

**TOWN OF CRESTONE BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, MARCH 9, 2015 AT 1:30 PM
AT THE TOWN HALL, 108 W. GALENA AVE., CRESTONE, CO**

MINUTES

1. **Call to Order** – The meeting was called to order at 1:30 pm.
2. **Roll Call** – Present were Trustees Diane Bairstow, John Grotenhuis, Adam Kinney, Lonny Roth and Mark Talbot. Kizzen Laki was absent with notice. Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Town Administrator Akia Tanara, Clerk Gretchen Nelson, Treasurer Gwynn Busby, Attorney Gene Farish and guests Sheriff Dan Warwick, Kate John, Jordan Roberts, Bennett Italia and Fred Bauder.
3. **Approval of Agenda** – **Trustee Bairstow moved and Trustee Roth seconded to approve the Agenda as presented. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
4. **Approval of Minutes of Regular Meeting of February 9, 2015** – **Trustee Roth moved and Trustee Grotenhuis seconded to approve the Minutes of Regular Meeting of February 9, 2015 as presented. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
5. **Attorney’s Report – Gene Farish**
 - A. **Bliss Café – Liquor License** – Trustees reviewed a Transfer of Ownership and Liquor License application submitted by the new managers of Bliss Café. Clerk Nelson stated that the applicant’s current lease dates did not span the term dates required on the lease agreement for the liquor licensing process. Attorney Farish reported the application will be complete once the amended lease is submitted. **Trustee Roth moved and Trustee Grotenhuis seconded to approve the Mayor signing the Transfer of Ownership and Liquor License application for the Bliss Café pending submission of an amended lease agreement. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
 - B. **IGA – Sheriff’s Office** – Trustees reviewed with Attorney Farish the draft Intergovernmental Agreement (IGA) for law enforcement services and Sheriff Dan Warwick answered questions from the Trustees and Attorney Farish. **Trustee Grotenhuis moved and Trustee Talbot seconded approving having the Mayor sign the Intergovernmental Agreement for law enforcement services. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.** Administrator Tanara will forward the agreement to Sheriff Warwick who will present it to the County Commissioners.
 - C. **Code of Conduct** – Trustee Bairstow presented copies of samples of Code of Conduct topics to the Board. **Trustee Kinney moved and Trustee Bairstow seconded to rescind the motion adopting the Code of Conduct. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.** After discussion Trustees agreed to send any comments on this matter to Attorney Farish and will revisit this Agenda item at the April meeting.

- Mayor Danforth declared a break at 2:52 pm and reconvened the meeting at 3:02 pm.

D. Executive Session – C.R.S.24-6-402(4)(b) Conference with Town Attorney; C.R.S. 24-6-402(4)(f) Personnel Matter – At 3:03 pm Mayor Danforth moved and Trustee Grotenhuis seconded to move into Executive Session for a conference with the Town Attorney per C.R.S. 24-6-402(4)(b) and discussion of a personnel matter per C.R.S. 24-6-402(4)(f). The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried. Guests and staff were dismissed. Attorney Farish stated that the content of this discussion was privileged per C.R.S. 24-6-402(4)(b), and the tape recorder was turned off. **At 4:08 pm Trustee Grotenhuis moved and Trustee Bairstow seconded to move out of Executive Session. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

- Mayor Danforth declared a break at 4:08 pm and reconvened the meeting at 4:13 pm.

6. Financial Report – Akia Tanara reported on the following:

- Sales Tax for January 2015 was \$12,242.25
- Administrator Tanara and Treasurer Busby have been reviewing the 2014 Budget vs. Actuals and have discovered many mistakes and continue working to account revenues and expenditures correctly.
- Treasurer Busby started training on March 6th in municipal finance with Lillian from Wall, Smith and Bateman and is scheduled again for March 13th.
- The Crestone Town Center loan payment is now set up for automatic withdrawal on the 3rd of each month.

A. Approval of Audit Exemption Report – Trustees reviewed the Audit Exemption Report for 2014. Trustee Roth moved and Trustee Grotenhuis seconded to approve the 2014 Audit Exemption Report as presented. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.

Trustee Talbot moved and Trustee Roth seconded to approve the Financial Report as presented. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.

7. Presentation of Bills – Trustee Talbot moved and Trustee Bairstow seconded to pay the bills. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.

