

DRAFT

**TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING**

Monday, August 14, 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 Bob Rush, Tom Rush, Carolyn Steinsiek, Jack Petty, and Troy McCue. Leigh Anna Andersen was absent.

Pledge of Allegiance was led by Trustee Troy McCue.

Public Audience included: Ed E. and Jody Schifferns, Jerry Ayers, Rod Child, Jay Spurling, Jeff Fike, Coleen Luft, and Debra Brooks.

Ed E. Schifferns asked how the audit was going with Leisure Pines. Trustee McCue said they've gotten a quote from some CPA's for \$2,500 to \$3,000. He said at the next meeting they will have to see how much resources they have to do an audit. The next Leisure Pines meeting is August 23rd at 5:00pm.

Jeff Fike mentioned the billboard that went up on the highway. The billboard says 'Truck Parking exit 405'. Jeff said maybe they made a mistake. Mayor Flores said there's a truck stop at exit 405 which is Seibert. Trustee McCue said the sign says 'Rest Area' and then 'Truck Parking exit 405' so it's giving truckers 2 different options.

Rod Child said he was rebuilding a trailer house, and it's very solid. He's put new windows in it, it has a new roof on it, and so it's going to be very nice. He said he didn't move it into town it was already in town on Colorado Ave, he moved it to his property on Oak Street. He said he's going to put new siding and skirting on it.

Jay Spurling said he's putting a new roof on the Reisman's house.

Approval of Agenda Clerk Hart said item 9B 'Sewer Ponds' could be covered under Maintenance Report along with discussion about the chlorine issues. Trustee Steinsiek moved to remove item 9B and to approve the Agenda as amended. Trustee McCue seconded and the motion passed unanimously.

Approval of Minutes Trustee McCue moved to approve the minutes from the July 10 regular meeting and the July 25 action meeting. Trustee Bob Rush seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

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

Approval of Bills

Trustee Petty asked what the Town pays DPC and Hach for. Mike Becker explained that the Town gets 15 gallon drums of chlorine for the wastewater facility from DPC, and gets testing packets from Hach to test the chlorine levels in the water.

Clerk Hart said the Steve Ruddick didn't want to be paid mileage for coming down for the municipal court session, she said she went ahead and paid him for mileage since this was his first session acting as the Town's municipal judge and he did a very good. The agreement between Steve Ruddick and the Town was to pay him \$75 per court session plus mileage.

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

Mobile Home Clerk Hart said there were some questions about Rod Child moving that mobile from Colorado Ave to Rod's property on Oak Street. The question was if a permit needs to be filed for moving this mobile home. Clerk Hart said Section 1 of the Mobile Home Ordinance #131 says "Application must be received, reviewed, and approved by the Town Board of Trustees of Arriba, and a valid Arriba Permit issued before any mobile home, manufactured home, modular home or non-conforming structure, can be brought in or erected in the Town of Arriba." Clerk Hart said that it's all it says concerning bringing in or erecting a mobile home in town. There was discussion about what 'erected' means, and if since Rod was moving it off wheels and putting it back up on blocks that would constitute as 'erecting'.

Rod Child said to give him a chance, the mobile home is going to look very nice when it's done. He said the year of the mobile home is 1974.

The majority of the Board agreed that the Town was not going to require Rod Child to pay the permit fee since he did not bring the mobile home into Town- the mobile home was already in town.

Rod Child said he's been paying the monthly sewer fee on his Oak Street property because he felt the Town needed the money, he said he's not trying to cheat anyone out of anything.

Town Cleanup and Define Ordinance #112 Clerk Hart said she wrote up proposed ordinance #112B which is all of the additions and amendments to Ordinance #112.

Clerk Hart said Mr. Sparling came in on the 11th and paid \$50 on his fine. She said at this point the town can issue another court summons and go through the court proceedings again and charge him another \$300. The Town can do this at any time if there is no improvement. Clerk Hart said the Board did say they would start looking at other properties and continue the process of getting properties cleaned up.

Jody Schifferns said she has not seen any improvement to Sparling's property.

Debra Brooks asked if the Town owned the sidewalks. Mayor Flores said the Town owns the right of way that includes the sidewalk. Debra Brooks said Mike Sparling has removed a portion of the sidewalk and those cement blocks are now being used to hold up a trailer.

Mayor Flores recommend that the Board send Michael Sparling another citation. Jack Petty asked if the Town can mention something about him taking out the sidewalk. Clerk Hart said yes the Town can.

