

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
TUESDAY, DECEMBER 6<sup>TH</sup>, 2016  
REGULAR MEETING**

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**CALL TO ORDER**

Mayor Patterson called the meeting to order at 5:30 PM.

**ROLL CALL**

**The following members were present: Mayor Patterson, Art Nordyke, Brian Clince, Jim Bistodeau, Audrey Gluschke, Paul Wenke, and Rod Thornburg**

**ABSENT: NONE**

**PLEDGE OF ALLEGIANCE**

Mayor Patterson led the Pledge of Allegiance

**OTHERS PRESENT**

Dale Mullen-543 Panorama Dr., Marilyn Stodola-350 Panorama Dr., Charles Bogle-2362 Black Fawn Lane, Wilson Jarvis-222 Ute Mesa Trail, /Wayne Ewin-Tribune, Donna Hood-306 S. 5<sup>th</sup> Street, Sheriff Byerly, Jay Printz, Mike Carter, Kathy Reis and Wanda Jennings

**APPROVAL OF MINUTES**

**Mr. Clince** moved and **Mr. Bistodeau** seconded to approve the minutes of the November 1<sup>st</sup>, 2016 regular meeting. Motion carried.

**TREASURER'S REPORT**

**REVENUE RECEIVED IN NOVEMBER 2016**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>50,356.86</b>
<b>CONSERVATION TRUST FUND:</b>	<b>\$</b>	<b>6.39</b>
<b>MUNICIPAL COURT CHECKING:</b>	<b>\$</b>	<b>0.0</b>

**EXPENDITURES FOR NOVEMBER 2016**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>43,182.66</b>
<b>CDOT/TAP CHECKING:</b>	<b>\$</b>	<b>0.0</b>

**BALANCE IN ALL ACCOUNTS:**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>176,025.51</b>
<b>CDOT/TAP CHECKING</b>	<b>\$</b>	<b>3,353.00</b>
<b>SUMMIT ACCOUNT</b>	<b>\$</b>	<b>439,722.74</b>
<b>MUNICIPAL COURT CHECKING:</b>	<b>\$</b>	<b>5,048.20</b>
<b>CONSERVATION TRUST FUND:</b>	<b>\$</b>	<b>15,099.29</b>
<b>TOTAL C.D's PLUS INTEREST:</b>	<b>\$</b>	<b>681,648.30</b>

**Ms. Gluschke** moved and **Mr. Clince** seconded to approve the Treasurer's Report. Motion carried.

**APPROVAL OF BILLS**

**Mr. Wenke** moved and **Ms. Gluschke** seconded to allow and pay all bills. Motion carried.

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**OLD BUSINESS**

**NONE**

**NEW BUSINESS**

**a. Sheriff's 3<sup>rd</sup> quarter report.**

Sheriff Byerly thought it would be a good idea for a partnership between Silver Cliff, Westcliffe, Custer County and the Custer County Animal Advocacy Group to purchase a small plot of land to build a facility to house the abandoned animals. As of right now Silver Cliff is not housing any animals, due to compliance issues.

There were 9 thefts, no burglaries.

The Fire band is still in effect until middle of January 2017. Two (2) grass fires recently.

The deputy on call is walking the town at night checking doors of the business's to make sure they are locked. This is just a precaution and courtesy to the public.

**b. Consideration of applying for a grant for broadband funds through Statewide Internet Portal Authority (SIPA)-Charles Bogle.**

**ACTION:** Ms. Gluschke moved and Mr. Wenke seconded the request to apply for a grant for broadband funds through Statewide Internet Portal Authority (SIRA). Motion carried. Nay: Mr. Bistodeau

**c. PUBLIC HEARING-2017 BUDGET**

No Comment from the audience.

**d. Consideration of request to approve Ordinance NO. 17-2016 Adopting the 2017 Budget.**

**ACTION:** Mr. Clince moved and Mr. Wenke seconded the request to approve Ordinance NO. 17-2016 Adopting the 2017 Budget. Motion carried.

**e. Consideration of request to approve Ordinance NO. 18-2016 Appropriation of Funds from 2017 Budget.**

**ACTION:** Mr. Wenke moved and Mr. Clince seconded the request to approve Ordinance NO. 18-2016 Appropriation of Funds from 2017 Budget. Motion carried.

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**NEW BUSINESS CONTINUED**

- f. Consideration of request to approve Ordinance NO. 19-2016 Set Mill Levy for 2017 Budget.**

**ACTION:** Mr. Clince moved and Ms. Gluschke seconded the request to approve Ordinance NO. 19-2016 Set Mill Levy for 2017 Budget. Motion carried.

