

CALL MEETING TO ORDER

Mayor Martinez called the regular meeting of the Board of Trustees to order at 8:00 p.m.

ADDITIONS TO THE AGENDA – Harvey indicated there were five additional items to be added to the agenda, after the Public Comment the addition of the approval of new Public Works employee, Jeremy Sarchet, and the swearing in ceremony, a request from Patriarch Builders for two Certificates of Occupancy, under 6 Recreation, an update on the Baseball Fields, under 9 Police, the resignation of Officer Rob Piper and under 10 Other, a county wide meeting of municipalities concerning growth boundaries.

ROLL CALL

Paul Aragon – present	Claudia Reich – absent	Gary Bruce – present
Tony Asbury – present	Jane Rumrill – present	
Andy Martinez – present	Anita Salazar – present	

Others present were:

- Carl Harvey - Police Chief & Operation Director
- Bradley Sorenson – Town Clerk/Treasurer
- Barry Schaeffer – Public Works Director
- Clint Dudley – Recreation Director
- Brad Laue – Town Attorney
- Holly Bruce, Jeremy Sarchet

MINUTES 7/25/06

Asbury moved to approve, as presented, the minutes of the regular meeting held on 7/25/06. Rumrill seconded the motion. Motion carried 5 – 0.

WARRANTS 8/8/06

Sorenson indicated there were no additions to the warrants.

<u>Inquiries</u>	<u>by</u>	<u>Explanation</u>	<u>by</u>
Trustee Reich’s 7/16 payroll	Salazar	Possible personal deductions, Sorenson will investigate and report.	Sorenson
Collins, Cockrel & Coles	Salazar	Water legal invoices due to augmentation plan negotiations.	Harvey
Landmark Engineering	Salazar	Pass through item to Dove Hill for drilling of the new well. Review of engineering plans.	Harvey
Spronk Water Engineers	Salazar	Engineering consultation for augmentation plan.	Harvey
Garretson’s Sport Center	Asbury	To refurbish damaged football helmets.	Dudley
Country Johns	Asbury	Town program use for June & July 2006 Porta-potti has been removed for the season.	Dudley
Green Leaf Tree Service	Martinez	Town ordered the removal of a dead tree, A lien against the property has been placed.	Harvey
Colorado Mosquito Control Inc.	Rumrill	Question of effectiveness, Harvey stated the program appears to have good results.	Harvey

Asbury moved to approve the warrant’s list dated 8/8/06 for the total of \$59,921.10 and staff salaries dated 07/27/06 for \$24,736.33. Salazar seconded the motion. Motion carried 5 – 0.

WARRANTS 8/22/06

Sorenson indicated there were no additions to the warrants.

<u>Inquiries</u>	<u>by</u>	<u>Explanation</u>	<u>by</u>
Diamond Vogel Paint Center	Salazar	School street painting	Harvey
Door Specialties	Salazar	Repair of ADA door at Town Hall	Sorenson
Coca-Cola Enterprises	Asbury	Drinks / Poweraide for officials	Dudley
Winters, Hellerich & Hughes	Salazar	Request for nature of P & Z invoice, Sorenson will investigate and report.	Sorenson

Bruce moved to approve the warrant’s list dated 8/22/06 for the total of \$73,818.86 and staff salaries dated 8/11/06 for \$24,581.83. Rumrill seconded the motion. Motion carried 5 – 0.

PUBLIC COMMENT

Martinez welcomed public comments at this time as designated on the agenda. At this time there were no comments to the Board of Trustees.

