

**Town of Norwood Board of Trustees**

Wednesday, March 10, 2021

Regular Session 7:00 p.m.

NORWOOD COMMUNITY CENTER

1670 Naturita St, Norwood, CO 81423

- And - Via Zoom

**CALL TO ORDER:**

The regular meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Kieffer Parrino at 7:04 p.m. and those being present were as follows:

**ATTENDANCE:**

<b>Mayor, Kieffer Parrino</b>	<b>PRESENT</b>		
<b>Trustee, Candy Meehan</b>	<b>PRESENT</b>	<b>Trustee, Kerry Welch</b>	<b>PRESENT</b>
<b>Trustee, Jaime Schultz</b>	<b>PRESENT</b>	<b>Trustee, Shawn Fallon</b>	<b>PRESENT</b>

<b>Town Administrator, Patti Grafmyer</b>	<b>PRESENT</b>	<b>Town Clerk, Amanda Pierce</b>	<b>PRESENT</b>
<b>Marshal, Mike Wilkerson</b>	<b>PRESENT</b>	<b>Public Works Director, Tim Lippert</b>	<b>ABSENT</b>

**Others:** Henry Hemphill, Paul Hempel, Regan Tuttle, and Nancy Hrupcin

**PUBLIC COMMENT:**

None

**APPROVAL/REVIEW OF CONSENT AGENDA:**

- Minutes of February 10, 2021
- March Bills and Accounts

**MOTION:** Candy Meehan made a motion to approve the Consent Agenda.

- a. Shawn Fallon seconded
- b. All others approved. Motion Passed.

**BOARD BUSINESS:**

**Board Process and Procedure Presentation, Henry Hemphill, Town Planner**

Henry Hemphill gave a presentation regarding process and procedures on board meetings and public hearing protocols. In Henry’s presentation, he discussed the importance of ensuring no Ex-Parte communication happens especially with upcoming or possible projects for The Town of Norwood. If a board member has been involved in an Ex-Parte communication or has private interest in a project or item that is being voted on by the whole board then said board/trustee member but either leave the room completely or mute and turn off camera in a Zoom type meeting to ensure sounds, face expressions etc... do not influence other members of the board. Candy Meehan stated she and Kieffer Parrino, Mayor attended a meeting in the West End during their Town meeting to help alleviate the disconnect that the West End community members had been feeling. Henry stated that if Candy did not give the developers any insight on how they should proceed in the housing project for Norwood then it is ok. Henry cautioned the board in giving feedback to potential developers. When giving feedback, what is said could be perceived one way versus what was stated which could cause concern. He suggested to always refer questions related to such to Town Administrator, Water Commission Board, Public Works director or other staff members to ensure no Ex-Parte communication.

Henry Hemphill suggested that Norwood adopt a sketch plan process like other communities. Candy Meehan asked Henry if he could share Fruita’s sketch plan to start a draft process for the Planning and Zoning Commission,

Henry said he was not able to share Fruita's however, he would research and share some other community models to give Norwood an idea of what could be drafted and approved. The Sketch plan process will allow for clearer communication and potential developers in the future have a more accurate idea of what it takes to push projects through the local jurisdictions. All board members agreed and would like to give support to both Henry and The Planning and Zoning Commission to start working on a sketch plan process.

**Final draft of Source Water Plan Paul Hempel, Colorado Rural Water**  
***(PowerPoint Presentation - attached)***

Paul Hempel went through the edits and changes that the board had suggested at the last meeting. Shawn, Kerry, Kieffer and Candy all like the edits and changes made. Jaime also liked the edits and changes however wanted to know what the cons would be for the communities adding their plan on the interactive website. Paul explained that some organizations worry about the security of the public having full access to all water locations, maps, and other sources. She additionally suggested that the swag used could be another material other than plastic and Paul made sure to explain that any swag The Town of Norwood gets can be customized to material and design to their preference.

Paul explained that once the board approves the Source Water Plan then he will submit the plan and maps to the State, additionally, making a public viewable document as well. He will then work with the Town to implement the plan with a grant funded community education campaign of approximately two thousand dollars. Paul has some stream crossing signs that encourage people to keep the water clean and protected.

Paul stated that some communities have water festivals that focus on education and best practices. Candy is working on an in-person festival in the summer to bring the community together on the importance of clean water and water needs in the surrounding area. Paul Hempel said he can assist with the festival.

