

**TOWN OF PARACHUTE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 14, 2014**

Meeting called to order at 6:31 p.m. by Mayor Roy McClung

ACTION MINUTES:

(A) ROLL CALL

TRUSTEES PRESENT:

Roy McClung, Timothy Olk, Juanita Williams, John Yadloski, John Loschke

TRUSTEES ABSENT:

Tom Rugaard
Trustee Tom Rugaard arrived at 6:34pm

STAFF PRESENT:

Town Manager Stuart McArthur, Town Clerk Denise Chiaretta, Finance Clerk Dustie Colella, Public Works Director Mark King, Chief of Police Cary Parmenter, Community Development Specialist Derek Wingfield, Town Attorney Ed Sands, Town Planner Davis Farrar, Town Engineer Mark Austin

STAFF ABSENT:

(B) PLEDGE OF ALLEGIANCE

(C) CONSENT AGENDA:

- (1) APPROVAL OF MINUTES FROM THE JULY 10, 2014 MEETING**
- (2) APPROVAL OF JULY 2014 EXPENDITURES**

MOTION NO. 1

Moved and seconded by Trustees Yadloski/Olk to approve minutes and expenditures as presented.

Motion passed unanimously

(D) COMMENTS FROM CITIZENS NOT ON THE AGENDA

There were none.

(E) DEPARTMENTAL REPORTS:

(1) Mayor and Board of Trustees

Mayor McClung stated that the School District has been working on a bond issue/mill levy. Very long capital improvement plan. Just over \$30 in million improvements needed in school district. Bee Underwood Elementary is in need of the most repair. Trustee Loschke asked if there was a company helping them with this. Mayor McClung responds that they do have someone helping, but could not recall who. Recruiting from everyone in the school district. Finally approved at district's meeting on Monday. School District asking if the Town would be willing

to partner up with them. Town Manager McArthur-would be happy to help with the grant process.

Trustee Williams attended the mayors meeting

(2) Administrative Monthly Update

Town Manager Stuart McArthur

The Town of Parachute will be hosting CML District Meeting on October 8, beginning at 4:00pm. Dinner at 6:30pm. Ideas for a speaker let us know. Scott McInnis was mentioned.

Sales tax numbers are 32% higher. Hotel and Oil/Gas related.

Financials through June. The water fund is looking healthy with water fund balance of \$200,000. Wastewater fund balance \$40,000. Capital Improvements fund nothing spent. Street and alleys doing well.

Development of new Town website underway. Community Development Specialist Wingfield and Town Manager McArthur are working on the website, projected completion is some time in November.

Celebration for Misty Way was held with signs in place. Misty did attend.

Town Manager McArthur stated the schedule for the 2015 Budget. September 11, 2015 preliminary budget presentation, October 9, 2015 proposed budget. October 15, 2014 will be available for public view.

Grand Valley Days was a success with record breaking crowds. Hands up to Community Development Specialist Wingfield and Diana Lawrence of Mama's Restaurant for the Smoke Off.

The Parachute Battlement Mesa Chamber of Commerce, Park Association and Town of Parachute need to work together on Grand Valley Days. Would like to make it more of an economic weekend fair not just bringing out local people.

(3) Police Department Monthly Update

Chief Parmenter introduced Alex Graham the new police officer. Alex introduced himself, gave some background on himself. From Costillo County.

Chief Parmenter stated that Officer Graham jumped right into Grand Valley Days. It was uneventful for the Police Department, and Chief Parmenter did ask for some coverage from other agencies.

Chief Parmenter – reported that someone shot a bear by the creek. The department is receiving about 5-7 calls a day for bears.

a. Liquor License Renewal for a 3.2 Off Premise License

Applicant: Rocky Mountain C Stores
Location: 201 Columbine Court
Parachute, CO 81635

Mayor McClung asked if fees were paid and application was in order. Town Clerk Chiaretta stated fees are paid, application is in order and no violations or changes.

MOTION NO.2

Moved and seconded by Trustees Loschke/Olk to approve Liquor License Renewal for Rocky Mountain C Stores.

Motion passed with Trustees Williams, Olk and Loschke voting yes; Yadloski and Rugaard abstained.

(4) Public Works Monthly Update

Mark King – Public Works Director

Public Works Director King reported that has been a busy month for the Department. Four water leaks were repaired this week. Working on getting the streets and alley behind Napa repaired. Parks are looking good. Seasonal employee has been working in the parks which is freeing up the time of other staff members.

Water meter installation should be completed by end of August.

(5) Code Enforcement Update

Derek Wingfield – Community Development Specialist

Community Development Specialist informed the board that he made 15 contacts this month and is working on getting the weeds at family dollar taken care of.

