

# PITKIN TOWN MEETING

## Newcomb Community Center

March 17<sup>th</sup> 2025 at 7:00pm

Remote participation was available via ZOOM

### MINUTES

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**1. Call to Order and Pledge of Allegiance:** Mayor pro tem Tom Gibb called the meeting to order at 7:01pm. Trustees Ed Pianalto, Jerra Garetson, and Ramon Reed were present. Attorney Clayton Buchner was present via Zoom. Minutes taken by Clerk Sara Gibb.

**2. Public comments\*:** None

**3. Town Attorney Report\*\*:** No report

**4. For Council Action\*\*:**

3-1 Approve meeting minutes: February 6<sup>th</sup> Work Session, February 18<sup>th</sup> Regular Meeting

Corrections/amendments were suggested by Trustee Ramon Reed.

**Motion by Trustee Ed Pianalto: Approve the minutes of the February 6<sup>th</sup> Work Session and the February 18<sup>th</sup> Regular meeting as amended. Seconded by Trustee Jerra Garetson. Motion carried 4-0.**

3-2 Review Treasurer's Report. Discuss and vote to approve January 2025 Disbursements.

An additional disbursement of \$2750 for Quartz Creek Company was discussed. \$150 of this invoice is for plowing a street that was not on the list for a private owner. It was suggested to approve the invoice minus \$150 and ask the Clerk to reach out to Mr. Duetsch ask him to contact the property owner for payment or share additional information with the Board.

**Motion by Trustee Ramon Reed: Approve the disbursements with addition of \$2,600 to Quartz Creek Company. Clerk Sara Gibb to communicate about the difference with Phil Duetsch. Seconded by Trustee Jerra Garetson. Motion carried 4-0.**

Public comments: Jesse Garetson

Trustee Ed Pianalto asked to revisit the snow plowing policy prior to next fall. Mayor pro tem Tom Gibb asked Trustee Ed Pianalto to bring this up in the fall.

3-3 Discuss with possible action: Adopting Resolution 2025-3 Budget Amendment: Reallocating funds to Parks and Recreation. THIS ITEM CONTAINS A PUBLIC HEARING. Mayor pro tem Tom Gibb reviewed the purpose of the resolution. Clerk Sara Gibb reminded the Board that the extra expenditure was to pay Jesse James Garetson. Trustee Ramon Reed asked if these funds could be drawn from the Conservation Trust Fund. The Board agreed.

**Motion made by Trustee Ramon Reed: Table this item until the April meeting for Clerk Sara Gibb to amend the resolution to draw from CTF funds. Seconded by Trustee Jerra Garetson. Motion carried 4-0.**

3-4 Discuss with possible action: Adopting Resolution 2025-4: Audit Exemption

**Motion made by Trustee Ed Pinalto: Adopt Resolution 2025-4 Audit Exemption. Seconded by Trustee Ramon Reed. Motion carried 4-0.**

3-5 Discuss with possible action: Approving plans and bids for Streets/Ditches in 2025

Street Commissioner Jesse Garetson asked why the Streets budget was reduced. Trustee Ed Pinalto stated that it was reduced to match the amount spent in 2024. He recalled Clerk Sara Gibb stating that a resolution could be drafted to increase the Street budget.

Street Commissioner Jesse Garetson asked how to plan for Ditches. They are currently full. He also has noticed that gravel has been pushed into the ditch. He is concerned about being late with quotes.

He reviewed the rest of his goals for 2025 and answered questions presented by the Board.

#1 Research stop signs – The Board says yes.

#2 2 30-ton loads of ¾" road base on River from 9<sup>th</sup> to Mesa. Trustee Ramon Reed was concerned about the request to re-gravel this section. This is a 15' wide street. He does not want to encourage traffic and he is concerned about the adjacent private properties. Both the Curry family and Mr. Beery (adjacent owners) requested gravel. Trustee Ed Pinalto thinks it's time to put some road base on that street. Treasurer Sara Gibb asked if these estimates included tractor hours. Streets Commissioner Jesse Garetson stated that they did not. He stated that he would like to hear from the Board directly if they wanted estimates of his time. Treasurer Sara Gibb reiterated that she would like to see estimates for tractor hours, which can add up to several thousand dollars. Trustee Jerra Garetson stated that she wants to encourage the Town's volunteers. Mayor pro tem Tom Gibb stated that he needs to be a good trustee of the Town's funds, however, these amounts are not scary. The Board says yes.

#3 Prep and gravel on Sage between 2<sup>nd</sup> and 3<sup>rd</sup> - Mayor pro tem Tom Gibb asked about traffic on Sage Ln. between 2<sup>nd</sup> and 3<sup>rd</sup>. Trustee Ed Pianalto stated that he received a text from homeowner Chris Guigley (Armstrong/Sage) asking if anything “could be done” about Sage Lane because he [Mr. Guigley] would like to place a garage this summer with access to Sage Lane.

Jesse Garetson confirmed that his estimate of \$700 is just gravel and freight, no gravel work. The Board says yes.

#4 Additional mag chloride on Alpine Lane. Minimal discussion about current and past prices. The Board says yes.

#5 Bids to assemble speed limit signs – There was discussion about the amount of work required and whether the Town would create boxes for the signs. Trustee Ramon Reed asked who would be available to answer questions about this project. Clerk Sara Gibb to post online and at the P.O. – respondents to contact the BoT with bid. The Board says yes.

