

AGENDA

TOWN OF HUDSON – TOWN COUNCIL
REGULAR MEETING
August 17, 2016 - 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. Town Council Meeting Minutes – August 3, 2016
- b. Payment of Bills

2) GENERAL BUSINESS

- a. Case 16-06, 641 Dahlia St., Residential Use in Business District
- b. Resolution 16-22, Bank Authorized Signer
- c. Engineering Contract – Eastridge drainage design
- d. Discussion, Recreation programs
- e. Request to purchase Town-owned property

3) STAFF REPORTS

4) ADJOURNMENT

Work Session – 2017 Budget Discussion

MINUTES
TOWN OF HUDSON TOWN COUNCIL
REGULAR MEETING
August 3, 2016 - 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
Mayor Pro-Tem, Laura Hargis – Present
Councilmember, Matt Cole – Present
Councilmember, Christine Hamilton – Present
Councilmember, Julia Stell – Absent
Councilmember, Joe Hammock – Present
Councilmember, Maria Chavez - Present

Town Clerk Pro-Tem, Becky Utecht took roll call, and a quorum of (5) Councilmembers were present.

Town Staff Present:

Town Manager – Joe Racine
Town Attorney – Corey Hoffmann
Town Clerk Pro-Tem – Becky Utecht
Economic Development Director – Dan Hamsmith
Utility and Public Works Director – Hunter Fobare
Town Marshal – Brent Flot

ADDITIONS TO AGENDA

Item 2g under General Business was moved to the end of the Agenda after Staff Reports.

CITIZEN'S COMMENTS

Mark Woodward, 19886 WCR 8, claimed that the drainage off WCR 8 from the Outpost RV Storage facility is causing erosion on WCR 41. It is running so hard it backs up into his lot. The drainage is not adequate and is running backwards on the south side of WCR 8.

Joe Racine, Town Manager, reported that he would have the Utility and Public Works director for the Town look at this.

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 Councilmember 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. Town Council Minutes, Regular Meeting, July 20, 2016
- b. Payment of Bills

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

The vote was as follows:

Aye: Councilmembers Hargis, Cole, Hammock, Chavez, Hamilton, and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

2) GENERAL BUSINESS

a. Contract Addendum, Fransen Pittman, Town Hall Guaranteed Maximum Price

Joe Racine, Town Manager, reported that our owner's representative, Kevin Gibbs, is here this evening to answer any questions. The Town is at the point in the Town Hall project where we are proposing a contract addendum to set the guaranteed maximum price (GMP) of the project. The total GMP is currently at \$3,083,210.00.

Kevin Gibbs, Owner's Representative, reported that the mobilization of the project is to occur on August 12, 2016, although the contractor has already fenced in the work area and staked it out. The estimated certificate of occupancy date is April 2017.

Councilmember Hargis made a motion, seconded by Councilmember Hamilton to approve the Contract Addendum, Fransen Pittman, Town Hall Guaranteed Maximum Price

The vote was as follows:

Aye: Councilmembers Hargis, Hamilton, Cole, Hammock, Chavez, and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

b. Discussion – Eastridge Estates Drainage

Laura Hargis, Councilmember, recused herself from the discussion.

Joe Racine, Town Manager, reported that there is nothing more to report on the research into the Eastridge Subdivision drainage issue. He spoke with Jason Murray, the engineer who prepared the original drainage report for the project. Jason is with a different company now and has nothing in his files on this project. He also spoke with Rick Gonzalez from RG Engineering, the Town Engineer at the time of the development. HE said that they did not have any records from that time.

Corey Hoffmann, Town Attorney, reported that he looked at the Town's file and plat. The Town Board approves plats with subdivision agreements, which explains public improvements. The subdivision agreement was never recorded. It is unclear if this is a public improvement or not. He reviewed his records and the engineering timeline and there was nothing on the drainage. This type of improvement is sometimes the responsibility of the municipality and sometimes it is the responsibility of the developer. The Town could undertake this improvement if needed, although there is nothing that says the Town is legally responsible to do so. Steps that will need to occur to make this improvement will first be the design. Secondly, what will the costs associated with this project be, acquisitions of needed land and easements, and finally, bidding and construction.

Joe Racine, Town Manager, reported that the design of the project would determine the positioning of the easements and a detention pond. He reported that at the direction of the Council he would ask Jason Murray to provide the engineering design to the Town.

The Town Council authorized the staff to move forward with the design.

c. Weld County Notice of Inquiry – Sparboe Farms

Joe Racine, Town Manager, reported that the Town's "Coordinated Planning Agreement" with Weld County provides for a notice to the Town when development is planned in the defined Urban Growth Area (UGA). The Town has the option to require annexation when "development" occurs in the UGA. On July 21st we received a "Notice of Inquiry" from Weld County regarding a redevelopment proposal from Sparboe Farms to demolish 12 barns on their property and to replace them with eight new cage-free barns. This would increase the capacity of the facility by over 400,000 chickens. The question asked by the Notice is "Do you wish to annex the property?" The Town has until August 11th to respond to the County. If we do not respond by that date, the County is free to continue with consideration of the development.

Tim Naylor, representing Sparboe Farms on behalf of Ag Professionals, reported that this is just a minor amendment to the existing USR Permit. The request is to add a foundation to an existing modular home and to replace 12 existing barns on north side of property with eight larger, cage-free barns. The project will start in approximately 1-2 years and increase their capacity. This would prevent Sparboe from having to truck in cage-free bird eggs. Sparboe Farms is continuing negotiations on purchasing water from the Town of Hudson. He recommended that the Town and Sparboe enter into an access/road maintenance agreement in which Sparboe pays the Town a yearly maintenance fee. If any road damage occurs beyond the agreement and is deemed the responsibility of Sparboe Farms that would be an additional cost.

