

**TOWN OF CRESTONE BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, JUNE 8, 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 1:36 pm.
2. **Roll Call** - Present were Trustees Diane Bairstow, John Grotenhuis, Kizzen Laki and Adam Kinney. Trustees Mark Talbot and Kairina Danforth were absent with notice. Mayor Pro-tem Lonny Roth, present and presiding, declared a quorum present. Also present were Town Administrator Akia Tanara, Attorney Gene Farish, Town Clerk Gretchen Nelson, Town Treasurer Gwynn Busby and guests Elaine Johnson, Shoshannah Smith, William Martino, Merry Meisman and Woody Bolt.
3. **Approval of Agenda** - Trustee Kinney moved and Trustee Grotenhuis seconded to approve the Agenda as amended to include item 6d Resolution 008-2015 and item 11c Saturday Market. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.
4. **Approval of Minutes of Regular Meeting of May 11, 2015** - Trustee Kinney moved and Trustee Laki seconded to approve the Minutes of the Regular Meeting of May 11, 2015 as presented. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.
5. **Approval of Minutes of Emergency Meeting of June 3, 2015** - Trustee Kinney moved and Trustee Bairstow seconded to approve the Minutes of the Emergency Meeting of June 3, 2015 as presented. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.
6. **Attorney's Report**
  - Attorney Farish chose to address Item 6B first.
  - B. Smart Meters** - Attorney Farish reported that SLV Rural Electric is replacing all existing meters with smart meters across the San Luis Valley. Guests Woody Bolt and Merry Meisman invited Trustees to a meeting at her house on Thursday, June 11<sup>th</sup> at 5:30 pm to learn about smart meters and also a meeting at the P.O.A. at 11 am on June 15<sup>th</sup>, and where the CEO of SLV Rural Electric, Lauren Howard, will be present.
  - Mayor Pro-tem Roth declared a break at 2:34 pm and reconvened the meeting at 2:43 pm.
    - A. Executive Session - C.R.S. Section 24-6-402(4)(b) To Receive Legal Advice** -Trustee Kinney moved and Trustee Grotenhuis seconded to move into Executive Session per C.R.S. 24-6-402(4)(b) to receive legal advice from the Town Attorney. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried. At 3:48 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. Following the Executive Session Trustees discussed information from the Town's Water Attorney, indicating that the Town's municipal well permits do not allow for water to be provided outside of town boundaries.

Correction:  
Mayor Pro-tem  
Roth

**Trustee Grotenhuis moved and Trustee Kinney seconded to terminate all bulk water sales for out of town uses and to no longer issue water permits for use out of town boundaries. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.** *The Board discussed the possibility of a one-time permit for uses such as well drilling, and agreed without a motion, to provide bulk water for these purposes.*

**C. Baca Grande Water & Sanitation District Rate Increase** - Trustees requested Administrator Tanara send a response to the District indicating that the proposed new rates exceed the amount allowed by the InterGovernmental Agreement.

**D. Resolution 008-2015 - Declaring a Disaster** – Attorney Farish read Resolution 008-2015 “Declaring a Disaster and Activating an Emergency Operation Plan.” **Trustee Kinney moved and Trustee Grotenhuis seconded to approve Resolution 008-2015 as amended to read heavy “rains” in the fourth paragraph and during pending “declared disaster.” The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.**

**7. Financial Report** - Gwynn Busby reported on the following:

- Sales Tax for April 2015 was \$13,945.79.
- Business License renewals were mailed to 46 customers on May 26 for an estimated amount of \$1,325.
- Third notices will be mailed this month for Fire Protection Fees and there are approximately 35 outstanding invoices totaling \$3,271.00.
- The Crestone Town Center loan balance is \$63,941.45.
- Any account in the Budget vs. Actual reflecting a percentage of 41% is right on target.
- A deposit of \$1,373.19 was submitted into the general funds account from the State’s Highway User Tax Fund.
- Payment for 941 Federal taxes was overlooked and late fees may be charged.
- The annual Identity Theft Red Flag report on the Town’s utility customers was presented with no red flags or breaches of confidentiality.
- Errors as far back as 2013 for Water and Sewer accounts from the previous Treasurer are being corrected.

**Trustee Laki moved and Trustee Kinney seconded to approve the Financial Report. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.**

**8. Presentation of Bills** - **Trustee Laki moved and Trustee Kinney seconded to pay the bills. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.**

**9. Clerk’s Report** - Gretchen Nelson reported on the following:

- The dunk tank and bounce house rentals need to be picked up on July 3<sup>rd</sup> and returned on July 6<sup>th</sup>. Trustee Kinney offered to pick up and return the rentals for the event.
- Clerk Nelson reported that the 4<sup>th</sup> of July dunk tank and bounce house fees need to be confirmed. Following discussion Trustees agreed that dunk tank fees will stay the same as last year, \$5 for 3 balls and \$2 for each ball and the bounce house jump times will consist of 10-15 minute increments with fees set at \$3 for ages 8 and under, \$5 for ages 9 to 18 or \$20 for an unlimited all day pass. Nelson will create caution signs for the bounce house.

