

**Town of Timnath  
Board of Trustees  
Regular Meeting Minutes  
Special Meeting Timnath Development Authority  
April 5, 2006**

**1. Call to Order**

Mayor Benson called the meeting to order at 7:00 p.m.

**a. Roll Call**

Mayor Donna Benson	Y
Trustee Meg Corwin	Y
Trustee Charlie Snider	Y
Trustee Kim Speaker	Y
Trustee Bob Sanderson	N

Also attending were Town Administrator/Engineer Rebecca Davidson, Town Planner Tim Katers, Town Clerk Linda Thompson, Executive Director of the North Front Range Metropolitan Planning Organization (MPO) Cliff Davidson, Weld County resident/Timnath Presbyterian Church Pastor Peg McGowan, Larimer County residents Jen Lewis and Russ Skinner, Timnath residents Laurene Aldrich and Denise Fisher, developers Jay Stoner, Marc-Andre Levesque, and John Giuliano.

**2. Amendments to the Agenda**

The agenda was amended to include Cliff Davidson of the North Front Range Metropolitan Planning Organization as the second speaker under "Scheduled Public Appearances."

**3. Public Comment**

**a. Scheduled Public Appearances**

**1. Discussion: Founders Day – Jen Lewis**

Timnath Presbyterian Church Pastor Peg McGowan gave a brief introduction regarding a Founder's Day celebration on Saturday September 23, 2006 in Timnath. Pastor McGowan distributed the proposed schedule of events for the day, as well as a summary of possible advertising costs. Ms. McGowan emphasized that the celebration is a Town celebration, and requested that the Town sponsor the event.

Town Administrator Rebecca Davidson identified two items to research:

- 1) Insurance
- 2) Availability of funds

Trustee-elect Rosemarie Moon will represent the Town on the Founder's Day committee. Upon determining availability of funds, the Town will establish a budget and transfer said funds to the Timnath Charitable and Education Association for management/distribution. A special events permit will be required for the celebration

**2. North Front Range Metropolitan Planning Organization (MPO) – Cliff Davidson**

Mr. Davidson gave a PowerPoint presentation depicting various analyses of regional transportation in northern Colorado. As a result of involvement in the North Front Range MPO, Timnath (via Larimer County) has been awarded a \$940,000 grant for the intersection upgrade and County Road 5 (Main Street) and Harmony Road.

The North Front Range MPO is the planning arm for the Colorado Department of Transportation in northern Colorado. The North Front Range MPO prefers to plan 50 years into the future versus 20 years. Northern Colorado has the largest amount of growth in the state, with the least amount of federal and state (transportation) funding. In order to pool resources in northern Colorado, it is anticipated that a Regional Transportation Authority (RTA) question will be placed on the ballot in November 2007.

**b. Public Comments on Non-Agenda Items**

There were no public comments on non-agenda items.

**4. Consent Agenda\***

(\*Consent Agenda items can be adopted by a single motion. All ordinances and resolutions on the Consent Agenda must be read by title prior to a vote on the motion. Any Consent Agenda item may be moved to the regular agenda at the request of a Board Member.)

- a. **Minutes - February 15, 2006 Regular Meeting**
- b. **Minutes - March 1, 2006 Regular Meeting**
- c. **Minutes - March 22, 2006 Regular Meeting**
- b. **Payment of Invoices**

Trustee Snider made a motion to approve all items on the Consent Agenda. Trustee Speaker seconded the motion. The motion passed unanimously with a voice vote.

**5. Business Items:**

**a. Oath of Office: Trustees-Elect**

Each Trustee-elect signed and dated a written oath. Each Trustee-elect received a certificate of election.

**6. Adjourn Outgoing Board**

Trustee Snider made a motion to adjourn the meeting of the outgoing Board. Trustee Corwin seconded the motion. The motion passed unanimously with a voice vote. Mayor Benson adjourned the meeting of the outgoing Board at approximately 8:10 p.m.

**7. Call to Order New Board**

Mayor Benson called the meeting of the new Board to order at approximately 8:10 p.m.

**a. Roll Call**

Mayor Donna Benson	Y
Trustee Meg Corwin	Y
Trustee Charlie Snider	Y
Trustee Kim Speaker	Y
Trustee Rosemarie Moon	Y

**8. Business Items**

**a. Resolution: Appoint Mayor Pro-tem**

Trustee Moon recommended re-appointing Trustee Snider as Mayor Pro Tem.

Trustee Speaker made a motion to adopt **Resolution No. W-2006 appointing Trustee Snider as Mayor Pro Tem of the Town of Timnath**. Trustee Moon seconded the motion. The motion passed unanimously with a voice vote.

**b. Discussion: Comprehensive (Comp) Plan and Map Amendment**

Town Planner Tim Katers explained that in the past year, staff has been approached by representatives of at least 11 properties regarding annexation and development of land. Most representatives of these properties seek a higher gross density than the Future Land Use Map within the current Comprehensive Plan allows. Three of the 11 properties are outside of Timnath's current Growth Management Area (GMA).

Staff concerns focus more on the future land use designations, including:

1. Alignment of Timnath Parkway
2. Land uses along Timnath Parkway (downtown core and rural residential/separator)
3. Extent of downtown core designation west of Larimer County Road 5 and south of Larimer County Road 40
4. Extent of low density residential north of Larimer County Road 40
5. Extent of downtown core designation north of Larimer County Road 40
6. Extent of Boxelder overflow impact
7. Amendment of Cooperative Planning Areas with neighboring communities
8. Amendment of the Growth Management Area boundary

The Planning Commission is responsible for work related to a Comprehensive Plan Future Land Use Map amendment. Upon completion by the Planning Commission, the amendment would be presented to the Board for endorsement via Resolution.

