

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Monday December 23, 2024

Special Executive Meeting starting at: 9:00 a.m.

Meeting: Zoom only option.

CALL SPECIAL EXECUTIVE MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 9:02 am.

BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- PRESENT

TRUSTEE – NIVEN DRYBROUGH- PRESENT

TRUSTEE – MICHAEL GRADY- ABSENT

MOTION: Shawn Fallon made a motion to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instruction to negotiators under C.R.S. 24.6.402(4)(e)(l).

- a. Niven Drybrough seconded.
- b. All others approved. Motion Passed.

EXECUTIVE SESSION

Discussion of Employment Contract for Administrative Director

For the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instruction to negotiators under C.R.S. Section 24-6.402(4)(e)

Consideration of Amanda Pierce, Town Clerk and Becky Hannigan, Deputy Town Clerk Wages

For the discussion of personnel matter under CRS Section 24-6-402-(4)(f)

Mayor Meehan read, the time is now 9:15 am and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”
No concerns were given.

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Monday December 23, 2024

Special Executive Meeting starting at: 9:00 a.m.

Meeting: Zoom only option.

ADJOURN:

MOTION: Candy Meehan made a motion to adjourn at 9:24 am

- a) Niven Drybrough seconded.
- b) All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Town Clerk

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, January 8, 2025

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

CALL REGULAR MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 7:00 pm.

SWEARING IN OF NEW TRUSTEE: Liza Tanguay by Amanda Pierce, Town Clerk

BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- PRESENT

TRUSTEE – NIVEN DRYBROUGH- PRESENT

TRUSTEE – MICHAEL GRADY- PRESENT

TRUSTEE – LIZA TANGUAY – PRESENT

STAFF ATTENDANCE:

TOWN CLERK – AMANDA PIERCE- PRESENT

PUBLIC WORKS DIRECTOR – RANDY HARRIS- PRESENT

DEPUTY TOWN CLERK – BECKY HANNIGAN- PRESENT

OTHER ATTENDANCE: Multiple community members via Zoom. Those in person are asked to sign in on the sign in sheet.

PUBLIC COMMENT: NONE

SPECIAL DISTRICT AND STAKEHOLDER REPORTS OR ANNOUNCEMENTS: Norwood Youth Organization is doing adult volleyball on Thursday nights.

CONSENT AGENDA:

a. Minutes of November 4, 2024

b. Minutes of December 4, 2024

c. Minutes of December 7, 2024

d. Minutes of December 11, 2024

e. December Financials

f. Retail Liquor License Renewal, Lombino Local Liquors LLC, DBA Local Liquor. 1565 Grand Ave.

MOTION: Shawn Fallon made a motion to approve the consent agenda.

a. Mike Grady seconded.

b. All others approved. Motion Passed.

Continued, next page

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, January 8, 2025

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

BOARD BUSINESS AGENDA

MOU with Food Hub for Senior Meals.

MOTION: Mike Grady made a motion to approve the MOU with Food Hub and Senior Meals.

- a. Niven Drybrough seconded.
- b. All others approved. Motion Passed.

Katherine Fry, 2025 HR Consulting Decision

MOTION: Niven Drybrough made a motion concerning Katherine Fry and her consulting as a, as needed basic only and not to adopt the contract.

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

Contract for Administrative Director, Sara Owens.

Discussion by the board to table this until February 12, 2025, meeting.

EXECUTIVE SESSION: None

STAFF REPORTS:

San Miguel Sheriff's Office, None this month.

Public Works Director, Randy Harris –

- The new shop building will be here next week, looking into electrical for shop and Will bring in bids next month.
- I would like more attachments for the Bobcat in the future.
- Discussion of possible alley grinding and Randy will check into that.
- been working on current job description, he handed out edits and a discussion of some additions.

MOTION: Shawn Fallon made a motion to approve job description for Randy with changes of allocation amount to purchase in the amount of \$ 10,000.

- a. Niven Drybrough seconded.
- b. All others approved. Motion Passed.

Town Clerk, Amanda Pierce –

- Sara has started and fits in well, learning a lot.
- AARP taken care of for 21 and 22
- Final leg of 2023 audit with water and started scope for 24
- Sara asked for an extension with Dola for the Safer Sidewalks grant with CDOT.
- Town was awarded a grant from The Telluride Foundation for the Pocket Park. Will send out the email of award to the board.
- Working with WE Vision/ BRECC and Brackstone for a trip to DC at the end of February to present to legislators, funders, EPA, and others as a coal affected community, with Norwood, Nucla, and Naturita being the only representatives from the State of Colorado.

