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MINUTES

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1. **CALL TO ORDER/Roll Call** - Mayor Rachel New called the meeting to order at 6:08pm. Trustees Angie Huckabee, Suzy Metzler, John Rowan, & Cory Nasso were present for roll call. Trustee Steve Pinkston arrived at 6:45pm.

2. **Discuss and vote on snow plowing policy and procedure within the Town of Pitkin**

Mayor New began the meeting by asking if there were any volunteers to keep the minutes due to the expected absence of the Town Clerk. There were no volunteers and Trustee's were amicable to the audio recorder being turned into minutes.

The Trustee's identified the objectives of the meeting: defining scope, review and approve Request for Proposal (RFP), set dates for pre-bid meeting, and discuss snow removal policies for future.

Trustee Metzler suggested that as the board proceeds through this project they watch for and avoid redundancy in scope of service between Gunnison County and the Independent Contractor as brought to her attention in an email from a constituent.

The Board discussed different scope of service possibilities as well as cost limitations. These options would be: providing the same level of service as last year for the 2018/2019 winter or reduce the scope further. Trustee Metzler pointed out that if home owners want to visit Pitkin during the winter they should expect to hire private plowing; the Town of Pitkin should focus on offering service to those who live year-round.

Mayor New read portions of planning documents provided by constituent Pete Olson. This document asks the Board of Trustee's to consider the following:

- a. The Board can provide the same level of service as last year or create a policy that provides adjacent access only; would reduce cost.
- b. The Board has an obligation to provide emergency access and serve businesses and residents.
- c. The Board should consider Town Hall and Newcomb Center access.

Mayor New read email comments submitted by Trustee Brad Wick.

Trustee Nasso suggests the Town provide the same level of service as last year. The Town doesn't like the reduction of scope from the County; why would the Council burden the constituents in the same way with only months to prepare. This item should remain under discussion until a policy is set for the following year. Trustee Metzler suggested setting a policy for next year that is a reduction from this year, giving constituents time to prepare.

Mayor New pointed out that future building permits should consider the snow-plowing access for the property prior to approval. Trustee Metzler wondered if only portions of Alpine Lane would need to be plowed to allow access.

Board continued to discuss logistics of scope of service, seasonal vs. year-round plowing needs, how to handle requests for service addition, and eventual implications of a snow-plowing policy for property owners.

The Board discussed access to Newcomb Center and the pro/con to providing service to this location. Board felt comfortable keeping the “driveway” open if needed logistically, but otherwise using street parking and walk-way shoveling for Newcomb Center Access.

Mayor New took public comment:

- Ramone Reed urges policy creation as soon as possible and requests a committee is formed. Requests vehicular access is plowed.
- John Wise confirms River Street/Doonan snow storage but asks that no heavy equipment drives on the property and that the snow-plow does not block 8th Street’s north access out of town.
- Patrice Boyd asks for a color-coded map that shows eventual reduction of service.
- Mark Hughes asks about creation of snow plowing policy and commends council for agreeing to provide the same service as last year for this coming winter. He wonders where the town will get the money and if this means a property tax increase.

The Board of Trustees summarized policy points discussed thus far:

- i. This winter will have same level of service as last year
- ii. Future policy will show a reduction of service similar to this statement: *“The Town is responsible for plowing of all developed platted streets to provide access to properties that are occupied by a resident for more than (XX) days during the winter season. Developed platted alleys should be plowed if they are the ONLY access to the property occupied by a resident. If a resident leaves for more than (XX) days, the Town will then cease to perform snowplowing services and that resident will be responsible for the initial snow removal upon their return. the Town would then resume snow plowing series after the initial removal of snow. The Town is not responsible for any berms created during their snow plowing and berm removal is the responsibility of the resident. When plowing an alley, the snow plow operator will determine where it is safe to cease plowing.”*
- iii. Consider developing procedure and review process for “service addition” requests. Development of some kind of snow-plowing access request form for situations where home owners travel or new folks move in or visit.
- iv. Consider addressing approval of building permits contingent on approved property access as it relates to snow-plowing service availability.

- v. Town's official correspondence to constituents should include contact information for independent snow-removal services available for hire. This should include mid-winter propane tank access.
- vi. Include a map available to the public of plow-routes
- vii. No parking policy for snow-events on plowed streets. Fines for intentional obstruction/violation?

The Board agreed to form a 3-person committee for the purpose of composing a snow-removal policy with the above points. One of these members could be a trustee. The consensus is to post for committee applicants and choose from volunteers on the budget meeting October 18th. The board will ask for comments to the committee be sent prior to the October 18th meeting. Comments will be closed the day before and given to the committee the night of the meeting. The committee directives will be typed up based on the meeting-notes and the Board will review and approve at the October 18th meeting.

The Board discussed scope changes for this coming year including the addition of 10th Street, 11th Street, 909 Alpine, 4th & Quartz, and possibly the residence of Nancy Platt & Comptons. No service will be needed this year for 2nd Street or 7th & Alpine.

The Board discussed the changes to this year's RFP and agreed that the date for the pre-bid conference would be Monday, October 22 or Tuesday, October 23rd, at 10:00 am. The Board agreed that the Mayor would have discrepancy in what date is chosen and advertising in the newspaper for this meeting.

The Mayor took public comment...

**A request for a motion was made by the Mayor. Trustee Metzler made the motion to accept the RFP as amended and order it published as soon as possible. Trustee Nasso seconded the motion. Motion passed 5-0.**

### **3. Adjourn meeting**