

AGENDA

TOWN OF HUDSON – TOWN COUNCIL
REGULAR MEETING
April 1, 2020 - 6:00 P.M.

VIA TELECONFERENCE

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

ADDITIONS TO AGENDA

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 Council 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 – March 18, 2020
- b. Payment of Bills

2) GENERAL BUSINESS

- a. **Approval of Letter of Intent to Participate in Weld County Multi-Jurisdictional Hazard Mitigation Plan (HMP).**
- b. **Resolution 20-07: A RESOLUTION APPROVING PANDEMIC HARDSHIP RELIEF TO CITIZENS OF THE TOWN OF HUDSON**

3) STAFF REPORTS

4) CITIZEN'S COMMENTS (3 minutes per person)

Comments will be allowed on matters that the Town Council previously considered for which public comment was not previously received.

ADJOURNMENT

The order of agenda items listed above are approximate and intended as a guideline for the Town Council. Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Town Clerk, 50 S. Beech Street PO Box 351, Hudson, CO 80642 (303) 536-9311, clerk@hudsoncolorado.org at least 24 hours in advance.



**TOWN OF HUDSON
REQUEST FOR COUNCIL ACTION**

Meeting Date: April 1, 2020:

Agenda Item No.: 1	Department: Clerk	Presenter: Campfield
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ITEM:

Consent Agenda

BACKGROUND:

- Approval of Town Council Meeting Minutes for the March 18, 2020 meeting
- Payment of Bills

FISCAL NOTE:

None

STAFF RECOMMENDATION:

Approve

SUGGESTED MOTIONS:

“I make a motion to approve the consent agenda.”

MINUTES
TOWN OF HUDSON TOWN COUNCIL
REGULAR MEETING
March 18, 2020 - 6:00 P.M.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND ROLL CALL

Mayor Hargis called the meeting to order at 6:08 p.m.

ROLL CALL

Mayor, Laura Hargis – Present
Mayor Pro Tem, Maria Chavez – Present
Councilmember, Candace Nolf – Present
Councilmember, Joe Hammock – Present
Councilmember, Dwayne Haynes – Present
Councilmember, Sarah Stadler – Present
Councilmember, Daniel Warren - Present

Charity Campfield, took roll call and (7) Councilmembers were present.

Town Staff Present:

Town Manager – Guy Patterson
Town Clerk - Charity Campfield
Corey Hoffmann – Town Attorney
Public Works and Utilities Director – Hunter Fobare
Police Chief – Jay Hirokawa

ADDITIONS TO AGENDA

None

CITIZEN'S COMMENTS

None

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 Meeting Minutes, March 4, 2020
- b. Payment of Bills
- c. Pit Stop Liquors change of management

Councilmember Chavez made a motion, seconded by Councilmember Hammock to approve the Consent Agenda.

The vote was as follows:

Aye: Councilmembers Stadler, Nolf, Haynes, Hammock, Warren, Chavez and Mayor Hargis.
Nay - None
Mayor Hargis declared the motion carried.

2) GENERAL BUSINESS

- a. RESOLUTION NO 20-03: A RESOLUTION MAKING AN APPOINTMENT TO THE HUDSON PUBLIC LIBRARY BOARD OF TRUSTEES.**

Councilmember Hammock made a motion, seconded by Councilmember Haynes to appoint Shawn Campbell to the Hudson Public Library Board.

The vote was as follows:

Aye: Councilmembers Warren, Stadler, Nolf, Hammock, Haynes, Chavez and Mayor Hargis.
Nay - None
Mayor Hargis declared the motion carried.

- b. INTERGOVERNMENTAL AGREEMENT FOR CONDUCT OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM IN WELD COUNTY**

Guy Patterson, Town Manager, reported that Council had received the flyers from Weld County on this.

Councilmember Haynes made a motion, seconded by Councilmember Chavez to approve the intergovernmental agreement for Conduct of Community Development block grant program in Weld County.

