



Town Board Agenda Regular Meeting December 6, 2022 5:30 P.M.

MISSION STATEMENT

"The Town of Center, Colorado shall provide strong leadership, inspire community pride, maintain fiscal accountability and through its employees offer a high level of service to the residents, businesses, and visitors of the community."

"THIS AGENDA MAY BE AMENDED"

PUBLIC HEARING - BUDGET – 5:30 p.m.

MEETING TO ORDER, ROLL CALL AND PLEDGE ALLEGIANCE

1. APPROVAL OF AGENDA
2. CITIZEN COMMENTS
3. CONSENT AGENDA
 - A. MINUTES
11/08/22 & 11/22/22
 - B. COURT REPORT
 - C. POLICE REPORT
 - D. PUBLIC WORKS DEPT. REPORTS
 1. Utilities
 2. Water
 3. Streets and Parks
 4. Building Report
4. PAYABLES
5. MANAGERS REPORT
6. PUBLIC WORKS DIRECTOR
7. RESOLUTIONS
 - A. Resolution - 20221206 – Franchise Fee Change
 - B. Resolution - 20221206-A – Amending resolution 03222022 concerning Transfers of Funds
8. APPROVAL OF 2023 BUDGET
 - A. Ordinance – 564 – LEVYING PROPERTY TAXES
 - B. Ordinance – 565- APPROPRIATING SUMS OF MONEY
 - C. Resolution 20221206-B
 - D. Certification of Tax Levies -Saguache & Rio Grande Counties
9. NEW BUSINESS
 - A. James Sanchez – Discuss commercial operations in residential area
 - B. Approval of REDI Grant Expenses
- OLD BUSINESS
 - C. Approval of Planning Commission Guidelines
10. CALENDAR ITEMS –
 - A. Christmas Party – December 22, 2022
11. ITEMS FOR NEXT MEETING
12. ADJOURNMENT



**Town Board Agenda
Regular Meeting
December 6, 2022
5:30 P.M.**

Posted on

December 2, 2022

Center Town Hall and Center Post office

This agenda may be amended

Report Criteria:

Report type: Summary
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount
11/22	11/30/2022	15085	CARRINGTON MORGAGE SERVICES	25.00-
11/22	11/30/2022	15155	MARIA MALDONADO	30.48-
11/22	11/21/2022	15688	RICHARD WELLS	300.00-
11/22	11/21/2022	15687	ROGER WALLS	300.00
11/22	11/22/2022	15688	KINDRA ROUNDS	1,000.00
11/22	11/22/2022	15689	PROVIDENCE ENGRAVING	199.50
11/22	11/22/2022	15690	REBECCA SCHMITT	1,000.00
11/22	11/22/2022	15691	RICHARD BARELA	98.75
11/22	11/22/2022	15692	SHORT ELLIOTT HENDRICKSON, INC.	2,545.00
11/22	11/30/2022	15693	U.S. POSTAL SERVICE	371.23
12/22	12/01/2022	15698	AMERICAN ELECTRIC COMPANY	232.10
12/22	12/01/2022	15699	ASPLIN & ASSOCIATES, LLC	150.00
12/22	12/01/2022	15700	BERG, HILL, GREENLEAF, RUSEITTI LLP	1,574.00
12/22	12/01/2022	15701	CENTER MUNICIPAL UTILITIES	6,990.23
12/22	12/01/2022	15702	CENTURYLINK	295.94
12/22	12/01/2022	15703	CRISTIAN BADACHI	240.93
12/22	12/01/2022	15704	CURTIS BLUE LINE	172.84
12/22	12/01/2022	15705	GOBINS INC	93.88
12/22	12/01/2022	15706	GREATAMERICA FINANCIAL SERVICES	221.56
12/22	12/01/2022	15707	HAYNIE'S	470.88
12/22	12/01/2022	15708	INDUSTRIAL AND FARM SUPPLY CO	18.54
12/22	12/01/2022	15709	IZAAK LEVY	34.36
12/22	12/01/2022	15710	O&V PRINTING	216.25
12/22	12/01/2022	15711	ORKIN	91.00
12/22	12/01/2022	15712	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	77.37
12/22	12/01/2022	15713	PURCHASE POWER	168.03
12/22	12/01/2022	15714	RMEL	200.00
12/22	12/01/2022	15715	RUPERT CORDOVA	23.33
12/22	12/01/2022	15716	S&S DISTRIBUTING, INC	164.00
12/22	12/01/2022	15717	SAN LUIS VALLEY REC	128.00
12/22	12/01/2022	15718	SAN LUIS VALLEY COUNCIL OF GOVERNMENTS	2,875.00
12/22	12/01/2022	15719	STUART C IRBY, CO	652.11
12/22	12/01/2022	15720	THE VON CORPORATION	27,038.93
12/22	12/01/2022	15721	TOM HOLLMER	157.00
12/22	12/01/2022	15722	TOWN OF CENTER	2,380.70
12/22	12/01/2022	15723	U.S. POSTAL SERVICE	140.00
12/22	12/01/2022	15724	WESTERN AREA POWER ADMINISTRATION	19,566.72
12/22	12/01/2022	15725	WSB COMPUTER CONSULTING	10,974.65
12/22	12/01/2022	15726	XCEL ENERGY GAS	88,347.61
11/22	11/30/2022	491144	GOOGLE INC	544.32
11/22	11/30/2022	573774	WEX FLEET UNIVERSAL	2,469.89
12/22	12/01/2022	927420	ANTHEM BLUE CROSS & BLUE SHIELD	18,158.85
11/22	11/30/2022	11252214	ADOBE ACROPRO SUBS	14.99
Grand Totals:				190,043.01

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	344.60	21,916.50-	21,571.90-
01-552-523-40	458.22	.00	458.22

GL Account	Debit	Credit	Proof
01-552-534-30	151.07	.00	151.07
01-552-534-40	1,150.17	.00	1,150.17
01-552-534-50	2,000.00	.00	2,000.00
01-552-535-10	24.69	.00	24.69
01-552-537-00	73.99	.00	73.99
01-552-542-10	95.06	.00	95.06
01-552-542-20	189.16	.00	189.16
01-552-542-30	78.86	.00	78.86
01-552-544-00	1,174.41	.00	1,174.41
01-552-548-10	718.75	.00	718.75
01-552-627-10	17.95	.00	17.95
01-557-523-40	4,435.11	.00	4,435.11
01-557-544-00	528.69	.00	528.69
01-557-587-10	1,439.04	44.60-	1,394.44
01-557-587-40	318.67	.00	318.67
01-557-595-00	172.84	.00	172.84
01-558-523-40	132.34	.00	132.34
01-559-523-40	279.57	.00	279.57
01-561-523-40	1,774.55	.00	1,774.55
01-561-544-00	444.64	.00	444.64
01-561-587-30	141.83	.00	141.83
01-561-623-00	91.00	.00	91.00
01-561-624-50	157.00	.00	157.00
01-561-627-10	433.46	.00	433.46
01-561-781-30	300.00	300.00-	.00
01-561-940-00	199.50	.00	199.50
01-601-000-71	4,785.93	.00	4,785.93
01-601-538-00	150.00	.00	150.00
10-201-000-00	55.48	58,221.40-	58,165.92-
10-220-000-00	57.69	55.48-	2.21
10-550-300-01	19,566.72	.00	19,566.72
10-552-523-40	3,704.63	.00	3,704.63
10-552-534-30	136.08	.00	136.08
10-552-534-40	743.67	.00	743.67
10-552-534-50	2,000.00	.00	2,000.00
10-552-535-11	24.69	.00	24.69
10-552-537-10	73.99	.00	73.99
10-552-542-10	95.06	.00	95.06
10-552-542-20	189.16	.00	189.16
10-552-542-30	78.86	.00	78.86
10-552-544-00	2,960.73	.00	2,960.73
10-552-548-10	918.75	.00	918.75
10-552-587-30	26.94	.00	26.94
10-552-595-00	326.06	.00	326.06
10-552-627-10	277.46	.00	277.46
10-552-675-00	1.98	.00	1.98
10-552-779-00	27,038.93	.00	27,038.93
11-201-000-00	.00	98,624.86-	98,624.86-
11-550-300-00	88,347.61	.00	88,347.61
11-552-523-40	3,449.70	.00	3,449.70
11-552-527-10	277.45	.00	277.45
11-552-534-30	136.08	.00	136.08
11-552-534-40	743.66	.00	743.66
11-552-534-50	2,000.00	.00	2,000.00
11-552-535-11	24.69	.00	24.69
11-552-537-01	73.99	.00	73.99
11-552-542-10	95.06	.00	95.06
11-552-542-20	189.16	.00	189.16

