

**TOWN OF CRESTONE BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, APRIL 13, 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 Lonny Roth, Kizzen Laki, John Grotenhuis, Diane Bairstow and Adam Kinney. Trustee Mark Talbot was absent with notice. Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Town Administrator Akia Tanara, Town Treasurer Gwynn Busby, Attorney Gene Farish, Code Enforcer Jim Vanderpool and guest Elaine Johnson.
3. **Approval of Agenda** - **Trustee Kinney moved and Trustee Grotenhuis 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 March 9, 2015** - Three typographical errors were corrected by Trustees. **Trustee Kinney moved and Trustee Grotenhuis seconded to approve the Minutes of March 9, 2015 as amended. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
5. **Attorney's Report**
  - A. **Conceal Carry Permit** - Attorney Farish provided feedback from the CIRSA attorney on this matter, which was that she preferred that the Code Enforcement Officer carry his firearm openly instead of concealed. The consensus of the Trustees was that they prefer that the Code Enforcer carry his firearm concealed, and Attorney Farish will relay their comments and concerns to the CIRSA attorney.
  - B. **CDBG Encroachments** - Attorney Farish advised the Trustees that the Colorado Revised Statutes state that private property owners cannot adversely encroach against the government. The Trustees agreed that the Town Administrator should contact property owners whose development encroach Town property in the downtown redevelopment area and discuss options for mitigating these encroachments.
  - C. **Code of Conduct** - Attorney Farish provided the Trustees with a copy of the *Code of Behavior and Principals for City Council Members* from the City of Monte Vista. As the Planning Commission is working on revisions to the Town's Code of Conduct, the Trustees will continue discussion of this topic after they have received recommendations on the Code from the Planning Commission.
6. **Financial Report** - Treasurer Gwynn Busby reported on various financial matters:
  - The Highway User Tax Fund (HUTF) distribution was significantly lower than normal, and the shortfall will be included in the March distribution.
  - Busby asked Trustees if they wanted to continue paying for the distribution of rack cards, and Administrator Tanara noted that the budget did not identify any revenue source for reprinting the rack cards. Without a motion, the Trustees agreed that they did not want to continue with printing and distribution of rack cards.
  - Fire Protection Fee billing has been completed.

- She is continuing to work with the CPA to correct problems in QuickBooks that were created in 2014.

**Trustee Bairstow moved and Trustee Roth seconded to approve the Treasurer's Report. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

**7. Presentation of Bills - Trustee Kinney moved and Trustee Grotenhuis seconded to pay the bills. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

- Mayor Danforth called for a break at 3:07 pm and the meeting reconvened at 3:20 pm.

**8. Clerk's Report -** In the Clerk's absence, Administrator Tanara reported on the following items:

- A policy was requested for what information can be put on Town business cards. Without a motion Trustees agreed that their business cards could have personal phone numbers, post office boxes and email addresses.
- **Trustee Laki moved and Trustee Kinney seconded to appoint Vivia Lawson to the Board of Adjustment. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
- \$3,400 from Hybrid cemetery lot sales was erroneously put into the Natural Burial Endowment Fund. Trustees agreed that the money should be kept in the Natural Burial Fund, as initial improvements will all be made to this section of the cemetery. Trustees discussed having the Town provide more services for burials, including opening and closing of graves and graveside services, and will continue this discussion at the May meeting.

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

- Construction documents for the downtown redevelopment project should be complete by the 3<sup>rd</sup> week of May. Trustees agreed that they do not need to review or approve the construction documents.
- The DOLA contract for Crestone Town Center exterior renovations has arrived and has been forwarded to Attorney Farish and CIRSA for approval. **Trustee Laki moved and Trustee Kinney seconded to approve Mayor Danforth signing the contract when approval has been received from the attorney and CIRSA. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
- Trustees discussed bulk water sales rates; Tanara stated that additional equipment will need to be purchased to provide water to large trucks. The Trustees requested additional information, and will continue discussing this matter at the May meeting.
- The information provided at the March meeting on the snow plow for sale was inaccurate and the Trustees reviewed the corrected information. **Trustee Roth moved and Trustee Bairstow seconded to approve purchase of the truck and plow for \$3,000. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**
- A 3-month review for the Treasurer has been completed, and the Administrator recommended that the Treasurer be added as a signer on all the Town's bank accounts. **Trustee Laki moved and Trustee Kinney seconded to add Gwynn Busby as a signer on all Town bank accounts. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

- The County awarded \$4,000 in Conservation Trust Funds for the purchase of bear-proof dumpsters and park maintenance.
- Gretchen Nelson has been hired as the Youth Work Force Assistant, and will perform this work outside of her Clerk hours.
- Alleys in blocks 42 and 44 have been cut and final improvements will be made when Ken Skoglund can deliver road base and pit run.
- The playhouse which used to be in Crestone Town Center Park has been removed, as agreed upon by the Board at the March 2015 meeting.
- Two scholarships have been obtained from CIRSA for Ann Bunting and Jim Vanderpool to attend water operator trainings.
- Without a motion the Board approved the installation of a donated greenhouse at the Community Building, stating that once this project ends, the materials must be removed and grass replanted, and that marijuana may not be grown in the greenhouse.

10. **Mayor's Report** - Kairina Danforth gave updates on the activities of Crestone Creative District, Crestone Area Business Alliance and 4<sup>th</sup> of July plans. She reported on the Rural Philanthropy Listening Tour on April 24<sup>th</sup> and verified which Trustees were planning to attend this event.

- Mayor Danforth called a break at 5:08 pm and the meeting reconvened at 5:18 pm.

#### 11. **New Business**

A. **Art For Little Pearl Park** - Elaine Johnson, Vice President of the Crestone Creative District (CCD), presented a plan for artistic development of the Little Pearl Park plaza, which will be installed during the downtown redevelopment project. The geometric mosaic design, created by architect Burt Wadman, incorporates symbolic elements of numerous faiths represented in the community, as well as being non-denominational art. It also contains a water feature. CCD would develop this plan and secure funding for its development. The Trustees expressed enthusiastic support for this project. A couple of concerns were identified regarding the water feature: that it needed to be beautiful even when there was no water in it, and that it had to be protected from freezing. CCD will give due consideration to these issues as the project develops. **Trustee Grotenhuis moved and Trustee Laki seconded to approve the design by Burt Wadman of a mosaic beautification project in Little Pearl Park plaza. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

#### 12. **Old Business**

A. **Appointment to Board of Adjustment** - This item was addressed during the Clerk's report.

#### 13. **Other Reports**

A. **Planning Commission** - Lonny Roth reported on the April 6<sup>th</sup> Planning Commission meeting.

- 1) R.A. (Dick) Blumenhein Conditional Use Permit - Trustees reviewed the recommendation of the Planning Commission on this matter. **Trustee Kinney moved and Trustee Roth seconded to approve the Conditional Use Permit application from R.A. Blumenhein with the conditions that the Conditional Use Permit will not transfer with the title to the property and that if the Town needs use of the Galena and Alder rights-of-way, the Conditional Use Permit will be rescinded. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the motion carried.**

14. **Correspondence** - There was no correspondence to discuss.


15. **Citizens' Comments** - There were no citizens' comments.

16. **Adjourn** - **Trustee Roth moved and Trustee Kinney seconded to adjourn the meeting. The vote of the Trustees present was unanimously in favor and Mayor Danforth declared the meeting adjourned at 5:42 pm.**



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Gretchen Nelson, Town Clerk



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Kairina Danforth, Mayor