

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
TUESDAY, OCTOBER 4<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**

**Mayor Patterson, Audrey Gluschke, Paul Wenke, Rod Thornburg, Art Nordyke, Brian Cline, Jim Bistodeau.**

**ABSENT: NONE**

**PLEDGE OF ALLEGIANCE**

Mayor Patterson led the Pledge of Allegiance

**OTHERS PRESENT**

Marilyn Stodola-350 Panorama Dr., Rebekah Cravens-211 4<sup>th</sup> Street, Sally Branam-219 Marin Street West, Jordan Hedberg, Jay Printz, Mike Carter, Alan Clark, Jerry Keffer, Chester Schoen, Kathy Reis and Wanda Jennings

**APPROVAL OF MINUTES**

**Ms. Gluschke** moved and **Mr. Wenke** seconded to approve the minutes of the September 6<sup>th</sup>, 2016 regular meeting and September 16<sup>th</sup>, 2016 Special Meeting. Motion carried.

**TREASURER'S REPORT**

**REVENUE RECEIVED IN SEPTEMBER 2016**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>46,356.55</b>
<b>CONSERVATION TRUST FUND:</b>	<b>\$</b>	<b>1,341.12</b>
<b>MUNICIPAL COURT CHECKING:</b>	<b>\$</b>	<b>75.00</b>

**EXPENDITURES FOR SEPTEMBER 2016**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>36,378.03</b>
<b>CDOT/TAP CHECKING:</b>	<b>\$</b>	<b>0.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>36,378.03</b>

**BALANCE IN ALL ACCOUNTS**

<b>GENERAL FUND CHECKING:</b>	<b>\$</b>	<b>142,188.17</b>
<b>CDOT/TAP CHECKING</b>	<b>\$</b>	<b>3,353.00</b>
<b>SUMMIT ACCOUNT</b>	<b>\$</b>	<b>439,356.54</b>
<b>MUNICIPAL COURT CHECKING:</b>	<b>\$</b>	<b>4,898.20</b>
<b>CONSERVATION TRUST FUND:</b>	<b>\$</b>	<b>15,086.72</b>
<b>TOTAL C.D's PLUS INTEREST:</b>	<b>\$</b>	<b>680,497.27</b>

**Ms. Gluschke** moved and **Mr. Bistodeau** 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. Consideration of request to approve a Street Closure, October 22 for the Homecoming Parade.**

**ACTION:** Ms. Gluschke moved and Mr. Wenke seconded the request to approve the Street Closure for October 22<sup>nd</sup>, 2016 for the Homecoming Parade. Motion carried.

- b. Consideration to request to approve accepting a \$3,000 DOLA Scholarship.**

**ACTION:** Ms. Gluschke moved and Mr. Bistodeau seconded the request to approve accepting a \$3,000 DOLA Scholarship. Motion carried.

- c. Consideration to approve Ordinance NO. 14 2016 amending Title 4, Chapter 1, Sales Tax.**

It was suggested to The Board of Trustees that the Sales Tax License be raised from \$2.00 to \$25.00 a year. It's been \$2.00 since 1974. It takes more time and monies to print, email or walk to the local business's to deliver the Certificate. The Board of Trustees decided that \$25.00 was too high of a jump for the business's to pay and was decided that \$15.00 would be best for now and a late charge of \$10.00 would be added if not paid before February 15<sup>th</sup>. Mr. Printz will amend the Ordinance NO. 1402016 Title 4 Chapter 1, Sales Tax than bring back to the Board of Trustee's to approve. No Motion.

- d. Consideration of renewing the 2017 CEBT Health Insurance Plan.**

**ACTION:** Mr. Wenke moved and Mr. Thornburg seconded the approval of renewing the 2017 CEBT Health Insurance Plan. Motion carried.

- e. Presentation of the 2017 Proposed Budget (No discussion/No decision).**

- f. Schedule budget workshop.**

The Budget workshop is schedule for November 1<sup>st</sup>, 2016 at 12:00 noon. Lunch will be provide.

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**STAFF & COMMITTEE REPORTS**

