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Council may take formal action on any item appearing on this Agenda. However, formal action WILL NOT be taken at this meeting on any item of business first identified during the course of the meeting as a change to the Agenda, other business, or Citizen, Councilmember and Staff Comments.

## A G E N D A

Delta City Council  
Regular Meeting

September 16, 2014  
7:00 p.m.

- A. Pledge of Allegiance
- B. Changes to the Agenda
- C. Minutes
- D. Citizen Comments
- E. Discussion Regarding Potential DOLA Intern
- F. Maverik-Delta Subdivision Final Plat
- G. Discussion of City Manager Time-off Requests
- H. City Attorney Comments
- I. City Manager Comments
- J. Councilmember Comments
- K. Executive Session  
For discussion of a personnel matter under CRS Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees and also for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402(4)(b).

Item A:

**Pledge of Allegiance**



Item B:

**Changes to the Agenda**

Mayor Ed Sisson called the meeting to order at 7:00 p.m. Also present were Councilmembers Bill Raley, Robert Jurca, Mary Cooper, and Ray Penick along with City Manager Justin Clifton. A meeting notice was posted in the south window at City Hall at least twenty-four hours prior to the meeting.

**Pledge of Allegiance**

The Mayor led everyone present in the Pledge of Allegiance.

**Changes to the Agenda**

There were none.

**Minutes**

It was moved by Councilmember Jurca and seconded by Councilmember Raley to approve the minutes of the August 19, 2014 regular meeting as submitted by the Clerk. All in favor, motion carried.

**Citizen Comments**

Linda Roper, 323 Howard Street, commented on weeds located on city property.

**Public Hearing: Discussion Regarding Ballot Language**

The Mayor recessed the regular meeting and convened a public hearing.

City Manager Justin Clifton summarized the changes since the last draft.

The Mayor called for public comment and when there was none he closed the public hearing and reconvened the regular meeting.

**Resolution #1, 2014; Setting Ballot Language for November 4, 2014 Coordinated Election**

Resolution #1, 2014

A RESOLUTION OF THE DELTA CITY COUNCIL,  
AUTHORIZING A TABOR ELECTION ON NOVEMBER 4, 2014,  
FIXING BALLOT TITLES AND QUESTIONS, AND SETTING  
FORTH OTHER DETAILS RELATING THERETO

was introduced and read by the Clerk.

It was moved by Councilmember Penick and seconded by Councilmember Jurca to adopt Resolution #1, 2014. Roll call vote: Councilmembers Cooper, aye; Penick, aye, Jurca, aye, Raley, aye and Sisson, aye. Motion carried.

**Regular Meeting, Delta City Council, September 2, 2014 (cont.)**

**Contracted Services Agreement – Electrical On-call**

Manager Clifton stated that staff is attempting to get some contractors on-call to enable to proceed with small projects as they arise. These services are those that staff is not able to complete such as electrical and plumbing.

Utilities Director Steve Glammeyer stated that they are also doing the same for heating, ventilation and air conditioning. At this time, staff is requesting approval to proceed with a contract with Tiger Electric for the electrical on-call. He summarized the bids that were received.

There was discussion regarding how often the services would be utilized.

Councilmember Raley questioned if this is a local company.

Director Glammeyer reported that both companies that submitted bids are local contractors.

It was moved by Councilmember Penick and seconded by Councilmember Cooper to approve the contract with Tiger Electric for services as presented. All in favor, motion carried.

**Sub-grade Preparation Work for Paving at WWTP**

Director Glammeyer stated that this is for road preparation work at the Waste Water Treatment Plant (WWTP) in the area being used for general traffic. This contract would remove any old asphalt and shore up any soft areas that may be underneath the existing asphalt. He summarized the bids that were received and stated that staff reviewed the local preference policy.

Mayor Sisson questioned why there was such a large discrepancy.

Director Glammeyer stated that it is up to the company who is bidding to provide a cost so he not aware of why there is such a large discrepancy.

Councilmember Cooper questioned if the City has used J&K Trucking in the past.

Director Glammeyer reported that the City has not used J&K Trucking; however, Phil Riley is aware of the firm and feels they would provide good services to the City.

Councilmember Penick questioned if this is budgeted.

Director Glammeyer stated that this is a budgeted project.

It was moved by Councilmember Cooper and seconded by Councilmember Raley to award the sub-grade preparation work for the WWTP to J&K Trucking, LLC in the amount of \$33,917.95. All in favor, motion carried.

