



BOARD OF TRUSTEES

REGULAR MEETING AGENDA

May 12, 2021
7:00 PM
9900 Park Avenue
Firestone, CO 80504

PRE-MEETING WORK SESSION 6:30 PM IN THE TRAINING ROOM

AGENDA FOR THE WORK SESSION IS A DISCUSSION OF THE REGULAR MEETING AGENDA BELOW

REGULAR MEETING 7:00 PM IN THE COURT ROOM

1. Access Information

- a. Town of Firestone is inviting you to a scheduled Zoom meeting.

Topic: 05-12-2021 Board of Trustees Meeting
Time: May 12, 2021 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89715251494?pwd=NG95V0t4RXhwTDJIODIKNmJ0MEdqQT09>

Meeting ID: 897 1525 1494

Passcode: 290893

One tap mobile

+16699009128,,89715251494#,,, *290893# US (San Jose)

+12532158782,,89715251494#,,, *290893# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 897 1525 1494

Passcode: 290893

Find your local number: <https://us02web.zoom.us/j/89715251494?pwd=NG95V0t4RXhwTDJIODIKNmJ0MEdqQT09>

2. Call to Order & Roll Call

3. Pledge of Allegiance

* Individuals that desire to address the Board of Trustees are requested to sign up at the table at the entrance to the meeting room. Individuals are allotted 3 minutes of Public Comment during the entirety of the meeting. Maximum time permitted for all Public Comment during a meeting is 30 minutes.

If you need special assistance in order to participate in a Board of Trustees meeting, please contact the Town Clerk's Office at 303-531-6264 in advance of the meeting to make arrangements. A forty-eight-hour notice is requested.

4. Approval of Agenda

5. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)

6. Consent Agenda

- 6.a.** Approval of April 28, 2021 Meeting Minutes
- b.** 2021 Water Leasing Recommendation Memo

7. Proclamation

- a.** Economic Development Week Proclamation

8. Presentation

- a.** Brigit's Bounty Presentation
- b.** George E. Heath Scholarship

9. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)

10. Reports

- 10.a.** Staff
- 10.b.** Mayor
- 10.c.** Trustees

11. Training

- a.** Liquor License Authority Training

12. Adjournment

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**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 6.a

Consent Agenda

Meeting Date: May 12, 2021

Initiated By: Jessica Koenig

Dept: Town Clerk

AGENDA TITLE

Approval of April 28, 2021 Meeting Minutes

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

Approval of draft April 28, 2021 Meeting Minutes.

ALTERNATIVES

ATTACHMENTS

1. April 28, 2021 Draft Meeting Minutes

FINANCIAL CONSIDERATIONS

TOWN OF FIRESTONE, COLORADO
Board of Trustees Regular Meeting
MINUTES
April 28, 2021

1. Access Information

- a. Town of Firestone is inviting you to a scheduled Zoom meeting.

Topic: 04-28-2021 Board of Trustees Meeting

Time: Apr 28, 2021 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84200492613?pwd=c3VNWHVEVm9JMzBXMXRiS1p2ejZKZz09>

Meeting ID: 842 0049 2613

Passcode: 903692

One tap mobile

+12532158782,,84200492613#,,,,*903692# US (Tacoma)

+13462487799,,84200492613#,,,,*903692# US (Houston)

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Passcode: 903692

Find your local number: <https://us02web.zoom.us/j/84200492613?pwd=c3VNWHVEVm9JMzBXMXRiS1p2ejZKZz09>

2. Call to Order & Roll Call

The Board of Trustees of the Town of Firestone met for a Regular Meeting on April 28, 2021, at the Police Department & Municipal Court Building, 9900 Park Avenue, Firestone, Colorado. Mayor Sindelar called the meeting to order at 7:03 PM.

The following were present upon the call of the roll:

Mayor: Bobbi Sindelar

Mayor Pro-tem: Frank A. Jimenez

Trustees: Don Conyac
David Whelan
Samantha Meiring
Sean Doherty

Doug Sharp

Staff: **Present:** Jan Sloat, Director of Human Resources; Paula Mehle, Director of FURA & Economic Development; Raelynn Ferrera, Assistant to the Town Manager; Katie Hansen, Director of Communications; Jessica Clanton, Director of Finance; Julie Pasillas, Director of Public Works; Todd Bjerkaas, Director of Planning; Jessica Koenig, Town Clerk; AJ Krieger, Town Manager; & William Hayashi, Town Attorney

3. Pledge of Allegiance

Mayor Sindelar led the pledge of allegiance.

4. Approval of Agenda

Motion by Trustee Whelan, **second** by Trustee Doherty, to Approve the Agenda

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

5. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)

Drew Peterson gave public comment regarding a letter from a former employee and a local event.

