

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016
REGULAR MEETING**

-Page 1 -

CALL TO ORDER

Mayor Patterson called the meeting to order at 5:00 PM

ROLL CALL

PRESENT: Mayor Patterson, Mr. Nordyke, Mr. Clince, Mr. Johnston, Mr. Wenke and Mr. Thornburg.

ABSENT: Ms. Gluschke

PLEDGE OF ALLEGIANCE

Mayor Patterson led the Pledge of Allegiance

OTHERS PRESENT

Jillian Ward-Wet Mountain Tribune, Dalton Bowman, Jim Bradburn-Cotopaxi, Wilson Jarvis- Rural Westcliffe, Charles Bogle-Rural Westcliffe, Marilyn Stadola-350 Panorama, Westcliffe, Dee Wilhite-3675 County Road 328, Nora Drenner-Silver Cliff, Dave Tonsing-510 Jake Westcliffe, Fred Hernandez-Sentinel, Jeff Wood-Denver, Matthew Breen, Ross Williams and Lyris Sanchez – Denver, Jay Printz, Jerry Keffer, Alan Clark, Kathy Reis and Wanda Jennings.

APPROVAL OF MINUTES

Mr. Clince moved and **Mr. Johnston** seconded to approve the minutes of the January 5, 2016 regular meeting. Motion carried.

TREASURER'S REPORT

REVENUE RECEIVED IN DECEMBER 2015:

GENERAL FUND CHECKING:	\$	47,096.84
CONSERVATION TRUST FUND:	\$	1,242.86
MUNICIPAL COURT CHECKING:	\$	95.00

EXPENDITURES FOR DECEMBER 2015:

GENERAL FUND CHECKING:	\$	57,512.39
CDOT/TAP CHECKING:	\$	16,540.00
	<u>TOTAL GENERAL FUND</u>	\$ 74,052.39
CONSERVATION TRUST FUND:	\$	0.00

BALANCE IN ALL ACCOUNTS:

GENERAL FUND CHECKING:	\$	164,036.95
CDOT/TAP:	\$	4,729.75
SUMMIT ACCOUNT:	\$	362,955.71
MUNICIPAL COURT CHECKING:	\$	4,492.66
CONSERVATION TRUST FUND:	\$	10,196.28
TOTAL C.D's PLUS INTEREST:	\$	677,344.09

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

APPROVAL OF BILLS

Mr. Johnston moved and **Mr. Clince** seconded to allow and pay all bills. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 2 -

OLD BUSINESS

NONE

NEW BUSINESS

a. University of Colorado Technical Assistance presentation on welcome signs.

The Silver Cliff Board of trustees were invited to participate in the meeting regarding the welcome sign between the two towns. The university students will present the options and answer questions. The Town has an MOU with DOLA for this service, which CART will pay the \$800.00 portion of the grant, DOLA will match this.

CONCERNS: Signs to high, not well read, and more work for Maintenance Staff. Jeff Wood will make some tweak's and meet with Sign Fabricator for cost amount and let the board know for the Concept #1 with 2 sided-Mountain train.

b. Consideration of request to approve the Street Closure application for the parades on May 28th (Memorial Day) and the July 4th –Dee Wilhite.

The Street Closure application is in your packet, we have received the \$250.00 deposit. They asked to wait and get the insurance after the BOT's approved it. The motion should be made contingent upon receiving the insurance certificate.

Dee Wilhite will email Kathy regarding insurance certificate.

ACTION: Mr. Cline moved and Mr. Nordyke seconded to approve the street closures application for the parades on May 28th and July 4th. Motion carried.

c. Update and report on SB0-152-Custer County Economic Development Corporation.

Charles Bogle updated the board on the support for SB0-152, with a general report of the CCEDC activities and ask the Town to join as member.