Corey Hoffmann, Town Attorney, reported that he does not recommend pre-annexation agreements. They are not useful if the plan is not set to occur in the near future. This is not the type of land use typically found within towns. The entity that regulates Sparboe Farms also deals with any of their complaints.

The Town Council and Town Staff had no objections to this request. Staff will send a letter that there is no desire to annex at this time and ask that Weld County approval include a requirement for a road maintenance agreement.

d. Resolution 16-18, Broadband ballot question

Joe Racine, Town Manager, reported that the attached Resolution No. 16-18 would submit a ballot question to voters this November regarding authority for the Town to provide high speed internet and cable TV services, either directly or with partners. This would be the "opt out" ballot question regarding Senate Bill 05-152 that placed restrictions on local governments' ability to provide these services.

Councilmember Cole made a motion, seconded by Councilmember Chavez to approve the Resolution 16-18, Broadband ballot question

The vote was as follows:

Aye: Councilmembers Cole, Chavez, Hargis, Hamilton, Hammock, and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

e. Discussion – Resolution 16-19, Lodging Tax

Joe Racine, Town Manager, reported that Resolution 16-19 would submit a ballot question to voters this November regarding establishment of a lodging tax in Hudson. The proposed 3% tax would be assessed on top of normal sales taxes for hotel rooms or accommodations. To date the Council has had no discussions regarding the tax rate to propose nor the purpose for which revenues from the tax should be earmarked. The resolution only says that the tax will be used for general governmental purposes. If Council decides to pursue this ballot question in November, we should resolve those questions at this meeting. Taxes should be used for the benefit for those paying the tax, something like transportation improvements on roadways serving the motel or facilities benefitting the motel guests might be appropriate. He provided a rough preliminary estimate on the Best Western Plus motel based on 87 rooms with a 75% average occupancy rate, a tax rate of 3% and average room rent of \$129.00. The estimated annual gross tax revenue based on these figures would be \$92,169.00.

Laura Hargis, Councilmember, reported that she had done some research on other municipalities lodging tax rates and their purpose. Brighton has a lodging tax of 3%, Longmont has a lodging tax of 2% and Denver has a lodging tax of 10.75%. In Denver, the lodging tax is used to support economic development and tourism. In Longmont, the lodging tax is used for tourism and acquiring facilities.

Corey Hoffmann, Town Attorney, reported they could do a draft ordinance for the Municipal Code explaining lodging taxes if the Council would like. This ordinance could state that the purpose of the revenue could be for tourism, promotion and other governmental purposes. He could also draft the ordinance to exempt campgrounds from being subject to this tax.

The unanimous consensus of the Council was to hold off on this ballot question at this time.

f. Resolution 16-20, Memorandum of Intergovernmental Agreement for Conduct of Coordinated Elections

Joe Racine, Town Manager, The Intergovernmental Agreement for Conduct of Coordinated Election is due to the Weld County Elections office before August 30, 2016. This agreement would include a ballot question from the Town of Hudson on broadband.

Councilmember Cole made a motion, seconded by Councilmember Chavez to approve Resolution 16-20, Memorandum of Intergovernmental Agreement for Conduct of Coordinated Elections.

The vote was as follows:

Aye: Councilmembers Cole, Chavez, Hamilton, Hammock, Chavez, and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

3) STAFF REPORTS

Joe Racine, Town Manager, reported CML has asked for an appointment to the policy committee. Consensus from Council was for him to continue serving on that committee. He has been speaking with Kathy Novak regarding the planning of the upcoming Town Council Retreat, scheduled for September 10, 2016. Some discussion items will include the disposition of the current Town Hall building and revising and/or adding fees. He is still looking for more discussion ideas. Survey's will be going out to citizens soon. He received a call from the BNSF engineer regarding the Industrial Park and they have a meeting scheduled. The Town Hall groundbreaking is Saturday, August 6, 2016 from 10 am – 1 pm. The actual ceremonial event will be at 11 am.

Corey Hoffmann, Town Attorney, reported that the executive session will be to discuss the High Plains Library District. There have been recent changes regarding municipal court laws. One is in regard to transporting defendants in custody, which does not pertain to the Town of Hudson Municipal Court. The other was initiated and passed by the ACLU which does not allow municipalities to put someone in jail for non-payment of fees and fines. He is currently drafting a new ordinance that would allow the Town to issue community service in lieu of payments and if they do not complete their community service obligation they can be jailed for that.

Brent Flot, Town Marshal, reported that they had been on 151 calls in July and 29 of those were on-call dispatches. He helped Weld County with driver's training and that went well. He is currently working with other agencies to get everyone to become instructors so that training can be done in-house.

Hunter Fobare, Utility and Public Works Director, reported that the shallow well building is finally complete, but there are a few small items to be repaired. He asked the councilmembers if he could purchase a skid steer. The general contractors need one during the construction of the new Town Hall and the Town only owns one. It is more cost efficient to purchase another one versus renting. After the Town Hall is built the old one can be sold. The cost is approximately \$22,000.00.

Councilmember Cole made a motion, seconded by Councilmember Hargis to approve the purchase of new skid steer, not to exceed \$25,000.00.

