

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
THURSDAY, DECEMBER 5TH, 2019
REGULAR MEETING**

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CALL TO ORDER

Mayor Pro-Tem Bistodeau called the meeting to order at 4:00 P.M.

ROLL CALL

The following members were present: Mayor Pro-Tem Bistodeau, Ms. Cole, Mr. Frickell, Mr. Nordyke and Mr. Ellison

ABSENT: Mayor Wenke

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Ashley Franklin-21 Chadwick Lane, Brian Clince-108 S. 5th, Lisa Frank-1108 CR 323, Elizabeth Watson-213 S. 3rd, Deb Adams-56 Navajo Rd., Bob Fulton-303 S. 2nd, Angela Arterburn-409 Main St., Mike Carter, Jay Printz and Kathy Reis

Financial:

- a. Treasurer's Report: Clerk Reis submitted written reports. With 92 percent of the year having elapsed, General Fund has collected 109.1 percent of budgeted revenues and spent 78.2 percent of budgeted expenditures. Capital Fund has collected 35 percent of budgeted revenues and spent 50.4 percent of budgeted expenditures. Sales tax for September was up by 60.04 percent, which is up 27.16 percent from the previous year-to-date. The current Bills List is attached.

Account balances:

General Fund Checking:	\$	99,690.91
CSafe-GF Core 11:	\$	145,496.38
CSafe-3% Tabor Reserve:	\$	21,183.32
CSafe-Core General Fund Reserve-14:	\$	100,053.04
Tennis Court Project Checking:	\$	6,720.25
Municipal Court Checking:	\$	1,932.70
Conservation Trust Fund Checking:	\$	33,967.82
Capital Fund Checking:	\$	185,784.79
CSafe-CF Core 12:	\$	147,333.29
Total C.D.'s plus interest:	\$	200,344.89

APPROVAL OF CONSENT AGENDA

- a. Approval of minute's
b. Treasurer's Report
c. Approval of Bills

Ms. Cole moved and **Mr. Frickell** seconded to approve the consent agenda as presented. Motion carried.

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OLD BUSINESS

None

NEW BUSINESS

a. Presentation from the Tourism Board-Debbie Adams

Ms. Adams as requested by the Board of Trustees reported on the Tourism Boards part in the Westcliffe Action Plan (Strategic Plan). Expanding the tourism season for April and October are being looked at. We are in discussions with the Westcliffe Performing Arts to have a Fall Fest, also working with the arts community and possibly a parade.

There is a vacancy on the Tourism Board, if anyone is interested. We have not received any letters of interest to date.

Why Westcliffe was another question. The Tourism Board received three grants. One is a \$15,000 for Tourism development grant, of which we will be working on to answer why Westcliffe, Silver Cliff and the Wet Mountain Valley and to define our target market.

We also received a \$25,000 matching marketing grant in collaboration with Huerfano County, San Luis Valley and Mineral County to develop a Star Gazing Loop. This should be finished by September.

Also, a \$10,000 Arts and Antiques grant collaborating with Florence.

We did start building an Asset list, which is always a work in progress and will needed to be updated.

Also, the Sangre Star Festival next June. Collaborating with Alla Prima, there will be a Starry Night painting competition. The Tourism Board will be choosing the winner. We will use this in marketing.

There is a Southern Colorado Summit with about fifty people attending from Custer, Fremont, Pueblo, Huerfano and Las Animas counties that we are hosting. This is an annual event.

b. Consideration of request to approve a Use by Special Review at 213 S. 3rd.for a short-term rental-Elizabeth Watson

Mr. Carter reported that the Planning Commission has recommended approving the request.

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NEW BUSINESS CONTINUED

Ms. Watson explained eventually, they will be living in the house. Currently they would like to use it occasionally for family and an Airbnb. It has been renovated. There is off street parking. The parking will be in the back of the house. We have contacted the neighbors regarding using this in this way.

ACTION: **Mr. Ellison** moved and **Ms. Cole** seconded to approve the Use by Special Review at 213 S. 3rd. for a short-term rental. Motion carried.

c. Consideration of appointing a new board member to fill the vacant seat.

One letter of intent was submitted by Brian Clince.

ACTION: **Mr. Frickell** moved and **Mr. Ellison** seconded that we fill the board positions with Brian Clince. Motion carried.

d. Consideration of request to approve a General Fund Reserve and a Capital Assets Planning and Reserve Policy.

Both polices have been reviewed prior to this meeting at several workshops along with the budget.