The vote was as follows:

Aye: Councilmembers Hammock, Stadler, Nolf, Haynes, Warren, Chavez and Mayor Hargis.
Nay - None
Mayor Hargis declared the motion carried.

c. RESOLUTION NO. 20-4: A RESOLUTION APPROVING A REMOTE PARTICIPATION AND REMOTE MEETINGS POLICY

Corey Hoffmann, Town Attorney, reported the open meetings law states that a meeting can be in person or over the phone. This clarifies what is going on with the pandemic emergency and allows remote meetings.

Councilmember Chavez made a motion, seconded by Councilmembers Stadler and Haynes to approve Resolution No 20-04, a resolution approving a remote participation and remote meetings policy.

The vote was as follows:

Aye: Councilmembers Warren, Haynes, Stadler, Nolf, Hammock, Chavez and Mayor Hargis.

Nay - None

Mayor Hargis declared the motion carried.

d. DISCUSSION: REPLACEMENT OF JUDGE ABLAO WHO IS RETIRING

Guy Patterson, Town Manager, reported that staff received an email from the Judge that she is retiring and that she hopes to retire at the end of the year.

Corey Hoffman, Town Attorney, reported that the normal course of action is to have an RFP process and open up candidates to be interviewed by council.

Council decided to open the position up with an RFP process.

e. DISCUSSION: HUDSON FIRE PROTECTION DISTRICT IGA AMENDMENTS

Doug with the Fire Department reported that he can answer any questions council has but it is pretty basic.

Guy Patterson, Town Manager, reported that the amendments say that when someone annexes in to Town then they are also annexed into the Fire District.

Corey Hoffmann, Town Attorney, reported that it should only apply to those properties that are not included in a fire district currently.

Council decided that they need to look at this further.

3) STAFF REPORTS

Guy Patterson, Town Manager, reported on the steps the Town are taking to care for staff and resident's during this pandemic and how he is managing staff and keeping them safe.

Charity Campfield, Town Clerk, reported that they will be waiving late fees because of the Town Hall being shut down. Bills will be sent out normally but there will be no shutoffs this month either. She is still depositing money and focusing on water bills, payroll, AR and AP.

Hunter Fobare, Public Works and Utilities Director, reported that his crew is prepared for the storm coming in. His water and sewer crew are still working and keeping things maintained.

Jay Hirokawa, Police Chief, reported that his officers are taking care of their equipment and their calls. They are on indefinite accident alert.

Laura Hargis, Mayor, reported that she would like to suggest closing the parks.

It was decided to put informational signs out at the park that they virus can be on the park equipment as well as posting it on the Facebook page.

4) CITIZEN’S COMMENTS

None

5) EXECUTIVE SESSION

Pursuant to Section 3.12(1)(c) of the Town of Hudson Home Rule Charter For matters of attorney-client privilege, to receive legal advice from an attorney representing the Town, and for matters required by law to be kept confidential;

The executive session was cancelled due to the remote meeting.

ADJOURNMENT

The meeting adjourned at approximately 6:48 pm.

