



TOWN OF KEENESBURG  
BOARD OF TRUSTEES REGULAR MEETING AGENDA  
MONDAY, NOVEMBER 18, 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 November 18, 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, Juanda Hesse, Carl Fredrickson, Tim Smith and Bruce Sparrow

**Others Present:** Debra Chumley, Town Manager; Christina Fernandez, Clerk Pro Tem; Mark Gray, Public Works Director; Todd Hodges, Town Planner; and Kathleen Kelly, Town Attorney

**Public Comment**

Kevin Ross, Mayor of Eaton introduces himself; states he is running for County Commissioner and why. Informs the Board he will leave his card and welcomes all to reach out with any questions.

Bob Grand, 105 Woodward, speaking on Pioneer, will sign sheet and wait until public hearing.

**Consent Agenda Items**

**A. Financial report and payment of bills**

**Approval of minutes November 4, 2019**

Motion was made by Trustee Hesse to approve the consent agenda items, with a second by Trustee Zebroski. Motion carried 7-0, Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**New Business**

**B. Monthly Police Report**

Lieutenant Carlos Ramirez appears for the Lochbuie Police Department. There were 141 calls for service for October, in which officers logged 103.11 hours. There were a wide variety of calls for service and continue to work traffic enforcement, which resulted in nine summons/citations being issued. Officer Alary continues to be active within the schools and issued eight summons for narcotics. There were several training events that officers attended. Officer Z. Johnson is the KRAV MAGA instructor, which is self-defense and handcuffing techniques. Officer Nazareus, Castillo, and Z. Jonson attended forensic analysis for mobile devices, which allows them to retrieve vital information for investigative purposes. Applications are being accepted for Police Officer I. The Halloween event was a success.

### **C. RESOLUTION 2019-59 Appoint Town Clerk, Clerk Pro-Tem, and Treasurer**

Debra announces Toni Johnson's resignation as Town Clerk and explains the appointment of Town Clerk, Christina's training, and appointment of Clerk Pro Tem in November of 2018. Debra recommends the Board appoint Christina Fernandez as Town Clerk and consider appointing Shawna Finkenbinder as Clerk Pro Tem and Treasurer. Discussions on training and certifications.

Motion was made by Trustee Sparrow to approve Resolution 2019-59 appoint Town Clerk, Clerk Pro Tem and Treasurer, with a second by Trustee Fredrickson. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

### **D. Public Hearing, Market Street Business Park Preliminary and Final Plat**

Mayor Gfeller opens the public hearing regarding the Market Street Business Park at 6:13 p.m. Mayor reads from script regarding the instructions and procedures of the public hearing and asks for proper notification. Debra states as follows: published in the Greeley Tribune, October 18, 2019; mailed October 23, 2019; the public notice sign was posted October 25, 2019. Mayor asks for conflicts of interest, disclosures or ex parte contacts. Mayor asks the applicant to present the application. Chad Cox, Western Engineering, 127 S Denver Avenue, Ft. Lupton, approaches and is sworn in. Market Street Business Park is displayed on projector. Veterans Drive is proposed to segregate the North half and realignment of what was Phippen Lane; this doesn't meet CDOT standards but is the best fit possible with the existing infrastructure. It will be 60 to 65-foot width right of way to be finalized with Town, with a new water line being constructed by Diamond K Subdivision. New sewer line in 2/3 of Veterans Drive, proposed in 2007, 30-foot landscape and screening buffer along west boundary. Street lighting designed and in proposal in Veterans and Market; right of way dedicated along CR 18; four lots proposed, zoned Commercial Highway, and the long-term uses are expected to be a gas station, fast food, hotel and retail. This proposal will greatly enhance that area of town. Discussions regarding off-ramp; verbiage on Map 4, in reference to buffer, should be 1 and 2 not 1 and 4, which will be addressed in the condition of approval in the improvements agreement. Mayor asks the Town Planner to present the Staff Report. Todd Hodges, Town Planner presents the Staff Report and explains the subdivision process. If approved, will be able to move forward with the development of the site being that the conditions of approval are met. This requires a use by right in Commercial Highway, special review items will also come before the Board. Todd explains the process in detail when the lots are individually developed. Referrals were sent; the buffer was specifically addressed by the Planning Commission. The conditional of approval addresses any outstanding items. The landscape item is a conditional of approval for the buffer. Todd asks if engineering has any comments. Kent Bruxvoort, Town Engineer, reviewed submitted documents and supports the project as laid out. The traffic study addressed the proximity to the I-76 interchange and should require a left turn lane for northbound Market Street into the project. Comments state the applicant should provide the left turn lane, and would have to be widened to the west from proposed Veterans Drive south to existing Phippen Lane; tapers also recommended. Discussions on four-lane road, drainage and detention pond. Kent points out detention pond on the display and explains the drainage, infrastructure and flow. Chad states it is set for traditional extension basin, former Phippen Lane for drainage; the pond is at or below historic and puts it below average. Mayor opens the public comment portion of the hearing and asks for comments; hearing none, Mayor closes the public comment portion of the hearing and states the documents included are part of the record and asks for objections to inclusion of these items. Mayor asks for questions or comments from the Board.