Charles gave a SWOT (Strengthens, Weakness, Opportunities, and Threats) analysis with a meeting April 29, 2016. There will be a 2016 membership drive. There are six members to date. To support Health and Wellness among related businesses within the region.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 3-

NEW BUSINESS CONTINUED

d. Consideration or request to approve the MOU with DOLA, CART, Town of Silver Cliff and Westcliffe and dissolve the MSM Initiative committee.-CART

DOLA has strongly requested that the committee be dissolved with the MSM coming under the CART board. CART has discussed this with the MSM committee, which is acceptable with an advisory committee remaining. This will satisfy DOLA's requirements. In the end this will further CART's option of stepping up a tier and getting more benefits for both towns. The goal is to have Marilyn become a true MSM by 2017.

ACTION: Mr. Johnston moved and Mr. Wenke seconded to approve the MOU with DOLA, CART, Town of Silver Cliff and Westcliffe. Motion carried

ACTION: Mr. Johnston moved and Mr. Wenke seconded to approve to dissolve the MSM Initiative Committee and Marilyn to come under the CART Board. Motion carried.

e. Consideration of request to accept Alan Clark's resignation and appoint a Mike Carter to the Planning Commission board.

Due to Mike becoming the Zoning & Building Official as of January, Alan is resigning from the Planning Commission Board. Then Mike may be appointed as the staff member.

ACTION: Mr. Wenke moved and Mr. Cline seconded to approve the resignation of Alan Clark and appoint Mike Carter to the Planning Commission Board. Motion Carried.

f. Consideration of sharing the municipal judge with the Town of Silver Cliff.

Clerk Reis reported that, Rebecca Casey (Silver Cliff's judge) is willing to be the municipal judge for both towns. Clerk Reis talked to Jay about drafting an Intergovernmental Agreement (IGA) for this, which will be on the Feb. agenda if this is approved tonight. Once this is approved if you would like Ileen and Clerk Reis will then approach the BOCCC to utilize the county court room and no cost, which she is sure will also require an IGA drafted by Jay.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 4-

NEW BUSINESS CONTINUED

ACTION: Mr. Wenke moved and Mr. Johnston seconded to approve the use of one Judge shared between the Towns of Silver Cliff and Westcliffe for the year 2016 with the understanding from Mayor Patterson that for the town of Westcliffe a RFP be in place for 2017. Motion carried.

g. Consideration of request to approve Resolution 1-2016 authorizing a policy for the use of laptops by elected officials and selected staff.

Clerk Reis has town emails ready for each of you once the laptops are ready (Feb. meeting). She does not need access to your emails. All she ask is once a quarter or every six months if you delete general emails, that you send her an email that you have deleted them and the date range. She will then make a note in our retention schedule. This would also needed to be done for documents that you create, again all she needs is the subject matter. She will put a list on each of your desk tops, so you will know which category to put it in.

There was a concern about the laptops having protective software. Attorney Printz assured there would be protected software. Also, remember the laptops are used for Town business purposes only. This is subject to the Sunshine Law!

ACTION: Mr. Wenke moved and Mr. Nordyke seconded to approve Resolution 1-2016, use of laptops by elected officials and selected staff. Motion carried.

h. Consideration of request to approve Ord. No. 1-2016 amending Title 10 Land Use Code, Chapter 1.

Jay can answer your questions on the proposed ordinance moving from a 7 member board to a 5 member board for planning commission. This is part of the Title 10 Land Use Code.

Mr. Johnston opposed the 5 member board stating that possibility of local business owners showing interest in joining the board. He would like to keep the board at 7 members for one month and revisit this request at next board meeting which is February 2016.

ACTION: Mr. Wenke moved and Mr. Nordyke seconded to approve Ord. No. 1-2016 Amending Title 10 Land Use code, going from 7 member board to 5 member board. Motion carried. Mr. Johnston-Ney

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 5-

NEW BUSINESS CONTINUED

**i. Consideration of request to approve Ord. No. 2-2016 amending Title 6
General Police Regulations, Chapter 7.**

Changes have been made to loitering hours to be 10:00 pm to 5:00 am Sunday through Thursday, 11:00 pm to 5:00 am Friday and Saturday and to “Responsibility of Parents” and “Penalty to Violations” both having more teeth in them. These changes were suggested by Silver Cliff’s judge (Rebecca Casey). Silver Cliff approved this at their December meeting.

