



Board of Trustees Regular Meeting Agenda
July 02, 2024 at 5:30 PM
Town Hall - 621 27th Street Road, Garden City, CO 80631

The Board will consider and may act on the following items:

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - a. Approve Minutes from June 17, 2024 Regular Meeting
 - b. Approve Bills Paid
 - c. Approve Bills to be Paid
- 4. Public Not on the Agenda Invited to be Heard**
- 5. Bob Beiersdorf from Allo**
- 6. Community Gardens improvements**
 - a. Consider Earth Green Fence Products quote
 - b. Consider At Your Service Electric bid for well electricity
 - c. Consider Quality Well and Pump quote for pressurized pump
- 7. Schedule Board Goals work session for 2024-2026 term**
- 8. Schedule Work Session with Employer's Council**
- 9. Update Colorado Open Records Act town policy**
 - a. Colorado Open Records Act town policy
- 10. Appoint Tom Grant as alternate Municipal Judge**
- 11. 2024 Streets Rehabilitation Project Bid**
 - a. Schneider Paving Bid
 - b. J&T Consulting Design/Construction Engineering and Materials Testing
 - c. J&T Consulting Contingency
- 12. 2626 8th Avenue Update**
- 13. Consider Marijuana Hospitality Licensing**
- 14. CML Reports**
 - a. Fil
 - b. Alex
 - c. Katherine
 - d. Chief
 - e. Cheryl
 - f. Lindsay
- 15. Staff Reports**
 - a. Town Administrator
 - b. Police Chief
 - c. Public Works Director
 - d. Town Attorney
- 16. Other Board Issues**
- 17. Announcements**
 - a. Town Hall will be closed Thursday, July 4th for the holiday
- 18. Adjourn**



Board of Trustees Regular Meeting Minutes
June 17, 2024 at 5:30 PM
Town Hall - 621 27th Street Road, Garden City, CO 80631

Mayor Fil Archuleta and trustees Tim Costello, Alex Lopez, Katherine Rodriguez, and Sam Parsons were present. Trustee Leigh and Gary Sorensen were absent. Staff present: Town Administrator Cheryl Campbell; Police Chief Jeremy Black; Deputy Clerk Lindsay Shoemaker and Public Works Director Brett Bloom; Town Attorney Amy C. Penfold.

Nate Santillanes from the 9th Avenue apartments was present. Robert and Elizabeth Kearney for 2626 8th Ave were present. John Rotherham from Nature’s Herbs and Wellness was present.

The Board will consider and may act on the following items:

Consent Agenda

- a. Approve Minutes from June 4, 2024 Regular Meeting
- b. Approve Treasurer’s Report from May, 2024
- c. Approve Bills Paid
- d. Approve Bills to be Paid
- e. Approve J&T Consulting LLC invoice in the amount of \$32,195.85

Tim Costello moved, and Katherine Rodriguez seconded to approve the Consent Agenda items a. - e. 5 Aye. 0 Nay. Motion carried.

Public Not on the Agenda Invited to be Heard

There was none.

Grants

- a. Consider BNK REI LLC Pavement Grant Application

Nate Santillanes addressed the Board. The work has already been finished at the property. He has an updated invoice from the company he chose.

Tim Costello moved, and Katherine Rodriguez seconded to approve BNK REI LLC Pavement Grant Application in the amount of \$3,287.25.

5 Aye. 0 Nay. Motion carried.

Public Hearing regarding Ordinance 05-2024 An Ordinance Of The Town Of Garden City, Colorado Adopting By Reference Certain Sections Of The "Greeley Municipal Code"

Mayor Archuleta adjourned the Regular Meeting and opened the Public Hearing at 5:39 pm. There was no public to be heard. Cheryl Campbell gave the staff report. The Hearing Notice was published twice in the newspaper, and the Board was provided the Ordinance in writing twice, including tonight.

