



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Council Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, SEPTEMBER 7, 2021**

**CALL TO ORDER at 7:05pm**

**ROLL CALL**

Mayor Duke Gerber	Trustee Art Fox	Trustee Tom Henderson
Trustee Andy Fobair	Trustee Bob Hill	Trustee Dana Veljacic (arrived at 7:22)
Administrator Barb Smith	Clerk Melissa Matthews	Absent: Trustee Mary Walker

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Motion by Duke Gerber to approve the agenda with the addition of an update from Ron Nies with SGM of the streetscape project, seconded by Art Fox, unanimously approved.

**APPROVAL OF MINUTES**

1. August 17, 2021

Motion by Bob Hill to approve the minutes, seconded by Andy Fobair, unanimously approved.

**PUBLIC COMMENTS**

Jim Tange, 387 Eagle Street: expressed frustration with the residence across the street from his home, largely in regards to the parking situation. He believes that the project is moving forward without proper permitting and oversight. He requests that action is taken to ensure that the project is meeting requirements and that what is being done is what was previously approved. Staff clarified that the project does have a new permit and is moving forward as previously approved. Staff also recommended that Tange come to the office and request to see the approved plans and the status of the job.

**DISCUSSION & ACTION ITEMS**

1. Update from SGM on Streetscape Masterplan Project

Ron Nies with SGM presented an update to the Board of Trustees. He reviewed the original goals for establishing a blueprint for the future of the town core, which included: improving infrastructure, get a current topographic survey of the entire town (completed), define the existing rights-of-way (completed), establish a plan for using the rights-of-way for improved infrastructure, improve drainage, relocate utilities as needed, optimize parking, put a sidewalk on one side of each street where possible, and improvement in areas such as street pavement and lighting. SGM has been working to create a conceptual streetscape design with these goals in mind. Nies displayed and explained a couple of exhibits which showed how the streetscape concept overlays with the existing rights-of-way.

There was productive dialog and discussion amongst the Board members and residents about the proposed parking spaces and sidewalk locations. The next step will be to address drainage situations. SGM and the Town will schedule an Open House in October for residents to see the proposed plan and give input. Based on the comments at said event, SGM will work with the Town to revise the concept as needed. SGM will continue to work on drainage and utility relocations, come up with a grade plan, then do cost analysis. Based on the discussion of parking, SGM will tabulate the parking spots for each of the proposed options (specifically on Monument Street).

## 2. Meeting options for the next September, 2021, meetings

The Board had previously decided to move the second September meeting to the 20<sup>th</sup>. However, staff is recommending to have the meeting moved to Tuesday, 9/14/21. Staff availability is very limited during the week of the 20<sup>th</sup>, and there are two P&Z applications that are almost ready to be presented. The P&Z applicants would appreciate an earlier meeting so that if their applications are approved, they can begin as early as possible to hopefully avoid weather delays. The Board agreed to move the second monthly meeting from 9/21/2021 to 9/14/2021.

## 3. Memorandum of Understanding for establishing a Regional Transit Authority Formation Committee

As discussed at a previous meeting, we will be participating in the formation of a Regional Transit Authority. Clerk, Melissa Matthews, will represent Red Cliff. This the authorizing document to formalize our participation.

Motion by Duke Gerber to agree to the MOU for the Regional Transit Authority, seconded by Dana Veljacic, unanimously approved.

### **WORK SESSION**

Hope Medina from Schums Coda and Assoc., Red Cliff's Building Official and Inspection services contractor, worked with the Board to assess the 2018 Building Codes in context of realistic usage in the Town of Red Cliff.

### **ORDINANCE:**

ORDINANCE 01, SERIES 2021 – FIRST READING

AN ORDINANCE ADOPTING BY REFERENCE THE INTERNATIONAL BUILDING CODE, 200918 EDITION, THE INTERNATIONAL RESIDENTIAL CODE, 2018 EDITION, THE NATIONAL ELECTRICAL CODE AS ADOPTED BY THE STATE OF COLORADO, THE INTERNATIONAL FIRE CODE (2018 EDITION) THE INTERNATIONAL FUEL GAS CODE, 2018 EDITION, THE INTERNATIONAL PLUMBING CODE, 2018 EDITION, THE INTERNATIONAL MECHANICAL CODE, 2018 EDITION, THE INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION, UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, 1997 EDITION, ALL AS PUBLISHED BY THE INTERNATIONAL CODE COUNCIL.

Motion by Duke Gerber to approve Ordinance 01, Series 2021 with an amendment to add CFM Blower Test from the 2021 code, seconded by Bob Hill, unanimously approved.

### **UPDATES**

#### 1. Staff/Trustee Updates:

Mayor, Duke Gerber:

- Mangos and RMAR have been bringing events to the Town which seem to be going very well. There have been compliments and no complaints – which is appreciated.

Administrator, Barb Smith:

- We give financial support to some organizations (such as the USFS) and we will likely be asked to give financial support others (such as the RTA). Currently, we are going to be asked to give additional funding to the Fire District. Staff is looking for input from the Board about whether or not our Town wants to continue to contribute to these organizations in this manner (above and beyond the contributions that we already give). After discussion, the Board agreed that the fire district should ask the tax payers for additional funding, as opposed to asking municipalities for this. Administrator Barb Smith will convey this sentiment at the upcoming meeting with this group.