TOWN OF HUDSON, COLORADO

Mayor

ATTEST

Town Clerk

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
56919							
03/25/2020	56919	1295	Adamson Police Products	INV321735	uniform	10-66-6710	66.41
Total 56919:							66.41
56920							
03/25/2020	56920	45	AT&T	03302020	Monthly Long Distnace Service	70-64-6410	221.41
Total 56920:							221.41
56921							
03/25/2020	56921	2	Atmos Energy	03112020	Natural Gas Utilities - 258 5th Ave.	10-68-6412	572.28
Total 56921:							572.28
56922							
03/25/2020	56922	1009	Barker Rinker Seacat Architecture	13055	building project - Library	25-64-7719	6,598.05
Total 56922:							6,598.05
56923							
03/25/2020	56923	1041	Caselle Inc.	100985	Contract Support and Maintenance -	75-64-6633	955.00
Total 56923:							955.00
56924							
03/25/2020	56924	30	Century Link	03072020	Telephone Service - 303-536-4003	75-68-6410	677.47
03/25/2020	56924	30	Century Link	03132020	Telephone Service - 303-536-4465	10-68-6410	208.48
Total 56924:							885.95
56925							
03/25/2020	56925	108	CIRSA	200581	claim PC6009381-1	10-66-6310	54.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 56925:							54.00
56926							
03/25/2020	56926	36	Colorado Analytical Laboratories I	200310085	WW Lab	75-68-6633	113.40
03/25/2020	56926	36	Colorado Analytical Laboratories I	200317093	WW Lab	75-68-6633	113.40
Total 56926:							226.80
56927							
03/25/2020	56927	1313	Culligan	02292020	WW Drinking Water	75-68-6633	94.95
Total 56927:							94.95
56928							
03/25/2020	56928	1193	Express Toll	2054607993	Toll	10-66-6415	13.60
Total 56928:							13.60
56929							
03/25/2020	56929	54	Fort Lupton City of	INV00661	O&M for Joint Water Treatment Facili	70-68-6515	9,914.51
Total 56929:							9,914.51
56930							
03/25/2020	56930	1265	Galls LLC	13861464	Jacket	10-66-6710	144.99
Total 56930:							144.99
56931							
03/25/2020	56931	19	Grainger	9466784262	ice melt	10-68-6710	117.80
Total 56931:							117.80
56932							
03/25/2020	56932	457	Greeley Tribune	100562124-0	ORD 20-01	10-64-6620	12.32
Total 56932:							12.32

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
56933							
03/25/2020	56933	9	Hector J. Brignoni MD	03092020	Pre Employment Physical- Shane	10-66-6633	133.00
	Total 56933:						133.00
56934							
03/25/2020	56934	803	Key Bank	03242020	H.S.A. Employer Contribution - Robe	10-66-6110	3,300.00
	Total 56934:						3,300.00
56935							
03/25/2020	56935	1688	L.A.W.S.	18043	Ordway damage repair	10-66-6740	450.00
	Total 56935:						450.00
56936							
03/25/2020	56936	1690	Pappy's Custom Classics	03192020	Vehicle paint/repair	10-66-6740	2,000.00
	Total 56936:						2,000.00
56937							
03/25/2020	56937	49	SAFEbuilt Inc	0066184-IN	Code Enforcement Services	10-66-6632	1,903.36
	Total 56937:						1,903.36
56938							
03/25/2020	56938	1702	Signs By Tomorrow	I-5066	vehicle decals	10-66-6740	579.20
	Total 56938:						579.20
56939							
03/25/2020	56939	1411	Systems Group	3583574	12 month Monitoring Contract-Fire al	10-64-6415	360.00
03/25/2020	56939	1411	Systems Group	3583579	12 month Monitoring Contract	10-64-6415	360.00
	Total 56939:						720.00
56940							
03/25/2020	56940	18	Utility Notification Center of Color	220020567	WW Locates	75-68-6633	108.77

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 56940:							108.77
56941							
03/25/2020	56941	1654	Weld County Information Technolo	HUDSONPD-	RSA Token for Shane	10-66-7732	146.50
Total 56941:							146.50
Grand Totals:							29,218.90

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2005	.00	11,098.50-	11,098.50-
10-64-6410	473.60	.00	473.60
10-64-6412	80.08	.00	80.08
10-64-6415	720.00	.00	720.00
10-64-6620	12.32	.00	12.32
10-64-6633	305.25	.00	305.25
10-66-6110	3,300.00	.00	3,300.00
10-66-6310	54.00	.00	54.00
10-66-6415	13.60	.00	13.60
10-66-6632	1,903.36	.00	1,903.36
10-66-6633	66.50	.00	66.50
10-66-6710	211.40	.00	211.40
10-66-6740	3,029.20	.00	3,029.20
10-66-7732	146.50	.00	146.50
10-68-6410	252.76	.00	252.76
10-68-6412	412.13	.00	412.13
10-68-6710	117.80	.00	117.80
25-00-2005	.00	6,836.80-	6,836.80-
25-64-6633	238.75	.00	238.75
25-64-7719	6,598.05	.00	6,598.05
70-00-2005	.00	10,553.61-	10,553.61-
70-64-6410	163.11	.00	163.11
70-64-6412	80.07	.00	80.07

