

DRAFT

**TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING**

Monday January 9, 2017

Arriba Town Hall, 711 Front Street, Arriba, CO 80804

Call to Order Mayor Pro-tem Troy McCue called the meeting to order at 7:31. Roll call for the Arriba Town Board was read and those answering were Jack Petty, Leigh Anna Andersen, Tom Rush, Carolyn Steinsiek, and Bob Rush. Mayor Alex Flores was absent.

Pledge of Allegiance was led by Trustee Jack Petty.

Public Audience included: Ed E. and Jody Schifferns, Michael Shirley and Jeff Fike. Jody Schifferns asked when the light was going to be fixed in Town Hall. Mike Becker said that Mike Nichols is supposed to be brining over a ballast when the aerator is installed. Jody Schifferns said that a white pit bull looking type of dog that she believes belongs to the Myers on Main Street has been out- she said she has called Josie numerous times about it running loose and chasing her car.

Ed E. Schifferns said that the property next to where he lives has a lot going on. There's a semi-truck that is parked in the ditch facing the wrong direction, there's some problems with people going around looking at others people's stuff with a trailer and pickup. Ed E. Schifferns wondered if a neighborhood watch should be started.

Jeff Fike said that in the past the minutes of the meetings and the agenda have come out by email to the people on the email list but it didn't this time. He said he saw that the agenda and the minutes including the corrected minutes were published on the website so he was wondering is that now the new policy? He said that as far as minutes go and keeping them accurate to the important things- he was going to back up a while to where they were arguing over the sewer and the water and the Board was trying to get people to pay a new tap fee for not paying a sewer charge when water was shut off, and he'd had a meeting with the Board, at that point Will Rowe was on and it was determined by the Board that those properties were grandfathered. He said in other words the sewer tap was bought prior and there was no money. He said in the meantime he has had the water shut off and still he's getting charged a sewer charge which is based on use- there is zero use because there is zero water. He said he went ahead and paid that under protest for a number of months but then last month or the month before he's not going to pay that to the Town anymore, it's not right it's not uniform to all of the properties that have sewer taps and it isn't right. He said unless you did buy a sewer tap after that ordinance was put in place, so he just wanted to clarify, but for some reason when you go back to the minutes even though Troy was

there and maybe Carolyn was at the meeting. Jeff Fike said he was, probably Ed was. Jody Schiffers asked if it was done on an individual basis? Jeff Fike said the properties were grandfathered and the reason was if you recall you want do it individual but the deal is the sewer tap is a tap to use and then the use fee is when you're using it just like your water so you have a water tap over there at your building that fell down well what do you pay on that? well nothing unless you turn it on and when you turn it on you pay your thirty-one bucks and that of course acerbates the sewer charge. He said now then on that same subject if we're going to get into the sewer why don't we connect the park restrooms into the sanitary sewer like we're supposed too. Jeff Fike said anyway he just wanted to let the Board know he's not going to pay that when its off and it's for use and it shouldn't be charged but somehow in the minutes it got all convoluted as it sometimes does. Trustee Steinsiek asked if he had checked the audio minutes. Jeff Fike said they are real clear, the written minutes are not so clear. He said that it would be nice to see the Town get some grading and drainage and not cancel Christmas.

Approval of Agenda Trustee Bob Rush asked that Aerators be added to the Agenda. Trustee Tom Rush moved to approve the Agenda as amended. Trustee Andersen seconded and the motion passed unanimously.

Approval of Minutes Trustee Bob Rush moved to approve the minutes from the December 12th Regular Meeting as written. Trustee Steinsiek seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

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

Approval of Bills

Clerk Hart said that the insurance is going to be covering the replacement aerator motor.

Mayor Pro-tem McCue asked what the billing frequency was for the CIRSA Insurance and Workman's comp. Clerk Hart said annually.