6. Consent Agenda

Motion by Mayor Pro Tem Jimenez, **second** by Trustee Whelan, to Approve the Consent Agenda

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

6.a. Approval of April 14, 2021 Meeting Minutes

- b. **Resolution 21-52:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING AN AGREEMENT BETWEEN THE TOWN OF FIRESTONE AND GROUND ENGINEERING CONSULTANTS INC. FOR TESTING AND SPECIAL INSPECTION SERVICES FOR THE TOWNS PUBLIC WORKS FACILITY EXPANSION AND REMODEL PROJECT

- c. **Resolution 21-57:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, REPEALING IN ITS ENTIRETY THE TOWN OF FIRESTONE, COLORADO, BOARD OF TRUSTEES HANDBOOK & ORIENTATION
- d. **Resolution 21-59:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING THE PURCHASE OF TWO MATERIAL STORAGE TANKS FOR THE TOWNS PUBLIC WORKS DEPARTMENT
- e. **Resolution 21-58:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING THE BOARD OF TRUSTEES RULES OF PROCEDURE
- f. **Resolution: 21- 60:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING A CHANGE ORDER TO THE TOWNS CONSTRUCTION SERVICES AGREEMENT WITH FRANSEN PITTMAN CONSTRUCTION CO., REGARDING THE TOWN HALL PROJECT
- g. **Ordinance 994:** AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, REPEALING IN ITS ENTIRETY AND REENACTING AND RETITLING CHAPTER 2.04 BOARD OF TRUSTEES AND MAYOR

7. Presentation

- a. STAR Award
- b. Lobbyist Presentation

8. Discussion/Action

- a. **PUBLIC HEARING: Resolution 21-53:** A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION TO THE TOWN OF FIRESTONE'S 2020 BUDGET

Mayor Sindelar opened the public hearing at 7:36 PM.

Jessica Clanton, Finance Director, presented to the Board of Trustees.

Mayor Sindelar closed the public comment portion of the public hearing at 7:38 PM.

Motion by Mayor Pro Tem Jimenez, **second** by Trustee Conyac, to Approve **Resolution 21-53**: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FIRESTONE, COLORADO, APPROVING A SUPPLEMENTAL BUDGET APPROPRIATION TO THE TOWN OF FIRESTONE'S 2020 BUDGET

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

b. **Resolution 21-54**: A RESOLUTION APPOINTING DIRECTORS TO THE BOARD OF DIRECTORS OF COTTONWOOD HOLLOW COMMERCIAL METROPOLITAN DISTRICT

Motion by Trustee Doherty, **second** by Trustee Sharp, to Approve **Resolution 21-54**: A RESOLUTION APPOINTING DIRECTORS TO THE BOARD OF DIRECTORS OF COTTONWOOD HOLLOW COMMERCIAL METROPOLITAN DISTRICT

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

c. **Resolution 21-55**: A RESOLUTION APPOINTING DIRECTORS TO THE BOARD OF DIRECTORS OF COTTONWOOD HOLLOW RESIDENTIAL METROPOLITAN DISTRICT

Motion by Trustee Whelan, **second** by Trustee Conyac, to Approve **Resolution 21-55**: A RESOLUTION APPOINTING DIRECTORS TO THE BOARD OF DIRECTORS OF COTTONWOOD HOLLOW RESIDENTIAL METROPOLITAN DISTRICT

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

d. Consideration and appointment of an independent third party to audit the findings and policies recommended by the Safety Services Director and consultants regarding the Police Department's policies, procedures, and practices and to audit all of the Department's other policies, procedures and practices

Mayor Pro Tem Jimenez recommended the appointment of Chief Allen Young as the auditor of the findings and recommendations for the Police Department.

Motion by Trustee Sharp, **second** by Trustee Doherty, to Appoint Chief Allen Young as the auditor of the findings and recommendations for the Police Department.

Roll Call Vote:

Yes: Trustee Conyac, Trustee Whelan, Trustee Meiring, Mayor Pro Tem Jimenez, Trustee Doherty, Trustee Sharp

No: None

Abstain: None

Motion carried.

9. Public Comment *(maximum time permitted for all Public Comment is 30 minutes)

Becky Duckworth requested the status of the current investigation by the Town Attorney to search for the leak of information to the press. Ms. Duckworth inquired on how the audit reports were released to the public.

10. Reports

10.a. Staff

AJ Krieger, Town Manager, reported that the Planning & Engineering Staff are booking meetings three weeks - one month out due to demand. Mr. Krieger reported on the Board Retreat dates; August 24 - 25. Mr. Kreiger responded to Becky Duckworth's question regarding audit reports release and reported that they were requested through the Colorado Open Records Act process.

10.a.i. 2021 1st Quarter Financial Review

Jessica Clanton, Finance Director, presented on the 2020 first quarter financials.

