

PITKIN TOWN MEETING

June 10th 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 7:05pm. Trustees John Rowan, Suzy Metzler, Cory Nasso, Brad Wick and Lois Sharpton were present. Attorney Jim McDonald was present. Minutes taken by Clerk Sara Gibb.
2. **Public comments:** Cindy Houtwed
3. **Town Attorney Report:** No report
4. **For Council Action**:**

6-1 Approve meeting minutes: May 7 work session, May 21 work session, May 21 special meeting and May 13 regular meeting

Motion to approve the above listed minutes as amended made by Trustee Cory Nasso. Seconded by Trustee John Rowan. Motion carried 5-0.

Two corrections were pointed out by Trustee Lois Sharpton.

6-2 Discuss and vote on ditch repair on 3rd street

The culvert, which was originally available has since become unavailable. Trustee Brad Wick spoke with two county employees whose opinion was to create a concrete trough with a cattle guard that could be opened to allow for cleaning. Because most of the water and dirt flows from Forest Service road/land, it may be worth discussing a solution with the Forest Service. Ditch commissioner John Rowan volunteered to initiate contact with the Forest Service.

The Board agreed to give John Rowan permission to develop a solution and provide the solution to the Board.

Trustee Cory Nasso would like the Board to pursue a permanent fix and would like there to be at least a temporary solution in place prior to the next winter season.

Public comments: Tom Gibb

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

Motion to approve Resolution 2019-4 as amended made by Trustee Suzy Metzler. Seconded by Trustee Brad Wick. Motion carried 5-0.

Resolution 2019-4, drafted by Attorney Jim McDonald, was presented to the Board.

There is no financial obligation on the part of the Town of Pitkin. Those advertising cover the cost of the sign and posts. The Zoning Board made recommendations at their last meeting (May 13, 2019) as to the best location for the signs. The Fire Chief requested that the fire ban/burn notices be removed from one of the signs (10th and State).

There was discussion about future businesses adding to the sign. There was discussion regarding the location of the sign at 10th and State.

Resolution 2019-4 read aloud by Clerk Sara Gibb

Trustee Cory Nasso stated that the minimum funding amount is \$356.47 per business.

Public comments: Jesse Garetson,

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

Motion to direct the attorney to prepare an ordinance and present it to the Board at the next regular meeting made by Trustee Lois Sharpton. No second, motion died.

Attorney McDonald reviewed the statutory language regarding regular elections, which take place the first Tuesday in April in even numbered years, unless the Town changes this to fit their needs. Statute allows for staggered elections. The City of Gunnison's charter provides for officers to serve term lengths based on the highest number of votes received. In Lake City, three trustees are elected for four-year terms at each biennial election.

Mayor New stated that at the last meeting, it appeared the Board was hesitant to move to four-year terms.

There was discussion about how the Board would handle a resignation with four-year overlapping terms. Trustee Cory Nasso states that he likes the continuity that is provided with four-year overlapping terms. There was discussion about whether the Board should proceed with this ordinance.

The Board will place this item on the agenda for one additional month to allow for public comments and move forward based on the general consensus at that time. No updated draft will be created at this time.

Public comments: Ramon Reed

5-6 Discuss and vote on Town Hall Use Agreement

Mayor New spoke with PHCA president Garry Winget, who is willing and available to meet with the Board to discuss a resolution. Ideally this would take place in a work session and any action will occur at the next regular meeting.

Attorney McDonald suggests making this meeting a work session.

Garry Winget reports that he will be doing the negotiations on behalf of the PHCA Board.

Work session set for Wednesday June 12th at 6:30pm

6-3 Discuss and vote on contract with Wild Roach Inc.
Discuss and set special meeting date for quarterly review if appropriate

Motion to recess to a 15-minute executive session to discuss the two Wild Roach, Inc. contracts and that Vikki Archuleta attend the first part of the session made by Trustee Lois Sharpton. Seconded by Trustee Brad Wick. Motion carried 5-0.

Recess to executive session at 7:58pm.

Executive session ended at 8:13pm.

Meeting resumed at 8:17pm

Trustees were polled as to whether the conversation at the executive session deviated from the intended topic. The Trustees responded as follows:

Trustee Wick – no, Trustee Sharpton – no, Trustee Rowan – no, Trustee Metzler – no, Trustee Nasso - no

Motion to choose the language “may not” under section 4.7 in the contract with Wild Roach, Inc. made by Trustee Suzy Metzler. Seconded by Trustee Lois Sharpton. Motion carried 5-0.