The Town removed a Russian olive from behind Evelyn Schaller’s property. She was very appreciative.

Grand Valley Days went well and Community Development Specialist has gotten lots of great feedback. Vendors are contacting him regarding being a part of it next year.

Trustee Loschke asked how are the restaurants in town feeling about vendors?

Community Development Specialist Wingfield has talked to them and they had more business during that weekend. Not just food vendors, but craft vendors and recreational vendors. No negative impact as far as he can see or what was reported. Estimated that we had more than ever before that attended.

Building side of things Community Development Specialist Wingfield reported that 6 people were in today looking for building permits. Seeing some activity.

(F) BOARD APPROVAL OF RESOLUTION NO. 2014-18

A RESOLUTION OF THE BOARD OF TRUSTEE OF THE TOWN OF PARACHUTE COLORADO APPROVING THE GRANT OF A GRANT OF RIGHT-OF-WAY (EASEMENT) TO CAERUS PICEANCE, LLC TO CONSTRUCT, MAINTAIN, INSPECT, OPERATE, REPLACE MODIFY AND REMOVE PIPELINES WITH FITTINGS AND APPLIANCES FOR THE TRANSPORTATION OF OIL, GAS, PETROLEUM PRODUCTS, WATER AND ANY OTHER SUBSTANCES, PRODUCTS AND DERIVATIVES OF THE FOREGOING.

STUART McARTHUR, Town Manager

Caerus is requesting a right of way easement and will pay \$3.00 per square foot.

Trustee Loschke-is the easement already in an established right of way? Town Manager McArthur stated yes there is.

Motion to approve grant of easement.

MOTION NO.3

Moved and seconded by Trustees Williams/Rugaard to approve Resolution No. 2014-18 approving the grant of the Right of Way.

Motion passed unanimously

(G) BOARD APPROVAL OF RESOLUTION NO. 2014-21

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, AUTHORIZING THE CONVEYANCE OF A TEN FOOT (10') WIDE PERPETUAL NON-EXCLUSIVE EASEMENT TO PUBLIC SERVICE COMPANY OF COLORADO FOR THE CONSTRUCTION, OPERATION, MAINTENANCE, REPAIR, AND REPLACEMENT OF UTILITY LINES, FIXTURES AND DEVICES.

Town Manager McArthur informed the board that Xcel has offered \$500.00 for the easement.

MOTION NO.4

Moved and seconded by Trustees Loschke/Yadloski to approve Resolution No. 2014-21

Motion passed unanimously

(H) BOARD APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH BRUCE STOLBACH D/B/A CADFISH, LLC TO PROVIDE BUILDING CONSTRUCTION CONSULTATION SERVICES. APPROVAL OF MAYOR'S SIGNATURE.

**DEREK WINGFIELD, Community Development Specialist
STUART McARTHUR, Town Manager**

Town Manager McArthur introduced Mr. Bruce Stolbach. Town Manager McArthur stated there has been minimal activity in building in Town for several years. It is becoming more active. There is one potential large condominium project which requires someone with more expertise. He will review building plans, and make sure it complies with current codes. Mr. Stolbach ran through his resume for the Board and gave a little background on himself.

Trustee Loschke asked about the term of the contract? Town Manager McArthur stated no term on the contract. Terminable by either party with 30 day notice.

MOTION NO.5

Moved and seconded by Trustees Rugaard/Williams to approve contract with Bruce Stolbach d/b/a Cadfish, LLC and approval of mayor's signature.

Motion passed unanimously

Public hearing called to order at 7:16 p.m.

(I) PUBLIC HEARING BEFORE THE BOARD OF TRUSTEES FOR A LAND USE APPLICATION REGARDING THE GRAND VIEW INDUSTRIAL CENTER PLANNED UNIT DEVELOPMENT

Mayor McClung asked Town Clerk Chiaretta is there proof of publication; certified mailings to property owners, and application fees paid? Town Clerk stated they had been.

Phil Vaughan introduced himself, his clients Hank and Kamron Kraft and their attorney Melodi Massih.

Mr. Vaughan stated they meet with Planning & Zoning Commission Meeting on August 11, 2014. There are just a few items that are still not agreed upon.

Town Attorney Sands explains a PUD is a zoning concept and a PUD Plat is for a subdivision. Rezoning of portions of the town were approved in 2002. Subject property was zoned as light industrial at that time. Mutual goal is to clean up all past mistakes and come up with rules for future development, pre-existing uses may stay, but for new development it's coming up with rules of the road. Governing body has to sign off on those. Planned Unit Developments can be altered some.

Comments from property owners-none
Comments from general public-none

Trustee Loschke had a thought about the road. In the past built out infrastructure, selling of property could put in road improvement fee.

Town Attorney Ed Sands to propose to reach agreement to look for direction from board for approval at September meeting with all documents to support such.

Mayor McClung-Items that are disagreed upon:
Research and development-special use
Vehicle sales & service-special use

- (#2) Dust, fumes odors provision-consensus of Board that this not apply
- (#5) (a) within building-consensus of Board that this not apply
- (#13) (g) & (h) landscaping-consensus of Board that this not apply
- (#14) (j) maintain all property and signs-consensus of Board that this not apply
(n) storage of combustible materials 20ft...-consensus of Board that this not apply

Motion to continue the public hearing to September 11, 2014.

MOTION NO.6

Moved and seconded by Trustees Rugaard/Loschke to continue to September 11, 2014.

Motion passed unanimously

(J) BOARD APPROVAL OF ORDINANCE NO. 675

AN ORDINANCE OF THE TOWN OF PARACHUTE, COLORADO, AMENDING THE ZONE DISTRICT MAP OF THE TOWN OF PARACHUTE BY APPROVING AN INDUSTRIAL PLANNED UNIT DEVELOPMENT WITHIN THE TOWN OF PARACHUTE TO BE KNOWN AS THE GRAND VIEW INDUSTRIAL CENTER PLANNED UNIT DEVELOPMENT AND APPROVING A SITE SPECIFIC DEVELOPMENT PLAN ESTABLISHING A VESTED PROPERTY RIGHT

PURSUANT TO ARTICLE 68 OF TITLE 24, C.R.S., AND SECTION 15.01.107 OF THE PARACHUTE MUNICIPAL CODE.

DAVIS FARRAR, Town Planner

Tabled until September 11, 2014

(K) BOARD APPROVAL OF RESOLUTION NO. 2014-22

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, APPROVING A GRANT AGREEMENT BETWEEN THE STATE OF COLORADO DEPARTMENT OF LOCAL AFFAIRS AND THE TOWN OF PARACHUTE, PROVIDING FOR A GRANT IN THE AMOUNT OF \$62,500.00 FOR THE PURPOSE OF UPDATING THE TOWN'S COMPREHENSIVE (MASTER) PLAN.

STUART McARTHUR, Town Manager

Request amendment to resolution appropriating the funds to the general fund.

MOTION NO. 7

Moved and seconded by Trustees Rugaard/Olk to adopt Resolution 2014-22 and amend for appropriation of funds.

Motion passed unanimously

(L) BOARD APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH THE FARNSWORTH GROUP TO DEVELOP 2014 INFRASTRUCTURE MASTER PLAN. APPROVAL FOR MAYOR'S SIGNATURE

MARK KING, Public Works Director

Two companies responded to RFP. One from SGM and one from Farnsworth Group. Staff recommends going with the Farnsworth Group. The Town received a grant for this project.

MOTION NO. 8

Moved and seconded by Trustees Loschke/Williams to approve Professional Services Contract with the Farnsworth Group to develop 2014 Infrastructure Master Plan and mayor's signature.

Motion passed unanimously

(M1) BOARD APPROVAL OF CONSTRUCTION CONTRACT WITH THE UNITED COMPANIES TO RECONSTRUCT PARACHUTE PARK BOULEVARD. APPROVAL FOR MAYOR'S SIGNATURE.

MARK KING, Public Works Director

Motion to approve construction contract with United Companies for 2700 ft from Diamond Loop to bridge. Will do half now and try to get grant monies for other half. Fixed price bid and they

qualified for low bid. While they are here would like to get approval to do change orders on top of that contract for some fixes around town that need to be taken care of.

MOTION NO. 9

Moved and seconded by Trustees Loschke/Williams to approve Services Contract with United Companies to reconstruct Parachute Park Blvd and approval for mayor's signature.

Motion passed unanimously

Discussion followed regarding change order approval for Town Manager McArthur and/or Public Works Director King.

MOTION NO. 10

Moved and seconded by Trustees Loschke/Williams to allow Public Works Director King to approve change orders not to exceed budget.

Motion passed unanimously

(M2) BOARD APPROVAL OF RESOLUTION NO. 2014-19

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, CONCERNING THE FIRE AND POLICE PENSION ASSOCIATION ELECTION REGARDING MEMBER CONTRIBUTIONS TO THE STATEWIDE DEFINED BENEFIT PLAN.

S. DENISE CHIARETTA, Town Clerk

Town Clerk Chiaretta explained that the membership has already voted to raise the percentage. The Town needs to decide if they want to match the percentage.

MOTION NO. 11

Moved and seconded by Trustees Loschke/Williams to match the increase.