Mayor closes the public hearing at 6:32 p.m. Kathleen addresses Resolution 2019-58 with conditions of approval.

**E. RESOLUTION 2019-58 A Resolution approving a Preliminary and Final Plat for the Market Street Business Park Subdivision**

Motion was made by Mayor Gfeller to approve Resolution 2019-58 A Resolution approving a Preliminary and Final Plant for the Market Street Business Park Subdivision, with a second by Trustee Sparrow. Motion carried 7-0 with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**F. Public Hearing, Pioneer Village Initial Zoning of property to be annexed known as Pioneer Annexation NO. 1, 2, 3, 4 & 5 and Sketch Plan**

Mayor Gfeller opens the public hearing at 6:35 p.m. Mayor reads from the script the instructions and procedures for the public hearing and asks for proper notification. Debra gives the notification dates: published in the Greeley Tribune, October 11, 18, and 25, 2019, and November 1, 2019; mailing sent to property owners within 300 feet on October 23, 2019; and the public notice sign was posted October 25, 2019. Mayor asks for conflicts of interest, disclosures or ex parte contacts. Mayor asks for applicant to approach and present the application.

Justin Hay, 5639 S Curtis Street, Littleton, CO, approaches and is sworn in. Justin presents a PowerPoint presentation on the projector and reads from each slide. Justin explains Pioneer core values; regional significance; and oil and gas distribution. Joel Farkas, 9003 E Easter Place, Centennial, approaches and sworn in. Joel comments on the time spent with staff on the water system; project on oil and gas well locations, and working with Noble Energy. Justin continues with graphics showing 2100 acres, incorporated acreage of 3-mile overlap of annexation, zoning; explains traffic, school campus and neighborhood commercial site. Displays sketch plan, hypothetical view of final view, open space and park corridor, conceptual view of school campus; roadway buffers; amenities, parks and open space; equestrian trail, streetscape; images of single-family detached homes; commercial development and industrial-oil and gas. Joel explains the oil and gas project with Noble Energy. Justin resumes with industrial build out. Discussions regarding PUD dwelling at 400 square feet, which will be amended to show 700 square feet. Discussions on drilling and distance from residence setbacks. Kathleen explains the provisions in the statutes. Discussions on water from Box Elder Creek, Laramie Fox Hill, Lost Creek, and supply. Joel explains drilling wells in the future; established 6 or 7 special districts, water service can be provided by the districts. Justin requests map to be displayed. Chris Perdue, Strategic Side Designs, Traffic Engineer, 9624 Paramana Place, Highlands Ranch, approaches and is sworn in. Chris explains the current traffic study for CR 49, where the lights would be tentatively placed, and what CDOT will control. Kent Bruxvoort, Town Engineer, explains the entire right of way of 49 is being annexed, tying on to location of the Cook Annexation and taking the 140-foot existing right of way, extending north from 22 to 24. Debra explains the access control plan, the County retains the maintenance even after annexation. Kathleen explains there is not an expiration date of the sketch plan. Mayor Gfeller asks for the Staff Report. Todd displays the site and presents the Staff Report and explains the annexation, zoning and sketch plan process. Todd also addresses two additional referrals from the Town of Hudson and Colorado Division of Water Resources. The PUD standard will be addressed in the conditions of approval as well as comments from the Colorado Division of Water Resources. The Town of Hudson comments were dealing with traffic. Todd asks for questions. Proposed 35-year build-out. Discussions on I-76 overpass. Chris Perdue explains the process of moving a diamond interchange to a clover leaf. Discussion on traffic on 49; letter from Hudson stating improvement responsibilities. Kathleen explains the Keenesburg Municipal Code requires the

