

**TOWN OF ARRIBA**  
**BOARD OF TRUSTEES MEETING**  
**Monday, December 11, 2017**  
**Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

**Call to Order** Mayor Alex Flores called the meeting to order at 7:45. Roll call for the Arriba Town Board was read and those answering were Bob Rush, Tom Rush, Carolyn Steinsiek, Troy McCue and Leigh Anna Andersen. Jack Petty was absent.

**Pledge of Allegiance** was led by Mike Becker.

**Public Audience** included: Jeff Fike, Marilyn Lightsey, Larry Kitzel, Jay Spurling, Jon Hart, and Beverly Langley.

Marilyn Lightsey asked if there was a Santa yet. Trustee Steinsiek said she would ask her husband Gerald.

Jay Spurling said there was something in the financial statement -the 54 pages of the audit- that caught him off guard. He said it doesn't make any sense. Mayor Flores said the Board didn't have that in front of them. Trustee McCue asked if this was the audit done by Lauer, Szabo and Associates. Jay Spurling said yes, it was and there's some expenditures that just aren't what the budget was supposed to be. He said the Town exceeded the Town revenues by \$30,000 in 2016- he asked where that money came from. Mayor Flores said he was sure it had to be money that wasn't spent. Jay Spurling said it was money that was spent that should not have been. He said he was trying to figure out where that money came from. He said he's only had about six hours to go through it and there's a lot of stuff that's just missing and is not right, he said the town is upside down by money and the town is in the arrears on lots of different things. He said the Town needs to have a budget meeting and go through this because this is a big problem. Mayor Flores said the auditor was here and spoke to the Board about it. He asked Jay Spurling what the problem was. Jay Spurling said the Town needed a complete audit done not just a partial audit. Clerk Hart said that was a complete audit. Jay Spurling said the audit states that there were no financials from the prior year that the Town could provide. Clerk Hart said no, that is misinterpreted, what its saying is that because the Town didn't have a full audit done in 2015 they couldn't take that and compare it to the full audit done in 2016. She said you can't take the partial audit done in 2015 and compare it to the full audit done in 2016. Jay Spurling said there are things in there that are wrong.

Jeff Fike said the biggest issue is how the Board prepares budgets, the one that he objected to for 2018, on the 2018 budget it shows 2017 year to date estimates and it also shows 2016 final numbers. He asked if these numbers were accurate. Clerk Hart said yes, they were. He asked if

she prepared them. Clerk Hart said yes, she did. Jeff Fike said then why in the 2016 audit for year ending on page 38 are these numbers not represented anywhere- which is the general fund budgetary comparison schedule. He said what they did here was since there was no 2015 financial statements prepared according to generally accepted accounting principles they took- remember the Town had 3 budgets in 2016- there was the issue because it wasn't published, so then there was a budget done on the 18<sup>th</sup>, then Alex came back on January 11<sup>th</sup> at 90 percent of the 2015 budget that was never printed or made. He said then Troy came out on March 14<sup>th</sup> and made another budget that lavishly just added to the budget the Town adopted, and none of those numbers are reflected in the Town audit, none of them in the budget comparisons which is a red flag and that appears to be fraud accounting wise, it looks like the town has double sets of books. Jeff Fike said the numbers just don't match, here the Town is saying that the revenues for 2016 final was \$84,463.47, here its saying it was \$34,000. He said that Clerk Hart said that the 2016 year end actuals was \$54,255 to the auditor, but according to this our revenues were \$84,463.47, and expenditures on the following page its saying that the expenditures were \$63,777 but yet according to the budget its \$58,866.30. He said nowhere on here do these budget comparisons even come close to matching up to the budgets that are presented to the people of the town. He said according to the Town it uses governmental accounting standard board guidelines, which the latest for 2017 are the biggest purpose is that these guidelines result in useful information for users of financial reports and that is who the government is primarily accountable to and that's its citizens, so the Board has a fiduciary responsibility to not just glaze over this stuff and make sure that its accurate and published correctly.

Beverly Langley said the Board might not like people showing them what they think but it might be nice for you to investigate some of it.

**Approval of Agenda** Trustee Andersen moved to approve the Agenda as written. Trustee McCue seconded and the motion passed unanimously.

**Approval of Minutes** Trustee Andersen moved to approve the minutes from the November 13 regular meeting, the November 28 public hearing, and the November 28 action meeting. Trustee McCue seconded and the motion passed unanimously.

