



MINUTES
Meeting of the Board of Trustees
Town of Red Cliff Chambers, 400 Pine Street, Red Cliff
TUESDAY, MAY 20, 2025

CALL TO ORDER at 7:06 pm

ROLL CALL

Mayor Duke Gerber (Absent)	Mayor Pro-Tem Art Fox	Trustee Garrett Alexander
Trustee Ondrej Mertlik	Trustee Ben Kleimer	Trustee Dana Veljacic
Trustee Bob Oppenheimer	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 Garrett Alexander to approve the agenda, seconded by Ben Kleimer, unanimously approved.

APPROVAL OF MINUTES

1. May 06, 2025

Motion by Bob Oppenheimer to approve the minutes, seconded by Garrett Alexander, unanimously approved.

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

None

DISCUSSION AND ACTION ITEMS

1. Utility Right of Way Policy:

Staff has developed a new permitting policy for utility companies performing work at multiple locations within Town limits. In the past, we have allowed such work without permits, but it led to site damage and cleanup issues. Discussion included ensuring the deposit amount is sufficient and that the sites are cleaned thoroughly after the work is completed. This was approved by Resolution 5, Series 2025.

2. Water Sewer Policy:

Staff has developed a formal Water and Sewer Billing Policy based on Single Family Equivalents, or SFEs. While this approach has been used informally in Red Cliff, an official policy in place—especially for commercial users. This new policy defines SFEs, sets a standardized rate structure, and outlines how commercial SFEs will be calculated based on building use or square footage. It also addresses out-of-district and accommodation unit rates, suspended service procedures, and overage charges. The policy aligns with Chapter 13 of our Municipal Code and creates transparency and fairness in our billing practices. The Board directed staff to create (Exhibit A) a detailed process for determining/re-accessing commercial rates. This was approved by Resolution 5, Series 2025.

3. Event Application:

Melissa Matthews is requesting approval to use the Auditorium on May 31st for a backup plan for her son's graduation party. Motion by Bob Oppenheimer to approve the event application for May 31st waiving the \$500 deposit, seconded by Ben Kleimer, unanimously approved.

4. Joint meeting with Eagle County Commissioners:

The Eagle County Commissioners are interested in having a joint meeting with the Red Cliff Town Council this summer. This would be the first joint meeting with Red Cliff, though similar ones have been held with other towns. The Board directed staff to move forward with scheduling this, to be held in Red Cliff on the same night as a regularly scheduled BOT meeting.

5. Discussion on potential new revenue sources:

Staff presented a list of potential new revenue sources to support Red Cliff's long-term financial sustainability and community development. Each opportunity was introduced with potential benefits and estimated revenue ranges for Board consideration and prioritization. Board Discussion included directing staff to prioritize researching implementation of a transfer tax and a dedicated grant matching fund, as well as to collaborate with existing local businesses to support their growth in ways that benefit the town. This discussion will continue at future meetings.

ORDINANCES & RESOLUTIONS

RESOLUTION 5 SERIES 2025

A RESOLUTION ADOPTING A POLICY FOR UTILITY RIGHT-OF-WAY PERMITTING WITHIN THE TOWN LIMITS FOR THE TOWN OF RED CLIFF, COLORADO

Motion by Ben Kleimer to approve Resolution 5 Series 2025, seconded by Bob Oppenheimer, unanimously approved.

RESOLUTION 6 SERIES 2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, ADOPTING A FORMAL POLICY FOR WATER AND SEWER BILLING BASED ON SINGLE FAMILY EQUIVALENTS (SFEs)

Motion by Garrett Alexander to approve Resolution 6 Series, seconded by Art Fox, unanimously approved.

STAFF/TRUSTEE UPDATES

Administrator/Clerk, Melissa Matthews:

- Staff is reviewing Mango's Mountain Grill's liquor license revised application and noted that the listed operating manager does not reside in Red Cliff or work on-site regularly, which is uncommon for the role. As the license expired in April and clarification is still pending, this remains a time-sensitive issue, and the Board will be updated as more information becomes available.
- Old Town Hall Update: We were awarded a Brownfields grant last year to support both a structural assessment and a regulated building materials (RBM) survey for the Old Town Hall. Progress has been slower than expected due to staffing shortages within the contracting group handling the agreements. These should be completed by mid-summer.
- Water/Wastewater update: We had our CDPHE inspection on 4/29/2025, which went well. We are planning to inspect the Spruce Street sewer line this year due to suspected infiltration at service line connections. Town-wide inspections will follow in 2027 or 2028, after a full system cleaning.

