



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, SEPTEMBER 5, 2023**

**CALL TO ORDER at 7:17 pm**

**ROLL CALL**

Mayor Duke Gerber	Trustee Mary Walker	Trustee Ben Kleimer
Mayor Pro Tem Art Fox	Trustee Ondrej Mertlik	Deputy Clerk Chris Brown
Clerk Melissa Matthews	Administrator Barb Smith	Planner Scot Hunn
Absent: Trustee Dana Veljacic & Trustee Cassi MacUmbler		

**PLEDGE OF ALLEGIANCE**

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

Motion by Art Fox to approve the agenda, seconded by Mary Walker, unanimously approved.

**APPROVAL OF MINUTES**

1. August 15, 2023

Motion by Art Fox to approve the minutes, seconded by Duke Gerber, unanimously approved.

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

Lauren & Brad recently moved to town and wanted to introduce themselves.

**DISCUSSION AND ACTION ITEMS**

1. 511 Water St. Proposed deck expansion

Homeowner Justin Carter presented his plan to: replace the existing deck; expand the deck on the south side of the house; replace the failed structural beam; replace the garage door; and add a man door to the corner of the house. There will be a concrete retaining wall as well. Planner Scot Hunn noted that the retaining wall will need to be engineered, as it is over 4 feet. He recommends approval with the condition that engineered plans for the retaining wall be provided.

Carter intends to replace the concrete driveway. There was discussion about permitting requirements for the driveway repair/replacement. It was pointed out that the driveway replacement is not currently listed on the site plan. This would need to be on the site plan with specific details: whether or not there will be a change in grade; whether or not there will be a change in size; repair vs. replace; etc. Carter will have the engineer do this and resubmit the site plan.

Motion by Ben Kleimer to approve the proposed deck expansion at 511 Eagle Street with the conditions that all work to be done on a site plan is shown and ensure that they have engineered drawings of the applicable portions of the project, seconded by Art Fox, unanimously approved.

2. Permit application: Cemetery Tour

Kathy Heicher with the Eagle County Historical Society has applied to do a cemetery tour with 9<sup>th</sup> grade students from VSSA on October 3 & 4<sup>th</sup>. This is not open to the public and for educational purposes. She is therefore asking for the fee and deposit to be waived. The Board discussed that this is a good event and they will waive the costs so long as locals are allowed to join.

Motion by Ben Kleimer to approve the event and waive the fee and deposit with the condition that residents may attend for free, seconded by Art Fox, unanimously approved.

### 3. Debit card changes

Staff is needing to change the name on the town's debit cards to Melissa Matthews & Lorenzo Sandoval while removing Barb Smith. We also need to set monthly spending limits. Staff is recommending eliminating the Enterprise account card and only having the General account card with a higher limit than they each currently have. Spending often goes higher than the current limits, and this is handled by staff paying out of pocket and submitting a reimbursement.

Motion by Art Fox to eliminate the Enterprise Fund debit card, order two General Account debit cards, and set the total limit to \$3,000, seconded by Ben Kleimer, unanimously approved.

### **STAFF/TRUSTEE UPDATES**

Mayor, Duke Gerber:

- The cemetery is looking very good. Volunteers have done a very nice job and the road is in much better condition.
- May not make it for Community Unity Day, as may be out of town.

Administrator, Barb Smith:

- Received a quote from CIRSA which is for our liability insurance. The rates will be increasing for next year. They have been very good to work with and staff recommends staying with them. We also got quotes for worker's compensation from CIRSA and Pinnacol. Staff recommends staying with Pinnacol for this as their rates are significantly lower than CIRSA.  
Motion by Art Fox to sign agreements with CIRSA and Pinnacol to continue with the same insurance we have had in the past, seconded by Duke Gerber, unanimously approved.
- Local businesses Green Bridge Inn and Mangos/RMAR have variances for their water/sewer rates per Resolutions beginning in 2012. The variances state the condition that the Town may revoke the variance approved through Resolution if the business uses more than 28,000 gallons of water in any calendar month. Currently, GBI pays for 3.73 SFEs (now equivalent to about 14,920) and Mangos pays for 3.02 SFEs (now equivalent to about 12,080). Since January, GBI has been averaging over 17,000 gallons (about 4.3 SFE) and Mango's is averaging about 18,625 (about 4.65 SFEs). Staff will notify the business owners and get this topic on an upcoming agenda.
- We will need to amend the current budget significantly due to two unforecasted capital expenses: the necessary roof repair and the likelihood that we will need to purchase a plow for the new truck.
- Will not be at the next meeting, but plans to be all other meetings for the remainder of the year.
- Recommends appointing Melissa Matthews as Administrator.  
Motion by Duke Gerber to appoint Melissa Matthews Administrator for the Town of Red Cliff, seconded by Art Fox, unanimously approved.

