

**BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
TUESDAY, JANUARY 16, 2024  
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, Mr. Mowry, Ms. Lund, Mr. Fulton, Mr. Dembosky (Zoom), and Mr. Wilhelm.

**ABSENT:** Mr. Nordyke

**PLEDGE OF ALLEGIANCE**

Mayor Wenke led the Pledge of Allegiance.

**OTHERS PRESENT**

Kathy Reis, Erin Christie, Caleb Patterson, Clay Buchner (Zoom), Karen Foley, Bianca Trencher, Lucas Epp, and Tim Broll.

**TREASURER’S REPORT**

	<b>REVENUE RECEIVED</b>		<b>BALANCE OF ACCOUNTS</b>
<b>General Fund Checking:</b>	\$ 83,647.06	\$	82,405.16
CSafe-GF Core 11:	\$ 4,538.96	\$	1,105,630.02
CSafe-3% Tabor Reserve 13:	\$ 221.80	\$	46,897.72
CSafe-General Fund Reserve-14	\$ 1,827.10	\$	386,557.74
CSafe-Tennis Ct.-Core-16	\$ 95.58	\$	20,202.86
<b>Tennis Court Checking:</b>	\$ 0.00	\$	5,178.70
<b>Municipal Court Checking:</b>	\$ 0.00	\$	2,382.70
<b>Conservation Trust Fund Checking:</b>	\$ 1,928.72	\$	8,315.96
CSafe-CF Core 15	\$ 200.58	\$	42,425.56
<b>Capital Fund Checking:</b>	\$ 36,998.74	\$	132,453.44
CSafe-CF Core 12:	\$ 5,172.20	\$	1,191,184.46

**EXPENDITURES FOR DECEMBER 2023:**

<b>GENERAL FUND:</b>	\$	<b>63,796.25</b>
<b>MUNICIPAL COURT:</b>	\$	<b>0.00</b>
<b>TENNIS COURT:</b>	\$	<b>0.00</b>
<b>CONSERVATION TRUST FUND:</b>	\$	<b>0.00</b>
<b>CAPITAL FUND:</b>	\$	<b>12,863.88</b>

**APPROVAL OF CONSENT AGENDA**

- a. Approval of minutes – December 12, 2023 Regular meeting.
- b. Treasurer’s Report
- c. Approval of Bills

**ACTION:** Mr. Wilhelm moved, and Mr. Fulton seconded to approve the consent agenda. Motion carried.

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OLD BUSINESS

None

NEW BUSINESS

**a. Consideration of approving the Bluff Park Lease and Management Agreement.**

Karen Foley reported that the Lease and Management Agreement between the Town and Colorado Open Lands remains the same from last year, just the dates have been updated.

**ACTION:** Mr. Fulton moved, and Mr. Mowry seconded to approve the Bluff Park Lease and Management Agreement. Motion carried.

**b. Consideration of contracting with Allyant to comply with HB21-1110 Colorado Website Accessibility Law.**

Ms. Reis reported that HB21-1110 requires that municipal websites in the state of Colorado must be accessible to blind users to be ADA compliant. This law goes into effect July 1, 2024. SIPA contracts with Allyant to perform audits on website. The total cost to the Town will be \$4,000, which includes the audit, assessment, employee training, and PDF document review.

**ACTION:** Mr. Mowry moved, and Mr. Demboksy seconded to contract with Allyant to comply with HB21-1110 Colorado Website Accessibility Law. Motion carried.

**c. Consideration of contracting with CTI Complete for the Town AV system.**

Ms. Reis reported that the Town AV system includes all technology equipment in the Town Hall. There is a one-year or three-year contract (which would need to be paid in advance) available.

**ACTION:** Mr. Wilhelm moved, and Ms. Lund seconded to contract with CTI Complete for one year for the Town AV system. Motion carried.

**d. Consideration of extending or revoking the variance at 57600 State Highway 69.**

Tim Broll reported that they are behind schedule and requested an extension. The Board of Trustees agreed to a six-month extension.

**ACTION:** Mr. Fulton moved, and Mr. Mowry seconded to extend the variance at 57600 State Highway 69 to July 1, 2024. Motion carried.

