



TOWN OF KEENESBURG
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, JUNE 3, 2019 6:00 P.M.
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 on June 3, 2019 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 Robert Zebroski, Wilbur Wafel, Carl Fredrickson, Juanda Hesse

Excused: Trustee Tim Smith

Others Present: Debra Chumley, Town Manager; Christina Fernandez, Clerk Pro Tem; Kathleen Kelly, Town Attorney; Kent Bruxvoort, Town Engineer; and Mark Gray, Public Works Director

Public Comment

A. Appoint/swear in new Trustee

Bruce Sparrow approaches podium and introduces himself. Christina Fernandez swears in Bruce Sparrow as Trustee. A motion was made to appoint Bruce Sparrow to the Board of Trustees with a second by Wilbur Wafel. Motion carried 5-0; Mayor Gfeller, Trustees Wafel, Hesse, Fredrickson, and Zebroski voting yes. Mayor directs Trustee Sparrow to his seat.

Debra Chumley requests a motion to amend the Agenda to add a I-1 to address the on-call pay policy. Debra distributes copies of memo. Mayor Gfeller makes the motion to amend the Agenda to add I-1, On-Call Pay Policy to I-1, with a second by Trustee Frederickson. Motion carried 6-0; Mayor Gfeller, Trustees Sparrow, Wafel, Hesse, Fredrickson, and Zebroski voting yes,

Consent Agenda Items

B. Financial report and payment of bills

Approval of minutes May 20, 2019

Motion was made by Mayor Gfeller with a second by Trustee Hesse to approve the Consent Agenda items, Financial Report and Minutes of May 20, 2019. Motion carried 6-0; Mayor Gfeller, Trustees Sparrow, Wafel, Hesse, Fredrickson, and Zebroski voting yes.

New Business

C. Award Bid for Elm Street Project

Debra gives an overview of the project: three bids were received for design and rendering of the plans for the Elm Street signage, landscaping, parking lot project. Maser Consulting for \$34,900, Architerra Group \$36,000, and Norris Design \$39,000. Kent and Debra reviewed the proposal and believe Architerra has a solid bid for this project and recommend that bid be awarded to them. The Next order of business, if chosen, will be a contract for them to begin the project. Discussions on project. Architerra will be doing master planning and not the physical work. All three proposals came in over budget and the contract is structured not to exceed \$20,000 for phase I which is the Master planning and the design development. It gives the option to move on to the construction documentation which must be approved by the Board prior to them proceeding, to make sure that the money has been appropriated. If we decide to move forward, the Agenda can be amended to appropriate those funds or hold off and we can appropriate the money into the 2020 budget and stay with the same firm for the entire project. There is an opportunity for cost savings depending on what we have them do or not do. The request for bids was very wide open and will be asking for public input, which require 2-3 different renderings. Discussions on Professional Engineering Consultants, employer of Kent Bruxvoort, Town Engineer. Debra informs of the timeline and intention to present to the public at the Centennial Celebration. Debra explains the Professional Engineering Consultants' hourly rates as part of our contract, hourly rates at \$125 for the principal in charge and \$75 for project designer. Discussions on what the concept the Town is looking for; parking lot, landscaping, welcoming signage at corner of Woodward and Elm St. Also, possibly a pedestal for a sculpture and different design elements to choose from. It is to give a good first impression and to support the business district so that it looks clean, inviting and appealing. Budgeted \$20,000 for this project for the design not for the construction. Discussion on approval of the resolution and the \$20,000 budget. Debra reads from the packet and addresses non-appropriation clause. Discussions on the layout of the parking lot. Sidewalks are not part of this project. The only sidewalk going in on this project is in front of Elm Street and radius around the corner. The light pole will be on our right of way on both sides of street close to Main Street. No curb and gutter along Woodward this year. Design will take into consideration drainage. Motion was made by Trustee Zebroski to award the bid to Architerra Group, with a second by Mayor Gfeller. Motion carried 4-1; Mayor Gfeller, Trustees Zebroski, Wafel, and Hesse voting yes.; Trustee Frederickson voting no and Trustee Sparrow abstaining.

D. RESOLUTION 2019-38 a resolution approving an independent contractor agreement by and between the Town of Keenesburg and Architerra Group.

