

**TOWN OF ARRIBA
BOARD OF TRUSTEES REGULAR MEETING
Monday December 8, 2014
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

Call to Order

Mayor Flores called the meeting to order at 7:31. Roll call for the Arriba Town Board was read and those answering were Troy McCue, Jody Schiffers, Caleb Brent, Marcella Flores and Will Rowe. Karen Kovar arrived a bit late.

Pledge of Allegiance was led by Troy McCue.

Public Audience included: Maria Root, Dianne Reismann, Harvey Dumcum, Lynn Francis, Jack Degerlia, and Lisa Nolder.

Dolle Lehrkamp commented that there is infrastructure for a feed lot being built out on the property south of Town owned by Furniture Row. Dolle was concerned with this because the Town would not be able to supply enough water to a feedlot.

Harvey Dumcum told the Board that he had received a letter from his insurance stating that the sidewalk in front of his house needed to be repaired. He asked the Board if this was his responsibility or the Towns. He said that 2 sections of the sidewalk were raised and cracked from a tree root. He had removed the 2 sections of concrete and leveled the ground out.

The Board agreed that the Town would look into this issue.

Approval of Agenda Trustee Schiffers moved to add 'LCEDC Report' under New Business and to approve the Agenda as amended. Trustee Brent seconded and the motion passed.

Approval of Minutes Trustee McCue moved to approve the minutes of the November 10th Regular meeting. Trustee Schiffers seconded and the motion passed.

Oath of Office for New Trustee Will Rowe Dolle Lehrkamp swore in new trustee Will Rowe.

Approval of Accounts Receivable and Payable November The Board reviewed the receivables and payables. Clerk Hart noted the reimbursement to herself for the new Santa suit and to Trustee McCue for the pressure switch. Trustee McCue moved to accept the November Receivable and Payable. Trustee Kovar seconded and the motion passed.

Approval to Pay December Bills

The Board reviewed the bills. Lynn Francis suggested shopping around for cheaper prices on the bulk germicidal bleach the Town purchased from Flagler Coop.

Trustee Rowe moved to approve the December bills, Trustee McCue seconded and the motion passed.

Adopt 2015 Budget Trustee McCue moved to adopt the 2015 Budget as amended. Trustee Kovar seconded and the motion passed.

Resolution to Appropriate Funds Trustee Kovar moved to appropriate the revenues for the funds for the 2015 fiscal year:

General Fund	81,727.00
Water Fund	86,843.00
Sewer Fund	121,933.90
Water Reserve	6,635.88
Sewer Reserve	10,619.24
Conservation Trust Fund	9,150.57
General Reserve	25,904.87
Road & Bridge	38,016.32
Museum Division Fund	3,916.74

and to appropriate the expenditures for the following funds for the 2015 fiscal year:

General Fund	75,120.00
Water Fund	70,848.34
Sewer Fund	77,659.70
Water Reserve Fund	500.00
Sewer Reserve Fund	3,500.00
Conservation Trust Fund	5,900.00
General Reserve Fund	2,000.00
Road & Bridge Fund	2,000.00
Museum Division Fund	300.00

Trustee Brent seconded and the motion passed.

Certification of Mill Levy The Board agreed that the mill levy would not change from 25.948. Trustee McCue moved to certify the mill levy at 25.948 to generate revenue of \$18,768.00. Trustee Kovar seconded and the motion passed.

Code Enforcement Clerk Hart had sent out letters to Monte Rand and Jim Littlehorn, she has not received any response back from either of them. The Board discussed the appearance of Monte Rand's property and Jim Littlehorn's property. The Board agreed that a certified letter should be sent to Monte Rand and Jim Littlehorn. The Board suggested adding the safety issue in the letters and also include a copy of Ordinance #112 with the letters.

Christmas Event The Christmas event will be on Saturday, December 20 at 1:00 at the Firehouse. Each Board member is to bring 2 dozen cookies. Clerk Hart told the Board that the candy and peanuts should be in by the 18th. The Board agreed to meet at Town Hall on the 18th at 7:00pm to fill candy sacks.

