

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

January 9, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday January 9, 2023 for the REGULAR MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Troy Kindley, Marlys Kossman, Randy Fagerlund, Tami Witt and David Langley. Trustee Chuck Kinkel was absent. Town Clerk Emily Strunk, and Town Manager Justin Crisp were the town employees present. At 5:59 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance was Dana and Marilyn Keech.

OLD BUSINESS:

- Trustee Randy Fagerlund made the motion to accept the minutes from the December 12, 2022, regular meeting. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- Town Clerk Emily Strunk stated that the auditor had been given all the answers to his pending questions on Thursday January 5th and she was still waiting to hear a response from him. Clerk Strunk requested the approval to request proposals from other independent auditors for the 2022 audit. The mayor stated that he would contact David Green, the auditor, for clarification on when the work would be completed and any other issues that may be pending.
- Clerk Strunk stated she and Fallon Miller with the Department of Housing had completed the planning for the Central Plains Housing Summit. It will be at the Wheatland Conference Center on January 19th from 8am to 5pm. In attendance will be Colorado Department of Housing, USDA Rural Development, Colorado Energy Office, Department of Local Affairs, Colorado Resiliency Office, Colorado Housing and Finance Authority, Elevation Community Land Trust, My Rural Planner, LLC, and Southeast Colorado Enterprise Development. The conference will also be attended by other municipality officials, and county officials including Yuma, Washington, Lincoln and Kit Carson County. Clerk Strunk noted that the Town of Flagler was not invited to submit the

Affordable Housing grant application due to readiness. DOLA recommended applying in the beginning of 2023 and continuing to work on infrastructure to the site to increase readiness.

NEW BUSINESS:

- The Kit Carson County Sheriff's office has stated that the Town of Flagler has jurisdiction over street concerns and animal complaints. The town would need to schedule hearings for animal complaints, and property concerns. The trustees discussed problems with debris or construction materials left in the street. The Mayor directed Clerk Strunk to write and send a 14 day notice via certified mail for removal of these items, and then the town would remove any items on public property. The trustees requested that Clerk Strunk contact Kirk Preston to inquire about his interest in acting as the Town of Flagler Municipal Court Judge.
- Town Clerk Emily Strunk presented an updated 2023 budget which included the changes needed in the General Fund to accommodate the reduction of 5.5 mills in property taxes the trustees approved last month. The trustees agreed on the adjustments.

REPORTS:

- **Town Manager Report** (*reported by Town Manager Justin Crisp*)
 - o TRASH REPORT: Nothing new to report
 - o STREETS REPORT: Some potholes have appeared after the snow and will be fixed as soon as possible. Town Employee Terry Fowler was commended for his work and time in snow removal over the last month. Trustee Tami Witt asked if there was anything that could be done to move the ice and snow from the curb on Main Ave. Town Manager Crisp responded that he was aware and that the town could come down the street with a maintainer to clear the gutter areas. It is important that all property owners understand that it their duty to remove snow and ice from the sidewalks around their property within 24 hours. This includes the area around a mailbox. The town does not remove snow in these areas. The

town is thankful for all those who have helped out in the last couple snow storms including Green Horizons, Cody Martin and Todd Thompson.

- o WATER REPORT: There were 13 issues of frozen pipes over Christmastime. The survey to all the water customers has gone out and we are receiving the responses back. This survey will help the town respond to the state and it will effect the testing schedule for the town. Customers will not have to update their pipes.
- o WASTEWATER REPORT: Nothing to report.
- **Town Clerk Report** (*reported by Town Clerk Emily Strunk*)
 - o AIR Aging was updated. A few customers were discussed on delinquent accounts. There are a few customers where letters will be sent out, and the Town of Flagler will lien. Customer 0648 will receive a shut off notice, and a lien will be filed on the property. Town Manager Justin Crisp will discuss the balance due with customer 0636, if payment not received this month, the customer will receive a shut off notice for full payment or a payment plan with autopay set up. A few trash accounts will be discontinued for non-payment and dumpsters will be picked up they are customer 0964, 0947, and 0559.

PARKS and RECREATION: (*reported by Trustee Troy Kindley*)

- o The Mayor said that the Recreation Director Brad Stone should check in with Town Manager at 7:00 am every day during the winter months. Trustee Randy Fagerlund indicated that Brad should be clocking in and showing his 40 hours. Trustee Fagerlund also mentioned that he received compliments on the Chess Club that Brad has started which meets at the school on Wednesdays and Thursdays. Clerk Strunk mentioned that Brad does have a current schedule posted on the website which shows the activities that are happening in recreation currently, and that he has been working on recreation storage and inventory at townhall, and also helping out as needed. Manager Justin Crisp stated that he does not really have daily work for Brad, but that he would like to schedule 3 or 4 days in advance when something was needed. Trustee David Langley stated that Brad should be clocking in. Trustee Tami Witt inquired about Brad's ability to also help with the office since we are in need of help in this area. Clerk Strunk stated that she would get the minutes from the meeting

where Brad was hired on full time and provide to the Board via email (attached herewith)

April 11, Minutes regarding Recreation Director Position:

- o *Chuck Kinkel made a motion that Brad Stone the Recreation Director will be full-time and paid \$2,500 per month for May - August and after that as needed will be full-time at \$15.00 per hour for Recreation at 40 hours per week. If recreation does not have 40 hours per week of work to be completed, Brad will work for other departments with Town Manager. If recreation continues to grow, and does require 40 hours per week, Brad will not need to assist other departments. This includes all benefits offered to full-time employees. He will also need to get his CDL and the Town will cover all costs associated with acquiring his CDL. Marlys seconded the motion. The motion passed unanimously.*
- o Trustee Troy Kindley reported basketball is in full swing, and the recreation department has almost 40 kids registered in the program. The first practice was last Saturday. Trustee Kindley reviewed the schedule of the basketball games that Brad has scheduled with other towns.
- o Kid's Night Out is Scheduled for January 19th from 6:30 - 8:30pm at the school.
- o Organization is in the works for a basketball tournament in March.
- o Pool is still closed and is pending the completion of the repairs on the heater for the pool.
- o Chess Club is a big hit on Wednesdays and Thursdays every week. Kids have requested another board game club with recreation.
- o Brad has been picking up shifts with the Town Manager and partnered with Steve on the trash pick up today. He has also been helping out at Townhall in areas of answering the phones, and helping with the front desk.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to accept the bills, debit card purchases, and coding. Trustee David Langley seconded the motion. The motion passed unanimously.

Mayor Tom Bredehofft adjourned the meeting at 6:48pm.



Thomas E Bredehofft

MAYOR

[Signature]

CLERK

Feb 13, 2023

DATE APPROVED

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

February 13, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday February 13, 2023 for the REGULAR MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Troy Kindley, Marlys Kossman, Randy Fagerlund, Tami Witt and Chuck Kinkel. Trustee David Langley was absent. Town Clerk Emily Strunk, Recreation Director Brad Stone, and Town Manager Justin Crisp were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Erika Saffer, Dana & Marilyn Keech, and Kip & Mary Backlund.
- Erika Saffer updated the town for Lincoln Health, and Lincoln Community Hospital. The updated included the announcement that the clinic in Byers opened and is seeing new patients and that the health system has been experiencing delays because of implementing a new computer system.

OLD BUSINESS:

- Trustee Marlys Kossman made the motion to accept the minutes from the January 9, 2023, regular meeting. Trustee Randy Fagerlund seconded the motion. The motion passed unanimously.
- Interviews were conducted of two potential candidates for the part-time assistant clerk position.
- Kirk Preston was contacted after last month's meeting regarding the position of Municipal Court Judge for the town. The trustees discussed the inquiring with other experienced persons who live outside the Town of Flagler and instructed Clerk Strunk to reach out to others and report back during the next meeting.
- The trustees directed Town Manager Crisp to remove the gravel in the road associated with account 0396 and place at the Town site on Ruffner. Clerk Strunk will send a letter

to the property owner giving 30 day notice to claim and move the gravel from town property. Lien will be placed for the amounts owed to town for accounts.

- Clerk Strunk reported that CPA Ronny Farmer has been working with the auditor on the 2021 audit and thinks he will be complete next week. The last item that he is working on reconciling is an accounts payable account. Clerk Strunk sent the email to all council members from Ronny Farmer, CPA confirming his update.

NEW BUSINESS:

- Trustee Chuck Kinkel made the motion to ratify the straw poll of January 11, 2023 which approved the town working with Ronny Farmer, CPA to assist with the 2021 audit and communications with David Green the independent auditor. Trustee Troy Kindley seconded the motion. The motion passed unanimously.
- Trustee Tami Witt made the motion to approve the purchase of a one inch impact for the trash department to use to tighten the lug nuts on the truck wheels in the amount \$1,000. Trustee Troy Kindley seconded the motion. The motion passed unanimously.
- Town Manager Crisp updated the council on the lift station repairs stating the cause was items that were flushed into the system including disposable wipes and feminine hygiene products. The cost of repairs was approximately \$20,000. He confirmed that he and Terry Fowler called all the residents effected to confirm the restricted usage was lifted, and the policy of not flushing these items. A letter will be sent out about the sewer system and the policy regarding non-flushables.
- Clerk Strunk updated the trustees on a grant application with Colorado Housing and Finance Authority (CHFA) to assist the town with the infrastructure and readiness for the affordable housing project. Aryes & Associates Mike Scholl is assisting the town in this planning.
- Clerk Strunk discussed the DOLA recommendation that all elected officials have emails through the Town of Flagler, rather than personal emails. Strunk confirmed that email addresses could be added through the website host, and Trustee Troy Kindley will help her implement the new email with each trustee and their email platform.

- Recreation Director Brad Stone requested approval for \$600 to the Burlington Recreation Department for the basketball tournament. Trustee Randy Fagerlund made the motion to approve the payment of \$600 to Burlington Recreation. Trustee Tami Witt seconded the motion, and the motion passed unanimously.

REPORTS:

- **Town Manager Report** (*reported by Town Manager Justin Crisp*)
 - o TRASH REPORT: Nothing new to report
 - o STREETS REPORT: Repairs have been made as necessary in the streets following the snow and plowing. Almost one pallet of material has been used in this effort.
 - o WATER REPORT: Testing was completed this month on residential water. No other updates at this time.
 - o WASTEWATER REPORT: Nothing to report other than the repairs mentioned in new business section.
- **Town Clerk Report** (*reported by Town Clerk Emily Strunk*)
 - o AIR Aging was updated. The trustees directed Clerk Strunk to file a property lien for account 0636 as payment plan request was mailed to the account holder and the town did not receive a response. Account 0648 has been disconnected from service and a lien placed on the property.

