

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
MONDAY, JANUARY 17, 2022  
REGULAR MEETING**

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**CALL TO ORDER**

Mayor Pro-Tem Cole called the meeting to order at 5:30 P.M.

**ROLL CALL**

**The following members were present:** Mayor Pro-Tem Cole, Mr. Frickell, Ms. Snow, Mr. Wilhelm, and Mr. Mowry

**ABSENT:** Mayor Wenke and Mr. Nordyke

**PLEDGE OF ALLEGIANCE**

Mayor Pro-Tem Cole led the Pledge of Allegiance

**OTHERS PRESENT**

Sheriff Byerly, Elliot Jackson-via Zoom, Gabriel Shank, Wanda Jennings, and Kathy Reis

**Financial:**

- a. Treasurer's Report: Clerk Reis submitted written reports. With 8% percent of the year having elapsed, General Fund has collected 9.4 percent of budgeted revenues and spent 3.8 percent of budgeted expenditures. Capital Fund has collected 2.9 percent of budgeted revenues and spent 0.2 percent of budgeted expenditures. Sales tax for November was up by 17.67 percent, which is up 15.29 percent from the previous year-to-date.

<b>Account balances:</b>		<b>Dec. Expenditures Paid in Jan.</b>
<b>General Fund Checking:</b>	\$ 682,684.99	\$ 59,818.61
CSafe-GF Core 11:	\$ 133,475.48	
CSafe-3% Tabor Reserve:	\$ 35,010.58	
CSafe-General Fund Reserve-14	\$ 161,754.96	
<b>Municipal Court Checking:</b>	\$ 1,482.70	\$ 0.00
<b>Tennis Court Checking:</b>	\$ 25,035.34	\$ 0.00
<b>Conservation Trust Fund Checking:</b>	\$ 38,016.68	\$ 0.00
<b>Capital Fund Checking:</b>	\$ 413,664.34	\$ 14,092.17
CSafe-CF Core 12:	\$ 220,076.90	
Total C.D.s plus interest:	\$ 203,665.08	

**APPROVAL OF CONSENT AGENDA**

- a. Approval of minute's-December 20, 2021 Regular minutes  
b. Treasurer's Report  
c. Approval of Bills

**Mr. Wilhelm** moved, and **Mr. Frickell** seconded to the consent agenda. Motion carried.

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**OLD BUSINESS**

None

**NEW BUSINESS**

**a. Sheriff's 2021 4<sup>th</sup> quarter report.**

Sheriff Byerly reported that of the total 1231 calls, 308 (25%) were in Westcliffe; 26% traffic stops; 33% medical calls; 26% motor assists, the remaining were miscellaneous calls. There were a few more thefts than in the past.

Sheriff Byerly announced he would not be running for the next election. Mr. Frickell thanked him for his service to the community, making it a better place than when he started, and I will be sorry to see him leave. The other board members agreed.

**b. Designate the Town Hall bulletin board as the official posting place for public notices.**

This formality needs to be done at the beginning of each year. When the Town Hall is not open to the public due to COVID concerns, notices are posted on the windows in front and back of the building and our website.

**ACTION:** Ms. Snow moved, and Mr. Mowry seconded to approve the Town Hall bulletin board as the official posting place. Motion carried.

**c. Schedule a summer Christmas party.**

After some discussion, everyone agreed to hold the Town summer gathering on June 25<sup>th</sup>. This includes the Board of Trustees, Planning Commission, staff and subcommittee members, and spouses. A suggested location would be at Hermit Park, with details on food to be determined later.

**d. Adopt final Parks, Open Space, Trails, and Main Street Master Plan.**

This is the formality to adopt the plan, keeping in mind it is a living document and may be changed.

**ACTION:** Mr. Mowry moved, and Mr. Frickell seconded to approve the final Parks, Open Space, Trails, and Main Street Master Plan. Motion carried.

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**NEW BUSINESS CONTINUED**

**e. Consideration of approving the revised Façade Grant application, process, and appoint a committee.**

After discussion, it was determined that preference be given to those that did not receive funds in the previous round. This will be added to the application. Twenty-five thousand dollars were budgeted for this. The maximum amount that may be approved is \$5,000.00; it is a 50/50 match.

Mr. Mowry pointed out the wording on number 7 needs to be changed; it is confusing. He also wanted to clarify the area being approved on Third Street to Rosita Avenue, as most buildings are residential. This will be changed on the application and map to reflect that it only goes to the alley on Third Street.

The new procedure for submitting the applications will be as follows: Applications will be submitted to the Town Clerk reviewed by the Town Manager to vet the applications. He will submit all the applications with his comments to the review committee.

The following board members volunteered to be on the committee: Gary Frickell, Cathy Snow, and Paul Wenke.

It was discussed whether or not to do more than one cycle; it will depend on the dollar amount of requests received. After some discussion, an announcement for the grant is available will be published, with applications due by a specific date.

**ACTION:**     **Ms. Snow** moved, and **Mr. Frickell** seconded to approve the application form for the Business Façade Program 2022. Motion carried.

**ACTION:**     **Mr. Mowry** moved, and **Mr. Wilhelm** seconded to appoint Gary Frickell, Cathy Snow, and Paul Wenke as the review committee. Motion carried.

