

**TOWN OF MORRISON, COLORADO  
BOARD OF TRUSTEES MEETING**

**NOTICE AND AGENDA**

**6:00 PM, APRIL 7, 2020  
TO BE CONDUCTED BY TELEPHONE AS PERMITTED  
By CRS 24-6-402(1)(b)  
THIS MEETING WILL BE ELECTRONIC ONLY  
THE TOWN HALL WILL NOT BE OPEN**

**You can dial in using your phone.  
United States: +1 (408) 650-3123**

**Access Code: 408-124-173**

**Call to Order**

**Roll Call:** Town Clerk to call the roll of Board Members. Upon the advice of the Town Attorney, Board Members may attend by telephone.

- Mayor: Sean Forey
- Trustees: Matt Schweich  
Vanessa Angell  
Christopher Wolfe  
Paul Sutton  
Katie Gill  
Debora Jerome

1. CALL TO ORDER
2. ROLL CALL
3. AMENDMENTS TO THE AGENDA
4. PUBLIC TO ADDRESS THE BOARD
5. PRESENTATIONS AND HEARINGS
6. GENERAL BUSINESS
  - a. Ordinance 489 – Amending Franchise Agreement to Extend its Expiration Until June 30, 2020
  - b. Discussion Regarding Sales Tax Collection
7. DEPARTMENTAL REPORTS
  - a. Public Works
  - b. Police Department
  - c. Museum

- d. Building Department
- e. Town Manager
- f. Attorney

**8. CONSENT AGENDA**

- a. Minutes
- b. Payroll
- c. Vouchers

**9. BOARD COMMENTS**

- a. Hogback Article Discussion

**10. ADJOURNMENT**

**TOWN OF MORRISON, COLORADO  
BOARD OF TRUSTEES**

**ORDINANCE NO. 489**

**AN ORDINANCE AMENDING THE EXISTING GAS AND ELECTRIC  
FRANCHISE WITH PUBLIC SERVICE COMPANY OF COLORADO BY  
EXTENDING ITS EXPIRATION DATE TO AND INCLUDING JUNE 30,  
2020**

WHEREAS, the Town of Morrison is a Colorado home rule municipality operating under a Charter approved by the electorate pursuant to Article XX of the Colorado Constitution and governed by its elected Board of Trustees; and

WHEREAS, the Board of Trustees has authority pursuant to the Home Rule Charter to enter into, amend and extend franchises for public utilities by ordinance; and

WHEREAS, in the exercise of this authority, the Board has previously granted a franchise to Public Service Company of Colorado for the provision of gas and electric utility service to the Town and its residents; and

WHEREAS, said franchise agreement is currently set to expire on May 1, 2020 as a result of a prior extension pursuant to Ordinance No. 487; and

WHEREAS, the parties are and have been engaged in good faith negotiations concerning the renewal of and/or adoption of a new franchise; and

WHEREAS, the outbreak in Colorado of the SARS-CoV-2, aka COVID-19, pandemic has created substantial interruptions and delays in both governmental and private functions, resulting in the need for additional time to conclude negotiations on this franchise renewal; and

WHEREAS, the Board finds that extending the current franchise to and including June 30, 2020 will serve the public interest;

**NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Morrison, Colorado, that:**

**SECTION 1.** The franchise agreement with Public Service Company of Colorado, adopted by Ordinance No. 253, is hereby extended to and including June 30, 2020.

**SECTION 2. Severability.** If any article, section, paragraph, sentence, clause or phrase of this ordinance, or the standards adopted herein is held to be unconstitutional or invalid for any reason, such decision will not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

**SECTION 3. Effective Date.** This ordinance shall take effect fifteen (15) days after final adoption and publication as provided by Section 3.14 of the Home Rule Charter.

