

TOWN OF HOT SULPHUR SPRINGS

MEETING MINUTES

FEBRUARY 15, 2024

6:36 pm MEETING CALL TO ORDER – ROLL CALL

Mayor Ray Tinkum, Mayor pro-tem Christine Lee, Trustee Tim Harvey, Trustee Meredi Howe, Trustee Richard Gott, Trustee Kathy Knight, Trustee Dan Nolan: *All present with Trustee Meredi Howe and Trustee Kathy Knight calling in.*

1. CONSENT AGENDA

Agenda for February 15, 2024 and meeting minutes from January 18, 2024 and January 25, 2024

- i. *Motion made by Mayor pro-tem Christine Lee to accept the agenda and the meeting minutes from January 18, 2024 and January 25, 2024; seconded by Trustee Tim Harvey. All voted aye; motion carried.*

2. FINANCIAL REPORT

Town Clerk/Treasurer Katie LaDrig presented the Board of Trustees with copies of the credit card statement from January, the bank statement for the month of January, the current transaction report for the bank account through February 13 2024 and the statement for January for the COLO Trust Savings accounts. The financial statement for the month of January was disseminated for the 2024 for perusal by the Board showing the current budget, expenditures to-date and percentage of money spent as compared to the budget. The Board will read this report and ask questions of this report at the next meeting.

3. PUBLIC COMMENT

Annie Stiefel was a resident there to observe the meeting and was introduced to the Board

4. STAFF & COMMUNITY PLANNING STRATEGIES UPDATES

a. Public Works Department: The BOLL filter project design was uploaded to the State earlier in the week as well as the Source Water Protection Plan grant that will be used for possible fire mitigation. The public works director has been working with a company to obtain grant funding for various projects that the town wants to begin working on. The company appears to have knowledge for obtaining grants and is willing to work with the Town to begin the grant process. Philip McElroy and the grant writers are working to use the current grant money that the Town has with the River District for the purpose of the BOLL filter installation in order to offset some of those costs. There is a new water operator, Johnny Hirt, that has just started his first week. The issue of brown water is iron and manganese in the water system and will be addressed when the plant gets its upgrades. The sewer lagoon issue will have to be addressed through the USDA in order to repair the lagoon liner. At this time, it is being monitored by our on-call engineering company. Mayor Tinkum pointed out that there had been an incident with a town road where a car had hit a tree head-on and due to the safety issue of the tree, the tree was cut down.

b. Town Hall: Work is progressing on the 2022 Audit and should be completed in the next couple of weeks. At that time, the Board will vote to approve the 2022 Audit. Work has begun on getting reimbursement for an outstanding grant through CWRPDA and CDPHE that has been sitting for two years. There is paperwork that has to be submitted and approved before progress can be made on this money being sent to the Town. The Quarter 4 reimbursement request was submitted for the Comp Plan Grant and is up-to-date at this time. The W/S Delinquent list was printed and there are no accounts that are severely delinquent at this time. The second notice on the rate increase will be mailed out next week along with notifications on the Easter Egg Hunt, the Town Clean-Up Day and Hot Sulphur Springs Days. The CIRSA audits are due and will be completed on time.

c. Wendy Bourn – Grant applications update: After thinking that there would be a grant to pay for workshop on learning how to apply for grants, Wendy found out that that was not the case. She has reached out to several people to help in finding grants and is hopeful that she will be able to get more information in the near future on grant-writing. Wendy will be concentrating on state grants moving forward. Future discussion will be held on lodging tax.

d. CPS/TJ Dlubac: Update on the Comp Plan progress – allocation of additional meeting times may be necessary for the Planning and Zoning Commission to complete their review of the code updates and any revisions that may need to be made. CPS is in the homestretch of finalizing the last two or three code sections and it will then be sent to the attorney, Chris Price, for the legal review. A public meeting will then be held at the end of March, early April. The goal is to have the vote to adopt the Comp Plan at the April board meeting. The moratorium extension that will be voted on is set to expire in September. Trustee Dan Nolan just wanted to clarify that if the Comp Plan is completed at an earlier date, can the moratorium be lifted earlier. This is affirmative.

