

TOWN OF HOT SULPHUR SPRINGS

MEETING MINUTES

APRIL 18, 2024

6:30 pm MEETING CALL TO ORDER – ROLL CALL

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

1. CONSENT AGENDA

Agenda for April 18, 2024 and meeting minutes from March 21, 2024

- i. *Motion made by Trustee Dan Nolan to accept the agenda and the meeting minutes from February 15, 2024; seconded by Trustee Richard Gott. Trustee Dan Nolan requested an addition to the agenda to discuss the Creek Crossing. 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 March, the bank statement for the month of March, and the statement for March for the COLO Trust Savings accounts. The financial statement through April 16th was disseminated for the 2024 calendar year for perusal by the Board showing the current budget, expenditures to-date and percentage of money spent as compared to the budget. Accounts payable appeared to be quite extensive for the month due to catching up on old bills that had not been paid and also the invoice from the auditors for the 2022 budget was very large due to the extra work that was done to complete the late audit. Also brought to the Board was the comparison of revenue on the water/sewer billing from the first quarter of 2023 and from the first quarter of 2024. The comparison shows approximately an increase in revenue of \$ 41,099.97 due to the increase in billings. The question was asked about our compliance with the CWRPDA loan regulations and if we would be able to attain the 110% required in the fund accounts. The answer is no, a letter was received on April 16th stating that we are out of compliance per the 2022 Audit and there is no reason to think that we will be in compliance next year after the 2023 audit. The Board of Trustees will need to discuss in the next month or two whether or not they want to loan money out of the General Fund to the Water Fund and Sewer Fund in order to become compliant.

3. PUBLIC COMMENT

Two Commissioners from the Grand County Board of County Commissioners, Randy George and Merritt Linke, addressed the Board of Trustees to talk about the BLM oil and gas leases that were offered in 2017. The county opposed this measure in 2017 and they were withdrawn. Since then, the county commissioners have been working to make sure that these Federal leasing measures would not pass in the future. Work on this project continues in the next few months on this project to assure that Grand County's land will stay natural and undisturbed.

4. STAFF & COMMUNITY PLANNING STRATEGIES UPDATES

- a. **Public Works Department:** BOLL Filter solicitation for putting in the filter was put on BidNet. The deadline for solicitation is Monday the 22nd. Bid closing is May 9th and award will be on May 13th. Target date for construction is June 2024. Development continues with houses being built and building permits being submitted. Sewer cleaning was done in the last week in a 10,000 foot section of the town. Budget permitting, there will be more I&I done this year with a budget of \$50,000 for this calendar year. Public Works Department wants to line another section of sewer, but may need to increase the budget and amend the budget to complete this project. Other options include maybe waiting on this large repair until next year and choosing smaller repairs this year. Streets and Parks department will be working on road improvements in the next few weeks. Thanks to Bill LaDrig, Streets and Parks Supervisor and Top Leaf Tree Care for removing the dead and falling trees on town property.
- b. **Town Hall:** A reminder that the town hall meeting will be May 2, at 6:30 pm regarding the Comp Plan and the Code Re-writes. Town Clean-Up Day will be held on May 4, 2024 from 9:00 – 12:00. The money that is still available to the town in the amount of \$110,000 is still being worked on. Hopefully, this will be resolved very soon. Quarter 1 filing was completed for the Comp Plan grant through DOLA. The request has been made to open Pioneer Park two weeks early due to mag chloride being laid and Hot Sulphur Days coming up in June. The camphost is returning this year from last year and will be available to open early. The Board of Trustees agreed to open early. Payroll quarterly reports have been filed and accepted with the IRS and the DOR. The upcoming Mayor/Manager meeting for Grand County will be held on May 13th at the Town of Hot Sulphur Springs. Bank reconciliations continue for 2023 so that the audit will be on time this year. Business License renewal reminders to go out in the next month.

- c. Wendy Bourn: Wendy had been tasked with creating a spreadsheet for grants and deadlines and there is a grant available next year for more hazardous tree mitigation. The state revolving fund opens in May for the water and wastewater grants, closing at the end of June, with plans to have all paperwork completed on time. There is money out there to update the town website that Wendy will be working on. The grant request opens in May and is awarded in September.
- d. CPS/TJ Dlubac: There are more inquiries coming in on building permits with the completion of the Comp Plan looming. There is a property that is not in town limits at this time, but a pre-annexation agreement may be a possibility with the landowner in order to begin the building process with the owner paying out of town tap fees and out of town water/sewer fees with the agreement that there may be some type of refund of monies after annexation. The next Habitat for Humanity building permit has been submitted along with tap fees. The Comp Plan is nearing completion and the zoning map has been updated.

