

**TOWN BOARD
REGULAR MEETING
MINUTES**

**February 21, 2019
6:30 PM
TOWN HALL
513 ASPEN ST.
HOT SULPHUR SPRINGS, CO
www.HotSulphurSpringsCO.com**

6:30 PM CALL TO ORDER-ROLL CALL

Mayor Robert McVay, Mayor Pro-Tem Christine Lee, Trustee Dan Nolan, Trustee Ray Tinkum, Trustee Tim Harvey, Trustee Kevin Jones, open seat

Also present: Staff; Lucas Ackerman, Jessie Webb, and Kerry Davidson, and Kelly Flenniken, Xcel Energy Area Manager

1. Consent Agenda

- a. Agenda for and minutes from January 17, January 22, February 6 and February 11, 2019
Trustee Dan Nolan moved, and Trustee Christine Lee seconded the motion to approve the consent agenda and minutes from the January 17, January 22, February 6, and February 11, 2019 meeting. All voted aye, motion passed.

2. PUBLIC COMMENT-NONE

3. XCEL ENERGY FRANCHISE AGREEMENT READING- KELLY FLENNIKEN XCEL ENERGY AREA MANAGER

Kelly Flenniken presented the new Xcel Energy Franchise Agreement. It is a 20-year agreement with the Town receiving 3% of the total gross yearly revenue.

4. STAFF

- a. CIRSA Claim 708 Maple Street/upcoming CIRSA audit
- b. Water/Wastewater Certifications passed- operators to answer any certification questions-Both Oakley and Lucas have passed their Class A water plant operator licensing and their Level 4 Distribution licensing. To keep their licenses current, they will have to complete 30 hours of Continuing Education every 2 years. Other projects being worked on by Lucas and Oakley are: Working on bathroom sink at town hall; Lead and Copper testing will be going out; Gathering information for a second skid; Preparing for the CIRSA audit in April
- c. GOCO grant final report-This is being fine tuned and will be mailed in March before the March 23rd deadline.
- d. Changes to meeting minutes/audio in dropbox/changes around Town Hall/petty cash?-The staff got feedback as to how the Board would like the minutes (more information), if they would like the meeting audio in their dropbox (no), discussed changes around the town hall, and the possibility of setting up a petty cash fund.
- e. GCWIN (Grand County Water Information Network), RG & Associates to be present at March BoT meeting. Some of the staff asked if a representative from Empower Retirement could meet with them to discuss questions. Jessie found out there is no representative for our town, but they can call the 1 800 number.
- f. Street mill levy research, Fund capital outlay spreadsheet not yet completed/Business Licenses update
- g. Town Staff to develop & implement a written policy for data breach law HB 18-1228
- h. The CDPHE rejected our submission for a SEP (Supplemental Environmental Plan) in lieu of a fine. Lucas will work on some other possibilities for this plan.

5. CONFERENCE CALL WITH RG & ASSOCIATES/ TJ DUBLAC- update status

6. DISCUSSION ITEMS:

- a. Grand County Jail meeting recap-County hired a consultant. No decisions have been made yet.
- b. SW Unemployment Hearing recap
- c. BINGO at Town Hall update- proceeds benefit Library
- d. Proclamation update, proposed panel location & updated KC Becker contact
- e. Town Clerk Job description & appointment of Town Clerk-Add minimum qualifications to job description along with adding payroll to the list of responsibilities.
- f. 2nd Quarter w/s billing March 31, rate increase/rate change to \$320.40 (\$106.80/month and business rate= SFE x base rate), bill to include another letter from Mayor- any items to be added to Kerry by 3/20, review late fee charges per Town code
- g. Shred Container- open to citizens of HSS?-After discussion, it was decided to not offer shredding services to town residents until after the Town staff has shredded their documents.
- h. NPO meeting and funding spreadsheet-add water for Community Gardens and mowing the museum.
- i. Set date for earmarked money/capital outlay workshop/items not currently in employee guidebook (testing, raises, yearly employee evaluations)-This will be done at next month's meeting
- j. NWTPr Steamboat Thursday February 28 10:00am

- k. Town hall meeting for Community Relationship Manager for the Western Slope for CHFA (Colorado Housing and Finance Authority) Thursday February 28 1:00pm- CHFA, in conjunction with DOLA/Department of Local Governments and Division of Housing are conducting "listening" meetings in various areas on the western side of CO, particularly related to housing and economic development.
- l. NWCCOG Quarterly meeting- March 1 Edwards, CO
- m. Hinton Burdick 2018 Financial Audit April 18-19
- n. HSS Chamber of Commerce Easter Egg Hunt April 20
- o. CIRSA Audit April 25
- p. CML Conference June 18- 21

7. OPEN ACTION ITEMS:

- a. Set a date to discuss dedicated funds (capital outlay projects), reserved funds, etc.
- b. Street mill levy research (Lucas to develop street priority list/projects)
- c. Municipal Court Actions-Oil leak; chain link fence; Code Enforcer (check with Granby)
- d. SEP -Lucas to develop new project/alternate plan. (possible ideas-Pocket park with water availability; town hall ramp; riverbank restoration; tree planting; ped crossing lights)
- e. Employee job duties-OIC; Town Clerk
- f. Furnace/venting water and sewer plant-Oakley
- g. SW tire reimbursement