**INTRODUCED, READ, PASSED AND ADOPTED** this 7th day of April 2020, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

**TOWN OF MORRISON:**

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Sean K. Forey, Mayor

**ATTEST:**

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Lyndsey Paavilainen, Town Clerk

Posted pursuant to Charter 3.14 on March 27, 2020

Published in the *Canyon Courier* on April 15, 2020

Department of Public Works  
3/30/20

WATER

- Due to the Covid-19 virus, we have significantly decreased the staff at each plant. The first week I had assigned one guy each day to run water, wastewater, collection and distributions systems. The workload was too great to continue with this schedule. I have since assigned one guy to run the water plant and town rounds and an additional guy for the wastewater, collection system and locate requests. This seems to be working well and we are taking strong precautions to keep the two operators on duty each day clear from one another. Overall, plants are still running very well. As challenging as some tasks are with limited man power, all tasks, samples, reports and maintenance have been completed as normal and we are dedicated to continuing providing the Town of Morrison with a safe potable water supply. I am very proud of my staff for stepping up and doing what's necessary to keep operations flowing as normal in this difficult time.
- Our normal analytical lab has closed down due to the Covid-19 virus so we have to take all samples out to the Commerce City lab.
- Water plant is averaging .051 MGD. Water usage has remained pretty consistent this month even though restaurants have slowed down. Possible due to the fact that more people are home during the day.
- Total coliform samples submitted: Conoco – 3/10; Trading Post 3/18.
- We started using the Thompson pump (pump to pull water from MQR#2 to water plant) on 2/27/20. To date we have pumped ~ 4.59 MG.
- Chlorine demand has dropped since switching to MQR #2 due to settled water.

WASTEWATER

- INF average - .062 MGD; EFF average - .053 MGD

- To date Red Rocks has sent us 481,758 gallons of wastewater.
- Composite samples were collected on schedule
- New MLSS cable was installed at basin 1.
- A material flushing memo was sent out. Please see below if you haven't already.

. With a lot of us spending more time at home, the Utilities Department would like to take a moment to offer some information of what shouldn't be flushed down the toilet. There are a lot of materials that can cause the residents service line and plumbing harm as well as the collection system and wastewater treatment plant. When these products make their way down to our wastewater treatment facility, sometimes the only way to get them out is to manually remove them. We would like for everyone to be aware so that we can limit our contact with these products at the waste facility and keep everyone safe. Please see the 10 products listed below.

- 1.) Feminine products – Feminine hygiene products and tampons should never be flushed down the toilet.
- 2.) Cooking grease and food – When hot grease cools off and solidifies, this will cause a blockage in the users service line and in the collection system. This also causes issues at the wastewater treatment plant and can be very hard to treat.
- 3.) Baby wipes/Cleaning Pads/ Wet Wipes – Flushing these products can result in a clogged sewer line and the need to call a plumber to snake your line.
- 4.) Diapers- Diapers are made to expand with wetness. This can easily cause very expensive repairs.
- 5.) Paper towels and tissues – Paper towels and tissues are not made to decompose and dissolve like toilet paper.
- 6.) Pills- A lot of harm can be caused by flushing your pills down the toilet. This will eventually make it into our water ways and cause harm to ground water and wildlife. Please dispose of your pills through approved collection sites. For more information please call the Morrison Police Department to assist you.
- 7.) Dental floss – Dental floss is not biodegradable and can cause a series of issues and clogs.
- 8.) Q Tips and Cotton Balls – Both will clump together with itself or with other waste causing harm on plumbing.
- 9.) Condoms – Condoms are not designed to break down in water.
- 10.) Hair – Like dental floss, hair will not breakdown in water and will clump together and get caught on basically everything.



**BCWA**

- BCWA meetings have been canceled due to the Covid-19 virus

**STREETS, GROUNDS AND BUILDINGS**

- One guy has been assigned on Monday, Wednesdays and Fridays to pick up town trash, make a drive through of town for any pending issues and watering. All other projects have been put on hold.

**Thank you,**

**Fritz Fouts**

**Public Works Director**

**To: Mayor and Board of Trustees**

**From: Matthew T. Mossbrucker, Director, MNHM**

**Subject: Monthly Report – February & March 2020**

**Date: April 1, 2020**

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**At a Glance:** February was steady with more visitors and revenue earned as compared to the same period last year. Early March was strong with the seasonally expected increase in visitation and revenue until March 16 when the museum temporarily closed due to the pandemic. The museum was poised for a record year.

The museum is currently engaged in behind-the-scenes activities that cannot be accomplished when staff are working with both visitors and volunteers. Wooden floors have been stained, the bare concrete in the gift shop/greeting area is being treated, sealed, and painted. Staff has work to complete at home ranging from gift shop data compilation, fabrication of metal armatures for specimens, paleontology collections work, and more. Staff is observing the state-mandated reduction in the workforce when at the museum, and doing their best to observe social distancing when in each other's presence.