10.b. Mayor

10.c. Trustees

Trustee Conyac reported that the Neighbors Point Park bid closes on May 10th. Trustee Conyac anticipated consideration of the Neighbors Point Park agreement on May 26th.

Trustee Meiring reported on the Colorado Municipal League Policy Meeting last Friday.

Mayor Pro Tem Jimenez inquired about the investigation into emails by Town Attorney.

Trustee Whelan reported on a local event with residents.

11. Executive Session

- a. An executive session pursuant to C.R.S. 24-6-402(4)(f)(I) for a personnel matter regarding the annual evaluation of the Town Manager

Motion by Mayor Pro Tem Jimenez, **second** by Trustee Conyac, to go into an executive session pursuant to C.R.S. 24-6-402(4)(f)(I) for a personnel matter regarding the annual evaluation of the Town Manager, All in Favor, **Motion carried.**

open: 8:23 PM

close: 11:08 PM

12. Adjournment

Introduced and Approved the 12th of May, 2021.

TOWN OF FIRESTONE, COLORADO

ATTEST

Bobbi Sindelar, Mayor

Jessica Koenig, Town Clerk

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 6.b

Consent Agenda

Meeting Date: May 12, 2021

Initiated By: Julie Pasillas

Dept: Public Works

AGENDA TITLE

2021 Water Leasing Recommendation Memo

SUMMARY

Annual leasing memo recommending the leasing of available water.

HISTORY AND PREVIOUS BOARD ACTION

Each year when the final allocation or quota is declared in the spring by the Northern Colorado Water Conservancy District, the Town staff and consulting engineer evaluate the annual demand and recommend leasing any remaining available water.

RECOMMENDATION

Staff recommends approval of the recommendation from the leasing memo to lease the remaining available water for 2021.

ALTERNATIVES

The Board may choose not to approve the leasing recommendation memo and provide staff with additional direction.

ATTACHMENTS

1. 2021 Leasing Memorandum May 4 2021

FINANCIAL CONSIDERATIONS

Lease revenues could range between \$36,500.00 to \$71,000.00 for the Water Fund, depending on the number of shares leased.



Memorandum

To: Julie Pasillas, Town of Firestone Director of Public Works
From: Brett W. Gracely, P.E., D.WRE
Reviewed by: Gregg S. Ten Eyck, P.E.
Date: May 5, 2021
Project: 1527TWF02-21
Subject: C - BT Water Leasing in 2021

Each year the Town of Firestone transfers raw water—in the form of C-BT unit contracts—to the Central Weld County Water District (CWCWD) for treatment at the Carter Lake Filter Plant for subsequent delivery of finished water to Firestone. When the C-BT water supplies available for transfer exceed projected demand, the Town has the option of leasing water to other C-BT allottees or Windy Gap users.

This memorandum provides a recommendation on the amount of water that can be made available for lease in 2021.

RECOMMENDATION

We estimate that Firestone will have more C-BT and Windy Gap water supplies in water year 2021 than the sum of the projected demand and the 2021 target carryover storage, which totals 3,796.8 acre-feet. At this time, we estimate that the amount of water that can be made available for lease for use in water year 2021 will be between 540 acre-feet and 1,040 acre-feet.

We recommend that staff be authorized to lease up to 540 acre-feet in water year 2021, as long as staff's projections show that the 2021 C-BT carryover storage target can be met.

2021 SUPPLIES

C-BT 2021 Quota: The final allocation, or quota, per C-BT unit of 0.7 acre-feet per unit was declared by the Board of the Northern Colorado Water Conservancy District on April 8, 2021. For the 5,428 C-BT units owned by Firestone, this equates to 3,799.6 acre-feet.

C-BT 2020 Carryover Account: At the end of the 2020 water year, the Town had 1,084.8 acre-feet of C-BT water in the Town's carryover account from unused 2020 C-BT quota water. This water was transferred to the CWCWD in November 2020 for use in 2021.

Windy Gap: The yield from the five Windy Gap units owned by the Town can range from zero to 500 acre-feet. In the estimates summarized in Table 1 below, we have assumed zero, 200 acre-feet, or 500 acre-feet for delivery and transfer to the CWCWD.

