

AGENDA
TOWN OF HUDSON - BOARD OF TRUSTEES
REGULAR MEETING
August 19, 2015 - 6:00 P.M.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

ADDITIONS TO AGENDA

CITIZEN'S COMMENTS

1) CONSENT AGENDA

(Consent Agenda Items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member or Citizen so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Regular Agenda.)

- a. Board of Trustees Minutes – Regular Meeting, August 5, 2015
- b. Payment of Bills

2) GENERAL BUSINESS

- a. Interview Allison Hough for Board of Trustees
- b. Resolution 15-26, A Resolution appointing Allison Hough to the Board of Trustees pursuant to C.R.S. § 31-4-303 and Section 2-2 of the Hudson Municipal Code
- c. Resolution 15-25, A Resolution ratifying the appointment of Mayor Raymond Patch to the selection committee for the High Plains Library District
- d. Recreation Director Position, Job Description
- e. Discussion – CR 49

3) STAFF REPORTS

4) ADJOURNMENT

MINUTES
TOWN OF HUDSON - BOARD OF TRUSTEES
REGULAR MEETING
August 5, 2015 - 6:00 P.M.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

Mayor Patch called the meeting to order at 6:00 p.m.

ROLL CALL

Mayor, Raymond Patch - Present
Trustee, Matt Cole – Present
Trustee, Laura Hargis - Present
Trustee, Christine Hamilton – Present
Trustee, Tiffany Sanders – Absent
Trustee, Terri Davis – Absent
Trustee, Maria Chavez - Present

Town Clerk/Treasurer, Linnette Barker took roll call, and a quorum of the Mayor Pro-Tem and (4) Trustees were present.

Town Staff Present:

Town Administrator – Joe Racine
Town Attorney – Corey Hoffmann
Town Clerk//Treasurer – Linnette Barker
Economic Development Director – Dan Hamsmith
Public Works Director – Ron Allen
Utility Director – Hunter Fobare
Public Safety Director – Brent Flot

ADDITIONS TO AGENDA

CITIZEN'S COMMENTS

1) CONSENT AGENDA

(Consent Agenda Items are considered routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member or Citizen so requests, in which case the items may be removed from the Consent Agenda and considered at the end of the Regular Agenda.)

- a. Board of Trustees Minutes, Regular Meeting, July 15, 2015
- b. Payment of Bills

Trustee Cole made a motion, seconded by Trustee Hargis to approve the Consent Agenda.

The vote was as follows:

Aye: Trustees Cole, Hargis, Chavez, Hamilton and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

2) GENERAL BUSINESS

a. Resolution No. 15-25, Site Plan, Lloyd Land Private Target Shooting Range

Joe Racine, Town Administrator, reported that Mr. Land has submitted a request for approval of a site plan for a Target Range on his property. Site maps with the location were provided as exhibits to the Resolution. The site is approximately ¾ mile north of State Highway 52 and adjacent to the East bank of Ireland Reservoir #5.

Mr. Lloyd Land was present, and reported that the shooting range is for private use only and will be operated in a manner mitigating damage to the neighbors. The target line is heavily protected and a 10' high impact berm/backstop is located beyond the target line.

Trustee Cole made a motion, seconded by Trustee Hamilton to approve Resolution 15-25, A Resolution approving a site plan for the use of property as a target range pursuant to Section 10-55 of the Hudson Municipal Code.

The vote was as follows:

Aye: Trustees Cole, Hamilton, Hargis, Chavez and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

Trustee Davis arrived at approximately 6:04 p.m.

b. Ordinance 15-11, Second Reading, An Ordinance approving the sale of Town-Owned property known as Lot 7A, Hudson Industrial Park Filing No. 1 (continued from July 15, 2015)

Joe Racine, Town Administrator, reported that the Ordinance acknowledges that the property was originally dedicated to the Town as a site for a wastewater treatment facility. The Town and the developer agreed that the limitation to the site's use for a wastewater facility would be removed, enabling the Town to sell the site for other industrial purposes.

Trustee Cole made a motion, seconded by Trustee Hargis to approve Ordinance No. 15-11, Second Reading, An Ordinance approving the sale of Town-Owned property known as Lot 7A, Hudson Industrial Park Filing No. 1.

