

Town of Olney Springs



401 Warner Ave.
Olney Springs, CO
(719)267-5567

September Regular Meeting

Regular Meeting Minutes

401 Warner Ave.

September 10, 2024, At 6:00 pm

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

- **Roll Call Board:**

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

- **Pledge of Allegiance to the Flag**

- **Consent Agenda – Motion to approve-Trustee Seeley Second-Trustee Howells**

- Approval of August Minutes and finances
- Approval of updated job descriptions
- Approval of safety manual (in conjunction with the safety handbook)
- Water Tap application
- Updated discipline section of the employee handbook.

- **Old Business**

- **Completed old business**

- Continuing to clean up the properties of 311 Derby and 202 S. Lincoln – an invoice will be sent out and if not paid before the end of 2024, it will be presented for tax lien. Need totals from Maintenance and contractor.
- Final reading and adoption of the Muni-code was August 13th, 2024. It will officially take effect September 12th, 2024.
- It was approved to hire on a part time code enforcement officer and so the town has hired on Antuanette Haddad at \$15.00 per hr., who will work 8 hours a month, not to exceed 16 hours a month providing code enforcement for the Town of Olney Springs.

- **Pending old business**

- The permit application process and costs need updated – Tabled - Trustee Shriver is still working on updating the process and costs
- Discussion of implementation of a water schedule for Olney Springs Town Hall, and park across from post office – Trustee Seeley suggested looking into Timers for next year. Possibly finding solar powered. Clerk Jennifer will get some quotes on different timers for the sprinkler systems. Water times will be Monday, Wednesday and Friday, 6:30am to 7:30am and 4:30pm to 5:30pm on those days.

- **New Business**

- Review and approval of 2025 Work Comp renewal
 - Motion: Trustee Seeley
 - Second: Trustee Howells
- Town Administrator accepted resignation by Giovanni DeVore of the full time Maintenance position and therefore ORC will not be in-house.
- ORC Contract – Approve Giovanni DeVore for remainder year 2024

- Motion: Trustee Seeley – PENDING review of the contract from the attorney. Compare to what the town had with Luke James previously
 - Second: Trustee DeVore
- The ability for elected officials to pay off invoices from charges that are owed to the town.
 - Payment plan or work it off – procedures – Trustee Seeley suggested it CAN be worked off so long as it is treated like useful public service. Work orders must be created, and hours logged. If this is clear with the attorney, then all were in favor of working off the costs incurred by Employees or Board members.
- Discussion of the possibility of putting in an outdoor drinking fountain at town hall. – The clerk had researched cost of putting in a drinking fountain or even an ice machine. They are costly. Board suggested to review the possibility of fitting that in the budget. Clerk will continue to gather more information and cost estimates. It was mentioned that the new senior center will have a drinking fountain with a bottle filler but it will be located inside.
- **Public Comment** – Pauline Shisler, Complaint of the camper on the lot across from her property “it is an eyesore and safety hazard. I have seen someone going in and out of that camper”. Board discussed the proper removal of the camper. A condemnation letter needs posted and a violation sent out.
- **Mayor Report and Trustees Reports** – Trustee Shriver requested a quote to get a dumpster for the tree dump to clean up the trash that was dumped there. Need to bill the Whitman’s or the contractor they hired that dumped the trash. The Clerk will get a quote from Valley Trash. Trustee Seeley inquired on the maintenance department continuing to develop the inventory for maintenance to make sure parts are on hand and that they are not doing unnecessary running around finding parts and using up resources that are not necessary. Trustee Cahill reported the food truck will be here on the 14th from 10am to 11am. Trustee DeVore reported that we still need to inventory keys. He feels there may be others that have keys to the tree dump. Might look into changing the lock at the tree dump.
- **Maintenance Report** – Gino mounted the eyewash station at the well house. It still needs to be plumbed. The beehive and bees were removed, and the covers and insulation need put back on the wellhouse extension where the bees were. Worked on inventory of the shop. Need to work on the CIRSA finding to include the bus stop awning repairs. Need to check to see if the fire cabinet is up to code. – End of Report
- **Clerks’ Report** – Updated the job descriptions for Administrator, Clerk and Maintenance. Minor changes – The code enforcer has been inspecting the town and will have citations ready either for October or November court (must be able to give 30 days) – We will have 2 part time maintenance for Winter hours, will think of offering the full-time position when it picks up – Giovanni resigned from maintenance – The CIRSA inspection was in August. There were some repeat findings that were not corrected last year but no major concerns. From the inspection, I have generated a safety manual, seatbelt policy, town hall safety inspection sheet, equipment service logs, and a few others. Staff will be watching annual safety videos and training videos that are mandatory for CIRSA Coverage. – Muni-code was adopted and approved and takes effect Sept. 12th. – 19 shut off notices were sent out, shut off is schedule for the 23rd. Trustee DeVore, Andrea McQueen and I attended a CIRSA appreciation lunch – Attorney Nathan Shultz informed me he is losing his para-pro, Andy and will be struggling to keep up until he finds another assistant. He can’t quit us, but the town might look into finding another attorney. – I feel it would be good for the town and possibly would generate some income if we purchased an ice machine and could sell bags of ice. Clerk will look for pricing for an industrial ice machine. – Clerk still gathering pricing for a water machine for outside – End of Report

- Adjourn Motion by Trustee Shriver, Second by Trustee Howells, all in favor – 6:45pm

MINUTES ADOPTED AND APPROVED this 8th day of October 2024.

Mayor Dan Morin

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

By: Dan Morin, Mayor

ATTEST:

Jennifer P. Hill

Town of Olney Springs Town Administrator/Clerk