**Regular Meeting, Delta City Council, September 2, 2014 (cont.)**

**Pioneer Road Overlay/WWTP Asphalt Replacement Project**

Director Glammeyer stated that this is for the asphalt at the WWTP and the Pioneer Road Overlay project. He summarized that bids received. He stated both projects are within budget.

**Pioneer Road Overlay/WWTP Asphalt Replacement Project (cont.)**

It was moved by Councilmember Jurca and seconded by Councilmember Penick to approve the contract with United Companies for the WWTP and Pioneer Road asphalt replacement projects in the amount of \$257,075 for Pioneer Road and \$37,044 for the WWTP. All in favor, motion carried.

**Hotel/Restaurant Liquor License Renewal; The Garden Center**

The Clerk explained that The Garden Center has submitted their annual hotel and restaurant liquor license renewal. The application is complete and all fees have been paid. The police department is recommending renewal.

It was moved by Councilmember Cooper and seconded by Councilmember Penick to approve the hotel/restaurant liquor license renewal for The Garden Center. All in favor, motion carried.

**3.2% Beer Off Premises Renewal; Maverik Inc. #462**

The Clerk also explained that Maverik, Inc. #462 has submitted their 3.2% Beer Off Premises renewal. The application is complete and all fees have been paid. The police department is recommending renewal.

It was moved by Councilmember Penick and seconded by Councilmember Jurca to approve the 3.2% Beer Off Premises renewal for Maverik, Inc. #462. All in favor, motion carried.

**City Attorney Comments**

There were none.

**City Manager Comments**

Manager Clifton commented on his recent vacation.

**Councilmember Comments**

Councilmember Cooper commented on the budget.

Councilmember Penick stated that he has received other comments on the weeds. He stated that since they are in the budget process, Council and staff may want to look at whether additional funds can be contributed to weed control or possibly review the schedule for spraying the weeds.



Item D:

Citizen Comments



# MEMO

To: City Council  
From: Justin Clifton, City Manager  
Date: September 16, 2014  
Subject: Potential DOLA Intern



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*Office of the City Manager*

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## **Recommendation:**

Staff is requesting approval to pursue a Best and Brightest DOLA intern.

## **Background:**

The Department of Local Affairs and Colorado University sponsor the “Best and Brightest” internship program. This program is available to local communities and students pursuing a Master’s Degree in Public Administration or related fields. There are 20 of these internships available across the state every two years. Delta is slated for one of those slots pending approval from Council. However, the internship placement is at the discretion of both the community and the individual. Even if there are interested applicants (which is not guaranteed) the community and the individual have the right to decline an offer.

The internship is structured to span two years. During that time, an intern works with the City Manager’s office and performs duties consistent with a Special Projects Manager or Assistant to the Manager. This includes high level administrative work such as grant writing and administration, policy research, citizen engagement, public relations, economic development etc. Job duties would be assigned in light of the particular interests and skill set of the intern but would also be designed to provide broad experience aimed at preparing an individual for an administrative position with the City or other organization. Many interns go on to become department heads or managers within or immediately after the internship.

The scholarship provided by DOLA would cover a little more than ½ the cost of the intern. The cost to the City would be \$17,000 each year for two years. Because the intern would work on projects across all departments the cost could be split among various funds, making the impact to any one fund fairly minimal.

This proposal is supported by department heads. The concerns expressed have to do with making sure we have someone that is highly productive that can work with each department. I have committed to the team not to offer a position to anyone who does not meet those criteria.

I was a Best and Brightest Intern before taking my first management job six months into the internship. Virtually all of the students from my cohort served their communities well beyond the investment made by those communities and now have careers in local government (including a number of western slope managers). I have also had two interns work directly under me in my previous position with Bayfield. Both interns performed high level administrative work and actually paid for their positions by bringing in grant dollars we would have otherwise not acquired.

**Cost:** \$17,000 each year for two years, split among numerous funds.

**Alignment With Strategic Planning:**

This position would enable the City to take on more of the action plans already in place and accelerate the pace of taking on new projects and programs.

**Actions To Be Taken if Approved:**

Staff would incorporate the grant revenues and expenses in the budget and participate in interviews scheduled in October. If the right candidate is interested in coming to Delta the position would begin January 1, 2015.

# MEMO

To: City Council  
From: Glen L. Black   
Date: September 16, 2014  
Subject: Maverik-Delta Subdivision Final Plat



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## *Community Development*

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**Recommendation:** Staff is recommending approval of the Maverik-Delta Subdivision Final Plat with all listed conditions.

