

## **CITY OF BRUSH!**

### **MINUTES OF THE JANUARY 14, 2013 – REGULAR CITY COUNCIL MEETING**

The City Council of the City of Brush! Colorado met in regular session on January 14, 2013. Mayor Daniel R. Scalise called the meeting to order at 7:00 p.m. The Pledge of Allegiance was given.

Present on roll call were: Mayor Daniel Scalise  
Councilor Felix Acosta  
Councilor Heath Becker  
Councilor Kimberly Dykes  
Councilor Charles Schonberger  
Councilor Mark Smith

Absent on roll call were: Councilor Vicky Quinlin

Also present were City Administrator Monty Torres, City Attorney Bo Chapin, Assistant Administrator Karen Schminke, Finance Director Joanne Gosselink, Public Works Director Dale Colerick, Assistant Fire Chief Ray Urich, Marketing Specialist Tyler Purvis and City Clerk Andrea Strand.

#### **MINUTES**

The minutes of the regular meeting of December 10, 2012, were approved as submitted.

#### **VISITORS AND DELEGATIONS**

None.

#### **AMENDMENT #4 TO THE CITY ADMINISTRATOR AGREEMENT**

Councilor Schonberger offered a motion to approve Amendment #4 to the City Administrator's Agreement effective January 1, 2013. Councilor Dykes seconded the motion and it was approved unanimously by roll call vote.

#### **RESOLUTION 2013-1 DESIGNATION OF OFFICIAL POSTING PLACES**

Councilor Becker offered a motion to approve Resolution No. 2013-1 DESIGNATION OF A PUBLIC PLACE FOR POSTING OF NOTICES CONCERNING OFFICIAL CITY BUSINESS OF THE CITY OF BRUSH, COLORADO PURSUANT TO C.R.S. 24-6-402-(2)(c)

This would designate the lobby of City Hall as the official posting site for the City Council Meeting Agenda. Councilor Schonberger seconded the motion and it was approved unanimously by roll call vote.

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## **RESOLUTION 2013-2 DESIGNATING TIME OF REGULAR CITY COUNCIL MEETINGS**

Councilor Acosta offered a motion to approve Resolution No. 2013-2 DESIGNATION OF THE TIME OF THE REGULAR CITY COUNCIL MEETINGS

This would change the City Council meeting time from 7 p.m. to 6 p.m. Assistant City Administrator Schminke stated that the February 11, 2013, City Council Meeting would need to be held at 7:00 p.m. as she had provided notice for a public hearing at that time. Councilor Smith seconded the motion and it was approved unanimously by roll call vote.

## **EAST MORGAN COUNTY LIBRARY TRUSTEE APPOINTMENT**

City Administrator Torres presented a request from the East Morgan County Library Board of Trustees asking Council to ratify the appointment of Greg Krob and Tara Samples to their Board of Trustees for a term of 2013-2016.

Councilor Acosta offered a motion to approve the appointment of Greg Krob and Tara Samples to the Board of Trustees for the East Morgan County Library Board of Trustees. His motion was seconded by Councilor Smith and was approved unanimously by roll call vote.

## **DOWNTOWN INCENTIVE PROGRAM**

Marketing Specialist Purvis presented for Council approval a Downtown Brush New Business Incentive Program along with a proposed application. He reviewed the options and the criteria for qualification as follows:

### **Downtown Brush New Business Incentive Program**

The Downtown Brush Rentals Incentive Program is given to encourage the establishment of new business within Downtown Brush through assisting new, relocating, or expanding businesses.

The Downtown Brush Rentals Incentive Program provides the option of one of the following:

- Rent subsidies of up to one-third of the business's monthly rent, not exceeding \$500 per month, for the first three months of a minimum 1 year lease.
- City utilities costs, not exceeding \$125 per month, are covered for the first year.
- A forgivable loan in which the City of Brush gives up to \$1500 dollars to the business as additional startup capital, which the business will repay at \$125 per month, interest free. If the business remains in operation after two years, the amount initially loaned is given to the business.
- Advertising costs for the newspaper and radio up to \$1500.

There is an option to combine different incentives, but the total must not be greater than \$1500. i.e. \$500 of advertising costs and a \$1000 forgivable loan.

