TOWN OF KEENESBURG
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 20, 2018 6:00 PM
KEENESBURG TOWN MEETING HALL
140 SOUTH MAIN STREET KEENESBURG, COLORADO 80643

Call to Order
The Board of Trustees of the Town of Keenesburg met in a regular session on February 20, 2018 at Keenesburg Town Hall located at 140 South Main Street Keenesburg, Colorado 80643. Mayor Gfeller called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call

Members Present: Mayor Kenneth Gfeller, Trustees John Howell, Wilbur Wafel, Sandra Beach, Tim Smith, Mark Gray and Juanda Hesse.

Others Present: Town Manager Debra Chumley, Town Clerk Toni Pearl, Public Works Director Marc Johns and Town Attorney Melinda Culley

Public Comments
Lorenzo Garcia 245 Market Street Keenesburg, CO 80643 Owner, Deno's I-76 Restaurant & Lounge. Mr. Garcia requested approval of an extension on a code violation he received for the RVs parked on the property. He informed the board he was working with the RV park to get a space rented. He was given approval by staff to comply by March 1st. In addition, he was informed to contact Town Hall if another extension is needed

Howard McClaskey, new pastor at First Baptist Church in Town. He offered counseling services in addition to construction work to help the elderly and asked the Board to spread the word. He directed the Board to the Church's website to find his contact information.

Consent Agenda

A. **Financial Report and Payment of Bills**
Approval of Minutes January 16, 2018 and February 5, 2018

Motion was made by Trustee Beach seconded by Trustee Wafel to approve the consent agenda items. Motion carried 7-0; Mayor Gfeller, Trustees Howell, Wafel, Beach, Smith, Gray and Hesse voting yes.

New Business

B. **Monthly Police Report**

For the month of January 2018, the department handled 71 calls for service with 110.49 hours logged. Sergeant Ramirez noted there was a typo on the spreadsheet when the officers entered their time. Which reflects time entered in twice. Trustee Gray also pointed out a call logged for 12 hours on January 31st. Sergeant Ramirez informed the board that was most definitely an error as well. He informed the Board he will get the spreadsheet corrected.

C. **PUBLIC HEARING: Special Use Permit, Koan Ventures LLC dba Ouro LLC**

Mayor Gfeller opened the public hearing on the application for special use permit, Koan Ventures LLC dba Ouro, LLC. at 6:22 p.m. The application was for approval of the Special Use Permit for a hemp processing facility, flammable liquid use and flammable liquid storage. Notice of the public hearing was published in the Greeley Tribune January 31, 2018. The property was posted with notice on January 26, 2018. Notice was mailed to all property owners within 300 ft. of the property on January 26, 2018

Joe Janecky 525 E Railroad Ave Keenesburg, Co 80643- Koan Ventures, LLC. He explained the company extracts CBD from hemp plants. Which is a pharmaceutical element used for lotions in addition to an internal application. These hemp materials would be received in a ground up format, submerged into a solvent, which removes the CBD oils. Those oils are concentrated to create the oil. The materials would be delivered in large sacks on trucks. The location would only be a location for this wholesale business and would not be a storefront. Todd Hodges Town Planner. The land use application was for a special use permit for a hemp processing facility with storage or warehousing of chemicals. The site is zoned light industrial and the store and use of some of the chemicals for the facility requires the special use permit. The site currently has an existing special use permit for a chemical company. If approved the permit will replace the existing one. Three conditions of approval were associated with the special use permit. Mayor Gfeller opened the public comment portion of the hearing at 6:32 p.m. There were no public comments. Mayor Geller closed the public comment portion of the hearing. Mayor Gfeller turned the matter over to the Board of Trustees for questions. Trustee Wafel shared the questions that were asked during the Planning Commission meeting. He asked the representative to explain organics. Joe explained there was a local farmer who has an organic farm and their goal was to eventually have all incoming stream rated as organic. Trustee Wafel asked him to explain how much product would be processed. Joe explained the short-term goal was to process 10,000 lbs. a day and to ultimately triple that.

Mayor Gfeller closed the public hearing at 6:58 p.m. and turned the matter over to the Board of Trustees for consideration of approval of a use by special review permit for a hemp processing facility, flammable liquid use, and flammable liquid storage.

