

**TOWN OF ARRIBA  
BOARD OF TRUSTEES REGULAR MEETING  
Monday July 14, 2014  
Arriba Town Hall, 711 Front Street, Arriba, CO 80804**

**Call to Order**

Mayor Alex Flores called the meeting to order at 7:30. Roll call for the Arriba Town Board was read and those answering were Troy McCue, Karen Kovar, Jody Schiffers, Caleb Brent and Marcella Flores. Mike Koehn was absent.

**Pledge of Allegiance** was led by Leroy King.

**Public Audience** included: Linda Brent, Ted Grundmeier and Kay Willoughby.

Linda Brent asked the Board if there were any restrictions or regulations to having a bounce house in the Park for a party. The Board said there weren't any restrictions and they didn't see a problem with this.

Ted Grundmeier asked if the Board was going to discuss the pipe stand. The Board said that there would be discussion on it tonight.

**Approval of Agenda** Trustee Schiffers moved to add Pipe Stand under unfinished business and to approve the Agenda as written. Trustee Kovar seconded and the motion passed.

**Approval of Minutes** Trustee McCue moved to approve the minutes from the June 9 Hearing and Regular meeting. Trustee Kovar seconded and the motion passed.

**Approval of Accounts Receivable and Payable June** The Board reviewed the Receivables and Payables. Trustee Schiffers asked what the payment to JP Cooke was for, Clerk Hart said that it was for dog tags. Trustee Brent asked what the liability check was, Clerk Hart explained that it was payroll taxes. Trustee McCue moved to approve the Accounts Receivable and Payable for June. Trustee Kovar seconded and the motion passed.

**Approval to Pay July Bills** The Board reviewed the July Bills. There was discussion on the bill from Bob Rush for working on the Town wells. The Board discussed that they thought this bill was a bit high. The Board agreed that they had not asked Bob Rush to work on the wells. Mayor Flores explained that there have been problems with the pressure switch on the pipe stand. The pressure switch has finally completely broken down and possibly needs replaced. This can only be done by the company that installed it. Mayor Flores also explained that a starter box on the water system burned up and after 3 trips from the company that was called to make the repairs it had finally been fixed.

Mayor Flores told the Board that Pat Parker will be working with Leroy King on water samples and testing. This may mean at least 7 trips from Pat Parker which will be more costs for the Town. The Board agreed that it would be good for Leroy King to learn the water and sewer testing from Pat Parker.

Trustee Kovar said that if the Town does pay Bob Rush a letter should be included with the check stating that he is not to perform any services for the Town unless he has authorization from the Mayor or Town Board.

Trustee Brent asked about the reimbursement to Clerk Hart for \$120.00. Clerk Hart explained that it was for the water & sewer licensing testing application that had to be paid by credit card. Trustee Kovar moved to approve the July Bills for payment, Trustee McCue seconded. Trustees McCue, Kovar and Brent voted yes. Trustees Flores and Schiffers voted no, objecting to paying Bob Rush. The motion passed.

**Maintenance Position** Leroy King was the only person to apply for the Town's maintenance position. Trustee McCue moved to offer the full time maintenance position to Leroy King. Trustee Kovar seconded and the motion passed.

There was discussion about Leroy King getting licensed for the water and sewer sampling, and if he has talked to Pat Parker about what the Town needs as far as licensing goes. Clerk Hart said that Pat Parker had told her that a small water license and small waste water license would be fine for the Town to start with. Mayor Flores said that Leroy King will be getting licensed as soon as possible.

Trustee Schiffers moved to go into executive session to discuss salary and benefits for Leroy King. Trustee Kovar seconded the motion. The Board went into executive session at 7:53. Executive session ended at 8:07.

Trustee McCue made a motion to pay Leroy King \$2500 a month. He will get a \$100 increase in pay for each license he acquires. The Town will pay the costs of the licenses. The Town will pay his medical insurance and will match \$75 each paycheck for retirement. Leroy King will be paid \$17.50 for the 70 hours he worked for the Town between the end of June and July 14th. Trustee Schiffers seconded the motion and the motion passed.

Clerk Hart told the Board that Pat Parker said that Leroy King will need a computer in the shop. The Board discussed whether to purchase a desktop or laptop, the Board agreed that a desktop would probably be fine. A monitor and printer will need to be purchased as well and the computer will need to have internet access. Clerk Hart said that she would research prices and have it for the Board at the next meeting.

Clerk Hart told the Board that Tom Rush has done some work for the Town and told her that he can't receive a check from the Town as this will mess up his social security. He asked if the Board would just take what is owed him off his water bill. Tom Rush has not turned in any hours yet. The Board agreed to wait until he turned in some hours before deciding on what to do. Mayor Flores told the Board that there might be a few things that Tom Rush will need to do but everything he does will be approved by Mayor Flores.

**Personnel Policies and Procedures** The Board reviewed the Personnel Policies and Procedures and noted some changes that needed to be made and a few things added. On 4.2 c. 'unused vacation time will be paid out at the end of the year' would be added. 4.3 'Sick leave not taken will be paid at the end of the year' would be added, and an addition to say 'part time employees to accrue sick leave at halftime / half compensation'. 9.2 changed to 'The Town employees shall

attend all board meetings'. 9.4 'Comp. hours will not be paid out' would be added. Trustee Kovar moved to accept the changes to the Personnel and Policies Procedures. Trustee McCue seconded and the motions passed.

Trustee Schiffers said that she would like an inventory done of tools in the shop and the tools stamped to say 'Arriba'.

Clerk Hart told the Board that she had found examples of social media policies. The Board agreed that at this time that was not a concern.