Motion passed unanimously

(N) BOARD APPROVAL OF CONTRACT WITH XCEL ENERGY TO INSTALL STREET LIGHTING ON CARDINAL WAY. APPROVAL FOR MAYOR'S SIGNATURE.

STUART McARTHUR, Town Manager

MARK KING, Public Works Director

Motion to approve contract for underground lighting. Town will have to cover some of the cost. The town has a couple of grants in place. Encana for \$2,797.00 and \$750.00 from AGNC. Mayor Pro Tem Williams was able to get about \$10,000. Xcel gave a bid of \$85,173.00 for underground lighting.

MOTION NO. 12

Moved and seconded by Trustees Rugaard/Loschke to enter into contract with Xcel Energy for the underground lighting.

Motion passed unanimously

(O) BOARD APPROVAL OF RESOLUTION NO. 2014-23

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO DESIGNATING THE DAYS AND TIMES FIXED FOR REGULAR MEETINGS OF THE PLANNING AND ZONING COMMISSION.

STUART McARTHUR, Town Manager

Town Manager McArthur stated moving Planning & Zoning Meetings prior to the Board so as to have information before the meeting as opposed to after.

Planning & Zoning Commission-Second Thursday of the month
Board of Trustees Meeting-Third Thursday of the month

MOTION NO. 13

Moved and seconded by Trustees Loschke/Rugaard to adopt Resolution 2014-23 with the amendment of time from 6:00pm to 6:30pm.

Motion passed unanimously

Due to meetings already scheduled this will be effective January 2015.

(R) BOARD CONSIDERATION AND APPROVAL OF MAYOR'S SIGNATURE ON LETTER TO THE ASSOCIATED GOVERNMENTS OF NORTHWEST COLORADO (AGNC) REGARDING THE ROAN PLATEAU.

STUART McARTHUR, Town Manager

Bill Barrett working on settlement agreement with BLM which would limit their leases to 1,500 acres on the Roan Plateau. We received \$8 million of this money. AGNC is working on letter of support that the communities involved be held harmless and lease not be increased within next several years.

MOTION NO. 14

Moved and seconded by Trustees Rugaard/Loschke for support of AGNC letter.

Motion passed unanimously

(S) BOARD CONSIDERATION OF AGENDA ITEMS FOR JOINT MEETING OF THE BOARD OF TRUSTEES AND THE GARFIELD BOARD OF COUNTY COMMISSIONERS

STUART McARTHUR, Town Manager

Board of County Commissioners has requested meeting this week, would rather have as part of our agenda not on a special night. But will have meeting October 9th, will need agenda items.

Work Session

- Bridge over Colorado River (County Road 300)
- West Interchange – Loop from Battlement Mesa to West Parachute Interchange
- Senior Center
- County Road 215
- County approvals of development outside Town of Parachute town limits

(T) EXECUTIVE SESSION

FOR DISCUSSION OF A PERSONNEL MATTER UNDER C.R.S SECTION 24-6-402(2)(f) AND NOT INVOLVING: ANY SPECIFIC EMPLOYEES WHO HAVE REQUESTED DISCUSSION OF THE MATTER IN OPEN SESSION; ANY MEMBER OF THIS BODY OR ANY ELECTED OFFICIAL; THE APPOINTMENT OF ANY PERSON TO FILL AN OFFICE OF THIS BODY OR OF AN ELECTED OFFICIAL; OR PERSONNEL POLICIES THAT DO NOT REQUIRE THE DISCUSSION OF MATTERS PERONAL TO PARTICULAR EMPLOYEES.

To be continued to future date.

(U) OTHER MATTERS:

RESIGNATION LETTER FROM MARY (CANDY) ALLBEE FROM THE BOARD OF TRUSTEES

RESIGNATION LETTER FROM EVERT BARTZ FROM THE PLANNING & ZONING COMMISSION.

VITAL FOR COLORADO-

MOTION NO.15

Moved/seconded by Members Loschke/Ruggard to show support

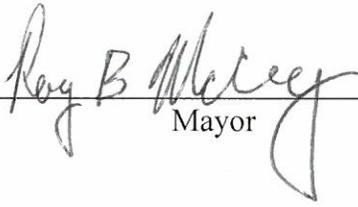
Motion passed unanimously.

PLANNING REFRESHER WORKSHOP

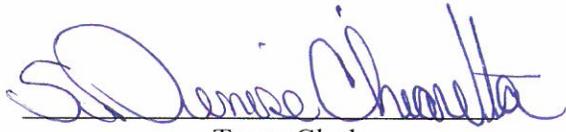
COLORADO MOSQUITO CONTROL, INC. MOSQUITO REPORT

Meeting adjourned at 9:54 p.m.





Mayor



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.*