**Background:** The Planning Commission reviewed the Maverik-Delta Preliminary plat at the regular meeting on December 2, 2013. The City Council approved the Maverik-Delta Preliminary Plat at the December 17, 2013 City Council meeting. The final plat has not changed substantially from preliminary plat approval and all conditions of preliminary plat approval have been met, except as listed below, therefore the final plat does not need to be reviewed by the Planning Commission per Delta Municipal Code 16.04.050.E.9.

- Applicant and owner is Maverik Inc.
- Location: Northeast corner of intersection of Hwy 92 and Hwy 50
- Zone: B-2
- Size: approximately 6.371 acres to be divided into 3 parcels

The following are conditions of approval:

1. The development must comply with all City of Delta requirements and other regulatory/permitting agency requirements.
2. Final Plat approval expires 90 days from the date of such approval.

The following were requirements of preliminary plat and have been completed:

1. All improvements have been constructed, including electrical, water, sewer, storm sewer and Highway 92.
2. Payment of \$14,000 for future traffic light has been received.

The following were requirements of preliminary plat that have NOT been completed and are conditions of final plat approval:

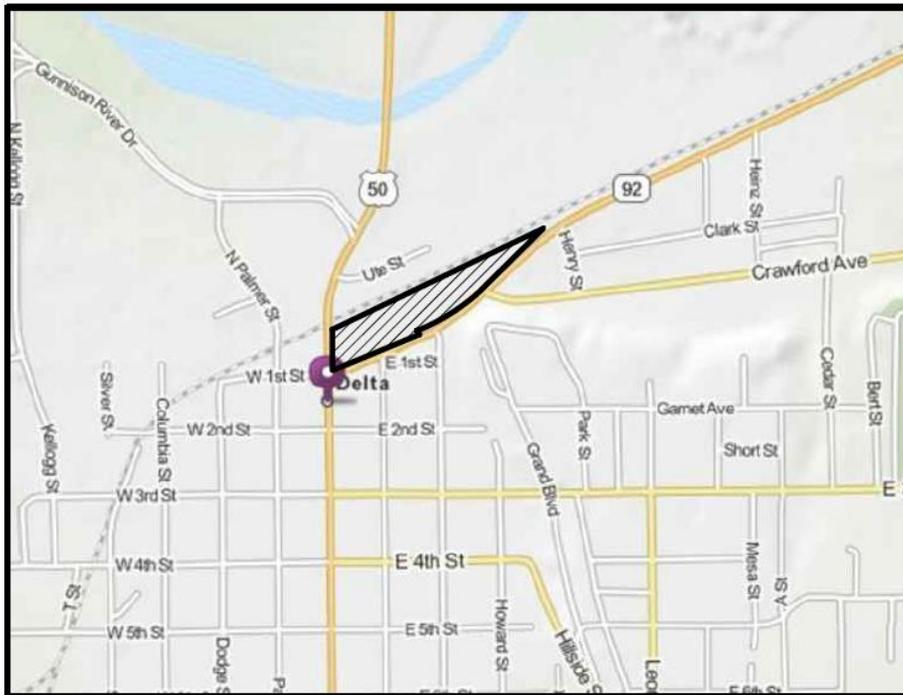
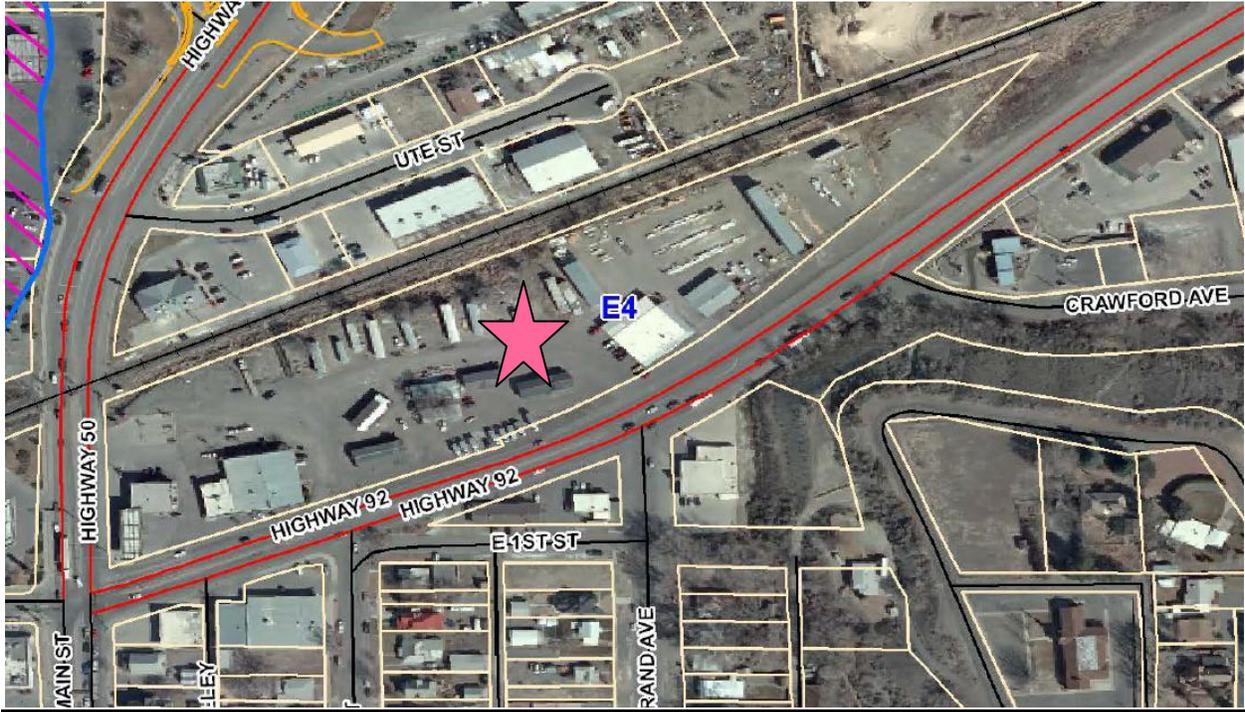
1. Cross access/maintenance agreements must be signed.
2. Receive corrected copies of as-builts.
3. Receive two properly executed mylars of the final plat.

