

**TOWN OF PARACHUTE  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
December 11, 2014**

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*Meeting called to order at 6:30 p.m. by Mayor Roy McClung*

**ACTION MINUTES:**

**(A) ROLL CALL**

**TRUSTEES PRESENT:**

Norman Feck, Timothy Olk, Juanita Williams and John Yadloski

Trustee Tom Rugaard arrived at 6:36 p.m.

**TRUSTEES ABSENT:**

John Loschke

**STAFF PRESENT:**

Town Manager Stuart McArthur, Town Clerk Denise Chiaretta, Administrative Assistant Colleen Kyle, Public Works Director Mark King, Chief of Police Cary Parmenter, Community Development Specialist Derek Wingfield, Town Attorney Ed Sands, Town Planner Davis Farrar

**(B) PLEDGE OF ALLEGIANCE**

**(C) CONSENT AGENDA:**

- (1) APPROVAL OF MINUTES FROM THE:  
- NOVEMBER 13, 2014, REGULAR BOARD MEETING
- (2) APPROVAL OF NOVEMBER 2014, EXPENDITURES

**MOTION NO. 1:**

Moved and seconded by Trustees Williams/Olk to approve Consent Agenda that includes the Minutes from November 13 Meeting, and November expenditures.

Motion passed unanimously.

**(D) PUBLIC COMMENTS ON ITEMS NOT SUBJECT TO PUBLIC HEARING**

**There were none.**

**(E) DEPARTMENTAL REPORTS:**

**(1) Mayor and Board of Trustees.....Mayor and Trustees**

Mayor McClung stated that he spoke to CIRSA about the Board of Trustees doing exit interviews with employees that have terminated. CIRSA told him it was not a good idea as it could get the town into a law suit.

**(2) Town Manager Monthly Update.....Stuart McArthur, Town Manager**

Town Manager McArthur introduced Lynn Stroud to the Board –She was contracted back in September for cleanup of accounting, Town Manager McArthur has asked her to hire on with the Town and she has agreed as of January 1<sup>st</sup>, 2015. Lynn has also been working with Town Clerk Chiaretta in the municipal court for last couple of months and has been doing a great job.

Lynn Stroud gave small introduction of herself to the Trustees.

Town Manager McArthur gave small overview of the revenues for 2014. The beginning of the year was stronger than the last quarter has been and is directly a result of the oil and gas industry.

Does the Board have any interest in pursuing an Energy Museum in down town Parachute? The Board agreed to continue exploration of the idea.

Town Manager McArthur has spoken with CDOT regarding changing the signal light on C.R. 300 and Cardinal Way, because people are using Grand Valley Way to miss the light and pulling out on C.R. 300 from Grand Valley Way which is not safe due to the fencing on the bridge.

A meeting was held on December 4<sup>th</sup>, which included representation from the Grand Valley Parks Association, Parachute / Battlement Mesa Chamber of Commerce, the Historical Society, and other organizations talking about Grand Valley Days and Oktoberfest, working with Parachute and Battlement Mesa together on projects, not just one group.

**(3) Police Department Monthly Update.....Cary Parmenter, Police Chief**

Chief Parmenter stated that they are still taking applications for new police officer.

**a. 3.2 Beer Off Premises License Renewal**

Applicant: Rocky Mt. C Stores

D.B.A. Parachute Shell

Location: 200 County Road 215  
Parachute, CO 81635

Mayor McClung asked Town Clerk Chiaretta if the application was in order and fees were paid.

Town Clerk Chiaretta stated that they were.

**MOTION NO.2:**

Moved and seconded by trustee Williams and Olk to renew the license for Rocky Mt. C Stores.

Motion passed with Trustees Williams, Olk and Feck voting yes and Rugaard and Yadloski abstaining.

b. Liquor License Renewal Application Hotel Restaurant

Applicant: JKLMN LLC  
D.B.A. Shommys  
Location: 0028 Cardinal Way  
Parachute, CO 81635

Mayor McClung asked Town Clerk Chiaretta if the application was in order and fees were paid.

Town Clerk Chiaretta stated that they were.

**MOTION NO. 3:**

Moved and seconded by trustees Olk and Feck to approve the renewal of Shommys liquor license.

Motion passed with trustees Olk, Williams and Feck voting yes and trustees Yadloski and Rugaard abstaining.

**(4) Public Works Monthly Update..... Mark King, Director of Public Works**

Mark informed the Board that most of the new water meters have been installed and..they should be working first part of 2015.

Christmas lights have been put up at the Rest Area and some at town hall. Hopefully there will be more funds next year to make Town Hall more festive.

**(5) Code Enforcement Monthly Update.....Derek Wingfield, Community Development Specialist**

Community Development Specialist Wingfield informed the board that his public nuisance case moving forward, Judge will be making ruling on the case in January.

Two permits have been issued, 4 sign permits went out, and this month have had quite a few building permits and the website is moving forward.

**(F) PRESENTATION OF THE UPDATE TO THE COMPREHENSIVE PLAN PROCESS / SCHEDULE**

STAFF: STUART McARTHUR, TOWN MANAGER  
DAVIS FARRAR, TOWN PLANNER  
DAVE MICHAELSON, RPI CONSULTING

Town Planner Farrar explained to the Trustees that for some small communities the best would like to revitalize the downtown area. Need to rely on Towns guidance, don't write plans, facilitate them. Debate is part of the process, will go with what Town and public think is appropriate. 7 -10 people is the target for the steering committee, the meetings will be open to public.

Town Planner Farrar stated that the Trustees can call him anytime with questions. He will come before the Board once a month with updates on how the project is going.

Town Planner Farrar also wants to add that a Community Survey for Parachute and Battlement Mesa. Hard copies will be available, but will mainly be done online. Wants to make sure public is engaged.

Mayor McClung added that the Board needs to sit down and make sure that we have not over 12 on the committee to represent the broader community and keep continuity in process, and make sure that they are making commitment to stay involved.

First meeting should occur after holidays, maybe after first of year or mid-January.

**Mayor McClung moved to Item I on the agenda.**

**(I) BOARD CONSIDERATION OF MEMO OF UNDERSTANDING BETWEEN THE TOWN OF PARACHUTE AND THE BATTLEMENT MESA SERVICE ASSOCIATION AND APPROVE MAYOR TO SIGN AGREEMENT**

*A MEMORANDUM OF UNDERSTANDING IS MADE AND ENTERED INTO BETWEEN THE TOWN OF PARACHUTE, COLORADO, A HOME RULE MUNICIPAL CORPORATION, AND BATTLEMENT MESA SERVICE ASSOCIATION, A COLORADO NON-PROFIT CORPORATION*

STAFF: STUART McARTHUR, TOWN MANAGER

Town Manager McArthur explained to the Board that by entering into this M.O.U. with the Battlement Mesa Service Association it would establish a working relationship regarding the development of the update to the Town's comprehensive plan.

**MOTION NO. 4:**

Moved and seconded by Trustees Rugaard / Yadloski to enter into the Memorandum of Understanding with the Battlement Mesa Service Association and approve the Mayor's signature.

Motion passed unanimously.

**(H) PUBLIC HEARING ON THE 2015 BUDGET**

STAFF: STUART McARTHUR, TOWN MANAGER

Mayor McClung called the public hearing to order at 7:10 p.m.

Town Manager McArthur gave an overview of the Proposed Budget that was presented to the Board in October there have been a few changes made. Reduced garbage fund by \$2,000; Police records room is also being budgeted.

Dave Devaney stated that he understands that there were some funds allotted for design of facility, for future events for community. Town Manager McArthur stated that the Funds are in the budget and, if approved tonight, he wants to make most effective use of those dollars, there are other donations that have been added and as funds are available donations will be distributed.

Town Manager McArthur explained that the three Resolutions are to set the mill levy, adopt the 2015 budget, and appropriate funds for 2015.

Mayor McClung closed the public hearing at 7:30 p.m.

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**(J) BOARD CONSIDERATION OF RESOLUTION NO. 2014-27**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TAX YEAR 2015 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE 2015 BUDGET YEAR**

STAFF: STUART McARTHUR, TOWN MANAGER

**MOTION NO. 5:**

Moved and seconded by Trustees Rugaard / Olk to adopt Resolution NO. 2014-27

*A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE TAX YEAR 2015 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE 2015 BUDGET YEAR.*

Motion passed unanimously.