GL Account	Debit	Credit	Proof
70-64-6633	238.75	.00	238.75
70-68-6410	102.79	.00	102.79
70-68-6515	9,914.51	.00	9,914.51
70-68-6633	54.38	.00	54.38
75-00-2005	.00	729.99-	729.99-
75-64-6633	238.75	.00	238.75
75-68-6410	115.10	.00	115.10
75-68-6633	376.14	.00	376.14
Grand Totals:	<u>29,218.90</u>	<u>29,218.90-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"



**TOWN OF HUDSON
REQUEST FOR COUNCIL ACTION**

Meeting Date: April 1, 2020:

Agenda Item No.: 2a	Department: Administration	Presenter: Patterson
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ITEM:

“Letter of Intent to Participate” in Weld County Multi-Jurisdictional Hazard Mitigation Plan (HMP).

BACKGROUND:

The Town of Hudson has been working on developing a new Emergency Operations Plan, and part of that effort has been coordinating with Weld County Emergency Management Coordinator Denise Bradshaw. Through this collaboration, Ms. Bradshaw shared with staff Weld County’s own county-wide plan it is conducting and sought Hudson’s participation.

There is no financial obligation, and the “44 CFR 201.6” requirements are Weld County’s responsibility, essentially parameters and requirements to how they conduct their planning process. We have also been requested, and are participating meetings which we will be updated on given the current situation (cancelation of meetings of 10+ people, stay-at-home orders, etc.)

FISCAL NOTE:

There is no fiscal impact to the Town. It is possible that some potential hazard mitigation projects may be identified, but the Town is under no obligation to pursue or fund them.

STAFF RECOMMENDATION:

Staff recommends approval

SUGGESTED MOTIONS:

I make a motion to approve/deny the Letter to Participate” in Weld County Multi-Jurisdictional Hazard Mitigation Plan (HMP).



TOWN OF HUDSON

50 South Beech Street, P.O. Box 351, Hudson, CO 80642

Phone: (303)536-9311 Fax: (303)536-4753

www.hudsoncolorado.org

LETTER OF INTENT TO PARTICIPATE

April __, 2020

Weld County Office of Emergency Management
Director Roy Rudisill
1150 O Street
Greeley, CO 80632

Re: "Statement of Intent to Participate" as a participating jurisdiction in Weld County Multi-Jurisdictional Hazard Mitigation Plan (HMP)

Dear Director Rudisill,

In accordance with the Federal Emergency Management Agency's (FEMA) Local Hazard Mitigation Plan (HMP) requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the Town of Hudson is submitting this letter of intent to confirm that Town of Hudson has agreed to participate in the Weld County's] Multi-Jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning, Town of Hudson agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to the Weld County Office of Emergency Management, to complete the plan in conformance with FEMA requirements.

Town of Hudson understands that it must engage in the following planning process, as more fully described in FEMA's *Local Mitigation Planning Handbook* dated March 2013 including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;

- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, the Town of Hudson shall commit to the Weld County Multi-Jurisdictional Hazard Mitigation Planning effort.

Adopted this _____ Day of April, 2020

Hon. Laura Hargis
Mayor



**TOWN OF HUDSON
REQUEST FOR COUNCIL ACTION**

Meeting Date: April 1, 2020:

Agenda Item No.: 2b	Department: Administration	Presenter: Patterson
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ITEM:

Resolution 20-07: **A RESOLUTION APPROVING PANDEMIC HARDSHIP RELIEF TO CITIZENS OF THE TOWN OF HUDSON**

BACKGROUND:

As the financial collapse with the associated massive jobs layoffs progresses, it's safe to say this is a national emergency. To that end, administration began to look through the code and fee schedule for ways to assist businesses and residents during these unprecedented times.

