

**TOWN OF ARRIBA**  
**BOARD OF TRUSTEES MEETING**  
**Monday, January 14 2019**  
**Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

**Call to Order** Mayor Pro-tem McCue called the meeting to order at 7:47. Roll call for the Arriba Town Board was read and those answering were Bob Rush, Courtney Dean and Leigh Anna Andersen. Alex Flores, Carolyn Steinsiek and Jack Petty were absent.

**Pledge of Allegiance** was led by Troy McCue.

**Public Audience** included: Jay Spurling, Jody Schiffers, Debra Brooks, James Dingwall, and Nicholaus Marcotte with Element Engineering.

Jody Schiffers said she wants to see zoning in Arriba.

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

Clerk Hart asked that the Board allow Nick Marcotte with Element Engineering talk before New Business since his item is last on the Agenda. The Board agreed this was fine.

**Approval of Minutes** Trustee Andersen moved to approve the minutes from the December 10 regular meeting. Trustee Rush seconded and the motion passed unanimously.

**Approval of Account Receivable and Payable**

Clerk Hart said the Town received \$5,000 from the SWPP grant. She said the State put it in the CTF fund for some reason so she will need to transfer it out of that account.

Trustee Rush moved to approve the Receivables and Payables for December. Trustee Andersen seconded and the motion passed unanimously.

**Approval of Bills**

Clerk Hart said that the payments to CIRSA for liability insurance and workman's comp are annual payments for 2019.

Trustee Andersen moved to approve the January bills for payment. Trustee Dean seconded and the motion passed unanimously.

**Upgrade Waste Water Treatment Facility** Nick Marcotte with Element Engineering gave an update of where things are at with the wastewater project. He presented the Board with an agreement contract from Element Engineering and the pre-qualification form that is basically an application for a planning grant, this will be submitted to the State to get things started on the wastewater project. He went through the pre-qualification form that is basically Town information and the Town's wastewater needs.

Trustee Andersen moved to proceed with submission of the pre-qualification form. Trustee Dean seconded and the motion passed unanimously.

Nick said that CDPHE, USDA and DOLA will set up a meeting with the Board to go through the project needs and talk about the programs they offer.

**Resolution Designating Posting Places** Clerk Hart said Resolution 2019-1 states that the designated posting places (for meeting/public notices) will be Town Hall door, Post Office Bulletin Board and DJ Petroleum Food Store Bulletin Board.

Trustee Andersen moved to adopt Resolution 2019-1 stating that the designated posting places will be Town Hall door, Post Office Bulletin Board and DJ Petroleum Food Store Bulletin Board. Trustee Rush seconded and the motion passed unanimously.

**Exemption from Audit** Clerk Hart said the Town has received an engagement letter from Lauer, Szabo and Associates to do the 2018 Exemption from Audit, the letter states that this will not cost more than \$2,600. Clerk Hart said there is no reason for the Town to do a full audit at this time.

Trustee Rush moved to have Lauer, Szabo and Associates do the 2018 Exemption from Audit for \$2,600. Trustee Andersen seconded and the motion passed unanimously.

**Water Rate Increase** Clerk Hart said that based off the town's 2017 exemption from audit numbers the Town was at 15% of the debt coverage ratio, the Town needs to increase water revenue by about \$16,000 to be at 110% debt coverage ratio. Clerk Hart said the water rates need to be increased by about \$11 which will bring the minimum water rate up to \$49.50. The Town needs to send the CWRPDA (they hold the loan) a letter stating the increase plan. Clerk Hart said that this non-compliance of the debt coverage ratio is due to increased expenses and no increases in water revenue. If the Town does nothing CWRPDA will force the Town to do a rate study and force the Town to implement a new rate within 6 months of the completion of the rate study. Clerk Hart said that the minimum rate has not been increased since 2012. In 2014 the tier rate was increased and the minimum gallons were lowered. Currently the minimum water rate is \$38.50 for 4,000 gallons.

Clerk Hart said that new rates could be adopted by resolution. The Board agreed to set a public hearing on February 11<sup>th</sup> at 7:00pm to discuss increasing the water rates.

