

TOWN OF MONUMENT
MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING

Monday, March 15, 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 Plank
Trustee Squires

Absent:

Trustee Kaiser

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	Paula Stwertnik	Mayori Korte	Karen Gingrich
Peggy Parsley	Monica Harder		

Mayor Easton recommended adding items #2b (Liquor renewal for Columbine Garden Restaurant), and #4b (January 2010 Tax Information) onto the agenda. Trustee Plank made a motion to approve the agenda as amended, seconded by Trustee Dominguez. The motion passed 6-0.

1. Approval of Minutes of March 1, 2010 Regular meeting

No changes were noted.

Trustee Plank made a motion to approve the minutes of March 1, 2010 for the Regular Meeting as presented. Trustee Gingrich seconded the motion. Motion passed 6-0.

Public Comments

None

Website Development Recognition

Ms. Catherine Green, Town Manager introduced Mr. Kirk S. Sinnard who recently volunteered to develop the Town's Website. She explained how extraordinary the product he created is and how he worked through issues such as finding a host, domain, working with our IT staff and Department Heads to develop the new sight. She wanted to recognize him at the meeting and allow the Board to see the face behind the person who has volunteered so much time and effort. Mayor Easton presented Mr. Sinnard with a plaque recognizing his efforts.

Creekside Community Park

Ms. Catherine Green, Town Manager introduced Ms. Peggy Parsley, Grace Best Elementary Principal, and Mrs. Karen Gingrich, Playground Committee Chair who spoke to the Board regarding the Community Park being developed at Creekside "Street" where the new K through 6 Elementary School (still to be named) is relocating. Both explained that there will be 570 students in the fall, and at any given time as many as 200 children will be on the playgrounds area. Mrs. Gingrich provided a detailed Power Point presentation describing the phasing, elements of the Community Park to include; exercise trail, amphitheater, outdoor musical area, and site specific natural elements. She described the natural elements which will entail logs, boulders and the contours of the land to create an inviting atmosphere for children to play. The budget and needs to accomplish the project were discussed and fundraising concepts such as a donation tile wall, business donations and private contributions are being sought. They inquired about the Town contributing such resources as manpower or use of heavy equipment to install raw materials and to assist in the project. Volunteers of the Playground Committee handed out information on the effort. Ms. Parsley and Mrs. Gingrich thanked the Board for their time and offer of support.

Liquor License Hearings:

2. Renewal Hearing for Diamond Shamrock Store #4136

Mr. Scott Meszaros, Town Clerk, stated that he recommends renewal of the liquor license for Diamond Shamrock. He stated that there have been no violations in the past 12 months, and that all fees and proper processing has been completed. He pointed out that the location of this store is on Baptist Road west of the Interstate.

Trustee Drumm made a motion to approve renewal of the liquor license for Diamond Shamrock Store #4136, seconded by Trustee Plank. Motion passed 6-0.

2b. Renewal Hearing for Columbine Garden Restaurant

Mr. Scott Meszaros, Town Clerk, stated that he received the renewal application today prior to the meeting and desired to have it added onto the agenda. He recommends renewal of the liquor license. He stated that there have been no violations in the past 12 months, and that all fees and proper processing has been completed.

Trustee Drumm made a motion to approve renewal of the liquor license for Columbine Garden Restaurant, seconded by Trustee Gingrich. Motion passed 6-0.

Financial Reports and Updates:

3. Disbursements over \$5,000

Ms. Pamela Smith, Town Treasurer, provided the Disbursement handout at the meeting. The request included; Triview Metropolitan District (\$89,087.30), Jacobs Engineering (\$5,871.00), CIRSA (\$16,415.00) for 2nd Quarter Property/Casualty Insurance, and CIRSA (\$15,997.50) for 2nd Quarter Workman's Comp Insurance.

Trustee Plank made a motion to approve the disbursements over \$5,000, seconded by Trustee Drumm. Motion passed 6-0.

4. December 2009 Financials (Continued from March 1st Meeting)

Ms. Pamela Smith, Town Treasurer, provided answers to basic inquiries about the Financial Report.

