

**CITY OF CENTRAL, COLORADO**  
NOTICE OF A REGULAR MEETING of the CITY COUNCIL to be held on  
**Tuesday, June 3, 2014 @ 7:00 p.m.**  
141 Nevada Street, Central City, Colorado  
**AGENDA**

The City Council meeting packets are prepared several days prior to the meetings and available for public inspection at City Hall during normal business hours the Monday prior to the meeting. This information is reviewed and studied by the City Council members, eliminating lengthy discussions to gain basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis. Agendas are posted on the City's website, the City Hall bulletin board and at the Post Office the Friday prior to the Council meeting.

**6:00pm Council Meeting**

1. Call to Order.
2. Roll Call.

Mayor	Ron Engels
Mayor Pro-Tem	Bob Spain
Council members	Shirley Voorhies
	Glo Gaines
	Kathy Heider

**EXECUTIVE SESSION** – Pursuant to C.R.S. 24-6-402(3.5) and 24-6-402(4)(f)(I) to convene executive session of the City Manager Search Committee, established by City Council on February 18, 2014, to review applicants for City Manager position with Mr. Ron Miller of Miller Municipal Consultants and to discuss next steps in City Manager application process **to be held at 6:00pm in lieu of Study Session.**

**RECONVENE REGULAR SESSION – 7:00pm**

3. Pledge of Allegiance
4. Additions and/or Amendments to the Agenda.
5. Conflict of Interest.
6. Consent Agenda: The Consent Agenda contains items that can be decided without discussion. Any Council member may request removal of any item they do not want to consider without discussion or wish to vote no on, without jeopardizing the approval of other items on the consent agenda. Items removed will be placed under Action items in the order they appear on the agenda (this should be done prior to the motion to approve the consent agenda).

Regular Bill lists of May 22 & 29; and  
City Council minutes: May 20 & 22, 2014.

**PUBLIC FORUM/AUDIENCE PARTICIPATION** – *(public comment on items on the agenda not including Public Hearing items):* the City Council welcomes you here and thanks you for your time and concerns. If you wish to address the City Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address the City Council. Your comments should be limited to **three (3) minutes per speaker**. The City Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and your questions may be directed to the City Manager for follow-up. Thank you.

**ACTION ITEMS: NEW BUSINESS** –

7. Resolution No. 14-10: A resolution of the City Council of the City of Central establishing certain financial procedures specific to authorized check signatories. (Flowers)

8. IGA with Gilpin County Sheriff and Central City Police and Fire (Krelle)

**REPORTS** –

9. Staff updates –

**COUNCIL COMMENTS** - limited to 5 minutes each member.

**PUBLIC FORUM/AUDIENCE PARTICIPATION** – for non-action items not Action or Public Hearing items on this agenda (same rules apply as outlined in the earlier Public Forum section).

**ADJOURN.** Next Council meeting July 1, 2014.

Posted 5/30/14

Please call Reba Bechtel, City Clerk at 303-582-5251 at least 48 hours prior to the Council meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting.

**CITY OF CENTRAL  
CASH ON HAND  
5/29/2014**

<b>Total Beginning ENB Cash on Hand 4/29/14</b>	<b>387.95</b>
Deposits to ENB	-
Wires Out ENB	-
Cleared Checks	-
<u>5/15/2014</u>	<u>387.95</u>
<less previously approved & outstanding>	(59.00)
<b>Total ENB Cash on Hand 5/15/14</b>	<b>328.95</b>

<b>Total Beginning CO Biz Cash on Hand 5-16-14</b>	<b>20,276.17</b>
Deposits to COB	81,590.47
Wires Out COB	(52,727.22)
Cleared Checks	118,128.12
<u>5/29/2014</u>	<u>167,267.54</u>
<less previously approved & outstanding>	(89,194.05)
Device Fees Received	-
<b>Total COB Cash on Hand 5/16/2014</b>	<b>78,073.49</b>

<b>Total Beginning Colotrust Cash on Hand 4/29/14</b>	<b>623,645.21</b>
Wires into Account	30,297.51
Wires out of Account	(50,000.00)
<b>Total Colotrust Cash on Hand 5/15/2014</b>	<b>603,942.72</b>

\*\*\*The City is currently in the process of switching the operating account from Evergreen National Bank to Colorado Business Bank. As such, you will see less and less activity out of Evergreen National and on the next cash flow report both of the operating accounts will be reflected. Once all transactions have cleared Evergreen National Bank, it will be removed from this sheet.

