

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
MONDAY, MARCH 1<sup>st</sup>, 2021  
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. Johnston

**ABSENT:** Mr. Clincke

**PLEDGE OF ALLEGIANCE**

Mayor Wenke led the Pledge of Allegiance

**OTHERS PRESENT**

Bob Fulton, Courtney Miller, Wilson Jarvis, Attorney Buchner, Gabriel Shank, Wanda Jennings, and Kathy Reis

**Financial:**

- a. Treasurer's Report: Clerk Reis submitted written reports. With 16.7 percent of the year having elapsed, General Fund has collected 1.5 percent of budgeted revenues and spent 11.3 percent of budgeted expenditures. Capital Fund has collected 29.3 percent of budgeted revenues and spent .2 percent of budgeted expenditures. Sales tax for January won't be received until mid-March.

**Account balances:**

General Fund Checking:	\$ 173,854.38
CSafe-GF Core 11:	\$ 146,973.92
CSafe-3% Tabor Reserve:	\$ 21,401.08
CSafe-General Fund Reserve-14	\$ 161,649.48
Municipal Court Checking:	\$ 1,607.70
Tennis Court Checking:	\$ 37,528.15
Conservation Trust Fund Checking:	\$ 31,885.39
Capital Fund Checking:	\$ 438,638.41
CSafe-CF Core 12:	\$ 219,934.00
Total C.D.'s plus interest:	\$ 202,864.80

**APPROVAL OF CONSENT AGENDA**

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

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

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**OLD BUSINESS**

- a. Consideration of request to approve the lease/maintenance agreement between the Town and San Isabel Land Protection Trust.**

Attorney Buchner reported he is still negotiating with SILT. SILT's attorney would like more revisions regarding the liability issue. We should have it resolved by the April meeting.

- b. Consider and discuss maintenance and other obligations for the Planet Walk infrastructure-Dark Skies.**

Courtney Miller reported that the panels themselves would need wiped off with soap and water once a year. The stands are light powder coated aluminum; the graphics have a ten-year warranty. Dark Skies and Rotary have voted to take responsibility for the maintenance for the Planet Walk in Westcliffe and will have a repair fund established.

The biggest concern is that the stations does not impede the foot traffic in the two hundred block of Main. The stations are less than two feet deep.

Ownership of the units was still in question. The concern is the owner of them needs to provide liability insurance unless the Town takes ownership, they would then be added to the Town's liability insurance. The concern by the board was if a person fell and was hurt, could sue the Town. Attorney Buchner didn't think they are a high risk.

Attorney Buchner agreed there should be an agreement drafted detailing the terms. He stated he will need to communicate with Dark Skies regarding the information. The board agreed the Town would take ownership of the planet walk stations.

**ACTION:** **Mayor Wenke** moved and **Ms. Cole** seconded that the Town own the Planet Walk signs. Motion carried.

- c. Update by Frontier Pathways and consideration of request to approve EV charging stations in the town-Bob Fulton.**

Mr. Fulton reported that Charge Point is looking for space to install them, hopefully we can get grants with 100% funding. He also stated we should look at other vendors. Charge Point will take care of the maintenance and software. They take a 10% fee; the Town would get 90%. They have a dashboard allowing us to determine what we will charge. Black Hills will work with PUC to approve the rebate program.

Westcliffe Petroleum is interested in a Level 1 unit. J.R.'s provided a contact in Trinidad for the location in Westcliffe. Other possibilities are Courtyard Country Inn, Westcliffe Inn and Cliff Lanes.

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**OLD BUSINESS CONTINUED**

There was a concern on the Highway Use Tax. That is collected by the state when the user renews their license plates.

The board agreed that it needs to be done by a commercial establishment. If that fails, this can come back to the Town to consider putting one in at the parking lot on Rosita Ave.

**d. Consideration of appointing a new board member and alternate member to the Planning Commission.**

After the Planning Commission interviewed the candidates, it was recommended to appoint John Van Doren as the member and George Vujnovich as the alternate.

**ACTION:** **Mr. Johnston** moved and **Ms. Snow** seconded to appoint John Van Doren to the vacant seat and George Vujnovich as an alternate. Motion carried.

