

CALL MEETING TO ORDER

Mayor Martinez called the regular meeting of the Board of Trustees to order at 7:00 p.m.

ADDITIONS TO THE AGENDA

Harvey requested additions to the agenda under Other, ICS Class Information, REO Strategies, Ball Field Maintenance, and Weld County Comp Plan meeting.

ROLL CALL

Paul Aragon – present	Gary Bruce – arrived 7:06	Tony Trevino-absent
Tony Asbury – present	Jane Rumrill – present	
Andy Martinez – present	Mike Miller-arrived 7:03	

Others present were:

- Carl Harvey-Police Chief & Operation Director
- Barry Schaeffer-Public Works Director
- Linda Blackston – Town Clerk/Treasurer
- Clint Dudley-Recreation Director
- Toni Polland-Deputy Clerk
- Brad Laue-Town Attorney
- Holly Bruce, Dave Cole, Greg Bell, Collin Richardson, Arlo Richardson and Ray Mondragon

MINUTES- August 26, 2008

Asbury moved to approve, as presented, the minutes of the regular meeting held on 7/22/08. Rumrill seconded the motion. Paul Aragon- yes, Asbury-yes, Miller-pass, Rumrill –yes.

WARRANTS-August 26, 2008

Blackston stated there were two additions to the warrants-Mike Miller-\$99.72 and Cole & Croiser-\$7800.00. Blackston informed the board of a correction on warrant #113-It is listed as \$2369.00 going to the school but it is for the Town’s water rights legal fees. It will be corrected prior to printing checks.

<u>Inquiries</u>	<u>by</u>	<u>Explanation</u>	<u>by</u>
Cole Information Services	Asbury	Annual Directory for Police Dept.	Harvey
United States Treasury	Asbury	Levy proceeds/Vendor for the Town	Harvey
Kevin Papachek	Asbury	Scale for Football Weigh-Ins	Dudley
HD Supply	Bruce	The Town’s meter to monitor what is going out at hydrant	Schaeffer
Collins, Cockrel & Cole	Bruce	Correction needed to reflect amount owed belongs to the Town	Blackston
City of Greeley	Bruce	Drug Task Force Fees	Harvey

Asbury moved to approve the warrant’s list dated 8/26/08 for the total of \$89,426.73 and staff salaries dated 7/31/08 & 8/15/08 for \$53,448.92. Miller seconded the motion. Motion carried. 5–0

PUBLIC COMMENT

Martinez opened the public comment period as designated on the agenda. Greg Bell asked the board for their consideration in fixing the drainage behind the buildings on Main Street and if the town would consider turning the triangle piece of land on the west side of the main street alley into another park area. The town will consider Mr. Bell's request. Martinez stated he received an anonymous letter stating the town employees were doing a great job. The parks look great. Greg Bell echoed the sentiments of the letter. Martinez closed the public comment period.

2007 AUDIT REPORT-Dave Cole

Dave Cole began his presentation by acknowledging he had previously met with the Finance Committee regarding the audit, and encouraged any board member with questions to contact him. The management letter was first discussed. He emphasized the importance of the segregation of duties which is identified as a significant deficiency on internal control. This item will always be a part of the management letter due to the small staff. Material weaknesses in internal control are partly due to the Caselle computer program, while very good in most areas, does not lend itself to reconciliation of cash, receivables, or payables and accounting standards were identified with discrepancies in detail to balances. He recommended that procedures be adopted to reconcile major balance sheet accounts on a monthly basis. He stated he will be getting together with the Town Clerk to help set up some check and balances for this situation.

Cole advised the board to continue to account for infrastructure received from new development. The sanitation fund continues at a loss, and Cole suggests an increase of \$12 per customer to break even in this fund. The Old Hire Police Pension Fund was fully funded but may not be as of now due to FPPA investment losses. The audit layout was reviewed, along with management's discussion and analysis, which are the town's opportunity to show strengths. Blackston and Polland completed this management discussion this year and Cole feels they did a good job. Cole stated the town is strong and the stability of the town is good.

