

**TOWN OF MORRISON BOARD OF TRUSTEES
MORRISON TOWN HALL, 110 STONE STREET
REGULAR MEETING OF THE BOARD OF TRUSTEES
TUESDAY, JANUARY 16, 2024
6:00 P.M**

Call to Order. Mayor Wolfe called the Regular Town Board Meeting to order at 6:02 P.M.

Roll Call. Mayor Chris Wolfe, Trustees Katie Gill, Sean Forey, John Leonard, David Wirtz, and Adam Way were present. Trustee Paul Sutton was absent. Trustee Sean Forey joined the meeting at 6:10 PM. A quorum was established.

Staff Present. Kara Winters (Town Manager), Bill Vinelli (Chief of Police), Daniel Lamont (Streets, Grounds, and Buildings Director), Ariana Neverdahl (Town Clerk), Courtney Christensen (Deputy Town Clerk).

Amendments to the Agenda. Town Manager Winters removed item 6.a 417 Bear Creek Avenue, Historic Designation from the agenda.

Public to Address the Board. David Killingsworth, 403 Bear Creek Avenue. Killingsworth addressed the Board and mentioned a water line broke on Beckett Lane and suggested the Town work on accepting the line as a Town owned line instead of a private line. Killingsworth voiced his frustration over his building permit application for 417 Bear Creek Avenue. Killingsworth stated that he felt the Town was not holding all property owners to the same standards. Killingsworth stated that he was not informed that his building was being discussed or reviewed for a historic designation.

Reza Ardehali, 215 Bear Creek Avenue. Ardehali stated he did not agree with the Town discussing the historical designation of 417 Bear Creek Avenue without contacting the owner first. Ardehali stated he felt the Town was not treating all property owners equally and stated the Town should apply the same regulations to all property owners.

Town Manager Winters stated the Board will be holding a work session to review the regulations for Historic Structure Designation and will notify both Killingsworth and Ardehali when the work session will be.

Presentations and Hearings.

Morrison MVP. Trustee Gill Presented Shari Raymond with the first Annual Morrison MVP Award.

Town of Morrison 2023- Compensation Study-Graves Consulting. Laurie Graves, Graves Consulting. Graves reviewed the Town of Morrison 2023 Compensation Study with the Board. Graves stated the Compensation Study is to help the Town recruit and retain talent in the current employment market. Graves stated the goal of the study is to provide the Town with current data compensations, and benefits comparison, and to recommend and implement pay structures based on the collected data. Graves informed the Board that the defined market for the Town is broad and reflective of the larger labor market the Town competes in for employees. The market includes many public sector organizations from the Denver/Boulder region. Graves stated the data that was used for the study was pulled from actual wages being paid to employees doing similar work for each position. Graves met with each department head in the Town to better understand each employee's role and the expectations of each role. The data collected was scrubbed to ensure the data was valid and adjustments were made to the survey data to fit the uniqueness and size of the Town. Graves stated that the study matched the Town's positions to the external data sources to determine a market average for each employee's role. The data was aged forward

to match and reflect the 2024 implementation. Graves reviewed the two proposed pay structures to the Board. The Governmental Pay Structure is based on 15 pay grades each with a minimum, median, and maximum wage that ranges from 35% to 45% wide. The Police Step Plan is a nine-step plan for all Sworn non-exempt Police Officers. An officer who completes a year with the Town would move up in the step plan with a 3% increase in wages. The officers are placed in the step plan based on experience. Graves informed the Board that the Town currently has 11 employees whose current wages are below the new range minimum. The estimated cost to increase all employees' wages to meet the minimum wage range is \$138,550.00 from the General Fund and \$21,450.00 from the Utility Fund. Graves stated the next phase of the Compensation Study would be to look at employees who were placed in a pay compression to newer employees who were placed in the minimum pay range. The final phase of the pay structure would be to place employees who have more experience further along in the pay structure. This phase is recommended to be completed in 2025.

Graves reviewed the benefits comparison data. Graves stated they reviewed the cost of health plans, retirement plan contributions, and paid time off for the study. Graves stated the data showed the Town is competitive for single coverage health plans but less competitive for family coverage health plans. The Town is also less competitive for Sworn Police Officers' retirement contributions but competitive for General Government employees. The study reflected that the Town is competitive in both paid time off and recognized holidays.