owner/subdivider to enter into a subdivision improvement agreement to provide the public improvements necessary to support the development; existing town residents will not be paying for infrastructure. Chris Perdue explains the terminology. Todd states developers pay up-front and if there's a reimbursement agreement, it will be seen on the agreement at a later date. Todd asks the applicant to address the front yard setback regarding the fire code; also look at the minimum setback on a local roadway. Justin Hay addressed the setbacks and have not laid out the first phase, will accommodate the fire code 5-foot and 5-foot with ten feet between structures. Kathleen explains the options: the Board can approve the zoning with the condition that these be changed to setbacks they are more comfortable with or the applicant would wait and do the PUD overlay later and modify the ordinance. Debra explains the side setbacks are from foundation, the front takes in porches, suggests five or ten feet to foundation to take care of the porches. Discussions on the 1600 square-foot structure on 2500 square-foot lots and accommodating the setbacks. Debra explains the proposal for setback requirements. Discussions on rear and front yard setbacks, in which the applicant is asking for the reduction. Kent explains the current standards adopted in 2004, 55 or 60-foot right of way, and currently in the process of considering an amendment to street standards. Proposed residential local section: 55-foot right of way, 34-foot roadway width, leaves 21 foot split, ten and one-half feet either side with a 5-foot walk, five and one-half feet from walk to flow line; which will be presented to Planning Commission in December. Kathleen clarifies no change to the local street. Mayor Gfeller opens the public comment portion of the public hearing. Bob Grand, 105 Woodward; addresses the 11 resolutions before the Board and questions the adequate solicitation of public comment for a project of this magnitude. What has been done in addressing the population of the current town? What impact will the metro districts have on the long term water and sewer policies, and how will current residents be affected? Mr. Grand states there is no information available on the website regarding Pioneer and feels the Board is not interested in gathering citizen input. Mr. Grand expresses his opinion regarding postings and adequate notice and states the publication of the Lost Creek Guide will be the next day with his notes on the front page and invites the town or whoever wants to write and will publish for free. Bob Grand swears everything he states was true. Mayor asks if there is anyone else that would like to speak. Joel Farkas responds the Bob Grand's comments. Bob Grand approaches and states the comments were meant for the Board and his issue is the lack of communication and the Town should be prepared to answer questions once the paper comes out. Mayor Gfeller closes the public comments portion of the public hearing and asks for questions from the Board. Discussions regarding police and fire stations. Comments by Trustee Zebroski regarding the process of the public notification and hearings. Mayor Gfeller closes the public hearing at 8:02 p.m. Kathleen explains the legislative actions, annexing property, approval of initial zoning, and sketch plan for phases one and two. Kathleen is prepared to offer suggestions for a motion to approve the initial zoning ordinance that would capture the changes in the R-2 PUD requirements; also, a condition to add to Exhibit A of the last resolution that will approve the sketch plan. The Town still has an opportunity to review and apply the criteria to the plats and land use documents. Discussions on annexation of the property, annexation agreement and the town's jurisdiction.

- 1. RESOLUTION 2019-63 a resolution concerning a petition for annexation property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 1 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation**

Motion was made by Mayor Gfeller, with a second by Trustee Zebroski, to approve Resolution 2019-63 a resolution concerning a petition for annexation property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 1 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**2. ORDINANCE 2019-26 an ordinance approving an annexation known as the Pioneer Annexation No. 1 to the Town of Keenesburg, Colorado**

Motion was made by Mayor Gfeller, with a second by Trustee Wafel, approving Ordinance 2019-26 an ordinance approving an annexation known as the Pioneer Annexation No. 1 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**3. RESOLUTION 2019-64 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 2 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation**

Motion was made by Trustee Hesse, with a second by Trustee Smith, to approve Resolution 2019-64 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 2 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**4. ORDINANCE 2019-27 an ordinance approving an annexation known as the Pioneer Annexation No. 2 to the Town of Keenesburg, Colorado**

Motion was made by Mayor Gfeller, with a second by Trustee Hesse, to approve Ordinance 2019-27 an ordinance approving an annexation known as the Pioneer Annexation No. 2 to the Town of Keenesburg, Colorado. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**5. RESOLUTION 2019-65 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 3 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation**

Motion was made by Trustee Hesse, with a second by Trustee Wafel, to approve Resolution 2109-65 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 3 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**6. ORDINANCE 2019-28 an ordinance approving an annexation known as the Pioneer Annexation No. 3 to the Town of Keenesburg, Colorado**

Motion was made by Mayor Gfeller, with a second by Trustee Hesse, to approve Ordinance 2019-28 an ordinance approving an annexation known as the Pioneer Annexation No. 3 to the Town of Keenesburg, Colorado. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**7. RESOLUTION 2019-66 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 4 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation**

