

MINUTES TO BE APPROVED AT JANUARY TOWN COUNCIL MEETING

Boulder Town Council Regular Meeting

September 7, 2023 7:00 PM

Meeting Minutes

Town Council Members present- Mayor Judy Drain, Jim Catmull, Gladys LeFevre, Elizabeth Julian

Town staff present or on Zoom- Town Clerk Jessica LeFevre, Zoning Administrator April O'Neal, Planning Commission Clerk Peg Smith

Meeting was called to order at 7:01pm The Pledge of Allegiance is spoken.

Approve agenda-Councilmember Julian proposed having public comments at the beginning and the end of meetings. Mayor Drain wanted to leave them at the end of the meetings. There was discussion about the appropriate time for Public Comments.

Mayor Drain motioned to approve the agenda with the executive meeting before the vote of a new Councilmember. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

TC conflict of interest disclosure- Councilmember Julian recused herself from item number 6, the discussion about the 6th graders.

Approve May, July 19 2023 special meeting Minutes- Councilmember Julian recused herself from voting. Mayor Drain had some corrections for the May minutes.

Councilmember Catmull had a correction for a comment regarding sidewalks in the General Plan.

Mayor Drain entertained a motion to approve the May minutes with the two corrections. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Mayor Drain had a correction for the July special meeting.

Councilmember LeFevre made a motion to approve the July special meeting minutes with the suggested correction. Councilmember Catmull seconded. All voted Aye.

Motion passed unanimously.

Department Report, council, and administrators- Councilmember LeFevre did not have anything to report.

Councilmember Catmull reported he had Mountainland ordering speed bumps and had given Clerk LeFevre information on the paint they needed for crosswalks. He had talked to a couple of different painters that had no interest in the project so they might just have to have Corry do it. He reported for the sign that they just needed to bring in the correct post, Sam had gotten the dump pushed and the construction pit crushed, and the fire department had had a couple calls for lightning strikes but other than that they were good.

Councilmember Julian reported briefly on the Planning Commission and the Arts Council. She reported that the library hours would remain the same. She suggested addressing the issue of board management software after the Robert's Rule training. She explained the Robert's Rule training session would be open to the public, but they would not be allowed to participate and that every elected town employee must participate. There was discussion about the logistics of the training session. It was decided that participants would participate in a live Zoom session that would be hosted at the Town building for those with unreliable internet with a concurrent live YouTube stream for the public to view. Councilmember Julian reported on the Park Committee charter.

Mayor Drain reported that she had talked to Jerry Taylor and there was a program that would give the EMTs health insurance which might encourage some people to take the course. She had met with Judith Geil who was trying to find out who the authority on evacuations was and she would give an updated report in October. Mayor Drain reported on the eclipse and there was a discussion about the logistics of the event relating to the foot race, porta potties, and budget.

Clerk LeFevre report on the PTIF account and stated \$100,000 had been transferred into that account. She reported on resurfacing the pickleball court but she had not been able to get the original contractor to return her calls and that there had been a meeting with Bill Geil about the pedestrian pathway to gather more information and when that information was received it would be reported.

Boulder Elementary 6th graders- Aiden and Graycen gave a presentation about the 6th grade trip to Washington D.C requesting Council to donate to their fundraiser.

Mayor Drain suggested the Council donate \$500. Councilmember LeFevre asked how long the trip would be and how much each student had to contribute. Betsy replied it would be a 5 day trip and they had been fundraising just for Boulder. Councilmember Julian explained how the fundraising process worked in the County and that a parent could not pay for their own child, it was all based on fundraising. Councilmember LeFevre asked how much it would cost per student. Councilmember Julian replied it was around \$850.

Councilmember Catmull made a motion to donate \$500 to the fundraising efforts. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Interim Town Council applications introductions and discussion (questions & answers)- Mayor Drain stated Conrad wanted to be considered for this position but he was sick and could not attend the meeting to present.

Jeff Sanders presented.

Cindy Wilson was unable to get off mute but the email she submitted for the position was read.

Mark Austin and Donna Owen were not present to present.