The Town has extremely limited ability to directly help citizens who are in emergency financial straits, but some areas were identified and have been brought to the Council for their consideration and action. These comprise the Town of Hudson Pandemic Hardship Relief Policy.

1. Provide relief to all citizens by temporarily loosening regulations for water bills in terms of late fees, shut-off fees, etc.
2. Provide direct, immediate relief to citizens who have lost employment during these times for their water bills.
3. Waive various fees for businesses within Town.

It's important to note all of these policies come with time constraints so as to not be open-ended.

FISCAL NOTE:

1. Depending on how many citizens might qualify for the provision of relief regarding late fees, etc the hit to the Water fund would be negligible. That said, as with all these provisions, the longer they are in place the more they will cost the fund.
2. Again, depending on how many qualify for immediate relief, the second provision has greater potential to be a bigger hit to the fund, but still manageable for a month. Water sales average \$35,000 per month. If 20% of the residents qualify, one could see how that quickly would become unfeasible.
3. The fees associated with business activities are nominal at best. That said, waiving them for 2020 give business one less thing to worry about.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTIONS:

I make a motion to approve/deny Resolution 20-07: A RESOLUTION APPROVING PANDEMIC HARDSHIP RELIEF TO CITIZENS OF THE TOWN OF HUDSON

RESOLUTION NO.

20-07

**TITLE: A RESOLUTION APPROVING PANDEMIC HARDSHIP RELIEF TO
CITIZENS OF THE TOWN OF HUDSON**

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

Section 1. The Town Council hereby approves the Pandemic Hardship Relief Policy
attached hereto as **Exhibit A** and incorporated herein by this reference.

INTRODUCED, READ and PASSED this ____ day of _____, 2020.

TOWN OF HUDSON, COLORADO

Laura Hargis, Mayor

(SEAL)

ATTEST:

Charity Campfield, Town Clerk

**TOWN OF HUDSON TOWN COUNCIL
PANDEMIC HARDSHIP RELIEF POLICY**

The purpose of this Policy is to specify steps the Town Council will take to assist its citizens struggling with economic hardships caused by or related to the COVID-19 pandemic.

The Town will offer the following assistance to all citizens for a period beginning on March 1, 2020, and ending on May 31, 2020, unless extended:

A. The Town will waive application of new late fees normally applied to a delinquent account pursuant to Section 13-24 of the Hudson Municipal Code (the “Code”) for late payment of water or wastewater charges.

B. The Town will suspend application of Section 13-25 of the Code regarding termination of water and wastewater service for nonpayment. During this time, water service will not be turned off due to nonpayment.

C. Regular charges for water and wastewater service will continue to accrue.

D. Delinquent account fees that existed on an account prior to March 1, 2020, will not be eliminated or reduced, and the Town does not waive its ability to collect the prior amount due.

For citizens whose employment has been laid off or terminated due to the COVID-19 pandemic, the Town will offer the following additional assistance for the month of March 2020:

A. The Town will waive and forgive regular charges for water and wastewater service incurred in the month of March 2020.

B. To qualify for this relief, a citizen must provide proof in a form acceptable to the Town of termination of employment within the month of March, 2020, due to the COVID-19 pandemic and proof of residency within the Town.

C. Delinquent account fees that existed on an account prior to March 1, 2020, will not be eliminated or reduced, and the Town does not waive its ability to collect the prior amount due.

For businesses, for the remainder of calendar year 2020, the Town waives the following fees, but all other requirements for licensing continue to apply:

A. New sales tax license fee set forth in Section 4-43(e) of the Code.

B. Business license fee (both new and renewal fee) set forth in Section 6-5 of the Code.

C. Peddlers and solicitors license fee set forth in Section 6-23 of the Code.