The vote was as follows:

Aye: Trustees Cole, Hargis, Davis, Hamilton, Chavez and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

c. Resolution 15-23, annual Three Mile Annexation Plan

Joe Racine, Town Administrator, reported that each year the Town is required by statute to adopt a 3-mile plan showing an area within which the Town can annex properties in a calendar year. Resolution 15-23 adopts a map showing a line that is 3 miles distant from the current boundary of the Town, excluding areas currently within the boundaries of Keenesburg and Lochbuie.

Trustee Cole made a motion, seconded by Trustee Hargis to approve Resolution 15-23, A Resolution adopting a three-mile plan for the Town of Hudson.

The vote was as follows:

Aye: Trustees Cole, Hargis, Davis, Chavez, Hamilton and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

d. Resolution 15-24, A Resolution approving an Intergovernmental Agreement between the Town and Weld County regarding the conduct of the Coordinated Election to be held with Weld County on November 3, 2015.

Linnette Barker, Town Clerk, reported that to participate in a coordinated election on November 3, 2015 with Weld County the Town needs to approve a intergovernmental agreement with the Weld County.

Trustee Hamilton made a motion, seconded by Trustee Davis to approve Resolution 15-24, A Resolution approving an intergovernmental agreement between the Town and Weld County regarding the conduct of the coordinated election to be held with Weld County on November 3, 2015.

The vote was as follows:

Aye: Trustees Hamilton, Davis, Cole, Chavez, Hargis and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

e. Discussion: Amended intergovernmental agreement with Weld County regarding the WCR 49 Access Control Plan

Joe Racine, Town Administrator, reported that Weld County is moving ahead with the plan to widen CR 49 north of I-76. Staff has been working with the County Attorney on the text to revise the intergovernmental agreement that would address the concerns of all parties relative to implementation of the CR 49 Access Control Plan. Mr. Racine summarized the terms of the draft and it was proposed by the County Attorney.

The Board of Trustees consensus was to continue forward with the revised intergovernmental agreement.

3) STAFF REPORTS

Joe Racine, Town Administrator, reported that Weld County will be replacing a culvert on CR 10 and need to close the road for the week of August 18, 2015. We have asked to the County to detour the northbound truck traffic to CR 8 to the Frontage road to Hwy 52.

Joe Racine, Town Administrator, reported grant application for the new Town Hall has been submitted to DOLA. The grant presentation will be in October or November.

Corey Hoffmann, Town Attorney, reported that the State of Colorado is preparing regulations for Powdered Alcohol, which will eventually be sold in Retail Liquor Stores.

Corey Hoffmann, Town Attorney, reported that CIRSA has Police Department Policies and Trainings.

Ron Allen, Public Works Director, reported that A-1 Chip Seal has postponed the paving work on CR 49 until August 28, 2015.

Ron Allen, Public Works Director, reported that the Beech Street project by the Library is going well.

Ron Allen, Public Works Director, reported that the maintenance department is installed 200 new water meters. Training for the radio read meters is scheduled for next week.

Hunter Fobare, Utility Director, reported that the actuator valve has been installed and the plant could handle 100% capacity. He is working on a quote to rebuild the SBR Feed Pump for a backup pump.

Brent Flot, Public Safety Director, reported that he is working on uniforms, car and truck decals, and vehicle equipment.

Dan Hamsmith, Economic Development Director, reported that he is working on updating the Hazard Mitigation plan.

EXECUTIVE SESSION

- a. To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. §24-6-402(e) negotiations for proposed annexation

Trustee Hargis made a motion, seconded by Trustee Cole to enter into executive To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(e) for negotiations for proposed annexation. Motion carried unanimously.

Mayor Patch asked to let the record show that the motion passed. The board entered into Executive Session at 7:12 p.m.

Mayor Patch reconvened the regular meeting of the Hudson Town Board of Trustees at 8:02 pm.

ADJOURNMENT

The meeting adjourned at approximately 8:02 p.m.

