

**THE TOWN OF MOUNTAIN VIEW
TOWN COUNCIL MEETING AGENDA
May 13, 2019
6:30 PM**

- 1) CALL THE REGULAR MEETING OF THE TOWN OF MOUNTAIN VIEW TOWN COUNCIL TO ORDER AT THE TOWN HALL, 4176 BENTON STREET/ROLL CALL** (Any Council member with any potential conflicts of interest regarding any agenda matters will declare them after Roll Call)

- 2) LICENSING AUTHORITY BOARD**

6:35 PM

GREEN DRAGON – CHANGE OF OWNERSHIP

- 3) CONSENT AGENDA**

6:45 PM

The items listed under “Consent Agenda” are intended to be acted on with a single motion and vote. This expedites the handling of routine matters by the Council. The Council has received the information prior to this meeting. The Mayor will ask if a citizen wishes to have a specific item discussed. A Council member may request an item be removed from this agenda on behalf of a citizen or themselves and will state whether the item will be discussed in the meeting or tabled. The removal, or tabling, of an item requires a second and majority vote of the Council to be removed. Items on the Consent Agenda are then voted on by a single motion, second, and non-roll call vote.

a. Summary Account Information & Accounts Payable for April 2019 – Finance Committee

- 4) UNSCHEDULED PUBLIC COMMENTS-COMMENTS ARE LIMITED TO 3 MINUTES**

This time is reserved for members of the public to discuss items not scheduled on the agenda. The Council will not discuss these items, nor will they make any decisions on items presented during this time. The Council will refer the items to staff for follow up. Comments are limited to 3 minutes per person.

6:50 PM

- 5) STAFF UPDATES AND/OR REPORTS**

7:00 PM

Police Dept. – Public Works – Town Attorney

- 6) PUBLIC COMMENT ON CURRENT AGENDA ITEMS – LIMITED TO 3 MINUTES PER SPEAKER**

7:10 PM

- 7) 2018 AUDIT PRESENTATION - JIM HINKLE, HINKLE & CO./LORRAINE TROTTER, TOWN ACCOUNTANT**

7:20 PM

BREAK IN SESSION (10 MINUTES)

- 8) SECOND READING - DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE NO. 2019-04-08A, AN ORDINANCE AMENDING SECTION 11-2-30 OF THE MOUNTAIN VIEW MUNICIPAL CODE ALLOWING THE PUBLIC WORKS DIRECTOR OR HIS DESIGNEE TO ADDITIONALLY BE RESPONSIBLE FOR THE INSPECTION OF ALL SIDEWALKS AND DRIVEWAY ENTRANCES IN TOWN – TOWN ATTORNEY**