Trustee Wirtz stated the cities listed in the Compensation Study are larger cities with a higher population and larger budget. Graves stated the market study is based on the job labor market the Town is competing in. The data has been adjusted by 10-35% to reduce the wages for the size of the Town.

Trustee Wirtz asked if the public sector market is the same as a private entity to expect a raise every year. If someone wanted a raise in the private sector, they would need to switch jobs. Graves stated that 95% of their clients offer a wage increase annually. The wage increase can be based on merit or a proposed pay structure.

Trustee Wirtz asked if the cities included in the Compensation Study pay their Mayor and Board Members' salaries. The Board will need to consider a pay structure for the Board as well. Graves stated that some cities pay their Mayor and Board members and she will provide the Board with that information.

Trustee Leonard asked why the data did not include other small Towns from Colorado and across the country. Graves stated the data collected is specific to Colorado and not every small Town submits their data to CML.

Trustee Leonard stated he did not agree with the data presented in the Compensation Study. The cities the data was collected from are not small municipalities. The Town's qualifications for employees are different than other municipalities.

Trustee Gill stated that she liked having a structure for wage increases, the Town has not had a guided structure for wage increases in the past. Trustee Gill stated that she had the same concerns as Trustee Leonard and Wirtz. Trustee Gill stated she understood the Police Department Step Plan but needed further clarification on the Pay Grades included in the Governmental Pay Structure. Graves stated that if an employee was on Grade Level 102 their wage increases would be along Grade Level 102. The employee does not move up a grade level.

Trustee Leonard asked what the definition of the grade levels is. Graves stated the grade classifications for each grade level have been provided to the Town but were not included in the presentation. Town

Manager Winters stated she would provide the Board with the grade classifications.

Trustee Gill stated she looked into the cities that were listed in the compensation study and mentioned that the other cities' budgets were larger than the Town's budget. Trustee Gill stated that Morrison is very unique and that comparing Morrison to the other municipalities in the Denver/Boulder region is not a fair comparison. Graves stated the data for the study is pulled from the labor market the Town is competing in.

Trustee Leonard stated that the Town is not looking to hire any employees and does not have a retention problem. Town Manager Winters and Town Clerk Neverdahl stated that the Town has recently experienced a high number of turnovers.

Trustee Gill stated a benefit of working for the Town is the small-town culture and other benefits such as working from home.

Trustee Way stated that he agreed with the comments made by other Board members. Trustee Way also stated the Town does not look at the same talent pool that other surrounding municipalities do. They have higher qualifications for their employees than the Town does. Trustee Way stated that people want to work for Morrison because of the location of the Town.

Mayor Wolfe thanked Graves Consulting and Town Staff for their work on the Compensation Study. Mayor Wolfe stated that he liked the structure of the wage increases.

Mayor Wolfe stated that he did not see the Chief of Police or Commander mentioned in the Police Department Step Plan. Graves stated that the Chief of Police and Commander are included in the Governmental Pay Structure.

Mayor Wolfe asked if the proposed wages included a cost-of-living adjustment. Graves stated that typically the entire pay structure is updated to reflect the current market.

Mayor Wolfe asked if other municipalities tie the Compensation Study to their budget. Graves stated that the Compensation Study is not based on municipalities budgets but the market that they are in, and what has been presented is the Denver Metro Area Market.

Trustee Forey stated that he was good with the Compensation Study.

Mayor Wolfe asked if any of the Town Employees present would like to address the Board and make a comment.

Justin Inman, Sworn Police Officer. Inman stated that he has worked for smaller municipalities in Colorado; Lamar, Canon City, and Pueblo. The main difference in working for other smaller municipalities versus Morrison is the cost of living. When working for the Town of Morrison employees are required to live in the Denver Metro Area. Inman stated with the current wage he is unable to live independently and still work for the Town.

Daniel Lamont, Streets, Grounds and Building Director. Lamont addressed the Board and stated working for a larger city is less strenuous than the Town. In larger cities, you are required to know less and do not have to wear as many hats or have as many responsibilities. Lamont stated that with competitive wages the Town can hire better talent that would ultimately benefit the Town.

Trustee Leonard stated that he wants to see the classification for the pay structure before discussing the

wage increases.

Town Manager Winters stated that the compensation study was done as an unbiased evaluation. Town Manager Winters stated she thinks that the Board can talk about the classification but asked them to keep a high-level viewpoint when discussing specific data about employees' jobs.

