

Town of Pitkin
Regular Meeting of the Board of Trustees
Town Hall, August 09, 2016

Minutes taken by Clerk Sara Gibb

Full and timely notice of this meeting was given to the public pursuant to CRS 24-6-402(2)(c).

Mayor Pinkston called the meeting to order at 7:00pm

Roll Call: Trustees Rachel New, Eddy Balch, Chris Nasso, Brad Wick, Matt Buchanan and Cory Nasso were present.

Approve minutes of July 12th regular meeting: Motion to approve the above minutes made by Eddy Balch. Seconded by Brad Wick. Motion carried 6-0. Matt Buchanan abstained.

Clerk Report: Loss control walk-through completed. Action plan includes playground inspection training (in process) and regular inspections, response to 2015 survey (completed) and public official liability training for board members.

Waiting on a quote for Worker's Comp insurance. Board cannot be covered under VAMP because the members are paid. Zoning Board can be covered under Worker's Comp OR VAMP but must sign paperwork if they opt to not be covered under Worker's Comp. Not an option for 2016 as this paperwork must be filed with the State 45 prior to beginning coverage

Treasurer's report: Motion to approve treasurer's report made by Trustee Rachel New. Trustee Matt Buchanan seconded. Motion carried 7-0.

Motion to reopen the treasurer's report made by Brad Wick. Seconded by Matt Buchanan. Motion tabled by Brad Wick.

A resolution to appropriate funds to cover the cost of porta-potties will be voted on next meeting.

Need budget numbers for 2017 at the September meeting. A reminder email will be sent to commissioners who have a budget.

Town can improve in the area of financial controls. Treasurer Sara Gibb would like a board member to meet monthly to verify financial activity. This can be the same person or rotate through the members.

Mayor's report: Mayor Steve Pinkston addressed the Board to say: Please read over the preliminary agenda on Wednesday and let him know immediately if changes/additions need to be made.

Mayor Steve Pinkston has been in discussions about using a pond at the fish hatchery for water augmentation if needed.

Attorney's report: A complaint was filed regarding an alleged OWTS violation. A phone call is requested to take place during the month of August regarding this complaint. Eddy Balch asked that this take place as a public meeting. Attorney Jim McDonald is requesting permission to set up a phone call. Permission granted to set up a phone call.

A complaint was filed regarding an alleged air quality violation. More information will be forthcoming.

A phone call was received from the district attorney in Montrose. A decision regarding election violations is forthcoming.

Building Inspector: No report, building inspector not present.

Fire Department: No report, fire chief not present.

Zoning Board: Currently no director. One request for an addition has been made. A zoning board meeting will likely occur in the near future.

Cemetery: Board met on 8/8/2016. New officers were elected (see separate report). Three names to consider for new member of the cemetery board at next board meeting are: Mark Rossmiller, Richard Henley, Jesse Garetson. Next meeting is April 2017.

Environmental Health: Fourteen systems remain outstanding for 2016. Four systems remain overdue. A fifth is overdue but is working on getting a new system.

Research by the environmental health agent has turned up a potential issue regarding graywater systems. Pitkin must adopt a local graywater control program that meets minimum requirements by December 31st. All systems prior to 2013 are illegal. It is recommended that the Board discuss these graywater systems at the next meeting before our opportunity to expires. See attachment for full report.

James Sharpton stated that we do not have a graywater system in Pitkin. The systems that we call "graywater" in Pitkin would not fall under the category of graywater systems per the State of Colorado. He states that these systems had to meet the same requirements as OWTS except for black water.

PHCA: Gary Winget reported Pitkin Day was extremely successful.

Town Hall: Windowsills and door frames have been repainted. Stephanie Nasso is addressing the outhouses with sawdust. Looking into grants to repaint the entire Town Hall next year.

Ditches: One more mowing prior to shut-off. Considering a volunteer clean-up day next year.

Streets: No report, streets commissioner not present.

Parks and Rec: Report given by Sara Gibb. Sara Lamar is filling out a grant application for a new playground. She is completing playground inspection training and will be inspecting the playground monthly.

Public Comments:

Patrice Boyd is recommending a committee to decide what town records should be kept and where they should go. Also, she believes the Town should have an antiques committee to protect antiques in Pitkin such as cast iron stoves and the canvas mural upstairs in Town Hall.

Old Business:

Discuss and vote on Clerk/ Treasurer compensation: Motion to approve the below-named resolution for publishing made by Brad Wick. Seconded by Cory Nasso. Motion carried 7-0.

Resolution 2016-7: Resolution to amend the Town of Pitkin 2016 Budget to Reflect Supplemental Appropriations was read by Attorney Jim McDonald. This resolution appropriates \$4,000.00 to cover a one-time bonus for former Clerk/Treasurer Jody Wise and a pay increase for the Clerk/Treasurer.

Discuss and vote on short term rental survey: Trustee Matt Buchanan reports that the CML highly recommends National Research Center out of Boulder. The cost for their services starts at \$3,000. Matt would like to table this item while he does further research.

Discuss and vote on adding complaint procedure: Item to be discussed at the September meeting.

A draft of the complaint procedure has been available to the public since last meeting (July 12, 2016)

Pete Olson suggested adding a reference to the quorum requirements. He also suggested that it's inappropriate to require someone to submit a form with their name on it.