GL Account	Debit	Credit	Proof
11-552-542-30	78.86	.00	78.86
11-552-544-00	2,163.80	.00	2,163.80
11-552-548-10	718.75	.00	718.75
11-552-595-00	326.05	.00	326.05
12-201-000-00	.00	11,680.33-	11,680.33-
12-552-523-40	2,565.18	.00	2,565.18
12-552-534-30	136.08	.00	136.08
12-552-534-40	337.15	.00	337.15
12-552-534-50	2,000.00	.00	2,000.00
12-552-535-11	24.68	.00	24.68
12-552-537-01	73.97	.00	73.97
12-552-538-00	1,574.00	.00	1,574.00
12-552-542-10	95.07	.00	95.07
12-552-542-20	189.15	.00	189.15
12-552-542-30	78.86	.00	78.86
12-552-544-00	2,226.66	.00	2,226.66
12-552-548-10	718.75	.00	718.75
12-552-627-10	69.13	.00	69.13
12-552-675-00	232.10	.00	232.10
12-565-523-40	1,359.55	.00	1,359.55
Grand Totals:	190,843.17	190,843.17-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
15085										
11/22	11/30/2022	15085	3059	CARRINGTON MORGAGE SERV	12061000-01	1	10-220-000-00	.00	25.00-	25.00- V
Total 15085:								.00	25.00-	
15155										
11/22	11/30/2022	15155	3078	MARIA MALDONADO	10035007	1	10-220-000-00	.00	30.48-	30.48- V
Total 15155:								.00	30.48-	
15686										
11/22	11/21/2022	15686	3162	RICHARD WELLS	110922	1	01-561-781-30	.00	300.00-	300.00- V
Total 15686:								.00	300.00-	
15687										
11/22	11/21/2022	15687	3162	ROGER WALLS	437252	1	01-561-781-30	.00	300.00	300.00
Total 15687:								.00	300.00	
15688										
11/22	11/22/2022	15688	3166	KINDRA ROUNDS	111722	1	01-601-000-71	.00	1,000.00	1,000.00
Total 15688:								.00	1,000.00	
15689										
11/22	11/22/2022	15689	2920	PROVIDENCE ENGRAVING	494065	1	01-561-940-00	.00	199.50	199.50
Total 15689:								.00	199.50	
15690										
11/22	11/22/2022	15690	3167	REBECCA SCHMITT	111722	1	01-601-000-71	.00	1,000.00	1,000.00
Total 15690:								.00	1,000.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
15691										
11/22	11/22/2022	15691	3080	RICHARD BARELA	112122	1	12-552-535-11	.00	24.68	24.68
11/22	11/22/2022	15691	3080	RICHARD BARELA	112122	2	11-552-535-11	.00	24.69	24.69
11/22	11/22/2022	15691	3080	RICHARD BARELA	112122	3	10-552-535-11	.00	24.69	24.69
11/22	11/22/2022	15691	3080	RICHARD BARELA	112122	4	01-552-535-10	.00	24.69	24.69
Total 15691:								.00		98.75
15692										
11/22	11/22/2022	15692	3165	SHORT ELLIOTT HENDRICKSO	169555	1	01-601-000-71	.00	2,545.00	2,545.00
Total 15692:								.00		2,545.00
15693										
11/22	11/30/2022	15693	1234	U.S. POSTAL SERVICE	113022	1	01-552-542-20	.00	92.81	92.81
11/22	11/30/2022	15693	1234	U.S. POSTAL SERVICE	113022	2	10-552-542-20	.00	92.81	92.81
11/22	11/30/2022	15693	1234	U.S. POSTAL SERVICE	113022	3	11-552-542-20	.00	92.81	92.81
11/22	11/30/2022	15693	1234	U.S. POSTAL SERVICE	113022	4	12-552-542-20	.00	92.80	92.80
Total 15693:								.00		371.23
15698										
12/22	12/01/2022	15698	1259	AMERICAN ELECTRIC COMPAN	0116-105401	1	12-552-675-00	.00	232.10	232.10
Total 15698:								.00		232.10
15699										
12/22	12/01/2022	15699	3168	ASPLIN & ASSOCIATES, LLC	1225	1	01-601-538-00	.00	150.00	150.00
Total 15699:								.00		150.00
15700										
12/22	12/01/2022	15700	2078	BERG, HILL, GREENLEAF, RUS	138483	1	12-552-538-00	.00	1,574.00	1,574.00
Total 15700:								.00		1,574.00
15701										
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022	1	01-552-544-00	.00	1,087.03	1,087.03
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022	2	10-552-544-00	.00	369.59	369.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022	3	11-552-544-00	.00	369.59	369.59
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022	4	12-552-544-00	.00	347.85	347.85
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-1	1	11-552-544-00	.00	1,794.21	1,794.21
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-2	1	12-552-544-00	.00	1,878.81	1,878.81
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-3	1	01-557-544-00	.00	528.69	528.69
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-4	1	01-552-544-00	.00	87.38	87.38
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-5	1	01-561-544-00	.00	316.64	316.64
12/22	12/01/2022	15701	1042	CENTER MUNICIPAL UTILITIES	113022-6	1	10-552-544-00	.00	210.44	210.44
Total 15701:								.00	6,990.23	6,990.23
15702										
12/22	12/01/2022	15702	1047	CENTURYLINK	110822	1	01-552-537-00	.00	73.99	73.99
12/22	12/01/2022	15702	1047	CENTURYLINK	110822	2	10-552-537-10	.00	73.99	73.99
12/22	12/01/2022	15702	1047	CENTURYLINK	110822	3	11-552-537-01	.00	73.99	73.99
12/22	12/01/2022	15702	1047	CENTURYLINK	110822	4	12-552-537-01	.00	73.97	73.97
Total 15702:								.00	295.94	295.94
15703										
12/22	12/01/2022	15703	3172	CRISTIAN BADACHI	113022	1	01-601-000-71	.00	240.93	240.93
Total 15703:								.00	240.93	240.93
15704										
12/22	12/01/2022	15704	2887	CURTIS BLUE LINE	651551	1	01-557-595-00	.00	172.84	172.84
Total 15704:								.00	172.84	172.84
15705										
12/22	12/01/2022	15705	1104	GOBINS INC	449365	1	01-552-542-30	.00	23.47	23.47
12/22	12/01/2022	15705	1104	GOBINS INC	449365	2	10-552-542-30	.00	23.47	23.47
12/22	12/01/2022	15705	1104	GOBINS INC	449365	3	11-552-542-30	.00	23.47	23.47
12/22	12/01/2022	15705	1104	GOBINS INC	449365	4	12-552-542-30	.00	23.47	23.47
Total 15705:								.00	93.88	93.88
15706										
12/22	12/01/2022	15706	2377	GREATAMERICA FINANCIAL SE	32853103	1	01-552-542-30	.00	55.39	55.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/22	12/01/2022	15706	2377	GREATAMERICA FINANCIAL SE	32853103	2	10-552-542-30	.00	55.39	55.39
12/22	12/01/2022	15706	2377	GREATAMERICA FINANCIAL SE	32853103	3	11-552-542-30	.00	55.39	55.39
12/22	12/01/2022	15706	2377	GREATAMERICA FINANCIAL SE	32853103	4	12-552-542-30	.00	55.39	55.39
Total 15706:								.00		221.56
15707										
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	1	01-557-587-40	.00	45.99	45.99
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	2	10-552-587-30	.00	26.94	26.94
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	3	01-557-587-40	.00	75.21	75.21
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	4	10-552-875-00	.00	1.98	1.98
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	5	01-557-587-40	.00	75.21	75.21
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	6	01-561-587-30	.00	123.29	123.29
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	7	01-557-587-40	.00	29.75	29.75
12/22	12/01/2022	15707	1114	HAYNIE'S	1725-11	8	01-557-587-40	.00	92.51	92.51
Total 15707:								.00		470.88
15708										
12/22	12/01/2022	15708	1121	INDUSTRIAL AND FARM SUPPL	144432	1	01-561-587-30	.00	18.54	18.54
Total 15708:								.00		18.54
15709										
12/22	12/01/2022	15709	3169	IZAAK LEVY	10019007	1	10-220-000-00	.00	34.36	34.36
Total 15709:								.00		34.36
15710										
12/22	12/01/2022	15710	1164	O&V PRINTING	60100	1	01-552-542-10	.00	54.06	54.06
12/22	12/01/2022	15710	1164	O&V PRINTING	60100	2	10-552-542-10	.00	54.06	54.06
12/22	12/01/2022	15710	1164	O&V PRINTING	60100	3	11-552-542-10	.00	54.06	54.06
12/22	12/01/2022	15710	1164	O&V PRINTING	60100	4	12-552-542-10	.00	54.07	54.07
Total 15710:								.00		216.25
15711										
12/22	12/01/2022	15711	2398	ORKIN	235795766	1	01-561-623-00	.00	91.00	91.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 15711:								.00		91.00
15712										
12/22	12/01/2022	15712	1915	PITNEY BOWES GLOBAL FINAN	3316577135	1	01-552-542-20	.00	19.34	19.34
12/22	12/01/2022	15712	1915	PITNEY BOWES GLOBAL FINAN	3316577135	2	10-552-542-20	.00	19.34	19.34
12/22	12/01/2022	15712	1915	PITNEY BOWES GLOBAL FINAN	3316577135	3	11-552-542-20	.00	19.34	19.34
12/22	12/01/2022	15712	1915	PITNEY BOWES GLOBAL FINAN	3316577135	4	12-552-542-20	.00	19.35	19.35
Total 15712:								.00		77.37
15713										
12/22	12/01/2022	15713	3132	PURCHASE POWER	111522	1	01-552-542-20	.00	42.01	42.01
12/22	12/01/2022	15713	3132	PURCHASE POWER	111522	2	10-552-542-20	.00	42.01	42.01
12/22	12/01/2022	15713	3132	PURCHASE POWER	111522	3	11-552-542-20	.00	42.01	42.01
12/22	12/01/2022	15713	3132	PURCHASE POWER	111522	4	12-552-542-20	.00	42.00	42.00
Total 15713:								.00		168.03
15714										
12/22	12/01/2022	15714	1958	RMEL	300000373	1	10-552-548-10	.00	200.00	200.00
Total 15714:								.00		200.00
15715										
12/22	12/01/2022	15715	3171	RUPERT CORDOVA	10016001	1	10-220-000-00	.00	23.33	23.33
Total 15715:								.00		23.33
15716										
12/22	12/01/2022	15716	1192	S&S DISTRIBUTING, INC	9575	1	01-552-542-10	.00	41.00	41.00
12/22	12/01/2022	15716	1192	S&S DISTRIBUTING, INC	9575	2	11-552-542-10	.00	41.00	41.00
12/22	12/01/2022	15716	1192	S&S DISTRIBUTING, INC	9575	3	10-552-542-10	.00	41.00	41.00
12/22	12/01/2022	15716	1192	S&S DISTRIBUTING, INC	9575	4	12-552-542-10	.00	41.00	41.00
Total 15716:								.00		164.00
15717										
12/22	12/01/2022	15717	1205	SAN LUIS VALLEY REC	112122	1	01-561-544-00	.00	128.00	128.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 15717:								.00		128.00
15718										
12/22	12/01/2022	15718	1975	SAN LUIS VALLEY COUNCIL OF	COG-23-11	1	01-552-548-10	.00	718.75	718.75
12/22	12/01/2022	15718	1975	SAN LUIS VALLEY COUNCIL OF	COG-23-11	2	10-552-548-10	.00	718.75	718.75
12/22	12/01/2022	15718	1975	SAN LUIS VALLEY COUNCIL OF	COG-23-11	3	11-552-548-10	.00	718.75	718.75
12/22	12/01/2022	15718	1975	SAN LUIS VALLEY COUNCIL OF	COG-23-11	4	12-552-548-10	.00	718.75	718.75
Total 15718:								.00		2,875.00
15719										
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013129007.	1	10-552-595-00	.00	32.15	32.15
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013129007.	2	11-552-595-00	.00	32.14	32.14
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013252671.	1	10-552-595-00	.00	248.86	248.86
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013252671.	2	11-552-595-00	.00	248.86	248.86
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013252671.	1	11-552-595-00	.00	45.05	45.05
12/22	12/01/2022	15719	1218	STUART C IRBY, CO	S013252671.	2	10-552-595-00	.00	45.05	45.05
Total 15719:								.00		652.11
15720										
12/22	12/01/2022	15720	3170	THE VON CORPORATION	22111106	1	10-552-779-00	.00	27,038.93	27,038.93
Total 15720:								.00		27,038.93
15721										
12/22	12/01/2022	15721	2268	TOM HOLLMER	544	1	01-581-824-50	.00	157.00	157.00
Total 15721:								.00		157.00
15722										
12/22	12/01/2022	15722	1602	TOWN OF CENTER	9074000	1	10-552-544-00	.00	2,380.70	2,380.70
Total 15722:								.00		2,380.70
15723										
12/22	12/01/2022	15723	1234	U.S. POSTAL SERVICE	123122	1	01-552-542-20	.00	35.00	35.00
12/22	12/01/2022	15723	1234	U.S. POSTAL SERVICE	123122	2	10-552-542-20	.00	35.00	35.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/22	12/01/2022	15723	1234	U.S. POSTAL SERVICE	123122	3	11-552-542-20	.00	35.00	35.00
12/22	12/01/2022	15723	1234	U.S. POSTAL SERVICE	123122	4	12-552-542-20	.00	35.00	35.00
Total 15723:								.00		140.00
15724										
12/22	12/01/2022	15724	1253	WESTERN AREA POWER ADMI	JJPB000031	1	10-550-300-01	.00	19,566.72	19,566.72
Total 15724:								.00		19,566.72
15725										
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	1	01-552-534-50	.00	2,000.00	2,000.00
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	2	10-552-534-50	.00	2,000.00	2,000.00
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	3	11-552-534-50	.00	2,000.00	2,000.00
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	4	12-552-534-50	.00	2,000.00	2,000.00
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	5	01-552-534-40	.00	406.51	406.51
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	6	10-552-534-40	.00	406.51	406.51
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	7	11-552-534-40	.00	406.50	406.50
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85550	8	01-552-534-40	.00	406.50	406.50
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85752	1	12-552-534-40	.00	337.15	337.15
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85752	2	11-552-534-40	.00	337.16	337.16
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85752	3	10-552-534-40	.00	337.16	337.16
12/22	12/01/2022	15725	1256	WSB COMPUTER CONSULTING	85752	4	01-552-534-40	.00	337.16	337.16
Total 15725:								.00		10,974.65
15726										
12/22	12/01/2022	15726	2137	XCEL ENERGY GAS	805329426	1	11-550-300-00	.00	88,347.61	88,347.61
Total 15726:								.00		88,347.61
491144										
11/22	11/30/2022	491144	2250	GOOGLE INC	4613491144	1	01-552-534-30	.00	136.08	136.08 M
11/22	11/30/2022	491144	2250	GOOGLE INC	4613491144	2	10-552-534-30	.00	136.08	136.08 M
11/22	11/30/2022	491144	2250	GOOGLE INC	4613491144	3	11-552-534-30	.00	136.08	136.08 M
11/22	11/30/2022	491144	2250	GOOGLE INC	4613491144	4	12-552-534-30	.00	136.08	136.08 M
Total 491144:								.00		544.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
573774											
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	1	01-557-587-10	.00	1,439.04	1,439.04	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	2	01-581-827-10	.00	433.46	433.46	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	3	10-552-827-10	.00	259.50	259.50	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	4	11-552-527-10	.00	259.50	259.50	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	5	12-552-827-10	.00	51.18	51.18	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	6	10-552-827-10	.00	17.96	17.96	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	7	11-552-527-10	.00	17.95	17.95	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	8	12-552-827-10	.00	17.95	17.95	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	9	01-552-827-10	.00	17.95	17.95	M
11/22	11/30/2022	573774	2953	WEX FLEET UNIVERSAL	85573774	10	01-557-587-10	.00	44.60	44.60	M
Total 573774:								.00		2,469.89	
927420											
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	1	01-552-523-40	.00	458.22	458.22	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	2	01-557-523-40	.00	4,435.11	4,435.11	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	3	01-558-523-40	.00	132.34	132.34	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	4	01-559-523-40	.00	279.57	279.57	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	5	01-581-523-40	.00	1,774.55	1,774.55	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	6	12-585-523-40	.00	1,359.55	1,359.55	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	7	10-552-523-40	.00	3,704.63	3,704.63	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	8	11-552-523-40	.00	3,449.70	3,449.70	M
12/22	12/01/2022	927420	1018	ANTHEM BLUE CROSS & BLUE	2022129274	9	12-552-523-40	.00	2,565.18	2,565.18	M
Total 927420:								.00		18,158.85	
11252214											
11/22	11/30/2022	11252214	2778	ADOBE ACROPRO SUBS	11252214	1	01-552-534-30	.00	14.99	14.99	M
Total 11252214:								.00		14.99	
Grand Totals:								.00		190,043.01	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-201-000-00	344.60	21,916.50-	21,571.90-
01-552-523-40	458.22	.00	458.22
01-552-534-30	151.07	.00	151.07
01-552-534-40	1,150.17	.00	1,150.17
01-552-534-50	2,000.00	.00	2,000.00
01-552-535-10	24.69	.00	24.69
01-552-537-00	73.99	.00	73.99
01-552-542-10	95.06	.00	95.06
01-552-542-20	189.16	.00	189.16
01-552-542-30	78.86	.00	78.86
01-552-544-00	1,174.41	.00	1,174.41
01-552-548-10	718.75	.00	718.75
01-552-627-10	17.95	.00	17.95
01-557-523-40	4,435.11	.00	4,435.11
01-557-544-00	528.69	.00	528.69
01-557-587-10	1,439.04	44.60-	1,394.44
01-557-587-40	318.67	.00	318.67
01-557-595-00	172.84	.00	172.84
01-558-523-40	132.34	.00	132.34
01-559-523-40	279.57	.00	279.57
01-561-523-40	1,774.55	.00	1,774.55
01-561-544-00	444.64	.00	444.64
01-561-587-30	141.83	.00	141.83
01-561-623-00	91.00	.00	91.00
01-561-624-50	157.00	.00	157.00
01-561-627-10	433.46	.00	433.46
01-561-781-30	300.00	300.00-	.00
01-561-940-00	199.50	.00	199.50
01-601-000-71	4,785.93	.00	4,785.93
01-601-538-00	150.00	.00	150.00
10-201-000-00	55.48	58,221.40-	58,165.92-
10-220-000-00	57.69	55.48-	2.21
10-550-300-01	19,566.72	.00	19,566.72
10-552-523-40	3,704.63	.00	3,704.63
10-552-534-30	136.08	.00	136.08
10-552-534-40	743.67	.00	743.67
10-552-534-50	2,000.00	.00	2,000.00
10-552-535-11	24.69	.00	24.69
10-552-537-10	73.99	.00	73.99
10-552-542-10	95.06	.00	95.06