The vote was as follows:

Aye: Councilmembers Cole, Hargis, Chavez, Hamilton, Hammock and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

4) EXECUTIVE SESSION

- a. To hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. §24-6-402(b)(4) regarding High Plains Library District.

Councilmember Hargis made a motion, seconded by Councilmember Cole to enter into executive session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. §24-6-402(b)(4) regarding High Plains Library District. Motion carried unanimously.

Mayor Patch asked to let the record show that the motion passed. The Council entered into Executive Session at 7:18 p.m.

Mayor Patch reconvened the regular meeting of the Hudson Town Council at 7:37 pm.

g. Resolution 16-21, High Plains Library District

Councilmember Hargis made a motion, seconded by Councilmember Hamilton to approve Resolution 16-21, High Plains Library District.

The vote was as follows:

Aye: Councilmembers Hargis, Hamilton, Cole, Chavez, Hammock, and Mayor Patch

Nay - None

Mayor Patch declared the motion carried.

ADJOURNMENT

The meeting adjourned at approximately 7:38 p.m.

TOWN OF HUDSON, COLORADO

Mayor

ATTEST

Town Clerk Pro-Tem

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	
08/05/2016	51992	90	TZA Water Engineers Inc.	0414538.01-	Water Engineering Services	70-64-6640	127.00-	V
Total 51992:							127.00-	
08/05/2016	51994	1327	United Site Services	114-4175493	Park Sanolet	10-69-6633	363.86-	V
08/05/2016	51994	1327	United Site Services	114-4233096	Porta potty @ Pond	10-69-6415	259.95-	V
Total 51994:							623.81-	
08/01/2016	51998	27	United States Postal Service	080116	Utility Bill Mailing	75-64-6722	69.36	
08/01/2016	51998	27	United States Postal Service	080116	Utility Bill Mailing	70-64-6722	69.36	
Total 51998:							138.72	
08/04/2016	52001	896	Swanhorst & Company LLC	7-15-16	Partial Billing on Audit - December 31, 2015	75-64-6632	1,760.00	
08/04/2016	52001	896	Swanhorst & Company LLC	7-15-16	Partial Billing on Audit - December 31, 2015	70-64-6632	1,760.00	
08/04/2016	52001	896	Swanhorst & Company LLC	7-15-16	Partial Billing on Audit - December 31, 2015	25-64-6632	1,760.00	
08/04/2016	52001	896	Swanhorst & Company LLC	7-15-16	Partial Billing on Audit - December 31, 2015	10-64-6632	3,520.00	
Total 52001:							8,800.00	
08/16/2016	52002	1303	Airgas USA, LLC	905036308	Helium for Groundbreaking - Balloons	10-69-6730	152.14	
08/16/2016	52002	1303	Airgas USA, LLC	9938189827	Tank Rental	70-68-6710	26.74	
Total 52002:							178.88	
08/16/2016	52003	886	At Your Service Electric	16270	Electrical Repair	70-68-6652	130.00	
Total 52003:							130.00	
08/16/2016	52004	683	Bratton's Office Equipment Inc.	18914	Canon Contract / Meter Charge	10-64-6633	600.35	
Total 52004:							600.35	
08/16/2016	52005	46	CarQuest Auto Parts Stores	2057-389657	Tractor Parts	10-68-6710	19.64	
Total 52005:							19.64	
08/16/2016	52006	1041	Caselle Inc.	74968	Contract Support and Maintenance	75-64-6633	175.00	
08/16/2016	52006	1041	Caselle Inc.	74968-1	Contract Support and Maintenance	10-64-6633	175.00	
08/16/2016	52006	1041	Caselle Inc.	74968-1	Contract Support and Maintenance	70-64-6633	175.00	
Total 52006:							525.00	
08/16/2016	52007	1284	Clear Water Solutions	4950	Project 15-180 - Water Engineering Services	70-64-6640	2,346.42	
Total 52007:							2,346.42	
08/16/2016	52008	36	Colorado Analytical Laboratories I	160719074	Wastewater Samples	75-68-6633	113.40	

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/16/2016	52008	36	Colorado Analytical Laboratories I	160726079	Wastewater Samples	75-68-6633	113.40
08/16/2016	52008	36	Colorado Analytical Laboratories I	160802120	Water Samples	70-68-6633	39.40
Total 52008:							266.20
08/16/2016	52009	1313	Culligan	073116-153-	WW Drinking Water	75-68-6633	94.95
Total 52009:							94.95
08/16/2016	52010	33	DPC Industries Inc.	737003058-1	Chemicals - Sodium Hypo	75-68-6710	878.50
08/16/2016	52010	33	DPC Industries Inc.	737003385-1	Chemicals - Sodium Hypo	70-68-6710	103.24
Total 52010:							981.74
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	3.90
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	5.15
08/16/2016	52011	53	Farm & Home Lumber	8720081016	trailer lock	10-68-6710	25.49
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	97.65
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-69-6710	97.65
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	10.21
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	21.08
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	10-68-6735	18.10
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	3.85
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	80.83
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	17.70
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	25.21
08/16/2016	52011	53	Farm & Home Lumber	8720081016	park Supplies	10-69-6710	31.05
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	13.10
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation repair	10-69-6710	2.19
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	75-68-6710	52.61
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	4.44
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	70-68-6710	7.60
08/16/2016	52011	53	Farm & Home Lumber	8720081016	irrigation coupler	10-69-6710	3.79
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tire repair	70-68-6710	4.85
08/16/2016	52011	53	Farm & Home Lumber	8720081016	building supplies	70-68-6710	12.31
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	.52
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	70-68-6735	8.95
08/16/2016	52011	53	Farm & Home Lumber	8720081016	gutters	10-68-6710	48.38
08/16/2016	52011	53	Farm & Home Lumber	8720081016	gutters Town Hall	10-68-6710	1.95
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	75-68-6710	8.99
08/16/2016	52011	53	Farm & Home Lumber	8720081016	bungee Cords	10-69-6730	22.40
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	10-69-6735	53.44
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-69-6710	18.44
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	75-68-6735	13.19
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	75-68-6735	15.99
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	70-68-6710	16.65
08/16/2016	52011	53	Farm & Home Lumber	8720081016	tools	70-68-6735	78.45
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	70-68-6710	6.39
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	70-68-6710	2.25
08/16/2016	52011	53	Farm & Home Lumber	8720081016	supplies	10-68-6710	15.15
Total 52011:							849.90
08/16/2016	52012	54	Fort Lupton City of	FIN2016178	O&M for Joint Water Treatment Facility	70-68-6515	5,562.94

