

**TOWN OF CRESTONE
BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, NOVEMBER 14, 2016 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 1:33 pm.
2. **Roll Call** – Present were Trustees Diane Bairstow, Benjamin Byer, Terry Goergen, John Grotenhuis, Kizzen Laki (left at 6:50 pm), and Trustee Adam Kinney was absent with notice. Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Attorney Gene Farish, Treasurer Gwynn Busby and Town Clerk Allyson Ransom and Architect Burt Wadman.
3. **Approval of Agenda** – *Trustee Laki moved and Trustee Goergen 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 - Regular Meeting of October 10, 2016**, *Trustee Laki moved and Trustee Grotenhuis seconded to approve the minutes from the Regular Meeting on October 10, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
5. **Approval of Minutes – Special Meeting of October 17, 2016**, *Trustee Bairstow moved and Trustee Byer seconded to approve the minutes from the Special Meeting on October 17, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
6. **Approval of Minutes – Special Meeting of October 24, 2016**, *Trustee Laki moved and Trustee Byer seconded to approve the minutes from the Special Meeting on October 24, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
7. **Public Meeting - Master Trail Planning Grant-** Burt Wadman opened a public meeting at 1:37 pm and presented a slide show with detailed maps of a proposed trail loop through town and trailhead locations. The project would connect to proposed Bureau of Land Management trails and the Baca Wildlife Refuge Visitor Center. A second public meeting will be held on December 12, 2016 at 7:00 pm. in the Town Hall meeting room. Wadman also gave background on trails, access to peaks and wilderness, number of climbers summiting peaks above Crestone yearly (3000), trails as an economic resource for people, the importance of tying all areas together for continuous recreational opportunities, coalition partners, and future goals of a master plan for an interconnected trail network in the eastern San Luis Valley. Various positive comments were made and more information was provided by Board members and the audience about areas in town

where platted roads would not likely be developed due to geographical features. The presentation and public meeting concluded at 2:35 pm.

[The Mayor called a brief recess at 2:25 pm, and the meeting was reconvened at 2:30 pm.]

8. Attorney's Report- Gene Farish

- A. Task Force Report** –Elaine Johnson presented the report that included data collected from other communities, formation of the neighborhood watch group (CAN), and recommendations, such as, hiring law enforcement at least on a part-time basis from May through November and Wednesdays through Sundays. Also noted was the importance of having a uniformed code enforcement officer to overlap with a police officer. The Trustees thanked Elaine and other task force members for putting together such a detailed report.
- B. Law Enforcement IGA 2009-** Attorney Farish discussed the offense code previously adopted by the Town and that the Saguache County Sheriff had jurisdiction to file in both county court and Crestone's municipal court. The Board discussed Sheriff Warwick's email stating he did not have the manpower to comply with the previous IGA between the Town of Crestone and Sheriff Norris who had signed it in 2009. Farish stressed having law enforcement specifically to enforce the model traffic code, the municipal code and criminal code as needed. Sheriff Warwick arrived to the meeting after the discussion but agreed to try to return for a work session with the Board during a Special Meeting on Tuesday, November 29 at 2:00 pm.
- C. Adli Building Update** –Attorney Farish stated he had not received a response to his last letter sent to the Adli attorney. Information given to the clerk from Darlene Yarbrough was shared regarding the latest offer that the Adli's did not accept, so the building was still unsold. After further discussion about procedures necessary to file for condemnation or imposing fines, Farish recommended sending another letter stating the abandoned and unfinished building was a nuisance and posed a danger to the community. The consensus of the Board was to include previous documentation to substantiate the danger from the Fire chief's inspection, incident reports from the sheriff's department filed that involved juveniles breaking into the building, and a letter from the state electrical inspector. *Trustee Grotenhuis moved and Trustee Bairstow seconded to direct Attorney Farish to correspond immediately with the Adli group for non-compliance of their unfinished building at 253 W. Golden Ave. and that the Town was commencing legal proceedings. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- D. SLVREC/ Xcel Electric-** Attorney Farish reported on his discussion with a representative from Xcel who said they would not move into new areas to provide electricity unless another company opted out. The new SLVREC smart meters that have already been installed in town and the new opt out form was discussed. The

Board asked the clerk to find out how much it would cost to change out the Town of Crestone's seven meters or only the meters on the Town Hall building and report back at the December meeting.

