

Town Granby is inviting you to a scheduled Zoom meeting.

Topic: BOT MEETING - 04/23/2024
Time: Apr 23, 2024 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/91555245043?pwd=VnpKYlJUZUc0MGRhMkFpR1VXR21GZz09>
Meeting ID: 915 5524 5043
Passcode: 859261

One tap mobile
+17193594580,,91555245043#,,,,*859261# US
+13462487799,,91555245043#,,,,*859261# US (Houston)
Meeting ID: 915 5524 5043
Passcode: 859261

Find your local number: <https://zoom.us/u/akVcbu6cu>

If a scheduled public hearing is a quasi-judicial hearing, no comments will be taken by Zoom. You may listen to the hearing -- but no participation will be allowed using Zoom for any quasi-judicial public hearing. You may attend the meeting in person to participate.

DINNER TO BE SERVED TO THE BOARD

5:00 PM

**TOWN OF GRANBY BOARD OF TRUSTEES
TOWN OF GRANBY
April 23, 2024
AGENDA TOWN HALL, ZERO JASPER AVENUE, GRANBY, CO**

MAYOR HARDY TO CALL THE REGULAR MEETING OF THE TOWN OF GRANBY BOARD OF TRUSTEES TO ORDER AT THE TOWN HALL, ZERO JASPER AVENUE

6:00 PM

(Any Board member with any potential conflicts of interest regarding any of the agenda matters will declare them at this time.)

UNSCHEDULED PUBLIC COMMENTS - COMMENTS ARE LIMITED TO 3 MINUTES

6:00 PM

This time is reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. The Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather, the Board will refer the items to staff for follow-up.

REGULAR AGENDA ITEMS

- 1. PERMISSION TO USE POLHAMUS PARK FOR MUSIC & MARKET SPECIAL EVENTS PERMITS / TOWN CLERK
6:00 PM**
- 2. COUNTY REQUEST FOR TOWN TO SHARE WATER INFRASTRUCTURE INFORMATION FOR EMERGENCY RESPONSE PURPOSES / TOWN ATTORNEY
6:10 PM**
- 3. HIGHWAY 40 HOUSING UPDATE / ASSISTANT TOWN MANAGER
6:20 PM**
- 4. ACCESS ROAD BID AWARD / ASSISTANT TOWN MANAGER
6:50 PM**
- 5. SEWER MAINTENANCE BID AWARD / ASSISTANT TOWN MANAGER
7:00 PM**
- 6. DOWNTOWN GRANT AWARDS 2024 / TOWN MANAGER
7:10 PM**

CONSENT AGENDA

7:20 PM

(The items listed under "Consent Agenda" are a group of items to be acted on with a single motion and vote. This agenda is designed to expedite the handling of limited routine matters by the Board. The Board has received the information on these matters in their Board packets prior to the meeting. The Mayor will ask if any citizen wishes to have, any specific item discussed. A Board member may request that an item be removed from the Consent Agenda on behalf of a citizen or himself/herself and state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board to be removed. Items on the consent agenda are then voted on by a single motion, second, and non-roll call vote).

ACCOUNTS PAYABLE - 4 23 2024

MINUTES - 4 9 2024

COMMITTEE AND STAFF UPDATES

7:25 PM

Administrative / Mayor Hardy, Mayor Pro-Tem Shaw, Trustee Quesada

- Finance Director

Economic Development / Trustee Sneddon

Housing Committee / Trustee Michalowski

Public Safety / Trustee Quesada

Public Works / Trustee Mahoney

Recreation / Trustee Silva

Town Assistant Manager's Update

Town Attorney's Update

Town Manager's Update

Mayor's Update

1. Finance Director's Report

EXECUTIVE SESSION

7:40 PM

Motion to enter executive session for discussion of specialized details of security arrangements pursuant to C.R.S. Section 24-6-402(4)(d) related to Town security on and around June 4, 2024.

MEETING TO ADJOURN

8:00 PM

Any matter may be taken up at any time during the meeting EXCEPT DURING PUBLIC HEARINGS, WHICH ARE TIME SENSITIVE. Items on the agenda are approximate and intended as a guide for the Town Board. "Estimated Time" is subject to change, as is the order of the agenda except for PUBLIC HEARING TIMES AND ORDER. Anyone wishing to attend the meeting and needs special accommodations, please contact the Town Clerk prior to the meeting. For deadlines and information required to schedule an item on the agenda, please contact Deb Hess, CMC, Town Clerk, at 970-887-2501 ext. 201.

MEMO



To: Mayor and Board of Trustees
From: Deb Hess, Town Clerk
Date: 04/23/2024
Re: **PERMISSION TO USE POLHAMUS PARK FOR MUSIC & MARKET SPECIAL EVENTS PERMITS / TOWN CLERK
6:00 PM**
Department Administration
Time of Agenda Item 6:00 PM
Agenda Request No. 1.