**Code Enforcement** Clerk Hart gave Mayor Flores a complaint letter she had received from the Eastin's about their neighbor Edna Roberts. Mayor Flores read the letter which addressed Edna Roberts' dogs barking, and cars and junk on her property.

Trustee Schiffers read a list of properties that needs mowed and/or cleaned up. The Board agreed to send everyone on the list a letter asking them to mow and giving them 2 weeks, and stating in the letter that if it was not mowed within the 2 weeks that the Town would mow it and charge the property owner.

Trustee Schiffers asked if a lien had ever been filed on Ron Rohn's property for the cleanup expenses. Clerk Hart said that she had called the assessor's office and they had not been able to find one. Clerk Hart said that she filed a lien on the property.

Mayor Flores read a list of properties along the truck route that needed trees trimmed.

The Board agreed that a letter will be sent to everyone on the list notifying them that the Town will be trimming trees along the truck route that are growing out onto the truck route and/or obstructing traffic views.

A letter will be sent to Edna Roberts concerning the dog complaints and the junk on her property. These issues will be re-visited at the July 29<sup>th</sup> action meeting.

Trustee Schiffers said that the Town needs to look into what the dog pound needs and the Town needs to purchase a dog catching pole for Leroy King.

**Pipe Stand** Mayor Flores said that the leak at the bottom of the pipe stand will be repaired on Friday. It will need to be emptied first. He said that the Town will be hooked up directly to the wells and water pressure will be low. Clerk Hart is to inform residents of this and ask residents to keep water use to a minimum. Mayor Flores said that there will be certain water tests that will need to be done before the pipe stand can be repaired. Pat Parker will be out on Wednesday to do those tests.

Trustee McCue told the Board about how the Town of Seibert's maintenance man had fixed a leak on their pipe stand using manus bond.

**Marijuana Ordinance** Clerk Hart told the Board that the Town's Marijuana moratorium expires October 15<sup>th</sup>. The Board discussed whether the Town should allow marijuana facilities in Town but require enormous license fees. The revenues from marijuana businesses would be good for

the Town, but the Board agreed that the Town was not prepared for the problems or traffic that would be associated with Marijuana facilities. There was concerns that the Town relies on the county for police protection and the county has adopted an ordinance against marijuana facilities. The Board agreed that the Town should adopt an ordinance forbidding marijuana facilities. Clerk Hart will contact town attorney Stan Kimble about getting an ordinance put together.

**Maintenance Report** Leroy King said that he had purchased some more weed spray to spray the weeds on the roads.

Trustee Schiffers asked about the town's golf cart. Mayor Flores explained that the batteries were dead on it and at this point the cost of replacing the batteries would cost about what a new golf cart would be. The Board discussed possibly purchasing a gas golf cart in the fall. There was discussion about overnighting the Town's water samples to the testing facility and if this would work for the Town. Clerk Hart said that it should work for some of the tests, but there were a few tests that had a time limit on them and might not be able to be overnighted. Mayor Flores commented that Pat Parker could come to a Board meeting so that the Board could ask him about this and other questions they might have.

Leroy King asked the Board about getting a time clock. The Board agreed that Clerk Hart should order one for the Town.

**Clerks Report** Clerk Hart told the Board that she was gone from 10:00 to 12:00 today for her daughter's swimming lessons and would be gone Friday morning from 10:00 to 12:00 also. She said that she would be gone Wednesday afternoon for a dentist appointment but would be working Thursday afternoon to make up for it. She would have this information posted on the door of Town Hall.

**Treasurers Report** The Board reviewed the Treasurer's report. All accounts looked good. No discrepancies had been found.

**Trustees Report** Trustee Flores said that there were holes in the park that should be filled in. Trustee Brent wondered about getting Leroy King a lap top instead of a desk top for the convenience of mobility. Trustee Brent said that there was a hole/dip in the ally of Park and Lincoln. Trustee Brent asked what the Board suggested concerning his trash trailer. Trustee Schiffers suggested dumping it more often.

Trustee Schiffers said that Hugo got awarded \$3,100 from the Tourism Board for fireworks. She said that the Town should ask the Tourism Board for money for playground equipment. Clerk Hart said that she was going to get to working on that, with Trustee McCue and Trustee Brent.

Trustee Schiffers showed the Board the newspaper that a lady from Karval put together. She also showed the Board a welcome pamphlet from Hugo.

Trustee Kovar had a concern about a council member that felt obligated to patrol the Town and has become rather aggressive with a few Town residents. She wondered about what the Board could do about this situation.

Clerk Hart said that a few residents had received parking warnings from the Sherriff and had felt that this had come about from a particular Board member.

The Board discussed that most people should park according to traffic laws but that really in a small town it wasn't a big deal.

Trustee McCue told the Board that the new director for LCEDC should be attending a Town Board meeting soon. There was brief discussion about how the new director was doing at her job and if she was going to work out for the county.

**Mayors Report** Mayor Flores said that the spray rig for spraying weeds had needed some repairs and that they had done some weed spraying. He said that the Board had discussed hiring Green Horizons to spray but had decided that the maintenance man could do it instead.

Mayor Flores said that the Town needed to purchase trash cans for the park, the ones there don't have a bottom and are hard to dump. Trustee Brent said that home depot has 90 gallon trash cans for about \$90 a piece. Trustee Schiffers made a motion that Clerk Hart order three trash cans for the park at about \$100 a piece. Trustee Kovar seconded and the motion passed.

Mayor Flores said that Code Enforcement and Water Update will be discussed at the Tuesday, July 29<sup>th</sup> action meeting.

**Adjournment** Trustee Schiffers moved to adjourn the meeting, Trustee McCue seconded. Mayor Flores adjourned the meeting at 9:20pm.

Submitted by: Josie Hart

Signed by:

Approved by the Board on: August 11, 2014