

**Town of Nunn
Regular Board Meeting
January 18, 2018
6:00 p.m.**

Call to Order:

The Regular meeting of the Board of Trustees of the Town of Nunn was called to order presided over by Mayor Bender, at 6:00 p.m. on January 18, 2018

Roll Call:

Mayor Bender
Trustee Lincoln
Trustee Vella
Trustee Jackson
Trustee Tinsley
Trustee Frederiksen
Trustee Vogel

Motion by Trustee Jackson and seconded by Trustee Frederiksen to approve the agenda as submitted. All in favor, Motion Carried.

Motion by Trustee Frederiksen and seconded by Trustee Vogel to forego the public reading of the minutes for Regular Board Meeting of December 16, 2017 and the Work Session of January 6, 2018. All in favor, Motion Carried.

Motion by Trustee Frederiksen and seconded by Trustee Vella to approve the minutes for Regular Board Meeting of December 16, 2017 and the Work Session of January 6, 2018. All in favor, Motion Carried.

Motion by Trustee Jackson and seconded by Trustee Vogel to approve the bills as submitted for January 18, 2018 in the amount \$27,555.50 and payroll in the amount of \$30,358.34. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.

Motion by Trustee Tinsley and seconded by Trustee Lincoln to approve the Treasurer's Report dated January 18, 2018. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.

Police Report:

- **Activity**
 - 28 Calls for Service
 - 5 A.O.A.'s
 - 5 Animal
 - 4 Assists/Welfare checks
 - 6 Code Violations
 - 3 VIN checks
 - 5 Disturbances, Domestic Violence
 - 202 Traffic Contacts

- 189 Summons
- 13 Warnings
- **Other Items:**
 - Res. Officer Shane Clark, after returning from his deployment, returned to advise me that he has accepted a full time position with the Larimer County S.O. This leaves us with one reserve officer once again. Res. Officer Matt Stewart has completed his FTO and logged 15 hours during the month of December.
 - The mobile radar units are responsible for the higher numbers in traffic.
 - New Office: Has been moved to new location. Will start getting it leveled and get Delaney to start wiring.
 - New Pole Barn Garage: Waiting on Nick Varra.
 - Santa Cops: All went pretty good this year. However, even though we advertised, only two families signed up for gifts for their children. The shiny side of that coin is that the 22 kids we did take care of received about 5 gifts each. Also, we were able to save \$195.00 to start next year.
 - Humvee: When we have time, Public Works will begin removing the SWAT and Police logos that are on the vehicle. Also, when we get time, Officer Mark Smith will teach a class on the operation of this vehicle. All Town employees are welcome to attend.

Town Clerk Report:

- Election deadlines are the end of this month for circulating petitions and determining the roster of candidates for the April Election. I will need to devote time for ballot prep, printing of mail in ballots, selecting election judges etc.
- Nick Varra's property is an enclave (encircled by Town of Nunn) and since he has an interest in running for Town Board as Mayor he would like to pursue annexation. He has requested an annexation petition for the Town of Nunn which is to be available for Board review at the Work Session of February 03, 2018. An enclave property can be annexed at request of owner. The Town Attorney has researched this and verified according to CRS-31-4-102 that Nick Varra is eligible to run for Mayor providing the annexation paper work is submitted for the Town Board review and the annexation is effective prior to the April 03, 2018 election date. The one year resident rule would be met as he has been within the town territory for the year. He is also eligible to circulate petition as he can be actual resident by election date.
- This month filings due are Payroll W2's and 1099's for Vendors, 2018 Budget submittal, HUTF 2017 and payroll quarterly's.
- In an attempt to coordinate the heavy volume of phone calls into Town Hall I contacted Nunn Telephone for assistance. They provided their contractor to evaluate phone system that would allow for multiple phone call handling. Since we are just trying to handle two lines not 15, the phone system costs are not justified. Nunn Telephone can provide an additional line for the office which would be approximately forty dollars per month with the installation costs of \$470.00 excluding taxes for the phones. I have included quote for Nunn Telephone's, contractor (Sky Realm LLC). Currently the fax line is utilized for both Town and Police department faxes, Credit Card machine and postage machine refills, so this line is not feasible to handle phone calls also.
- I will continue to research options for online payments for citations, but it appears that it may need to be set up with the Town Website.

Court Clerk Report:

- Arraignments: 57 on docket. 37 showed up for court and accepted plea agreements, 2 continuances, and 18 FTA's warning letters.
- First Continuance: 3 on docket. 2 accepted plea agreements and 1 OJW/ Defaults ordered.
- Failure to Appear/Failure to Pay: 5 on docket. 5 OJW/Defaults ordered.

- Payment Plans: 3 on docket and 2 continuances and 1 OJW/Default ordered.
- Deferred Sentence: 11 on the docket, all 11 dismissed.
- Voids: 2 on docket, both dismissed.
- Prosecuting Attorney Mike Brown was here from 1:15 p.m. to 3:30 p.m. (2 hours 15 minutes).
- Judge Mike Lazar was here from 1:45 p.m. to 3:30 p.m. (1 hour 45 minutes).
- Paid Citations: \$25,649.75
- Certified VIN Inspections: \$12,466.00
- Nunn Officer VIN Inspections: \$20.00
- December 2017 deposits : \$38,135.75

Town Maintenance Report:

- Checked water tank.
- Delivered shut off notices.
- Linda worked in the office.
- Weekly Cleaning.
- Weekly Chlorine checks.
- Timberline Electric replaced transducer on water tank.
- Graded.
- Locates.
- Bladed streets.
- Jon attended water training 1/10-1/11 in Pueblo.
- Both Jon and Linda should be taking the water test in March.
- New stop sign and street name signs at 4th and Garfield.

