



# Town Board of Trustees

## Minutes

Tuesday, April 23, 2024 at 7:00 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.  
THANK YOU.**

### 1. Meeting Information

207 Muegge Way, Bennett, CO 80102

### 2. Call to Order

Whitney Oakley, Mayor

#### a. Roll Call

#### **Minutes:**

#### **Present:**

Whitney Oakley, Mayor

Kevin Barden, Mayor Pro Tem

Steve Dambroski, Trustee

Denice Smith, Trustee - *excused*

Donna Sus, Trustee

Royce D. Pindell, Trustee

Larry Vittum, Trustee

#### **Staff Present:**

Trish Stiles, Town Manager

Taeler Houlberg, Administrative Services Director

Danette Ruvalcaba, Director of Finance

Alison Belcher, Communications and IT Director

Adam Meis, IT and Communications Manager

Brenda Kroh, Management Analyst - Economic Development

Greg Thompson, Community and Economic Development Director

Steve Hoese, Planning Manager

Denise Taylor, Assistant to the Town Manager

Robin Price, Public Works Director

Scott Krob, Town Attorney

Christina Hart, Town Clerk

#### **Public Present:**

Kathy Smiley  
Keith Yaich  
Brie Seefeldt  
Matt Seefeldt  
Zach Seefeldt  
Fiona Seefeldt

### 3. Pledge of Allegiance

Whitney Oakley, Mayor

**Minutes:**

The Pledge of Allegiance was led by Whitney Oakley, Mayor.

### 4. Approval of Agenda

Whitney Oakley, Mayor

**Minutes:**

**TRUSTEE PINDELL MOVED, TRUSTEE VITTUM SECONDED** to approve the agenda as presented The voting was as follows:

Ayes: Dambroski, Oakley, Pindell, Sus, Vittum, Barden

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

### 5. Consent Agenda

Whitney Oakley, Mayor

**Minutes:**

**TRUSTEE VITTUM MOVED, MAYOR PRO TEM BARDEN SECONDED** to approve the consent agenda as presented. The voting was as follows:

Ayes: Oakley, Pindell, Sus, Vittum, Barden, Dambroski

Nays: None

Excused: Smith Whitney Oakley, Mayor, declared the motion carried by unanimous vote. **1.**

**Action:** Approval of April 9, 2024, Regular Meeting Minutes **2. Action:** Resolution No. 1014-24

**PUBLIC COMMENTS NOT ON THE AGENDA**

No public comments were made.

- a. **April 9, 2024 - Regular Meeting Minutes**
- b. **Resolution No. 1014-24 - A Resolution Supporting the Grant Applications for Open Space Grants From Arapahoe County Open Space for Future Park Phase III Design and Arapahoe County Park and Open Space Video Surveillance**

### Public Comments on Items Not Scheduled for Public Hearing

The Board of Trustees welcomes you. Thank you for joining us for our Town of Bennett Board of Trustees Meeting. If you are not speaking, we ask that you please mute your microphone. For public comment please sign up on the provided sheet or in the chat box. If you are on the phone, once we get through the sign-up sheet and chat box we will call for any other comments for items not on the agenda.

Your comments will be limited to three (3) minutes. The Board may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of Town staff for follow-up. Thank you.

## Regular Business

### 6. Action/Discussion Items

#### a. Adams County Mayor and Commissioners Youth Award Nominees

**Minutes:**

Denise Taylor, Assistant to the Town Manager, presented the Adams County Mayor and Commissioners Youth Award Nominees to the Board of Trustees. Bennett School District 27J nominated three students from the Bennett Middle School this year.

No action was taken.

#### b. Bennett School District 29J Graduation Fireworks Display

**Minutes:**

Keith Yaich, Bennett School District 29J CFO, asked the board if they would consider a donation towards the 2024 graduation fireworks display.

The Trustees engaged in a discussion.

**TRUSTEE PINDELL MOVED, TRUSTEE VITTUM SECONDED** to approve a total donation of \$2,000. \$1,000 funded from the General Fund and \$1,000 from the Bennett Gives Back Grant Fund. The voting was as follows:

Ayes: Pindell, Sus, Vittum, Barden, Dambroski

Nays: Oakley

Excused: Smith

Whitney Oakley, Mayor, declared the motion carries 5 to 1.

### 7. Public Hearing

#### a. Section 16.2.470 - Land Uses (Permitted Use in a Public Zone District - Cemetery)

Ordinance No. 780-24 - An Ordinance Amending Chapter 16 of the Bennett Municipal Code to Add Cemeteries as a Permitted Use in the Public (P) District

**Minutes:**

Whitney Oakley, Mayor, called the matter of proposed amendments to Chapter 16 of the Bennett Municipal Code amending the Land Use Zoning Code for cemeteries to include (P) Permitted for Public to order.

The public hearing was opened at 7:18 p.m.

Christina Hart, town clerk, stated that, in accordance with the Colorado state statute, it was duly posted and published in the Eastern Colorado News on Friday, March 29 and April 5, 2024. Legal #2913.

Brenda Kroh, Management Analyst - Economic Development, presented the proposed Chapter 16 amendments to the Trustees.

There were no public comments presented.

The public hearing was closed at 7:28 p.m.

