



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

**CALL TO ORDER at 7:10pm**

**ROLL CALL**

Mayor Duke Gerber	Mayor Pro-Tem Art Fox	Trustee Garrett Alexander
Trustee Ben Kleimer	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**

1. December 02, 2025

Motion by Garrett Alexander to approve the minutes, seconded by Whitney Maxwell, unanimously approved.

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

Jim Tang - Concern of trailers being used for storage on vacant lot on Eagle St. as well as other possible code violations there.

**DISCUSSION AND ACTION ITEMS**

1. Outside Storage:

Planner Scot Hunn, explained in a memo to the Board that this type of use may be clearly addressed or permitted under our current zoning framework. Staff noted that this raises questions about past practices, current compliance, and whether our code provides enough clarity or flexibility for how properties are actually being used throughout town.

The Board directed staff to research how other small towns regulate vacant lots, and prepare options to the Board which would allow for different types of regulated storage and potential code amendments to bring clarity to how vacant lots are regulated for a future discussion.

**ORDINANCES & RESOLUTION**

**ORDINANCE 5 SERIES 2025**

AN ORDINANCE OF THE TOWN OF RED CLIFF, COLORADO, REENACTING ARTICLE 1 OF CHAPTER 6 OF THE RED CLIFF MUNICIPAL CODE CONCERNING BUSINESS LICENSES.

Motion by Ben Kleimer to approve Ordinance 5, Series 2025, seconded by Duke Gerber, unanimously approved.

**RESOLUTION 17, SERIES 2025**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF RED CLIFF, COLORADO, AMENDING AND ADOPTING THE TOWN OF RED CLIFF FEE SCHEDULE FOR 2025

Motion by Duke Greber to approve Resolution 17, Series 2025, seconded by Garrett Alexander, unanimously approved.

**RESOLUTION 18, SERIES 2025**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF RED CLIFF, COLORADO, APPROVING TOWN MANAGER EMPLOYMENT AGREEMENT WITH MELISSA MATTHEWS

Motion by Ben Kleimer to approve Resolution 18, Series 2025, seconded by Whitney Maxwell, unanimously approved.

**RESOLUTION 19, Series 2025**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF RED CLIFF, COLORADO, ADOPTING THE LIQUOR LICENSING POLICY AND PROCEDURES FOR THE REVIEW, APPROVAL, RENEWAL, TRANSFER, AND REGULATION OF LIQUOR LICENSES WITHIN THE TOWN OF RED CLIFF.

Motion by Ben Kleimer to table Resolution 19, Series 2025 due to staff recommendation, seconded by Duke Gerber, unanimously approved.

**STAFF/TRUSTEE UPDATES**

Mayor, Duke Gerber:

- Thanks for showing up at the Avon Holiday Gathering.
- Maintenance has been doing a good job with snow removal.

Maintenance, Lorenzo Sandoval:

- Significant movement of the rocks and cliffs on the lower Water St and High St. Met with the county officials and they will bring in consultants to assess this.
- Will continue to enforce the snow plow policy this year.
- Still waiting to see about the snow storage on Water St. and will work around if needed.
- The Town purchased 2 snow pushers: one for the loader and one for the skid steer.
- Extra rock asphalt has been purchased for the spring of 2026 for pot hole repairs.

Administrator/Clerk, Melissa Matthews:

- There are two interfund transfers from the Enterprise to the General account in the bill pay. This is for Enterprise's portions of payroll and roads & bridges.
- We have not yet received an application for a new liquor license from Mango's.
- We certified our Mill Levie with the County Treasurer's and office this week, confirming the amount of property tax we will receive next year.
- We submitted and certified the property tax liens with the County totaling \$44,2062. This is made up of a total of \$22,729 in delinquent water/wastewater billings and \$17,533 in delinquent lodging taxes.
- We learned that the Old Town Hall project was not selected for funding for this round of the State Historical Fund planning grant. They are encouraging us to re-submit in April.
- We will be submitting the grant application for the Cradle of the Cliff mural project this month.
- County and Town event last went very well and allowed for some productive networking.
- The Salvation Army Christmas Food Basket delivery is Saturday, December 20th and they are still looking for more volunteers to help deliver.
- Huge thank you to the volunteers Whitney, Lauren, and Ben for the cookie swap/movie event.
- Red Cliff's upcoming holiday event Dec. 23 Christmas in Red Cliff celebration—with caroling, cookie decorating, and a visit from Santa—now relocated to the Community Center.

