

TOWN OF CRESTONE
BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, MARCH 13, 2017 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 1:30 pm, and Trustee Laki read the vision statement.
2. **Roll Call-** Present were Trustees Diane Bairstow (left at 7:20), Benjamin Byer, John Grotenhuis, Adam Kinney, and Kizzen Laki (left at 5:10). Trustee Goergen was absent with notice. Mayor Kairina Danforth, present and presiding, declared a quorum present.
3. **Approval of Agenda-** *Trustee Grotenhuis moved and Trustee Bairstow 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 February 13, 2017.** *Trustee Grotenhuis moved and Trustee Byer seconded to approve the Minutes of the Regular Meeting on February 13, 2017 as amended with the following corrections: add “the trustees requested that the vision statement be read at the beginning of every meeting”; item 7B, add the word “district” in naming the Northern Saguache County Library; on page 4, item 8, pluralize the word “bill” regarding paying the bills. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
5. **Approval of Minutes- Special Meeting February 27, 2017-** *Trustee Bairstow moved and Trustee Grotenhuis seconded to approve the Minutes of the Special Meeting on February 27, 2017. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
6. **Approval of Minutes- Special Meeting March 7, 2017.** *Trustee Laki moved and Trustee Bairstow seconded to approve the Minutes of the Special Meeting on March 7, 2017. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
7. **Citizens’ Comments** – Brandon Bussard introduced himself and spoke to the board about sharing his ideas for “working together.” He was directed to email the clerk with any pertinent documentation for being on the April Agenda.
8. **Attorney’s Report - Gene Farish**
 - A. **Hume Property- Access agreement.** Attorney Farish reviewed the original agreement and exhibit regarding the property in the Northeast corner of town. Mr. Hume was present and spoke about access to his property that was previously annexed with an

agreement that provided land for the Town water plant, which included using E. Iron Ave. to access his driveway while also giving him emergency access off of E. Galena at N. Pinyon St. Discussion included options for access to either his driveway or the corner of his property off of N. Pinyon St. and complications with long trucks making it around the sharp curve at the top of E. Iron Ave. The board directed the clerk to add this item to the April agenda and contact Mark Potter for quotes on straightening the end of East Iron Ave. and an estimate to cut in 150 foot of road on Pinyon Street off of E. Galena Ave. Mr. Hume said he could help pay for part of the cost and didn't expect the town to cover all of the expense.

- B. Land purchase request- NSC Library Board- Sarah Koehn Frey.** There was no offer made to purchase an acre of land in the Tract 1 parcel belonging to the Town; however, Mrs. Frey stated that their library board was very excited about a future partnership with the Town and wanted to be part of the Master Plan process.
- C. Zoning violation-** Mike Dennett and Kathy Lovato were present to state their multiple complaints about the lack of zoning and code enforcement in their neighborhood on N. Alder St., specifically issues with their neighbor, Merry Meisman who had a bus parked in her side yard and someone was living in it. Other concerns were the people camping frequently in the yard, sanitation issues, excess of non- working vehicles, exhaust and that the parked bus was idling and billowing smoke throughout the neighborhood. Attorney Farish advised the clerk to research the nuisance code and cite the infractions. The clerk will compose a draft letter for Attorney Farish to review, and the code enforcement officer will hand deliver the letter and copy of the nuisance code as soon as possible. The board acknowledged these legitimate concerns and hazards and confirmed the issue was a top priority. Kathy Lovato was advised to contact the health department and social services regarding concerns Lovato shared about the children on the property.

[A brief recess was called by the Mayor from 3:15-3:25]

- D. Law Enforcement -Job posting sample.** The trustees reviewed the advertisement and made corrections and directed Clerk Ransom to publish it in several newspapers and online; meanwhile, the clerk will contact the Alamosa Sheriff's office to ask for a proposal for a part- time police officer.
- E. Code Enforcement** –Attorney Farish advised the board on possible trustee conflicts of interest in hiring Trustee Byer to fulfill the code enforcement position, as well as, the difficulties with the clerk as an appointed employee being a trustee's supervisor. Trustee Kinney stated for the record that Trustee Byer was being hired for a transitional contract position as code enforcer with the board's intention to create a long term law enforcement position. The board took the recommendation of Attorney Farish to have the town attorney amend the organizational chart and associated resolution to include code enforcement as an appointed position, supervised by the Board of Trustees. The clerk stated she would set up a time with Benjamin Byer this week to train him on code enforcement procedures and paperwork. William Martino also spoke about the Crestone Awareness Network and gave an update on their activities.

