

MINUTES  
TOWN OF HUDSON - BOARD OF TRUSTEES  
REGULAR MEETING  
April 6, 2011 - 7:00 P.M.

CALL TO ORDER AND ROLL CALL

Mayor Neal Pontius called the meeting to order at 7:08 p.m.

ROLL CALL

Mayor, Neal Pontius - Present  
Trustee, Barb Baker - Present  
Trustee, Isidro Guardado - Present  
Trustee, John Honnold - Present  
Trustee, Matt Cole - Present  
Trustee, Tammy McCain - Present  
Trustee, Raymond Patch - Present

Town Clerk Linnette Barker took roll call, and a quorum of the Mayor and (6) Trustees were present.

Town Staff Present:

Town Administrator – Joe Racine  
Town Attorney – Corey Hoffmann  
Public Works Director – Tim Hopwood  
Town Clerk – Linnette Barker  
Deputy Clerk / Treasurer – Judy McGill  
Management Assistant – Dan Hamsmith

ADDITIONS TO AGENDA

CITIZEN'S COMMENTS

**1) CONSENT AGENDA**

(Consent Agenda Items are considered routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member or Citizen so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Regular Agenda.)

- a. Board of Trustees Minutes – March 16, 2011
- b. Payment of Bills
- c. Liquor License Renewal – Loves Travel Stops

Joe Racine, Town Administrator, added to the payment of bills an invoice in the amount of \$470,487.28 payable to Reynolds Construction, for a payment on the construction of phase 2 of the wastewater treatment project.

Trustee Patch made a motion, seconded by Trustee Honnold to approve the Consent Agenda with the addition of the Reynolds Construction payment.

The vote was as follows:

Aye: Trustees Patch, Honnold, Cole, Guardado, McCain, Baker, and Mayor Pontius

Nay - None

Mayor Pontius declared the motion carried.

## 2) GENERAL BUSINESS

### a. Resolution 11-12, A Resolution approving the Town Web Site Policy

Dan Hamsmith, Management Assistant, reported that the Web Site Policy accomplishes several things, including:

- Describe the scope of information services offered to the user.
- Defines the rules as to how the user can utilize the content provided.
- Details regulations to determine how the content is selected, or denied.
- Provides a privacy policy that sets forth conditions for exchanges of electronic information between the Town and the user.

Corey Hoffmann, Town Attorney, reported that this policy is a subset of open records act. The electronic record is entitled to the same protection as open records.

Trustee Patch made a motion, seconded by Trustee Honnold to approve Resolution 11-12, A Resolution approving the Town Web Site Policy.

The vote was as follows:

Aye: Trustees Patch, Honnold, Guardado, McCain, Baker, Cole, and Mayor Pontius

Nay - None

Mayor Pontius declared the motion carried.

### b. Approval of the 4<sup>th</sup> Street and Dahlia Railroad Storm Drain

Tim Hopwood, Public Works Director, explained that he received three quotes for the 4<sup>th</sup> Avenue and Dahlia Street drainage project. The three bids ranged from \$32,603.00 to \$8,115.00. The low bid was received from Total Site Utilities. The Town has worked with Total Site Utilities in the past and has been pleased with their work.

Joe Racine, Town Administrator, reported that the bid is within the \$14,000.00 budgeted in the CIP for this project.

Trustee Honnold made a motion, seconded by Trustee Cole to approve the bid to TSU for the 4<sup>th</sup> Street and Dahlia Railroad Storm Drain not to exceed the bid price of \$8,115.00.

The vote was as follows:

Aye: Trustees Patch, Honnold, Cole, Baker, McCain, Guardado, and Mayor Pontius

Nay - None

Mayor Pontius declared the motion carried.

- c. Approval Job Description – Economic Development Director, Public Works Maintenance Worker II, Public Works Utility Operator II, Public Works Utility Operator III, Public Works Streets Supervisor and Public Works Water & Wastewater Supervisor.

Joe Racine, Town Administrator, explained staff has been working on updating job descriptions. The Economic Development Director position is a new exempt position. The Public Works Maintenance Worker II, Public Works Utility Operator II, Public Works Utility Operator III, Public Works Streets Supervisor, and Public Works Water & Wastewater Supervisor are updating existing job descriptions. We are working on a pay-structure step plan to assign a grade level for each position and will bring this to Board later this year.

Trustee Honnold, suggested the Supervisor positions include micro-soft office word processing and spreadsheet proficiency.