ACTION: **Mr. Johnston** moved and **Mr. Clince** seconded to approve Ord. No. 2-2016 amending Title 6 General Police Regulations, Chapter 7.
Motion carried.

**j. Consideration of request to approve policies and procedures required by
CIRSA.**

Each year CIRSA conducts a Loss Control Audit and an onsite property inspection. The following policies and procedures have been required:

Administration

Safety Committee/Coordinator
Accident Investigation and Reporting
Contract Provisions - Written provisions incl. transfer of risk
Harassment Policy (part of the Town Policy Handbook, minimum required)
Termination Procedures - review prior using checklist
Violence in the Workplace Policy (part of the Town Policy Handbook, minimum required (Not required, if done, receive extra points)
Seat Belt Policy - established, implemented & reviewed

New Policies and Procedures: (CIRSA approved both)

Financial Controls
Data Security

Public Works & Parks Combined

Complaint Log (not required, but get extra points)
Lockout/Tagout Program

ACTION: **Mr. Clince** moved and **Mr. Nordyke** seconded to approve the Policies and Procedures required by CIRSA. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 6-

NEW BUSINESS CONTINUED

k. Update Committees.

The following Committees were appointed as follows:

Budget/Finance, (BOT) and Safety Coordinator, (Zoning & Bldg. Official). Town Clerk Kathy as the 911 Representative for the Advisory Board. Mike Carter will be the Safety Coordinator with possible safety training. If he needs a committee, he will let the board know. Bank statement review will be rotated every month between the board members. Town Clerk will email board members when it is their turn to do review.

l. Consideration of approving a one year contract with the Humane Society of Fremont County.

There is a new contract for one year previous contract was for three years. The fee is still \$804.00.

After the discussion it was decided that we would search for better options for the animals of Westcliffe. As of January 2016 we will go month to month bases with the Human Society of Fremont County until further notice. The County will not be able to use our facility as of March 1, 2016. Mayor Patterson suggested Westcliffe Pet Control keep full knowledge and control of the coming and going of every animal that comes through their doors. Jerry Keffer stated that 98% of the animals are returned to their owners. Jerry will rekey the facility.

ACTION: Mr. Clince moved and Mr. Wenke seconded to disapprove signing a one year contract with the Human Society of Fremont County.
Motion carried.

m. Consideration of request to approve 2015 expenditures from the Bluff Committee.

The Bluff committee recommends the following reimbursements from the WMVCF Bluff funds: Town of Westcliffe-\$6,708.02 and San Isabel Land Protection Trust-\$3,124.61. Please note the current balance for the Bluff Funds held by the WMVCF is \$81,852.40. After reimbursements it will be \$72,019.77. We need a motion to approve or not approve please.

The board is to receive contract and review lease at next meeting with San Isabel Land Protection Trust.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016**

-Page 7-

NEW BUSINESS CONTINUED

ACTION: Mr. Clince moved and Mr. Wenke seconded to approve the 2015 expenditures from the Bluff Committee. Motion carried

- n. Executive Session for the purpose of a matter required to be kept confidential under C.R.S. 24-6-402(4) (c)**

ACTION: Mr. Clince moved and Mr. Wenke seconded to adjourn regular session and move into executive session allowed by C.R.S Section 24-6-402 (4) (c) for the purpose of a matter required to be kept confidential. Motion carried.

Mayor Patterson stated a motion has been made to adjourn into Executive Session by C.R.S. Section 24-6-402 (c) for the purpose of a matter to be kept confidential.

EXECUTIVE SESSION

At 7:20 p.m., the Regular Meeting was recessed. The Executive Session was convened at 7:27p.m

REGULAR MEETING

At 8:37 p.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 Mr. Nordyke, Mr. Thornburg, Mr. Clince, Mr. Wenke, Mr. Johnston, Attorney Printz, Mrs. Reis, Mr. Clark, Mrs. Jennings, Mr. Carter, Mr. Keffer and Mr. Tonsing, For the record, Mayor Patterson asked that if any person participating in the Executive Session 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. No concerns were stated.