D. **RESOLUTION 2018-07- approving a use by special review permit for a hemp processing facility, flammable liquid use, and flammable liquid storage**

Motion was made by Trustee Beach seconded by Trustee Howell to approve RESOLUTION 2018-07 approving a use by special review permit for a hemp processing facility, flammable liquid use, and flammable liquid storage with two additional conditions of approval, 4. The applicant shall, at all times, ensure its business complies with the 2014 Farm Bill and other applicable laws and regulations and 5. The applicant's traffic plan is subject to review by the Town in the event traffic generation exceeds the anticipated traffic described in the application. Motion carried 7-0; Mayor Gfeller, Trustees Howell, Wafel, Beach, Smith, Gray and Hesse voting yes.

E. **Anti-Bullying Presentation: Chris Ortiz**

Chris Ortiz 105 E Kipp Avenue, Keenesburg CO 80643. Mr. Ortiz gave a brief presentation of the nonprofit organization he plans to start. The program focuses on providing a safe environment for bullied children and adults. Mayor Gfeller asked Mr. Ortiz to bring an update in the next couple months.

F. **Review Mayoral/Town Manager Duties**

With a 6-1 vote staff was directed to bring back an ordinance approving these changes. Trustees Howell, Wafel, Smith, Gray and Hesse were in favor and Trustee Beach was not.

G. **RESOLUTION 2018-06 Delegating Authority and responsibility to the Town Clerk to appoint Election Judges**

Motion was made by Trustee Gray seconded by Trustee Hesse to approve RESOLUTION 2018-06 delegating authority and responsibility to the Town Clerk to appoint election judges. Motion carried 7-0; Mayor Gfeller, Trustees Howell, Wafel, Beach, Smith, Gray and Hesse voting yes.

H. **Financial Policy Cash Handling/ Payroll**

Staff noted the additions discussed during the last meeting were included. In addition, the "Payroll Policies" were included for review, the board was informed these policies were currently in place. The Board had no additions, deletions or corrections.

I. **EXECUTIVE SESSION An executive session for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. § 24-6-402(4)(e) and to discuss the purchase, acquisition, lease, transfer or sale of real, personal, or other property interest under C.R.S. § 24-6-402, specifically regarding a potential purchase of real property by the Town**

Motion was made by Mayor Gfeller seconded by Trustee Gray to go into an executive session at 7:48 p.m. for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators C.R.S. § 24-6-402(4)(e) and to discuss the purchase, acquisition, lease, transfer or sale of real, personal, or other property interest under C.R.S. § 24-6-402, specifically regarding a potential purchase of real property by the Town. A roll call vote was taken, Trustees John Howell, Wilbur Wafel, Sandra Beach, Tim Smith, Mark Gray, Juanda Hesse and Mayor Kenneth Gfeller voted yes.

Mayor Gfeller stated the time was 7:48 p.m. and the executive session had concluded. The participants in the executive session were: Town Attorney Melinda Culley, Trustees John Howell, Wilbur Wafel, Sandra Beach, Tim Smith, Mark Gray, Juanda Hesse and Town Manager Debra Chumley. Everyone who participated in the executive session were asked to state their concerns if they felt any substantial discussion of any manner not included in the motion to go into executive session occurred or if any improper action occurred during the executive session that was in violation of the Open Meeting Laws. No concerns were stated.

J. **Board Member Information and Discussion**

1. **Thank You Card**

Staff Reports

1. **Administration**

Annette Rodriguez, the new office employee started her first day, staff will have her attend the next meeting to allow everyone to meet her. Town Easter Egg Hunt was scheduled for March 31, 2018 at 11 a.m. Staff will contact Hoff Elementary to use their gym as back up in case of inclement weather. The quote for the street lights came in at $56,000 which was less than the approved amount. Kelly was working on getting a new router for Town Hall for a better internet connection. Staff was reviewing options to record board meetings and post them on the Town website. The software would be provided free of charge from Open Media Foundation, the town would be responsible for purchasing the equipment which runs about $1,500. Kelly was checking into possible options.

2. **Public Works**

Marc will meet with Kent on Wednesday to discuss and review lift station plans.

3. **Legal**
4. **Engineering**

Committee Reports

Board Member Comment

Trustee Smith suggested an audit be completed for the 2017 police department hours based on the errors discovered. The board agreed and directed staff to contact the Police Chief to get that process started.

Adjournment

Motion was made by Trustee Smith seconded by Trustee Beach to adjourn the meeting. Motion carried 7-0; Motion carried 7-0; Mayor Gfeller, Trustees Howell, Wafel, Beach, Smith, Gray and Hesse voting yes.

ATTEST:

Kenneth Gfeller, Mayor

Toni Pearl, Town Clerk