Motion was made by Mayor Gfeller, with a second by Trustee Hesse, to approve Resolution 2019-66 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 4 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**8. ORDINANCE 2019-29 an ordinance approving an annexation known as the Pioneer Annexation No. 4 to the Town of Keenesburg, Colorado**

Motion was as made by Mayor Gfeller, with a second by Trustee Hesse, to approve Ordinance 2019-29 an ordinance approving an annexation known as the Pioneer Annexation No. 4 to the Town of Keenesburg, Colorado. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**9. RESOLUTION 2019-67 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 5 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation**

Motion was made by Trustee Wafel, with a second by Trustee Zebroski, to approve Resolution 2019-67 a resolution concerning a petition for the annexation of property to the Town of Keenesburg, Colorado, known as the Pioneer Annexation No. 5 to the Town of Keenesburg, and finding the area proposed to be annexed eligible for annexation. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**10. ORDINANCE 2019-30 an ordinance approving an annexation known as the Pioneer Annexation No. 5 to the Town of Keenesburg, Colorado**

Motion was made by Trustee Hesse, with a second by Trustee Wafel, to approve Ordinance 2019-30 an ordinance approving an annexation known as the Pioneer Annexation No. 5 to the Town of Keenesburg, Colorado. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**11. ORDINANCE 2019-31 an ordinance zoning property annexed to the Town of Keenesburg and known as the Pioneer Annexation No. 1, 2, 3, 4 & 5**

Motion was made by Mayor Gfeller, with a second by Trustee Hesse, to approve Ordinance 2019-31 an ordinance zoning property annexed to the Town of Keenesburg and known as the Pioneer Annexation No. 1, 2, 3, 4 & 5; with the following amendments by legal: revise the R-2 PUD requirement to minimum dwelling space to 700 square feet and the minimum setbacks for rear and side yard are five feet; condition accepted. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**12. RESOLUTION 2019-68 a resolution approving a sketch plan for Phases 1 and 2 of the proposed Pioneer Village Subdivision**

Recommendation by Kathleen: Motion to approve Resolution 2019-68 a resolution approving a sketch plan for Phases 1 and 2 of the proposed Pioneer Village Subdivision with the condition that Exhibit A be revised to add the condition to address the Colorado Division of Water Resources referral letter; so moved by Trustee Zebroski, with a second by Trustee Fredrickson. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**G. RESOLUTION 2019-60 License Agreement- drainage for Evan's Place/BNSF**

Debra explains the license agreement; which is for the riprap and erosion control for the outfall of the drainage. Billable back to LGI and Evan's Place. Recommended blanket railroad coverage. Reviewed by legal, BNSF accepted all proposed changes with regard to indemnity. Motion was made by Trustee Zebroski, with a second by Trustee Fredrickson, to approve Resolution 2019-60 License Agreement-drainage for Evan's Place/BNSF. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**H. RESOLUTION 2019-69 Approving a Subdivision Improvements Agreement for Evan's Place Filing 2**

Debra states this subdivision agreement mirrors the Filing I and all of the same language with the amendments, which is to phase the build-out with a one-inch lift of asphalt. The agreement has been reviewed by legal and approved by LGI.

Motion was made by Mayor Gfeller, with a second by Trustee Fredrickson to approve Resolution 2019-69 approving a Subdivision Improvements Agreement for Evan's Place Filing 2. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**I. Water Rates Proposal from PEC**

Kent Bruxvoort, PEC, Town Planner, distributes a handout to the Board. Kent goes over the handout and explains his findings. Kent goes over the background and current structure. Data was provided by the Town for the last five years for projected revenue for water rates, excluding use by municipal town water and bulk water sales; 2% more revenue was collected than projected. Kent explains the multiplier. Water rates were increased in 2016, 2017 and 2018.

Primary objective: rates are fair and sufficient; secondary objectives would promote conservation, simple and easy to understand, meet demands specific to the town, and compare to other communities. Kent explains the methods and comparison communities; fixed portion is scaled on meter size, what other municipalities do to separate residential users to non-residential users, there was no clear trend. Kent explains the usage from data given for September of 2019 and built a synthetic year for the current accounts, with an average increase of 14%. Kent explains what he learned from the research and applied to a rate structure he thought made sense to balance all types of users, with no disproportion carried by any particular user. Could not justify treating non-residential users different, and could not see that they place a greater demand on the system. Base fee of \$27.00 for a three-quarter inch tap and use typical equivalent ratios that other districts use to scale up the fixed fee. Kent reviewed six different rate scenarios before finding rates fair and sufficient. Kent explains the following pages; multifamily comparison, commercial units, retailers, compared to Parker, Castle Rock, Westminster and Ft. Lupton. Debra recommends this be effective February 1<sup>st</sup> to publish in the newsletter for two months. Discussion on the change to those under a multiplier. The Board would like to move forward with this structure with a resolution.

