

TOWN OF HOT SULPHUR SPRINGS

MEETING MINUTES

JANUARY 18, 2024

6:31pm 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: *Absent: Dan Nolan and Richard Gott*

1. CONSENT AGENDA

Agenda for January 18, 2024 and meeting minutes from December 21, 2023

- i. *Motion made by Mayor pro-tem Christine Lee to accept the agenda and the meeting minutes, seconded by Trustee Meredi Howe. 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 for December, the bank statement for the month of December, the current transaction report for the bank account through January 16, 2024. Trustee Meredi Howe asked that in the future, when checks are printed for Accounts Payable that there be a description of what the check is for in the memo line of the checks. Katie LaDrig said that it would be no problem to add that to the checks. The credit card statement balance was \$ 3,733.62. The subject was raised as to what the limit should be when making a credit card purchase before pre-approval is required. A limit of \$500 was established for all future purchases on credit card expenditures.

Motion made by Trustee Kathy Knight to require pre-approval on purchases over \$500 from Mayor or Mayor pro-tem, seconded by Mayor pro-tem Christine Lee. Ayes; 4, Nay; 1. Motion carried.

Question was asked regarding a credit card charge to City Market. Town Clerk explained the mistake made and the ensuing reimbursement made by her. The current balance on the checking account was \$92,514.54. Also presented was the COLO Trust statement for November: \$323,388.22 in General Fund, \$291,878.70 in Water Fund and \$ 78,628.43 in Sewer Fund.

3. PUBLIC COMMENT

No public comment

4. STAFF & COMMUNITY PLANNING STRATEGIES UPDATES

a. Public Works Department:

Philip McElroy reported that the preliminary design package on the BOLL filter has been completed and sent to the engineers. The goal is to have the filter in place before the end of March. The cost estimate changed on this project and he is hoping to get grant money to help with the increase on costs. Another issue facing the plant is the amount of water being used to clean the bar screen, which is 2 million gallons of potable water per year. At a cost of \$15 per 1000, this is a major cost to the Town of \$30,000 per year. There is a solution that is available to allow the Public Works Department to have the ability to use non-potable water, saving the Town that \$30,000 per year. The cost of this solution is \$10,000 and does not require any engineering costs or state approval. This will be voted on in the Action Items.

b. Town Hall:

The Town Clerk reported that the W-2s have been completed and were mailed today. 1099 forms are being completed at this time and will be mailed out in the next couple of days. The budget has been certified to the County and the submission to the State for certification will be on January 19th. Heartland has begun charging customers the convenience fee beginning the middle of January. The Town Clerk will be writing the narrative and requesting reimbursement for Quarter 4 to DOLA in the next two weeks. There was a conference call with the Auditors and the audit is being finalized in the next week to 10 days.

c. Wendy Bourn – Grant applications update

Wendy has been looking for grant-writing training and has found a grant that actually is for training people on grant writing. She will be pursuing this avenue in order to better serve the Town. This

program is specifically set up for small communities to better help these towns receive the money they need.

d. CPS/TJ Dlubac:

Attended by Zoom due to weather conditions. Phone calls have begun again asking about the moratorium, questions in general about building. Southwest corner of Cedar and Hwy 40 is being asked about. 320 Colorado Street was discussed regarding the easement that a homeowner believes is their property. This is a civil matter and the Town is not involved. P. Dempsey was inquiring on building and nothing will happen until the moratorium is lifted. Maggie Hill project is still being looked at. The draft of the new code has been put on Dropbox for everyone to look at. Additionally, there will be more draft editions published in the near future. Comments needed by the 29th in order to complete this project.