A motion was made by Trustee Hess to approve RESOLUTION 2019-38 a resolution approving an independent contractor agreement by and between the Town of Keenesburg and Architerra Group, with a second by Mayor Gfeller. Motion carried 4-1 with a roll call vote. Mayor Gfeller, Trustees Zebroski, Wafel, and Hesse voting yes; Trustee Fredrickson voting no and Trustee Sparrow abstaining.

E. RESOLUTION 2019-39 a resolution approving a construction contract for Elm Street sidewalk improvements project with Straight Line Sawcutting.

Mark Gray, Public Works Director explains the project for newly appointed Trustee Sparrow. Motion was made by Trustee Frederickson to approve RESOLUTION 2019-39 a resolution approving a construction contract for Elm Street sidewalk improvements project with Straight

Line Sawcutting, Inc, with a second by Trustee Wafel. Motion carried with 6-0; Mayor Gfeller, Trustees Sparrow, Wafel, Hesse, Frederickson and Zebroski voting yes.

F. RESOLUTION 2019-36 a resolution approving an agreement by and between the Town of Keenesburg and Professional Engineering Consultants, P.A.

Debra explains the contract for the Town Engineer, Professional Engineering Consultants which has been reviewed by legal and has been accepted and signed by Professional Engineering Consultants, P.A. Comments made by Kent Bruxvoort, Town Engineer, stating he felt that the Town was not getting the service from the firm he worked with before and started looking for a firm that had greater resources and felt very comfortable with Professional Engineering Consultants, P.A. The proposal was reviewed and accepted by Kathleen Kelly; the six-month contract is to be revisited in six months and subject to annual appropriations and the only change is fee schedules for Town Attorney and Town Engineer.

Motion was made by Trustee Wafel to approve RESOLUTION 2019-36 a resolution approving an agreement by and between the Town of Keenesburg and Professional Engineering Consultants, P.A., with a second by Trustee Hesse. Motion carried 6-0, roll call vote; Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Sparrow and Frederickson voting yes.

G. Award Tank Painting Bid

Mark Gray recommends the bid be awarded to M & M Tank Coating, recommendations listed in the packet. The Town received seven bids, all within the ball park. Discussion on some bids stating they must empty the tanks to paint and others do not have to empty. Some companies would not guarantee the paint product if it were to sweat with water in it, which is decided by the paint company. The decision to drain the tank will be that of M & M. The Town logo will be painted on the tank as part of the bid. The tank painting will not be done prior to the Centennial Celebration due to weather. M&M to use specific paint requirements that were put in bid proposal, which includes the Cedar Street tank and tank No. 1 on the hill.

Motion was made by Trustee Zebroski to award the Tank Painting bid to M&M, with a second by Trustee Frederickson. Motion carried 6-0; Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Frederickson and Sparrow voting yes.

H. RESOLUTION 2019-25 a resolution approving an annexation agreement for the Town of Keenesburg Cook Annexation No. 1,2,3,4,5,6,7 & 8

This annexation agreement was previously approved in the May 20, 2019 meeting. The annexation takes CR Right of Way on 18 from our western edge of town out to Road 49, takes the Right of Way on 49 North to CR 20, then East to CR 20 Right of Way to pick up the Cook Property which is 156 acres.

Motion was made by Mayor Gfeller to approve RESOLUTION 2019-25 a resolution approving an annexation agreement for the Town of Keenesburg Cook Annexation Nos. 1,2,3,4,5, 6,7, & 8, with a second by Trustee Wafel. Motion carried 5-0 roll call vote. Trustee Sparrow abstaining.

I. RESOLUTION 2019-37 a resolution establishing water and sewer rates

Debra explains Resolution 2019-37 and reads from the resolution. Proposed increase is laid out in the resolution; however, the sewer rate notices were sent out informing the water rate will not increase. Debra suggests the Board to consider raising the water rates October 1, 2019 instead of July 1, 2019 and not during the heavy watering season. Discussions on water fees, increases, and usage.

Motion was made by Trustee Frederickson to approve RESOLUTION 2019-37 a resolution establishing water and sewer rates, with a second by Trustee Hesse. Motion carried 5-0; Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Frederickson yes, and Trustee Sparrow abstaining.

I.

