

PITKIN TOWN MEETING

May 13th 2019 at 7pm

At the Newcomb Community Center

MINUTES

Full and timely notice of this meeting was provided pursuant to C.R.S. 24-6-402(2)(c).

1. **Call to Order** and Pledge of Allegiance: Mayor Rachel New called the meeting to order at 7:03 pm. Trustees Brad Wick, John Rowan, Cory Nasso, Suzy Metzler, Steve Pinkston, and Lois Sharpton were present. Attorney James McDonald was present. Minutes taken by Clerk Sara Gibb.
2. **Public comments:** Deidre Witherell (running for GCEA Board of Directors)
3. **OWTS Commission Report:** James Sharpton presented. Handouts were provided to members of the Board. Commission recommends vacating Appendix B of Ordinance 2019-2 and approving by resolution a new OWTS checklist and supplemental inspection checklist (provided).
4. **Town Attorney Report:** Discuss and vote on attorney contract and compensation. Possible executive session pursuant to C.R.S. §24-6-402(4)(f) - personnel matters

Motion to move to executive session for 15 minutes to discuss attorney contract pursuant to C.R.S. §24-6-402(4)(f) - personnel matters made by Trustee Brad Wick. Seconded by Trustee Suzy Metzler. Motion carried 6-0.

Adjourned to executive session at 7:18pm

Meeting resumed at 7:27pm

Trustees were polled as to whether there was deviation from the stated topic of the executive session. Each trustee answered "no."

Motion to approve the contract with Attorney James R. McDonald made by Trustee Suzy Metzler. Seconded by Trustee Lois Sharpton. Motion carried 6-0.

5. **For Council Action**:**

5-1 Approve meeting minutes: March 31 special meeting, April 4th work session and April 8th regular meeting

Motion to approve the minutes for the three meetings made by Trustee Steve Pinkston. Seconded by Trustee Cory Nasso. Motion carried 6-0.

5-2 Discuss and vote on intergovernmental agreement for noxious weed management

Motion to accept the intergovernmental agreement for noxious weed management made by Trustee Lois Sharpton. Seconded by Trustee Suzy Metzler.

There were questions about how the 2019 IGA compares with the 2018 IGA. Page 3 was missing from the copy sent to the Trustees.

Motion amended: Motion to accept the intergovernmental agreement with Gunnison County pending conformation of page 3 being a carbon copy of the 2018 agreement and the fee amount not exceeding \$330 made by Trustee Lois Sharpton. Seconded by Trustee Brad Wick. Motion carried 6-0.

There was discussion about Pitkin having a representative in the commission.

Public comments: Patrice Boyd, Ramon Reed

5-3 Discuss and vote on John Rowan as Ditch Commissioner for the Town of Pitkin

Motion to appoint John Rowan as Ditch Commissioner made by Trustee Brad Wick. Seconded by Trustee Cory Nasso. Motion carried 5-0. Trustee John Rowan abstained.

5-4 Discuss and vote on signage for the Town of Pitkin

Mayor Rachel New stated that if the Board is in favor of moving forward with the Pitkin sign project, the next step would be to request permission from the Zoning Board to place signs. A new quote for \$1467.00 was provided, which is within \$100 of the original quote.

There are options to add new business names to the sign if needed. The sign can be made taller initially or a design can be requested that is wider.

Businesses would contribute to the total cost of the sign in exchange for having their name listed on the sign. Trustee Brad Wick believes the Town either needs to fully fund and own this sign or not do it.

Attorney McDonald suggested that the Board consider whether businesses are listed on the sign by right or whether there must be approval. Trustee Wick asked if it would be better

for the Town to own and control the sign. Mayor New suggested a resolution that describes the purpose and the intent of the sign.

Trustee Nasso stated that he would like the businesses to pay for the sign rather than spend Town funds. Trustee Nasso would like to see the Town pursue it this way rather than using Town funds. He suggests a resolution with some guidelines.

Mayor New suggests appropriating a fund under Streets to pay for at least one sign. She would like to work on a draft resolution with guidelines and will reach out to businesses for commitment to pay. She will break down the cost if divided amongst interested business owners. She will reach out to the ZB for approval and will also move forward to obtain a design draft of a wider sign with a provision for FIRE BAN and/or FIRE DANGER. BOARD APPROVES

Mayor New stated that the Town needs to be involved because advertising on the Town right-of-way is not currently allowed. There was discussion about adding a fire danger/fire ban sign. Trustee Brad Wick suggested mounting the signs on trailers.