7:55 PM

- 9) **SECOND READING - DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE NO. 2019-04-08B, AN ORDINANCE AMENDING CHAPTER 6, ARTICLE 3 OF THE MOUNTAIN VIEW MUNICIPAL CODE TO ALLOW FOR SPECIAL EVENT LIQUOR PERMITS – TOWN ATTORNEY**
8:00 PM
- 10) **SECOND READING - DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE NO. 2019-04-08C, AN ORDINANCE ADDING A NEW ARTICLE 8 TO CHAPTER 6 OF THE MOUNTAIN VIEW MUNICIPAL CODE ENTITLED “SHORT-TERM RENTAL PROPERTIES” – TOWN ATTORNEY**
8:05 PM
- 11) **DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE NO. 2019-05-13A, AN ORDINANCE AMENDING SCHEDULE IV OF CHAPTER 8 OF THE MOUNTAIN VIEW MUNICIPAL CODE RELATING TO PARKING LIMITED ON CERTAIN STREETS – MAYOR/TOWN ATTORNEY**
8:10 PM
- 12) **DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE NO. 2019-05-13B, AN ORDINANCE AMENDING SECTION 11-2-20 OF THE MOUNTAIN VIEW MUNICIPAL CODE RELATING TO SIDEWALK REPAIR STANDARDS – MAYOR/TOWN ATTORNEY**
8:20 PM
- 13) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13A A RESOLUTION SETTING THE FEE FOR A SPECIAL EVENT LIQUOR PERMIT PURSUANT TO SECTION 6-3-140 OF THE MOUNTAIN VIEW MUNICIPAL CODE – TOWN ATTORNEY**
8:30 PM
- 14) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13B, A RESOLUTION SETTING THE ANNUAL LICENSE FEE AND LATE FEE FOR A SHORT-TERM RENTAL LICENSE PURSUANT TO SECTION 6-8-40 AND 6-8-50 OF THE MOUNTAIN VIEW MUNICIPAL CODE – TOWN ATTORNEY**
8:40 PM
- 15) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13C, A RESOLUTION APPROVING ADVERTISEMENT FOR CONTRACTOR BIDS FOR THE SEWER SYSTEM IMPROVEMENT PROJECT – TOWN ATTORNEY**
8:50 PM
- 16) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13D, A RESOLUTION APPROVING ADVERTISEMENT FOR CONTRACTOR BIDS REGARDING THE W 41ST STORM WATER IMPROVEMENT PROJECT – TOWN ATTORNEY**
8:55 PM
- 17) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13E, A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CONSTRUCTION MANAGEMENT OF THE 2019 SANITARY SEWER PROJECT – TOWN ATTORNEY**
9:00 PM
- 18) **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION NO. 2019-05-13F, A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CONSTRUCTION MANAGEMENT OF THE 2019 ROADWAY DRAINAGE PROJECT – TOWN ATTORNEY**
9:05 PM

19) COMMITTEE UPDATES

9:10 PM

**Economic Development Committee – CDOC – Admin Committee - Finance Committee – Public Works
Public Safety (did not meet/no report)**

20) MAYOR'S REPORT/ITEMS

9:15 PM

21) COUNCIL MEMBERS' REPORTS/ITEMS

9:20 PM

22) MEETING TO ADJOURN

9:25 PM

**TOWN OF MOUNTAIN VIEW
TOWN COUNCIL MEETING**

MAY 13, 2019

SIGN IN SHEET

Print Name

Signature

Email Address

Legal Disclaimer: By voluntarily providing the information below, you are consenting to allowing the Town of Mountain View to contact you for Town-related purposes.

**THE TOWN OF MOUNTAIN VIEW
TOWN COUNCIL MEETING MINUTES
MAY 13, 2019**

PRESENT: Mayor Glenn Levy; Councilmembers Chelsea Steen, Mayor Pro Tem; Kathleen Bailey; Mladenka “Mia” Boehrer; Sean R. Davis; Adam Ellsworth; and Adam Hillig.

STAFF MEMBERS

PRESENT: TC Hough, Police Department; Gene Bird, Public Works; Kaytlyn Perez, Admin Assistant; and Sarah Albright, Town Clerk/Treasurer who recorded the meeting. Minutes are not verbatim.

MEETING TIME: 6:32 PM

LOCATION: Town Hall

THE TOWN OF MOUNTAIN VIEW TOWN COUNCIL CALLED THE REGULAR MEETING OF THE TOWN OF MOUNTAIN VIEW TO ORDER

Mayor Levy called the meeting to order and roll call taken with members that were present.

Councilmember Steen motioned to exit regular meeting and enter Licensing Authority Board and Councilmember Boehrer seconded. All Aye. The motion passed.

LICENSING AUTHORITY BOARD

Levy introduced the agenda item.

Andrew Levin introduced himself, and Alex Levin as current owners of Green Dragon. Ryan Mulligan had decided to step down from ownership thus the request for a change of ownership. They enjoy being at Mountain View.

Councilmember Hillig motioned to approve the change of ownership and Councilmember Ellsworth seconded. All Aye. The motion passed.

Councilmember Ellsworth motioned to enter back into the regular meeting and Councilmember Boehrer seconded. All Aye. The motion passed.

CONSENT AGENDA

Levy introduced the agenda item.

Councilmember Ellsworth motioned to approve and Councilmember Davis seconded. All Aye. The motion passed.

UNSCHEDULED PUBLIC COMMENTS-COMMENTS ARE LIMITED TO 3 MINUTES

Levy introduced the agenda item.