RESOLUTION K-2008-Dove Hill Estates LOC

Martinez stated this is a resolution accepting the First National Bank irrevocable standby Letter Of Credit submitted by Patriarch Development LLC for the Dove Hill Estates subdivision improvements including the non-potable well, non-potable irrigation system and Phase II erosion control. Harvey stated there has not been any trouble with the well thus far. Harvey did mention that the erosion control in Dove Hill Estates is not being met at this time. Harvey will contact Dove Hill Estates to address this issue.

Rumrill moved to approve Resolution K-2008 accepting the LOC for Dove Hill Estates Subdivision. Bruce seconded the motion. Motion carried. 5-0

ORDINANCE 3-2008-Water Deposits and Interests

At the July 22, 2008 meeting the Town Board passed Ordinance 2-2008. A clerical error was found while processing the ordinance after the approval from the board. The ordinance should have been Ordinance 3-2008. The ordinance has been corrected.

Miller moved to approve Ordinance 3-2008 to amend Article 1, Section 13-4 of the Municipal Code. Aragon seconded the motion. Motion carried. 5-0

MINERAL RESOURCES-M.O.U.

The Memorandum of Understanding with Mineral Resources has been prepared for recognizing responsibilities, obligations, and agreements they have made with the Town of LaSalle. Mineral Resources has agreed to contribute \$20,000.00 toward the cost of replacement of the town sewer line on their property where they are drilling. The sewer line will need to be completed by October 1 for the town to receive the contribution. The board consensus is the sewer line will eventually need to be replaced, we might as well do it now with their help. The remainder of the amount was not budgeted but there are funds available to use.

Miller moved to approve the Memorandum of Understanding with Mineral Resources. Bruce seconded the motion. Motion carried. 5-0

RECREATION DEPARTMENT

Dudley gave an update on current programs. Dudley stated he had a request from the local Girl Scout troop asking if they could use the Community Center for two over night bullying classes. The troop will have one chaperon for every five youth. Harvey requested a lock down take place at curfew. **Rumrill moved to allow the two overnights at the Community Center for the local Girl Scout troop for bullying classes. Bruce seconded the motion. Motion carried. 5-0.** Dudley requested board approval for him to attend the 2008 CPRA State Conference in Vail September 24th-26th for \$505.00. **Asbury moved to allow Dudley to attend the 2008 CPRA Conference in Vail up to \$505.00. Miller seconded the motion. Motion carried. 5-0**

PUBLIC WORKS DEPARTMENT

Schaeffer asked for approval to purchase 15 radio read units. Schaeffer stated he has 12 meters that are either not reading or have a weak signal. The units are \$110.00 per unit for a balance of \$1,650.00. **Rumrill moved to approve the purchase of 15 radio read units for \$1,650.00. Bruce seconded the motion. Motion carried. 5-0.** Schaeffer requested approval to buy a truck box tarp for the tandem Ford truck we purchased recently. You are required to tarp your load being hauled and at this time this truck does not have one. He received two bids, one from Maxey Truck & Trailer for \$1,620.75 and from O.J. Watson for \$985.00. Schaeffer would like to go with O.J. Watson. **Asbury moved to approve the purchase and installation of the truck box tarp from O.J. Watson for \$985.00. Aragon seconded the motion. Motion carried. 5-0.** Schaeffer reported the contract for the water tower painting has been signed and sent back to M & M Tank Coating Company. A September 15 date has been set for work to begin. Schaeffer reported that the street overlay has been completed. Public Works is working on the ball fields as time allows. They are planning to trim trees that are hanging in streets and or alleys that affect operations of the town and contracted services such as trash removal. Mineral Resources is willing to put up \$20,000.00 for a new sewer line on the property where they are drilling the 21 wells. Schaeffer has been checking out what it would cost the town for this sewer line if done in house or contracted. If contracted it could cost the town up to \$62,000.00 and if done in house the cost could be around \$27,000.00. The sewer line now is an old clay line. Mineral Resources will be doing a lot of driving over this sewer line with heavy equipment and trucks when they get to the next phase of their drilling. We will have to replace the line sometime and since Mineral resources is going to give the town \$20,000.00 for the line now would be a good time to replace the line. The board consensus was to go with doing the sewer line in house. The project does need to be complete by October 1, 2008 to receive the money from Mineral Resources. Schaeffer feels they can do it by that date.