**f. Consideration of appointing a Master Plan review committee.**

The Planning Commission requested the following to be appointed to the Master Plan review committee: John Van Doren (chair), Paul Wenke, Bob Fulton, Naomi Smith, and Chuck Jagow. After their review, it will be reviewed by the Planning Commission. After both reviews, it will be sent to the Board of Trustees for approval.

**ACTION:** Mr. Frickell moved, and Mr. Mowry seconded to appoint the above as named to the Master Plan review committee. Motion carried.

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**NEW BUSINESS CONTINUED**

**g. 2022 regular Election update.**

Mayor Pro-Tem Cole explained various steps that need to happen before our next board meeting that required this to be on the agenda.

Clerk Reis explained that there are four Trustees seats opened, three petitions have been received and certified, with one petition not yet being returned. There has been one petition for the Mayor's seat returned and certified.

To keep the staggered terms for the Trustees, the candidate with the lowest number of votes would take a two-year term. The last day for a write-in candidate allowed by our Municipal Code is January 31<sup>st</sup>. If we don't have a write-in candidate and one of the four trustees running agrees to take the two-year term, we could cancel the election.

She explained she needs direction due to February 2<sup>nd</sup> being scheduled for the draw by lot determining the placement on the ballot. We are required to mail UACOCA ballots for the military voters on February 18<sup>th</sup>. We would need to print the ballots the week of February 7<sup>th</sup>. The election would cost approximately \$2,500 for postage, election judges, and required publications; this includes the envelopes (\$1,000 that have already been purchased).

It was noted that Mayor Wenke is not in favor of canceling the election.

Attorney Buchner explained that this is informational at this point.

Mr. Frickell volunteered to take the two-year seat. After much discussion, the consensus was to cancel the election if we don't have more certified petitions than seats open and there isn't a write-in candidate affidavit received.

Due to Mr. Frickell volunteering to take the two-year term, all seats are unopposed, and there isn't a write-in candidate; a resolution will be drafted directing the Clerk to cancel the election.

**h. Consideration of rescheduling the February meeting.**

The February meeting is on a Town approved holiday. The meeting was rescheduled for Tuesday, February 22<sup>nd</sup>.

**ACTION:** Mr. Wilhelm moved, and Mr. Frickell seconded to reschedule the meeting for February 22<sup>nd</sup>. Motion carried.

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**NEW BUSINESS CONTINUED**

**i. Consideration of request to apply for a grant for the EV chargers with Charge Ahead Colorado.**

Charge Ahead of Colorado, an entity that makes grant funds available. Charge Point is a for-profit company. Charge Point worked with Charge Ahead Colorado for Silver Cliff on a successful grant.

Town Manager Shank presented two quotes:

Quote #1: two fast chargers and one slow charger, allowing four vehicles to be charging at the same time, the total project would be approximately \$100,000; 80% is covered by the grant, with a 20% match from the Town.

Quote #2: two small chargers (taking 1-3 hours to charge) allowing four vehicles to charge at the same time, the total project could be up to \$26,000, it would be a 20% match for the Town.

It will create revenue for the Town. The units are programable, allowing the Town to determine the cost for the usage. It comes with a five-year maintenance plan built into the price of the units. They will work with Black Hills to ensure we have what we need to accomplish the project.

There is currently power at the Bluff. Another option is to put some in the Rosita parking lot or a combination of the two areas.

He also stated that there is money in the curb, gutter, and sidewalk line-item budget that could be used for this.

The Town's match for Quote #1 and Quote # would be \$25,000.

After further discussion, it was determined that the best option would be to install the charges at the Rosita parking lot. The power pedestals at the Bluff would need to be locked, preventing use other than the Festivals.

Ms. Snow recommended that the Town applies for four chargers, two fast, two slow, to be put in the Rosita parking lot with a cost to the Town of no more than \$30,000.

**ACTION:** Mr. Mowry moved, and Mr. Wilhelm seconded to apply for the grant for EV Chargers as discussed. Motion carried.

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**NEW BUSINESS CONTINUED**

**j. Considerations of request to approve the revised Town Clerk/Administrator job description.**

The purpose is to give the Town Clerk the authority to fire and hire the employees directly under her supervision (Section 4 was added as below). This does not include Gabriel or employees under his jurisdiction.

4. **Supervisory Responsibilities.** The Town Clerk is responsible for the hiring, training, management, administration, and termination of all Town employees assigned to the Office of Clerk, in accordance with the policies and procedures as set forth in the Town Municipal Code. The Town Clerk is not responsible for supervision of the Town Manager or his/her assigned employees.

**ACTION:** Mr. Frickell moved, and Mr. Wilhelm seconded to approve the revised Town Clerk/Administrator job description. Motion carried.

**STAFF & COMMITTEE REPORTS**

**a. Report from Town Clerk**

No Report

**b. Report from Town Manager**

No Report

**c. Report from Town Attorney**

No Report

Ms. Snow moved, and Mr. Wilhelm seconded to adjourn. Motion carried.

**ADJOURN**

Recorded by:  
Kathy Reis, CMC  
Town Clerk