

BOARD OF TRUSTEES MONDAY, June 12th, 2023, at 7:00 PM

I. Call To Order

705pm, Mayor McCloskey called the meeting to order.

II. Roll Call

Present in person M Gitlin, C. Frey, F. Young, S. Regester, Mayor McCloskey. Town Clerk C. Nihiser and Two Railroad workers to discuss caboose. Via Zoom K. Grubbs. S. Walen arrives late but is present in person.

III. Motion to Approve Agenda

M. Gitlin motioned to approve agenda. C. Frey seconds. Discussed moving item k to beginning of agenda, include Mendota update with Mayors Report, remove Jail Update from agenda.

M. Gitlin motioned to approve agenda with said changes, C. Frey seconds, all in favor.

IV. Bills for Approval

C. Frey motioned to approve as presented, F. Young seconds, all in favor.

V. Approval of Minutes: 5/22/2023

707pm C. Frey motioned to approve minutes from 5/22/23, F. Young seconds, all in favor.

VI. Public Comment

N/A

VII. Administrative Items:

a. Mayor Report

707pm, Mayor reports Deb called the day before yesterday, and informed mayor someone is coming to do inspection of Mendota on Thursday. Mayor went to take pics as requested and found the padlock on fence taken, property broken into. Wants to get up there prior to Thursday to weld and fix fence, will replace lock if cannot weld. Need to implement cameras up there ASAP, strategically placed. Give Deb the courtesy and notify her and the Sheriff's Office about vandalism. Money has already been authorized to purchase cameras. S. Regester wants to follow up on bids to refresh what amounts were approved. The Board agrees Deb should be notified about involving law enforcement. M. Gitlin states might be prudent in terms of liability to cover bases. S Regester adds that to keep straight records involving law enforcement would be the best way to go.

714 Train for Town Birthday Party tentatively scheduled for 8/19.

b. Town Clerk Update 716pm

Caselle and Neptune upgrades done. Water meters read. Accounts caught up and reconciled. Bills printed and mailed tomorrow with the water quality report. There are questions regarding responsibility of water meter replacements... 10 total meters that can't be read, mostly radio issues, will need replacement/replacement parts. Whose financial responsibility is it to replace the meters? The landowners are per Mayor but will need to find Ordinance/Form Letter documenting exact wording. S. Regester will come to help. The Clerk reports most landowners whose meters are not communicating are against being financially responsible for replacement. Need to find out how much the Meters cost to replace in entirety. Who will install them? What happens if the homeowners refuse to upgrade? Tabled as agenda topic for future meeting. Need to order extra meters in the interim to cover bases for the immediate need. Job Ad for Town Clerk Position at Town Hall/SP Post

Office/Silver Plume website/Clear Creek Courant (online and in print). Posting began 6/5/23 and will run to 7/1/23. Only one application has been received so far. Main Street Sidewalk Project update: Finally got in touch with Laurie/Mark with GMS, meeting to take place this week. TBD currently. CDOT is drafting IGA. Submitted to the correct department 6/5/23, takes 3-4 weeks to process. BOT needs to determine if asking for reimbursement for design and construction, or design only.

CDOT recommends using funds for construction only, as that allows Town more flexibility to hire engineers and will be quicker to get design phase going. Town can use GMS for more than preliminary design phase. Will need to be an agenda item for the next meeting so BOT can vote. In the meantime, find out with GMS how much the design phase could cost us if they were to do that portion.

CIRSA WC and PC Renewal applications submitted on time. Advised to use last year's information, except for salary ranges. The Underwriter advised using the higher end of the proposed salary ranges, as we will pay a higher premium but receive money back after the audit (July 17th) as opposed to owing money then. Renewals are for quote accuracy but can be changed if needed during the audit. New section for cyber security, IT is concerned we will be denied coverage due to this.

Follow up on discussion of cell phone for clerk position. Many requests to text tenets from landlords/Neptune meter reading/emergency issues. S. Register has ordered. Will follow up with Comcast, should have been ordered a few months ago.

Sales tax request form- Form to be signed by mayor so Clerk can access DOR's online portal.

