

**TOWN OF CRESTONE  
BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, JANUARY 9, 2017 AT 1:30 PM  
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 Diane Bairstow, Terry Goergen, and John Grotenhuis. Trustees Benjamin Byer, Adam Kinney and Kizzen Laki were absent with notice. Mayor Kairina Danforth, present and presiding, declared a quorum present. Also were present Attorney Gene Farish and Town Clerk Allyson Ransom.
3. **Approval of Agenda** – *Trustee Grotenhuis moved and Trustee Goergen seconded to approve the agenda as amended, by including “Treasurer Busby- Sick Pay” under New Business. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
4. **Approval of Minutes - Regular Meeting of December 12, 2016.** *Trustee Goergen moved and Trustee Grotenhuis seconded to approve the Minutes for the Regular Meeting on December 12, 2016 as amended with a correction to page 4 (top paragraph, last sentence), to read, “Attorney Farish reminded the Board that if the town hired an officer then he or she must be a certified peace officer.” The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
5. **Approval of Minutes- Special Meeting December 28, 2016.** *Trustee Bairstow moved and Trustee Grotenhuis seconded to approve the minutes for the Special Meeting on December 28, 2016. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
6. **Citizen Comments-** No comments.
7. **Attorney’s Report - Gene Farish**
  - A. **Crestone Art Gallery Annual Liquor Renewal 2017- Rose Burek.** Clerk Ransom presented documents for the Crestone Art Gallery from Rose Burek who had completed the necessary steps to apply for the annual renewal, and she had paid the fees.  
*Trustee Bairstow moved and Trustee Goergen seconded to approve the Crestone Art Gallery liquor license renewal for 2017. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
  - B. **Public Hearing on CDBG Grant Phase II.** Attorney Farish opened the public hearing at 1:38 pm. Also present were Mayor Kairina Danforth, Trustees Diane Bairstow, Terry Goergen, John Grotenhuis and Clerk Allyson Ransom. Attorney Farish read the posting that was published in the newspaper, which announced the hearing date and summarized the project for improving downtown pedestrian access and water drainage. He asked for public comment, and there was none. The trustees briefly spoke about the project and that it would be a continuation of the paved walkways. He remanded the matter to the trustees for action and closed the hearing at 1:46 pm.
  - C. **CDBG Exhibits- Approve Mayor to sign.**  
*Trustee Grotenhuis moved and Trustee Goergen seconded to approve having Mayor Danforth sign the exhibits on behalf of the Board as required for submission of the Community Development Block Grant (CDBG) for the Downtown Development Pedestrian Pathways Network Project (PPNP)Phase II. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- D. Adopt Resolution #001-2017 to apply for a CDBG grant.**  
*Trustee Grotenhuis moved and Trustee Goergen seconded to adopt the following two resolutions associated with the CDBG PPNP Phase II application process: Resolution #001-2017 to apply for a CDBG grant for downtown improvements and Resolution #002-2017 to adopt a Policy Prohibiting the Use of Excessive Force of Town Law Enforcement personnel. The vote of the trustees present was unanimously in favor of both resolutions, and Mayor Danforth declared the motion carried.*
- E. Adopt Resolution #002-2017 Policy Statement for CDBG grant submission regarding excessive force (see item 7D).**
- F. Adopt Resolution #003-2017 Designation Official Status 2017.**  
*Trustee Bairstow moved and Trustee Goergen seconded to adopt the following two resolutions: Resolution #003-2014 to approve the 2017 Designation of Official Status for the Town of Crestone and Resolution #004-2017 to approve Amendments to Certain Sections of the Board of Trustee's Procedures and Rules of Order. The vote of the trustees present was unanimously in favor of both resolutions, and Mayor Danforth declared the motion carried.*
- G. Adopt Resolution #004-2017 Amend Rules and Procedures Ord. # 007-2014 (See item 7F).**
- H. Adopt Ordinance #2017-001 - Nuisance Code Ord. # 2003-005.** Attorney Farish discussed the need to repeal the assorted ordinances that had been attached to the nuisance code over the years and in so doing would simplify the codification process. Clerk Ransom verified that it would be published in the newspaper after passage.  
*Trustee Grotenhuis moved and Trustee Bairstow seconded to adopt Ordinance #2017-001, an Ordinance Repealing Ordinances # 2003-005, 2006-12, 2011-004, 2013-010, 2014-001, 2014-007, 2015-001 and Reenacting an Ordinance Identifying, Making Illegal and Abating Certain Nuisances in the Town of Crestone. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- I. FEMA Update-** Architect Burt Wadman reported on his meeting with James Cooley to review priorities for the drainage project and that they were ready to start work as soon as the contract was signed. Attorney Farish stated that he needed a two-page summary to attach to the independent contractor agreement. Burt also presented a completed report on the proposed master trail plan that included assessments, background information and trail maps. He suggested the Town adopt an open space master plan for maintaining future green space. The Mayor and Burt will attend the Eastern San Luis Valley Trails Coalition Partners meeting to present Crestone's trail plan. Due to the Town's location, Burt stated that Crestone could be a catalyst for the entire project (a 70-mile proposal). The Board commended Burt on doing a good job and presenting an excellent printed report. The clerk was asked to make copies for the Trustees for the February board meeting.
- [Mayor Danforth called a break at 3:20 pm and the meeting was reconvened at 3:32pm.]
- J. Adli Building Update-** Attorney Farish stated that no action had been taken against the Adli's for the derelict building, and he had a signed purchase contract. Mayor Danforth gave a report on details she learned from the realtors involved in the sale, and Clerk Ransom stated that the sale was supposed to be finalized in March 2017. There was discussion about their remodeling schedule, the parking situation with prior written approval from the Town permitting underground parking, and letters sent by Attorney Farish.
- K. Job descriptions/ Organizational Chart- Final drafts to approve.** There was a brief discussion and explanation about the final drafts. Once approved, these will be sent to Municode to include as an appendix to the Town Code. Attorney Farish reminded the trustees to start reviewing the information

being processed by the Municode company. It was agreed that the clerk would email the Municode review information to the trustees for study before the February meeting. Time will be taken at each meeting during the Attorney's Report to review one section at a time as a group.

