

**TOWN OF ARRIBA  
BOARD OF TRUSTEES MEETING  
Monday, August 13, 2018  
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

**Call to Order** Mayor Pro-tem Troy McCue called the meeting to order at 7:49. Roll call for the Arriba Town Board was read and those answering were Carolyn Steinsiek, Jack Petty, Bob Rush, and Leigh Anna Andersen. Alex Flores was absent. Derrik Dean has resigned from the Board.

**Pledge of Allegiance** was led by Mayor Pro-tem McCue.

**Public Audience** included: Gerald Steinsiek, Ted Grundmeier, William Walker, and James Dingwall.

William Walker said he understands that the Town Board approved the relocation of the peg in the back of his property with Mrs. Black, and the Town is going to pay to have it done and he wanted to tell the Board that if they do the west side of his property he would pay half of the bill.

Trustee Bob Rush said the peg was dug up and relocated by the sewer contractor, so he contacted High Prairie Surveying Company based out of Kiowa, they will survey the part of the property and put the pin back where it goes. It would be the east side of William Walker's property and the west side of Black's property line. They're going to mark out the pins between those two property lines.

William Walker said the guy next to him has about 2 feet of his property and he'd like to have that surveyed. He said so he can reclaim it or work something out with the guy.

Trustee Steinsiek asked how much High Prairie would charge. Trustee Rush said he was told about \$300 to \$400. Trustee Rush said he did not visit with the surveying company about surveying the other side of William Walker's property. Trustee Rush said that he could give William Walker the contact information for High Prairie Surveying.

The Board agreed that the Town has a financial responsibility for the Black/Walker property line but not Walker's west property line. If William Walker wants to work out a deal with the surveying company since they will be out anyways that is between William Walker and High Prairie Surveying, the Town will not be responsible financially for that.

James Dingwall is the VISTA year 2 volunteer. He said he started last week, he said that Troy McCue has been showing him around and that he was at the Fair last week. He said he was looking forward to working with Arriba.

Mayor Pro-tem McCue passed around little cards that has a link to a public survey that James put together on google, he said that James will be coming out with a much more in depth Town Board Member survey which will drill down into greater detail local town policy and what the

Board would like to see for the Town of Arriba. Trustee Steinsiek said town employees should be included in that survey.

**Approval of Agenda** Trustee Rush 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 July 9 regular meeting and the July 31 action meeting. Trustee Petty seconded and the motion passed unanimously.

**Approval of Account Receivable and Payable**

There was discussion on the payment to Talbert Tree Service. Clerk Hart said that CTF funds were transferred over to reimburse the general fund for this expense. All the work for the original quote has been done and paid for. Mike Becker said that there are more trees that need to be cut down or trimmed next year. Clerk Hart said that there would be CTF money available next year that could cover that expense. She mentioned looking into buying a few trees to replace the ones that have been cut down. Trustee Petty said that he would research what trees would be best for this area. Clerk Hart said she would work with Trustee Petty on getting price estimates. Trustee Steinsiek suggested putting a plan together for planting trees every few years.

Clerk Hart said that ECCOG was for quarter 1 and quarter 2 senior services. She said the other \$200 payment to Rob's Septic Service is for the regular service to the park bathrooms. She said Try-Me Spraying is for mosquito spray and weed spray. Trustee Petty questioned what type of weed killer the Town gets and cautioned using certain types.

Clerk Hart explained that the Black Hills Energy payment was for 4 locations and they each have service guard on them.

Clerk Hart said that Sharon Rand cleaned the park building several times in June, she said she would probably have it cleaned twice a year.

Clerk Hart said the payment to Tandi Moore was for the cakes for the 100 year celebration.

Trustee Steinsiek moved to approve the Receivables and Payables for July. Trustee Rush seconded and the motion passed unanimously.

**Approval of Bills**

Clerk Hart said the bill from DOLA is for the wastewater loan. It is payment 18 of 20. It was noted that the Nichols Electric Bill will be paid out of Conservation Trust Fund. Clerk Hart said that the bill from Hydro Logical Consulting (Ernie Espinoza, water and wastewater operator) was higher due to charging for on sight water sampling, board meeting and walk through of the sewer plant, plus charging for some supplies. Clerk Hart said he did give the town a bit of a discount.

Trustee Petty said he needed to add \$40 reimbursing him for taking the kegs back down to the

brewery. He noted that the brewery has recipes that could be made into a unique local brew for the Town's next event.

Trustee Jack Petty said that the Tourism Board awarded the town \$1000 for the 100 year celebration. He said he would like to go to the Tourism Board and ask for another \$1000 and just tack on the first \$1000 for an event in the future. The rest of the Board didn't agree with this. They would like to go ahead and get the \$1000 to reimburse the Town for paying the caterer. It was suggested that Trustee Jack Petty could go ahead and ask the Tourism Board for \$1000 for a future event and those funds could be ear marked for that purpose.

Trustee Andersen moved to approve the August bills for payment including the reimbursement of \$40 to Jack Petty. Trustee Steinsiek seconded and the motion passed unanimously.

