

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, APRIL 18, 2022
REGULAR MEETING**

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CALL TO ORDER

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

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Mr. Frickell, Ms. Snow, Mr. Nordyke, and Mr. Mowry.

ABSENT: Mr. Wilhelm

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Elliot Jackson, Neal Marrs, and Clay Buckner-Via Zoom, Courtney Miller, Marty Newcomb, Albert Schwarzer, Ed Stefanich Jordan Hedberg, Gabriel Shank, Wanda Jennings, and Kathy Reis

TREASURER’S REPORT

REVENUE RECEIVED IN MARCH			BALANCE OF ACCOUNTS
General Fund Checking:	\$	90,599.77	\$ 671,619.33
CSafe-GF Core 11:	\$	29.02	\$ 133,524.78
CSafe-3% Tabor Reserve:	\$	7.72	\$ 35,023.84
CSafe-General Fund Reserve-14	\$	35.12	\$ 161,814.58
Municipal Court Checking:	\$	0.00	\$ 2,482.70
Tennis Court Checking:	\$	0.00	\$ 25,035.34
Conservation Trust Fund Checking:	\$	1,515.52	\$ 39,544.49
Capital Fund Checking:	\$	54,741.92	\$ 619,335.82
CSafe-CF Core 12:	\$	47.80	\$ 220,157.84
Total C.D.’s plus interest:	\$	0.00	\$ 203,819.07

EXPENDITURES FOR MARCH PAID IN APRIL:

GENERAL FUND:	\$	77,609.72
MUNICIPAL COURT:	\$	0.00
TENNIS COURT:	\$	0.00
CONSERVATION TRUST FUND:	\$	0.00
CAPITAL FUND:	\$	39,593.31

APPROVAL OF CONSENT AGENDA

- a. Approval of minutes- March 21st regular and April 7th special meetings
- b. Treasurer’s Report
- c. Approval of Bills

Ms. Snow moved, and **Ms. Cole** seconded to approve the consent agenda. Motion carried.

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OLD BUSINESS

- a. Consideration of a request to approve a lease with Bootleggers Mercantile for a portion of the alley on the east side of the building.**

Mayor Wenke explained that a workshop was held regarding leasing or selling the property. The board after some discussion, determined due to a couple of issues, the maintenance of the sewer line and it would change the dynamics of the park, and it isn't a good fit.

ACTION: **Ms. Snow** moved, and **Mr. Frickell** seconded to disapprove the request. Motion carried.

NEW BUSINESS

- a. Swear in newly elected officials.**

Clerk Reis swore in Mr. Wenke as Mayor. Mayor Wenke swore in Mr. Nordyke, Mr. Frickell, and Mr. Mowry as Trustees. Mr. Wilhelm will be sworn in at a later date.

- b. Appoint Town Officials and the newspaper of record.**

The following were appointed:

Mayor Pro-Tem – Bess Cole
Town Manager – Gabriel Shank
Town Clerk – Kathy Reis
Town Attorney – Clayton Buchner
Municipal Judge – James Heavey
Auditor – Mayberry & Company, LLC
Newspaper- Wet Mtn. Tribune

ACTION: **Mr. Wenke** moved, and **Mr. Mowry** seconded to approve these appointments above as written. Motion carried.

- c. Appoint members to Planning Commission.**

Mayor Wenke appointed the following to Planning Commission:

Building and Zoning Official-Gabriel Shank, Trustee Snow, Bob Fulton, Charley Ellison as Chair, and John Van Doren as the alternate.

ACTION: **Mr. Wenke** moved, and **Ms. Snow** seconded to appoint the above as written. Motion carried.

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NEW BUSINESS CONTINUED

d. Sheriff 1st quarter report.

Total calls-1,361, of those County-782, Silver Cliff-174, and Westcliffe-405. There were 70 traffic stops in Westcliffe, including several contacts downtown with the overlength parking. He also reported that the canine is in operation now, and she is doing very well. There are 12 on staff, the Sheriff, Under Sheriff, Court Security Deputy, and 9 for patrol.

