

**TOWN OF CRESTONE  
BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, DECEMBER 12, 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 1:31 pm.
2. **Roll Call** – Present were Trustees Diane Bairstow, Benjamin Byer, Terry Goergen, John Grotenhuis, Adam Kinney, and Kizzen Laki (left at 5:30). Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Attorney Gene Farish, Treasurer Gwynn Busby, and Town Clerk Allyson Ransom.
3. **Approval of Agenda** – *Trustee Kinney moved and Trustee Goergen seconded to approve the agenda as amended with the addition of a brief discussion regarding employees. The vote of the trustees present was unanimously in favor, and the Mayor declared the motion carried.*

Clerk Ransom was asked to leave the room and when she was called back into the meeting, the Board announced that they had made the following motion:

**Trustee Grotenhuis moved and Trustee Kinney seconded to approve holiday bonuses in the form of gift cards for the following regular (non- contracted) employees: Gwynn Busby and Allyson Ransom (\$200.00 each); Gretchen Nelson, Ann Bunting and Melinda Davis (\$50.00 each); Marilyn Bunker and Jackie Gosswiler (\$25.00 each).**

4. **Placement of *Citizen's Comments* on agenda.** The Board discussed where the item 'Citizens Comments' should be placed within the Agenda and received input from Attorney Farish and Clerk Ransom.

*Trustee Laki moved and Trustee Kinney seconded to amend the Rules and Procedures by correcting the following:*

- *To place the 'Citizens Comments' item after the approval of the Minutes with the stipulations that each comment may not exceed three minutes, the total comment period may not exceed fifteen minutes, and not to prohibit citizens from commenting on specific agenda items as they are discussed;*
- *To place the Mayor's Report ahead of the Clerk's Report;*
- *To remove the title 'Town Administrator.'*

*The vote of the trustees present was unanimously in favor, and the Mayor declared the motion carried.*

The clerk will correct the Rules and Procedures document and send to Attorney Farish for review prior to the January Board Meeting.

5. **Approval of Minutes - Regular Meeting of November 14, 2016.** *Trustee Grotenhuis moved and Trustee Goergen seconded to approve the Minutes of the Regular Meeting on November 14, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

6. **Approval of Minutes- Special Meeting November 29, 2016.** *Trustee Laki moved and Trustee Goergen seconded to approve the Minutes of the Special Meeting on November 29, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
7. **Approval of Minutes- Special Meeting December 5, 2016,** *Trustee Laki moved and Trustee Byer seconded to approve the minutes of the Special Meeting of December 5, 2016 as amended with the following corrections: to remove "notice of" from the document header and to have the amount of \$54,225.00 printed on one line. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

8. **Attorney's Report - Gene Farish**

- A. **Public Hearing to Adopt Resolution #020-2016 Water Supplement and #022-2016- Sewer Supplement.** Attorney Farish opened the public hearing at 2:20 pm, pursuant to a legal notice being published and posted. After reading the resolutions, and noting two minor corrections, there were no public comments, and Attorney Farish remanded the items to the Board for action. The hearing was closed at 2:29 pm.

*Trustee Kinney moved and Trustee Laki seconded to adopt Resolution #020-2016 -Water Fund 2016 Supplement and Resolution #022-2016- Sewer Fund 2016 Supplement , as amended by changing the term 'water county' to 'water court' and adding 'day of \_\_\_\_, 2016' to the end of each document. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- B. **Resolution # 021-2016 to approve the mill levy.**

*Trustee Grotenhuis moved and Trustee Goergen seconded to adopt Resolution # 021-2016 to approve the mill levy for 2017 at the rate of 5.683 mills. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- C. **Organizational Chart/Job descriptions-** The Board discussed adding the following categories under the purview of the Town Clerk: sewer collections operator, building/zoning inspector, and contract services. The chart and full list of job descriptions will be presented at the January Board Meeting for approval. Clerk Ransom will email all corrected job descriptions to the Board for review prior to the next meeting.

