



MINUTES
Meeting of the Board of Trustees
Town of Red Cliff Chambers, 400 Pine Street, Red Cliff
TUESDAY, February 03, 2026

CALL TO ORDER at 8:39pm

ROLL CALL

Mayor Duke Gerber	Mayor Pro-Tem Art Fox	Trustee Garrett Alexander
Trustee Ben Kleimer (Absent)	Trustee Whitney Maxwell	Trustee Bob Oppenheimer (Absent)
Trustee Ondrej Mertlik	Deputy Clerk Chris Brown	Town Planner Scot Hunn
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. January 20, 2026

Motion by Garrett Alexander to approve the Minutes, seconded by Whitney Maxwell, unanimously approved, With Ondrej Mertlik abstaining.

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

DISCUSSION AND ACTION ITEMS

1. Alignment of allowable uses and the Comprehensive Plan

Direction by the Board to move forward with the moratorium and begin public outreach on single family homes and duplexes in MU/TC as well as possible zone district redistricting.

2. Building Code Update:

The IMPACT Accelerator is a Colorado Energy Office grant - we are a participant and recipient of, which is funding the hiring of Mazingo Code group to help state mandated building code adoptions: 2021 Energy Code minimums and the Wildland Urban Interface minimums and has amended them to align with the Town.

Direction to Staff to adopt the 2021 Energy code and 7A in place of Wildland Urban Interface code.

3. Board appointment to external committees and regional boards:

After brief discussion the Board appointed:

- Core: Garrett Alexander and Duke Gerber as alternate
- NWCOGG: Whitney Maxwell and Melissa Matthews as alternate
- Climate Action Collaborative: Ben Kleimer and Melissa Matthews as alternate.

4. Professional Services Agreement – Municipal Court Consultant: Courtney A. Holm, Esq.

As Court Consultant she would help reactivate our Municipal Court and help get the process outlined and set up.

Motion by Garrett Alexander to enter in the agreement, seconded by Art Fox, unanimously approved.

ORDINANCES & RESOLUTION

RESOLUTION 6 SERIES 2026

A RESOLUTION INSTRUCTING THE TOWN CLERK TO CANCEL THE APRIL 7, 2026, 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 Resolution 2 Series 2026, seconded by Duke Gerber, unanimously approved.

ORDINANCE 1 SERIES 2026 First Reading

AN ORDINANCE AMENDING CHAPTER 8 OF THE TOWN OF RED CLIFF MUNICIPAL CODE CONCERNING PARKING ON MONUMENT STREET

At the Western end of Monument Street, parking has always ben challenging especially from a maintenance and emergency standpoint. To ensure normal consistent road maintenance and to keep it clear for any emergency situations it was decided to make the western 75 feet of the end of Monument Street a no parking zone.

Motion by Whitney Maxwell to approve Resolution 4 Series 2026, with the change of 125 feet to 75 feet seconded by Duke Gerber, unanimously approved.

STAFF/TRUSTEE UPDATES

Administrator/Clerk, Melissa Matthews:

- The Regional Housing Assessment the Town the town participated in was approved through State. This was a new requirement.
- Currently beginning enforcement of storage use on vacant lots. Will be this topic to the Board for policy guidance.
- Staff is working on two possible Streetscape grants, one state and one federal.
- The county brought out experts to look at the retaining wall on High St. and are preparing a proposal.

BILL PAY

1. General Account

ABC Parts	5093 · Repairs & Maintenance	\$ (156.98)
Acorn Petroleum, Inc	5092 · Fuel	\$ (1,302.36)
Apex Waste	5086 · Trash Collection	\$ (162.62)
Amazon Marketplace	5041 · Postage, Print, Telephone, Supplies- Calendar	\$ (8.96)
CCCMA	5043 · Education/Training-Melissa	\$ (370.00)
ChatGPT	5041 · Postage, Print, Telephone, Supplies	\$ (60.00)
CIRSA	5071 · Liability/Commercial Insurance Premium	\$ (6,478.32)
Colorado State Treasurer	Payroll Liabilities	\$ (5.11)
Colorado State Treasurer	Payroll Expense- 2025 Q4	\$ (167.48)
Empower Retirement Plans	Payroll Liabilities:Retirement Plans - PPE 01/31/2026	\$ (1,434.26)
FirstBank	5181 · Bank Service Charges	\$ (39.00)

Hotel Colorado	5043 · Education/Training - CCCMA Ann Conf Melissa	\$ (435.00)
Hotels	5043 · Education/Training - DCI Conf Melissa	\$ (633.45)
Mitchell & Company, LLC	5046 · Computer & Internet	\$ (185.00)
Vero Broadband	5046 · Computer & Internet	\$ (280.00)
Duke Gerber	5062 · Board Member	\$ (250.00)
Art Fox	5062 · Board Member	\$ (150.00)
Ben Kleimer	5062 · Board Member	\$ (150.00)
Garrett Alexander	5062 · Board Member	\$ (150.00)
Ondrej Mertlik	5062 · Board Member	\$ (150.00)
Robert Oppenheimer	5062 · Board Member	\$ (150.00)
Whitney Maxwell	5062- Board Member	\$ (150.00)
USDA		\$ (3,043.31)
Beyer, David	Payroll	\$ (1,116.09)
Brown, Chris	Payroll	\$ (1,499.91)
Brown, Chris	Reimbursement - Health Insurance	\$ (488.50)
Finamore, Kristina	Payroll	\$ (280.50)
Sandoval, Lorenzo	Payroll	\$ (1,711.19)
Matthews, Melissa	Payroll	\$ (2,538.00)
Matthews, Melissa	Reimbursement - Health Insurance	\$ (488.50)
Matthews, Melissa	Expense Reimbursement - Cell phone/ Travel Expenses	\$ (37.50)
Gallegos, Nick	Payroll	\$ (1,474.71)
Martinez, William	Payroll	\$ (1,117.87)
Vayan, Katelyn	Payroll	\$ (100.88)

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)
Water Quality Control Professionals	5031 · WWTP Operators, 5032 · Opts	\$ (1,934.74)
Water Quality Control Professionals	5021 · WTP Operators, 5022 · Opts	\$ (1,764.50)
Water Quality Control Professionals	WWTP - MAINTAINENCE	\$ (76.76)

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

3. Community Fund Account

FirstBank	5181 · Bank Service Charges	\$ (2.00)
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Motion by Ondrej Mertlik to approve the Community Fund Account bill pay, seconded by Art Fox unanimously approved.

ADJOURNMENT

Motion by Art Fox to adjourn, seconded by Garrett Alexander, unanimously approved at 10:25 pm.