

**Town of Pierce  
Regular Board Meeting  
February 12<sup>th</sup>, 2024  
7:00 P.M.**

The Board of Trustees of the Town of Pierce, County of Weld, State of Colorado, met in regular session at Pierce Town Hall 144 Main Street, Pierce Colorado at the hour of 7:00 P.M. Monday, February 12<sup>th</sup>, 2024.

Mayor Cathy Ortiz called the meeting to order at 7:00 P.M. Based on the roll call, the following Trustees comprising a quorum attended:

Mayor Cathy Ortiz

Trustees	Others Present:
Kenny Dill	Kristina Duran, Town Clerk
Donna O'Connor	Heather Rospierski Deputy Town Clerk II
Todd Blehm	James Godbold Town Attorney
Doug Herrick	
Steve Guest	
Geoffery Broughton	

**1. Approval of Minutes from January 8<sup>th</sup>, 2024, Board Meeting and January 30<sup>th</sup>, 2024, Special Meeting:** Motion made by Trustee Broughton to approve the Minutes from January 8<sup>th</sup>, 2024, and from January 30<sup>th</sup>, 2024, with corrections, It was January not February for the Special Meeting Second by Guest. All "AYES", motion passed.

**2. Approval of Agenda:** Motion made by Trustee O'Connor to approve the agenda. Second by Trustee Broughton. All "AYES", motion passed.

**3. Public Comment\*:** Julie Lukela respectfully asked Mayor Ortiz if she had a problem with her, don't call her friend's names and flick them off, talk to her. Julie said this is not helping the division that is going on.

**4. Town Hall Heaters:** The office staff are concerned about the heaters in Town Hall. When we had that bad freeze Town Hall was freezing. The temperatures in the office did not get over 54 degrees. Town Staff said the wall heaters will not work if the temperature outside is below 30 degrees. Trustee Guest asked for invoices regarding any maintenance that has been done and he will look into this.

**5. Code of Conduct:** Trustee Broughton said this was talked about several months ago. Town attorney James Godbold presented 2 different code of conduct examples. Trustee Broughton likes one of them better, which he feels would be better for the Town. The intention wasn't to

adopt one of them tonight but to start a discussion. Godbold said this would need to be a resolution and he would recommend adopting it every time a new board comes on.

**6. Hiring Process:** Trustee Dill put this on the agenda, but he had no comment. Town Clerk Duran said she would provide an update. The posting of the open position has been closed. We received 9 completed applications. We interviewed 4 people we had 5 interviews set up, but one was a no-show. We did pick who we thought was the best candidate for the position, we reached out to her, and she accepted. She will start tentatively at the beginning of March.

**7. Revisions to Town Code:** Town attorney James Godbold asked for this to be put on the agenda. Any codes the Town Staff thinks are lacking James asked if they could get them over to him for review before the work session. Deputy Town Clerk II Rospierski will email over what the planning commission has already reviewed and was going to recommend to the board to change.

**8. Schedule Work Session for Review of Town Codes:** Motion made by Trustee Broughton to schedule the work session for March 4<sup>th</sup>, 2024, at 6:30 P.M. to discuss the town codes. Second by Guest. All “AYES”, motion passed.

**9. Old Business:** Trustee Guest said the Code of Conduct needs to include town staff.

**10. Staff Reports:**

**(A). Mayor Report:** None

**(B). Public Works:** Report provided. Public Works Director Mike Lester wanted to know if the Town would allow him to attend the CRWA water/ wastewater conference the week of March 18<sup>th</sup>, 2024, and if the town would pay for him to attend. Trustee Blehm asked if anyone else has water certifications and if Travis had taken the test. Clerk Duran said she knows the guys have been studying. Motion made by Trustee Broughton to allow Mike to attend the conference and the town pay for it. Second by Trustee Guest. All “AYES”, motion passed. Kenny and C&H have parted ways. Trustee Blehm will reach out regarding streets.

**(C). Planning Commission:**

**1. Update on Planning Commission:** Deputy Town Clerk II Rospierski said there was a meeting last month, an attached pole barn was approved at 102 Priddy, and a Weld County Referral for Rocky Mountain Pipeline project was approved with no conflict. Deputy Town Clerk II said that Mayor Ortiz let 2 of the Planning Commission members go and read a statement saying that after careful consideration, she had decided that the Planning Commission may better serve the needs of the Town of Pierce if the members have some additional experience or expertise. She thanked Rob and Kimble for the time served. Mayor Ortiz will appoint 3 new members at the end of this month. Once those members are appointed, we will have a full planning commission. Trustee Blehm asked what would happen if we brought planning to the Board.

Town Attorney James Godbold said yes, the town could do that but you would have to change the town code.

**(D). Town Attorney:** None

**(E). Town Engineer:** Brad has been busy working with Cynthia and the Senior Center. The Pre-Bid proposal request goes out Monday, February 12<sup>th</sup>. There is no update on Don Juan's. Brad is still awaiting information from Jorge engineer.

**1. Monthly Water Report:** Provided.

**(F). Town Clerk**

**1. Request to Pay Bills:** Motion made by Trustee Broughton to pay the bills. Second by Trustee Guest. ALL "AYES", motion passed.

**2. Comment Box:** None

**3. Update on Caselle Software/ Training Schedule:** Town Clerk Duran added this to the agenda to update the Board. We have been sending them lots and lots of documents. They wanted to start switching things over right away, but we are in the middle of an election, so Duran pushed this back until after April. Town Clerk Duran wanted to let the Board know we go to Utah for this training. There is pre-live training and post-live training. It's a week each time. If we can go together that takes care of cross-training right, there. We cross-train right there together and don't have to try and find time later. This was included when we purchased the software but food, lodging and travel will still have to be paid for. This will be added back on in May for the Board to decide.