- E. **Municode Update** – Attorney Farish stated that the process for creating a municipal code is lengthy, and Clerk Ransom stated that the Board needed to schedule work sessions regarding Municode after the holidays, but in the meantime, Municode was still waiting for an updated nuisance code. The Board scheduled a Special Meeting on Monday, December 5, at noon for a work session and planned to have lunch served and directed the clerk to contact Megumi Sugihara to cater. *Trustee Grotenhuis moved and Trustee Laki seconded to approve spending up to \$150.00 for lunch for the special Board meeting on December 5, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- F. **Resolution # 019-2016 -To adopt 2017 Budget-** The Board reviewed the budget and noted further corrections to be made and requested it be approved at the Special Board of Trustees meeting on Tuesday, November 29, 2016 at 2:00 pm in the Community Building (Town Hall meeting room already in use). The Trustees discussed and asked Mayor Kairina Danforth to bring a formal request letter from the Crestone Creative District Board asking for funds in 2017.
- G. **Organizational Chart** – The Board discussed the chart supplied by Attorney Farish's office and decided to remove "police officer" until the Town had hired one. *Trustee Laki moved and Trustee Grotenhuis seconded to approve the Organizational Chart as amended. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- H. **Job Descriptions** - Water Systems Manager and Bookkeeper. Trustees discussed the corrections needed in several job descriptions provided by Attorney Farish's office, specifically the mention of employees "hired by the Town Clerk" that needed to be amended to "hired by the Board." Trustees directed the clerk to make corrections to all of the job descriptions and present at the December Regular meeting. *Trustee Bairstow moved and Trustee Grotenhuis seconded to approve a new job description for "Wastewater Systems Supervisor."* Further discussion took place, but *the motion was not carried.*
- Trustee Bairstow moved and Trustee Laki seconded to approve a new job description for "Wastewater Systems Supervisor as amended." The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- I. **Executive Session-** as per CRS 24-6-405 Personnel Matters- The Board did not go into an executive session.

[The Mayor called a brief recess at 5:20 pm, and the meeting reconvened at 5:30 pm]

9. **Financial Report/ Presentation of Bills** – Treasurer Gwynn Busby presented the Report and bill list, stressing the need to maintain \$150,000.00 in reserves for six months of

operating costs as per the state requirements. Discussion included the Water Fund, augmentation plan costs, fire protection fees, and creating new revenue streams including increasing the water rates. The Board requested that the treasurer provide documentation at the next meeting showing the monthly tax revenues over the past couple of years and bring an explanation notice for review that will be sent out with the 2017 fire protection fees. *Trustee Byer moved and Trustee Goergen seconded to raise the base water rates from \$34.00 to \$37.00.* After Board discussion, the *trustees withdrew the motion* until further information could be presented to verify revenue change at all water usage tiers

Trustee Goergen moved and Trustee Grotenhuis seconded to approve the financial report as presented. The vote of the trustees was unanimously in favor, and Mayor Danforth declared the motion carried.

Trustee Bairstow moved and Trustee Goergen seconded to approve paying the bills list as presented. The vote of the trustees was unanimously in favor, and Mayor Danforth declared the motion carried.

10. Mayor's Report - Kairina Danforth reported on the following: Colorado College working with the Town and the Crestone Charter School on a sustainability project using the Town Hall Greenhouse. The recent GOCO presentation with high school students involved was shared.