**Shed at Firehouse Sampling site** Mike Becker said that Ernest Espinosa has informed him that for the Town to be in compliance with regulations the Town needs to build a testing shed at the sampling hydrant behind the firehouse which is the first line coming out of the water tower. This sampling shed would need to have a sink and electricity/heat. Mike Becker said that this is on hold for now and can be discussed at a later time.

**Backflow Devices on Business/Farm use hydrants** Clerk Hart told the Board that the Town is going to have to require businesses and residents that use hydrants for agricultural use install backflow devices on their hydrants. She said according to the Town's ordinance the business/landowners pay for the back flow device. Trustee Rush said that the Town of Flagler makes owners pay for the device and the yearly certification for them. The Board agreed Arriba

should do this too. Clerk Hart asked the Board how they wanted to go about informing businesses and landowners of this. The Board instructed her to find out what Flagler does about this and have some sample letters and policies ready for them at the next meeting.

**Sewer Line Cleaning** Clerk Hart said Todd Simon with Work Force Inc out of Brush will cap work done at \$5,000 and he can either restart town at west end or continue mapping, finding manholes, and cleaning lines on the east end of town and going out to the wastewater ponds. Trustee Andersen moved to have Todd Simon with Work Force Inc continue cleaning the rest of the sewer line system on the east end of town for \$5,000. Trustee Dean seconded and the motion passed unanimously.

**Offer to Buy Town Property** Mayor Pro-tem McCue noted that at the last meeting it was mentioned that instead of selling this property maybe it could be leased. Clerk Hart said that all of the samples of land lease agreements she's found are for pasture or buildings. She did find out that a land lease agreement would have to be done by ordinance and it needs to be renewed every five years. Jay Spurling talked about his plans for the property if he bought it versus if he leased it. If he leased the property he would use it for parking. If he bought it he would build on it. There was discussion that the property is small and not of much use to the Town. Clerk Hart said a con of selling these lots is breaking up a larger piece of Town land. The Board discussed selling the property by putting it up for bid and that the Town would have the right to refuse any and all bids. Trustee Andersen moved to put the property up for bid, the Town would have the right to refuse any and all bids. The property will be advertised in the paper. Trustee Dean seconded and the motion passed unanimously. The Board agreed that a survey would need to be done on the property before it gets put in the paper. Clerk Hart said she thought it should run in the paper for 4 weeks.

**Municipal Court / Fees** Clerk Hart said most examples that she found just state in the ordinance what fees can be charged or collected. She said she could put something together based on those and have the attorney look at it. The Board agreed this was fine.

**Maintenance Report** Mike Becker said that the Town will be having a sanitary survey done. He said he wasn't sure how it would go since the last one was done in 2015 and many of the items that were supposed to be addressed were not corrected. He said there were 4 items that he went over with Ernie on Sunday. Mike Becker said that Ernie thinks that Town will get several violations on this survey. Clerk Hart said one of the items was that three well heads are not set correctly and need to be raised up. Clerk Hart said that Ernie is classifying the north out of town well as out of service since both wells can't run at the same time. Trustee Rush said that the well is disconnected from the system. Clerk Hart said that Ernie wants the well locked off so that the well cannot be accessed at all. There was brief discussion about fixing the lines coming into town so that both wells could run at the same time. Mike Becker said that Ernie will be doing all of the extra sampling that is due and that will be costly. Clerk Hart said that the Town has budgeted for this.

**Clerks Report** Clerk Hart said that she had it in her notes that the Board wanted to evaluate Ernest Espinosa after one year, she said his contract renewal date is April 9<sup>th</sup>. The Board agreed to do the evaluation at the March regular Board meeting.

**Treasurers Report** Reports from the last 3 months looked good.

**Trustees Report** Trustee Rush said there were a couple of street lights that were out. Clerk Hart said to let her know about any street lights out and she would call them in to KC Electric.

**LCEDC Report** Mayor Pro-tem 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). He said he is still working on getting the Northeast Lincoln Fire Protection District a grant for bunker gear.

He said that the housing report for the county is done and will be up on the LCEDC website soon.

