 Audit & Comprehensive Annual Financial Report:** Pete Blair & Brian Blair, Blair & Associates P.C. Brian Blair stated that funds were conserved better this audit period than before. Mr. Blair reviewed the Auditor's Report. Mr. Blair stated that Management did well in presenting the financials, so the audit went well. Discussions were had regarding several types of funds, depreciation, and possible impact fees for special districts.

**Department Head Reports:**

- a. **Police Department:** Chief Sanders had to leave for a call and did not present a report.

- b. **Golf Shop Manager:** Atley Harris submitted a written report.  
Mayor Pro Tem Atkinson asked to have a year-to-year comparison in the reports that he gives to the Board each month so that he can see trends and what is happening and seasonal trends. Ms. Francis stated that some of those numbers are not available due to missing information and data with Tee sheets from the prior Golf Pro. Mayor Udd stated that the Ladies Club had a fund raiser at the Golf Course and the Ladies Club intended to help provide money to level the tees at the Golf Course.
- c. **Golf Course & Parks Superintendent Report:** Adam Conway submitted a written report.
- d. **Town Clerk & Economic Development Coordinator:** Jess Shelton submitted a written report.

**Financials:**

- a. **Treasurer's Report:** Trustee & Treasurer Mick Murray stated where the budget stands for the year to date.
- b. **2021 Audit & Comprehensive Annual Financial Report:** Trustee Murray moved, and Pro Tem Atkinson seconded to approve the 2021 Audit and Comprehensive Annual Financial report.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and the 2021 Audit and CAFR Reports were approved.

- c. **Financial Statements: December 31, 2021, Period 14:** Mayor Pro Tem Atkinson moved, and Trustee Gist seconded to approve the financial statements for Period 14.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and the motion to accept the December 31, 2021, Financial Statement was approved.

**Resolution 24-2022: Authorizing Financial Signers:** Mayor Pro Tem Atkinson moved, and Trustee Cartin seconded to approve the authorized financial signers.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and the motion to authorize financial signers was approved.

**Boards, Committees & Commissions:**

- a. Tree Board
  - i. Appointment of Kathleen Ray

Trustee Cartin moved, and Trustee Gist seconded to appoint Kathleen Ray to the Tree Board.

**Vote:** Voting 'aye' were Mayor Udd and Mayor Pro Tem Atkinson, and Trustees Dick Cartin, Tracy Gist, Tim Hawbaker, Kathy Hirschboeck and Mick Murray; no Trustees voted 'nay.' Motion passed unanimously and Kathleen Ray was appointed to the Tree Board.

**Mosquito Abatement Program:** Mayor Udd stated that he reached out to Paonia and Delta about a mosquito abatement district. Mayor Udd stated that the Mosquito Abatement Advisory Committee needed to meet in the next few weeks. Mayor Udd stated that the Town Staff will do a Public Outreach to educate people on using larvicide on standing water. Further discussions were had regarding educating townspeople on the types of larvicide available. Mayor Udd stated that the Town had already applied larvicide to their properties, such as the golf course pond.

**Upcoming Meetings & Events:**

- a. June 18: Sick Tree Day
- b. June 22 and June 29: Board Members will tour the Town Water Distribution System.
- c. June 23: Joint Training Session for Board & Planning Commission regarding Public Hearing procedures. Mayor Udd and Mayor Pro Tem Atkinson will not be in attendance.
- d. July 6 Public Hearing: Title 16 Land Use Code Public Hearing at 3 pm.  
Trustee Gist asked Mayor Udd if there was a conflict of interest with Title 16 and Tate Locke, and Mayor Udd stated that he had no financial interest in the process, so there is not a conflict.
- e. July 4: Town offices will be closed in Observance of Independence Day

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

- a. Mayor Udd thanked the Delta County Independent for the nice write up on Title 16.
- b. Mayor Udd stated that debris builds up in the gates for the water coming into the Golf Course Pond and that there is a device that could send a notice to a cell phone when the water flow has decreased. Mr. Udd stated that the device would cost about \$3,500.00.
- c. Mayor Pro Tem Atkinson suggested a meter be installed to measure the use of water on the Golf Course, along with a filter to prevent debris from damaging the sprinkler heads. Mayor Pro Tem Atkinson stated that the estimated cost for the combined projects would be approximately \$10,000.00. Further discussion was had regarding possible ways to fund the Golf Course.

**Adjourn:** Mayor Udd adjourned the meeting at 7:25 pm.

Respectfully Submitted By:



Jess E. Shelton  
Town Clerk