

TOWN OF ARRIBA
BOARD OF TRUSTEES MEETING
Monday, January 8, 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 Bob Rush, Carolyn Steinsiek, Troy McCue and Leigh Anna Andersen. Jack Petty and Tom Rush were absent.

Pledge of Allegiance was led by Trustee Bob Rush.

Public Audience included: Jeff Fike, Marilyn Lightsey, Marie Daniel, and Beverly Langley.

Marie Daniel thanked the Board for the gift she had received from the town.

Jeff Fike said he noticed on the nomination packages the Fair Campaign Practices Act, on the election coming up, he said Josie had brought up the Fair Campaign Practices Act, also there's an issue going on in Town with the HATCH act that is about federal employees cannot engage in political activity while on duty like at the Post Office and so forth, he said he would send an email to the Board on that subject.

Beverly Langley said the Limon put in the Limon Leader 'The Secrecy Game': "the public can be come upon in a secrecy game if citizens do not challenge government when they're denied access to meetings or records". She said it said about the freedom of information council where you can fill out a complaint and hotline and she thought it was funny how that showed up a few weeks after James' thing was in the paper and she felt James is in Leisure Pines apartment which is not allowing a disabled or older person to have that apartment and she just doesn't know if that's right. She said she hasn't seen any papers from Leisure Pines she doesn't want the same thing happening here with the Town Board because employees aren't made accountable for what they do. She said she's been noticing that the Town Clerk- she said she came to bring her papers back last Friday and the Town Clerk wasn't here and this morning the clerk was late. Beverly Langley said she thinks Leisure Pines is a mess she would hate for the Town to be a mess too. She said there should be a time clock or something available, it would protect the employees as well. She said when you hear the phone message it says open 8 to 4, Monday, Tuesday, Thursday, and Friday. She said in December on the 15th she saw Jake Michal come to pay his bill to no avail- there wasn't anybody here to pay the bill to. She said so it's just been several, quite a few times lately, and that's when she's watching. She said she wasn't watching every day.

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

Approval of Minutes Trustee Steinsiek moved to approve the minutes from the December 11 Public Hearing and December 11 Regular Meeting. Trustee McCue seconded and the motion passed unanimously.

Approval of Account Receivable and Payable

Clerk Hart said miscellaneous income was a capital credit from eastern slope and kc electric. She said advantage computer was the annual fee for the Jayhawk billing software.

Trustee McCue moved to approve the Receivables and Payables for December. Trustee Steinsiek seconded and the motion passed unanimously.

Approval of Bills

Mike Becker said he had Paul Reida tig weld tabs on a meter pit.

Engineering America was for the pipestand/water tank.

Mike Becker said the flags were for the park. Mayor Flores asked what happens to the old ones.

Mike Becker said there's a box full of them in the shop. There was brief discussion about what to do with them. Clerk Hart said she would talk to Chris Snyder about what they do with their old flags.

Mike Becker explained that the pole and pool net was for cleaning stuff out of the sewer ponds.

Trustee McCue moved to approve the January bills for payment. Trustee Steinsiek seconded and the motion passed unanimously.

Resolution to Appoint Election Judges Clerk Hart said this was a resolution giving authority to the election official to appoint election judges.

Jeff Fike asked if the Board was aware that the Secretary of State was investigating the Town Clerk. He said that could very well affect the election judgement. Clerk Hart said no, it won't.

Clerk Hart read Resolution 2018-1 aloud.

Trustee Steinsiek moved to adopt Resolution 2018-1. Trustee McCue seconded the motion and the motion passed unanimously.

Resolution for Sales Tax Question and Ballot Language Clerk Hart said this was Resolution 2018-2, she read the resolution aloud. She said in the ballot language it states "shall Town of Arriba's taxes be increased by \$ _____ annually for first full fiscal year increase..." she said the blank needs to be filled in with an estimate of the amount of revenue the Town thinks it will receive from sales tax the first year. She said if the estimate is too low that is all the town is allowed to spend but it can't be set too high either. Clerk Hart said that in 2017 DJ Petro paid \$8,500 in sales tax. Trustee McCue said that would be split between State and County. Clerk Hart said she'd done some math with those numbers and estimated what the average person may spend on online purchases and came up with \$600 a month of estimated sales tax revenues. Trustee McCue said that would be about \$291 a month of sales tax revenue from DJ Petro. He said if the town doesn't estimate high enough and receives more than estimated the Town will have to pay it back or go sales tax free for a few days, or something like that. \$600 a month comes

out to \$7,200 a year. The Board discussed if it would be better to estimate \$6,000 for the first year. The Board agreed it would be better to over shoot than to under shoot the number. Clerk Hart said Seibert brings in \$62,000 annually in sales tax. But they have several businesses there.

