TOWN OF PARACHUTE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
November 13, 2014

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

ACTION MINUTES:

(A) ROLL CALL

TRUSTEES PRESENT:

Tom Rugaard, Juanita Williams, John Yadloski, John Loschke, Norm Feck

TRUSTEES ABSENT:

Timothy Olk

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:

- SEPTEMBER 11, 2014 REGULAR MEETING
- SEPTEMBER 25, 2014 SPECIAL MEETING
- OCTOBER 13, 2014 REGULAR MEETING

(2) APPROVAL OF OCTOBER 2014 EXPENDITURES

MOTION NO. 1:

Moved and seconded by Trustees Rugaard/Yadloski to approve Minutes from September 11 Regular Meeting, September 25 Special Meeting, October 13 Regular Meeting and October expenditures.

Motion passed unanimously.

Trustee Olk arrived at 6:42pm

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

Although he was late, John B. Scalzo from Rifle, CO came before the Board of Trustees to request a donation for the American Legion Post #78 Veteran Memorial.

Mr. Scalzo spoke of Memorial in Rifle, in remembrance of Garfield county veterans who gave the ultimate sacrifice, it started out with 3 names and ended up with 90. World War I and II, Korean and Vietnam. This will be 3rd Memorial to be dedicated December 14, 2014.

(E) PRESENTATION ON GARFIELD COUNTY RIFLE AIRPORT

PRESENTER: BRIAN CONDIE, AIRPORT DIRECTOR

Mr. Condie gave brief history and a short video presentation regarding the Rifle Airport:
-Approximately 55,000 world travelers per year go through airport.
-Mr. Condie stated it is open 24/7, 365 days/year, with a 7,000 foot runway their flights can also reach to London/Brazil/Turkey/Honolulu/France/Brisbane/South Africa.
-Revenue at the airport is actually made from fuel sales.

(F) DEPARTMENTAL REPORTS:

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

Trustee Loschke stated that he feels there is a need for an exit interview when employees leave, and would like to propose somewhere for such. He also would like to have input from town staff for Town Managers evaluations, possibly be put into their personnel manual. Would Board be receptive to do these interviews? Would like to have input from appointees or from employees. Mayor McClung responded that we need to get advice from CIRSA on what is needed and give Town Manager McArthur direction to look into.

Trustee Feck asked why didn't the Town have a Recycling program? Town Clerk Chiaretta stated that maybe it's time to look into it again, was quite a bit a cost to town last time.

Mayor McClung informed the Board and staff that Rifle Columbine Ford has fingerprinting for your kids for free.

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

-Financial statement for October.

-Budget of 6.7 million and general expenditures well under budget.

-Would like to give credit to Lynn Stroud for getting financials up to date.

-Development of our website well under way, Williams has agreed to pay for building of our website.

-CEBT is effective December 1, 2014 and provision is available to Trustee's for Town insurance.

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

Sgt. Harrison resigned so will be looking for another officer.

- Liquor License Renewal Application for a 3.2 off Premise Beer License

Applicant:	Swallow Oil Company
DBA:	Parachute Grub & Scrub
Location:	28 Cardinal Way, Parachute, CO 81635-9747

Fees paid and applications in order

MOTION NO. 2

Moved and seconded to approve Liquor License renewal for Swallow Oil by Trustees Loshke/Williams

Motion passed with Trustees Williams/Olk/Feck/Loschke voting yes and Trustees Yadloski/Rugaard abstain.

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

-Parachute Park Blvd opened up and final inspection was supposed to be November 14, 2014 but due to snow will be as soon as they can.

-Most of meters have been installed, a few are left, but moving along and hoping to be up and running.

-All sanders were installed on trucks this morning.

-Patched up lots of holes on first street, and trying to help out state and residents.

-Public Works Director King asked if Trustees would you like to have ribbon cutting? Trustee Olk asked when would the second half be done? Public Works Director King stated as soon as all grants received will put that in place. Mayor McClung what does the Board think? Should we revisit next year?

-2015 Street Maintenance program will be in place in the spring.

-Public Works Director asked about the December 12th Christmas Dinner – Lunch or Supper? Most of staff indicated evening at 6:00pm at Grand River Fire District in Battlement Mesa.

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

-Junked vehicle/trailers are showing up again, so addressing that again.

-Couple building permits, along with couple commercial permits.

-Website, moving along well and excited to have the extra help, and looking forward to being able to pay bills and get to forms on line.

(G) CONSIDERATION OF AND APPROVE MAYOR'S SIGNATURE ON AN INTERGOVERMENTAL AGREEMENT BETWEEN THE TOWN OF PARACHUTE AND GARFIELD PUBLIC LIBRARY DISTRICT FOR THE TOWN TO PROVIDE SNOW REMOVAL SERVICES FOR THE LIBRARY BRANCH IN PARACHUTE.