Table 1 – Supply Summary

Supply	Acre-Feet	Acre-Feet	Acre-Feet
	<i>Zero</i>	<i>Average</i>	<i>Maximum</i>
<i>Windy Gap Yield</i>	<i>0.0</i>	<i>200.0</i>	<i>500.0</i>
<i>Carryover Available</i>	<i>1,084.8</i>	<i>1,084.8</i>	<i>1,084.8</i>
<i>C-BT Quota (0.7 AF/unit)</i>	<i>3,799.6</i>	<i>3,799.6</i>	<i>3,799.6</i>
Total	4,884.4	5,084.4	5,384.4

2021 PROJECTED DEMAND

2020 Treated Water Demand: The Central Weld County Water District (CWCWD) demand projection (based on 110% of the previous year's usage) results in a projected 3,173 acre-feet demand at the Carter Lake Filter Plant in water year 2021. This is the amount of C-BT or Windy Gap water that will need to be transferred to CWCWD for treatment in water year 2021. Based on review of actual November 2019-October 2020 and November 2020-April 2021 metered water use in Firestone, we confirm that the CWCWD projection of 2021 water demand at Carter Lake is reasonable.

Carryover Storage: The target carryover storage available in November 2021 is based on 0.22 acre-feet per unit, or 1,171 acre-feet. After the 10% loss charged by Northern, this amount of carryover would allow Firestone to have, a nominal supply of 0.7 acre-feet per unit in 2021 if the final quota in 2022 is set at 0.5 acre-feet per unit. For comparison, in November 2020 the actual Carryover Storage—after deducting the 10% charged by Northern—was 1,084.8 acre-feet or about 100% of the 2020 target. The sum of the projected 2021 treated water demand and the target 2021 C-BT carryover storage is 4,344 acre-feet.

Table 2 shows how the range of available supply can be allocated to meet the estimated 2021 demand and the range of the net supply available for lease.

Table 2 – Allocation of Supplies to Demand indicating Lease Opportunity

Demand	Acre-Feet	Acre-Feet	Acre-Feet
<i>To be transferred to CWCWD</i>	<i>3,173.0</i>	<i>3,173.0</i>	<i>3,173.0</i>
<i>Target Carryover ¹</i>	<i>1,171.0</i>	<i>1,171.0</i>	<i>1,171.0</i>
<i>Total Demand</i>	<i>4,344.0</i>	<i>4,344.0</i>	<i>4,344.0</i>
	<i>Windy Gap Yield</i>	<i>Zero</i>	<i>Average</i>
<i>Total Supply ²</i>	<i>4,884.4</i>	<i>5,084.4</i>	<i>5,384.4</i>
Available for Lease	540.4	740.4	1,040.4

¹ Based on 0.22 acre-feet per C-BT Unit.

² From Table 1 – Supply Summary above.

CONCLUSION

Considering the 2021 C-BT unit allocation of 0.70 acre-feet per unit, 0 – 500 acre-feet of Windy Gap yield, the projected demand, and the 2021 carryover storage target, approximately 540 - 1,040 acre-feet of water is projected to be available for Firestone to lease to eligible, interested parties for use in water year 2021.

AGENDA INFORMATION MEMORANDUM

FIRESTONE TOWN BOARD OF TRUSTEES



AIM#: 7.a

Proclamation

Meeting Date: May 12, 2021

Initiated By: Paula Mehle

Dept: Economic Development

AGENDA TITLE

Economic Development Week Proclamation

SUMMARY

The International Economic Development Council and the Economic Development Council of Colorado request that the Board of Trustees proclaim May 9-13, 2021, as Economic Development Week. The economic development professionals that serve the Town of Firestone strive daily to serve the businesses of Firestone by connecting them to resources to help Firestone businesses grow and be strong as well as attract new commercial development and businesses to Firestone that will complement the existing businesses and meet the needs of the Firestone residents and visitors.

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS

1. 2021 Economic Development Week Proclamation

FINANCIAL CONSIDERATIONS



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

Economic Development Week Proclamation

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program and the Certified Economic Developer designation; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the Town of Firestone within the State of Colorado; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Trustees of the Town of Firestone do hereby recognize May 9-15 2021 as “National Economic Development Week” in the Town of Firestone and remind individuals of the importance of this community celebration which supports expanding career opportunities and improving quality of life.

IN WITNESS WHEREOF, I, the Mayor of the Town of Firestone, have hereunto set my hand and have caused the Official Seal of the Town of Firestone to be affixed in on this 12th day of May, 2021.

Bobbi Sindelar, Mayor

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 8.a

Presentation

Meeting Date: May 12, 2021

Initiated By:

Dept: Town Clerk

AGENDA TITLE

Brigit's Bounty Presentation

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS

None

FINANCIAL CONSIDERATIONS

**AGENDA INFORMATION
MEMORANDUM**

**FIRESTONE
TOWN BOARD OF TRUSTEES**



AIM#: 8.b

Presentation

Meeting Date: May 12, 2021

Initiated By:

Dept: Administration

AGENDA TITLE

George E. Heath Scholarship

SUMMARY

HISTORY AND PREVIOUS BOARD ACTION

RECOMMENDATION

ALTERNATIVES

ATTACHMENTS

None

FINANCIAL CONSIDERATIONS