The Board discussed setting the estimate at \$7,000 just to ensure the Town wouldn't have to refund excess revenues.

Jeff Fike said the ballot language does not list the business license that will be required.

Clerk Hart said it isn't required to state that, this ballot language is very standard.

The Board discussed that at a previous meeting it was decided to leave the language in the ordinance to require a business license but that regarding what businesses would need to register for a license or if there would be a fee schedule would be decided later.

Trustee McCue moved to adopt Resolution 2018-2 and that the Ballot Language will be:

SHALL TOWN OF ARRIBA'S TAXES BE INCREASED BY \$7000 ANNUALLY (FIRST FULL FISCAL YEAR INCREASE) BEGINNING JANUARY 1, 2019, AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER BY THE ADOPTION OF A SALES TAX AT A RATE OF TWO PERCENT (2%) IMPOSED ON THE RETAIL PRICE PAID FOR TAXABLE GOODS AND SERVICES, SHALL ALL REVENUES DERIVED FROM SUCH SALES TAX BE USED TO PAY FOR TOWN CAPITAL INVESTMENTS, AND SHALL THE TOWN BE AUTHORIZED TO COLLECT AND SPEND SUCH REVENUES AS A VOTER-APPROVED REVENUE CHANGE, NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATION CONTAINED IN ARTICLE X, SECTION 20, OF THE COLORADO CONSTITUTION?

Trustee Stensiek seconded and the motion passed unanimously.

There was brief discussion on what happens if more businesses come into town and how to increase that number annually.

Resolution Designating Posting Places Clerk Hart said this was Resolution 2018-3, she read the resolution aloud. She said this was to officially designate 3 physical posting places for town notices. She said this is done every year. The Resolution states that the 3 designated posting places will be Town Hall door, Arriba Post Office bulletin board, and DJ Petro bulletin board. Trustee McCue moved to adopt Resolution 2018-3. Trustee Andersen seconded and the motion passed unanimously.

Exemption from Audit Clerk Hart said she had received a contract agreement with Lauer, Szabo, and Associates from Sterling for an Exemption from Audit for 2017, the cost would be \$2,500. The Town spent \$7,000 on the 2016 Audit.

Trustee Andersen moved to do the Exemption from Audit for 2017. Trustee Bob Rush seconded and the motion passed unanimously.

100 Year Celebration Clerk Hart said she had come up with several different dates for when the town was officially incorporated, she said July 2nd was when the actual voting to be incorporated happened, and July 5th and August 5th were when documents were submitted to become incorporated. It was finalized in September 1918.

The Board discussed having a summer time event in the park with a parade. The Board agreed it should be either Saturday, June 30th or Saturday, July 7th. Mayor Flores suggested forming a committee and get some volunteers involved. It was suggested to have a way for people to submit ideas and to put something in the paper about it. Mayor Flores said he'd like to have it put on the Flagler sign. Trustee McCue suggested putting it on the Trans West sign also.

Sewer Line Cleaning Clerk Hart said that Todd Simon with Work Force Inc has been coming out the past 3-4 years to clean sections of the sewer line and has estimated that it will cost \$5,266 to do the last section of sewer line, but he had made a note that that amount does not include labor.

Trustee Bob Rush asked if that includes the manhole cover and sewer line in the wheat field. Clerk Hart said she didn't think so as that line and manhole wasn't on the map. Mayor Flores said to find out what labor is going to cost because the Town has been budgeting \$5,000 for each cleaning. Mike Becker said he's been having issues with lines plugging up and plugging up out at the sewer plant. Clerk Hart said she would tell Todd Simon about the issues and the manhole in the wheat field, and she would see what another \$5,000 will cover.

Proposed Property Appearance Ordinance This is proposed Ordinance #143. Clerk Hart said the last time they took anything regarding structures out, this proposed ordinance is just for property appearance. She said on Section 1.1 it says "The growth and or accumulation of; weeds, brush, trash, rubbish, abandoned vehicles, more than 2 junk vehicles..." she doesn't like how its worded and feels that the statement about 2 vehicles should be somewhere else in the ordinance. Trustee Bob Rush suggested adding it to the exemptions. The Board discussed it and agreed to add an item (c) under Exemptions to state:
Up to 2 (two) junk vehicles and to remove the line "more than 2 junk vehicles" from Section 1.1.

Clerk Hart asked the Board if they wanted to schedule another public hearing for this ordinance. Jeff Fike suggested having a due process and taking the Town Board out of the ordinance. There was discussion on Section 3.1 specifically. The Board agreed that the Board should have the authority to give an extension to the 30 day period in case of extenuating circumstances. The Board agreed there would be a public hearing for this proposed ordinance on Monday, February 12th at 7:15pm.