ACTION: **Mr. Ellison** moved and **Mr. Nordyke** seconded to adopt the General Fund Reserve and Capital Assets Planning and Reserve Policy. Motion carried.

e. Consideration of request to approve a Capital Improvements Plan.

These are items for 2020: replace the tennis courts pending a GOCO grant, chip seal 16 blocks of roadway, parking lot at Memorial Park be resurfaced and address drainage, resurface alleys in the commercial district, tree boxes/trees on the south side of Main in the 200 block, new lids for trash cans on Main St., new trash cans in the parks, snow removal equipment and a hot mix asphalt recycler based on the budget just approved. We also have proposed improvements for 2021 and 2022 if the funds are available, such as if the 1% sales tax is approved by the voters, these particular items would be come a reality.

The Capital Improvements Plan is reviewed each year at budget time. If we have funds and a grant comes up for example a million-dollar project, we would have the matching funds.

The 2020 Budget, General Fund Reserve, Capital Asset Planning and Reserve Policy and the Capital Improvements Plan will be put on the Town website.

ACTION: **Mr. Ellison** moved and **Mr. Frickell** seconded to approve the Capital Improvements Plan. Motion carried.

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NEW BUSINESS CONTINUED

f. PUBLIC HEARING – 2020 BUDGET.

Copies of the 2020 budget was provided to the public for comments. It was explained that there is a General Fund, Capital Fund and a Conservation Trust Fund budget. The budget is derived from prior years history and projected estimates for 2020. Emailed copies are available upon request.

A question was asked if this building was paid for and yes it has been paid for due to a great deal from First State Bank of Colorado a grant from DOLA and the sale of the building at 305 Main Street. There were only a little over \$10,971 paid for with taxpayer dollars.

g. Consideration of request to approve Ordinance NO. 9-2019 Adopting the 2020 Budget.

ACTION: Mr. Frickell moved and Mr. Ellison seconded to approve Ordinance NO. 9-2019 Adopting the 2020 Budget. Motion carried.

h. Consideration of request to approve Ordinance NO. 10-2019 Appropriation of Funds from 2020 Budget.

This is to appropriate expenditures from the General Fund, Capital Fund and Conservation Trust Fund. This is an ordinance that is required to approve by the state as well as the Mill Levy.

ACTION: Mr. Ellison moved and Mr. Nordyke seconded to approve Ordinance NO. 10-2019 Appropriation of Funds from 2020 Budget. Motion carried.

i. Consideration of request to approve Ordinance NO. 11-2019 Set Mill Levy for 2020 Budget.

The Mill Levy when the Town De-Bruiced was 5.515, which we can't go above that with out voter approval, nor can we exceed 5.5% revenue over the previous year. We will remain at 5.515 with a result of \$59,649 revenue for property tax.

ACTION: Mr. Ellison moved and Ms. Cole seconded to approve Ordinance NO. 11-2019 Set Mill Levy for 2020 Budget. Motion carried.

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NEW BUSINESS CONTINUED

j. Consideration of request to approve of approving Ordinance NO. 12-2019 submitting a ballot question for the April 2020 regular election.

It was suggested that we put a sunset clause of possibly five years in the ordinance. We will be asking for 1% as it is really needed. If approved by the voters, it would go on the ballot at that time for further approval, if not approved by the voters it would expire. The Towns election is every two years (even numbered years).

ACTION: Mr. Ellison moved and Mr. Frickell seconded to make an amendment of adding a sunset clause for four years. Mr. Ellison retracted the motion, Mr. Frickell agreed.

ACTION: Mr. Ellison moved and Mr. Frickell second to approve Ordinance NO. 12-2019 with the addition of a sunset clause ending in July 2024. Motion carried.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk – Kathy Reis

- 1. TAP Grant:** The draft TAP grant application was submitted. CDOT received 17 applications with 1.2 million available for each of the three years. The final grant is due January 20th, 2020.
- 2. Liquor license renewal:** Lowe's had a violation with the State Liquor for selling under wholesale. Per our ordinance I can't approve an application administratively with the violation. Would you like them to attend the January meeting for their renewal? The board agreed.

b. Report from Town Manager– Mike Carter

- 1. Christmas Tree:** The staff agreed that due to having a lift available from Ace and we can't get a tree big enough to put on Third Street, we decided to put lights on the forty-foot tree in Jess Price with about seven hundred and fifty lights. The tree will be lit up during the Christmas parade. The board thought it was a great idea.

c. Report from Town Attorney – Jay Printz: No report.

Mr. Ellison moved and Mr. Frickell seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis
Town Clerk