LCEDC Update Lisa Nolder told the Board that the Town needed to come up with a goal plan of what they wanted to see happen in Arriba. She suggested the Town come up with a comprehensive or strategic plan. She felt that this was something that should be done during a work session.

There was discussion about the priority for Arriba being Town clean up. There was discussion about getting grants to tear down and remove old houses.

Lisa Nolder suggested looking into Urban Renewal, where a district is set up and any tax increase on properties in the district would be put into an Urban Renewal fund which then could be invested in building or cleanup. Trustee Rowe said that this was a great idea but with the size of Arriba there wouldn't be enough money to do much with.

The Board discussed the Town needing more business traffic. Trustee Schiffers said that signage was needed on the highway for businesses, and the Town needed to be more attractive to people coming through. Advertising and getting the word out about Arriba businesses was also discussed. Lisa Nolder said that she is the local Small Business Development Center counselor. She said that she would like to come to Arriba once a month to meet with business owners. She said she could be at Town Hall for an afternoon and any business owners that wanted to meet with her could come down. The Board agreed that it might be a bit early for her to do this and suggested she should go meet with the businesses a few times first.

Lisa Nolder discussed oil drilling in Lincoln County. She felt that small town's should capitalize on the oil industry's needs. She felt that the communities needed to meet with the oil companies to discuss what the oil companies needed. There was discussion about housing in Arriba, the houses that were in good shape but were sitting vacant and how someone could get those houses rented out. Lisa Nolder said that if she had a list of these property owners she could contact them as a neutral party. Trustee McCue suggested a startup business of a renters group.

Lisa Nolder said that she would attend the Town's action meeting on January 27th to discuss some of these items.

There was discussion about the workforce and where the oil companies were getting their employees. Lisa Nolder discussed the service industry for the oil fields. There was discussion about the oil fields workers staying in the campgrounds in the surrounding towns. The Board discussed Arriba's campground and how it could be ideal for oil field workers but that it was unusable because it was stuck in estate.

Lisa Nolder said that she would get with Trustee McCue to discuss the vacant houses in Town. Lisa Nolder handed out a written LCEDC report (by mention the report is a part of these minutes) she read the report and explained it to the Board. She explained that the 2nd page lists LCEDC projects with businesses but does not list the business names to protect their integrity. There was discussion how she has all the information of the businesses at her office.

Lisa Nolder explained how and what she reports to the LCEDC Board. She reports the businesses she's working with, where she plans to be for the week, and what meetings she has planned for the week.

There was discussion on the ALCO stores closing down and how this will affect Limon and the small towns. Lisa Nolder commented that the Limon ALCO store was the 3rd best store in the US.

Lisa Nolder explained that the rest of her report was about LCEDC's role as an SBDC consultant and lists what her community outreaches looked like, and what enterprise development she is involved in as well as partnerships on a State level.

She asked the Board if they wanted her to set up a meeting with someone from the oil companies. The Board felt that it was too early for that at this time. There was discussion on the free land in Flagler and the different businesses that have tried to get the land.

Lisa Nolder explained that she goes to a legislative meeting once a month with other economic developers from the state to talk to legislators. She said that she monitors upcoming bills. Bills that have an effect on economic development she takes a position on and discusses the impact it would have on economic development with the legislators. Lisa Nolder said that the representation for the region was very weak at legislative events.

The Board thanked Lisa Nolder for attending the meeting and for her report.

Maintenance Leroy King had a written report of what he has worked on the past month (by mention the report is a part of these minutes).

There was discussion on the handicap signs that Leroy King built for in front of Town Hall. Instead of drilling posts into the concrete he built portable posts by putting concrete inside of a tire and putting the post in it.

Trustee Rowe asked if the Town had any extra street name signs. He said that he noticed that some of the street signs are leaning or missing or don't have any reflective left. Leroy King said that there might be a few signs in the shop bit that most would have to be ordered.

Leroy King explained said that he had to take a sample to Lakewood because Pat Parker had taken a sample up there the day before but had not gotten there in time.