#6 Pit Run Soil and 1 30-ton load of ¾” road base on Quartz Lane between 9<sup>th</sup> and 10<sup>th</sup> – Tomichi has provided the only price on Pit Run Soil (which is cheaper and already contains aggregate). Trustee Ramon Reed stated that he has been contacted by two property owners that did not want traffic on this section of Quartz Lane for the park. He would like to encourage people to just use and turn around on 9<sup>th</sup> Street. Trustee Ed Pianalto stated that the Town should improve a platted street. Street Commissioner Jesse Garetson stated that there are 3 homes that require access to that section of Quartz Lane. Street Commissioner Jesse Garetson further stated that the condition of the street is “passable” now in good weather. Mayor pro tem Tom Gibb understands Trustee Ramon Reed’s reluctance to make this a traffic loop. His question isn’t whether it’s platted, it’s the necessity for those who live there. Trustee Jerra Garetson feels that making the loop is safer than the alternative. The Board says yes, except for Trustee Ramon Reed, who said no.

#7 Plowing all streets – The Board already brought this up and plans to discuss it in the fall.

#8 - #10 Tabled for a future meeting in the interest of time.

3-6 Discuss with possible action: Setting a date for public hearings (Kelley variance request, Schellenberg variance request)

Clerk Sara Gibb suggested a special meeting either on April 2<sup>nd</sup> or 3<sup>rd</sup> or the week of April 7<sup>th</sup>.

Clerk Sara Gibb requested the 3<sup>rd</sup> for additional time to send letters. Trustee Jerra Garetson is unavailable on April 3<sup>rd</sup>.

Trustee Ramon Reed asked why this was coming to the Board of Trustees. Trustee Ed Pianalto stated that he reached out to Attorney Buchner, who stated that the final decision on approval should be the Board of Trustees because the Town is an interested

party in both variances. Trustee Ed Pinalto read aloud from the email he received from Attorney Buchner.

Attorney Buchner stated that his analysis has to do with whether the Town's property is going to be affected. The Board cannot delegate authority to dispose of or encumber Town property to a committee. The Zoning Board is an advisory committee. It can make some decisions, but ultimately, if a variance affects Town property, the Board of Trustees must be the decision maker. The variance would encumber part of 8<sup>th</sup> Street, which is Town-owned property, therefore such request must be approved by the Board of Trustees.

Mayor pro tem Tom Gibb asked in what way is the 2.5 feet an encumbrance. Attorney Buchner stated that it encroaches on the setback to the Town Street. By encroaching on the setback, it takes away 2.5 feet from the 8<sup>th</sup> Street setback. He advises that if this involves Town property, the Board of Trustees should be involved.

Trustee Ed Pinalto described the request from Jake Schellenberg for a zero-foot setback for the Train Depot from Old Main Street (which is 30' wide). The eaves of the upstream corner of the back side of the Depot would be at the lot line.

**Special Meeting set for 6:30pm on 4/2/2025**

3-7 Discuss with possible action: Approving a spending policy for the Town of Pitkin

The Trustees are happy with the draft as presented. Trustee Ramon Reed would like this to be adopted as a Resolution so it doesn't become lost.

Trustee Ed Pinalto stated that the only issue he has is that the idea of setting this up as a Resolution wasn't presented earlier.

Attorney Buchner stated that a Resolution is a way to adopt a policy. The Board does not have to adopt a policy in the form of an ordinance. It can be adopted in the form of a Resolution. The Board could do a verbal resolution and say "we resolve to adopt this policy." The Board's vote is the resolution. It doesn't have to be a written resolution.

**Motion made by Trustee Jerra Garetson: Approve Purchasing Guidelines for Appointed Commissioners in the Town of Pitkin. Seconded by Trustee Ed Pinalto. Motion carried 4-0.**

Public comments: None

3-8 Discuss with possible action: Approving an updated contract for the Town Attorney

Trustee Ed Pinalto asked Attorney Buchner to clarify how he would like to address the Board's request to have him schedule in-person visits 3x/year. Attorney Buchner stated that he would appreciate as much notice as possible (at least one month).

**Motion made by Trustee Jerra Garetson: Approve the employment agreement with Clay Buchner. Seconded by Trustee Ramon Reed. Motion carried 4-0.**

**5. Updates/Planning/Discussion\*\*:**

- Discuss plan to address the following action items (from Board of Trustees/Zoning Board work session, previous Trustee meetings)
  - Schedule upcoming Work Sessions – Enforcement/municipal court, business licenses  
Trustee Ramon Reed would like the Town Attorney to be present for the enforcement/municipal court discussion. Clerk Sara Gibb to coordinate with Attorney Buchner for May or June. Trustee Ed Pinalto prefers June or July. (Work Session for enforcement/municipal court).

**6. Special Additions to the Agenda\*\***

None

**7. Reports\*\*:**

- Town Mayor – Mayor pro tem Tom Gibb – No report
- Town Clerk – Sara Gibb – Clerk Sara Gibb resigned as of May 31, 2025. She will post the opening.

***Please see written report for the following:***

- Building Inspector – Tom Gibb
- Zoning Board – Ed Pinalto - Read approved Zoning Board Minutes at: <https://townofpitkin.colorado.gov/documents/approved-meeting-minutes>
- Cemetery – Mark Rossmiller
- Environmental Health – Gayla Gibb
- Streets – Jesse Garetson
- Ditches – Jesse Garetson
- Town Hall – Ramon Reed
- Parks and Rec – Josh Ackerman

**9. Adjourn: Motion made by Trustee Ed Pinalto: Adjourn. Seconded by Trustee Jerra Garetson.**

**Motion carried 4-0. Meeting Adjourned at 9:31pm.**

The next regularly scheduled meeting will be held on April 21st at 7:00PM. Council meetings are scheduled to adjourn at 9:00PM. At the council's discretion agenda item(s) not addressed by this time will be tabled until the next regular meeting. Approved minutes, ordinances, resolutions, agendas, and other Town of Pitkin public notices can be found at <https://townofpitkin.colorado.gov>