

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JANUARY 8TH, 2019
REGULAR MEETING**

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CALL TO ORDER

Mayor Wenke called the meeting to order at 5:30 PM.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Gluschke, Ms. Parkes, Mr. Frickell, Mr. Nordyke, and Mr. Bistodeau.

ABSENT: Ms. Cole

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Teri Kincaid-638 16th Trail Cotopaxi, Anne Potts-638 16th Trail, Cotopaxi-Larry Kincaid-638 16 Trail Cotopaxi, Lisa Frank-506 First St, Silver Cliff-Sentinel, Tracy Ballard-Tribune, Kathy Clark-8749 CR 255 Westcliffe, Kathy Reis, Jay Printz, Mike Carter and Wanda Jennings

TREASURER'S REPORT

REVENUE RECEIVED IN DECEMBER 2018:

GENERAL FUND CHECKING:	\$	57,513.03
CONSERVATION TRUST FUND:	\$	1,627.24
MUNICIPAL COURT CHECKING:	\$	0.00
CAPITAL FUND CHECKING:	\$	62,769.38

EXPENDITURES FOR DECEMBER 2018:

GENERAL FUND CHECKING:	\$	36,808.91
CAPITAL FUND CHECKING:	\$	46,246.23

BALANCE IN ALL ACCOUNTS:

GENERAL FUND CHECKING:	\$	236,338.76
CAPITAL FUND CHECKING:	\$	114,790.64
MUNICIPAL COURT CHECKING:	\$	2,978.00
CONSERVATION TRUST FUND:	\$	28,538.87
TOTAL C.D's PLUS INTEREST:	\$	391,323.48
TENNIS COURT PROJECT CHECKING:	\$	3,311.42

APPROVAL OF CONSENT AGENDA

- a. Approval of minute's
- b. Treasurer's Report
- c. Approval of Bills
- d. Designate the Town Hall bulletin board as the official posting place for public notices.

Mr. Bistodeau moved and **Ms. Parkes** seconded to allow and pay all bills. Motion carried.

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OLD BUSINESS

a. Consideration of request to approve Ord. #1-2019 amending the Zoning Map.

A plot of undeveloped land between blocks 26 and 27, north of the alley way, north of main street known as 5th street right of way, from the southwest corner of block 27, extending 50 feet to the west, then 100 feet to the north, then 50 feet to the east intersecting block 27 at the line dividing lots 23 and 24, block 27, then south along the property line of lots 24 through 27, block 27. To the point of beginning; said tract being approximately 5,000 square feet

ACTION: Ms. Gluschke moved and Mr. Bistodeau seconded to approve Ord. #1-2019 amending the Zoning Map. Motion carried.

b. Consideration of request to approve Ord. #2-2019 amending Title 10, Chapter 4, Section 1 Signs.

The amending this ordinance is for a Mural definition.

ACTION: Ms. Gluschke moved and Mr. Bistodeau seconded to approve Ord. #2-2019 amending Title 10, Chapter 4, Section 1 Signs. Motion carried.

NEW BUSINESS

a. Consideration of appointing the Municipal Judge.

ACTION: Mr. Bistodeau moved and Ms. Parkes seconded to appoint the Municipal Judge. Motion carried.

Larry Kincaid was appointed as Municipal Judge.

b. Consideration of request to approve a rental fee schedule for meeting rooms at 1000 Main Street.

ACTION: Mr. Bistodeau moved and Mr. Nordyke seconded to approve a rental fee schedule for meeting rooms at 1000 Main Street. Motion carried.

c. Open seal bids and approve the sale for the Fire Proof Home Safe.

The board was in agreement to place the ad for the safe on face book to sell it for best offer over \$1,000.00.

d. Consideration of moving the Federal drop box to 1000 Main.

ACTION: Mr. Bistodeau moved and Ms. Parkes seconded for moving the Federal drop box to 1000 Main. Motion carried

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NEW BUSINESS CONTINUED

e. Update Strategic Plan initiative and consideration of hiring a consultant.

Before making a decision on hiring Consultant Cheryl Trent the board of trustees would like for Clerk Reis to attain examples of documentation that Ms. Trent has done for other Communities.

Mayor Wenke asked that this item be placed on the February Agenda to make a decision to retain Ms. Trent.

f. Consideration of request to approve a 125 Cafeteria Plan with Rocky Mountain Reserve.

The town can set up and administrate a Cafeteria Plan. The Cafeteria Plans are regulated by IRS Section 125. Employer Cafeteria Plans are pre-tax benefits for employees and may include Flexible Spending Accounts, DCAPs, Adoption Assistance Programs, Premium Conversion Plans, etc.

The Clerk reported at this time only the pre-tax portion of the plan is needed. And there is a \$250.00 one time set up fee.

ACTION: Mr. Frickell moved and Mr. Bistodeau seconded to approve a 125 Cafeteria Plan with Rocky Mountain Reserve. Motion carried.

g. Consideration of request to approve Resolution 1-2019 adopting the revised Town Employee Handbook.

ACTION: Mr. Bistodeau moved and Mr. Nordyke seconded to approve Resolution 1-2019 adopting the revised Town Employee Handbook. Motion carried.

h. Staff 2018 quarterly goals reports and present 2019 goals.

Mr. Carter presented to the board his goals for the year 2019.

When talking about the C9 strands of lights on 200 block of Main Street, Mayor Wenke said that he would donate 1000 feet of C9 strands of light. The board would like more lights on Main Street.

Mr. Bistodeau wanted to Thank Mayor Wenke for all the donations he does for the town, like all the paint he donated to the new town hall, lighting for downtown the man lift to put up the Christmas tree, and lights...

Mr. Carter said the little white lights in the trees will be left up all year round. More lights will be placed in the summer time with timers.

Clerk Reis presented to the board her goals for the year 2019.

Mr. Bistodeau wanted to talk about #5 digitizing permanent records. Clerk Reis told the board that we have already purchased a server that will allow people to come in and research if they want. That's part of the reason to digitizing permanent records. Mr. Bistodeau suggested contacting the school and requesting some students to help with the process. Clerk Reis ask the board about a Grand Opening that will happen once we get into the New Town Hall. No decision was made except for maybe on a Saturday at 2-4pm. Town Hall will be closed for a few days while moving into the new building.

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STAFF GOALS CONTINUED

Mayor Wenke spoke about the governing bodies of both towns and County Commissioners, two (2) Mayors of both towns and Charles Bogle to get together on quarterly basis or semi-annually to talk about what we're doing in the county and towns and what our issues are so there is a better understanding about what everyone is doing. I believe we'll build better bridges that way between each body if we do that. We are meeting Friday, January 11th at the Cliff Lanes just to talk about this. It will be the County Commissioners, both Town Mayors and Charles Bogle to talk about the Strategic Plan Initiative.

PUBLIC COMMENTS:

Kathy Clark spoke to the board regarding Custer County Kids Council.

STAFF & COMMITTEE REPORTS

- a. Report from Town Clerk – NONE**
- b. Report from Building and Zoning – NONE**

Ms. Gluschke would like for the town staff to put out bids for trash service.

Ms. Parkes moved and **Mr. Bistodeau** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Wanda Jennings
Deputy Clerk