There were no comments.

STAFF UPDATES AND/OR REPORTS

Levy introduced the agenda item.

Police Dept. – The report was a table setting. Sgt. Hough was in for the Police Chief as he was at memorial for fallen police officers in Washington, D.C. He gave an overview of the report. The Chief wanted his thanks expressed to Council for allowing him to attend the POST Certification training where he was elected president of his class.

Public Works – The report was in the packet.

Town Attorney – Evin King updated them about the Open Space reverter to release the area for the carport and the extension of Town Hall to the north of the building by the restrooms. It will cost the Town to release the property and hopefully have something for Council to approve in June. The sewer project documents are starting to fall into place, possibly an emergency ordinance coming. We will determine ownership of the roads after the IGA with Wheat Ridge has been signed. CIRSA offers an Ethics presentation for their members and she is looking into that as well.

PUBLIC COMMENT ON CURRENT AGENDA ITEMS

Levy introduced the agenda item.

ORDINANCE NO. 2019-04-08A, AN ORDINANCE AMENDING SECTION 11-2-30 OF THE MOUNTAIN VIEW MUNICIPAL CODE ALLOWING THE PUBLIC WORKS DIRECTOR OR HIS DESIGNEE TO ADDITIONALLY BE RESPONSIBLE FOR THE INSPECTION OF ALL SIDEWALKS AND DRIVEWAY ENTRANCES IN TOWN

Levy introduced the agenda item.

Councilmember Bailey motioned and Councilmember Hillig seconded. Roll call. All Aye. The motion passed.

ORDINANCE NO. 2019-04-08B, AN ORDINANCE AMENDING CHAPTER 6, ARTICLE 3 OF THE MOUNTAIN VIEW MUNICIPAL CODE TO ALLOW FOR SPECIAL EVENT LIQUOR PERMITS

Levy introduced the agenda item.

King stated overall this is going to allow non-profits, and the town to get a special events' permits, allowing them to sell beer or wine, or hard alcohol. The permit is to sell alcohol. It has to be in an enclosed space.

Discussion included: specific requirements; the Clerk will have administrative approval of the events; Licensing Authority Board will be asked to review if needed; Breweries must have non-profit status.

Councilmember Boehrer motioned and Councilmember Steen seconded. Roll call. All Aye. The motion passed.

ORDINANCE NO. 2019-04-08C, AN ORDINANCE ADDING A NEW ARTICLE 8 TO CHAPTER 6 OF THE MOUNTAIN VIEW MUNICIPAL CODE ENTITLED "SHORT-TERM RENTAL PROPERTIES"

Levy introduced the agenda item.

Discussion included: enforcement concerns; SAFEBuilt perform inspections; multi-year options; repeat offenses; penalties for first, second, and third offenses and revocation; reasonable known hazards; radon; fire extinguishers and establish standards; residential standards.

Councilmember Ellsworth motioned to approve as amended and Councilmember Hillig seconded. Roll call. All Aye. The motion passed.

BREAK IN SESSION

7:25 PM

BACK IN SESSION

7:30 PM

2018 AUDIT PRESENTATION - JIM HINKLE, HINKLE & CO./LORRAINE TROTTER, TOWN ACCOUNTANT

Levy introduced the agenda item.

Jim Hinkle, and Chris Parker, Hinkle & Co., and Lorraine Trotter were in attendance to present.

Hinkle distributed the 2018 Letter and the bound report of the audit financials. The letter was a disclosure to communicate there were no issues, or disagreements with management, or difficulties in performing the audit. There were some non-required communication items that were noticed and are not new, rolled forward from previous years. With a small office you will have a limited risk in segregation of duties and want to highlight that with councilmembers rotating on and off and it shouldn't be a problem. The paid time off accumulation could make a large liability. There is a good internal procedure for time off. He reviewed the audit report and the audit went well. Nothing was denied. Worked well with the accountant and staff. It was a good financial statement.

