

**ITEM 1 Call to Order, 6:00 p.m.**

**ITEM 2 Roll Call: Mayor Gibson, Trustee Brady, Trustee Cooper, Trustee Howard, Trustee Maltbie, Trustee McVey, Trustee West.**

**Present: Mayor Gibson**

**Trustees: Christy Brady, Jim Howard, Ervin Maltbie, Dan McVey, Jeremy West**

**Absent: Trustee Cooper, joined meeting at 6:45p.m.**

**Guest Present: Jared & Jennifer Leathers**

**Phone: Fairfield and Woods staff; Amanda Jokerst and Todd Messenger at 7:35 pm.**

**Staff Present: Merna McGinnis, Town Manager/Treasurer**

**Tammy Newman, Town Clerk**

**Heath Piper, Electric Superintendent**

**Margaret Dunham, Code Enforcement**

**Don Steerman, Attorney**

**Riley Cooper, Officer**

**ITEM 3 Pledge of Allegiance, led by Mayor Gibson**

**ITEM 4 Prayer led by Trustee Maltbie**

**ITEM 5 Approve Minutes of the October 14, 2021, Board of Trustee's Regular Meeting.**

Trustee McVey made motion to approve minutes of the regular trustee meeting October 14, 2021. Seconded by Trustee Brady. Motion Passed.

**ITEM 6 Approve Bills**

Ms. McGinnis asked to also pay Anixter Inc., for wire at \$59,820.00 and Steerman Law \$4,440.00.

Trustee Brady made motion to approve bills with additions of Anixter, Inc. for \$59,820.00 and Steerman Law for \$4,440.00. Seconded by Trustee West. Motion Passed.

**ITEM 7 License-Renewal**

Retail Liquor License-Malt, Vinous and Spirituous Liquor; Pops Liquor Store, 1235 Main Street, Kurt Flores

Trustee McVey made motion to approve the renewal liquor license for Pop's Liquor Store. Seconded by Trustee Brady.

Yes: Trustees Brady, Trustee Maltbie, Trustee McVey, Trustee West, Trustee Howard, Mayor Gibson

No: None

Motion Passed.

**ITEM 8 Jared and Jennifer Leathers**

RV Park 973 Santa Fe

The board asked Jared and Jennifer Leathers to create a plan for the RV Park to meet all R1 requirements, to show set-backs and access to roads; they must have sewer, water and electrical taps

specifically to service the two spaces which are to be self-contained and separate from the house. Ms. McGinnis said the sewer tap will be \$750 and the water tap will be approximately \$2000.00, residential utility rates will apply; a public notice must be issued to inform and get feedback from local residents; Mr. & Mrs. Leathers do not intend to use the second space. They were asked bring the plan to the Board of Trustees December 9<sup>th</sup> meeting.

**ITEM 9 Resolution 2021-12**

Resolution Adopting Master Fee Schedule corrections to the building permit fee schedule, the Itinerant Merchant fee of \$7.50 per day but not to exceed \$150 in one year, and adjustments from \$15 to \$25 for surcharges and court costs.

Trustee Howard made a motion to approve Resolution 2021-12 changes to the master fee schedule. Seconded by Trustee West.

Yes: Trustees Brady, Cooper, Howard, Maltbie, McVey, West and Mayor Gibson

No: none

Motion Passed.

**ITEM 10 2021 Charge offs**

Trustee Brady made a motion to accept the 2021 Charge offs. Seconded by Trustee Maltbie.

Yes: Trustees Brady, Howard, Maltbie, West, Mayor Gibson.

No: Trustee McVey

Motion Passed.

**ITEM 11 CIRSA-Insurance Options:**

1. Volunteer Accident Medical Plan 2021 Program Plan Information and application
2. Occupational Accident Death and Dismemberment 2021 Renewal Acceptance/Rejection Quotation
3. Excess Crime 2021 Renewal Quote, Acceptance Form and Plan Information
4. Equipment Breakdown 2021 Renewal Quote, Acceptance Form and Plan Information
5. Community Service Worker's Accident Medical Plan 2021 Program Plan Information and Application

Trustee McVey made motion to approve CIRSA Insurance Options. Seconded by Trustee Howard.

Yes: Trustees Brady, Howard, Maltbie, West, Mayor Gibson

No: None

Motion Passed.

**ITEM 12 Public Comment for Non-Agenda Items**

*Anyone who would like to address the Board of Trustees on any matter other than an agenda item will be given an opportunity, 3-minute time limit each person after signing the roster.*

**ITEM 13 General Business**

**A. Budget Update**

General Fund Revenue, Taxes-on the property taxes line 2022 budget: added \$432.00 new total is \$152,570.00

General Fund expenditures, General Administration. Year 2022 added 172,803.00 American Rescue Expenses. Revenue was added already, we just needed to add the total expenditure.

General Fund expenditures, Police-Police Vehicle & Equipment line, took out the \$17,000.00 six-year lease and added one new vehicle purchase cost of \$48,076.00 for 2022 year.