**Sewer Liner Issue / Upgrade Waste Water Treatment Facility** There was nothing new with this, still waiting on the engineers. Clerk Hart said that it sounds like they'll have to do a whole new engineering study of the wastewater plant. Mike Becker said things are the same out at the wastewater plant right now. He said they're waiting on the lab reports to see how things are in pond 2 with the added volume. Clerk Hart said that he is trying to get pond 1 pumped out and dry. Mike Becker said Rob Septic Service is meeting with him tomorrow to see if they can pump it out. He said he would just stock pile the sludge at the wastewater facility and put a fence around it.

**SWPP Grant** Clerk Hart said that so far \$3,179.49 has been approved, this includes fencing for in-town and out of town wells, and updating the control box for the in-town wells. Clerk Hart said she believes the grant expires in October so it would be good to get the invoices submitted soon.

Clerk Hart asked what the Board wanted to spend the remaining \$1800 of the grant on. Clerk Hart said the rest of the source water protection plan was mostly printing informational pamphlets and spill kits. Clerk Hart said the use of the oil spill kits was for if there was a spill on the highway. There was discussion on if the Town's spill kits would actually be useful since HAZMAT would more than likely take jurisdiction of a spill like that.

There was discussion on making repairs to the out of town well house and if the grant would cover this. Trustee Petty suggested using the grant for Mike Becker's labor.

Clerk Hart said she would find out the exact date the grant expires, get prices for spill kits, and see if the repairs to the out of town well house and Mike's labor would be covered by the grant.

**Town Cleanup** Clerk Hart said she had nothing new on this issue. The Board discussed a few properties in town but made no decisions or actions. There was discussion about someone digging holes near a gas meter on the easement of their property.

**Trustee Resignation** Mayor Pro-tem McCue said that Derrik Dean sent out an email saying that he was moving out of Arriba and was resigning from the Town Board as of August 1<sup>st</sup>. The Board has 60 days to appoint someone to the Board. Mayor Pro-tem McCue suggested doing

interviews for the trustee seat at the September 10<sup>th</sup> Board meeting. It was discussed to talk to Kirk McFadden since he was the next highest vote getter at the last election. Trustee Petty said he would talk to Kirk about it. The Board instructed Clerk Hart to advertise for the open trustee seat the week of August 20<sup>th</sup> if Kirk McFadden doesn't want the position.

**2019 Budget** Clerk Hart said this is the working budget, the 2017 Final are numbers from the trail balances from the auditor, and the 2018 estimated numbers are as of June 30, 2018. She said usually the Board starts by copying over the previous years' budget then going line item by line item and adjusting as needed. Clerk Hart said that last year it was discussed to change the format of the budget and break down line items such as miscellaneous expenses. Clerk Hart said she wanted to get the Board thinking about what they want. Clerk Hart said this budget format works good, it lines up with Quickbooks. She noted that the auditor has lumped all the general salary instead of breaking it down into office salary and maintenance salary for general. Clerk Hart said she thought it would be simpler to mirror the auditor's trial balances. She said that if you look at other towns' budgets they don't break things down to fine detail and actually Arriba's is broken down into more detail than most.

Ted Grundmeier asked why the balance in the Road & Bridge shows a miscellaneous transfer to the general account. Clerk Hart explained that last year the auditor had suggested transferring all the road & bridge money to the general account. Clerk Hart said the town hasn't done that yet because that Board was worried that if the Town does this it will affect the amount of road and bridge funds the Town gets from the county. Clerk Hart said she will talk to the auditor and the county about this.

Clerk Hart said the Town has to have a proposed budget by October 15<sup>th</sup>. The Board scheduled a Budget meeting for September 25<sup>th</sup> at 7:00pm at Town Hall.

**Maintenance Report** Mike Becker said the waste water has been taking away from other things in town. He said after tomorrow most of it will be in Alex and Ernie's hands.

He said he had Jon Hart cut the old cutting edge off the maintainer and put different blades on it from some he found behind the shop. He said he hopes to blade the truck route this week.

Trustee Petty said the town should keep the old blades for building a barbequing pit for the Town's next event.

Mike Becker said the tree pile needs burned.

**Clerks Report** Clerk Hart said that Marcella Flores complained about people parking on the sidewalks in Town, she named Russ Pilgrim and Beverly Langley specifically.

Clerk Hart said she was gone most of last week for fair and did take some vacation time for that. She said she would be gone a lot this week also because of everything going on, she said she appreciates everyone's patience and understanding.

Clerk Hart said she did purchase and sign up for Finance 1 classes that start on Wednesday. The classes cost \$150 which the Town reimbursed her for. She said it is a six week course and if she likes the way the classes are taught she plans on doing a grant writing course next.

**Treasurers Report** Everything looked good.

**Trustees Report** Trustee Steinsiek asked if there is interest in working on a golf cart ordinance. The Board agreed that there haven't been any issues with people driving their golf carts around town. It was noted that there are quite a few people in town with golf carts. Trustee Steinsiek said her thought in having a golf cart ordinance was to have rules that golf cart drivers and owners would have to follow. The Board agreed that if there seems to be issues the Board can address it.