**Cost:** Appropriate application fees have been paid.

**Alignment With Strategic Planning:** The City of Delta Comprehensive Plan states: "The City of Delta should encourage commercial growth along the highway corridor to the east." Policy 7, page 3-13

**Actions To Be Taken if Approved:** Notify applicant of approval. Staff will then record plat and cross access/maintenance agreement.

**Aerial Photo**



**VICINITY MAP**

NO SCALE

# MEMO

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To: City Council  
From: Justin Clifton, City Manager  
Date: September 16, 2014  
Subject: Time off Requests



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*Office of the City Manager*

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## **Recommendation:**

I am looking for feedback for how Council would like to handle my time off requests.

## **Background:**

My typical practice has been to inform Council when I will be out of the office either for training or personal time. I have typically not reported out sick, which is rare and has been limited to a duration of one day. I think this system works well as Council is typically not in a position to assess whether any particular time off request is good timing or bad. I also believe that my position is one where I need to be able to assess the appropriateness of time away from the office and avoid absences that negatively impact the organization. That said, Council also has the obligation of assessing my performance and ensuring the City Manager is honoring his/her responsibility to the organization. So the basic question is: how does Council want to handle time off? It may be that I have authorization to take time off within a 1-3 day time frame but submit requests to Council for any time off exceeding 4 or 5 days.

One of the reasons I bring this up now is because I would like to take a more extended vacation with either the Thanksgiving or Christmas holidays. My position is unique in that it is difficult to find a "good" time to take more than 5 days off consecutively. And yet, taking such a break periodically is important to remain fresh and avoid burn-out. In my career as a City Manager, I have only taken a 2 week vacation once. In my two years with Delta my longest vacation has been 3 ½ working days. I would like Council to consider vacation leave for either one week at Thanksgiving and one week at Christmas or two weeks consecutive between Christmas and New Years. The two weeks around Christmas is my preference.

This year is unique in that Christmas and New Years falls on a Thursday. When this happens I typically close the offices. Staff is not given any additional paid time off but must burn their own PTO or work on assigned projects. The point is we will have closed offices for 4 out of the 10 days those weeks. This is also a very slow time in general as many offices close and people take vacations. This enables me to take up to 10 working days off but 4 of them the offices are closed anyway. This year is also unique in that there are 5 Tuesdays in December, meaning I can take the time without missing or rescheduling a Council meeting.

**Attorney Comments**



**City Manager Comments**



**Councilmember Comments**



**Item K:**

**Executive Session:**

**For discussion of a personnel matter under CRS Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees and also for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402(4)(b).**