Clerks Report Clerk Hart told the Board that she had gone to Atwood, Kansas a few weeks ago and that in downtown Atwood they have a big lighted Christmas tree in the middle of the street. She said that her daughter Kittley wanted her to tell the Board that Arriba needed to get a tree to put in the middle of the street.

Clerk Hart asked if the Board was going to give the Town employees a Christmas bonus this year. Mayor Flores said that he would cover that in the mayor's report.

Treasurers Report The Board reviewed the Treasurer's report. All accounts looked good. No discrepancies had been found. Trustee Schifferns said that there was no report from Leisure Pines as there have been issues with the computer there.

Trustees Report Trustee McCue said that Leisure Pines would be meeting on the 15th at 7:00pm. He said that there was going to be an inspection of Leisure Pines that day. Trustee Brent said that the trees on the truck route down near Main Street needed to be trimmed back. Mayor Flores said that those were probably Tom Walkinshaw's trees. Trustee Schifferns said that Genoa does not have much for a playground, she said that if the Town gets new park equipment the Town should think about donating the playground to Genoa. Trustee Brent commented that the Lincoln County Fairground might be interested in the old playground equipment also. Trustee Schifferns said that the Town should see how much it would cost to have lighted gifts made to put around the Christmas tree in the park.

Mayors Report Mayor Flores asked how much the Board wanted to give the Town employees for a Christmas Bonus. The Board discussed this and agreed that Josie Hart would receive \$300 and Leroy King would receive \$200. Mayor Flores said that in the past each Board member has donated money for the Christmas event. The Board members agreed that they would donate \$10-\$20 dollars again this year. Clerk Hart said that the Town only ordered 8 turkeys to give away this year, Trustee Flores said she would like to have 10 turkeys to give away. Clerk Hart said that she would add 2 turkeys to the order.

Adjournment. Trustee McCue moved to adjourn the meeting, Trustee Kovar seconded. Mayor Flores adjourned the meeting at 9:13pm.

Submitted by: Josie Hart

Signed by:

Approved by the Board on: January 12, 2015

**Town of Arriba
December 8, 2014
Maintenance Report**

- 11-11 Went around and fired up all heaters
- 11-12 Worked on street decorations
- 11-13 Worked on street decorations
Worked at wastewater plant
- 11-14 Checked to see if water meter at 104 Elm was off
Worked on street decorations
- 11-17 Worked at wastewater plant for inspection
- 11-18 Wastewater inspection
- 11-19 Took weekly chlorine & ph readings
- 11-20 Took samples to Lakewood
- 11-21 Hauled trash out of park
Worked at wastewater plant
Changed chlorine bottle on water wells
Called about chlorine bottle
- 11-24 Cleaned weeds out of wastewater ponds
- 11-25 Put hangers up for street decorations
Painted tubing for bus stop
- 11-26 Read meters
Picked up tin from Steel Corner for bus stop
Unloaded chlorine bottle from DPC truck
- 11-28 Put street decorations up
- 12-1 Put park tree together
- 12-2 Put park tree up
Put tin on bus stop
Pat Parker called and said he purchased a new chlorine meter

- 12-3 Checked on tree in park
Did chlorine & ph samples
- 12-4 Picked up sakrete for handicap signs
Made two posts for handicap signs for front of Town Hall
- 12-5 Started cleaning shop
- 12-8 Picked up trash in park
Worked on cleaning shop

LCEDC

Lincoln County Economic Development Corporation

LINCOLN COUNTY ECONOMIC DEVELOPMENT CORPORATION REPORT

Executive Director Summary: As of April 1, 2014, Lincoln County Economic Development Corporation has assisted business projects, participated in community outreach to local governments and organizations, and also partnered in regional economic development efforts. The LCEDC organization has functioned as a resource for businesses that have been in need of services or the necessary resources for expansion, relocation, or other assistance.

This report is a compilation of activity that LCEDC has conducted within Lincoln County within the past seven months. Activities include: assistance with business development projects, business retention, expansion and attraction efforts, partnership in economic development efforts with regional and State organizations, and community outreach. Listed below are various projects, events, and examples of how LCEDC has performed the function and role of economic development within Lincoln County.

