

**Town of Mancos**  
**Board of Trustees Meeting**  
**May 13, 2015**  
**7:00 p.m.**

**A. CALL TO ORDER:** Mayor Rachael Simbeck called the meeting to order at 7:01 p.m.

**B. ROLL CALL:** Present: Mayor Rachael Simbeck, Trustee James Maestas, Trustee Will Stone, Trustee Matthew Baskin, Trustee Queenie Barz  
Absent: Mayor pro tem Todd Kearns, Trustee Michele Black

Staff Present: Town Administrator Andrea Phillips, Town Clerk/Treasurer Heather Alvarez,  
Town Attorney David Liberman, Marshal John Cox

**C. APPROVAL OF AGENDA:** Trustee Matthew Baskin made the motion to remove Item K Executive Session-Personnel and approve the agenda. Trustee Will Stone seconded the motion to approve the amended agenda. Motion passed.

**D. APPROVAL OF MINUTES OF April 22, 2015:** Mayor Rachael Simbeck requested a spelling correction to “mixed use” in item #5. Trustee Queenie Barz made the motion to approve the minutes of April 22, 2015 with the correction. Trustee James Maestas seconded the motion to approve the minutes. Motion passed.

**E. AUDIENCE BUSINESS**

- Trent Stevens, Managing Editor of the Cortez Journal – addressed the issue of the area newspaper consolidation. The new idea would be printed twice per week, either Tuesday or Wednesday and Friday or Saturday. Mancos news would be printed in its own section in the Friday or Saturday issue. The Tuesday or Wednesday edition would include Mancos news with all other news. The prototype presented is a rough draft and is still open for discussion.

**F. ANNOUNCEMENTS**

- Western Excelsior Public Meeting: May 18 (7:00 pm at Town Hall)
- P and Z Regular Meeting on May 20 is Cancelled
- Water Rights Discussion with Bob Becker: May 19 (6:30 pm at Town Hall)
- Town Administrator Andrea Phillips advised the Town Clean up recycled 47 tires, 120 cubic yards of household waste and collected 30 cubic yards of scrap metal.
- The monthly yard waste drop offs begin this month on the third Saturday of each month.

- Caleb Long has tendered his resignation to the Public Works Department to move to Montrose.
- Deputy Marshal Jason Spruell was introduced to the Board.

**G. TREASURER'S REPORT**

Trustee Queenie Barz made the motion to approve the April Bills & Claims per signed purchase orders. Trustee James Maestas seconded the motion. Motion passed.

**H. PROCLAMATION FOR BETTY MAULER**

Mayor Rachael Simbeck read the proclamation in honor of Betty Mauler's 95<sup>th</sup> birthday.

**I. UNFINISHED BUSINESS**

1. Airport Property/Gravel Pit Follow Up

Members of the Board of Trustees, the Town's attorney, and the Town Administrator met with Montezuma County Commissioners during their regular meeting on May 4 to discuss the Mancos Gravel Pit. Montezuma County will turn over roughly 28.4 acres after they are reclaimed. This leaves roughly 22 acres still owned by the County with no end date as to when those remaining acres will be mined, reclaimed and turned back over to the Town. Trustee Will Stone inquired as to which entity is responsible for the surveying cost of the 28.4 acres. Trustee Will Stone and Trustee Queenie Barz feel that this cost is the responsibility of Montezuma County. Town Attorney David Liberman advised that the costs of the survey, drafting of the deed and fencing aren't covered under the existing agreement. With regard to the fencing issue, Trustee James Maestas feels the County should be responsible for fencing people out.

Sherry Romero, 864 Riverside Ave – inquired as to if the land coming back to the Town will be a separate deed? Trustee Will Stone advised that the original agreement stated after the property is mined, sections would be reclaimed and deeded back to the Town.

Town Administrator Andrea Phillips will bring additional information to the Board at a future meeting.