- g. Consideration of request to approve a Lease Purchase agreement with First State Bank of Colorado to purchase a plow truck.**

**ACTION:** Ms. Gluschke moved and Mr. Clince seconded the request to approve a Lease Purchase agreement with First State Bank of Colorado to purchase a plow truck. Motion carried.

- h. Discussion and consideration of shipping containers.**

Mr. Carter gave a report on the shipping containers being used as homes here in the Town of Westcliffe. It cannot be longer than 120 square feet and must have a Building Permit from Building & Zoning Officer, Mike Carter. It is prohibited in Residential and Core Commercial area.

As of right now there are no Ordinance regarding the shipping containers being used as homes. The Trustees have ask Mike Carter and Town Attorney Jay Printz to create an Ordinance that would prohibit the use of shipping containers for homes and implement it.

- i. Reschedule the January 2017 Board of Trustees meeting.**

Board of Trustee meeting is scheduled for Wednesday, January 4<sup>th</sup>, 2017 at 5:30 PM

**STAFF & COMMITTEE REPORTS**

- a. Report from Town Clerk – Kathy Reis**

Clerk Reis reported that the Town Employee Handbook needs to be reviewed and updated. Tami will do this for free.

First State Bank of Colorado would like us (Town of Westcliffe) to share the appraisal we had requested on the Building at 1000 Main Street. The Trustees said they would gladly share the appraisal with the Bank if they (Bank) were willing to pay half of the cost.

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**STAFF & COMMITTEE REPORTS CONTINUED**

There are two (2) credit cards that the Town of Westcliffe uses for purchases. The cards will be condensed, instead on two (2) cards there will be one card with a limit of \$2,000.00 on it.

Town of Westcliffe's Christmas Party for Staff will be December 16<sup>th</sup>, 2016 at Alpine Lodge this year.

**b. Report from Building and Zoning – Mike Carter**

Mr. Carter talked about Tiny Homes being built in the Town of Westcliffe. There are more people interested in them. The Board thought it best for this discussing to go before the Planning Commission which will meet on Monday, December 12<sup>th</sup>, 2016. Then report back to the Board.

Regarding Main Street. Some of the Trees are gone due to age, some people pouring hot water (in the winter time) on the tree's and killing them. Wondering if it would be a good idea to place flower containers, another Tree, or leave it without anything.

Regarding the dogs. The Town of Westcliffe's Ordinance says that if an animal is in our facility after 3 days and no one has claimed it, the animal goes down to Fremont County Animal Shelter. If in the facility 5 days and no one has claimed the animal than it becomes the property of Town of Westcliffe. Than the Animal Control Officer has the right to Foster/Adopt the animal out.

**c. Report from MSM**

**MAIN STREET MANAGER REPORT-2016**

***Outreach, Meetings and Events***

Sixteen meetings and events attended – Notable meetings include the following.

- Colorado Main Street Summit – Two-day workshop with Colorado Main Street Managers hosted by DOLA, in Buena Vista, with speakers referencing volunteer organization and leadership. Other topics included issues confronting Colorado Main Street communities and how DOLA can best assist.
- Strategic planning conference call with PUMA to review mission and vision statement and discuss next course of action for strategic planning.  
Meeting with Robyn Wallerich of Sangrita and Kim Salermino of Martin and Tope to discuss future of vacant restaurants.
- Discussed organization and set up with Jim Little and Brittany Martin (Rancher's Roost Community Room), about cosponsored Meet the Custer County Nonprofits, scheduled for December 10.
- Met with Main Street merchants to discuss completion of biographies and Children's Holiday Hunt participation.

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**STAFF & COMMITTEE REPORTS CONTINUED**

- Met with Donna Durling, of Valley Ace Hardware and discussed first session of the education series to be held in late January.

***Administrative***

- Communications, email messaging, and spreadsheet development for the nonprofit meet and greet scheduled for December 10.
- Collaborative work on the CART and Main Street Manager ask letter for Spirit Campaign, dissemination of letter to organizations and businesses.
- Created press releases for Meet the Custer County Nonprofits, Children's Holiday Hunt, Children's Holiday Hunt poem, and assisted with work on flier for December 3 holiday events.

***Advertising and Promotions***

- Face Book – 15 posts, 22,285 reach, 624 likes, 238 shares. Total page likes – 1,057, 1,046 page follows.
- Advertising and publicity – Four articles and ads in the Wet Mountain Tribune and the Sangre de Christo Sentinel for the nonprofit meet and greet, Main Street Dollars gift certificates, and the holiday events flier.

**Mr. Cline** moved and **Ms. Gluschke** seconded to adjourn. Motion carried.

**ADJOURN**

Recorded by:  
Wanda Jennings  
Deputy Clerk