

Fall



# October 2009

## September 14, 2009 Regular Board Meeting

The Town of Swink Regular Board Meeting was called to order by Mayor Cordova on September 14, 2009 at 7:07 pm with all council members present except Mayor Pro-tem Lytle. Also in attendance was Attorney Malouff, Public Works Director Dell and Clerk Clodfelter.

Audience consisted of Kris Abel, Mike Steeves, La Junta Tribune Democrat, Brian Hancock, and Mr. and Mrs. Gerald Marshall.

Trustee Piquette moved to go into executive session at 7:08 pm. with all trustees, town attorney, Dell, Clodfelter and Abel.

Trustees returned to regular board meeting at 7:17 p.m.

Consent agenda, which consisted of the minutes

from the August 10, 2009 meeting, the Disbursement List, The Public Works Director's Report, Clerk's Report and the Librarian's Report were all approved.

Clerk stated that the Swink Recreation Program has a balance of \$2996.09. She stated that football and volley ball has started.

Cordova stated that the job description and the fees will be tabled until next month.

The financial committee will meet on September 28, 2009 at 5:30 pm. to discuss the budget for 2010.

Clerk stated that CML will be hosting a District 6 meeting in Sugar City on October 15, 2009 at 4:00 pm.

Dell asked if he could write

a letter to the State asking for an extension on the deadline. Council made a motion for Dell to proceed with the letter for an extension.

Clodfelter stated that she received the grant agreement from CDPHE Water Quality Control Division. Council made a motion to sign the agreement with CDPHE.

Cordova read on 1st reading Ordinance 2009-5 Compensation for Mayor and Trustees. A motion was made to adopt on first reading. Motion passed. (Ord. on page 4)

Cordova read on 1st reading Ordinance 2009-6—Expenditure of Public Funds for Attendance.

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### October Agenda

Swink Recreation—Update

Finance Committee—Update

2010 Budget

Maintenance Building—Update

CO-RAD—Update

Annual Plan

Homecoming

H1N1 Virus—Update

Annual Celebration

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#### Special points of interest:

- Ordinance 2009-5
- Ordinance 2009-6
- Time Change—November 1st
- No Free Dirt
- [www.swinkcolorado.com](http://www.swinkcolorado.com)

## Summary Goals Work Session—August 24, 2009

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The 2009 work session was the fourth consecutive year that Swink has utilized Lee Merkel, DOLA's Regional manager for Southeast Colorado, as a facilitator to assist the board with updating its goals for preparation of the 2010 town budget. The meeting was held on August 24th from 4:00—7:30 pm.

Trustees present were Mayor Steve Cordova, Mayor Pro-tem Sandy Lytle, and Trustees Karen Piquette, Jon Stone and Shannon Wallace. Also present were Public Works Director Rick Dell and Town Clerk Terry Clodfelter. Mike Steeves from the La Junta Tribune Democrat and also resident of Swink attended the meeting.

Recent Successes:

The board reviewed the progress that has been achieved on last year's short term goals:

- 1) Highway Drainage Problem—no progress. It is #36 on the CDOT region's project list.
- 2) Annual Town Celebration— The event was held in June, with the Big One scheduled for 2010.
- 3) Dog Issues—The board adopted an Animal Control Ordinance.
- 4) Wastewater Treatment Plant Odor— No Solution to date.
- 5) New Town Maintenance Shop— Received a grant from DOLA for \$195,000, \$20,000 from La Junta Fire Department. Building is completed.

Progress on Long Term Goals

- 1) Highway Drainage—CDOT has limited funds in the current fiscal pinch so no immediate expectations.
- 2) WWTP Odor—Will take more focus and discussion with other parties.
- 3) Park Improvements—Town received a grant from Modern Woodmen of America this year. Trees and flowers have been planted. Town will be looking into a GOCO grant.

Progress on Administrative Goals:

- 1) Two Year Budget—Not yet been implemented but the town has developed a Vehicle Replacement Plan.
- 2) Personnel Policy—Town has implemented several new policies but the overall policy needs to be considered and revised.

2010/2011 Goal Areas

The Trustees decided that there were goals that had been commonly agreed upon as Short Term, Long Term, or Inevitable.

Short Term Goals:

- 1) Housing Incentives—The town needs the economic development that would be represented by encouraging the occupancy of residences by adopting incentives and enlisting volunteers to improve the structures and properties.
- 2) Improve the Community Building— Make repairs and improvements to the 90 year old structure to enhance its use by community groups, including roof replacement, new HVAC, making ADA improvements.

- 3) Continue with Park Development
- 4) Traffic Calming on Highway 50 through town, as well as on Main Street.