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 52012:							5,562.94
08/16/2016	52013	57	Front Range Internet	1430053	Website Hosting & Maintenance	10-64-6633	122.90
Total 52013:							122.90
08/16/2016	52014	1336	GCR Tires & Service	33864	skid steer tires	10-68-6735	1,005.63
Total 52014:							1,005.63
08/16/2016	52015	1045	Green Mountain Lawn & Tree Car	156018	Tree Spraying	10-69-6633	577.50
Total 52015:							577.50
08/16/2016	52016	22	Hoffmann Parker Wilson & Carber	080316-4080	Legal Services - Library Litigation	25-64-6630	40.00
Total 52016:							40.00
08/16/2016	52017	276	Joe Racine	073116	Mileage	10-64-6213	23.76
08/16/2016	52017	276	Joe Racine	073116	Computer, Camera Phone	10-64-6633	50.00
08/16/2016	52017	276	Joe Racine	073116	Medicare Reimbursement	10-64-6110	150.90
Total 52017:							224.66
08/16/2016	52018	1140	Laura Hargis	080516	Water and Candy for Meetings	10-64-6710	38.43
Total 52018:							38.43
08/16/2016	52019	1268	Lewis-Goetz and Company	BN031061	Hoses	70-68-6710	237.36
Total 52019:							237.36
08/16/2016	52020	492	Linnette Barker	081316	Cell Phone	10-64-6410	25.00
Total 52020:							25.00
08/16/2016	52021	213	Lost Creek Guide LLC	9745	Advertising for PW and Clerk Positions	10-64-6620	49.50
Total 52021:							49.50
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	7.05
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	13.66
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	53.62
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	70-68-6416	64.67
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	17.38
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	8.70
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6410	31.91
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	75-68-6416	35.76
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	16.15
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	42.71
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	46.95
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	7.39
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	64.70
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	32.47
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	14.32

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	26.26
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	25.01
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	18.50
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	70-68-6416	60.45
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	75-68-6416	53.48
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	18.00
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	29.33
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	70-68-6416	62.37
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	135.68
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	22.70
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	75-68-6416	40.92
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	35.00
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	18.00
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6710	16.86
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	7.28
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	15.50
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	75-68-6416	56.63
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	32.95
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6410	27.70
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6410	27.50
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	27.77
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	24.00
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-66-6416	24.88
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-69-6416	7.47
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	61.68
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	10-68-6416	57.57
08/16/2016	52022	853	Love's Travel Stops & County Stor	6000018178	Fuel	75-68-6416	57.12
Total 52022:							1,448.05
08/16/2016	52023	950	Lowe's	2133080216	Interest	10-64-6415	4.50
08/16/2016	52023	950	Lowe's	2133080216	Mower Tires	70-68-6710	139.45
08/16/2016	52023	950	Lowe's	2133080216	Irrigation Supplies	10-69-6710	16.24
Total 52023:							160.19
08/16/2016	52024	1	Petty Cash	080516	Postage	10-64-6722	5.48
08/16/2016	52024	1	Petty Cash	080516	DMV	10-68-6415	9.09
08/16/2016	52024	1	Petty Cash	080516	Quaters for Sand Pile for Groundbreaking	10-69-6730	20.00
08/16/2016	52024	1	Petty Cash	080516	Car Wash - Ron Hough	70-68-6415	4.00
Total 52024:							38.57
08/16/2016	52025	1187	Pinnacle Bank - 2	4027080116	Meeting	10-64-6212	53.76
Total 52025:							53.76
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	8.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	8.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	8.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	8.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	8.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Training Hotel in Delta	10-66-6210	150.18
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Armorer's Course Delta	10-66-6210	250.00
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Radar Power Cable	10-66-7734	90.95
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	GPS Subscription	10-66-6211	30.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/16/2016	52026	1189	Pinnacle Bank - 4	3473080116	Car Wash	10-66-6416	9.00
Total 52026:							570.13
08/16/2016	52027	1195	Pinnacle Bank - 6	4050080116	Call Out Breakfast	75-68-6710	8.53
08/16/2016	52027	1195	Pinnacle Bank - 6	4050080116	Lab Supplies	75-68-6710	47.52
08/16/2016	52027	1195	Pinnacle Bank - 6	4050080116	Tractor Seat	10-68-6710	99.95
08/16/2016	52027	1195	Pinnacle Bank - 6	4050080116	Operator Test	75-68-6710	60.00
Total 52027:							216.00
08/16/2016	52028	1266	Pinnacle Bank - 7	4043080116	Postage	10-64-6722	583.06
08/16/2016	52028	1266	Pinnacle Bank - 7	4043080116	Background Check	10-64-6710	6.85
Total 52028:							589.91
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Conference	10-69-6211	359.00
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	CP&Rec Membership	10-69-6211	95.00
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Weather Radios	10-66-6710	748.75
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Yard of the Month	10-69-6730	9.53
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Yard of the Month	10-69-6730	36.27
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Groundbreaking Food Tent	10-69-6730	149.99
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Groundbreaking Key Chains	10-69-6730	314.85
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Groundbreaking	10-69-6730	177.86
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Newsletter	10-69-6620	94.95
08/16/2016	52029	1299	Pinnacle Bank - 8	5817080116	Membership Refund	10-69-6211	40.00
Total 52029:							1,946.20
08/16/2016	52030	466	Professional Management Solutio	84059	Financial Consulting and Audit Preparation	10-64-6633	1,417.50
Total 52030:							1,417.50
08/16/2016	52031	1145	Renewable Fiber	ORD216909	Sand Groundbreaking	10-69-6730	183.73
Total 52031:							183.73
08/16/2016	52032	1151	RH Water & Wastewater LLC	286	Water Contract Ops	70-68-6633	125.00
08/16/2016	52032	1151	RH Water & Wastewater LLC	286	Wastewater Contract Ops	75-68-6633	125.00
Total 52032:							250.00
08/16/2016	52033	114	S. E. Weld County Chamber of Co	1	Business Development Expo	10-65-7103	500.00
Total 52033:							500.00
08/16/2016	52034	49	SAFEbuilt Inc	0025726-IN	Building Permit Fees	10-65-6642	6,762.11
Total 52034:							6,762.11
08/16/2016	52035	1212	Santander Leasing LLC	1851473	Street Sweeper Payment	10-68-7734	9,348.10
Total 52035:							9,348.10
08/16/2016	52036	1317	Sevy's Star Market	072916	Antibact Soap	75-68-6710	6.55
08/16/2016	52036	1317	Sevy's Star Market	072916	Cleaning Supplies	75-68-6710	9.95

