

MINUTES TO BE APPROVED AT DECEMBER TOWN COUNCIL MEETING

Boulder Town Council Regular Meeting

November 07, 2024 7:00 PM

Meeting Minutes

****This is the second half of the meeting on the second recording available on the website.**

Summary

Discussion on Exemption Language and Process

- Councilmember Veranth asks Josh if he has the language Jessica provided for adding specific exemptions.
- Councilmember Ellis mentions the need to run the language by Nancy and emphasizes the importance of clear definitions in the ordinance.
- Councilmember Ellis discusses the need to cross-reference exactly where in the ordinance the exemptions apply for clear administration.
- Mayor Drain and Councilmember Veranth agree on the need for administrative clarity and suggest taking the matter back for further review.

Review and War Gaming of Ordinance and Application Form

- Councilmember Veranth suggests forming a working committee to review the ordinance and application form through a "war game" scenario.
- Councilmember Ellis agrees on the importance of running through the process before it becomes real to identify any issues.
- Councilmember Veranth emphasizes the need to test the process with recent subdivisions to ensure it works as intended.
- Councilmember Ellis and Councilmember Veranth discuss the importance of reviewing the process to fix any issues before they become problematic.

Design Standards and Future Work on Development Requirements

- Councilmember Veranth mentions the Planning Commission's role in reviewing design standards and the need for clear language in the ordinance.
- Councilmember Ellis suggests capping the size of subdivisions for a year to prevent large-scale developments that could negatively impact the community.
- Councilmember Ellis discusses the potential benefits of including affordable housing requirements in the ordinance.

- Councilmember Veranth and Councilmember Ellis agree to give these ideas to the Planning Commission for future consideration.

Discussion on Required Subdivision Improvements and Irrigation Water

- Councilmember Veranth moves to strike 152, 504, 504b, related to irrigation water, arguing that it is outside the town's jurisdiction.
- Councilmember Ellis and Councilmember Veranth discuss the de minimis amount for new wells and the impracticality of the current language.
- Councilmember Veranth makes a motion to strike 152, 504, 504b, which is seconded by Councilmember Ellis and approved by the council.
- The final motion asks the Planning Commission to incorporate the approved changes into a clean draft for presentation in December.

Fire Plan Discussion and NFPA 1142 Implementation

- Councilmember Ellis discusses the need to adopt NFPA 1142 for fire protection and the various implementation options, including tanks and tankers.
- Councilmember Ellis shares insights from conversations with other municipalities and the State Fire Marshal about the benefits and challenges of different approaches.
- Councilmember Ellis emphasizes the need for a tanker to ensure adequate fire protection and the potential community benefits of this approach.
- The council agrees in principle to support the idea of purchasing a water tanker for fire protection and to explore funding options, including impact fees.
- Councilmember Veranth made a motion that the Boulder Town Council supports the idea of pursuing a water tanker for Fire Protection. Seconded by Councilmember Lefevre. Unanimous approval.

AI-Generated Meeting Minutes and Future Use

- Councilmember Ellis and Clerk LeFevre discuss the use of AI for generating meeting minutes and the challenges faced during the initial trial.
- Clerk LeFevre highlights the need for double-checking the AI-generated minutes and the potential benefits of making them accessible to the public.
- Councilmember Ellis suggests using the AI-generated minutes as a tool for the council and the public, even if they are not used for official minutes.
- The council agrees to continue using the AI for generating minutes and to reassess its effectiveness in January.

ARPA Funds Utilization and Essential Worker Pay

- Clerk LeFevre explains the need to spend the remaining ARPA funds by December 31 and the options for utilizing them, including essential worker pay.
- Councilmember Veranth suggests retroactively applying the ARPA funds to essential worker salaries to ensure their timely use.

- The council agrees to review the possibility of retroactively applying the funds to staff salaries and to explore other potential uses within the approved guidelines.
- The council emphasizes the importance of utilizing the funds effectively and ensuring compliance with the ARPA guidelines.

Town Financial Review and Accounting Support

- Councilmember Ellis shares insights from a conversation with the town auditor and the need for better financial oversight and training.
- Councilmember Ellis suggests hiring an accountant to provide training and guidance on financial review processes and policies.
- The council agrees on the importance of financial stewardship and the need for proper training and oversight to ensure accurate financial reporting.
- Councilmember Ellis plans to follow up with the auditor's recommendation for an accountant to provide the necessary support and training.

