

**TOWN OF RYE
RECORD OF PROCEEDINGS
April 12, 2023**

Regular Board Meeting:

Call to Order/Roll Call

Marty Rahl called the Regular Monthly Board Meeting to order at 6:04 p.m. at the Town Hall at 2067 Main Street in Rye, Colorado. Those in attendance were as follows: Marty Rahl, Mayor; Sheila Henderson, Mayor Protem; Kathy Dufty, Trustee; Patrick Ryan, Trustee; Sandra Steele, Trustee; Markus Buck, Trustee; Jocelyn Mower, Clerk; David Lytle, Town Attorney; Danita Alderton, Town Attorney. Those absent were: Chelsie Kersey, Trustee.

Regular Meeting

At 6:04 p.m. Sheila Henderson made a motion to enter executive session. Sandra Steele seconded the motion. The motion passed unanimously.

Executive Session

For discussion of a personnel matter under CRS Section 24-6-402(2)(f) and NOT involving any specific employees who have requested discussion of the matter in open session; any member of this body or elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Regular Meeting

At 6:45 p.m. Sheila Henderson made a motion to come out of executive session. Markus Buck seconded the motion. The motion passed unanimously.

Danita Alderton stated that she would draft a Sidewalk Ownership/Responsibility Ordinance for the Town per the request of the Board.

Audience Participation

N/A

Consent Agenda Items

- Sheila Henderson made a motion to approve the March 8, 2023- Regular Monthly Board Meeting Minutes. Patrick Ryan seconded the motion. The motion passed unanimously.

- The ORC Water Treatment Plant End of Month Report was reviewed by the Board. Mayor Rahl stated that the new ORC for the Water Treatment Plant is working closely with CDPHE to ensure the Water Treatment Plant is in compliance with all requirements.
- The Water and Sewer Monthly Meter Usage (Billing Register) was reviewed.
- The Town of Rye Summary of Accounts, RVS Systems Totals Report and CCMD Sewer Flow Chart were reviewed by the Board.
- The Summary Aged Receivables were discussed by the Board. Past due accounts were called by Jocelyn Mower and reminded of their past due balance as well as the current due balance. The Board instructed Jocelyn Mower to issue disconnect letters for all delinquent accounts surpassing 61+ days in payment. Sheila Henderson stated that delinquent account #79 has moved out of the property. Jocelyn Mower stated that she will contact the property management company for account #79 to notify them of the delinquent account and the risk of disconnection for the property.
- Sheila Henderson made a motion that the Accounts Payable/Transfer of Funds from appropriate accounts be paid and that appropriate funds be transferred per the Checks Written form. Markus Buck seconded the motion. The motion passed unanimously.
- The Board reviewed the Profit & Loss and Balance Sheets.
- The Master Calendar was reviewed. Jocelyn Mower has updated the calendar to reflect the date and name of persons completing monthly items. Sheila Henderson inquired about multiple items that need to be performed by the water treatment plant operators on the Master Calendar. Mayor Rahl clarified that these items are being performed by the ORC and that he will review the calendar to ensure that all tasks are being performed in the correct month and move any tasks to appropriate correlating months.

Unfinished Business

- The Board instructed Jocelyn Mower to request a quote from Bill Mansfield for a Logo Emblem for the podium at Town Hall.
- Mayor Rahl stated that the ORC has reported that the pump for the emergency services well is working and functioning properly. The ORC is working on getting the proper testing performed on the well so that it can be utilized for emergency fires in the area.
- The Board reviewed the heater quote provided by Empower by San Isabel Electric that will replace all three heaters at Town Hall. Jocelyn Mower stated that a donation request has been submitted to San Isabel Electric to cover the cost of all three heaters in full and that a response should be received by the end of the month.
- Mayor Rahl stated that the leak for account #44 was fixed immediately following last month's meeting. The Board reviewed a quote from Little Diggers Construction to move the meter for account #44 onto the account holder's property. Patrick Ryan made a motion to approve the quote from Little Diggers Construction with the condition that if any work outside of the parameters of the quote needs to be performed the Board must be notified for approval before it is performed. Markus Buck seconded the motion. The motion passed unanimously.

Reports

CPA Update: N/A

Attorney Update: N/A

Trustee Updates: N/A

Staff Updates: N/A

New Business

- The Board discussed the water leak that occurred in March on Columbine St. resulting in water services being temporarily shut off for the Town. The Board instructed Jocelyn Mower to contact account #54 and explain the circumstances of the repair that was performed. The Board reviewed and discussed "Work on Private Property" within the Town of Rye Policy Manual. The Board instructed Jocelyn Mower to add the following verbiage to the Town of Rye Policy Manual under "Work on Private Property", "Water leaks and/or water breaks that are detected on Town of Rye property will be assessed by excavation when necessary and if said water breaks are determined to be on private property owners damaged service line then the responsible property owner will be notified by the Town Clerk that any damaged service lines will be capped to prevent water loss until repaired by the responsible private property owner." The updated Town of Rye Policy Manual will be presented to the Board to be voted on for approval at the next regular Board meeting on May 10, 2023.
- The Board discussed the traffic accident that occurred on March 27, 2023, at Town Hall. Jocelyn Mower stated that a request for the police report has been submitted to the Pueblo County Sheriff's Office and that once it is received it will be presented to the board. Jocelyn Mower also stated that once she receives it, she will contact the insurance company stated within the report to request compensation for all damages.
- Mayor Rahl stated that she has been in contact with Davis Paving to request a quote for paving services. Once the quote is submitted it will be made available to the Board for review.
- Jocelyn Mower stated that Brad Azuremar proposed holding a Farmers Market in the Town of Rye so that local co-op growers could sell their harvested produce. The Board discussed the logistics of the proposal and will continue to discuss the topic at the next regular Board meeting.
- The Board discussed possible dates to hold the 2023 Town Square Fair. The Board will continue to discuss this topic at the next regular Board meeting.
- Mayor Rahl proposed a work session for Trustees who are interested in participating in planting flowers at the Rye Triangle. The date for the work session is to be determined at a later date.
- Jocelyn Mower stated that a work session will need to be scheduled for all Trustee's to attend Harassment Training and Ethics in Government Training. The Board agreed to schedule the work session for June 7, 2023, at 10:00 a.m.
- Markus Buck made a motion to approve the agreed upon wage by the Board, for Matthew Smith. Patrick Ryan seconded the motion. The motion passed unanimously.

Adjournment

At 8:30 p.m., Sheila Henderson made a motion that the Board close the regular meeting. Kathy Dufty seconded the motion. The motion passed unanimously.