Executive Session for Interim Town Council Position- Mayor Drain made a motion to close the Public Meeting. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Mayor Drain made a motion to move to an Executive Session. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

Interim Town Council Position- Mayor Drain made a motion to come out of the Executive Session and return to the Public Meeting. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Mayor Drain made a motion to approve Conrad for the interim position of Town Councilmember to replace Steve Johnson until January. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

National Day of Service on Saturday, 9/9/2023- Jeff Sanders provided an update on the schedule of events for the day. Council thanked him for his work in organizing the event.

Pedestrian Pathway Petition- Jeanne Ziegler reported on the results of the opinion survey pertaining to the pedestrian pathway. She stated the results had been electronically forwarded to Council and a hard copy with additional signatures and then read the petition results.

Ms. Ziegler expressed her concerns regarding the pathway and requested to form the committee that had been suggested by Councilmember Julian, to analyze the initial and ongoing costs, address the concerns that had been raised, and align the interests of all. She asked Council take action before they make a final decision on how to pursue the project and if they were unwilling to form a working group, they formally request that the process be halted in its entirety. She asked for a standing vote about who opposed the project and called for a vote from Zoom attendees.

Planning Commission update on ordinances requested by the Town Council-01:35:00

Tina Karlsson reported on the average lot size ordinance and the housekeeping ordinance. She stated that they had started discussion on the option for duplexes but was not ready to be passed onto Council yet.

John Veranth asked for questions. There were none. He commented that one of the ordinances had been split into a separate draft by Lee Nellis and might come as two documents rather than one.

Research for the clarification regarding the term “engineer approved by the town” in the land use ordinances- John Veranth read from the document submitted to Council and discussed the ordinance.

Mayor Drain commented that she thought the ordinance was vague in it’s language and that she wanted it better defined which was why she had asked them to address it.

John Veranth replied they would try to clean up the language as part of the land use ordinance revisions.

Staff pay scale- Mayor Drain stated the difference would be that the Deputy Clerk needed to start at a lower scale than the clerk. Clerk LeFevre explained the numbers were just a starting point they just wanted to establish the difference. Councilmember LeFevre thought the Deputy Clerk would be more of an assistant to the Clerk and did not need to be as skilled as the Clerk and thought they should start at a lower rate.

Clerk LeFevre explained that there were legal issues that she was responsible for as the clerk and if she messed them up it fell on her shoulders and the Deputy Clerk would not have that level of responsibility, and if she were getting paid the same as the Deputy she would rather be Deputy and not have that level of legal responsibility.

Councilmember Catmull stated he made \$20 per hour for the water company with two state certifications and he did not want to pay someone \$20 dollars if they were not responsible for anything.

Clerk LeFevre clarified the position would be responsible for certain things and would still be putting the effort into being present at meetings and doing a good job and it was hard to get someone to come in and stick around and do a good job for \$18.

Councilmember Julian thought anyone doing administrative work should be compensated for doing that work and they needed someone competent in order to do this kind of work efficiently and accurately. Mayor Drain did not think a deputy clerk should come in under the maintenance pay which was at \$20 per hour.

Councilmember Julian commented it was hard to discuss a pay scale when they were not sure of the specific duties of the role. Clerk LeFevre explained she would retain all of the responsibilities of the Town Clerk and the Deputy Clerk would accomplish the simple tasks

delegated to them but everything would have to be submitted to her for final approval and submission.

Councilmember Julian expressed concern that this might not be the best time to try a new format while they had a zoning administrator position open and were combining the roles of the Clerks. Clerk LeFevre replied the training for both clerk positions would happen at the same time and would both be with Peg and the point was to hire someone and train at the same time with Peg so they could learn how Peg does things. She stated it would be a big change to the town and change was hard but it was going to have to happen and she wanted to settle on this position. Mayor Drain agreed.

Councilmember LeFevre asked Clerk LeFevre if she thought it would be too much for the Town Clerk to also be the Planning Commission Clerk. Clerk LeFevre replied no.

Councilmember LeFevre made a motion to rescind the motion they had passed before about the Deputy Clerk salary. Councilmember Catmull seconded. Councilmember Julian voted no. All others voted Aye. Motion passed.