**(K) BOARD CONSIDERATION OF RESOLUTION NO. 2014-28**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2015, AND ENDING ON THE LAST DAY OF DECEMBER 2015, ESTIMATING THE AMOUNT OF MONEY NECESSARY TO BE RAISED BY THE TAX LEVY, BASED ON THE SAID BUDGET SO ADOPTED; ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM OTHER REVENUE SOURCES; AND SETTING THE TOTAL ESTIMATED EXPENDITURES FOR EACH FUND FOR THE TOWN OF PARACHUTE, COLORADO**

STAFF: STUART McARTHUR, TOWN MANAGER

**MOTION NO.6:**

Moved and seconded by Trustees Rugaard/Feck to adopt Resolution NO.2014-28

*A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2015, AND ENDING ON THE LAST DAY OF DECEMBER 2015, ESTIMATING THE AMOUNT OF MONEY NECESSARY TO BE RAISED BY THE TAX LEVY, BASED ON THE SAID BUDGET SO ADOPTED; ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM OTHER REVENUE SOURCES; AND SETTING THE TOTAL ESTIMATED EXPENDITURES FOR EACH FUND FOR THE TOWN OF PARACHUTE, COLORADO*

Motion passed unanimously.

**(L) BOARD CONSIDERATION OF RESOLUTION NO. 2014-29**

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW, FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE 2015 BUDGET YEAR**

STAFF: STUART McARTHUR, TOWN MANAGER

**MOTION NO. 7:**

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Moved and seconded by Trustees Yadloski / Rugaard to adopt Resolution NO. 2014-29

*A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW, FOR THE TOWN OF PARACHUTE, COLORADO, FOR THE 2015 BUDGET YEAR.*

Motion passed unanimously.

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**(M) BOARD CONSIDERATION OF RESOLUTION NO. 2014-30**

**RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO STATE DEPARTMENT OF LOCAL AFFAIRS FOR THE RECONSTRUCTION OF THE PARACHUTE PARK BOULEVARD PHASE II**

STAFF: STUART McARTHUR, TOWN MANAGER

**MOTION NO. 8:**

Moved and seconded by Trustees Rugaard/Olk to adopt Resolution NO. 2014-30

*BOARD CONSIDERATION OF RESOLUTION NO. 2014-30  
RESOLUTION SUPPORTING THE GRANT APPLICATION FOR A GRANT FROM THE COLORADO STATE DEPARTMENT OF LOCAL AFFAIRS FOR THE RECONSTRUCTION OF THE PARACHUTE PARK BOULEVARD PHASE II*

Motion passed unanimously.

**(N) PRESENTION TO THE BOARD OF TRUSTEES: NEW TOWN WEBSITE**

STAFF: STUART McARTHUR, TOWN MANAGER  
DEREK WINGFIELD, COMMUNITY DEVELOPMENT SPECIALIST

Community Development Specialist Wingfield informed that board that the website is coming along well, he is trying to get information on the site as request come in, the site is set to go live December 31, 2014

Community Development Specialist Wingfield stated that their platforms are a little more constrictive, but more easily manageable, he then gave a small website overview for Board.

**(O) EXECUTIVE SESSION**

No Executive Session was called.

**(P) CORRESPONDENCE / OTHER MATTERS**

**Request from the Grand Valley Fire Protection District  
Would like to be notified to be at all future meetings.**

**(Q) MOTION TO ADJOURN**

**MOTION NO. 9;**

Moved and seconded by Trustees Rugaard/Olk to adjourn.

Motion passed unanimously.

*Meeting adjourned at 7:50 p.m.*

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Mayor

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Town Clerk

*The preceding Action Minutes were prepared in accordance with the Town of Parachute Board of Trustees Rules of Order and Procedure, General Rules 9.9. These Minutes contain a record of actions that were TAKEN at the meeting, not a transcript of what was said by members of the Board, staff or other parties present. A recording of the meeting is available for review in the Town Clerk's Office for thirty days after the meeting.*

*Note: If you have corrections to the minutes that are minimal (incorrect spelling etc.), **please contact the Town Clerk the day prior to the meeting**. A corrected copy of the minutes will then be prepared for approval by the Board of Trustees.*