Sheriff Byerly said he would be asking for a support letter for a grant. He reminded everyone to be very careful with the fire danger so high.

e. Consideration of a request to allow the Rotary Club to install three benches along the Planet Walk – Courtney Miller.

Courtney Miller representing the Rotary Club and Planet Walk is requesting installing three benches built by C Bar C along the Planet Walk at 102 Main, 511 Main, and the high school. We want to hold off on the one at the high school until the sidewalk is installed. The request was also for the Town to install them this week if possible.

Permission has been granted by Seei's and Solvista. Clerk Reis asked for copies of the approvals for the Town's records.

Manager Shank asked that the bases be painted to match the Planet Walk frames, preventing them from rusting.

ACTION: **Mr. Wenke** moved, and **Ms. Snow** seconded to approve placing the three benches at 102 Main, Solvista, and Custer County High School; the frames are painted by Rotary to match the frames on the Planet Walk signs, and the Town will install them as the schedule allows. Motion carried.

f. Consideration of approving Façade Grant applications.

Town Manager Shank reported that we reviewed all the applications and presented them to the committee. There was one change, saving the applicant and the Town money. Solvista had a relatively high quote for the gutter replacement; they have received a from a local company that reduced their request, bringing their award down to \$3,070.00 from \$5,000.00, compensating them a dollar per dollar for the project. There is \$2,790.72 remaining in the fund. We could re-post and fund possibly another project.

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NEW BUSINESS CONTINUED

Clerk Reis will send a letter of the award with the requirements for receiving the funds.

The following were approved for the Façade Grant program:

All Aboard Westcliffe/102 Main Street - \$5,000.00
Sol Vista/511 Main Street-\$3,070.00
Custer County Realty/902 Main Street - \$5,000.00
Bob Fulton/404 Main Street-\$1,810.00
Lollipop & CO./307 Main Street-\$1,221.78
Wapiti Ranch Realty/217 Main Street-\$5,000.00
Westcliffe Center for the Performing Arts-\$1,107.50

ACTION: **Mr. Frickell** moved, and **Mr. Nordyke** seconded to approve the grant applications as presented. Motion carried.

g. Consideration of a request to approve Resolution #3-2022 amending the Town Handbook.

Clerk Reis stated this is a clean-up ordinance removing any references to sick and vacation time to PTO time, along with the changes in the resolution as follows. ~~“compensatory and vacation time~~ PAID TIME OFF (PTO) AS DELINEATED IN SECTION 302. ~~Employees will be paid at a rate of 20% of accumulated sick pay hours. The maximum accumulation is 320 hours; i.e. 320/20% = 64 hours.”~~

ACTION: **Mr. Mowry** moved, and **Ms. Cole** seconded to approve Resolution #3-2022, amending the Town Handbook. Motion carried.

h. Consideration of a request to approve an Overmatch letter for the Safe Routes to School project.

Town Manager Shank reported that the engineers’ estimate in November of 2020 was \$484,751; we received only one bid for \$850,888 due to inflation. There is a shortfall of approximately \$366,137. More grant funding is available that is 100% funded, with no match from the Town. To secure a start date after the award with no delay, we are required to approve an Overmatch letter to allow us to proceed. Construction could start a week after the award if the grant is awarded and with the letter. If the funds are not awarded, the project may not happen.

Clerk Reis stated that Silver Cliff would be reviewing this at their meeting in May.

ACTION: **Mr. Frickell** moved, and **Mr. Nordyke** seconded to approve the Overmatch letter for the Safe Routes to School project. Motion carried.

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NEW BUSINESS CONTINUED

i. Consideration of a request to allow the Mayor to sign a contract with Langston Concrete for the Safe Routes to School project.