Financial Issues and Professional Advice

- Councilmember Ellis expresses concern about the accuracy of the town's financial records and the need for professional advice.
- Councilmember Ellis suggests a motion for the council to seek professional advice, specifically mentioning Kyle Flores.
- Clerk LeFevre provides an update on the financial situation, mentioning the use of Polaris software and the need for better reconciliation.
- Clerk LeFevre highlights the progress made in reconciling invoices and deposits but notes the missing account balances for various funds.

Polaris Software Implementation and Training

- Clerk LeFevre details the training process for Polaris software and the improvements made in financial reporting.
- The discussion includes the challenges of reconciling accounts and the discovery of old, unclaimed checks.
- Mayor Drain emphasizes the importance of proper procedures and the transition from handwritten records to computerized systems.
- The council discusses the need for clear procedures to ensure accurate financial reporting and the potential benefits of using Polaris for payroll processing.

Procedures and Payroll Management

- Clerk LeFevre and Mayor Drain discuss the importance of having clear procedures for financial management and payroll processing.
- The council considers the recommendation of using a payroll company like Polaris to ensure proper checks and balances.

- Councilmember Veranth stresses the importance of the legislative body providing resources and training to ensure financial oversight.
- The council discusses the need for a purchase order system and the potential benefits of having a consultant create a procedures manual.

Separate Bank Accounts and Financial Oversight

- Councilmember LeFevre raises the question of whether separate bank accounts for different funds would be beneficial.
- Clerk LeFevre explains the current system and the challenges of managing multiple funds within a single account.
- The council discusses the potential benefits of having separate accounts for easier financial management and oversight.
- The conversation touches on the importance of having clear financial records and the potential need for a CPA to assist with reconciliation.

Scheduling a Call with Kyle Flores

- Councilmember Ellis makes a motion to schedule a call with Kyle Flores, the CPA, to provide further training and alignment on financial procedures. This motion was seconded by Councilmember Lefevre. Approved Unanimously.
- The council agrees on the importance of the call and the need for professional advice to ensure accurate financial management.
- Clerk LeFevre confirms that she has already written an email to Kyle Flores to schedule the call.
- The council discusses the logistics of the call, including the potential need for a Zoom meeting and the timing of the call.

Capital Plan Development

- Clerk LeFevre provides an update on the development of the capital plan in collaboration with Roger Carter and his intern, Tanner.
- The capital plan is crucial for grant applications and involves identifying major projects within each department.
- Clerk LeFevre plans to reach out to each council member to gather input on their department's biggest needs and priorities.
- The council emphasizes the importance of the capital plan and the need for clear, prioritized projects to apply for grants.

Website Development and Filing Responsibilities

- Clerk LeFevre mentions the need for more time to develop the town's website and the importance of in-person meetings with Morgan.
- The council discusses the responsibilities for filing and the need for clear procedures to ensure all necessary documents are submitted.

- The conversation includes the importance of having a clear system for assigning filing responsibilities and ensuring all required documents are submitted.
- The council agrees on the importance of having a clear, organized system for filing and the need for ongoing training and support.

Upcoming Meetings and Public Hearings

- The council discusses the schedule for upcoming meetings, including a second meeting in December for public hearings and voting.
- The council considers the importance of having a second meeting in December to ensure proper time for public hearings and voting.
- The conversation includes the need for a special meeting on December 19th to accommodate public hearings and voting.
- The council agrees on the importance of having a clear schedule for meetings and ensuring all necessary procedures are followed.

Adopting Infrastructure Standards

- Councilmember Ellis raises the issue of adopting additional codes for infrastructure standards, specifically mentioning NFPA 1142.
- The council discusses the need to adopt these codes by resolution to ensure compliance with infrastructure standards.
- The conversation includes the importance of having clear, adopted codes to ensure proper infrastructure management.
- The council agrees on the need to discuss and adopt additional codes in the upcoming meetings.
- Mayor Drain made a motion to approve the October checks by unanimous consent. This was approved.

Final Remarks and Adjournment

- The council discusses the importance of ongoing training and support for financial management and the need for clear procedures.
- The conversation includes the importance of having a clear, organized system for financial management and the need for ongoing training and support.
- The council agrees on the importance of having a clear schedule for meetings and ensuring all necessary procedures are followed.
- The meeting is adjourned with a reminder of the importance of ongoing training and support for financial management and the need for clear procedures.