New Business:

- **Ordinance 306 (Reading) Amending provisions of Nunn Municipal Code regarding deadlines for Write In Candidates to be consistent with CRS 31-10-306:** Motion by Trustee Frederiksen and seconded by Trustee Jackson. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Ordinance 307 Of the Town of Nunn Annexing Property Known as the Varra Enclave Annexation to the Town of Nunn, Colorado :(Reading and Notice)** Motion by Trustee Frederiksen and seconded by Trustee Jackson. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.

Old Business:

- **IGA with Weld County Elections for installation of permanent Ballot Box:** Motion by Trustee Frederiksen and seconded by Trustee Vella to approve the IGA with Weld County Elections for the installation of a permanent Ballot Box in front of Town Hall. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Special Use Application for 182 Lincoln Ave:** Applicant completed all items on the checklist, except providing Colorado title company certified statement regarding ownership and encumbrance. A survey of neighbors within 300 feet was completed with no objection by impacted neighbors. A discussion of proposed future expansion based on application was held with principal stating they would have to apply and receive approval from the State if they wanted to increase production in the future – currently they should have no more than 400 plants. If the expansion occurs the owners realize they will have to provide another share of water and water tap. Motion to approve special use at 182 Lincoln Ave contingent on Warranty Deed being provided and approval of State of Colorado by Trustee Tinsley and seconded by Trustee Vella. Roll Call Vote: Trustee Lincoln nay, Trustee Vella yea, Trustee Jackson yea, Trustee Frederiksen nay, Trustee Tinsley yea; Trustee Vogel nay, Mayor Bender yea. Motion Carried (4 – 3).

Finance/Budget/Personnel/Grants:

- **Resolution 2018-01, A Resolution Establishing Banking Requirements for 2018:** Motion by Trustee Jackson and seconded by Trustee Lincoln to adopt Resolution 2018-01, establishing banking requirements for 2018. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Resolution 2018-02, A Resolution Adopting the Standard Fee Schedule for 2018:** Motion by Trustee Vogel and seconded by Trustee Frederiksen to adopt Resolution 2018-02, adopting the standard fee schedule for 2018. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Resolution 2018-03, A Resolution Adopting the Municipal Court Fee Schedule for 2018:** Motion by Trustee Tinsley and Seconded by Trustee Vogel to adopt Resolution 2018-03, adopting the municipal court fee schedule for 2018. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Engagement letter with Tim Chavies:** \$1,000 increase in fees from last year. Motion by Trustee Tinsley and seconded by Trustee Vogel to approve the Engagement Letter of Tim Chavies & Associates for the 2017 Audit. Roll Call: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
- **Additional Phone Line:** Motion by Trustee Tinsley and seconded by Trustee Jackson to approve up to \$500.00 for new phone line. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.

Planning and Development

- **CR 100 Closure:** Meeting in Eaton on January 23, 2018 to discuss closing CR 100 east of Hwy 85.

Water/Streets/Maintenance/Sewer:

- **Road Grader:** Review Purchase Order for approval to hold Road Grader pending inspection. Motion to submit Purchase Order for John Deere Road Grader pending inspection of Grader by Trustee Frederiksen and seconded by Trustee Jackson. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.

Parks/Cemetery/Grounds/Recreation:

- None.

Technology:

- **Tablets:** Hold off on purchasing tablets price went up. Check on Governmental discounts.

Emergency Planning:

- **Fire Danger:** Trustee Jackson expressed concern about fires and it being extremely dry.

Code Enforcement/Fire/ Police:

- **Executive session for Police Department.** Motion by Trustee Jackson and seconded by Trustee Frederiksen to go into an Executive Session to discuss a personnel matter relating to the Police Department. Roll Call Vote: Mayor Bender yea, Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea. Motion Carried.
 - Entered Executive Session at 7:15 p.m.

Reconvened Regular Meeting at 7:39 p.m.

- **Manpower:** Officer Bret Baumann has tendered his resignation effective January 26, 2018. Chief Clingan stated the Town will be better served having 2 full time officers rather than 1 full time and 2 part time officers.
 - Motion by Trustee Frederiksen and seconded by Trustee Jackson to hire Mark Smith as a full time officer at \$20 per hour. Roll Call Vote: Trustee Lincoln yea, Trustee Vella yea, Trustee Jackson yea, Trustee Tinsley yea, Trustee Frederiksen yea, Trustee Vogel yea, Mayor Bender yea. Motion Carried.

Public Comments:

- **Part Time Office Assistant:** Discussion of hiring part time person to help in the office. Town Clerk said they would like to see if the additional phone line helped and wait until April to discuss hiring a part time person for the office.

Motion by Trustee Tinsley and seconded by Trustee Jackson to adjourn Regular Board of Trustee Meeting for January 18, 2018. All in favor. Motion carried.

Adjourn: 7:50 P.M.

Mayor Thomas Bender

Asst. Court Clerk/Public Works Linda Adami