

Town of Olney Springs



Regular Meeting Minutes

401 Warner Ave.

January 9, 2024

At 6:00 pm

Call To Order: 6:00 pm

Roll Call Board:

Mayor Morin: present
Trustee Howells: absent
Trustee DeVore: present
Trustee Shriver: present

Trustee Cahill: present
Trustee Aguirre: present
Trustee Seeley: present

Approval of Meeting Minutes:

Minutes December 12, 2023,

Motion: Trustee Seeley Second: Trustee DeVore All in Favor

Approval of Bills:

Trustee Seeley: Motion to pay December Bills.

Trustee Shriver: Second motion

All in Favor – Yes

Motion Passed

OLD BUSINESS:

- Key lock box for Clerks Office – Box has been purchased and installed.
- Trail Cam for Tree Dump – Purchased and installed.
- Delinquent water accounts – Letters were sent, unpaid substantial amounts were sent for tax lien. Per the town attorney, we honored payment arrangements to turn water back on and if the payment arrangements are broken, water can be turned off and can demand payment in full.
- CIRSA corrections – corrections were submitted, Still working on audit responses.
- Fence ordinance – still need to find the ordinance addressing fence descriptions.

- Dog/animal ordinance – Still need to send the letters out to request 2024 registration of dogs and to send letters of notice of fines for animals not registered or animals not allowed in town. Clerk working on getting supplies ready
- Had final reading and adoption of ordinance 111
- Had final readings and adoption of ordinance 2022-7, 2022-8, and 2022-9.
- Adopted 2024 budget.
- Passed Resolution for exemption from audit 2023.
- Discussed and motion to raise the utility bill up by \$15.50 to cover the 2024 budget – effective on January reading utility bill.
- Food Pantry Assistance Grant – PFAG – continue to work with Amy Smith to finish up this grant with assistance from Trustee Cahill. Final use of funds due July 2024.
- Employee evaluations were conducted, and raises were determined.

New Business:

- Resolution 2024-01 – Designation of the location for posting of notices to the public.
 - Motion – Seeley, Second – DeVore, All was in favor
- Resolution 2024-02 - adopting 2024 Town of Olney Springs calendar of Holidays and meetings.
 - Motion – Seeley, Second – Shriver, All was in favor
- Resolution 2024-03 – Raise sewer rates.
 - Motion – Shriver, Second – Seeley, All was in favor
- Resolution 2024-04 – Raise trash rates.
 - Motion – Seeley, Second – DeVore, All was in favor
- Resolution 2024-05 – Raise water rates.
 - Motion – Seeley, Second – Shriver, All was in favor
- Resolution 2024-06 – Employee raises
 - Motion – Shriver, Second – DeVore, All was in favor
- Resolution 2024-07 – Resolution to set certified Mill Levy
 - Motion – Shriver motion to remove from discussion of motion, Second – Seeley, All was in favor

Maintenance Report

- Going to get quotes on replacing tires on the machines
- Conducted clean ups from the tree stump removals
- Working with Element on water engineering
- Will pre-register with Colorado water and power
- Gino was pre-qualified to get his CMI 2 and BMI 3 – Apprenticeship program
- Working on CIRSA Audit corrections – putting up a van accessible sign for the handicap parking, seeing if we can post a NO PUBLIC RESTROOM sign in town hall.

- Gino has been in contact with Rick Fierro for field abatement on the field in town that is a fire safety hazard. Gino will get some info so the clerk can bill for mowing of the property.
- Gino gave the maintenance expense report.
- Trustee Shriver asked Gino to find out about getting a door for the tractor, start with MUTHS, BRIDGEPORT, BIGGS TRACTOR, etc.
- Will also check about covers for the tractor for when digging in the heat or cold.
- Maintenance will assist in seeing which residents needs the numbers marked on their house so the clerk can send out requests.

Clerk Report:

- Water accounts are still being worked on. Continuous effort – looked like some accounts were not being charged for 2yd dumpsters that the town has been paying for.
 - Board mentioned to pull the trash totes and dumpsters until the balance was paid.
- We had a software issue on the water accounts that caused some issues, we are working to get some accounts corrected that were affected by the glitch.
- Received the lock box and trail cam and both have been installed.
- I have been attempting to do some training with the Fowler clerk. I will have something scheduled soon.
- No court scheduled for this month as we have not sent out any new violations and we are finishing up the ones from 2023. I will be sending out letters for registering dogs soon and also new clean up letters for 2024.
- The 2024 budget has been submitted to the state and we will be filing the exempt from audit as well.
- Tax liens were sent to the Crowley County Treasurer. We had some discrepancies on homeowners, and are trying to get those investigated. Anything that was not sent in by now, will have to go on next year's tax liens.
- Per our town attorney, we were able to accept payment arrangements on our last shut off's as with me being a new clerk, they were given the opportunity to start as a new arrangement. Anyone that breaks the arrangement, are subject to shut off and payment can be requested in full to turn back on, and can include additional deposits and fees. There were 6 properties that did not pay or make arrangements to turn the water back on.
- Still need to send CIRSA audit responses
- A trustee may need to step in and help look for the fence ordinance.
- Election packets were generated and ready for pick up. They are due back no later than 01/22/2024 by 5pm.
- I am working with the accountants on catching up the 2022 and 2023 Conservation trust fund reports so that we can get our funds released.

- The budget is very tight and the accountants warned to be very mindful of spending until we can get some money in for utilities and town fees from ordinances etc.
- Lastly, I (Jennifer Pfeiff) would like to attend the annual Colorado Municipal League Conference June 18th – 20th. I can apply for a full scholarship to pay for lodging and per diem. I have the application ready for board approval. Board agreed to apply for the scholarship to see if I can be awarded in order to attend.

Public Comment:

- None

Adjourn:

- Trustee Shriver motioned to adjourn, Trustee DeVore Second, all in favor, meeting adjourned at 7:15pm.

MINUTES ADOPTED AND APPROVED this 20th day of February, 2024.



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

By: Dan Morin, Mayor

ATTEST:


Town of Olney Springs Clerk