General Fund expenditures, Capital Outlay/Street Dept. 2021 Year-end total- was increased from \$80,000 to \$105,165.00, with the purchase of the Pickup and Roller. The Street Department is still under budget for end of year.

Swimming Pool Fund Revenue, Increase Donations for 2021 year-end to \$3280.00.

Electric Fund expenditures, Contingency 2021 end of the year total \$100,000.00

Water Fund expenditures, Water Tower repair/clean/paint on Inspections – the company took a 3.5% increase for 2021 to \$66,066.00, and increase 2022 \$70,000.00.

### **B. CDOT Main Street Grant Update**

Mayor Gibson, Ms. McGinnis and Ms. Newman had phone conference with Ayres and Associates on November 3, 2021 about the Main Street Grant. We think there are better ways to allocate the money and ideas to slow traffic on Main Street. We meet again on November 17, 2021.

### **ITEM 14 Administrative Reports**

#### Merna McGinnis, Town Manager/ Treasurer:

We will take Public Bids for the 1998 GMC Pickup and the 2001 Ford F150 Pickup. We will open the bidding to the highest bid and report to the board on December 9, 2021.

Employee health insurance will have a 4.5% increase.

The RV Park recently created on 6<sup>th</sup> Ave informed us the existing mobile home would be used for an office. We believe that the son is living in mobile home. This is in violation of the conditions of the RV Park. Town staff visited with the owner. The Board instructed the staff to inspect the property. If it is not being used as planned, the town can rescind right to have an RV Park at that location.

Landfill needs dirt or some kind of alternative cover. Trash is going everywhere on our windy days. Trustee McVey stated we could start digging new pit, use what little dirt we get for daily cover on existing landfill. Will still have the problem of no dirt. Ms. McGinnis stated the landfill will not pass state inspection at this time. It is time to purchase taller fences to contain the blowing trash. Trustee Cooper joined the meeting at 6:45pm.

Ms. McGinnis gave the Trustees information on a Thornton Assistance Program to help with utility bills.

#### Heath Piper, Electric Superintendent:

Mr. Piper reported that we received the wire and was purchased at a good price out of Iowa.

Cobblestone Hotel has signed a contract with SECPA to receive their electric service.

Mr. Piper will gather costs for the bores across the creek and across Hwy 287 and bring to meeting in December. Rick Rigel with ARPA will call Mutual Aid to see what help may be available to expedite this new service. Consensus of the board is to get electric line ran so will be ready to service any new businesses in the future.

Mr. Piper asked to advertise for an electric employee starting in November.

We had a vehicle inspection and our High-Ranger did not pass. Mr. Piper wishes to replace it.

#### Tammy Newman, Town Clerk:

Ms. Newman asked for clarification on sub-contractors' fees for the Cobblestone. We referenced the incentive agreement. Can we charge permit fees? Trustees and Attorney confirm we cannot charge per the contract.

We have had 13 CORA requests for October and November alone.

Ms. Newman gave a report on grants: applied for \$50,000.00 with the Bernard Neill foundation. Have an email from CPW LWCF on the 2022 grant and anticipate we get to present to their board Wednesday, January 5, 2022 from 8:30am to 1:30pm. After phone conference with Sammie George with GOCO, town should wait to do concept letter for GOCO funds until the February 2022 cycle.

Don Steerman, Town Attorney:

Mr. Steerman would like to update the CORA form, to add body cam footage to the fee scale.

Riley Cooper, Police Department:

Chief Martin could not attend this meeting. Officer Riley Cooper was present for any questions.

**ITEM 15 Mayor and Trustee Reports**

Mayor Gibson:

Shared a handout from the Housing Oversight Committee Meeting November 9, 2021 with Commissioners, SCEDD and SECED and then lead discussion on the housing project.

**ITEM 16 Executive session pursuant to 24-6-402(4)(b), C.R.S., to confer with the Town's special counsel for the purpose of receiving legal advice on specific legal questions pertaining to ongoing code enforcement litigation.**

Trustee Brady made motion to go into Executive Session at 7:35pm. Seconded by Trustee West.

Yes: Trustees Brady, Howard, Maltbie, Cooper, McVey, West and Mayor Gibson.

No: none

Motion Passed.

**ITEM 17 Return to Regular Board of Trustee Meeting:**

8:35 p.m. November 10, 2021

Mayor Gibson:

The time is now 8:35pm, November 10, 2021 and the executive session has been concluded. The participants in the executive session were: Trustees West, Howard, Cooper, Maltbie, McVey, Brady, Mayor Gibson, Town Manager Merna McGinnis, Town Clerk Tammy Newman, Attorney Don Steerman. Phone: Fairfield and Woods staff; Amanda Jokerst and Todd Messenger.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that an improper action occurred during the executive session in violation of the Open Meeting Law, I would ask that you state your concerns for the record.

Seeing none, we will return to open session to the next agenda item.

**ITEM 18 Adjournment**

Trustee Brady made motion to adjourn at 8:36 pm. Seconded by Trustee West. Motion Passed.