SWEARING IN OF NEW PUBLIC WORKS EMPLOYEE

Harvey introduced the new employee, Jeremy Sarchet. Salazar asked if now would be the appropriate time to ask questions about the hiring process. Martinez stated that the Board would be receptive to any questions. Salazar stated that while she has received positive comments concerning the hiring of Sarchet, it appears from his application / resume lacks some of the qualifications stated in the classified advertisement placed in the local newspaper. Bruce discussed the differences between the job descriptions in the ad and the end result of the individual hired. He questioned that the advertisement could have been placed for a laborer rather than a list of job descriptions that were not met. Harvey stated that many of the requirements listed must be obtained with a year of employment not necessarily a current skill level. Schaeffer stated that a bright, trainable, hard working individual with a good positive attitude was a very important ingredient in the decision process. The individual chosen, with the input of staff as well as board members, was a good decision. Martinez and Asbury stressed the importance of the “trainable” aspect of the interviewing process because finding an applicant having all the requisite experience and skills are rare.

Salazar asked if Sarchet was related to Schaeffer. Schaeffer stated it was a distant relationship, not related by blood. Salazar asked if Schaeffer’s direct supervision of Sarchet would pose a problem for evaluations or discipline issues and does the town have a nepotism policy. Harvey stated that currently the town has no nepotism policy and salary increases are established each budget year based on a percentage within the department. Should employee / supervisor issues arise he would become involved before any action would take place. Salazar stated the board should discuss the issue of a nepotism policy.

Asbury moved to approve the hiring of Jeremy Sarchet for the Public Works Department at a salary of \$30,000 per year with a six (6) month probationary period effective August 3, 2006. Bruce seconded the motion. Motion carried 5 – 0.

DOVE HILL ESTATES

Harvey presented a request from Mark Strauss, Patriarch Development LLC, approval for two CO's. The Certificates of Occupancies are located at 169 South 7th Street and 269 South 5th Street Way. Both properties are located in Phase I. Salazar stated she would consider these requests but did not want to address any more CO's through the use of a phone consensus. Asbury inquired as to how the communication and compliance issues are progressing with Patriarch Developers. Harvey stated the relationship continues to improve but the grass planted in some areas are still not growing as anticipated. **Rumrill move to approve the issuance of Certificate of Occupancy for 169 South 7th Street and 269 South 5th Street Way to Patriarch Development LLC. Bruce seconded the motion. Motion carried 5 – 0.** Harvey requested to table discussion concerning a request by Patriarch Development to water the open space with hoses in order to give staff the ability to research their request. **Aragon moved to table the request by Patriarch Development to water the open space with the use of hoses. Bruce seconded the motion. Motion carried 5 – 0.**

PLANNING AND ZONING

Harvey stated the Business Synopsis had been approved via phone consensus in order to allow Tire Pro to open for business on time due to the cancellation of last meeting of the Board of Trustees. **Bruce moved to affirm the Business Synopsis with the following provisions; no outside storage allowed, sale rack during the day only, 50 x 50 fenced area must be screened, with no product higher than the fence and no blocking the alley. Rumrill seconded the motion. Motion carried 5 – 0.**

WATER RESTRICTIONS

Sorenson presented the board with the breakdown of potable water usage. The cost and actual usage were down substantially for the month of July. Comparisons against previous month and previous year usage indicate current water restrictions are effective and sufficient. The board will continue to monitor the water issue, leaving the current restrictions as is.

RECREATION DEPARTMENT

Department Report – Dudley reported on the activities of the recreation department including; tackle football, flag football, Adult co-ed softball, volleyball and hunter safety. Dudley requested approval to hire a recreation supervisor / concessions attendant for adult volleyball, adult softball, youth volleyball and youth football. This position would require approximately 98 hours beginning September 2nd and ending October 29th. The total cost would be \$857.50 (\$8.75 / hr X 98 hours). Asbury asked if all the costs associated with the payroll expense were within budget. Dudley stated the expenditure would be within the payroll budget for programs. Dudley stated we would not have enough time to advertise for the employee and would try to find a local individual. Bruce asked if Dudley had anyone in mind. Dudley thought he would be able to use one of the individuals that had worked for the town this past summer. Salazar suggested that next year planning for the fall programs should include enough time to place an ad. **Asbury moved to approve the expenditure of \$857.50 for the hiring of a fall recreation supervisor / concession attendant. The employee would work approximately 98 hours between September 2nd and October 29th at a rate of \$8.75 / hr. Aragon seconded the motion. Motion carried 5 – 0.**

