



MINUTES
Meeting of the Board of Trustees
Town of Red Cliff Chambers, 400 Pine Street, Red Cliff
TUESDAY, November 18, 2025

CALL TO ORDER at 7:00pm

ROLL CALL

Mayor Duke Gerber	Mayor Pro-Tem Art Fox	Trustee Garrett Alexander
Trustee Ben Kleimer (ABSENT)	Trustee Whitney Maxwell	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 Garrett Alexander to approve the agenda, seconded by Art Fox, unanimously approved.

APPROVAL OF MINUTES

November 04, 2025

Motion by Art Fox to approve the minutes, seconded by Bob Oppenheimer, unanimously approved.

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

None

DISCUSSION AND ACTION ITEMS

1. 178 Water St: Brand-On South Awning above door

The owner explained this is a part of the plans originally approved with the addition of a small awning over the southern entrance that was left out of the plans.

Motion by Duke Gerber to approve amended awning over south entrance, seconded by Whitney Maxwell, unanimously approved.

2. Housing Solutions Phase 1

Brian Poole discussed the state of housing in the county and discussed the possible creation of a Regional Housing Authority based on the Regional Housing Action Plan we recently participated in.

BUDGET PRESENTATION

Second Reading of the Town of Red Cliff 2026 Budget by Linda Overcash.

3. Auditorium rental

Helen Hiebert is asking to rent the auditorium for her annual paper retreat from August 17th – 21st 2026.

Motion by Duke Gerber to approve the auditorium rental application, seconded by Garrett Alexander, unanimously approved.

ORDINANCES & RESOLUTIONS

ORDINANCE 2, SERIES 2025

AN ORDINANCE SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF RED CLIFF FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026, AND ENDING ON THE LAST DAY OF DECEMBER 2026.

Motion by Duke Gerber to approve Ordinance 2 series 2025, seconded by Garrett Alexander, unanimously approved.

ORDINANCE 3, SERIES 2025

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF RED CLIFF FOR THE 2026 BUDGET YEAR.

Motion by Garrett Alexander to approve Ordinance 3 series 2025, seconded by Bob Oppenheimer, unanimously approved.

ORDINANCE 4, SERIES 2025

AN ORDINANCE APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN AMOUNTS ORIGINALLY BUDGETED FOR THE FISCAL YEAR 2025, FOR THE TOWN OF RED CLIFF, COLORADO.

Motion by Garrett Alexander to approve Ordinance 4 series 2025, seconded by Whitney Maxwell, unanimously approved.

RESOLUTION 14, SERIES 2025

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, ESTABLISHING A MUNICIPAL COURT FUND AND ALLOCATING EXCESS GENERAL FUND MONIES TO SAID FUND

Motion by Garrett Alexander to approve Resolution 14 series 2025, seconded by Art Fox, unanimously approved.

STAFF/TRUSTEE UPDATES

Mayor, Duke Gerber:

- Pacheco memorial service is this Saturday.

Administrator/Clerk, Melissa Matthews:

- The Structural Building Assessment of the Old Town Hall will be done on Thursday 11/20/25. This is funded by the Brownsfield grant through CDPHE.
- Staff sent out a confidential memo early in the week regarding a staffing adjustment within the maintenance department. This is an administrative decision based on budget and operational needs.
- Staff sent out the initial lien letters for delinquent water/wastewater billings. We will begin the lien process December 1st for any household that remains over 90 days delinquent.
- Town staff inspected the drainage concerns at 275 Water Street and confirmed no additional work is needed on Town property, clarifying that remaining runoff issues are natural and the resident's responsibility. Staff continues to communicate with the resident, and no Board action is required at this time.
- Discussed upcoming Community Fund activities through the end of the year.
- We are doing a year-end push for fundraising for the Community Fund in general as well as the Old Town Hall specifically.
- The Town of Avon is hosting the Annual Town & County Holiday Gathering on December 10, 2025. You should have received an email to RSVP.

BILL PAY

1. General Account

Acorn Petroleum, Inc	5092 · Fuel	\$ (925.63)
Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies- Time clock	\$ (261.12)
Amazon Marketplace	5100 · Building/Grounds	\$ (150.03)
Blades Group	5110 · Road/Bridge	\$ (6,710.00)
CML	5182 · Dues & Memberships	\$ (389.00)
Eagle County Animal Services	5050 · Animal Control	\$ (230.00)

Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 11/15/2025	\$ (1,463.48)
Melissa Matthews	5183- Gas Mileage Reimbursement	\$ (22.40)
SmartSigns	5041 · Postage, Print, Telephone, Supplies	\$ (194.95)
Vail Lock & Key	5093 · Repairs & Maintenance- Locks for Garb cans	\$ (274.50)
William Martinez	5183- Gas Mileage Reimbursement	\$ (154.00)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$ (14.98)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$ (83.45)
Beyer, David	Payroll	\$ (1,158.19)
Brown, Chris	Payroll	\$ (1,275.64)
Brown, Chris	Reimbursement - Health Insurance	\$ (458.00)
Sandoval, Lorenzo	Payroll	\$ (1,620.15)
Matthews, Melissa	Payroll	\$ (2,224.03)
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	\$ (1,337.00)
Martinez, William	Reimbursement - Health Insurance	\$ (458.00)
Vayan, Katelyn	Payroll	\$ (194.95)

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

2. Enterprise Account

CDPHE	5034 · Annual Fee	\$ (1,757.00)
Ferrellgas	5026 · Utilities: Propane	\$ (1,423.51)
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	\$ (2,002.72)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$ (537.65)

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

ADJOURNMENT

Motion by Art Fox to adjourn, seconded by Duke Gerber, unanimously approved at 8:53pm.