



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Council Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, OCTOBER 6, 2020**

**CALL TO ORDER at 7:35 PM**

**ROLL CALL**

Mayor Duke Gerber	Trustee, Art Fox	Trustee Tom Henderson
Trustee Dana Veljacic	Trustee Bob Hill	Trustee Andy Fobair
Trustee OPEN	Administrator Barb Smith	Deputy Clerk Melissa Mathews

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Motion by Art Fox to approve the agenda, moving the Discussion & Actions Items to take place before the Audit and Budget Presentations, seconded by Duke Gerber, unanimously approved.

**APPROVAL OF MINUTES**

1. September 15, 2020

Motion by Art Fox to approve the minutes, seconded by Bob Hill, unanimously approved.

**PUBLIC COMMENTS**

Jim Tange shared concerns about the property at 396 Eagle Street. He shared that he believes that is being turned into an apartment building and there isn't enough parking for this.

**DISCUSSION & ACTION ITEMS**

1. Eagle River Fire Protection District, de-Gallagher discussion.

Karl Bauer with ERFPD presented to the Board the details of Issue A which will be on the upcoming ballot. He explained that the passage of this measure would not mean an increase in taxes, but it would secure the current rate of funding for the District. Otherwise, they estimate losing approximately \$500,000 from their operating budget. The ERFPD asked the Red Cliff Board of Trustees to pass a Resolution supporting Ballot Issue A. The Board voted to do so. (Resolution 6, Series 2020, is below.)

2. Review of P&Z suggestions for the property at 430/436 Eagle Street.

Trustee, Tom Henderson, briefed the Board on the findings by the Planning & Zoning Commission which had concerns about the retaining wall and the proposed plans. The P&Z Commission recommended to the Board that this be tabled until certain engineering concerns and safety matters are taken care of. The Board agreed to follow the recommendations of the P&Z Commission.

3. Ice Skating proposal

Resident, Nathalie Roy, presented a proposal including feedback received by community members, the background of this concept, estimated costs, use of the building, maintenance, and operational details. The Board okayed the group to move forward with this project.

4. Approval of the MOU with the State for Control of Confidential Data (sales tax).

Manager Barb Smith explained to the Board that this is an agreement that staff will not share information about sales tax received by the Town, with the exception of general information.

Motion by Dana Veljacic to approve the MOU with the State for Control of Confidential Data, seconded by Bob Hill, unanimously approved.

## 5. COVID – 19 Updates

The first request for the COVID-19 Grant has been submitted. We will be submitting a second request which will include some financial aid for our businesses.

## **ORDINANCES & RESOLUTIONS**

### **Resolution 6, Series 2020**

A RESOLUTION OF SUPPORT FOR THE EAGLE RIVER FIRE PROTECTION DISTRICT BALLOT ISSUE A TO STABILIZE PROPERTY TAX REVENUE

Motion by Duke Gerber to approve Resolution 6, Series 2020, seconded by Andy Fobair, unanimously approved.

## **AUDIT PRESENTATION**

Accountant, Linda Overcash, explained the reasons for the delays with the 2019 Audit for the Town of Red Cliff, as well as significant frustrations with the audit company that the Town used. The audit was delayed past the normal presentation date due to challenges with the epidemic and additional delays with the Town Auditor. Staff requested that the Board consider a different company for future audits. Linda then presented to the Board of Trustees the Audit for the year 2019 for approval. Copies of the Audit will be available at the Town Office and at the meeting.

Motion by Art Fox to approve the 2019 Audit Presentation, seconded by Bob Hill, unanimously approved.

Motion by Duke Gerber to accept the proposal by Prospective Business Solutions, LLC in the amount of \$7,375.00 for fiscal year 2020, seconded by Bob Hill, unanimously approved.

## **BUDGET PRESENTATION**

First reading of the Town of Red Cliff 2021 Budget by Town Accountant Linda Overcash. Second reading will be November 3, 2020.

## **UPDATES**

### 1. Mayor

Mayor Duke Gerber:

- Regarding Halloween, we need to get messaging out to the community that participation in the holiday activities is an individual decision. If residents choose to do so, encourage responsibility and respect for those who do not choose to participate this year.

### 2. Administrator Update

Administrator Barb Smith:

- In response to concerns at 396 Eagle Street, the home was approved as a single-family home with an accessory unit, per code. The Town may want to reevaluate the current parking requirements.
- We are likely going to cancel the Thanksgiving Dinner event. We will look into other options.
- Burch Barron with Eagle County has been a huge help in getting a grant to do rock mitigation on High Street.
- Melissa Matthews will gain the title of Clerk, as she has now finished the 2<sup>nd</sup> of the 3 years of Clerk School and is responsible for most of the Clerk activities for the Town.
- New hire, Steve Friend, is the new Maintenance Supervisor which is a full-time position. Billy Martinez was also hired back at a part time position.