Dudley requested to attend the Colorado Parks & Recreation State Conference in Keystone, CO. Dudley stated he would only be attending two of the three days of the conference. The cost of the conference,

lodging and meals would be \$465.00. **Bruce moved to approve the expenditure of \$465.00 for Dudley to attend the Colorado Parks & Recreation State Conference in Keystone, CO. held September 26th – 29th. Salazar seconded the motion. Motion carried 5 – 0.**

Sylvia Ybarra, requesting to use the baseball fields free of charge or at a reduced rate, failed to make contact with Dudley for scheduling. Dudley stated that he had received a request from the Moser family to use the baseball fields, free of charge, to host the 5th Annual Moser Benefit Tournament. All proceeds from the tournament will be donated to someone in the community to help that family with medical and/or other expenses. Bruce and Asbury stated they were in favor of waiving the rental fee because the tournament benefits the local community. **Aragon moved to waive the rental fee for the Baseball Fields for the Moser Benefit Tournament. Bruce seconded the motion. Motion carried 5 – 0.**

Dudley and Harvey updated the board on the status of the Baseball fields and the GOCO grant. Harvey reported that Foster Valuation Company had revised the appraisal of the property owned by the Union Pacific Railroad down to \$161,020 due to 2.717 acres of the site being ditch land and from a development point of view, this land does not have any utility. Mr. Gregg Larson, representing the Union Pacific Railroad, has received the revised appraisal and will present the item to the railroad. Dudley stating he is finalizing the GOCO Grant form and requests to use of the revenues generated by the Railroad Fun Run and the LaSalle Day donations for the purchase of the Baseball field. **Bruce moved to approve the dedication of the revenues from the Railroad Fun Run and the donations from the LaSalle Day Festival generated in 2006 and proceed forward with the GOCO Grant application based on a acceptance of \$161,020 offer to the Union Pacific Railroad. Asbury seconded the motion. Motion carried 5 – 0.**

PUBLIC WORKS DEPARTMENT

Department Report – Schaeffer updated the board on the activities of the Public Works department including the bridge inspection report for the State of Colorado from Kirkham Michael Consulting, the drilling of the test hole for the Dove Hill well, the progress on the lagoon and the purchases of two pick-ups, a 2001 GMC & a 2003 Ford. Both purchases were previously approved via a phone consensus earlier in the month. Schaeffer presented three bids for the 2006 overlay project. The town has used both Aggregate Industries and Lafarge with good results in the past. Schaeffer expressed his desire to get the project underway as soon as possible in order to get on the company's job list since they are currently 2-3 weeks out. Schaeffer pointed out that with one street involving the area around the school, it must be done on a weekend. Asbury suggested that the board consider either of the 2 lowest bids in order to choose whichever company is available to do the project within the time frames necessary. **Asbury moved to approve expenditures of up to \$62,527.87 for the 2006 overlay project. The bid to be awarded and company chosen based on the ability to get the project placed on the job list. Bruce seconded the motion. Motion carried 5 – 0.** Schaeffer stated the overlay this year has been less than expected and this may allow for the town to improve an extra portion of a street. Schaeffer will continue to look into this possibility and report back to the board. *Salazar questioned the possibility of paving S. Walnut Street.*

Schaeffer requested setting the date for Burn Day. Based on possible weather issues and the proximity to Halloween, Schaeffer suggested October 14 & 15 with the 21st & 22nd as the alternate in case of inclement weather. **Aragon moved to approve setting October 14th and 15th as LaSalle Burn Day, with October 21st and 22nd as the alternate dates. Salazar seconded the motion. Motion carried 5 – 0.**

