



MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
Town of Red Cliff Council Chambers, 400 Pine Street, Red Cliff
Tuesday, October 2, 2018
7:00 PM

CALL TO ORDER

ROLL CALL

Trustee Tom Henderson Trustee Valarie Blevins Mayor Pro-tem Lorenzo Sandoval Trustee Jake Spears
Mayor Anuschka Bales Administrator Barb Smith Deputy Clerk Suzanne Vondrell
Absent: Trustee Amelia Neat, Trustee Duke Gerber

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion by Anuschka Bales to approve the Agenda, seconded by Valarie Blevins, unanimously approved.

APPROVAL OF MINUTES

1. September 18, 2018

Motion by Valarie Blevins to approve the Minutes, seconded by Tom Henderson, unanimously approved.

PUBLIC COMMENTS – None

DISCUSSION & ACTION ITEMS

1. Appoint Town Administrator as Tax Reviewer for 2019

Motion by Jake Spears to Appoint Barb Smith, Town Administrator as Tax Reviewer for 2019, seconded by Tom Henderson, unanimously approved.

2. Pre-Budget Planning Discussion – continuation of suggestions and ideas were collected on the following topics:
 - a. Reserves & debt policy
 - b. Enterprise debt and reserves vs water bills.
 - c. Project/grant match funding strategies.
 - d. Staff compensation policies
 - e. Board Stipend policies

UPDATES

1. Mayor Update
 - a. This is the last BOT Meeting for Mayor Bales. Resignation letter to be submitted 10/15/18. Lorenzo Sandoval, Mayor Pro-Tem to be sworn in at the next BOT Meeting 10/16/18.
 - b. 10/30/18 Governor John Hickenlooper to visit Red Cliff to view the town's broadband. Invitations will be sent out soon.
 - c. New signers will be added to the town financial accounts after 10/12/18.
2. Administrator Update
 - a. Eagle County is working to add an additional person to Forest Service staff by looking across the board at general funds and incomes of all of EC towns to figure out a percentage that works best for each particular town to provide.
 - b. Update to the 8/21/18 BOT Minutes, Discussion & Action Item #2 – Subdivision Request, 521 and 523 Water St. provisions. New owner has complied with all of the requirements for the subdivision with the exception of the removal of the truck on town property.
 - c. Eagle County GIS Dept. are working to show the Town of Red Cliff as owner of properties and lots in the Town of Red Cliff, previously unassigned on the website.
 - d. The results from testing the increased amount of foam at the Waste Water Treatment Plant showed lots of fats, oils and grease. Businesses that produce these elements will be notified to

look at their own methods of proper disposal. Residents must also take responsibility in what they put down their sinks.

- e. The Eagle County Historical Society is asking for membership donations. The BOT will opt out this year due to expenses incurred prepping for the recent cemetery tour.
- f. Building department Update:
 - Safebuilt, our former building dept. services provider has taken away access to the Meritage Software System that is a separate program used for the past twelve years in producing building permits. We are currently looking into alternative programs.
 - While doing street cut work at 430 Eagle St., Sturgeon, a subcontractor of Xcel Energy, hit a main gas line. Several discrepancies were noted during the work of which will be brought to the attention of Xcel Energy.
 - Several calls have been coming in from residents for projects that have started as small that have turned into larger unnotified projects that must require input from the Planning & Zoning Dept., an engineer and inspections. A reminder that certain building items to be approved by the BOT must be sent to the Town Planner first.
 - Reminder that water shut off/ turn-on can only be approved by the town and Floyd Duran, Lead Maintenance, not the contractor. The fine for tampering with utilities is strict, \$1000 minimum.

3. Other Staff/Trustee Updates – None

BILL PAY

1. General Account

ABC Parts	5093 · Maintenance	(38.71)
Ashlee Amrhein	5100 · Building/Grounds	(43.20)
CIRSA	5071 · Liability/Commercial Insurance Premium	(3,966.00)
Colorado Dept of Revenue	Payroll Liabilities - State Wage Withholding	(1,340.00)
CTSI	5009 · Benefits	(1,215.40)
Edwards Building Center	5100 · Building/Grounds	(89.75)
Forethought.net	5046 · Computer & Internet	(140.00)
Garfield & Hecht	5013 · Attorney - General Matters	(2,009.11)
Intuit	5041 · Postage, Print, Phone, Supplies (Payroll Subscription)	(29.50)
Intuit	5041 · Postage, Print, Phone, Supplies (QBO Subscription)	(24.50)
US Bank Equipment Finance (Copier)	5041 · Postage, Print, Telephone, Supplies	(214.51)
US Treasury	Payroll Liabilities - Federal Wage Withholding	(3,079.03)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	(484.90)
Anuschka Bales	5061 · Mayor	(250.00)
Amelia Neat	5062 · Board Member	(150.00)
Duke Gerber	5062 · Board Member	(150.00)
Jake Spears	5062 · Board Member	(150.00)
Lorenzo Sandoval	5062 · Board Member	(150.00)
Tom Henderson	5062 · Board Member	(150.00)
Valarie Kay Blevins	5062 · Board Member	(150.00)
Beyer, David	Payroll	(695.13)
Duran, Floyd	Payroll	(1,313.38)
Duran, Floyd	Expense Reimbursement	(63.78)
Smith, Barbara J	Payroll	(1,763.38)
Vondrell, Suzanne M	Payroll	(755.34)
		\$ 18,415.62

Motion by Jake Spears to approve the General Account bill pay, seconded by Valarie Blevins, unanimously approved.

2. Enterprise Account

Eagle River Water & Sanitation	2130 · LT Payable ERWSD	(13,000.00)
Garfield & Hecht	5013 · Attorney - Water	(480.50)
Home Depot	5110 · Road/Bridge	(56.50)
McDonald Farms	5032 · Repairs, Testing & Maintenance	(6,840.00)
WalMart	5100 · Buildings/Grounds	<u>(41.01)</u>
		(\$20,418.01)

Motion by Anuschka Bales, to approve the Enterprise Account bill pay, seconded by Tom Henderson, unanimously approved.

ADJOURNMENT

Motion by Anuschka Bales to adjourn, seconded by Valarie Blevins , unanimously approved at 8:39PM.