

**REGULAR SESSION**

**NOVEMBER 12, 2020**

Present: Mayor Gibson  
Trustees: Christy Brady, Ted Locke, Dan McVey, Jim Howard, Trustee Cooper

Absent: Trustee Ervin Maltbie

Guests: Holli Locke, Marcia Elstob, Bobby Schaller by phone,

Staff Present: Merna McGinnis, Town Manager/Treasurer  
Tammy Newman, Town Clerk  
Keagan Gonzales, Police Officer  
Becky Duren, Landfill Employee  
Katrina Martin, Police Chief by phone

**ITEM 1 Mayor Gibson called the regular meeting to order at 6:00 pm.**

**ITEM 2 Roll Call**

Trustee Brady, Trustee Cooper, Trustee Howard, Trustee Locke, Trustee McVey, Mayor Gibson  
Absent: Trustee Maltbie

**ITEM 3 Pledge of Allegiance**

**ITEM 4 Prayer was led by Mr. Howard.**

**ITEM 5 Approve Minutes**

Trustee Locke made a motion and seconded by Trustee McVey to approve the minutes of the October 8, 2020 Regular Meeting, Special Meeting on October 29, 2020 and a Special Meeting on November 5, 2020. Motion carried unanimously.

**ITEM 6 Approve Bills**

Town Manager McGinnis asked for approval for payment of the invoice from Steerman Law Offices in the amount of \$4,562.20. Trustee Brady made a motion and seconded by Trustee Howard to the invoice from Steerman Law Offices. Motion carried unanimously.

Trustee McVey made a motion and seconded by Trustee Cooper to approve the bills as listed. Motion carried unanimously.

**ITEM 7 License-Renewal**

Retail Liquor or 3.2 Beer License-Malt, Vinous and Spirituous; Pops Liquor Store, 1235 Main Street, Kurt Flores

Mayor Gibson presented the retail liquor license renewal from Pops Liquor Store/Kurt Flores. Town Manager McGinnis stated the fees have been paid. Officer Gonzales stated they have had no issues.

Trustee Cooper made a motion and seconded by Trustee Brady to approve the liquor license renewal for Pops Liquor Store/Kurt Flores.

Vote: Yes – Brady, Cooper, Locke, McVey, Gibson  
No – Howard  
Motion carried.

**ITEM 8 2020 Charge Off for Utility Bills**

Town Manager McGinnis presented the 2020 Utility bill charge offs. The total amount to be charged off is \$5,262.65. Electric is \$4,408.72; Water \$188.67; Sewer \$374.34; Trash \$290.92.

Trustee Cooper made a motion and seconded by Trustee Howard to approve the 2020 utility bill charge offs in the amount of \$5,262.65

Vote Yes: Locke, Brady, Cooper, McVey, Howard, Gibson

Vote No: none

Motion carried.

**ITEM 9 CIRSA-Insurance Options:**

1. Volunteer Accident Medical Plan 2021 Program Plan Information and application Form
2. Occupational Accident Death and Dismemberment 2021 Renewal Acceptance/Rejection Quotation Form
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 Form

Town Manager McGinnis presented the renewal quotes from CIRSA.

Trustee McVey made a motion and seconded by Trustee Brady to approve the 2021 VAMP, Occupational Accident Death and Dismemberment, Excess Crime, Equipment Breakdown and CSWAMP renewal quotes from CIRSA.

Vote Yes: Howard, Brady, McVey, Locke, Cooper, Gibson

Vote No: none

Motion carried.

**ITEM 10 Public Comment for Non-Agenda Items**

There were no public comments.

**ITEM 11 General Business**

**A. Electric Department Superintendent**

Mayor Gibson stated that there was a committee of himself, Trustee Brady, Town Manager McGinnis, Town Clerk Newman and Water/Sewer Superintendent Mike Ingle that interviewed the applicant for the Electric Superintendent.

Applicant asked for \$110,000 annually. Trustee Cooper stated he spoke to the applicant. The Trustees felt the starting salary should be \$100,000 base pay with benefits, with a probation period of six months. Trustee Cooper made a motion and seconded by Trustee Brady to approve the offer of employment to the applicant.

Vote Yes: Brady, Cooper, McVey, Howard, Locke, Mayor Gibson

Vote No: none

Motion carried.

## **B. Landfill Discussion**

There was discussion on having a town hall meeting for community input, mainly to let the residents know how closing the landfill will affect them. To avoid getting a large group together for a town hall meeting, the office staff will create a survey with four questions to send with the December utility bills.

## **C. Building Permit Fee Schedule**

Trustee Locke spoke with Don Steerman, Town Attorney, who is working on an ordinance to develop a building dept fee schedule. Mr. Steerman has not worked on the fee schedule itself. Trustee Locke presented the building permit fee survey that he had put together after talking to four different towns and cities.

## **ITEM 12 Administrative Reports**

### Town Manager/ Treasurer

Sales tax was up at \$55,655.

### Town Clerk

Ms. Newman, Town Clerk, explained that of the \$107,000 CARES Act Grant, we have \$20,031.08 remaining in the balance, \$42,909.08 has been reimbursed, and two orders of approximately \$45,000.00 have been submitted for approval.

### Town Attorney

Attorney Steerman was not present.

### Police Department

Chief Martin attended by phone. The police report was provided to the Board.

Chief Martin stated that she and Officer Gonzales finished the leadership development class and graduated via zoom on November 5, 2020. It was this class that we received a \$3700 post grant for training.

## **ITEM 13 Mayor and Trustee Reports**

Mayor Gibson read a thank you card from the Martin and McGinnis families.

Mayor Gibson stated we have the quote from Justin's Paving for the Frontage Rd and Trevor Way roads in the amount of \$149,350.00. The county will help pay half of this. We hope to have this done by March.

Trustee Locke reported on his discussion with Colorado Cabinetry and Maggart & Sons, Inc out of Lamar about the Board table. Colorado Cabinetry's bid on the Board table was \$16,436.70. Maggart & Sons, Inc bid to do a table between \$6,500 to 7,000, and would be available in 2021.

Consensus of the Board is to table it until Tuesday, November 17, 2020.

Town Clerk Newman asked the Board about closing the front office due to increase of COVID19 cases. The Board approved closure.

## **ITEM 14 Adjournment**

Trustee McVey made a motion and seconded by Trustee Cooper to adjourn the meeting at 8:04.