

Town of Mead
Minutes of the Study Session/Regular Meeting
Board of Trustees
February 14, 2011
6:00 p.m.

The Board of Trustees for the Town of Mead met for a study session on February 14, 2011. The meeting began at 6:00 p.m.

STUDY SESSION

Members Present

Mayor Richard W. Macomber
Trustee Robert J. Acker
Trustee Richard E. Kraemer
Trustee Kim Heard
Trustee Liz Knapp
Trustee Penni Zelinkoff

Members Absent

Trustee Debra Brodhead

Larry Huddleson, Mick Richardson and John Crestridge presented information regarding their proposed development, Mead Village. This property is located south of Welker, behind the Mead Middle and Elementary Schools, west of the Railroad track and east of County Road 5.

The study session adjourned at 6:55.

REGULAR MEETING

The Board of Trustees for the Town of Mead met for a regular meeting on February 14, 2011. The meeting began at 7:00 p.m.

Members Present

Mayor Richard W. Macomber
Trustee Robert J. Acker
Trustee Debra Brodhead
Trustee Richard E. Kraemer
Trustee Kim Heard
Trustee Liz Knapp
Trustee Penni Zelinkoff

Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

Consent Agenda:

Board members considered the consent agenda consisting of the minutes of the regular meeting on February 1, 2011 and the bills list dated February 9, 2011.

Motion was made by Trustee Kraemer, seconded by Trustee Knapp, to approve the minutes of the regular meeting held on February 1, 2011. The motion passed unanimously.

Motion was made by Trustee Kraemer, seconded by Trustee Zelinkoff, to approve the bills list dated February 9, 2011.

Board members questioned the need for additional legal counsel for a liquor license. Mr. Samson explained that this is not a simple license, and the attorney working with staff has experience working with more complicated licenses.

Board members asked about the iron work that was done. Mr. Dean explained that the Public Works staff fabricated a quick hitch implement for one of the tractors to make the tractor more efficient. The work was done internally to save the Town money.

The motion passed with a 6-0 vote with Trustee Brodhead abstaining.

Audience Participation

Jay Perkins of 8238 CR 38, Platteville addressed the Board. He explained that he is trying to purchase a condo in the Sekich Business Park, and the letter provided to allow the zoning modification was not acceptable to the bank. He asked the Board to expedite the zoning change, so that his closing can go forward. Mayor Macomber noted this item is already on the agenda for the Planning Commission in March and will be presented at the Board meeting on March 28.

Mr. Samson explained that this is an SBA loan and they have specific requirements, but staff is exploring other options that would be acceptable to the SBA. All notices have been sent out and the public hearing notice will be published this week. He noted if an ordinance is required, the ordinance will not go into effect for thirty days, unless the Board will approve this as an emergency ordinance. Board members agreed it would be appropriate to consider an emergency ordinance, which would make it effective when passed.

Reports/Presentations

Mountain View Fire Protection District - January 1-January 31, 2011

Chief Mark Lawley reviewed the Mead monthly incident list for January with the Board of Trustees.

Weld County Sheriff's Office

Weld County Sheriff's Officer Sean Standridge reviewed the Mead Area Crime Report Summary for January 2011 and the Mead High School Crime Report for January 2011.

Committee Appointments, Resignations and Interviews

Board members interviewed Fred Collins to fill an opening on the Open Space Committee with a term ending December 31, 2012.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to appoint Fred Collins to the Open Space Committee with a term ending December 31, 2012. The motion passed unanimously.

Mayor Macomber adjourned the regular meeting and convened a meeting of the Mead Liquor Authority.

Mead Liquor License Authority

The liquor authority reviewed and accepted an application for a new liquor license for Gokarna, LLC and 7-Eleven, Inc.

Attorney Kristen Brown explained that the purpose of this meeting is to establish the boundaries for the neighborhood. In the past, the Town of Mead has established the boundary for liquor licensing purposes to be the boundaries of the Town.

Motion was made by Trustee Kraemer, seconded by Trustee Knapp, to establish the boundary for the liquor license application for Gokarna, LLC and 7-Eleven, Inc, as the boundaries of the Town of Mead. The motion passed unanimously.

Ms. Brown asked the Board to set the public hearing date for April 11, 2011. That will allow time to complete the background investigation. Board members agreed.

Mayor Macomber adjourned the meeting of the Liquor Authority and reconvened the regular meeting.

Old Business

Burch Family Farm and Rademacher and Sekich Business Parks Sewer Line

Mr. Dean reported that Mr. Samson's office has provided a memo regarding forming a special district. Further discussion will occur this week and this item will be brought back to the next meeting. He asked the Board to table this item until the meeting on February 28th.

Trustee Kraemer suggested that if the Town is looking at forming a Sewer district, then special counsel should be obtained. The Town has worked with Jim Hunsaker in the past, and he recommended that Mr. Hunsaker be retained to assist with this matter. The attorney fees for forming the Special District should be absorbed into and paid by the Special District.