FINANCE DEPARTMENT

Department Report – Sorenson reported on the North Front Range MPO monthly invoice and the July 2006 Financial Statement. Sorenson stated Zane Pic would not be able to attend the Municipal Judges Conference due to a scheduling conflict. The conference had been approved via phone consensus last week. Sorenson reported back to the board on the status of all financial vehicles for the town. In addition to the listing of all accounts, a listing of current certificate of deposit rates were provided. The Town’s auditor had suggested moving low interest bearing accounts such as the Money Market account (1.6%) to a higher yielding certificate of deposit. **Salazar moved to approve the purchase Certificates of Deposit from New Frontier Bank at 6.25% interest rate in the amount of \$150,000. Aragon seconded the motion. Motion carried 5 – 0.**

Sorenson presented the new two-year service agreement with Comcast for high speed Internet. The service agreement will be a \$19.00 per month reduction. Bruce inquired as to the cost of Qwest. Sorenson stated he had contacted Qwest and could not match the Comcast rate. **Rumrill moved to approve the two-year service agreement with Comcast for high speed Internet. Asbury seconded the motion. Motion carried 5 – 0.**

Sorenson stated the Chamber of Commerce had contacted Town Hall and requested to use the comment area on the water bill to promote the All Town Garage Sale and Treasurer Hunt. The area is usually used for local town information or as a tag line stating “Due upon receipt”. The consensus of the board, since the town is a member, was to allow the use of this area for the Chamber of Commerce for the month of September. Sorenson also confirmed the upcoming meeting with the City Council of Evans on September 20th at 6:30 p.m. and the first Budget Workshop on October 3rd at 6:30 p.m.

POLICE DEPARTMENT

Department Update – Harvey updated the board on resignation of Officer Rob Piper and requested board approval of his decision. **Bruce moved to accept the resignation of Officer Rob Piper effective July 28, 2006. Aragon seconded the motion. Motion carried 5 – 0.** Harvey also updated the board on the FPPA 2nd quarter allocation report and a hiring progress report.

Harvey has received 10 applications and all applicants have completed the written test. He stated he was hoping to get two officers from this group as he could have a second opening. Officer Wafel has received a conditional offer from the Greeley Police Department and he anticipates Officer Wafel will meet all of the conditional requirements. Officer Wafel is hoping to broaden his experience and currently these opportunities are not available in LaSalle. Salazar inquired as to the possibility of our department upgrading to similar opportunities. Harvey stated that before we could offer those types of opportunities the town would need to grow substantially. The next logical step for our department would be the addition of a code enforcement officer and a school resource officer.

OTHER

Other informational items included a North Front Range – MPO Council Meeting Summary, a Colorado Community Revitalization Conference being held in Greeley, an informational letter from CML on Amendment 38 and a joint publication from The Colorado Trust and CML concerning immigration. Harvey also reported to the board on a meeting of county municipalities concerning growth boundaries. Asbury also attended the meeting.

Salazar stated she and Bruce had visited with the town’s auditor, Cole and Crosier, and would like to know when it would be appropriate to address *the footnotes* that were brought out in the audit. These issues were

the sanitation fund and the grounds inventory. Harvey stated these issues would be brought up shortly during the 2007 Budget workshops.

EXECUTIVE SESSION

Attorney Brad Laue had requested an executive session for a conference with the Board of Trustees to advise on a specific legal question. Status under provisions of 24-6-402(4) C.R.S. Laue advised no record need be kept and the recorder could be turned off because he considered all of the discussion to take place in the executive session constituted privileged attorney – client communication. **Rumrill moved to go into executive session at 10:49 p.m. Aragon seconded the motion. Motion carried 5 – 0.**

Board reconvened from executive session at 11:12 p.m. Laue noted the executive session was not recorded because it was his opinion all of the discussion that took place during executive session constituted privileged attorney – client communication.

Meeting adjourned at 11:12 p.m.

Submitted by,

Bradley K. Sorenson
Town Clerk / Treasurer