

DRAFT

**TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING**

Monday, April 10, 2017

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

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

Pledge of Allegiance was led by Troy McCue.

Public Audience included: Ed E. and Jody Schifferns, Jeff Fike, Curt Price, Austin McCue, Bob Schoonover, Todd Simon, Marcella Flores, Ron Petty, James Russell.

Todd Simon, with Work Force Inc, asked if the Town was going to continue with the maintenance program with cleaning the sewer lines. Mayor Flores said that Todd Simon was on the Agenda as item B, but he asked the Board if Todd Simon could go ahead now. The Board agreed this was fine.

Todd Simon said what we've been doing in the past is we have \$5,000 to spend and that's what I spend, I clean as much as I can and locate. He held up a map of the town and said this is what I was given as a map, and this is not the sewer system- the sewer system doesn't look like this at all. He said when he gets through all of it he will draw a map of what is actually there. Trustee Tom Rush said that there was a map over at the shop that is detailed and right. He asked the Board if they wanted to continue cleaning of the sewer lines. The Board was in agreement that another \$5,000 worth cleaning would be done. Todd Simon said it would probably be next month when he could do the cleaning. Trustee Tom Rush asked Todd if the Town had a sewer backup would he be able to respond. Todd said yes, he would.

Jeff Fike said I was wondering in the last minutes I'd sent an email about some things that were missing to be added to them and I was wondering if those were addressed.

Clerk Hart asked if it was for the action meeting? Jeff Fike said yes. Clerk Hart said I didn't add them because I felt that there wasn't any motions made and there wasn't any public audience portion of that meeting, so I did leave out a lot of what Jeff Fike had said. She said it was up to the Board if they wanted her to include that or leave it. Mayor Flores asked there wasn't any motions or action made? The Board members said no there wasn't. Mayor Flores said then there's not much to report. Trustee Steinsiek asked if what Jeff Fike had said was on the audio recording of the meeting. Clerk Hart said yes.

Jeff Fike said he had more to say when it came to 'Sewer Taps'.

Jody Schifferns asked if anything was done at the dog pound. Mike Becker said he chopped some trees down and cleaned it up. He said he went online on Home Depot to check out pricing for the tin for the roof, the tin would be close to \$1,000 to fix the roof of the dog pound. Trustee Tom Rush said make one inside the north of the building and be done with it, its cement floors and cement walls, just take a hose and wash it out, the Town only gets about one dog in there a year.

Jody Schifferns said there was a dog running loose again and she feels it's time for the owner to get a ticket. Clerk Hart said she would address that in her clerks report.

Jody Schifferns said the Town's 100 year anniversary is next year and we should start thinking about something.

Ed E. Schifferns said the county is having trouble with the landfill and he wonders if the Town will have that trouble too. He said the Town needs to get that stuff cleaned up before it gets to be a real problem, if somebody were to turn the town in... when we got all of that rain we (Lincoln County) got a large fine for standing water (at the county landfill). Ed E Schifferns said he thinks the Town should start to get that wood pile burnt and cleaned up. Mayor Flores said that they had made several attempts at it but it never worked out, right now it needs to green up a bit, it's a massive pile and will burn for 3-4 days. He said we'll need to give everyone a heads up they could smell smoke for a week. Ed E. Schifferns wondered if the Town could split the pile up and burn a little bit at a time. Mayor Flores said he was hoping the county would rent a big mulcher. Ed E. Schifferns said it was something to think about, he didn't want the Town to get fined because of tree limbs.

Trustee Steinsiek asked if it was something the town should put out in a letter that its coming-people could be smelling the smoke. Mayor Flores said we should be green in another 30 days. Trustee Steinsiek said maybe send out an advisory letter that this is coming so don't be alarmed if you smell smoke- or call town hall before you call 911. Mayor Flores asked if the Board wanted to let the town maintenance man do this then sit out there with a fire truck for 3-4 days or whatever it takes. Trustee Tom Rush said yeah, as long as the fire department is fine with him having a fire truck.

Ed E. Schifferns said he still doesn't know when they're going to have the free dump day, as soon as he hears that he will relay the message.

James Russell said that he just moved to Leisure Pines, he's here from Northern Virginia-Ashburn- and he's here to help Troy with the strategic plan for the county. He said he was glad to be here and Arriba is a lovely town.

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

Approval of Minutes Trustee Andersen moved to approve the minutes from the March 13 regular meeting and from the March 28 action meeting. Trustee Bob Rush seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

Trustee Bob Rush asked what the Titan Machinery bill was for. Clerk Hart explained that it was for the backhoe.

Trustee McCue moved to approve the Receivables and Payables for March. Trustee Andersen seconded and the motion passed unanimously.

