

**TOWN OF PARACHUTE  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
July 10, 2014**

---

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

**ACTION MINUTES:**

**(A) ROLL CALL**

**TRUSTEES PRESENT:**

Candy Allbee, John Loschke, Timothy Olk, Tom Rugaard, Juanita Williams, John Yadloski

**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

**STAFF ABSENT:**

Finance Clerk Dustie Colella

**(B) PLEDGE OF ALLEGIANCE**

**(C) CONSENT AGENDA:**

- (1) APPROVAL OF MINUTES FROM THE JUNE 8, 2014 MEETING**
- (2) APPROVAL OF JUNE 2014 EXPENDITURES**

**MOTION NO. 1**

Moved and seconded by Trustees Loschke / Rugaard to approve minutes and expenditures as presented.

Motion passed unanimously.

**(D) COMMENTS FROM CITIZENS NOT ON THE AGENDA**

There were none.

Mayor McClung noted that he would move item H up after departmental reports

**(E) DEPARTMENTAL REPORTS:**

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

Mayor McClung stated that we received \$62,500 from DOLA for a comprehensive plan for the Town of Parachute.

Trustee Olk commented on how well the Welcome to Parachute signs were received.

Mayor McClung announced the Misty Way dedication at 11:00am at the Library to anyone interested.

Trustee Rugaard asking about bear proof trash cans? Town Clerk Chiaretta stated that the bids are going out for new contract so will put in there possibility of bear proof cans and price if anyone is interested.

**(2) Administrative Monthly Update**

Town Manager McArthur– Distributed sales tax report sales tax was \$82,490 which is \$20,000 more than last year, 8% more than budget.

No financials due to Paylocity switch over.

\$62,500 from DOLA, comprehensive plan update to be put on agenda.

Trustee Williams indicated desire to do an ordinance re: chickens in town. Town Manager McArthur informed the board that any other ordinances or presentations please see him and they will be put to upcoming agendas.

**(3) Police Department Monthly Update**

Police Chief Parmenter – Informed the board that a bear was trapped this morning, and three more are running around the town.

a. **APPLICATION FOR A HOTEL RESTAURANT LIQUOR LICENSE**

Applicant: Diana L. Lawrence - Tompkins

D.B.A.: Mama's Restaurant

Location: 103 East First Street Parachute, CO 81635

**MOTION NO.2**

Moved and seconded by Trustees Loschke / Albee to approve Hotel Restaurant Liquor License for Mama's Restaurant.

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

b. **RENEWAL APPLICATION LIQUOR STORE**

Applicant: Gary Dean

D.B.A. Bottlecap Liquors LLC

Location: 150 Columbine Court Suite A

Parachute, CO 81635

**MOTION NO.3**

Moved and seconded by Trustees Loschke /Allbee to approve renewal application for Bottlecap Liquors LLC.

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

**(4) Public Works Monthly Update**

Mark King – Public Works Director

MistyWay signs up.

Meters are being installed and Tells Meadows meters are all installed.

RFP on street for Parachute Blvd also have contract maintenance project for year, would like to get approved so we can get maintenance portion done. Next meeting bids should be in due on 7<sup>th</sup>, hopefully can be approved by when the snow flies.

Roach property is finished and graded off. Property looks nice.

**(5) Code Enforcement Update**

Derek Wingfield – Community Development Specialist

Comfort Inn dead grass issues being addressed.

Twenty seven letters sent last month. Everyone seems to be complying with what we are asking. Lots of good feedback.

One new business license issued last month. Slowly learning building permits, part online and part classroom.

Moving forward on website, skeleton mock up right now.

Grand Valley Days moving forward, have moved parade route to include all of Parachute Avenue and 1<sup>st</sup> Street. 6 teams have said they will participate in the BBQ but have not signed up as of yet, would like to get those secured so event can be ongoing. Received 4x30 foot banners donated to Parks Association to put out on interstate walk bridge during Grand Valley Days.

Walked wildlife area trying to secure place for it.

Possible golf course for Town of Parachute.

Mayor McClung moved item H to here:

**(H) PUBLIC HEARING:**

**PUBLIC MEETING BEFORE THE BOARD OF TRUSTEES FOR A LAND USE APPLICATION:**

APPLICANT/OWNER: Clear Creek Ranch, LLC  
643 County Road 337  
Parachute, CO 81635

PROJECT NAME: Grand View Industrial Center Planned Unit Development

PROJECT LOCATION: Intersection of Murray Court and Murray Lane

LEGAL DESCRIPTIONS: See Attached

Public Meeting called to order at 6:55 p.m.