5. DISCUSSION ITEMS

a. Letter of Interest for BOT – Stacey Paulson

Per Town Code, if a Board member is currently serving an extended term, they will continue to serve until elections are held. If a resident is interested in serving at that time, they would have the ability to take the place of the current member serving an extended term. Limited-out Board members would be replaced if contested within a 90-day time frame of the regular election.

b. Cost of Water per 1000 gallons

This is still being worked on, however a general number of around \$15.00 has been given as an approximate number.

c. Change in certified budget for 2024

While certifying the budget to the Board of County Commissioners, the amount for property taxes first agreed upon had to be changed due to Mill Levy number. It was decreased from \$170,000 to \$162,969. The difference was added to the Franchise Fee budget, increasing it from \$35,000 to \$42,031. This change did not change the bottom-line budget numbers for the year, but did allow the certification to move forward to the County and the State.

d. Letter of Interest for Business License – John Knox

It was determined that since the Town has already approved a business license for another fishing guide service within Town limits, this request for a business license would not be approved.

e. Election for Lodging Tax Update

As this lodging tax is a TABOR issue, we cannot hold a special election during a primary election year. We will have to wait to bring this to an election vote in November.

f. Rate Study – Philip McElroy

The Board of Trustees will continue to work on a rate study over the coming months, while proceeding with the SFE structure that is already in place. Water/Sewer billing will be voted on during the Action Items to raise amounts 20%.

g. Moratorium extension

Degradation of the sewer lagoon liners has been determined. As such, the moratorium might need to be extended as the sewer lagoon would have to be fixed, which would reduce the amount of residents the town could service. New buildings/residences would have to be halted in order to repair the sewer lagoon. The current moratorium would stay in place, with a new moratorium put in place due to this issue. Once data has been collected, a decision will be made. Meanwhile, a vote will be taken at the next board meeting to extend/not extend the moratorium for another 6 months.

h. COLA for Staff

It was determined at this time to not give increases. This subject will be revisited in 6 months.

6. OPEN ACTION ITEMS

a. Grand Places 2050

b. Crosswalk across Highway 40

No update

7. ACTION ITEMS

- a. Accounts payable in the amount of: \$ 57,942.68
 - i. Motion was made by Mayor pro-tem Christine Lee to accept the accounts payable expenditure; seconded by Trustee Tim Harvey. All voted aye, motion carried.

- b. Payroll in the amount of:

12/04/23 – 12/17/23	\$ 11,866.46
12/18/23 – 12/31/23	\$ 9,740.56

 - i. Motion was made by Mayor pro-tem Christine Lee to approve payroll; seconded by Trustee Tim Harvey. All voted aye, motion carried.

- c. Approval for replacing potable water with non-potable water for the bar screen for the Public Works Department not to exceed \$10,000
 - i. Motion was made by Trustee Tim Harvey to approve replacing potable water with non-potable water for the bar screen with replacement cost not to exceed \$10,000; seconded by Trustee Meredi Howe. All voted aye, motion carried.

- d. W/S rate increase of 20%, including water, sewer, capital replace water and capital replace sewer as well as average costs going from \$10.55 to \$12.66 per 1,000 gallons beginning in Quarter 1 of 2024.
 - i. Motion was made by Trustee Tim Harvey; seconded by Mayor pro-tem Christine Lee. All voted aye, motion carried.

8. OTHER BUSINESS

Mayor Ray Tinkum

Mayor pro-tem Christine Lee – Easter egg hunt will be held this year the Saturday before Easter Sunday, which is March 30, 2024; the Homesteaders 4H Club will be stuffing the eggs. The Mayor/Manager meeting was held on January 8, 2024 and the printout was given to board members.

Trustee Richard Gott

Trustee Tim Harvey

Trustee Meredi Howe – Reiterated her concern with transparency on all monetary matters.

Trustee Kathy Knight

Trustee Dan Nolan

9. ADJOURNMENT – 8:23 pm

Motion made by Trustee Kathy Knight; seconded by Trustee Tim Harvey. All voted aye, motion carried.

 1-30-23

Mayor Raymond Tinkum



Town Clerk/Treasurer, Katie LaDrig