Lorraine Trotter, Accountant, stated she enjoyed working with Hinkle & Company on the audit. She reviewed the financial report with Council. They have both business and governmental activities. The report aids in determining if the town is taxing enough. In general, the town provides services. Everything looks very good now.

Levy cautioned that it is human nature, if you take in more, you spend more. He asked about the spending from other communities.

Trotter stated most communities are not in a good position like Mountain View is.

ORDINANCE NO. 2019-05-13A, AN ORDINANCE AMENDING SCHEDULE IV OF CHAPTER 8 OF THE MOUNTAIN VIEW MUNICIPAL CODE RELATING TO PARKING LIMITED ON CERTAIN STREETS

Levy introduced the agenda item.

King states this refers to if no parking signs are posted, it means no parking on the street, and loading only signs. This would address the 30-minute loading zone, and limited parking.

Councilmember Hillig motioned as amended and Councilmember Boehrer seconded. Roll call. All Aye. The motion passed.

ORDINANCE NO. 2019-05-13B, AN ORDINANCE AMENDING SECTION 11-2-20 OF THE MOUNTAIN VIEW MUNICIPAL CODE RELATING TO SIDEWALK REPAIR STANDARDS

Levy introduced the agenda item.

Levy stated he wanted to address the current standards and update them. It was brought up in the Community Development and Outreach Committee (CDOC) meeting and councilmembers that certain people wish to help reconstruct sidewalks. The survey had it worded as, should the town help, and the Code states, the residents are responsible. He does not want to add sidewalk replacement to the expenses for the Town. It's very clear in the code. The accountant noted the town could offer low interest loans.

King stated they don't have the authority to authorize the loans, as nothing in the code or the statutes. She stated the loan was not a good idea. Town can fix and set up repayment schedule with the residents and it ensures the sidewalks are fixed properly.

Discussion included: income-based criteria: start with sidewalks need immediate attention; enforcement; huge expense for owners; offering residents a choice with a group rate; reduced rates: use own contractor' follow the standards; RFP in place; concern about the scope of work; not fan of town financing; town can fix per code; lien property.

Councilmember Hillig motioned and Councilmember Steen seconded. Roll call. All Aye. The motion passed.

RESOLUTION NO. 2019-05-13A A RESOLUTION SETTING THE FEE FOR A SPECIAL EVENT LIQUOR PERMIT PURSUANT TO SECTION 6-3-140 OF THE MOUNTAIN VIEW MUNICIPAL CODE

Levy introduced the agenda item.

King stated the fees need to be set for beer and hard alcohol.

Hillig suggested \$50 beer, \$75 for liquor, and \$125 for combined fees.

Councilmember Bailey motioned and Councilmember Boehrer seconded. All Aye. The motion passed.

RESOLUTION NO. 2019-05-13B, A RESOLUTION SETTING THE ANNUAL LICENSE FEE AND LATE FEE FOR A SHORT-TERM RENTAL LICENSE PURSUANT TO SECTION 6-8-40 AND 6-8-50 OF THE MOUNTAIN VIEW MUNICIPAL CODE

Levy introduced the agenda item.

Levy stated \$50 per year or \$150 for three years, and a \$20 late fee.

Councilmember Hillig motioned and Councilmember Steen seconded. All Aye. The motion passed.

BREAK IN SESSION

8:25 PM

BACK IN SESSION

8:35 PM

RESOLUTION NO. 2019-05-13C, A RESOLUTION APPROVING ADVERTISEMENT FOR CONTRACTOR BIDS FOR THE SEWER SYSTEM IMPROVEMENT PROJECT

Levy introduced the agenda item.

Levy stated in June we will have the final version of the contract and time is short, the engineer is ready to advertise for bids.

Councilmember Bailey motioned and Councilmember Steen seconded. All Aye. The motion passed.

RESOLUTION NO. 2019-05-13D, A RESOLUTION APPROVING ADVERTISEMENT FOR CONTRACTOR BIDS REGARDING THE W 41ST STORM WATER IMPROVEMENT PROJECT

Levy introduced the agenda item.

Councilmember Steen motioned and Councilmember Boehrer seconded. All Aye. The motion passed.

