

MINUTES TO BE APPROVED AT OCTOBER 18, 2023, TOWN COUNCIL MEETING

Boulder Town Council Regular Meeting
August 3, 2023, 7:00 PM
Meeting Minutes

Town Council Members present- Mayor Judy Drain, Steve Johnson(via zoom), Jim Catmull, Gladys LeFevre, Elizabeth Julian(via zoom)

Staff present or on zoom- Town Clerk Jessica LeFevre , Planning Commission Clerk Peg Smith, Zoning Administrator April O'Neal

Meeting was called to order at 7:02

Pledge of Allegiance was spoken

Approve agenda- Motion made to approve the agenda as is with the change of moving number 13 to number 6 by Councilmember LeFevre. Second by Councilmember Catmull. All voted yes. Motion passed unanimously.

TC conflict of interest disclosure- There were no conflicts declared.

Approve March & April 2023 Minutes- Motion made to approve the March minutes as presented made by Councilmember LeFevre. All voted yes. Motion passed unanimously.

Approval of April was postponed.

Town Council vacant seat- Mayor Drain explained that when a town employee moved out of the jurisdiction they presided over, they needed to be replaced and the vacancy needed to be advertised. There was discussion about how the Council should go about filling this vacancy and it was decided that a letter of intent from interested candidates be submitted before the following Council meeting.

Motion to advertise the vacated position of Steve Johnson due to relocation as soon as possible and any interested qualified persons in Boulder submit a letter of interest no later than August first and attend the regular meeting prepared to answer questions from the Council. Seconded by Councilmember LeFevre. All voted yes. Motion passed unanimously.

Department Report, council and administrator- Councilmember Julian reported on Planning Commission updates and the three ordinances that would be up for discussion in their next meeting. She also reported on library hours and the upcoming Boulder Arts Council events and then commented on the motion from the previous meeting about completing training relating to the adoption of Robert's Rules and suggested a group training session that was also open to the public. She also reported on the Park Committee meeting and suggested having public comment at the beginning and the end of the meetings.

Councilmember Catmull reported on the speed bump, the signs, and the crosswalks. He discussed the dump and then commented that the generator at the fire house had gone out.

Councilmember LeFevre reported on the cemetery and the travel council's plan for the eclipse.

Mayor Drain reported that they had approved a CUP in the Hercules subdivision and on the Tree Committee's upcoming meeting.

Steve Johnson provided an update on the 9/11 day of service event and the suggested projects. He asked for a point person to take control of organizing the event and Jeff Sanders volunteered.

The council thanked Steve Johnson for his service to the town and the community.

Independence Day Committee 2023 summary Presented by Jeff Sanders- Jeff Sanders presented the item and reported on the committee and the day of the event. He discussed the roles of the committee members and described their contributing tasks to the celebration. He commented that one of the biggest challenges was deciding which day of the week to put this event on and that was something to discuss for the future and that the time frame they had to put this together needed to be extended. He suggested making it a two-day event with the ice cream social the night before the parade. The financials were available in the report he had provided Council. He expressed the importance of maintaining this community event and how it only went so well because the community had come together to pull it off.

Park Committee Charter discussion- Councilmember Julian presented this item and provided the history. She suggested they go over the document and determine any editing that needed to be done before a resolution was passed and proceeded to go through and explain the document that was posted online and then opened the floor for discussion.

Mayor Drain suggested Councilmember Julian get together with the Parks Committee to discuss any changes that needed to be made and bring it back to Council. Councilmember Julian suggested an open public meeting to open up a discussion so a resolution could be brought back for the September meeting.

Councilmember LeFevre expressed her concerns with the verbiage on page 5.

It was decided a meeting would be scheduled to further discuss this item in order to bring a finalized version of a resolution to the Council for the September meeting.

Park Committee Resolution discussion and action- Item tabled.

Active Transportation Charter discussion- Mayor Drain presented the item and explained this was related to the ped path. Councilmember Julian explained the charter and that it would be an advisory committee that would be put together under this charter to advise the Planning Commission on the decisions that needed to be made regarding the ped path. She commented this was time sensitive and suggested a special work meeting to iron out this document.

Councilmember LeFevre was not ready to make a decision on the active transportation plan committee and thought if people were going to participate on committees, they needed to live within town boundaries. Councilmember Catmull agreed and did not think they needed another committee for the ped path.

