



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, SEPTEMBER 20, 2022**

**CALL TO ORDER at 7:27 pm**

**ROLL CALL**

Mayor Duke Gerber  
Trustee Ben Kleimer  
Trustee Dana Veljacic  
Administrator Barb Smith

Absent: Trustee Art Fox  
Trustee Cassi MacUmbert  
Trustee Bob Hill

Trustee Dana Veljacic  
Trustee Mary Walker  
Clerk Melissa Mathews

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** - *Items to be added or pulled from the agenda*

Motion by Cassi MacUmbert to approve the agenda, seconded by Ben Kleimer, unanimously approved.

**APPROVAL OF MINUTES**

1. September 6, 2022

Motion by Duke Gerber, to approve the minutes with the change of the name 'Bob Will' to 'Bob Hill' in the 'approval of the minutes' section, seconded by Bob Hill, unanimously approved.

**PUBLIC COMMENTS** - *For items not on the agenda, please keep comments to five minutes or less.*

None.

**DISCUSSION & ACTION ITEMS**

1. Streetscape Presentation

Representatives from SGM explained that they are approaching the 60% benchmark on the project. In April, they wrapped up the master plan. Now that they are really into the design, they have uncovered additional questions/issues. They are currently looking at the stormwater system, which requires Subsurface Utility Engineering. This allows for a more in-depth look at what is going on underground, for when a new underground utility is installed. It wasn't part of the scope initially because what was going to be undergrounded was unknown at that time. They are looking for approval of the full change order, as they believe that this does need to be included in the plan. This keeps it lawful and will avoid delays (cost and time) during construction.

Staff explained that the product that would come from this will add significant value as an asset to the town and be valuable for future projects. There is a little bit of money remaining in the original planning grant (around \$12,000) and we are hopeful to receive an additional grant (\$25,000) to go towards this. The Subsurface Utility Engineering will be required in order to be eligible for federal construction grants.

Residents asked about additional undergrounding of utilities. Staff explained that the other utility companies will not be prepared to underground at the time of this project. If they choose to do this in the future, they will do so at their own cost.

The subsurface utility manager, Karl, explained the state law requiring subsurface utility engineering as well as the process and the value that this will bring to the town. He gave a detailed presentation of what the process is, an overview of what the final product would look like, and expressed the value of this asset to the town in the future.

Motion by Bob Hill to approve the change order for SGM for the Subsurface Utility Engineering change order request for \$54,000, second by Ben Kleimer, unanimously approved.

SGM presented a change order for potentially making improvements on the bridge over Turkey Creek on Water Street. The current structure is not up to code and is not visibly attractive. The change order is for a site visit to assess the current state of the bridge and investigate if a retro-fit may be possible. After discussion, the board decided to table this for now.

## 2. Building Code enforcement

As all Board members were present during the Planning & Zoning meeting, the Board felt that the discussion item was thoroughly covered and the notes from that meeting are below.

The Commission inquired about the policies and procedures of the Building Department. Staff explained the ideal process as well as the consequences for those who do not follow the process correctly. David Beyer explained that he is learning the building code and will work to help owners understand what needs to be done and why. Staff also summarized the current status of some specific projects in Town that have not followed the process and explained that the consequence is that the homeowners will be charged double for the permit. Staff also explained that other projects that were inquired about are following the proper process. Anytime a concern is brought to staff, it is investigated.

## 3. Mitigation Plan letter of Intent – for Eagle County

Eagle County is in the early stages of updating the countywide Hazard Mitigation Plan. The current Hazard Mitigation Plan expires in 2024, and the update process can take up to 24 months to complete. The Hazard Mitigation Plan is an important tool to help keep the community safe, and plan adoption is also required for local government entities to be eligible for many federal/state emergency funding streams (including pre-disaster funds like Hazard Mitigation and Building Resilient Infrastructure grants and post-disaster recovery funds like FEMA Public Assistance).

The County is asking if Red Cliff will plan on participating and formally adopting the 2024-2029 Eagle County Hazard Mitigation Plan, and who would be the preferred point of contact for this project. If Red Cliff plans on adopting the Mitigation Plan, the County is requesting a signed letter of intent by Friday, September 23rd.

