

**Board of Trustees**

**TOWN OF LASALLE**

**Regular Meeting**

**MINUTES**

**August 25, 2009**

**CALL MEETING TO ORDER**

Mayor Pro-Tem Asbury called the regular meeting of the Board of Trustees to order at 7:00 p.m.

**ADDITIONS TO THE AGENDA**

Harvey stated there were no additions to the agenda. Blackston stated the date for the minutes should read August 11, not August 4, 2009.

**ROLL CALL**

Paul Aragon – present

Gary Bruce – absent

Mike Miller – absent

Tony Asbury – present

Jane Rumrill – present

Andy Martinez – absent

Tony Trevino – present

Others present were:

- Carl Harvey - Police Chief & Operation Director
- Barry Schaeffer-Public Works Director
- Brad Laue-Town Attorney
- Linda Blackston – Town Clerk/Treasurer
- Toni Pollard-Deputy Clerk
- Dave Cole

**MINUTES-August 11, 2009**

**Rumrill moved to approve the minutes, as presented, of the regular meeting held on 8/11/09. Trevino seconded the motion. Motion carried 4-0.**

**WARRANTS-August 25, 2009**

There were no additions to the warrants.

<u>Inquiries</u>	<u>by</u>	<u>Explanation</u>	<u>by</u>
James Price	Asbury	Voided Check	Blackston

**Rumrill moved to approve the warrant’s list dated 8/25/09 for \$20,499.50 and staff salaries dated 8/14/09 for \$25,796.16. Aragon seconded the motion. Motion carried 4-0.**

**PUBLIC COMMENT**

Asbury opened the public comment period as designated on the agenda. There being none, Asbury closed the public comment period.

**8<sup>th</sup> ANNUAL MOSER SOFTBALL TOURNAMENT**

Carla Moser sent a letter requesting the use of the ball fields on September 12 and 13 for their 8<sup>th</sup> annual Moser softball tournament. The funds made will go to Valerie (Padilla) Tateyama, who was in a car accident. Historically the town has allowed them to use the fields and waive all fees.

**Trevino moved to allow the Moser family to use the ball fields on September 12 and 13 for their 8<sup>th</sup> annual Moser softball tournament and waive all fees. Aragon seconded the motion. Motion carried 4-0.**

**2008 DRAFT AUDIT REPORT-Dave Cole**

Dave Cole stated he should have the final 2008 Audit in the next couple of days. Cole stated the Caselle program makes it difficult to reconcile the cash accounts because most of the work is done inside the program without a paper trail. Cole would like to have a Finance committee meeting when the final audit is complete. 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. A material weakness 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, and accounting standards were identified with discrepancies in detail to balances. Cole suggested the board consider updating to the new software program Caselle offers to try to eliminate some of the issues.

Cole advised the board to look at the water fund because the revenues are flat or falling and the expenditures continue to grow. The sanitation fund continues at a loss, and Cole suggests an increase of \$12 per customer per month to break even in this fund as he has suggested for the past 4 years. The Old Hire Police Pension Fund lost about 30% of its value. The town may in the near future have to start funding the fund again. The draft audit layout was reviewed, along with management's discussion and analysis. Polland completed this year's management discussion and Cole feels she did a very good job.

**PLANNING & ZONING****210 Sunset Drive-Side Yard Setback**

Polland stated Planning & Zoning had a variance request from Dave Cole located at 210 Sunset Drive. Cole is requesting a variance to reduce the side yard setback to allow a carport to be placed along the west fencing on the commercial zoned property. He has purchased two carports to be used by employees, and he feels the location along the fence will ease navigation in and out of the back lot. Current regulations state the interior side yard setback between commercial and residential zoned districts is twenty –five feet. There is no side yard requirement between commercial properties. Dave Cole did obtain signatures from the west and east neighbors to his lot. The commission recommends the board grant the variance allowing the side yard setback at 210 Sunset Drive to be reduced to allow carport placement along the fence, stipulating that Mr. Cole accept liability in writing relieving the town of any responsibilities or liability created by this variance.

**Rumrill moved to grant the side yard setback variance at 210 Sunset Drive to be reduced to allow carport placement along the fence, stipulating Dave Cole accept liability in writing relieving the town of any responsibilities or liability created by this variance. Trevino seconded the motion. Motion carried 4-0.**

**PUBLIC WORKS DEPARTMENT**

Schaeffer requested approval to purchase a 42' W x 40' L x 17'3" H ClearSpan freestanding poly building for \$14,924.55 from Tek Supply. This was a budgeted item. **Trevino moved to approve Schaeffer purchase the Clearspan freestanding poly building for \$14,924.55 from Tek Supply. Rumrill seconded the motion. Motion carried 4-0.** Schaeffer requested approval for the concrete footers and 4' wall for \$5,750.00 by Guerra Concrete Service. **Rumrill moved to approve Schaeffer have the concrete footers and 4' wall poured for \$5,750.00 by Guerra Concrete Service. Trevino seconded the motion. Motion carried 4-0.** Schaeffer stated the concrete floor would be poured after the footer and walls are complete. He should have a better

breakdown of phase cost for the restrooms at Beattie Park by the next board meeting. He informed the board Bill Lookhart is back to work with weight restrictions. Schaeffer received a letter from Weld County for a meeting about snow maintenance for roads that they may want us to start plowing.

**RECREATION DEPARTMENT**

Dudley was unable to attend this evening. Harvey stated when Dudley ordered new helmets he received white helmets instead of green. Due to this, we have a few kids who have been unable to practice. Dudley has sent the white helmets back and is waiting for the green helmets to arrive.

**FINANCE DEPARTMENT**

Pollard requested approval for Mike Brown to attend the 2009 Fall Judges Conference October 1-3 for \$435.00. This item was budgeted at \$1000.00. Our Judge Zane Pic usually attends but this year he will be unable to attend. Due to the relevant topics covered in this year's agenda, Zane has suggested Mike Brown attend so the information can be shared. **Trevino moved to approve Mike Brown attend the 2009 Fall Judges Conference October 1- 3 for \$435.00. Rumrill seconded the motion. Motion carried 4-0.** Blackston distributed July Financial Statements and Debit Card breakdowns. Blackston reported our revenues are down 10-35% and the expenditures are staying within the budgeted amounts.

**POLICE DEPARTMENT**

Harvey reported our sirens could be here tomorrow and operational by Thursday.

**Trevino moved to go into Executive session. Aragon seconded the motion. Motion carried 4-0.** Asbury stated the executive session was for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e). The intent of the executive session was approved by Trevino and Aragon.

Board went into Executive session at 8:30 p.m.

Board reconvened at 9:05 p.m., there being no further business the meeting adjourned.

Submitted by,

Linda Blackston  
Town Clerk / Treasurer