Trustee Steinsiek said she would like to discuss emergency contingency plans especially in light of the hail storm that caused a lot of damage in Flagler. There was discussion that the churches won't open up to travelers or people stranded off the highway because the last time they did the church was vandalized. The last time people were stranded in town the park building was opened up for them. Trustee Steinsiek was also concerned about Leisure Pines residents in the event of a storm or an electricity outage. Mayor Pro-tem McCue said the County's emergency manager should be invited to a meeting to discuss this with the Board. Clerk Hart noted that the park building isn't such a bad idea for a place for stranded people to stay. The Board agreed. It was suggested that Leisure Pines center might work too. Trustee Steinsiek said maybe have a plan in place for who is going to take the people food and check on them.

Clerk Hart said she would contact the County Emergency Manager and see if he would be available to attend the September 10th regular meeting.

**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). Mayor Pro-tem McCue said he's waiting on DOLA to give Economic Development approval for the housing market study for the whole county.

He said they are trying to promote hotel projects for Hugo. He said there's housing projects being talked about in Limon.

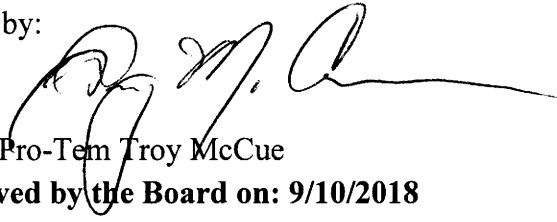
Mayor Pro-tem McCue said he hopes the housing market study will help get developers to come to Lincoln County.

**Mayors Report** none.

**Adjournment** Trustee Petty moved to adjourn the meeting, Trustee Andersen seconded and the motion carried unanimously. Mayor Pro-tem Troy McCue adjourned the meeting at 9:03pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

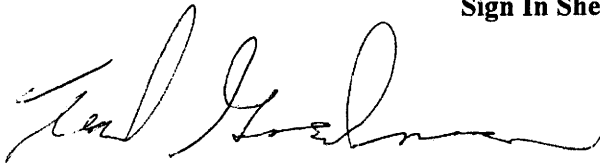
A handwritten signature in black ink, appearing to read 'Troy McCue', written over the printed name below.

Mayor Pro-Tem Troy McCue

**Approved by the Board on: 9/10/2018**

Town of Arriba  
Board of Trustees Regular Meeting  
Monday, August 13, 2018  
7:45pm

Sign In Sheet



JAMES DINGWALL

Gerald Steilsiek

William Walker

Lincoln County EDC – Executive Director Report

August 15, 2018

- I. **Lincoln County –**
  - A. Worked with James and hosted county fair booth for Strategic Plan survey
  - B. Reported to county commissioners 7/31
- I. **Arriba –**
  - A. Leisure Pines completing rotation for new tenant, 100% full capacity
  - B. Assisting with Firehouse expansion funding, saw funding from Black Hills Energy
  - C. Reviewing wastewater options for town's future sewer plans
- II. **Genoa –**
  - A. Working with See Six States on developing Pedal the Plains event
  - B. CSBC sign installed at Genoa Memorial Park
  - C. Attending Genoa town board meeting for James' introduction
- III. **Hugo –**
  - A. Working on housing "toolbox" for future development-USDA/CDOH/CHFA
  - B. Launching sign restoration process, CSBC installed at west entrance to Town of Hugo
  - C. Attending Hotel EXPO in Denver with Colorado Real Estate Journal on 8/23 to promote hotel RFP
- IV. **Limon –**
  - A. Participating in DCI E-marketing assistance grant for Town as designee
  - B. Awaiting green light for incentive deployment from warehouse/distribution concern
  - C. Participating in signage committee work for wayfaring
- V. **Karval –**
  - A. Will attend Alliance meeting in September for James' introduction
  - B. Planning to apply to CO Health Foundation, October cycle, for community building grant
- VI. **Small Business Development Center (SBDC) Activities**
  - A. Nearing completion of carryover amount from Year 1
  - B. Will host succession-planning workshop in conjunction with October Chamber meeting
  - C. Continuing transfer work of James Russell's clientele to Raejean and Troy
- VII. **Your Community Foundation**
  - A. Monitoring completion of historical assessment process for the theater
  - B. Coordinating car show and Pedal the Plains events for possible theater usage
- VIII. **Americorps/VISTA**
  - A. Have distributed entire county except Genoa and Karval with first year Strategic Plain
  - B. About 1/3 complete with orientation for James
  - C. Will oversee upcoming 1<sup>st</sup> month visitation from Americorps, Greeley
- IX. **Conferences/Training –**
  - A. Balancing new 20% time rule for SBDC training
  - B. Hotel EXPO in Aurora 8/23 with Ben Orrell of HEDG to promote hotel RFP
  - C. Working with eastern plains regional EDC group – possible Opp. Zone marketing