<b>TOTAL CASH ON HAND 5/15/2014</b>	<b>682,345.16</b>
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**CITY OF CENTRAL  
DEBIT CREDIT CARD PURCHASES**

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
5/14/2014	CML	Conference Registration	1,303.00
<b>TOTAL for Debit Cards</b>			<b>1,303.00</b>
5/15/2014	Annie Oakleys		15.06
5/19/2014	Millie's		218.64
<b>Total for Credit Cards</b>			<b>233.70</b>
<b>Total for All Cards</b>			<b>1,536.70</b>

CASH FLOW  
CHECK LISTING

5/29/2014

4/30/14	7300027914	5/22/14	128216	DPC Industries	Chlorine	24.00
4/23/14	56113	5/22/14	128217	Av-Tech Electronics	Switch & Wire Assy	114.40
5/12/14	41919	5/22/14	128218	Exquisite Enterprises	Planning Commission Nameplates	31.20
5/5/14	8818088	5/22/14	128219	Hach Company	Water Chemicals	292.17
5/13/14	287197	5/22/14	128220	Napa Auto Parts	Glow Plug, Blue Def	53.38
5/13/14	58093	5/22/14	128221	OJ Watson	Hyd Cap Assy	23.07
5/15/14	9886061	5/22/14	128222	Office Staff Inc	Plates, Duster, Towels	64.94
4/26/14	CCEN60415	5/22/14	128223	Weekly Register Call	Water Engineer Notice, Ordinance 14-02	206.80
5/6/14	27780	5/22/14	128224	Med-Tech	Gauze Pads	41.75
5/13/14	9382	5/22/14	128225	J & S Contractors	Signs	48.60
4/30/14	3001637	5/22/14	128226	International Code Council	Membership for Allen	125.00
4/30/14	21358216363	5/22/14	128227	Widner Michow	General Counsel, Iron Horse, Refel	4,362.24
5/12/14	140501	5/22/14	128228	GCHS	Employee at Wash Hall	1,679.34
5/12/14	D707991406	5/22/14	128229	YESCO	Sign Maintenance	80.00
5/9/14	50814	5/22/14	128230	Sprint	Long Distance Fax Service	16.46
4/30/14	9918016420	5/22/14	128231	Airgas USA	Oxygen and Nitrogen	46.15
5/22/14	123490	5/22/14	128232	Air O Pure	Restroom at City Shop	95.00
5/19/14	51914	5/22/14	128233	Jay Williams	Bond Return	35.00
5/14/14	May-14	5/22/14	128234	Alex Thome	Historic Preservation	50.00
5/14/14	May-14	5/22/14	128235	Deb Wray	Historic Preservation	50.00
5/8/14	93637	5/22/14	128236	Intermountain Sweeper	Font Curtain Light	159.00
5/3/14	3708117	5/22/14	128237	EJ USA	Storm Sewer	116.65
5/5/14	76677	5/22/14	128238	Gard Specialists	Snaker Screen Screws	78.40
5/9/14	228913	5/22/14	128239	Rex Oil	Fuel	3,356.71
5/14/14	May-14	5/22/14	128240	Gina Fuerst	Historic Preservation	50.00
5/22/14	61614	5/22/14	128241	JKQ BBQ and Smokehouse	Opera Picnic 1/2 Deposit	795.00
5/14/14	May-14	5/22/14	128242	Richard Willett	Historic Preservation	50.00
5/10/14	4126467873217	5/22/14	128243	De Lage Landen	Copier Leases	535.51
5/7/14	178170	5/22/14	128244	Public Agency Training	Fire and Arson Investigation	295.00
5/9/14	5140	5/22/14	128245	Practical Fire Equipment	Roof Operations Safety	998.00
5/19/14	51914	5/22/14	128246	Phillip Pacheco	Bond Return	30.00
5/19/14	51914	5/22/14	128247	Francisco Mendez Zandajas	Restitution	100.00
5/19/14	51914	5/22/14	128248	Brandon Welch	Bond Return	47.00
4/28/14	2014002000	5/22/14	128249	Fentress Architects	Iron Horse PUD	6,760.48
3/10/14	600047	5/29/14	128250	Christopher Dodge	Alternator	247.11
2/13/14	5751161306	5/29/14	128251	Clear Creek Supply	Oil Filters and Oil	54.53
5/21/14	61063201	5/29/14	128252	Nalco Chemicals	Chemical Mixture	2,020.86
5/22/14	52214	5/29/14	128253	Town Office Supply	Business Cards for Thomas & Behring	105.90
5/16/14	5/16/2014	5/29/14	128254	Century Link	Phone Service	870.14
5/21/14	9446995004	5/29/14	128255	Granger	Ear Plugs	32.36
5/13/14	3441701553	5/29/14	128256	USA Blue Book	Hose Valve Assem and Discharge Hose	295.65
5/21/14	Jun-14	5/29/14	128257	Vision Service Plan	Vision Insurance	321.06
5/27/14	52714	5/29/14	128258	Kathleen Ashpaugh	Building Permit Refund	146.26