**Approval of Account Receivable and Payable**

Clerk Hart explained that Hach was the company the Town gets water testing supplies from. Trustee McCue moved to approve the Receivables and Payables for November. Trustee Steinsiek seconded and the motion passed unanimously.

### **Approval of Bills**

Clerk Hart said the Jayhawk Software annual fee increased, Jayhawk is the utility billing software the Town uses for water and sewer billing.

Mike Becker said the shop electricity is up because he'd been getting Christmas decorations ready and building a handrail for the backhoe attachment.

Mike Becker said Brent Welding rebuilt the plow for the dump truck.

Trustee McCue moved to approve the December bills for payment. Trustee Andersen seconded and the motion passed unanimously.

**Pay Raise for Town Clerk** Clerk Josie Hart said she's worked as town clerk for 3 years and before the 2 year break she took she was Town Clerk for 4 years. Trustee Steinsiek asked how long other clerks in the surrounding towns have been in their positions. Clerk Hart said Doris in Flagler has been town clerk for about 15 years, Char in Seibert about 15 years, and Maria in Hugo several years as town clerk and recently as town administrator. Clerk Hart said those 3 women have not had formal town clerk training but they have attended workshops. Clerk Hart said she works 32 hours a week, comparing to the other clerks, Flagler and Hugo are 40 hours a week and Seibert is 32. Mayor Flores asked Clerk Hart if she wanted to go to 40 hours a week. Clerk Hart said she would probably have to work 40 hour weeks up until the election but she would prefer to stay at 32 hours a week afterwards. Trustee Steinsiek asked if she had found more information for continuing education. Clerk Hart said she found a little bit of info, the master clerks certification is an online program but she couldn't find out tuition costs. She said she would be open to any kind of continued education. She said Morgan Community has a few courses that pertain to local government. Mayor Flores asked what the Board sees as a raise for her- what a fair yearly raise would be. Trustee Tom Rush said \$1. Trustee Andersen agreed. Trustee Bob Rush said some companies do 2.5 to 3 percent. Trustee McCue said if the Board could come up with a raise for the time she has been here and if she wants more the Board could stair step it with some additional education, like Mike's education.

Trustee Tom Rush said Clerk Hart could do Pat Parker's paperwork too if she had the training. Mayor Flores said the amount of time that Josie has been here and the money she is getting is nothing. He said she is getting half of what she should be getting, she's currently getting \$12 an hour and paid health insurance. Trustee Steinsiek asked would Clerk Hart be taking the continuing education courses on Town time or on her own time and would the town want to pay her for that time. The Board agreed the Town should pay for the classes and would pay her for her time.

Trustee Andersen suggested \$17.50 would make up for the raises Clerk Hart should have gotten. Clerk Hart said that Seibert's clerk gets a monthly salary of \$3500, Flagler's is \$3005 a month and Hugo's is \$3450 a month, and that comes out to about \$20 to \$25 an hour. She said those amounts do not include their benefits. Mayor Flores said after training it would be nice for her to be getting \$20 to \$25 an hour. The Board was in agreement with this depending on Town finances at that time.

There was brief discussion about salary and the regulations that go with it.

Mayor Flores suggested giving Clerk Hart a pay raise to \$18 an hour.

Trustee Andersen moved to raise Clerk Josie Hart's pay to be \$18 an hour. Trustee Tom Rush seconded and the motion passed unanimously. The Board discussed making the pay effective December 1, 2017 but was unsure how that would affect the budget.

Trustee Andersen moved to make the pay raise effective as of January 1<sup>st</sup> 2018. Trustee McCue seconded and the motion passed unanimously.

**Employee Christmas Bonus** Clerk Hart said last year the Town Clerk received a \$300 bonus and maintenance received \$100. The Board agreed the bonuses should be equal this year. The Board discussed giving Marie Daniel something for helping Mike with different town things. Trustee Steinsiek moved to give a \$300 Christmas bonus to each employee and gift \$100 to Maria Daniel. Trustee Andersen seconded and the motion passed unanimously.

**Adding Descriptions to Published Monthly Bills** Clerk Hart said the payables are what the Board reviewed earlier. She asked what description the Board wanted to add. She said that Flagler's is exactly what Arriba does and she believed it's what Hugo does also. She said the Board only has to publish what has been published -name and amount- but the Board can add a description if they want. The Board didn't see a need to publish any more than that.