PARKS and RECREATION: (*reported by Recreation Director Brad Stone*)

- o Hours were reported for Brad since the last meeting of 76.4 week 1 & 2, 81.15 week 3 & 4 and 50 in week 5. Brad presented a list of all activities since the last meeting including the pool operations, swim lessons, private pool parties, recreation sports coordination and administration, townhall office backup clerical work, and assisting the town manager on various projects. It is estimated that in the current period his hours will be 96.
- o The basketball league is in full swing with a tournament scheduled in March.
- o Kid's Night Out is Scheduled for February 24th from 6:00 - 8:30pm at the school.
- o Applications are being accepted for lifeguards. Brad has spoken with Lacy the lifeguard certification instructor to coordinate training. Brad currently manages four regular part-time employees who assist with shifts at the pool.
- o Pool reopened and has been operating with water aerobics, public swim, private parties, and swim lessons. Brad and Kanda are the current swim lesson instructors.
- o Chess Club continues on Wednesdays and Thursdays every week.

- o Cal Ripken and little league baseball coordination will begin in March. Brad is working with Tyson in Burlington on this coordination and is expecting to have registration begin in March.

FINANCIAL REPORT:

- Trustee Chuck Kinkel made the motion to accept the bills, debit card purchases, and coding. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION:

At 7:10 pm Trustee Randy Fagerlund made the motion to go into executive session with Clerk Strunk to discuss the two interviewees for the assistant clerk. Trustee Chuck Kinkel seconded the motion. The motion passed unanimously.

At 7:43 pm Trustee Chuck Kinkel made the motion to come out of executive session. The motion was seconded by Trustee Tami Witt. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 7:45 p.m.



Thomas E. Bredehoff

MAYOR

ETR

CLERK

3/13/2023

DATE APPROVED

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

March 13, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday March 13, 2023 for the REGULAR MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Troy Kindley, Marlys Kossman, Randy Fagerlund, Tami Witt, David Langley, and Chuck Kinkel. Town Clerk Emily Strunk and Town Manager Justin Crisp were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Dana Keech, Kip & Mary Backlund, and Troy Andasola.

OLD BUSINESS:

- Trustee Randy Fagerlund made the motion to accept the minutes from the February 13, 2023, regular meeting. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

NEW BUSINESS:

- Trustee Chuck Kinkel made the motion to approve the liquor license renewal for the American Legion. Trustee David Langley seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to ratify the straw poll voted on by the trustees on February 17 via email to hire Katlynn Perez as the part-time Assistant Town Clerk. Trustee Marlys Kossman seconded the motion. Clerk Strunk was asked in discussion how Kate was doing in training, which Clerk Strunk affirmed Kate was doing very well in training. The motion passed unanimously.
- Trustee Chuck Kinkel made the motion to accept the resignation of the Recreation Director Brad Stone presented to Town Council and the Mayor on February 22, 2023.

Trustee Marlys Kossman seconded the motion, stating it was with sadness that she seconded the motion. The motion passed unanimously.

- Clerk Strunk updated the council on the new date for the Easter Colorado Housing Summit with the State of Colorado which will be held on April 7 at The Wheatland Conference Center from 8:00am to 5:00pm. RSVPs are necessary for the state officials to have a count for lunch. Trustees Tami Witt and Chuck Kinkel, and Mayor Bredehoft stated they will be at the summit.
- Clerk Strunk stated that the Colorado Housing & Finance Authority (CHFA) grant application for the Town of Flagler has moved on to the next stage of the approval process. Strunk and Mike Scholl, the consultant from Ayres & Assoc, participated in a virtual concept meeting with the CHFA officials on February 27th to review the needs of the Town of Flagler for developing a plan for the infrastructure and build out of the Affordable Housing Project, proposed by the Town to achieve the readiness requirement by the state for the HB21-1271 Innovative Affordable Housing Grant.
- Clerk Strunk presented council members with a proposal to amend procedures for animal permitting and licensing, citing rabies vaccinations expire in three years now, and it may make sense for the Town to update procedures for licensing to coordinate with the new expiration time period, rather than requiring renewal each year. The matter was tabled to the next month when Clerk Strunk will present council with proposed language which will amend the Town Code on the dog licensing, and other changes.

Executive Session:

- At 6:20 Trustee Tami Witt made the motion for the council to move into executive session to discuss personnel matters, including employee raises. Trustee Troy Kindley seconded the motion. The motion passed unanimously.
- At 6:41 Trustee Chuck Kinkel made the motion for the council to move out of executive session. Trustee Tami Witt seconded the motion. The motion passed unanimously.

The mayor reconvened the regular meeting at 6:41

- Mayor Tom Bredehoft re-assigned Trustee Troy Kindley from overseeing the Parks Department to Recreation, and re-assigned Trustee David Langley from overseeing the Recreation Department to Parks.

Mr. Farmer stated that some of the problems created by integration in the software system would carry into the 2022 audit, because this software integration was not turned off until 2023. It will be a much smaller problem because we know where those problems are now.

He also spoke with the state auditor who indicated that if the town files the financial audit for 2021 prior to the due date of the 2022 audit, there would not be a problem for the town receiving an approved extension for the 2022 filing deadline from July 31, 2023 to September 30, 2023.

Town Council Members questions to Ronny Farmer:

1. Trustee Chuck Kinkel asked Mr. Farmer about what would carry forward in 2022 and these would be large numbers like we dealt with for 2021? Mr. Farmer answered that these numbers will be smaller. For instance, the problem with the payables in 2022 will not reflect the 39k in payables because he has worked to fix the problem, and this was the largest problem for the 2021 financials. The problems he thinks will need to be reviewed for 2022 to make sure there is not a carry over from 2021 or an ongoing problem with the software and entries to the general are payables and payroll. Mr. Farmer thinks the reconciliation for 2022 will be easy in comparison to 2021, and not as time consuming.
2. Mayor Bredehofft asked Mr. Farmer how many hours he has spent so far on the 2021 audit, and Mr. Farmer estimated 60 hours.
3. Trustee Tami Witt asked Mr. Farmer to elaborate on the equipment that was purchased for others. Mr. Farmer responded that there were four pieces of equipment purchased for roughly 36,000 dollars. Then two pieces of equipment purchased were sold to somebody within the town, and the transaction was recorded as if the town purchased everything, which the town did, as capital outlay. The town was reimbursed by those who purchased the two pieces of equipment, but this caused a journal entry nightmare and balance sheet problem. He stated the town should not do that again.

The council members and Clerk Strunk thanked Ronny for his attendance. Mr. Farmer left the meeting at 7:05pm.

- o Trustee Randy Fagerlund made the motion that the Town cancel the three debit cards and replace with three credit cards each with a limit of \$2,500 per the recommendation of Ronny Farmer, CPA. Trustee Troy Kindley seconded the motion. The motion passed unanimously.
- o Trustee Randy Fagerlund asked if the Recreation Director position was going to remain full time. Mayor Bredehoff indicated that part time might be all we can find. Trustee Fagerlund would like to keep the position at full time. It was determined that council is open to both a full time or part time recreation director depending on the candidates who apply. The town is currently advertising in the local newspapers, and surrounding area papers, Indeed, Facebook, and the town message board.
- o Trustee Chuck Kinkel expressed his difficulties in getting lifeguards to work and that the pool may have to remain closed unless he can get lifeguards to be scheduled. Trustee Fagerlund asked about whether water aerobics would continue, and Trustee Kinkel confirmed that water aerobics would continue with the leadership of its instructor Kanda Misiaszek. Trustee Kinkel also will try to get the lifeguard certification scheduled for new applicants. Trustee Chuck Kinkel stated that an adult could be hired as a supervisor at the front desk supervising the high school students who are the scheduled guards to keep the pool open.

REPORTS:

- **Town Manager Report** (*reported by Town Manager Justin Crisp*)
 - o TRASH REPORT: The trash truck broke down, both pins snapped in half. The cost was about \$800.
 - o STREETS REPORT: Town Manager Crisp reported that they are working on graveling the streets. He has been talking with the county about getting more gravel to fill pits with. Mayor Bredehoff asked if Navajo was on the list and Manager Crisp confirmed it was a top priority. They will try to get to Denver on Wednesday the 15th to get cold mix. \$1,400 of cold mix has already been used in the last three weeks. McCormick will be coming over in the next week to review streets including Navajo. Trustee Fagerlund asked for Manager Crisp to review the purchase of new streetlights for Navajo where there are not any yet.

- **CPA Ronny Farmer joined the meeting at 6:41 to give his update on the 2021 Financial Audit.** Mr. Farmer indicated that he expects the audit to be completed at the end of the month. He has meeting with David Green, the independent auditor for the 2021 year, on March 25 where he will go over everything and finalize everything for the 2021 year. Mr. Farmer is preparing the draft financial statements for review.
Mr. Farmer has reviewed the Balance Sheet with Clerk Strunk, and has reconciled all the banks, the receivables and the assets. In reviewing the payables, that is where he saw approximately 39k in payables. He has been focusing on reconciling the problems he saw in the payables. Mr. Farmer noted one specific payable transaction which caused a 20k error with equipment purchased through the vendor Dickensheets, and automatic transactions that occurred from payroll into the general ledger. Clerk Strunk has provided all the expenses paid in January 2022 that were for 2021, and that number with minor adjustments will be used as payables for the balance sheet. Mr. Farmer has directed Clerk Strunk to close the books for 2021 and any journal entries needed for 2021 will be made as of January 1, 2022. Mr. Farmer confirmed that Clerk Strunk has posted all the journal entries correctly that he has recommended at this time and the Town's balance sheet matches his balance sheet and he stated that he sees no evidence that anything is wrong. Mr. Farmer indicated the software is good software, but that the automatic transactions and entries that post to the general ledger needs to be turned off, and Mr. Farmer stated he has directed Clerk Strunk to turn this integration off, which she has done, so that things can be done manually going forward. Evidence of this integration problem is shown in 941 s and payroll records generated by the system, which may require some correction, but going forward if things are done manually the number will be done. Mr. Farmer also stated that the Town cannot purchase equipment and then turn around and sell to individuals, per happened with Dickensheets, because it causes too many problems and it just cannot be done. Mr. Farmer reiterated the town has a fiduciary responsibility and it is not executed properly with that type of activity.
Mr. Farmer advised council to change from debit cards to credit cards so that those transactions are not hitting the bank account directly. The town will be invoiced for the credit card balance, and then can pay the invoice.