RESOLUTION NO. 2019-05-13E, A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CONSTRUCTION MANAGEMENT OF THE 2019 SANITARY SEWER PROJECT

Levy introduced the agenda item.

Levy stated that RG has been tremendously helpful and believes the majority if not all are covered by the loan.

Councilmember Boehrer motioned and Councilmember Bailey seconded. All Aye. The motion passed.

RESOLUTION NO. 2019-05-13F, A RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES FOR THE CONSTRUCTION MANAGEMENT OF THE 2019 ROADWAY DRAINAGE PROJECT

Levy introduced the agenda item.

Councilmember Boehrer motioned and Councilmember Davis seconded. All Aye. The motion passed.

COMMITTEE UPDATES

Levy introduced the agenda item.

Economic Development Committee - Notes in the packet.

Community Development and Outreach Committee – Notes in the packet.

Admin Committee – Notes are in the packet. Working on the employee handbook.

Finance Committee – Read through the notes and submit your wish list. Financial reporting would be normal to get monthly reports, instead of quarterly. However, for the timing to report, it would be advantageous to move the regular scheduled meeting to the third Monday of the month to begin in August if possible. Need to establish a date for the staff wish list.

Public Works – Notes in the packet. Thanks to those that distributed flyers for the street sweeping and spring cleanup.

Public Safety – No updates.

MAYOR'S REPORT/ITEMS

Levy introduced the agenda item.

He met with the Economic Development Committee to discuss service taxes and spoke to the owner of Sniff Shack as she was there. They set a date to meet May 28, 2019, to discuss the pending ballot measure to impose a kennel tax to go before the voters. The town granted them almost \$16,000 and they agreed to put the tax on the kennel services.

He stated CDOC has one official member and asked Sean R Davis.

The procedure for a Facebook page is in place.

He stated he would like to start to limit meetings to two hours max. They need to better prioritize which items need to be added to the meeting. If there are too many items, he is not to put items on the agenda. Special meetings make sense when there are so many items to discuss, then it makes sense to split them up, looking forward.

June 1, 2019, is the next Coffee and Conversation with Mayor Levy, from 1-3PM.

COUNCIL MEMBERS' REPORTS/ITEMS

Levy introduced the agenda item.

Steen will coordinate the Movie Night in the Park, with date to be determined. Albright will send the vendor from the movie night last year to Steen. Steen, Albright, and Perez will coordinate the event.

Hillig stated they had a food truck vendor, used in the past, for the Summer Set Off, from 3-6 PM. He asked about any food trucks that don't charge a fee, let him know.

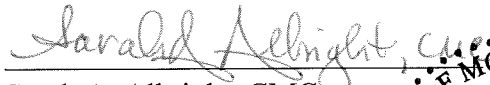
Boehrer noted entertainment was lined up and the theme for the picnic. She noted she has TC and herself.

MEETING TO ADJOURN

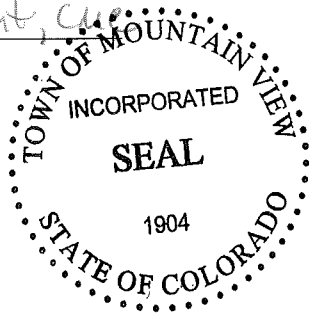
Councilmember Hillig moved to adjourn and Councilmember Steen seconded. All Aye. The regular meeting adjourned at 9:01 PM.

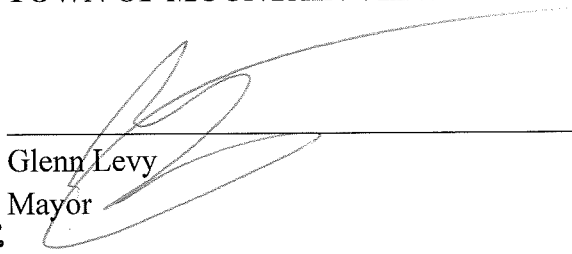
TOWN OF MOUNTAIN VIEW COUNCIL

ATTEST:



Sarah A. Albright, CMC
Town Clerk/Treasurer




Glenn Levy
Mayor