Mayor Archuleta adjourned the Public Hearing and reopened the Regular Meeting at 5:40pm.

Ordinances

- a. Adopt Ordinance 05-2024 An Ordinance Of The Town Of Garden City, Colorado Adopting By Reference Certain Sections Of The "Greeley Municipal Code"

Tim Costello moved, and Katherine Rodriguez seconded to adopt Ordinance 05-2024 An Ordinance Of The Town Of Garden City, Colorado Adopting By Reference Certain Sections Of The "Greeley Municipal Code".

Tim Costello, yes. Sam Parsons, yes. Katherine Rodriguez, yes. Fil Archuleta, yes. Alex Lopez, yes.
5 Aye. 0 Nay. Ordinance 05-2024 adopted.

2626 8th Avenue

- a. Reconsider denial of 2626 8th Avenue use by Animal Health International

Elizabeth Kearney represented Robert Kearney as legal counsel. She requested that Board reconsider the June 4th decision to deny the use of 2626 8th Avenue by Animal Health International. Mrs. Kearney advised the Board that Mr. Kearney has renovated the building and it is finally ready for a tenant. She stated that if the Board turns this tenant away, it will be extremely hard to allocate another one anytime soon. Animal Health International is a viable business and Mrs. Kearney stated that it would be a detriment to the Town to turn them away, they will make the town busier and look more alive. The Municipal Code requires retail sales. However it does not state what kind of retail sales. Since Animal Health International is an agricultural business, their sales are tax exempt, but they are still retail sales. They are also walk-in friendly, customers can walk in off the street to purchase items. The Board has concerns about the bus stop on the north side of the property and the high truck volume this will bring to the street. The semis block the entire street at varying times during the day and that could be a problem for law enforcement if an emergency happens. The Board would like to speak with the tenants, Animal Health International. The Kearney's were advised to contact Cheryl for any meetings that may be planned. This item will be revisited at the next Regular Meeting on July 2, 2024.

Approve PTO day for Cheryl Campbell on June 26, 2024

Sam Parsons moved, and Tim Costello seconded to approve PTO day for Cheryl Campbell on June 26, 2024.

5 Aye. 0 Nay. Motion carried.

John Rotherham from Nature's Herbs and Wellness Center and High Plains Strainz regarding Retail Marijuana Hospitality issue

- a. John Rotherham from Nature's Herbs and Wellness Center and High Plains Strainz regarding Retail Marijuana Hospitality issue

John Rotherham, owner of Nature's Herbs and Wellness Center and High Plains Strainz, addressed the Board. He advised the Board that adding a hospitality license will only add the number of dispensaries in the town. Even though it is a different type of license it still brings in the same people. There are four dispensaries in town right now and Mr. Rotherham thinks that if the Board adds another one, it will hurt their sales tax instead of help.

Update on Builder's FirstSource

Ms. Penfold advised the Board about the meeting that happened the week prior. The EPA tests of the water have all been negative for any harmful bacteria. Cheryl has reached out to CDOT and the issue has been directed to the proper office, but the Town has not received any feedback yet. The site visit is still on schedule for June 26 at 10am.

Staff Reports

Town Administrator

Cheryl advised the Board that the Town set record numbers for court revenue. The officers are writing more tickets and that is driving up revenue. Cheryl will attend the CIRSA luncheon on Tuesday. Lindsay will be at the CML conference on Wednesday, and Cheryl will attend on Thursday. The auditors were here last week, and will be in again soon for their last site visit.

Police Chief

Chief Black attended the CACP conference in Estes Park last week. He received 18 hours of training including; legal prosecution, ATF reviews, legislative updates, and natural medicine updates. The shift bid for the officers is ongoing, with McGarry switching to days and Perez and Hewell to swings and nights. Chief will attend the CML conference next week as well. the CJIS audit went well, he will have to change an internal policy, but no other changes.