GL Account	Debit	Credit	Proof
10-552-542-20	189.16	.00	189.16
10-552-542-30	78.86	.00	78.86
10-552-544-00	2,960.73	.00	2,960.73
10-552-548-10	918.75	.00	918.75
10-552-587-30	26.94	.00	26.94
10-552-595-00	326.06	.00	326.06
10-552-627-10	277.46	.00	277.46
10-552-675-00	1.98	.00	1.98
10-552-779-00	27,038.93	.00	27,038.93
11-201-000-00	.00	98,624.86-	98,624.86-
11-550-300-00	88,347.61	.00	88,347.61
11-552-523-40	3,449.70	.00	3,449.70
11-552-527-10	277.45	.00	277.45
11-552-534-30	136.08	.00	136.08
11-552-534-40	743.66	.00	743.66
11-552-534-50	2,000.00	.00	2,000.00
11-552-535-11	24.69	.00	24.69
11-552-537-01	73.99	.00	73.99
11-552-542-10	95.06	.00	95.06
11-552-542-20	189.16	.00	189.16
11-552-542-30	78.86	.00	78.86
11-552-544-00	2,163.80	.00	2,163.80
11-552-548-10	718.75	.00	718.75
11-552-595-00	326.05	.00	326.05
12-201-000-00	.00	11,680.33-	11,680.33-
12-552-523-40	2,565.18	.00	2,565.18
12-552-534-30	136.08	.00	136.08
12-552-534-40	337.15	.00	337.15
12-552-534-50	2,000.00	.00	2,000.00
12-552-535-11	24.68	.00	24.68
12-552-537-01	73.97	.00	73.97
12-552-538-00	1,574.00	.00	1,574.00
12-552-542-10	95.07	.00	95.07
12-552-542-20	189.15	.00	189.15
12-552-542-30	78.86	.00	78.86
12-552-544-00	2,226.66	.00	2,226.66
12-552-548-10	718.75	.00	718.75
12-552-627-10	69.13	.00	69.13
12-552-675-00	232.10	.00	232.10
12-565-523-40	1,359.55	.00	1,359.55

GL Account	Debit	Credit	Proof
Grand Totals:	190,843.17	190,843.17-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

**CENTER TOWN BOARD
REGULAR MEETING
NOVEMBER 8, 2022
5:30 P.M.**

A budget workshop was held at 5:30 p.m.

