

TOWN OF DOLORES COLORADO

TOWN BOARD BOARD OF TRUSTEES

VIRTUAL TOWN MEETING

MAY 11TH, 2020 6:30 P.M.

DUE TO THE COVID-19 VIRUS, ALL TOWN BOARD MEETING WILL BE HELD VIRTUALLY UNTIL FURTHER NOTICE.

CALL TO ORDER: Mayor Wheelus called the meeting to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE

1. ROLL CALL: Trustees present; Duvall “Val” Truselsen, Jennifer Stark, Tracy Murphy, Melissa Watters, Sheila Wheeler, Andy Lewis, and Mayor Chad Wheelus.

STAFF: Manager Interim Ken Charles, Clerk Tammy Neely, Treasurer Tricia Gibson, Building Official David Douady, Public Works Director Randy McGuire, Sheriff Steve Nowlin, and Attorney Jon Kelly.

2. IDENTIFICATION OF ACTUAL OR PERCEIVED CONFLICTS OF INTEREST. None stated or given.

3. APPROVAL OF THE AGENDA: *Trustee Truselsen motioned to approve the Agenda, seconded by Trustee Murphy. Motion carried unanimously.*

4. APPROVAL OF THE CONSENT AGENDA: The Consent Agenda is intended to allow the Board by a single motion to approve matters that are considered routine or noncontroversial. Here will be no separate discussion of the items unless a Board member requests an item to be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be considered under specific Agenda item numbers.

4.1 Minutes of the April 13th, 2020 regular meeting.

4.2 Minutes of the continuation meeting on April 27th, 2020.

4.3 Proceedings for the month of April 2020

Trustee Lewis motioned to approve the Consent Agenda, seconded by Trustee Murphy. Motion approved unanimously.

5. COMMITTEE REPORTS:

5.1 Planning and Zoning: Chairperson Linda Robinson reported that the P&Z conducted a Public Hearing for property located at 101 N. 16th street (Cordoba Condominiums), owner Liana Smith. The purpose of the hearing was for a Preliminary Plat-Minor Subdivision and name change. Owner Liana Smith requested that the term Condominium be converted to Townhome, defining and creating separate units for individual sale. The current Land Use Code was inadequate describing condominiums/townhomes. The Committee unanimously voted to recommend to the Board for approval. Work is continuing for a final version of Short Term Rentals to be formed into an Ordinance. The P&Z meeting in June will be recommending to the Board for approval or disapproval. Elizabeth Garvin with Community Re-Code and the Town Staff are working toward making it available for the Public to view. Manager Charles stated that Stakeholders are affected throughout the process will have opportunity to meet and comment concerning the Short Term Rental. P&Z will be having a workshop May 19th, 2020 to review the Land Use Table for zones and uses.

5.2 Parks Advisory Committee: Kalin Grigg updated the Board on the playground build. Play-By-Design is moving ahead with beginning the build the last week of May. June 1st and 2nd Jeremy Gonzales will arrive to begin some construction. Play-By-Design is scheduled to arrive June 4th, the build will begin June 5th. Several contractors will be on site. Gina Kotarski is scheduling local builders, allowing 10 volunteers a day. Manager Charles added that there will be a sanitizing station, safety masks, and because of COVID-19 the number of volunteers will be kept down.

5.3 Chamber of Commerce: Director Susan Lisak reported that the Chamber will be opening on Friday and Saturday. She commented that if the Lodgers Tax does not come through the Chamber will close. The Farmers Market was discussed as far as COVID-19 and keeping vendors and citizens protected. She brought up the 2020 Census updates and stated that the State of Colorado is at 61%, Montezuma County 53%, and Town of Dolores showing only 13.7% residents that have reported. She stated these low numbers could be that Dolores does not deliver mail to street addresses. The Census Bureau uses only street addresses; therefore most of the residents did not receive the forms. The Montezuma Business Task Force is looking at future tourism online training as far as social media to educate tourist on the area. Rotary will be giving commodities at the Fire Station; also the Rotary Club is looking at

Scholarship applications for Military, Community, and Students. Mayor Wheelus commented on guidelines for the Farmers Markets and suggested looking at Colorado Trade Organization. He also stated that the Census was very important and remarked that the Census information should be added to the Website. The word needs to get out. Trustee Stark suggested that the Census information could be attached to the water bill, to encourage residents to complete the form. Trustee Wheeler going back to Farmer Markets guideline commented that the Cortez Journal had guidelines available.