**Review/Adopt Mission Statement** Trustee McCue read the mission statement aloud: "Arriba strives to maintain a small town atmosphere, while facing the everyday hurdles of incorporating 21<sup>st</sup> century changes, and obstacles. In doing this, we will continue to uphold old town values while pursuing enhancements". There was discussion on changing the word hurdles to challenges. Trustee Steinsiek suggested taking out "while facing the everyday hurdles" so it would say "Arriba strives to maintain a small town atmosphere, incorporating 21<sup>st</sup> century changes, and obstacles. In doing this, we will continue to uphold old town values while pursuing enhancements". Trustee McCue moved to adopt this as Arriba's mission statement. Trustee Steinsiek seconded and the motion passed unanimously.

**Adopt Sales Tax Ordinance** Trustee Steinsiek said the sales tax will be 2 percent and revenues will go towards capital investments, there will be a vendor's fee of 1/3 percent and the effective date will be January 1, 2019. Clerk Hart said section 8 will be corrected to say Town of Arriba, everything else is left as is.

Trustee Steinsiek moved to adopt the sales tax ordinance as emended in this meeting. Trustee McCue seconded the motion and the motion passed unanimously.

Clerk Hart read aloud the draft ballot language.

**Source Water Protection Grant** Clerk Hart said she didn't have any updates on this. She said Kimberly Mihlich was going to submit paperwork to the state but Clerk Hart has not heard anything from her.



**Town Christmas Event** The Town Christmas event will be held on Saturday, December 16<sup>th</sup> at 1:00 at the Arriba Firehouse. Clerk Hart said she would fill the candy sacks. Board members are Gerald, to be Santa. Volunteers should be at the firehouse at 11:00am on Saturday to set up. The High Plains Brass are planning on playing.

**Maintenance Report** Mike Becker said the tank was done and the town is back on the in-town wells. Clerk Hart said the guy that did the cleaning and inspection submitted a report and everything was good, he would have to come back in about 3 years to replace the magnesium bars. She said he suggested a mixer for the tank to help with the wear and tear and ice build up in the tank. Clerk Hart said the Board had looked into this before and a mixer is on the expensive side. It was explained that a mixer will circulate the water in the tank. Clerk Hart said that on a grade scale of 1 to 5, with 5 being the best, the tank rated a 4 on everything on the inspection list.

Mike Becker said he cleaned the restrictor plate out at the wastewater plant.

He said after the big wind he fixed a few signs and cleaned up a few trees.

He said there are a few water meters that aren't working. He said that Tom Rush suggested looking into a different kind of meter. Clerk Hart said new meters cost \$140.00 a piece if at least 5 are bought. Mike Becker said there's about 7 that aren't working. Clerk Hart thought there were more than 7 that aren't working. The Board agreed that 5 could be bought then see how many still need replaced.

Mike Becker said he wasn't sure what to do about Carl Myers meter as the wire to the meter got broke. He said there are a few other meters that are gotten into a lot.

He said he put a battery that was lying around in the golf cart, he said it's pretty handy to read meters but it dies pretty quickly.

He said he had Napa come out and fix the maintainer tire. He wasn't sure what John Witt did but the tire was still flat the next day. He said he needed to call him and find out what was going on with it.

He said he went over the truck route with the maintainer once last week but as dry as it is the washboards come right back.

Trustee Steinsiek and Trustee McCue said the Christmas decorations look great.

Trustee Steinsiek asked if Mike Becker had heard back on the licensing testing. Clerk Hart said they hadn't received Mike's application so he will have to submit an application for the testing in March. Clerk Hart said applications for the test open in February.

**Clerks Report** Clerk Hart said Rod Child had asked to rent out the maintainer to work the driveway on his Oak Street property. Clerk Hart said she realized it would depend on if the tire gets fixed but is the Board okay with renting out the maintainer since it's old and delicate. The Board discussed what would be done on the Oak Street property, how long it would take, and if the maintainer could handle it. The Board said it was up to Mike Becker. Clerk Hart said Mike would operate the equipment and the person renting would pay the maintainer rate of \$100 an hour and Mike's labor rate of \$50 an hour. It was noted that this would be done on Town time

and that Town machine rental is available to any resident.

Clerk Hart said nomination petitions for the April 2018 election will be ready to circulate on January 2<sup>nd</sup>, and need to be returned by January 22<sup>nd</sup>.