CASH FLOW  
CHECK LISTING

5/29/2014

5/29/14	123566	5/29/14	128259	Air O Pure	Restroom at Reservoir	95.00	
5/16/14	97258331734	5/29/14	128260	Verizon Wireless	Internet for Water General	80.07	
5/16/14	1710602009	5/29/14	128261	Bear Frame and Axle	Void	16.68	Void
5/14/14	D5494291480	5/29/14	128262	Accutest Mountain States	Water Testing	165.00	
5/22/14	SI33888/4858	5/29/14	128263	Botany Lane	Flowers	4,163.35	
5/20/14	42256	5/29/14	128264	Peak Performance	Metered Copies	243.92	
5/21/14	455	5/29/14	128265	Mountain Lock and Key	Door Repair and Lock Wash Hall	846.00	
5/7/14	50714	5/29/14	128266	John Cutler	Partial Billing For Audit	13,000.00	
4/2/14	133944	5/29/14	128267	Morning Star Elevator	Apr-June Contract	295.50	
5/20/14	500712940	5/29/14	128268	Modular Space	PW Office	136.60	
5/22/14	14810	5/29/14	128269	Kristina Consulting Group	Drug Testing Lang	25.00	
5/17/14	11914	5/29/14	128270	Roi Fire	Nozzle and Shut Off	150.00	
5/21/14	230021	5/29/14	128271	Rex Oil	Fuel	2,170.88	
5/29/14	60114	5/29/14	128272	Liberty National	Life Insurance	184.84	
5/29/14	52914	5/29/14	128273	IAFC	Membership for Allen	284.00	
5/19/14	1813878	5/29/14	128274	Western Paper Distributors	Trash Bags	106.84	
3/25/14	361069/361250	5/29/14	128275	Brody Chemical	Permapatch	3,609.98	
5/30/14	53014	5/29/14	128276	JKQ BBQ and Smokehouse	Meet and Greet	928.50	
5/13/14	400200012	5/29/14	128277	Fentress Architects	Iron Horse PUD	1,647.38	
5/25/14	2364	5/29/14	128278	Colorado Coach	Shuttle Service	34,770.60	
5/16/14	60114	5/29/14	128279	Assurant Employee Benefits	Dental and Long Term Insurance	1,427.79	

Outstanding through ENB 59.00  
Outstanding through COB 89,194.05

**Total Issued:** 161,117.46  
Approved & Sent Checks: 71,864.41  
Clrd & Pending Approval: -  
Voided Checks: -  
**Total Pending Approval 5/20/14:** 89,253.05

**CITY OF CENTRAL  
CITY COUNCIL MEETING  
May 20, 2014**

**CALL TO ORDER**

A regular meeting of the City Council for the City of Central was called to order by Mayor Engels at 7:00 p.m., in City Hall on May 20, 2014.

**ROLL CALL**

Present: Mayor Engels  
Alderman Gaines  
Alderman Spain  
Alderman Voorhies  
Alderman Heider

Absent: None

Staff Present: City Clerk Bechtel  
Attorney McAskin  
Finance Director Flowers  
Utilities Superintendent Griffith  
Police Chief Krelle  
Fire Chief Allen

The Pledge of Allegiance was recited by all present.

**ADDITIONS AND/OR AMENDMENTS TO THE AGENDA**

The agenda was approved as presented.

**CONFLICTS OF INTEREST**

No Council Member disclosed a conflict regarding any item on the agenda.

**CONSENT AGENDA**

Alderman Gaines moved to approve the regular bill lists for May 8 and 15, 2014. Alderman Heider seconded, and without discussion, the motion carried unanimously.

Alderman Gaines moved to approve the City Council minutes for the meetings on May 6 and 7, 2014. Alderman Voorhies seconded, and without discussion, the motion carried unanimously.

**PUBLIC FORUM/AUDIENCE PARTICIPATION**

No one requested time to address the Council.

**SECOND READING AND PUBLIC HEARING**

*Ordinance No. 14-02: An ordinance authorizing the City of Central to enter into a Municipal Lease Purchase Agreement and related documentation with Daimler Truck Financial for the lease and purchase of 2015 Freightliner Snowplow and related equipment.*

Finance Director Flowers gave the background as follows:

During the 2014 Budget process, one of the capital items that City Council approved for budgeting was the lease/purchase of a new snowplow for the Public Works Department. Over the course of 2013, it became apparent that a new snow plow was needed in order to properly maintain the Parkway during the winter months. Therefore, City Council approved funds in the 2014 Budget to obtain this equipment. Due to the fact that snowplows generally take several months to be delivered after an order has been placed, the 2015 Freightliner snowplow and equipment was ordered at the beginning of 2014. As the equipment is now nearing completion and delivery, it is appropriate to adopt the lease purchase agreement to complete the financing aspect of this purchase.

