

Town of Brookside

Town Hall



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TOWN OF BROOKSIDE Regular Town Board Meeting March 12, 2024, 7:00 PM

Call to Order, Roll Call and Pledge: Mayor Arlin Bolkema opened the meeting at 7:00 P.M. The Pledge of Allegiance was said. Present: Board Members John Grooms, Jana Schutte and Kim DiOrio; Mayor Arlin Bolkema; Town Clerk Shelby Mehring. 1 citizen attended. Approval of Minutes, Agenda and LOEs: Trustee DiOrio made the motion to accept the Minutes from February 13 meeting. Trustee Grooms Second the Motion. The Motion passed with four AYES. Trustee DiOrio made the motion to accept the agenda. Trustee Grooms second the motion. The motion passed with four AYES. Trustee Schutte made the motion to accept the General fund LOE trustee Grooms second the motion. The motion passed with four AYES. Trustee Schutte made the motion to accept the Water fund LOE Trustee Grooms second the motion. The motion passed with four AYES.

Water Enterprise Report- 7@1 month & 3@months; \$819.45 past due invoices.

Community Center: Month of March: 4 rentals; 1 is completed.

Volunteer Hours Recorded: John Grooms: 20 hours KEYS; Jana Schutte: 2 hours office organizing; Rennee Bolkema: 1 hour park maintenance; Brandon Mehring: 1 hour moving shelves; Shelby Mehring: 5 Hours moving shelves & organizing office. With the addition of Arlin Bolkema 50 hours re-organizing and training.

. Upcoming Meetings:

- Board workshop: Tuesday, March 26, 2024 @ 7:00 PM
 - Board work Session topic will be Land use code
- Board Meeting: Tuesday, April 9, 2024 @ 7:00 PM
- Board Workshop: Tuesday April 23 @ 7pm **CANCELLED** due to clerk's absence

Old Business:

1. ARPPA funds- Clerk is still working on locating all the documents and more information that needs to be located. Trustee Grooms informed the clerk of a few new items that need to be added and where to locate some of the information. Consensus of the board was to keep on old business.
2. Community center rental deposit with card reader- Due to the change in the office Clerk has not found the information about fees on the card reader.

New Business:

1. Workshop meeting April 23- Clerk will be gone consensus of the board is to cancel the board workshop.
2. Sanitary survey April 12- clerk informed the board of the meeting and that Carl Colgin will be there as well.
3. Assistant Clerk- there was discussion about hiring an assistant clerk. The clerk was asked opinion she stated that we need to put in place more policies and procedures. As well as she needs to learn the water side before, she can teach it. Consensus of the board is to re-evaluate an assistant clerk in a few months.

4. Version Wireless Cell Tower- Ashley Christensen from version wireless emailed the clerk asking if there was a possibility of putting a cell tower in Brookside. Discussion occurred the board decided to have the clerk reach out for more information and see if by the water tank would be a sufficient location.
5. Google workspace- to have more security with our town emails the board decided to go with Business Standard package. There will be two admins to allow changes if needed in the future.
6. Additional locks in community Center- Asked if Trustee grooms could add locks to the top cabinets in the community center kitchen where we keep supplies and to key the lock for the supply room so it could be closed during the rentals.
7. IT- Due to the change in the office there are accounts the clerk doesn't have access to. Mayor Bolkema suggested bringing in an IT to help with the computers. Consensus of the board is to allow an IT person to help.
8. Additional information: Telephone poll replacement project is moving forward now that the easement access had been allowed by homeowners.

Adjournment: Trustee Schutte Motion to adjourn, 2nd by DiOrio, Motion passed with four AYES at 7:43PM.

Respectfully submitted by, Shelby Mehring, Town Clerk