TOWN OF HUDSON, COLORADO

Mayor

ATTEST

Town Clerk

Report Criteria:

Report type: GL detail

Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/13/2015	50879	27	United States Postal Service	081315	Newletter Postage	10-69-6620	187.00
Total 50879:							187.00
08/14/2015	50880	4	Andersen's Star Market	080115	BOT Retreat	10-61-6730	21.46
08/14/2015	50880	4	Andersen's Star Market	080115	PC Workshop	10-65-6212	27.55
08/14/2015	50880	4	Andersen's Star Market	080115	Cleaning Supplies WWTP	75-68-6710	15.00
08/14/2015	50880	4	Andersen's Star Market	080115	Water for Water Break	70-68-7736	6.79
Total 50880:							70.80
08/14/2015	50881	45	AT&T	080415-0202	Long Distance Service	10-64-6410	81.92
08/14/2015	50881	45	AT&T	080415-0202	Long Distance Service	10-68-6410	40.97
08/14/2015	50881	45	AT&T	080415-0202	Long Distance Service	70-64-6410	40.97
08/14/2015	50881	45	AT&T	080415-0202	Long Distance Service	70-68-6410	40.96
Total 50881:							204.82
08/14/2015	50882	1256	Brent Flot	080515	Uniform Reimbursement	10-66-6710	236.62
Total 50882:							236.62
08/14/2015	50883	1258	Canon Solutions America	988501111	Set Up Plotter	10-64-6650	1,456.53
Total 50883:							1,456.53
08/14/2015	50884	52	Cardmember Service	080115-0838	Cricut Design	10-64-6415	.99
08/14/2015	50884	52	Cardmember Service	080115-0838	Rossi Retirement	10-61-6730	16.93
08/14/2015	50884	52	Cardmember Service	080115-0838	Binding of WW Books	75-64-6720	7.29
Total 50884:							25.21
08/14/2015	50885	1041	Caselle Inc.	67270	Contract Support and Maintenance - September 2015	10-64-6633	525.00
Total 50885:							525.00
08/14/2015	50886	1148	CDPHE	WU1610130	WWTP Permit #COG589104	75-68-6415	3,720.00
08/14/2015	50886	1148	CDPHE	WU1610130	WWTP Permit #COG589104	75-68-6415	75.00
Total 50886:							3,795.00
08/14/2015	50887	30	Century Link	070715	Telephone/Fax Service - 303-536-4753	10-64-6410	64.40
08/14/2015	50887	30	Century Link	070715-303-	Telephone Service - 303-536-4003	75-68-6410	102.56
08/14/2015	50887	30	Century Link	070715-303-	Telephone Service - 303-536-9365	70-68-6410	54.02
Total 50887:							220.98
08/14/2015	50888	36	Colorado Analytical Laboratories I	150717024	Water Samples	70-68-6633	180.00
08/14/2015	50888	36	Colorado Analytical Laboratories I	150721060	Wastewater Samples	75-68-6633	111.60
08/14/2015	50888	36	Colorado Analytical Laboratories I	150728045	Wastewater Samples	75-68-6633	111.60
08/14/2015	50888	36	Colorado Analytical Laboratories I	150804097	Water Samples	70-68-6633	39.40

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 50888:							442.60
08/14/2015	50889	1257	David Duclos	081315	Comp Plan Update	10-65-6633	2,000.00
Total 50889:							2,000.00
08/14/2015	50890	33	DPC Industries Inc.	737003283-1	WW Chemicals	75-68-6710	980.00
Total 50890:							980.00
08/14/2015	50891	503	Flowmation Inc.	3514	WWTP Valve Acuator	75-68-6652	3,032.00
Total 50891:							3,032.00
08/14/2015	50892	57	Front Range Internet	1392758	Website Hosting and Maintenance	10-64-6415	122.90
Total 50892:							122.90
08/14/2015	50893	9	Hector J. Brignoni MD	072815	Pre Employment Physical	10-66-6415	237.00
Total 50893:							237.00
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Administration	10-64-6630	2,787.33
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Litigation	10-64-6630	82.50
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Community Development	10-64-6630	280.50
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Municipal Court	10-62-6630	561.00
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Hudson Public Library	25-64-6630	66.00
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Library Litigation	25-64-6630	140.25
08/14/2015	50894	22	Hoffmann Parker Wilson & Carber	073115-4080	Legal Services - Library Litigation	10-64-6630	140.25
Total 50894:							4,057.83
08/14/2015	50895	1250	Humphries Poli Architects	35026.00-2	Design and Planning of New Town Hall	60-64-7718	9,249.00
Total 50895:							9,249.00
08/14/2015	50896	134	Judith A. McGill	073115	Mileage - DMV and Cake for Ed Rossi	10-64-6213	42.95
Total 50896:							42.95
08/14/2015	50897	492	Linnette Barker	081415	Mileage - Bank and Clerk & Recorder	10-64-6213	53.48
08/14/2015	50897	492	Linnette Barker	081415	Cell Phone - August 2015	10-64-6410	25.00
Total 50897:							78.48
08/14/2015	50898	1204	Longmont Ford	6069783/1	Code Enforcement Pick Up Upgrades	10-66-6633	3,727.38
Total 50898:							3,727.38
08/14/2015	50899	950	Lowe's	082015-9900	Tools for Trucks	10-68-6735	294.34