Trustee Gingrich inquired about the Tactical Equipment purchases in the Police Department which are stated at 160% of that Budget.

Ms. Smith explained that grant funds were received which offset that expense (line item above), she stated that the grant money is specific and applied to that item. She brought the revenue down into the expenditure report for clarity. No changes were made to the December 2009 Financial Report.

Trustee Drumm made a motion to approve the December 2009 Financials as presented, seconded by Trustee Plank. Motion passed 6-0.

4b. January 2010 Tax Information

Ms. Pamela Smith, Town Treasurer, apprised the Board on the Sales Tax earnings and collections. She explained the new chart which depicts Sales Tax Collections by Type in response to Board members request. The Annual Net Budgeted Collections are negative to Budget by \$6k, or 3% for January 2010. However, we did not collect from four (4) vendors, whose total remittance should have been around \$13.5k, so in reality; we were over Budget for January if these vendors had paid timely. She has reported them to the State and the collections should be reflected in the February figures. 2010 Sales Tax to the General Fund came in \$4k

No formal action taken; item was informational only.

Reports and Updates:

Town Attorney

Mr. Gary Shupp, Town Attorney, had no updates.

5. Development Services Department

Mr. Tom Kassawara, Director of Development Services, provided an overview of his report. The Board inquired about the "Magpie's Medical Marijuana Dispensary". He responded that staff met with the potential applicant and discussed potential locations as well as provided the Ordinance outlining the restrictions and guidelines.

6. Public Works Department

Mr. Landreth, Director of Public Works, stated that the restroom for Limbach Park was purchased from the Town of Larkspur. He discussed how the sanitation tap at the park was used to discount the costs for the Town Hall Facility and that issues are being worked out with Monument Sanitation to resolve the issue. He stated that there is potential for the Town to have to outlay some additional expense regarding this.

Police Department

Mr. Jacob Shirk, Chief of Police, discussed his report highlighting Officer Haynes' services on recent suicide intervention issues. He stated that the "round table" event will be happening this Friday either in the Police Department Meeting room, or the Council Chambers.

7. Town Manager's Report

Ms. Catherine Green, Town Manager, stated that Mr. Steve Meyers is potentially moving out of the area and she would like to see him recognized at a future Board meeting for his service to the Town serving on the El Paso County Citizens Advisory Council (CAC). She asked the Board to come up with a meeting date for the Board of Trustees workshop, the Board agreed that a Special Workshop Session should be held on Saturday, April 24th. She will get the event organized and let the Board know the specifics, the event will also be posted. She discussed a proposal that a "UCCS PHD" student has offered to do regarding a strategic plan for the Town. Following discussion of the purpose and work related to doing a Strategic Plan, Trustee Gingrich voiced that he supports student and academic growth and that the Town is in no way obligated to adopt or use the final product. The Board agreed and Ms. Green stated that she will get the student to come in and provide a brief presentation on his project and work to be done.

Discussion

8. Funding Capital Improvement Program

Ms. Catherine Green, Town Manager provided a handout "Borrowing Mechanisms for Municipalities" and discussed the various topics; Bond Issues, Loans, Certificate of Participation, Lease and Lease Purchases. She desired to get a "feel" for where the Board would like to go with attempting to accomplish some of the projects detailed in the "CIP Plan". The Board provided various input relating to the CIP and timelines, Ms. Green and the Town Treasurer, Ms. Pam Smith explained that with the budget for 2010 being "flat", there likely may only be \$100k to \$300k for the next few years available if sales tax exceeds the Budget to allocate.

Trustee Drumm provided a lengthy comment on his viewpoint that the Town does not need to incur any additional debt.

Ms. Green was directed to "color code" the various projects into groupings such as Water Fund, General Fund, and Potential Grants available. A recommendation to add an additional column to her spreadsheet specifying the Town's match or funding necessary if outside funding is obtained. She stated that she will update the CIP and get back to the Board once she has completed the work.

Adjournment

Trustee Squires made a motion to adjourn at 8:45 pm, seconded by Trustee Dominguez.
The motion passed 6-0.

Respectfully Submitted,

Scott W. Meszaros, CMC
Town Clerk