VIII. New Business / Action Items

a. Marissa Wehnes request for appeal of water bill decision made 5/22/2023 (C. Nihiser/M. Wehnes)

746 M. Wehnes did not show, C. Nihiser showed the Board email requesting to speak with the Board regarding water bill. The Clerk will send out the water bill as planned due to lack of direct input from resident.

b. Caboose Update (S. McCloskey)

734pm This week put rosin paper on caboose, to help absorb condensation inside of siding. A volunteer is making floor, siding, and roofing material. Volunteer crafting, no cost associated, but working on his time. Will be the end of July, early August before material will be ready. At the end of August everything will be accomplished with floor and siding. This is the goal for this summer. Copula is being worked on in Cheyenne. Will fit into the caboose nicely once finished. S Walen inquired when it can be put outside. Could be put outside with a cover on it if one wants to have it outside. If kept inside the team could continue working on it through the winter. The Board requested a hard deadline of 90 days from move in date and will need to be moved out at that point. Then we need to move it to Cheyenne. The Board inquired into what resources the team needs to meet the deadline. Team relayed the issue is manpower. Simply not enough volunteers to accomplish the task in time. Volunteers do it entirely pro bono. Nothing in it for the volunteers after it is completed. Decided to wait until August and then determine how to move forward with the issue. Board extends Thanks to the

volunteers for all the hard work that has been done. F. young asks if there are any other organizations that could extend assistance. M Gitlin also thanks the volunteers, agrees the Board needs to stick with the hard deadline, but that is not meant to be derogatory to the volunteer team. Mayor suggests that as a town, we out to put a roof over it to preserve it further once done. Future thinking.

c. Discussion regarding White Ford Truck (C. Frey)

749 C. Frey wants to sell White Ford truck and remove from insurance/CIRSA. The R&B committee advises getting rid of it. S. Walen moves to go ahead and get rid of the truck. M. Gitlin seconds. The attorney will advise on how to sell it. It needs to be sold prior to being removed from insurance. All in favor.

d. Discussion of Park and Church Maintenance (C. Frey)

751. C. Frey would like to hire Register boys to clean bathrooms at park and mow Pavilion and Park. Town will pay for gas, and train on mowing equipment. Do not give them keys, will need to be let in. Chris will unlock and allow access each week. Underage, any concern about nepotism? The Board does not think so. Due to age needs to be supervised. Also, their parent will need to sign and submit a form giving permission to work. M. Gitlin would volunteer to supervise and needs a first aid kit. Boys will be covered by municipal insurance. Negotiated pay rate of \$15.00/hour/kid. S. Walen motioned to approve hiring the young men to do the services provided, at the rate provided, once release form is signed. All in favor, S. Register abstains.

e. Updated Draft Personnel Policy Handbook (S. Walen/ S. Register)

753pm PMC worked with Jo at the beginning of last year to update the Personnel Policy Handbook. Worked through her recommendations and passed the document along to Sam Light (CIRSA). The draft BOT received has all of S. Lights comments and adjustments. Not appropriate to go through page by page. However, S. Light identified a series of questions that needed attention, such as FMLI contributions, verbiage changes for certain section headers, needed clarification to military leave. These things need to be addressed prior to finalizing the document. S. Walen inquired if the Board had read the document, which the majority had not. S. Walen requested permission for PMC to take on the task of finalizing the document and then bringing a clean draft to the board for a final vote. Mayor concerned about the wording for overtime... currently states PMC needs two weeks written notice prior to requesting overtime. Needs to be adjusted for clarity. M Gitlin motioned to give PMC power to move forward with document. S. Walen sets a timeframe for the next meeting. M Gitlin amended the motion to give authority to move forward with updating the personnel policy with the tentative deadline of next BOT meeting. C. Frey seconds. All in favor.

f. Additional Posting Location for Town Related Issues (M. Gitlin)