Although Council froze the purchase of even budgeted capital items during the 1<sup>st</sup> quarter of 2014 in order to maintain General Fund balances, this piece of equipment had already been ordered and could not therefore be cancelled. The City has secured financing with Daimler Truck Financial for the purchase of the new snowplow. The total cost of the snowplow is \$172,903. Total financed principal amount is \$142,903 (total cost reduced by a \$30,000 down payment from the sale of equipment in 2013). The annual interest rate is 3.17 % with and the term of the financing is four (4) years. Total interest paid over the lease/purchase period is \$11,501.72. Each annual payment will be \$36,601.18.

Although the 2014 Budget contemplates a three (3) year term and an initial down payment of \$40,000, the term has been extended to four (4) years and the down payment reduced to \$30,000. This has been done in order to keep the annual payment under \$45,000 and because the amount that the City received at auction for the old snowplow during the 4<sup>th</sup> quarter of 2013 was only \$34,500 (\$5,500 less than expected). This purchase adheres to the adopted funding allocations for vehicles and equipment in the Public Works Department under line item 01-431-7420 Lease Purchase Payments (budgeted amount of \$45,000). There will be an initial down payment made on the equipment in the amount of Thirty Thousand Dollars (\$30,000.00).

As TABOR does not allow the City to enter into any multiple year debt or financings, this lease purchase agreement is based upon an annual budget appropriation and annual renewal.

Mayor Engels opened the public hearing at 7:04 p.m. and invited comment. Hearing no comment, Mayor Engels closed the public hearing at 7:05 p.m.

Alderman Gaines moved to adopt Ordinance No. 14-02: An ordinance authorizing the City of Central to enter into a Municipal Lease Purchase Agreement and related documentation with Daimler Truck Financial for the lease and purchase of 2015 Freightliner Snowplow and related equipment. Alderman Voorhies seconded, and without discussion, the motion carried unanimously.

#### **ACTION ITEMS: NEW BUSINESS**

Resolution No. 14-08: *A resolution of the City Council of the City of Central, Colorado approving a short term loan with the Cultural Economic Development Association (CEDA).*

Finance Director Flowers gave the background as follows:

At the April 1, 2014 Council meeting, the Cultural Economic Development Association (CEDA) requested funding in support of the Central City Jazz Arts Festival scheduled to take place August 8-10. City council approved funding CEDA in the amount of \$7,000 as a short term loan that is to be repaid to the City within three months of the event. This date is

November 10, 2014. During the council discussion, a private property owner also volunteered to contribute \$5,000 in support of the Festival.

Based on Council's approval of the short term loan in the amount of \$7,000, a check was issued to CEDA in the amount of \$12,000 (for both the City's support and the private contribution) on April 4, 2014. A check in the amount of \$5,000 from the private contributor has been received by the City. The City's portion was coded out of line item 01-413-5990 Council Discretionary. When CEDA repays the loan, the amount will be credited against the same and there will be no net effect on the City's annual financials.

In order to formalize the short term loan aspect of the City's funding support, it is necessary for the City Council to enter into the Short Term Loan Agreement with CEDA as presented in Resolution 14-08. CEDA is required to pay back the \$7,000 no later than November 10, 2014. No interest is being charged on the amount loaned.

Alderman Voorhies moved to approve Resolution No. 14-08: A resolution of the City Council of the City of Central, Colorado approving a short term loan with the Cultural Economic Development Association (CEDA). Alderman Spain seconded, and without discussion, the motion carried unanimously.

Resolution No. 14-09: A resolution of the City Council of the City of Central, Colorado approving a Professional Services Agreement with the Regents of the University of Colorado, for and on behalf of the College of Architecture and Planning, Center of Preservation Research (CORP) for services related to the Historical Survey Update Project.

Attorney McAskin explained that the City was awarded a grant of \$19,569 to resurvey historic properties within the City's historic district boundaries. The last survey for the Central City district was conducted over three phases between 1998 and 2003. This survey update will evaluate how the district has changed since the previous historic resources survey.

The presentation of the results in a digital format will more effectively support the implementation of the community's historic preservation ordinance and guide future preservation and planning efforts. The survey update results will be in a database to reflected changes within the district. Additionally the information in the database can also be used to update History Colorado's COMPASS database. This will include adding contributing/non-contributing status for the district resources which is currently missing for most of the district. The updated survey information will also be incorporated into Central City's GIS system, allowing for greatly enhanced management of the district.

Payment will be made in four installments of \$4,892 through the next year with completion targeted for May 31, 2015.