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
08/16/2016	52036	1317	Sevy's Star Market	072916	Supplies	10-69-6710	1.90
08/16/2016	52036	1317	Sevy's Star Market	072916	Supplies	10-69-6710	14.84
08/16/2016	52036	1317	Sevy's Star Market	072916	Supplies	75-68-6710	13.45
08/16/2016	52036	1317	Sevy's Star Market	072916	Soap	75-68-6710	6.55-
Total 52036:							40.14
08/16/2016	52037	285	Town of Hudson	2018601072	Water & Sewer - 557 Ash Street	10-64-6418	68.86
08/16/2016	52037	285	Town of Hudson	3043102072	Water & Sewer - 258 5th Avenue	10-68-6418	79.09
08/16/2016	52037	285	Town of Hudson	4061001072	Water & Sewer - 1175 6th Avenue	70-68-6418	5,841.30
08/16/2016	52037	285	Town of Hudson	4062001072	Water - 650 Cherry Street	10-69-6418	2,427.91
08/16/2016	52037	285	Town of Hudson	4066001072	Water - Cememtary	10-68-6418	15.34
Total 52037:							8,432.50
08/16/2016	52038	5	United Power	072816-1634	Electric - WW Treatment Plant	75-68-6413	4,030.29
08/16/2016	52038	5	United Power	072816-1825	electric - PW Shop	10-68-6413	248.14
08/16/2016	52038	5	United Power	1553401072	Town Hall	10-64-6413	180.86
08/16/2016	52038	5	United Power	1553401072	Town Hall	70-64-6413	180.86
Total 52038:							4,640.15
08/16/2016	52039	1327	United Site Services	114-4271714	Park Sanolet	10-69-6633	197.85
Total 52039:							197.85
08/16/2016	52040	18	Utility Notification Center of Color	216070433	Locates	70-68-6633	114.40
Total 52040:							114.40
Grand Totals:							58,974.20

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

MEMORANDUM

2.a.

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: Single family home in the B zoning district

Attachment

This matter was scheduled for the August 10th Planning Commission meeting. However, there was not a quorum to do business in the meeting. Attached is Roy Fronczyk's memo to the Planning Commission from that meeting.

Since there was not a quorum of the Planning Commission to conduct business, I recommend that the Council act on the Commission's behalf in considering the attached request for approval of a single family dwelling in the B zoning district.

MEMORANDUM

TO: Town of Hudson Planning Commission

FROM: Roy Fronczyk

DATE: August 5, 2016

SUBJECT: Staff Comments: Case #16-06, Residential Use in B-Business District.

Ms Bonnie Ball has requested Planning Commission approval of her existing single family home which is located in the B Business Zone at 641 Dahlia Street.

This residential property is a nonconforming use located in the B – Business District which does not permit residential uses, except by Planning Commission approval as referenced in the following section of the Land Development Code (Sec. 16-46 Business district B)

- (e) Uses requiring planning commission approval. The following uses shall be permitted only upon approval of the planning commission:*
- (1) Single-family dwellings.*
 - (2) Two-family dwellings.*
 - (3) Multi-family dwellings.*
 - (4) Governmental buildings, fire stations, but not including warehouses, storage or repair.*
 - (5) Automotive repair, minor.*

Ms Ball has indicated that her application for a home improvement loan has been rejected because her home is not permitted as a Use by Right in the district. Granting the applicant a permit for residential use in the B - Business will let her pursue a loan and will allow the Town to issue a building permit for any improvements that require a permit. The property would still be zoned B- Business with a permit in the form of a letter in the files and to the applicant that permits a residence on the property.

