



**MINUTES  
TOWN OF PARACHUTE  
BOARD OF TRUSTEES REGULAR MEETING  
222 GRAND VALLEY WAY, PARACHUTE, CO  
JANUARY 18, 2018 6:30 P.M**

The Town of Parachute will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 285-7630, x-104 for assistance.

- (A) CALL TO ORDER** Mayor called meeting to order at 6:30 pm
- TRUSTEES PRESENT:** Juanita Williams  
Tim Olk  
John Loschke  
Tom Rugaard
- MAYOR:** Roy McClung
- TRUSTESS ABSENT:** Fred Andersen
- STAFF PRESENT:** Town Manager, Stuart McArthur  
Town Clerk, Lucy Cordova  
Economic Development, Lauralee Patton  
Community Development, Derek Wingfield  
Public Works Director, Mark King  
Police Chief, Sam Stewart

**AUDIENCE LIST ATTACHED**

- (B) PLEDGE OF ALLEGIANCE**
- (C) APPROVE AGENDA**

**MOTION 1:** Moved and seconded by Rugaard / Olk to approve Agenda  
*Vocal vote unanimous*

- (D) CONSENT AGENDA:**
1. MINUTES FROM THE DECEMBER 14, 2017 REGULAR MEETING
  2. EXPENDITURES PAID DECEMBER 8, 2017 THROUGH JANUARY 10, 2018

**MOTION 2:** Moved and seconded by Loschke / Williams to approve consent agenda  
*Motion passed with a 4-0 vote,*

- (E) COMMENTS FROM CITIZENS NOT ON THE AGENDA**

*No Public Comment*

- (F) DEPARTMENTAL REPORTS:**

- (1) Mayor and Board of Trustees .....Mayor and Trustees
- (2) Town Manager Update .....Stuart McArthur, Town Manager  
Town Manager McArthur went over his monthly report. Also received support from the Board regarding increasing our chamber membership from 3k to 10k and for a small business revolving loan program.
- (3) Community Development Department Update .....Specialists  
Specialists Derek Wingfield and Lauralee Patton went over their monthly report.
- (4) Public Works Department Update .....Mark King, Public Works Director  
Public works Director Mark King went over his monthly report.
- (5) Police Department Update .....Sam Stewart, Police Chief

Police Chief Samuel Stewart went over his monthly report.

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**(G) SWEARING IN OF POLICE CHIEF SAMUEL STEWART**

STAFF: LUCY CORDOVA, TOWN CLERK

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**(H) CONTINUATION OF PUBLIC HEARING BEFORE THE BOARD OF TRUSTEES IN CONSIDERATION OF A RETAIL MARIJUANA STORE LICENSE**

**APPLICANT/OWNER:** Sun Western, LLC  
P.O. Box 11  
Glenwood Springs, CO 81602

**PROJECT NAME:** Public hearing to seek authorization from the Town of Parachute for a license to operate a Retail Marijuana Store

**PROJECT LOCATION:** 107 Diamond Loop  
Parachute, CO 81635

Public hearing opened

Town Manager McArthur presented staff report, recommendation and introduced applicant.

Applicant, Thomas Doogan, PO Box 11 Glenwood Springs, CO 81602 gave presentation

Public hearing closed

No public comment

Board discussion ensued

**BOARD CONSIDERATION OF RESOLUTION NO. 2018-06**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, ACTING AS THE LOCAL LICENSING AUTHORITY, GRANTING TO SUN WESTERN, LLC A LICENSE TO OPERATE A RETAIL MARIJUANA STORE AT PROPERTY LOCATED AT 107 DIAMOND LOOP

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 3:** Moved and seconded by Rugaard / Olk to approve Resolution No. 2018-06

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, ACTING AS THE LOCAL LICENSING AUTHORITY, GRANTING TO SUN WESTERN, LLC A LICENSE TO OPERATE A RETAIL MARIJUANA STORE AT PROPERTY LOCATED AT 107 DIAMOND LOOP*

*Motion passed with a 4-0 vote*

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**(I) BOARD CONSIDERATION OF RESOLUTION NO. 2018-01**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, DESIGNATING THE PLACES FOR POSTING OF PUBLIC MEETING NOTICES, ORDINANCES, AND OTHER ACTIONS TAKEN BY THE BOARD OF TRUSTEES AND TO DESIGNATE THE OFFICIAL NEWSPAPER OF GENERAL CIRCULATION.