Public Works Director

Brett advised that the lights have been wired in the Community Center parking lot. Electricity will be directed to the well at the Community Gardens soon. Brett wants to put a fence on the Community Garden property to help with privacy for neighbors. The flowers on 8th Avenue have perked up since the hail storm a few weeks ago. Teddy has been working full time. The crosswalk synchronization is being looked into and will hopefully be fixed soon.

Town Attorney

Ms. Penfold advised the Board that the CORA fee has increased, and an update to our fee schedule will be on the next meeting agenda.

Other Board Issues

Trustee Tim Costello asked about the Driveline Conex box. Cheryl will have answers soon. Cheryl will look into getting a copier in her office. Trustee Sam Parsons will be absent for the July 2 meeting.

Announcements

- a. The CML Annual Conference is Tuesday June 18th through Friday June 21st in Loveland
- b. On June 26, there is a 10am site visit to view drainage issue at 500 27th Street

Adjourn

Since there was no further business, Tim Costello moved, and Katherine Rodriguez seconded to adjourn the meeting.

5 Aye. 0 Nay. Motion carried.

Mayor Fil Archuleta adjourned the meeting at 7:08pm.

Proposal/Contract



Earth Green Fence Products
 408 SE 14th St
 Loveland, Co 80537
 Ph: 970-667-2259 or 303-359-3328
 Fax: 970-669-1004
 E-mail: info@earthgreenfence.com
 Website: www.earthgreenfence.com

Proposal Date:	6/21/2024
Proposal #:	6555



Bill To:

Town of Garden City
 621 27th Street Road
 Garden City, Co 80631
 970-351-0041
 info@townofgardencity.com

Terms: Due Upon Completion

Acceptance Signature

Qty	Description	Rate	Amount
	Job Description: Install 112ft of 6ft & 70ft of 4ft Trex Woodland Brown Composite fence Job Location: 2725 6th Ave Lane, Garden City, Co Layout description: for 6ft height, ~48ft rear fence line, then right corner with sideline of ~63ft; then continue with ~70ft of 4ft height		
27	WOODLAND BROWN 5X5X108 9FT POST		0.00
27	WOODLAND BROWN 5" FLAT CAP		0.00
24	WOODLAND BROWN PANEL KIT 6 X 8		0.00
26	WOODLAND BROWN 91" TOP RAIL		0.00
456	WOODLAND BROWN 67" PICKETS		0.00
52	W. BROWN 91" BOTTOM RAIL COVER		0.00
26	90.5" BOTTOM RAIL ALUMINUM INSERT		0.00
104	TREX BRACKET		0.00
27	Cement mix 80lb		0.00
1	Materials & Installation	17,954.30	17,954.30
	Note: No fence removal included; 6ft cedar fence in rear will be removed and chain link fence on side will stay, with new Trex fence installed adjacent		

By accepting this quote and requesting us to complete your project, you agree to accept all the terms listed below.	Total	\$17,954.30
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All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a timely manner. Any alterations or deviations from proposal plan involving additional labor or materials will be billed accordingly. Any partial section installation will be considered to be the same as a full section. Any unknown conditions at time of bid may alter final job cost. We are not responsible for any damage done to sprinkler head and irrigation systems. Full payment is due upon job completion. Earth Green reserves the right to pass on the finance and late fee charge on all past due accounts.

AT YOUR SERVICE ELECTRIC, INC
20494 WCR 44
LA SALLE, CO 80645
970-539-3483

RE: Pump House Power

This is a bid to provide power to a Nemo 3R breaker panel located on the side of the pump house from the multi-use building at town hall.

We will provide a 30amp circuit from the multi-use building to a sub panel on the side of the pump house and tie into Quality Irrigation supplied pump control. ¾ inch conduit will be ran including PVC and GRC conduit from the sub panel in the multi-use building to the pump house. A trench will be furnished by At Your Service Electric, Inc.

All work will be performed and coordinated with Brett from Garden City and will be up to NEC standards.

