

RECORD OF PROCEEDINGS

Hotchkiss Board of Trustees

August 12, 2021

1. CALL THE MEETING TO ORDER

Mayor Wilkening called the meeting to order at 6:30 p.m. Roll call was taken and those present were Mary Hockenbery, Patrick Webb, Jim Wingfield, Pat Medina, and John Marta. Absent was Sven Edstrom.

Those present recited the Pledge of Allegiance.

2. CONSENT AGENDA

MINUTES FOR JULY 8, 2021

Mary Hockenbery had one correction. In the Mayor's Report the Town does not have to come up with the 20% match for the DOLA (Department of Local Affairs) energy grant, the business does. Pat Medina moved to approve the minutes with the above noted correction, Mary Hockenbery seconded. A verbal vote was taken with all Trustees voting "Yes", motion passed.

3. CONSIDERATION OF BILLS

Mayor Wilkening told the Board that all the Column bills were due to ads placed in the different papers for job openings. John Marta moved to approve all bills as presented, Pat Medina seconded. A verbal vote was taken with all Trustees voting "Yes", motion passed.

4. PUBLIC HEARINGS

None

5. OLD BUSINESS

WATER RESTRICTIONS REMINDER

Mayor Wilkening reminded the Board and citizens that the odd and even watering days are still in effect and conserving water where possible is a priority.

HOTCHKISS CHAMBER OF COMMERCE UPDATE/ONE DELTA COUNTY UPDATE-
KIM SHAY

August 19th at 6:00 p.m. will be the meet and greet for Marshal Green at the Creamery Arts Center.

The weekend of August 20th the traveling Shaman's Camp will be set up at the Fairgrounds as well as having an art show at the Creamery.

Colorado Grand will still be coming through Hotchkiss but not for a meal, only for a snack and coffee so far.

The Dementia Caregivers support group meets at the Town Hall twice a month.

Friday, August 13 the Fairgrounds will have music in the park featuring Lenore Cambria's band.

Kim encouraged people to utilize the library during the hours it is open.

The sign boards at each end of Town are for Community or Non-Profit events only. An application can be found on the Chamber of Commerce website.

Merchant meetings are held on the first and third Wednesdays of the month.

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5. OLD BUSINESS (cont.)
HOTCHKISS CHAMBER OF COMMERCE UPDATE/ONE DELTA COUNTY UPDATE-
KIM SHAY

The Chamber is updating their website.

The Hotchkiss-Crawford Historical Society is looking for volunteers.

MARSHAL'S OFFICE SWEARING IN OF NEW MARSHAL SCOTT GREEN
Mayor Wilkening swore in new Town of Hotchkiss Marshal Scott Green.

MARSHAL'S OFFICE SWEARING IN OF DEPUTY JULIA THOMPSON
New Town of Hotchkiss Marshal Scott Green swore in Deputy Julia Thompson.

A short break was taken for everyone to enjoy cupcakes to celebrate the swearing in.

PLANNING COMMISSION MAKE UP DISCUSSION/POSSIBLE ORDINANCE
AMENDMENT

Mayor Wilkening explained the makeup of the current Planning Commission Board and explained that Deputy Julia Thompson is the only employee that lives within the Town limits. The Board does not want to put Deputy Thompson in the situation with all other things that she has had to deal with this year. Finding people to fill these positions has proven to be tough. There were several minutes of discussion on the makeup of the Planning Commission and possible changes.

Pat Medina moved to change the makeup of the Planning Commission to have no employees on the Board and only Citizens of the Town.

Tom Wills said that in the past when an employee was not available the Mayor appointed a citizen.

Several more minutes of discussion followed.

Mary Hockenbery moved to amend Pat Medina's motion to remove one of the elected officials and change it for a citizen.

More discussion was had.

Mary Hockenbery moved to amend both motions above to say that the Planning Commission should be made up of the Mayor, one (1) Trustee and three (3) citizens for a total of five (5) members, seconded by Pat Medina. A verbal vote was taken with all Trustees voting in favor. Motion passed.

Attorney Bo Nerlin will have an Ordinance ready for the September meeting.

6. PUBLIC COMMENT

Mayor Wilkening explained that this is for comment only and speakers will be limited to five (5) minutes each.

No comment was given.

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7. MAYOR'S REPORT

August birthdays include Mary Hockenbery, Mike Owens, and Patrick Webb.

The CDOT (Colorado Department of Transportation) car count in Town for the month of July was 382,012. That averages out to about 12,323 cars a day that come through Hotchkiss. There are less on the weekends but that is still a significant increase since 'The Little Blue' project started. The normal number of cars per day is 8,500.

