

DRAFT

**TOWN OF ARRIBA
BOARD OF TRUSTEES ACTION MEETING
Tuesday, March 28, 2017
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

Call to Order Mayor Pro-tem McCue called the meeting to order at 7:06. Roll call for the Arriba Town Board was read and those answering were Leigh Anna Andersen, Carolyn Steinsiek, Tom Rush, and Bob Rush. Alex Flores and Jack Petty were absent.

Pledge of Allegiance was led by Troy McCue.

Public Audience included Jody Schifferns, Marcella Flores, and Jeff Fike.

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

Records Retention Policy Clerk Hart explained that the whole records retention schedule was quite thick, so she had just printed off 3 sections for the Board to go through tonight that pertain to the Town. She said there are a lot (of sections) that don't pertain to the town at this time but in the future it will.

The first section the Board reviewed was 'General Administrative Records' which is schedule number 40. Mayor Pro-tem McCue said that basically this is to see how many years the Town has to retain each particular document. Clerk Hart said she thought this would be a good start to see what the schedule has for retention periods since the Board had said that some documents should be kept longer. Clerk Hart explained that the Board cannot shorten a time period that is in the schedule- that is the minimum a document can be kept, the Town can keep records longer than the schedule says if the Town wants to. Clerk Hart said that there are a lot of records that the Town is required to keep permanently according to the schedule. Clerk Hart said that Limon has adopted this schedule and she believes Flagler has too, most municipalities have adopted it. She said everyone is always talking about bringing Arriba up to code and this is an inexpensive way, to adopt the policies that the Town needs to adopt, this schedule can be adopted by resolution, the Town won't have to spend money on ordinance writing and publishing. Clerk Hart said this will help the Town avoid unnecessary litigation.

The Board discussed saving records digitally instead of permanently destroying a lot of records. The Board discussed ways to save records electronically, and the need of a schedule for when to convert and save records.

Trustee Bob Rush said that he didn't have a problem with the retention periods in the schedule. Clerk Hart said for financial records and election records a lot of the retention periods are in the Colorado State Statutes and she already follows those.

Trustee Tom Rush said he agreed with the timelines in the retention schedule.

Trustee Andersen wondered if it would work to keep everything on an external hard drive.

Clerk Hart said that when Stan Kimble was the Town's attorney the Town received a records request that was kind of 'out there' - it was a request for older documents that really didn't pertain to anything. Stan had mentioned that if the Town had this policy this request wouldn't be an issue.

The Board discussed the pros and cons of electronic storage devices. Trustee Andersen wondered if it would be easier to keep the records in paper form.

Clerk Hart said one of the issues that has come up is the Town has several boxes of the stub cards from the water bills going back to 2005, she had called a fellow town clerk asking if it was something she could shred and had been told not unless the Town had adopted the Records Retention Policy.

Trustee Steinsiek asked if the billing records were kept on the computer. Clerk Hart said that with the new billing program the Town got last year she is able to keep the billing records on the computer, before that she would print out a report and keep a hard copy on file.

Trustee Andersen asked Clerk Hart for record keeping does she prefer electronic copies or hard copies. Clerk Hart said that was something she would have to look into, because there are policies for keeping electronic records vs. hard copies.

Trustee Bob Rush said he felt that certain records needed to be kept as hard copies, such as maps and ledgers.

Clerk Hart said that these three sections were just a small portion of the whole records retention schedule.

The Board was in agreement with the schedule and timelines but the question was how the records were going to be retained.

Mayor Pro-tem McCue said that in conclusion the Board was in agreement to have Clerk Hart send the Board the link for the entire records retention schedule and to pursue it and keep it on the agenda for a vote at the next regular meeting.

Town Cleanup Trustee Bob Rush said he talked to Cindy the town clerk of Stratton, come to find out what the Board was told about Stratton having a permit process is absolutely wrong, they have no permit process for anything, they have an ordinance that is similar to Arriba, they have one guy that still has a bunch of stuff sitting around the place- their town marshal and their town man can't get them to clean it up.

Trustee Bob Rush suggested sending the cleanup letter (that went out to everyone) certified to Mike Sparling (owner of the property on the corner of Front Street) with a copy of Town Ordinance #12, this way he can't claim that he didn't receive one or has never seen the ordinance. The Board agreed with this.

Comments

Clerk Hart said that the request for bids to repair town hall will come out in the paper this week and next week. The insurance estimated the repairs to be around \$6,200. If the Town gets bids higher than that the Town can submit the bid to the insurance to see if adjustments can be made. Clerk Hart said she has not gotten the police report from the incidence yet, she said that whatever the police report says the insurance will go with that and take the necessary steps to recoup the money.

Clerk Hart said regarding the Source Water Protection Grant Kimberly Mihelich came out and GPSed the wells, she would send that in to the state and it may take 3 weeks for the state to make the changes.

Adjournment Trustee Andersen moved to adjourn the meeting, Trustee Steinsiek seconded and the motion passed unanimously. Mayor Pro-tem McCue adjourned the meeting at 7:46pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

Mayor Pro-tem McCue

Approved by the Board on:

Town of Arriba
Board of Trustees Action Meeting
Tuesday, March 28, 2017
7:00pm

Sign In Sheet

JEFF FITZ
Jody Schiffers
Marcella Flin