

TOWN OF MONUMENT
MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING

Monday, March 1st, 2010

6:30 P.M. Board of Trustees Regular Meeting

Call to Order, Roll Call, Pledge of Allegiance, Approval of Agenda

Mayor Easton called this Regular Meeting of the Board of Trustees of the Town of Monument, Colorado to order at 6:30 P.M., at Monument Town Hall. Mayor Easton led those assembled in the Pledge of Allegiance. The following Board members and Staff were present for the meeting:

BOARD OF TRUSTEES:

Present:

Mayor Easton
Trustee Dominguez
Trustee Drumm
Trustee Gingrich
Trustee Kaiser
Trustee Plank
Trustee Squires

TOWN STAFF:

Catherine Green, Town Manager
Gary Shupp, Town Attorney
Jacob Shirk, Police Chief
Richard Landreth, Public Works
Director
Pamela Smith, Town Treasurer
Tom Kassawara, Director of
Development Services
Scott Meszaros, Town Clerk

Also present were:

Jim Kendrick	Evan Weatherby	Claudia Whitney	Kevin Swenson
Dennis Mincow	Jeff Bornstein	Bob Torres	Woody Woodworth
John Radcliffe	James Van Kekerix		

Trustee Plank made a motion to approve the agenda, seconded by Trustee Dominguez. The motion passed unanimously 7-0.

1. Approval of Minutes of February 16th, 2010 Regular meeting

A question regarding Ms. Green's Manager Report was asked (whether it was conducted on the 12th of February or if it will be on the 12th of March). She responded that it was already held on February 12th.

Trustee Squires made a motion to approve the minutes of February 16, 2010 for the Regular Meeting. Trustee Dominguez seconded the motion.

The motion passed 6-0-1 as Trustee Plank abstained.

Public Comments

Mr. Woody Woodworth, Owner of High Country Home & Garden, representing the Historic Monument Merchant's Association inquired about obtaining a preliminary "nod" from the Board for the "Annual Chili Cook-Off" event. He inquired if the Board would allow the event to be held at Limbach Park, and to have the section of Front Street South of Second Street closed off, and to have a beer garden/tent set up in the street on the public right-of-way. He explained that the funds raised go towards Tri-Lakes Cares and potentially to Downtown beautification. The tentative date is set for September 18th. The Board unanimously agreed that HMMA could have their Special Event Liquor Permit in the street. The applications for the Special Event (closing of the street and approval of the event) and the public hearing for the approval of the Special Event Liquor Permit will come back before the Board at a later date based upon the allowance of the event in the street.

Resolutions:

2. Resolution #10-2010, a resolution approving a second one-year extension to the continuing services agreement with Nolte Associates, Inc. for consulting engineering services

Mr. Tom Kassawara, Director of Development Services explained that two of the original four continuing service agreements (the other two have since been dropped) which were approved on February 5, 2007 are being brought before the Board this evening for one-year extensions. The agreement contained a term of two years, with a Town option to extend the agreement on an annual basis for up to three additional years. "Nolte" has been providing services relating to "GIS", Plat reviews, and survey issues. They have successfully performed several other tasks during the contract period to include development of the draft Roadway Standards. He recommends renewal of the one-year extension, which he pointed out are at previously negotiated "premium" lower rates than their standard rates.

Trustee Plank made a motion to approve Resolution #10-2010, a resolution approving a second one-year extension to the continuing services agreement with Nolte Associates, Inc. for consulting engineering services, seconded by Trustee Drumm. Motion passed 6-0-1, Mayor Easton abstained.

3. Resolution #11-2010, a resolution approving a second one-year extension to the continuing services agreement with Jacobs Engineering Group, Inc. for consulting engineering services

Mr. Tom Kassawara, Director of Development Services explained that "Jacobs" has been providing Traffic Engineering Services for the Town. Jacobs' has the resources and capabilities to assist the Town in a variety of engineering functions, including water and wastewater, roadways, and drainage. Jacobs' proposed hourly rates for 2010 remain unchanged from 2009, and are between \$1/hour and \$6/hour lower than the rates in the 2007 Carter and Burgess agreement with the Town, which were discounted rates at the time. He recommended that the Board approve the extension.

Trustee Kaiser asked if these contracted services are "pay as we go" contracts.

Mr. Kassawara responded yes.

Trustee Squires made a motion to approve Resolution #11-2010, a resolution approving a second one-year extension to the continuing services agreement with Jacobs Engineering Group, Inc. for consulting engineering services, seconded by Trustee Kaiser. Motion passed 7-0.

4. Resolution #12-2010, a resolution setting a hearing date for the Board of Trustees to consider Annexation of an area sometimes known as Forest Lakes Addition No. 4

Mr. Tom Kassawara, Director of Development Services stated that a petition has been received requesting annexation of a small parcel of land previously owned by the Colorado Department of Transportation (CDOT) that is adjacent to the Forest Lakes development. This is the initial resolution setting the hearing date for the annexation process. He explained that the two-acre parcel is being exchanged by the applicant with CDOT for "mouse habitat" and that the parcel is serviceable by the Town and it makes sense to make the parcel contiguous with the already annexed portion of the Forest Lakes land. He pointed out that the original packet has since been revised, the correct hearing date is April 19th, not April 5th (an amended resolution and the annexation petition copy was provided at the meeting).