6. STAFF REPORTS:

6.1 Sheriff's Report: Sheriff Steve Nowlin reported the calls for service for the month of April. There were 208 service calls, with some safety checks and business checks. He commended a Deputy who answered a call for an individual who was hospitalized for one week; the Deputy took it upon himself to care for the persons animals, even on days off. He updated the Board that there could possibly be an increase of homeless people coming through town. Montezuma County and the Hospital are monitoring to make sure they get quarantined with medical attention if needed. No major issues have been reported, no bear sightings, garbage cans do need to be locked. Trustee Stark commented that she disagreed with the Sheriff, she suspects trash will just be placed on or at the bin, which will attract bears. Bins need to be secured because where trash is usually placed. Manager Charles stated the town was looking into bear proof bins. Manager Charles asked the Sheriff about patrolling as the playground build will be in full swing. Sheriff Nowlin was planning on patrolling the area.

6.2 Manager: Ken Charles reported DOLA has reviewed the grant application for the solar project on Town buildings, and gave supportive feedback. Manager Charles proceeded with MOU (memorandum of understanding) with the County Energy Office to perform energy audit. The audits are performed by Energy Systems Company (ESCO). The cost of the audits will be rolled into the improvement prescribed by ESCO. Financing for improvements and upgrades are paid back with the energy savings over a six to eight year period. The Grant decision will be made in July 2020. DOLA informed the Manager that the contract for the \$292,630.00 grant should be completed this month. Final plans and CDOT permits will be completed by SGM Engineers about the same time. The Land Use Code will go public with Short Term Rental section and Use Tables. The Town will use several public participation techniques to engage the community. The playground project is less than a month away. Play-By-Design will star June 5th through June 15th. Kaboom is building the 2-5 ages of the playground. No commitment to a time frame yet. A summer parks parks person will be hired. Position will be to help with some park maintenance work in the summer. Plans are to have someone by May 2020. Manager Charles updated the Board on the

Hazard Mitigation Plan (HMP). Montezuma County began updating the project with the help of a consultant. Dolores shows high risks from flood, fire, winter storms, and moderate risk for rock fall. The update reassessment of risk factors is complete and mitigation plans are the next step. Timing of the HMP update provides opportunities to cross integrate with the Land Use Code.

6.3 Building Official David Douady reported that there were no permits issued for April 2020. Current projects are a duplex on 15th street. The exterior is near completion, water and sewer taps are installed. Building issues are Del Rio; a deadline of May 11th, 2020 is set for a choice of structure engineer for the project. Waiting to hear from Norbert Bukowski (Owner) on a proposal from Wilson Engineering. The current status of the Uptown Mobile Home Park space #17, with current COVID-19 issues this procedure is on hold. Adoption of the 2018 ICC Code. With COVID-19 issues David will be working on a public presentation in the form of handouts and Power Point presentations to ensure when social distancing is resolved it will be ready for the public. The plan is to have the 2018 ICC Code adopted and ready to implement January 1st 2021. David also stated the Insurance Service Office (ISO) rating from BCEGS (Building Code Effectiveness Grading Schedule). He explained the importance of the ratings. In terms of homeowners insurance rates.

6.4 Treasurer Tricia Gibson gave the Treasurers report for May 2020. She reviewed the 2020 Sales Tax Budget, as well as projections. A Summary of Changes for the 2020 Budget with adjustments for COVID-19 Projections. The projections overall is 12% reduction in the General Fund Revenue with General Fund Expenses reduced 1%. She reported the Revenue is up 56%. Also reserves are showing low as funds have not yet come in from grants on projects for the playground, infrastructure, and energy. Once the Grants are funded the reserves will go back up.

6.5 Public Works/Maintenance Randy McGuire reported the water systems are up and running, sprinklers have been turned on. He stated that cleanup day (5-11-20) was bigger than last year; the crew is not finished with the project and may have to order additional dumpsters because of the large volume. Playground parts are coming in and some parts are being assembled. Manager Charles and Trustee Murphy complimented the crew and their impressive service.

7. CITIZENS TO ADDRESS THE BOARD (5 MINUTES ONLY): Citizens may comment at this time or during a Public Hearing.

7.1 Karen Sheek with the Montezuma County Complete Counts Committee shared information on the 2020 Census. The count for the Census: State of Colorado 61.3%, County of Montezuma 53%, City of

Cortez 64.5%, Town of Mancos 36.3%, and Town of Dolores 13.7%. She stated that Dolores could be low because Census forms are not mailed post office boxes. Dolores only delivers mail through the post office boxes. She asked the Board and staff to encourage anyone who has not reported to do so. The Census funds many projects, Senior Citizens, Veteran Services, Schools, and infrastructure. She gave information on how to answer the questions. Online 2020.gov will give telephone number and online forms for completion.

