

January 18th, 2022

Special Meeting Minutes

401 Warner Ave.

 At 6:00 pm

Via phone Senator Simpson (requested by Patrick Wheeler)

In Person Roy Elliott

Call To Order: 6:01 pm

Roll Call:

Mayor Morin-Present Trustee Cahill-Present Trustee Howells-Present Trustee Mason-Present Trustee Petrie-Present Trustee Seeley-Present

Trustee Shriver-Present

Approval of Meeting Minutes:

 Meeting Minutes from December 21, 2021

 Meeting Minutes from January 4, 2022

 Meeting Minutes from January 11, 2022

All three meeting minutes are done.

Trustee Petrie motion to approve meeting minutes for December 21, 2021, January 4, 2022, and January 11, 2022.

Trustee Howell second motion

All in favor – Yes

**Motion – PASSED**

Approval of Bills:

* January Bills

Monthly bills are about $9,199.50 and that includes the second payroll of the month.

One Bill is questioned from Peakview Animal Hospital for $125.00. When called Peakview and questioned charge was told, they contracted the Town Hall and whom ever answered the phone accepted the charges.

 Valley Trash $4750.00 December invoice (have 30 days to pay)

Trustee Petrie motioned on all bills be paid for January, 1/2 Valley Trash $2,375.00 and table the Peakview Animal Hospital $125.00.

Trustee Shriver second the motion.
All in favor – Yes

**Motion - PASSED**

Old Business:

* Budget – Complete the steps to submit the Budget.

2022 Budget Public notification was post at Town Hall, Post Office and printed in the Ordway New Era Newspaper January 18, 2022. Next meeting will hold the Public Hearing reading which after then can sign and mail out.

Trustee Shriver motioned to accept the budget publication.

Trustee Seeley second motion

All in favor – Yes

**Motion – PASSED**

* Ordinance #12 –Assigned to Trustee Seeley to work with Town Attorney to update the Ordinance.

Trustee Seeley did speak with town attorney and at that time he did not have the Ordinance #12. Need to still update Ordinance #12 on Mayor and all duties/responsibilities.

 Reasons for Town Attorney supplies an Ordinance #12 on CORE request (different than towns copy of the ordinance) Need to revise or adopt.

Town Attorney was not present. Trustee Seeley stated he asked if needed to attend and Trustee Seeley stated she was not sure.

**Tabled**

New Business:

* Federal Holidays – Clarification, the town needs to be closed on all Federal Holidays.

Trustee Seeley felt there was some confuse on the holidays. Just clarification on Town Hall being closed all Federal Holidays and paid for the 7 holidays in Resolution 2022-02.

* Accounting/Bookkeeping caught up for the year 2021. There is a need to get our financials set up correctly. Arkansas Valley Bookkeeping (Laura Hillstad) has offered to help us set up our payroll, W-2’s, 1099’s and our town accounts properly and offer assistance to Colleen.

Town clerk Colleen and Trustee Seeley spoke with Laura Hillstad on Monday January 17, 2022. To talk about helping the town get caught up on 4th quarter 2020 to 4th quarter 2021, W-2’s, 1099’s for 2021. Also about Payroll software, Patriot Software (online payroll for small business) is a good software and $20 a month vs. QuickBooks payroll at $70. At this time all payroll is being hand written. The fines and fees are going to be hefty.

Laura Hillstad stated can help at $75.00 an hour. Due to the time frame will need an immediate response from the board in order to get the W-2’s done in time. Will need answer by Wednesday January 19th, 2022 to make sure deadlines are meant.

Trustee Cahill mentioned that Julie Sandoval was going to help town clerk. Julie said that she did have some time to help. Concerned about using the free payroll software and the handwritten checks, and using an Account is better. Since no one is sure if taxes were right.

Trustee Seeley stated the town did have H&R do the 2020 W-2’s.

Trustee Petrie motion to hire Laura Hillstad at $75.00 an hour to get the town caught up to 2022.

Trustee Shriver second motion with the cap of $750.00 (10 hours)

All in favor – Yes

**Motion – PASSED**

* Election Requirements – Need to determine if we are having a “mail in ballot” or an “in person” election.

Town Clerk asking for a mail in ballot vs in person election. Will be a little easier on the Town Clerk since learn and first election. On polling day, the Town Clerk will still be at the Town Hall from 7am to 7pm for voters to drop off ballots vs. voting booths.

Town Clerk also reminded that all Nomination packets need to be turned in on Monday January 24, 2022 before 5pm.

Trustee Seeley motion that we do mail in ballots for this election April 4, 2022

Trustee Howell second motion

All in favor – Yes

**Motion – Passed**

* Cemetery Funds – Need to review and update Ordinance 156 regarding the Cemetery. The new Cemetery Fund will be used to maintain the cemetery.