Mayor Wolfe asked if Town Manager Winters oversees the Police Department Step Plan. Town Manager Winters stated she along with Chief Vinelli will oversee the Step Plan.

Trustee Leonard stated that he would like Town Manager Winters to make recommendations for wage increases. Town Manager Winters stated that she would provide the Board recommendation based on the feedback from the meeting.

Trustee Leonard stated that the Town had already given the employees a pay increase based on the numbers included in the 2023 budget. Town Manager Winters stated that no employee has received a wage increase, Town Staff was waiting on the Compensation Study results.

Town Clerk Neverdahl stated that she onboarded new employees. Town Clerk Neverdahl stated that a few potential employees have not accepted the position with the Town due to the low coverage for individual and single-family insurance. Town Clerk Neverdahl stated that she did not want the benefits compensation results to be overshadowed.

Town Manager Winters stated that the Town's wages are below market values even when compared to smaller municipalities. Town Manager Winters stated the Town does have the funds in the General Fund to complete and approve the recommended Compensation Study recommendations, with revenues over expenditures in the General Fund of \$1.7 million in 2023.

Trustee Gill stated that she was touched by the comment made by Officer Inman. Trustee Gill stated that she understood the frustration of the cost of living in Jefferson County. Trustee Gill also stated it's hard to look at the Compensation Study when looking at the Town's budget. Morrison is a unique Town that requires a larger police department because of the location and the events held at Red Rocks Amphitheatre.

Mayor Wolfe stated that he wanted the Town to be an Employer of Choice, a Town that people want to come and work for. Mayor Wolfe stated that the Town is in the position to step up and pay Town employees what was recommended in the pay structures.

Trustee Way stated that the Town does offer professional development and education reimbursement.

Town Manager Winters stated that she is here and works for the Town because she cares about Morrison. Town Manager Winters stated that she hopes she can help the Town Employees care for the Town as much as she does and get them to where they need to be based on the Compensation Study.

The consensus of the Board was to get the classification numbers for the Compensation Study and the recommendations from Town Manager Winters.

General Business.

Charge Ahead Grant Application. Streets, Grounds, and Building Director Lamont asked the Board for their approval to apply for a grant through Charge Ahead Colorado. The grant would help fund a new level 3 DC fast charging station for the Town.

Trustee Leonard asked how many stations the Town would receive through the grant. Streets, Grounds, and Building Director Lamont stated the Town would receive one station with two chargers.

Mayor Wolfe asked if the Town would charge to use the station. Town Manager Winters stated the Town can decide to charge for the stations but it is not a huge revenue generator.

Trustee Wirtz suggested the Town charge the minimum amount so that the stations are not taken advantage of.

A motion was made by Trustee Way to approve the Town to apply for a grant to try and secure funding for a new charging station in the Town. The motion was seconded by Trustee Leonard. All members present voted aye. The motion carried.

Resolution 2024-02- Repealing Resolution 2023-04 Related to Electronic Participation and Amending Policies and Procedures. Town Attorney Flanagan reviewed Resolution 2024-02 and stated the policies were updated based on the Board's direction.

Trustee Gill stated that the resolution reflected the Board's discussion regarding public comment. Trustee Gill stated that she hopes the Board will not limit public comments that are specific to agenda items for Board discussion.

A motion was made by Trustee Way to adopt Resolution 2024-02 A Resolution Repealing Resolution 2023-04 Related to Electronic Participation and Amending the Policies and Procedures of the Board of Trustees. The motion was seconded by Trustee Leonard. All members resent voted aye. The motion carried.

Audit Engagement Letter- Hinkle & Company, PC.

A motion was made by Trustee Gill to authorize the Town Manager to execute the Hinkle & Company Audit Engagement Letter for the Town of Morison's annual audit for 2023. The motion was seconded by Trustee Way. All members present voted aye. The motion carried.

Set Date for Municipal Code Training Work Session. Town Manager Winters suggested combining the Historic Designation Work Session and the Municipal Code Training Work Session.

Trustee Gill stated that it's important that the Board understands the Town code and would like to do a general code training work session with the Planning Commission. Trustee Gill stated that she felt the historic designation is the most pressing issue and should be the first work session.

Town Staff will work on scheduling a separate work session with the Planning Commission regarding the Town's Municipal Code.

The consensus of the Board was to schedule a work session on the Historic Designation on February 6, 2024, at 5:00 PM.