Motion was made by Trustee Kraemer, seconded by Trustee Zelinkoff, to obtain Jim Hunsaker as special counsel for the formation of a special district for the East I25 Business Park Sewer Line.

Mayor Macomber suggested it is premature to hire special counsel since the Board has not decided to form a special district. The discussion at this time is whether to go forward with the design for this project.

Trustee Acker agreed and noted that the property owners in the proposed district have to be involved and agree to form the district before a district can be formed. He felt it is inappropriate to spend money for the design or legal counsel until the property owners are on board.

Trustee Knapp agreed and suggested the property owners need to circulate and sign petitions to form the district before the Town expends further funds.

Trustee Kraemer noted when this was done in the Sekich Business Park; Mr. Wright worked with the property owners. He felt this project would benefit the Town and the Town has the responsibility to get this done. He felt it would be appropriate to hire special counsel.

Mayor Macomber suggested it would be important to determine the cost of the project and provide that information to the property owners before they make the decision to go forward. Mr. Samson noted Mr. Wright is putting that information together. Mr. Dean noted the purpose of the meeting scheduled for Tuesday is to put together information regarding how a district can be formed so that information can be provided to the property owners. Mayor Macomber suggested the information be provided to the Board before taking it to the property owners.

Trustee Kraemer felt it is important to have Mr. Hunsaker at the meeting with the residents and he called the question.

Board members voted and Trustees Kraemer, Knapp and Zelinkoff voted YES. Mayor Macomber and Trustees Heard, Brodhead, and Acker voted NO. The motion was defeated.

Board members asked staff to bring the requested information to the Board Meeting on February 28, 2011.

Energy and Mineral Extraction Funds – Colorado Employee Residency Report

Mayor Macomber noted he contacted the County to get further information about the cost to participate in this project. He was referred to Bruce Barker, and Mr. Barker did not return the phone call.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, not to participate in the IGA with Weld County for payment of bonus amounts for certain reported oil and gas employees residing within municipal boundaries. The motion passed unanimously.

Internet Service Bids

Mr. Dean asked the Board to table this item. He noted there was some concern that there were only two bidders to provide this service, and he has agreed to advertise again to see if there is a better response. It was also noted that the bid was limited to hardwire providers, and it was suggested that other options are available. Mr. Dean noted he will be contacting Team BTS,

who assists us with computer service to see what other options there are before requesting further bids.

New Business

High Plains Library District Memorandum of Understanding

Mr. Dean explained that the High Plains Library District has proposed to locate two public access computers at the Mead Town Hall. These computers would be used to access library services, but could also be used to surf the web. HPLD will supply all equipment, wiring, service connections and technical support. The Town is expected to make the equipment available to the public for at least twenty (20) hours per week. This computer will be located in the hallway across from the front counter, and because of current space limitations, staff is recommending that we only accept one computer at this time.

Board members supported this recommendation but suggested watching how much staff time this requires.

Motion was made by Trustee Kraemer, seconded by Trustee Acker, to approve the Memorandum of Understanding Concerning Library Services at the High Plains Library at Mead Public Computer Center. The motion passed unanimously.

Reports and Comments

Dan J. Dean, Town Manager

Board members reviewed Mr. Dean's activity report for February 14, 2011.

Trustee Kraemer suggested that the job description for the economic development specialist be posted on Craig's List. He questioned whether this person will be an employee or a consultant. Mr. Dean noted his understanding was that the Board was looking for an employee.

Trustee Kraemer noted it is not necessary to get someone with experience. He questioned whether it is necessary for Mr. Dean to provide day to day supervision of this employee. He felt the person should be able to work independently and report to the Board. Mayor Macomber noted Mr. Dean should provide day to day supervision and provide guidance to this person when needed. Mr. Dean explained that he envisions this person being given a laptop and printer and he or she should be able to function independently. He noted once this person is up and running, weekly meetings should be adequate to determine what has been accomplished and to provide guidance for future activity. Requests and recommendations that come from this process will be referred to the Board.

Trustee Kraemer asked when the committee can anticipate reviewing the resumes. Mr. Dean noted the deadline on the posting is for March 7. Committee members agreed to meet at 6:00 p.m. on March 8.

Trustee Kraemer asked about the RFP for the Open Space, Parks, and Trails Master Plan. Mr. Dean noted that today was the deadline for submission, and the Town received nine applications. Mr. Dean suggested that a group comprised of Planner Steve Stamey, Parks and Recreation Chairman Chuck Gehringer, Open Space Committee Chairman Linda Trahern, Trustee Acker and Mr. Dean do the initial review of the nine submissions. He suggested the group select firms for the Board to interview. Trustee Kraemer asked to participate in the review.

Trustee Heard suggested Brad Goetz be invited to participate in the process. Mr. Dean will contact him and see if he is available.