Business Retention Program: The role of LCEDC has consisted of providing assistance to our local businesses through a business retention/expansion program. The BREP includes referral of resources, leveraging resources, certified professional Small Business Development Center counseling, and assisting our local businesses with any other needs to help them remain viable in tough economic conditions. LCEDC has provided economic development assistance to several local businesses who have requested assistance with new start up, relocation, finance, possible expansion, succession planning, grant application, real estate purchase, and site selection.

Business Retention / Expansion Efforts – From April 1, 2014 to present, LCEDC has performed 32 business retention surveys within Lincoln County with primary, service, health care, and retail employers. The purpose of the Business Retention Program is to identify potential risk factors to the businesses, expansion or contraction plans, as well as identifying assistance issues that may be resolved through assistance that LCEDC is able to provide.

To date, as a result of the Business Retention Program that LCEDC has implemented, 17 local business assistance issues have been resolved. These assistance issues have ranged from start up assistance, grant application assistance, mediation, lending resource referral, business planning, marketing, investor/partnership meetings, government liaison assistance, incentive negotiations, site location, capital formation, meeting with lenders, education on tax credit and enterprise zone information, all of which will result in the creation of approximately 25 - 32 new jobs within the next 3 years.

According to the International Economic Development Council, 85% of job creation in the US is provided by small existing businesses. Small business is the driving force of the nation's economy, and will continue to be the backbone of the local, state, and national economies. Business retention programs are widely used by economic development organizations across the US to help those existing businesses retain jobs, expand, and generate wealth in our communities.

The business retention program also helps provide information regarding the business climate and issues that affect companies. ***This customer feedback is critical to community leaders who can drive change, and helpful to the businesses themselves. It allows decision makers an in depth glance at policies, plans, and possible hindrances that could impact business development within their communities.***

Below is a list of the projects which LCEDC is currently providing assistance to during the business development process. Each business development is unique in its own, and requires varying levels of assistance. Most importantly, LCEDC is at the table with **each** of the projects and business owners, and is able to offer assistance for a successful completion, and creation of new jobs. The projects are identified in numeric form to ensure confidentiality, as each is still in progress.

BUSINESS DEVELOPMENT PROJECTS CURRENTLY RECEIVING LCEDC ASSISTANCE:

- ↓ **Project LCEDC-01: Business Retention:** Retail business which had requested assistance for the writing of a business plan, which was required from the lender for financial restructuring. The project did receive loan approval. The business will not be making any form of expansion or other changes, but will improve operations.
- ↓ **Project LCEDC-02: Business Retention:** Retail business that requested assistance with lending resource referral. Lending was recently approved, and currently Lisa is assisting with locating additional grant resources also.
- ↓ **Project LCEDC-03: Business Expansion:** Service based business which is attempting to acquire additional property for expansion. A potential site has been located, and negotiations are currently underway with a property owner. LCEDC will assist further when a final contract is in place.
- ↓ **Project LCEDC-04: Business / Job Retention:** Retail business which has acquired assistance from OEDIT, CO4F, and PDC for real estate and equipment purchase. Business is open and operating successfully.
- ↓ **Project LCEDC-05: Succession Planning / Business Retention** Service based business which has requested assistance with succession planning. This project is ongoing until successor is identified.
- ↓ **Project LCEDC-05: Succession Planning / Business Retention:** Retail business which has requested assistance with succession planning, possible sale of business, or closure. Project still ongoing.
- ↓ **Project LCEDC-06: Business Expansion / Assistance:** Retail business which has requested assistance for the CO4F grant application in order to implement a fresh produce supply for the community. Pre application will be completed and submitted this week to determine qualification.
- ↓ **Project LCEDC-07: Community Development:** Organization which is attempting to procure equipment and housing for child care center. LCEDC has contacted USDA for possible assistance, and will continue to work with the Administrator as needed. This project is best classified community development, but LCEDC will continue to assist as applicable with locating grant opportunities.
- ↓ **Project LCEDC-08: New Business Expansion / Attraction:** Service based business which is in the process of determining possible site location for expansion. Business is currently located in TX, and considering expansion to Midwest, preferably Colorado. Discussion is ongoing, and community leaders will be notified when the company is prepared for a formal discussion.
- ↓ **Project LCEDC-09: Start Up:** Light manufacturing facility which is considering Town of Limon for a start up facility. This particular project has been led by the Town of Limon. LCEDC will continue to assist as needed.

