

PITKIN TOWN MEETING
VIRTUAL MEETING

May 11th 2020 at 7pm

MINUTES

Full and timely notice of this meeting was provided pursuant to C.R.S. 24-6-402(2)(c).

1. **Call to Order:** Mayor pro tem Eddy Balch called the meeting to order at 7:01pm. Trustees Tom Gibb, Jerra Garetson, Chris Nasso were present. Attorney Jim McDonald was present. Minutes taken by Clerk Sara Gibb.
2. **Public comments:** None
3. **Town Attorney Report**:** Attorney Jim McDonald provided a memo regarding the election question. He does not believe any action needs to be taken at this time. The memo is attorney-client privilege.

Attorney McDonald has turned in a letter of resignation. His responsibilities for the County of Hinsdale has caused him to need to limit his responsibilities in Pitkin. Attorney McDonald spoke to attorneys Kendall Burgemeister and Chris Mochulsky and asked them to prepare proposals for the Town.

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

5-1 Approve meeting minutes: March 10th regular meeting, April 20th special meeting

Motion to approve meeting minutes as presented made by Trustee Jerra Garetson. Seconded by Trustee Chris Nasso. Roll call votes as follows: Jerra Garetson – yes, Chris Nasso – yes, Tom Gibb – yes, Eddy Balch – yes. Motion carried 4-0.

5-2 Discuss and vote to appoint a Mayor for the Town of Pitkin

Motion to appoint Eddy Balch as Mayor made by Trustee Jerra Garetson. Seconded by Trustee Tom Gibb. Roll call votes as follows: Tom Gibb – yes, Jerra Garetson – yes, Chris Nasso – yes. Motion carried 3-0. Eddy Balch abstained.

Public comments: Rand Makowski, Suzy Metzler, Lisa Stonequist

5-3 Discuss and vote to appoint commissioner positions

Motion to appoint John Rowan as Ditch Commissioner, Jesse Gartson as Street Commissioner and Cyndi Wick as Environmental Health Agent made by Trustee Tom

Gibb. Seconded by Trustee Jerra Garetson. Motion carried 4-0.

Public comments: Lisa Stonequist, Cyndi Wick

- 5-4 Discuss and vote to appoint Town officers: Town Attorney, Town Clerk/Treasurer, Town Sanitarian, Building Inspector, Assistant Building Inspector

Town attorney will be appointed at a later date. Rand Makowski is willing to continue as Building Inspector and Sanitarian. Tom Gibb is willing to continue as assistant building inspector. Sara Gibb is willing to continue as Clerk/treasurer. Mayor Eddy Balch would like the town to clarify the job duties and create an actual contract to employ individuals in these contract positions.

Motion to appoint Sara Gibb as clerk/treasurer, Rand Makowski as building inspector and sanitarian and Tom Gibb as assistant building inspector and made by Trustee Jerra Garetson. Seconded by Trustee Chris Nasso. Roll call votes as follows: Eddy Balch – yes, Tom Gibb – yes, Jerra Garetson – yes, Chris Nasso – yes. Motion carried 4-0.

Public comment: Suzy Metzler, Lisa Stonequist

- 5-5 Discuss and vote to adopt IGA for Noxious Weed Management

Motion to adopt the IGA for Noxious Weed Management made by Trustee Tom Gibb. Seconded by Trustee Chris Nasso. Roll call votes as follows: Chris Nasso - yes , Tom Gibb – yes, Eddy Balch – yes, Jerra Garetson – yes. Motion carried 4-0.

Trustee Chris Nasso asked if this is a required IGA. Clerk Sara Gibb confirmed that the Town is obligated to participate or manage noxious weeds independently. Trustee Tom Gibb stated that he believes this is a bargain for the Town given the cost and manpower required to manage noxious weeds.

Public comment: Suzy Metzler

- 5-6 Discuss and vote to adopt Ordinance 2020-1 (Write-in candidate deadline, cancelling elections)

Motion to adopt Ordinance 2020-1 made by Trustee Chris Nasso. Seconded by Trustee Jerra Garetson. Roll call votes as follows: Jerra Garetson– yes, Tom Gibb – yes, Eddy Balch – yes, Chris Nasso – yes. Motion carried 4-0.

Public comment: Suzy Metzler

5-7 Discuss and vote to approve Town of Pitkin fee schedule

Eddy Balch asked about the fee for a ditch obstruction. Tom Gibb suggested that the Board take time in the future to review the ordinances.

Clerk Sara Gibb read a portion of the Ditch ordinance (2005-2)

Trustee Jerra Garetson asked if the building permit fees were current. Clerk Sara Gibb confirmed that they are current with the zoning code.

Clerk Sara Gibb read a portion of the STR advertising ordinance (2017-3)

Trustee Jerra Garetson asked if this item could be tabled due to technical difficulties. She would like to discuss it further but is missing out on the conversation.

Clerk Sara Gibb stated that there are at least 3 individuals who are interested in applying for street/alley vacations and would like to know the fees involved.

Trustee Chris Nasso asked why anyone's request should be held up due to lack of a fee schedule. Attorney Jim McDonald stated that he provided the Board with a policy document that mentions a fee. He stated that making a reference from a document to a fee document is taking a shortcut. He suggested having the fee within the ordinance in addition to a compilation document with fees. Trustee Jerra Garetson does not want to hold up the process of applications while the Board discusses fees.