**MOTION:** Jaime Schultz made a motion to approve the Colorado Rural Source Water Plan.

- a. Kerry Welch seconded
- b. All others approved. Motion Passed.

**Consideration of Liquor License Renewal and Manager Change, Norwood Liquor**  
***(Application and Memorandum - attached)***

Amanda Pierce gave her presentation on the Norwood Liquor renewal and manager change. She explained that the Norwood Liquor had been vacant for approximately 9 months but with her call to Liquor Licensing, they stated a vacant property is not just cause to deny the application. Amanda also stated the background check and other requirements for the manager change were clear and no reason for concern. Candy Meehan asked if the Town had a cap on how many licenses are allowed in Norwood, Patti stated there is not a max according to the current Land Use Code.

**MOTION:** Shawn Fallon made a motion to approve the Manager Change and Liquor License Renewal for Norwood Liquor

- a. Kerry Welch seconded
- b. All others approved. Motion Passed.

**Allocation of funds for COVID Air Purifiers**

**MOTION:** Shawn Fallon made a motion to allocate funds for air purifiers for business' not to exceed ten thousand dollars.

- a. Kerry Welch seconded
- b. All others approved. Motion Passed.

## **Review of Complaint Procedure/Form**

***(Forms attached)***

Patti had concerns about allowing complaints over the phone or voicemail due to patron not signing and deciding to later deny the complaint. Jamie had ideas to assign numbers to those who complain, so that the complaints are addressed and filed in an organized manner. Kieffer also suggested possibly recording the voicemails left on the machine. Candy was concerned about anonymous complaints that would overwhelm law enforcement and suggested not allowing for anonymous complaints. After board discussion it was decided to not allow for verbal complaints to be made formally and there will need to be a signed form in order or a formal investigation to take place. Amanda and Patti wanted to add that law enforcement will still have its own complaint form and investigation process. The board would like for new Standard Operating Procedures (SOP) to be reviewed every 6 months to discuss how they are working and if anything needs adjusted.

### **STAFF REPORTS:**

#### **Public Works Report - *Tim Lippert, Public Works Director***

***(Written Report – attached)***

Kerry wanted to know if the town was planning on working on the alleys. Patti will talk to Tim about this concern and see what his plan for this summer will be.

Jamie also stated the intersection between Market and Summit always get large water build up creating a swamp like area. Patti additionally will talk to Tim about this as well.

#### **Marshal Report - *Mike Wilkerson, Marshal***

***(Written Report – attached)***

Mike expressed that he was not getting the coverage from Deputy Mike LaCrosse that was originally hoped for. Mike is waiting on resumes from the police academy students that are interested in the deputy position. Patti stated she would work with Amanda to post the Deputy Marshal position on the website as well as Facebook in hopes to get more interest.

#### **Administrator's Report - *Patti Grafmyer, Town Administrator***

***(Written Report – attached)***

Patti asked if March 24<sup>th</sup> would work for a work session with the Town's DOLA representative. The board agreed and asked Patti to book that day.

The community is coming together for an agriculture appreciation day and they would like to use the pocket park to set up an event. Patti and Amanda are working with local businesses and restaurants to run specials or discounts to show their appreciation for agriculture.

Patti also discussed that the SMC Fairgrounds will be having a carnival in August as well as possibly a Circus in July. The roping club is still discussing to see about dates for the annual rodeo.

#### **Special Committee Reports/Announcements:**

*Mayor Parrino* - None.

*Kerry Welch* - None.

*Jamie Shultz* - None.

*Shawn Fallon* - Had his fundraised and exceeded their goal and was able to raise \$805 for the foodbank which in turn was able to donate almost 100lbs of meat. The Parks and Rec department are still discussing taking over the Norwood Youth Organization program and will need lots of parent and community support to be able to have a baseball program this year.

Candy Meehan – Working on Water Education Day. She would like to have a quick work session after the DOLA work session on March 24<sup>th</sup>, the rest of the board and staff agreed that would work for them.

**ADJOURN:**

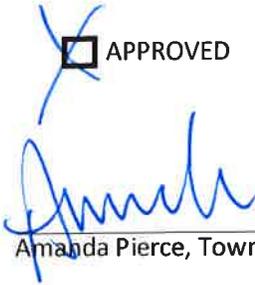
**MOTION:** Kerry Welch made a motion to adjourn at 9:46pm.

- a. Shawn Fallon seconded
- b. All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

  
Amanda Pierce, Town Clerk