The meeting was called to order at 6:40 p.m. by Mayor Garcia.

ROLL CALL

Mayor Garcia	P
Mayor Pro-Tem Martinez	P
Trustee Beiriger	P
Trustee Gonzales	P
Trustee Gallegos	P
Trustee Duran	P
Trustee Barela	P

APPROVAL OF AGENDA

A motion to approve the agenda was made by Trustee Gallegos, seconded by Trustee Barela. Roll Call – All in favor. Motion Carries.

CITIZEN COMMENTS

There were no comments.

CONSENT AGENDA

Minutes – There were no corrections.

Court Report – No questions were asked.

Police Report – Chief Fresquez said the department was busy but there were not a lot of tickets issued. They are getting ready to hire one person that will start the academy in January. They hired one lateral that will start November 28th. Chief Fresquez stated that they will start getting back on track. Calls for service were 2,377 for this year. Chief Fresquez said that with the shootings that have happened they are working on officer safety. Chief Fresquez said that they received \$160,000 in grant money, \$143,000 will go to salaries and the rest will go towards equipment. The Department will continue applying for grants. Mayor Pro-Tem Martinez asked about locking the Post Office, Chief Fresquez said he will talk to the Postmaster to see what they would like to do. Live spot went live on Monday for all the department. Mayor Garcia asked if the officers are doing training with the situations that are going on

with some of the agencies. Chief Fresquez said that they will start working on it once they have more staff.

Public Works Dept. Report

Utilities – Mayor Garcia asked about the box by his house that is broke, Duane said they talked with Jade about replacing it.

Water- Mayor Pro-Tem Martinez asked about the cloudiness of the water, they shut off the wrong valve when they turned off the sprinklers at the Center Housing. It took a while to remove the cloudiness and flush out the lines. Trustee Duran asked when they are going to read the commercial meters electronically.

Streets and Parks – There were no questions asked.

Building Report – Brian asked about the roof on the utility building. Duane said they will get the bucket truck and inspect it.

A motion to approve the Consent Agenda was made by Mayor Pro-Tem Martinez, seconded by Trustee Duran. Roll Call – All in favor. Motion Carries.

PAYABLES

A motion to approve the payables was made by Trustee Gallegos, seconded by Trustee Beiriger. Roll Call –All in favor. Motion Carries.

MANAGERS REPORT

Brian who is the team Lead said that WSLV Regional Resiliency Roadmap Team has been moving forward on the Road Maps project. There were two different briefings. The Team are currently showing the plans. The Team will be going into the next phase which will be the execution phase. Mass design group/ best representation from community to be involved with the moving forward with the North 90. There are eight participating entities on the Roadmap Team.

PUBLIC WORKS DIRECTOR

There was no report this month

ORDINANCES/RESOLUTIONS

There were none.

NEW BUSINESS

Swear in Chief, Sgt. and Cpl. Positions – Attorney Trujillo swore in Chief Fresquez Sgt. Ruybul and Cpl. Fresquez.

Christmas Party – Discussion- the Board would like to do the Party on December 22nd. Rose will look into different options.

OLD BUSINESS

Planning Commission Guidelines – Brian talked handed out a draft to the Board. Brian is working with DCI to help with establishing the guidelines. Brian said that they are looking to enact a Board in January 2023. 3 – 6 yr. term – 2 – 3 yr. term is what they are looking to have.

CALENDAR ITEMS

Budget Workshop – November 15@ 5:30 p.m.

ITEMS FOR NEXT MEETING

A count of the fire alarms.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Duran, seconded by Trustee Gonzales. Roll Call – All in favor. Motion Carries. The meeting adjourned at 7:47 p.m.

Submitted by,

Rose Marie DeHerrera-CMC
Town Clerk

Anthony Garcia
Mayor

**CENTER TOWN BOARD
REGULAR MEETING
NOVEMBER 22, 2022**

The budget and financial workshops were held at 5:30 p.m.

The meeting was called to order at 6:18 p.m. by Mayor Garcia.

ROLL CALL

Mayor Garcia	P
Mayor Pro-Tem Martinez	P
Trustee Beiriger	P
Trustee Gonzales	P
Trustee Gallegos	P
Trustee Duran	P
Trustee Barela	P

AGENDA

A motion to approve the Agenda was made by Trustee Gallegos, seconded by Trustee Beiriger. Roll Call –All in favor. Motion Carries.

PAYABLES

FINANCIALS

A motion to approve the Financials was made by Mayor Pro-Tem Martinez, seconded by Trustee Duran. Roll Call –All in favor. Motion Carries.

CITIZEN COMMENTS

NEW BUSINESS

OLD BUSINESS

Urban Renewal – Brian was unable to attend the meeting. Brian did say that he is getting all the legal stuff aligned and is looking to have the Urban Renewal Board formed by the first quarter of 2023.

Growing Springs Transformer – Dave talked about the Transformer that was placed at the Growing Springs facility and never paid for. Attorney Trujillo is checking with the Bankruptcy court to make sure that it is not part of the Bankruptcy. Fort Morgan is interested in purchasing the Transformer. The Auditor says she is sure it's okay from Municipality to Municipality but the Attorney needs to make the final call. \$53,000 was the cost of the transformer. A motion to approve the sale of the Transformer if it

is clear in the bankruptcy and the Attorney says that it is free and clear was made by Trustee Gonzales, seconded by Trustee Gallegos. Roll Call – All in favor. Motion Carries.

CALENDAR ITEMS

December 6th and Public Hearing at 5:30 p.m.

December 17th at 1:00 pm. Christmas Parade.

ITEMS FOR NEXT MEETING

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Duran, seconded by Trustee Beiriger. Roll Call – All in favor. Motion Carries. The meeting was adjourned at 6:30 p.m.

Submitted by,

Rose Marie DeHerrera-CMC
Town Clerk

Anthony Garcia
Mayor

Case Number	Sequence Number	Date	Code	Offense Type	Ordinance Type
22-054	200	11/02/2022	239		Other
22-055	200	11/15/2022	153	IMPROPER/RECKLESS DRIVING	State
Grand Totals:		<u>2</u>			

Report Criteria:

Include convictions

Include dispositions for minors

Date	Case Number	Name	Description	Total Amount
11/01/2022	22-053	SILVA, SAMANTHA	FINE - DISREGARDED STOP SIGN AT THROUGH HIGHWAYS	80.00
11/16/2022	22-055	OJO DE AGUA SIERRA, NICOLAS	FINE - UNSAFE BACKING IN PARKING AREA	182.00

Start Time	End Time	Description	Schedule Type
05:30 PM	05:40 PM	Case Number: 22-052 – CANO, JUANITA Case number: 22-052 Name: CANO, JUANITA All offenses: DOG RUNNING AT LARGE, VICIOUS DOG Officer Name: GUADERRAMA, CRISTIAN Violation date: 10/27/2022	ARRAIGNMENT

Event Search Results

Start Date Reported: 11/1/2022 12:00:00 AM End Date Reported: 11/30/2022 11:59:59 PM

Event Number	Classification (most severe)	Address of occurrence	Date Reported	Dispatch Dispo
220256	-	696 S WILLS ST	11/1/2022	RPT
220257	-	550 S SYLVESTER ST	11/1/2022	RPT
220258	MENTAL SUBJECT - Hospital Transport	150 N HURT ST	11/1/2022	RPT
220259	TRAFFIC ACCIDENT - Traffic Accident, Vehicle Damage	365 S WORTH ST	11/2/2022	RPT
220260	JUVENILE PROBLEM - Juvenile Problem	58 CENTRAL AVE	11/2/2022	RPT
220261	DRUNKENNESS - Drunkenness	186 WASHINGTON ST	11/3/2022	RPT
220262	JUVENILE PROBLEM - Juvenile Problem	980 S BROADWAY ST	11/4/2022	RPT
220263	THEFT - Theft Other	448 S HURT ST	11/5/2022	RPT
220264	-	294 S WORTH ST	11/13/2022	RPT
220265	HARASSMENT - Electronic Communication	294 S WORTH ST	11/14/2022	RPT
220266	DOMESTIC PROBLEM - Family Offense, Other	10 ADAMS ST	11/15/2022	OPN
220267	THEFT - Larceny, from Yard/Land	294 S WORTH ST	11/21/2022	RPT
220268	PROPERTY CRIMES - Property Crimes	670 W 1ST ST	11/25/2022	RPT
220269	STOLEN VEHICLE - Vehicle Theft, Auto	21 W HWY 112	11/26/2022	RPT
220270	WARRANT - Local-Misdemeanor	751 MUSSMAN LN	11/29/2022	RPT

Utility Report September-October 2022

Gas and Electrical Systems

Gas

Fix gas leak on meter set at Fredrico Prieto on West 1st St.
Complete inspection of the rectifier for the gas system
Monthly testing of odorant in gas system
Complete quarterly inspections of gas system
Response to gas leak calls
Install gas meter at 513 Wills St. For new house
Update forms with dispatch for gas leak calls
Exposed 2" main during water tap. We re taped the line exposed

Electrical

Cut trees in primary lines at community park
Cut trees in primary lines by Case de Cortez
Cut trees in primary lines on Washington Way
Cut trees in primary lines in alley between Hurt and Broadway on 5th St.
Put up Christmas decorations down town
Installed pole and wire between Hurt and Broadway and between 4th and 5th St.
Installed new secondary service for Juan Villagomez on 6th and Wills
Installed new secondary service at 262 Wills
Run secondary wire for Fredrico Prieto on West 1st st.
Removed service pole and wire 483 1/2 East 1st St.

