



**MINUTES**  
**Meeting of the Board of Trustees**  
**Town of Red Cliff Chambers, 400 Pine Street, Red Cliff**  
**TUESDAY, September 16, 2025**

**CALL TO ORDER at 7:00pm**

**ROLL CALL**

Mayor Duke Gerber	Mayor Pro-Tem Art Fox (ABSENT)	Trustee Garrett Alexander (7:06)
Trustee Ben Kleimer	Trustee Open Seat	Trustee Bob Oppenheimer
Trustee Ondrej Mertlik	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 Bob Oppenheimer, unanimously approved.

**APPROVAL OF MINUTES**

1. September 02, 2025

Motion by Bob Oppenheimer to approve the minutes from September 02, 2025, seconded by Ben Kleimer, unanimously approved.

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

None

**DISCUSSION AND ACTION ITEMS**

1. IGA- Minturn has asked to temporarily share one of our public works employees to help cover their staffing needs. We have prepared an Intergovernmental Agreement that keeps the employee on Red Cliff's payroll, with Minturn reimbursing us at an hourly rate of \$35.92, which includes wages, benefits, overhead, and an administrative fee. The agreement runs through the end of 2025 and ensures Red Cliff retains full personnel authority. Staff recommends approval and authorization for the mayor to sign. Motion by Ben Kleimer to approve the IGA, seconded by Duke Gerber, unanimously approved.

2. Authorized Representative for Colorado Department of Treasury Unclaimed Property Division  
The Board is being asked to acknowledge that Melissa Matthews, Town Manager, is the authorized representative of the Town of Red Cliff for the purpose of submitting claims and collecting funds from the Colorado Department of the Treasury Unclaimed Property Division. The mayor will provide a signed letter confirming her authority.

The Board directed Mayor Duke Gerber to sign off on this.

3. Possible cancellation of October 21st BOT Meeting

For this meeting, both Melissa Matthews and Chris Brown will be out of Town. We are recommended that this meeting be cancelled and that the bill pay be approved at the following meeting.

Motion by Garrett Alexander to Cancel the Board of Trustee Meeting on October 21st, seconded by Duke Gerber, unanimously approved.

## **STAFF/TRUSTEE UPDATES**

Administrator/Clerk, Melissa Matthews:

- Does the Board want to donate to any organizations this year, The Eagle County Historical Society has asked for a donation of \$275. We usually donate \$1,000 to the food bank. The Board also mentioned donating additional funds to the Front Country Ranger Program. The Board directed staff to donate to each organization including SpeakUp ReachOut.
- Staff is looking into a backup option that could serve as internet for the office and/or a hot spot in/around town in case of an emergency situation.
- A few years ago, the idea of financially compensating the P&Z Commission members came up and was tabled. As we begin working on next year's budget, does the Board want to discuss this?
- Currently, we charge the studios \$300/month for rent and utilities. Does the Board want to increase this going into next year? Staff recommends a \$50/unit/month increase. The Board directed staff to move forward with the \$50 per moth per unit increase.
- CPI can help us with the re-submittal of the grant for the Old Town Hall. The deadline is Oct 1. They will also administer the grant, should we get the grant, there is a 25% match. Staff will work to get a match grant and/or fundraise, but it looks good on the application if we are committed financially in some way. The Board directed staff to move forward.
- Internet Outage the first week of September: Very replaced some old and damaged equipment. They claim we will have a stronger and more reliable internet now. Yesterday, it was down because Holy Cross Energy had planned outages in Leadville, which is the power source for the first stage of our internet signal.
- Addie will be helping with the grant application for the mural, which is due Sept 30.
- The 1st budget presentation will be Oct 7.

Deputy Clerk, Chris Brown:

- Thank You everyone for coming to Community Unity Day and helping with the grill and with tear down.

## **BILL PAY**

### 1. General Account

Chris Brown	5183- Gas Mileage Reimbursement	\$(56.00)
CMCA	5043 · Education/Training	\$(510.00)
CIRSA	5071 · Liability/Commercial Insurance Premium	\$(6,490.32)
Eagle County Animal Services	5050 · Animal Control	\$(230.00)
Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 09/15/2025	\$(1,561.22)
Home Depot	5100 · Building/Grounds	\$(56.40)
Karp Neu Hanlon, PC	5013 · Attorney	\$(406.00)
Linda Overcash-By the Numbers	5014 · Accounting/Bookkeeping/Finance	\$(790.00)
Shell	5100 · Building/Grounds- gas for mowers/ weed wackers	\$(38.99)
Vail Valley Garage Door	5100 · Building/Grounds- maint building garage doors	\$(3,331.54)

Xerox Financial Services - Copier	5041 · Postage, Print, Telephone, Supplies	\$(195.00)
Beyer, David	Payroll	\$(1,358.11)
Brown, Chris	Payroll	\$(1,291.63)
Brown, Chris	Reimbursement - Health Insurance	\$(458.00)
Finamore, Kristina	Payroll	\$(388.90)
Sandoval, Lorenzo	Payroll	\$(1,620.14)
Matthews, Melissa	Payroll	\$(2,224.02)
Matthews, Melissa	Reimbursement - Health Insurance	\$(458.00)
Matthews, Melissa	Expense Reimbursement - Cell phone/ Travel Expenses	\$(37.50)
Gallegos, Nick	Payroll	\$(1,368.28)
Martinez, William	Payroll	\$(1,441.69)
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 Duke Gerber, unanimously approved.

2. Enterprise Account

Town of Red Cliff - General Fund	7000.2 · Operating Transfer Out Jan-Aug 2025 Payroll Expense	\$(37,391.00)
USDA/Rural Development	2075 · Refunding Bonds - Series A	\$ (777.00)
USDA/Rural Development	2085 · Refunding Bonds - Series B	\$ (829.00)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$(2,035.04)

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

3. Community Fund

Krisann Grasseschi	Reimbursement - 5051 · Marketing & Town Events Community Unity Day	\$(67.97)
Jen Mack	5051 · Marketing & Town Events - Community Unity Day Music	\$(300.00)
Kristina Finamore	Reimb-5051 · Marketing & Town Events - Community Unity Day	\$ (576.50)
Kristina Finamore	5183- Gas Mileage Reimbursement	\$19.60)

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

**ADJOURNMENT**

Motion by Duke Gerber to adjourn, seconded by Garrett Alexander, unanimously approved at 8:12pm.