Long Term Goals:

- 1) ADA Sidewalk improvements, There are many areas of town which need better sidewalks, and there are potential sources of funding available to the Town, including DOLA's CDBG grant funds and CDOT's Enhancement Funding.
- 2) Park Development is long term as well as short term.
- 3) WWTP Odor seems to be a longer term solution.
- 4) Drainage Problem is still needing to be solved, even though there is no funding available.

Inevitable:

- 1) CORADS/Radionuclide problems with the Town's soft water sources. State Health Department has some TMP assistance available. DOLA may be able to assist with the Preliminary Engineering later in 2009.
- 2) Keep Water Fund solvent by raising rates regularly (5%) to remain abreast of increasing costs.
- 3) Implement a Two Year Town Budget
- 4) Adopt New Personnel Policy Manual.

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## Swink Park area on 3rd and Reynolds

It has been brought to our attention that people are helping themselves to the dirt at 3rd and Reynolds. This is NOT free dirt and you can not take it.

This dirt is for the future growth of the New Swink Park.

If you see anyone taking this dirt, please call the Swink Town Hall at 384-7155, Rick Dell at 469-8868, or the Otero Co Sheriff Department.

Thank you for your help in this matter.

# Ordinance 2009-6—Conference and Travel Expense

Ordinance 2009-6 was read and passed on September 14, 2009.

## XXXII. Conference and Travel

### POLICY FOR THE EXPENDITURE OF PUBLIC FUNDS FOR ATTENDANCE AT CONFERENCES, TRAININGS AND WORK RELATED MEETINGS.

This policy governs the expenditures of public funds to reimburse or pay actual, necessary and authorized expenses incurred by elected officials and employees of the Town of Swink who attend education workshops, seminars, conferences, training programs, official functions, hearings or meetings related to the official business of the Town.

This policy applies to requests for advance of estimated authorized expenses and also for reimbursement for authorized expenses. No expense will be paid or reimbursed without a receipt or other satisfactory evidence of the expense. Employees authorized to use the Town credit card are encouraged to use the credit card for travel related expense whenever possible.

The following are authorized expenses that will be paid or reimbursed the Town:

1. Registration fees, tuition costs, and other fees or charges for participation, associ-

ated overnight lodging fees for conferences.

#### 2. Travel expenses:

- A. Mileage will be paid at the Internal Revenue Service Rate per mile on the most direct route to and from the destination and necessary mileage for travel while in attendance related to Town business. Mileage will only be paid when a personal vehicle is used for the travel.
- B. A Town-owned vehicle should be used for travel whenever possible. When a town vehicle is used, only actual expenses for gas and oil will be reimbursed. (Employees should use the Town credit card for gas etc. when using the town vehicle).
- C. Lodging expenses incurred for actual lodging cost appropriate to the purpose of the trip will be paid or reimbursed. Direct billing or requesting an advance check should be utilized when possible.
- D. All meals purchased during the inclusive period of the reason for the trip plus reasonable travel times will be paid or reimbursed. Reimbursement will be for only the actual expense of three meals per day, including appropriate tips or

gratuities, and will not exceed \$30.00 per day. There will not be any payment or reimbursement for the purchase of alcoholic beverages.

3. The Town will not be responsible for any expenses associated with accompaniment by a spouse or family member. Expenses for that individual shall be at the sole and separate expense of the participant.
4. The Town will provide an advance for certain authorized expenses prior to the trip if a Report of Estimated Expenses is submitted and approved by the Board of Trustees. Lodging requests should include a rate quote or rate card to verify the amounts requested. If the amount advanced exceeds the amount actually expended, the employee must reimburse the Town for the difference.

PASSED THIS 14TH DAY OF SEPTEMBER 2009.

Steve Cordova, Mayor

ATTEST:

Terry Clodfelter, CMC, Town Clerk

## Meeting cont

A motion was made to adopt Ord. 2009-6 on 1st reading. Motion passed. (Ord. 2009-6 on page 2)

Council urged all employees to take the flu and H1N1 shots. A motion was passed to pay for the shots for the employees.

Dell reported that a few things needs to be finished on the maintenance building.

Council signed a business lease with the La Junta Fire Department.

Cordova stated that we need to

continue purchasing the uniforms for the staff.

Council approved the street white wash for homecoming on Oct. 19, 2009.

Council waived the tap fees for the Swink School.

Mr. Hancock and Mr. Marshall talked about the property at 103 A Street. Malouff will draft an agreement for the vacant lots stating that the new owners can plant hay, etc but can not grow produce or store equipment on the vacant lots.

Fall alley clean up will be in November

or first of December according to Dell.

