

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, MARCH 21, 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. Wilhelm, and Mr. Mowry.

ABSENT: Mr. Nordyke

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Ed Stephanic, Albert Schwartz, Gabriel Shank, Wanda Jennings, Via Zoom – Clay Buchner, Elliot Jackson, and Kathy Reis

Financial:

- a. Treasurer's Report: Clerk Reis submitted written reports. General Fund has collected 18.4 percent of budgeted revenues and spent 8.3 percent of budgeted expenditures. Capital Fund has collected 6.1 percent of budgeted revenues and spent 1.7 percent of budgeted expenditures. Sales tax for January was up by 12.2 percent, up 11.96 percent from the previous year-to-date. The above numbers are based on a cash basis.

Account balances:		Feb. Expenditures Paid in March
General Fund Checking:	\$ 629,089.26	\$ 42,346.23
CSafe-GF Core 11:	\$ 133,495.76	
CSafe-3% Tabor Reserve:	\$ 35,016.12	
CSafe-General Fund Reserve-14	\$ 161,779.46	
Municipal Court Checking:	\$ 25,035.34	\$ 0.00
Tennis Court Checking:	\$ 2,482.70	\$ 0.00
Conservation Trust Fund Checking:	\$ 38,028.97	\$ 0.00
Capital Fund Checking:	\$ 602,571.14	\$ 24,751.99
CSafe-CF Core 12:	\$ 220,110.04	
Total C.D.'s plus interest:	\$ 203,819.07	

APPROVAL OF CONSENT AGENDA

- a. Approval of minute's February 22, 2022
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 a request to approve a lease with Bootleggers Mercantile for a portion of the alley on the east side of the building.**

Mayor Wenke requested a workshop to discuss a leasing/selling Town-owned property policy. The workshop was scheduled for Thursday, March 24th at 10:00 a.m.

NEW BUSINESS

- a. Consideration of reallocating the approved expenditure of awarded funds for Altitude Fitness.**

Clerk Reis explained the request was to improve energy costs for the building. They would like to use it for the boiler instead of window and pool coverings. After some discussion, the board's consensus was to allow the change.

- b. Discuss the procedure for grant support letters.**

Mayor Wenke explained that all support letters had been brought before the Board of Trustees for approval in the past. Clerk Reis explained that non-profits request letters on short notice for grants. She asked that the staff be allowed to write the support letters as long as there isn't a financial commitment for the Town.

ACTION: **Mr. Wenke** moved, and **Ms. Cole** seconded to allow the staff to write grant support letters as long as it doesn't commit the Town financially.
Motion carried

- c. Consideration of a request to approve a credit card and determine the limit for the Town Manager.**

Clerk Reis requested to have a seconded credit card for the Town Manager. There are automatic charges on the card for the office; items Mr. Shank needs are sometimes more than the current credit limit, which delays the purchases he needs. Mr. Shank asked for a limit between \$3,000 to \$5,000.

ACTION: **Mr. Mowry** moved, and **Mr. Wilhelm** seconded to authorize the Town Manager to have a separate credit card with a \$5,000.00 credit limit.
Motion carried.

- d. Consideration of allowing the non-profits in the permitted zone apply for the Façade Grant.**

There are three non-profits within the permitted zone. The program was designed to help the businesses and improve the area's look. After more discussion, the following motion was made.

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NEW BUSINESS CONTINUED

ACTION: Ms. Snow moved, and Mr. Frickell seconded to approve allowing the non-profits in the permitted Façade grant area to apply for the Façade Grant. Motion carried.

e. Discuss Title 4, Chapter 8 Seasonal Outdoor Seating for Food Service Establishments in the Core Business District.

Mayor Wenke requested a workshop to discuss a leasing/selling Town-owned property policy. The workshop was scheduled for Thursday, March 24th at 10:00 a.m.

f. Consideration of a request to approve Ord. No. 1-2022 amending Title 9, Chapter 1, Westcliffe Infraction Code.

The ordinance would be changed as follows: “No vehicle shall be parked or left unattended on Main Street between Highway 69 and Adams Boulevard between the hours of 3:00 a.m. and 9:00 a.m. during the months of October through April.”

This allows snow removal to be much more manageable. A couple of questions came up. 1. Can they be given a ticket? 2. Can the vehicle be towed? The Sheriff’s office enforces our code.

It was discussed to add 2nd Street. Town Manager Shank would like to add that after the parking lot on Rosita is completed, allowing space for the parking for the people renting above Sugar Lump and Grandma’s House.

Attorney Buchner suggested that the snow route they refer to in the ordinance allows changes to the snow route by resolution with a map. Don’t make it dependent on signs. Publish the map on the Town website and have it available in the office. Use forecasts such as if it is 2 inches or more, the snow route restrictions go into effect. This is a safety issue and can be approved as an emergency ordinance is appropriate.

After further discussion, the following motion was made.

ACTION: Ms. Snow moved, and Mr. Frickell seconded to approve No vehicle shall be parked or left unattended on Snow Route between the hours of 3:00 a.m. and 9:00 a.m. If 2 inches or more of snow is forecasted during the months of October through April. Motion carried.

g. Planning Commission appointments update.

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NEW BUSINESS CONTINUED

Mayor Wenke stated he has the authority to appoint new planning commissioner members. If you know of someone that would like to be on the board, please let Clerk Reis know. There are five members, the Mayor, one Trustee, the Town Manager, and two ex Officio members. Attorney Buchner informed the Mayor that he could appoint the two ex Officio members anytime he wanted to. The tenure alternates between two and four years according to the Statute. We have an incumbent Mayor rolling into a new term of office, which allows the Mayor to relook at those tenures. He can reappoint those two members however you want them to be. They serve at the pleasure of the Mayor. Gabriel is technically a board member and has a vote.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk

Office-Days of operation: The office has been closed on Mondays to allow quiet time for the staff, it is no longer needed, and with Gabriel working Monday through Thursday, the staff would like to open on Mondays. The board agreed.

MMOF-additional funds: More funds have become available, allowing us to apply for additional funds for the TAP project as we will need them.

Old Laptops: We have two outdated laptops. The staff would like to keep them. The board had no objections.

April 7th-Public Hearing: Reminded the board regarding the Special meeting for a new liquor license.

Clean up-day: Silver Cliff is looking at the end of April or the first two Saturdays in May. We will keep you updated.

b. Report from Town Manager

SRTS-We are advertising for the construction phase; the mandatory walkthrough has been scheduled.

Employee-I have interviewed a candidate for employment.

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

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk