

**TOWN OF CRESTONE  
BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, DECEMBER 11, 2017 AT 9:30 AM  
TOWN HALL, 108 W. GALENA AVE., CRESTONE, CO**

**MINUTES**

1. **Call to Order- The meeting was called to order by Mayor Danforth at 9:30 am.**
2. **Roll Call-** Present were Trustees Diane Bairstow, Benjamin Byer, Terry Goergen, John Grotenhuis (left early at 12:30 pm with notice), Kizzen Laki (arrived late at 1:30 pm with notice), Adam Kinney, and Mayor Kairina Danforth, present and presiding, declared a quorum present. Also present were Treasurer Gwynn Busby, Clerk Allyson Ransom and Attorney Gene Farish, who arrived at 1:30 pm for his report. Trustee Kinney read the vision statement.
3. **Approval of Agenda- *Trustee Byer moved and Trustee Kinney seconded to approve the agenda as amended by including the Tract 1 final master plan approval during the Clerk’s Report. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***
4. **Approval of Minutes-Regular Meeting of November 13, 2017. *Trustee Byer moved and Trustee Goergen seconded to approve the Minutes of the Regular Meeting on November 13, 2017 as presented. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***
5. **Approval of Minutes-Special Meeting of November 20, 2017. *Trustee Byer moved and Trustee Goergen seconded to approve the Minutes of the Special Meeting on November 20, 2017 as presented. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***
6. **Review of Work Session on November 20, 2017.** The trustees reviewed the typed notes from the water and sewer ordinance work session from November 20<sup>th</sup>, and it was noted that under item B, the word “septic” needed to be changed to “sewer.”
7. **Citizens’ Comments**
  - Barbara Glanznig, a co-owner of lots 7-9 in Block 46 (301 E. Golden Ave.), spoke about her correspondence and having sent a copy of a Crestone town resolution and map from 2011 that adopted a comprehensive road plan. She explained that S. Spruce St. was supposed to stay closed off to any through traffic from the E. Golden Ave. end of it.
  - Annie Pace discussed the importance of having a procedure to follow the comprehensive road plan and that she did not want parking and traffic on the section of road as was agreed upon by the town’s own resolution, which stated that section of S. Spruce would remain closed. She stated that the section of road closed was one of the reasons they bought lots 7-9 on that corner. It was confirmed that as per the comprehensive road plan, access to a property with a yurt on the north half of Block 46 would remain from the E. Galena St. entrance onto Spruce St. The board stated that they would have the clerk direct a street department employee to place rocks at the E.

Golden end of S. Spruce St. to create barrier and mentioned that someday the road could be opened up if more growth took place and a new road plan was developed and approved.

- Maureen VanWallegan talked about tiny houses and how she might submit ideas for a tiny house village. The trustees suggested that she submit any ideas to the Planning Commission but did not mention that there was currently a moratorium on tiny houses.
- Ariana Barrett introduced herself to the board and said she was thinking of moving to Crestone and wanted to attend a meeting.

**8. Financial Report/ Presentation of Bills-** Gwynn Busby reported on the following:

- Auditor's invoice came in at \$15,000
- Request to purchase a backpack blower for the public works department
- Request to give only the office aide a raise in 2018

The trustees discussed the 2018 final budget with the treasurer that would be adopted by resolution during the Attorney's Report, and Treasurer Busby voiced her concerns over whether the Town will receive all of the grant matching donations for the CDBG Phase II project when general funds are already low. Mayor Danforth guaranteed that all donated funds to meet the \$90,000 match as required by DOLA would be in the bank by January 31, 2018.

*Trustee Kinney moved 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.*

*Trustee Byer 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 Byer moved and Trustee Grotenhuis seconded to approve a raise of one dollar extra per hour starting in 2018 for Melinda Davis, the office assistant. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Bairstow moved and Trustee Byer seconded to approve Christmas bonuses for the town employees for the same amount as the previous year. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

*Trustee Goergen moved and Trustee Bairstow seconded to approve spending \$240.00 for their annual one-day board retreat and to use the Windsor Hotel and Restaurant in Del Norte. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

**9. Mayor's Report** – Kairina Danforth thanked the other board members for all of their hard work and updated the trustees on her fundraising efforts. She also stated that she would work on a plan for January regarding how best to administrate and coordinate with local community volunteers who will be landscaping the Phase II improvement areas and the importance of public and private work relationships.

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

- Upcoming retreat date and possible locations

- Ken Charles' quote to administrate the CDBG phase II grant, and the trustees discussed changes that needed to be made for a quote resubmittal
- Kizzen Laki's request by email to follow the 'dark skies' policy as noted in the nuisance code and to make sure all businesses and property owners are aware of it
- Complaints from a few citizens about the chalk on surfaces in the commercial areas and on the plaza and trustees advised cleaning the chalk off of the plaza
- Mayor Danforth had requested adding the Tract 1 approval to the Clerk's Report, and the trustees reviewed the final plan and discussed the school governing council's letter sent to the board stating that the school had not been asked permission for a town road to cross school property. The trustees discussed correcting the map before approving of the final plan. Mayor Danforth stated that Burt Wadman, the plan's designer, agreed to make minor changes at no cost.

***Trustee Kinney moved and Trustee Grotenhuis seconded to approve the Tract 1 Master Plan submitted by Burt Wadman as amended with the condition that the road shown on the map going through part of the Crestone Charter School 's property must be completely moved onto the Town property. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***

- 11. Water Dept.** - Ann Bunting was not present when her report was reviewed by the board; however, regarding the required inspection of the water tank, trustees stated that it was not included in the 2018 budget, and there was not sufficient money in the water account to inspect the tank in 2018.

