



TOWN OF KEENESBURG
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, JANUARY 22, 2019 6:00 PM
KEENESBURG TOWN MEETING HALL
140 SOUTH MAIN STREET KEENESBURG, COLORADO 80643

Call to Order

The Board of Trustees of the Town of Keenesburg met in a regular session January 22, 2019 at 6:00 p.m. at the Keenesburg Town Hall located at 140 South Main Street, Keenesburg, Colorado 80643. Mayor Gfeller called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call

Members Present: Mayor Kenneth Gfeller, Trustees Marc Johns, Wilbur Wafel, Juanda Hesse, Carl Fredrickson, and Robert Zebroski.

Excused: Trustee Tim Smith

Others Present: Debra Chumley, Town Manager; Toni Johnson, Town Clerk; Mark Gray, Public Works Director and Sergeant Carlos Ramirez, Lochbuie Police Department

Public Comment

None

Consent Agenda

A. Financial report and payment of bills

Approval of minutes December 10, 2018

Approval of minutes December 17, 2018

Motion was made by Mayor Gfeller seconded by Trustee Johns to approve the consent agenda items. Motion carried 6-0; Mayor Gfeller, Trustees Johns, Wafel, Hesse, Fredrickson and Zebroski voting yes.

New Business

B. Monthly Police Report

Carlos provided the board with a recap of hours and calls for 2018. Total hours for 2018 calculated at 1,442.17. Lochbuie is contracted for 26 hours a week, 104 hours a month, which should bring them to 1,352 hours a year. Based on the hours for 2018 there is an overage of 90.17 hours. Carlos admitted the department did not do very well at tracking their hours, therefore Lochbuie has decided they will not charge the Town for this overage. Mark informed Carlos of a complaint from an officer regarding the road surface markings, relating to an accident that occurred on Market and 398. Mark informed him that the lines on 398 were visible. He also made him aware that CDOT maintains Market Street. The Board had no questions for Carlos.

C. RESOLUTION 2019-01 designating two public places within the Town for posting of public notices and designation for legal publications for the Town Board of Trustees

Colorado Revised Statutes requires Towns to designate official public notices and publication locations for legal notices. These locations must be approved by the governing body at the first regular meeting of the year. The posting places are Town Hall and the Post Office, and the legal publication is The Greeley Tribune. Staff suggested these remain the same. An additional courtesy publication may be made in either the Lost Creek Guide or the Tributary. Trustee Zebroski asked about posting notices on Facebook instead. Debbie was not sure if a statutory town could opt out of posting places and legal publications and informed the board she would look into this. Motion was made by Trustee Fredrickson seconded by Trustee Hesse to approve RESOLUTION 2019-01 designating two public places within the Town of Keenesburg for posting of public notices and designation for legal publications for the Town Board of Trustees. A roll call vote was taken. Mayor Gfeller, Trustees Johns, Wafel, Hesse, Fredrickson and Zebroski voting yes. Motion carried 6-0.

D. RESOLUTION 2019-02 approving the assignment of and first amendment to independent contractor agreement

FEI Engineers, Inc was purchased by Alan Plummer and Associates, Inc. which was amended on the agreement. Revisions were also made to reflect a new project completion date for the final Water Master Plan and Wastewater Master Plan; to be completed on or before March 15, 2019. The agreement was reviewed and approved by legal. In addition, was signed by Patrick O'Brien, Principal of Alan Plummer and Associates, Inc. The board had no questions. Motion was made by Trustee Johns seconded by Trustee Fredrickson to approve RESOLUTION 2019-02 approving the assignment of and first amendment to independent contractor agreement. A roll call vote was taken. Mayor Gfeller, Trustees Johns, Wafel, Hesse, Fredrickson and Zebroski voting yes. Motion carried 6-0.

E. Information from the Mayor

1. Highway 52 coalition

Mayor Gfeller attended a meeting to begin a coalition for highway 52. The committee is chaired by Barb Kirkmeyer and they plan to work together to present a plan to Weld County to help improve the highway. Staff should receive an email with a draft resolution in which the board can decide to approve to be apart of the coalition. The group plans to meet once a month to discuss details and to get a better understanding of how to address the situation amongst the municipalities. The board unanimously agreed this was a great idea and look forward to reviewing the draft resolution at the next meeting.

2. Other topics may arise for discussion

Mayor Gfeller stated he was interested in placing an item on the next agenda to discuss the Town Manager and Mayor's duties. He is interested in reviewing the duties because he believes the board should have more oversight on hiring and firing policies. More specifically the hiring process of the Assistant Town Manager position, because whoever is hired for that position will likely transition into the Town Managers position, if and when Debbie retires. He would like the board to consider a discussion on development procedures, stating he believes the Mayor should be receiving more detailed information on development prior to the public hearings. He would also like to discuss what influence the board members can have on such developments as well, if any. Trustee Zebroski would feel comfortable placing the items on the agenda to start a

discussion, to receive an understanding on how things are currently done. Then, use that information to make any necessary changes. The board unanimously agreed. Staff was directed to place an item on the next agenda to discuss and review Chapter 2, Admin and Personnel, specifically Town Manager and Mayor duties. In addition, discuss the current development process and determine what influence the Board can have.

F. Board Member Information/ Discussion

Trustee Hesse commented on the chlorine smell and film in her water. Mark addressed her concerns stating they are ratcheting down the chlorine levels in town and raising it on the hill in order to get residuals at the end. Those residuals are coming in above the required limit. They have been lowering the levels at the base of town to keep it steady. Mark asked Trustee Johns for suggestions. Trustee Johns stated in order to provide suggestions, he would need Mark to provide him with a week of reports (daily SCADA and flow charts), for the last couple months to help give him an indicator of how the system is running and what can be done to help the situation.