1. On-Call Pay Policy

Debra explains the On-Call Pay Policy Memo; the Public Works Department has a rotating on-call schedule for purposes of snow removal, cleaning the bar screens at the lagoons, and alarms at the wells and lift stations; which typically takes 15 -20 minutes for employees to perform these duties. However, it is on Saturdays and Sundays and would like to propose that we add an on-call pay policy to the Personnel Guidelines that would give the employee a minimum of two hours pay for each day on-call. They would be required to punch in but not required to punch out unless they exceed the two hours. Currently, we have employees coming in 3-4 times a day on the weekends to address the alarms, punching in and out for 15 minutes at a time. Debra proposes to have them receive the minimum two-hour compensation when they are on-call. On-call means they will be paid even if they do not come in as they would have to be available if something arises. They would be paid overtime if over 40 hours. If public works is not busy, employees leave early if they have worked their hours and always try to limit overtime.

Motion was made by Trustee Frederickson to approve the On-Call Pay Policy, effective immediately and include in the updated Personnel Guidelines of 2019, with a second by Trustee Zebroski. Motion carried 6-0; Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Frederickson and Sparrow voting yes.

J. Staff Reports

1. Town Manager

Staff evaluations will be available for the Boards review on June 17, 2019 and will be discussing recommended pay increases as planned when the budget was adopted. The LOC was received for Evans Place, which was rejected as it was not in required form. However, prior to this meeting a draft LOC was received in the required form and will be accepted as soon as comes in. The mylar for the Cook Annexation has been received pending signatures and should have all documents by the end of the week. A proposal from Atlas Tower which is a Boulder company looking for a 2500 square-foot area of the Town's shop property to install a cell tower. The lease agreement was sent to legal for review with a recommendation that we use a license agreement instead of a lease agreement. Atlas Tower is willing to consider a license agreement and Kathleen will be working on the draft to send them. Atlas builds the tower, service providers work out a deal with them to attach their equipment, such as AT&T, Sprint, T-Mobile, etc. Hanks's Hardware and Keene Auto's site plan has been approved and moving forward with their changes. Chuy's Mexican Restaurant's site plan has been approved at 75 South Main Street, waiting for a few items for the building permit. Phone conference with Pioneer Village to discuss details on an annexation agreement and will likely have a full submittal for annexation by end of week or first of next week; no agreements with them at this time. Cureton Midstream Agreement draft is being prepared and should be in front of the Board June 17th or July 1st. Upcoming Public Hearings for the RK and Market Street Subdivision will be before the Board by June 17th; in front of the Planning Commission on Thursday, June 6, 2019.

2. Public Works

Mark Gray addresses his Memo in the packet and informs the Board of weed spraying in the west side of the park and surrounding areas; concentrating on sidewalks, parks, bathroom and pavilion for the Centennial Celebration. Mark was promised an engineered drawing this week and will be pouring the pad the same time as sidewalk project. Mostly volunteers will be working on the pavilion. Streets between Stewart and Lambert eastbound will be repaired and will use a product called EZ street, a synthetic asphalt. The Town was purchasing in 1-ton bags but discovered it is ½ price when utilizing the dump truck. Planning to work on the worst pot holes and huge street patches by end of month. Trustee Sparrow advises of a hole east on Rd 16 and come west to 16 ½ and turn north, not sure it's the Town's responsibility. Mark states it is our responsibility and will be working on it by using road mill asphalt. Discussion about chlorine level; not changing our chlorine levels, keeping it at a 1.49 almost every day which is getting us the desired residuals at the Cedar tank and RV Park. Working on updating a proposal for the booster station at the blending station. Blending water at a 50/50 blend.

K. Board member information and discussion

- a. Flower Boxes
- b. SH 52 and CR 59 LED signage
- c. Update on SH 52 coalition
- d. Town Manager contract

Seven flower boxes were ordered at \$350 a piece; very heavy and nicely built from steel, corrugated metal with town logo. The smaller boxes were placeholders and meant only for temporary use.

Mayor Gfeller discussed the packet he presented for SH 52 and CR 59 signage.

Mayor also informs of the flashing signs, major accident, and next accident will meet criteria to have stoplight installed. Discussions on SH 52 and CR 59.

Trustee Sparrow informs of overweight trucks, all axels down, 80k lb., loaded, does as much damage as 9,300 cars. Discussions on permits on interstates.

Adjournment

Motion was made by Trustee Fredrickson to adjourn the meeting with a second by Trustee Hesse. Motion carried 6-0, Mayor Gfeller, Trustees Zebroski, Wafel, Fredrickson, Hesse and Sparrow voting yes. The meeting adjourned at 7:54 p.m.

ATTEST:

Christina Fernandez, Clerk Pro Tem

Kenneth Gfeller, Mayor