Continued, next page

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, January 8, 2025

Regular Session starting at: 7:00 p.m.

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

Administrative Director, Sara Owens -

- Learning a lot
- Staff very welcoming
- First day stuffing envelopes and getting bills out, which worked out well to have knowledge for a call later in the week for a meter, folder, envelope stuffer combo.
- Working on all the emails of past town administrators
- Organizing office space
- Reaching out to all the resources and getting signed up for the organizations needed to have.

MAYOR AND TRUSTEE REPORTS AND ANNOUNCEMENTS:

Mayors Report – Written report, also working on congressional spending for 2025. John Whittney has been a good resource.

- Asking permission from the board to ask CML for board training. Permission was granted. Amanda mentioned that no RFP's for the Town Planner have been turned in yet.
- Tony D. Norwood Water Commission Chair has asked the Town Board to meet with them for an executive session during their Tuesday at 7pm meeting.

Shawn Fallon is asking when we are moving forward with the Town, Norwood Water Commission and Sanitation District joint meeting. Suggested by Mayor Meehan to wait until all the new people have been in place and settled.

Liza Tanguay went to the joint work session with the Board of Education meeting. It was a productive meeting.

- Ice Rink might be open this weekend,
- New dance class,
- keep an eye on the Facebook page and the website calendar for events coming up.

Mike Grady was asked about the community center space and what it can be used for. Amanda said that anyone can contact her or Becky to get pricing on the rental of the space.

Will be painting the Community Center and getting table and chairs for the space as well.

ADJOURN:

MOTION: Liza Tanguay made a motion to adjourn at 8:04 pm

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

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Town Clerk

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Tuesday, January 14, 2024

Special Joint Meeting starting at 6:30pm

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

CALL SPECIAL EXECUTIVE MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, and the Norwood Water Commission was called to order by Mayor Candy Meehan at 6:37pm.

BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- PRESENT, ZOOM

TRUSTEE – NIVEN DRYBROUGH- ABSENT

TRUSTEE – MICHAEL GRADY- ABSENT

TRUSTEE – LIZA TANGUAY - PRESENT

NORWOOD WATER COMMISSION ATTENDANCE:

BOARD CHAIR- TONY DARANYI- PRESENT

BOARD VICE-CHAIR- FINN KJOME- PRESENT

BOARD MEMBER-BRAD CAMPBELL- PRESENT

BOARD MEMBER- RAY COSSEY- PRESENT

BOARD MEMBER- RYAN HOWE- PRESENT

BOARD MEMBER-JENNY RUSSELL-PRESENT, ZOOM

MOTION: Liza Tanguay made a motion to go into executive session at 6:40 pm, Regarding Land Acquisition pursuant to C.R.S. § 24-6- 402(4)(a) to discuss the potential purchase, acquisition, and terms of a real property interest.

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

JOINT EXECUTIVE SESSION WITH THE NORWOOD WATER COMMISSION:

Regarding Land Acquisition pursuant to C.R.S. § 24-6- 402(4)(a) to discuss the potential purchase, acquisition, and terms of a real property interest. Discussion of Employment Contract for Administrative Director

Mayor Meehan read, the time is now, 7:22pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”

No concerns were given.

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Tuesday, January 14, 2024

Special Joint Meeting starting at 6:30pm

Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

ADJOURN:

MOTION: Liza Tanguay made a motion to adjourn at 7:24pm.

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

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Written by: Becky Hannigan, Deputy Town Clerk

Minutes Taken by Amanda Pierce, Town Clerk

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, January 29, 2025

Special Executive Meeting starting at: 7:00pm.

Meeting: 1225 Summit Street, Norwood Public Schools and Google Meet

CALL SPECIAL EXECUTIVE MEETING TO ORDER:

The special meeting of the Town of Norwood Board of Trustees, San Miguel County, and State of Colorado was called to order by Mayor Candy Meehan at 7:04pm

BOARD ATTENDANCE:

MAYOR - CANDY MEEHAN- PRESENT

MAYOR PRO TEM - SHAWN FALLON- ABSENT

TRUSTEE – NIVEN DRYBROUGH- ABSENT

TRUSTEE – MICHAEL GRADY- PRESENT- ZOOM

TRUSTEE – LIZA TANGUAY- PRESENT

MOTION: Shawn Fallon made a motion to go into executive session for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiation; and instruction to negotiators under C.R.S. 24.6.402(4)(e)(I).