Trustee Patch made a motion, seconded by Trustee Honnold to approve the Economic Development Director, Public Works Maintenance Worker II, Public Works Utility Operator II, Public Works Utility Operator III, Public Works Streets Supervisor and Public Works Water & Wastewater Supervisor job descriptions. Requiring the Supervisor positions have micro-soft word processing and spreadsheet proficiency, the Public Works Water & Wastewater Supervisor position requires SCADA proficiency and micro-soft office word processing and spreadsheets proficiency should be a required standard for job descriptions.

The vote was as follows:

Aye: Trustees Patch, Honnold, Cole, McCain, Guardado, Baker, and Mayor Pontius

Nay - None

Mayor Pontius declared the motion carried.

### **3) STAFF REPORTS**

Joe Racine, Town Administrator, reported that Hudson Correctional Facility is working on an ACA accreditation process and are in need of the permanent Certificate of Occupancy for the Correctional Facility. This goes back to July 2010 with Stuart Smith and we have provided the information to the new warden. The outstanding issues are the warranty letter of credit for the sparboe tank and booster station, and the bill of sale for all public improvements. We should then be able to issue the Certificate of Occupancy. With the acceptance the warranty period begins. This would be backdated to October 2010 when final walk thru was approved. This information was provided to the Correctional Facility in October 2010, July 2010 and recently to the new Warden.

Joe Racine, Town Administrator, reported that the Town has issued the Hudson Correctional Facility a Discharge Violation Notice for the grease discharge to the wastewater treatment facility. The discharge violation notice requires a plan of action within 30 days to prevent the grease discharge that has been a problem at the wastewater treatment plant. This required the Correctional Facility to correct with a hardware solution, possibly involving the installation of a new grease trap by their discharge facility. The hot water is washing the grease thru to the wastewater treatment plant. The Correctional Facilities consultant has agreed the hot water is the issue.

Corey Hoffmann, Town Attorney, reported that the Discharge Violation could bring action in Municipal Court if not resolved; each day is a separate violation, and the Town Municipal Court has jurisdiction to hear this case. Based on the removal of the grease, there is a mechanism in the ordinance to get attorney fees reimbursed but we would have to file action in Weld County District Court.

Joe Racine, Town Administrator, reported that last year the Hudson Correctional Facility protested the \$62 million property valuation to the Weld County Board of Equalization. This was declined and now GEO is continuing the appeal with the State of Colorado Board of Assessment. GEO is claiming the valuation from should be \$40 million. This could cost the Town around \$180,000.00 per year, the School District around \$125,000.00 per year and the Fire District around \$25,000.00 per year. In 2007, Cornell delivered a fiscal impact study representing the town tax revenue based on a \$64 million valuation of the Correctional Facility. The valuation was based on a 750 bed women's prison. The Town provided Cornell with incentives in the millions of dollars of actual value, all in the context of working with them to produce these property taxes. The building permit for the Correctional Facility was \$61 million in property valuation, which did not include paving, flat work, landscaping, underground utilities. The actual construction cost of the prison was close to \$70 million. The Weld County Assessor valued the facility at \$62 million, close to original valuation of \$64 million. The appeal will be April 20, 2011 down in Denver between the County Assessor, the State Board, and GEO. The Town can observe.

Tim Holbrook, P.E., IFE Project Manager, reported that the bio-solids in the north half of the lagoon is gone and CPDHE has approved the site. Phase 2 of the wastewater treatment project is going well the crew is doing a great job they have almost 6,500' of the 21" sewer main completed. The creek crossing looks good and the Neres Ditch crossing is finished. The lift station should be operational in September or October.

Tim Hopwood, Public Works Director, reported that the crack seal on Holly Street is complete. The sewer manhole covers by the Correctional Facility have been welded closed. Town wide sewer jetting will begin in about a month.

Dan Hamsmith, Management Assistant reported that at the Lochbuie Town meeting they approved the Small Business Development Center field office proposal. The Town of Hudson, Lochbuie, Keenesburg, and both Chamber of Commerce support the field office. The next step is the funding of \$5,000.00 for the field office for one/eight hour day per month. The field office will offer one-on-one counseling, on-line workshops, and conferences.

Dan Hamsmith, Management Assistant reported that on Tuesday, May 31, 2011 from 6:00 to 10:00 pm is a Emergency Management Education Training exercise training. The training is a multi-jurisdiction training exercise involving all Hudson, Keenesburg, Lochbuie, the utility companies, Weld County, and the State division of Emergency Management. The meeting will be located at the Hudson Fire Protection District Training Office.

**4) ADJOURNMENT**

The meeting adjourned at approximately 8:18 p.m.

TOWN OF HUDSON, COLORADO

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Mayor

ATTEST

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Town Clerk