5. DISCUSSION ITEMS

- a. COLO Trust Authorization Change – Past procedure allowed employee to move money out of or into the COLO Trust accounts without approval from board members. The new procedure would require that the employee cannot move any money out of the accounts, only with the approval of a dual authorization by board members can any money be moved.
- b. Uniform Allowance for Public Works Department – Request was made to give the public works employees a uniform allowance due to the wear and tear incurred in that department. The request was made to give the public works employees \$500 per year, per employee; full time employees only.
- c. Building Permit Fees / Changes to Procedures – Changes and updates to the building permit process will be changed to reflect the labor involved when accepting new permits. The proposed changes include a deposit of \$1000 by the permittee to cover costs of the labor by staff. The permittee would be directly invoiced by CPS for the planning portion of the permit process. TJ will contact the county regarding an IGA on building permit processes.
- d. Letter of Engagement for Community Development Services – Service costs did increase from the previous year, however not an exorbitant amount.
- e. Himebaugh Gulch / COTREX – This is an app that CPW and DNR manage where all the trails in the state are posted on the app for users to access. Pioneer Park trail will also be added to the COTREX app. Headwaters Trails Alliance has offered and will facilitate adding the trails to the app. The request is for HSS Board to agree that the Himebaugh Trail be placed on the app for users. All board members were in agreement.
- f. Addition of checking account for Water/Sewer Fund – The suggestion was to split the checking account that the town uses into two checking accounts in order to better keep funds separate with respect to the different accounts used. Discussion ensued with the final result being no changes will be made at this time. Processes will be investigated with our current accounting practices to see how we can better track funds and expenditures.
- g. Signature Stamps Policy – Subject was raised regarding the use of signature stamps in place of actual signatures. The request was made by the Mayor to have a policy that no signature stamps will be used for official correspondence and/or financial purposes. All board members were in agreement; signature stamps will no longer be used for official correspondence.

6. OPEN ACTION ITEMS:

- a. Grand Places 2050 – No update at this time
- b. Crosswalk across Highway 40 – No update at this time

7. ACTION ITEMS:

- a. Accounts payable in the amount of: \$51,567.44
 - i. *Motion was made by Mayor pro-tem Christine Lee to approve accounts payable in the amount of \$51,567.44; seconded by Trustee Dan Nolan. All voted aye, motion carried.*
- b. Payroll in the amount of:

01/01/2024 – 01/14/2024	\$11,369.37
01/15/2024 – 01/28/2024	\$10,370.61

 - i. *Motion was made by Mayor pro-tem Christine Lee to approve the payroll listed above; seconded by Trustee Tim Harvey. All voted aye, motion carried.*
- c. Building Permit Fees / Changes to Procedures
 - i. *All members of the Board agreed to proceed with new procedures*
- d. Letter of Engagement for Community Development Services
 - i. *Motion was made by Mayor pro-tem Christine Lee to accept the terms of the Letter of Engagement; seconded by Trustee Dan Nolan. All voted aye, motion carried.*
- e. Extension of Moratorium Ordinance
 - i. *Motion was made by Mayor pro-tem Christine Lee to extend the moratorium ordinance; seconded by Trustee Dan Nolan. All voted aye, motion carried.*
- f. COLO Trust Authorization Changes
 - i. *Agreement by all Board members to require two board member signatures before money is moved in or out of the COLO Trust Accounts.*
- g. Uniform allowance for Public Works Department employees

- i. Motion was made by Trustee Dan Nolan to give the full time public works employees \$500 per employee per year for clothing allowance; seconded by Trustee Richard Gott. All voted aye, motion carried.

8. OTHER BUSINESS:

Mayor Ray Tinkum

Mayor pro-tem Christine Lee – Just a reminder of the Easter Egg Hunt on 03/30/24 and Hot Sulphur Springs Days will be held June 7-9, 2024

Trustee Dan Nolan

Trustee Meredi Howe

Trustee Tim Harvey

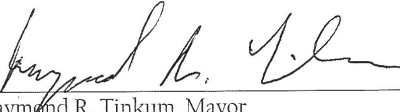
Trustee Kathy Knight

Trustee Richard Gott

9. ADJOURNMENT:

- i. Motion was made by Trustee Dan Nolan to adjourn the meeting; seconded by Trustee Tim Harvey. All voted aye, motion carried.

Meeting adjourned at 8:35 pm



Raymond R. Tinkum, Mayor



Katie LaDrig, Town Clerk / Treasurer