Trustee Seeley needed a copy of the Ordinance 156 and understanding that the Town attorney Nathan did speak with Berniece McClure earlier that day. Trustee Seeley stated needed more time. Asked to table.

Trustee Cahill asked Town Clerk to send a copy to all Trustees of Ordinance 156.

**Tabled**

* Cannabis Moratorium – No Retail/Grow Cannabis Facilities in Olney Springs.

Trustee Shriver question Mayor Morin where he had gotten the figure of $60,000 in taxes off the retail cannabis. Mayor Morin cleared that is between $10,000 to $60,000 estimate from Dean Hiatt secretary. Trustees Seeley asked to some documents on the numbers. Roy Allen stated can go to Ordway and to look at their budget, revenue numbers would be there.

Trustee Seeley have not voted on the taxes and the voters have to approve the taxes.

Trustee Cahill the board last year the plan was that election 2022 the cannabis 5.5 tax be put on the April ballot. Need the votes approval.

Trustee Mason stated to have the voters vote on the retail and 5.5 tax on the ballot.

Trustee Shriver asked Julie Sandoval to get more information on the revenue on cannabis. **Tabled**

* Ordinance 100 – Update the definitions and sections of this ordinance.

Town Clerk and Town Attorney Nathan still working on Mobile homes changing to RV

* Mayor Pro Tem

Trustee Seeley states the mayor Pro Tem Trustee Cahill is not passing information that she has received. Trustee Cahill stated she has not held back information. Communication is the problem.

Moved forward

Town Clerk’s Report:

* Delinquent Water Bill Letters

Sent out 36 letters on January 14, 2022.

Town Clerk questioned about Patrick Wheeler water bill due to being told Mayor Morin waved December water charge for the 6 days they had no water. Needed to board approval Mayor could not make the solely decision. Trustee Mason suggestion that town waves the December water bill due to no water caused by mother nature. Heavy winds

Trustee Seeley motion The Wheelers water bill for December be waved will still need to pay for the trash.

Trustee Shriver second motion

All in favor - Yes

**Motion - PASSED**

* Trash Investigation – Initial Findings

Town Clerk Colleen received a pick-up list from Jennifer (Valley Trash). Clerk has spent 8hours so far on cross checking residents accounts. Some accounts are receiving trash service and not being billed for the service. Have not drove around to double check.

Trustee Petrie asked for a copy of the list and would drive around on Friday which is trash day so all bins would be out on street.

Town Clerk Colleen suggested to the board to change the utilities to town limits everyone pays a flat rate service Water Sewer and Trash. To lessen the confusion and problem at now.

* Payroll Taxes, State Employment Taxes, Unemployment Taxes, W2’s, 1099’s

Decision at beginning of meeting

* Cemetery Account Set Up

Town Clerk Colleen Has not set up an account at this time.

Berniece McClure was present and handed out some paperwork on the Cemetery number 4. Town Clerk will scan and send to Town Attorney Nathan

* Purchase Order (PO) System for the town charge accounts – Assigned to Colleen and Julie to develop a system to track purchases.

Julie and Colleen have not had time to work on the PO System

Maintenance Report:

Brandon – Absent

* Provide update on the cost for a Water Tap and a Sewer Tap for Housing Project. Assigned to Brandon and Trustee Mason

Trustee Mason $600 per unit (water and sewer tap) Revenue $10,000 - $13,000.

Roy Elliott would like decision soon on taps, project is to state March-April. Revenue $19,000

ARP account can be used to get the taps per Town Attorney Nathan, can not be used for equipment.

Trustee Mason motion that we buy the supplies for water and sewer taps for the Housing Development Project up to 14 units and cap of $10,000 out of the ARP funds account.

Trustee Petrie second motion

All in favor – Yes

**Motion - PASSED**

Still needing information on labor and equipment. Trustee Mason and Brandon have a meeting with the Project guys and will find out more information on installing. Might just have to get taps.

Trustee Shriver asked about a taping tool

* Provide update on Solar Panel Repair

Updates:

Housing Project Revenue – Trustee Mason believes that the potential revenue from the Housing Project could be $25,000 per year. Please provide the documentation that supports that figure.

Cannabis Revenue – Mayor Morin has stated that the town would receive $60,000 in revenue from Cannabis. Please provide the documentation that supports that figure.

Public Comment:

* Limit to 4 minutes

Wheeler asked about water pressure. His reading is low. No chlorine.

Berniece McClure talked about cemetery funds and responsibility, what the Lady Lions do and have done. Stated that the McClure’s are not selling plots. The reason the town want to be in charge is because the fee has gone up from $50.00 to $300.00. They do all the clean-up and landscaping and have bought the shed and all the lawn mowers.

Trustee Seeley motion that meeting adjourn

Trustee Petrie second motion

Mayor Morin adjourned meeting at 7:20pm