Source Water Protection Grant Clerk Hart said the Town did reach the \$5000 match. She said the Source Water Protection Plans included security around well head (fencing), accidents on roadways (gather contact information, create mailing lists and distribute), leaking fuel storage tanks (work with and educate owners, install secondary containment), incident response (spill kits, contact information mailing lists, emergency notification cards). She said a lot of it is printing educational pamphlets or cards with information and distributing them. Trustee Andersen said she thought that magnets with emergency information was a good idea. Clerk Hart said also on the plan is agriculture practices, residential practices, and education. She said these involve getting information out the public. She said most pamphlets and cards will cost \$1-\$2 each, spill kits start at \$300. She said Mike Becker estimated it would cost \$700 to fence around each well. Mike Becker said that cost was for chain link. It was noted that the town has 4 wells for drinking water.

Clerk Hart said the 4 high priorities listed were the security around well heads, accidents on roadways, leaking fuel storage tanks, and incident response. She said the bottom three involve printing and distributing emergency cards, contact information, and general information. The Board briefly discussed how there are different kinds of spill kits for different kinds of spills, and different sizes and prices.

Clerk Hart thought that the grant needed to be used by October 2018. She said she would get some examples of the pamphlets and magnets for the Board to decide on. Mike Becker asked if a pipe fence would work for the out of town wells. The Board agreed that it would work but that the in town wells should be fenced with chain-link and also a barricade fence. The Board agreed that the in-town wells should be fenced first then evaluate where the grant funds are at.

Maintenance Report Mike Becker said he's been having sewer lines plugging up right where it comes into the sewer plant, at DJ's, on Church Street, and at the campground. He said he's flushed and dug stuff out. He said there's a line that comes from the rest area that plugs up with toilet paper and the volume from the rest area is high. He said the cold snap froze almost everything at the sewer plant. The aerator was down for almost 4 days. He said the cattails are blocking all the sunlight and that's the reason the smell is so bad from the sewer plant. Mayor Flores said they were planning on burning the cattails down soon.

Mike Becker said his test was coming up on Friday, he's got some new study material from Colorado Rural Water. He said when the testing had been discussed before they discussed him going to classes on one day and then the test the next day. He had assumed that all of this was connected together but it's not, on Friday he just takes the test -the classes aren't available. He said he would be taking both tests for drinking water and waste water licenses. Clerk Hart said it was only one test on Friday, and she was pretty sure it was for the wastewater license.

Mike Becker said he would like to understand all aspects of the license and not just enough to pass the test. He said he'd like to take classes or go to a conference in February.

Mike Becker said that Pilgrim's water meter froze up but they got it going. He said Justin Myers had him shut off his water early in the morning one day because of pipes freezing. He said he shut off Kelby Vick's water but then checked it again when he was reading meters and it was on again, he shut it off again and padlocked it. He said he checked it again and the lock was gone and the water was back on, so he found the curb stop and shut it off there. Trustee Bob Rush

asked if he got pictures of the lock being gone and the water turned back on. Mike Becker said no, he didn't. Trustee Bob Rush said the Town can call the sheriff for tampering with public property. Mayor Flores said the sheriff needs to be notified so they are aware of it and there's a record. The Board agreed that Mike Becker should call the sheriff in these situations.

Mike Becker said some kids had taken lights off of the Christmas tree in the park and taken the electric cord, he said he later found the cord on the park building.

Mike Becker said that 'Mac' McFadden had surgery on his neck so he and Marie are going to help get the senior citizens lunch meals up from Hugo to Arriba.

Clerks Report Clerk Hart said that an action meeting needed to be set for January. She said nomination petitions are due back on January 22nd, and if any of them need extra signatures or fixed in any way people have until the 29th so she would like the meeting to be either the 29th or the 30th. The Board agreed to schedule the action meeting for Tuesday, January 30th at 7:30pm. Clerk Hart said the drawing for the order of names for the ballot will be done at the action meeting.

Clerk Hart said nominations can be picked up now and are due back the 22nd. She said she has 3 petitions back in and there are 3 still out. She has received 1 petition for mayor and 2 petitions for trustee. There are 5 trustee positions open and 1 mayor position open.

Clerk Hart said that in the 2018 Budget provisions were made to transfer money from the road and bridge account into general account and close the road and bridge account. She asked for a motion to do this. The total amount transferred from the road and bridge account would be \$52,020.24.

Jeff Fike objected to this stating the money is specific for road and bridge use by the state and the taxes that are collected.