Approval of Bills

Clerk Hart explained that the bill from ECCOG was for the senior meal program.

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

4H Steer Austin McCue submitted his application for a permit to keep his 4H steers in town.

Trustee Steinsiek asked Austin how his project went last year. Austin said it went well, he was able to sell his steers at fair for a good price. Austin said those funds go towards his college fund and the next years steers. Trustee Steinsiek asked if Austin had talked to any of his neighbors at the end of his project to see how they felt about it. Jody Schiffers said she was one of his neighbors and she thought he did great- she thought that he kept up with the flies, and the poop, and the water.

Trustee McCue said they did talk with Doug Reisman last August when the steers went to fair. Austin McCue said he seemed fine with it. Mayor Flores said that Austin learned a lot from last year and had made some comments that he would be doing some things different this time around. Austin said this year he would be upping his game on the fly control.

Trustee Steinsiek said that she would like to see Austin do a more formal interview of his neighbors at the end of his project and bring that to the Board. Mayor Flores suggested doing an interview halfway through his project.

Curt Price said that he walks twice a day and would walk by McCue's property and never had a problem with it, and never had a problem with the animals getting out or getting unruly. He said there was no smell issue or fly issue. He said he tried to go by there in the mornings and the evenings.

Trustee Andersen moved to approve Austin McCue's application for a permit to keep hooved animals (steers) in town limits. Trustee Bob Rush seconded. Trustee Steinsiek, Trustee Tom Rush, Trustee Bob Rush and Trustee Andersen voted yes in favor of the motion. Trustee McCue abstained from voting. The motion passed.

Sewer Line Cleaning This was discussed in the Public Audience portion of the meeting.

Sales Tax Clerk Hart said she found out that the Board needs to decide on a proposed tax rate percentage, estimate how much the Town will make the first year, and propose what those funds will go towards. Corey Hoffmann will have to help draft an ordinance, a hearing will have to be held for the ordinance and it will be adopted subject to voter approval, so it will need to go on the April 2018 ballot. She said that Flagler's tax rate is 2%, they made \$144,726.00 in 2016, their monthly average is about \$12,000, and it is all completely handled by the State.

The Board questioned if the Town could say the sales tax money would go towards general fund / general spending.

The Board discussed what portion of sales tax income would come from Arriba businesses and how much would come from the larger online stores such as Walmart.com, Amazon.com, etc. Trustee Steinsiek said that if the Town doesn't do something nothing is going to change. She said she would like to see an action meeting to discuss Sales Tax. Clerk Hart said she would ask Corey Hoffmann about how specific the Town has to be on stating what the sales tax funds will go towards, and get more information on that.

The Board decided to have an action meeting on Tuesday, April 25th at 7:30 to discuss Sales Tax.

CIRSA Audit Report Clerk Hart said a lot of the findings in the report were repeat findings.

She said the PC score is currently 63, one activity should raise the score above 67, activities included safety inspections on the playground equipment, and obtaining training for those inspections and maintenance, obtaining defensive driving training. Clerk Hart said she set Mike up for online training for both of those trainings. Activities also included developing a confined space entry policy, and developing a routine chlorine handling procedures- Clerk Hart said that Pat Parker worked on this. Some other activities were developing a sewer maintenance plan, and a sewer backup procedure plan. Clerk Hart said she did come up with a sewer backup procedure plan. Trustee Tom Rush said just use Todd Simon's sewer maintenance plan.

Clerk Hart said for the report of things that needed repaired Mike has already worked on a lot of it. She said there were things such as replacing a broken window in the shop, making repairs to the backhoe, making repairs to the shop roof. Clerk Hart said that she needed to respond to the audit report right away. She said another thing that is listed is build a partition that can be affixed over the opening for business with the town clerk, installing a dead bolt on the door into the clerk's office, and replacing the existing door with a fire rated door. Clerk Hart said that she would be responding back to CIRSA saying that the Town will be getting estimates on what it will cost to make the repairs and improvements, and the Board can go from there on what they want to do. Trustee Steinsiek was concerned that if the clerk's office was closed in with a partition and a fire rated door- is that going to be fire rated too. Mayor Flores said that's locking the clerk in her office with no exit. The Board agreed that Clerk Hart should respond to the audit report stating what has been done, what will be done, and what the Town will get estimates for.

Town Hall Damage Clerk Hart said she didn't get any bids in, at this point the Town needs to just hire someone to fix the damage. Trustee Steinsiek asked if Clerk Hart had gotten a police report. Clerk Hart said no she hadn't gotten it yet.

Clerk Hart said CIRSA estimated it would cost \$6,300.00 to fix. She said whoever fixes it must be licensed and insured. The Board discussed who they could get to fix it, most local contractors are pretty busy and might not have time, the Town might have to get a contractor from farther away and pay a little extra. The Board agreed that Clerk Hart should look for somebody to fix it.