As a side note there are 28 residentially used properties in the B – Business District in Town. A similar situation arose recently in the case of Mr. Larry Richardson who desired to replace a burned out garage but need the Planning Commission's approval for a single family home in the B Business District. We could be receiving more requests as homeowners desire to improve or build additions to their property.

Staff recommends approval of the request.

MEMORANDUM

2.b.

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: Resolution No. 16-22, Bank Signers

Attachment

Resolution No. 16-22 designates the Mayor, the Town Manager and the Clerk/Treasurer by name as being authorized to sign on the Town's bank accounts and safe deposit box.

RESOLUTION NO.
16-22

TITLE: AUTHORIZED SIGNERS ON TOWN OF HUDSON BANK
ACCOUNTS AND SAFETY DEPOSIT BOX

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HUDSON, COLORADO,
AS FOLLOWS:

Previous authorized signers on the Town of Hudson bank accounts and Safety Deposit Box shall be removed. The authorized signers shall be Mayor, Raymond L. Patch, Town Clerk/Treasurer, Rebecca Utecht, and Town Manager, Joseph Racine, are hereby authorized signers on the Town of Hudson bank accounts and Safety Deposit Box.

INTRODUCED, READ, APPROVED AND ADOPTED this 17th day of August, 2016.

TOWN OF HUDSON, COLORADO

Raymond Patch, Mayor

(SEAL)

ATTEST:

Linnette Barker, Town Clerk

MEMORANDUM

2.c.

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: Engineering contract, Eastridge drainage design

Attachment (pending)

At the last meeting the Council directed staff to proceed with the engineering design phase of the Eastridge Subdivision drainage design. I spoke with Town Engineer, Mike Ketterling, and with Jason Murray of J-T Engineering about the project. Mr. Murray had done the original drainage report in 1996 when he was an intern with Acklam Associates.

Mr. Murray has agreed to provide us with a proposal to do a remedial drainage system design, including ditches, easements and detention. The proposal will include all surveying and design necessary to obtain easements and bids to construct a project that will properly handle the drainage in the affected portion of the subdivision. However, we might not have the proposal in time for this meeting. I've left it on the agenda in the event that I have the proposal in time. If not, I'll reschedule consideration of the proposal for the September 7th agenda.

The steps necessary to complete the project are as follows:

1. Approve engineering contract.
2. Engineering design, including neighborhood meeting.
3. Obtain necessary easements.
4. Bid and construct project.

Council approval will be necessary for steps 1, 3 and 4 as the project progresses.

MEMORANDUM

2.d.

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: Recreation program update

Attachment

This item will be an opportunity to bring Council up to date on progress in the Recreation Department, and to share ideas for current and proposed recreation programs. Billie Stam prepared the attached summary.

MEMORANDUM

To: Council Members

From: Billie Stam, Director of Recreation

Date: Wednesday, August 17, 2016

Re: Recreation Activities

- Ft. Lupton Recreation Center Use
- Open Gyms are starting again September 12 and will run every Monday that the school is open from 5:30-7:30
- Lunch with the Mayor is starting up on September 6.
- New activities in the Community Center to coordinate with Hudson Academy
- Lessons learned and where to go from here
- Name the Buffalo

MEMORANDUM

2.e.

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: Request to purchase Town-owned property

Attachments

The attached report from Dan Hamsmith summarizes a request from a commercial investor to purchase a ½ acre parcel of Town-owned land, located on the west side of the Beech Street right-of-way, adjacent to the Town Park. The purpose of this meeting is to have the developer present his project to Council and to obtain direction from Council as to whether or not there is interest in selling the land. Land can be sold without an election or a declaration of the land as surplus since the Town has become home rule.

Also attached is a map showing the location of the property. The site was purchased from a private owner in 2009 as part of an effort at the time to assemble land for a possible town hall site. Because of the cost of other parcels the idea of locating town hall here was abandoned.

MEMORANDUM

2.e.

To: Town Council
From: Dan Hamsmith, Economic Development Director 
Date: August 17, 2016
Subject: Discussion, Proposed Sale of Town-owned Property