8. Clerk's Report – Gretchen Nelson reported on the following:

- The fire extinguishers for the Water Treatment Plant, Community Building, Old Town Hall, CYP and Crestone Town Center were recharged on February 5th and won't need recharging until February 2016.
- A cordless drill and a palm sander have been ordered for the Public Works Department.
- The previous 4th of July coordinator is not able to assist the Town for the 2015 annual event. The reservations for a Dunk Tank, Bouncy House, Porta Potties and Trash Receptacles have been made.

- From the beginning of 2015 counter services have brought the Town revenue of \$366.25 from copy, fax, scan and notary charges and average 2-3 hours per week in staff time.
- A Conference Room Agreement was created to support the planning efforts and special projects of non-profit and other organization groups at no charge. Notification was sent to each groups contact person(s) and were signed and returned by all groups involved.

9. Administrator's Report – Akia Tanara reported on the following:

- Most of the independent contractor agreements for the Downtown Revitalization Project have been fully executed. Administrator Tanara asked for feedback with regard to the CDBG Administrator and Trustees agreed that if the new proposal came in at the same cost or less than Tanara could move forward with the contract.
- A Drainage Study project is under contract for the Town and completion of this work is due by March 31, 2015.
- The Town received notification that the grant application to DOLA for exterior renovations of the Crestone Town Center has been approved in the amount of \$139,125.00. Trustees should be able to select a contractor by early May at the latest.
- On March 2nd Brisa Storey, the upstairs renter, reported that she contacted the Sheriff's Office on a problem of a man living in the CTC playhouse and yelling for hours through the night who was scaring herself and her children. Administrator Tanara recommended tearing down the playhouse and instead of tearing it down, Trustee Roth stated he would like the playhouse, which the Trustees approved, and agreed to move the playhouse off the property by mid-April.
- The Town has already spent the entire budget for snow removal for 2015 due to numerous snow storms so far this year. Administrator Tanara reported on an opportunity to purchase a Ford F150 truck with a snow plow. **Trustee Roth moved and Trustee Kinney seconded to approve authorization to purchase a Ford F150 truck with a snow plow for \$1,500.00. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
- On February 23rd a vehicle slid into two posts that support the deck covering the east side of the Crestone Town Center. The posts have minor damage and there was no structural damage to the building as a result of the impact.
- The zone valve which heats the Museum space failed at the end of February and had to be replaced.
- Grant reports have been completed for the 2014 Crestone Botanic Garden sales tax grant and Title III mitigation funds.
- Public Works Coordinator Jim Vanderpool discovered the reason the Old Town Hall had mouse problems for so many years, ~~and~~ ^{it} has been cleaned, repaired and resealed the problem areas. Mr. Vanderpool also began making repairs to the skate ramp as required by CIRSA.
- A Flow Meter verification test on Town Well #2RA failed and the meter will have to be replaced.

10. Mayor's Report

- A. Listening Tour** – Mayor Danforth gave an update on the Rural Philanthropy Days Listening Tour.

11. **New Business** – There was no new business to report.

12. **Old Business**

A. Appointment to Board of Adjustment – Trustee Kinney reported that he spoke with McGregor Gaines about the potential appointment and is waiting on an answer back. Trustees also suggested town resident Vivia Lawson as a potential candidate, and Administrator Tanara will contact Ms. Lawson to see if she is interested in this position.

13. **Other Reports**


A. Planning Commission – Lonny Roth reported that the meeting was short; the Commissioners made a recommendation to the Board of Trustees regarding Tom and Carol Hollmer’s Conditional Use Permit application.

1. Conditional Use Permit – Tom and Carol Hollmer – The Planning Commission made a recommendation to the Board of Trustees for approval of the Conditional Use Permit application submitted by Tom and Carol Hollmer. **Trustee Roth moved and Trustee Kinney seconded to approve the Conditional Use Permit for Tom and Carol Hollmer as presented. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**


14. **Correspondence** – Trustees reviewed a letter submitted by Fred Bauder requesting that private meeting notices be posted. Administrator Tanara will let Mr. Bauder know that the Town is only required to post notices for official Town meetings.

15. **Citizens’ Comments** – There were no citizens’ comments.

16. **Adjourn** – Trustee Grotenhuis moved and Trustee Talbot seconded to adjourn the meeting. **The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the meeting adjourned at 5:51 pm.**



Gretchen Nelson, Clerk
Akia Tanara, Administrator



Kairina Danforth, Mayor