

Town of Olney Springs



December Regular Meeting

Regular Meeting Minutes

401 Warner Ave.

December 10, 2024, At 6:00 pm

- **Call to Order 6:00 pm regular meeting**

- **Roll Call Board:**

Mayor Morin ___X___ Trustee Cahill ___X___ Trustee Howells ___X___ Trustee Lester ___X___
Trustee DeVore ___X___ Trustee Seeley ___X___ Trustee Shriver ___X___

- **Pledge of Allegiance to the Flag**

- **Consent Agenda – Motion to approve-Trustee DeVore Second-Trustee Shriver**

- Approval of October Minutes and Novembers Finances

- **Motion to add to the agenda**

Termination of ORC Luke James and hiring Blake Williams as new ORC. Motion to approve Trustee Loren Howells seconding motion Trustee Bruce DeVore. All trustees agree.

Luke James, Current ORC has resigned and has recommended Blake Williams to take his place. The contract will be sent to Town Attorney Andy Schulz for execution.

Resolution to appoint Blake Williams as new ORC of Town of Olney Springs Pending Contract. Motion to approve Trustee Loren Howells seconding motion Trustee Bruce DeVore. All trustees agree.

- **Old Business**

- **Completed old business**

- Discussion and review of 2025 preliminary budget-Budget Hearing
- Appointing clerk/administrator
 - Appointment of Nora Trujillo as clerk Town will keep Jenniffer Pfeiff as Part time Administrator.
- Access for information gathering for First National Bank
 - Will keep Jenniffer Pfeiff but also add Nora Trujillo will be added to be able to inquire on all town of Olney Springs accounts.

- **Pending old business**

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- **New Business**

Resolution for adopting Holidays. The Town of Olney Springs observes all the Federal Holidays For the 2025 holiday schedule, staff have asked that Martin Luther King Day to be exchanged for January 2nd and Juneteenth be exchanged for Christmas Eve. All other holidays will be observed on their normal dates. Motion to approve Trustee Loren Howells seconding motion Bruce Devore, all other trustees in agreement.

Resolution adopting 2025 budget/Mill Levy 2025 budget/Mill Levy will still be the same as current years. Motion to approve Trustee Loren Howells seconding motion Deb Lester. All trustees in agreement.

Resolution for Terry promoting to full time and raising his wage. Approval of resolution Trustee Craig Shriver Seconding motion Deb Lester, All trustees in agreement.

Resolution for work comp-no coverage for uncompensated elected officials. Trustees are not paid employees of the Town of Olney Springs so unable to claim Work Comp. Approval of resolution Trustee Loren Howells Seconding Motion Trustee Bruce DeVore, All trustees in agreement.

Resolution for open meetings Act For the year 2025 posting of Meeting Agendas and Minutes will continue as they have been for 2024. Utilizing the board at Town Hall, Olney Springs Post Office and The Town of Olney Springs Website. Motion to approve Loren Howells seconding motion Craig Shriver, all Trustees in agreement.

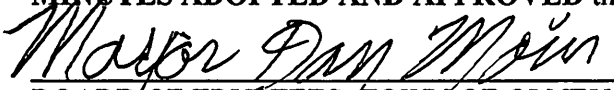
Nora Trujillo-Oath of Office November meeting approved Nora Trujillo as the Town Clerk and having Jennifer Pfeiff as the part time Administrator, the Oath of office was not completed at that time. Oath of office completed.

- **Public Comment limited to 4 minutes each – no decisions can be made by the board – topics can be put on next month agenda if necessary for further discussion**
Pauline Shisler- There are potholes that need to be filled in on the north side of the town Derby.
- **Mayor Report and Trustees Reports**
- **Administrators Report.** -Jennifer Pfeiff has been working on endo of year resolutions. Acting within her authority of administrator, she gave Terry his 3-month review and promoted him to full time, with recommending a raise up to \$17.00 hr. This is still below the previous full-time maintenance wage but leaves room for further evaluations and possible future raises. Jennifer has been submitting end of year reports to various agencies like DOLA, HUFT, CIRSA, etc. We need to prepare what delinquent accounts need to be sent for tax liens and issue letters. We may already be behind the ball on this as usually you need to give the customers 30 days' notice. Reminder, when you send balances to the tax lien, you set the accounts back to zero because you can no longer accept a payment to that account at town hall, it must be paid to the CC treasurer. Will need help from the employees and counsel to turn in complaint letters on ordinance violations as we no longer have a code enforcement officer. We can continue to send out letters and then let Nathan know when we have court with copies of the residents who received violations. The Town Attorney Nathan Schultz has informed the Administrator he recommends the Town of Olney Springs look for another attorney. He has been so inundated with clients and cases, that he has a hard time keeping up with his municipalities. He will not quit the Town: however, we can terminate his contract. He has suggested we call the attorney that is currently representing Sugar City. The Administrator can reach out to that attorney and get some quotes and information. The only issue is that the current town Attorney may have the lowest rates, so will probably increase what we spend on attorney fees if we switch. I might be something we look into during 2025 and budget for a new attorney for 2026. Trustee Craig Shriver suggested talking to La Junta and inquiring about their attorney and to talk to Karen for additional information for an attorney.
- **Maintenance Report-** Terry Short stated that the maintenance department repaired a leak off of the main at 311 S. Lincoln. They have fixed the wellhouse road and filled in the potholes around down. A new starter has been put into the town truck. They got the chlorine residual levels back up to where they should be. Confirmed CIRSA training for next inspection.
- **Clerks' Report** -Nora Trujillo Has completed CIRSA Training will verify that there isn't any other that is needed to be completed with administrator. Training courses for the Notary certificate has been completed just need to take and pass the exam to become a Notary. Will start sending notices for

delinquent utility bills for payment plan or shut off. Tax lien list is in the working to be sent to Crowley County Treasurer next week. Attended a webinar on MaintenX to get a better understanding of the program. Had two meetings with two different entities to help us with making our website ADA compliant. Met with the administrator for discussion and compared notes on both.

- **Adjourn** Motion to adjourn meeting made by Trustee Loren Howells seconding motion Bruce DeVore, all Trustees agreed. Meeting ended 6:30pm.

MINUTES ADOPTED AND APPROVED this 11th day of February 2025.


BOARD OF TRUSTEES, TOWN OF OLNEY
SPRINGS, STATE OF COLORADO

By: Dan Morin, Mayor

ATTEST:


Town of Olney Springs Town Clerk