[Mayor Danforth called a break at 11:20 am, and the meeting resumed at 11:30 am.]

**12. New Business**

- A. **Community Prevention**-Ani Rinchung reported on a prevention program starting in the San Luis Valley and funded by marijuana taxation funds at the state level.
- B. **Critical Thinkers Community Template**-Brandon Bussard presented multiple documents and reported on a 16-step program available through the University of Kansas, including "community toolbox" to upload community data for the purpose of incorporating efficiencies and new management skills. He requested the board to sign up the town on the program. Trustee Kinney suggested working with Mr. Bussard in the next month to create a more specific list of details regarding the process and time expectations if the board decided to sign on to the program and planned to report back at the January meeting.

- 13. Old Business**- There was none.

- 14. Planning Commission Meeting Minutes of November 6, 2017.** Terry Goergen reported on the recent planning meeting and their discussion on ADUs.

[Mayor Danforth called a break at 12:30 pm, and the meeting resumed-1:30 pm.]

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

- A. **Art Gallery- Liquor License**-Rose Burek was present to request a 2018 renewal for Crestone Artisan's Gallery events. Attorney Farish reviewed the application documents and verified that she had met all of the requirements for an art gallery license.

***Trustee Kinney moved and Trustee Grotenhuis seconded to approve the application for the art gallery liquor license renewal for Crestone Artisan's Gallery at 120 S. Cottonwood St. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.***

- B. Special Event Liquor License-** Mary Lowers was present to request a one-time special event liquor license for Neighbors Helping Neighbors fundraiser. Attorney Farish reviewed the application documents and verified that she had met all of the requirements for a special events license. *Trustee Kinney moved and Trustee Grotenhuis seconded to approve the application for a special events liquor license permit for the non-profit group, Neighbors Helping Neighbors, for December 16, 2017 from 7:00 pm-10:00 pm and to be held at the Cloud Station, 222 S. Cottonwood St. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- C. Public Hearing 2018 Budget.** Attorney Gene Farish opened the public hearing at 1:40 pm and all of the trustees were present with the exception of Trustee Grotenhuis. Farish reviewed the requirements and legal publication for the budget hearing aloud and asked for public comments. As there were none, Attorney Farish remanded the decision to the Town of Crestone Board of trustees and closed the hearing at 1:48 pm.
- D. Resolution #013-2017 for adopting a 2018 budget-**  
*Trustee Bairstow moved and Trustee Goergen seconded to adopt Resolution #013-2017 that approves a 2018 Budget for appropriations of sums of money from January 1, 2018 to December 31, 2018. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- E. Resolution # 014-2017 to set the mill levy-**  
*Trustee Byer moved and Trustee Laki seconded to adopt resolution # 014-2017 to set and approve the 2018 mill levy for 5.683 mills on all taxable property within the Town of Crestone, which is the same percentage as the previous year. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- F. Resolution # 015- 2017- Trustee Bairstow moved and Trustee Goergen seconded to adopt Resolution #015-2017 that appoints the town clerk as the election official, allows the clerk to appoint election judges and the rate of pay for judges is \$150.00 each. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.**
- G. Resolution # 016-2017 sales tax increase question for ballot-** Attorney Farish explained the TABOR language in the resolution and trustees verified what percentage increase they wanted to ask of the voters for infrastructure and running the town and how to promote it before the election. Attorney Farish advised the board members to promote the measure while talking to people on their own time but that it was not legal to spend or use town resources to promote the measure. *Trustee Byer moved and Trustee Kinney seconded to adopt resolution # 016-2017 to place a measure on the ballot for the April 3, 2018 election that asks the Crestone town electorate for a 1.2% municipal sales tax increase. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*
- H. Ordinance 2017-005- Enacting new zoning regulations (ADUs)**  
The board reviewed the draft ordinance including definitions in the zoning code and then held a lengthy discussion on B&BS, short term rentals, lodging taxes, registration fees and long term housing. The consensus was that the principal purpose of allowing ADUs was to help ease the housing crisis. Amendments were noted and zoning definitions updated for Attorney Farish to prepare for resubmitting with a new ordinance at the January Board meeting.


[Mayor Danforth called a break at 3:45 pm, and the meeting resumed at 3:50]

- I. **Addendum to lease agreement- 200 Cottonwood, LLC.** Attorney Farish updated the lease agreement discussed during the November meeting and presented it to the board. The trustees viewed the map and plan with the survey notations pertaining to the removal of gas pumps from the town right-of-way at the corner of S. Cottonwood St. and E. Silver Ave.  
*Trustee Goergen moved and Trustee Kinney seconded to approve a lease addendum for fifty years for 200 Cottonwood LLC and Golden Grove LLC on the public land at the corner of S. Cottonwood St. and E. Silver Ave. The vote of the trustees present was unanimously in favor with the exception of Trustee Byer who recused himself from the vote, and Mayor Danforth declared the motion carried.*

**16. Correspondence**

- A. **Crestone Comprehensive Road Plan- Resolution 002-2011-** Barbara Glanznig was present earlier during Citizens' Comments and discussed her correspondence with the board.
- B. **Road Plan and access to Lots 3-4 of Block 46-** Annie Pace was present earlier and discussed her correspondence with the board.

17. **Adjourn-** *Trustee Byer moved and Trustee Kinney seconded to adjourn the meeting at 5:06 pm. The vote of the trustees present was unanimously in favor, and Mayor Danforth declared the motion carried.*

  
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Allyson Ransom, Clerk

  
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Kairina Danforth, Mayor