

**TOWN OF CRESTONE BOARD OF TRUSTEES
PUBLIC HEARING AND REGULAR MEETING
MONDAY, OCTOBER 12, 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 1:32 pm.
2. **Roll Call** – Present were Trustees John Grotenhuis, Diane Bairstow, Mark Talbot, Kizzen Laki (arrived at 1:35) and Adam Kinney (left at 6:04). Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Attorney Eugene Farish, Administrator Akia Tanara, Treasurer Gwynn Busby and Clerk Assistant Allyson Ransom.
3. **Public Hearing** – Crestone Performances, Inc. Special Event Liquor License Application.
Attorney Farish opened the Public Hearing and reviewed all of the criteria and stated that they had been met. There were no comments from the public and no adverse comments from the Board, and Attorney Farish remanded the matter to the Board for their decision. **Trustee Talbot moved and Trustee Kinney seconded to approve the special liquor license as submitted by Tom Dessain of Crestone Performances. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.**
4. **Approval of Agenda** – Trustee Grotenhuis moved and Trustee Bairstow seconded to approve the agenda as amended with the following changes: to add item 8B - *Digital Recording*, to move item 18- *Museum Correspondence* to item 7A, and to add item 8C- *200 Cottonwood, LLC. Easement Agreement*. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
5. **Approval of Minutes of Regular Meeting of September 14, 2015** – Trustee Talbot moved and Trustee Grotenhuis seconded to approve the minutes of the Regular Meeting of September 14, 2015 as amended with a spelling correction to Nathan Good's last name (by deleting the "e") in item 15A. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
6. **Approval of Minutes of Special Meeting of September 21, 2015** – Trustee Talbot moved and Trustee Kinney seconded to approve the minutes of the Special Meeting of September 21, 2015 as presented. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
7. **Approval of Minutes of Special Meeting of October 5, 2015** – Trustee Grotenhuis moved and Trustee Laki seconded to approve the minutes of the Special Meeting of October 5, 2015 as presented. The vote of the Trustees was unanimously in favor, and Mayor Danforth declared the motion carried.

A. Museum Correspondence - Mary Lowers presented a letter, written by Jim McCalpin, in favor of the Museum becoming a more independent entity from the Town and having its own director in order to register as an official historic museum, which would help with future funding options. A discussion followed including the background of the museum's origin, its importance for tourism and an interest in forming a non-profit, 501 (c) 3. **Trustee Laki moved and Trustee Kinney seconded to approve James McCalpin as the volunteer Museum Director; however, the Town would maintain its current administrative status for the Museum at the present time. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.**

8. Attorney's Report – Gene Farish

- A. Neighborhood Watch-** There was a discussion on the following subjects associated with the program: its importance, how to start one and coordinate with The Peacekeeper's group in Crestone and the Saguache County Sheriff's office. The Board agreed that they would contact Benjamin Byer regarding the Peacekeepers, get details in writing from the Sheriff Warwick's office regarding his responsibilities, keep documentation of any incidents with Sheriff's office, contact Saguache County Commissioners, contact Towns of Saguache, Moffat and Hooper to see about sharing a joint law enforcement officer, and to look into grant opportunities to fund the hiring of a certified and experienced, post-certified officer in the Town of Crestone.
- B. Digital Recordings-** The board discussed the pros and cons. Attorney Farish commented on the importance of establishing a policy with specific procedures on recording and retention and reiterated that the written minutes must reflect what was done and motions passed and not necessarily what was said. He advised contacting CIRSA for advice. **Trustee Kinney moved and Trustee Bairstow seconded to set a new policy for digital audio recording of Board meetings. More discussion followed and Trustee Kinney withdrew his motion.** The Board requested that Administrator Tanara and Attorney Farish provide more information on this matter at the November Board meeting for review.
- C. Easement Agreement-** **Trustee Kinney moved and Trustee Bairstow seconded to approve the 200 Cottonwood, LLC. Easement Agreement for the fuel tank replacement project.** There was further discussion on the wording of the motion, and Attorney Farish explained the procedure, stating that if the Board approved the agreement he had drawn up, then it would be sent to 200 Cottonwood, LLC for their signatures, and then the Town would execute the agreement. **Trustee Kinney withdrew his motion.**