- a. Niven Drybrough seconded.
- b. All others approved. Motion Passed.

EXECUTIVE SESSION

To discuss the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest under C.R.S. 24-6-402(4)(a)

Mayor Meehan read, the time is now 7:57pm and the executive session has been concluded. For the record if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record.”

No concerns were given.

BUSINESS BOARD

Discussion/discussion on the Letter of Intent to purchase real estate

MOTION: Mike Grady made a motion to approve the letter of intent between the Town of Norwood and the Norwood School District with the suggested amendments to successful best grant and a fully funded project or bond.

- a. Liza Tanguay seconded.
- b. All others approved. Motion Passed.

NORWOOD TOWN BOARD OF TRUSTEES

Meeting Minutes For: Wednesday, January 29, 2025

Special Executive Meeting starting at: 7:00pm.

Meeting: 1225 Summit Street, Norwood Public Schools and Google Meet

ADJOURN:

MOTION: Liza Tanguay made a motion to adjourn at 8:00pm

- a) Mike Grady seconded.
- b) All others approved. Motion Passed.

APPROVED

APPROVED AS CORRECTED

DATE APPROVED:

Minutes Taken by: Becky Hannigan, Deputy Town Clerk

Amanda Pierce, Town Clerk

TOWN OF NORWOOD
ACCOUNTS PAYABLE - January 2025

			TOWN PAID	NWC Portion	NSD Portion
1022250	Aflac	Employee Insurance	\$ 1,427.68	\$ -	\$ -
1060280	Amazon	Office supplies	\$301.53	\$ -	\$ -
1060250	Amazon	Fuel Transfer Meter	\$229.99	\$ -	\$ -
1060280	AT&T/ FirstNet	Telephone	\$116.73	\$ 91.89	\$ 56.73
1052275	Black Hills Energy	Community Center Gas	\$537.60	\$ -	\$ -
1060270	Bruin Waste Mngt.	Trash Service at PW Shop 2096 Cnty Rd	\$118.77	\$ -	\$ -
1052495	Bruin Waste Mngt.	Trash Service at Town Hall 1670 Naturita st.	\$179.76	\$ -	\$ -
1060270	Bruin Waste Mngt.	1470 S. Pine	\$41.73	\$ -	\$ -
1060480	Capital One Trade Credit	Materials/Supplies	\$1,141.80	\$ -	\$ -
1043210	CCCMA	Annual Membership for Sara Owens	\$220.00	\$ -	\$ -
1043132	CEBT	Employee Insurance	\$2,980.70	\$ 1,804.20	\$ 945.70
1043510	CIRSA TON	Property/Casualty	\$8,373.41	\$ 18,481.83	\$ 3,682.90
1043280	Clearnetwork	PD Office Phones	\$260.00	\$ -	\$ -
1043134	Colorado State Treas	Unemployment	\$ 222.84	\$ -	\$ -
1022230	Colorado Dept of Rev	Quarterlies	\$4,223.00	\$ -	\$ -
1043490	Divide Resturant	All Boards and Staff Christmas dinner	\$1,957.50	\$ -	\$ -
1050310	Dufford Waldeck	Legal Services and Recall Election Costs	\$5,271.00	\$ -	\$ -
1060250	Enterprise	Auto Rental for Randy Harris	\$538.19	\$ -	\$ -
1043424	Fireworks West Internationale	New Years Eve Fire Works 2024	\$4,998.32	\$ -	\$ -
1043420	FP Mailing Solutions	Postage	\$1,000.00	\$ 150.00	\$ 150.00
1043210	Grammarly	Annual Subscription	\$144.00	\$ -	\$ -
1060480	Harbor Freight	Tools and Supplies PW	\$27.93	\$ -	\$ -
1043251	IWORQ	Annual Contract	\$4,333.00	\$ 4,333.00	\$ 1,334.00
1043210	ICMA	Membership 2024 Sara Owens	\$200.00	\$ -	\$ -
1043210	IIMC	Town Clerk, Deputy town clerk Membership	\$ 355.00	\$ -	\$ -
1043740	James Weyer	Electrical Services for the Community Center	\$ 1,000.00	\$ -	\$ -
1042310	Law Office of Daniel T Zemke	Municipal Judge	\$400.00	\$ -	\$ -
1043132	MASA	Medical Transport Benefit for Staff	\$ 800.00	\$ -	\$ -
1043210	Microsoft	Yearly Licencing Subscription	\$795.00	\$ -	\$ -
1060270	Norwood Water Commission	1475 S, Pine St.	\$45.65	\$ -	\$ -
1043426	UT Scenic ByWay Council	Membership	\$500.00	\$ -	\$ -
1060480	Parish Oil Co.	Fuel for the Shop Tanks	\$2,494.60	\$ -	\$ -
1043430	Prime Time Early Learning Center	Child Care Scholarship	\$ 844.00	\$ -	\$ -
1043430	Prime Time Early Learning Center	Child Care Scholarship	\$ 280.00	\$ -	\$ -
1060490	RMC Builders	2nd Draw request for PW Equipment Storate	\$ 20,000.00	\$ -	\$ -
1058310	San Miguel County	Building Inspector Jan. 2025	\$100.00	\$ -	\$ -
1043270	San Miguel Power Association	Lights & Flashers	\$579.11	\$ -	\$ -
1052270	San Miguel Power Association	1130 Lucerne St.	\$26.75	\$ -	\$ -
1060270	San Miguel Power Association	Community Center 1670 Naturita St.	\$180.15	\$ -	\$ -
1060270	San Miguel Power Association	PW Shop 2096 Cty Rd	\$177.50	\$ -	\$ -
1060270	San Miguel Power Association	1470 S Pine St.	\$327.00	\$ -	\$ -
1043310	San Miguel County Vegetation Mngt.	Weed Spraying for 2024	\$551.13	\$ -	\$ -
1052485	Sherwin Williams	Paint for Community Center	\$1,388.06	\$ -	\$ -
1060480	J&T Investments Inc	PW Fuel	\$124.86	\$ -	\$ -
1043132	United Life Ins	Emp. Life Ins	\$61.34	\$ 6.05	\$ 5.19
1043420	USPS	Postage	\$5.11	\$ -	\$ -
1022210	US Bank	Emp. SS & Med Jan 15th	\$1,662.96	\$ -	\$ -
1022210	US Bank	Town SS & Med Jan 15th	\$1,662.96	\$ -	\$ -
1022220	US Bank	Emp. FWT Jan 15th	\$1,980.94	\$ -	\$ -
1022210	US Bank	Emp. SS & Med Jan 31st	\$1,642.24	\$ 957.45	\$ 501.99
1022210	US Bank	Town SS & Med Jan 31st	\$1,642.24	\$ -	\$ -
1022220	US Bank	Emp. FWT Jan 31st	\$1,896.91	\$ -	\$ -
	TG Allocation	Employee Salaries	\$24,346.85	\$ 12,515.63	\$ 6,564.87
1060310	West End Wash	Vehicle wash	\$ 60.00	\$ -	\$ -
	RAW WATER				
	San Miguel Power Association	Water Palace	\$113.25		