<u>Material:</u>	\$1470.00
<u>Labor:</u>	\$2250.00
<u>TOTAL:</u>	<u>\$3720.00</u>

Bid prices good for 30 days due to material fluctuations.

Thank you for this opportunity to bid this job,


Don Baker, President



QUALITY WELL AND PUMP
PO BOX 577
GREELEY, CO 80632
 9703533118 Fax # 970-284-6445

Section 6, Item c.

Estimate

Date	Estimate #
6/25/2024	E24-649

TOWN OF GARDEN CITY
 621 27TH ST RD
 GARDEN CITY CO 80631

Proposal Prepared by:
 Kristie Davis
 Kristie @qualitywellandpump.com

Description	Qty	Cost	Total
ESTIMATED COST TO UPGRADE EXISTING WATER WELL PUMPING SYSTEM LOCATED AT 2725 6TH AVE LANE TO A PRESSURIZED SYSTEM INCLUDING DOWN SIZING THE PUMP TO MATCH CURRENT WATER REQUIREMENTS			
FPS RI .75HP 10GPM 3W 230V SS	1	1,903.48	1,903.48
H2PL FIBER 50 GAL	1	1,298.63	1,298.63
FE BOX .75HP 230V	1	186.82	186.82
1.25"X4.75" BRK TNK TEE	1	233.38	233.38
CHECK VALVE 1.25" NO-LEAD 80BE 4052E	1	134.56	134.56
BOILER DRAIN .75"	1	20.54	20.54
RELIEF VALVE .75" SET @ 75#	1	28.16	28.16
MISC PIPE, FITTINGS AND COMPONENTS	1	825.00	825.00
DOMESTIC SERVICE, HOURLY RATE	6	157.50	945.00
MILEAGE - DOMESTIC	14	4.30	60.20
Sales Tax Exempt Government - Weld County		0.00%	0.00

The title to the merchandise and personal property covered by this invoice shall remain vested in Quality Well and Pump, LLC until the purchase price is paid in full. Customer agrees to pay a service charge computed at a periodic rate of 1.5% per month (18%APR) applied to all past due amounts after deducting current payments/credits.	Total	\$5,635.77
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Final billing will be based on materials and labor used. All prices are subject to change after 30 days from above date.

Customer's Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as stated above.

Signature _____

**COLORADO OPEN RECORDS ACT POLICY
TOWN OF GARDEN CITY**

A. Purpose:

To provide the policy and procedures for requesting and accessing public records maintained by the Town to ensure compliance with the requirements of the Colorado Open Records Act (CORA).

B. Policy:

It is the policy of the Town of Garden City to make public records available for public inspection at reasonable times or if necessary, within three (3) business days of the request, unless extenuating circumstances such as the volume of the request necessitates more than three (3) business days or the records are protected from disclosure by law.

C. Procedures:

1. The Town Clerk is responsible for coordinating the maintenance, care, and keeping of public records.
2. The original public records to be inspected shall not be removed from the Clerk’s office without advance permission, and then the Clerk shall take precautions to ensure the security of the public records.
3. Public records that are kept only in miniaturized, digital, or electronic form shall be made available without unreasonable delay or unreasonable cost.
 - a. If the public record is not available in the requested format, the record shall be provided in an alternative format along with a written declaration as to the reasons why the record was not available in the requested format.
4. Inspection, copying, and disclosure of public records shall not be available as follows:
 - a. If upon consultation with the Town Attorney, it is determined that inspection, copying, and disclosure would be contrary to state statute or federal statute.
 - b. If the record is communication between the Town Attorney or other special counsel of the Town until there has been consultation with the recipient of the communication and the Town Attorney or special counsel who wrote the communication.
 - c. If the disclosure of the contents of the public record, would be contrary to the public interest in accordance with the guidelines of CORA.
5. The requestor of public records shall complete a “Request for Public Records” form and submit the completed form to the Town Clerk by mail, fax, e-mail or hand-delivery.
 - a. A request shall be considered made when the request is actually received by the Town Clerk. CORA requests received on weekends, observed holidays, Town