STAFF: STUART McARTHUR, TOWN MANAGER

In addition to our parking lot that we do adjoining parking lot of library, $100 per snow incident to do library along with ours each time.

MOTION NO. 3:

Moved and seconded by Trustees Rugaard/Loshke to approve snow removal at library

Motion passed unanimously.

(H) CONSIDERATION OF AND APPROVE MAYOR'S SIGNATURE ON MEMORANDUM OF UNDERSTANDING BETWEEN TOWN OF PARACHUTE AND THE BUREAU OF LAND MANAGEMENT TO PARTICIPATE AS A COOPERATING AGENCY FOR THE PURPOSES OF COLLABORATIVE PLANNING AND PRODUCTION OF AN ENVIRONMENTAL IMPACT STATEMENT (EIS) FOR PREVIOUSLY ISSUED OIL AND GAS LEASES IN THE WHITERIVER NATIONAL FOREST.

STAFF: STUART McARTHUR, TOWN MANAGER

In order for town to participate in study.

MOTION NO. 4:

Moved and seconded by Trustees Williams/Loshke to approve Mayors signature with BLM

Motion passed unanimously.

(I) BOARD APPROVAL OF RESOLUTION NO: 2014-24

A RESOLUTION OF THE TOWN OF PARACHUTE, COLORADO, DESIGNATING THE DAYS AND TIMES FIXED FOR REGULAR MEETINGS OF THE PLANNING AND ZONING COMMISSION AND THE BOARD OF TRUSTEES. CORRECTING RESOLUTION NO. 2014-23.

STAFF: STUART McARTHUR, TOWN MANAGER

MOTION NO. 5:

Moved and seconded by Trustees Williams/Olk to approve Resolution No. 2014-24

Motion passed unanimously.

(J) BOARD APPROVAL OF RESOLUTION NO: 2014-25

A RESOLUTION OF THE TOWN OF PARACHUTE, COLORADO, APPROVING THE GRANT AGREEMENT BETWEEN THE TOWN OF PARACHUTE AND THE GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT FOR THE PARACHUTE PARK BOULEVARD RECONSTRUCTION PROJECT

STAFF: STUART McARTHUR TOWN MANAGER

Applied grant and received $200,000 for Parachute Park Blvd for construction for next year and started application with DOLA for grant for $250,000 need resolution of Board and approving it.

MOTION NO. 6:

Moved and seconded by Trustees Loshke/Yadloski to approve Resolution No. 2014-25 Federal Mineral Lease for $200,000 for Parachute Park Blvd.

Motion passed unanimously.

(K) CONSIDERATION OF AND APPROVE TOWN MANAGER'S SIGNATURE ON A GRANT AGREEMENT BETWEEN THE TOWN OF PARACHUTE AND THE GARFIELD COUNTY FEDERAL MINERAL LEASE DISTRICT FOR THE PARACHUTE PARK BOULEVARD RECONSTRUCTION PROJECT.

STAFF: STUART McARTHUR, TOWN MANAGER

MOTION NO. 7:

Moved and seconded by Trustees Loschke/Williams to approve Mayors Signature

Motion passed unanimously.

(L) ACCEPT BID, CONSIDERATION OF, AND APPROVE MAYOR'S SIGNATURE ON AN AGREEMENT BETWEEN THE TOWN OF PARACHUTE AND RPI CONSULTING LLC FOR THE PURPOSES OF PROVIDING PLANNING

CONSULTING SERVICES TO PREPARE THE UPDATED COMPREHENSIVE PLAN FOR THE TOWN OF PARACHUTE.

STAFF: STUART McARTHUR, TOWN MANAGER

-Last update 2006, received 5 bids – RPI Consulting, Plan Tools, Safebuilt Corporation, RG and Associates and Orion Group

-Town Manager McArthur recommendation actually for high bidder, but for scope of work. RPI works exclusively with small towns. Town Planner Farrar and Town Manager McArthur will be on the project as managers. Anything over $15,000 will be brought to board for change orders.

MOTION NO. 8:

Moved and seconded by Trustees Loschke/Rugaard to approve Mayors Signature on approving contract to accept with recommended changes RPI Consulting LLC for providing planning consulting services.

Town Manager McArthur stated that it will not be RPI's vision but the Towns vision that they use. Town Attorney Sands will review packet.

Motion passed unanimously.