**NEW BUSINESS**

**a. Consideration of request to approve Resolution No. 2-2021 adopting an employee key and vehicle policy.**

Mayor Wenke reported we needed clarification regarding the use of our vehicles.

Mayor Wenke read Resolution No. 2-2021 in to the record. Clerk Reis explained we needed an employee key agreement due to the cost of rekeying when an employee leaves or losses the keys. It was suggested to put keypads on some of the buildings.

**ACTION:** **Mr. Wenke** moved and **Ms. Snow** seconded to approve Resolution No. 2-2021 adopting an employee key and vehicle policy. Motion carried.

**b. Consideration of request to approve a new vacation and sick leave benefit package.**

Mayor Wenke asked the Clerk to get a copy of Silver Cliff's vacation and sick leave benefit package and place this on the April agenda for further consideration.

**c. Consideration of the Town providing uniform shirts for Town staff.**

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**NEW BUSINESS CONTINUED**

Mayor Wenke would like the Town to consider purchasing summer and winter shirts with the Town logo and employee name on them. This would be a more professional look.

Clerk Reis was concerned about the budget this year. She also stated she personally didn't want to have wear shirts with a name and logo on it, but will do whatever the board decides and understand why you would like it.

Town Manager Shank suggested a clothing allowance allowing the street and park employees purchasing steel toe boots. It was also suggested that T-Shirts be purchased for the street and park staff. After more discussion the staff was directed to research a dress code and clothing allowance for the interior and external staff bringing this back to the April meeting for further consideration.

**STAFF & COMMITTEE REPORTS**

**a. Trustee Snow**

**Short Term Rentals.** She reported that the Planning Commission is in the final stages of the Short-Term Rental process. We would like also have a workshop with the Board of Trustees, then get it to the attorney. Mayor Wenke suggested to include the entire town in this. Ms. Snow said we are limiting the total by percentage.

**Communications Plan**-She reported we mail or hand deliver thank you notes for a new business or if a business does improvements. Quarterly press releases would be great for our website and paper. She will write them, but would accept guest writers. An example was hiring a new Town Manager. Also, an early morning coffee to invite businesses and citizens here at the Town Hall. The board agreed this is great idea.

**b. Report from Town Clerk**

**TAP-Design Phase** – Ads have been put in the Pueblo Chieftain, Gazette, Daily Record, Tribune, The Valley Beat and put on the Colorado Manipal League website as well as the Town's, March 4, 11 and 18, the deadline to receive them is March 26<sup>th</sup> with a mandatory walk through the week of April 19<sup>th</sup>. Construction for the Rosita project is in 2022.

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**STAFF & COMMITTEE REPORTS CONTINUED**

**Clean up day**-Would the board like to schedule this in May? The board agreed to scheduling the clean up day either May 1<sup>st</sup> or May 8<sup>th</sup>.

**Park Master Plan grant**-Clerk Reis explained the first step in getting the grant is to send out an RFP, then select the planner. We then will need to set a budget and provide a time line for completion of the planning process. After this is all completed the letter of request for an Administrative grant (with our match being \$12,500 approved at budget) can be submitted to DOLA. There were many suggestions and ideas to improve the parks. Mayor Wenke also would like to include the Main Street trees, the same image, same look. This will be presented at the April agenda.

**Posting agendas in the paper.** – Clerk Reis asked if there were any objections of discontinuing posting our agendas in the newspaper as we are not, we are not required to per State Statute. We can post them on our website and our bulletin board. Attorney Buchner stated we are not required to post them in the paper.

**c. Report from Town Manager**

**Hiring**-I reworded the ad, which is running now. There has been one applicant and two word of mouth referrals.

**d. Report from Mayor**

He reported to the board that the county is reviewing a proposed business on Highway 69 South. We may want to write a letter to the commissioners stating our concerns. The board agreed.

**Mayor Wenke** moved and **Mr. Johnston** seconded to adjourn. Motion carried.

**ADJOURN**

Recorded by:  
Kathy Reis  
Town Clerk