

**TOWN OF ARRIBA  
BOARD OF TRUSTEES MEETING  
Monday, May 14, 2018  
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

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

**Pledge of Allegiance** was led by Josie Hart.

**Public Audience** included: Gerald Steinsiek, Derrik Dean, Jeff Fike, Harvey Dumcum, Jody Schifferns, Ted Grundmeier and Marcella Flores.

Jeff Fike said it looked like things were going pretty good in Town. He said there might be a few people that will need help with cleaning up their places and hauling stuff off.

Jody Schifferns said that the trailer across from her house had a lot of trash and stuff around it. She wanted to know what the status was of Mike Spurling's place. Mayor Flores said that would be covered in Town Cleanup.

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

**Approval of Minutes** Clerk Hart said that the last meeting's Agenda had the wrong date- it said February 9<sup>th</sup> but there was no Feb 9<sup>th</sup> meeting- it should have said March 12<sup>th</sup>.

Trustee Bob Rush moved to approve the minutes from the March 12<sup>th</sup> and April 9<sup>th</sup> Regular Meetings. Trustee Steinsiek seconded and the motion passed unanimously.

**Approval of Account Receivable and Payable**

Clerk Hart said that the check to Pat Parker would be his last one. Clerk Hart said that the \$266.90 check to Oriental Trading was for the Easter egg hunt supplies. She said the Board approved \$300. She said that she bought the Easter baskets with the donation from Linda Brent. Trustee Andersen moved to approve the Receivables and Payables for April. Trustee Steinsiek seconded and the motion passed unanimously.

**Swear in New Board Members** Clerk Hart swore in Troy McCue, Derrik Dean, Bob Rush, Carolyn Steinsiek and Jack Petty as Trustees. Clerk Hart swore in Alex Flores as Mayor.

**Appointments:**

**Mayor Pro-Tem** Trustee Steinsiek nominated Trustee Troy McCue to serve as Mayor Pro-tem. Mayor Flores asked three times if there were any other nominations. There were no other nominations. Trustee Troy McCue will serve as Mayor Pro-Tem.

**Clerk** Trustee McCue moved to appoint Josie Hart as Town Clerk. Trustee Petty seconded and

the motion passed unanimously.

**Treasurer** Clerk Hart explained that Pam Koehn has been the treasurer, she goes through the accounts and gives a monthly report. Trustee Petty moved to appoint Pam Koehn as treasurer. Trustee Rush seconded and the motion passed unanimously.

**Attorney** Trustee Steinsiek moved to keep Corey Hoffmann as the Town's attorney. Trustee McCue seconded and the motion passed unanimously.

**Municipal Judge** Clerk Hart explained that the Town is currently paying Steve Ruddick from Aurora \$75 per session plus mileage to serve as the Town's municipal judge. Trustee McCue moved to appoint Steve Ruddick as the Town's municipal judge. Trustee Andersen seconded and the motion passed unanimously.

### **Approval of Bills**

Mike Becker said that Ernie Espinoza has been working out good as the new water/wastewater operator.

Trustee McCue moved to approve the May bills for payment. Trustee Petty seconded and the motion passed unanimously.

**100 Year Celebration** Trustee Petty said that he was expecting a little more than 300 people to attend. He said he's told Mr. Mack to expect 300 to 500 people. Trustee Petty said there will be a planning meeting on Friday the 18<sup>th</sup> at 7:00pm at Town Hall. Trustee Petty said he needs to purchase bunting and a few other things. Clerk Hart said she could find prices for everything. The Board discussed holding a meeting to approve these expenditures.

Trustee Petty asked if anyone had a projector to play the Museum's Arriba History dvd. Trustee McCue said he had a projector. The Board discussed ideas for where to project the video at and if it should be played on a loop or at certain times.

Jeff Fike said that there was a little band from the school that wants to play a few songs. The Board discussed having them play for the talent show. Trustee Petty mentioned that he needed to advertise the talent show.

The Board discussed holding an action meeting on Tuesday, May 29<sup>th</sup> at 7:00pm to go over things needed for the celebration.