Trustee Laki moved and Trustee Grotenhuis seconded to have Attorney Farish draw up an amended organizational chart and resolution to present at the April board meeting that shows the creation of a new code enforcement position under the supervision of the Crestone Board of Trustees. The vote of the trustees present was unanimously in favor with the exception of Trustee Byer who abstained due to his conflict of interest. Mayor Danforth declared the motion carried.

- F. Utility extension policy-** Ann Bunting discussed the Phileo property in the Southeast corner of town and having a consistent procedure for answering property owner development requests. The board gave her authority to work Attorney Farish to develop a policy, update the ordinance and procedures for implementation. It was noted that Ann Bunting's job was transforming into a Public Works supervisory position based on work she was performing.
- G. Town Engineers** –Ann Bunting discussed establishing a town engineer and planned on contacting a firm in Del Norte that was recommended as they also could write infrastructure grants for municipalities.
- H. Water and waste water fee schedule-** Ann Bunting discussed distances to hook into lines, fees and what factors should determine the policies. Attorney Farish stressed that policies should reflect public health and safety first. Ann also gave an update on the Baca Grande Water and Sanitation District and attending their meetings with Charles Sommers to create a new service agreement and contract. The board requested that Ann bring the following information to the April board meeting, the number of actual gallons going through meter for processing, the cost to jet the town collection lines and a proposal or document from the BGWSD for future line maintenance costs and processing fees. The board requested that Charles Sommers, as the sewer collections operator-in-training, be present next month for the board discussion on this item.
- I. Adli Building-** Realtor Shirley Motz had informed the mayor recently that a contractor was interested in the building. The board consensus was not to pursue any legal course of action at this time and wait to receive an update at the April board meeting while waiting to hear if a new offer was made on the unfinished building.
- J. Master Planning Trails-Plan approval-** This item was not discussed.
- K. Municode review-** The review of Chapter 2 was tabled until a work session could be held on March 21 at 5:00 pm in the Town Hall meeting room.

9. **Financial Report/ Presentation of Bills-** Gwynn Busby presented her report and included the following requests:
to reimburse Public Works Coordinator Gretchen Nelson and Clerk Allyson Ransom for a portion of their monthly cell phone bills as has been done for Ann Bunting during the past year;
to approve Clerk Ransom having access to the safety deposit box at First Southwest Bank which would also allow her to sign general fund checks in situations when other approved signers were unavailable to sign.

Trustee Kinney moved and Trustee Grotenhuis 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 Grotenhuis moved and Trustee Byer 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.

Trustee Grotenhuis moved and Trustee Kinney seconded to approve adding Clerk Allyson Ransom to the General Fund checking account signatory form of First Southwest Bank in order to sign checks in cases of emergency and give the clerk permission to access the safety deposit box if necessary. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

Trustee Grotenhuis moved and Trustee Byer seconded to approve reimbursing both Gretchen Nelson and Allyson Ransom twenty dollars each month towards their personal cell phones, which are used for work. 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 the status of various grants and meeting with Christy Culp of DOLA .

11. **Clerk's Report** - Allyson Ransom reported on various items including:

- Stressing the need for the clerk to take direction from the board as a whole during their meetings and not on an individual basis and confirming that the clerk is not in charge of managing the trustees as they do this among themselves if issues arise
- Requests by renters regarding their leases
- Question to board regarding bulk water sales to anyone outside of the Town limits including water haulers and well drillers, which the board still does not permit.
- Public works update including the CIRSA ADA requirements to be completed before May
- Charles Sommers' training progress and testing update for sewer collections operator
- Fourth of July event and verification that William Martino agreed to coordinate the event and vendor booths will be 15.00 each, food booths \$75.00 and non-profits \$10.00.
- Conservation Trust Fund grant received for \$5000.00 to use for parks: mosquito and weed control and ADA paths
- Question regarding a work session request with the POA that had been emailed to the clerk
- Rodney Volkmar's progress on the website, and Trustee Bairstow presented her updated design theme
- Meet-the-Board Mondays schedule verification through June