**Treasurers Report** Everything looked good.

**Trustees Report** none.

**LCEDC Report** Trustee McCue had a written report of what he has been doing with LCEDC and general news concerning other towns (the report is attached to these minutes).

Trustee McCue said that the situation with Reajean Palko, the SBDC consultant, is going very well, they've picked up 3 new clients.

He said nothing is going on in Genoa with the crane deal. He's not sure what happened but they seem to have backed out of their commitments.

He said he's been working with a distribution and warehouse possibly coming to Limon.

He talked about incentives and requirements the State has for businesses locating in Lincoln County.

He said his Vista volunteer, James Russel, has about 3 months left. He said they would have enough time to review Arriba's chapter of the county's strategic plan before he left.

Trustee McCue said he advertised for a new Vista volunteer for year 2.

He said that he would be attending a Small Business Development Center meeting in Greeley to help continue to build Reajean's resources. He said she works 20 hours a week for the LCEDC and 1 day a week for Prowers County and her recourses have really grown.

He talked about the La Quinta Hotel that is going to be built in Limon but is currently delayed.

He said the Genoa Tower owners hope to remodel and restore the tower on a historical basis and want to have it as a heritage asset for Lincoln County. He said they would eventually like to host musical events out there as well as other events.

**Mayors Report** Mayor Flores had nothing to report.

**Adjournment** Trustee Steinsiek moved to adjourn the meeting, Trustee Bob Rush seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 8:55pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by: 

Mayor Alex Flores

**Approved by the Board on: 1/08/2018**

Town of Arriba  
Public Hearing  
and  
Board of Trustees Regular Meeting  
Monday, December 11, 2017  
7:00pm

Sign In Sheet

~~John~~  
Jay Spurlin

LARRY COZZA

Beverly Langley

MARILYN LIGHTSEY

JEFF FIKE

Lincoln County Commissioners  
December, 2017  
Lincoln County EDC Report

- I. **Arriba –**
  - A. Interim director and board making progress on compliance issues at Leisure Pines.
  - B. Making application to two local foundations in December for firehouse/equipment expansion, once building bid is received
  - C. Active SBDC Client: #17-006- Parts delivery service
  - D. Made business retention visits to Legacy Lane, Brent Welding, and Gal Friday.
- II. **Genoa-**
  - A. Providing resources for Haden Lamb at Colorado RV Parks, LLC
  - B. Recent communication attempts to Sustrichs at Rocky Mtn. Crane Service have gone unanswered
  - C. Active SBDC Client: #17-007 – Heritage tourism group
- III. **Hugo –**
  - A. Hotel RFP drafted and participating in planning process.
  - B. Active SBDC Client: #17-005, Center for DD community
  - C. Made routine business retention visits through town (KC Electric, Eastern Slope, Hugo Liquor, Hugo Inn)
  - D. Coordinating meeting for code conversation coming up in January.
- IV. **Limon –**
  - A. Participating in Grand Plan process, attended two recent meetings.
  - B. 8 active SBDC Clients: #15-038 Recreational Venue , #15-039 Recycling Expansion, #15-023-Service Biz buyout, #15-041-New hotel project, #15-042-New RV parking expansion project, #17-002 Small Manufacturer/Distributor, #17-002-South Limon business marketing, #17-003-Coffee/recreation venue
  - C. Working to locate warehouse/distributor concern to Limon, working with state incentive process, launching economic impact analysis.
- V. **Karval –**
  - A. Continuing to consult with Frances on facility expansion
  - B. Assisting with identifying resources for multi-purpose building idea
- VI. **Small Business Development Center (SBDC) Activities**
  - A. Attended grant organization meeting in Fort Morgan 11/27 for cash flow of TA portion of grant
  - B. Will be attending all-day staff meeting in Greeley on 12/15
  - C. Seeing strong small business response and activity through Raejean's office
- VII. **Americorps – VISTA Volunteer Program**
  - A. James is actively drafting each community's chapter in Strategic Plan
  - B. James is coordinating with University Technical Assistance folks for help with final drafting of Strategic Plan.
- VIII. **Foreign Trade Zone #293**

Nearing completion of first User – small supply stream manufacturer to Vestas.
- IX. **Other:**
  - A. Studying wind blade recycling recent webinar, learned of NREL study for process upcoming
  - B. Helped host east regional economic developer's forum 11/29 in Seibert, meeting again in February, 2018.
  - C. Participated in Pro 15's Ag/Water Forum in Yuma on 12/6