Alderman Gaines moved to approve Resolution No. 14-09: A resolution of the City Council of the City of Central, Colorado approving a Professional Services Agreement with the Regents of the University of Colorado, for and on behalf of the College of Architecture and Planning, Center of Preservation Research (CORP) for services related to the Historical Survey Update Project. Alderman Voorhies seconded, and without discussion, the motion carried unanimously.

## **STAFF UPDATES**

Utilities Superintendent Griffith gave an update on projects:

- City Clean-up – filled 3 dumpsters
- AT&T – the project is moving forward with perhaps construction to start in July
- Sign on the Parkway – the BID is trying various options to see if they can get a sign to encourage traffic on 1-70 during construction to use the Parkway with the wording CASINOS EXIT 243 to be secured on the City ROW overlooking 1-70.
- Richville/Yellow House at Quartz Hill site – contractor will move it tomorrow
- Quartz Hill – Still on track to complete before the July deadline.

Alderman Heider noted the Finance Director report of \$22K in revenue between State and City sales tax received through April for retail marijuana stores.

### **COUNCIL COMMENTS**

Council had no comments.

### **PUBLIC FORUM/AUDIENCE PARTICIPATION**

No one requested time to address the Council.

At 7:24 p.m., Mayor Engels adjourned the meeting.

The next Council meeting is scheduled for June 3, 2014 at 7:00 p.m.

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Ronald E. Engels, Mayor

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Reba Bechtel, City Clerk

**CITY OF CENTRAL  
CITY COUNCIL MEETING  
May 22-23, 2014**

**CALL TO ORDER**

A special meeting of the City Council for the City of Central was called to order by Mayor Engels at 5:45 p.m., in City Hall on May 22, 2014.

**ROLL CALL**

Present: Mayor Engels  
Alderman Gaines  
Alderman Heider  
Alderman Spain  
Alderman Voorhies

Absent: None

Staff Present: City Clerk Bechtel  
Ron Miller, Miller Municipal Consultants

**ADDITIONS AND/OR AMENDMENTS TO THE AGENDA**

The agenda was approved as presented.

**CONFLICTS OF INTEREST**

No Council Member disclosed a conflict regarding any item on the agenda.

**EXECUTIVE SESSION**

Alderman Gaines moved to go into Executive Session pursuant to C.R.S. 24-6-402(3.5) and 24-6-402(4)(f)(I) to convene executive session of the City Manager Search Committee, established by City Council on February 18, 2014, to conduct interviews of six (6) semifinalist candidates for City Manager position with Ron Miller. Alderman Spain seconded, and without discussion, the motion carried unanimously.

At 9:20 p.m., Mayor Engels continued the Executive Session to May 23, 2014.

At 5:52 p.m., May 23, 2014, Mayor Engels reconvened the Executive Session with all Council and Ron Miller present.

The next regular Council meeting is scheduled for June 3, 2014 at 7:00 p.m.

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Ronald E. Engels, Mayor

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Reba Bechtel, City Clerk





## AGENDA ITEM #7

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Shannon Flowers, Finance Director

**DATE:** May 28, 2014

**ITEM:** Resolution 14-10 A Resolution of the City Council of the City of Central, Colorado Establishing Certain Financial Procedures Specific to Authorized Check Signatories and the Use of Credit or Debit Cards

**NEXT STEP:** Make a motion to adopt Resolution 14-10, A Resolution of the City Council of the City of Central, Colorado Establishing Certain Financial Procedures Specific to Authorized Check Signatories and the Use of Credit or Debit Cards.

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ORDINANCE  
 MOTION  
 INFORMATION

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- I. **REQUEST OR ISSUE:** In order to comply with good internal control practices, the City Council requires that all checks issued by the City are signed by two (2) individuals who have been authorized to do so by City Council. As there have been changes in personnel since the last time this was done, and the Finance Director will be out of the office for a period, it is necessary for Council to update those persons authorized to sign checks. Resolution 14-10 establishes those elected officials and employees that are authorized to sign checks issued by the City.

As it is sometimes necessary for City employees to use credit or debit cards in order to make some purchases or reservations, Resolution 14-10 also recognizes that in these cases, only one (1) authorized signature will be required and lists the City employees who are authorized to have and use a City credit or debit card.

- II. **RECOMMENDED ACTION / NEXT STEP:** Make a motion adopt Resolution 14-10, A Resolution of the City Council of the City of Central, Colorado Establishing Certain Financial Procedures Specific to Authorized Check

## Signatories and the Use of Credit or Debit Cards

- III. **FISCAL IMPACTS:** There are no immediate fiscal impacts. Indirect financial impacts could be realized based on adherence to this recommended internal control practice.
- IV. **BACKGROUND INFORMATION:** Please Resolution 14-10.
- V. **LEGAL ISSUES:** None.
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None
- VII. **SUMMARY AND ALTERNATIVES:**
  - 1. Make a motion to adopt Resolution 14-10
  - 2. Adopt Resolution 14-10 with amendments
  - 3. Table for further discussion
  - 4. Do not adopt Resolution 14-10.

