

ORDINANCE NO. 3  
Series 2018

AN ORDINANCE RELATING TO TOWN OFFICERS, NAMELY COMMISSIONERS, WITHIN  
THE TOWN OF PITKIN, COLORADO

WHEREAS, Colorado Revised Statutes 31-15-101, et seq., authorizes a municipality to enact regulations that promote the health, safety and welfare, and improve order, comfort, and convenience of the municipality and inhabitants thereof; and

WHEREAS, Colorado Revised Statutes 31-15-201 authorizes a municipality to provide by ordinance for the appointment, term of office, removal, powers, duties, and compensation of all officers otherwise not provided for and of all employees; and

WHEREAS, the Town of Pitkin has historically been served by voluntary commissioners, which are considered officers of the Town of Pitkin for the purposes of this ordinance; and

WHEREAS, the Town of Pitkin has historically appointed the following commissioners:  
Environmental Health Agent, Ditch Commissioner, Streets Commissioner, Town Hall Commissioner;  
and

WHEREAS, the manner of appointment, term of office, removal, powers, duties, and compensation of the various commissioners appear to have been established by tradition rather than an ordinance.

NOW, THEREFORE, be it ordained by the Board of Trustees of the Town of Pitkin, Colorado, as follows:

1. This Ordinance hereby repeals Resolution 2, Series 1991 – Parks and Recreation Commission.
2. The following Commissioner positions are hereby created:
  - a. Environmental Health Agent;
  - b. Ditch Commissioner;
  - c. Streets Commissioner;
  - d. Parks and Recreation Commissioner;
  - d. Town Hall Commissioner; and
3. The Commissioner/Agent positions set forth in section 2 shall be referred to collectively hereinafter as the "Commissioners."
4. The Commissioners shall be appointed (in even years) at the first regular meeting following a regular municipal election by majority vote of the Board of Trustees; or seating of Board of Trustees, if no election; or upon any vacancy of any commissioner position after public notice of at least 5 days prior to a regular or special

meeting for which the filling of the position of Commissioner is set on the agenda. The term of office shall be two years.

5. Commissioners serve at the convenience of the Board of Trustees and may be removed from office by a majority vote of all members of the Board of Trustees. Such removal shall not be made without a charge in writing and an opportunity of hearing being given
6. The Environmental Health Agent
  - A. The Environmental Health Agent's powers and duties shall include the following:
    1. Maintain accurate and up-to-date records of the Onsite Wastewater Treatment Systems of all properties within Town limits.
    2. Inform system owner(s) of the requirements of Regulation 43 and Pitkin's current OWTS Ordinance.
    3. Work in conjunction with the Town Sanitarian on relatable issues and operate under the authority of the Local Public Health Agency of the Town of Pitkin.
    4. Maintain responsibility for the Town of Pitkin's Environmental Health computer, which is to be utilized for record-keeping and mailings related to this position.
    5. Manage and control the annual Environmental Health budget.
  - B. Communication Requirements
    1. Mail inspection reminder letters in early spring of each year.
    2. Provide a report to the Board of Trustees at each regular monthly meeting, including a budget update, which shall include: total funds spent, planned expenses, estimate to complete.
7. The Ditch Commissioner
  - A. The Ditch Commissioner-is an uncompensated position. Powers and duties of the Ditch Commissioner shall include the following:
    1. Maintaining an adequate flow of water in the Town's ditches for fire department usage and for town residents' irrigation use.
    2. Remove debris from the various ditches, repairs damaged ditches and maintains the areas adjacent to the ditch by mowing and weed eating when necessary.
    3. Work in conjunction with the Streets Commissioner in related matters, such as culverts and roadside maintenance. The ditch commissioner also works with the district water commissioner primarily when water calls are made by users with senior water rights.
    4. Be knowledgeable of Ordinance 2005-2 – Ditch Obstructions.
    5. Maintain responsibility for the Town's weed eater and lawn mower, which are for Ditch Commissioner use.
    6. Manage and control the annual Ditch budget (provided as a line item within the Streets budget)

## B. Seasonal Operation of Ditches

The seasonal operation of the ditch system usually begins in late April or May and concludes in late September or October, depending on spring and fall temperatures.