Town Cleanup Trustee Andersen asked if Clerk Hart had heard anything back from the certified letter. Clerk Hart said yes, she had been told it was all going to go away soon. Mayor Flores asked if a time limit was given in the letter. Trustee Steinsiek said she didn't know that they did because he had said he'd never seen the ordinance so we wanted him to make sure he saw the ordinance and have a signature showing he had seen it, they were also waiting on the Town cleanup giving him an opportunity to clean up then.

Mayor Flores asked the Board what they wanted to do as a follow up. He said the Town has an ordinance the Board just needs to enforce it. The Board agreed sending a certified letter giving a deadline for the cleanup. The deadline would follow what is in the ordinance. Mayor Flores said he doesn't have to haul it all off, he could just put up a fence where no can see the stuff. Trustee Steinsiek said that should be put in the letter. Trustee Steinsiek moved to send a certified letter to the owner of the property (819 Front Street) that follows the ordinance with a timeline of 30 days or whatever the ordinance states, that either it has to be cleaned up or a fence put up by the date stated. Trustee Bob Rush asked if the letter was going to be sent to anyone else, or was the Board singling this person out. Trustee McCue said the process was already started. Trustee McCue seconded Trustee Steinsiek's motion and the motion passed unanimously.

Trustee Steinsiek said after the Town cleanup day then the Board can start going over other properties that are violating the ordinance.

There was discussion on what kind of fence is acceptable. The Board thought that the ordinance states it has to be a privacy fence enclosing and blocking the property from view.

Records Retention Schedule Clerk Hart asked if the Board had received the email with the link to the whole schedule, and if there had been anything in the schedule that they didn't agree with. The Board thought that the schedule was fine as is. Clerk Hart said that if the Board does want to adopt the Colorado Municipal Records Retention Schedule it would be done by resolution. Trustee Andersen moved to adopt Resolution 2017-2 which adopts the Colorado Municipal Records Retention Schedule and authorizes the Arriba Town Clerk to follow the Colorado Municipal Records Retention Schedule. Trustee Steinsiek seconded the motion and the motion passed unanimously.

Sewer Taps Clerk Hart explained that Trustee Bob Rush had asked her to put this on the Agenda because he wondered if the Board should go over a map and make a list of properties that have taps. Trustee Bob Rush said make sure taps and billing do line up because there could be taps on properties that the Town doesn't know about. Trustee Tom Rush said there was a book listing taps that had been dug up and capped off. Clerk Hart said the Board could see how many there were that needed capped off and decide what to do from there. The Board agreed that Clerk Hart should work on this and have a list at the next meeting.

Community Garden Trustee Petty called in to give a report on this. He said that it is coming along awesome, a lot of people have pitched in their time and effort. He said he wouldn't be around for a little while. Trustee Petty said that James Russell has been a tremendous help also, him along with Trustee Petty's dad have been helping. He said they have a ton of seeds right

now that have been donated so he didn't think they would need any extra seeds. He said right now it's just planting and weeding that needs done. He said he believed he still had \$150 left from what the Board approved to spend, he said this would go towards a drip system so it will be easy to keep watered. He said he didn't think he would need any more money for the community garden. He said he was able to use dirt and tree limbs from the Town's north lots / brush pile. He mentioned having kids paint the garden boxes. He said there was an issue with parking and killing the grass. He said he'd like people to park over by the community building from now on. Trustee Petty said there has been a lot of community interest in the garden.

Source Water Protection Grant Clerk Hart said the wells had been GPS'd. She said Kimberly Mihelich wants to schedule the first stakeholder meeting for the last week of May. Clerk Hart said she might be gone the last week of May. The Board agreed that waiting until June to have a meeting might be best. Clerk Hart said she would check with Kimberly and see what would work.

Maintenance Report Mike Becker said that he didn't have a written report- he said the shop printer was broke and he didn't want to ask Clerk Hart to type it for him. He said that he worked with Pat Parker on getting the PH meter going. He said the aerator in the number 1 pond is having problems again, this is the same one that was just replaced. He said it was making the same noise right away and the company won't warranty it. He said he's working on switching to a top mount aerator. He said Trustee Tom Rush took the old mount to Duerst in Burlington to work on it. He said he found a motor for \$600 at Semco in Lamar. He said the aerator will be down for a couple of weeks. Mike Becker said a wheel cylinder is leaking badly on the road grader. Trustee Tom Rush said 2 need fixed. Mike Becker asked if it was okay to get paint for the park equipment and front of the stock water building. The Board agreed that it was fine to get started on this. Mike Becker said he was working on the gutter drainage in town.