Subject

**PERMISSION TO USE POLHAMUS PARK FOR MUSIC & MARKET SPECIAL EVENTS PERMITS / TOWN CLERK
6:00 PM**

Summary

Destination Granby has submitted a request to use Polhamus Park for the Music and Market events on the following dates in 2024, 5:00pm- 8:30pm:

Thursdays - June 20 and 27, July 11, 18, and 25, and August 1, 8 and 15, 2024.

They have submitted the appropriate fee of \$100 per day, a completed special event liquor license permit application, a diagram of the area to be licensed, and a Certificate of Good Standing issued by the Secretary of State.

What is needed:

-Copy of written permission from the owner of the property, Town of Granby, for the use of Polhamus Park. Permission needs to be granted by the Board of Trustees. Please see the attached BOT permission letter for the Mayor's signature.

The application was received on April 1, 2024, which is at least 30 days prior to the event. The property was posted on April 3, 2024, which is at least 10 days prior to the Board Meeting.

If this permit is approved, Destination Granby will be allowed up to 7 more permits to host other special events for a total of 15, which is the maximum allowed per entity, per year.

Police Chief Shaffer was notified of the events and has responded with his memo.

If approved by the Board, the State will be notified of the special event within 10 days.

The Town Code states the following regarding Special Event permits:

5.10.070 Special event permits.

(a) Pursuant to C.R.S. [44-5-107\(5\)\(a\)](#), the town board of the town of Granby, acting as the local liquor licensing authority, elects not to notify the state licensing authority to obtain the state licensing authority's approval or disapproval of applications for special event permits.

(b) The provisions of this section notwithstanding, the town clerk shall report to the Colorado Liquor Enforcement Division, within 10 days after the town issues any special event permit, the name of the organization to which the permit was issued, the address of the permitted location, and the permitted dates of alcohol beverage service.

(c) Upon receipt of an application for a special event permit, the town clerk shall, as required by C.R.S. [44-5-107\(5\)\(c\)](#), access information made available on the website of the state licensing authority to determine the statewide permitting activity of the organization applying for the permit. The town shall consider compliance with the provisions of C.R.S. [44-5-105\(3\)](#), limiting to 15 the number of special event permits issued in any one year to any one organization, before any application is approved.

(d) Each application for a special event permit shall be accompanied by an application fee in an amount equal to the maximum local licensing fee established by C.R.S. [44-5-107\(2\)](#). [Ord. 774, 2011].

Financial

None

Recommendation

Staff recommends approval in accordance with Chief Shaffer's recommendations.

Attachments

Mayor Letter
PD Letter Approval
SP Events App

MEMO



To: Mayor and Board of Trustees
From: Nathan Krob, Town Attorney
Date: 04/23/2024

Re: COUNTY REQUEST FOR TOWN TO SHARE WATER INFRASTRUCTURE
INFORMATION FOR EMERGENCY RESPONSE PURPOSES / TOWN ATTORNEY
6:10 PM

Department: Town Attorney
Time of Agenda Item: 6:10 PM
Agenda Request No. 2.

Subject

COUNTY REQUEST FOR TOWN TO SHARE WATER INFRASTRUCTURE INFORMATION FOR EMERGENCY
RESPONSE PURPOSES / TOWN ATTORNEY
6:10 PM

Summary

See attorney's memo and attachments.

Financial

See attorney's memo and attachments.

Recommendation

See attorney's memo and attachments.

Attachments

BOT Memo - Town Attorney
Data Sharing Agreement
Values at Risk Program
Quick Start WRAP
Quick Start - Hazard Mitigation

MEMO



To: Mayor and Board of Trustees
From: Nicole Schafer, Assistant Town Manager
Date: 04/23/2024
Re: HIGHWAY 40 HOUSING UPDATE / ASSISTANT TOWN MANAGER
6:20 PM
Department Town Manager
Time of Agenda Item 6:20 PM
Agenda Request No. 3.

Subject
HIGHWAY 40 HOUSING UPDATE / ASSISTANT TOWN MANAGER
6:20 PM

Summary
See attached memo.

Financial
See attached memo.

Recommendation
See attached memo.

Attachments

Hwy 40 Workforce Housing update

MEMO



To: Mayor and Board of Trustees
From: Nicole Schafer, Assistant Town Manager
Date: 04/23/2024
Re: ACCESS ROAD BID AWARD / ASSISTANT TOWN MANAGER
6:50 PM
Department Town Manager
Time of Agenda Item 6:50 PM
Agenda Request No. 4.

Subject
ACCESS ROAD BID AWARD / ASSISTANT TOWN MANAGER
6:50 PM

Summary
See attached memo.

Financial
See attached memo.