The Board discussed sending Michael Sparling another citation and discussed taking pictures of the property the date of the citation for proper documentation for the municipal judge.

Jeff Fike said Ordinance #112 gives the Town authority to go in and clean up the property after a certain period of time. The Board agreed that the Town didn't want to do this for liability reasons, the cost of hiring someone to clean it, and the question of where to haul the vehicles and junk from the property.

Trustee McCue moved to send another court summons to Michael Sparling on August 15th for his property at 819 Front Street, and documenting the state of the property by taking pictures on August 15th. Trustee Petty seconded and the motion passed unanimously.

The Board agreed that they should start looking at other properties in town that need cleaned up.

The Board agreed to review the proposed ordinance #112B and discuss it at an action meeting.

Tree Dump There was discussion about closing the tree dump since people keep dumping furniture and appliances back there. Only trees and grass clippings are allowed back there since those can be burned down. The Board discussed how closing this would affect Arriba residents. The concern was that if it was closed residents would leave trees and tree limbs on their properties. There was discussion about allowing other items to be dumped back there and the Town hauling them off to the dump. There were concerns about the Department of Health and there being regulations for a municipality having a dump site. There was discussion about fencing off the tree dump to prevent people from dumping furniture and appliances back there. The argument was that people would just cut the fence or climb over it and continue to dump their stuff.

There was a discussion about having large roll off dumpsters and charging a fee to use them. The Board questioned if there were restrictions or regulations for a municipality to do this.

There was discussion about putting up motion sensor lights and cameras at the tree dump, but no decision was made.

The Board instructed Clerk Hart to ask the Town Attorney about potential liabilities with having a tree dump, allowing other items to be dumped, and charging a fee.

The Board agreed that Clerk Hart should send out a letter notifying residents of the town clean-up process and remind everyone that only tree limbs and grass clipping are allowed at the Tree Dump.

Source Water Protection Grant Clerk Hart asked the Board when they wanted to hold the 3rd workshop. She said that Kimberly Mihelich had said this should be the last workshop and it may be a bit longer than the others. The Board agreed to hold the workshop on Tuesday, September 12th at 6:00pm.

Maintenance Report Mike Becker said Debra Brooks had volunteered to mow the park and he had made the decision to let her. He said she did a very good job, and he appreciated the help. Trustee Petty said Debra Brooks also did a lot of weed pulling in the community garden and he appreciated that. Clerk Hart said that Debra Brooks did sign a liability waiver.

Clerk Hart told the Board that she had emailed everyone a report from Pat Parker concerning Arriba's water and sewer operations.

Mike Becker handed out a letter he'd written to the Board concerning some issues with the drinking water system and wastewater plant. He said he had the aerator issue figured out, but the chlorine issue still needs figured out. Every time Pat Parker comes out the chlorine levels aren't right. Mike Becker said anytime he changes the chlorine settings he's supposed to call Pat Parker. He said he checks the chlorine settings every day.

There was a brief discussion about water getting into the vault and how to fix it.

Mike Better said the chlorine levels right now are 0.24 at the fire house. He said Pat Parker wanted it at 0.7 at the fire house. He said the chlorine level needs to be at least 0.2 at the rest area. Trustee Tom Rush said the State wants the chlorine level to be a minimum of 0.4 at the water tank. Clerk Hart said if the chlorine level is at 0.4 here in town it's going to be a lot lower out at the Rest Area and might be lower than what the State requires. Trustee Bob Rush said if the chlorine levels are kept high for a few days then lowered gradually there shouldn't be such a spike or drop in the levels. Mike Becker said that Pat Parker wants him to get the levels up to 0.7 then drop it down a little bit, but he's never been able to get the levels up to 0.7, even when he's turned the levels up for about a week and not touched it. He said the highest he's had the levels in town was 0.54. Mike Becker said that last month Pat came out to take a water sample but the chlorine level was too low at the Rest Area so he couldn't collect a State test. Mike Becker said that he turned up the chlorine levels and took the test a few days later when the levels were higher. He said he has left the levels up and has not ever turned it down. Mike Becker said Pat Parker will turn the levels down to where they need to be when he is out, he said that Trustee Bob Rush has been in the chlorine building repairing the regulator and didn't know if he'd touched the levels. Trustee Bob Rush said no, he hasn't. Clerk Hart said the chlorine building is locked off and the only people with keys are her, Mike, and Trustee Bob Rush. Trustee Bob Rush said the chlorine regulator system is supposed to be automated but it's not working very well. Trustee Tom Rush said he'd run the water system for 14 years without any problems from

the State or Pat Parker. Mike Becker said chlorine is very corrosive and since this new system was put in this is the first time anything has been taken apart in there as far as injectors go, maybe there's screens in the lines that need to be cleaned.