Mayor Pro-tem McCue asked how the Osborne's bill for the Christmas supplies compared to last year. Clerk Hart said she didn't know how it compared to last year but that \$350 was budgeted and it did go over that by about \$150. She said that the turkeys turned out to be pretty expensive but Osborne's didn't tell her that before they were ordered. She said that there was a screw up with the candy and they had sent the more expensive candy. She said the candy sacks did get distributed.

Jeff Fike asked if the aerator motor had been vandalized- how did the Town make an insurance claim for that. Trustee Tom Rush said a cable came loose and wrapped around the motor breaking a seal and letting water in and shorting it out.

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

Resolution Designating Posting Places Clerk Hart said that every year the Town has to designate 3 places in Town to post the agenda and meeting notices. The Town usually does the Town Hall door, the Post Office bulletin board, and DJ Petro Food Store bulletin board. Jeff Fike said that to publish in 3 places you have to have a budget that's under \$50,000 annually. Clerk Hart said this was just for public place posting of meeting notices- physical places to post the meeting agenda, the Town can always post the meeting notices in more places and online this is just for if there is an emergency these are the places the notices have to be posted.

Trustee Andersen moved to adopt Resolution No. 2017-1 designating the Town Hall door, the Post Office bulletin board, and the Arriba DJ Food Store bulletin board as the designated posting places for meeting notices. Trustee Steinsiek seconded and the motion passed.

Publishing Monthly Bills Clerk Hart said that it will be about \$60 a month to publish the monthly bills, this year the bills will be published in the Eastern Colorado Plainsman. Clerk Hart said that the state recognized county wide paper switches yearly between the Limon Leader and the Colorado Plainsman. Trustee Bob Rush moved to publish the monthly bills in the Eastern Colorado Plainsman this year. Trustee Andersen seconded and the motion passed.

Audit / Exemption from Audit Clerk Hart said that she received the engagement letter from the auditor- the exemption from audit is due March 30th so the Town would need to get on it right away. If the Board wants to do a full audit that is due June 30th. The exemption from audit costs \$2,200. The last time the Town had a full audit done it cost \$5,500. The last full audit was done in 2010 or 2011. Trustee Andersen asked how often did the Town used to have a full audit done. Mayor Pro-tem McCue said that he remembers the Town doing a full audit every 3rd year- unless there were special circumstances like if the Town received grant or loan monies then the Town was required to have a full audit. The Town can choose to have an audit done at any time. The Board agreed that since it's been about 6 years from the last audit the Town should have a full audit done. Trustee Andersen moved to have a full audit done as long as the cost is around \$5,500 to \$6,000. The Town will use Lauer, Szabo and Associates out of Sterling. Trustee Steinsiek seconded and the motion passed.

Aerators Trustee Bob Rush said that the Town still has the top mount floats for the top mount aerators. He said that other towns, like the Town of Flagler, has abandoned their submersible style aerators and have gone back to top mount aerators because its less maintenance and the aerators last longer. He explained that the top mount aerators are above the water, the submersible aerators are in the water. Trustee Bob Rush asked if the Town should go back to top mount aerators. Trustee Tom Rush said the last top mount aerator lasted about 30-40 years and that they were about a 3rd of the price as submersible aerators. Trustee Bob Rush said that he didn't know the price of a top mount aerator. Trustee Bob Rush moved to change from the submersible style aerator to the top mount aerator at the next replacement interval for both aeration motors. Trustee Petty seconded and the motion passed unanimously.

Source Water Protection Grant Clerk Hart said that she had not heard anything new, the Town is waiting to hear from Kimberley Mihelich on the next steps. Clerk Hart said that a stakeholder meeting will be held for anyone that has interest in the Source Water Protection plan. Trustee Steinsiek said that the more people that attend the meeting the more the Town gets the hours for the like grant match.

Trustee Petty said that he was worried about the things that are happening around Arriba- like the agriculture, and the machine down at DJ's Petro. He asked how the Town tests for nitrates and gas or diesel. Trustee Tom Rush said that nitrates are tested all the time. Clerk Hart said that she had told Kimberley about the fuel leak from DJ's and Kimberley said that with her knowledge about the water planes she wouldn't think the fuel would go to the Town's wells.