Trustee Kinney moved and Trustee Grotenhuis seconded to approve Fedrica Solano's request for a six- month lease for the CYP rental and at the same rental rate of \$425.00 per month, which will be reassessed after five months. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

Trustee Grotenhuis moved and Trustee Byer seconded to approve renewing the lease for renter Brisa Storey from June 2017- June 2018 and at the same rental rate of \$600.00 per month, which will be reassessed after eleven months. The vote of the

trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

Trustee Byer moved and Trustee Grotenhuis seconded to approve hiring William Martino as the 2017 Fourth of July event coordinator and to pay him the same stipend of five hundred dollars plus reasonable mileage reimbursements. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

12. Public Works - Gretchen Nelson had no report to submit, but the clerk previously gave a PW update.

13. Water Dept. - Ann Bunting presented her report during the Attorney's Report.

[A brief recess was called by the Mayor from 5:35-5:45]

14. New Business

- A. Downtown beautification-Planter beds update-** Kizzen Laki reported on the areas to be planted and donations received. She requested help from the Town public works staff and expects volunteers as well. She compiled a list of hardy deer proof and drought tolerant plants as recommendations. She also expects the Town and community collaboration to include adoptions of planting beds for businesses or individuals to maintain.
- B. Greenhouse Use- Patrick Moore.** Kizzen Laki requested to use the Town Hall greenhouse until August to store and grow plants for the downtown beautification project.
Trustee Bairstow moved and Trustee Grotenhuis seconded to approve Patrick Moore and Kizzen Laki using the Town Hall greenhouse during the spring and summer to grow and store plants for the downtown beautification project. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.
- C. Greenhouse Educational Project with Colorado College-**Kairina Danforth discussed meeting with the Crestone Charter School, Colorado College and a Shumei representatives to discuss using the greenhouse for educational purposes during the school year, which would not affect its summer use for the Town planting project.
- D. Greenhouse Proposal-** Patti Jackson was not present but included a letter requesting future use of the greenhouse by the food bank volunteers to grow food and that she was open to coordinating with others who may want to use it.
- E. Firewise-**Adam Moore presented a thorough explanation of the free services he provides as a state forestry employee and coordinator of the area Firewise program. He explained the details regarding the program. Trustees suggested that he have a booth in the park during the Fourth of July event to educate and promote the program. He was followed by the Northern Saguache County Fire District Chief, Wes Moores, who answered questions and explained what had been done to update the area/municipal ISO rating, which had not been completed. He announced that the tender truck that had been repaired and missing from Crestone for more than a year would be brought back to the Crestone fire house in the next week or so and was repaired. Discussion with the trustees included the lack of volunteers and reduced funding throughout the county.

15. Old Business

Conflict training class- Cristina Cabeza-Kinney- Trustee Grotenhuis moved and Trustee Byer seconded to approve hiring Cristina Cabeza-Kinney for a three- hour training course on conflict resolution for Town employees and officials and to pay her up to \$175.00 to also include her two hour preparation time. Discussion followed, and Trustee Adam Kinney stated he was recusing himself from voting due to a conflict of interest, and it was noted that the motion lacked a quorum to complete the vote.

Trustee Grotenhuis rescinded his motion, and Mayor Danforth declared the motion not carried.

Clerk Ransom will include this item on the April agenda for a formal motion of approval and will inform Cristina Cabeza-Kinney that the board plans to approve her proposal and schedule the training to be held by the end of May.

16. Planning Commission

- **Draft Meeting Minutes of March 6, 2017.** There was no discussion on the Planning Meeting Minutes.

17. Correspondence- None.

18. Adjourn - Trustee Grotenhuis moved and Trustee Kinney seconded to adjourn the meeting at 8:10 pm. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.

Allyson Ransom, Clerk

Kairina Danforth, Mayor