Trustee Bob Rush said he rebuilt one chlorine injector a week ago and there's another injector that still needs rebuilt.

Mike Becker said that Pat Parker has a lot of suggestions for the chlorine level issue. Mayor Flores said he is going to ask Pat Parker to attend the action meeting to discuss the chlorine issues with the Board.

Clerk Hart said Mike Becker has been spending a lot of time out at the wastewater plant cleaning out the aerator, and one of the reasons the aerator kept blowing fuses or burning motors was because of things getting caught up in it. He said right now the aerator is doing a good job, he hasn't had to pull it out of the water for the past 2 weeks. He's still having to pull a lot of junk out of the pond so it doesn't get wrapped up in the aerator. He said he pulls the stuff out and lets it dry before disposing of it. Clerk Hart mentioned that at one time Pat Parker had suggested the Town get a shredder out there to shred everything before it goes into the sewer ponds. Mike Becker said that a better bar screen would be fine out there, one that he can manually clean out, he didn't think the Town needed to spend money on a shredder. He said he put more bars in the bar screen that is out there but it still lets too much stuff through. Mike Becker said he has not looked into how much a new and better bar screen would be.

Trustee Tom Rush said he never had any problems like this before.

Clerk Hart said she thinks Mike Becker is getting overwhelmed with the maintenance of the water and wastewater system, and the streets, and keeping the park mowed, and the rest of the town maintained. She said he's trying to focus right now on the water and waste water systems. Mike Becker said that it seems that Pat Parker, Tom Rush, and Bob Rush will all tell him different things.

Trustee McCue said it sounded like Mike needs more simplified directives.

The Board agreed that Pat Parker needed to be at the action meeting to discuss the issues with the water system equipment with them.

The Board decided there will be an action meeting on Tuesday, August 29th at 7:00pm.

Clerks Report Clerk Hart had nothing to report.

Treasurers Report none.

Trustees Report Trustee Petty said thanks to everyone that picked up the slack while he was gone.

Trustee Steinsiek asked when things will get going with the sales tax ordinance. Clerk Hart said she would talk to Corey Hoffmann about this but that it would probably be around November or December.

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's been extremely busy. He said that he had a booth set up at the Lincoln County Fair with the purpose of getting public input about the strategic plan. He said there's strong business interest in Lincoln County right now and he discussed a few of those businesses.

Mayors Report Mayor Flores had nothing to report.

Adjournment Trustee Petty 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, August 14, 2017
7:45pm

Sign In Sheet

Altra Brooks

Jody Scheffern

Ed Schifano

Jerry Myers

ROD CHILD

CLuft

Jay Spurling



Town of Arriba
Water-Waste Water Operators Report for July 2017

A) Waste Water (WWTF): The primary lagoon once again is showing signs of liner problems. The North and South edges are starting to float again. It may just be air or gas pockets but thought it was note worthy. Mike and I will keep an eye on it. If it worsens, we may want to drop the lagoon water level down to a point we can cut the liner and inspect whats underneath.

The Town should budget for a replacement liner in the next few years. The repairs made two years ago were repairs, a band-aid if you will. It would be prudent to at least start looking at long-term solutions.

B) Mike could use a trash dumpster at the WWTF to dispose of bar screenings. I agree this would make for a more efficient operation of disposal and less handling of hazardous waste. A constructed holding bin of some type would be helpful as well. A few bags of concrete to build a collection point for screenings. Mike could then use the back-hoe to pick up and remove/dispose of the screenings without handling them.

Mike's had to remove a lot of debris and trash from the aerators. He has since built a better bar screen that will remove more of the solids coming into the plant. I estimate bar screenings accumulation to double. Mike can expand on this in greater detail if you like as we discussed the options while I was there.

The aerator had blown another fuse while I was there. Sounds like its stayed running since. It would be nice to have a TVSS (Transient Voltage Surge Suppressor) to protect equipment from dirty utility power. The device currently on the main electrical panel is a lightning arrestor. While these are also beneficial to have and help protect equipment from lightning strikes, they won't protect equipment from dirty power like under-voltages. Just an idea.