Mr. Dean noted the plan is to bring the resumes selected to the meeting on March 28.

Cell Phones

Mr. Dean presented a request from the Public Works Department to change the Town's current wireless provider, Nextel, to Verizon. Moving the phones to Verizon will consolidate the Town's cellular phones with one carrier.

Motion was made by Trustee Kraemer, seconded by Trustee Acker, to approve the Public Works Department's recommendation to move the remainder of the Town's cellular phones from Nextel to Verizon. The motion passed with a 7-0 vote.

Your Town Grant Application

Mr. Dean and Mr. Stamey requested direction from the Board regarding whether to apply for a Sustainable Subdivision Design or a Downtown Design for the Your Town grant.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to submit a Your Town grant application for Sustainable Subdivision Design and to authorize staff to contact potential faculty for a commitment to the program. The motion passed unanimously.

Mr. Dean asked the Board to approve the Longmont Humane Society bill. Trustee Knapp asked for a summary of the payments from 2010. She was concerned that a pet owner can take an animal to the Longmont Humane Society to be put to sleep and the taxpayers have to pay.

Mr. Dean noted this contract is up for renewal and Code Enforcement Officer Dean Land is presently discussing the renewal with the Humane Society. Board members asked for a copy of the contract to review.

Richard Samson, Town Attorney

Board members reviewed Mr. Samson's status report as of February 14, 2011.

Mr. Samson provided a copy of the order granting the stipulated motion to dismiss from the District Court in Weld County. This order dismisses the case to de-annex filed by the Westridge development.

Mr. Samson expressed concern that the Weld County Sheriff's Department was unwilling to serve a search warrant for the Town. There was a marijuana grow operation in the Sekich Business Park. The North Metro Drug Task Force raided the property and did not file charges. They left it to the Town to issue a summons for no business license.

The Town applied for a search warrant, and when the Weld County Sheriff's Department was asked to serve the warrant, they refused. Their policy is that this is a civil matter and they do not serve civil warrants. It was left to staff, Mr. Dean and Mr. Land, to serve the warrant.

Board members expressed concern that staff was sent into a situation that could have been dangerous. Mr. Samson agreed and noted that staff has served two warrants this year. He recommended that when the Sheriff's Contract comes up for renewal, serving search warrants should be included in the contract.

Board members also expressed concern that the drug task force did not press charges. Mr. Samson noted this was an illegal operation, and that issue is being referred to Ken Buck for review.

Trustee Kraemer asked Mr. Samson to put together a list of things that can be done to prevent developers from filing to disconnect from the Town. Mr. Samson will provide that information.

Trustee Acker left at 8:35 pm.

Steve Stamey, Town Planner

Board members reviewed Mr. Stamey's activity report as of February 14, 2011.

Mr. Stamey noted he has sent a letter to property owners in the Sekich Business Park regarding annexation and a meeting is scheduled for February 22, 2011. Trustee Kraemer volunteered to attend the meeting representing the Board.

Trent Marshall, Town Engineer

Board members reviewed Mr. Marshall's staff report as of February 14, 2011.

Mr. Marshall reported that he met with the Landscape Architect who will be doing the Liberty Ranch Park Phases 2 and 3. The plan is to complete Phases 2 and 3 this summer.

Dan Dennison, Public Works Director

Board members reviewed Mr. Dennison's report as of February 14, 2011.

Mayor Macomber

Mayor Macomber commended Denise Rademacher and Janet Torres for setting up a 9Health Fair for the Town of Mead on April 9.

Mayor Macomber noted he and Mr. Dean met with the newest employer in Town, Madhava Honey. This business is in Sekich Business Park and has 52 people on their payroll. They currently have two production lines and plan to have a third. They are excited about being in Mead and plan to be a good corporate business sponsor for Town activities.

Mayor Macomber reminded the Board that Unity in the Community will be held on February 24 in Longmont. Trustee Zelinkoff volunteered to assist with this event.

Mayor Macomber noted that prior to the next Board meeting, at 6:00 p.m. on February 28, 2011, there will be a celebration for the Phase II Acquisition of the Litzenberger Conservation Easement.

Town Trustees

2011 American Cancer Society Relay for Life – Trustee Brodhead presented a request for the Town to sponsor her for the American Cancer Society Relay for Life. The relay will be held June 3rd in Greeley.

Motion was made by Trustee Kraemer, seconded by Trustee Zelinkoff, to pay \$100 to sponsor Trustee Brodhead in the American Cancer Society Relay for Life. The motion passed with a 6-0 vote.

Adjournment

Motion was made by Mayor Macomber, seconded by Trustee Brodhead, to adjourn. The motion passed unanimously.

With no further business before the Board, the meeting adjourned at 8:45 p.m.

Charlene Reed, CMC, Town Clerk

Richard R. Macomber, Mayor