Water

Installed new 2" water tap for old theatre
Replace chlorine tanks and adjust pump for chlorine injection
Repair water meter programmer and program commercial water meter installed (ongoing)
Locate water valves through out town

Sanitation

Jet sewers after hours and during hours at multiple locations

Dug up sewer service for old theatre building

Installed new sewer tap at 710 Sisneros for Gerald Garcia

Misc. Duties Performed

Installed new electric heater in mechanical room at Casa Blanca Park

Installed new time clock for lighting at casa blanca park

Multiple locates and building code issues

Meter reading

Service orders and deliver delinquent notices (96)

Disconnect and re-connection of delinquent customers (?)

Used bucket truck to help park crew install christmas lights on tree at casa blanca park

Used back hoe to remove posts for the school for crows nest at the baseball field

WATER AND SANITATION DEPARTMENT

NOVEMBER 2022 REPORT

12/1/2022

WATER OVERVIEW

1. Drinking Water Monitoring Schedule

- i** *We took private well samples on both of the Wells as an internal quality check. All of the result numbers were really good. We got a letter from the State that reduced the amount of Lead and Copper sampling from twice a year to once a year.*

2. Chlorine Residual

- i** *We replaced the injection fittings for the chlorine pump on the West Well and are planning on doing the same for the East Well. We cleaned up the calcification inside the injection point.*

3. Water Quality

- i** *We conducted water quality assurance calls to customers as directed and we did water turn on and offs as needed. We worked on troubleshooting high and low pressure changes at a residence. We installed a pressure relief valve inline line in the meter pit. We've adjusted the pressure relief valve on a few occasions. We're waiting to see if the customer thinks that the adjustments have helped.*

4. Projects

- i** *We have started a calibration program for all of the colorimeters as another quality control check. Commercial meters are still having to manually be read. Verification of all the numbers for each commercial meter is underway. We are giving a written notice to commercial property owners that don't have a water meter installed that they need to have one installed. The gate valve exercising program has been an ongoing project. We've been replacing endpoints as needed and reprogramming one's that are issues. We are still reviewing commercial properties for backflows, we've identified a majority of the commercial buildings that have backflows installed but need tested. We have started to survey the commercial buildings that don't have any backflow information on file.*

5. Water Tank

- i** *We have completed the Water Tank inspection for the month. The water tower is maintaining its overall appearance.*

6. Other Tasks

- i** *We have a Sanitary Survey scheduled for January 4th 2023. We are working on all the backflow paperwork together to report to the State. We are organizing all other reportable paperwork. We have started a program to keep the Well Houses clean and organized.*

SANITATION OVERVIEW

1. Process Control Monitoring

i *We continue to run daily process control tests. There's nothing to report as all the numbers have been good.*

2. Lift Station Checks

i *Daily lift station checks have been completed. All the lift stations are running with two pumps.*

3. Sewer Obstructions

i *There were very few calls for sewer problems this past month.*

4. Jetter Truck

i *We have gotten approval from the USDA for some of the funds to purchase a jetter truck; however, it has to go through the bidding process. The paperwork for the bidding process is being drawn up.*

5. Sampling and DMR's

i *Labs are becoming more routine. All the numbers continue to be good. DMR's have been submitted and we are in compliance.*

6. Plant Operations

i *We have been working on prepping everything for the winter as we have had a few parts freeze. We have continued to iron out overall operations and identify issues to be addressed as they come up.*

7. Other Tasks

i *We will be having a Board Meeting this coming week, the Board plans on voting on new rates. We are working on updating the policies and getting a Fats, Oils, and Greases pretreatment program in place.*

Streets and Parks

November 2022

Streets

- Picked up trashes and put new bags in trash cans along buildings as needed
- sweep streets and gutters with sweeper and spray down gutters
- fixed downed stop signs and street signs, replaced faded stop signs
- burned tree limbs pit
- inspected all vehicles and check fluids and washed for monthly inspections
- snow removal and cleaned snow on sidewalks town hall and mental health building
- picked up flower pots along worth street
- take down trees and burn pile in consoul property
- dirt work on shoulder of road
- putting salt in gutters to keep thawed and flow
- paint wall in office

Parks

- checked trashes and put new bags worth street
- pull out trashes to be picked up
- playground inspections
- trim edges and cut grasses in all parks weekly
- animal control daily
- removed shade canopy's at casa blanca park
- snow removal on walking path in community park
- cleaned and winterized bathrooms at casa blanca
- put up Christmas lights on gazebo and tree at casa blanca park
- in contact with recreation plus to get tube slide delivered
- animal control daily

Building and Code Enforcement

1. 48 - Building Permits have been issued YTD
2. 3- Demolition Permits have been issued YTD
3. 24 - Contractor and Business Licenses have been issue YTD.

Electrical Upgrade and other Utilities

1. Preparations to begin installing secondary wire to businesses and residences throughout town.
2. Fort Morgan has been notified the 4000 KVA transformer is available.

Pathway Project (Transportation Costs)

1. The Group has reached out to the new president of Xcel, twice, and the only reply has been that he acknowledged the letter. The 1st letter was sent out by email on 10/19/22. The 2nd contact was made by email on 11/17/22 with no response.

Iconergy (Water Meter Project)

1. We are still having billing issues and are being looked at by multiple technicians. We are having 2,3,4 end points that need replaced per month. Set-flow seems to think this is normal.

Streets and Parks

1. Everything is winterized and all equipment is ready for snow.

Water/Sanitation

1. I think we finally have some forward movement on getting our Sensus equipment up to date. A technician was here and looked over our

equipment and is coming up with a plan to get everything back on line. We will still be reading commercial meters by hand until that process is complete. However, we are looking into another system for the commercial meters.

Two New Trucks Have Arrived !!

The other two should be here in the next couple of weeks

We need to work on an up to date

- 1. Tree list and ordinance**
- 2. Fence ordinance**
- 3. Solar policies and ordinance (NMPP is going to get us sample policies and ordinances we can work with)**
- 4. Revisions to the Building Code Ordinance and MTC**
- 5. Utility Deposits update**
- 6. Fee Schedule**

David Mehaffie

RESOLUTION NO. 20221206

AN AMENDMENT TO RESOLUTION 20181001 CHANGING PERCENTAGES IN LIEU OF TAXES FROM LIGHT AND POWER, GAS, AND WATER FUNDS

WHEREAS, the Town of Center has departments or enterprises within the Town that generate funds, the Light and Power Fund, the Gas Fund and the Water Fund; and,

WHEREAS, the Town provides services, labor, computer software, billing security and other services to the various departments; and,

WHEREAS, the departments of the Town are the Light and Power Fund, Gas Fund, and the Water Fund, which generates sales each month; and,

WHEREAS, the Town wishes to set aside funds to go into the General Fund to reflect accurately the cost of services being provided by the Town for each department; and,

WHEREAS, the Town reserves the right to change such percentages in the future to accurately reflect inflated cost of services and supplies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CENTER, COLORADO AS FOLLOWS:

Section 1. That in lieu of taxes, the following percentage of sales generated by each fund shall be transferred to the general fund each month to begin on January 1, 2023 for the 2023 budget year.

Section 2. The Light and Power Fund shall transfer to the Town's general fund 6% of its sales generated each month to cover the services provided by the Town.

Section 3. The Gas Fund shall transfer to the Town's general fund 6% of its sales generated each month to cover the services provided by the Town.

Section 4. The Water Fund shall transfer to the Town's general fund 3% of its sales generated each month to cover the services provided by the Town.

PASSED AND ADOPTED at a regular meeting of the Town Board of Trustees of the Town of Center held this 6th day of December, 2022.

Anthony Garcia Town Mayor

ATTEST:

Rose DeHerrera Town Clerk

RESOLUTION NO. 20221206-A

A RESOLUTION OF THE TOWN BOARD OF TRUSTEES AMENDING RESOLUTION 03222022 CONCERNING TRANSFER OF FUNDS FROM LIGHT AND POWER FUND TO THE WATER FUND.

WHEREAS, the Water Fund was short in its budget for 2021 by \$125,000.00 and;

WHEREAS, the Light and Power Fund Loaned the Water Fund \$125,000.00 to be paid back within one year and;

WHEREAS, the Water Fund did not receive the revenues as projected to pay back the Light and Power Fund within one year and;

WHEREAS, the Light and Power Fund is prepared and capable of extending said Loan to the Water Fund of \$125,000.00 for and additional one year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CENTER, COLORADO AS FOLLOWS:

Section One. The Town Trustees authorize the extension of the loan form the Light and Power Fund to the Water fund for an additional one year. This loan was to cover the Water Funds shortfall in 2021 budget year. This said loan is to be paid back within the extended year 2023. The loan shall incur interest at .50 interest per annum. in lieu of taxes, the following percentage of sales generated by each fund shall be transferred to the general fund each month to begin on January 1, 2023 for the 2023 budget year.

PASSED AND ADOPTED at a regular meeting of the Town Board of Trustees of the Town of Center held this 6th day of December, 2022.

Anthony Garcia Town Mayor

ATTEST:

Rose DeHerrera Town Clerk

ORDINANCE NO. 564

AN ORDINANCE LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE TOWN OF CENTER, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Town of Center is preparing an annual budget in accordance with the Local Government Budget Law, and;

WHEREAS, the amount of money necessary to balance the budget for the general operating expenses is \$268,289 and;

WHEREAS, the 2022 valuation for assessment for the Town of Center, as certified by the County Assessor of Saguache County, Colorado, is \$4,683,737 and;

WHEREAS, the 2021 valuation for assessment for the Town of Center, as certified by the County Assessor of Rio Grande County, Colorado, is \$5,730,646.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Center, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the Town of Center during the 2023 budget year, there is hereby levied a tax of 25.761 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2023.

Section 2: That the Town Clerk is hereby authorized and directed to certify immediately to the County Commissioners of Saguache County, Colorado, and to the County Commissioners of Rio Grande County, Colorado, the mill levy for the Town of Center as herein determined and set.

ADOPTED this 6th day of December, 2022.

