

## Town of Garden City Minutes

November 1, 2022

Regular Meeting

Mayor Fil Archuleta called the meeting to order at 5:30 P.M.

Mayor Fil Archuleta and Trustees Tim Costello, Alex Lopez, Leigh Sorensen, Katherine Rodriguez, Sam Parsons and Gary Sorensen were present. Staff present: Town Administrator Cheryl Campbell; Police Chief Jeremy Black; Deputy Town Clerk Lindsay Shoemaker; Public Works Director Brett Bloom; Town Attorney James Godbold. Norm Yurk Jr. from NWY DBA Scott's Import Specialists, Ronica Lara from The White Horse Inn, and Alan Holmberg from Anderson & Whitney were also present.

### Consent Agenda

- a. Approve Minutes from October 18, 2022 Regular Meeting
- b. Approve Paid Bills
- c. Approve Bills To Be Paid
- d. Approve 2Bros Construction invoice for the Community Center Roofing Project in the amount of \$27,213.14

Tim Costello moved, and Alex Lopez seconded to approve the Consent Agenda items a.-d.  
7 Aye. 0 Nay. Motion carried.

### Public Not on the Agenda Invited to be heard

There was none.

### Ron-Lee-Von LLC DBA The White Horse Inn 2750 8<sup>th</sup> Ave Tavern With Live Entertainment Liquor License Renewal

Ronica Lara represented the license. All appropriate documentation has been provided. The Garden City Police Department and the Greeley Fire Department report no violations, no uncorrected violations, and no objections to renewal. We are waiting on the building inspection from ProCode. We are also waiting on a passing inspection from the Weld County Health Department.

Tim Costello moved, and Alex Lopez seconded to approve Ron-Lee-Von LLC DBA The White Horse Inn 2750 8<sup>th</sup> Ave Tavern with Live Entertainment Liquor License Renewal contingent on passing the required inspections from ProCode and the Health Department.

7 Aye. 0 Nay. Motion carried.

### Grants

- a. Consider Sam Parsons 2706 7<sup>th</sup> Avenue Fence Grant Application and payment in the amount of \$1,247.73

Trustee Sam Parsons recused himself from the vote and addressed the Board regarding his grant. He had part of his fence replaced. All documentation has been submitted.

Alex Lopez moved, and Leigh Sorensen seconded to approve Sam Parsons 2706 7<sup>th</sup> Avenue Fence Grant Application and payment in the amount of \$1,247.73.

6 Aye. 0 Nay. Motion carried.

- b. Consider NWY DBA Scott's Import Specialists LLC 2735 9<sup>th</sup> Avenue Pavement Improvement Grant Program Application and payment in the amount of \$8,000

Norm Yurk from NWY DBA Scott's Import Specialists addressed the Board. Scott's Import Specialists had their pavement redone. All appropriate documents have been submitted.

Leigh Sorensen moved, and Katherine Rodriguez seconded to approve NWWY LLC DBA Scott's Import Specialists LLC 2735 9<sup>th</sup> Avenue Pavement Improvement Grant Program Application and payment in the amount of \$8,000.

7 Aye. 0 Nay. Motion carried.

Adopt Resolution NO 17-2022 A Resolution Authorizing The Use Of A Safe Deposit Box For Purposes Of Storing Keys To The Evidence Locker And Police Files

Tim Costello moved, and Sam Parsons seconded to adopt Resolution NO 17-2022 A Resolution Authorizing The Use Of A Safe Deposit Box For Purposes Of Storing Keys To The Evidence Locker And Police Files.

Gary Sorensen, yes. Alex Lopez, yes. Leigh Sorensen, yes. Fil Archuleta, yes. Sam Parsons, yes. Katherine Rodriguez, yes. Tim Costello, yes.

Motion carried, Resolution NO 17-2022 adopted.

2021 Audit Report

Alan Holmberg from Anderson & Whitney PC presented the 2021 Audit Report to the Board. The report is available to the public in the Clerk's Office during normal business hours.

Leigh Sorensen moved, and Alex Lopez seconded to approve the 2021 Audit Report.

7 Aye. 0 Nay. Motion carried.

Consider Expanded Rental of the Community Center

The Board discussed the possibility of renting the Community Center to non-residents in addition to Garden City residents. There will be a significant increase for non-residents to rent the building. There will also be a cleaning fee added onto the fee schedule to be approved on a future agenda.

Consider social media and Email Archival Software

The Colorado Open Records Act has added a stipulation that if a municipality has social media, those posts are considered an open record and can be requested. Intradyn is a company that archives municipality's social media pages and emails. Intradyn also offers training to staff in the included price to make sure everyone can use the system. Pagefreezer is another company that offers a similar service. The town staff already use an email archival program and the social media side of the offer is more financially sound than the offer from CivicPlus, the program that manages the Municode for the town.

Sam Parsons moved, and Katherine Rodriguez seconded to approve Intradyn's Social Media Archiving Bundle 3-yearly for \$1,080.00.

7 Aye. 0 Nay. Motion carried.

Staff Reports

a. Town Administrator

Cheryl is still working on an investment policy. She has looked at other towns' policies and they are lengthy, whereas Garden City doesn't need such an in-depth policy. The Town is still a member of Colotrust, an investment pool. Cheryl has a phone meeting with them to discuss rates. New signers will need to be added to the account, which will be on the next agenda. Cheryl also discussed the possibility of changing the admin staff hours to 4 10-hour days. Options were discussed, one being Monday-Thursday with the office being open 9am-6pm and closed Friday. Another was to have one staff member work Monday-Thursday, and another work Tuesday-Friday so the office is open all week. And the last option was to just leave the schedule as is. This item will be on the next agenda.

b. Police Chief

The Chief advised that there was an accident this weekend that damaged one of the crosswalk signs. Brett will be coordinating with him to get a new one. Officer Tim Boxley resigned. There are three potential candidates to take his place. Two of them already have experience. Officer Billings graduated his leadership class at Denver University. Central Square, the new police system, went live today, and operations have been as smooth as can be expected with a new operating system.

c. Public Works Director

Brett advised that Clean-Up Days is this weekend, November 4-6. The roof on the Community Center was replaced with metal sheeting and came in under the budget the Board set at the previous meeting. The roof passed inspection. The shop passed its final inspection as well. The roofs of the town buildings were inspected and all except the PD roof need to be replaced, due to hail damage. Cheryl wants to bring CIRSA in to see if an insurance claim would be the best way to proceed. The chalking of the Community Center parking lot will happen in the next week, at a cost of \$600. Crack-sealing on 8<sup>th</sup> Ave will start mid-November. The sprinklers and trees around town have been winterized. Christmas decorations will be installed the week of Thanksgiving.

a. Town Attorney

Mr. Godbold had nothing to report.

Other Board Issues

Community Center contact information will be more readily available. Leigh Sorensen asked what will happen when Cheryl eventually retires. Cheryl advised that there is still time to create a plan, as there will be a software conversion in the next two years, that she needs to facilitate if the Board agrees.

Announcements

- a. Clean up days is November 4-6
- b. The Town Hall will be closed Friday, November 11<sup>th</sup> for Veteran's Day

Adjourn

Since there was no further business Sam Parsons moved, and Alex Lopez seconded to adjourn the meeting.

7 Aye. 0 Nay. Motion carried.

Mayor Fil Archuleta adjourned the meeting at 7:12PM

By\_\_\_\_\_