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 4:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-01

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, DESIGNATING THE PLACES FOR POSTING OF PUBLIC MEETING NOTICES, ORDINANCES, AND OTHER ACTIONS TAKEN BY THE BOARD OF TRUSTEES AND TO DESIGNATE THE OFFICIAL NEWSPAPER OF GENERAL CIRCULATION.*

*Motion passed with a 4-0 vote*

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**(J) BOARD CONSIDERATION OF RESOLUTION NO. 2018-02**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, AUTHORIZING THE CONDUCT OF A MAIL BALLOT ELECTION FOR THE 2018 REGULAR MUNICIPAL ELECTION AND AUTHORIZING THE TOWN CLERK TO APPOINT ELECTION JUDGES FOR THE TOWN'S 2018 MUNICIPAL ELECTION AND ESTABLISHING A RATE OF PAY.

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 5:** Moved and seconded by Williams / Olk to approve Resolution No. 2018-02

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, AUTHORIZING THE CONDUCT OF A MAIL BALLOT ELECTION FOR THE 2018 REGULAR MUNICIPAL ELECTION AND AUTHORIZING THE TOWN CLERK TO APPOINT ELECTION JUDGES FOR THE TOWN'S 2018 MUNICIPAL ELECTION AND ESTABLISHING A RATE OF PAY.*

*Motion passed with a 4-0 vote*

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**(K) BOARD CONSIDERATION OF RESOLUTION NO. 2018-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AN ANNEXATION PLAN AS REQUIRED UNDER THE MUNICIPAL ANNEXATION ACT OF 1965, AS AMENDED.

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 6:** Moved and seconded by Williams / Rugaard to approve Resolution No. 2018-03

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, APPROVING AN ANNEXATION PLAN AS REQUIRED UNDER THE MUNICIPAL ANNEXATION ACT OF 1965, AS AMENDED.*

*Motion passed with a 4-0 vote*

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**(L) BOARD CONSIDERATION OF RESOLUTION NO. 2018-04**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, FINDING THE JWT LAND COMPANY, LLC PETITION FOR ANNEXATION TO BE IN SUBSTANTIAL COMPLIANCE WITH STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID PETITION

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 7:** Moved and seconded by Rugaard / Olk to approve Resolution No. 2018-04

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, FINDING THE JWT LAND COMPANY, LLC PETITION FOR ANNEXATION TO BE IN SUBSTANTIAL COMPLIANCE WITH STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID PETITION*

*Motion passed with a 3-0 vote with and abstention from Trustee Loschke*

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**(M) BOARD CONSIDERATION OF RESOLUTION NO. 2018-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, FINDING THE KOPJE RANCH REVOCABLE TRUST PETITION FOR ANNEXATION TO BE IN SUBSTANTIAL COMPLIANCE WITH STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID PETITION.