**CITY OF CENTRAL, COLORADO  
RESOLUTION NO. 14-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTRAL  
ESTABLISHING CERTAIN FINANCIAL PROCEDURES SPECIFIC TO  
AUTHORIZED CHECK SIGNATORIES**

**WHEREAS**, it is necessary for the City of Central to issue payments to vendors, employees and others by check;

**WHEREAS**, in order to ensure that the checks issued are accurate and authentic, two (2) signatures are required on all checks issued; and

**WHEREAS**, to reduce the potential for error and/or fraud and to adhere to good internal control practices for accounting purposes it is necessary for the City Council to designate those specific persons who are authorized to sign checks; and

**WHEREAS**, certain staff members of the City of Central often need to make purchases at locations at which the City does not have an account; and

**WHEREAS**, a credit or debit card is required for some types of purchases and/or reservations and Council recognizes that obtaining two (2) signatures is not possible when using a credit or debit card but wishes to allow staff to use credit or debit cards when necessary;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CENTRAL, COLORADO, THAT:**

**Section 1.**

1. All checks require two signatures; one of which must belong to an elected official, and one of which must belong to a City employee. Any accounts that are, or may be established to control funds from other governmental agencies, will be exempted from this requirement if they are organized as required by the funding agency. The signature of the elected official may be a stamped signature for convenience.
2. The following City officials are authorized to sign checks on the City's bank accounts: Mayor Ronald E. Engels, Mayor Pro-tem Robert E. Spain, Finance Director Shannon Flowers, Finance Clerk Whitney Adler and City Clerk Reba Bechtel.
3. All wire transfers will require authorizations from any two of the following: Mayor Ronald E. Engels, Mayor Pro-tem Robert E. Spain, Finance Director Shannon Flowers Finance Clerk Whitney Adler and City Clerk Reba Bechtel.
4. Purchases made by credit or debit card require only *one* authorized signature.

5. City officials authorized to sign and approve purchases made using a City credit and/or debit card are as follows: Shannon Flowers, Finance Director; Terry Krelle, Chief of Police; Kent Kisselman, Operations Director; Gary Allen, Fire Chief; Shawn Griffith, Utilities Systems Superintendent;
6. A coded and approved receipt must be furnished to the Finance Department for all purchases made using a City credit or debit card within twenty-four (24) hours of the purchase. If the individual is at another location for training or conference purposes then the receipts must be turned in within twenty-four (24) hours of returning to the City.
7. If an authorized card holder fails to submit a receipt for any purchase made then the individual shall lose the authority to use a City card. The City Manager has the authority to allow or disallow use of any City credit or debit card at any time.

**Section 2. Severability.** If any portion of this Resolution is found to be void or ineffective, it shall be deemed severed from this Resolution and the remaining provisions shall remain valid and in full force and effect.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon adoption whereupon City staff is directed to take all steps necessary to implement said changes in the Comprehensive Fee Schedule.

ADOPTED THIS 3<sup>rd</sup> DAY OF JUNE, 2014.

**CITY OF CENTRAL, COLORADO**

By: \_\_\_\_\_  
Ronald E. Engels, Mayor

**ATTEST:**

**APPROVED TO FORM:**

By: \_\_\_\_\_  
Reba Bechtel, City Clerk

By: \_\_\_\_\_  
Marcus McAskin, City Attorney



# AGENDA ITEM # 8

## CITY COUNCIL COMMUNICATION FORM

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**FROM:** Terry Krelle, Chief of Police

**DATE:** May 29, 2014

**ITEM:** Request approval to enter into an IGA with Gilpin County and the Sheriff's Office to allow us to use their Public Information Officer (PIO)

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ORDINANCE  
 MOTION  
 INFORMATION

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- I. **REQUEST OR ISSUE:** The Police and Fire Departments are asking council to approve an IGA with Gilpin County which allows the Police and Fire Departments to utilize the Sheriff's PIO
- II. **RECOMMENDED ACTION / NEXT STEP:** Approve the IGA as presented in the attachment.
- III. **FISCAL IMPACTS:** N/A
- IV. **BACKGROUND INFORMATION:** We currently do not have a Public Information Officer on staff for either the Police or Fire Departments. When major events happen we are swamped with calls from both local and Denver media. This creates undue hardships on both Departments when trying to deal with the situation and press at the same time. Both Departments have unofficially used the Sheriff's Office Public Information Officer in the past. It has been requested that the assistance that they provide us, be formalized in the form of an IGA.
- V. **LEGAL ISSUES:** None
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None
- VII. **SUMMARY AND ALTERNATIVES:**  
Council may take one of the following actions:  
1. Move to approve the IGA.  
2. Move to deny the IGA.