Town Manager Shank reported that the contract will hold the bid of \$850,888 until July 15th of, 2022. The draft grant application is due May 6th, presentations are May 23rd, application reviews are June 13th, 14th, and 15th, and the grant award date is June 27th. With the approved Overmatch letter, construction should be able to start the week or two after. The completion date is October 31st. This can be extended in writing if needed.

ACTION: Mr. Mowry moved, and Ms. Snow seconded to approve the mayor signing a contract with Langston Concrete for the Safe Routes to School project. Motion carried.

j. Discussion and consideration of contracting with a Public Relations firm.

Mayor Wenke would like to discuss contracting with Bre starting in June, with approved funds in the budget. He felt that this would help inform our citizens regarding the projects and the tax dollars spent.

Deputy Clerk Jennings is doing a great job and should continue the posts she is doing. If we contract with Bre or another company, they should not be involved with those types of posts.

A concern was that the previous proposal included work we didn't need. After some discussion, the board agreed that we revisit this and we be quite clear on what we need regarding the tax dollars.

Mayor Wenke asked Ms. Snow and Ms. Cole to meet with Bre to discuss this. Ms. Snow clarified what the board would like from Bre: Inform the public about the use of their tax dollars with the last approved tax increase and pave the way in case we want to do it again. The board agreed. Mayor Wenke requested this to be placed on the May agenda for further discussion.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk

CDS-Charles Boggle provided information through SCEDD-Leslie Mastroianni for Congressionally Direct Spending-through Senator Hickenlooper's office.

The total project applied for by Leslie is \$1,196,350; the amount requested is \$1,000,000 for improvements at Hermit Park that include replacing the tennis courts to accommodate both tennis and pickleball play, installing accessible restroom facilities, enlarging the pavilion to meet demand, and installing a basketball court at the park.

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She didn't have a date of award; however, the proposed project start date is 10/12/2022 with a completion date of 9/30/2023.

Clean up day- Breakfast, 10:00 a.m. biscuits, burritos, pancakes for Westcliffe and Silver Cliff volunteers; the Towns pay for the meals. We need to know how many will be attending. Electronic recycling will be on May 14th; we would like to share the cost of \$350.00 with Silver Cliff.

Elected Officials Training-CIRSA requires Elected Officials to take Anti-Harassment in the Workplace and Ethical Behavior for Elected Officials training every two years. Each of you should have received an email to create an account. The Town gets credit (points) after you complete the courses.

b. Report from Town Manager

CIRSA Inspection-The yearly inspection went well, no issues to report.

Trees-A list of trees that grow in similar climates and situations like ours.

Memorial Park-A request has been sent to the Colorado Parks and Wildlife (the organization that approved the original grant) for approval to do the proposed improvements.

Bathroom Improvements-Baby changing stations have been installed in the Jess Price Memorial Park restrooms. Baby changing stations will be installed in the restrooms at the Summit Park restrooms soon.

TAP project-Colorado Open Lands has approved the proposed roundabout at the intersection at Adams Blvd. and Main Street. We have a signed letter regarding the encroachment. The sidewalk, curb, and gutter can be continued. If we decide we can pave the parking.

Bluff-The power supplies have been secured, with new weatherproof boxes.

New Hires-A new hire that has been with us for a week and a half. There is a potential to hire a full-time temporary employee.

Rosita Parking lot-A Request for Proposal is being written to receive bids.

Striping-Hopefully will be started in May.

Request from Trustee-Can you please let us know when a major business/site development is being processed as part of your monthly report? Manager Shank responded he will do this.

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c. Report from Mayor Wenke

Broadband-The original plan that Hilltop would build-out in the county has failed. Their investors pulled out at the last minute. Hilltop wasn't able to get the capital needed for their twenty-five percent match project.

Hilltop will proceed with doing a mile and a half from the center of the towns, that will be the first market they are trying to serve. The fiber being used is Centurylinks, they will start in the two towns first, then out into the county areas. They will continue to look for grant funds to continue the project. The target completion date is November 2022.

Mr. Mowry moved, and **Mr. Nordyke** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk