

**Town of Mancos  
Board of Trustees Meeting  
February 11, 2015  
7:00 p.m.**

**A. CALL TO ORDER:** Mayor Rachael Simbeck called the meeting to order at 7:02 p.m.

**B. ROLL CALL:** Present: Mayor Rachael Simbeck, Mayor pro tem Todd Kearns, Trustee Queenie Barz, Trustee James Maestas, Trustee Will Stone, Trustee Matthew Baskin, Trustee Michele Black

Staff Present: Town Administrator Andrea Phillips, Town Clerk/Treasurer Heather Alvarez, Town Attorney David Liberman, Public Works Director Robin Schmittel, Parks & Recreation Coordinator Leslie Hopkins, Streets Supervisor Jeff Watenpaugh, Economic Development Coordinator Chelsea Jones

**C. APPROVAL OF AGENDA:** Trustee Will Stone would like to add an executive session related to personnel. Mayor Rachael Simbeck would like to add an executive session for the purposes of soliciting advice from the Town attorney. Trustee Will Stone and Mayor Rachael Simbeck will discuss Trustee Stone's request at a later date. Mayor pro tem Todd Kearns made the motion to approve the agenda with the addition of a second executive session for purposes of soliciting advice from the Town attorney. Trustee Michele Black seconded the motion to approve the agenda. Motion passed.

**D. APPROVAL OF MINUTES OF January 28, 2015:** Mayor pro tem Todd Kearns made the motion to approve the minutes of January 28, 2015 as written. Trustee Michele Black seconded the motion to approve the minutes. Motion passed.

**E. AUDIENCE BUSINESS**

None

**F. ANNOUNCEMENTS**

- Town Administrator Andrea Phillips advised that the "Don't Flush That" flyer is being printed and will be mailed to all households and businesses within the Town of Mancos.
- The Town will also be conducting grease trap inspections on a regular schedule.
- The Tree Board applied for and received a grant from the Colorado Tree Coalition in the amount of \$2,000 to plant and maintain Town trees. This will be brought to the next Board meeting.

- Town Administrator Andrea Phillips is attending the Colorado City Managers conference at the end of the month in Glenwood Springs.
- An update on 2015 business licenses was included as an FYI in the Board packet.
- Code Enforcement and other personnel and policy issues will be discussed at the March 4 workshop.

## **G. TREASURER'S REPORT**

Trustee Will Stone inquired as to the progress of the Creative District. Town Administrator Andrea Phillips advised that three strategic planning meetings have taken place to date. May is the target date to complete the strategic plan. Trustee Queenie Barz made the motion to approve the January Bills & Claims per signed purchase orders. Trustee Michele Black seconded the motion. Motion passed.

## **H. UNFINISHED BUSINESS**

### **1. Surveying & Title Work for Boyle Park**

Boyle Park has been a topic of discussion during the last several Board meetings and workshops. Huddleston Surveying located the pins on the east side of the park in August 2014 at a cost of \$585.00 and verified the park is approximately 6.2 acres. Trustee Will Stone requested that a complete survey be completed. Mayor Rachael Simbeck does support a survey and would like to discuss what the Town is planning to do with the information that results from the survey. Mayor pro tem Todd Kearns stated there is no direct pedestrian access to enter the park. Trustee James Maestas would also like to know the boundaries of the park. Trustee Will Stone made the motion to retain a surveying company to complete a full survey and title search of Boyle Park. Mayor pro tem Todd Kearns seconded the motion. Motion passed unanimously by roll call vote.

### **2. Credit Card Software and Fees**

The Board approved the purchase of accounting and credit card software during the 2015 budget process. The total cost for the software, installation and training was \$7,875. The approximate monthly cost for the merchant fees is estimated at \$260.00 per month. We have the option of setting up two separate merchant accounts – one utility account with a cost per transaction of \$1.24 and one government services account with a cost per transaction of \$1.44. This will allow the Town to take advantage of the lower utility rate for the majority of our credit card transactions each month. At the six month mark, this transaction fee will be reviewed and information and a recommendation for change, if any, will be brought back before the Board. At this time, the Board decided against charging any service fees. This item will be brought to a future Board meeting for review and further discussion.