Motion by Duke Gerber to participate in the 2024-2029 Hazard Mitigation Plan with Eagle County, seconded by Bob Hill, unanimously approved.

## 4. Water/Waste Water Fees

Enterprise debt: Staff explained that as part of the budget process, we have been looking at water and waste water fees. The Enterprise account has been in the negative in the past couple of years (which is technically allowed) because we have been doing upgrades and paying off debt. We have enough funds in the Emergency Fund to pay off the Eagle County loan and still have the minimum required amount in that account. Staff is asking the Board if they want to use Emergency Fund money to pay off the Eagle County loan, making the town debt free with the exception of the two bonds. Paying off these loans has been an ongoing goal of the Board, with the intent of lowering water and waste water fees. This opportunity was favored by the Board.

Maintenance Truck: In addition, we are required to have \$15,000 in our Enterprise Savings fund and it is currently at \$130,000. Staff is requesting to use some of this savings to purchase a new truck for the maintenance team, which has been discussed at length throughout the year. Half of the cost of a new truck would come from this account and the other half from the general account, which would be happen in 2022. The Board approved of this.

Tap Fees: Tap fees around the valley are largely set by ERWSD which are at about \$20,000. Currently our water/sewer tap fees are at about \$15,000. Staff is recommending considering increasing these fees (which hasn't been done in a very long time, if ever). Discussion included concerns about gentrification, the value of our full system, and the small number of lots that would likely be built on which would need a new tap. This change would be seen in the upcoming budget.

Water usage fees: Staff is proposing decreasing the flat rate to \$135/month for 4,000 gallons of usage. If any household were to go over and use up to 7,000 gallons (current allowance), with the overage fees they would pay \$147 (current rate). After thorough discussion by the board, residents and staff, the Board agreed that this is a good and reasonable idea, especially considering that this has been a goal of the Board for many years. This will be worked into the 2023 budget.

## **UPDATES**

### 1. Staff/Trustee Updates:

Mayor, Duke Gerber:

- Community Unity Day went really – thank you to all who made it happen.

Administrator, Barb Smith:

- The Board has met twice to work on a Vision Statement and a Mission Statement. The products of this work are in a draft for you. If there are no objections, this will come to you in a Resolution at the next meeting.
- Last year, the town donated \$1000 to the food bank and staff is asking if should be done again. The Board agreed to this.
- The Historical Society is asking for a donation, which we have done in the past. They haven't been coming to Town recently, and staff isn't sure the town has benefited from them much recently. The Board decided to not donate this year.
- Staff was able to get the entire town's sewer lines jetted. The company was in the area, therefore allowing for a reduced rate. This is a necessary preventative maintenance and will be about \$11,000, which the Board approved.
- Staff has been talking to Tim Parks about acquiring a piece of his property at the north west corner of the Mango's parking lot. We initially talked about a land swap, but the conversation has now shifted to a possible purchase. We need to get an idea from SGM about the size of space we would need in order to have a nice entrance to Town with a bus stop, bike racks, and a hot spot. We do still have funds from the COVID grant, which we haven't allocated and are having a difficult time with this due to the narrow options allowed with it. It must be used for economic development. This has been pitched to Parks, and the Board agrees that this would be a good opportunity for the Town. Staff will continue to pursue this opportunity.
- The event "A Night of Excellence" has requested us to present an award on Saturday, October 8, 2022, at 4 Eagle Ranch. Mayor Duke Gerber will attend.

Clerk, Melissa Matthews:

- The Eagle County Cohort Energy group is hoping to get representation from Red Cliff. The Board has discussed this and agreed that the focus of the group does not really align with Red Cliff's goals. Therefore, Red Cliff will not participate in this.