Trustee Petty said that he was still concerned about it.

The Board discussed the fuel contamination from a gas station that had contaminated the park well but has never touched the stock water well which is slightly north of the park well.

There was discussion about the high nitrates levels in Burlington and how they are handling it there.

Street Maintenance Mike Becker said that he's been working in front of the Post Office and down to Micky Jaques place to try to get it not to pool up in front of the Post Office. He said that he noticed today that it was melting pretty good and there was just a little bit right by the tree. Mike Becker said that pot holes are starting east of the Post Office. Trustee Tom Rush said that there are a couple of holes in the alleys that Mike needs to work on. He said just put dirt in the holes and sand on it to pack it.

Clerk Hart said that concerning the surveying on Main Street- she has not been able to get a hold of Scott Kimble. Trustee Tom Rush said that she should just keep trying to get a hold of Scott. Ed E. Schiffers wanted to know if the Town had a snow removal policy. He said that Tom Rush used to snow plow in front of businesses- like Ed's barber shop. He asked if there were any changes to policies regarding snow removal. The Board said there really weren't any policies. Mike Becker said that he's always open to anybody's ideas or requests. Mayor Pro-tem McCue said that he thought the Board was in favor of those kind of requests for businesses to be snow plowed.

Trustee Petty asked how expensive it was the last time to do the main drag. Trustee Bob Rush said that years ago it was chip sealed and that is considerably cheaper than laying new asphalt. Mayor Pro-tem McCue said that back in 2000 the Town had spent about \$24,000 on asphalt for 2 blocks- and the Town had gotten that at a bargain. He thought that now it would cost around \$40,000 to do 2 blocks. There was discussion about how much chip seal would cost.

Maintenance Report Mike Becker said that there are several spots in town where bushes or trees are in the way of drainage. He said that a lot of this job is him not knowing and learning as he goes. He said that the front end of the backhoe needs work. He said that he goes to Tom Rush for a lot of stuff. Trustee Bob Rush said that the kingpins on the backhoe are shot. There was discussion on trying to find some used parts or replacement parts to repair the backhoe, nothing

was decided.

Mike Becker said that he could be doing a lot of work with the backhoe but can't right now. The Town needs the backhoe for water or sewer breaks.

Mike Becker said that Michael Shirley helped him take down the Christmas decorations. He said that a picnic table had been donated to the Town by the Steinsieks.

Ed E. Schifferns mentioned that there was a Christmas decoration that was still sitting by the alley across from his Morton building. He asked if the Town shop was insurable. Clerk Hart said yes, it was covered under the insurance. Ed E. Schifferns had concerns about the state of the roof of the shop. There was discussion about budgeting towards shop infrastructure, nothing was decided.

Mayor Pro-tem McCue asked if the heater in the shop got service guard on it. Mike Becker said yes, it did. Trustee Bob Rush said that he has a part coming for the shop heater.

Clerks Report Clerk Hart said that she always email minutes and agendas to the people on the email list- she said she didn't know why Jeff Fike didn't receive them this time.

Clerk Hart said concerning Jeff Fike's sewer situation- in the Town's ordinance it says that any property with a sewer tap must be charged a service fee every month whether it has water service to it or not, that's the way it's been, and there have people in Arriba that have paid that sewer fee even when their properties do not have water service. She said for Jeff's situation- he bought the properties- there was no account set up, liens hadn't been placed on the properties and that was a big issue. She said so what Jeff is doing now is he was paying those sewer fees but now that his water is shut off he has stopped paying those sewer fees- which in the ordinance it does state that every account needs to pay that service fee.

Trustee Tom Rush said that when the sewer system was put in in the '60's there was a clause that says when that loan is paid off that service fee goes away. Mayor Pro-tem McCue said that ordinance was refreshed around 2000. Clerk Hart said that in the ordinance that was done in 2000 that line is in there. She said she thinks that the loan should be paid off in 3 years.

Jeff Fike asked why doesn't the Town just pay off that loan.