**J. RESOLUTION NO. 2019-61 A Resolution authorizing signatures in connection with the purchase of the property located at 99 West Broadway**

Kathleen explains the resolution; the tile company requested a resolution that specifically names the person that will sign on behalf of the town. Section one designates the mayor and town clerk, authorized to execute any and all documents, including other town staff if needed.

Kathleen recommends adding mayor pro tem and clerk pro tem by name.

Motion was made by Mayor Gfeller, with a second by Trustee Sparrow, to approve Resolution No. 2019-61 a Resolution authorizing signatures in connection with the purchase of the property located at 99 West Broadway, with the condition adding Mayor Pro Tem, Wilbur Wafel, and Shawna Finkenbinder, Town Clerk Pro Tem to section 1. Motion carried 7-0, with a roll call vote: Mayor Gfeller, Trustees Zebroski, Wafel, Hesse, Fredrickson, Smith and Sparrow voting yes.

**K. 2020 Budget Final Review**

Debra explains the changes and recommendation regarding salary as positions and classifications have changed. Recommendations given regarding Christina Fernandez, Shawna Finkenbinder, Teri Smith, new part-time utility billing position, Mark Gray, Jeremy Muse, Charlie Klinger, two new public works employees, and authorization to determine raise for Aaron Rupp during 2020. During the discussion of Teri Smith, Trustee Smith leaves the room. All changes in classification and pay recommended to be effective immediately and within the appropriation of the current budget. Debra explains the remainder of the changes as stated in the packet budget notes 2020. Board members agree to proceed.

**L. 2020 Finance Meeting Schedule**

Discussion on changing the meeting times and dates. Majority would like to keep the current meeting schedule and approve the 2020 Finance Meeting Schedule.

**M. Staff Reports**

**1. Town Manager**

Debra gives the Town Manager Report as follows: personnel guidelines are almost complete and will be sending to Employers Council for review. The intent is to hire a part-time utility billing

clerk, which will assist in other areas. The plan is to hire an additional public works employee in 2019 and another in 2020. We are moving to have our own ORC in-house, which will require more office work. Kleve Enterprises has submitted an application for a minor subdivision to combine lots located at 165 Market Street, including a site plan for construction of a new convenience store; this application is under staff review. Public works interviews will be conducted on Wednesday. Pinocchio's is available on Saturday, January 11 for a staff Holiday Party. The Pioneer Annexation Agreement is expected on December 2. The public hearing for the budget is on December 2. The grant writing process was discussed with Don Sandoval, and plan to apply for the next round due December 1.

## 2. Public Works

Mark Gray, Public Works Director gives the public works report. Parks: fall clean up this week, removal of leaves and trash from basketball court and grass. Sewer line project: NCC will conduct a pump test of the lift station on 11/21/19 and do a walk-through for a punch list of work to be completed. Streets: snow removal as needed; sweeping and pothole repairs are ongoing. Manager Chumley and I met with Don Sandoval and Kent to start the grant process for the waterline and street improvements for next year's project. Water: Monitor water usage and chlorine residual, perform monthly water meter readings; water report attached. Wastewater: clean screens and monitor chemical usage; monthly sampling to be performed this week; sonic sensor cleaned and removed for the winter.

## N. Board member information and discussion

### 1. Planning and elected official free workshop

Board is informed of the workshop hosted by Weld County. Discussion on metro districts, adopting model service plan, traffic signs, Waste Management Open House and natural gas.

### 2. Invitation Chamber Christmas Party

All are invited to the Chamber Christmas Party; anyone who would like to attend can pay the Town and we will submit a check for the total amount. Christina will RSVP for Wilbur and Mary; Juanda and Leta; Carl and Tricia; and Bruce.

## Adjournment

Motion to adjourn the meeting by Trustee Wafel, with a second by Trustee Hesse. Meeting is adjourned at 9:33 p.m.

ATTEST:

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Christina Fernandez, Clerk Pro Tem

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Kenneth Gfeller, Mayor