

RIDGWAY TOWN COUNCIL  
MINUTES OF REGULAR MEETING  
APRIL 8, 2020

The Town Council convened via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy, due to the COVID-19 pandemic.

OATH OF OFFICE

The Town Clerk administered the oath of office to newly elected Councilors Tessa Cheek, Kevin Grambley and Terry Schuyler and Mayor John Clark.

CALL TO ORDER

The Mayor called the meeting to order at 5:35 p.m. via Zoom Meeting. In attendance Councilors Cheek, Grambley, Lakin, Meyer, Schuyler and Mayor Clark. Mayor Pro Tem Johnson was not present for the roll call.

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 11, 2020.
2. Minutes of Special Meeting held on March 20, 2020.
3. Register of Demands for April 2020.

ACTION:

It was moved by Councilor Lakin, seconded by Councilor Cheek and unanimously carried by a roll call vote to approve the consent calendar.

ACKNOWLEDGEMENTS

Mayor Clark thanked outgoing Councilmembers Robb Austin and Ninah Hunter for their years of service.

PUBLIC REQUESTS AND PRESENTATIONS

4. Update on local response efforts to the COVID-19 pandemic

Town Manager Preston Neill explained he represents the Town on the Ouray County Unified Command along with the Ouray City Manager, Ouray County Public Health Director Tanner Kingery, and Incident Commander Glenn Boyd. Manager Neill reported on March 17<sup>th</sup> the Town placed into effect a stand alone response plan regarding COVID-19, and is now in Tier 4 of the plan, or full implementation. Town staff is providing critical services, with some members working staggered shifts. Orders from the Governor and local public health orders have been implemented and are being monitored.

Tanner Kingery addressed health department coverage, including issuing health orders and tracking symptoms and illnesses. Glenn Boyd addressed ways complaints can be filed, presented the "24/7 hotline", and ways in which the command is working to educate the public.

There was a question from the public.

5. Request for Town to purchase banner thanking health care workers relative to COVID 19

Andy Michelich asked for Council support to purchase a banner thanking and acknowledging the efforts of health care workers and providers, first responders and law enforcement, relative to COVID 19. He suggested purchasing a duplicate of the 8 foot vinyl banner now being displayed in Montrose, for a total cost of \$127. He further suggested placement at the corner of Highways 550 and 62, in front of Heritage Park.

There was discussion by the Council.

ACTION:

Councilor Lakin moved to approve the Town purchasing a banner recognizing health care workers, direct staff to work with Andy regarding the size and dimensions and placement Councilor Schuyler seconded the motion which carried unanimously on a roll call vote.

6. Request for waiver of fees for use of Hartwell Park and performing arts stage during Ride the Rockies event

Speaking on behalf of the Ridgway Chautauqua Society, Trisha Oakland explained the non-profit organization has committed to assist with providing entertainment to participants visiting Town for the annual Ride the Rockies event on June 17<sup>th</sup>. She reported the organization is considering holding a fund raising event in Hartwell Park, hiring musicians and selling beer, and are requesting waiver of the fees to use the park and stage. She suggested an "off set" to the waived fees could be allowing food vendors to set up in the parking lot, and charging a vendor fee which would be paid to the Town.

Mayor Pro Tem Johnson entered the meeting at 6:00 p.m. Mayor Clark recused himself from the discussion, stating he is a member of the board of the Chautauqua Society, and asked Mayor Pro Tem Johnson to preside over the meeting.

There was discussion by the Council pertaining to the request. On a question from the Council Ms. Oakland reported approximately 1400 participants will attend the event.

ACTION:

Councilor Lakin moved to approve waiving the fees for stage use by the Chautauqua Society to offer free music to Ride the Rockies participants, and accept the offer for food vendors to remit a fee to the Town. Councilor Meyer seconded the motion which carried unanimously on a roll call vote.

Mayor Clark resumed presiding over the meeting.

PUBLIC HEARINGS

7. Adoption of Ordinance Revising Section 7-3-12 of the Ridgway Municipal Code Regarding Sign Regulations

Staff Report from the Town Planner presenting a proposed ordinance recommended by the Planning Commission to update sign regulations.