Trustee Zebroski inquired about the centennial celebration committee. Mayor Gfeller stated he was part of the committee as well as Trustee Hesse. He will attend a chamber meeting later in the week, where he will discuss the celebration, in hopes of gaining more members. Trustee Zebroski stated he would be interested in participating.

G. Staff Reports

I. Town Manager

The town cleanup is scheduled for Saturday June 1st, the budget was prepared to allow for two clean ups. Christina will work on scheduling a second one in September. Cameron was injured on the job, Tuesday January 15th and was sent to the doctor. He will require surgery on his left thumb and will be out January 22nd-24th. Staff received direction from the PC to move forward with proposed design standards to give them and the Board additional criteria on which to review development apps. The PC will review this in February and make a recommendation to the Board. Several complaints were received on the Ouro Hemp Facility. The complaints stated the facility was in operation. A site visit was set up and took place on January 10th. Mark, Mike, Tom and Christina attended the visit where they discovered liquid flammable pentane, 55-gallon drums stored outside in public areas, installation of new equipment without proper permits and large bags of hemp. They were issued a notice to cease operation on Monday January 14th and met with staff on January 15th to address their special review permit. The applicants stated they are not operating. However, they were advised to remove all hazardous materials and any further items stored outside. The property was scheduled to be re-inspected January 18th. They were further advised that all conditions of the special use permit had to be completed prior to operation and given a deadline to submit plans with a full code analysis by February 4th. If this deadline is not met staff will request the Board set public hearings to revoke the special use permit. The technical assistance team met with the stakeholders on January 16th, they presented the plans for both the school admin building and the expansion of town hall. There was misunderstanding that they would complete one or the other not both, this was clarified, and they will complete cost estimates for both the remodel of the admin building and current town hall. Office staff reviewed the plan and had suggestions for changes based on efficiency. The group will present to the Board on March 4, 2019. A counter offer was sent to CDOT in the amount of \$725,000. They have not responded, Debbie will follow up by the end of January. Discussions with Rocky Mountain Midstream regarding the installation of the waterline. They

did put the project out for bid and have five contractors participate. Mark met with the bidders on January 15, 2019. The bids are due Friday and will be shared with the Town. The slip line project is complete. The contractor was unable to have crews available the last week of December, and delays in getting change orders approved by USDA contributed to the inability to complete the project. The grant expired December 31, 2018. Due to difficulties, staff decided to cut the project off and submit what was completed. The final grant report will be filed later in January, which will leave approximately \$100,000 in grant funds that will not be used. The plan moving forward is to use the remaining in USDA loan to apply for another grant in the amount of \$200,000 to complete the most problematic areas of our collection system. The billing for the RV park was discussed the end of 2018, they have completed their final phase and added 68 new spaces. Their utility billing is correct and was updated appropriately. We applied a single-family equivalent of .25 per water connection. They have a total of 186 water connections, 182 RV spaces, office and 3 landscaping services.

2. Public Works

Mark provided the Board with a sketch of the proposed location for a band shell, located at Schey Park. The proposal shows the structure located near the basketball court behind the old restroom facilities, facing east. That area is naturally elevated, near a power pole and as mentioned next to the old restroom facilities, which they plan to restore. The public works crews will erect the structure which will match the pavilions around the park. Trustee Johns suggested the band shell be located on the other end of the park, off Elm Street, projecting West. Trustee Wafel suggested it be located by the well house projecting East. Staff was open to suggestions and asked the board to make a decision at the February 4th meeting. There was a water main break on Elm Street, a couple weeks ago. A residential service went bad, crews dug up the line and got a repair collar in place. JL Pipeline came out Monday and discussed options for repairs, due to the asbestos concrete pipe. They decided to go with a 30-inch repair coupler over the entire damaged area. The service was reinstated. Trustee Johns asked about the protocol for those type of repairs. In the past he recalls those services being contracted out due to lack of shoring equipment. Mark stated he has secured a contract agreement with United Rentals. They deliver shoring boxes for such work. In this case, the water line in Elm Street was within 5 feet, it was an emergency and he couldn't get shoring equipment, so crews over dug to ensure safety. Milestone will provide a punch list on the sewer line project, to readdress failure in the street on Woodward, Ash, Johnson and Elm. Batch plants will reopen sometime this month, at that time this project will get going. There have been high BOD's and ammonia results at the lagoons, Mark visited with Wayne to discuss the situation. He believes this can be caused by all the construction. The system was stirred, and they will continue to do testing. The public works employees have completed training through CIRSA which includes excavation training, trench safety and confined space training. The contracts for the Caterpillar equipment should be sent out by the end of this week, possibly next. Crews continue to work on the demo at 50 Elm Street, the garage and lean to have been removed. The house remains, the fire department will continue to do fire training operations until Atmos Energy can remove the service line from the alley to the house. Crews have also removed numerous dead trees around the Cedar booster station. The Board discussed semi-trucks in town, specifically driving down Woodward. Mark informed the board the crew has been installing truck route signs along 398 to help eliminate traffic in town. Carlos stated they cannot enforce the truck traffic unless the Town has an ordinance in place. Staff was directed to bring the ordinance regarding the overweight vehicles to the next meeting, for review and discussion.

3. Legal

Adjournment

Motion was made by Trustee Fredrickson seconded by Trustee Johns to adjourn the meeting. Motion carried 6-0; Mayor Gfeller, Trustee Johns, Wafel, Hesse, Smith and Zebroski voting yes. The meeting adjourned at 7:35 p.m.

ATTEST:

Kenneth Gfeller, Mayor

Toni Johnson, Town Clerk