805pm. Community members come through the intersection and don't stop by the Post Office or the Town Hall. Would like to use the Town Sign board at the intersection of Main and Woodward to notify citizens. Jethro will paint the sign, and M. Gitlin wants to put an enclosure to protect signage. F. Young states people driving by in vehicles won't be able to see it, it would just be people walking by. Just an added layer of communication to townsfolk. S. Register thinks it is a good idea but having three points of communication within 100 feet of each other is redundant. Maybe post at roundabout stops instead. Bread Bar offered to fund the improvements to the Town's sign a while back, have Jethro put together a quote and they may fund the improvements. S. Walen states it is going to be beneficial to move further out and questions how helpful it would be in that location.

g. Jail Update (M. Gitlin)

814pm n/a

h. Trash Pick Up and Notification Post Holiday (M. Gitlin)

814pm in the past we've had Thursday pick up when there was a holiday which precludes the Tuesday pick up. This last holiday they picked up on Wednesday. Need to speak with Timberline regarding contractual pick-up times post-holiday.

i. R&B assistance from Georgetown (M. Gitlin)

Georgetown has offered to come up once every week with a team to work on quick projects, not long-term ones, to help with any urgent issues. C. Frey wants to speak with Georgetown regarding legal stipulations regarding machinery and volunteers. Will get more details from Georgetown prior to next BOT meeting. Mountain Street needs attention with run off. Town valves are exposed and need attention also. S. Register clarifies that this should not be considered a permanent solution. R&B needs to stick with their plan to fill their position, not rely on Georgetown's assistance.

j. Schedule Cemetery Clean Up (M. Gitlin)

August 5th, 12th, 19th are already booked, but still need to schedule cemetery clean up. Trees have come down. Meeting to discuss stones that need rehabilitation. Schedule something sooner rather than later, as Railroad chipper can stay up there, and Chris can facilitate providing dump truck. Scheduled for July 22nd Saturday.

k. Review Short Term Rental June 30th Deadline (S. Walen)

821pm reminder established deadline is June 30th. Need to figure out if that is a realistic date. C. Frey will drive down to Idaho Springs town hall and speak directly with SAFEbuilt folks. S. Walen wants to know if they can extend the date. The only option is to extend. Will need to have a public hearing to extend deadline. Table

for specific discussion at next meeting. S. Walen suggests extending the deadline by 1-2 months. Would be a bad idea to move forward without the administration piece set in stone. S. Walen conceptualizes working with SAFEbuilt for 6mo-1year to learn how they administer and then take over internally. The Board seems in agreement. Need to have something more than building inspection under the umbrella of administration. Mayor has sent information, will need to follow up. Chris will follow up with Millers to see if they want to administer.

I. Discussion Regarding Multi-Jurisdictional Housing Authority (S. McCloskey)

826pm Clear Creek County is in the process of setting up MJHA. In the process of putting together and wanting towns to fund the program. Asking Silver Plume to contribute \$1,000-\$5,000 as our share. Asking Idaho Springs and Georgetown for significantly more. Trying to buy apartments and hotels to transform into housing. Would not be a project until next year, but the mayor wants to put it on the table for budget discussion. M. Gitlin states we need more information from county.... Lots of potential issues here. Great thought, but needs more details... based on median wage, affordable housing would sit at \$2,800/mo. M. Gitlin does not support this figure in any way. S. Regester inquired if there were any emails the mayor could forward, or where she could find more information. Board members would like to investigate this further. Project is in development stage, lots of things to work out. S. Walen clarified they will be looking for funding in 2024, so yes, we need to think about this now.

IX. Committee Updates:

a. Road and Bridge Committee

832 C. Frey scheduled next Thursday 6/22/23 @ 2pm at Conex to bag sandbags. We have plenty of bags and sand. Put together community event.

b. Budget Committee

834pm n/a

c. Personnel Management Committee

835pm we want to prep for clerk interviews. Early July is the deadline for submissions. Would be nice for BOT to be involved with the hiring/interview process. Possibly put together a committee for interviews. With holiday the week application closes, wouldn't interview candidates until mid-July. PMC will discuss.

d. Cemetery Committee

Gate doing gate things,

e. Mountain Park Committee

838pm sign-up sheet at PFSP open house, have not received from Nick yet. Nick is travelling in Europe, will most likely respond later.

X. Adjournment

839pm M. Gitlin motioned to adjourn, C. Frey seconds, all in favor.