**BILL PAY****1. General Account**

Century Link - x199B	5041 · Postage, Print, Telephone, Supplies	\$ (167.10)
Century Link - x664B (FAX)	5041 · Postage, Print, Telephone, Supplies	\$ (93.81)
CIRSA	5071 · Liability/Commercial Insurance Premium	\$ (4,130.21)
DogWasteDepot.com	5100 · Building/Grounds	\$ (326.65)
Forethought.net	5046 · Computer & Internet	\$ (150.00)
Kady's Kollars	5051 · Marketing & Town Events - Face Mask - Community Unity	\$ (500.00)
Lewan & Associates	5041 · Postage, Print, Telephone, Supplies	\$ (83.62)
Linda Overcash-By the Numbers	5014 · Accounting/Bookkeeping/Finance	\$ (4,081.25)
Mitchell & Company, LLC	7001 · Capital Outlays -General - Laptop Computer	\$ (2,398.99)
Mountain Marketplace	5049 · Miscellaneous - Help Wanted Ad	\$ (75.00)
NWCCOG	5009 · Benefits Health Insurance - October 2020	\$ (1,349.40)
Sammi's Custom Crafts	5051 · Marketing & Town Events - Face Mask Supplies - Community Unity	\$ (615.00)
Sharon Dale	5051 · Marketing & Town Events - Face Masks - Community Unity	\$ (700.00)
U.S. Bank Equipment Finance (Copier)	5041 · Postage, Print, Telephone, Supplies	\$ (240.10)
Utility Notification Center of CO	5100 · Building/Grounds	\$ (30.59)
Waste Management	5086 · Trash Collection	\$ (85.12)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$ (336.81)
Duke Gerber	5061 · Mayor	\$ (250.00)
Andy Fobair	5062 · Board Member	\$ (150.00)
Art Fox	5062 · Board Member	\$ (150.00)
Bob Hill	5062 · Board Member	\$ (150.00)
Dana Velijacic	5062 · Board Member	\$ (150.00)
Tom Henderson	5062 · Board Member	\$ (150.00)
Smith, Barbara J	Payroll	\$ (1,815.96)
Duran, Floyd	Payroll	\$ (1,796.93)
Sandoval, Lorenzo	Payroll	\$ (841.07)
Matthews, Melissa	Payroll	\$ (1,819.29)
Matthews, Melissa	Expense Reimbursement	\$ (185.90)

Motion by Art Fox to approve the General Account bill pay, seconded by Duke Gerber, unanimously approved.

**2. Enterprise Account**

American Conservation & Billing Solutions	5028 · Meter Reads/Billing	\$ (762.75)
Browns Hill Engineering	5032 · Repairs, Testing & Maintenance	\$ (282.20)
CenturyLink	5033 · Wastewater Ops - Utilities	\$ (56.54)
Craig Hancock	5032 · Repairs, Testing & Maintenance	\$ (1,147.03)
Cummins Sales and Service	5022/5023 · Repairs, Testing & Maintenance	\$ (3,019.61)
Edwards Building Center	5032 · Repairs, Testing & Maintenance - WWTP	\$ (285.29)
Filmtech Corporation	7001 · Capital Outlays -WTP Filters	\$ (16,361.10)
Home Depot	5032 · Repairs, Testing & Maintenance - WWTP	\$ (23.52)
WalMart	5032 · Repairs, Testing & Maintenance	\$ (26.32)
Water Quality Control Professionals	5021 · WTP Operators/5022 · Repairs	\$ (1,502.50)
Water Quality Control Professionals	5031 · WWTP Operators/5032 · Repairs	\$ (1,790.00)

Motion by Duke Gerber to approve Enterprise Account bill pay, seconded by Art Fox, unanimously approved.

3. Community Fund Account

Amazon	5051 · Marketing & Town Events - Community Unity Day	\$	(42.92)
USPS	5041 · Postage, Print, Telephone, Supplies	\$	(55.00)
Walmart	5051 · Marketing & Town Events - Community Unity Day	\$	(34.20)

Motion by Andy Fobair to approve Community Fund Account bill pay, seconded by Art Fox, unanimously approved.

**ADJOURNMENT**

Motion by Art Fox to adjourn, seconded Andy Fobair, unanimously approved at 10:07 PM.