

**Town of Mead
Minutes of the Regular Meeting
Board of Trustees
March 28, 2011
7:00 p.m.**

The Board of Trustees for the Town of Mead met for a regular meeting on March 28, 2011. The meeting began at 7:00 p.m.

REGULAR MEETING

Members Present:

Mayor Richard W. Macomber
Trustee Robert J. Acker
Trustee Richard E. Kraemer
Trustee Kim Heard

Members Absent:

Trustee Debra Brodhead
Trustee Liz Knapp
Trustee Penni Zelinkoff

Staff Present

Town Manager Dan Dean, Town Attorney Rick Samson, Town Planner Steve Stamey, Town Engineer Trent Marshall, Public Works Director Dan Dennison and Town Clerk Charlene Reed.

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 held on March 14, 2011, the special meeting held on March 21, 2011, the bills list dated March 24, 2011, and the financial statement for February 2011.

Motion was made by Trustee Acker, seconded by Trustee Heard, to approve the minutes of the regular meeting held on March 14, 2011 and the minutes of the special meeting held on March 21, 2011. The motion passed unanimously.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to approve the bills list dated March 24, 2011. The motion passed with a 4-0 vote.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to approve the financial statement for February 2011. The motion passed unanimously.

Audience Participation

Daryl Oster of 5425 CR 32 #28 addressed the Board. As a new resident of Mead, he asked why his address has a Longmont mailing address. He noted there has been considerable confusion since their location address and their mailing address for the same property are different.

Mayor Macomber noted that the Board would like the Mead Post Office to service that area. The Town has numerous homes and businesses that are serviced by the Longmont Post Office, and the Town would like for all of those addresses to have a Mead address.

Mr. Dean noted that there is a way to get this changed, but it requires agreement from the majority of the people on the route. If the residents agree, then the Town can petition the Postal Service to try to get this changed. The last time the residents were surveyed, the majority was against the change.

Reports/Presentations

East I-25 Business Park Sewer Line

Mr. Wright reported on the meeting held on March 4, 2011 to discuss the Rademacher and Sekich Business Park Sewer Line. The people attending the meeting represented over half of the acreage in the area, and at this time, they are not ready to move forward. Ken Williamson has taken a leadership role in the group and will convene another meeting for further discussion.

Board members discussed whether the Town should be involved in moving this project forward. It would be preferable for these businesses to become a part of Mead and connect to the Town's sewer system, rather than having them go to the St. Vrain Sanitation District. The concern was how to fund this project without the Town incurring debt.

Board members asked Mr. Wright to talk to the group and see what kind of participation there would be, and to see if he can determine the potential sales tax that the Town would collect from these businesses if they are annexed to the Town. It was noted that any additional sales tax would offset some of the cost of the project.

Future Wastewater Treatment Nutrient Requirements

Mr. Wright reported that the State of Colorado, through mandates from EPA, is being required to establish nutrient standards for Total Phosphorous (TP) and Total Nitrogen (TN) for most of the streams in Colorado.

Mr. Wright noted the Town's new; state-of-the-art wastewater treatment plant does an excellent job, but does not meet the proposed new standards. He explained that the Colorado Nutrient Coalition (CNC) is representing Colorado communities in an effort to develop standards that are technology based for most streams rather than implementing textbook standards. He noted this is a very important discussion and he encouraged the Town to contribute \$1,000 to support the efforts of the CNC as they work with the EPA regarding this issue.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to contribute \$1,000 to the Colorado Nutrient Coalition. The motion passed with a 4-0 vote.

Board members suggested that Trustee Acker take this issue to the CML Policy Committee. Mr. Wright agreed to assist Trustee Acker in putting together a recommendation.

Old Business

United Power Franchise Agreement

Mr. Dean presented the draft United Power Franchise Agreement renewal. He explained that there is a process that must occur for this document to be considered. The first item the Board must consider is a resolution establishing additional posting places, since the public hearing notice for a franchise agreement must be posted in six places.

Motion was made by Trustee Acker, seconded by Trustee Heard, to adopt Resolution 6-R-2011, a resolution establishing additional posting places for the legal publication of the notice of application by United Power, Inc. of Colorado for an electric franchise in the Town of Mead, Colorado with the additional sites at the Colorado East Bank, Brick House BBQ and the Post Office.

Trustees Acker and Kraemer expressed concern that this agreement does not include any of the items requested by the Town.

Board members voted on the resolution. Mayor Macomber and Trustees Acker and Heard voted YES. Trustee Kraemer voted NO.

Board members discussed what happens if the franchise agreement is not adopted. Mr. Samson noted that United Power will discontinue collecting the Town's franchise fees and they will stop paying the Town. Ms. Rademacher noted this would cost the Town approximately \$8,000 per month.

Mr. Dean noted United Power has provided a draft letter that says they will bury the lines for 600 feet in front of the Recreation Center on Welker. The Town would need to give them 180 days notice for the lines to be buried.

Trustee Kraemer felt the prior agreement was better than what is proposed. It was suggested that he provide his list of concerns to staff and to the Board so this can be considered before the hearing.

New Business

Health Insurance/Flex Benefit Renewals

Mr. Dean and Ms. Rademacher presented a recommendation regarding the health insurance/flex benefit renewals for staff.

Ms. Rademacher explained that staff began doing a comparison of plans and benefits in February. Based on the information provided by other insurance brokers, CEBT continues to be the most cost effective insurance plan for the Town and its employees.

Ms. Rademacher noted in an effort to save money, for the Town and for the employees, staff is recommending and the employees have agreed that the plan be changed from the current PPO III to a high deductible plan. This change in plan will reduce the cost of the plan, but increase the amount of out of pocket each employee pays. With this change, the Town is saving \$20,188, and Ms. Rademacher asked the Board to consider contributing to the employee's health savings accounts to help offset the increase in cost to the employees.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to approve replacing the current PPO III with the HD15. The motion passed unanimously.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to share the savings that were incurred with the employees with half going to the employees as initial funding for their health savings accounts. Town Manager Dan Dean and Treasurer Denise Rademacher will determine equitable contributions for all employees based on single or family coverage. The motion passed unanimously.

Fishing is Fun Grant Agreement

Mr. Dennison noted the remainder of this grant will be used to finish the trail and the infrastructure coming from the ditch.

Motion was made by Trustee Kraemer, seconded by Trustee Acker, to authorize Mayor Macomber to sign the Department of Natural Resources, Division of Wildlife Subgrant agreement. The motion passed unanimously.

United Way Grant Agreement

Mayor Macomber noted that Janet Torres applied for and received a United Way grant. The Town was awarded \$1,200 to fund recreational scholarships for Mead area residents who need assistance.

Motion was made by Trustee Kraemer, seconded by Trustee Acker, to approve the United Way grant agreement and to authorize Mayor Macomber to sign the document. The motion passed unanimously.

Emergency Management Plan

Mr. Dean presented an Emergency Management Plan developed by the Colorado Division of Emergency Management for Weld County and its municipalities for Board approval.

Motion was made by Trustee Acker, seconded by Trustee Kraemer, to approve Resolution 5-R-2011, a resolution of the Town of Mead, Colorado adopting the Northeast Colorado Regional Hazard Mitigation Plan, update of 2009. The motion passed unanimously.

Cleaning Service Bids

Mr. Dean reported that the Town received two bids for the Town Hall cleaning contract. Shelah Vavrina submitted a proposal to renew her contract for another year at a cost of \$145 per week. Chuck Gehringer also submitted a bid to provide the service for \$150 per week.

Motion was made by Trustee Kraemer, seconded by Trustee Heard, to hire Chuck Gehringer, subject to his acquisition of insurance and a good referral from the company where he provides this service. The motion passed unanimously.

Reports and Comments

Dan J. Dean, Town Manager

Board members reviewed Mr. Dean's activity report as of March 28, 2011.

Scholarship Policy

Mr. Dean explained that applications for scholarships have been submitted from members of employee's families and from family members of volunteer committee members. He asked the Board for clarification regarding whether to consider these applications. He explained that he has been reluctant to approve these requests, especially for employees, because of the appearance of impropriety. Scholarships are limited to no more than \$100 for any family, and are need based on family income.

Board members felt that if an employee can demonstrate need, then they should be allowed to receive a scholarship. They suggested residents should be given preference before employees, but employees who live in the Town should be considered as residents, rather than employees.

Board members suggested the goal is to use the funds we receive and to help the students that attend Mead schools. As more and more residents apply, then the funds will be designated for residents only. Until that time, the preference will be to residents, with nonresidents receiving any funds that are left over.

Personal Vehicle Use

Mayor Macomber noted that on Tuesday, March 15, 2011, Janet Torres attended a meeting in Loveland regarding the 9Health Fair that the Town is sponsoring. Coming home from the meeting, a truck dumped a tire in the road which she was unable to avoid. Ms. Torres has a \$500 deductible, and staff is asking the Board to reimburse Ms. Torres that deductible.

Mayor Macomber explained that we contacted Milliken, Dacono and Platteville to ask their policies regarding personal vehicle use and whether they had pool vehicles. All three have pool vehicles, and if their employees use their personal vehicles, there is no reimbursement.

Motion was made by Trustee Kraemer to reimburse Ms. Torres for her deductible. There was no second.

Trustee Kraemer suggested if the Town expects employees to use their personal vehicles on Town business, then the Town should be willing to help with deductibles. Employees are reimbursed for mileage, but he did not feel that is adequate to cover a deductible in the event of an accident.

Mayor Macomber noted one concern is that an employee could have a higher deductible to save money on their insurance, and that would be more costly if the Town agrees to pay deductibles.

Mr. Dean noted that since the Town does not have a written policy, employees may have different expectations. He recommended that the Board establish a policy, and then the employees can decide whether to use their personal vehicles for Town business.

Board members considered whether the Town should invest in a pool car and asked Mr. Dean to come back with information regarding the cost of a pool car.