Clodfelter stated that a benefit dinner will be on Sept. 15 for Kris Abel.

Council went into executive session at 8:26 pm with council, Attorney Malouff, Dell, and Clodfelter. During the executive session Dell and Clodfelter was dismissed.

Council came back from executive session at 9:11 pm.

Council made a motion to give Dell a 4% raise and thank him for a great job.

Cordova adjourn the meeting at 9:14 pm.

## Time Change

*Please remember to change you clock on November 1st. Fall back—Spring ahead*



## TOWN OF SWINK

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**Business Hours:**  
Monday 2:00 p.m.—7:00 p.m.  
Tues-Thurs 8:00 a.m.—1:00 p.m.  
Closed on Friday  
After Hours please call **469-8868**

We hope to have a section in the next issue titled **"ASK A COUNCIL MEMBER"**. Please

### Current Water Restriction:

**No water restrictions—Water restrictions were lifted for the Town of Swink at the May 12, 2008 meeting. You may water anytime and as long as you wish.**

## CALENDAR OF EVENTS

### Town of Swink

- October 12, 2009 Town of Swink Council Meeting—7:00 p.m.—Public Invited  
October 23, 2009 Read Water Meters

### Swink Recreation

- October 3, 2009 Volley ball at Swink—8:00 am  
October 7, 2009 Football at Swink—6:00 pm  
October 11, 2009 Football at Swink—9:00 am  
October 17, 2009 Football at Swink—9:00 am

### Swink Sr. Citizens

- October 12, 2009 Birthday Party  
October 8, 2009 Lunch at Swink School  
October 15, 2009 Board Meeting at 9:00 am  
October 26, 2009 Potluck Dinner

Every Monday and Thursday—Coffee at 9:00 a.m. . Sage meals M-F at 11:00 a.m.

## Ordinance 2009-5—Trustee Pay

Ordinance No. 2009-5 was read and approved on first reading on September 14, 2009.

AN ORDINANCE AMENDING PORTIONS OF SECTION 2.08.035 AS RELATES TO COMPENSATION FOR THE MAYOR AND TOWN BOARD OF TRUSTEES

WHEREAS, C.R.S.31-4.403 provides that members of the governing body of a town may receive compensation for the member's service as mayor or town trustees where provided by law; and

WHEREAS, The Town of Swink Municipal Code provides that members of the Board of Trustees serve with compensation; and

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SWINK, COLORADO:

Section 1: Section 2.08.035 is repealed in its entirety

Section 2. The following new Sections are enacted as follows:

2.08.035

A. Subject to the limitations of Section 2.08.038, the mayor shall receive monetary compensation each month in the amount of \$75.00

B. Subject to the limitation of Section

2.08.038, the mayor pro tem shall receive monetary compensation in the amount of \$75.00.

C. Subject to the limitations of Section 2.08.038, a town board member shall receive monetary compensation in the amount of \$75.00

2.08.036 Telephone Attendance: Board of Trustee members may attend any properly scheduled meeting of the Board of Trustees or any committee meetings thereof by use of telephonic communication and may vote on all issues presented at the meeting. For voting purposes and quorum determination purposes, attendance by telephone shall be considered to be the same as attendance in person. Attendance by telephone as to regularly scheduled monthly of the Board of Trustees shall be limited to two times per Trustee per calendar year. There shall be no limitation on telephonic attendance for committee meetings.

2.08.037 Coordination of Telephone Appearance: Any Trustee desiring to attend a meeting by telephone must under take the following:

A. Within 5 days prior to any meeting, the Trustee shall provide written notification to the Town Clerk and all other trustee members of that Trustee's intention to participate by telephone. If an

emergency circumstance exists, the emergency would relieve the notice requirements of this subsection (A),

B. Prior to the meeting, Trustee shall contact the Town Clerk to make arrangements concerning the alignment of equipment and other coordinating requirements of the telephone conference.

C. The Trustee shall be personally obligated to pay for all toll charges incurred as a result of the telephone call.

2.08.038 Cessation of Compensation : Should any Trustee fail to attend more than two meetings in any calendar year, or that Trustee attends more than two meetings by telephone in any calendar year, then any subsequent absences or participation by telephone (begin the aggregate of two telephonic participations or absences) in any calendar year, then that Trustee shall not be further compensated for any addition telephone meetings or the regular Trustee's monthly meetings, for payments allowed pursuant to Section 2.08.035 or 2.08.036 above.

Passed this 14th day of September, 2009.

Steve Cordova, Mayor

ATTEST:

Terry Clodfelter, CMC, Town Clerk

*Town of Swink  
P.O. Box 287  
Swink, CO 81077*

**STATEMENT ENCLOSED**