Trustee Bob Rush said take for example a property that Mike Luft bought that has a building on it but he only uses the water- what's the story on the sewer on that. If the person buys the property that at one time had water and sewer and knocks down the existing building but keeps that water what has been the history of the sewer for the property. Clerk Hart asked would that property need a new sewer tap to connect to the sewer line. Trustee Tom Rush said yeah. Clerk Hart said that she would think that Mike Luft would have to buy a sewer tap fee to get the sewer connected. Trustee Bob Rush said that is what he would think too. Clerk Hart said that if Mike Luft were to buy that sewer tap and have the water going and then turn off the water and stop paying the sewer fee the sewer fee would start accumulating.

Jack Petty said he would be upset if it was him and his property, he wouldn't mind seeing this go away.

The Board agreed that Clerk Hart should look into how much was left on the sewer loan, then the Board can decide about paying off the loan this year.

Treasurers Report Everything looked good.

Trustees Report Mayor Pro-tem McCue read a report on Leisure Pines from Dianne Petty (the report is attached to these minutes)

Trustee Tom Rush asked about the law suit on Leisure Pines. Trustee Andersen said that she hadn't heard about it, she just knew that the insurance had come out to check the property and found nothing wrong.

Trustee Tom Rush said that Mike Becker really needs some shop tools. He asked how the Board felt about giving Mike \$100 a month to purchase shop tools.

Trustee Bob Rush moved to approve \$100 per month for the next 6 months to spend on shop tools, it will be revisited at the end of 6 months. Trustee Steinsiek seconded and the motion passed unanimously. The Board discussed a way to stamp the tools or take inventory. Mike Becker said if he leaves and tools are missing without a reason, the tools could be taken out of his pay. It was noted that receipts will be on file for the purchases which will help with records for the tools.

Trustee Steinsiek said that TFAP has served over 7,842 individuals in 2016, and 149,830 pounds of food was distributed in 2016. Trustee Steinsiek said that she would be stepping back from TFAP for a time as her business is picking up. She said that her husband, Gerald Steinsiek, has been talking to Pastor Goad about the community church stepping in and helping with TFAP. She said that TFAP is up and running in Flagler.

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 that he had a meeting tomorrow with the commissioners and they will be seating Steve Burgess as count commissioner.

Mayor Pro-tem McCue explained about a potential housing project for the hospital that he has been working on. The hospitals conclusion from his presentation was that the project was a little too ambitious at this time.

He explained about some property in Limon that was donated to LCEDC, because of the flood plain property development will be difficult.

There was discussion about future development in Lincoln County.

Mayor Pro-tem McCue talked about the volunteer that will be coming soon to help him.

Mayor Pro-tem McCue said that the first Foreign Trade Zone company is reworking their application.

There was discussion about how Tiny Homes are becoming more popular and Genoa is looking at putting some there.

There was discussion about the campgrounds, Mayor Pro-tem McCue explained that there had been an issue with the owners a long time ago concerning double billing. The issue had been resolved, right now the campground is in an estate. Trustee Bob Rush said that the water infrastructure is no longer there but the sewer infrastructure should be.

Trustee Petty commented that it would great to develop green houses in Arriba with the access to

the rail. Mayor Pro-tem McCue said that the Karval area would love to get a commercial green house going.

Mayors Report none.

Adjournment Trustee Bob Rush moved to adjourn the meeting, Trustee Petty seconded and the motion carried unanimously. Mayor Pro-tem McCue adjourned the meeting at 8:59pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Pro-tem Troy McCue

Approved by the Board on:

Town of Arriba
Board of Trustees Regular Meeting
Monday, January 9, 2017
7:30pm

Sign In Sheet

Ed + Day Schiffer


Leisure Pines Memo

Date: January 6, 2017

To: Board of Directors
Town of Arriba

From: Leisure Pines

RE: Updates

After a very difficult time of some tenants being unable to get along, things are going very smoothly. Joy Simmons in Unit #4 was evicted from the property due to inability to control her behavior. A huge thank you to Ron and Jack Petty for getting her moved out of the unit. They took a big one for the team they don't even play on!

