CALL TO ORDER
Mayor Lofgren called the meeting to order at 6:30 p.m.

ROLL CALL
Present: Mayor Jacob Lofgren
        Mayor Pro-Tem Dave Ott
        Trustee Grant Doherty
        Trustee Jamie Jeffery
        Trustee Larry Strock

Absent: Trustee Gary Counterman
        Trustee Mike Morris

APPROVAL OF AGENDA
Motion was made by Trustee Jeffery, seconded by Trustee Doherty, to approve the agenda with moving the Executive Session regarding C.R.S. Section 24-6-402(4)(f) for a matter pertaining to an employee and for which the employee has consented to the discussion in Executive Session to the January 7, 2019 meeting. Motion carried 5-0.

AUDIENCE BUSINESS:
Jessica Eskew, of Lil Rebels Cheerleading, approached the Board to request a donation/sponsorship for their competitive cheer squad. Mayor Lofgren did explain to her the Town’s policy of not donating to private organizations. He thanked her coming to the meeting.

CONSENT AGENDA
A. Payment Approval Report ($161,724.06)
B. November 19, 2019 Minutes

Motion was made by Trustee Ott, seconded by Trustee Jeffery, to approve the Consent Agenda. Motion carried 7-0.

PRESENTATION
A. Weld County Health Department-Presentation on Vaping
Rachel Freeman of the Weld County Department of Public Health gave a presentation to the Board on the statewide issue regarding vaping/electronic cigarettes. She shared strategies communities can use to reduce youth vaping and tobacco use to include but not limited to; tobacco retail licensing, raise the minimum legal sales age to 21, increase tobacco product pricing, and education. The Board and staff discussed the issue and the options the Town may be able to do to help with the vaping crisis.

**ACTION ITEMS**


Town Administrator Stamey stated Resolution 2019-12 summarizes expenditures for each fund and adopts the 2020 Budget. Mayor Lofgren stated a minor adjustment of $12,000.00 to the Election Expenditures will need to be added to the numbers presented.

*Motion was made by Trustee Ott, seconded by Trustee Jeffery, to approve Resolution No. 2019-12 A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Town of Lochbuie, Colorado, for the Calendar Year Beginning on the First Day of January 2020 and Ending the Last Day of December 2020, and Appropriating Sums of Money with an amendment to line item 10-423-7150-Election of $12,000.00. Motion carried 5-0.*

B. Resolution No. 2019-13 A Resolution of the Board of Trustees of the Town of Lochbuie Setting the 2020 Mill Levies.

Town Administrator Stamey stated Resolution 2019-13 sets the 2020 Mill Levies.

*Motion was made by Trustee Jeffery, seconded by Trustee Ott, to approve Resolution No. 2019-13 A Resolution of the Board of Trustees of the Town of Lochbuie Setting the 2020 Mill Levies. Motion carried 5-0.*

C. Ordinance No. 647- An Ordinance of the Board of Trustees of the Town of Lochbuie, Colorado, Amending Sections 10-14-30,10-14-40 and 10-14-50of the Municipal Code Concerning Minors Smoking to Include Electronic Smoking Devices Within Such Prohibitions

Town Attorney Juran stated Ordinance No. 647 is to amend the Municipal Code to include within the prohibition on smoking by use of electronic smoking devices for minors under the age of 18.

*Motion was made by Trustee Jeffery, seconded by Trustee Doherty, to approve Ordinance No. 647- An Ordinance of the Board of Trustees of the Town of Lochbuie, Colorado, Amending Sections 10-14-30,10-14-40 and 10-14-50of the Municipal Code Concerning Minors Smoking to Include Electronic Smoking Devices Within Such Prohibitions. Motion carried 5-0.*

Mayor Lofgren opened the Public Hearing at 7:23 p.m. There being no comments Mayor Lofgren closed the Public Hearing at 7:24 p.m.

D. Audit Engagement Letter-Fiscal Focus Partners, LLC

Town Administrator Stamey provided information on the Audit Engagement Letter noting the cost of the audit would be $19,900.00 which is the same as last year.
Motion was made by Trustee Ott, seconded by Trustee Doherty, to accept the Audit Engagement Letter with Fiscal Focus Partners, LLC not to exceed $19,900.00. Motion carried 5-0.

E. Resolution No. 2019-14 A Resolution of the Board of Trustees of the Town of Lochbuie Approving 1) Silver Peaks Filing No. 1, Amendment No. 3, Plat, 2) the Subdivision 2 Agreement (Silver Peaks Filing No. 1, Amendment No. 3, Plat (Silver Peaks East) Between the Town and LOB, LLC and 3) the Water Resource Agreement for Silver Peaks East Between the Town and LOB, LLC

Town Administrator Stamey noted the Board has three actions tonight regarding this item; approve the Final Plat, approve the Subdivision Improvement Agreement (SIA), and approve the Water Resource Credit Agreement (WRCA) for Silver Peaks East.

Joy McGee of RG and Associates, LLC discussed the major issues identified and addressed through the review process: ROW dedication, Tract HH Reclamation, Pedestrian Access, Drainage Analysis, Amendments to the SIA, and Building Setback/Building Envelope.

Town Water Counsel Jeffers requested the Board allow the closing deadline in the WRCA to be extended to March 13, 2020. The Board agreed to the change.

Michael Blumenthal approached the Board to answer questions. Trustee Strock asked for clarification on corner site triangle, 5ft side lot line, 4.1 pitch by the fence line/drainage area, and on the detention pond.