Planner Shay Coburn reported the Strategic Plan identifies updates to the sign code to comply with a state court ruling pertaining to content based restrictions on signage. The Planning Commission is recommending approval of the proposed ordinance.

There were questions from the Council.

**ACTION:**

Moved by Councilor Meyer to adopt the Ordinance Revising Section 7-3-12 of the Ridgway Municipal Code regarding Sign Regulations, Councilor Lakin seconded, and on a roll call vote the motion carried unanimously.

**POLICY MATTERS**

8. Request for extension of preliminary plat submittal for Vista Park Commons PUD

Staff Report from the Town Planner dated 4-8-20 presenting a request for extension of the preliminary plat submitted for Vista Park Commons PUD.

Planner Coburn explained the Town has received a third request for extension of the Vista Park Commons PUD preliminary plat. The proposed development is located on 2.4 acres within Ridgway Land Company Subdivision, on Lots 30 through 34. The planned unit development consists of 23 residential units in 21 buildings with shared parking and common areas. She reported the preliminary plat was approved by the Town Council on 8-14-19 for 90 days; a 60 day extension was granted on 11-13-19; a 90 day extension was approved on 1-8-20. At this time the applicant is requesting another extension of either 90 or 180 days.

The Town Planner noted if Council approves a 90 day extension, this would equate to 11 months in which the applicant was granted to meet the conditions of approval. She stated staff feels this should allow the applicant sufficient time to meet the conditions of the preliminary plat approval, noting there have been some unique circumstances around the project. She recommended a 90 day extension noting the previous extension will expire 4-10-20, and the additional extension will create a new deadline date of 7-7-20.

Applicant Joe Nelson explained the design team is waiting for information and clarification from the Town Engineer on items which need to be addressed.

There was discussion by the Council.

**ACTION:**

It was moved by Councilor Lakin, seconded by Councilmember Meyer and unanimously carried on a roll call vote to approve a 90 day extension for preliminary plat approval for Vista Park Commons.

9. Resolution 20-02 Adopting the Town of Ridgway Storm Water Master Plan

Staff Report from Chase Jones dated 4-3-20 presenting the Storm Water Master Plan and adopting resolution.

Public Works Administrator Chase Jones explained in the spring of 2019 the Town contracted with RESPEC for preparation of a stormwater plan to address the historic areas of Town. He reported the plan will be used as a guiding document, and to understand flow rates and routing to reduce the probability of flooding. He noted in many parts of the historic district, streets were placed higher than surrounding buildings and properties, which creates problems with drainage and storm water flows.

ACTION:

Moved by Councilmember Cheek to approve Resolution 20-02 Adopting the Town of Ridgway Stormwater Master Plan. Seconded by Councilor Lakin, the motion carried unanimously on a roll call vote.

10. Local economic recovery assistance measures

Staff Report dated 4-2-20 from the Town Manager presenting proposed measures intended to provide financial relief and reduce burdens for residents and businesses.

Manager Neill reported due to economic hardships and impacts on residents and businesses due to the COVID 19 pandemic, staff is proposing to temporarily suspend water service shut offs for the duration of the local disaster emergency period; and waive penalty and interest for utility services until June 1<sup>st</sup>. He noted customers would still be responsible to pay for any charges incurred, but all utility service accounts with outstanding balances would not be deemed past due between April 8<sup>th</sup> and June 1<sup>st</sup>. Regular billing and collection procedures would resume on the first month after the local disaster declaration is lifted, and staff will work with customers needing payment arrangements.

There was discussion by the Council and questions to staff. Council directed staff to contact other municipalities regarding measures pertaining to eliminating penalty and interest on sales tax remittances, and report back at the next regular meeting.

ACTION:

Councilor Meyer moved, with Councilmember Lakin seconding to temporarily suspend water service shut offs for the duration of the local disaster emergency period, and waive penalty and interest for utility services until June 1, 2020. On a roll call vote, the motion carried unanimously.

11. Emergency budget reduction recommendations

Staff Report from the Town Clerk/Treasurer and Town Manager dated 4-2-20 presenting recommendations for emergency budget reductions in the fiscal year 2020 budget due to the COVID 19 pandemic.