Ms. Catherine Green, Town Manager explained to the new Board members who may not be familiar with the Annexation Process, that the process entails a sequence of events established by State Statutes. This resolution simply establishes the hearing date.

Trustee Kaiser made a motion to approve Resolution #12-2010, a resolution setting a hearing date for the Board of Trustees to consider Annexation of an area sometimes known as Forest Lakes Addition No. 4, seconded by Trustee Gingrich. Motion passed 7-0.

Financial Reports and Updates:

5. December 2009 Financials

Ms. Pamela Smith, Town Treasurer, stated that there is a summary sheet behind the background paper which details each fund. She explained that the financials are "unaudited" and the Town's Auditor will be here next week to begin the audit. She explained the timeline on getting the Audit completed and that the final annual audited financial report would be available sometime around May dependent upon when the Final Audit can be presented (the Auditor's schedule and availability determines when Monument will have the Audit presented).

Trustee Drumm commented that he needs more time to "digest" the information and to review the report.

Trustee Drumm made a motion to continue the December 2009 Financials to the next meeting so that adequate time could be taken to review the documents, seconded by Trustee Kaiser. Motion passed 7-0.

Mr. Scott Meszaros, Town Clerk stated that the Board members should pull the information from their packets to have available for the next meeting as this will conserve paper and time for staff.

Discussion Items:

CIP Recap

Ms. Catherine Green, Town Manager handed out a summary detailing the CIP projects/years/ and costs. She asked the Board to provide any additional changes or input prior to finalizing the CIP which will be approved by resolution at a later date. She explained that now that the CIP is taking form, the next step is to have a work session and to discuss funding mechanisms and options. She stated that she has an excellent Bond Attorney and Financial person who she is working with on the “water purchase” and she would be happy to invite both if the Board desires to have them come and present. The Board agreed to have Ms. Green schedule the work session on a scheduled meeting night and to keep the agenda light so that the focus may be on possible CIP financing alternatives.

Triview Metropolitan District

Ms. Catherine Green, Town Manager provided a historical background on the Triview District. She explained that Triview is entirely located within the Town’s borders; it does not go outside our jurisdiction. She discussed how the December 2008 Budget could not be balanced and approved which is against State Laws. In an effort to address the problem, the Town Board and Triview Board made several difficult decisions. A Committee consisting of two members from each board was created and met twice a month. The resolution of the budget problem was to dissolve Triview’s Staff and move out of their leased building to reduce expenditures and create a balanced budget. Three of their Staff members were taken in as Town employees (Billing Clerk, Public Works Superintendant, and Finance employee), the others to include the District Manager, District Administrator, and Inspector were let go. Those employees hired by the Town were and continue to be reimbursed by the District. The Committee had a third party attorney draft and Intergovernmental Agreement (IGA) covering responsibilities, duties and such. To this date, the IGA has not been approved. She commented that “lots of progress has been made”, the \$50M in debt has been refinanced which everyone is very pleased with. However, the initial belief was that by the start of the year (2010), everyone anticipated reducing the meeting schedule down to quarterly meetings and things to be less intensive. The District work and management duties have been very intensive which takes way too much time for staff who have been unable to focus on their Town jobs and responsibilities, this must change. Both Boards understand this and desire a change. She explained that the Triview Board is asking to restart the Committee format again and would like the BOT to have two members serve on this. She proposed that the Town would like to keep the Triview files, the employees they reimburse (housing them at Town Hall), and to move towards the Town Directors stepping away from attending Triview Board meetings. She proposes that a full-time “Manager” be hired to handle items such as agendas, packets, minutes, running meetings, handling liaison type duties between the Triview Board and Monument Staff. Monument would continue to do billing and payments and smaller finance items, but the intention is to outsource the large accounting and Financial Report duties to a CPA to free up the Town Treasurer from these duties.

Mayor Easton stated that he would volunteer to be on the Committee. Trustee Dominguez also volunteered. Trustee Kaiser stated that he would offer to be an alternate. Trustee Dominquez discussed how both entities must work together to make

this partnership work. He inquired about why the IGA was never “hammered out” and completed, this is something he wants to see accomplished.

Ms. Green added that one of the Triview Board’s major concerns is what would happen if the partnership fails. How the combined resources would go back to each entity is an issue. She stated that the Triview Board meets tomorrow evening, she will pass along that our Board has identified members for the Committee and the potential plan ideas to reduce the strains on Town Managers.

Reports and Updates:

Town Attorney

Mr. Gary Shupp, Town Attorney, stated that a motion to dismiss has been filed on the Rockwell Concrete case. He anticipates that a signed document should be received in a week or so ending this suit.

Adjournment

Trustee Drumm made a motion to adjourn at 7:55 pm, seconded by Trustee Gingrich. The motion passed unanimously 7-0.

Respectfully Submitted,

Scott W. Meszaros, CMC
Town Clerk