After one of the brick planters in front of the property was hit by a guest's car, it was repaired by Ron and Jack Petty. The guests insurance handled the costs of the repairs.

The TFAP commodities program has been being distributed out of the Leisure Pines and it has been a blessing for town residents.

The tenants worked on a communal vegetable garden this summer, and are excited about next year's garden.

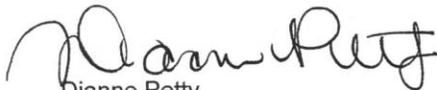
It has been the year of appliance replacements. Most of the items replaced or moved to other units have been here since before I got here 20 years ago. We have had to replace 2 A/C units, 4 water heaters, 2 stoves, 2 baseboard heating units and the washer and dryer.

We lost a tree to a storm on the south side of the center section of the property due to a storm. There is a sapling in its place that the tenants are cheering it on to replace the lost tree.

The tenants received Christmas gift certificates to Osbourne's grocery store.

We currently have two vacancies #2 and #4.

Sincerely,



Dianne Petty

Lincoln County Commissioners

January 10, 2016

Lincoln County EDC Report

- I. **Arriba –**
 - A. 3 business retention visits (Everything Mechanical, D-J Foodstore, Legacy Lane)
 - B. Jack Petty is seated as newly-appointed board member
 - C. Working out local housing solution for VISTA volunteer
- II. **Genoa-**
 - A. 2 business retention visits (Dry Creek Seed Co., Genoa Wonder View Tower)
 - B. Offering assistance for Rocky Mountain Crane Company locating to Genoa & access to rail siding
 - C. Participated in News 4 coverage for upcoming Most Endangered Places site designation
- III. **Hugo –**
 - A. 6 business retention visits (ES Tech, Sandy Creek Properties, Lincoln Community Hospital and Care Center, Vimar, Osborne’s Supermarket, Maye G’s Place)
 - B. Made housing presentation to LCHNH, will participate in their upcoming Strategic Planning process
 - C. 1 active SBDC Client, #15-032, regarding housing development
- IV. **Limon –**
 - A. 9 business retention visits (Eastern Colorado Bank, Poudre Bay Capital, Hoffman Drug/True Value, Ace Hardware, Gordon Real Estate Group, Taco Bell, TransWest Dodge, Dr. Hood Dentistry, Limon Auto Solutions)
 - B. 3 active SBDC Clients: #15-018 West Limon development, coordinating assistance efforts with sales tax data in aggregate form and #15-016 Service-based business transition planning, #15-017 Service-based business payroll tax assistance
 - C. Participating in the CIRD planning process for upcoming 2/27 through 3/1 community planning event
 - D. Working with Chamber of Commerce on electronic marketing tools
- V. **Karval –**
 - A. Attended Karval Alliance meeting in December.
 - B. Working with Francis Maskus for addition of ADA restrooms to community building, locating funding sources
 - C. Checking on solar build-out steps for school district
- VI. **Small Business Development Center (SBDC) Activities**
 - A. Ongoing consulting scope of work, working with El Paso business development lead – Calhan for potential rail connection in Lincoln County
 - B. Attended Dick Pickett’s retirement, and Lisa Hudson is new Greeley office director
 - C. Recruitment for new SBDC Consultant for Kit Carson & Cheyenne counties underway for 2017.
- VII. **Americorps – VISTA Volunteer Program**
 - A. Awarded VISTA, and have secured James Russell of Ashburn, VA as VISTA, starts 3/27/17
 - B. Making arrangements for volunteer, still looking for good housing situation.
- VIII. **Foreign Trade Zone #293**
 - A. Seeing initial application for first User for FTZ #293
 - B. Two other promising leads in FTZ pipeline
 - C. Assisted with OEDIT’s program for FTZ 293: Competitive Advantage. Reaching out to all EDO’s in entire FTZ 293 region.