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 50899:							294.34
08/14/2015	50900	84	Mountain States Pipe & Supply	341309-00	Water Meters Install	70-68-6415	494.78
08/14/2015	50900	84	Mountain States Pipe & Supply	341789-00	Meter Pit Tools	70-68-7736	228.55
08/14/2015	50900	84	Mountain States Pipe & Supply	341833-00	Water Meter Supplies	70-68-6415	26.93
Total 50900:							750.26
08/14/2015	50901	1186	Pinnacle Bank	080115-4035	Lap Top and Office Equipment for New PW Shop	10-68-7732	505.97
Total 50901:							505.97
08/14/2015	50902	1187	Pinnacle Bank - 2	080115-4076	Economic Development Luncheons	10-65-7103	123.49
Total 50902:							123.49
08/14/2015	50903	1188	Pinnacle Bank - 3	080115-4050	Umbrella for Tractor	10-68-6710	15.00
08/14/2015	50903	1188	Pinnacle Bank - 3	080115-4050	Testing	70-68-6210	180.00
08/14/2015	50903	1188	Pinnacle Bank - 3	080115-4050	Testing	75-68-6210	180.00
Total 50903:							375.00
08/14/2015	50904	1189	Pinnacle Bank - 4	080115-4043	Envelopes with Postage & Postage	10-64-6722	613.01
08/14/2015	50904	1189	Pinnacle Bank - 4	080115-4043	Food for PC Workshop	10-65-6212	49.98
Total 50904:							662.99
08/14/2015	50905	1190	Pinnacle Bank - 5	080115-4068	Transition Lunches with SafeBuilt & Pick up of new Police Car	10-66-6210	114.21
Total 50905:							114.21
08/14/2015	50906	1195	Pinnacle Bank - 6	080115-4027	Weld County Planner	10-64-6212	30.21
08/14/2015	50906	1195	Pinnacle Bank - 6	080115-4027	Ed Rossi Gift	10-61-6730	500.00
08/14/2015	50906	1195	Pinnacle Bank - 6	080115-4027	Weld County Clerk and Recorder	10-64-6415	3.25
08/14/2015	50906	1195	Pinnacle Bank - 6	080115-4027	Supplies for BOT Retreat	10-61-6210	53.98
Total 50906:							587.44
08/14/2015	50907	1116	Raymond Patch	080515	Mileage - Bank Deposit and Meetings	10-64-6213	127.65
08/14/2015	50907	1116	Raymond Patch	080515	Meeting Parking	10-61-6212	16.00
Total 50907:							143.65
08/14/2015	50908	1146	Rebecca Utecht	081315	Mileage - Bank and Institute	10-64-6213	303.60
08/14/2015	50908	1146	Rebecca Utecht	081315	Cell Phone - April 2015	10-64-6411	25.00
Total 50908:							328.60
08/14/2015	50909	1151	RH Water & Wastewater LLC	95	Wastewater Contract Ops	75-68-6633	125.00
08/14/2015	50909	1151	RH Water & Wastewater LLC	95	Water Contract Ops	70-68-6633	125.00
Total 50909:							250.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/14/2015	50910	342	Roggen Farmer's Elevator Associ	710784	Weed Killer	10-69-6710	401.25
08/14/2015	50910	342	Roggen Farmer's Elevator Associ	710784	Weed Killer	10-67-6710	401.25
Total 50910:							802.50
08/14/2015	50911	285	Town of Hudson	080115 - 100	Water & Sewer - 509 Cherry Street	10-68-6418	42.20
08/14/2015	50911	285	Town of Hudson	080115-2018	Water & Sewer - 557 Ash Street	10-64-6418	64.30
08/14/2015	50911	285	Town of Hudson	080115-3043	Water & Sewer - 258 5th Avenue	10-68-6418	60.51
08/14/2015	50911	285	Town of Hudson	080115-4061	Water & Sewer - 1175 6th Avenue	70-68-6418	5,780.26
08/14/2015	50911	285	Town of Hudson	080115-4062	Water & Sewer - 650 Cherry Street	10-69-6418	3,134.11
Total 50911:							9,081.38
08/14/2015	50912	131	Tribune The	4196581	Ordinance Publishing - 15-10 2nd Reading	10-64-6620	24.18
08/14/2015	50912	131	Tribune The	4196582	Ordinance Publishing - 15-13	10-64-6620	85.80
08/14/2015	50912	131	Tribune The	4196583	Ordinance Publishing - 15-12 2nd Reading	10-64-6620	24.18
Total 50912:							134.16
08/14/2015	50913	5	United Power	073115-1634	electric - 8249 WCR 47.5	75-68-6413	3,794.18
08/14/2015	50913	5	United Power	073115-1800	Electric - 258 5th Avenue	10-68-6413	103.09
Total 50913:							3,897.27
08/14/2015	50914	18	Utility Notification Center of Color	21507423	Locates	70-68-6633	138.71
Total 50914:							138.71
08/14/2015	50915	1259	WYOPASS	081815	2015 Western Planner Conference	10-64-6210	300.00
Total 50915:							300.00
08/14/2015	50916	1122	Zamar Screen Printing Inc.	15300	Uniform Shirts	10-66-6710	257.08
08/14/2015	50916	1122	Zamar Screen Printing Inc.	15300	Equipment Signs	10-66-7734	233.00
Total 50916:							490.08
Grand Totals:							49,672.15