Motion was made by Trustee Kraemer, seconded by Trustee Heard, to reimburse Ms. Torres for her deductible, and to establish a policy that says the Town does not provide any coverage for damage to employee's vehicles when they are used for business purposes. The motion passed with a 4-0 vote.

Funding for Purchase of CDOT Maintenance Yard and Building – 535 Main Street

Mr. Dean explained that the Board requested clarification regarding whether Municipal Facilities Impact Fees can be used to purchase the CDOT Maintenance Yard and Building at 535 Main Street. The response from Mr. Samson's office is that 68% of the funding can be from the Municipal Facilities Impact Fees and the remaining 32% will need to come from the General Fund. Board members agreed that with this clarification, this project can go forward.

Norris Design Contract Update

Mr. Dean provided information regarding the changes in the Norris Design Contract. Board members agreed to those changes, but suggested that they would like to see Brad Goetz involved in the project and paid for his services. Mr. Dean agreed and noted that there are funds available from the grant for Mr. Goetz if he is willing to be involved.

Richard Samson, Town Attorney

Board members reviewed Mr. Samson's status report as of March 25, 2011.

Trustee Kraemer noted the front half of the blacksmith shop was to have been removed by the end of March and nothing has been done. He pointed out that the Town hired other counsel to assist with the Red Barn and other counsel is making progress with that project while we continue to wait for the front of the blacksmith shop to come down. Mr. Samson explained that the owner has hired contractors to do the work, but she is still in Arizona with her brother, who is having surgery. She is committed to removing the front of the building, but must be here for three consecutive weekends for the project to be completed.

Mayor Macomber asked about the enclave annexation. Mr. Dean noted staff is finalizing the documents that will be recorded.

Trustee Kraemer asked if there are other annexations that have not been finalized.

Mr. Samson noted that Equinox has been signed and recorded and the annexation is complete. The Haley annexation agreement has been negotiated, but they have been traveling. We anticipate that will be finalized when the Haley's return.

Steve Stamey, Town Planner

Board members reviewed Mr. Stamey's activity report.

Mr. Stamey provided an update on Mead Village. Mr. Huddleson and Mr. Prestwick are ready to submit the application and it is hoped that this will come before the Board in June or July.

Mr. Stamey reported that staff has been working with Liberty Ranch on the process to vacate the lots that are proposed for a park. Board members asked what is being done on the property since they are moving dirt. Mr. Dean noted their intent is to farm the property this year.

Mayor Macomber asked what is planned for 241 Welker, which is the corner lot where the Mead Inn was located. Mr. Stamey explained that the applicant wants to put a coffee shop with a drive through on the lot, and they are close to finalizing their plans for the site. Mr. Dean noted a drive through would require a waiver from the Board for this property.

Trent Marshall, Town Engineer

Board members reviewed Mr. Marshall's staff report.

Mr. Marshall provided an update on the Regional Trails Grant Project. A meeting was held with representatives from Loris and Troy Campbell regarding the utilities on Third Street. Utilizing that information, Loris will make minor modifications to the plans which will be submitted to CDOT next week.

Mr. Dean noted that there is some concern about the plan for raised crosswalks on Third Street. The concern is that the raised crosswalks will create problems with traffic and drainage in the area. He explained that there are different options that can be put in when the road is built, that will not cause problems with drainage. Mr. Marshall, Mr. Stamey and Mr. Dean recommended that the Board allow staff to look for an alternate method of identifying the cross walks.

Motion was made by Trustee Kraemer, seconded by Trustee Acker, to eliminate the raised crosswalks on Third Street and apply alternative methods of identifying the walkways. The motion passed unanimously.

Dan Dennison, Public Works Director

Mr. Dennison presented bids for crack sealing from Sealco Asphalt, Inc. for \$22,448.00 and from Rocky Mountain Pavement for \$25,660.00.

Motion was made by Trustee Kraemer, seconded by Trustee Heard, to accept the bid from Sealco Asphalt, Inc. for an amount not to exceed \$22,448.00. The motion passed with a 4-0 vote.

Mr. Dennison reported that he attended the Ritchie Brothers auction and was not successful in obtaining a vehicle.

Mayor Macomber

Mayor Macomber reported that the annual Easter Egg Hunt will be held on April 23. Eggs will be stuffed on April 20, and anyone who wants to help is welcome.

Mayor Macomber reported that he met with Reid Brown, who is the new Director of DOLA. Mr. Brown met with the surrounding municipalities to get an update, and to determine if there are ways they can provide assistance even though there is no grant money available at this time.

Mayor Macomber reminded everyone that the 9Health Fair is scheduled for April 9, and the Chamber of Commerce bike race will be held on April 10.

Town Trustees

Trustee Acker asked for input for the next CML Policy Committee.

Mayor Macomber noted the Board was given a copy of the agreement with the Longmont Humane Society and he encouraged the Trustees to provide comments for staff.

Adjournment

Motion was made by Trustee Kraemer, seconded by Trustee Heard, to adjourn.

With no further business before the Board, the meeting adjourned at 9:15 p.m.

Charlene Reed, CMC, Town Clerk

Richard W. Macomber, Mayor