11. Clerk's Report – Allyson Ransom reported on the following:
State Labor Office Unemployment Division's letter stating the Town may still owe \$502.00 for previous employee, Patricia Zinn; Need to contact the Saguache County District Chief, Wes Moores, to fill out the appropriate forms to help change our ISO rating; Code Enforcement job posting update; staff meeting update; Charles Sommers as back up for Ann Bunting and signed up for training and tests through the CRWA and OCPO; adopting a sidewalk policy; safety issues with propane tanks in town; and using caution with taking on new matching grants in 2017. The Board asked the clerk to write a letter to the county commissioners requesting them to ask for Chief Moores' assistance in completing ISO forms with the ISO representative.

12. Public Works - Gretchen Nelson's report was not included.

13. Water Department – Ann Bunting presented her report, and the Board briefly discussed using the pipes to generate electricity so the Town could eventually have its own utility company. The Board also requested Ann to present a list of the top five deficiencies in the Water Department for the December meeting.

14. New Business –

A. **Greenhouse Proposal** - Fedrica Solano presented the CYP Thrift Store's plan to rent and use the greenhouse while working with partners, such as Colorado College and the Crestone Charter School. The consensus of the Board was favorable to allow them to use it in the future, and Fedrica will report back at the December meeting regarding securing funds to pay the proposed \$100.00 rent per month.

- B. **Planned Unit Development Requests** – Vivian Lawson and Faith O'Reilly presented their plans for Planned Unit Developments and installing RV standard Tiny Houses at two locations in Block 7 and Block 29. They stated that they were in the planning phase of development only and were looking for feedback.

15. Old Business

- A. **FEMA Update** - Burt Wadman updated the Board on both completing an extension for the application deadline to FEMA and completing the drainage project by immediately starting a new bid process. The total project amount funded by FEMA is \$105,000.00 and will include work at four locations in town. Wadman stated he would be sending documents and advertisement information to Clerk Ransom, and the clerk reminded the Board for the need to announce which neighborhoods will be affected by the construction work.
- B. **TC Tree Service** - Time sheet. Tad Crawford was not present but included his time sheet for the Trustees to review as requested at the October regular meeting.

16. **Planning Commission** – Meeting Minutes of November 7, 2016. The Board reviewed the Planning Minutes and requested a copy of PUD regulations from the Commission. Trustee Goergen reported on their meeting, including their research on the number of horses allowed per acre in other towns (one horse per ¾- 1 acre in Rural Residential areas only).

17. **Correspondence** – The following letters were presented to the Board:

- Removal of Chalk box near the Plaza– Paul Grice
- Neighboring nuisance - Anne Dennett
- Development concerns – James and Barbara Krehbiel, Block 7 Tiny House development.
- Development Concerns – Bruce Sheldon, Block 7 Tiny house development.

The trustees discussed the letters and requested that the Town Hall office send responses to the correspondents, thanking them for communicating their concerns and that the Town is in the process of resolving the issues.

Regarding an email from Nathan Good, received before the meeting, he asked permission to have a small fire during the Winterfest, *Trustee Goergen moved and Trustee Byer seconded to allow the fire*. After Board discussion, *the motion was withdrawn*. The trustees requested that the clerk email Mr. Good and ask for specific details such as where and when the fire would be held before the Board could approve it.


18. Citizen's Comments

- Nina Gonzalez voiced her concerns about the removal of a wooden box to store chalk from the stone mosaic/plaza area in Little Pearl Park. The Board and Gonzalez discussed options for chalk artists that would not adversely affect the new plaza. A proposal was formulated to create a vertical space in the form of a large blackboard further down the fence line and then to reinstall the chalk box


away from the mosaic. Ms. Gonzalez was advised to contact Kimberlee Best, the owner of the Crestone Inn, and ask permission to install one against their fence.

- Letters received via email from Adam Kinney and Cristina Cabeza-Kinney were presented.
- Resident Fred Bauder shared his negative opinions regarding the plaza and stated that the Town needs to use grant funds for repairs and maintenance.

19. Adjourn - Trustee Grotenhuis moved and Trustee Goergen seconded to adjourn the meeting at 9:00 pm. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.



Allyson Ransom, Clerk



Kairina Danforth, Mayor