There was discussion on the Chisholm Estates being built in Limon.

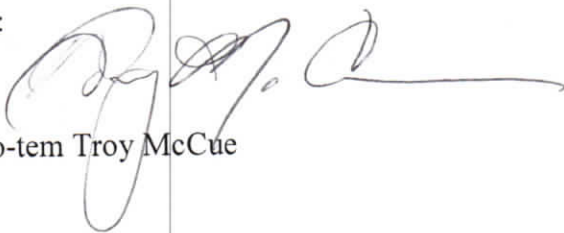
Mayor Pro-tem McCue said that James Dingwall is planning the roundtable discussion between Arriba, other towns in Lincoln County, and a couple of the County Commissioners, this meeting will be held sometime in February. The Board discussed having Trustee Dean, Trustee Rush and possibly Mayor Flores attend this meeting. James Dingwall said that Town staff is welcome at the meeting also.

**Mayors Report** none.

**Adjournment** Trustee Andersen moved to adjourn the meeting, Trustee Rush seconded and the motion carried unanimously. Mayor Pro-tem McCue adjourned the meeting at 9:36pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

  
Mayor Pro-tem Troy McCue

**Approved by the Board on: 02/11/2019**

Town of Arriba  
Board of Trustees  
Regular Meeting  
Monday, January 14, 2019  
7:45pm

Sign In Sheet

Gary Spurling  
Deb Brooks  
Jody Schipper  
JAMES DINGWALL

Lincoln County EDC – Executive Director Report

January 14, 2019

- I. **Lincoln County –**
  - A. Meeting with commissioners 1/18 – setting roundtable plans w/James
  - B. Participating in three development conversations in unincorporated Lincoln County
  - C. Made Titan LED introductions for courthouse and possible hospital upgrades to lighting
- I. **Arriba –**
  - A. Consulting on final development plans for Bethel Community Center
  - B. Preparing fire equipment needs application for USDA Grant
  - C. Coordinating LED Upgrades at Leisure Pines
- II. **Genoa –**
  - A. Attending Genoa Town Board meeting 1/15
  - B. Continuing development assistance for Genoa Wonder View Tower
- III. **Hugo –**
  - A. Selected events center for two spring events: History Colorado CLG (3/6-3/7) and Regional EDCC forum (3/11-3/12)
  - B. Participating in tourism and Roundhouse development conversations
  - C. Attended recent Admin and Public Works meeting, backgrounding annexation law
- IV. **Limon –**
  - A. Gathering infrastructure costs and site plan for infrastructure incentive assistance to Wausau Supply Co.
  - B. Have completion on the Housing Needs Assessment – going up on website ([www.lincolncountyed.org](http://www.lincolncountyed.org))
  - C. Helping field new home buyers' eligibility for new homes for Chisolm Estates
- V. **Karval –**
  - A. Continuing seeking funding on Community Building expansion, struck down on CHF and Anschutz
  - B. Moving planning forward into county conversation
- VI. **Small Business Development Center (SBDC) Activities**
  - A. Attended SBDC State Advisory Board meeting for Lincoln County CSBC presentation in Denver on 1/14
  - B. Building more and more clients in Raejean and Troy's portfolio
  - C. Fielding leads for ALCO and Golden China facilities
- VII. **Your Community Foundation**
  - A. Appointed committee for Historical Preservation theater efforts and prioritization on needed improvements
  - B. Set up 2019 first-half calendar with 14 team leaders for the theater
  - C. Working with Colorado Prairie Arts and Music Council for pass-through services
- VIII. **Americorps/VISTA**
  - A. James setting up countywide roundtable of communities and county
  - B. James completed first-half of VISTA Year 2
  - C. James has been meeting with individual staff and community leaders for their input
- IX. **Conferences/Training**
  - A. James attended Strategic Planning at CRC on 1/14 – half-day VISTA conference
  - B. Raejean and Troy attended all-day staff meeting on 12/14 and learned about Cottage Foods Act
  - C. Raejean participating in Annie's Project over the next 6 Mondays (starting 1/14)
  - D. Troy and James participated in CEDS regional conference call December 18<sup>th</sup>.