Motion to table this item and schedule a work session made by Trustee Jerra Garetson. Seconded by Trustee Tom Gibb. Roll call votes as follow: Chris Nasso – yes, Jerra Garetson – yes, Eddy Balch – yes, Tom Gibb – yes. Motion carried 4-0.

Public comments: Suzy Metzler, Rand Makowski, Ramon Reed, Jesse Garetson

5-8 Review treasurer's report. Vote to approve May 2020 disbursements

There was an addition of 2.4 hours to Jim's invoice. Invoice will be posted online.

Motion to approve May 2020 disbursements made by Trustee Chris Nasso. Seconded by Trustee Jerra Garetson. Roll call votes as follows: Tom Gibb – yes, Eddy Balch - yes, Jerra Garetson – yes, Chris Nasso – yes. Motion carried 4-0.

Treasurer Sara Gibb requested to set up a bank draft to pay the phone bill. Mayor Eddy Balch and trustees agree.

Treasurer Sara Gibb has reviewed the Town sales tax figures to-date and they are inconsistent with previous years. She will contact the Department of Revenue to investigate possible reasons for the significant increase and report back.

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

- Update on Makowski/Fox quit claim deed – Aspen Lane – no updates, Town not yet paid. Rand reports he will bring a check tomorrow. He would like copies of all documents for his files. Attorney McDonald was awaiting payment before completing further work on this issue.
- Discuss Town Budget and Budget planning
Mayor Eddy Balch stated that there is concern about the future of the budget considering the virus and the Town's dependence on sales tax. The Board needs to plan ahead and look at expenses for the future and possible projections that need to be changed regarding income. Trustee Tom Gibb believes work sessions are in order for this and the reserve policy.

- Discuss reserve policy for the Town of Pitkin

Work session will be planned. Clerk Sara Gibb will speak to the county regarding a protocol for a different type of meeting during the pandemic – can the Board meet in person, what is required if so? (temp, mask, etc?)

- Set work sessions and discuss future agenda items
Fees, reserve, budget
Clerk will poll trustees by phone to set dates for work sessions
Clerk will post vacancy in BOT

6. **Reports**:**

- Town Mayor – Eddy Balch – attended (virtually) mayor/manager meeting. All attendants were concerned about coming months and years due to the virus. Having a good reserve policy was stressed. College may not have a fall semester, which would be devastating to the college. Depending on what happens in the county in the upcoming weeks regarding tourism, it creates a huge potential for impact in the Town, county, and state.
- Town Clerk – Sara Gibb – website up, please email with errors. Can clerk meet with commissioners/Board chairs regarding volunteers.

- Building Inspector/Sanitarian – Rand Makowski – no report, would like to meet with Tom Gibb
- Fire Department – Rand Makowski – practice will begin the last week of May, no Fireman’s Day fundraiser, may try a dinner combined with the PHCA pancake breakfast day
- Zoning Board – James Sharpton – no report
- Cemetery – James Sharpton –
- Environmental Health – Cyndi Wick

Trustee Chris Nasso prefers 1st class mail and suggests extending the 2019 deadline to July 31st. Trustee Jerra Garetson suggests 1st class mail. She recommends following Cyndi’s direction that was provided in the February report. She asked if more time should be allowed for inspections due to COVID? Mayor Eddy Balch believes the initial notice should be sent first class but any kind of delinquent or second notice should be certified. Trustee Jerra Garetson agrees. Trustee Tom Gibb agrees. EHA Cyndi will change the letters for the 2019 delinquent inspections to July 31st. She agrees with sending second or delinquent notices certified. She asked if the Board would like to give additional time to the 2020 inspections, possibly to the end of 2020. Mayor Eddy Balch suggested that Cyndi mail the letters with the September due date. **The website can convey that an extension will be provided to those who request one.** The Board and EHA Cyndi Wick are in agreement. EHA Cyndi Wick requests that the Board address the two systems that have been ignored for many years. They have failed and are out of compliance. Attorney Jim McDonald suggested an EHA appointment with him or his successor regarding the long out-of-compliance systems. Mayor Eddy Balch suggests following up with Attorney McDonald’s successor. The Board agrees.

- Streets – Jesse Garetson – no report, just appointed – assisted with ditches today. Mayor Balch requested that Jesse follow up with Rachel regarding All-Weather Dirt Works discussions
- Ditches – John Rowan – North Main ditch is flowing. Mayor Balch encourages homeowners to check ditches in front of their homes and help if able.
- Town Hall – vacant
- Parks and Rec – Sara Lamar – no report, Sara is willing to continue.

Motion to approve Sara Lamar as Parks and Rec commissioner made by Trustee Tom Gibb. Seconded by Trustee Chris Nasso. Roll call vote as follows: Jerra Garetson – yes, Chris Nasso – yes, Tom Gibb – yes, Eddy Balch – yes. Motion carried 4-0.

9. **Adjourn: Motion to adjourn made by Trustee Chris Nasso. Seconded by Trustee Jerra Garetson. Motion carried 4-0. Meeting adjourned at 8:58pm**