Motion to proceed with sign program as presented and the development as a resolution made by Trustee Brad Wick. Seconded by Trustee John Rowan. Motion carried 6-0.

Public comments: Lin Pope, Lucinda Lull, Pete Olson, Ramon Reed, Gayla Gibb

5-5 Discuss and vote on Ordinance 2019-3 (Mayor and Trustee term lengths)

Mayor New stated that the draft ordinance is provided by the Department of Local Affairs. She strongly suggests adopting this ordinance to improve continuity in leadership roles.

Trustee Lois Sharpton believes everyone should be on two-year terms. She does not understand how the staggered terms work. Trustee Suzy Metzler is not ready to see this. She does not feel it is a good idea to do it this time. Trustee Wick is in favor of staggering terms. He is concerned about the commitment involved in a four-year term. Trustee Pinkston stated that staggering terms sounds like a good idea. Trustee Nasso is in favor of staggered terms.

Motion for Attorney McDonald to review Ordinance 2019-3 made by Trustee Cory Nasso. Seconded by Trustee John Rowan. Motion carried 5-1. Trustee Suzy Metzler cast a “no” vote. Attorney Jim McDonald will conduct a statutory review regarding staggered terms, resignations, and yearly elections.

Public comments: Ramon Reed, Rand Makowski

5-6 Discuss and vote on Town Hall Use Agreement

Trustee Suzy Metzler does not feel this agreement is equitable. Trustee Lois Sharpton says that because the Town has limited budget, this should be a budget request from PHCA and the Town should decide if the PHCA should pay for Town Hall. Trustee Nasso stated that the sums appear to be one-sided. He is unclear why the sum is so high when this is a community building and there are many community events at NCC in the winter. It appears that the Town is footing the bill for the entire winter usage regardless of who is using the center. He would like clarification.

Trustee Suzy Metzler would like to meet some of the time in Town Hall. She would like the amount paid to the Town for Town Hall to be increased since the PHCA uses Town Hall for several weeks.

Trustee Nasso suggested waiting until there are members of PHCA present to answer questions. Trustee Wick suggested forming a sub-committee to speak to members of the PHCA. A special meeting may also be called for this purpose.

The Board would like to continue communication with PHCA at a future meeting.

Item tabled

5-7 Approve May 2019 Disbursements: Review of Treasurer's Report and approval of monthly disbursements

Motion to approve May disbursements including the addition of \$600 for Attorney McDonald's invoice made by Trustee Lois Sharpton. Seconded by Trustee Suzy Metzler. Motion carried 6-0.

Treasurer Sara Gibb asked what the Board would like to do with the First Internet Bank cd. The Board would like to roll the cd over for another year.

Motion to let the cd roll over for an additional year made by Trustee Pinkston. Seconded by Trustee Metzler. Motion carried 6-0.

Trustee Steve Pinkston would like to wait until 2nd quarter to have two reviews.

Mayor Rachel New stated that Vikki would like to develop a contract for her services to spell out what she will be doing and what is expected of the Town.

Trustee Brad Wick confirmed that a contract will be developed and the relationship will be formalized. He would like to give Vikki the option to make the decision as to when she completes the first. He would like a balance sheet every month. He would like to proceed with all suggestions given by Vikki.

Trustee Sharpton would like to have Vikki expand on the last paragraph of her memo where she asks that financial statements be posted on the website.

Treasurer will prepare suggested reports for subsequent meetings.

Treasurer Sara Gibb will ask Vikki whether she prefers to do both quarters at once or present twice and ask Vikki to begin preparing her working agreement.

Parameters should be included regarding what happens with the Town's information that is provided to Vikki, such as a non-disclosure agreement.

Motion to give Vikki Archuleta access Town of Pitkin financial information for purpose of review made by Trustee Lois Sharpton. Seconded by Trustee Suzy Metzler.

Motion amended: Motion to direct the Town Attorney to negotiate and establish a contract with Wild Roach, Inc. to provide services to the Town and to give Vikki Archuleta access to Town of Pitkin financial information for the purpose of review made by Trustee Brad Wick. Seconded by Trustee Suzy Metzler. Motion carried 6-0.

Motion to accept amendment 6-0.

Mayor New suggests not moving forward beyond the quarterly reviews without a contract that specifies what is expected

Attorney Jim McDonald stated that a contract must be drawn up. Information cannot be handed out without parameters. He stated that the Board has chosen a "management without a manger" style. The Town's management structure is an obstacle. Without a Town manager, the Board of Trustees must act collectively in that role.