- closure days, or after regular business hours are deemed received on the following business day.
- b. The request for public record must be sufficiently specific as to the information requested. The Town may contact the person requesting to inspect or receive a copy of public records in order to clarify the request.
 - c. The Town reserves the right not to respond to that portion of any communication that contains demeaning, harassing, or threatening language, or consists of interrogatories, or other similar comments.
6. The Town Clerk will process the request immediately, if possible and reasonable, or within three (3) business days. In the event extenuating circumstances exist as defined in CORA, the Town Clerk shall have an existing seven (7) business days to make the requested records available. Extenuating circumstances may include broad requests that include a large category of records that cannot be processed reasonably within three (3) business days.
 7. If the public records requested are not available immediately or within three (3) business days, a written statement may be provided to the requestor.
 8. The requestor of public records has the right to request copies, printouts, or photographs of public records upon payment of the fees and charges established by this policy and set forth in the fee schedule as shown on the “Request for Public Records” form. Advance payment is due for the estimated cost of searching, retrieving, producing, and reproducing such records. Prior to the release of the requested records, the requestor shall pay the difference, if any, between the estimate and actual cost.
 9. A fee shall also be established by the Town Clerk to be charged on staff time, in excess of an hour, that is required to search, retrieve, produce, and reproduce, mail, and e-mail the requested records.
 10. The requestor shall be charged for the cost of mailing records to the requestor including actual cost of postage and packaging.

D. Fee Schedule:

Copies: (letter) (legal) (ledger) Quantity:	\$ 0.25 Each
Research and Retrieval after First Hour	\$41.37 per hour
CD	\$15.00
Reproduction of Published Materials	Actual Cost
Shipping	Actual Cost
Maps and Oversized Documents	Varied
Other	

E. Advisement:

The Town of Garden City strives to make public records available. Although this is intended to be a comprehensive Colorado Open Records Policy, exceptions may exist for large, or complicated, or unusual requests. There is certain information that is protected under the law and some information may not be available due to those legal restrictions.

F. Revision:

This policy may be revised, amended, or repealed as necessary.



Bid Tabulation

2024 Streets Rehabilitation Project

© 2024 **J&T Consulting, Inc.**

2024 STREETS REHABILITATION PROJECT BASE BID					Schneider Paving LLC	
<u>General Items</u>						
1	Project Mobilization/Demobilization		1	LS	\$17,500	\$17,500.00
2	Traffic Control		1	LS	\$33,000	\$33,000.00
3	Erosion Control		1	LS	\$4,500	\$4,500.00
4	Vacuum Truck / Probe Potholing		1	LS	\$4,500	\$4,500.00
5	Construction Staking		1	LS	\$8,000	\$8,000.00

<u>Repair Areas</u>		<u>Repair Type</u>				
6	Priority 14 Area: 6th Ave - From 25th St to 26th St	3 in Overlay - Grade SX PG64-22 (75)	380	TON	\$195	\$74,100.00
7		3 in Mill	178	CY	\$125	\$22,250.00
8	Priority 15 Area: 26th St - From Alley to 9th Ave	2.5 in Overlay - Grade SX PG64-22 (75)	220	TON	\$195	\$42,900.00
9		2.5 in Mill	102	CY	\$125	\$12,750.00
10	Priority 16 Area: 27th St PI - From Alley to 9th Ave	2" Grade SX PG64-22 (75) Over 3" Grade S PG64-22 (75) Hot Mix Asphalt	250	TON	\$195	\$48,750.00
11		Perform Full Depth Reclamation Including Milling and Mixing Existing Asphalt into Existing Roadbase to a Depth of 18", Compacting and Trimming to New Asphalt Subgrade, and Hauling off Excess Material.	850	SY	\$10.75	\$9,137.50
12	Priority 9 Area: 9th Ave - From 27th St PI to 28th St	2.5" Grade SX PG64-22 (75) Over 3" Grade S PG64-22 (75) Hot Mix Asphalt	580	TON	\$195	\$113,100.00
13		Perform Full Depth Reclamation Including Milling and Mixing Existing Asphalt into Existing Roadbase to a Depth of 18", Compacting and Trimming to New Asphalt Subgrade, and Hauling off Excess Material.	2,210	SY	\$10.75	\$23,757.50