Attachments

OVERVIEW

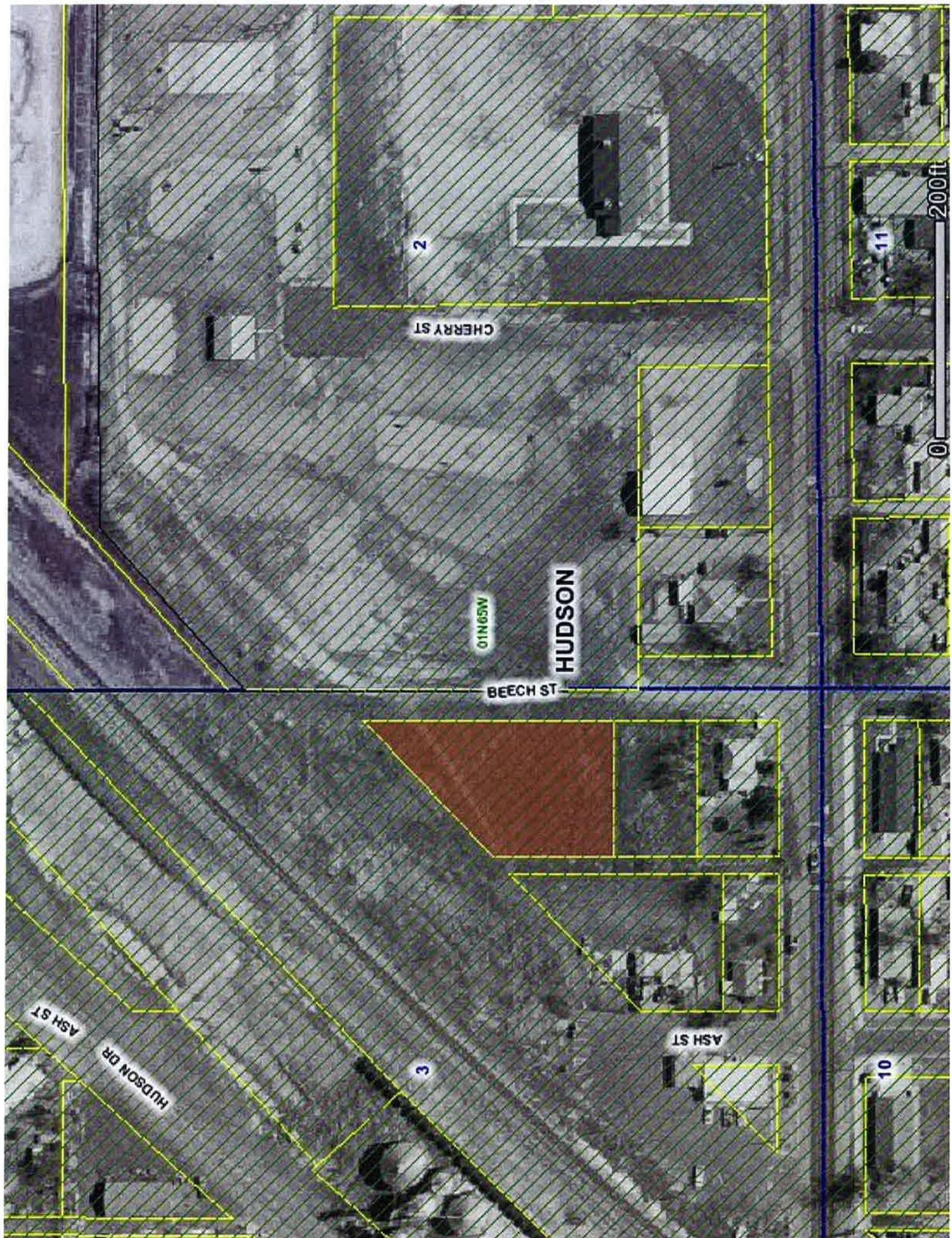
The Town of Hudson has been selected as a potential expansion site by a national discount retailer. Representatives from Vaquero Ventures in Fort Worth, Texas will be on hand at this meeting to make a presentation about this economic development opportunity.

BACKGROUND

As is with most economic development initiatives, site selectors complete their due diligence long before a community learns they are being considered as a location of interest, in other words, "on the short list". This project was no different. I learned that our town had been selected for a retail location when discussions with Kevin Mattson, Development & Acquisitions Manager with Vaquero Ventures, began in December of 2015. It wasn't until mid-February of this year that Kevin and I met for the first time and I took him on a tour of our community. Over the course of time, multiple sites throughout town were considered for this project. We met again in June, this time at the final proposed location. The site is comprised of three properties, two privately owned, the other a town-owned property (Weld County Property Portal Account #R1024296). For reference purposes, a map showing the location of the town-owned property (outlined in red), along with the property report, is attached to this memo. The two privately-owned properties also under consideration are located between the southern boundary of the town-owned property and SH 52.

CONCLUSION

At the end of the presentation, you will be asked to consider a proposal for the sale of the town-owned property. I believe this project would have a positive impact on our community by providing employment opportunities, additional shopping convenience, as well as adding to our tax revenues. I look forward to their presentation and your review of the materials, along with your comments and recommendation to administration and staff whether or not to proceed with negotiations.



2

CHERRY ST

01N65W

HUDSON

BEECH ST

11

200ft

3

ASH ST

ASH ST

HUDSON DR

10



WELD COUNTY Property Report
PROPERTY PORTAL Technical Support: (970) 304-6432

Account: R1024296

July 14, 2016

Account Information

Account	Parcel	Space	Account Type	Tax Year	Buildings	Actual Value	Assessed Value
R1024296	147303410007		Exempt	2016		70,000	20,300

Legal
HUD 11016 L17-26 BLK48

Subdivision	Block	Lot	Land Economic Area
HUDSON TOWN	48	17	HUDSON BLOCKS

Property Address	Property City	Zip	Section	Township	Range
			03	01	65

Owner(s)

Account	Owner Name	Address
R1024296	HUDSON TOWN OF	557 ASH ST PO BOX 351 HUDSON, CO 806420351

Document History

Reception	Rec Date	Type	Grantor	Grantee	Doc Fee	Sale Date	Sale Price
<u>125091</u>		SUB	SUBDIVISION	HUDSON TOWN	0.00		0
2368398	01-10-1994	QCN	MONTOYA MARY L	MONTOYA MARY L	0.00	01-07-1994	0
3387813	05-12-2006	PRD	MONTOYA MARY L	TRUNKENBOLZ UNNA Y	0.90	02-09-2006	9,000
3405081	07-21-2006	PRD	TRUNKENBOLZ UNNA Y	TRUNKENBOLZ UNNA Y	0.90	06-21-2003	9,000
3431921	11-01-2006	WDN	TRUNKENBOLZ UNNA Y	TRUNKENBOLZ NEIL E &	0.00	10-27-2006	0
3651125	09-28-2009	WD	TRUNKENBOLZ NIEL E	HUDSON TOWN	0.80	09-25-2009	8,000

Building Information

No buildings found.