- A policy was requested for Board use of the Community Building. Trustees agreed that all rental forms, deposits and rental fees must be paid and forms completed by everyone including the Mayor and Trustees. If a board member wants a reduced fee, that request must be made to the Board of Trustees prior to use of the building.
- Mayor Pro-tem Roth declared a break at 4:15 pm and reconvened the meeting at 4:25 pm.

**10. Administrator's Report** - Akia Tanara reported on the following: <sup>correction:</sup> ~~project area~~ <sup>downtown redevelopment area</sup>

- Soil sampling was completed and surveying of the ~~project area~~ <sup>downtown redevelopment area</sup> has begun. The Town has applied for a mining permit from the Forest Service for large boulders. The overall project is a couple weeks behind schedule.
- Only one contractor attended the walk-through for the Crestone Town Center exterior renovation project. Bids are due by Thursday June 11<sup>th</sup>. A special meeting was scheduled for June 15<sup>th</sup>, at 10:30 am for Trustees to award the contract.
- Tanara has been monitoring the drainages throughout town twice daily as the high water in N. Crestone Creek continues. Blockages in Burnt Gulch and the Cedar Ditch drainages were removed quickly and following inspection, the diversion near the spillway is still working perfectly.
- A draft for the ADA Policy should be ready by the July meeting.
- The grant application for USDA for purchase of a tractor has been submitted and the Town should receive feedback sometime in late July.
- Tanara spoke with Kevin Rogers at Rogers Mortuary about providing services in support of natural burials. Mr. Rogers said they are interested in expanding their services in this area and Tanara sent him the Town's requirements for natural burials.
- The Town's truck "Old Blue" is now insured and licensed.

**11. New Business**

**A. 4th of July - Elaine Johnson CABA/CCD** – Elaine Johnson reported on this being a new beginning for community groups to work together on a non-bias Town related event and presented Trustees with a tentative schedule of events from both CABA and CCD groups. Ms. Johnson feels there will be more visitors this year due to extra advertising, outreach and the event falling on Saturday and made the following requests: A section of Silver and Galena Avenues be closed throughout the day to enlarge the area for vendors and entertainment; pots of flowers purchased by the groups be set at the stop signs and the welcome sign; beautification in the Town including weed eating the parks and parade route; lowering the booth rental fee for food vendors and removing the Crestone Town Center (CTC) fence in between the Eagle office and the CTC building. Trustees agreed to closure of the two roads. Tanara explained that the \$75 fee for food vendors is only for vendors who provide full meals.

**B. Storm Drainage Study** – Trustees reviewed and discussed the Stormwater Drainage Study submitted by SGM. Trustees noted that this is a relevant document, and that there was no action to take at this time.

**C. Saturday Market** – Trustee Bairstow reported that someone keeps moving the Town's picnic tables away from Little Pearl Park and requested that they stay on or near Silver Ave. for the rest of the Saturday Market season. Trustees approved her request as long as the tables were moved near the foot bridge at the end of each market day.

**12. Old Business**

**A. Bulk Water Rates** - This item was discussed under the Attorney’s Report.

**13. Other Reports**

**A. Planning Commission** - Akia Tanara reported on the following:

- Joe Michalak resigned by letter from the Planning Commission. Terry Georgan introduced himself at the meeting as a potential candidate. In the meantime Commissioners reached out to Mr. Michalak, who had emailed Commissioners a letter about his mistake in resigning and stating that he would like to continue on as a Commissioner.
- Commissioners reviewed pages of questions on Zoning Regulations from Attorney Farish and supplied responses to his questions.
- Commissioners discussed a statement for the Fair Housing Act.

**14. Correspondence** - Trustees reviewed a letter submitted by Lanelle Lovelace requesting use of the Community Building and a reduced rental fee for CYP’s Adventure Day Camp summer program. Trustees agreed they are in support of CYP’s Adventure Day Camp summer program. **Trustee Laki moved and Trustee Kinney seconded to approve use of the Community Building at a rental fee of \$300 for CYP’s Adventure Day Camp summer program. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the motion carried.** Trustees also reviewed a letter submitted by Shoshannah Smith about information handouts on the U.S. Constitution, the Bill of Rights, the Declaration of Independence and a diagram outlining the government hierarchy she would like to present on the 4<sup>th</sup> of July and an email from Fred Bauder stating that the Board made a bad decision on the Alder St. Bridge culverts and how the Town should have built a ‘real’ bridge. No action was taken on either letter.

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

**16. Adjourn** - **Trustee Kinney moved and Trustee Grotenhuis seconded to adjourn the meeting. The vote of the Trustees present was unanimously in favor and Mayor Pro-tem Roth declared the meeting adjourned at 5:57 pm.**



~~Gretchen Nelson, Town Clerk~~  
Akia Tanara, Interim Town Clerk



Kairina Danforth, Mayor