Application for a Special Events Permit

Fee
~~\$100.00~~
~~\$125.00~~
~~\$125.00~~
JD CASH 1/21/25

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- Social Athletic Philanthropic Institution
- Fraternal Chartered Branch, Lodge or Chapter Political Candidate
- Patriotic National Organization or Society Municipality Owned Arts Facilities
- Political Religious Institution Chamber of Commerce

LIAB Type of Special Event Applicant is Applying for:

- 2110 Malt, Vinous And Spirituous Liquor \$25.00 Per Day
- 2170 Fermented Malt Beverage \$10.00 Per Day

Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)

West End Sledgers841222526

Mailing Address of Organization or Political Candidate

P.O. Box 1443

City Norwood	State CO	ZIP Code 81423
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Address of Place to Have Special Event

1670 Naturita St

City Norwood	State CO	ZIP Code 81423
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Authorized Representative of Qualifying Organization or Political Candidate

JACQUE McClellan

Date of Birth (MM/DD/YY) 01/22/62	Phone Number 970-865-2518
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)

P.O. Box 15

City Naturita	State CO	ZIP Code 81422
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Event Manager

JACQUE McClellan

Date of Birth (MM/DD/YY)

01/22/62

Phone Number

970-865-2518

Event Manager Home Address

P.O. Box 15 826 Elm

City

Natura

State

CO

ZIP Code

81422

Email Address of Event Manager

mericketred@aol.com

1. Is the place to have the Special Event located on State-owned property?

Yes No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

No Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

No Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

Yes No

5. For Chambers of Commerce - Each member who holds a retail establishment permit attests they are not exercising the privileges of the retail establishment permit for the duration of the SEP days.