Valuation Information

Type	Code	Description	Actual Value	Assessed Value	Acres	Land SqFt
Land	9149	EXEMPT-POLITICAL NON RESIDENTIAL LAND	70,000	20,300	0.491	21,375
Totals	-	-	70,000	20,300	0.491	21,375

Tax Authorities

Tax Area	District ID	District Name	Current Mill Levy
0307	0700	AIMS JUNIOR COLLEGE	6.325
0307	0302	CENTRAL COLORADO WATER (CCW)	1.533
0307	0309	CENTRAL COLORADO WATER SUBDISTRICT (CCS)	1.272
0307	1050	HIGH PLAINS LIBRARY	3.308
0307	0509	HUDSON FIRE	3.547
0307	0413	HUDSON TOWN	30.343
0307	0301	NORTHERN COLORADO WATER (NCW)	1.000
0307	0203	SCHOOL DIST RE3J-KEENESBURG	13.526
0307	0100	WELD COUNTY	15.800
Total	-	-	76.654

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MEMORANDUM

**Work
Session**

TO: Hudson Town Council
FROM: Joe Racine, Town Manager
Date: August 17, 2016
Subject: 2017 Budget

Attachments

Staff has begun work on the 2017 Budget. The Budget calendar (attached) calls for a preliminary Council discussion of goals for the year. This could include projects and programs that Council would like to be programmed for next year.

Attached are the Council's objectives from last year's retreat and a DRAFT list of topics for this year. With input from this meeting and feedback from the annual citizen survey, staff can compile information for a continued discussion at the September 10th Council retreat.

Town of Hudson
2017 Budget
Budget Calendar

August 17	Preliminary discussion, goals
August 19	Distribute 2016 Citizen Survey
August 25	Deadline for receipt of draft assessed valuation
August 26	Deadline for return of surveys
September 7	Budget public input meeting and budget workshop
October 5	Notice of Budget and Hearing published
October 5	Proposed Budget presented to the Board at regular meeting
November 2	Budget hearing Supplemental budget resolution, if necessary
December 7	Budget adoption (subject to revision per Dec. 10 final valuation.)
December 10	Deadline for assessor's revisions to assessed value
December 15	Deadline to certify mill levy to County Commissioners

2016 Hudson Town Council Retreat, 9/10/16
Preliminary agenda items

1. Vision and goals
2. Name the buffalo selection
3. Purchasing policies
4. Disposition of old town hall
5. New town hall expenses (furniture, IT,AV)
6. Survey results
7. Work Program
8. Organization changes (PW/Utilities)
9. Lessons learned, Marshal Dept.
10. Fee schedule
11. Website

Specific objectives from 2015 Council (Board) retreat

- a. Water and Wastewater Rates
 - Conduct a rate study.
 - Schedule this item for a work session to discuss rate study.
- b. Comprehensive Plan Update
 - The Board can and should participate in the process.
 - The Board will ratify the Planning Commission decision.
 - The Hazard Mitigation Plan must be adopted by the Board in November.
- c. Systematic Street Maintenance
 - The Board asked Ron and Mike to bring the street inventory, proposed maintenance schedule, and funding requirements to them as part of the upcoming budget discussions. The goal is to develop and fund an ongoing pavement management system
- d. Recreation Programming
 - The Board spent considerable time discussing recreational programming and options. They would like to make a decision on funding, hiring, and locating (office space) a Recreation Director. This item is scheduled for discussion at the second meeting in August (August 19).
- e. Lodging Tax
 - The Board discussed actions to take before deciding to place a lodging tax issue on the April Ballot. This decision must be made no later than the last meeting in January. Specific actions discussed include:
 - Outreach and communication to the community
 - Discussion with Loves
 - Research on lodging tax rates in surrounding communities
- f. Town Marshal Rules and Regulations
 - The group discussed many issues that need to be dealt with to fully bring the Marshal on board, and before terminating the contract with the County. These include:
 - Policy development
 - Town ordinances, beginning with animal control
 - Dispatch
 - Records management (contract with Weld County)
 - Uniforms, badges, and equipment
 - Equipping the vehicles
 - Communication with other chiefs
 - Additional help options, including a deputy and a reserve officer program

- Future projects include developing a Northern Colorado training facility (?) and driving education programs
- Mutual aid agreements and transition agreements
- Need to ensure adequate training
- Move toward a law enforcement authority for the I76 corridor (?)

The board will need to budget for a second person in order to provide 24/7 coverage.

g. Old Town Hall and Shop property

- The Board directed staff to sell the properties, with the town shop being designated for residential and the town hall as open to either residential or commercial. They discussed perhaps contacting Wounded Warriors, or other veterans groups to see if they are interested in building veteran housing. During this discussion, they also discussed park needs south of 52, and a desire for converting vacant properties to public use. (?)

h. Trash Contract

- The Board asked staff to include a question about trash in the upcoming survey, and to bring the results to the Board at the first meeting in September for Board discussion.

i. Merit Compensation procedure

- The Board asked staff to research and report back on the number of hours part time and temporary employees work over the year, and then the Board will adopt policy guidance that states that Full time employees would receive the full merit compensation, and part time and temporary employees would receive a pro-rated percentage of what full time employees receive.

j. Budget Process and calendar:

- Budget "wish lists" should be sent to Joe soon for consideration.