**TRUSTEE PINDELL MOVED, MAYOR PRO TEM BARDEN SECONDED** to approve Ordinance No. 780-24 - An ordinance amending Chapter 16 of the Bennett Municipal Code to Add Cemeteries as a Permitted Use in the Public (P) District. The voting was as follows:

Ayes: Sus, Vittum, Barden, Dambroski, Oakley, Pindell

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

## 8. Action/Discussion Items

### a. Non-Exclusive Utility Easement in the Greg's Place Right-of-Way

Ordinance No. 779-24 - An Ordinance Approving a Non-Exclusive Utility Easement Deed in the Greg's Place Right-of-Way

#### Minutes:

Steven Hoese, Planning Manager, presented a non-exclusive utility easement in the Greg's Place Right-Of-Way to the Trustees. Should the right-of-way be vacated, the easement created would allow utilities to be placed under the Greg's Place right-of-way, serving existing and future buildings in the area.

**MAYOR PRO TEM BARDEN MOVED, TRUSTEE VITTUM SECONDED** to approve Ordinance No. 779-24 - An ordinance approving a Non-Exclusive utility easement deed in the Greg's Place right-of-way. The voting was as follows:

Ayes: Vittum, Barden, Dambroski, Oakley, Pindell, Sus

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

### b. RFQ 24-003 - On-Call Professional Services

Robin Price, Public Works Director

#### Minutes:

Robin Price, Public Works Director, presented 37 RFQ bids Town Staff received March 26, 2024 - April 15, 2024. All 37 proposals received are qualified in varying professional services. The goal of the RFQ is to establish a roster of consultants on an as-needed basis.

**TRUSTEE VITTUM MOVED, MAYOR PRO TEM BARDEN SECONDED** to authorize the Mayor and the Town of Bennett to enter into a standard Town contract agreement for all of the qualified on-call professional services listed on the April 23, 2024 Staff presentation.

The voting was as follows:

Ayes: Barden, Dambroski, Oakley, Pindell, Sus, Vittum

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

**c. Purchase of Town Fleet**

**Minutes:**

Robin Price, Public Works Director, presented bids for the purchase of two town fleet truck purchases. The bids received fall within the 2025 budgeted allocation. Staff is recommending the board waived the RFP process.

**TRUSTEE PINDELL MOVED, TRUSTEE DAMBROSKI SECONDED** to waive the requirement for a request for proposals process and authorize the Mayor and Town of Bennett to approve the purchase of the Transwest Buick GMC 2024 Chevy Silverado Crew Cab 3500 4-wheel drive in an amount not to exceed \$54,831.00 and a 2024 Chevy Silverado 1500 4-wheel drive in an amount not to exceed \$44,640.00. The voting was as follows:

Ayes: Dambroski, Oakley, Pindell, Sus, Vittum, Barden

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

**d. Sales Tax Oversight Committee**

**Minutes:**

Trish Stiles, Town Manager and Scott Krob, Town Attorney, presented a staff recommendation that the board consider a moratorium on the Sales Tax Tax Capital Improvement Fund Oversight Committee's so Staff may review the capacity and structure of the committee.

A moratorium was supported by Trustee Sus, a member of the Sales Tax Oversight Committee, during the board discussion.

**TRUSTEE PINDELL MOVED, TRUSTEE VITTUM SECONDED** to put a moratorium on the Sales Tax Committee until we can review and get further rules to help give them guidance and help give us understanding. Staff is directed to draft a new resolution. The voting was as follows:

Ayes: Oakley, Pindell, Sus, Vittum, Barden, Dambroski

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

**9. Town Manager Report**

**Minutes:**

- Ms. Stiles thanked the board for the training opportunity she attended. She will be implementing ideas with Staff.

- Ms. Stiles met with the Arapahoe County Sheriff's Office to discuss a few outstanding items. The transition is going very well.
- May 3rd at 7:00 p.m. - A ballet performance - Bennett Rec. Center. The Colorado Ballet and Bennett Arts Council have partnered on this event.
- Bennett Rec. Center membership renewals are available for staff and Trustees
- July 19th - State of the Town
- July 25th - Board Retreat 8:00 a.m. - 2:00 p.m.
- July 25th - Arapahoe County Boots not Suits event

## 10. Trustee Comments and Committee Reports

Mayor and Trustees

### Minutes:

#### Steve Dambroski, Trustee, reported on the following:

- April 10th: attended a "Conversation with a Commissioner" with Mayor Pro Tem Barden

#### Larry Vittum, Trustee, reported on the following:

- April 17th: attended DRCOG
- April 22nd: attended the Arapahoe County Open Space Trails Advisory Board

## 11. Adjournment

### Minutes:

**TRUSTEE DAMBROSKI MOVED, MAYOR PRO TEM BARDEN SECONDED** to adjourn the meeting. The meeting was adjourned at 8:20 p.m. Voting was as follows:

Ayes: Pindell, Sus, Vittum, Barden, Dambroski, Oakley

Nays: None

Excused: Smith

Whitney Oakley, Mayor, declared the motion carried by unanimous vote.

### Minutes Approved:

DocuSigned by:

*Whitney Oakley*

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Whitney Oakley, Mayor

DocuSigned by:

*Christina Hart*

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Christina Hart, CMC / Town Clerk

Individuals with disabilities who need auxiliary aids in attending the meeting may request assistance by contacting the Town Hall at 207 Muegge Way, Bennett, CO 80102-7806, (303) 644-3249. Please give notice at least 48 hours in advance of the meeting to allow for enough time in making the necessary arrangements.