Trustee Petty said that the LNO will be providing water for the whole day and will be sponsoring a game.

Mayor Flores asked if Trustee Petty had looked into getting shirts for volunteers, it could be a simple t-shirt in the Arriba Aces colors. Trustee Steinsiek suggested t-shirts for the Board as well. Trustee Petty said he had not talked to Heather Witt about t-shirts yet.

**Town Cleanup** Clerk Hart said she did send out basic clean up letters to everyone. She said that nothing is really going on with Mike Sparling's property, he did not finish paying his fine that he was supposed to finish paying several months ago. The Board discussed scheduling a court date for Mike Sparling, Clerk Hart said she would talk to Steve Ruddick about it. Jeff Fike said he is helping Cindy Romero and Jim Littlehorn clean up their properties.

The Board discussed Kelby Vick's property on Colorado Ave. The Board was unsure how much they could do since Kelby is currently in jail.

There was discussion about Chaney's property on the north side of DJ Petro. It will need mowed and has junk laying around the property. The Board instructed Clerk Hart to send a letter to the property owner.

Mayor Flores said that everyone on the Board is authorized to issue citations for dogs at large or property clean up.

There was brief discussion about Carl Myers chow dog and white pit-bull mix dog that have been running loose around town.

Trustee Steinsiek asked if most of the dogs in Arriba were licensed. Clerk Hart said every year after the dog clinic she goes through the records and sends out letters to dog owners that have not licensed their dogs yet. The dog clinic is Tuesday, June 5<sup>th</sup> from 4pm – 6pm.

**Review Special Events Permit and Set Hearing Date** Trustee Petty said he did not know if they were going to get a special, specific beer for the event. He said he had a contact for another brewery that he needs to talk to. He said the breweries that he did talk to said it would be no big deal to get 2 kegs of beer. The Town would be selling the beer for a few dollars a cup which would pay for the cost of the beer. It would be a 2 beers max per person, this would be regulated by stamping or marking everyone who buys a drink. Trustee Petty said he would need to talk to someone at the county to send a deputy to walk around the event. There was discussion about serving the beer in the basketball court since it's fenced and put up some canopies for shade. Trustee Petty said he's been putting together some sponsorship letters.

Jeff Fike said for the company with the bouncy house and other entertainment- should he just have the sponsors write the check directly to these entertainment companies. The Board agreed it would be better to do it that way.

Clerk Hart said that Jack Petty had submitted a special event permit application and the Board needed to review it and schedule a hearing for it. She suggested scheduling the hearing for May 29<sup>th</sup> at 7:00pm at the Arriba Town Hall. If there are no negative comments or complaints the Board can cancel the hearing.

Trustee Steinsiek asked if there was a fee required with the event permit. Clerk Hart said that if an outside committee submitted an event application the Town could charge a fee. She wasn't sure if the Town had to pay a fee to the state when she submits the application to them. She said this was her first time doing this so she was learning as she went along.

Trustee McCue moved to accept the special event permit application and moved to set the hearing for Tuesday, May 29<sup>th</sup> at 7:00pm at the Arriba Town Hall. Trustee Andersen seconded and the motion passed unanimously.

Trustee McCue asked if the planning committee has addressed seating for the event. Trustee Petty said he did advertise that people should bring their own chairs, and had talked to someone about the church providing chairs. Trustee Petty said he would try to find some extra hay bales for seating also.

**Maintenance Report** Mike Becker thanked Gerald Steinsiek for helping him and Marie go around and pick stuff up on clean up day. He thanked Harvey Dumcum for mowing the park. He said the drainage in Town was getting better thought there were still a few places that needed work.

He said there was a bit of interest in the summer mowing position, he wanted to get a kid but

most of the locals are already busy. Harvey Dumcum has been mowing the park until the Town gets someone else.

Harvey Dumcum said he's been enjoying mowing and working with Mike. The Board thanked him.

Mike Becker said that Tom Swasey, the guy that works at DJ Petro and lives out at Tarado, submitted an application for the mowing job.