Motion to accept the contract as amended with Wild Roach, Inc made by Trustee Suzy Metzler. Seconded by Trustee Lois Sharpton. Motion carried 4-1. Trustee Cory Nasso cast a “nay” vote.

Amendments for draft contract:

3.1 – Term from approximately June 10th, 2019 through February 8th, 2020

4.1 – Independent contractor shall perform the following duties.

6.2 – will read “QuickBooks electronic backups”

9.1 – Notice to Vikki will be via email rather than postal mail

Trustee Cory Nasso asked if the Board needs to spend \$1000 per year for quarterly reviews. He has been asked by constituents if this is necessary.

Trustee Wick stated that the Board currently does not see a balance sheet. He would like a 3rd party to look at the books independent of ourselves.

Treasurer Sara Gibb clarified the changes that were made to the QuickBooks accounts and the plan for a full audit of fiscal year 2019 in 2020.

Trustee Suzy Metzler asked where the idea of doing a quarterly review came from originally. She does not remember the Board discussing this. Mayor New explained the reason for the contracts.

Trustee Cory Nasso asked why the Town did not submit for bids for this project. Trustee Brad Wick and Trustee Suzy Metzler believe it makes sense for Vikki to review the books because she is familiar with them and anyone else would need to spend time studying the books to understand them.

Trustee Brad Wick stated he does not have any idea how to write a scope of work for a quarterly review. Trustee Suzy Metzler stated that no bids were requested because Vikki Archuleta had already helped to set up everything. She does not think it occurred to anyone to ask for bids from other people.

Attorney McDonald is not sure if bids are required in this case.

Public comments: Chris Nasso, Kathy Dardio, Jesse Garetson

- 6-4 Approve June 2019 Disbursements: Review of Treasurer's Report and approval of monthly disbursements

Motion to approve June Disbursements made by Trustee Lois Sharpton. Seconded by Trustee Cory Nasso. Motion carried 5-0.

5. Updates/Planning:

Mayor New stated the Board should consider creating an action plan regarding items that are currently under consideration. She stated that if the Board does not want to discuss the policies and procedures edit, it should be removed from the agenda. Snow plowing is an area of concern for trustees and has been pushed back for several months. The Board needs to decide what it would take to pass an STR ordinance.

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

Trustee Brad Wick stated that CASE only works through dealers. He will be responsible for speaking with a dealer in Grand Junction to confirm the numbers on a lease and the type of equipment needed for Town plowing.

Trustee Wick will be responsible for creating a cost estimate for plowing based on the 2018-2019 costs.

Trustee Cory Nasso would like to see a work session about snow plowing.

Work session tentatively scheduled for June 26th at 7:00pm.

Attorney Jim McDonald was excused at 8:54pm

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

Trustee Wick would like to postpone discussion of this document. He would like to focus on plowing and STRs. Trustee Nasso agrees.

- 4-4 Discuss STRs in the Town of Pitkin

Three sections remain to be reviewed. At the next work session, Trustees should come prepared to answer the question – “what would it take for you to vote ‘yes’ on this ordinance?”

Trustee Sharpton pointed out that passing an ordinance is only step one. If the ordinance passes, there are still many things to put into place, including applications, enforcement, a fee schedule, etc.

STR work session set for June 27th

6. Reports:

- Town Mayor – No report
- Town Clerk – Clerk Sara Gibb asked if the Trustees would like to discuss the location of the portable toilets for the summer. Trustee Metzler would like to have this discussion. Trustee Lois Sharpton suggested the fire station. Mayor New does not want to encourage parking and traffic at the fire station. Road Kill Café is not an option due to owner preference. Museum toilets will be open at the museum this summer. Clerk Sara Gibb will contact the forest service about placing a portable toilet at the Kids Pond.

Board members initially stated they did not want to provide toilets for privately sponsored events, however, later in the discussion it was decided that there will be a single toilet at Town Hall with possible increase to two during the melodrama.

Clerk Sara Gibb will arrange for Mag Chloride application, using the same route as 2018.

Public comments: Mary Heberling, Linda Hughes, Jesse Garetson, Kandy Nasso,

The following reports were provided in writing:

- Building Inspector – Rand Makowski
 - Fire Department – Rand Makowski
 - Zoning Board – James Sharpton
 - Cemetery – James Sharpton
 - Environmental Health – Cyndi Wick
 - Streets – vacant
 - Ditches – John Rowan
 - Town Hall – Juliet Serrato
 - Parks and Rec – Sara Lamar
 - PHCA – Garry Winget
-
- Set work sessions and discuss future agenda items

5. Adjourn: Meeting adjourned at 9:26pm

The next regularly scheduled meeting will be held **Monday, July 8th** 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