**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CENTRAL CITY POLICE  
AND FIRE DEPARTMENTS AND THE COUNTY OF GILPIN REGARDING THE USE  
OF THE COUNTY'S PUBLIC INFORMATION OFFICER**

THIS INTERGOVERNMENTAL AGREEMENT (the Agreement) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the County of Gilpin (hereinafter referred to as either "County" or Sheriff) and the City of Central Police and Fire Departments (hereinafter identified as "City").

**WITNESSETH:**

WHEREAS, pursuant to C.R.S. §29-1-103, authorizes governmental entities to enter into mutual aid agreements and to cooperate or contract with one another to provide any function or service that each is lawfully authorized to provide;

WHEREAS, the County and the Sheriff have determined that it is in the best interests of each party, and of the residents and property owners within the jurisdictions of each party, to assist the City, when necessary, by providing public information services to the City;

WHEREAS, the Parties desire to enter into an agreement which set forth mutually agreeable terms and conditions whereby the City may utilize on an as needed basis the Public Information Officer (the "PIO") employed by the Sheriff and the County.

NOW THEREFORE, IT IS MUTUALLY AGREED by and between each of the Parties as follows:

1. Use of PIO.
  - a. The Sheriff and the County agree that the City may use the PIO, from time to time, on an as needed basis.
  - b. Use of the PIO by the City is at the sole discretion, direction and supervision of the Chief of Police or the Fire Chief, or his/her designee.
  - c. The Fire or Police Chief, or his/her designee, may directly contact the PIO for the purpose of initiating the PIO's services as allowed herein.
2. Compensation. There shall be no charge to the City for the above referenced use of the PIO.
3. Term: Termination
  - a. The initial term of this Agreement shall be through and until December 31, 2014.

- b. This Agreement shall renew automatically on January 1 of each year under the same terms and conditions set forth herein unless either party provides at least thirty (30) days advance notice of non-renewal.
  - c. In addition, either party shall have the right to terminate this Agreement at any time for any reason by providing the other party ninety (90) days advance written notice of its desire to terminate this Agreement.
4. Notice. Any notice required pursuant to this Agreement shall be given to the parties at the following addresses and shall be considered effective upon deposit in the U.S. Mail or upon hand delivery.

TO COUNTY:

Gilpin County Sheriff's Department  
2960 Dory Hill Road, #300  
Black Hawk, CO 80422

Gilpin County Manager  
P.O. Box 366  
Central City, CO 80427

TO CITY:

City of Central Police and Fire Departments  
P.O. Box 336  
Central City, CO 80427

City of Central  
P.O. Box 249  
Central City, CO 80427  
Attn: City Manager

- 5. Entire Agreement. This Agreement contains the entire agreement between the Parties and no modifications to this Agreement shall be effective unless in writing and signed by both Parties.
- 6. Assignment. No Party may assign or transfer its rights or obligations under this Agreement without prior written consent of the other parties.
- 7. Severability. Should any provision of this Agreement be declared null and void by a court of competent jurisdiction, such provision shall be deemed severed and the remaining provisions shall remain in effect.

IN WITNESS WHEREOF, this Agreement is executed by the City, the Sheriff and the County as of the date first above written.

<Remainder of page left blank-signatures on next page>

**COUNTY OF GILPIN**

By \_\_\_\_\_  
Chairman, Board of County Commissioners

ATTEST:

By \_\_\_\_\_  
County Clerk

APPROVAL:

**GILPIN COUNTY SHERIFF'S DEPARTMENT**

By \_\_\_\_\_  
Sheriff, Gilpin County

**CITY OF CENTRAL**

By \_\_\_\_\_  
Mayor

ATTEST:

By \_\_\_\_\_  
City Clerk



DATE: May 29, 2014

TO: Mayor & Council

FROM: Shannon Flowers, Finance Director/Treasurer

- Worked with auditors on field work follow up
- Continued preparation of financial statements and began drafting the Notes and MD&A portions
- Meetings with City Council and staff
- Worked with Mayor and PW/Water Superintendent on personnel issue
- Worked with John Deere and City Attorney on Front End Loader lease purchase
- Began finalizing short term loan with Evergreen national Bank
- Updated check listing and cash flow report for Council packet
- Responded to unemployment insurance claims from previous employees
- Prepared Resolution 14-10 and associated Council Communication Form
- Began May Bank Reconciliation and long term cash flow analysis
- Processed insurance paperwork and follow up on CIRSA claims
- Processed bi-weekly payroll and all associated tax and retirement filings
- Finance Clerk Processed Accounts Payable
- Finance Clerk processed Accounts Receivable and prepared weekly deposits
- Finance Clerk administered Court
- Finance Clerk worked with IT on installation of computer



