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**MINUTES**

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1. **CALL TO ORDER**/Roll Call – Mayor Rachel New called the meeting to order at 7pm. Trustees Angela Huckaby, John Rowan, Suzy Metzler, Brad Wick and Steve Pinkston were present. Minutes taken by Clerk Sara Gibb.

2. **Discuss and vote on Floyd Cook’s property request**

**Motion to approve the license agreement for the right-of-way encroachment of Floyd Cook’s property made by Trustee Suzy Metzler. Seconded by Trustee Angela Huckaby. Motion carried 5-0.**

3. **Budget discussion and update**

Mayor Rachel New received a call from Street Commissioner Steve Pinkston regarding the Town’s bridges. Mr. Pinkston received a packet of information from CDOT with a list of suggested repairs/updates for the Town’s bridges.

4. **Discuss and vote on Ordinance 2018-4 (Employees and Contract Workers)**

Discussion regarding Ordinance 2018-4

Public comments: Lois Sharpton, Ramon Reed

5. **Discuss and vote on compensation schedule for Town Building Inspector and Town Sanitarian**

The Board reviewed the recommended permit and square footage fee increases discussed by the Zoning Board at their 10/15/2018 meeting.

Trustee Steve Pinkston believes the suggested permit fees are still very low compared to other areas of the county.

Mayor Rachel New would like the Board to create a more just compensation schedule for the building inspector based on the recommendations of the Zoning Board of Adjustments.

Trustee Brad Wick suggested taking the unofficial recommendation of the Zoning Board and proceed with making the fees official beginning in January 2019.

Trustee Suzy Metzler suggested a greater increase in permit fees.

Mayor New asked if the Board of Zoning Adjustment should be tasked with re-writing section 17 of the 2012 Zoning Code?

Public comments: Lois Sharpton, James Sharpton, Rand Makowski, Chris Nasso

6. **Discuss Town Administration, including hiring a Town Administrator**

Mayor New requested ideas for topics to be covered under this agenda item. She did not receive any

responses.

Administration items for consideration:

Should the Town of Pitkin move its elections to November and regularly coordinate with the county?

Should the Town of Pitkin stagger the terms of its Board of Trustees?

Should the Board be reduced from 7 members to 5?

Fee schedule

Regular Town meeting time/date

Should the Town Clerk have office hours?

Additional Clerk hours pre-approved

Building and septic drawings

Building inspector compensation schedule (when compensated)

Organize records room – digital documentation and records

How do employees/contract workers report in and to whom?

Trustee Brad Wick pointed out that a benefit to having an election in April is the ability to change taxes without having to coordinate with tax changes for other entities.

Trustees Suzy Metzler and Brad Wick would like the Board to look further into the idea of staggering terms for Trustees.

**A draft ordinance will be created regarding staggering terms**

Trustee Steve Pinkston would like the Board to remain at 7 members. Trustees Suzy Metzler and Angela Huckaby agree.

**The Board would like the dangerous animal ordinance to be placed on the next agenda for possible repeal.  
EMAIL TRUSTEES COPY OF DANGEROUS ANIMAL ORDINANCE**

The Town will still be covered by Colorado's dangerous animal statutes.

OWTS/building drawings – Trustee Brad Wick proposed that the Town begin defining what it requires regarding documentation (i.e. two paper copies, documentation required should be kept on-site, drawings in digital format – pdf and drawing exchange format). He suggested that perhaps the digital requirements could be pdf only for smaller projects such as decks and fences. Trustee Suzy Metzler asked if digital drawings would increase the expense for property owners.

**Trustee Brad Wick will present a draft resolution regarding on-site drawings at the November regular meeting.**

**Mayor Rachel New would like the zoning board to complete the background work to suggest fair compensation for the building inspector – what are the figures based on?**

Trustee Brad Wick suggested that the Town needs a Town Administrator.

Trustee Steve Pinkston suggested having the Mayor pro tem step into this role.

Trustee Suzy Metzler suggested having people who really live in Pitkin full-time serve on the Zoning Board.

Meeting with commissioners and Mayor New would be considered a staff meeting – to discuss reporting at regular meetings.

One idea would be to have the commissioners/boards report to the Mayor pro tem, another idea is [8:55]

Trustee Brad Wick suggests the Mayor and one Trustee, or two elected officials.

Mayor New will develop the idea of reporting and have a group meeting with commissioners.

Changing meeting date – One suggestion was to hold the meeting the 2<sup>nd</sup> Monday of the month. The Board is in agreement with the 2<sup>nd</sup> Monday. **An ordinance to set up the new meeting date will be drafted.**

Trustee Suzy Metzler suggested Trustees acting a liaisons between the building inspector and the board and the clerk and board, etc.

Mayor New stated that her concern is that the Board should be thinking ahead and should not become accustomed to championing particular problems but rather handling them as a board. [9:03]

As the Town defines its expectations in writing, it will become much easier for staff to know what to do.

2<sup>nd</sup> phase of SWOT analysis – possibly week of Nov 12 (11/15)

Public comments: Ramon Reed, Patrice Boyd, Kevin Brophy, Lois Sharpton, James Sharpton, Rand Makowski, Kandy Nasso, Debbie Henley

**Meeting adjourned at 9:13pm**