5. DISCUSSION ITEMS

- a. Audit Recommendations: Recommendation 1: Internal controls for finances that has already been addressed with the introduction of Financial Reports at each board meeting. Recommendation 2: Bank reconciliations should be done monthly and that is happening now. Recommendation 3: Adjustment reductions will occur with the A/P procedures in place currently. Recommendation 4: An accountant will be hired on a contract basis to check the town's financials each month to review the books to make sure they are in order. Recommendation 5: Budgetary compliance has already been addressed. Recommendation 6: Loan covenants for the loan payments will be addressed at the next meeting with the possible transfer of funds from General Fund to Water Fund and Sewer Fund. Recommendation 7: Audits to be submitted on time and will be moving forward. Recommendation 8: Procedures to be sure that the budget is correct and complete will be ongoing. Recommendation 9: Utility funds should be set aside for capital improvements.
- b. ADA Standards Upcoming Statute: Town Clerk will reach out to our attorney to make sure the town is compliant with the new rules. The Town will be sure to reach compliance as to whatever is necessary.
- c. Water/Sewer Rate Increase Potentials: Already brought up earlier in the meeting.
- d. Himebaugh Gulch Lease 2024: Town Clerk needs Board approval to allow Monte Linke to lease Himebaugh Gulch.
- e. Resource Roadmap Agreement: The Town will enter into a contract with Sustainable Strategies to create and implement a Resource Roadmap for the town moving forward in the award of grants.
- f. Drug Testing Policy: This policy will be added/edited in the employee guidebook.
- g. Holiday Schedule for Staff: Due to the water operators going to a 4 day/10 hr workweek, the holiday schedule will be added to the employee guidebook. There will be options given at the next board meeting for the trustees to decide which policy works best for the employees.
- h. Excessive Speed on Byers Ave: Speed bumps will be installed on Byers Avenue as well as a new speed limit sign at the entrance to Byers Ave.
- i. Creek Crossing: The plan to build a 1500' trail to connect the trail system which involves crossing Himebaugh Creek might require the Army Corps of Engineer. Does the town need to worry about wetlands, etc.? Consensus was to just put in the culvert, if a grant is awarded, and not worry about it.

6. OPEN ACTION ITEMS:

- a. Grand Places 2050 – No update at this time
- b. Crosswalk across Highway 40 – No update at this time
- c. Building Permit and IGA with County – Conversation was had with Kris Manguso of the County Building Permit office. The current IGA has not been updated since 2016. With the addition of Cloudpermit process, there are items that need to be re-addressed. TJ Dlubac is working on modifying the current IGA to better reflect the position of the Town and will communicate with Attorney Chris Price to be sure the Town is following all rules, laws and regulations.

7. ACTION ITEMS:

- a. Accounts payable in the amount of: \$82,927.03
 - i. *Motion was made by Trustee Dan Nolan to approve accounts payable in the amount of \$82,927.03; seconded by Trustee Tim Harvey. All voted aye, motion carried.*

- b. Payroll in the amount of:
 - 02/26/2024 – 03/10/2024 \$13,521.03
 - 03/11/2024 – 03/24/2024 \$13,399.71
 - i. *Motion was made by Trustee Dan Nolan to approve the payroll listed above; seconded by Trustee Tim Harvey. All voted aye, motion carried.*

- c. Resource Roadmap Agreement
 - i. *Motion was made to approve the Resource Roadmap Agreement by Trustee Tim Harvey; seconded by Trustee Richard Gott. All voted aye, motion carried..*

- d. Habitat for Humanity discount on tap fees as a non-profit organization
 - i. *Motion was made by Trustee Dan Nolan to consent to the discount for Habitat for Humanity for tap fees; seconded by Trustee Richard Gott. All voted aye, motion carried.*

8. OTHER BUSINESS:
Mayor Ray Tinkum
Mayor pro-tem Christine Lee
Trustee Dan Nolan
Trustee Tim Harvey
Trustee Kathy Knight
Trustee Richard Gott

9. ADJOURNMENT:
 - i. *Motion was made by Trustee Kathy Knight to adjourn the meeting; seconded by Trustee Tim Harvey. All voted aye, motion carried.*Meeting adjourned at 9:24 pm

Raymond R. Tinkum, Mayor

Katie LaDrig, Town Clerk / Treasurer