**Visitation:** As of March 16, the museum was on track to break its record for attendance by roughly ten percent.

**Marketing:** Social media ads were scaled back in early February and are currently not running. Staff are frequently posting, using social media as the only means to carry out the museum's mission, staff are in the process of producing a short video clip series. This increase in social media usage is also an attempt to keep us in the public mind for when visitors are allowed to return.

The museum's planned special events to mark the 25<sup>th</sup> anniversary as a department of the Town have all been postponed. The annual foundation benefit brunch scheduled for April 18<sup>th</sup> is postponed with a reschedule date that has yet to be determined.

Follow along with these programs and other museum posts on Facebook, Instagram (@morrisonmuseum), and Twitter for larger announcements (@morrisonmuseum).

**2020 Dinosaur Digs:** Twenty-three participants have enrolled in the program for 2020. At this time, we are still planning to host these programs, but a contingency plan is currently being developed. I traveled to the Paleon museum to inventory the gear and plan the digs with our sister museum's volunteers March 14 – 15.

**Exhibits & Lab:** In advance of the MNHM's silver anniversary, we are renovating exhibits. Labels for the Cretaceous room were printed and installed. Labels were printed and installed in the long-necked dinosaur skull display, and Sharon welded a stand for the apatosaur skull. A stand

for the Columbian Mammoth jaw was welded for the Ice Age exhibit. The complete tail and limbs of a stegosaur are being studied and articulated for the Jurassic room. Preparation continues on the partially complete long-necked dinosaur paw from a local quarry along with the second phase prep on the unique *Apatosaurus* skull. Papers are being drafted regarding both. The allosaur hip that was jacketed in the lab was flipped, and opened with bonus fossils discovered in the process.

**Collections:** Thanks again to our Sharon and the maintenance department, the final sets of cases have been delivered and installed to better house collections. All cabinets and shelves are in place, and are currently being painted and refurbished. Next the collection will be processed and curated into a new database. This process will take the next year to complete. The Foundation has underwritten the associated expenses of this massive project.

**Accreditation:** The museum is exploring the process of accreditation with the American Alliance for Museums, using their MAP program. This will help to “raise the bar” on all museum operations, and lend credibility to fundraising efforts.

**Staff Roles:** The two part-time staff roles have been redefined and sharpened. Chenoa was sent to become a certified museum educator with the National Association of Interpretation from March 3 – 6 with the intent to sharpen her skills. The foundation underwrote her training fees.

**SCFD:** The annual SCFD final grant report was submitted on time on February 13. The application for 2021 funding was completed and submitted on March 7, ahead of schedule. Thanks to a rule change, we asked for \$64,300. Because of the pandemic, the interview process has been canceled. We will learn if we receive the grant in the late summer. Also, SCFD has waived their policy that would require repayment should facilities cancel their services their grant was to fund.





Date	Payee	Employee Number	Reference Number	Check Number	M	Gross	Expense	*	FICA	FWT	SWT	Deduct	Net	D	Info	F/T
<b>03/20/2020</b>																
<b>PC</b>																
<b>Total PC:</b>		<b>8980</b>	<b>36</b>	<b>36</b>		<b>62,815.81</b>	<b>.00</b>		<b>4,743.17-</b>	<b>5,207.00-</b>	<b>2,407.00-</b>	<b>4,701.70-</b>	<b>45,756.94-</b>		<b>108.25</b>	

PC Hours/Units/Types Summary

PC	Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	Regular Pay	2,107.50	.00	Direct Deposit Net	45,756.94-	D	Informational	.00
2-00	Overtime Pay	20.50	.00	Net	.00		Info Tips Reported	.00
3-00	Vacation Pay	43.00	.00				Fringe Benefit	108.25
4-01	Sick Leave Pay	48.50	.00					
5-05	PD Misc Wages	27.00	.00					
6-00	Bereavement	8.00	.00					
9-01	Comp Time Earned	8.25	.00					
9-02	Comp Time Used	10.50	.00					
<b>Grand Totals:</b>		<b>2,273.25</b>	<b>.00</b>		<b>45,756.94-</b>			<b>108.25</b>

  

<b>Total 03/20/2020:</b>		<b>8980</b>	<b>36</b>	<b>36</b>		<b>62,815.81</b>	<b>.00</b>		<b>4,743.17-</b>	<b>5,207.00-</b>	<b>2,407.00-</b>	<b>4,701.70-</b>	<b>45,756.94-</b>		<b>108.25</b>	
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