Clerk Hart said that accountant said it was a good idea to put it all together and had asked why it was separated. Clerk Hart said this money was from the county and does specially state for road and bridge. Trustee McCue asked if it was all put in the general account would the town lose the earmark for the use of that money. Clerk Hart said that what the auditor said was that right now all of the expenses for road and bridge are coming out of the general fund so the money from road and bridge account would just be going into the general account (to cover expenses). Trustee Bob Rush asked if this would mess up funding from the county. There was brief discussion on the different road and bridge expenses. The Board agreed to table this and to find out what other towns do with their road and bridge money.

Treasurers Report Everything looked good.

Trustees Report Trustee McCue read an email from Jack Petty which said that he had planned to be at the meeting but had to take his friend to the hospital. Jack's email said he would be in communication with everyone regarding minutes and this year's 100th anniversary and he apologized for his absence.

Trustee McCue said that a new director has been hired at Leisure Pines, her name is Manda Davidson and today was her first day.

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 also had an annual newsletter that he handed out.

He said things are going well with Raejean Palko.

He said he would be giving his monthly report to the county commissioners and asking for State incentives for the warehouse business he's been dealing with. He said they were looking at a site in east Limon. He discussed the State incentives and how it affects the business, the County, and Limon.

He said he's gotten new correspondence going with the lay down yard in Genoa, they are now getting a permit worked out with Lincoln County, so they are now planning not to annex into the Town of Genoa but working in unincorporated Lincoln County.

Trustee McCue said things have been going really well.

Mayors Report Mayor Flores had nothing to report.

Adjournment Trustee Steinsiek moved to adjourn the meeting, Trustee McCue seconded and the motion carried unanimously. Mayor Flores adjourned the meeting at 9:00pm.

Submitted by: Josie Hart, Arriba Town Clerk

Signed by: 

Mayor Alex Flores

Approved by the Board on: 2/12/2018

Town of Arriba
Board of Trustees Regular Meeting
Monday, January 8, 2018
7:45pm

Sign In Sheet

JEFF FICE - Thank you for putting copies out.!

Beverly Langley

Marie D. Daniel

Margie Lee

Lincoln County Commissioners
January, 2018
Lincoln County EDC Report

- I. **Arriba –**
 - A. Hired new housing director, Manda Davidson, for Leisure Pines.
 - B. Making application to two local foundations in December for firehouse/equipment expansion, first building bid is received
 - C. Active SBDC Client: #17-006- Parts delivery service
 - D. Made business retention visits to D-J Foodstore, Gal Friday, and Brent Welding.
- II. **Genoa-**
 - A. Made outreach call to Flagler COOP offering assistance for their expansion plans
 - B. Had conversation with Darlene Sustrich on 12/19 on status of their project plans - county
 - C. Active SBDC Client: #17-007 – Heritage tourism group
- III. **Hugo –**
 - A. Hotel RFP drafted and participating in planning process.
 - B. Active SBDC Client: #17-005, Center for DD community
 - C. Made routine business retention visits through town (Osborne's Supermarket, Hugo Liquor, Main Street Mama's, Hugo Car Wash, Hugo Lumber)
 - D. Arranged for 3 industry sources for code conversation coming up January 10th.
- IV. **Limon –**
 - A. Participating in Grand Plan process, attended two recent meetings.
 - B. 8 active SBDC Clients: #15-038 Recreational Venue , #15-039 Recycling Expansion, #15-023-Service Biz buyout, #15-041-New hotel project, #15-042-New RV parking expansion project, #17-002 Small Manufacturer/Distributor, #17-002-South Limon business marketing, #17-003-Coffee/recreation venue
 - C. Working to locate warehouse/distributor concern to Limon, making tax abatement application
 - D. Added new Vice President's level investor in the corporate list of supporters for the EDC – Structures, Unlimited.
- V. **Karval –**
 - A. Keeping updated on community building plans
 - B. Assisting with identifying resources for multi-purpose building idea
- VI. **Small Business Development Center (SBDC) Activities**
 - A. Introduced Raejean Palko countywide, and assisting with her local impact
 - B. Attended all-day staff meeting in Greeley on 12/15
 - C. Seeing strong small business response and activity through Raejean's office
- VII. **Americorps – VISTA Volunteer Program**
 - A. James is wrapping up the Strategic Plan draft
 - B. James is coordinating with University Technical Assistance folks for help with final drafting of Strategic Plan.
- VIII. **Foreign Trade Zone #293**

Nearing completion of first User – small supply stream manufacturer to Vestas.
- IX. **Other:**
 - A. Studying wind blade recycling recent webinar, learned of NREL study for process upcoming
 - B. Helped host east regional economic developer's forum 11/29 in Seibert, meeting again in February, 2018.
 - C. Attended Pro 15's Ag/Water Forum in Yuma on 12/6