Morrison Mitigation Project Scoping Report Public Draft Discussion. Town Manager Winters stated the Town is taking public comments on the Morrison Mitigation Project Scoping Report Public Draft until January 17, 2024.

Trustee Leonard stated he does not agree with the comments submitted by Trustee Sutton. Trustee Leonard stated he does like aspects of the report but does not like to totality of the report.

Trustee Leonard asked if the easiest hazards to receive funding for are wildfire and water.

Trustee Gill stated the last step of the report is a selection of two projects that would receive full Benefits Cost Assessments (BCA). The report mentioned undergrounding utility lines will most likely not meet the FEMA guidelines for the grant, and the Town would need to seek additional funding. Trustee Gill stated she did not want the top two projects for the report to be projects that the FEMA has already said the Town would not receive full funding for.

Trustee Gill stated that this report will assist the Town in receiving grants in the future.

Trustee Gill stated that the Town has several dried gulleys full of brush and undergrounding the utility lines would not prevent a wildfire.

Trustee Leonard stated he wanted to wait and get input from the community before making a decision. Town Manager Winters stated she would ask WSP to make a recommendation for the top two projects to do the BCA's on based on the community feedback.

Departmental Reports.

Accounting. Trustee Way stated that Town Manager Winters mentioned the General Fund has a surplus amount for the compensation study. Trustee Wirtz asked if that was included in the 2024 budget. Town Manager Winters stated it was not included in the budget, the budget would need to be amended based on what the Board approves from the Compensation Study.

Trustee Leonard asked if anyone manages the Town's assets. Town Manager Winters stated that since the Town is a government agency there are limitations on how the funds can be managed. Town Manager Winters stated that she watches interest levels between ColoTrust and 1st Bank.

Trustee Leonard asked about the permit issuance for 417 Bear Creek Avenue. Town Manager Winters stated all properties located in the Commercial Transition Zoning are required to get a Planning and Zoning Review on all building permit applications. The proposed roof was not alike in color, or material to the prior roof, the Town has specific codes to determine if the façade change is acceptable or not. Town Manager Winters stated she did not feel comfortable deciding on the historic designation and that is why it was included in the packet for Board review and approval.

Trustee Gill stated that the Historic Overlay Code is a different review process than the Historic Structure Designation. A Historic Structure has additional requirements in the Historic Overlay Code.

Court. No oral report.

Museum. No oral report.

Planning Commission.

- i. **Project Tracker.** No oral report.
- ii. **Planning Commission Minutes.** No oral report.

Police Department. Trustee Wirtz asked for clarification on where the speed radar cameras will be placed along Highway 74. Town Manager Winters stated that the camera will be placed by Entrance 3 to Red Rocks Amphitheatre along Highway 74.

Trustee Leonard asked if the Police Department can send out a notification to residents if an increase in crime such as robberies is taking place near the Town. Town Manager Winters stated the Police Department can send out general notifications to the residents and business owners.

Town Manager. Town Manager Winters provided the Board with an update on the Red Hotel Hearing and Forey/Leonard Vacation Hearing, which will be held with the Planning Commission on February 13, 2024, and to the Board on March 5, 2024.

Town Manager Winters provided the Board with an update on the Comcast Franchise Agreement, the Board can expect to see the agreement on the next two meeting agendas. On February 6th it will be on the agenda for Board questions and comments and on the February 20th agenda for approval by ordinance.

Town Attorney. Trustee Leonard thanked Town Attorney Flanagan for all of his work.

Consent Agenda.

A motion was made by Trustee Way to approve the Consent Agenda for January 16, 2024. The motion was seconded by Trustee Wirtz. All members present voted aye. The motion carried.

Board Comments.

- Trustee Wirtz mentioned that there are several large potholes around Town. Streets, Grounds, and Building Director Lamont stated that they will work on getting the potholes patched.

Trustee Leonard moved to go into executive session for a conference under Town Charter Section 3.4 and C.R.S. § 24-6-402(4)(b) and (e) with the Town Attorney, Town Manager, and appropriate staff to receive legal advice and to instruct negotiators regarding two different subjects; (1) the acquisition of property for public restrooms and (2) the lease and use of Town land for a retail marijuana store. The motion was seconded by Trustee Way; the motion was approved unanimously.

Adjournment. Mayor Wolfe adjourned the regular Town Board Meeting at 9:01 P.M.



TOWN OF MORRISON

Chris Wolfe, Mayor

ATTEST:

Ariana Neverdahl, Town Clerk