- CIRSA is putting on a training (Doing Due Process Right- Practical Tips) in Delta on 9/8/2021, in Denver on 10/6/2021, or in Pueblo 10/13/2021. There will be a dinner and a presentation/training. Board members are invited to attend.
- NWCOGG is trying to get a grant to extend their internet executive. This is who helped us to bring internet to Red Cliff. Barb was interviewed by the group about how internet has positively affected our Town.
- The Board inquired about ongoing construction projects in Town, which led to a discussion about the new inspector helping with these, clarification of the process, and staff updates on the ongoing projects.
- We are continuing to move forward with the Iron Mountain Trail System concept. We will need letters of support, which have been requested. We will have a Resolution that will set that area aside for non-motorized activities (with select days for firewood collection or other motorized activities).
- CIRSA insurance rate did go up a bit, but still reasonable for our Town.

Clerk, Melissa Matthews:

- Completed trainings/continuing education, including notary training, CML Institute and CIRSA liability training.
- Attended the Colorado Preservation workshop at the Tabor Opera House in Leadville which was led by the same people who wrote the plan to restore our Town Hall Building.
- The new Scata system and software update was installed which is how we monitor our Water Treatment and Waste Water Treatment plants.
- The final Movie Under the Stars event will be on Saturday, September 11, 2021.
- Community Unity Day will be Sunday, September 12, 2021. Please attend if you can. We will also appreciate any help with set up and breakdown.

## **BILL PAY**

### 1. General Account

ABC Parts	5093 · Repairs & Maintenance	\$ (8.96)
Ace Hardware	5110 · Road/Bridge	\$ (41.14)
Amazon Marketplace	5100 · Building/Grounds	\$ (59.05)
Century Link - x664B (FAX)	5041 · Postage, Print, Telephone, Supplies	\$ (95.74)
Century Link - x199B	5041 · Postage, Print, Telephone, Supplies	\$ (169.20)
Craig Hancock	5100 · Building/Grounds	\$ (175.00)
Eagle County Animal Services	5050 · Animal Control	\$ (207.00)
Forethought.net	5046 · Computer & Internet	\$ (140.00)
Home Depot	5100 · Building/Grounds	\$ (149.10)
IRS/US Treasury	Payroll Liabilities - Federal Wage Withholding - August 2021	\$ (3,603.43)
Karp Neu Hanlon, PC	5013 · Attorney	\$ (841.55)
Linda Overcash-By the Numbers	5014 · Accounting/Bookkeeping/Finance	\$ (1,061.25)
Mitchell & Company, LLC	5046 · Computer & Internet	\$ (15.00)
Mitchell & Company, LLC	5046 · Computer & Internet	\$ (320.00)
National Notary Assoc	5041 · Postage, Print, Telephone, Supplies	\$ (78.84)
NWCCOG	5009 · Benefits Health Insurance - September 2021	\$ (701.42)
Pinnacol Assurance	5072 · Worker's Compensation	\$ (532.00)
Secretary of State	5041 · Postage, Print, Telephone, Supplies	\$ (10.00)
SGM	6017 · Capital Outlays - Streetscape Project	\$ 12,237.50)

SGM	6017 · Capital Outlays - Road & Bridge Project	\$ (5,660.00)
U.S. Bank Equipment Finance (Copier)	5041 · Postage, Print, Telephone, Supplies	\$ (255.85)
Waste Management	5086 · Trash Collection	\$ (94.58)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$ (28.35)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$ (79.36)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$ (707.12)
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)
Mary Walker	5062 · Board Member	\$ (150.00)
Tom Henderson	5062 · Board Member	\$ (150.00)
Smith, Barbara J	Payroll	\$ (1,802.24)
Smith, Barbara J	Reimbursement - Health Insurance	\$ (349.15)
Smith, Barbara J	Expense Reimb - Paint	\$ (44.09)
Sandoval, Lorenzo	Payroll	\$ (956.07)
Gallegos, Nick	Payroll	\$ 1,174.48)
Matthews, Melissa	Payroll	\$ 1,701.28)
Matthews, Melissa	Reimbursement - Health Insurance	\$ (349.15)
Martinez, William	Payroll	\$ (1,129.40)

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

## 2. Enterprise Account

American Conservation & Billing Solutions	5028 · Meter Reads/Billing	\$ (729.75)
CenturyLink	5033 · Wastewater Ops - Utilities	\$ (57.74)
H2O Innovation USA	5032 · Repairs, Testing & Maintenance - WWTP	\$ (12,356.23)
Water Quality Control Professionals	5021 · WTP Operators/5022 · Repairs	\$ (1,882.66)
Water Quality Control Professionals	5031 · WWTP Operators/5032 · Repairs	\$ (2,196.41)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$ (364.44)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$ (1,242.82)

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

## 3. Community Fund

Barbara J. Smith	Reimburse - 5051 · Marketing & Town Events - Community Unity Day	\$ (48.18)
Melissa Matthews	Reimburse - 5051 · Marketing & Town Events - Community Unity Day	\$ (21.97)
Sticker Mule	5051 · Marketing & Town Events - Community Unity Day	\$ (141.50)

Motion by Duke Gerber to approve Enterprise Account bill pay, seconded by Bob Hill, unanimously approved.

## **ADJOURNMENT**

Motion by Art Fox to adjourn, seconded by Andy Fobair, unanimously approved at 10:28pm.