8. Discussions and Actions:

8.1 Discussion and possible action: Approval or disapproval of Preliminary Plat-Minor Subdivision and name change for 101 N. 16th street, known as the Cordoba Condominiums owned by Liana Smith. Building Official Doudy explained that the owner wished to change the name of condominiums to Townhomes so that she could sell each unit separately. *Trustee Murphy moved to approve the Preliminary Plat-Minor Subdivision and change, seconded by Trustee Stark, Motion carried unanimously.*

8.2 Discussion: A plan to sell the shop property located at 111 N. 14th street and the purchase of the Harris property update. Attorney Jon Kelly talked to the owners of the Harris property. They are willing to enter into a contract with the Town contingent the sale of the Town shop property, they will remain patient. Manager Charles stated that a contract will be drawn for the sale of the shop property, with exclusions of a sale of \$42,400.00. The amount includes realtor commission and fees.

8.3 COVID-19 Updates-Impacts-County Plan: Manager Charles presented Montezuma County's plan to re-open businesses. The State of Colorado has certain restrictions on what businesses can open. Montezuma County requested a variance for 40% openings. Attorney Kelly explained that what the State enforces the Town being statutory always follows. Mayor Wheelus stated that he attended the County meetings. His main concern was the Community Center; it holds a large capacity of people. Attorney Kelly stated the the State of Colorado has not approved this variance as of now. If it does pass the Manager is named on the Emergency Ordinance for the Town to implement for the safety of the citizens. He said that the Trustees could ask the Manager and Attorney to take a look at some of the openings and visiting with the County Health Department, the State and Public Health Officials. Trustee Stark questioned the Board on where they stood with opening businesses up. Trustees Watters voiced concerns about the geographical areas, commenting that the reservations have been infected. New Mexico, and Utah also infected she was not with the County. Trustee Murphy addressed her concerns on a personal level. Trustee Wheeler agreed with Trustee Watters naming more States that surround

the area, her concern was for the CITIZENS of Dolores. She stressed that everyone should wear masks or just stays home. Trustee Truelsen the situation needs to be looked more seriously not just the Town but everywhere, in the end he economic matters could be worse than the pandemic. Trustee Lewis comment that the government is doing well to the lead the State to safety. Businesses could use guidelines. Manager Charles wanted to talk about the playground when it is finished. Mayor Wheelus discussed until the State makes a decision on the County proposal the Board should wait and see what happens and then react accordingly for the Town.

8.4 Farmers Market: Manager Charles informed the Board there will be a Farmers Market. It will not be a social gathering as usual. Precautions will be per the guidelines of the County Health Department. Venders will be asked to comply with distancing. Trustee Stark questioned if the critical agricultural venders will get top priority as opposed to craft venders. Manager Charles stated that agriculture was an essential product. Trustee Watters questioned what would happen if the customers did not abide. Attorney Kelly stated the Farmers Market must abide by the rules or the vender will be asked not to come back. Trustee Wheeler asked if it could not be like Durango's Farmers Market, in which here is an entrance and exit and customers wear masks. Manager Charles did not think it would be feasible to put up a fence around the area. The fence would have to be taken down and put every Wednesday. The Town staff is responsible for it. Treasurer Gibson asked about taking temperature checks. Director Lisak explained that everything will comply with the State Laws. As far as checking temperatures, it would be difficult to get all customers to check their temperature. There will be help available for the venders in what precautions need to be taken. Treasurer Gibson and Trustee Stark questioned children at the Farmers Market, and if there is going to be a limitation on how many customers will be allowed. Manager Charles commented on maybe here should be an entrance and exit. Mayor Wheelus commented that Cortez Farmers Market had runners, and curbside delivery. Director Lisak suggested that maybe Joe Rowell Park could be an option at the baseball fields where there is fencing available. Mayor Wheelus suggested that Director Lisak and Manager Charles explore some options.

8.5 Discussion on continuation of remote meetings: Mayor Wheelus asked the Board on their thoughts of continuing meetings as there is a growing Agenda and also if meeting should be held virtual or in person with a distance format. Trustee Truelsen suggested that Mayor Wheelus and Manager Charles make the decision. Manager Charles explained options that staff are exploring, as in YouTube video, so that would be accessible to the community, as Montezuma County uses it. He made several suggestions for ways to meet. Mayor Wheelus stated that the Board would need to agree to meet virtually or in the

Board room. Trust Murphy stated that she was still not comfortable meeting in person and would like to see what the situation is in June. Manager Charles mentioned that the Marijuana discussion will be involving maps concerning the 500 foot limit and 1000 foot limit. He stated that part of the discussion could be postponed if need be. Mayor Wheelus requested that the Board think about it and discuss it at as things progress. *Trustee Truelsen moved to approve continuing the meeting and workshop to May 27th, 2020, seconded by Trustee Lewis. Motion carried unanimously.*

8.6 Meeting suspended until May 27th, 2020.

Mayor Chad Wheelus

Town Clerk Tammy Neely