Trustee, Garrett Alexander: Core Transit update

- 99% of trips completed and 25% increase in riders since last year.

**BILL PAY**

## 1. General Account

Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies	\$ (102.94)
Amazon Marketplace	5100 · Building/Grounds	\$ (584.39)
Amazon Marketplace	5093 · Repairs & Maintenance	\$ (524.23)
CCCMA	5043 · Education/Training	\$ (225.00)
Century Link - x2191	5041 · Postage, Print, Telephone, Supplies	\$ (214.72)
Chris Brown	5183-Gas Mileage reimbursement	\$ (84.00)
CIRSA	5071 · Liability/Commercial Insurance Premium	\$ (20.54)
Dustin Smith Manufacturing	1310- Equipment	\$ (13,545.00)
Eagle County Animal Services	5050 · Animal Control	\$ (230.00)
Gas Stations	5092 · Fuel	\$ (36.01)
Home Depot	5093 · Repairs & Maintenance	\$ (1,931.25)
Home Depot	5093 · Repairs & Maintenance	\$ (395.00)
Home Depot	5093 · Repairs & Maintenance	\$ (202.50)
Northwest CO Council of Governments	5182 · Dues - 2025	\$ (259.00)
Valley Auto Repair	5093 · Repairs & Maintenance	\$ (357.00)
Wiliam Martinez	5183-Gas Mileage reimbursement	\$ (182.00)
Xcel Energy x7923-0	5084 · Xcel Street Lights	\$ (16.70)
Xcel Energy x7080-4	5082 · Xcel TV Tower	\$ (115.32)
Xcel Energy x7086-0	5083 · Gen Ops: Xcel Town Hall	\$ (1,047.95)
Xerox Financial Services - Copier	5041 · Postage, Print, Telephone, Supplies	\$ (195.00)
Beyer, David	Payroll	\$ (1,309.30)
Brown, Chris	Payroll	\$ (1,080.69)
Brown, Chris	Reimbursement - Health Insurance	\$ (458.00)
Finamore, Kristina	Payroll	\$ (334.92)
Sandoval, Lorenzo	Payroll	\$ (1,795.80)
Matthews, Melissa	Payroll	\$ (2,314.02)
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	\$ (1,717.21)
Martinez, William	Reimbursement - Health Insurance	\$ (458.00)
Vayan, Katelyn	Payroll	\$ (98.82)

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

## 2. Enterprise Account

American Conservation & Billing Solutions	5028 · Meter Reads/Billing	\$ (734.25)
Brown's Hill Engineering & Controls, LLC	5022 · Repairs	\$ (1,699.60)
CenturyLink	5033 · Wastewater Ops - Utilities	\$ (73.79)
Town of Red Cliff - General Fund	7000.2 · Operating Transfer Out Sep- Dec 2025 Road and Bridge	\$ (18,299.00)
Town of Red Cliff - General Fund	7000.2 · Operating Transfer Out Sep- Dec 2025 Payroll Expense	\$ (39,589.00)
USDA/Rural Development	2075 · Refunding Bonds - Series A	\$ (829.00)
USDA/Rural Development	2085 · Refunding Bonds - Series B	\$ (777.00)
Xcel Energy -x1529-6	5023 · Utilities - WTP	\$ (709.73)
Xcel Energy -x8434-7	5033 · Utilities - WWTP	\$ (2,051.13)

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

**ADJOURNMENT**

Motion by Art Fox to adjourn, seconded by Duke Gerber, unanimously approved at 9:38 pm.