Clerk, Melissa Matthews:

- Community Unity Day update:
  - Julie & Shane (formerly of Mango's) have volunteered to do the food prep and cooking on the day of the event. The community Fund will pay for the food.
  - Music will be by local Ron Mitchell and friends from 12-3pm.
  - Free food and activities and Eagle County resources available.
  - There will be a cornhole tournament for anyone interested.
- The Eagle River Watershed Council was awarded the grant they had applied for which will cover the costs to write the official Eagle River Community Water Plan as well as for two stakeholder meetings in the fall where they will be looking for input on the plan before it is finalized. The water plan will provide a framework for helping Colorado meet its water challenges through collaborative action around water development and water conservation.

- We have received the Front Country Ranger program’s 2022 adjusted budget formulas. The ask for 2024 for Red Cliff is \$326.12. This is about a \$75 increase over last year’s fee. Discussion included appreciation for the value that this program offers to our area.  
Motion by Duke Gerber to participate in this program in 2024, seconded by Mary Walker, unanimously approved.
- The TransRockies event went very well this year. Having the three community ambassadors as well as a lot of direct communication with the organizers seemed to have a positive impact.
- The Streetscape ice cream social had low attendance, and staff will likely need to begin reaching out to homeowners individually.
- The movie night had high attendance. We may get one more in before it gets too cold.
- We were notified by Century Link that there will be a suicide prevention call box installed at the end of the Green Bridge. We do not have details about this project at this time, but are encouraged to hear that it is moving forward.

Trustees Art Fox:

- Witnessed a semi-truck coming into Town via High Street and noticed how unsafe this could potentially be. Inquired about the possibility of getting a sign or mirror at the top of High Street. Staff will investigate options, as this is CDOT and Eagle County territory.
- Inquired about the possibility of the maintenance crew doing some work at the cemetery, especially the main road – at least 1 hour a week. This could include cleaning up grass along the roadway and weed eating. Staff will talk to maintenance about doing this.

**BILL PAY**

1. General Account

ABC Parts	5093 · Repairs & Maintenance	\$ (72.68)
Amazon Marketplace	5100 · Building/Grounds	\$ (46.65)
Breitzman Masonry	5100 · Building/Grounds - Chimney Roof Repairs	\$ (2,400.00)
Century Link - x664B (FAX)	5041 · Postage, Print, Telephone, Supplies	\$ (102.47)
Century Link - x199B	5041 · Postage, Print, Telephone, Supplies	\$ (187.28)
Home Depot	5100 · Building/Grounds	\$ (101.90)
IRS/US Treasury	Payroll Liabilities - Federal Wage Withholding - August 2023	\$ (4,799.33)
Mitchell & Company, LLC	5046 · Computer & Internet	\$ (131.25)
RAM Roofing	5100 · Building/Grounds - Roof Repairs	\$ (21,300.00)
Vero Broadband	5046 · Computer & Internet	\$ (140.00)
WalMart	5100 · Building/Grounds	\$ (120.01)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$ (448.92)
Duke Gerber	5061 · Mayor	\$ (250.00)
Art Fox	5062 · Board Member	\$ (150.00)
Ben Kleimer	5062 · Board Member	\$ (150.00)
Cassandra MacUmbert	5062 · Board Member	\$ (150.00)
Dana Veljacic	5062 · Board Member	\$ (150.00)
Mary Walker	5062 · Board Member	\$ (150.00)
Ondrej Mertlik	5062 · Board Member	\$ (150.00)
Smith, Barbara J	Payroll	\$ (1,842.10)
Smith, Barbara J	Reimbursement - Health Insurance	\$ (349.15)
Beyer, David	Payroll	\$ (1,309.05)
Brown, Chris	Payroll	\$ (433.04)

Sandoval, Lorenzo	Payroll	\$ (1,550.57)
Sandoval, Lorenzo	Reimbursement - Mileage	\$ (62.88)
Matthews, Melissa	Payroll	\$ (1,734.82)
Matthews, Melissa	Reimbursement - Health Insurance	\$ (349.15)
Matthews, Melissa	Reimbursement - Mileage	\$ (98.25)
Gallegos, Nick	Payroll	\$ (1,226.74)
Martinez, William	Payroll	\$ (1,744.43)
Martinez, William	Reimbursement - Health Insurance	\$ (349.15)

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

### 2. Enterprise Account

CenturyLink	5033 · Wastewater Ops - Utilities	\$ (60.87)
Karp Neu Hanlon, PC	5013 · Attorney	\$ (16.50)
Town of Red Cliff - General Fund	7000.2 · Operating Transfer Out - Jan-Jun 2023 Payroll	\$ (35,160.00)
Martinez, William	Expense Reimbursement	\$ (141.02)

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

### 3. Community Fund Account

Melissa Matthews	Reimb-5051 · Marketing & Town Events	\$ (44.30)
Walmart	5051 · Marketing & Town Events	\$ (86.61)

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

## **ADJOURNMENT**

Motion by Art Fox to adjourn, seconded by Duke Gerber, unanimously approved at 8:15pm.