No action taken

STAFF & COMMITTEE REPORTS

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

No report given

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

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016
-Page 8-**

STAFF & COMMITTEE REPORTS CONTINUED

Town Hall received several complaints regarding the streets not being plowed in a timely manner. Jerry explained that both he and his assistant (Dalton) were gone at the same time. Dalton, while on vacation was stranded and could not return to work before the snow fell

ACTION: Jerry will keep a log of time off so someone will always be on duty.

c. Report from Building and Zoning Official – Alan Clark

No report given.

d. Report from Town Attorney – Jay Printz

No report given.

e. Report from Main Street Manager – Marilyn Stodola

It was reported that the Children’s Holiday Hunt had low attendance, but was successful for the first year. She attended the Silver Cliff town meeting, Tourism and Outdoor Recreation Sector Meeting, CC Economic Development meeting, CART budget and work plan session, and met with Kate Hudson, Tear Jerkers, to bring Tear Drop camper rally to ‘Cliffs in June. Met with Golden Corner Inn and with Take-a-Hike, Rod Thornburg, discussed business trends, store inventory and potential future events associated with the MSM position. Meeting with John Johnston to become familiar with Courtyard Inn and needs and discussed possibilities for increasing foot traffic, community identity and turning drive through traffic into visitors. Set up meetings first week of January with Westcliffe Inn and Silver Cliff Mountain Inn.

Ice Fishing Tournament - Worked with Kathy Reis to set up the CART website promotion, registration and PayPal. Developed participant spreadsheet, fliers and registration form.

Master Contact Spreadsheet – creation of designated pages for Silver Cliff and Westcliffe businesses; state, town and county government and organization contacts; marketing and media contacts; and event patron contacts.

Advertising

Newspaper ads - Holiday ads – Wet Mountain Tribune, 11/26, 12/3, Ice Fishing Tournament – Wet Mountain Tribune – 12/24, 12/30, The Sentinel – 12/24, 12/31, The Pueblo Chieftain – 12/23, 12/29, Canon City Daily Record (weekly) – 12/30, Colorado Mountain Mail – 12/31, Colorado Mountain Guide – 12/31

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 5, 2016
-Page 9-**

STAFF & COMMITTEE REPORTS CONTINUED

Online ads and information - Ice Fishing Tournament – thecliffscolorado.com, icefishingcolorado.com, americanfishingcontests.com, Canon City Daily Record online and Custer County Tourism Board Calendar, 5280 Event Posting Online marieclare@5280.com, Denver online magazine.

Social Media - Facebook – 11 postings, 5,283 reach - Holiday and Shopping, general about town, and Ice Fishing Tournament.

Ice Fishing banner - coordination with Big Dog Signs

Flier distributions - Holiday fliers to school and businesses, Ice Fishing fliers to Valley Ace Hardware, Antler’s Liquor and Motel, Loan-a-Ranger Pawn and Gun, Big 5 Sporting Goods, Tractor Supply Store and Big R Ranch Supply.

Radio - Public Service/Press Releases – KRCC Colorado Public Radio, Colorado College, KLZR – Westcliffe, Bob Thomason, Creative Minds.

January Projects

1. Move into new office at 107 N. Third St., Westcliffe. Establish regular hours.
2. Meeting including CART, Custer County Economic Development Corp., Custer County Tourism Board and MSM to establish a communications/working relationship as requested by Department of Local Affairs (DOLA), to forward the Main Street Initiative project.
3. Solidify dates and preliminary planning for Tear Drop Camper Rally.
4. Set up a meeting with local music contacts to establish the feasibility of hosting an Amateur Musician Weekend.
5. Planning and advertising of monthly events.

Mr. Cline moved and **Mr. Nordyke** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:

Wanda Jennings

Deputy Clerk