To qualify for the Downtown Brush Rentals Incentive Program you must meet the following criteria:

- A new business in Downtown Brush.
  - 'Downtown' being qualified as Edison St. in the 300 and 400 block or on Clayton St. in the 100 and 200 block.
  - 'New' being qualified as:
    - o Relocating from another city
    - o Opening an additional location of an existing business
    - o Starting a new business
  - A changing of address, name, or ownership does not qualify as new
- Properly licensed.
- Qualify as a targeted business.
- Application approved by the City of Brush City Council.

Targeted businesses for Downtown Brush:

New retail not currently provided downtown.

i.e. New clothing & accessory store (not used clothes), pet shop, household/office furnishings, tackle & bait shop, specialty retail

New service not currently provided downtown.

i.e Party supply store/rental, restaurant, pharmacy

A business that offers the same goods or service that is currently offered by a business downtown will not qualify for the incentive program. Due to restricted funds, The City of Brush! limits the number of recipients of the Downtown Rental Incentive Program to four per calendar year.

Councilor Smith offered a motion to approve the Downtown Brush New Business Incentive Program as presented. His motion was seconded by Councilor Dykes and was approved unanimously by roll call vote.

### **LIBRARY/REQUEST TO WAIVE BUILDING PERMIT FEE**

Assistant City Administrator Schminke brought forth for Council approval a request by the East Morgan County Library Board to waive Building Permit Fees associated with the remodeling of the basement of their facility. The value of the project is \$80,000 and the total charge for the permit would be \$895.75. East Morgan County Library meets the criteria for an entity to make the request to waive the fee under the City's Building Permit Fee Waiver Policy. She added that under the City's policy City Council does not have authority to waive the fee associated with review of the construction plan.

Councilor Schonberger offered a motion to waive the Building Permit Fee in the amount of \$895.75 for the East Morgan County Library basement reconstruction. His motion was seconded by Councilor Dykes and was approved unanimously by roll call vote.

## **DISBURSEMENTS AND PAYROLL**

Councilor Acosta offered a motion to approve City bills from December 10, 2012 to present. His motion was seconded by Councilor Schonberger and approved unanimously by roll call vote.

General Fund	\$ 446,205.52
Capital Improvement Fund	\$ 1,672.94
Water Fund	\$ 224,078.43
Fire Equipment Fund	\$ 52,500.00
Trash and Garbage Fund	\$ 23,949.37
Waste Water Fund	\$ 24,258.00
Storm Water Fund	\$ 4,959.02
Community Enhancement Fund	\$ 13,737.17
Joslin Needham Fund	\$ 1,600.00
Cemetery Perpetual Care Fund	\$ 50,000.00
Payroll and Cafeteria	\$ 55,163.01
Payroll Liability	<u>\$ 30,918.97</u>
Disbursements Total	\$ 929,042.43

## **2012 AUDIT**

Finance Director Gosselink presented an engagement letter from Lauer, Szabo & Associated for the 2012 audit. The fee for the 2012 audit will be \$11,300 with proposed prices of \$11,500 for 2013 and \$11,800 for 2014. She recommended Council approve the engagement letter.

Councilor Becker offered a motion to approve the engagement letter from Lauer, Szabo & Associates for the 2012 Audit in the amount of \$11,300. Councilor Dykes seconded the motion and it was approved unanimously by roll call vote.

## **STAFF REPORTS**

### **Public Works Director Colerick**

- Crews are keeping ice cleared with the recent temperature swing
- Staff will attend a pre-bid meeting in Evans concerning the upcoming construction project on I-76.

### **Finance Director Gosselink**

- The final settlement for the construction of 200-300 Block of Clayton will be presented to Council at the January 28 Council meeting.
- She is working on providing a credit card swipe machine at the front counter. A convenience fee will be charged to the customer at 1.86% of the amount.

**Assistant Fire Chief Uhrich**

- Reported total training hours for 2012 were 3,396
- Reported that the Fire 1 Academy has 7 participants.
- The fire department would like to work with the City and the Rural Fire Board to obtain land for a training facility for public safety agencies.

**City Clerk**

- Updated Council with various meetings and events.

**Assistant City Administrator Schminke**

- Provided a 2012 Building Report

**City Administrator Torres**

- Announced a retirement party hosted by the City for Doug Kelly at the Carroll Building on Saturday, January 19<sup>th</sup> from 2-4 p.m.
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**MAYOR AND COUNCIL REPORTS**

Councilor Acosta noticed that a few sidewalks downtown had not been cleared of snow.

**ADJOURNMENT**

The January 14, 2013, meeting was adjourned at approximately 7:37 p.m.

**ATTEST:**

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City Clerk

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Mayor