8. ACTION ITEMS:

- a. Accounts payable in the amount of \$26,550.81
Trustee Christine Lee moved and Trusty Tim Harvey seconded to accept the accounts payable in the amount of \$26,550.81. All voted aye, motion passed.
- b. Payroll in the amount of \$13,835.69
- c. Xcel Energy Franchise Agreement ORDINANCE NO. 2019-1-10-404 AN ORDINANCE OF THE HOT SULPHUR SPRINGS, COLORADO, GRANTING A NON-EXCLUSIVE GAS FRANCHISE TO PUBLIC SERVICE COMPANY OF COLORADO D/B/A XCEL ENERGY
Trustee Dan Nolan moved, and Trustee Christine seconded the motion to accept the Xcel Energy Franchise Agreement ORDINANCE NO. 2019-1-10-404 AN ORDINANCE OF THE HOT SULPHUR SPRINGS, COLORADO, GRANTING A NON-EXCLUSIVE GAS FRANCHISE TO PUBLIC SERVICE COMPANY OF COLORADO D/B/A XCEL ENERGY. All voted aye, motion passed.
- d. Town Clerk Job Description
Trustee Tim Harvey moved and Trustee Ray Tinkum seconded to approve the red line version of the Town Clerk job description. All voted aye, motion passed.
- e. Approval Town Clerk appointment RESOLUTION NO. 2019-1-21 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOT SULPHUR SPRINGS, COLORADO, APPOINTING A TOWN CLERK AND TOWN TREASURER WHEREAS, the positions of Town Clerk and Town Treasurer are currently vacant; and WHEREAS, in the event of vacancy and pursuant to Sections 1-7-1(A) and 1-7-2(A) of the Hot Sulphur Springs Municipal Code (the "Code"), the Town Board of Trustees shall appoint a person to the position of Town Clerk and the position of Town Treasurer. NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF HOT SULPHUR SPRINGS, GRAND COUNTY, COLORADO: Section 1. Appointment of Town Clerk and Town Treasurer. The Town of Hot Sulphur Springs hereby appoints Jessica (Jessie) Webb to serve as the Town Clerk and the Town Treasurer. Nothing in this Resolution is intended to alter the at-will status of employment for the Town Clerk or Town Treasurer. In accordance with Section 1-7-5 of the Code, any bond required for these positions shall be made from funds so designated by the Board.
Trustee Dan Nolan moved and Trustee Ray Tinkum seconded the RESOLUTION NO. 2019-1-21 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOT SULPHUR SPRINGS, COLORADO, APPOINTING A TOWN CLERK AND TOWN TREASURER WHEREAS, the positions of Town Clerk and Town Treasurer are currently vacant; and WHEREAS, in the event of vacancy and pursuant to Sections 1-7-1(A) and 1-7-2(A) of the Hot Sulphur Springs Municipal Code (the "Code"), the Town Board of Trustees shall appoint a person to the position of Town Clerk and the position of Town Treasurer. NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF HOT SULPHUR SPRINGS, GRAND COUNTY, COLORADO: Section 1. Appointment of Town Clerk and Town Treasurer. The Town of Hot Sulphur Springs hereby appoints Jessica (Jessie) Webb to serve as the Town Clerk and the Town Treasurer. Nothing in this Resolution is intended to alter the at-will status of employment for the Town Clerk or Town Treasurer. In accordance with Section 1-7-5 of the Code, any bond required for these positions shall be made from funds so designated by the Board. All voted aye, motion passed.
- f. Town Clerk Oath of Office-Mayor Robert (Bob) McVay administered the oath of office to newly appointed town clerk, Jessie Webb.
- g. 6 Conference room chairs purchased on 02 19 19 for \$454.38 (note that \$34.44 should be refunded for sales tax paid)

Trustee Ray Tinkum moved and Trustee Tim Harvey seconded the purchase of \$454.38 for conference room chairs. All voted aye, Trustee Kevin Jones voted nay, motion passed.

- h. *Trustee Christine Lee moved and Trustee Ray Tinkum seconded to approve a Petty Cash fund not to exceed \$100. All voted aye, motion passed.*
- i. *Trustee Dan Nolan moved and Trustee Christine Lee seconded to approve the placement of an informational panel in Pioneer Park on the Powell Expedition. All voted aye, motion passed.*
- j. *Trustee Dan Nolan moved and Trustee Christine Lee seconded a donation of \$250 to the Grand County Historical Association (GCHA) for the Powell Expedition project. All voted aye, motion passed.*
- k. *Trustee Dan Nolan moved and Trustee Ray Tinkum seconded to extend the meeting until the Town's business is completed 9:01pm. All voted aye, motion passed.*

9. OTHER BUSINESS

Bob McVay-None

Dan Nolan-None

Christine Lee-Hot Sulphur Days meetings will begin in March

Ray Tinkum-Need to schedule an executive session to discuss staff. Also would like employee meeting

Tim Harvey-Wayfayer Signs

Kevin Jones-None

Open seat

10. ADJOURNMENT

- i. *Trustee Christine Lee motioned and Trustee Tim Harvey seconded to adjourn the meeting at 9:14pm. All voted aye, motion passed.*

Mayor Robert McVay

Jessie Webb, Town Clerk