There was discussion about the job descriptions and the responsibilities for the Town Clerk, Deputy Clerk and other positions and holding people accountable.

Councilmember LeFevre suggested that town employees complete a daily task log.

Councilmember Julian clarified what they would be making a motion on. Clerk LeFevre requested clarification on the adjustment of current employees pay rate once the new pay scale was introduced.

Mayor Drain agreed with having a daily task log. Councilmember LeFevre was not ready to vote on a Deputy Clerk until they knew the responsibilities of the position. Clerk LeFevre asked Council to authorize her to start training with Peg while they determined the Deputy Clerk role. Councilmember Julian commented that in talking to the Planning Commissioner and the Planning clerk there had been some concerns expressed about combining the positions. Councilmember LeFevre asked what their concerns were. Councilmember Julian replied that keeping them separate and knowing what each other does keeps the business more orderly and the Planning Commission was considering meeting more than once a month so it would require more time.

Peg Smith agreed with the daily task log proposed by Councilmember LeFevre and stated in the ordinances right now the zoning administrator, town clerk, and planning commission clerk were specifically defined so they would need to consider how that would affect the language.

Clerk LeFevre asked if Council wanted a Deputy Clerk or not because she needed to know how to move forward. Councilmember Julian stated she was not necessarily opposed to the position she just did not think it was the right time for it. Councilmember LeFevre asked if there were any responsibilities that could be handed out to help alleviate her responsibilities. Clerk LeFevre

replied she had Chris Bigler helping organize the records room which was a big help and the transcription had helped as well.

Councilmember LeFevre stated she wanted to hold off on hiring whatever position this was until next month when Clerk LeFevre could come back to them with an actual list of responsibilities that would be expected from the position.

Councilmember Julian motioned to add a transcriptionist as the same pay increase of all the other positions with a starting pay of \$15 per hour and add it to the current pay schedule. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

Clerk LeFevre clarified the rates of the Zoning Administrator job at \$21/hr. and the landfill job at \$12/hr. and the transcriptionist at \$15/hr. and stated that she would post those two positions if those were approved by Council. Clerk LeFevre commented that Cindy Wilson had been volunteering at the landfill and asked how Council wanted to handle it.

Councilmember LeFevre motioned to have Cindy as a temporary hire because they were advertising the job the following month. Councilmember Catmull seconded.

All voted Aye. Motion carried unanimously.

Burr Trail tree branch and bush removal bid with pictures- Clerk LeFevre presented pictures of the proposed project area. Mayor Drain commented that Tamarix said he would include the trees farther down the road with the current bid and the \$2200 bid would cover that added area. Councilmember Julian asked if they had insurance.

Mayor Drain replied his insurance was by project and as soon as the bid was approved, he would obtain insurance and provide paperwork for that project. There was discussion about the specific trees that would be trimmed.

Councilmember LeFevre motioned to approve the bid from Boulder Tree Services for the trimming of trees on the Burr Trail Road. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

Councilmember Julian stated it was important that they as a Town Council have a proper paper trail in order to be transparent.

Boulder Town signs- Mayor Drain asked how they wanted to approach this and suggested submittals from the community. It was decided to create a post asking for submissions from the community regarding a Boulder Town sign with an October 13th due date to be voted on in the November meeting.

Scheduling of a special meeting for the pedestrian Pathway council discussion and Tree City ordinance - There was discussion about the best time for each of these special meetings. It was decided that Councilmember Julian would create an electronic poll to determine everyone's availability.

Public Comments- Blake Spalding made a comment. Jeff Sanders made a comment.

Approval for August checks issued- Clerk LeFevre presented the checks for approval. Councilmember Catmull commented on the Boulder water bill and suggested adding a second hookup to save money on overages. There was discussion about the hookups and water usage at the park, the fire station, the city building, and the cemetery.

Councilmember Catmull made a motion to approve the August checks issued. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Upcoming business for October- Clerk LeFevre presented the upcoming business. Peg Smith commented they would likely need to have a Public Hearing for the ordinances that might be on the agenda.

Adjourn- Motion to adjourn made by Mayor Drain. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

Minutes prepared by Jessica LeFevre, Town Clerk

Date