Mayor Drain did not think they had enough time to put a committee together and no matter what Boulder was changing. She commented there would be a path through town eventually no matter what and this way they could get it done and provide a service to the town and they needed to decide whether they wanted to do it or not. She had talked to Chris Potter, and he had said there was a good chance they could change the end of the path from the corrals to the

park and that was the decision they needed to make and agreed with Councilmember Catmull and Councilmember LeFevre.

Councilmember Julian commented that this item was a discussion for a Charter and thought they were getting off topic. She asked for clarification on the time frame and clarified that a committee was a body that provided advice and did not make decisions but did the extra homework and research necessary to get the information that members of the Town staff did not have time to acquire on top of all of their other duties.

Councilmember LeFevre wanted to table the item because she was not ready to decide on this item.

Councilmember Julian was unsure how they would move forward with discussions about the ped path if it did not become an item on the agenda, especially with Robert's Rules. It was discussed if under this agenda item they could further discuss the ped path.

Attorney Michael Winn commented that the discussion depended on the intention of the item. Councilmember Julian clarified she put the item on as a discussion for the formation of a committee that would advise on the ped path, but the item was for the charter itself. County Attorney Winn said anything outside of the charter was off limits for discussion.

Mayor Drain stated they could put a special meeting together to discuss further because it needed to be settled by September. Councilmember Julian asked when the deadline was. Clerk LeFevre replied it was not an UDOT timeline it was a Town timeline as far as deciding whether or not they wanted to move forward.

It was decided to schedule a special meeting for further discussion.

Active Transportation Resolution discussion and action- Item tabled.

Tamarix Tree Trimming for the Town- Mayor Drain presented the item and said Tam had sent in a bid for trimming the trees down the Burr Trail and clarified that he had acquired his insurance, but they would need to check on his license.

Motion to accept the bid made by Councilmember Catmull. Second by Councilmember LeFevre.

Councilmember Catmull thought the bid was reasonable because there were a lot of trees that needed maintenance down the Burr Trail. Councilmember Julian did not feel like she had enough information to make an informed decision on this and thought the bid needed more information. Councilmember Catmull clarified there would only be trimming and not removal. Councilmember Julian explained she just wanted more specific language for what was being done for clarity. Mayor Drain stated she would see what she could do.

Vote on the motion. All voted no. Motion does not pass.

Robert Rules training extension- Councilmember Julian presented this item in her department report but they had to rescind the previous motion made for all Council and Planning Commission members to complete training by a specific date.

Motion made to rescind the 30-day requirement for Robert's Rules training through the Dramatic Parliament for the Planning Commission and the town council that was at the regular meeting in July and in its place moving forward with Ann MacFarllan from Drastic Parliament to do a three

hour combination training for the Boulder Town Planning Commission, the Boulder Town Council, and have available seats to the public. Motion seconded by Councilmember LeFevre. All voted Aye. Motion passed unanimously.

Resolution for disclosing any conflict of interest/ updated Ethics disclosure form- Clerk LeFevre presented the item which discussed the annual ethics disclosure form. She explained that the code had changed, and they needed to change the wording on the document to match the code. There was discussion on whether they needed to vote on the modifications of the document. County Attorney Winn confirmed they would need to vote to adopt the modifications but really, they just needed to follow the law which was implicated by the State code.

Adopting revised pay scale, and advertising town jobs- Clerk LeFevre presented the item and explained she needed them to pass this because she needed to post jobs and there was a pay scale attached to these and gave a breakdown of the roles and pay rates.

Motion made to adopt revised pay scale by Councilmember LeFevre. Councilmember Catmull seconded.

Councilmember LeFevre wanted more of a job description regarding the clerk and the deputy clerk. There was discussion about what the roles of these jobs would look like. Clerk LeFevre provided her vision of what the role of Deputy Clerk would look like in relation to her role as the Town Clerk.

There was a discussion about the rates of pay. Councilmember Julian thought that \$22/hr. starting pay for any administrative role was competitive with other peak skill sets they were asking for and if they wanted competent qualified people to fill these roles, they needed to pay them adequately.

Mayor Drain called for a vote on the motion. Councilmember Catmull voted yes. Councilmember LeFevre voted no. Councilmember Julian voted yes. Mayor Drain voted yes. Motion passed.

Public Treasures' Investment Fund (PTIF) update- Clerk LeFevre presented the item and said she had been having difficulties getting the right people on the account so she was still trying to get to the point where she could move money.

Boulder Town Tax rates- Mayor Drain presented the item and said Camille needed to know if they wanted to up the tax rates and so they needed to decide what they wanted to do. She said with the way the world was with inflation and everything going on she did not think increasing the rates was necessary.