Recommendation
See attached memo.

Attachments

Hwy 40 Access Road Bid

MEMO



To: Mayor and Board of Trustees
From: Nicole Schafer, Assistant Town Manager
Date: 04/23/2024
Re: SEWER MAINTENANCE BID AWARD / ASSISTANT TOWN MANAGER
7:00 PM
Department Town Manager
Time of Agenda Item 7:00 PM
Agenda Request No. 5.

Subject
SEWER MAINTENANCE BID AWARD / ASSISTANT TOWN MANAGER
7:00 PM

Summary
See attached memo.

Financial
See attached memo.

Recommendation
See attached memo.

Attachments

Sewer Memo

MEMO



To: Mayor and Board of Trustees
From: Ted Cherry, Town Manager
Date: 04/23/2024
Re: **DOWNTOWN GRANT AWARDS 2024 / TOWN MANAGER**
7:10 PM
Department: Town Manager
Time of Agenda Item: 7:10 PM
Agenda Request No. 6.

Subject
DOWNTOWN GRANT AWARDS 2024 / TOWN MANAGER
7:10 PM

Summary

The Downtown Grant Advisory group (Seth Stern, Monica Fuqua, Devon Jarrell, Mayor Hard, and Town Manager Cherry) met on 4.18.2024 to consider the applications for the awards for FY2023. There were 9 total applications (2 from same owner for different projects).

Grant awards are for up to \$50,000 and are a 50/50 match with the business from the Town. There is a total of \$100,000 budgeted for this purpose in 2024.

Applicants were asked to come and present information to the advisory committee as well as answer questions about their projects. Below is a list of applicants, amount requested, project type, and amount recommended from the advisory committee.

Applicant	Amount Requested	Requested Improvements	Amount Recommended	Note
Devonshire LLC	\$25,000	Paving for parking area at Sky Hi News building and apartments	\$0	None
Granby Business Center HOA	\$48,134	Façade and Signage improvements	\$19,959	Using for the projects they choose.
Granby Heat and Sheet	\$54,250	Roofing/Façade/Windows/Signage	\$50,000	Full Fund
High Country Cabinets	\$11,200	Façade/Decking	\$0	None
High Country Motors	\$30,041	Façade	\$30,041	Full Fund
Mavericks Grille	\$50,000	Façade/Energy/Outdoor/Interior	\$0	None
Moffat Railroad Museum	\$50,000	Façade	\$0	Outside of zoning boundary
Drive By Pie	\$44,203	Façade/Energy	\$0	Received MSOB grant funding in 2022
	\$312,828	Total	\$100,000.00	

Financial

\$100,000 in funding from the downtown improvements grant fund. \$100,000 budgeted

Recommendation

The Downtown Advisory group would recommend the amount listed above for distribution to businesses. Manager would like to thank Monica, Devon, and Seth for their assistance in this process.

MEMO



To: Mayor and Board of Trustees
From:
Date: 04/23/2024

**CONSENT AGENDA
7:20 PM**

(The items listed under "Consent Agenda" are a group of items to be acted on with a single motion and vote. This agenda is designed to expedite the handling of limited routine matters by the Board. The Board has received the information on these matters in their Board packets prior to the meeting. The Mayor will ask if any citizen wishes to have, any specific item discussed. A Board member may request that an item be removed from the Consent Agenda on behalf of a citizen or himself/herself and state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board to be removed. Items on the consent agenda are then voted on by a single motion, second, and non-roll call vote).

Re: ACCOUNTS PAYABLE - 4 23 2024
MINUTES - 4 9 2024

Department Administration
Time of Agenda Item 7:20 PM
Agenda Request No. 0.

**Subject
CONSENT AGENDA
7:20 PM**

(The items listed under "Consent Agenda" are a group of items to be acted on with a single motion and vote. This agenda is designed to expedite the handling of limited routine matters by the Board. The Board has received the information on these matters in their Board packets prior to the meeting. The Mayor will ask if any citizen wishes to have, any specific item discussed. A Board member may request that an item be removed from the Consent Agenda on behalf of a citizen or himself/herself and state when the item will be discussed in the meeting or tabled to another meeting. The removal of an item will require a second and a majority vote of the Board to be removed. Items on the consent agenda are then voted on by a single motion, second, and non-roll call vote).

ACCOUNTS PAYABLE - 4 23 2024
MINUTES - 4 9 2024

Attachments

Accounts Payable - 4 23 2024
BOT Minutes - 4 9 2024

MEMO



To: Mayor and Board of Trustees
From: Greg Hansen, Finance Director
Date: 04/23/2024
Re: Finance Director's Report
Department: Finance
Time of Agenda Item: 7:25 PM
Agenda Request No. 5. 1.

Subject

Finance Director's Report

Attachments

Finance Director's Report March 2024