TOWN OF CENTER

Anthony Garcia, Mayor

ATTEST:

Rose DeHerrera, Town Clerk

ORDINANCE NO 565

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF CENTER, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Town of Center has adopted the 2023 annual budget in accordance with the Local Government Budget Law on December 6th, 2022 and;

WHEREAS, the Town of Center has made provisions therein for revenues in an amount equal to or greater than the proposed expenditures for the exception of Street Improvement and Conservation Trust Funds as set forth in said budget; and;

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Center, Colorado:

Section 1. That the following sums are hereby appropriated from revenue of each fund, to each fund, for the purposes stated:

General Fund	\$ 3,228,194
Light & Power Fund	\$ 2,797,475
Gas Fund	\$ 2,813,884
Water Fund	\$ 1,063,084
Conservation Trust Fund	\$ 24,050
Street Improvement Fund	\$ 180,000
TOTAL:	\$ 10,106,687

ADOPTED this 6th day of December, 2022

TOWN OF CENTER

ATTEST:

Anthony Garcia, Mayor

Rose DeHerrera, Town Clerk

RESOLUTION NO 20221206-B

A RESOLUTION ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR THE TOWN OF CENTER, COLORADO, FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

WHEREAS, the Town Administrator, Brian Lujan has submitted a proposed budget to this governing body and;

WHEREAS, upon public notice, said proposed budget is open for public inspection and said notice advises that the proposed budget would be taken into consideration at the Regular Meeting of the Town Board of Trustees of the Town of Center, Colorado on December 6, 2022.

NOW THEREFORE, be it hereby resolved that the 2023 Budget for the Town of Center, as submitted, and herein summarized by Fund, is approved and adopted.

I. The estimated revenues for each fund are:

General Fund	\$ 3,228,194
Light & Power Fund	\$ 2,797,475
Gas Fund	\$ 2,813,884
Water Fund	\$ 1,063,084
Conservation Trust Fund	\$ 24,050
Street Improvement Fund	\$ 180,000

II. The following sums are hereby appropriated for each fund:

General Fund	\$ 3,146,244
Light & Power Fund	\$ 2,792,054
Gas Fund	\$ 2,764,828
Water Fund	\$ 911,515
Conservation Trust Fund	\$ 104,500
Street Improvement Fund	\$ 562,500

DONE and SIGNED this 6th day of December, 2022

TOWN OF CENTER

ATTEST:

Anthony Garcia, Mayor

Rose DeHerrera, Town Clerk

I would like to be added to the
town board agenda in regards to an
individual who is doing commercial operations
in a residential area. Thank you

James S. Sweeney
12/28/2012



STORYLAB360 LLC

*Activity 604
Waiting on Board
Approved on the 6th*

INVOICE

box 353
Crestone, Co 81131
719-480-5566

Attention: Brian Lujan
Town Manager
Town of Center/
294 South Worth Street
Center, CO
Date: 11/17/22

Project Title: REDI grant/ Youth Enterprise Zone
Terms: 20 days

Description	Quantity	Unit Price	Cost
reimburse furniture order from Costco to Storylab360 order receipt attached/ start-up 1 costs as described in progress report	2	\$3,284.99	\$6,569.98
		Subtotal	\$6,569.98
			\$0.00
		Total	\$6,569.98


Sincerely yours,
Mikela Tarlow



[Back to Order Details](#)

Order Details

[Print Invoice](#)

Order Number 182904214	Payment Method  visa ending in 2135 Expires 04/26	Shipping Address Brian Lujan 294 SOUTH WORTH ST CENTER, CO 81125 7197543497	Billing Address Mikela Tarlow PO BOX 353 CRESTONE, CO 81131-0353
Order Date 11/21/2022			
Membership Number 111956091728			

Item	Quantity	Status	Total Price
Quinton Top Grain Leather Sectional with Adjustable Headrests, Gray Item #1415965 \$2,999.99		2	Order Received \$5,999.98

Feedback

Order Summary

Subtotal (2 Items)	\$5,999.98
Shipping	\$0.00
Estimated Tax	\$570.00
Sales tax on checkout is an estimate. The tax charged is determined when the order is shipped or picked up.	
Order Total	\$6,569.98

Reduced price



Arcade1UP Marvel vs. Capcom Head-to-Head (H2H) Gaming Table with Lit Deck
\$399.99/ea

\$399.99
~~\$699.99~~
YOU SAVE \$300.00

Continue to checkout

Arcade1UP The Simpsons (4-P... is selling fast! Check out soon before it's sold out.

Add Walmart Protection Plan by Allstate
[Details](#)
 4-Year plan - \$45.00

For the best shopping experience, [sign in](#)

[Remove](#) [Save for later](#) - 1 +

Subtotal (6 items) \$3,174.94
Savings **-\$400.00**
\$2,774.94



Arcade1UP Bandai Legacy Arcade with Riser and Lit Marquee
\$449.99/ea

\$449.99

Shipping Free
Taxes Calculated at checkout

Add Walmart Protection Plan by Allstate
[Details](#)
 4-Year plan - \$77.00

Estimated total **\$2,774.94**

[Remove](#) [Save for later](#) - 1 +

Earn 5% cash back on Walmart.com

Sold and shipped by **Spreetail** Pro Seller



Arcade1UP, Mortal Kombat Midway Legacy 12-in-1 with Riser

\$474.99

[Continue to checkout](#)

Add Walmart Protection Plan by Allstate

[Details](#)

4-Year plan - \$77.00

Arcade1UP The Simpsons (4-P... is selling fast! Check out soon before it's sold out.

For the best shopping experience, [sign in](#)

[Remove](#)

[Save for later](#)

- 1 +

Subtotal (6 items) \$3,174.94

Savings **-\$400.00**

\$2,774.94

Shipping Free

Taxes Calculated at checkout

Estimated total **\$2,774.94**

Arrives by Fri, Dec 2

4 items

Sold and shipped by Walmart



Arcade1UP Street Fighter Capcom Legacy Arcade with Riser and Lit Marquee
\$449.99/ea

\$449.99

Add Walmart Protection Plan by Allstate

Earn 5% cash back on Walmart.com



Arcade1UP TRON Arcade with Lit Marquee, Lit Deck Protector, Wifi, and Exclusive Stool Bundle
\$699.99/ea


\$699.99

[Continue to checkout](#)

 Add Walmart Protection Plan by Allstate

[Details](#)

4-Year plan - \$77.00

 Arcade1UP The Simpsons (4-P... is selling fast! Check out soon before it's sold out.

For the best shopping experience, [sign in](#)

[Remove](#)

[Save for later](#)

- 1 +

Arrives by Wed, Dec 7

1 item

Subtotal (6 items)	\$3,174.94
Savings	-\$400.00
	\$2,774.94
Shipping	Free
Taxes	Calculated at checkout
Estimated total	\$2,774.94

Sold and shipped by [DeepDiscount](#)



Arcade1UP The Simpsons (4-Player) Arcade with Riser, Lit Marquee, Lit Deck Protector, Wifi, and Exclusive Stool...
Only 7 left

\$299.99

~~\$399.99~~

YOU SAVE \$100.00

 Add Walmart Protection Plan by Allstate

[Details](#)

Earn 5% cash back on Walmart.com

Go to [My Items](#) to create and view your own lists.



How do you want your items? | 81131



Owner Jose

\$582.57 Estimated total

Add all to cart



Save this list

11 items



ESPN EZ Fold and EZ to Assemble 2-Player Basketball Game

\$131.38

\$131.38 ea
~~\$209.99 ea~~

Need: 1

Add to cart

Check out Jose's List



You can view everything on Jose's list and easily shop by adding to cart.

Okay



Aisle 16

Board and

\$16.88

\$16.88 ea
~~\$21.99 ea~~

Need: 1

Add to cart



Cards Against Humanity a Party Game for Horrible People

\$29.00

\$29.00 ea

📍 Aisle 16

Need: 1

Add to cart



Brybelly Giant Teetering Tower, Jumbo Size Block Removal Game for Outdoor/Indoor Play, Perfect for...

\$159.98

\$79.99 ea

Need: 2

Add to cart



Karaoke Machine for Kids & Adults NEW Wireless Microphone Speaker with Disco Ball, 2 Wireless Bluetoo...

\$179.99

\$179.99 ea

Need: 1

Add to cart



Pressman Rummikub Classic Edition Game - Original Rummy Tile Game for Kids and Adults

\$11.12

\$11.12 ea

~~\$14.97~~ ea

📍 Aisle 16

Need: 1

Add to cart



Sorry! Kids Board Game, Family Board Games for Kids and Adults, 2 to 4 Players

\$6.00

\$6.00 ea
~~\$10.97 ea~~

Aisle 16

Need: 1

Add to cart



UNO FLIP! Double Sided Card Game for 2-10 Players
Ages 7Y+

\$5.99

\$5.99 ea

Aisle 16

Need: 1

Add to cart



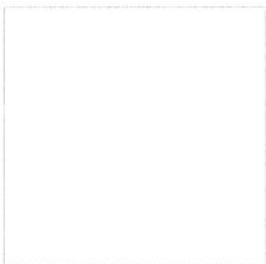
Hedbanz Picture Guessing Board Game New Edition, for Families and Kids Ages 8 and up

\$12.97

\$12.97 ea
~~\$15.97 ea~~

Need: 1

Add to cart



Pressman Games - Sequence Game

\$14.14

\$14.14 ea
~~\$23.99 ea~~

Aisle 16

Need: 1

Add to cart



Classic Family Favorite Operation Game, Board Game for Kids Ages 6 and Up

\$15.12

\$15.12 ea

 Aisle 16

Need: 1

Add to cart

CENTER PLANNING COMMISSION MATERIALS
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INVITATION TO SERVE ON CENTER'S PLANNING COMMISSION

The Town of Center invites citizens residing in the Town of Center to submit a letter of interest to serve on the Town of Center Planning Commission. Interested parties should review the Town of Center Planning Commission Priorities, Qualifications, Skills, Application Review Process, and Code of Conduct before applying. Please include relevant information to demonstrate your qualifications and skills in a one page letter delivered to the Town of Center, ADDRESS AND EMAIL, by December 31, 2022. Eligible candidates will be interviewed and appointments made by January 30, 2023.

The Town of Center Planning Commission ordinance, established in 2011, affords residents the opportunity to actively participate in the planning of the Town and its welfare; to learn all facets of the regulations governing such functions; interact with a wide variety of citizens participating in the shaping of Center's future; and assume an active role in any regulation changes involving zoning and subdivision activity.

The Center Planning Commission is a 5-member, volunteer board composed of Center residents who advise the mayor and Town Trustees on land use matters. The Commission is comprised of five voting members, and two alternates. Chairperson and Vice Chairperson are selected from within the Commission by its members. The Trustees appoints commission members to serve three or six year terms.

The Town of Center has established a seat on the Planning Commission Board for a Youth Planning Board (YPB) to engage young people from the Town of Center in the land use planning process. The Youth Planning Board may be comprised of up to five (5) people who are under the age of 19, however as a collective, the Youth Planning Board has one (1) single vote on the Town of Center Planning Commission. Youth interested in serving should

complete the Planning Commission application process and will be reviewed in accordance with the application review process. Terms for youth members may be flexible with one year commitments.

The Commission will review neighborhood and town wide plans that may include rezoning requests, amendments to Zoning Code, certain design standards and guidelines, signage plans, and zoning of the North 90. On most matters, the Planning Commission has an advisory role, meaning it makes a recommendation to the Town Trustees and the Town's Administrator.

Once selected, the Planning Commission will meet monthly in a public hearing unless otherwise noted on the Town of Center calendar. The time, day of month, and location of meetings will be shared on the Town of Center calendar and in collaboration with Commission members. Study sessions recur every four months.

The board will meet regularly on the **third Wednesday of each month at 5:30 p.m.** Commission members are expected to come prepared, having reviewed staff reports, public comments, and other supplemental materials ahead of time. From time to time, board members may also be asked to attend special sessions for training or to take a deep dive on a specific issue.

PLANNING COMMISSION PRIORITIES

In 2022, the Town of Center Trustees established an ordinance to create a Planning Commission to review and prepare recommendations to help shape the Town priorities for the Trustees focus for consideration and action in the coming years.

PLANNING COMMISSION GOALS

- Considering Plan + Code Updates. Town of Center is currently undergoing a Code Audit and will receive recommendations for code updates and a rewrite process. The Planning Commission will be a key partner in reviewing the recommendations and helping to rewrite zoning code for the Town. Recommend and adopt code changes or programs related to affordable housing, including appropriate zoning and regulations for attainable and workforce housing needs. If the Town determines the need for a new comprehensive plan, the Planning Commission will participate in the process.
- Consideration of Accessibility. The Planning Commission will review the plans for expansion of transit, trails, Americans with Disability (ADA) improvements, and pedestrian infrastructure and resources in the region to ensure the Town of Center is proactively planning for access in the community.
- Review Capital Improvements. Receive training from Town staff on the Town capital improvement process (CIP) budget process as it relates to the financing of planning projects. Work with the Town Public Works to review and create suggestions around the necessary capital improvements needed for current and future planning.
- Enhance Community Engagement. Review and discuss current community engagement processes and any recommendations for improvements related to this topic.

- Review and Discuss the North 90. Use the 2022–2023 zoning review and 2022 North 90 visioning materials to establish recommendations for a phased build out of the 87 acre Consul Property.
- Consider Historic Preservation. Discuss recommendations related to strengthening historic preservation in the community and recommendations related to the role of the recording and sharing history of the built environment.
- Review and Monitor Rental Licensing. Investigate and understand the current market for short and long term rental, use of accessory dwelling units, and impacts on attainable and workforce housing options in the Town.

PLANNING COMMISSIONER QUALIFICATIONS

New terms will begin **January 30, 2023**. The town is seeking applicants who have the following qualifications:

- Community member who is well connected to Center residents and can bring a non-professional community-based perspective to the board. The Town will look to achieve a balance that reflects the Town of Center demographics.
- Community Building and Design Professional (General Planner, Landscape Architect, Land Use Attorney, etc) with professional planning or public policy experience. Backgrounds in municipal planning, urban and outdoor design, policy development and similar will be considered.
- Local Commercial Property or Business Owner who works within the Town of Center. Ideally, someone with experience in commercial real-estate, redeveloping a property, operating a business, or similar.
- Student or Youth Leader who is interested in studying and shaping the Town of Center to consider livability and opportunity for the next generation.

- All candidates should have reviewed background material and be willing to receive education on the San Luis Valley and Town of Center Housing Study, the Town of Center Demographer's Profile, and have a strong commitment to advancing equitable outcomes.
- All candidates must comply with the Town of Center Code of Conduct.

PLANNING COMMISSIONER SKILLS

New terms will begin **January 30, 2023**. The town is seeking applicants who have the following skills:

- **Listening.** The skill of listening to what others have to say. All commissioners should be respectful and capable of hearing the ideas and opinions of others.
- **Knowledge.** Understanding of Community Issues. Commissioners should plan to be involved in community conversations and be prepared to read and prepare questions based on materials provided to them.
- **Being Fair & Open-Minded.** Commissioners will build on previous experiences while honestly considering new ideas.
- **Ability to Communicate.** Commissioners should be able to share ideas and have open discussions with others.
- **Community and Relevant Experience.** Commissioners should engage with community members, support organizations, and build awareness of initiatives that impact the town.

TOWN OF CENTER CODE OF CONDUCT

A code of conduct is a defined set of rules, principles, values, expectations, behaviors, and relationships that the Town considers important and believes necessary for its success. The Town of Center Code of Conduct includes principles and ideals that distinguish our community by placing priority on the inclusive and transparent culture to create a message that all citizens can rely upon.

PRIVACY, SECURITY, AND FREEDOM OF EXPRESSION

The Town of Center recognizes that those who serve as staff, elected officials, or appointed board or commission members trust us with their personal information and data. Our security protocol places strict restrictions on who has access to and uses user information.

HEALTH, SAFETY, AND SECURITY

All partners must observe all safety rules and practices, cooperate with officials enforcing these rules and procedures, and take all required precautions to safeguard themselves and others.

DRUGS AND ALCOHOL

All partners must use caution and never drink in a way that affects performance, causes improper behavior, endangers the safety of others, or breaks the law. Using illegal substances is strictly forbidden. If there is reason to believe the usage of drugs or alcohol is affecting performance of duties, the Town may require an alcohol or drug test.

CONFLICTS OF INTEREST

We must avoid all potential conflicts of interest. When a personal interest of activity interferes with or appears to interfere with performance of duties, there is a conflict of interest. Potential conflicts of interest must be brought to the attention of the Town leadership. Disclosure can be made directly to the Town Clerk.

No two Planning Commissioners may serve the Commission simultaneously with significant others, spouses, or those they cohabit with one another while serving on the Commission. Similarly, any serving Commissioner must recuse themselves from voting on a project or discussion submitted by a significant other, spouse, cohabitant or family member.

COMPLIANCE WITH LAWS AND REGULATIONS

We are committed to abiding by all applicable laws, rules, and regulations in the Town of Center, Saguache and Rio Grand Counties. If you believe there is a discrepancy, or if you have a question about the legality of a staff member, elected official, or an appointed member of a board or commission, all citizens can consult a Trustee or the Town Manager. If applying to a Board of Commission, any and all previous discrepancies should be clearly stated with an explanation of why the infraction does not impact the ethical discharge of the relevant duties.

INCLUSION AND DIVERSITY

The Town of Center is committed to open and inclusive policies and practices. The Town Board and Commissions will consider a balance of experienced citizens with cultivating new leaders from the community through board and commission roles.

PLANNING COMMISSIONER APPLICATION REVIEW PROCESS

The Town of Center is focused on transparent, inclusive, and equitable access to leadership roles for all citizens. As the Town expands the work of community building through commissions, boards, and collaborations, the Town will utilize clearly identified criteria to analyze the potential commission and board members along geographic, demographic, skills, and interest areas to ensure diversity in representatives.

The review will not be mandatory or used as a requirement, but will be used to consider balanced representation in leadership positions to further diversity and inclusion in the Town’s leadership opportunities and an open door policy to allow future generations to fill roles, serve on committees, and learn the processes to lead the Town. When receiving applications to serve on Town of Center commissions and boards, the Town will use the following criteria to analyze applicants and consider equitable and inclusive representation in town leadership.

Criteria	Geographic	Employers	Organization	Demographic	Current Commitments
Definition	Represents property ownership or employment in different regions of the community.	Represents the most prevalent types of employment and skills in the community or desired by the community.	Represents topics of community benefit that provide support for health and healing as a response to community needs.	Representing the qualities (such as age, sex, and income) of a specific group of people.	Balancing leadership pathways for new and experienced people to be involved.
Examples	(Downtown, 112, Migrant Housing, bordering N. 90, Central, East Side	(Restaurants, Service, Retail, Ranching, Supplies, Schools)	(School, Health, Ranchers, Housing, Ag Coalition, food, Sanitation)	(Youth, Latino, Senior, Differently Abled)	Some members with other positions and some without

PLANNING COMMISSION RULES OF PROCEDURE

These procedures are intended to supplement the general parliamentary procedure recommended in Planning Commission's by-laws with more specific guidance to the Commission for the most effective meeting procedures.

Chairpersons Privileges and Duties

1. The Chair shall, at the designated date and time, call the Commission to order and upon ascertainment of a quorum proceeds with business.
2. The Chair acts to conduct the meeting in an orderly and democratic fashion. The Chair seeks to clarify the actions pending before the Commission to focus discussion and to assure full discussion and deliberation before a vote.
3. The Chair acts as parliamentarian with the assistance of staff and legal counsel, if present, unless the Commission designates another member to act in that capacity.
4. In the role of achieving the most effective meeting, the chair generally encourages and enlists other members to propose or second motions and lead initial debate. Nevertheless, the chair is entitled to the same rights as other members regarding the presentation of motions, seconding motions, and debate as deemed appropriate by the chair.
5. The chair may declare a temporary recess without motion or consent of the Commission, however, no recess shall be declared which would interrupt a member who has properly secured the floor to speak.
6. In the event any person(s) interrupts the business of Commission or causes a disorder, the chair may require such person to cease such behavior and/or leave council chambers or the meeting room. Should such a person fail to comply, the chair may request a police officer be summoned and have such person removed.

Youth Planning Board Seat

The Town of Center has established a seat on the Planning Commission Board for a Youth Planning Board (YPB) to engage young people from the Town of Center in the land use planning process. While serving on the board, youth members strengthen their skills in leadership, collaborative decision-making, communication, problem-solving, and advocacy.

Youth Board members develop and practice these skills by convening as a group and participating in the comprehensive planning process for the Town of Center. The Youth Planning Board will convene and follow the same rules and procedures as the Planning Commission, but the quorum for a vote is one (1) vote. The Youth Planning Board as a collective, has one vote on the Town of Center Planning Commission.

General Rules for Effective Meetings

1. Except when raising a Point of Order or Point of Information (see parliamentary rules), a commissioner must be recognized by the chair and given the floor in order to address the commission.
2. In order to maintain a clear recorded meeting record, only one person shall speak at a time. Interrupting a person who has the floor or engaging in side conversations while another person has the floor is out of order.
3. The Chair may direct that discussion be limited to one topic or issue at a time in order to most effectively consider all relevant issues. To that end, each commissioner will speak to the issue or aspect of the subject land use case directly and concisely, reserving other comments until such issue or opportunity is raised by the chair.
4. A commissioner should only speak once to any motion or specific topic raised by the chair until such time as others seeking the floor have been provided an opportunity to speak.

5. The Chair will endeavor to cover all relevant issues or questions pertaining to an agenda item but will afford each commission member the opportunity to suggest relevant topics or issues.
6. In the course of deliberations commissioners will attempt to clearly articulate their perspective on evidence and testimony provided, however, deliberations are not a forum for back and forth debate of differing perspectives.
7. A voice vote shall be allowed at the discretion of the chair, however, roll call vote should be utilized in the event that a close vote is anticipated. In case of a tie vote on any motion, the motion shall be considered defeated.

Public Hearing Procedures on Land Use Matters

Typically, when considering a land use application, the Commission will hold a public hearing on the application. It is important that all comments, from the public, staff and the applicant, be taken during the public hearing, after it has been opened by the Chair. The public hearing should generally be as follows:

1. Open public hearing
2. Presentation by staff of background material on the case as well as a clearly articulated list of decision criteria and staff's understanding of the relevant policy issues or determinations the Commission will need to make.
3. Questions from Commission to staff
4. Presentation by applicant. Except in rare circumstances, the Applicant should be prepared to limit their verbal presentation to no more than 20 minutes. The Commission will have read previously submitted materials.
5. Questions from Commission to applicant
6. Comments from the public, including clarifying questions of the public by the Commission.
7. Questions from Commission to staff to clarify comments by applicant or public, if necessary
8. Rebuttal from applicant, if applicant desires
9. Review by the Chair and commission of the list of evidentiary, policy or criteria items to be first considered in the upcoming deliberations.

10. Deliberation among Commission members, presided over by the Chair
11. Final review by Commission to confirm that there are no further questions or clarifications requested by individual commissioners before the close of the public hearing.
12. Close public hearing
13. Motion/Second*
14. Discussion
15. Vote

* If the Motion/Second is to table or continue the case to a date certain in order to receive additional or clarifying information, the Chair, with assistance from staff and or legal counsel, will assure that the purpose of the continuance is clear, and which elements of the public hearing are to be re-opened at the subsequent date, including whether comment from the applicant or public on the requested information will be accepted.

Anti-Violence and Harassment Policies

The Center Planning Commission is committed to a civil and respectful relationship with each other, town staff and the community. To that end, the Commission will comply with the harassment and anti-violence policies adopted by the Town for town employees, as it may be amended from time to time. Concerns regarding such provisions shall be reported to the Mayor and Town Administrator.

PLANNING COMMISSION BY-LAWS

The Town of Center Planning Commission shall be composed of five (5) regular members and two alternate members who reside within the Town of Center . All members shall be appointed by the Mayor of the Town and confirmed by a majority of the Trustees.

1. Planning Commission terms shall be for a period of four years, until their successor takes the position. Should a Planning Commission position be vacated before the term is completed, the newly appointed successor shall serve out the unexpired term of the vacated position.
2. The number of meetings per month and a schedule of meeting dates shall be established, and may be altered or changed, at any regularly scheduled meeting. One regular meeting date is scheduled for the third

Wednesday of each month at 6:30 P.M. in Trustees Chambers. Additional meetings may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Commission or upon request of the Town Trustees, following at least a twenty-four hour notice to each member of the Commission, and 24 hours' notice is provided on the Planning Commission website in advance indicating topic, location, and planned attendees. These meetings shall be considered study sessions, and not quasi-judicial in nature, unless specifically designated for a public hearing that meets all applicable public notice requirements.

3. The Commission shall elect a new Chairperson and Vice Chairperson every twelve (12) months. The Town Clerk or designated shall be the Recording Secretary.
4. The duties and powers of the officers of the Planning Commission shall be as follows:
 - a) Chairperson
 - Preside at all meetings of the Commission;
 - Call special meetings of the Commission in accordance with the Bylaws;
 - Sign documents of the Commission;
 - See that all actions of the Commission are properly taken.
 - b) Vice Chairperson
 - During absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all of the duties and be subject to all of the responsibilities of the Chairperson.
 - c) Recording Secretary
 - Keep the minutes of all meetings of the Commission in an appropriate minute book;
 - Give or serve all notices required by law or by the By-laws;
 - Prepare the agenda for all meetings of the Commission;
 - Be custodian of Commission records;

- Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence;
- Sign official documents of the Commission;
- See that all documents are properly recorded.

d) Youth Planning Board Seat

- The Town of Center has established a seat on the Planning Commission Board for a Youth Planning Board (YPB) to engage young people from the Town of Center in the land use planning process. The Youth Planning Board may be comprised of up to five (5) people who are under the age of 19, however as a collective, the Youth Planning Board has one (1) single vote on the Town of Center Planning Commission.

6. Matters referred to the Commission by Town Trustees shall be placed on the calendar for consideration and action at the first regular meeting of the Commission after such reference, provided that an appropriate amount of time is allowed for public notice if required by law.
7. A majority of Commission members entitled to vote shall constitute a quorum for the transaction of business.
8. Reconsideration of any decision of the Commission may be had when any Commission member or interested party for such consideration makes a showing, satisfactory to a majority of the Commission, that without fault on the part of such party, essential facts were not brought to the attention of the Commission. New evidence should be presented within thirty (30) days at a scheduled regular meeting.
9. Robert's Rules of Order shall guide the Commission in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chairperson.
10. DEADLINE FOR THE AGENDA. Deadline for filing for placement on the agenda for applications for any actions requiring Planning Commission review shall be thirty (30) days prior to consideration by the Planning

Commission. All documents shall be in the hand of Commission members' seven (7) days prior to the public meeting. Requests for continuance of matters scheduled for a particular agenda shall be in writing and filed with the Planning and Development Department eight (8) days prior to the meeting.

11. ORDER OF CONSIDERATION OF AGENDA ITEMS. The "Town of Center Planning Commission Public Meeting Form and Procedure" will normally be observed; however, it may be arranged by the Chairperson for individual times if necessary for the expeditious conduct of business.
12. DEADLINE FOR CONSIDERATION OF AGENDA ITEMS. All new agenda items shall be filed with the Planning and Development Department secretary by noon eight (8) days prior to the meeting.
13. DESIGNATION OF VOTING ORDER. Voting for individual cases in regular meetings shall be by verbal vote and the order of voting to be rotated each vote; the alternate member shall vote in the absence of a regular member. The presiding officer (Chair, Vice Chair, or other member) shall be last in voting order. Voting for agenda and organizational issues in regular meetings shall be by voice vote as a group, signified by Aye or Nay by each member.
14. Any member of the Planning Commission who has a conflict of interest or the potential of a conflict of interest shall comply with the legal disclosure requirements as listed below. Prior to meeting these disclosure requirements, Commission members may consult with the Town Attorney to determine the appropriate procedure.
 - a) In the case of a conflict of interest, or potential conflict of interest where the Commissioner chooses not to participate, the Commission member should disclose the real (or potential) conflict of interest to the Town Clerk and the Secretary of State at least 72 hours prior to the public hearing, in a manner suggested by the Town attorney.

- b) In the case of a potential (but not actual) conflict of interest where the Commission member wishes to participate, the Commission member should follow the disclosure procedures above, then state the disclosure at the public hearing and indicate that there is no actual conflict.
15. Each member of the Planning Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission, shall notify the secretary of the Commission at the earliest possible opportunity and in any event, prior to 5:00 p.m. on the day of the meeting, in the event that the projected absences will produce a lack of quorum.
 16. The alternate member shall have a voice in all actions, but shall have no vote unless a regular member of the Commission is absent or is not participating due to a conflict of interest; in such case the alternate shall be called upon for a vote.
 17. The Chairperson shall be an ex officio member of all committees with voice but no vote.
 18. A member may serve no more than 24 months as Chairperson of any consecutive forty-eight (48) months.
 19. The Vice Chairperson shall succeed the Chairperson if he or she vacates the office before the term is completed. A new Vice Chairperson shall be elected as soon as possible at a regularly scheduled meeting.
 20. The By-laws may be amended at any regular meeting of the Planning Commission by a majority of the Commission, provided that notice of said proposed amendment is given to each member in writing at least four (4) weeks prior to said meeting.
 21. The Commission shall annually provide input to the Town manager on the Capital Improvement Program, and include at that time any proposed operating budget funding requests for studies to be completed in the next calendar year(s) or other projects related to the Commission's duties.