- ↓ **Project LCEDC-10 Business Retention / Real Estate Investment:** Prospect who is considering purchase of a multifamily housing unit in Lincoln County. LCEDC provided relevant information regarding current local and regional economic activity to encourage investment.
- ↓ **Project LCEDC-10 New Business Relocation:** This is an established, second stage company that is an agricultural based, zero waste processing facility which is searching for a relocation site. Company currently has 31 full time employees. Relocation would house approximately 45 jobs.

Small Business Development Center Certification / Business Consultation: The Colorado Small Business Development Center Network (CSBDC) is dedicated to helping existing and new businesses grow and prosper in Colorado by providing free and confidential consulting and no- or low-cost training programs. The CSBDC has locations around the state with a team of business experts ready to help businesses create and retain jobs, secure loans, increase sales, win government contracts, obtain certifications and more. The SBDC combines information and resources from federal, state and local governments with those of the education system and private sector to meet the specialized and complex needs of the small business community. Consulting experts work in partnership to provide entrepreneurs with crucial information that can mean the difference between success and failure. The SBDC vision is to be the premier, trusted choice of Colorado businesses for consulting, training and resources.

LCEDC Executive Director, Lisa Nolder, is a Certified SBDC Consultant. As an SBDC business expert, Lisa is able to offer SBDC consultation services to every business within Lincoln County. Every business that experiences LCEDC assistance is allowed the option and benefit to become an SBDC client, and is eligible for free business consultation and other services.

Community Outreach, Enterprise Development and Partnerships
Enterprise development, community outreach, and partnerships are a critical tool for business retention and expansion programs. Economic development has a very broad definition, but is a necessary component in a vibrant economic community. Each community has different organizations and partners that work toward growing start-ups and supporting small businesses. LCEDC has conducted outreach and Lisa has met with each local organization listed below.

- **Prairie Development Corp.-** Attendance at regional Blueprint and CEDS meetings
- **Lincoln County Commissioners-** Attendance at monthly meetings for update
- **Workforce Center-** Attendance at job fair, meetings for partnership
- **Limon Chamber Of Commerce –** Attendance at meetings quarterly
- **Town Of Limon –** Attendance at Town Board meeting
- **Town Of Arriba-** Attendance at Town Board meeting
- **Town Of Hugo-** Attendance at Town Board meeting
- **Town Of Genoa-** Attendance at Town Board meeting

- **Karval Community Alliance-** *Attendance at Town Board meeting*
- **Limon Heritage Museum-** *Attendance at meetings quarterly*
- **Lincoln County Tourism –** *Attendance at meetings quarterly*
- **Your Community Foundation-** *Attendance at meetings quarterly*
- **Hugo Improvement Partnership-** *Attendance at 4 meetings since April 1*
- **Hugo Economic Development Group-** *Attendance at 4 meetings since April 1*
- **Economic Development Council Of Colorado-** *Attendance at Fall Conference*
- **Progressive 15-** *Attendance at local and quarterly meetings*
- **SBDC – Small Business Development Center-** *Attendance at monthly staff meetings*
- **OEDIT– Colorado Office Of Economic Development And Intl Trade-** *Partner*
- **Morgan Community College-** *Partnership for local training needs, Higher Ed needs*
- **USDA – U.S. Dept Of Agriculture-** *Grants / Partnership*
- **Lincoln County Land Use Board-** *Attendance at Nov 20 meeting – Economic impact report*
- **Ports To Plains-** *Partnership and Public Meeting Nov 3- Economic development report*
- **NREL – National Renewable Energy Laboratory-** *Host Energy Execs tour of wind farm*
- **AWEA – American Wind Energy Association-** *Attendance at annual Trade Show*