(M) CONSIDERATION OF AND APPROVE MAYOR'S SIGNATURE AFTER THE FACT ON AN AGREEMENT BETWEEN THE TOWN OF PARACHUTE AND XCEL PUBLIC SERVICE COMPANY OF COLORADO D/B/A XCEL ENERGY TO INSTALL LIGHTING ON CARDINAL WAY.

STAFF: STUART McARTHUR, TOWN MANAGER

Received grant from AGNC, Encana and donations from WPX and Careus. Town will only be contributing $67,000 out of $89,000. And would like to have finished by end of year.

MOTION NO. 9:

Moved and seconded by Trustees Rugaard/Loshke to approve Mayors Signature after the fact between Town of Parachute and Xcel Energy.

Motion passed unanimously.

(N) BOARD APPROVAL OF RESOLUTION NO: 2014-26

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PARACHUTE, COLORADO, CONFIRMING AND REAFFIRMING THAT CERTAIN STREET RIGHTS-OF-WAY CONTAINED WITHIN THE TELL'S MEADOW SUBDIVISION WERE DEDICATED TO THE TOWN OF PARACHUTE IN FEE SIMPLE AND ACCEPTED BY THE TOWN OF PARACHUTE

STAFF: STUART McARTHUR, TOWN MANAGER
ED SANDS, TOWN ATTORNEY

Town Attorney Sands – explaining by passing the resolution. The streets that are dedicated on Platte they were dedicated to Town not easements, just says that we own the land.
Judge Neely was assigned Judge, acquainted with law regarding developments and dedications. Land underneath pavement is dedicated to Town of Parachute and not a mere easement.
Mayor McClung making this item (Q)

(O) BOARD APPROVAL OF ORDINANCE NO: 667

AN ORDINANCE OF THE TOWN OF PARACHUTE, COLORADO AMENDING CHAPTER 11.08 OF THE PARACHUTE MUNICIPAL CODE CONCERNING THE UNLAWFUL POSSESSION OR CONSUMPTION OF ETHYL ALCOHOL OR MARIJUANA BY AN UNDERAGE PERSON; CONCERNING THE ILLEGAL POSSESSION OF MARIJUANA PARAPHERNALIA BY AN UNDERAGE PERSON; AND CONCERNING OPEN MARIJUANA CONTAINERS IN MOTOR VEHICLES.

STAFF: STUART McARTHUR, TOWN MANAGER
ED SANDS, TOWN ATTORNEY

Town Attorney Sands stated that 21 or over it is legal to possess an ounce of marijuana and illegal for anyone under. Each local government can alter the penalties.

-Police Chief Parmenter stated that our tickets have tripled since the legalization of marijuana in traffic stops, similar to open alcohol containers in vehicles.

-This applies to anyone, should be transported in trunk as to not be accessible to driver.

MOTION NO. 10:

Moved and seconded by Trustees Loschke/Williams to adopt Ordinance No. 667.

Motion passed with Rugaard abstaining.

Executive session 8:35pm Moved by Williams

(P) EXECUTIVE SESSION

C.R.S. 24-6-402(4)(b), to confer with an attorney for the Town for the purposes of receiving legal advice on specific legal questions;

C.R.S. 24-6-402(4)(f), to discuss personnel matters.

MOTION NO. 11

Motioned by Trustees Williams/Loschke to move to go into executive session for C.R.S. 24-6-402(40(b) and C.R.S. 24-6-402(4)(f)

Motion passed unanimously

MOTION NO. 12
Motioned by Trustees Williams/Rugaard to move out of Executive Session.

Motion passed unanimously.

MOTION NO. 13

Motioned to approve by Trustees Rugaard/Williams on Resolution No. 2014-26

Motion passed unanimously.

MOTION NO. 14

Motioned by Trustees Rugaard/Olk to approve pay raise for Town Manager to 4%.

Motion passed unanimously.

(Q) CORRESPONDENCE / OTHER MATTERS:

- FROM KSUN RADIO THANKING THE TOWN FOR CONTRIBUTION OF $300
- FROM KSUN RADIO OUTLINING THEIR STATUS REGARDING REQUIREMENTS OF THE RADIO STATION SYSTEMS;
- FROM CLEAN ENERGY ECONOMY FOR THE REGION (CLEER) THANKING THE TOWN FOR ITS PARTICIPATION IN THE ELECTRIC VEHICLE RALLY OF THE ROCKIES ON OCTOBER 3, 2014

MOTION NO. 15;

Moved and seconded by Trustees Rugard/Olk to adjourn.

Meeting adjourned at 9:32 p.m.

TOWN OF PARACHUTE SEAL COLORADO

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 <u>the day prior to the meeting</u>****. A corrected copy of the minutes will then be prepared for approval by the Board of Trustees.*