- o WATER REPORT: Town Manager Justin Crisp is scheduled a comprehensive water tank inspection as required by the State of Colorado this year. This will include diving in the tank and vacuuming out the sediment at the bottom. The cost will be 3,350.00. This was agreed to by council members.
- o WASTEWATER REPORT: Trustee Witt asked if Manager Crisp had been able to reach Black Hills Energy yet about the movement necessary of pipes under County Road V to mitigate flooding. Manager Crisp said he has not been able to get a hold of any one yet. Both Trustee Witt and Manager Crisp confirmed to reach out to Black Hills.
- o Manager Crisp asked about replacing the back up heater in the shop that has stopped working. He would like to replace for \$3,700. Trustee Fagerlund asked about the backup which Manager Crisp confirmed is a natural gas heater to keep the pipes from freezing.
- **Town Clerk Report** (*reported by Town Clerk Emily Strunk*)
 - o The process of filing new liens has been started and should be completed this month for 4 properties that owe large amounts on their water bills and are over six months past due.
 - o The lien for 315 Loveland was released since the property was sold and the balance was paid off at closing.
 - o The new Assistant Clerk, Kate Perez, has started and is in training and doing well
 - o 2022 financial work has started with Ronny Farmer, CPA as 2021 audit work is being completed currently by Ronny Farmer, CPA on behalf of the town, with Mr. David Green the independent auditor.

PARKS and RECREATION:

- Flagler did not have a representative attend the Baseball League meeting in Burlington on March 6th, however Trustee Troy Kindley has been in contact with Tyson in Burlington.
- Basketball season has completed.
- We have had three applications on Indeed for Recreation Director. Clerk Strunk will forward the applications to Trustee Troy Kindley as they come in.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the bills, debit card purchases and financial coding. Trustee Tami Witt seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 7:28 p.m.



Thomas E. Bredehoff

MAYOR

E. J. ...

CLERK

4/10/2023

DATE APPROVED

Town of Flagler, Colorado

RECORD OF PROCEEDINGS
EMERGENCY SESSION

April 20, 2023

The Board of Trustees for the Town of Flagler, Colorado met Thursday April 20, 2023 for an EMERGENCY MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoff, and Trustees Troy Kindley, Marlys Kossman, Randy Fagerlund, Tami Witt, David Langley, and Chuck Kinkel. Town Clerk Emily Strunk and Terry Fowler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

NEW BUSINESS:

- At 6:01 p.m. Trustee Randy Fagerlund made the motion to move into executive session to include Town Clerk Emily Strunk and Terry Fowler to discuss personnel matters. Trustee David Langley seconded the motion. The motion passed unanimously.

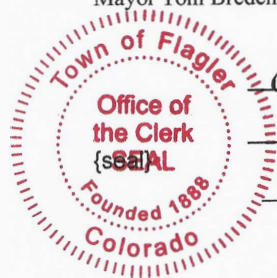
EXECUTIVE SESSION OF THE BOARD OF TRUSTEES

- At 6:40 p.m. Trustee Chuck Kinkel made the motion to come out of executive session. Trustee Tami Witt seconded the motion. The motion passed unanimously.

PUBLIC MEETING RESUMES

- At 6:40 p.m. Trustee Chuck Kinkel made the motion to resume the public portion of the meeting. Trustee David Langley seconded the motion. The motion passed unanimously.
- Trustee Marlys Kossman made the motion to approve Clerk Strunk's recommendation for Gary Elrick, who is on the Zoning Board, as the interim authorized signer with the Town Clerk to review and approve building permit applications. Trustee Tami Witt seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 6:45 p.m.



Thomas E. Bredehoff MAYOR

[Signature] CLERK

5-15-2023 DATE APPROVED

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

May 15, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday May 15, 2023 for the REGULAR MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Marlys Kossman, Randy Fagerlund, Tami Witt, David Langley, Chuck Kinkel, and (via Zoom) Troy Kindley. Town Clerk Emily Strunk, Interim Town Manager Terry Fowler, Wastewater Manager Terry Jaques, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Dana and Marilyn Keech, Kip and Mary Backlund, Jeremy Isenbart, Justin Crisp (on leave of absence), and Erika Saffer (via Zoom).
- Erika Saffer gave an update from Lincoln County Health (LCH). Erika went over the quality measures for the hospital including the nurse-to-patient ration, and patient satisfaction was a 4.8 rating out of 5. Please view the website www.hugohospital.com with any questions on the ratings, or lab self-pay. May was the month for celebration of health care workers. May is national skin cancer awareness month.

OLD BUSINESS:

- Trustee Chuck Kinkel made the motion to approve the minutes of the April 10, 2023 regular meeting. Trustee David Langley seconded the motion. The motion passed unanimously.
- Trustee Chuck Kinkel made the motion to approve the minutes of the emergency meeting on April 20, 2023. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- David Green from Green & Associates attended via zoom. Mr. Green went over the opinion of the audit (filed audited financials including the audit opinion letter can be reviewed on the town website) for 2021. Mr. Green said that the books were in order so that he was able to prepare the opinion and the audit and that the audit was completed

according to the standards of GAP. The audit was submitted to the state auditor's office by Clerk Strunk on May 7, 2023. Trustee Chuck Kinkel asked about the 2022 audit, and David Green said that the with an extension of September 2022. Ronny Farmer confirmed that the 2022 audit was eligible for an extension after July 31, 2023. Ronny Farmer noted that 2022 will have some clean up to do, but the errors are known because they carried over from 2021. Ronny Farmer confirmed that the independent auditor's opinion issued for 2021 was a clean opinion and that there were no disclaimers or anything else of concern. Ronny also confirmed that the management letter that was issued by Green and Associates he agreed with, and that all the controls were common among most small towns that he has seen throughout the years.

- Second Reading of Ordinance 200 - Renewal of animal permits. Trustee Randy Fagerlund made the motion approve Ordinance 200. Trustee David Langley seconded the motion. The motion passed unanimously.
- Second Reading of Ordinance 199 - Dog licensing and unauthorized dog breeds. Trustee Randy Fagerlund made the motion to approve Ordinance 199. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Interim Town Manager Terry Fowler presented costs from Luke Strode on roto mill, dirt, and sand. The dirt and sand are \$7 per yard delivered and roto mill would be \$20 per yard delivered. Luke also has a belly dump to deliver into town for Navajo Ave. Doyle Loutzenhiser will charge \$5 per yard for his dirt, and the town would have to go get the dirt. Mayor Bredehoft confirmed that he drove around with McCormick and reviewed work on 4th from Navajo to Pawnee, 5th from Main to Navajo, 2nd Street by the school, and reviewed building up Navajo. McCormick confirmed that pavement on Navajo should not start until curb and gutter work was completed by the homeowners. Trustee Tami Witt asked how much pavement we will be completing this year, and Trustee Chuck Kinkel confirmed that the town has budgeted \$175,000 for paving streets in 2023. Trustee Fagerlund asked how much it has cost in the recent past per street. Justin Crisp confirmed that the cost to repave in front of Wagner's was \$60,000.00. Trustee Tami Witt asked if we could get a bid on the road base from McCormick and see what they will do for dirt work on Navajo. Mayor Bredehoft stated that we need to talk with McCormick and Luke Strode to get cost for Navajo work. Trustee Chuck Kinkel confirmed that we are going to pave 4th street from Navajo to Pawnee, 5th Street from Main to Navajo. Interim Town Manager Terry Fowler

confirmed he would get an estimate from McCormick to determine what dirt work (for road base and crown) is needed for Navajo.

NEW BUSINESS:

- Trustee Randy Fagerlund made the motion to approve the Flagler Golf Club Liquor License. Trustee David Langley seconded the motion. The motion passed unanimously.
- Trustee Marlys Kossman made the motion to approve the electrical repairs on the Flagler Rock Sign with Jim Shideler for approximately \$2,000, with the town billing Crowe Wing for their damage. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Clerk Strunk presented the award letter for the recreation department baseball program for \$8,750. Recreation has spent about 7,000 dollars so far on Babe Ruth league equipment and uniforms, a new scoreboard for the smaller field, and new fence toppers.
- Clerk Strunk presented the award letter for the children's library to the Town of Flagler for \$2,953. Items that will be purchased will be children's library furniture, and summer reading equipment and craft supplies.
- Recreation Director Trisha Fritzler presented tentative pool hours of Thursday 12 - 8, Friday 12 - 8, Saturday 12 - 8, and Sunday 12 - 5 which would give family after hours after 5 when parents are home from work. Trustee Randy Fagerlund asked if these could be adjusted depending on what is observed in public usage. Trisha noted that the pool may be open on Wednesdays if we can get a manager hired. Trustee Kinkel stated that all pool supply ordering would be done through the school for the recreation department and not through the town. Trustee Kinkel directed Clerk Strunk to pay the school the \$20,000 per our contract, and it was agreed the check would be net what would be paid by the town for AquaParadise Pools maintenance of \$270 per week during the summer (\$3,780).
- Since the 2021 audit was filed, the town trustees entered into a discussion regarding 2023 raises, and agreed these raises would be retroactive to January 1, 2023 as per the December 2022 meeting. Consideration during this discussion was the inflation rate of 8%, over the last two years, and last year raise given was 4%. The trustees considered a 6% raise and a 4% raise. Trustee Marlyss Kossman suggested a compromise of 5% as an alternative. The board also discussed the April 2022, and October 2022 minutes where

Clerk Strunk's rate was not increased due to a probation continuation based on the delay of the 2021 audit filing. The 2021 audit was filed May 7, 2023, and the trustees discussed adhering to the motion and discussions from their meetings of April 2022, and October 2022 which would discontinue the promotion probation and add \$2 per hour to her wages. Mayor Bredehoft commented that it was a large increase in wages. Trustee Tami Witt commented that the increase would bring Clerk Strunk to a reasonable wage based on the job requirements for the town clerk position. Trustee Chuck Kinkel made the motion to honor the approved motion from April 2022 regarding the wages and position for Clerk Strunk increasing her wage by \$2 per hour, and adding the 5% cost of living increase for 2023, and giving a 5% cost of living increase to all employees who were employed in 2022. Trustee Randy Fagerlund seconded the motion. The motion passed with a 5-1 majority vote with Trustees Troy Kindley, Chuck Kinkel, David Langley, Marlys Kossman and Randy Fagerlund voting aye, and Trustee Tami Witt voting nay.

- Trustee Chuck Kinkel made a motion for the town to add effective immediately a self-funded disability/medical leave policy for 2023, until the state FAMILI coverage was effective in 2024, and cover 30 days of compensation for full-time employee medical leave. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

REPORTS:

- **Town Manager Report** (*reported by Interim Town Manager - Terry Fowler*)

Mayor Bredehoft commended Terry Fowler for his work over the last month and his communication, hard work and continued extra effort.

- o Water - water leak was fixed at dental office, concrete work still needed. All the parks, football field, bathrooms are on. The Lavington park bathroom needs repairs. The bid for NextEra water project south of town as \$9,700. The water tank was inspected by divers.
- o Streets - waiting on quotes from McCormick. We are working on potholes. Placed roto mill up by the water tower, and will see about hot mix asphalt. Terry will be working to get bids for the street work needed this summer.

- o Trash - Tires were replaced by Santala, and the new truck had to go to Limon to have a wheel seal replaced. Old truck had fuel lines fixed at Witt Boys. Terry confirmed that the town had to pay \$1,800 to tow the trash truck out of the landfill, after it slid and tipped in the landfill.
- o Sewer - There was a backup from 8th street to Campbell's but there was minimal damage. The work and repair took about 4 hours. The backup was caused by tree roots. Terry Jaques stated that the town is in compliance.
- **Town Clerk Report** (*reported by Town Clerk Emily Strunk*)
 - o **AR Report:** Account 0636 was shut off but entered into a payment agreement and service has been turned back on, and payments have been ongoing. Account 2007 is MP Nexlevel and is a balance due for repairs on after the lines were placed for fiber, cost was originally for Master's Backhoe which was paid by the town. Account 0947 has been liened, bills continue to go out. Account 0396 has been liened, bills continue to go out. Account 0304 is a rental, and landlord has been notified. Renter has made a payment of about 50%. Account 0581 and 0578 Clerk Strunk will follow up on. Account 0821 and 0887 have been liened and continued to be billed.
 - o CHFA grant will pay all the contractors and consultants directly rather than send us the dollars. The stakeholder meeting is scheduled for June. Clerk Strunk has asked Flagler Affordable Housing and the school.
 - o Summer Reading supplies have been ordered and begin June 14 for every Wednesday.

PARKS and RECREATION:

- o Recreation Director Trisha Fritzler stated that we have 68 kids out for baseball. The scoreboard has been ordered. Trisha has gone to businesses in town to get donations for another scoreboard and has received enough, short \$300. Businesses include Flagler Coop, Milesaver, Gordon Insurance, Cody Martin, Stop and Shop, and High Plains Bank. Chris Huelscamp is in charge of concessions. Michael Cross is taking care of fields and restrooms.

- o The pool staff includes 3 supervisors and 6 lifeguards. Swim lessons are every Saturday in June.
- o Flagler Day is August 12. We are looking at moving it to Main Ave and closing the street for the day. We have reserved a band, and the beer distributor. We are planning to have children's activities at Lavington, incorporate the businesses on Main Ave, bring in food and other vendors.
- o The park equipment move has been halted. The meeting at town hall with the volunteers determined that there is too much to accomplish without help in removing the equipment from the ground.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the purchases, financial report and coding. Trustee David Langley seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 8:06 p.m.



<u>Thomas E Bredehoff</u>	MAYOR
<u>[Signature]</u>	CLERK
<u>6/12/2023</u>	DATE APPROVED

Town of Flagler, Colorado

RECORD OF PROCEEDINGS
REGULAR SESSION

June 12, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday June 12 2023 for the REGULAR MEETING at 6:00 p.m. The meeting was held at 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Marlys Kossman, Randy Fagerlund, Tami Witt, David Langley, Chuck Kinkel, and Troy Kindley. Town Clerk Emily Strunk, Interim Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegance.

PUBLIC AUDIENCE:

- The public audience in attendance included Dana and Marilyn Keech, Cheryl Witt, Justin Crisp (on leave of absence), Cody Martin, Stacy Sailing, and Erika Saffer.
- Erika Saffer gave an update from Lincoln County Health (LCH). Erika mentioned that there is a patient portal coming out for LCH. A Facebook live event was recorded on June 13th about this portal. It will allow you access records and schedule appointments. They are looking for feedback on the scheduling system of the system.
- Stacy Sailing with the East Central Council of Governments (ECCOG) in Stratton introduced herself to the Board as the person to contact for help with grant funding. She is the regional grants navigator in the tri-county area. She passed out a flyer on the Infrastructure Investment Jobs Act (IIJA) and the federal funding available which is one of the biggest investments in broadband, clean energy, transportation, and water. 70 programs are available to local governments with billions of dollars of funding for Colorado local governments. Stacy's job is to navigate grants not to write the grants for the communities.
- Cheryl Witt came to discuss the traffic on 4th and asked the Board to give some attention to 4th Avenue as it is a popular street and does not have any drainage traps to slow traffic. She mentioned that mail carriers had trouble during the winter snow storms particularly on 2nd street, 8th street, Navajo.

OLD BUSINESS:

- Trustee Randy Fagerlund made the motion to accept the minutes from May 15, 2023 and Trustee Marlys Kossman seconded the motion. Mayor Bredehoft wanted to make it clear that his problem voiced on increasing wages was specifically directed for Clerk Strunk and not any other
-

employees. He voiced that all the employees who go out in the snow deserve raises but the town clerk who leaves at the first sight of snow does not, in his opinion. The motion accept the minutes passed unanimously.

- Trustee Chuck Kinkel discussed the increase of pool membership fees where single membership was increased from \$20 to \$40, couples from \$30 to \$50, and family from \$40 to \$65. The daily entry fee will stay the same at \$3.00. Trustee Chuck Kinkel made the motion to ratify the price increase. Trustee Troy Kindley seconded the motion. Trustee Kossman commented that the price increase seemed reasonable compared to the cost of running the pool. The mayor agreed, stating that last year the cost of pool membership was too little. The motion passed unanimously.
 - Interim Town Manager Terry Fowler reviewed the proposals that he has received from McCormick Excavating. Trustee Tami Witt clarified that the quote included spreading out the road base. Trustee Witt also talked about how the town can plan for the \$250,000 expected cost for the repairs the county will begin on Ruffner, potentially next year or 2025. Clerk Strunk indicated that the IIIA funding may cover this, and she will research applying for a grant. Trustee Witt made recommendations on road repairs for 2023, the Board discussed streets that may need repairs based on the McCormick proposal. Trustee Kinkel made the motion to approve \$9,337 for material and grading on Navajo, \$3,990 for Option 2 on the Loaf & Jug property, \$11,161.52 for 5th Street, Navajo to Main, and \$4,678 for 4th Street from Ouray to Pawnee. Trustee Kindley seconded the motion. Trustee Kinkel suggested that the town put an inverted drainage pan in on Pawnee and 4th. Trustee Fagerlund suggested one installed at Ouray too. Trustee Kinkel amended his motion to include two inverted pans at 4th and Pawnee and 4th and Ouray. Trustee Kindley confirmed he seconded the amended motion. The motion passed unanimously.
 - Trustee Randy Fagerlund asked if the town should put up additional speed limit signs and children at play signs. Town Clerk Strunk confirmed she ordered 10 speed limit signs and 6 children at play signs.
 - The written policy was presented to the Board for the approved 30-day short-term disability policy from May 15, 2023. Trustee Kinkel asked if the Board could amend the policy in the future. Town Clerk Strunk confirmed that the self-funded policy could be amended, but that the policy is in force from June 1, 2023, to June 30, 2024. Trustee Witt asked if the policy contained language requiring employees to use their PTO and vacation before becoming eligible. Clerk Strunk confirmed and the page on the policy was cited for this information. Trustee Randy Fagerlund made the motion to approve the short-term disability policy. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
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NEW BUSINESS:

- The town discussed traffic in the town. Trustee Marlys Kossman asked if there is something that the town could do to get more county presence of law enforcement in Flagler. Trustee Randy Fagerlund said that in the past the town had contracted for more hours in the Town of Flagler by the County Sheriff. The board discussed the effectiveness of this practice in the past and possibly moving forward with contacting the county. The board agreed that the town should investigate contracting with the county for a higher police presence in Flagler. Trustee Kinkel said that he would go over to Wagner's Bird Seed and discuss with their manager, Steve Cooper, the possibility of a formal truck route being posted.
- The clerk confirmed that the fireworks had been ordered. Mayor Bredehoft confirmed that the fire department is ready to go. The Lion's Club gave \$1,000 to the town for the fireworks. The show will be on the 4th of July at the Flagler Golf Course.
- Interim Town Manager Terry Fowler provided information on the town's street sweeper which needs \$30,000 in repairs. He confirmed that a used sweeper would be approximately \$150,000 and a new one would be \$300,000. It was confirmed that the one we have was a used sweeper we leased to buy. The mayor recommended that Terry begin a search for a used sweeper so that the town could estimate the cost.
- Trustee Randy Fagerlund would like to get a quote for the Hasz property (10 acres by the school property) to see what the sewer line would cost. Trustee Fagerlund would like to investigate using the ARPA funds for this project.
- Interim Town Manager Terry Fowler discussed with the Board the application for employment for part-time employment of Kevin Harmon. Trustee Kinkel stated that Kevin seemed to have credentials to help us. Clerk Strunk confirmed his reference check was completed and positive. Trustee Chuck Kinkel made the motion to hire Kevin Harmon part-time at \$14.00 per hour. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Marlys Kossman made the motion to approve the renewal of the liquor license for Flagler Liquor. Trustee David Langley seconded the motion. The motion passed unanimously.
- Recreation Director Trisha Fritzier presented the special event liquor license application for permit for Flagler Day, August 12. The application is for the beer garden (which will be contracted with a Coors distributor this year) located at 4th and Main Ave on Flagler Day and will be gated with security personnel like last year. Trustee Randy Fagerlund made the motion to approve the special event permit for Flagler Recreation's Flagler Day on August 12. Trustee David Langley seconded the motion. Trustee Kinkel verified with Clerk Strunk that our policy, like last year, would be sufficient coverage. The motion passed by a majority vote with Trustees

Witt, Langley, Fagerlund, Kindley, and Kinkel voting aye and Trustee Marlys Kossman voting nay.

- Trustee Chuck Kinkel presented the lease agreement between the Arriba-Flagler School District and Town of Flagler. The agreement is the same as 2022. The only thing that has changed is the amount the town is paying the school which has increased from \$4000 in 2022 to \$20,000 in 2023. Trustee Chuck Kinkel made the motion to accept the agreement between the Arriba-Flagler School District and the Town of Flagler. Trustee Randy Fagerlund seconded the motion. The motion passed unanimously.
- Town Clerk Emily Strunk stated that Katlynn Perez, the part-time Assistant Clerk, has met the requirements of her 90-day probationary period and requested that she be considered for a raise in pay. Clerk Strunk confirmed that Katlynn is dependable, responsible, and doing an excellent job. Trustee Chuck Kinkel made the motion to increase Katlynn's pay by \$0.50 per hour. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- The town board reviewed the engagement letter as independent auditor for the Town of Flagler presented by Ronny Farmer, CPA of RFarmer, LLC in Lamar, Colorado. The annual fee for audit quoted in the letter is \$10,500. Trustee Marlys Kossman made the motion to accept the engagement letter provided to the Town by Ronny Farmer, CPA for the 2022 audit. Trustee Troy Kindley seconded the motion. Trustee Chuck Kinkel confirmed with Clerk Strunk that the 2022 audit preparation is already underway, since the filing date is July 31, 2023. Town Clerk Strunk stated she would anticipate that the 2022 audit would be extended.
- Town Clerk Emily Strunk presented two additional bookkeeping services quotes for the Town Council to review. Wiggins Tax and Accounting, Inc in Wiggins, Colorado (WTA) was found through the Better Business Bureau. Sheila Brown and has been in business in Eastern Colorado as an Enrolled Agent and has been working in accounting for 16 years with experience in public and district accounting. P&L Tax and Accounting, LLC in Lamar, Colorado (PLT), Jason Whisenand, is a larger firm with experience in local government accounting. WTA would charge \$85 per hour and provide the first monthly free while learning new software. She expects 60 hours total for the year to review and balance accounting records for a total of \$5,100 per year. PLT would charge \$85 per hour and estimates 75-80 hours for the year. Total cost to review and balance accounting would be between \$5,625 and \$6,000 per year. The mayor asked why other proposals were solicited, and Clerk Strunk answered that providing the council with other proposals allows for council to compare services and costs. Trustee Randy Fagerlund confirmed that Tim Fulmer would reduce his \$135 per hour originally quoted for review and balancing of books to \$100 per hour, at 6 hours per month for a total of \$7,200 per year rather than the \$9,720

previously quoted. Trustee Fagerlund said he would organize a meeting with Tim Fulmer and Town Clerk Strunk. The town agreed to table the decision on bookkeeping services until this meeting has taken place.

- Mayor Bredehoft informed the board that Trustee David Langley had submitted his resignation as Trustee because he has moved to Kanorado. Trustee Randy Fagerlund asked the time period for selecting a replacement, Trustee Kinkel and Mayor Bredehoft stated 90 days.
- Mayor Bredehoft asked if the town council had previously voted on a moratorium for new development in Flagler. Clerk Strunk confirmed there was not a moratorium on new development or new build in Flagler and presented the past 12 months of meeting minutes. Mayor Bredehoft asked Trustee Tami Witt about the distance between the two houses on the north side of the 800 block of Main Ave. Trustee Tami Witt confirmed that one house was built 5 feet from the property line as opposed to 7 and ½ feet from the property line. These properties are sold and occupied at this time. Trustee Witt questioned what the mayor wanted her to do at this point. The mayor asked Trustee Witt why building started for 811 Navajo without a signed building permit. Trustee Witt responded that foundation work was the only thing completed, and that there are no problems with the property line, all the easements are met or in excess, and then the building permit was held up because Gary Elrick was told that there was a moratorium on new build, which was false. Trustee Witt also confirmed that John Witt was managing pumping water independently due to the rain that had been coming in. Trustee Witt also stated that getting the road raised to the proper level will help with water problems there.
Trustee Randy Fagerlund asked the board to consider for discussion helping John Witt with pumping stormwater if necessary. Trustee Kinkel stated that the water flow problem that should have been addressed in the beginning of new development and that John Witt's solution is a short term solution, but the town's responsibility was the culvert at the lift station. Trustee Witt wanted confirmation that Trustee Kinkel and Justin Crisp had talked to the county commissioner, and that nothing could be done. Trustee Kinkel stated it was the issue with Black Hills Energy and moving their pipe. The county will not let us go over the road, and we cannot put drainage under the road.

REPORTS:

- **Town Manager Report** (*reported by Interim Town Manager - Terry Fowler*)
 - o Water - Sprinkler repairs needed at the main park and Lavington Park. Sprinklers have been adjusted due to rainfall.

- o Streets- Getting mix to get potholes filled.
- o Trash - Old truck is at NAPA to be repaired for brake canister. The new truck also had a valve replaced, but it repaired now.
- o Sewer - no report.
- **Town Clerk Report** *(reported by Town Clerk Emily Strunk)*
 - o **AR Report:** Reviewed. The liens that were placed can be sent to the county treasurer each year for property tax.
 - o The town code, the minutes to 1917, agendas, ordinances, resolutions, audits are now available to the public on the website.
 - o The landfill free dump for June was sent out to all residents.
 - o The ebilling has 75 accounts signed up at this time and 120 accounts on autopay.
 - o The annual library report was filed for 2022 and the library received the state grant money for \$4,500.
 - o The Conservation Trust Fund (CTF) report was filed for 2022. The funding should be coming through.
 - o The first draft of the digitization of the zoning map was presented, corrections will be sent to Aryes & Associates for completion. Clerk Strunk has been working to get the zoning map on the website as well and updated from the most recent flat map dated 1984.
 - o Clerk Strnk attended the Regional Roadmap to Recovery meeting on June 9 and has been assigned to committees for affordable housing, childcare, and small business development in the region.
 - o Clerk Strunk will attend the Bipartisan Infrastructure Law (BIL) Federal Funding meeting hosted by Senators Bennett and Hickenlooper on June 27th.
 - o Our first meeting with the technical consultants for Flagler Affordable Housing, through the Colorado Housing and Finance Authority (CHFA) grant Flagler received will be June 23rd at Wheatland. Clerk Strunk has invited community stakeholders as well. This will begin the process of improving our readiness and planning for the affordable housing development north of the school, and to receive funding.

PARKS and RECREATION: *(reported by Recreation Director Trisha Fritzier)*

- o Trisha provided the income and expense report for the pool through the end of May and confirmed the pool has made \$597.25 since summer swimming has started. There are always two lifeguards on duty. The pool hours are Wednesday 11-5, Thursday 11 - 7, Friday 11 - 7,

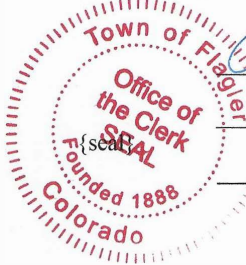
Saturday 12 - 5, and Sunday 12 - 5. The pool averages about 12 kids, the most we have is about 20. There was a pool party the other night with about 20 people. The agreement with the school on bathrooms etc has been working okay.

- o Baseball schedule has been changed frequently due to weather. The tournament is scheduled on the 24th. We received all the donations for the scoreboard for the big field: \$5,000 in donations include Flagler Equity Cooperative, Stop & Shop, Cody Martin, Gordon Insurance, Milesaver Shopper, Troy & Emily Kindley, and Flagler Aerial Spraying.
- o Flagler Day, August 12 flyer out for vendors and public information. Many vendors have already signed up. Trustee Marlys Kossman asked if the road closure for Flagler Day could make accommodations for ACE, and Trisha confirmed that can happen. There will be a band in the evening, Kentucky Straight, from 6p to 10. The distributor that we are using this year is Coors rather than Budweiser. Recreation Director Trisha Fritzler requested the town purchase a bounce house for the recreation department rather than rent it each time, the cost for the house is \$1,800.00. Trustee Troy Kindley made the motion to purchase the bounce house for \$1,800.00. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- o Softball flyers will go out soon. Other upcoming events include kids water day at the park.
- o The request was made to close Hope Ave on June 19th for the funeral for Miles Brent. The council agreed that the public street could be closed off for this event.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the purchases, financial report, and coding. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoft adjourned the meeting at 7:48 p.m.

 Tom E Bredehoft MAYOR
[Signature] CLERK
July 10, 2023 DATE APPROVED

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

July 10, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday July 10, 2023, for the REGULAR MEETING at 6:00 p.m. The meeting was held at The Flagler Senior Center 306 Main Ave. Present at the meeting were Mayor Tom Bredehoff, and Trustees Marlys Kossman, Randy Fagerlund, Tami Witt, Chuck Kinkel, and Troy Kindley. Town Clerk Emily Strunk, Interim Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:03 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Zeke North, Harold Miller, Linda Miller, Dana Keech, Marilyn Keech, Verna Miller, Clare Loughrey, Justin Crisp, Cheryl Witt, Ruby Dieckman, Alan Dieckman, Sarah Wills, Dayn10nd Deatrich, Steve Goering, Kip Backlund, Mary Backlund, Randy Strunk, Amy Bredehoff, Laurie Stone, Lenny Stone, and Travis Belden (KCC Sheriff).
- The Kit Carson County Sheriff, Travis Belden, spoke with Council about the request to contract with the Town of Flagler for additional patrol. Currently the Sheriffs office is understaffed, and he is unable to commit to a contract for additional patrol. He said he understands the concerns of the council and does make regular patrol and communication with Flagler a priority. He will continue to communicate with the town through the Clerk's office, and the Recreation Director.
- The public audience in attendance voiced comments and concerns. There were people in attendance to show support for the Mayor and the Town Clerk and to discuss previous minutes reported in the paper. There were concerns and questions asked about the affordable housing program as well. Details on the affordable housing project are included in the new business section of the minutes.

OLD BUSINESS:

- Trustee Marlyss Kossman made the motion to accept the minutes from June 12, 2023, and Trustee Tami Witt seconded the motion. Trustee Randy Fagerlund stated that he would like to see less detail in the minutes. The motion passed with a 4 - 1 vote with Trustee Randy Fagerlund voting nay.
- Trustee Chuck Kinkel made the motion to accept the minutes from June 20, 2023, and Trustee Tami Witt seconded the motion. Trustee Randy Fagerlund stated that he would like to see less

detail in the minutes. The motion passed with a 4 - 1 vote with Trnstee Randy Fagerlund voting nay.

- The status of the grievance meeting of June 20, 2023, was discussed.
- Interim Town Manager Terry Fowler presented costs for street sweepers. No action was taken.
- Trnstee Randy Fagerlund requested consideration on the possibility of moving the Lutz property back to the county for purposes of septic versus sewer. Interim Town Manager Terry Fowler is working to get costs for rinning the sewer line.
- Trnstee Randy Fagerlund tabled the discussion for an additional bookkeeping service until after the 2022 audit is complete. Trnstee Chuck Kinkel noted that the auditor is scheduled for July 12 - 14th. Both Trnstees agreed that if the 2022 audit was completed without any issues, there is probably not a reason to spend the extra money.

NEW BUSINESS:

- Mayor Bredehoft asked Justin Crisp if he wished the discussion regarding his return-to-work agreement with the town to be in executive session. Justin Crisp responded he preferred an open meeting discussion. Trnstee Randy Fagerlund referenced the stipulations in the short-term disability policy which included a written verification from a treating physician or substance abuse professional. Trnstee Kinkel asked if a written statement from Justin's treating physician had been submitted. Justin confirmed he could provide one. Trnstee Tami Witt asked if he had completed any substance abuse counseling. Justin confirmed that he did not. The council confirmed that substance abuse counseling and testing would be required to return to work for safety and success of both the Town and Justin. Justin Crisp resigned his position as town manager.
- Interim Town Manager Terry Fowler presented a 2017 Chevrolet truck to the trnstees for purchase in the amount of \$17,000 by the town for the shop. Trnstee Chuck Kinkel made the motion to purchase the truck from Mike Santala in the amount of \$17,000. Trnstee Marlys Kossman seconded the motion. The motion passed unanimously.
- Trnstee Randy Fagerlund would like the town to do some positive advertising to encourage the beautification of Flagler and resident yard clean up. He requested that the clean-up letters be sent emphasizing the beautification of Flagler.
- The council discussed the vacancy of one council position due to David Langley's resignation and move out of town. The 60 days to appoint a new council person expires at the next meeting in August. Interested people must contact the Town Clerk's office to put their name in for

consideration and should plan to attend the meeting on August 14th. Current people interested include Anage Smith, Emily Laurita, and Cody Martin.

- Interim Town Manager Terry Fowler requested two pumps be purchased for the lift station in case of emergency with ARPA funds. The cost for each pump is \$3,078. The last pump lasted about 3 months and was damaged because of the town's flushable wipe problem causing sewer backup in the system. Trustee Randy Fagerlund made the motion to purchase two pumps with the cost of \$3, 078 each using ARPA grant funds. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Town Clerk Strunk reviewed the first meeting of the consultants through the CHFA Technical Assistance grant the town received for the affordable housing project. Stakeholders who attended were Stephanie Isenhart with the Flagler Housing Authority, Superintendent of the school Kelly Packer, Daniel Walker the Director of the Wheatland Center, and George Gamer. A site survey will commence in the next month, and the next meeting is planned for the end of July.
- Town Clerk Strunk confirmed that a letter of intent to apply for Proposition 123 funding for affordable housing with DOLA was filed in July.
- Town Clerk Strunk presented the recommended revisions to the Subdivision and Development sections of the town code for the purposes. The council requested time to review and table to the next meeting. Trustee Tami Witt made the motion to table the vote on the revisions to the next meeting. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- Mayor Bredehoft presented a letter that was written to him requesting the town to change the licensing of disability service dogs. The council discussed the matter. No action was taken.
- Mayor Bredehoft mentioned the use of another attorney at the Law office of Patricia Jo Stone, PC to process liens and collections for the town. Trustee Chuck Kinkel confirmed that this arrangement was signed into place in 2021 by retired Town Clerk Doris King. Clerk Strunk was asked if this is something that we could now do internally. Clerk Strunk confirmed.

REPORTS:

- **Town Manager Report** (*reported by Interim Town Manager - Terry Fowler*)
 - o Water- Water leak needs to be fixed at Lavington Park. Back up battery will be purchased for the wells. Trustee Chuck Kinkel made a motion to ratify the purchase of the battery for \$900. Trustee Tami Witt seconded the motion. The motion passed unanimously.
 - o Streets- Working on potholes and repairs. Received quotes for the pans on 4th street.
 - o Trash-All trucks are running.

- o Sewer - no report.
- **Town Clerk Report** (reported by Town Clerk Emily Strunk)
 - o **ARReport:**
 - o Account 636 had a 698.00 bill due to a water leak. The account has been on payment plan. Water was shut off over the weekend, and residents fixed the leak. The council agreed to cut charges by a 12-month average and charge that amount for the month of July the water bill.
 - o The council agreed to shut service off for accounts 581 and 578.

PARKS and RECREATION: (reported by Recreation Director Trisha Fritzler)

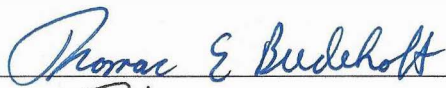

- Attendance at the pool on Sundays is low. We may reduce hours on Sundays.
- The baseball tournament went well. Tee Ball and Machine Pitch teams won 1st Place, and Midget team was in 4th place. Teams paid \$30 per team to enter the tournament.
- Flagler Day has 20 vendors and 3 food trucks. The bounce house has been ordered. There will be 11 games for kids, and a dunk tank which will be built. Trisha would like to have a professionally ran cornhole tournament at a cost of \$350 with a \$30 entry fee. Trisha presented a draft map for Flagler Day event on Main Ave.
- Softball will be run on August 6 - 27 every Sunday.
- Friday July 14 is Kid's Water Day in Lavington Park, and Saturday July 15th is the Glow in the Dark pool party at the pool charging \$2 per person.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the purchases, financial report, and coding. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 7:56 p.m.



 _____ MAYOR
 _____ CLERK
 8/14/2023 _____ DATE APPROVED

Town of Flagler, Colorado

RECORD OF PROCEEDINGS
REGULAR SESSION

August 14, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday August 14, 2023, for the REGULAR MEETING at 6:00 p.m. The meeting was held at Townhall 311 Main Ave. Present at the meeting were Mayor Tom Bredehoff, and Trustees Marlys Kossman, Randy Fagerlund, Tami Witt, Chuck Kinkel, and Troy Kindley. Town Clerk Emily Strunk, Interim Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Cheryl Witt, Steve Goering, Kip & Mary Backlund, Gary & Anage Smith, and Terry & Charlotte David.
- Terry David requested information about the plans for drainage by his home, and the lots near Navajo & County Rd V. Council confirmed that the town is unable to go under the road due to the gas line there. Trustee Tami Witt discussed mitigation measures that John Witt has been conducting.

OLD BUSINESS:

- Trustee Marlys Kossman made the motion to approve the minutes of the July 10, 2023, meeting. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Clerk Emily Strunk presented the completed first draft of the 2022 audited financials. Clerk Strunk stated the audit was complete with no issues, and that the auditor had completed the necessary entries for any carryover on the 2021 audit. The auditor would be available for the September meeting. The town received approval from the state for an extension from the July 31 filing date to September 30, 2023.

NEW BUSINESS:

- Council heard from interested parties for the councilperson vacancy including Steve Goering and Anage Smith. Trustee Chuck Kinkel noted that he had received a call from Cody Martin who had car trouble upon returning from traveling and would not be able to make the meeting.
 - At 6:10 p.m. Trustee Chuck Kinkel made a motion to move to an executive session to discuss the appointment options. Trustee Tami Witt seconded the motion. The motion passed unanimously.
 - At 6:20 p.m. Trustee Chuck Kinkel made a motion to come out of the executive session. Trustee Tami Witt seconded the motion. The motion passed unanimously.
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- Trustee Chuck Kinkel made the motion to appoint Cody Mruin to the vacant councilperson seat. Trustee Randy Fagerlund seconded. The motion passed unanimously.
- Trustee Marlys Kossman made the motion to offer part-time employee Kevin Harmon a full-time position in town maintenance at \$16 per hour plus benefits. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to approve a \$7/per hour raise to Teny Fowler retroactive to April 1, 2023, for his work as interim town manager. Trustee Troy Kindley seconded the motion. The motion passed unanimously. It was discussed to leave the advertisement for the town manager position open until the next meeting in September.
- Trustee Randy Fagerlund made the motion to approve the renewal of the Loaf & Jug liquor license for 2023. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to ratify the straw poll approving the purchase of the street sweeper for \$148,000 over a 3-year period, with a \$30,000 down payment. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Tami Witt made the motion to ratify the straw poll approving the purchase of John Deere Gator for \$12,000. Trustee Marlys Kossman seconded the motion. The motion passed with four votes of aye, and no vote from Randy Fagerlund who was absent momentarily for this matter.
- Trustee Troy Kindley discussed the need for requesting bids on park bathroom remodels using the Conservation Trust Fund account. Parks & recreation will move forward with this process.
- Clerk Strunk presented the proposed repairs necessary for the water tower to keep it functional until the funding for a new water tower is obtained. Clerk Strunk stated that she is working with Marine Diving and Colorado Rural Water to organize funding for this project which is estimated to be around \$1 million dollars. Trustee Chuck Kinkel made the motion to approve the repairs to the water tower in the amount of \$10,000. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- Clerk Strunk told the council that she had obtained an additional \$10,000 from CHFA to conduct the survey on the proposed land for the affordable housing project. The survey will be scheduled as soon as possible, most likely before the end of August.

REPORTS:

- **Town Manager Report** (*reported by Interim Town Manager - Terry Fowler*)
 - o Water- New water tap was placed for new house for Rural American. Waiting on the last of parts ordered for new water tap for NextEra south of town, tap should be completed within the next couple of weeks. Water leaks were repaired at both parks.

- o Streets- Working with Custom Structures of Colorado for the new pans on 4th street and waiting to schedule street repairs with McCormick who is delayed in Kansas.
- o Trash - Big trash truck needs repairs. Part cost will be about \$2,600. Terry will repair it.
- o Sewer - no report.

- **Town Clerk Report** (reported by Town Clerk Emily Strunk)

- o **ARReport:**

- o No new accounts delinquent.

PARKS and RECREATION: (reported by Recreation Director Trisha Fritzer)

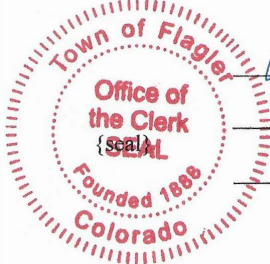
- Flagler Day was very successful with vendors, the beer garden, activities at Lavington Park, and the concert at the end. Final numbers will be presented in September, but currently the gross revenue is \$4,600, and \$2,000 under budget.
- Flag football will be getting underway soon and remaining events for the year include pickle ball, Halloween, Parade of Lights, and Christmas on Main. Other events may be added as well.

FINANCIAL REPORT:

- Trustee Troy Kindley made the motion to approve the purchases, financial report, and coding. Trustee Tami Witt seconded the motion. The motion passed unanimously.

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Mayor Tom Bredehoff adjourned the meeting at 7:30 p.m.



Thomas E Bredehoff

MAYOR

Emily Strunk

CLERK

9/11/2023

DATE APPROVED

Town of Flagler, Colorado

RECORD OF PROCEEDINGS
REGULAR SESSION

September 11, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday September 11, 2023, for the REGULAR MEETING at 6:00 p.m. The meeting was held at Townhall 311 Main Ave. Present at the meeting were Mayor Tom Bredehoff, and Trustees Marlys Kossman, Randy Fagerlund, Tami Witt, and Cody Martin. Trustees Troy Kindley and Chuck Kinkel were absent. Town Clerk Emily Stmnk, Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Kip & Mary Backlund, Erika Saffer, and Dana & Marilyn Keech.
- Kip and Mary Backlund suggested a possible crime report in Flagler on a regular basis.
- Erika Saffer provided an update for Lincoln County Health. This included information about the patient navigators available, the Generations Project, and the specialty clinic.

OLD BUSINESS:

- Cody Martin was sworn into the appointed trustee position by the Town Clerk.
- Trustee Marlys Kossman made the motion to approve the minutes of the April 14, 2023, meeting. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to accept and file the completed 2022 audited financials presented by the independent auditor. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Recreation Director Trisha Fritzler provided an update on the park bathroom remodeling project.
- Trustee Randy Fagerlund made the motion to adopt Ordinance 201 amending Title 9 Chapter 1 of the Town Code regarding subdivisions. Trustee Cody Martin seconded the motion. The motion passed unanimously. The second reading of this ordinance will be on October 9, 2023.
- Trustee Marlys Kossman made the motion to adopt Ordinance 202 amending Title 9 Chapter 2 of the Town Code regarding developments. Trustee Tami Witt seconded the motion. The motion passed unanimously. The second reading of this ordinance will be on October 9, 2023.
- Town Council reviewed the resumes received for the Town Manager position and determined that Interim Town Manager Terry Fowler was doing a great job and they would move forward with him as Town Manager.

NEW BUSINESS:

- Trustee Randy Fagerlund moved to table the decision on increasing water/sewer/trash rates to next month. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- Trustee Marlys Kossman made the motion to offer Doug Hill the assistant town maintenance position with wages at \$24/hour and to negotiate the process and cost of him obtaining his CDL Class B license once hired. The motion was seconded by Cody Martin. The motion passed unanimously.
- Town council agreed to table to October's meeting the discussion of increasing all other employee wages to meet the current wages paid in the area, and in alignment with the new hire.
- Town Clerk Strunk presented the first draft concept plan presented by the consulting team from the CHFA Technical Assistance Grant. The next meeting on the process would be in the coming month and council and community stakeholders would be invited to attend.
- Town Clerk Strunk notified council of the water damage and continued leaking in the basement of town hall. A claim submitted to the insurance company has been denied, and so the cost of repair and mitigation will be a town expense. Bids have been requested and will be forthcoming from local contractors.
- Trustee Marlys Kossman made the motion to approve the application for Special Animal Permit to 513 Navajo for 4 backyard chickens. Trustee Tanli Witt seconded the motion. The majority of the neighbors solicited were in favor of the permit. The motion passed unanimously.
- Trustee Randy Fagerlund made a motion to approve participation in the Eastern Colorado Veterinarian Services grant to assist in the overpopulation of animals where the Town of Flagler will pay a \$15 copay for their services. Trustee Tami Witt seconded the motion. The motion passed unanimously.

REPORTS:

- **Town Manager Report** (*reported by Town Manager - Terry Fowler*)
 - o John Deere is still working on the Gator before the town takes possession and pays.
 - o Water- water line break at 8th and Ruffner has been repaired. Water tap for Nextera south of town has been postponed because all materials have not been received. Gerald Masters will be coming over for a leak on Ruffner at Goodwin's side of the meter to help the resident. He will then assist with placing the meter on the new house on Navajo for Rural American Builders.
 - o Streets- Mosquito sprayer is broken and cannot be fixed. A new sprayer would be about \$5,600 is the quote on a new sprayer. 8th and Navajo water has been worked on, it has washed out again, but he will get road base. Other potholes, and water drainage was
-

discussed, and Terry acknowledged that each would be addressed over the coming month.

- o Trash - Terry will put the new valve on truck, but it is operating now with the hose adjustments that were made. All trucks are running well.
- o Sewer - no report.

• **Town Clerk Report** (reported by Town Clerk Emily Strunk)

- o Release of lien was filed for 303 Loveland, as property was sold, and account was paid.
 - o We have 2 cameras to test for 30 days on Viaero. One will be placed on Main Ave and one at the main park. If they work well, we will get additional to replace the cameras that were damaged by hail.
- Mayor Bredehoft requested that proceedings be posted in the Flagler News. Clerk Strunk has posted all of 2023 on the website FlaglerColorado.com. The council agreed to continue to print proceedings in the Flagler News.

PARKS and RECREATION: (reported by Recreation Director Trisha Fritzler)

- Flagler Day final numbers: The 2023 budget was \$8,000. Expenses for Flagler Day \$6,208. Revenue on Flagler Day was \$4,652, for a net total expense of \$1,556.
- Flag Football has 24 kids registered and will run every Saturday until the 30th of September.
- Scheduled events include Pickle Ball at the American Legion. October 28th will be Halloween on Main with Booster Clubs Trunk or Treat, a meal at the Senior Center, and the Haunted House at Townhall. November 11th will be the community Thanksgiving. November 25th a Christmas Tree lighting on Main Ave. December 9th will be Christmas on Main. December 22nd or 23rd will be the Parade of Lights, and we will also have a Kids' Night too in September, October, and December.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the purchases, financial report, and coding. Trustee Tami Witt seconded the motion. The motion passed unanimously.

Bredehoft adjourned the meeting at 8:05 pm.

Office of the Clerk
MAYOR
CLERK
DATE APPROVED
ID 9 - d-Dd--3

Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

October 9, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday October 9, 2023, for the REGULAR MEETING at 6:00 p.m. The meeting was held at Townhall 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Marlys Kossman, Troy Kindley, Chuck Kinkel, Tami Witt, and Cody Martin. Trnstee Randy Fagerlund was absent. Town Clerk Emily Stmnk, Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Kip & Mary Backlund, Cheryl Witt and Dana & Marilyn Keech

OLD BUSINESS:

- Trnstee Marlys Kossman made the motion to approve the minutes from September 11, 2023 regular meeting. Trustee Cody Martin seconded the motion. The motion passed unanimously.
- Trnstee Tami Witt seconded the motion to adopt Ordinance 201 Title 9 Chapter I amendment to the Town Code. Trnstee Chuck Kinkel seconded the motion. The motion passed unanimously. This was the second reading of this ordinance.
- Trnstee Tami Witt seconded the motion to adopt Ordinance 202 Title 9 Chapter 2 amendment to the Town Code. Trnstee Marlys Kossman seconded the motion. The motion passed unanimously. This was the second reading of this ordinance.
- Council directed Town Manager Terry Fowler to move forward with the interview of a candidate for the position of Town Maintenance, and to make the decision with another council member to move forward with the hiring process.
- Review of employee wages was tabled to November meeting once the new hire is secured, and the budget reviewed.
- Trnstee Cody Martin made tle motion to increase commercial bulk water rates to \$6.00 per 1000 gallons under 2 million gallons per quarterly billing cycle, and \$6.50 per 1000 over 2 million gallons in a single quarterly billing cycle, keeping all agricultural bulk water usage at \$5.52 per 1000 gallons effective immediately. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.

- Trustee Chuck Kinkel made the motion to add the weekly charge of \$15 per week after 30 days on construction dumpster usage, on top of the \$200 per empty charge. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Cody Martin made a motion to increase regular service pick up for monthly trash service customers by 5% and the dumpster lease be increased to \$20 per month from \$12 effective for the December 1, 2023, invoices. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Cody Martin made the motion to increase the minimum sewer billing 10% to \$15.73 per month, leave the minimum base billing for water charges at \$22.00, and increase the minimum limit from 2000 gallons to 3000 gallons, and increase the usage fee per 1000 gallons over 3000 gallons to \$3.25 per 1000 gallons. The motion passed unanimously.
- Clerk Emily Strunk discussed with Council the inspection Groundworks completed, who recommended the Town have an engineer look at the building. There are foundation concerns, water mitigation in the basement is required, and possible work needed to stabilize the foundation on the North and West sides of the building. The engineer is DL Engineering and is scheduled for October 12. Groundworks initial estimate is over \$100k but an engineer will be needed to review this inspection.

NEW BUSINESS:

- Trustee Chuck Kinkel made the motion to extend the Dry Land Farm Lease Agreement with Marion and Lonnie Brouwer for 12 months from February 2023 to February 2024. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.
- Trustee Chuck Kinkel made the motion to appoint Clerk Emily Strunk as the budget officer for the 2024 budget. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Town Clerk Emily Strunk presented the board with the first draft of the 2024 budget for discussion and review. She also discussed that this year before the election was final the county would provide two revenue amounts for property tax pending the voter decision on Proposition HH. If HH passes, revenue to the Town will decrease.
- Trustee Cody Martin opened a discussion about passing an ordinance that would apply policy to control homeless activity within the town limits. Clerk Strunk was asked to look into policies in other towns, and discuss with county sheriff on enforcement.

REPORTS:

Town Manager Report (reported by Town Manager - Terry Fowler)

- o Trash - Brakes caused a fire while Steve was driving. The truck was taken to Interstate in Limon and cost for repairs was \$7,844.97. Both trucks are up and running.
- o Streets - McCormick will bring over road base to have Navajo worked on and in front of Moore's. They are hoping by the end of October to come over and get the last street completed. Trustee Chuck Kinkel commented on the pans that were placed on 4th Street stating it was a good addition.
- o Water - with all the water usage from commercial usage the testing this month can be back with higher nitrates, which increased testing from once per year to once per quarter. A new tap was completed for Nextera south of I-70. The Weatherly Well Motorola power supply went out and it was \$1,200 to replace, Town Manager Fowler installed.

Town Clerk Report (reported by Town Clerk Emily Strunk)

- o Aging Report was provided to the Board. Account 0041 is new on the aging account list. A delinquent letter will be sent. A reminder will be sent to all those who have turned up on the delinquent list.
- o Clerk Strunk provided the housing study completed through the Town's technical assistance grant. Housing inventory as of 2021 showed 323 total housing units, up from 309 in 2010. Of these units 271 are occupied, 190 by the owner and 81 by renters. Median household income in Flagler was \$32k in 2021 as compared to 41k in 2010. Average household income in Flagler was \$47k in 2021 as compared to \$51k in 2010. Overall the housing needs shown by the study through 2028. 18 units are labeled as "catch-up need" and 19 units are labeled as "keep up" with local growth. (Complete housing study is available at flaglercolorado.com)
- o Trustee Cody Martin asked about the security cameras and how they were working in the 30 day. Clerk Strunk said that Leiding IT Services had installed two cameras and monitoring software to test in front of Town hall to look up and down Main Ave, and at the Main Park looking North and South on Ruffner. The motion cameras are not needed, but will move forward if the test and the download to the cloud works well to add 3 more stationary cameras at \$50 per month per camera. This includes the hardware, software, replacement, and cloud storage.

PARKS and RECREATION: (reported by Recreation Director Trisha Fritzier)

- o Park bathroom renovation is still pending, as Recreation Director Trisha Fritzier is still waiting for quotes. Running electricity to Lavington park will cost \$665 plus the cost for

Mike Nichols to put the poles and lights. Trustee Chuck Kinkel made the motion to accept the quote for KC Electric to put electricity at Lavington Park. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

- o Recreation Director Fritzier spoke to area representative for GOCO grant for park renovation. January is the deadline for submission. She and Emily will work together to complete this process.
- o Flag football ended and had 24 youth participants.
- o Pickel ball is beginning at the American Legion and will go every Thursday through the first week in November. The charge will be \$20 per team.
- o October 28th is the Trunk or Treat, November 11th is Town Thanksgiving Potluck, November 25th is Tree Lighting and Christmas on Main, December 17th is Parade of Lights.
- o Town Manager Terry Fowler commented that the park needed no parking signs because people have been parking on the grass to block wind. He also looked into signs that show speeds to drivers and the cost is \$1,600.

FINANCIAL REPORT:

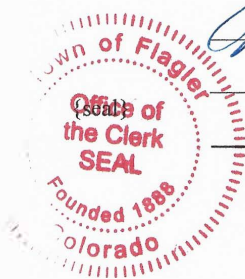
- Trustee Tami Witt made the motion to approve tile purchases, financial report, and coding. Trustee Marlys Kossman seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoff adjourned the meeting at 8:28 p.m.

Thomas E Bredehoff MAYOR

[Signature] CLERK

November 13, 2023 DATE APPROVED



Town of Flagler, Colorado

**RECORD OF PROCEEDINGS
REGULAR SESSION**

November 13, 2023

The Board of Trustees for the Town of Flagler, Colorado met Monday November 13, 2023, for the REGULAR MEETING at 6:00 p.m. The meeting was held at Townhall 311 Main Ave. Present at the meeting were Mayor Tom Bredehoft, and Trustees Marlys Kossman, Troy Kindley, Chuck Kinkel, Tami Witt, Cody Martin, and Randy Fagerlund. Town Clerk Emily Stone Strunk, Town Manager Terry Fowler, and Recreation Director Trisha Fritzler were the town employees present. At 6:00 PM the mayor called the meeting to order followed by the Pledge of Allegiance.

PUBLIC AUDIENCE:

- The public audience in attendance included Anage Smith, Erika Saffer, and Cheryl Witt.

OLD BUSINESS:

- Trustee Chuck Kinkel made the motion to approve the minutes from the meeting of October 9, 2023. Trustee Cody Martin seconded the motion. The motion passed unanimously.

NEW BUSINESS:

- Trustee Randy Fagerlund made the motion to table the decision on hiring Deni Eiring as municipal court judge until December so Clerk Emily Stone Strunk can get clarification on billing parameters. Trustee Chuck Kinkel seconded the motion. The motion passed unanimously.
- Trustee Marlys Kossman made a motion to approve a spay and neuter clinic at Townhall provided by Dr. Erin O'Donnell in January and the town will pay \$20 toward the \$80 cost of each spay and neuter for up to 15 stray cats. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to accept the engagement letter from Ronny Farmer to complete the 2023 audit in 2024. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Cody Martin requested that commercial bulk water rates be discussed again. After discussion, trustee Cody Martin made the motion to increase commercial bulk water rates to \$25 per 1000 gallons for the first 500,000 gallons used in a billing quarter, then \$50 per 1000 gallons for the next 2 million gallons used in the same billing quarter. After 2.5 million gallons of usage the rate would increase to \$5,000 per truck load, not to exceed 10,000 gallons per truck. The town of Flagler reserves the right to shut off bulk water sales at any time to preserve its compliance

with the State of Colorado drinking water and well regulations. Trustee Troy Kindley seconded the motion. The motion passed unanimously.

- The trustees reviewed the draft budget for 2024.
- Trustee Chuck Kinkel made the motion to approve raising Terry Fowler's wages to \$27.50, Steve Nichol's wages to \$21.50, and Emily Stone Strunk's wages to \$21.50 effective for October 16th. Trustee Cody Martin seconded the motion. In discussion, Trustee Cody Martin suggested that Terry Fowler's wage be increased to \$28.00. Trustee Chuck Kinkel amended his motion to move Terry Fowler's wage to \$28.00 per hour. Trustee Cody Martin seconded. The amended motion for Terry Fowler's wage increase passed unanimously. Trustee Chuck Kinkel made the motion to increase Steve Nichol's wage to \$21.50 per hour and increase Emily Stone Strunk's wage to \$21.50 per hour. Trustee Cody Martin seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to approve the renewal for the group health insurance policy with Anthem Blue Cross Blue Shield. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Trustee Randy Fagerlund made the motion to approve the renewal for the Pinnacol Workman's Compensation Insurance policy for 2024. Trustee Tami Witt seconded the motion. The motion passed unanimously.
- Town Manager Terry Fowler discussed the cost for purchasing a plow for the John Deere Gator.
- The trustees directed Town Manager Fowler and Clerk Stone Strunk to place the 1999 Dodge Ram and Street Sweeper out for public bid.

REPORTS:

Town Manager Report *(reported by Town Manager – Terry Fowler)*

- Trash – Terry W. ran the route with Steve so Steve could take a vacation last week. Both trucks are running right now. Terry and Emily are looking to implement a GPS service that provides the route to the driver and tracks all the inventory (dumpsters) and will hopefully have completed by 1st Quarter 2024.
- Streets –. McCormick may not be able to get 4th street done until next year. Christmas lights are going up this week for Christmas on Main on the 25th. Will still work on getting hot mix for potholes.
- Water – The Water meter reader was missing, but it has since been returned so the town can return the loaner that was provided to us by the vendor. Terry will purchase a couple more radiant heaters for the wells as the couple are not heating when tested.
- Wastewater- no update.

- **Town Clerk Report** (*reported by Town Clerk Emily Stone Strunk*)
 - Aging Report was provided to the Board. Account 0304 will receive a shut-off notice. Blatner Energy was discussed as outstanding with a balance of \$18k.
 - A letter was sent to local property regarding violations. Terry also taped the notice on the door. The town received multiple complaints about this property. The deadline for compliance is November 27th, and then after that the town will move forward with citation/violation process.
 - The Town received the engineering report from DL Engineering. We are still waiting for the bid from Groundworks.
 - The survey has been completed for the affordable housing project. The next stakeholder meeting will occur in January.
 - Leiding IT Services completed all the camera installations around town. There are 7 cameras total. Rich Leiding is monitoring these cameras and working with the vendor for cloud storage. Emily confirmed that another camera can be placed at the fill station for capturing license plates of the trucks that fill and will work with IT Services to get this implemented along with the software to increase tracking of bulk water sales, and access.

- **PARKS and RECREATION:** (reported by Recreation Director Trisha Fritzler)
 - Halloween Haunted House was run by Anage Smith, and we had 50 the first night and 50 the second night. The trunk and treat was moved to the American Legion and was successful.
 - Thanksgiving Potluck had 40 guests, and Anage Smith helped with this event as well.
 - Christmas on Main and the Tree Lighting is on November 25th.
 - Pickleball went on for 5 weeks with 9 participants each week. There will be a league after the Christmas season.
 - Trisha stated that the town has been requested to pay the American Legion for facility use for 2023 and 2024.
Trustee Randy Fagerlund made the motion to pay the American Legion \$500 for 2023, and \$1,500 for 2024. Trustee Chuck Kinkel seconded the motion. The motion passed unanimously.
 - Bathrooms have been locked for the season, and Trisha is working the KC Electric to get the electricity to Lavington Park.
 - Basketball registration is ongoing.
 - Trisha is working on the park grant as well.

FINANCIAL REPORT:

- Trustee Marlys Kossman made the motion to approve the purchases, financial report, and coding. Trustee Chuck Kinkel seconded the motion. The motion passed unanimously.

Mayor Tom Bredehoft adjourned the meeting at 8:14 p.m.

_____ MAYOR
_____ CLERK
{seal} _____ DATE APPROVED

Resignation Letter

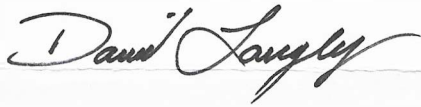
June 12th, 2023

David Langley

Dear Town Board,

I am writing to inform you that this will be my last meeting and will be resigning from the board due to having to move out of town. I appreciate the opportunity that I've had to serve on the board and enjoyed my time in doing so.

Thank you,

A handwritten signature in cursive script that reads "David Langley". The signature is written in black ink and is positioned below the typed name.

David Langley