- D. **Joomla Contract Renewal- Mark Talbot.** The Board reviewed Mark Talbot's contract and were presented with additional contact information presented for web designer, Carolyn Victoria. The item was deferred until the January meeting until the clerk advertises for web design services in the Crestone Eagle and contacts Mark Talbot about the request for bids.

*Trustee Laki moved and Trustee Grotenhuis seconded to approve posting an advertisement seeking quotes for a web designer to redesign and upgrade the Town of Crestone website, provide training to staff, and perform periodic site maintenance. The vote of the trustees present was unanimously in favor, with the exception of Trustee Laki who abstained from voting due to a possible conflict of interest. Mayor Danforth declared the motion carried.*

- E. **FEMA update-** Burt Wadman updated the Board on the FEMA bid process and answered Attorney Farish's question about the bid documents that he (Wadman) had composed. Wadman confirmed that the lowest bid received and accepted by the Board was from Cooley and Son Excavating for the Alternate Bid #1, which corresponded to a contingency for the Town receiving a project extension from FEMA, which the Town received the day after the bids were opened. Clerk Ransom stated that she had responded to the concerns of another bidder, Avalanche Construction, and emailed them proof that FEMA had granted the Town an extension. Attorney Farish confirmed that the Town correctly chose the lowest bidder but stressed the importance of forwarding all future contracts and bid documents to him for review.

[The Mayor called a brief recess at 3:20 pm, and the meeting resumed at 3:30 pm).

The trustees noticed an error overlooked on the Special Meeting Minutes of December 5, 2016, which they had approved earlier in the meeting and needed to correct.

***Trustee Laki moved and Trustee Goergen seconded to re-approve the Minutes of the Special Meeting of December 5, 2016 as amended with the following new correction of wording in item #4:***

***“Trustee Laki moved and Trustee Bairstow seconded to accept the Alternate Bid of \$54,225.00 from Cooley and Son Excavating to complete a FEMA- funded drainage project, subject to State approval of the Town of Crestone’s request for a time extension and subject to Burt Wadman’s meeting with Cooley and Son to review the project.”***

***The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion.***

Burt Wadman reported on the Downtown Redevelopment Project-Phase II, noting that the primary areas planned for construction would be the north side of East Galena Ave. from the real estate office to the Mercantile store, W. Silver Ave. to the Elephant Cloud retaining wall and the plaza to the corner of W. Silver Ave., and the alley exit on S. Alder St. from the post office. Wadman noted that tapering the south side of W. Silver Ave. would help the drainage and flood control. The Board also discussed sidewalk accessibility issues in the completed area along W. Silver Ave. where cars had been pulling up too close and blocking pedestrians and wheelchairs. Burt Wadman stated that this would be taken care of and asked the Board to approve the Phase II Plan of the Downtown Redevelopment Project.

***Trustee Byer moved and Trustee Goergen seconded to approve the plan for Phase II of the Downtown Redevelopment Project, also known as PPNP, specifying improvements at sites 3A, 5A, 4B, 5B and 7 as shown on the map provided and priorities to be determined dependent on cost estimates. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***



F. **Law Enforcement** – The Board commented on Sheriff Warwick’s comments that he could not honor the previous IGA from 2009, not knowing the Town was a Court of Record, and the Sheriff’s

most recent email in which Warwick stated that a new agreement with the Town would cost \$40,000.00 and not include a squad car or equipment. It was noted that the Crestone area is the largest population in Saguache County and should have a regular law enforcement presence. Trustees offered ideas to create the Town's own code enforcement/police officer position and information will be gathered by trustees and the clerk concerning training, grants, and possible state police as back up. Reports will be shared at the regular February Board meeting when all of the trustees can attend. Attorney Farish reminded the Board that the Town requires a certified officer whether the person is employed part-time and the officer will need to enforce the MTC, Criminal Code and Town codes. *IF hired an officer then he must be police officer*

- G. Adli Building** – Clerk Ransom updated the Board on her conversations with the realtors who said another purchase offer was being made for the building. Attorney Farish said he never received any answer to his last letter to the Adli's attorney but would wait on filing a suit with the court until the Board directed him to do so. The trustees decided to review the status at the January meeting.