*Trustee Grotenhuis moved and Trustee Goergen seconded to approve the job descriptions and organizational chart as presented. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried*

- L. CIRSA Sidewalk Policy** – The Policy was discussed, and the importance to have one in place as per Cirsa requirements. Missing information, such as, the reference to the nuisance ordinance just adopted, Ord. #2017-001, was filled in. The Clerk will retype it before the Mayor signs it.

*Trustee Grotenhuis moved and Trustee Goergen seconded to adopt the Town of Crestone Model Sidewalk Policy. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- 8. Financial Report/ Presentation of Bills** – Gwynn Busby was not present due to an injury. The trustees reviewed her report and noted that the previous month's tax distribution amount was not included and asked that it be emailed to them. Further discussion included:

- The importance of signing up for Quickbooks on line for the treasurer to access work while away from the office
- Mileage reimbursements
- Grant funds and tracking them with correct titles and a numbering system
- Detailed grant information presented from Mayor Danforth
- CDBG grant matching funds- business donations pledged for \$20,000.00
- Phone call was made to Treasurer Busby regarding the pay-off date for the Town Hall Building loan, which would be December 2018. It was determined that more donations would be needed for the \$11,000.00 shortfall for CDBG matching funds.

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

*Trustee Goergen moved and Trustee Grotenhuis seconded to approve paying the bills. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Grotenhuis moved and Trustee Goergen seconded to approve spending up to four hundred dollars(\$400.00) more per year for bookkeeping needs to sign up for QuickBooks online. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

- 9. Mayor's Report-** Mayor Danforth reported on the progress of the sign installation at Highway 17 and County Road T, and the Moffat Board of Trustees passed a resolution approving one; although, they specified that they did not want it lit up at night. A sign made with reflective material was suggested, and the Mayor stated that the tourism council was paying for the sign.

- 10. Clerk's Report** - Allyson Ransom reported on the following:

- Suggestion to increase the office hours and have a Monday- Thursday work week as many small towns in the SLV have done.
- Board retreat and the difference between "open" meetings and "public" meetings as per Attorney Farish
- Concerns emailed from Planning Chair about participating in the elected officials' retreat and whether it would be open for public participation
- Request from the board to write a response letter to the Cristina regarding the retreat purpose and suggest a future meeting between the Board and Planning Commission in the spring

- Web design applicants requested Clerk Ransom to hold interviews and report back at the February meeting under “New Business”
- Idea for new Town logo and holding a contest

*Trustee Goergen moved and Trustee Grotenhuis seconded to adopt a policy that the Town of Crestone Board of Trustees will hold an annual board retreat every January beginning in 2017 for the purpose of elected officials setting policy and working on visioning and planning for the Town. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Grotenhuis moved and Trustee Bairstow seconded to approve spending up to \$300.00 for its first annual Board of Trustees retreat to be held at the Rio Grande Club near South Fork. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Grotenhuis moved and Trustee Bairstow seconded to approve mileage reimbursements for up to three vehicles when the trustees car pool to the Rio Grande Club for their first annual board retreat. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Goergen moved and Trustee Grotenhuis seconded to approve changing the Town Hall office hours beginning in February, from 9:00 am until 2:00 pm on Mondays through Thursdays and to close the office on Fridays and to assess the change after three months. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

11. **Public Works** - Gretchen Nelson did not submit a formal report, but Clerk Ransom reported on snow removal.

12. **Water Dept.** - Ann Bunting was not present. Clerk Ransom reported on the process and negotiations with the Baca Grande Water and Sanitation District to update the IGA between the town and BGWSD.

13. **New Business**

A. **Treasurer Busby-Sick Pay.** The Board discussed the importance of paying sick hours to Treasurer Busby while she is recuperating, especially as she donated many free hours to the Town in 2016. The item was tabled for approval at the February meeting when Treasurer Busby will have seen her orthopedic doctor and can inform the trustees on how many hours will be needed for her recovery.

14. **Old Business**- None.

15. **Planning Commission**

- **Draft Meeting Minutes of January 3, 2017 Planning Meeting.** The board reviewed the Planning Minutes, and Planning Commissioner Goergen gave an overview of issues discussed.

16. **Correspondence**

- **ADA accessibility at Plaza- Greg McClain.** The board directed Clerk Ransom to write a response letter and confirm that the blocked sidewalk issue and ramp from the plaza down to the grass area of Little Pearl Park will be completed by late spring. The clerk was also asked to meet with Architect Burt Wadman at the park site and decide where the ramp should be installed.

17. **Adjourn** – *Trustee Grotenhuis moved and Trustee Bairstow seconded to adjourn the meeting at 6:02 P.M. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

Allyson Ransom  
Allyson Ransom, Clerk

Kairina Danforth  
Kairina Danforth, Mayor