Trustee Cory Nasso stated that financial information should not come from a 3rd party.

Public comments: Ramon Reed,

Attorney McDonald was excused at 9:18pm.

Recess for 5-minutes at 9:18 pm

Meeting resumed at 9:23pm

6. Updates/Planning:

3-1 Discuss funding for snow plowing in the Town of Pitkin

Trustee Cory Nasso would like to see snow plowing get the same kind of attention as short-term rentals.

Pete Olson addressed the Board as a member of the snow-plow committee. He reminded the Board that a bare-bones proposal was provided. Next, research was completed on cost options for maintaining the status quo. He suggested that the Board decide on a reasonable solution before asking the voters for money.

Trustee Wick asked if the Board would authorize him to speak with employees at Case International in Wisconsin about equipment purchase or lease.

Motion to authorize Trustee Brad Wick to gather information from Case for an estimate to purchase equipment made by Trustee Lois Sharpton. Seconded by Trustee Suzy Metzler. Motion carried 6-0.

There was discussion regarding the Town's parameters for snow plowing and plans for moving forward.

4-3 Discuss policies and procedures document edit – Mayor Rachel New

Mayor New received input from only one Trustee regarding this document. Trustee Suzy Metzler feels there should be a committee of maybe 3 people to work on the document. She is willing. Mayor New stated that the issue with a committee is that the entire Board needs to support a document. This document is not creating new policy but more clearly defining what is already being done and what is an accepted practice.

4-4 Discuss STRs in the Town of Pitkin

Trustee Wick has questions and he would like to know how, if there is harm to the resident next door, is he made whole? Do the renters own a home and have a home-owners policy or renters insurance? He would like emails from the current STR owners about whether they require liability insurance for their renters.

An STR work session is planned for May 21st.

7. Reports:

- Town Mayor
- Town Clerk
- Building Inspector – Rand Makowski – Nasso OWTS permit was granted, fence permit pending
- Fire Department – Rand Makowski
- Zoning Board – James Sharpton – The revision of the Zoning Code will continue. The Zoning Board agreed that they would like to use the Town Hall for meetings. He would like the working files to be available to the members of the Zoning Board. He is requesting a key to the downstairs Town Hall meeting room.

The Board would like the Zoning Board chair to have a key.

James Sharpton stated that there will be a non-public meeting with himself, Rand and Brad. It will be held at his home.

Motion to allow the building inspector, assistant building inspector, sanitarian and chairman of the zoning board be issued keys to the downstairs meeting room made by Trustee Suzy Metzler. Seconded by Trustee Brad Wick.

Trustee Cory Nasso excused himself

Public comments: Kandy Nasso, Lucinda Lull, Pete Olson

- Cemetery – James Sharpton
- Environmental Health – Cyndi Wick – no report
- Streets – vacant – no report
- Ditches – vacant – no report
- Town Hall – Juliet Serrato – Historicorps will look at Town Hall for some improvements and provide a bid
- Parks and Rec – Sara Lamar – no report
- PHCA – Kandy Nasso – no report

- Set work sessions and discuss future agenda items

STR work session May 21st

OWTS will also be discussed (1st on agenda – SPECIAL MEETING)

5. Adjourn: Meeting adjourned at 10:08pm

The next regularly scheduled meeting will be held **Monday, June 10th** at 7:00PM at the Newcomb Community Center. Council meetings are scheduled to adjourn at 9:00PM. At the council's discretion agenda item(s) not addressed by this time will be tabled until the next regular meeting. Approved minutes, ordinances, resolutions, agendas, and other Town of Pitkin public notices can be found at <https://www.colorado.gov/pitkin>.

To add an item to the agenda, please submit it in writing to the Town Clerk at thetownofpitkin@gmail.com no less than **48 hours** before the next regularly scheduled meeting. If the requested agenda item has supporting documentation it must be submitted no less than five (5) days before the next scheduled meeting.

**Public comment to the Board of Trustees is encouraged. Public comments on agenda items will be taken by the Mayor before final action on the item is taken. Comments may be limited at the mayor's discretion*

***Any item on the agenda may be subject to an executive session*

If special accommodation or handicapped access is required, please contact the Town Clerk at thetownofpitkin@gmail.com or (970)787-0968 at least 48 hours prior to the scheduled meeting