Trustee Kinney moved and Trustee Grotenhuis seconded to approve that the Easement Agreement be sent to the other parties involved and if approved then the Town will execute the Agreement with 200 Cottonwood, LLC. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

- D. Executive Session – CRS 24-6-402(2) (f)- Mayor Danforth moved and Trustee Kinney seconded**

to go into an executive session at 4:25pm. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

The Mayor reconvened the regular meeting at 5:53pm, and the Board announced that a special meeting would be scheduled to discuss a personnel matter at 8:00am on October 14, 2015.

9. **Treasurer's Report** – Gwynn Busby
There was no discussion or motion to approve this report.
10. **Presentation of Bills** – Gwynn Busby
Trustee Laki moved and Trustee Bairstow seconded to approve paying the bills as presented. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
11. **Budget Draft 2016** -
The Board decided to have a special meeting to discuss the 2016 Budget at 4:00pm on October 26, 2015.
12. **Clerk's Report** – No report was presented.
13. **Administrator's Report** – Akia Tanara reported on the following:
 - Alcon had not submitted costs to the Town on the change order to the bid for the Downtown Revitalization Project. A discussion followed on the possibility of holding off on the project until spring and making sure that Architect Burt Wadman would be present for any future meetings or review on the project as their technical consultant.
Trustee Laki moved and Trustee Grotenhuis seconded to cancel the contract with Alcon and revisit the issue for spring construction due to the lateness of the season and the lack of response from Alcon and the lack of a change order being in place. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
 - The “deferred revenue” category in QuickBooks was not fully documented in the past by another Town treasurer and Administrator Tanara and Treasurer Busby will research and define what money belongs to which project. Administrator Tanara will report her findings at the November meeting.
 - Administrator Tanara wanted to know if the Board wanted to give a rent reduction to Brisa Storey, the renter above Town Hall and to the Youth Plaza Thrift Store, due to the noise and inconvenience experienced during the renovation project.
Trustee Grotenhuis moved and Trustee Laki seconded to waive the rent for one month for both Brisa Storey and the Youth Plaza Thrift Store. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

- A special meeting needs to be held for the FEMA project to review the bids and select a contractor for cleaning out the North Crestone Creek area above the large culverts on Alder Street. The Board decided to meet at 9:00am on October 19, 2015.
- The Municode contract is fully executed and information will start being sent to municode for the codification process.
- The Denver Museum burial will be held at 3:00pm on October 14, 2015 with a reception to follow at 4:00pm at the Crestone Community Building.

14. **Mayor's Report-** Mayor Danforth had no report.

15. **New Business-** There was no new business.

16. **Old Business**

A. Digital Recorders-covered in item 8B

17. **Other Reports**

A. Planning Commission

- Mayor Danforth reported on Planning Commissioner Goergen's presentation to funders at Rural philanthropy Days in Creede, CO.

18. **Correspondence** – covered in item 7A

19. **Citizens' Comments-** Scot Swordy spoke to the Board about a previous request presented last year to have his road repaired to make it passable in the winter. He requested again that it be fixed before winter weather hits this year and also suggested creating a T at the end of the street for large trucks to be able to turn around. **Trustee Grotenhuis moved and Trustee Birstow seconded to approve spending up to \$2500.00 to improve the section of Golden Ave. from S. Spruce St. to S. Hemlock St. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.**

20. **Adjourn-** Trustee Talbot moved and Trustee Grotenhuis seconded to adjourn the meeting at 6:29pm. The vote of the Trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

Allyson Ransom

Allyson Ransom, Acting Town Clerk

K Danforth

Kairina Danforth, Mayor