Mike Becker said that the guy with Talbert Tree Service started cutting trees in the park, he said the guy does a great job and is about a quarter of the way done. Mike said he's been hanging out with the guy since he does the trimming all by himself.

Mike Becker said again that Ernie is working out great and is very helpful. They are working on putting together a hydrant flushing plan.

Mike Becker said the cattails need to be burned out at the wastewater as soon as the burn ban is lifted.

Trustee Petty suggested getting some netting to fill in the chain link fence on the west side of the Town shop. This way Mike could store things there but it won't be visible to anyone on the other side.

Mike Becker said that since Ron Rohn died there's been lots of stuff thrown out on the Town right of way next to Ron's house. The Board discussed who to contact about this. Trustee Rush suggested sending a certified letter. Mayor Flores said that if the stuff was on the Town right of way Mike could just pick it all up.

**Clerks Report** Clerk Hart said that the Town will need to update the meter reading wand some point in the near future since the company the Town gets water meters from is only selling new updated water meters. Clerk Hart said she had been given a price quote of \$10,000. The Board discussed getting a grant to cover this cost. Mayor Flores told her to get some real numbers and quotes for the wand. It was suggested to check with other town's that may have a newer used wand.

Clerk Hart told the Board she'd like to change the days she works to Monday, Tuesday, Wednesday, and Thursday from 8am to 4pm, with Friday off. She said the school is changing to a four day week with Friday's off this next school year so this work schedule will work better for that. She said she's been following this schedule the past few months because of her kids' school activities. The Board was fine with this change.

Clerk Hart said the Litzenberger's donated a screen door for the back door of Town Hall.

Clerk Hart said that the Source Water Protection Grant had approved funding for the chain link and fencing materials for the in-town wells but did not approve the rebuilding of the control box saying that it was infrastructure. She said she'll be submitting some quotes for the fencing for the out of town wells soon.

Clerk Hart said as far as continued education what does the Board want to see her do. Trustee McCue said to focus on stuff towards statutory town government, statutory vs. home rule.

Clerk Hart explained that International Institute Municipal Clerks has a certified clerks program and master clerks program. The Town would need to become a member which costs \$160. She said the IIMC would give her 2 years to complete the educational requirements which is based on a points system. Clerk Hart said she thought some education that would be beneficial are budget, municipal finances, CRS study, municipal law, ordinance writing, and grant writing. She said most of the classes can be done online but they do have different seminars and workshops around the State. She said prices vary from \$200 to \$800 and length of courses are anywhere from 6 weeks to 6 months.

Trustee McCue moved to approve up to \$1,000 for this year to join the IIMC and to start classes. Trustee Andersen seconded and the motion passed unanimously.

**Treasurers Report** Everything looked good.

**Trustees Report** Trustee Petty said he would be planting the community garden on Saturday, May 19<sup>th</sup> at 10:30am.

Trustee McCue asked Mike Becker about the SBDC sign that got blown down in the wind. Mike Becker said he would get it put back up tomorrow.

Trustee McCue said he was working on the property across from his house, he will be getting rid of the little white house and develop some hydrants and risers for sewer for a RV lot. He said the new Vista volunteer might live there.

There was discussion about burning or knocking down the house. Mayor Flores said he would talk to the fire department about using it for training.

Trustee Steinsiek asked if a copy of Ordinance #143 had been sent to the municipal judge. Clerk Hart said she didn't think so but she would get it sent to him.

Trustee Steinsiek said the Board might want to look into Zoning, and should still be talking about the sales tax for the next election.

Trustee McCue mentioned that the strategic plan would be brought up again and developed more.

Trustee Rush said the tree pile needs burned as soon as the burn ban is lifted.

It was noted that the scrap iron up at the tree pile will be hauled off soon.

**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).

He mentioned that Leisure Pines would be full soon.

He talked about his new VISTA volunteer that will be coming in July.

He said the fire department did get some grant funding but not enough for the whole project.

He talked about the tiny home being built in Arriba.

He talked about a new IRS program but said that Arriba and Hugo were excluded from the designation for some reason.

He said he's still working on housing project in Limon.