**11. Department Reports**

(A). Water/Sewer- Todd Blehm: None.

(B). Streets & Drainage- Doug Herrick: None Absent

(C). Utilities & Energy- Geoffery Broughton: None Town Clerk Duran asked if he had seen the memo she typed up regarding solar panels. James said this would not be allowed on Conservation Acres. James said it couldn't have anything against its intended purpose.

(D). Buildings- Steven Guest: None

(E). Parks & Recreation- Kenny Dill: None

(F). Growth & Revenue- Donna O'Connor: She never got an answer to the number of people who are behind in bills. Trustee O'Connor said she did not want who but a percentage. Deputy Clerk II Rospierski said when O'Connor first came in she asked for a list of who was behind, and that information is confidential, but Rospierski sent out 408 water bills this month and 8 delinquent notices. Trustee Broughton did the calculations and it's less than 2%.

**12. Code Enforcement:** Trustee Dill asked for this to be on the agenda. He asked Ryan how many days a week he could give to the town. Ryan said he is only allowed 20 hours a week. Ryan said the last few weeks he has been coming in 4 days. Trustee Dill asked if he could do 5 days 3 hours a day. Ryan said he could try. Kenny said that was not the answer he was looking for. Trustee Dill doesn't know how the other Board members feel but he doesn't want to see work done on the weekends anymore. Ryan said when he first started, he was told to vary from weekdays to weekends. Trustee Dill is talking about the Newsletter and stuff. Ryan said I he doesn't do the newsletter anymore. Deputy Town Clerk II Rospierski said she does the newsletter now. Trustee Dill said so you're not here on the weekends then. Ryan said he is here on the weekends, doing code. Town Clerk Duran said Ryan is still posting on the website but that will be changing once the website is changed. Trustee Dill asked if he is committed, and Ryan said i am committed to doing my job. Trustee Broughton asked what the difference is from 5 days 3 hours a day to 4 days 5 hours a day. Trustee Dill said checking weeds. Summertime would be the most important. Town attorney James asked how Ryan's contract works, Ryan said he is allowed up to 20 hours a week. Town Clerk Duran said Ryan has been here a long time and has always been able to flex his hours. Trustee Blehm said he should wait until we get heat to start the 5 days 3 hours a day. Trustee Blehm asked what he is looking for right now. Ryan said sidewalks and dog licenses, also driving around noticing residents that have dogs that might not have a dog license. He is also looking for junk vehicles and branch piles.

**13. Board Communications:** Trustee O'Connor suggested adding to the newsletter anyone willing to donate help with the elderly in Town. Trustee O'Connor said she has a flyer over at the Senior Center with information, she will bring the over to Town Hall so we can get that information added to the newsletter and make copies to hand out. Renee Cobb also said there are a lot of teenagers who might be willing to help the elderly with yard work, and if we contact the Highschool they might have a list of students needing volunteer hours. Highland after prom asked for donations. Motion made by Trustee Broughton to donate \$500.00. Second. by Trustee Blehm. All "AYES", motion passed. Town Clerk Duran let the Board know we have the ballots at the printer right now and we will start mailing out ballots next month. Town staff will put a notice when the ballots are going out and if anyone does not receive their ballot they can come into Town Hall, and we can issue them a new ballot. Connie Schwindt stated making the Town Board the Planning Board seems like a good idea, but the Planning Commission are volunteers, if you convert it into the Town Board Meeting, you're paying the Board members to be there and you're costing the Town more money. All she hears is save money and all Connie sees is the Board spending money. To her, it does not make sense if you are going to pay the

Board for a volunteer position, which over the last years has done a great job. There is no reason to have to pay anyone to do that job. Rick Crom was amazing, it ran officially, and everyone was a volunteer. You switch it to the Town Board, there goes more money this board is spending like crazy, which you say you have none of. Connie said just a thought. Town Attorney Godbold said if the town does not have enough things to have 2 separate meetings you could just roll it into the regular Board Meeting. Trustee Guest agrees that him being part of the Planning Commission the Board can do everything the Planning Commission does. Town Clerk Duran asked what about big projects? Does he think this would still be something doable with the Board Meeting? Town Clerk Duran said you will be having projects coming, not the size of Rimrock but some projects will be coming. She is not trying to sway either way but to keep that in mind. Trustee Guest thinks there are enough intelligent people now to know. Town Attorney Godbold said with big projects there may be times when 2 meetings would be required. David Stahl said he and Connie don't get along very much but he does agree with her, that the Planning Board and Board Meeting should be kept separate. Trustee Dill asked what the change of the Board being overloaded. David Strahl said there was so much going on in the new subdivision the Planning Commission couldn't keep up. He said to keep the Planning Commission separate and allow them to do their job. The Board has enough on their plate to deal with, he thinks the town might suffer a little more if you combine both. Trustee Broughton is interested in why they want it to be one. Most meetings we do not get out of here until 10 P.M. and then you want to add another 20 minutes to the Board Meeting. Would it be that cost-efficient? What would be the benefit to the Town? Trustee Guest said we are already here, we would get the Planning packet at the same time as the Board packets, Safebuilt has already given the Town their blessing. Deputy Town Clerk II Rospierski said Safebuilt does not review anything until the Planning Commission has approved it. She said she is the one that checks everything before it goes to planning. Rospierski said so that you know the correct process. This may be discussed at the work session.

**Adjournment:** 8:07 P.M.

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Heather Rospierski Deputy Town Clerk II