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 8:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-05

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, FINDING THE KOPJE RANCH REVOCABLE TRUST PETITION FOR ANNEXATION TO BE IN SUBSTANTIAL COMPLIANCE WITH STATE STATUTES AND SETTING A PUBLIC HEARING ON SAID PETITION.*

*Motion passed with a 4-0 vote*

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**(N) BOARD CONSIDERATION OF RESOLUTION NO. 2018-07**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO APPOINTING SAMUEL STEWART AS POLICE CHIEF AND APPROVING AN EMPLOYMENT AGREEMENT WITH SAMUEL STEWART TO ACT AS POLICE CHIEF

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 9:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-07

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO APPOINTING SAMUEL STEWART AS POLICE CHIEF AND APPROVING AN EMPLOYMENT AGREEMENT WITH SAMUEL STEWART TO ACT AS POLICE CHIEF*

*Motion passed with a 4-0 vote*

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**(O) BOARD CONSIDERATION OF RESOLUTION NO. 2018-08**

A RESOLUTION OF THE TOWN OF PARACHUTE, COLORADO, SUPPORTING THE RURAL BUSINESS DEVELOPMENT GRANT APPLICATION FOR A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) TO INITIALLY FUND A REVOLVING LOAN PROGRAM FOR TOWN SMALL BUSINESSES

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 10:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-08

*A RESOLUTION OF THE TOWN OF PARACHUTE, COLORADO, SUPPORTING THE RURAL BUSINESS DEVELOPMENT GRANT APPLICATION FOR A GRANT FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) TO INITIALLY FUND A REVOLVING LOAN PROGRAM FOR TOWN SMALL BUSINESSES*

*Motion passed with a 4-0 vote*

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**(P) BOARD CONSIDERATION OF RESOLUTION NO. 2018-09**

RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO HEALTH FOUNDATION FOR THE COTTONWOOD PARK SPLASH PAD PROJECT

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY  
STUART McARTHUR, TOWN MANAGER

**MOTION 11:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-09

*RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO HEALTH FOUNDATION FOR THE COTTONWOOD PARK SPLASH PAD PROJECT*

*Motion passed with a 4-0 vote*

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**(Q) BOARD CONSIDERATION OF RESOLUTION NO. 2018-10**

RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO HEALTH FOUNDATION FOR THE MOVIES IN THE PARK PROJECT

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY S  
STUART McARTHUR, TOWN MANAGER

**MOTION 12:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-10

*RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO HEALTH FOUNDATION FOR THE MOVIES IN THE PARK PROJECT*

*Motion passed with a 4-0 vote*

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**(R) BOARD CONSIDERATION OF CONTRACT BETWEEN THE TOWN OF PARACHUTE AND GARFIELD COUNTY ANIMAL WELFARE FOUNDATION, INC DBA FRIENDS OF THE RIFLE ANIMAL SHELTER**

**(FRAS) TO PROVIDE SHELTER AND IMPOUND SERVICES FOR DOMESTIC ANIMALS TO THE TOWN OF PARACHUTE.**

**BOARD CONSIDERATION OF RESOLUTION NO. 2018-11**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE RIFLE ANIMAL SHELTER FOR SHELTER AND IMPOUND SERVICES

STAFF: JEFFREY CONKLIN, TOWN ATTORNEY S  
STUART McARTHUR, TOWN MANAGER

**MOTION 13:** Moved and seconded by Loschke / Rugaard to approve Resolution No. 2018-11

*A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE RIFLE ANIMAL SHELTER FOR SHELTER AND IMPOUND SERVICES*

*Motion passed with a 4-0 vote*

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**(S) BOARD CONSIDERATION OF CHANGE ORDERS FROM JOHNSON CONSTRUCTION, INC FOR THE BOAT RAMP CONSTRUCTION PROJECT**

STAFF: MARK KING, PUBLIC WORKS DIRECTOR

**MOTION 14:** Moved and seconded by Loschke / Olk to approve change orders from Johnson Construction for the River Access Ramp Project in the amount of \$13,050.00

*Motion passed with a 4-0 vote*

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**(T) OTHER**

1. Letter of concern
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**(U) EXECUTIVE SESSION**

Executive Session not necessary

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**(V) ADJOURN**

**MOTION 15:** Moved and seconded by Williams / Olk to adjourn

*Vocal vote passed unanimously*

Meeting adjourned at 8:13 pm

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Roy McClung, Mayor

ATTEST:

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Lucy Cordova, Town Clerk