FINANCE DEPARTMENT

Blackston informed the board that any interest that had been accrued on our utility accounts was applied to those accounts and we now no longer have interest on any accounts. Blackston reminded the board that budget work sessions would be beginning in October and would like them to look at their calendars to see when in October they would be available. She will be attending a Budget 101 class instead of the Nuts & Bolts class on August 29, 2008. Martinez stated the probation period was up for the Town Clerk/Treasurer. Harvey reported he sat down with Blackston for her evaluation. He stated she is still in the learning process but is doing a good job. He suggested Blackston be taken off probation and she be given a pay increase from her current salary to \$3,892.32 per month retroactive to August 1, 2008. This amount was budgeted. Martinez stated during the audit meeting with Dave Cole that he had mentioned Blackston had done a good job this past year. Martinez stated he appreciated the work she has done.

Miller moved to approve Blackston be removed from probation and be given the increase of pay to \$3,892.32 per month. Aragon seconded the motion. Motion carried. 5-0

POLICE DEPARTMENT

Harvey gave an update on the continuing vehicle problems. Harvey reported the e-force update version was downloaded on August 21, 2008. All officers have been trained on the new version. The Police Department did their Active shooter class at the Middle School, which went well. They will be having a 1-day class on the new procedures at A Kids Place on interviewing for court acceptance. Harvey is hoping to have a CPR class set up next month for all the officers. Harvey discussed the FPPA allocation. In the last year we have lost 5.49%, in 2008 alone we have lost \$57,953.05.

OTHER**LaSalle Ministry Alliance**

Harvey stated the LaSalle Ministry Alliance sent a letter congratulating the town on another successful LaSalle Day.

North Front Range MPO-34-Xpress

The 34-Xpress is a bus route to provide a convenient and efficient alternative transportation option. Martinez stated he was involved with three others in naming the project. Martinez believes it is a great idea and it has been very successful.

North Front Range MPO-Transportation Planning

Harvey reported this is an invitation to a meeting to discuss options for integrating of land use and transportation planning at the regional level.

ICS 402 Class

The City of Evans is putting on a ICS 402 class and would like our town board to attend. This class is to help with training for all governmental personnel with disaster response duties, periodic exercises and use on all emergency incidents.

REO Strategies-Foreclosure Class

The Federal Reserve Bank of Kansas City-Denver Branch sent an invitation for a class on proactive approaches for Local Governments Symposium to provide the tools and information to address local needs. Harvey would like to attend.

Ball Field Maintenance

Harvey reported that over the weekend of the 16th there was sand dumped on the ball fields. The town discussed the situation with the people involved and thought all was good but, this last weekend the parking lot had been scraped and signs had been put up on the backstop. Due to the parking lot being scraped we no longer have the Envirotech on it. We will have to have it re-done. Schaeffer is checking on the fees for this. Harvey is requesting if any one is aware of this taking place please make sure the right people are contacted from the town to make sure it is okay. The town appreciates the help of others but it must be coordinated with town employees.

Weld County Comprehensive Plan

Weld County will be having a community meeting to give an update on the Weld County Comprehensive Plan and accept opinions about growth and the future of Weld County.

Harvey asked the board for direction concerning an ordinance. There needs to be in writing from the board specific heights for the town rights of way for streets and sidewalks for tree clearance. Harvey stated our ordinance states it is illegal to have trees hanging over into the streets and sidewalks. Harvey suggested the clearance be 8 foot for sidewalks and 15 foot for trees. The board agreed with the clearance amounts. Next Spring the town will mail out notices to remind the residents that the town will be cleaning up the sidewalks and clearing the trees out of the towns' rights of way.

There being no further business the meeting adjourned at 9:03 p.m.

Submitted by,

Linda Blackston
Town Clerk / Treasurer