

Town of Olney Springs



Regular Meeting Minutes
401 Warner Ave.
June 11, 2024 At 6:00 pm

Call To Order: 6:00 pm

Roll Call Board:

Mayor Morin: Present
Trustee Howells: Present
Trustee DeVore: Present
Trustee Shriver: Present

Trustee Cahill: Present
Trustee Lester: Present
Trustee Seeley: Present

Pledge of Allegiance to the Flag

Consent Agenda – Motion to approve- Seeley Second- DeVore All in Favor: X

- **Approval of May Minutes**
- **Approval of Bills and Finance review**

The executive session was on the agenda but no executive session was entered – Employee Giovanni DeVore was ok with an open session on the topic of personnel matters.

- Tardiness is an ongoing issue and combined with recent complacent issues on the job, the board at this time felt that termination was in favor. Town Clerk suggested a 30-day probation. The clerk will take the advisement of the board and the attorney and will make a final decision. Will have another review at the meeting July 9th to discuss further employment and Giovanni's ORC contract.

OLD BUSINESS:

- ORC Contract – tabled until July review of Giovanni's performance.
- Discussion of addressing the dips in the streets and streets needing speed bumps – the board discussed putting in dips rather than speed bumps. Clerk will put in a work order to first clean up the streets that already have dips. Trustee Shriver will call and get quotes for 6 to 12 dips to be put in.
- Muni-Code review and adoption –
 - Motion from Trustee Seeley to adopt the Muni-code
 - Second by Trustee Howells – ALL were in favor by rollcall vote.
- Resolution 2024-09 Updated Town Fees Schedule – amend the amount for equipment rental
 - Motion made by Trustee Howells to approve
 - Second by Trustee DeVore

New Business:

- Community dumpster for town clean up – Trustee Cahill will find out if the Lady Lions will be donating the cost of roll off dumpsters for an annual town clean up. Trustee Howells stated he will talk to Burniece McClure on the cemetery CD and on town clean up as well.
- Can residents use other trash service for the larger dumpsters (over 3yd). Board agreed that since it was not in the contract and only specified up to the 3yd dumpsters, then they felt residents should be able to call another service provider for dumpsters over 3yd.
 - Motion to use other service by Trustee DeVore – Yes vote
 - Second by Trustee Shriver – Yes vote
 - Rollcall vote – Seeley – No, Howells – No, Cahill – Yes, Lester – Yes, Mayor – No
- Watering times for Town Hall and Parks – Trustee Seeley expressed that watering is being done and times of the day that is not beneficial to the grass nor to the overage of usage for the Town. She expressed that the watering should be done in the mornings and evenings. Gino said he would start the water in the mornings, turn it off at mid-day, and turn it back on in the evenings, shutting it off at 5:30pm when done for the day. We will also not water if we have received natural moisture from weather. Seeley suggested using timers to help with watering.

Public Comment:

- Resident Andrea McQueen expressed the same opinion as trustee Seeley on the watering times. She stated that the trustees should review Water Wise to learn about saving water and good watering times.

MAYOR/TRUSTEE REPORTS

- Mayor Morin reported that there have been dogs at large and that some residents are saying they will shoot dogs at large if they feel necessary. The Clerk has also received several reports on dogs at large and are trying to find out who the dogs belong to.
- Trustee Shriver asked how the property clean up orders are going with the attorney. The clerk reported that the attorney will not prepare a pre-court order for the board to review. That a court order will have the basics from the ordinance reference and then it will be up to the judge with the order will be on the court day. Trustee Shriver made a suggestion to see what other attorney options are available.
- Trustee Cahill reported that the next food truck will be June 26th from 2 to 3pm.
- Trustee Shriver suggested to find funds to put in central air at Town Hall as it has been getting very hot in town hall and especially in the clerk's office.

Maintenance Report

- Gino reported that he has been working on the playground improvements per the CIRSA audit so that they are not an issue in August during the next audit. He is still looking into the corrections to the eyewash station. Thinks it will cost around \$200 to make something new to be up to code.
- He put up a couple of street signs on the North side of town, still working on getting signs up
- Posted the CCR
- Have been cleaning meters that are reading unusually high
- A volunteer painted the curbs
- Working on the picnic table coverings at the park and playground.
- Still working on the springs to see if we can incorporate them into our water system as a way to combat the PFAS problem. CDPHE is investigating why the springs were shut down to begin with.
- Lagoons are doing good, added 7lbs of chlorine, still have 7lbs left to use.

Clerk Report:

- I finally put an old grant to use and we now have a google business account and email: admin@townofolneysprings.org
- I received notice from the accountants from our financial audit, that we need to show another \$3,000 in savings for an asset amount. Will try and see where I can start moving some money into savings upon the boards review and approval
- I have sent out property clean up letters on 3 properties. Court is still pending, waiting for confirmation from the Judge, as soon as I get confirmation, I will send out the letters for court. Tentatively it should be July 12th.
- Reminder that I will be gone June 18th to the 20th for CML annual conference. I will work Monday and will be gone the rest of the week. I am requesting permission to use a compensated volunteer to cover for me that week just for 4 hours on Tuesday and on Thursday. – The board all agreed on the compensated volunteer
- We changed the hours to 4 10's, off on Friday's and so far it is going very well – we have the new work phones, so we are able to be contacted by the residents in case of an emergency on Friday's or over the weekend.
- I am continuing to work on ADA compliance for the website. I am working with SIPA along with the grant we received in order to have the software it takes to convert our documents for ADA. I will be in continuing training trying to figure out how to remediate all of our documents.
- I have submitted the final audit report for the SLFRF funds, however there is still one last audit due on it to finalize it. That will be at a later date.
- I increased the dumpster rates in Utilibill to reflect the raised contract amounts.
- Had been working on the Muni-Code to get all the corrections made so that it could be adopted.
- I have submitted the minutes from last month so that the chosen board members names can be on the bank accounts, Cahill, DeVore, and Seeley. You can all go to First National Bank FOWLER and get added to the signature card.
- Discussion on the late fees on the utility bills. For the people making payment arrangements, they are still being charged late fees even if making the payment every month. Need too see how to override the late fee for resident's who have balances but are on a payment arrangement. Board agreed to remove those late fees OLNLY for the ones making the monthly payments on time.
- I am still pondering the work hours of the maintenance crew from the experiences we have been having with Gino being tardy. Should we put everyone on part time? Only have them each work 2 days a week, only to overlap when necessary? I have advertised a part time maintenance position at the workforce center, so far no applications have been received.
- Reminder of submitting complaint forms when trustees have a complaint, or sending residents to fill out complaint forms when complaining to a trustee.
- Also I am working on updating the employee Handbook. I have found a lot of mistakes that need corrected and there are a few areas that need updated. I will have that ready for review before the next meeting so that we can adopt the revised handbook.
- I need a corrected exempt from audit 2023 form signed by all Board members tonight.
- END of REPORT

Adjourn:

- **Trustee Howells motioned to adjourn, Trustee DeVore Second, all in favor, meeting adjourned at 7:45pm.**

MINUTES ADOPTED AND APPROVED this 9th day of July 2024.

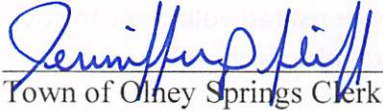


Mayor Dan Morin

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

By: Dan Morin, Mayor

ATTEST:



Town of Olney Springs Clerk