Phil Vaughn of Phil Vaughn Construction Management, Inc. – Kameron & Hank Kraft owners of Clear Creek Ranch LLC were present.

Mr. Vaughn stated he received staff report and worked over weekend to prepare reply and requested a continuance.

There was not a quorum for planning commission so meeting was cancelled. Mr Vaughn requested having the Public Hearing on August 14, 2014.

Public Hearing closed at 6:58 p.m.

**MOTION NO.4**

Moved and seconded by Trustees Loschke / Rugaard to continue hearing to August 14, 2014 Board Meeting.

Motion passed unanimously.

Trustee Rugaard asked why item H was presented so quickly? Town Manager McArthur responded that they wanted to install fueling pumps this summer, and it was his decision to move forward quickly. Would like to change timing of P&Z meetings, they follow the board meeting, but they are actually month before. Would like to move that the P&Z be moved before the board meeting as to shorten the process.

**(F) INSTRUCTIONS ON USING OUR IPADS TO RECEIVE OUR PAPERLESS PACKETS**

Community Development Specialist Wingfield presentation:

Checklist that everyone needs to sign out iPads. To make sure we keep track of them due to grant.

Will make copies for everyone of instructions. And if anyone needs help he will be glad to spend some time with you on instructions and tricks.

I annotate you can actually take notes and highlight.

General instructions were paused through due to lack of internet. Next month we will not have a packet it will be paperless. There were problems with the internet and could not do a visual presentation.

**(I) AUDIT PRESENTATION**

**By: Audit Company Dazzio & Plutt**

**Presenter: Steve Plutt**

Will send out electronic copy Tuesday and will have bound copy at Board Meeting. Mr. Plutt informed the board that he was unable to have bound copies due to illness.

Mr. Plutt gave a power point presentation to the board regarding audit of financial statements.

Mr. Plutt stated that there were project funds hanging out in the project accounts that were complete and Town Manager McArthur had requested the funds be moved and accounts be closed before the audit is finalized.

**MOTION NO.5**

Moved and seconded by Trustees Loschke / Williams to move unexpended fund balances to cap improvement account.

Motion passed unanimously.

Mr. Plutt stated that expenditures were 2.8 million last year and 2.6 million this year, close to the same amount.

Net decrease in water fund \$80,000.

Toured the towns facilities, they are clean and up to date. He was quite impressed.

Rating is triple AM which is very good. Can give him a call anytime to discuss.

**MOTION NO.6**

Moved and seconded by Trustees Rugaard / Olk to accept the audit with the final adjustments.

Motion passed unanimously.

**(G) BOARD APPROVAL TO ENTER INTO A CONTRACT WITH FRONTIER PAVING FOR PAVEMENT MAINTENANCE AND MAYOR TO SIGN THE SAME.**

Public Works Director King stated that four bids came in with Frontier Paving being the lowest, everything came in high, renegotiated some of the project around Meadow Drive and Tells Meadows area. Won't be able to do everything we wanted to. Public Works Director King asked for \$200,000 instead of \$155,000 to alleviate change orders. Frontier asking when they can get started? Public Works Director King was asked what was the reasoning for such high bids? One was soils that came in late and they have to over excavate need more material to get it stabilized. Plan on putting crown on roads so it runs into gutters. Hopefully will only take 10 days or a few more for maintenance portion.

Change order how do we feel? Town Manager McArthur suggested that should be on original \$155,995, and have to come in with change orders to be approved. Town Manager McArthur or Public Works Director King to approve on anything over original price. Potential approve \$155,995 request with cost of materials?

**MOTION NO.7**

Moved and seconded by Trustees Williams / Allbee to revise contract to the original \$155,995 and request for cost of \$1,000,000 insurance.

Town Attorney Sands - are there insurance provisions of million dollars?

Amend motion Williams / Allbee.

Motion passed unanimously.

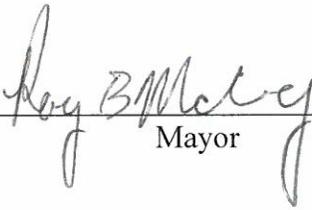
**(J) EXECUTIVE SESSION:**

**(K) OTHER MATTERS:**

**A THANK YOU AND INFORMATION ABOUT THE ABUNDANCE GARDEN**

Meeting adjourned at 8:09 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.*