



MINUTES
Meeting of the Board of Trustees
Town of Red Cliff Chambers, 400 Pine Street, Red Cliff
TUESDAY, FEBRUARY 20, 2024

CALL TO ORDER at 7:07 pm

ROLL CALL

Mayor Duke Gerber	Open Seat	Trustee Ondrej Mertlik
Trustee Ben Kleimer	Trustee Garrett Alexander	Trustee Art Fox
Trustee Cassi MacUmbert (absent)	Deputy Clerk Chris Brown	Administrator/Clerk Melissa Matthews

PLEDGE OF ALLEGIANCE

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

Motion by Duke Gerber to approve the agenda, seconded by Ben Kleimer, unanimously approved.

APPROVAL OF MINUTES

1. February 4, 2024

Motion by Garrett Alexander to approve the minutes, seconded by Ondrej Mertlik, unanimously approved with Art Fox abstaining.

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

DISCUSSION AND ACTION ITEMS

1. Wildfire Mitigation Update - Hugh Fairfield-Smith with Eagle River Fire

The Eagle Valley Wildland Program is funded by Eagle County and other various stakeholders. They have allocated \$300,000 for the Town of Red Cliff, in town and on private property surrounding the town. They will continue to look for additional grants, as the total project will require additional funding. Discussion with the Board included timing and needed communication to residents. Hugh explained that they will work with CPW to ensure not to interfere with wildlife during this process and will work with staff to ensure the community is aware of the work being done.

Motion by Duke Gerber to approve the wildfire mitigation work on Town property, seconded by Ben Kleimer, unanimously approved.

In addition, fire operation specialist Tim Swaner will be providing residential support to all the entities. This will include a free curbside slash removal program multiple times throughout the summer, which will also help reduce the fuel loading within town from. This program will operate May -September. The Board is supportive of this and staff will work with Tim to get this implemented.

2. OHV Signage

In response to the concerns brought up at the last meeting regarding snowmobile traffic on Shrine Pass, staff has researched signage that we believe will help solve the problems. The ideal sign order would be about \$2,000, but we believe that we can do a good job with an order of about \$1,400. This would include snow plow awareness, no OHVs on Town roads, speed limit, and stay left/right signs; 14 signs in total. This is not in the budget for 2024, but because of the safety concerns we believe it would be a good purchase.

The Board directed to spend no more than \$1000 on signs for this year and to put it in the budget for next year for more signage.

3. Event Application: Helen Hiebert Paper Retreat

Our tenant Helen Hiebert is planning her annual art retreat and would like to use the auditorium as she has for many years. The event would be August 26-30, 2024, all day each day. She would like to use the kitchen and the auditorium. Staff explained that this group has minimal impact on the building and Helen always does a great job at cleaning up after the retreat.

Motion by Ben Kleimer to approve Hiebert's event, seconded by Art Fox, unanimously approved.

4. Building Permit Deposit Policy

Resolution 2, Series 2023 introduced a Building Permit Deposit Policy that requires a minimum of a \$500 deposit for a building permit. In practice this is being found to be administratively taxing for certain permits (such as certain mechanical, electrical, or 'one stop' permits). Staff is recommending modifying this to avoid overly inhibiting the acquisition of permits for minor or emergency tasks (such as window replacements, boiler replacements, etc.). Ideas included allowing a deposit to be administratively waived. Staff noted that there is already a provision allowing an applicant to ask the Board to waive or reduce fees.

After discussion, the Board agreed that certain permits should not require a deposit and directed staff to administratively waive this as needed, and track this over the remainder of the year. They will revisit the policy in the and further set parameters.

Motion by Garrett Alexander to allow staff to administratively waive the permit deposit at their discretion, seconded by Duke Gerber, unanimously approved.

5. Planning & Zoning Commissioners Appointment Policy

The Code is vague and the practices have been inconsistent in past years in regards to appointing the P&Z Commissioners. These members need to be reappointed every other year (2-year terms) and this will be done at the end of each year for the next year, moving forward. This year, we need to appoint three members to two-year terms and two members to one-year terms, so that in the future the appointments expire on alternating years. All four sitting members would like to be reappointed for another term.

Motion by Garrett Alexander to appoint Bob Will, Arron Burgamy, and Art Fox to two-year terms starting January 1, 2024, and Trish Marcine to a one-year term starting January 1, 2024, seconded by Duke Gerber, unanimously approved.

RESOLUTION

RESOLUTION 2, SERIES 2024

A RESOLUTION INSTRUCTING THE TOWN CLERK TO CANCEL THE APRIL 2, 2024 ELECTION AND DECLARING CANDIDATES ELECTED

As there were four nomination packets submitted for the four seats up for reelection, the election is no longer necessary.

Motion by Garrett Alexander to approve the Resolution 1, Series 2024, seconded by Art Fox, unanimously approved.

STAFF/TRUSTEE UPDATES

Mayor Duke Gerber

- Spent some time with Linda Overcash to work out Direct Deposit for staff, Should be available by the next pay period
- There have been a lot of rocks falling onto the roads, so be cautious as we go through this next season.