- Thank you to Trustee Garrett Alexander for representing Red Cliff at Congressman Neguse's Town Hall, where staff later followed up to express appreciation, highlight our FY2026 funding request, and reaffirm interest in future small-town roundtables.
- The Town submitted feedback to Senator Bennet's staff highlighting the transportation challenges faced by small communities like Red Cliff and advocating for rural funding, equitable access, and a focus on resilience and safety in the upcoming federal reauthorization package.
- Scour Critical Bridge Monitoring: CDOT notified us that the High Street bridge over Turkey Creek remains classified as "scour critical" and requires monitoring after flash floods or significant storm events. Triggers include high water, visible settlement, or erosion near the abutments.
- Town Clean Up day was on 5/17/2025 and went super well. There were many comments on how the Town was cleaner than ever before and clean up was done before noon. Thank you to the volunteers, especially those who played major roles in planning and working like Whitney, Mara and Alex. Also, great job to the maintenance team for staying on top of town clean up making the work load on the day-of so light. The afterparty was well attended, fun and featured great music, food and community.
- Eagle County and the School District are jointly applying for a state grant to fund bear-proof trash cans at local schools, and the Board is asked to consider supporting the effort by authorizing Red Cliff's signature on a letter of support. The Board agreed to authorize the Letter of Support.
- With increased development, long-standing property access and lot line issues are resurfacing and affecting longtime families, staff is preparing a public message encouraging residents to proactively review property details, understand zoning, and stay informed, with helpful resources and meeting reminders included.
- We had a semi-truck attempting to go up Shrine Pass last week when Vail pass was closed. Staff assisted with the truck getting backed out and reported this to the appropriate agencies. We will continue to be diligent to do our part to get GPS systems updated.
- The maintenance team worked with the chippers to get the wood chips done today spread up at the cemetery. They will also be working to get the flags up in time for Memorial Day Weekend. They are also working to prep tools and machines for the summer season.
- Audit update: We are finalizing the audit and will present it at the June 3rd meeting.
- We have a new P&Z application that will be presented on June 3rd, with P&Z likely starting at 6:30.

Deputy Clerk, Chris Brown:

- Update on Mango's parking lot situation: A hazardous materials spill report was filed with CDPHE as required by State law due to the hydraulic fluid spill.

BILL PAY

1. General Account

Carrot-Top Industries	5051 · Marketing/Advertising	\$(353.86)
CCCMA	5043 · Education/Training	\$(149.00)
Eagle County Animal Services	5050 · Animal Control	\$(230.00)
Eagle County Fleet Services	5093 · Repairs & Maintenance	(1,371.63)
Empower Retirement Plans	Payroll Liabilities: Retirement Plans - PPE 05/15/25	(1,447.06)

Karp Neu Hanlon, PC	5013 · Attorney-snow removal/ Cert. for Dola Grant	\$(754.00)
Prospective Business Solutions	5011 · Auditors	\$(3,823.00)
Statewide Internet Portal Auth	5046 · Computer & Internet	\$(336.00)
Trafficsign.com	5110 · Road/Bridge	\$(342.28)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$(15.44)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$(112.67)
Xerox Financial Services - Copier	5041 · Postage, Print, Telephone, Supplies	\$(195.00)
Beyer, David	Payroll	(1,317.73)
Brown, Chris	Payroll	(1,238.64)
Brown, Chris	Reimbursement - Health Insurance	\$(458.00)
Finamore, Kristina	Payroll	\$(243.93)
Finamore, Kristina	Reimbursement - Mileage	\$(22.40)
Sandoval, Lorenzo	Payroll	(1,129.57)
Sandoval, Lorenzo	Reimbursement - Mileage	\$(42.88)
Matthews, Melissa	Payroll	(2,315.05)
Matthews, Melissa	Reimbursement - Health Insurance	\$(458.00)
Matthews, Melissa	Reimbursement - Mileage	\$(96.60)
Matthews, Melissa	Expense Reimbursement - Cell phone	\$(37.50)
Gallegos, Nick	Payroll	\$(1,284.58)
Gallegos, Nick	Expense Reimbursement	\$(83.70)
Martinez, William	Payroll	\$(1,351.80)
Martinez, William	Reimbursement - Health Insurance	\$(458.00)
Vayan, Katelyn	Payroll	\$(138.35)

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

2. Enterprise Account

Colorado Energy System	5032 · Repairs, Testing & Maintenance	\$ (449.58)
Union Pacific	5115 · Rent/Lease Expense	\$ (3,115.95)
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	\$ (725.10)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$(1,965.33)

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

3. Community Fund Account

Jen Mack	5051 · Marketing & Town Events - Town clean up day music	\$(250.00)
Kristina Finamore	Reimb-5051 · Marketing & Town Events -Town clean up day	\$(453.44)
Melissa Matthews	Reimb-5051 · Marketing & Town Events -Town clean up day	\$(141.62)

Motion by Garrett Alexander to approve the Community Fund Account bill pay, seconded by Bob Oppenheimer, unanimously approved.

ADJOURNMENT

Motion by Art Fox to adjourn, seconded by Dana Veljacic, unanimously approved at 9:50pm.