Town Attorney Juran noted in the proposed SIA there is a phasing map that shows Phase 1 and Phase 2, but the developer has asked they be permitted to develop Phase 1 or Phase 2 first at their discretion. She wants to make sure it is clear for the record and to clarify that Tract HH work will be completed no matter which Phase they do first. Michael Blumenthal stated that is correct. Trustee Doherty noted the current map presented does not include Ledge Street as an access point that the developer will need to connect to it prior to development no matter which Phase is completed. Town Attorney Juran clarified that Trustee Doherty is requesting an additional condition be placed on the applicant to require Ledge Street and Pinnacle Street be developed with the initial Phase regardless if it is Phase 1 or Phase 2. This language will need to be added to the SIA. Michael Blumenthal agreed. Trustee Doherty shared his concerns on the slope for the drainage solution. The Board and staff discussed Trustee Doherty’s concerns about the slope. The consensus was to have the engineer make a revision on the construction drawings as it relates to the drainage plan. Michael Blumenthal agreed to the change.

Motion was made by Trustee Ott, seconded by Trustee Jeffery to approve Resolution No. 2019-14 A Resolution of the Board of Trustees of the Town of Lochbuie Approving 1) Silver Peaks Filing No. 1, Amendment No. 3, Plat, 2) The Subdivision 2 Agreement (Silver Peaks Filing No. 1, Amendment No. 3, Plat (Silver Peaks East) Between the Town and LOB, LLC and 3) The Water Resource Agreement for Silver Peaks East Between the Town and LOB, LLC with the addition of condition 4 in Section 3 that reads ‘language is added to the SIA that requires a) both Ledge Street and Pinnacle Street (or the street that connects Ledge Street to King Street) and b) Tract HH are developed in the initial Phase that is developed whether it is Phase 1 or Phase 2’ as contemplated by Section 1.2 of the SIA and a change to Resolution 2019-14 Section 4 to acknowledge the change of the closing date in the WRCA from January 20, 2020 to March 13, 2020. Motion carried 5-0.

F. Employee Leave Policy

Town Administrator noted the Leave Policy has been reviewed by CIRSA, Employers Council and
Town Attorney Juran, Town Clerk Blackston discussed the proposed Leave Policy to include increased PTO time. The staff and Board discussed the Leave Policy. The Policy would be effective January 1, 2020. The current employees who may lose PTO time with our current PTO Carryover Policy will be allowed to carry over those hours due to this policy will be effective January 1, 2020.

**Motion was made by Trustee Ott, seconded by Trustee Jeffery, to approve the Leave Policy as presented. Motion carried 5-0.**

**G. Contract with CAA-Building Inspection Services**

Town Administrator Stamey noted CAA representatives met with Town Clerk Blackston and Building Permit Tech Tami Calhoun to go over the processes, software our fee schedule etc. The effective/transition date will be January 3rd, 2020.

Trustee Doherty asked for clarification for fees of additional services. Tim Inglis of CAA gave clarification. The Board, staff and CAA representatives discussed the inspection services.

**Motion was made by Trustee Jeffery, seconded by Trustee Doherty, to approve the Contract with CAA for Building Inspection Services. Motion carried 5-0.**

**DISCUSSION ITEMS**

**A. Discuss dates for next year’s Town Events**

Mayor Lofgren suggested to move the item to the next Board meeting. The Board consensus was to move the item.

**STAFF COMMENTS**

Town Attorney Juran shared information on the Planning Commission. She stated we have a couple items coming up, that per our current code would go before the Planning Commission, and the Town does not have a full Commission. Town Attorney Juran stated the options would be to dissolve the Planning Commission or allow Elected Officials to sit on the Planning Commission. Either way the Town needs to have members on the Planning Commission to vote on the discussed options. She asked the Board for direction on how they want to proceed. The Board consensus was to get the Commission filled then let them discuss and vote on the future of the Planning Commission.

**A. Town Administrator Report**

Town Administrator Stamey presented his report. He requested a $100.00 bonus for each employee. The Board consensus was to approve a $100.00 bonus for each employee.

Chief McCoy gave an update on the recent shooting in Fort Lupton.

**MAYOR AND TRUSTEE COMMENTS:**

Trustee Strock thanked the Knights of Columbus for the donation of 50 Thanksgiving meals. He requested the Board consider sponsoring the Knights of Columbus next year.
Trustee Jeffery stated she appreciated the Board looking at the options to help with the vaping/electronic cigarettes issue.

Mayor Lofgren asked the Board if they were interested in bringing back the vaping/electronic cigarette issue to the January 21st meeting. The consensus was to bring it back for discussion. He reminded the Board of the Holiday dinner on December 13 and the meeting for December 17 will be canceled. The Executive Session regarding Steve Samey’s review has been moved to the January 21 meeting.

EXECUTIVE SESSION
For a Conference with Town Attorney for the purpose of receiving legal advice on legal questions under C.R.S. Section 24-46-402 (4)(b); possible claim.

*Motion was made by Trustee Ott, seconded by Trustee Doherty, for a Conference with Town Attorney for the purpose of receiving legal advice on legal questions under C.R.S. Section 24-46-402 (4)(b); possible claim.*

The Board went into Executive Session at 8:48 p.m.

The Board returned to the Regular meeting from Executive Session at 9:00 p.m. Mayor Lofgren reconvened the Regular Meeting at 9:01p.m. Those present for the Executive Session were Mayor Lofgren, Trustees Jeffery, Strock, Doherty, and Ott. Also present were the Town Attorney Juran, Town Administrator Stamey, Town Clerk Blackston and Chief of Police McCoy.

ADJOURN

Mayor Lofgren adjourned the meeting at 9:02 p.m.

*Motion was made by Trustee Jeffery, seconded by Trustee Doherty, to adjourn. All in favor.*

Linda Blackston
Town Clerk

Jacob Lofgren
Mayor