### **3. Community Recreation Programs for 2015**

Parks & Recreation Coordinator Leslie Hopkins has been researching options to increase the participation and variety of programs for the Recreation Department. In 2014, a part time, seasonal employee was hired to run the programs. Only one child signed up in total. Parks & Recreation Coordinator Leslie Hopkins provided the 2014 and 2015 program schedule to the Board. Currently, the school newspaper, the Thursday Express, the Town website, the community calendar, flyers around town are all ways used by Staff to inform the public about the program offerings. Mayor Rachael Simbeck suggested compiling an email list to send reminders. Trustee Michele Black suggested the community calendar on the local public access television station.

## **I. NEW BUSINESS**

### **4. Plans for Economic Development Summit**

During the July 2014 annual strategic planning retreat, the Board of Trustees put forth the objective of holding an economic development summit for Mancos. There was no funding put into the budget specifically for this purpose. Mancos Valley Resources and the Mancos Valley Chamber of Commerce are interested in partnering on this half-day summit. Mancos Valley Resources will commit \$250.00 to the summit. The proposed facilitator will cost \$100.00. The approximate expense for the summit will be \$500.00. The summit is tentatively scheduled for April 18, 2015 at the Mancos Community Center. Trustee Queenie Barz suggested talking to the other non-profit organizations in Mancos such as the VFW, Masons, Mancos Senior Center, etc. as potential partners. Information will be brought to the Board at a future meeting as the details are finalized.

### **5. Monthly Administrator Report**

Town Administrator Andrea Phillips submitted her February report for Board review and comment. She advised the Board that the Town is requesting sponsorships for Mancos Days this year. A community contest is being held requesting a theme or artwork for Mancos Days. Interviews for Municipal Court Judges have been conducted, and this item will be brought to the Board during the February 25, 2015 Board meeting. Streets Supervisor Jeff Watenpaugh has passed the tests for Level 2 Distribution and Class 1 Collection.

## **J. EXECUTIVE SESSION – PROPERTY DISCUSSION**

Mayor pro tem Todd Kearns made the motion to enter executive session pursuant to C.R.S. 24-6-402(4)(a) for purposes of discussing the purchase, acquisition, lease transfer or sale of real, personal or other property interest. Trustee Michele Black seconded the motion. Motion passed.

Executive session started at 8:02 p.m.

Executive session ended at 8:30 p.m.

Mayor Rachael Simbeck, Mayor pro tem Todd Kearns, Trustee James Maestas, Trustee

Queenie Barz, Trustee Will Stone, Trustee Michele Black, Trustee Matthew Baskin, Town Administrator Andrea Phillips, Town Clerk/Treasurer Heather Alvarez, Town Attorney David Liberman participated. No comments with regard to executive session.

**K. EXECUTIVE SESSION – LEGAL ADVICE**

Mayor pro tem Todd Kearns made the motion to enter executive session pursuant to C.R.S. 24-6-402(4)(b) for purposes of receiving legal advice on specific legal questions. Trustee Michele Black seconded the motion. Motion passed.

Executive session started at 8:32 p.m.

Executive session ended at 9:17 p.m.

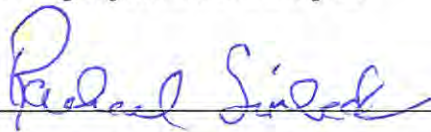
Mayor Rachael Simbeck, Mayor pro tem Todd Kearns, Trustee James Maestas, Trustee Queenie Barz, Trustee Will Stone, Trustee Michele Black, Trustee Matthew Baskin, Town Administrator Andrea Phillips, Town Clerk/Treasurer Heather Alvarez, Town Attorney David Liberman participated. No comments with regard to executive session.

**L. ITEMS FOR February 25, 2015 AGENDA**

- *Appointment of Municipal Court Judge*
- *Community Center Flooring Options*
- *Mancos Chavolo's Mexican Restaurant Liquor License Transfer*

**M. ADJOURNMENT**

Meeting adjourned at 9:30 p.m.



Mayor Rachael Simbeck



Town Clerk/Treasurer Heather Alvarez