Yes No

6. For Chambers of Commerce - Please list all members participating in the SEP.

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

2/22/25

From:

10:00 AM

To:

6:00 PM

Date

From:

To:

Date

From:

To:

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From:

To:

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee. **\$125⁰⁰**
 - Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
 - Copy of deed, lease, or written permission of owner for use of the premises.
 - Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
 - If not incorporated, a NONPROFIT charter; **or**
 - If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.
-
- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
 - Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
 - State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
 - Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

Signature

Date (MM/DD/YY)

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

Therefore, this Application is Approved.

Local Licensing Authority (City or County)

City County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space - For Department of Revenue Use Only

Liability Information

License Account Number

Liability Date

State

-750 (999) \$

Total
 .00

Alcohol Barrier



PARKING PLAN:

- Community Center Parking
- Extra Park Parking
- Avoiding Residential as much as possible

Town of Norwood

Town of Norwood, San Miguel County, Colorado

Resolution No 0212 Series: 2025

A RESOLUTION REGARDING POSTING LOCATIONS FOR NOTICE OF ORDINANCES AND PUBLIC MEETINGS

WHEREAS, The Town of Norwood (“Town”) Board of Trustees (“Board”), is a municipal corporation duly organized and operating as a statutory town under the Constitution and laws of the State of Colorado; and

WHEREAS, the Open Meeting Law (Sunshine Law) was enacted by the Colorado State Legislature on April 29, 1991, and this law declares that the formation of public policy is public business and may not be conducted in secret; and

WHEREAS, the Town of Norwood Board of Trustees has determined that it is in the best interest of the citizens of the Town of Norwood to post a listing of public meetings as provided in this resolution; and

WHEREAS, The Sunshine Law also stipulates that the public place or places for posting such notices shall be designated annually; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, AS FOLLOWS:

Posting locations to give notice of public meetings:

1. Town Hall, 1670 Naturita Street, Norwood, CO 81423
2. US Post Office, 1555 Grand Ave, Norwood, CO 81423
3. Town of Norwood Website, www.norwoodtown.com

Posting locations to give notice of ordinances:

1. Town Hall, 1670 Naturita Street, Norwood, CO 81423
2. Town of Norwood Website; www.norwoodtown.com
3. TITLE ONLY – Norwood Post (Newspaper of record)

ADOPTED at the regular meeting of the Board of Trustees of the Town Trustees held February 12, 2025.

TOWN OF NORWOOD

Mayor

ATTEST:

Town Clerk

Returned Payment Policy

Town of Norwood, Norwood Water Commission and Norwood Sanitation District Return Payment Policy

To ensure fiscal responsibility while providing efficient customer service, we accept payments via cash, check, certified funds (money order, cashier's check), electronic check, and debit/credit card. Payments can be made online, over the phone, or in person.

Returned Payments

If a payment is returned, a \$36 return fee will be charged in addition to the original payment amount. The customer must provide an alternative payment method within 15 days of notification. Failure to do so may result in the account being sent to collections, incurring additional fees.

If three (3) returned payments occur from the same individual, owner, or entity, within a year, a "no paper check" restriction will be enforced for a minimum of two (2) years across all their accounts.

After two (2) years of maintaining a good standing—meaning all debts are paid in full, no past-due accounts exist, and no further collection actions are required—the customer may regain the ability to pay via all standard methods, including cash, check, certified funds (money order, cashier's check), electronic check, and debit/credit card online, over the phone, or in person.



ADMINISTRATIVE DIRECTOR REPORT – FEBRUARY 2025

STAFF

- Holding regular weekly meetings with the Staff
- Updating personnel policy
- Email clean up
- Reviewing contracts, familiarizing myself with our policies and procedures
- Consultation with Monet Ragsdale on current permit applications
- W2s out to staff
- Review, revise and implement return check policy

OPERATIONS

- New automatic postage meter and folder/stuffer machines
- New filing cabinet and office organization
- New payroll processing with Dominion
- Fresh Foundation transfer of Senior Meals program
- RFP for Planner
- Letter of Intent to purchase Norwood Schools property (approved)
- Trails development meeting with SMC
- EAP Building energy codes meeting
- WEEDC grant updates/check in meeting
- Community center painted
- E-Verify set up

TRAINING

- Attended all monthly board meetings
- EOP work session with SMC Shannon/Jenn
- CPR training for staff (email sent to the fire dept)
- FEMA Just in Time Recovery Training 1/21/2025
- ICMA and CCCMA memberships
- Applied for CCCMA annual conference scholarship

PUBLIC OUTREACH

- Fireworks donation flyer with monthly water billing