Councilmember LeFevre made a motion to maintain the tax rates. Councilmember Catmull seconded.

Clerk LeFevre stated if they did not want to make changes all she had to do was call Camille and let her know and they did not need to do anything else.

Councilmember Julian stated she did not feel like she had enough information about this so she would not vote on this.

Mayor Drain called for a vote. Councilmember LeFevre voted yes. Councilmember Catmull voted yes. Mayor Drain voted yes. Councilmember Julian did not vote. Motion passed.

Town approved engineer discussion- Mayor Drain presented the item and thought they needed to define this better in the ordinance. April O'Neal thought that since there were not a lot of engineers in the area, it would be a good idea to have an approved list of engineers to choose from. Mayor Drain suggested sending this to the Planning Commission for research and discussion.

Councilmember Julian thought making it less specific was more useful to everyone and providing a list was limiting in case anyone on the list was unavailable. She recommended using the language of requirements was better. Councilmembers LeFevre and Catmull agreed. April O'Neal commented that she suggested a list because they would know it was a competent engineer because they would be representing the town.

Councilmember Julian thought they were hiring one engineer. April O'Neal clarified any applicant could choose any engineer for their projects but when the town needed work, she thought the town should have a list of approved engineers for the sake of availability. Councilmember Julian thought the priority was to have a list of parameters.

Councilmember Julian would request the Planning Commission to add this to their upcoming business for discussion.

Employee discussion coming up in September- Mayor Drain stated they had decided to review job descriptions and pay, and this was a reminder that this needed to happen. Councilmember Julian commented that this had been compiled and there was a working draft that needed to be finalized and made public.

Website-Agendas, Minutes recordings- Councilmember Julian presented the item and said as a town they could do better at getting information out there. She suggested they move forward in getting quotes from companies that organize boards and she had done research into these companies and wanted to get this item at a future meeting. She showed some examples of templates from these companies and recommended moving forward with doing research and pricing these companies out.

It was agreed it was worth looking into.

Approval for July checks- Mayor Drain said her only concern was the water bill and suggested they look into it. Councilmember Catmull agreed to look into it.

Clerk LeFevre explained how the town "debit card" worked.

Motion made by Councilmember LeFevre to approve the July checks. Councilmember Catmull seconded. Councilmember LeFevre voted yes. Mayor Drain voted yes. Councilmember Catmull voted yes. Councilmember Julian did not vote.

Final public comments- Mayor Drain opened the floor for public comments.

Nicole was concerned about how the ped path would affect her business during construction as well as the parking. She felt it would affect her financially and asked that the Town take that into consideration, and she was disappointed that there was not support for forming a committee to gather more information.

Clerk LeFevre clarified they would not be reading comments from Zoom and if people wanted their comments heard they would need to raise their hand and verbalize their comment.

Peg commented on the ped path committee and stated the County had hired a consultant to create a Master Transportation Plan and so it would be beneficial to Boulder to have a committee to help advise the County with this.

Tina Karlson stated she had also seen the County plan for transportation and felt like the town needed to do it as well, so they had a unified community plan. She also commented on the engineer and stated that the Planning Commission had already been talking about this and having two engineers was inappropriate and they needed to consider this. She stated 75% of the community were volunteers, which was a much larger percentage than the Council and the volunteers needed to be acknowledged and respected.

Jennifer Geerlings supported Peg and Tina's comment on the Master Plan and the ped path needed more discussion and community involvement and hoped the Council considered what this proposal would do to the community.

Nancy echoed the previous comments.

Blake Spalding did not feel heard or seen by the town and their businesses would be severely affected. She wanted the tourist contributions of the town presented quarterly because they deserved to have their contributions recognized.

Councilmember Julian read emails submitted comments.

Jennifer Bach commented on the ped path and change in Boulder.

Mayor Drain closed the Public Comment.

Upcoming September Business- Clerk LeFevre reported the biggest thing was the employee discussion. Presentation for the tree board about the parameters of the tree project, Website postings through an outside company, bylaws, planning commission ordinances, vacant town council seat, active transportation charter, special meeting for ped path, Robert's Rules training

Adjourn- Motion to adjourn made by Councilmember Catmull. Seconded by Councilmember LeFevre. All voted Aye. Motion passed unanimously.

Meeting Adjourned.

Minutes prepared by Jessica LeFevre, Town Clerk

Date