

CALL MEETING TO ORDER

Mayor Martinez called the regular meeting of the Board of Trustees to order at 7:00 p.m.

ADDITIONS TO THE AGENDA

Harvey stated there were no additions to the agenda.

ROLL CALL

Paul Aragon – present	Gary Bruce – present	Mike Miller - absent
Tony Asbury – present	Jane Rumrill – absent	
Andy Martinez – present	Tony Trevino – present	

Others present were:

- Carl Harvey - Police Chief & Operation Director
- Linda Blackston – Town Clerk/Treasurer
- Barry Schaeffer – Public Works Director
- Toni Polland-Deputy Town Clerk
- Brad Laue-Town Attorney
- Holly Bruce, Bill Roper, Thomas West, Alyjah West, Dante West, Keith Jones,
- Jill Bailey, Gary Brooks, Larry Orleans

MINUTES-September 25, 2007

Asbury moved to approve, as presented, the minutes of the regular meeting held on 9/25/07. Aragon seconded the motion. Motion carried 3 – 0.

WARRANTS-October 9, 2007

Two additions to the warrants were provided in writing: Xcel Energy-\$6,669.33 and Christopher Callaway-\$46.17.

<u>Inquiries</u>	<u>by</u>	<u>Explanation</u>	<u>by</u>
American Eagle Garage Doors	Martinez	Under the budgeted amount	Schaeffer
Auto Collision Specialist	Asbury	Partial Payment	Harvey
Barco Municipal Products	Martinez	New Stop Signs	Schaeffer
Hensley Battery & Electric	Martinez	Battery for Public Works truck	Schaeffer
Public Safety Warehouse	Bruce	Badges for Reserve officers	Harvey
B & G Equipment, Inc.	Martinez	For Ford Tractor	Schaeffer
Winters, Hellerich & Hughes	Martinez	Quarterly retainer	Harvey
Christopher Callaway	Bruce	Replacement check for lost 2005 check	Blackston

Bruce moved to approve the warrant’s list dated 10/09/07 with additions for the total of \$67,864.76 and staff salaries dated 10/09/07 for \$25,595.88. Asbury seconded the motion. Motion carried 4 – 0.

PUBLIC COMMENT

Martinez opened the public comment period as designated on the agenda. There being none, Martinez closed the comment period.

2008 PROPOSED BUDGET & SET PUBLIC HEARING

Harvey stated the 2008 Proposed Budget is available for public inspection at the office of the Town Clerk. Public Hearing for the adoption of the 2008 budget has been set for December 11, 2007 at 8:00 p.m. He asked if the board wanted to continue the meetings at the current time of 7:00 p.m. The consensus of the board was to continue with the 7:00 p.m. meeting time. Blackston will change the time on the notice of public hearing prior to publication of the notice.

PLANNING & ZONING COMMISSION**New Business Synopsis****E-Z Motors LLC-529 North 2nd Street Unit A**

Polland provided the Planning & Zoning Commission report for the October 3rd meeting in which there were three new businesses reviewed. E-Z Motors LLC intends to occupy the building previously operated by Tri-County Auto Sales. All inspections were completed as shown on the synopsis, and the use is identified as a use by right. **Asbury moved to approve the EZ Motors LLC business at 529 N 2nd Street. Trevino seconded the motion. Motion carried 4-0.**

West & Sons Recycling, Inc.-529 North 2nd Street Unit C

This business will be for collection of recyclable scrap non-ferrous metals with limited retail sales of new surplus materials. Polland indicated all inspections had been completed, and this was a use requiring public hearing before the board. There was some miscommunication between Tom West and the fire marshal regarding the use of the plasma torch. Based on commission review, no processing of items should take place at the location. Thomas West approached the board, and presented photos of similar operations with bins for recyclable items. West also requested board authorization for a recycling dumpster for newspapers outside the building. The board and staff cautioned West of the probability of other items being set outside and inside the dumpster. Board approved the dumpster with the understanding the area would be managed with no accumulation around the dumpster area. **Trevino moved to approve the West & Sons Recycling Inc. business at 529 North 2nd Street, Unit C, with the condition there be no processing of collected materials, and compliance with each item identified by the administrative review team. Bruce seconded the motion. Motion carried 4-0.**

Flare of Art & Photography - 123 Main Street

Inspections have taken place at this location and minor items have been completed on the building renovations, which began in June 2007. The use is a use by right and is anticipated to be a boost to the Central Business District. Jill Bailey was present to invite everyone to the grand opening scheduled for October 19th and 20th. **Asbury moved to approve the Flare of Art business. Aragon seconded the motion. Motion carried 4-0.**

ENSIGN U.S. DRILLING PROGRESS UPDATE

With Ensign Representative Bill Roper present, Martinez requested this item be moved ahead on the agenda. Harvey explained the progress to date of the Ensign project including the receipt of site layout, building plans, traffic study, and drainage report.