On January 25, 2006, the Planning Commission recommended the Town proceed with a Comprehensive Plan Future Land Use Map amendment including review of the Timnath GMA. Given the fact that all property owners outside Timnath's current GMA approached Timnath with a request to annex, the Board directed Staff to proceed with a Comprehensive Plan Future Land Use Map amendment including review of the Timnath GMA.

**c. Resolution: Weld County Road Maintenance Intergovernmental Agreement (IGA)**

The Town previously requested bids for street maintenance with no success. Due to high traffic (including high truck traffic) on Larimer County Road 1 (Weld County Road 13), that gravel roadway requires more consistent maintenance. After an intergovernmental agreement (IGA) for road maintenance is in place, Weld County will perform regular grading and maintenance of the roadway. Weld County has indicated they will not perform dust control maintenance. Town Administrator/Engineer Davidson indicated developers will be responsible for dust control. Ms. Davidson will revise the wording in paragraph five to clarify language regarding dust control.

Trustee Snider made a motion to adopt **Resolution No. X-2006 approving the IGA with Weld County for road maintenance with clarification of dust abatement in paragraph 5.** Trustee Corwin seconded the motion. The motion passed unanimously with a voice vote.

**d. Resolution: Home Rule Budget**

Town Administrator/Engineer Rebecca Davidson gave a brief overview of the Home Rule process. It is proposed that an attorney with significant expertise in Home Rule law, as well as a facilitator will assist the Home Rule Commission in drafting the Home Rule Charter over a period of 120 days, or 5 – 6 meetings. The Home Rule budget was formulated with consideration for professional fees as well as miscellaneous expenses. After discussion, the Home Rule budget was set at \$20,000.

Trustee Snider made a motion to adopt **Resolution No. Y-2006 approving the budget for the Home Rule Commission.** Trustee Speaker seconded the motion. The motion passed unanimously with a voice vote.

**e. Discussion: Check Signing Procedure and approvals**

Currently only two Board members are authorized to sign checks. In most Towns of comparable size, it is standard practice for the Administrator or the Treasurer to be one signatory on checks, with the Mayor or the Mayor Pro Tem as the second signatory. Staff is requesting that the Treasurer, the Mayor, and the Mayor Pro Tem be the designated signers on checks.

It is also typical in most Towns to allow for flexibility in payment of standard bills. As a result, staff is requesting the ability to pay standard bills less than \$3,000 such as Xcel Energy, payroll, telephone bills, annex rent, and other bills similar in nature. The list of payments would be provided to the Board along with the customary list of invoices presented at the next regular Board meeting.

The Town is researching a new accounting software package that would include a Purchase Order system.

Town Administrator/Engineer Rebecca Davidson will present a Resolution regarding the proposed check signing/approval procedure at the next regular Board meeting.

**9. Development Authority (TDA) Items:**

There were no TDA items.

**7. Reports**

**a. Mayor**

- In the future, the Mayor will host the monthly Mayor's Open House this Saturday morning beginning at 9 a.m. Subsequent Open Houses will be held on either the first or second Saturday of the month (to be determined).

**b. Trustees**

- Trustee Moon will discuss with the Design Committee the possibility of a decorative rock sound barrier at the County Road 5 (Main Street)/Harmony Road intersection.

- Trustee Moon reported that the contractor that installed the portion of sewer along Third Avenue in 2005 did not re-seed the grass along the property at 4148 Main Street after installation of the sewer line. Town Administrator/Engineer Rebecca Davidson reported that the area referred to is actually an alleyway, and the Town does not re-seed alleys.

**c. Town Administrator**

- Board Retreat: Town Administrator/Engineer Rebecca Davidson recommended a facilitated Board Retreat within the next month to six weeks. The Retreat was tentatively scheduled for Saturday April 29 at Tamasag beginning at 10 a.m. Ms. Davidson will make arrangements with Tamasag.
- Sewer Survey: Engineering staff is currently working on phases one and two of the Town sewer. Staff has asked for a review of the criteria for determining how and when Larimer County residents can become Town residents in order to obtain free sewer. This topic will be scheduled for discussion at the Board Work Session on May 10.
- Grants: Discussion of the criteria for the proposed \$25,000 grants to Town residents from Development Authority funds will be scheduled for discussion at the Board Work Session on May 10.
- Poudre School District: Town Planner Tim Katers and Town Administrator/Engineer Rebecca Davidson will meet with Poudre School District regarding traffic circulation, sewer, a possible 50-acre park, and the Timnath Ranch elementary school site. Ms Davidson reported that two modular units will be added at Timnath Elementary School this summer, and the school parking lot will be increased.

**d. Town Attorney**

- No report

**e. Town Clerk**

- No report

**f. Town Treasurer**

- No report

**g. Town Engineer**

- No report

**h. Town Planner**

- Design Committee: The Design Committee met on March 21. The next meeting is April 18.
- There have been enough changes in the Harmony Subdivision, that Staff will request Harmony representatives submit a revised Preliminary Plat conforming to the Timnath Land Use Code.
- Article 2 Revisions: The Board will receive three pieces of information for the April 12, 2006 Work Session: 1) Bullet points, 2) Strikethroughs, and 3) A clean copy.

**8. Other Business:**

- a. There was no other business.

**9. Adjournment**

Trustee Snider made a motion to adjourn the meeting. Trustee Speaker seconded the motion. The motion passed unanimously with a voice vote. Mayor Benson adjourned the meeting at 9:20 p.m.

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Donna Benson, Mayor

ATTEST

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Linda Thompson, Town Clerk