Co-Administrator/Clerk, Melissa Matthews:

- Per our Code, the Board is responsible for appointing a Floodplain Manager. As part of the Eagle County Hazard Mitigation Plan process, it has been pointed out that we do not have one. Neither Planner Scot Hunn or Manager Melissa Matthews feels qualified to take this role on. The chances of us needing one in a pinch are very small, but staff would like to look into establishing a relationship with someone local who could possibly help us out if needed. I have reached out to other Towns in the area and have found at least one possibility. The Board directed staff to continue to look into this.
- We have confirmed with our IT company that our system is secure enough to safely offer direct deposit and automatic payroll tax reporting, as we use QuickBooks Online. Accountant Linda Overcash and staff have begun implementing this. Linda has confirmed that once this is in place, it will save the Town quite a bit of money as she will no longer need to manually process payroll taxes including end of year forms.
- Regarding the work being done at 139 Monument Street, they have been communicating with staff (Dave Beyer) very thoroughly. The wood that was taken inside was to shore up the furnace which was partly falling through the floor. They did reach out to the office before doing this work and staff determined that this was a necessary repair and a permit was unnecessary. They are aware of the building permitting processes and will likely be submitting an application(s) for additional work when they get to that point.
- The call box at the bridge is complete. We received an example of what the signs will mostly look like, but will have arrows saying the call box is at the end of the bridge.
- Regarding the property located at 275 Water Street, the house is going to be put on the market. The Town cannot and should not get in the way of this, and we are working on a process to ensure that code compliance/enforcement occurs.
- We are preparing to submit another application for a federal grant for the Streetscape Project. In doing so, we need the plan updated and SGM has provided the Change Order for these tasks: changing the style of curbing to a 'Mountable Curb' which will save money on the construction side and be more amenable to pedestrians and residents; take the bus stop off of the plan, as the Town has been unable to purchase the land for this; and update the estimated costs of construction for the project. The total fee estimate for the Charge Order is: \$18,900. We are waiting to hear back from our DOLA rep as to whether or not this can be included in the matching funds that we anticipate receiving from the state grant that we were awarded for the project. Motion by Duke Gerber to approve the change order fee and move forward with this, seconded by Garrett Alexander, unanimously approved.
- We will be having a joint work session with the P&Z and BOT on March 19th. This is the same night as a regular Board meeting. Staff asked for time preferences and the group settled on 5:30-7:30 and BOT will start at 7:30 after the joint work session. P&Z members prefer 5:30-7:30 as well.
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Trustee Art Fox:

- Requested that staff look into possible signage that would allow for the maintenance team to clean up the streets, similar to what Minturn has. For example, post signs asking people to remove vehicles the following day for clean up.

Trustee Garrett Alexander:

- Attended the EVTA Board meeting. The group is continuing to make headway in hiring and the main applicable takeaway is that they will be adding a mid-morning bus to the summer Red Cliff bus Schedule.

BILL PAY

1. General Account

Acorn Petroleum, Inc	5092 · Fuel	\$(1,737.78)
Amazon Marketplace	5093 · Repairs & Maintenance	\$ (52.00)
Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies	\$ (112.94)
Barb Smith	5014 · Accounting/Bookkeeping/Finance	\$ (375.00)
Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 1/31/2024	\$(1,203.89)
Hunn Planning & Policy, LLC	5012 · Planner	\$(1,748.44)
Intuit	5041 · Postage, Print, Telephone, Supplies	\$ 327.48)
IRS/US Treasury	Payroll Liabilities - Federal Wage Withholding - Liab Period: 2/17 - 2/20/2024	\$(2,186.71)
Karp Neu Hanlon, PC	5013 · Attorney	\$(6,452.28)
Walking Mountains	5182 · Dues & Memberships	\$(177.00)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$(16.04)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$(109.56)
Xerox Financial Services - Copier	5041 · Postage, Print, Telephone, Supplies	\$(195.00)
Brown, Chris	Payroll	\$(853.68)
Brown, Chris	Reimbursement - Health Insurance	\$(412.00)
Beyer, David	Payroll	\$(1,070.50)
Sandoval, Lorenzo	Payroll	\$(1,099.58)
Matthews, Melissa	Payroll	\$(2,091.63)
Matthews, Melissa	Reimbursement - Health Insurance	\$(412.00)
Gallegos, Nick	Payroll	\$(1,310.06)
Martinez, William	Payroll	\$(2,112.29)
Martinez, William	Reimbursement - Health Insurance	\$(412.00)

Motion by Garrett Alexander to approve the General Account bill pay, seconded by Ben Kleimer, unanimously approved.

2. Enterprise Account

Ferrellgas	5026 · Utilities: Propane	\$ (12.00)
USDA/Rural Development	2075 · Refunding Bonds - Series A	\$ (777.00)
USDA/Rural Development	2085 · Refunding Bonds - Series B	\$ (829.00)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$ (796.93)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$ (2,166.11)

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

ADJOURNMENT

Motion by Art Fox to adjourn, seconded by Garrett Alexander. unanimously approved at 7:52pm.