**e. Consideration of approving Ordinance NO. 1-2024 submitting a ballot question on the April 2, 2024 regular election.**

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**NEW BUSINESS CON'T**

The current 1% sales tax will expire on December 31, 2024. The ballot question is to continue the 1% sales tax in perpetuity. It is not to implement a new tax or raise the tax.

**ACTION:** **Ms. Lund** moved, and **Mr. Mowry** seconded to approve Ordinance NO. 1-2024 submitting a ballot question on the April 2024 regular election. Motion carried.

**f. Consideration of a request to approve Resolution #1-2024 amending the Town Handbook.**

Ms. Reis reported that there are employees who work four ten-hour days. Some work Monday through Thursday, and others work Tuesday through Friday. If a holiday falls on a Sunday, employees get the Monday off as a holiday. But for the employees who already do not work Mondays, the concern is that they will not receive any holiday pay, so the request is to allow for those employees to receive the holiday pay on Tuesday, rather than take PTO. This has already been occurring; the Town Handbook just needs to be amended to reflect it.

**ACTION:** **Mr. Wilhelm** moved, and **Mr. Fulton** seconded to approve Resolution #1-2024 amending the Town Handbook. Motion carried.

**g. Appoint the newspaper of record.**

An RFP was sent to both papers, and only the Wet Mountain Tribune responded.

**ACTION:** **Mayor Wenke** moved, and **Mr. Mowry** seconded to appoint the Wet Mountain Tribune as the newspaper of record for 2024. Motion carried.

**h. Consideration of expending up to \$1,000 with DHM for construction management of Jess Price Park.**

Mr. Patterson reported that he will manage the project. DHM will come to the pre-bid solicitation meeting and will be available for questions throughout the project. There are four contractors who have reached out to Mr. Patterson.

**ACTION:** **Ms. Lund** moved, and **Mr. Fulton** seconded to approve expending up to \$1,000 with DHM for construction management. Motion carried.

**i. Consideration of the Town Clerk's salary.**

Mayor Wenke and Mr. Mowry believe that the Town Clerk is underpaid, and they suggested an increase in salary. The Town Clerk did not make the request. The Town Clerk's annual salary is currently \$55,336.40. The Deputy Town Clerk is currently at \$28.60 per hour; she will be at \$29.00 per hour after her evaluation at the end of this month.

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**NEW BUSINESS CON'T**

**ACTION:** Mr. Mowry moved, and Mr. Fulton seconded to change the Clerk's annual salary to \$62,000. Motion carried.

**STAFF & COMMITTEE REPORTS**

**a. Report from Town Manager**

Mr. Patterson reported that a backup generator is no longer necessary for the Town Hall elevator. In addition, the 2006 International Building Code only applies to new builds, not remodels.

Mr. Patterson reported on updates for the use of the EV chargers. There is a \$5,000 annual fee to use the Cloud Service for credit card payments on the charging stations (this is mandatory). In addition, there is an optional \$12,000 annual fee for maintenance of the charging stations. The equipment for the EV charging stations has already been purchased. The contract with Rexel will be reviewed at the February Board of Trustees meeting.

Mr. Patterson reported updates on grants. TAPP Phase 2 and RMS Phases 2 and 3 are being used to connect Memorial Park to the rest of the sidewalks along Third Street, as well as installing sidewalks, curbs, and gutters along Powell Avenue. In addition, Adams Avenue will be connected to Main Street. RMS grants are at a maximum of \$250,000, with a match of 10%. The grants are from CDOT.

**b. Report from Town Clerk**

Ms. Reis reported that three candidate petitions have been picked up for the vacant Trustee positions that will be on the April 2, 2024 ballot. Only one petition has been returned. The deadline for returning petitions is January 22, 2024, at 5:00 p.m.

Ms. Reis reported that money budgeted to give to the Rotary Van Service will no longer be given out because their services will be discontinued at the end of the month.

The Board requested that Ms. Reis explain why the language of limiting public comment to agenda items only and a three-minute maximum was included on this month's agenda. Mr. Buchner, the Town Attorney, reported that it is legal to limit the time, place, and manner of discussion by the public at the Board of Trustee meetings. A citizen can request to be put on the following month's agenda.

**Mr. Fulton** moved, and **Mr. Wilhelm** seconded to adjourn. Motion carried.

**ADJOURN**

Recorded by:  
Erin Christie  
Deputy Town Clerk