



**TOWN OF BROOKSIDE Regular Town Board Meeting**  
**December 12, 7:00 PM**

**Call to Order, Roll Call and Pledge:** Mayor Arlin Bolkema opened the meeting at 7:00 P.M. The Pledge of Allegiance was said. Present: Board Members John Grooms, Jana Schutte; Dave Boden & Kim DiOrio; Town Clerk Shelby Mehring; Water OP/ Utility Clerk Desiree Sisson. 0 citizens attended.

**Approval of Minutes, Agenda and LOEs:** Trustee Schutte made the motion to accept the agenda with the addition of adding under new Business SIPA card reading and new budget information. Trustee Grooms second the Motion. The Motion passed with five AYES. Trustee DiOrio made the motion to accept the November 14<sup>th</sup> meeting minutes with the correction of the volunteer hours to reflect: Renee Bolkema: 15hrs spring park with youth Corp/DRME, cleaned restrooms, pick up trash. John Grooms: 6hrs fixing the snowplow and plowing. Arlin Bolkema: 4hrs community center maintenance- Microwave. Trustee Grooms second the motion the motion passed with five AYES. Trustee DiOrio made the motion to accept the General fund LOE trustee Boden second the motion. The motion passed with five AYES. Trustee Schutte made the motion to accept the Water fund LOE with the correction for the description of the P-card purchases to be updated. Trustee Grooms second the motion. The motion passed with five AYES.

**Water Enterprise Report:** Outstanding accounts: 4 @ 1 month & 2 @ 2months; \$612.43 past Due invoices.

**Community Center:** Rentals: 4 completed in November & 1 scheduled for December.

**Volunteer Hours Recorded:** Renee Bolkema:1.5 hrs. trash, restrooms, and checking the trails: Arlin Bolkema: 2 hrs. loads of crusher fines and mowing park trail edges.

**Upcoming Meetings:**

1. **Workshop Meeting CANCELLED: December 26, 2023 @7:00 PM**
2. Board Meeting: Tuesday, January 9, 2024 @ 7:00 PM

**MEETING CLOSED 7:29 PM TO OPEN PUBLIC HEARING.**

**Public hearing:** Ordinance 01-2023 2018 edition of the International Building Code: Opened 7:29 pm  
Trustee Schutte made the motion to accept Ordinance 01-2023 2018 edition of the International Building Code. Trustee Grooms second the motion. The motion passed with five yes. Special hearing closed at 7:30 pm

**Regular meeting reopened at 7:30 pm**

**New Business:**

1. SIPA: Desiree Sisson requested permission to move forward with the implementation of additional Payment Services which would allow the Town of Brookside to accept credit card payments for Building Permit fees, Community Center Rental, Business License etc. DiOrio motioned to approve the Work Order, Grooms 2<sup>nd</sup>, all in favor, passed unanimously.
2. 2024 Budget: Budget filing deadlines were postponed due to SB23B-001 requiring the County Assessor to recalculate the Mill Levy valuation. New filing deadlines allow the board to postpone the budget adoption until the January 9<sup>th</sup> meeting. Trustee DiOrio made the motion to postpone the budget adoption, Grooms 2<sup>nd</sup>, all in favor, passed unanimously. **12/14/2023 Update:** Certification of Valuation was received via email from the County Assessors office and a Special Meeting has been called for December 20, 2023 7:00pm at the Town Hall Community Center to adopt the 2024 Budget.

**Adjournment:** Trustee Schutte Motion to adjourn, 2nd by Grooms, Motion passed with five AYES at 7:40 PM.



## **Brookside Resident Reminders**

**The Good Neighbor Policy:** Citizens should first try to resolve issues by speaking directly with each other, before asking the Mayor or Town Board to intervene.



**DOG OWNERS:** Please be responsible! Keep your dog(s) contained at home so they cannot interfere with others or be in danger; AND please control your dog's barking so they do not disturb your neighbors.

**Land Use Code:** The Town's Ordinances and Resolutions include regulations concerning the keeping of livestock and the placement of storage containers. Chicken hens are allowed with a permit. Please contact the Town Clerk to complete permitting process. Please call the Town Hall for information pertaining to this or other land use questions.

**Marijuana:** Town of Brookside Ordinance 10-2010 prohibits "the operation of medical marijuana centers, optional premises cultivation operations and medical marijuana-infused products manufacturer facilities within the Town of Brookside, Colorado."

**ONE RESIDENCE PER PARCEL:** The Town Board finds it necessary to clarify to all property owners in the Town that, in accordance with the Brookside Land Use Code adopted in 2002, all properties, whether zoned single-family residential, estate residential or multi-use, are only **allowed one residence per parcel** unless a second residence is grandfathered in or given a variance. A residence must be a minimum of 1200 square feet, on a permanent foundation, and have received a Certificate of Occupancy from the Building Inspector. **People are not allowed to reside in outbuildings or in RV vehicles or trailers. Also, gray water shall not be discharged onto any property.**

### **BUILDING PERMITS:**

Do NOT purchase BUILDING PERMITS from FREMONT COUNTY. All building permits in the Town of Brookside are issued from the Town of Brookside. You or your contractor must contact the Building Inspector to obtain a permit for new construction, remodel work or roofing. Call 719-276-3436.

#### **When a building permit is needed:**

A building permit is required for **any structural change to an existing building, including siding, porches, roofs, solar panels, and windows**. A building permit is required for any new building over 200 square feet, as addressed by the Town of Brookside Land Use Code and the 2018 International Building Code.

- ❖ The Town's Building Inspector cannot sign off on work that does not have documentation for septic, electrical and plumbing inspections. Any mortgage lender will ask for valid inspections and permits.
- ❖ Septic Field Permits must be obtained from the Fremont County Health Department for installation or repair of septic tanks and fields. 615 Macon Ave., Canon City, CO
- ❖ Electrical and Plumbing Permits must be obtained from the State Inspectors who have offices in the Fremont County Administration Building. 615 Macon Ave., Canon City, CO

**Bellringing:** The church bell can be rung for memorial services of residents. Adamic usually rings the bell at sunset of the day of the memorial service. Family members and friends are welcome to be present at the bellringing. Bell is rung once for each year of life. The bell can be rung for weddings also. Please contact the Town Clerk, the Mayor, or Adamic.

The Town Clerk's Office is in the Brookside Community Center at 1720 Brookside Ave.  
Office hours are Tuesday and Thursday, 9:00 to 1:00. 719-276-3436 and can be reached by email at:  
[townhall@townofbrookside.org](mailto:townhall@townofbrookside.org)

Town Clerk is the designated ADA Coordinator. [www.colorado.gov/townofbrookside](http://www.colorado.gov/townofbrookside)