Pete Blair has completed the Town's audit. Net assets increased in 2020 by 1.136 million, and no new debt was incurred in 2020. Mayor Wilkening thanked the staff.

The University Technical Assistance project is coming to an end. The black and white copies in the packets do not do it justice. These are suggestions that businesses could implement in the downtown area for reasonable prices.

CDOT is going to start work in Town for ADA (Americans with Disabilities Act) compliance with the sidewalks. Public Works Director Mike Owens said that CDOT is planning to remove one (1) crosswalk per intersection. Mike will see if a representative from CDOT can come to a Board meeting to explain the plan to the Board. Surveyors were in Town today to mark the areas slated to be fixed.

8. NEW BUSINESS

HR (HUMAN RESOURCE) POLICY AMENDMENTS

The Town of Hotchkiss needed to amend some of the policies in the HR manual for the Town of Hotchkiss Employees. The amendments are:

- 1) One Year Evaluations: All employees will be evaluated yearly on their Anniversary Date prior to their anniversary date payroll.
- 2) Pay Performance: All raises will be based on the evaluations and the employee may have an increase of up to 3%.
- 3) Town Vehicles and Equipment: All Employees using a Town Vehicle for any reason shall use a seatbelt.
- 4) Response Time: The Response time for employees in the Marshal's Office shall have an emergency response time of fifteen (15) minutes and live within eleven (11) miles of Town.
- 5) Holidays: Juneteenth, June 19th, is a Holiday that will be included in the list of holidays for all employees.

After several minutes of discussion, Mary Hockenbery moved to approve all amendments to the HR policy as presented, seconded by Pat Medina. A verbal Vote was taken with all Trustees voting in favor. Motion Passed.

VACATION CARRY OVER ENFORCEMENT DISCUSSION

The Town of Hotchkiss HR policy says that any employee may only carry over five (5) days of vacation from one year to the next. This policy has not been enforced in previous years. After several minutes of discussion Pat Medina moved to start enforcing the five (5) day vacation carry over each year, seconded by Mary Hockenbery. A verbal vote was taken with all Trustees voting in favor. Motion passed.

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8. NEW BUSINESS (cont.)

ORDINANCE 2021-02 BUILDING CODE AMENDMENT DISCUSSION

The 2018 Building code amendments had some errors that the Building Inspector would like to have fixed. The first amendment would be for all decks built a permit would be required and the second would be for fences built in the Town. There was several minutes of discussion. The Board was unsure exactly what was changing.

Jim Wingfield moved to approve the first reading of Ordinance 2021-02 an ordinance of the Town of Hotchkiss, Colorado updating certain provisions of the Town Building Regulations with clarifications from the Building Inspector before the next meeting, seconded by Mary Hockenbery. A verbal vote was taken with all Trustees voting in favor. Motion passed.

Sven Edstrom arrived at 8:00 p.m.

OPEN FOR BUSINESS GRANT-MARY HOCKENBERY

Mary explained the grant to the Board and said that for her to proceed with the grant writing process, approval is needed from the Board.

Jim Wingfield moved to authorize Mary Hockenbery to apply for the DOLA open for business grant to help local businesses improve their energy efficiency, seconded by Pat Medina. A verbal vote was taken with all Trustees voting in favor. Motion passed.

9. EXECUTIVE SESSION

Mary Hockenbery moved to go into an Executive Session for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402 (4)(b) seconded by Pat Medina. A verbal vote was taken with all Trustees voting in favor. Motion passed. The time was 8:29 p.m.

At 8:30 p.m. the recording was turned off due to Attorney/Client privilege.

RETURN TO OPEN MEETING

The recording of the meeting was turned back on at 8:53 p.m.

Mayor Larry Wilkening read the following.

The time is now 8:54 p.m., and the executive session has been concluded. The participants in the executive session were: Mayor Larry Wilkening, Patrick Webb, Mary Hockenbery, Jim Wingfield, Pat Medina, John Marta, Sven Edstrom, Attorney Bo Nerlin, Town Clerk Ginger Redden and Deputy Town Clerk Karen Laing.

For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the Executive Session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is....

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9. EXECUTIVE SESSION (cont.)
POSSIBLE MOTION FROM THE EXECUTIVE SESSION
No motion made.

At this time Mayor Wilkening explained the Water violation letter that all Trustees received. This letter was sent to all residents of the Town of Hotchkiss.

10. ADJOURNMENT
Pat Medina moved to adjourn the meeting at 9:03 p.m., seconded by Jim Wingfield. A verbal vote was taken with all Trustees voting, "Yes". Motion passed.

Respectfully Submitted,

Ginger R. Redden, Town Clerk