**H. Crestone-Baca Sub Area Planning Commission Re-appointments-**

*Trustee Grotenhuis moved and Trustee Laki seconded to re-appoint Kairina Danforth and Terry Goergen to the Crestone-Baca Sub-Area planning Commission for 2017. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- I. Nuisance Code** – Attorney Farish advised including detailed conditions that cause blight instead of having a lengthy definition of blight within the document. The Board agreed to hold a Special Meeting for a Nuisance Code work session on December 28, 2016, possibly at the Cloud Station where lunch could be provided. The clerk will email a menu to the trustees before the meeting.

*Trustee Grotenhuis moved and Trustee Kinney seconded to approve spending \$150.00 for lunch during a work session on December 28, 2016. The vote of the trustees present was unanimously in favor, except Trustee Byer who abstained due to possible conflict of interest. Mayor Danforth declared the motion carried.*

- 9. Financial Report/ Presentation of Bills** – Gwynn Busby reported on closing out the CTC Grant and waiting for the CDBG reimbursement for approximately \$24,000.00.  
*Trustee Grotenhuis moved and Trustee Bairstow 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 to approve and Trustee Goergen seconded to approve paying the bills. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- 10. Mayor's Report-** Kairina Danforth reported on grants, projects and meeting with the representatives from Colorado College and the Crestone Charter School regarding a cooperative project to use the Town Hall greenhouse.
- 11. Clerk's Report** - Allyson Ransom reported on the cost to change out Smart meters; Cottonwood Street Bridge; Board retreat locations; updates on supervising other employees and their work schedules; ongoing issue with the sewer collection lines and coordinating with the Crestone Charter School to improve the situation with masses of paper hand towels being flushed into the system.
- **Public Works** - Gretchen Nelson's report was included for review.

- **Water Dept.** - Ann Bunting's report included five deficiencies that the board requested to review.

**12. 5:00 PM - New Business**

- A. **Commercial Property- 175 W. Golden Ave. - Electrum (Rachel Medina)**. Rachel Medina, requested a place on the agenda but did not attend. The board discussed the importance of maintaining and protecting the town's limited commercial district and having Charles Sommers inspect properties.

**13. Old Business-** Some ongoing items were previously discussed under the Attorney's Report.

**14. 6:00 PM - Planning Commission**

- **Draft Meeting Minutes of December 5, 2016 Planning Meeting**
- **End of Year Report** -Chair Cabeza-Kinney reported on progress made during the year, the new commissioners, and the need to have a visioning session with the Board. She discussed restorative justice and offering her services as a paid meeting facilitator.

**15. Correspondence**

- **Road to Charter School**-the Board briefly discussed Ralph Abrams' letter and the importance of creating a future sidewalk to the school. The mayor and clerk reported that several school personnel told them they did not want a paved road to the school. The trustees requested that the clerk send a response letter to Mr. Abrams.
- **ADA accessibility at Plaza**- Clerk Ransom shared complaints she received regarding accessibility about which Mr. McClain wrote in his note for the Board. Burt Wadman stated that a ramp of packed rock fines or cement could be installed to access the grass area. The trustees requested that the clerk send a response letter to Mr. McClain.

**16. Public Meeting 7:00 pm- Master Trail Grant Presentation #2-** Burt Wadman's public presentation was moved to take place immediately after adjourning the meeting as most of the Board members had to leave.

**17. Citizen's Comments** – None.

**18. Adjourn** – *Trustee Byer moved and Trustee Kinney seconded to adjourn the meeting at 6:45 P.M. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Allyson P. Ransom*

Allyson Ransom, Clerk

*K Danforth*

Kairina Danforth, Mayor