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

MEMORANDUM

2.a.

2.b.

To: Board of Trustees
From: Joe Racine, Town Administrator
Date: August 19, 2015
Subject: Interview/Resolution No. 15-26, Board of Trustees Appointment

Attachment

There is currently one tentative vacancy on the Board of Trustees. Trustee Tiffany Sanders resigned, effective when her position is filled. At the time of preparing the Board packet we had received one application from Allison Hough, a former member of the Planning Commission.

This meeting will be an opportunity to interview Ms. Hough and any other applicants who may apply prior to the meeting, and to consider a resolution appointing a replacement to serve until the April 2016 election.



TOWN OF HUDSON

557 ASH STREET, P.O. BOX 351
HUDSON, CO 80642-0351
Phone: 303-536-9311 FAX: 303-536-4753
www.hudsoncolorado.org

Application for: Board of Trustees Planning Commission Board of Adjustment
Please check the box of the position you are applying for.

First Name E. Allison

Middle Name _____

Last Name Hough

Street Address 50 Cedar St.

Home Phone _____

Work Phone 303-305-8986 (CEL)

E-Mail Address alleycat56icu@aol.com

Occupation labor

Employer Vestas

Qualifications for Board of Trustees Position:

1. U.S. Citizen
2. At least 18 years of age
3. Resident of Hudson at least 12 consecutive months
4. Registered elector
5. Must maintain residence throughout the term of the appointment

Length of Residency: 16 (Years) _____ (Months)

Please list any specialized business skill or education:

Please list any civic activities:

I Was on the Planning Commission until ^{terminated} _{out}

Are you familiar with any ordinances or master plans relating to the particular board for which you are applying? _____

Are you related to any employee, appointed or elected official of the Town of Hudson Government? NO

Do you have any personal conflicts with the meeting schedule? No

RESOLUTION NO.

15-26

TITLE: A RESOLUTION APPOINTING ALLISON HOUGH TO THE BOARD OF TRUSTEES PURSUANT TO C.R.S. § 31-4-303 AND SECTION 2-2 OF THE HUDSON MUNICIPAL CODE

WHEREAS, vacancies exist in the Board of Trustees; and

WHEREAS, the Board of Trustees desires to fill the vacancies until the next regular election in accordance consistent with the provisions of C.R.S. §31-4-303 and Hudson Municipal Code Section 2-2.

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

Section 1. Effective at the regular board meeting August 19, 2015, Allison Hough is hereby appointed to the Board of Trustees for a term ending on the date of the next regular election.

INTRODUCED, READ and PASSED this 19th day of August, 2015.

TOWN OF HUDSON, COLORADO

Raymond Patch, Mayor

ATTEST:

Linnette Barker, Town Clerk

MEMORANDUM

2.c.