C) I've asked Mike to make a slight adjustment (Increase) in chlorine that's used to kill off effluent bacteria from the plants discharge. Our Effluent Waste Water bacti result this month was over 3600. About two times what's allowed in our Discharge Permit. Trying to save money but in the summer months we have a greater need for disinfection due to water fowl activity and biological activity.

D) Water: Not much to report. Mike informed me the Out-of-Town well has been started. We just need to make certain the Booster pump & chlorine controls for the Out-of-Town well is operational. Mike and I inspected equipment. There may be a few minor maintenance issues to address since its been a while that that well has operated. Mike had some concerns about loose anchor bolts on the tank. I think they can be snugged down as long as there isn't a great deal of torque applied.

Town of Arriba Board Meeting

August 14, 2017

Town Maintenance Report,

July 2017 Maintenance, was mainly focused on the water chlorination system, and Aerator #1 at the Town sewer plant. The cumulative effect of many years, deferring or neglecting maintenance on the water and sewer system is now evident, and problematic.

Wastewater SYSTEM:

The inadequate/ineffective screening and removal of solids from the inflow wastewater has allowed Aerator Pond #1 to become full of debris, such as: Underwear, (men's and women's), feminine products, and other solid materials which are clogging and affecting the entire wastewater system. In the past 60 days; I have had to remove, de-clog, clean out and replace the aerator, over 10 times. The cause of this time-consuming maintenance headache is the inadequate/ineffective screening and removal of solids at the inflow point. One solution to this problem is; Purchase and install an effective bar screen to remove solids.

Water SYSTEM:

The chlorine level is not consistent. In my efforts to correct this problem, I have been told different and opposing methods of correction: by Pat Parker, Tom Rush and Bob Rush. Which so far has been unsuccessful, we still experience fluctuation in chlorine levels.

I am bringing this to the Boards attention for assistance in solving these important issues.

Mike Becker,

Town of Arriba Maintenance Man

Lincoln County Commissioners
August 30, 2017
Lincoln County EDC Report

- I. **Arriba –**
 - A. Assisting with Leisure Pines staffing and financial adjustments
 - B. Backgrounding with local foundations on Arriba firehouse bay expansion.
 - C. Business retention visit with Legacy Lane Antiques and D-J's Foodstore.
- II. **Genoa-**
 - A. Round 2 Strategic Planning meeting set for August 16th
 - B. Attended town board meeting on 7/19
 - C. Follow up correspondence on Rocky Mtn. Crane Service
- III. **Hugo –**
 - A. 5 business retention visits (Main St. Mama's, Hugo Liquors, Vimar, Inc., Designs by Dave, Hugo Car Wash).
 - B. Staffing Hugo Welcome Center Fridays (10 am-1 pm) and Mondays (1-4 pm)
 - C. Attended Hotel feasibility study final draft report on 8/2
 - D. Joined LCHCC team for trip to Bennett for health services expansion
- IV. **Limon –**
 - A. 12 business retention visits (Eastern Colorado Bank, Poudre Bay Capital, Pronghorn/Ace Hardware, Gordon Insurance, Hoffman Drug/True Value, The Ski Shop, Leading Edge Wash, Ben's Family Pharmacy, Oscar's, Ensignal, Tye Ament properties)
 - B. 5 new SBDC Clients: #15-038 Recreational Venue , #15-039 Recycling Expansion, #15-040-New retail and service establishment, #15-041-New hotel project, #15-042-New RV parking expansion project.
 - C. Maintaining 2 development conversations regarding locating to Limon
- V. **Karval –**
 - A. Working on Bookmobile replacement options with Katie Zipperer
 - B. Coordinated USDA contact of Charles Thompson to attend August fire board meeting.
 - C. Helping Frances Maskus with restroom expansion plans, awaiting draft of new floorplan
- VI. **Small Business Development Center (SBDC) Activities**
 - A. Traveled to Denver Friday, August 11th, with James Russell to defend initiative application to expand SBDC services to 1,000 hours/year.
 - B. Invoiced 17 hours for July services.
- VII. **Americorps – VISTA Volunteer Program**
 - A. Submitted July summary report for James
 - B. James is wrapping up Round 2 and populating information for Strategic Plan
 - C. Took public comments at county fair
- VIII. **Foreign Trade Zone #293**
 - A. Participating in meeting with future magnet site client.
 - B. Monitoring first potential User, expecting signing anytime now.
- IX. **Other:** 2 Distinct development projects that will soon gain project numbers