All items have been forwarded to the town engineer for review. Roper explained this project will be a first for Ensign in the United States with the actual purchase of the property for their regional headquarters. He also indicated he had recently met with members of the Neilson family who own property adjacent to their proposed site. Roper also updated board members of Ensign's activities and revenues generated in their operations. Harvey stated there is a proposed 1-1/2" water service for the building which may be an overkill. This issue with many more will be addressed thru the current review of the detailed drawings provided by Ensign. He added there will be two variances requested following these reviews involving the barbed wire fencing and diesel storage tanks. Harvey advised there will be some concessions requested by Ensign and staff has reviewed pertinent information relative to this request. Future work sessions will be scheduled to identify possible incentive based concessions. Harvey stated it will be helpful to include Upstate Colorado representatives in these discussions to better identify benefits to the project and town.

RECREATION DEPARTMENT

Dudley was unable to attend due to a football meeting and there was no report.

PUBLIC WORKS DEPARTMENT

Department Report – Schaeffer reviewed recent activities including the near completion of the Insituform project, truck repairs, completion of the garage doors at the shop, and the scheduled shut down of the Dove Hill well on November 1st. Notification of the well shut down will be placed on mail collector boxes in the subdivision. Schaeffer added the water to the football field will also be shut down. Testing updates for Sarchet's wastewater licensing and Benson's CDL license were also provided. Bruce questioned the amount of comp hours gained in the department. Schaeffer stated the recent paydown in comp hours left a 20 hour balance to department personnel.

FINANCE DEPARTMENT

Department Report – Blackston reported she has met with Dave Cole and completed the 2006 audit adjusting entries. There will be another meeting scheduled to finalize a few 2007 adjusting entries. Blackston reminded the board of the October 17 and October 24 Budget Work Sessions at 5:30 p.m. The location of the town Christmas dinner has yet to be determined according to Blackston. The Harvest Restaurant was contacted and is unable to accommodate our needs. Blackston was advised to contact Kenny's as an alternative. Bruce requested a monthly debit card breakdown for review.

POLICE DEPARTMENT

Department Update – Harvey informed the board of the recent crossing guard resignation. He advised the on-duty officers having been overseeing the intersection during school hours, and he will advertise the position in the newspaper. Harvey provided an update on software acquisition, Unit 292 damages, and training for Officer Wafel. There was discussion regarding the streetlight outages and communication with Xcel Energy regarding the responsibility of the lights. Harvey will continue discussions with Xcel to identify who will complete the repairs and incur the costs for repair. Trevino questioned the culvert at 1st Avenue and WCR 394. Harvey indicated the bridge was replaced with this culvert and is completed as is. The maintenance of brush along First Avenue was also recently completed by the town public works department. Harvey provided information on the November 28th evacuation drill scheduled at the school, and the expected presence of emergency personnel.

OTHER

Weld County Town/County Dinner Invitation - Board attendance at the town/county meeting on October 23rd was discussed. **Trevino moved to change the October 23 meeting to October 30, 2007. Aragon seconded the motion. Motion carried 4-0.**

Home Addressing Request-Mark Johnston has requested a one day solicitor's license, to pass out flyers stating he will be painting home address numbers on the curbs for a fee. His flyer states "OK'ED BY THE CITY" and there was discussion on residents possible interpretation of this statement. By consensus, the board authorized Johnston's distribution of the flyer with the condition he include copies of the solicitors license to avoid any misunderstanding involving the town's approval or support of the product.

Water Bill-Carl Block

Block has requested some leniency on his recent water bill wherein an undetected leak resulted in the use of 368,000 gallons totaling over \$2,000.00. Harvey referenced the current tiered billing costs involved with the usage and suggested consideration of a straight rate billing. By consensus the board agreed to bill the usage at \$1.73 per 1,000 gallons for a total of \$636.64, which Block will be allowed to pay over time.

There being no further business the meeting adjourned at 8:21p.m.

Submitted by,

Linda Blackston
Town Clerk / Treasurer