**To:** Mayor Engels, and City Council

**From:** Reba Bechtel, City Clerk

**Date:** June 3, 2014

**Re:** Bi-weekly Report

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- Council minutes and packet prep.
- Processed and issued new Tavern Liquor License for Charlie's.
- Worked with Staff and Fentress for PC public meeting on the Comp Plan.
- Ongoing coordination with consultant for Manager hiring process events.
- Attended various meetings with Council and/or Staff.
- Worked with Utilities Superintendent to arrange contractors for townhome cleanup.
- Misc building permit and code questions,...



**To:** Mayor Engels, and City Council  
**From:** Shawn Griffith, Utilities Superintendent  
**Date:** June 3, 2014  
**Re:** Bi-weekly Report

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- Quartz Hill Project – is moving ahead on track. The air monitor reports that the City has received show "All sample concentrations are well below regulatory limits and reporting thresholds.". (as quoted by the air monitoring firm). They test for arsenic, cadmium and lead. Work was temporarily suspended on Friday and Monday due to the holiday.
- Chase Parking Lot – has been graded and all appropriate No Camping-No Fire signs have been put up.
- Big T lot – the 60" pipe for the storm water drainage is in place at the Big T lot. Work in that area will continue for the next 2 weeks.
- Chase Dam Reservoir – Partial Inspection on the dam was conducted by the Department of Natural Resources and WTP Staff. Report to follow in 90 days.
- Water Treatment Plant – CDPHE Tri-Annual Water Quality/Facility Evaluation results were forwarded to the WTP Department. The findings were extremely positive, with very few recommendations and no critical violations due to the capital improvement plan implemented over 3 years ago and the diligence of Royce and Cindy.

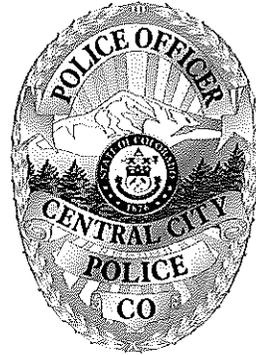


To: City Council

From: Terry Krelle, Police Chief

Date: 05/29/14

Subject: Bi-Weekly Report



Attended Senior Staff Meeting with Council

Completed normal administrative duties, processed and filed paperwork

Department officers have completed numerous training classes including firearms qualifications.

Coordinated multiple police vehicles in receiving service

Worked on updating the Policy and Procedure manual

Worked with Allen IT on repairing one of the PD computers and other IT related issues

Attended the DA's breakfast meeting and LEPC meetings last week

Held a staff meeting with officers

Put together an IGA between PD and Fire and the Sheriff's PIO

Worked on background investigations for the City Manager candidates

Attended both the interviews and meet and greet with the finalists for the City Manager position.



## MEMORANDUM

**DATE:** 29 May 2014  
**TO:** Ron Engels / Mayor  
**FROM:** Gary Allen / Fire Chief  
**RE:** **Activity Report**

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The Fire Department has responded to 89 incidents as of 29 May 2014 with 17 incidents being out of city, and of those 8 incidents was for Mutual Aid (MA) to other agencies. Following are the activities the department responded to and conducted for this reporting period.

Thursday 15 May, 2014 - 17:55 PM / Fire Alarm - 321 Gregory St.

Friday 16 May, 2014 - 07:53 AM / Structure Fire - 121 Mill Creek Rd. (MA)  
CCFA

Saturday 17 May, 2014 - 21:17 PM / Fire Alarm - 321 Gregory St.

Sunday 18 May, 2014 - 10:38 AM / Medical - Alps Hill

Sunday 18 May, 2014 - 14:37 PM / Wildland – Columbine Rd. / Unattended  
campfire

Sunday 18 May, 2014 - 17:01 PM / Elevator Rescue - 120 Main St.

Sunday 18 May, 2014 - 19:49 PM / Medical - 321 Gregory St.

Friday 23 May, 2014 - 19:34 PM / Medical - 321 Gregory St.

Saturday 24 May, 2014 - 20:03 PM / Fire Alarm - 495 Apex Valley Road

Monday 26 May, 2014 - 05:01 AM / Structure Fire – 2905 Riverside Dr. MA to  
CCFA

Wednesday 28 May, 2014 - 17:51 PM / Medical - 562 Gregory St.

### **Training**

Attended the quarterly State Chiefs meeting in Vail on Thursday night and Friday  
15 & 16 May