Manager Neill reported a hold has been implemented on all non-essential expenditures, and since the majority of the Town's General Fund revenues are derived from sales tax, staff is recommending a number of proposed budget reductions.

The Town Clerk/Treasurer presented an internal memorandum used by the Treasurers Department which lists capital expenditures or projects which are embedded into line items within the approved budget. The document highlighted expenditures including those not necessary at this time, items which can be reduced in scope and cost, and purchases which have already been made.

Council and staff reviewed the memorandum and discussed expenditures. It was agreed to follow the proposed reductions, and staff will present an updated report at the regular meeting in July.

12. Update on request for bids for the Athletic Park Pavilion Construction Project

Staff report dated 4-7-20 from the Town Planner presenting an update on the request for proposals for construction of the pavilion in the Athletic Park.

Planner Coburn presented a project update on the bid process for construction of the pavilion in the Athletic Park. She explained the project is being funded through an anonymous donor contributing three dollars for every dollar raised, noting over \$85,000 has been donated by members of the community; along with \$25,000 of in-kind-support from the Town, the total project cost will be \$400,000. She reported staff is in the process of reviewing the bid proposals and costs, and a recommendation for award will be made to the Council at another meeting.

13. Update on request for bids for the Heritage Park Improvements Project

Staff Report from the Town Manager dated 4-2-20 presenting an update on the request for proposals for improvements to Heritage Park.

The Town Manager explained the two phases of improvements to Heritage Park were budgeted at \$77,500, which includes grant funding in the amount of \$20,000. A request for proposals yielded one bid for Phase 1 at \$84,219 and Phase 2 at \$142,688. He stated in light of budget reductions, and the bid for the first phase being over the full project amount, staff is recommending the bid be rejected and the project placed on hold.

There was discussion by the Council and it was agreed to place the project on hold. Staff was also directed to look into cleaning up vacated areas in the park.

14. Approval of contract for purchase of used snowplow

Staff Report from the Town Clerk/Treasurer dated 3-31-20 presenting a request for Council to approve deviation from the procurement procedures, and waive the formal request process for acquisition of a used 2003 International snow plow for \$48,000.

Manager Neill noted the request is a “housekeeping item” as the purchase request was made to the company two months ago.

ACTION:

Councilmember Meyer moved to approve the deviation from procurement procedures and waive the formal request process for acquisition of equipment, for purchase from DTI Trucks of a 2003 International Model 7000 snow plow for \$48,000. Mayor Pro Tem Johnson seconded, and the motion was approved on a roll call vote.

15. Approval of Emergency Pandemic Leave Policy

Staff Report dated 4-2-20 from the Town Manager presenting an emergency pandemic leave policy.

The Town Manager explained the proposed policy states all Town employees are covered by the policy when it is activated. The policy provides for compensation at the current rate of pay, and allows for leave for exposure to, or as a result of, a quarantinable communicable disease, such as COVID 19.

The Town Attorney noted the need for the Town to adopt a policy addressing the current pandemic.

ACTION:

Moved by Councilor Lakin, seconded by Councilor Cheek and unanimously carried by a roll call vote to adopt the Emergency Pandemic Leave Policy.

16. Annual appointment of Mayor Pro Tem and review of Council representation on commissions, committees and boards

Staff Report from the Town Clerk dated 3-31-20 reporting in conjunction with the annual election, the Council is required to appoint a Mayor Pro Tem; and presenting a list of members representing the Town on various boards, committees and commissions.

The Mayor noted Councilor Johnson has served as Mayor Pro Tem for eight years and asked if he was willing to continue to serve. Councilor Johnson acknowledged he would.

ACTION:

It was moved by Councilmember Grambley, and seconded by Councilor Meyer to nominate Eric Johnson as Mayor Pro Tem. The motion carried unanimously on a roll call vote.

The Council reviewed the list of appointments to boards, commissions and committees. It was agreed Councilor Grambley will serve on the Creative District Creative Advocacy Team; Councilor Schuyler as liaison to the Fairgrounds Board and Councilor Lakin as the liaison to the Chamber of Commerce Board.

STAFF REPORTS

The Town Manager presented a written report dated 4-3-20 and reviewed some of the items contained in the report.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk