

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 Allegiance.

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 IJA 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.

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 Fritzler 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*)
 - Water – Sprinkler repairs needed at the main park and Lavington Park. Sprinklers have been adjusted due to rainfall.

- Streets- Getting mix to get potholes filled.
- Trash – Old truck is at NAPA to be repaired for brake canister. The new truck also had a valve replaced, but it repaired now.
- Sewer – no report.
- **Town Clerk Report** (*reported by Town Clerk Emily Strunk*)
 - **AR Report:** Reviewed. The liens that were placed can be sent to the county treasurer each year for property tax.
 - The town code, the minutes to 1917, agendas, ordinances, resolutions, audits are now available to the public on the website.
 - The landfill free dump for June was sent out to all residents.
 - The ebilling has 75 accounts signed up at this time and 120 accounts on autopay.
 - The annual library report was filed for 2022 and the library received the state grant money for \$4,500.
 - The Conservation Trust Fund (CTF) report was filed for 2022. The funding should be coming through.
 - 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.
 - Clerk Strunk 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.
 - Clerk Strunk will attend the Bipartisan Infrastructure Law (BIL) Federal Funding meeting hosted by Senators Bennett and Hickenlooper on June 27th.
 - 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 Fritzler)

- 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.

- 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.
- 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.
- Softball flyers will go out soon. Other upcoming events include kids water day at the park.
- 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 Bredehoff adjourned the meeting at 7:48 p.m.

_____MAYOR

_____CLERK

{seal}

_____ DATE APPROVED