

## RICO TOWN BOARD MINUTES

November 20, 2019

The Regular Town Board meeting was called to order at 7:00 p.m. by Mayor Zach McManus.

**Members Present.** Zach McManus, Barbara Betts, Nicole Pieterse and Stephan Roberts. Absent was Sophia Kyriakakis. New members: Joseph Dillsworth and Brandy Randall/absent.

**Staff Present.** Kari Distefano and Linda Yellowman.

**Guests Present.** Jenny Nunley, Laurie Adams, Pat Fallon and Emily Nolan.

Oath of Office: Joseph Dillsworth and Nicole Pieterse.

**Approval of the Agenda.** The agenda for November 20, 2019 was presented for approval. Additional items were added. Zach McManus made a motion to approve the amended agenda for November 20, 2019 and seconded by Barbara Betts. The motion passed unanimously.

**Approval of the Minutes.** The Rico Town Board minutes for October 16, 2019 were presented for approval. Nicole Pieterse made a motion to approve the October 16, 2019 minutes. Seconded by Barbara Betts. The motion passed unanimously.

**Consent Agenda:**

**Approval of the Monthly Bills.** The Monthly bills for November 2019 were submitted for approval. Barbara Betts made a motion to approve paying the bills for November 2019 as presented. Zach McManus seconded the motion. The motion passed unanimously.

**Citizens Communication.** Jenny Nunley asks the Town Board if they would be the fiscal agency for the grant that she submitted to the Rico Center for the Memorial Day Color Guard expenses. The Board asked that she reports back to the Board with confirmation. Nicole Pieterse made a motion to be a fiscal agency for the Rico Center grant/Color Guard expenses and Ms. Nunley does a confirmation. Barbara Betts seconded the motion. The motion passed unanimously.

On behalf of the Rico Women's Club Laurie Adams would like to use the courthouse on December 6, 2019 from 5:00 to 9:00 for Noel Night. The request was granted.

Zach McManus reports that CDOT approved the speed sign for Rico.

**Action Items.** Consideration of a Memorandum of Understanding for the Southwest Colorado Enterprise Zone. The State of Colorado Office of Economic Development and International Trade offers designated Enterprise Zones, in which Rico and the rest of Dolores County reside, an opportunity to put forward projects to be considered "EZ Economic Development Projects". The Town applied to this program on behalf of both the sewer project and funding for the upkeep of the Town Hall. Both Region 9 and the State of Colorado approved the Rico Town Hall project, but prior to becoming an Enterprise Zone Project, the State requires the approval by the Board of Trustees of a Memorandum of Understanding (MOU) with Southwest Colorado Enterprise Zone. Mrs. Distefano will talk to Telluride Foundation to see if we can roll this into their "Telluride Gives"

program if they still do that. Zach McManus made a motion to approve the MOU and seconded by Barbara Betts. The motion passed unanimously.

1<sup>st</sup> Reading of the 2020 Budget. Based on comments from the Trustees at the last meeting, the outcome of the election and the most recent Treasurer's Report, some revisions have been made to the budget. Sales tax has done well in the last couple of months and adjustments were made. The November valuation is in so the budgeted 2020 property tax revenue will reflect that. Will be taking 40% of the town manager pay next year out of the Water Fund because Kari Distefano will be overseeing the meter replacement and relocation project and the water tank repair and resealing projects. The bids of the water tank repairs are coming in higher than expected and still waiting on another bid. The Water Fund summary reflects that revision. It has been budgeted \$15,000 for engineering from the sewer fund to explore a package plant alternative that would serve just the commercial core business. Barbara Betts made a motion to approve the 1<sup>st</sup> Reading of the 2020 Budget. Seconded by Nicole Pieterse. The motion passed unanimously.

2<sup>nd</sup> Reading of Town of Rico's Water Regulation. Kari Distefano made the revision that Nicole Pieterse suggested, which was taking out the stipulation that when a house sold it would have to install interior meters. That could be a hardship for a potential homeowner. Staff also added a clause that the fees could be amended from time to time with the support of the Rico Town Board of Trustees. Nicole Pieterse made a motion to approve the 1<sup>st</sup> Reading of Town of Rico's Water Regulation. Barbara Betts seconded the motion. The motion passed unanimously.

Consideration of the Adoption of Revised Personnel Handbook and Job Descriptions. Kari  
It became apparent after our last budget discussion that Rico was in need of a more formalized Human Resources program. Staff had done some work a couple of years ago on a revised personnel handbook but it never got approved because we were having trouble dealing with policies for the Town Marshal. The Marshal had been operating under the Town of Telluride's policies but since he was officially working for the Town of Rico, the town attorney felt that the town should have their own, and a process which turned out to be quite complicated. The notable changes are the addition of the harassment section and the safety supplement. Both were suggested as additions by the town's insurance agency.

Also attached are the proposed job descriptions for the town clerk, the town manager, the town marshal and the maintenance person. The part-time parks, open space and trails job and the part-time maintenance job descriptions are new. Should the Board approve the job descriptions, employees will be evaluated annually in accordance with the job description? With no further discussion, Zach McManus made a motion to approve the revised personnel handbook and job descriptions. Seconded by Barbara Betts. The motion passed unanimously.

Consideration of a Date for the December Meeting. Due to statutory requirements regarding the approval of the budget, we need to reschedule the regular December meeting. State law requires that budgets be approved by December 15 2019. The Board agreed to have the meeting on December 9, 2019. Zach McManus made a motion to have the Town Board meeting on December 9, 2019. Barbara Betts seconded the motion. The motion passed unanimously.

Consideration of Steele's Water Bill Payment. When Larry and Suzy Steele reclaimed Mountain Top Fuels, they were left with an outstanding unpaid water bill. They are requesting that the Town forgive this water bill. After a brief discussion, the consensus of the Board agreed to not forgive this unpaid water bill and that the Steele's pay the unpaid water bill in the amount of 297.70.