2024 Streets Rehabilitation Project Base Bid Total **\$414,245.00**

2024 STREETS REHABILITATION PROJECT BID ALTERNATE

<u>Repair Areas</u>		<u>Repair Type</u>				
14	Priority 14 Area: 6th Ave - From 25th St to 26th St	Full Depth Asphalt Patching Including Removal of Existing Asphalt, Scarifying and Recompacting 12" of Subgrade, and Hauling off Excess Material.	31	SY	\$20.50	\$635.50
15		3" Grade SX PG64-22 (75) Over 3" Grade S PG64-22 (75) Hot Mix Asphalt	5	TON	\$500	\$2,500.00
16	Priority 15 Area: 26th St - From Alley to 9th Ave	Remove and Replace Concrete Curb, Gutter, and Sidewalk	75	SY	\$65	\$4,875.00
17		Remove and Replace Concrete Alleyway Access	26	SY	\$57	\$1,482.00
18	Priority 16 Area: 27th St PI - From Alley to 9th Ave	Remove and Replace Concrete Gutter Pan	8	SY	\$80	\$640.00

2024 Streets Rehabilitation Project Bid Alternate Total **\$10,132.50**

2024 Streets Rehabilitation Project Base Bid with Bid Alternate Total **\$424,377.50**



2024 REPAIR AREAS

General Items

1	Project Mobilization/Demobilization		1	LS	\$30,000	\$30,000
2	Traffic Control		1	LS	\$15,000	\$15,000
3	Erosion Control		1	LS	\$10,000	\$10,000
4	Vacuum Truck / Probe Potholing		1	LS	\$10,000	\$10,000
5	Construction Staking		1	LS	\$10,000	\$10,000

Repair Areas

Repair Type

6	Priority 14 Area: 6th Ave - From 25th St to 26th St	3 in Overlay	380	TON	\$195	\$74,100
7		3 in Mill	178	CY	\$90	\$16,020
8	Priority 15 Area: 26th St - From Alley to 9th Ave	2.5 in Overlay	220	TON	\$195	\$42,900
9		2.5 in Mill	102	CY	\$90	\$9,180
10	Priority 16 Area: 27th St PI - From Alley to 9th Ave	2" Grade SX PG64-22 (75) Over 3" Grade S PG64-22 (75) Hot Mix Asphalt	250	TON	\$195	\$48,750
11		Perform Full Depth Reclamation Including Milling and Mixing Existing Asphalt into Existing Roadbase to a Depth of 18", Compacting and Trimming to New Asphalt Subgrade, and Hauling off Excess Material.	850	SY	\$25	\$21,250
12	Priority 9 Area: 9th Ave - From 27th St PI to 28th St	2.5" Grade SX PG64-22 (75) Over 3" Grade S PG64-22 (75) Hot Mix Asphalt	580	TON	\$195	\$113,100
13		Perform Full Depth Reclamation Including Milling and Mixing Existing Asphalt into Existing Roadbase to a Depth of 18", Compacting and Trimming to New Asphalt Subgrade, and Hauling off Excess Material.	2,210	SY	\$25	\$55,250

2024 Repair Areas Subtotal **\$455,550**

Design/Construction Engineering and Materials Testing (18%) **\$81,999**

Contingency (15%) **\$68,333**

2024 Budget Total with Contingency **\$605,882**