**Report from Main Street Manager-September 2016**

**Outreach, Meetings, and Events**

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

- MSM presentation to the Rotary
- Meetings to discuss strategic planning consultation with Kathy Reis, MSM, and DOLA Main Street. Of the three proposals submitted the PUMA (Progressive Urban Management Associates), was selected as the best fit for CART needs. Decision was made by CART to follow through with the consultation whereby DOLA will be paying the \$15,000 in expenses to PUMA, to assist CART with a 3-5 year strategic plan and presentation to community. Consultation phases will begin in October.
- Communications with Denise Stepto, Colorado Main Street Director of Media and Communications, to provide informational assistance with PR for Dark Skies upcoming media visits. Information passed along to Butch Gemin.
- Meeting with Commissioner Kattnig and Kathy McCurdy, Assistant Site Locator, for filming of the movie “Hostiles.” Concern was lack of lodging for the 150 cast and crew needed September 25-28, as lodging facilities in county had been exhausted. In an effort to keep business in community, MSM researched and provided a listing of all *Vacation Rentals By Owner* lodging in the county available for dates indicated.
- Final stages meetings and debrief for Wet Mountain Western Pilgrimage. Approximately 225 - 250 attendees with a *duplicated* headcount of approximately 1,000 at venues, according to a compiled report from venue partners. 85% of participants were either full-time or part-time residents. Business survey reviews were mixed regarding increased foot traffic and sales, for pilgrimage/marathon weekend. Planning for next year will include how to best extend reach.
- Attending Rural Philanthropy Days September 28<sup>th</sup> – 30<sup>th</sup>, to seek funding for operating expenses for CART.

**Administrative**

- Spreadsheet development and tracking for registration, donor, and volunteer information for WMWP. Volunteer recruitment, scheduling, and facilitation for event. Additional press release work.
- Presentation development for rotary.
- Provided Discover Guide and informational materials to Club America for marathon goody bags.
- Assisted Kathy Reis with development of “The Ask” for rural philanthropy days.

**Advertising and Promotions**

- Facebook – MSM Cliffs Commercial District and pilgrimage sites combined totals – Reach - 12,657, Likes – 475, Shares 27.
- Advertising and publicity – 4 pages in Wet Mountain Tribune for pilgrimage, and weekly publicity. Three articles in the gazette and two in the chieftain. Ongoing sponsorship ads on KLZR and KRCC.
- Ad creation for Frontier Pathways Scenic Byways annual calendar.

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**STAFF & COMMITTEE REPORTS CONTINUED**

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

Clerk Reis presented to the Board of Trustee's the update for the Contract with Fremont County Humane Society. In the County Commissioners meeting, October 4<sup>th</sup>, 2016 it was decided that, Custer County, Towns of Silver Cliff and Westcliffe will split the contract 3 ways. Making each payment \$231.00 for a total of \$693.00 a year.

Our Auditor Paul Holscher is retiring and his partner, Tim Mayberry will replace Paul at same cost. The Board of Trustee's would like for Tim Mayberry to be on probation for one year to see if he will work out. Than revisit Mr. Mayberry finishing out the 5 year contract.

C.A.R.T was awarded a \$15,000.00 grant through DOLA. PUMA will meet with C.A.R.T to discuss a 3-5 year strategic plan.

Property was donated to Silver Cliff to place their Welcoming sign and Westcliffe's sign on the property.

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

Mike updated the board on the height restrictions on Commercial and Residential properties. As of now the height limit is 35 feet for both and has been since 1972. The Board decided that Commercial properties should be 35 feet and Residential buildings 30 feet, not impede the view of the Mountains.

Jay will amend Title 10 and bring back to the Board of Trustee's to sign.

Mike received a bid on the replacement of the Town Hall heater. Mountain Air out of Salida offered cost at \$4,100 and to remove existing heater. Mike also said we could add a fresh air intake for an additional \$600.00 which would bring the cost to \$4,700.00 saving the Town \$1,100.00.

**b. Report from Streets & Parks – Jerry Keffer**

Jerry updated the Board on the crack seal bids. He is still waiting to hear from MacDonald Company which he has called several times. The other companies will look at Shadow Ridge and Adams Subdivision in Spring. Jerry will get bid number and bring back to the Board next meeting.

The Library would like a handicap parking sign in front of their building. Paint the yellow stripe blue. Right now the sign is Van aessible.

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**EXECUTIVE SESSION**

**Executive session C.R.S. Section 24-6-402(4)(c), for the purpose of matter required to be kept confidential by the following federal or state law, rule, or regulation.**

**ACTION:**      **Mr. Thornburg** moved and **Mr. Bistodeau** seconded to adjourn regular session and move into executive session allowed by C.R.S. Section 24-6-402(4)(c), for purpose of matter required to be kept confidential by the following federal or state law, rule, or regulation. Motion carried.

At 6:58 P.M., the Regular Meeting was recessed. The Executive Session was convened at 7:00 PM.

At 8:13P.M., Mayor Patterson reconvened the regular meeting and announced that the Executive Session had been concluded. She stated that in addition to herself, the participants in the Executive Session were Mayor Patterson, Ms. Gluschke, Mr. Wenke, Mr. Thornburg, Mr. Wenke, Mr. Bistodeau, Lorraine Amesquita, Mike Carter, Jerry Keffer, Chester Schoen, Jay Printz, Kathy Reis and Wanda Jennings. For the record, Mayor Patterson asked that if any person participating in the Executive Session who believed that any substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law, to state his or her concerns for the record.

**ACTION:**      **Mr. Wenke** moved and **Mr. Bistodeau** seconded to close the Executive Session. No Action taken.

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

**ADJOURN**

Recorded by:  
Wanda Jennings  
Deputy Clerk