## C. Control of Ditches

The water flow is controlled by a series of gates that are adjusted by the commissioner to provide the proper amount of water flow. The Commissioner works with the District Water Commissioners primarily during water calls made by users with senior water rights.

## D. Communication Requirements

1. Provide advance notice of significant maintenance activities and water calls to the Town Clerk for posting.
2. Provide a report to the Board of Trustees at each regular monthly meeting, including a budget update, which shall include: total funds spent, planned expenses, estimate to complete.

## 8. The Streets Commissioner

A. The Streets Commissioner is an uncompensated position. Powers and duties of the Streets Commissioner shall include the following:

1. Maintaining and repairing streets, bridges, and road signage within town.
2. Inspecting streets and updating the Town of Pitkin's street inventory by September 15<sup>th</sup> of each year. This is done in cooperation with the Town Clerk for Highway Users Tax Fund (HUTF) reporting purposes.
3. Maintain responsibility for Town's supply of street cones, barricades, and object markers for snow plow drivers.
4. Work in conjunction with the Ditch Commissioner in related matters, such as culverts and roadside maintenance.
5. Manage snow-plowing operations within the Town of Pitkin.
6. Manage and control the annual Streets budget.

## B. Communication Requirements

1. The Streets Commissioner will serve as the contact for both the County of Gunnison and the residents of the Town of Pitkin for snow-related issues in town.

2. Notify residents of upcoming significant events including but not limited to: culvert repair/installation, mag-chloride application, surface repair, bridge maintenance, road closures, etc.
3. Provide a report to the Board of Trustees at each regular monthly meeting, including a budget update, which shall include: total funds spent, planned expenses, estimate to complete.

9. Parks and Recreation Commissioner

A. The Parks and Recreation Commissioner is an uncompensated position. Powers and duties of the Parks and Recreation Commissioner shall include the following:

1. Maintenance of playground equipment, Town of Pitkin park grounds and recreation equipment. A list of Town recreation equipment will be kept by the Parks and Recreation Commissioner along with its use and care.
2. Procuring grants for new equipment either independently or with assistance and supervising the purchase and installation of equipment.
3. Manage and control the annual Parks and Recreation Budget.

B. Communication Requirements

1. Provide a report to the Board of Trustees at each regular monthly meeting, including a budget update, which shall include: total funds spent, planned expenses, estimate to complete.

10. The Town Hall Commissioner

A. The Town Hall Commissioner is an uncompensated position. Powers and duties of the Town Hall Commissioner shall include the following:

1. Promoting Pitkin's Town Hall through fundraisers and event scheduling.
2. Preserving historically significant contents stored at Town Hall.
3. Required cleaning and maintenance of main room, lower-level meeting room, and outhouses.
4. Working in conjunction with the Colorado Historical Society to preserve the building in a manner that complies with the requirements of grants received (all changes subject to Board of Trustees approval).
5. Schedule and budget for annual fire safety inspection.
6. Maintaining records and forms regarding rental or use of building and remit all rental revenues to the Town Treasurer.
7. Maintain building keys and provide access as required.
8. Ensure that propane levels are monitored regularly and service ordered as needed.
9. Manage and control the annual Town Hall budget.

B. Communication Requirements

1. Provide a report to the Board of Trustees at each regular monthly meeting, including a budget update, which shall include: total funds spent, planned expenses, estimate to complete.
2. The Town Hall Commissioner will act as liaison between the Town of Pitkin Board of Trustees and the Colorado Historical Society in matters regarding Town Hall.

READ, ADOPTED AND ORDERED PUBLISHED THIS 1<sup>st</sup> day of October 2018.



*Rachel New*  
Rachel New, Mayor

ATTEST:

*Sara Gibb*

Sara Gibb, Town Clerk