To: Board of Trustees
From: Joe Racine, Town Administrator
Date: August 19, 2015
Subject: Resolution No. 15-25

Attachment

The attached Resolution No. 15-25 ratifies the appointment of Mayor Patch to the selection committee for the High Plains Library District. There are two vacancies on the District's board of trustees, and another term expiring the end of this year. The member libraries have asked the District to proceed according to their bylaws to fill the positions. The selection committee will interview applicants and nominate candidates to fill the vacancies.

RESOLUTION NO.

15-25

**TITLE: A RESOLUTION RATIFYING THE APPOINTMENT OF MAYOR
RAYMOND PATCH TO THE SELECTION COMMITTEE FOR THE HIGH
PLAINS LIBRARY DISTRICT**

WHEREAS, the Town of Hudson (the "Town") is a participating jurisdiction, as identified in Paragraph 3 of Appendix A to the Bylaws of the Board of Trustees of the High Plains Library District (the "Bylaws"); and

WHEREAS, there exist two vacancies on the Board of Trustees of the High Plains Library District (the "Board"), and one additional position on the Board will become vacant on December 31, 2015; and

WHEREAS, the Bylaws provide for each participating jurisdiction to appoint a member of its legislative body to a Selection Committee for the purpose of selecting new members of the Board from among applicants.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Hudson, Colorado, that the appointment of Mayor Raymond Patch to the Selection Committee of the High Plains Library District is hereby ratified.

INTRODUCED, READ AND ADOPTED THIS 19th day August, 2015

TOWN OF HUDSON, COLORADO

Raymond Patch, Mayor

SEAL

ATTEST

Linnette Barker, CMC, Town Clerk

MEMORANDUM

2.d.

To: Board of Trustees
From: Joe Racine, Town Administrator
Date: August 19, 2015
Subject: Recreation Director job description

Attachment

Attached is a DRAFT job description for the proposed Recreation Director position. The exempt position would be responsible for developing a fledgling recreation program for the Town, including programing, facilities development, coordination with other agencies and youth groups, and events coordination.

This meeting will be to obtain comments on the job description and to confirm whether or not the Board would like to proceed with filling the position at this time.

JOB DESCRIPTION – RECREATION DIRECTOR

DRAFT:

IMMEDIATE SUPERVISOR: Town Administrator

SUMMARY OF POSITION:

This position is an exempt position. Responsibilities include the overall operation of Town Events and the creation and operation of a local Recreation Program. This program is to work in coordination with current non-school athletic programs, fitness programs, senior, youth and teen programs, youth activities, performing arts, special events, arts and crafts and other recreation programs. Responsibilities include the development, scheduling, coordination and marketing of programs, events and exhibits. Assists with budget preparations, monitors expenditures, and seeks corporate sponsorships for events, equipment and facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to follow oral and written instructions.
- To establish and maintain effective working relationships with Town staff, general business members, school district, library, neighboring municipalities and residents of the community.
- Identifies needs, plans and facilitates development of public recreation facilities.
- Proposes, organizes and oversees Town Special Events, including preparing proposals and soliciting, recruiting, scheduling, negotiating and contracting groups or individuals for Town Events. Recruits, monitors and supervises volunteers; defines and delegates volunteer tasks; and coordinates with Town Departments for assistance with Town Events. Purchases supplies and materials for all areas of Town events.
- Organizes and oversees Town involvement in local activities that are organized by others.
- Identifies grant funding opportunities and writes grant applications.
- Liaison with local youth sports organizations. Coordinates use of Town parks and facilities by youth sports teams and other groups. Ensures that users have proper insurance and that facilities are left in good order.
- Plans and manages a recreation program including athletic leagues, fitness programs, senior, youth and teen programs, youth activities, performing arts, special events, arts and crafts and other recreation programs.
- Manages programs and event staffing, maintenance, marketing and volunteers.
- Provides for risk management practices; ensures all safety rules, regulation and procedures are followed.
- Coordinates facilities and programs with staff and other agencies and organizations; serves as a technical advisor to sports clubs and staff.
- Establish a short and long range planning for a comprehensive recreation program; proposed long range capital improvement and development of facilities, equipment and programs.

- Receptionist and information resource for public contact and inquiries.
- Other duties as requested by authority

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in recreation management or equivalent. Minimum of two years prior experience in a recreation administration, events coordination, or a closely related field with similar function.

PHYSICAL DEMANDS:

Must be able to regularly lift 25 pounds. Must be able to perform tasks commonly associated with environment.