He said the Limon Theater is undergoing historical review. He mentioned that the Flagler Theater's projector was down and the Flagler Theater is trying to raise money to have it fixed.

He mentioned that none of the towns in Lincoln County who tried to pass tax increases were successful.

**Mayors Report** Mayor Flores thanked everyone for attending.

**Adjournment** Trustee McCue moved to adjourn the meeting, Trustee Steinsiek seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 9:15pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by:

A handwritten signature in black ink, appearing to read "Alex Flores".

Mayor Alex Flores

**Approved by the Board on: 6/11/18**

Town of Arriba  
Board of Trustees Regular Meeting  
Monday, May 14, 2018  
7:45pm

Sign In Sheet

Aly Schiffer  
Gail R. Smith  
Dana D  
Honey Dunning  
Karl Gudmaier  
Theresa Bedelhoff  
A. L.

Lincoln County EDC – Executive Director Report

May 14, 2018

- I. **Lincoln County –**
  - A. Attended Country Living Learning Center meeting with commissioners
  - B. Hosted CO Governor candidate Greg Lopez meeting in Hugo & Limon on 5/11
  - C. Working on 5<sup>th</sup>-8<sup>th</sup> Grade entrepreneur’s 1-day camp for June with Ogallala Commons
- I. **Arriba –**
  - A. Leisure Pines transitioning James out and adding new tenant for 6/15
  - B. Assisting with Firehouse expansion funding, awaiting Black Hills Energy application
  - C. CSBC sign installed on east end of town
  - D. Met with Kurt Kissman, owner of Compact Homes
- II. **Genoa --**
  - A. Working with See Six States on developing summer plans, exploring Opp. Zone
  - B. CSBC sign installed at Genoa Memorial Park
  - C. Met with tiny home development project
- III. **Hugo –**
  - A. 5 business retention visits (Lincoln Community Hospital/Care Center, Corner Store sale, Main Street Mama’s, Osborne’s Supermarket, Hugo Liquors)
  - B. Continued promotion and development of hotel RFP effort, largely online
  - C. Assisting with re-introduction of Building Code process with newly-seated board
- IV. **Limon –**
  - A. 10 business retention visits (Eastern Colorado Bank, Gordon Real Estate, Hoffman Drug/True Value, Microtel Inn & Suites, Stop & Shop, Trans-West Dodge, Gordon Insurance, ECVS, AHIMSA Coffee, Viaero Wireless)
  - B. Attended Limon Town Board meeting 5/3
  - C. Working closely with town team with ongoing development issues.
- V. **Karval –**
  - A. Recapped success of Plover Festival, communicating message
  - B. Working with Frances Maskus, preparing to apply to Colorado Health Foundation
- VI. **Small Business Development Center (SBDC) Activities**
  - A. Delivering 60+ hours/week for utilization of grant
  - B. Received 2<sup>nd</sup> half of main grant on 4/30
  - C. Ordering additional-requested 3’ by 6’ CSBC road signs
  - D. Attended CSBC ribbon-cutting with James featuring Maker’s Space in Fruita, and Business Incubator in Grand Junction on 4/27
  - E. Hosted Employee Turnover/Workplace Health meeting on 4/24 at 2 p.m. at Limon Community Building
  - F. Complete list of SBDC Projects on separate listing by consultant, attached



**VII. Your Community Foundation**

- A. Monitoring ongoing historical assessment process for theater
- B. Set up new pass-through arrangement for Big Sandy Outdoor Veteran Adventures.
- C. Seeing better attendance, and more special event usage of the theater

**VIII. Americorps/VISTA**

- A. Strategic Plan corrections currently underway, looking for re-release
- B. Secured James Dingwall of Delaware for VISTA, Year 2, starting 7/30.
- C. Still looking for apartment or other dwelling for James.

**IX. Conferences/Training –**

- A. CRC Planning Rural Experience in Wray/Yuma June 26th-27th
- B. Supported continued training through Fred Pryor seminars for Raejean Palko, SBDC
- C. Will set up James Dingwall for Strategic Planning seminar late summer