- Community Unity Day was successful. Thank you to Mango's, RMAR, the Eagle County services that came, as well as town staff. The axe throwing was a hit and the company was great to work with.
- Eagle Scout project by Kyle Ross will be mostly finished this Saturday. He has a group of volunteers and will be working up there all day. The final piece will be the map for the kiosk, which he is waiting on.
- Our work with Minturn with the Reimagine Destinations program is moving ahead. There is a core team of business owners from both towns as well as heads of departments from USFS and DOW and other non-profits, who are meeting to move forward on the creation of a Visitor's Guide promoting Red Cliff and Minturn as a single destination, with the help of the Colorado Tourism Office. The intention is to create a printed guide, maybe about 30 pages, that benefits our local businesses while promoting responsible visitation and recreation.
- The final ballot language for the RTA has been submitted to the County Clerk.

## **BILL PAY**

### 1. General Account

Eagle County Animal Services	5050 · Animal Control	\$ (213.00)
Hunn Planning & Policy, LLC	5012 · Planner	\$ (2,081.50)
Karp Neu Hanlon, PC	5013 · Attorney	\$ (396.00)
Mango's Mountain Grill	5051 · Marketing/Advertising - Town Events	\$ (53.85)
Reitter Technologies	5043 · Education/Training - Mission Statement	\$ (501.76)
SGM	6017 · Capital Outlays - Streetscape Project	\$ (30,943.50)
Utility Notification Center of CO	5100 · Building/Grounds	\$ (100.00)
Waste Management	5086 · Trash Collection	\$ (131.89)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$ (18.68)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$ (67.66)
Smith, Barbara J	Payroll	\$ (1,915.66)
Smith, Barbara J	Reimbursement - Health Insurance	\$ (349.15)
Beyer, David	Payroll	\$ (1,035.72)
Sandoval, Lorenzo	Payroll	\$ (1,004.07)
Sandoval, Lorenzo	Reimbursement - Mileage	\$ (90.00)
Matthews, Melissa	Payroll	\$ (1,553.61)
Matthews, Melissa	Reimbursement - Health Insurance	\$ (349.15)
Gallegos, Nick	Payroll	\$ (1,156.55)
Martinez, William	Payroll	\$ (1,387.51)
Martinez, William	Reimbursement - Health Insurance	\$ (349.15)

Motion by Cassi MacUmbert to approve the General Account bill pay, seconded by Bob Hill, unanimously approved.

### 2. Enterprise Account

USDA/Rural Development	2075 · Refunding Bonds - Series A	\$ (777.00)
USDA/Rural Development	2085 · Refunding Bonds - Series B	\$ (829.00)
Water Quality Control Professionals	5021 · WTP Operators/5022 · Repairs	\$ (1,647.90)
Water Quality Control Professionals	5031 · WWTP Operators/5032 · Repairs	\$ (1,706.02)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$ (410.41)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$ (1,570.44)

Motion by Cassi MacUmbler to approve the Enterprise Account bill pay, seconded by Duke Gerber, unanimously approved.

### 3. Community Fund Account

Amazon	5051 · Marketing & Town Events	\$ (129.37)
Barb Bomier	Reimb-5051 · Marketing & Town Events - Community Unity Day	\$ (166.14)
David Ketterer	5051 · Marketing & Town Events - Community Unity Day	\$ (200.00)
Eagle County Hazardous Waste	5100 · Buildings/Grounds	\$ (28.92)
Holly Sprackling	Reissue CK#1012 - 5051 · Marketing & Town Events - Christmas Gifts	\$ (150.44)
Matt Bickley	5051 · Marketing & Town Events - Community Unity Day	\$ (200.00)
Melissa Matthews	Reimb-5051 · Marketing & Town Events - Community Unity Day	\$ (1,150.00)
Ron Mitchell	5051 · Marketing & Town Events - Community Unity Day	\$ (200.00)
Sticker Mule	5051 · Marketing & Town Events - Community Unity Day	\$ (181.00)
Trevor Lanpher	5051 · Marketing & Town Events - Community Unity Day	\$ (200.00)

Motion by Cassie MacUmbler to approve the Community Fund Account bill pay, seconded by Duke Gerber, unanimously approved.

### **ADJOURNMENT**

Motion by Duke Gerber to adjourn, seconded by Cassi MacUmbler, unanimously approved at 9:53pm.