Jesse Garetson stated that anonymous complaints may overwhelm the Council.

Ramon Reed suggested that either this complaint procedure or the zoning ordinance complaint procedure be adapted to fit the other. Trustee Rachel New stated that when she put together these documents she was focusing on ordinance and conduct violations and not the zoning code.

Trustee Rachel New pointed out that these documents are supplementary to Colorado Revised Statutes. She will amend the document and it will be resent to the Board.

Discuss and vote on contract for Jim Starr as Municipal Judge: Item tabled until September meeting.

Trustee Chris Nasso pointed out that the minutes June 2015 state that a motion was made and carried to wait until an incident occurs before hiring a judge. Now the Town is hiring a judge. Attorney Jim McDonald recalls there was a subsequent vote to hire a judge. Trustee Chris Nasso reported that the motion was made as an ordinance.

Trustee Rachel New pointed out that the Town paid Jim Starr's licensing fee contingent on the fact that he plans to only work for the Town, however, the contract states that the Town does not require him to work exclusively for the Town.

Discuss and vote on budget amendment to buy a computer for the Town Clerk: Motion to approve the below named resolution made by Chris Nasso. Seconded by Eddy Balch. Motion carried 7-0.

Attorney Jim McDonald read Resolution 2016-8: Resolution to amend the Town of Pitkin 2016 Budget to

Reflect Supplemental Appropriations. This resolution appropriates \$600.00 to fund the purchase of a computer for the Clerk/Treasurer to use.

New Business:

Discuss and vote on new Zoning board member: Brad Wick made a motion made to suspend debate regarding a potential zoning board member. Seconded by Eddy Balch.

A vote was taken. Ralph Bush was elected 4-2.

Ralph Bush expressed interested in becoming a zoning board member and discussed his qualifications.

Clerk Sara Gibb read a letter from Suzy Metzler expressing interest in becoming a zoning board member.

Discuss and vote on sharing dumpster cost with the PHCA: No vote taken.

Trustee Rachel New suggested that this be considered as a budget item in the future as a service to the taxpayers in Pitkin.

Trustee Brad Wick states he would support this effort if it were better monitored in the future. He also suggests budgeting for this item in 2017.

A weekly pickup should also be considered. Gary Winget states that the PHCA could potentially commit to covering the cost of 4-6 weeks.

Discuss and vote on public restrooms: Motion to form a 3-person committee to research public restroom options for the Town made by Matt Buchanan. Seconded by Rachel New. Motion amended by Matt Buchanan: Form a 3- or more person committee to research public restroom options for the Town. Seconded by Rachel New. Motion carried 6-0. Eddy Balch abstained.

Mayor Steve Pinkston pointed out that a forest service style bathroom is around \$40,000 for two seats. Environmental Health Agent Gayla Gibb pointed out that per Pitkin's adaptation of 43, this is not allowed.

Trustee Rachel New asked if anyone would be interested in forming a committee to present some information/ideas to the Board on how to solve this problem. Pete Olson, Ralph Bush and Trustee Eddy Balch volunteered. Gary Winget offered to do a search for potential funding sources.

Trustee Eddy Balch pointed out that a vault is not allowed in Pitkin so the options at this time are either porta-potties or a very large septic. The Town may consider allowing vaults.

Trustee Rachel New motioned to call the question.

Trustee Cory Nasso suggested that expectations and guidance be provided to the committee.

Discuss and vote to continue testing the creek water: Item tabled pending phone call/meeting with the State.

Mayor Steve Pinkston provided some background on this agenda item. A water sample was taken from

Quartz Creek and found to contain e-Coli. Mayor Pinkston took some follow-up samples. Any further testing would require the hiring of a professional.

Trustee Brad Wick reports that per Dr. Kevin Alexander of Western University suggests taking four samples per year and provided some requirements for these samples. It would cost the town \$1700 for these samples to be taken and the lab costs would run an additional \$600.

Trustee Eddy Balch states that according to the samples, the amount of e-Coli in the creek is extremely low when compared against recreational class standards.

Attorney Jim McDonald suggested that this item be tabled until after the phone conversation with the State.

Discuss and vote to draft a new Short Term Rental Ordinance: Motion made to table this item until after the phone call with the State in August.

Mayor Steve Pinkston states that an ordinance should be created that puts occupancy limits on short-term rentals. He also states that this ordinance needs to state whether short-term rentals are allowed in the residential district.

Discuss and vote on new septic for Mark Hughes 701 State ST.: Motion to approve septic for Mark Hughes at 701 State Street made by Cory Nasso. Seconded by Chris Nasso. Motion carried 7-0.

Trustee Matt Buchanan presented the septic plans. An existing cabin will be demolished. An existing tank has been inspected and passed. Septic will sit within four lots. A new cabin will be built with two bedrooms and two bathrooms.

Discuss and vote on 2015 town Audit: Board does not need to approve/vote on the audit. The Board does not have any questions.

Discus and vote to approve town variances once proof of insurance is provided: Item tabled until letters are sent and proof of insurance received from property owners.

Trustee Matt Buchanan suggested that proof of insurance be obtained prior to voting on these variances.

Attorney Jim McDonald suggested that structures should be identified specifically.

Clerk Sara Gibb will send letters to property owners.

Meeting adjourned at 10:01 p.m.