**J. NEW BUSINESS**

2. Columbine Liquor License Renewal

The liquor license for Columbine Bar will renew on May 12, 2015. Betsy Harrison has submitted the renewal application to the Town for your review. There have been no violations in the past twelve months. The Mancos Marshal's Office has no objections to the renewal. Trustee Will Stone made the motion to approve the renewal of the Columbine Liquor License. Trustee Queenie Barz seconded the motion. Motion passed unanimously

by roll call vote.

3. Public Works Staffing

The Public Works Department is short-staffed on the water/wastewater side. Robin Schmittel is the PW Director as well as the Wastewater and Water Treatment Plant Operator. He is now working seven days a week since the town's contractor resigned from weekend coverage in December. He is the only employee that has any kind of certification that is specific to the plants. The contractor is only available as the Operator in Responsible Charge (ORC) for the wastewater plant and for emergencies or to back fill when Robin is unavailable. This situation is neither sustainable for the town nor fair to Robin. Several options were presented to the Board, with Town Administrator Andrea Phillips recommending hiring a full time Water/Wastewater Treatment Operator who is certified at the B level. Hiring range is recommended at \$42,000 to \$50,000. Robin would remain as PW Director and would be freed up to truly manage the Public Works Department's many priorities. James Jennings will continue to seek certification at the D level and will continue cross training to assist in both the plants and the streets crew as needed. Since the town already budgeted \$35,000 for an additional PW Tech on the WTP/WWTP side that has not been filled, and we are already half way through the year, there should not be a major impact on the budget. To bring a new person on would be perhaps an additional few thousand in benefits, assuming that they start on July 1. The Board directed Staff to move forward with Option #1 which entails hiring a full time water/wastewater treatment.

4. 125 E. Menefee Utilities Easement

The town has utility lines on the west side of the property at 125 E. Menefee. One is a storm drain and one is a water line. Although the town installed these lines with the approval of the owners at the time, it was never properly surveyed and recorded with the county. The property owner does not wish to sign on the plat to indicate acceptance. However, in consultation with the Surveyor and the Town Attorney, the town has a prescriptive easement there and we are doing the proper thing by recording it so that all parties are aware now and in the future. The property owner was given notice of this meeting. Trustee Matthew Baskin made the motion to accept the utilities easement at 125 E. Menefee St. as surveyed and presented on the plat and authorize the Mayor to sign two copies of the plat indicating acceptance of same and authorize the Town Clerk to record same with the County Assessor. Trustee Will Stone seconded the motion. Motion passed unanimously by roll call vote.

5. Problem Solving Procedure

At a previous Board meeting, Staff was asked to research options to update our existing Problem Solving Procedure. Please remember that this is separate from the Grievance Procedure which deals with illegal issues such as harassment, discrimination, wrongful termination, etc. Several options were presented to the Board for review and decision. Several Trustees inquired if it's possible that the employee bring the item before the entire Board during an Executive Session. Town Attorney David Liberman advised that only

appointed employees, such as Town Administrator, Town Clerk/Treasurer, Town Marshal, should be allowed to request an Executive Session. This item will be brought to a future Board meeting.

6. Monthly Administrator Report

Town Administrator Andrea Phillips submitted her May Administrator Report for Board review and comment. The Town Administrator and Town Marshal are working with other jurisdictions on disaster preparedness. There is discussion among local emergency response organizations with regard to installing a new radio tower to improve communications.

**K. ITEMS FOR May 27, 2015 AGENDA**

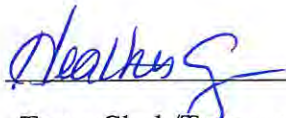
- *2014 Financial Audit*
- *Survey of Boyle Park*
- *Skate Park*
- *Emergency Preparedness*
- *MJ Ordinances and Extension of Moratorium*

**L. ADJOURNMENT**

Meeting adjourned at 8:30 p.m.



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Mayor Rachael Simbeck



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Town Clerk/Treasurer Heather Alvarez