Clerks Report Clerk Hart asked the Board if the Town wanted to hold a community garage sale this year. The Board agreed Saturday, June 3rd should be the community garage sale. Clerk Hart said that Carl Myers white, pitbull mix dog has been running loose a lot. She said she's recorded 5 times that it's been out but believes it's been out more than that. She said that she has sent a letter to Carl Myers stating that the Town had received complaints about the dog being out and if the Town gets more complaints they would be fined. The Board agreed that it was time to fine them. Clerk Hart said that she would send them a ticket and fine them with the lowest fine as per the dog ordinance. Clerk Hart said that she had received an anonymous letter, she asked Trustee McCue to read it out loud. The letter requested the Board look into adopting an ordinance which prohibits people with a felony record from being on the Town Board. Mayor Flores that there really isn't anything prohibiting anyone from being a trustee. Trustee Steinsiek didn't see any reason to look into this.

Treasurers Report there was none.

Trustees Report nothing.

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 he would like to get an initial strategic workshop going for Arriba, so we can get started on populating Arriba's wish list and talk about some early ideas for Arriba and possibly creating a mission statement, he was thinking about having a meeting in the end of May. Trustee Steinsiek suggested Tuesday, May 30th at 7:00pm. The Board agreed that this will work. Trustee McCue said that James Russell will facilitate the strategic planning meeting.

Mayors Report Mayor Flores said that he had received a complaint about the property on 819 Front Street.

Mayor Flores asked if there was anything new on the cell phone tower. Mike Becker said they were collecting core samples the other day from that property.

Mayor Flores said he would like to start the cleanup sign-up sheet for those who want to help and for those that need help.

Adjournment Trustee Andersen moved to adjourn the meeting, Trustee McCue seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 9:08pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Alex Flores

Approved by the Board on:

Town of Arriba
Board of Trustees Regular Meeting
Monday, April 10, 2017
7:45pm

Sign In Sheet

Ed & Judy Scheffers



Ron Petty

James Russell

Marcella Han

Lincoln County Commissioners

April 6, 2017

Lincoln County EDC Report

- I. **Arriba –**
 - A. Chaired meeting on 3/28 regarding records retention policy
 - B. James Russell settling in at Leisure Pines – smooth addition so far
- II. **Genoa-**
 - A. Coordinating See Six States, LLC community and region-wide engagement
 - B. Recent phone conference with Genoa Rail Transfer – Darlene Sustrich
 - C. Will attend April Genoa Town Board meeting, observing annexation process
- III. **Hugo –**
 - A. 7 business retention visits (Lincoln Community Hospital/Care Center, Hugo Liquors, Osborne’s Supermarket, Main Street Mama’s, Hugo Inn, FNB Hugo, Sandy Creek Properties)
 - B. Hugo Inn, Dave & Casey Smith, newest additions to investor list
 - C. Will be participating again in Strategic Planning for the hospital later this month
- IV. **Limon –**
 - A. 12 business retention visits (Eastern Colorado Bank, Poudre Bay Capital, Pronghorn/Ace Hardware, Gordon Real Estate, Hiner-Felzien Tax Prep, Oscar’s Bar-Grill, Golden China, Jenny’s, Hoffman Drug/True Value, Spencer for Hire, Elena’s Mexican Food, Peak Vista)
 - B. 3 active SBDC Clients: #15-018 West Limon development , #15-017 Service-based business payroll tax assistance, #15-029-Local service business expansion
 - C. Now serving on Grand Plan committee for enacting CIRDC outcomes from event – engaging CO Foundations
- V. **Karval –**
 - A. Backgrounding with DOLA (Greg Etl) on upcoming application for Karval firehouse
 - B. Providing assistance for ongoing greenhouse project-will engage James
- VI. **Small Business Development Center (SBDC) Activities**
 - A. Hosted Lisa Hudson on 3/31, interacted with Leading Edge Wash on new expansion project
 - B. Made FTZ presentation along with 2 SBDC representatives recently in Bennett.
 - C. Invoicing approximately 14 to 16 hours/month
- VII. **Americorps – VISTA Volunteer Program**
 - A. Welcomed James, who attended annual EDC meeting on 3/14
 - B. Attended Supervisor Training in Greeley on 3/15
 - C. James now completed local orientation, still making introductions countywide
 - D. Would like to get extra 30 minutes with commissioners sometime over the next month for SP visioning and overarching countywide goals.
- VIII. **Foreign Trade Zone #293**
 - A. Attended Swedish-American Chamber luncheon in Denver on 3/9, connected with lead customer
 - B. Nearing completion of small User application in West Adams County, looks like will be first official User
 - C. Again reviewed FTZ benefits with Darlene Sustrich of Genoa Rail Transfer