

**Town of Mancos
Board of Trustees Meeting
January 27, 2016
7:00 p.m.**

A. CALL TO ORDER: Mayor Rachael Simbeck called the meeting to order at 7:00 p.m.

B. ROLL CALL: Present: Mayor Rachael Simbeck, Mayor pro tem Todd Kearns, Trustee Will Stone, Trustee Queenie Barz, Trustee Lorraine Becker
Absent: Trustee Michele Black, Trustee Matthew Baskin

Staff Present: Town Administrator Andrea Phillips, Town Clerk/Treasurer Heather Alvarez, Public Works Director Robin Schmittel, Acting Town Marshal Jason Spruell, Parks and Recreation Coordinator Leslie Hopkins, Town Attorney David Liberman

C. APPROVAL OF AGENDA: Mayor pro tem Todd Kearns made the motion to approve the agenda. Trustee Queenie Barz seconded the motion to approve the agenda. Motion passed.

D. APPROVAL OF THE MINUTES OF January 13, 2016: Trustee Queenie Barz made the motion to amend the minutes of January 13, 2016 to include a correction in item #8 to remove the duplicate language "to authorize the Town Administrator" from this item. Trustee Lorraine Becker seconded the motion to approve the amended minutes. Motion passed.

E. AUDIENCE BUSINESS

- Melissa Story, 326 S. Walnut, Mancos – she is here on behalf of the Mancos Creative District with regard to Colorado Creative Industries. She gave the Board information regarding the Space to Create initiative. She is requesting a letter of intent from the Board to allow the Creative District to participate in round one of this program. The deadline is February 12, 2016. This item will be placed on the February 10, 2016 agenda.

F. ANNOUNCEMENTS

- February 3, 2016 7:00 pm Monthly Workshop: Emergency Preparedness
- Town Administrator Andrea Phillips discussed the sound in the Board Room with the Board. This item will be placed on the February 10, 2016 agenda
- Chicken Creek submitted a thank you letter to the Board for the 2016 Agency Contribution.
- Family Dollar is having their grand opening on Saturday, and they've requested a Board member attend.
- Our sister city in Feins, France has sent a package to the Town.
- The back-up generator for the Water Treatment Plant has arrived.
- The water dock coin acceptor has been upgraded at the Water Dock.
- 2016 Mancos Days planning has started. The theme for this year is "Desperados and Fancy Ladies."

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Public Hearing – Paquin/Albert Subdivision and Rezoning

Public Hearing opened at 7:16 p.m.

- a. Terry Moores, 6700 CR 38, Mancos – he is interested in opening a Laundromat, which will require the rezoning to Highway Business. Mr. Paquin was unable to be present at the meeting.
- b. Charles Albert, 2252 CR 250, Durango – he is working with Mr. Paquin to deal with the entire area at one time. He doesn't have any immediate plans to change his current property. Mr. Albert is open to discussion regarding dedicating land to the Town along Chicken Creek.

Two adjacent property owners north of Hwy 160 on the west side of town are seeking to subdivide and rezone their front parcels facing Hwy 160 to allow for future development opportunities. The road is currently a private road. Mr. Albert is seeking approval of a subdivision and rezoning for the front subdivided parcel at his property located at 40892 hwy 160. The parcel currently measures a total of 10.95 acres (part of which is for future public ROW). The new parcels would be 3.1 acres (Parcel 3) and 2.8 acres (Parcel 4) and 3.2 acres (Parcel 5). Mr. Albert is requesting to leave Parcel 3 and Parcel 4 zoned as Mixed Residential (current zoning) and to rezone Parcel 5 as Highway Business district. Mr. Paquin is seeking approval of a subdivision and rezoning for the front subdivided parcel at his property located at 40781 Hwy 160. The parcel currently measures a total of 3.14 acres (part of which is for future public ROW). The new parcels would be 0.7 acres (Parcel 1) and 2.2 acres (Parcel 2). Mr. Paquin is requesting to leave Parcel 2 zoned as Mixed Residential (current zoning) and to rezone Parcel 1 as Highway Business district. At its regular meeting on December 16, the Planning Commission held a public hearing and discussed this item. They recommend approval to the Town Board of Trustees for both subdivisions and rezoning requests, with conditions that the plat show the utilities as requested, and that the developers meet the requirements of the Mancos Municipal Code for subdivisions with regard to maximum lot coverage, emergency vehicle access. Town Attorney David Liberman advised that the zoning ordinance and plat would need to be done at the same time. Trustee Lorraine Becker inquired as to if the current mobile home park would fall under the code as it existed at the time the mobile home park was built. Trustee Will Stone made the motion to accept the preliminary Paquin-Albert Subdivision and Re-Zoning Request provide they meet all the requirements. Motion died for lack of second. Mayor pro tem Todd Kearns clarified that additional information is needed to approve the subdivision and zoning change at the same time. This item will be brought to a future Board meeting.

Public Hearing closed at 7:47 p.m.

2. 2015 Year End Activities and Financial Report

This information was presented to the Board for their review and comment. Mayor Rachael Simbeck inquires as to the status of the Hwy 160 Corridor Access Management Plan. CDOT is currently working on the task order, which will also need to be approved by FHWA. Mayor pro tem Todd Kearns inquired as to the status of the Pedestrian Crossing project. Staff will be meeting with CDOT in the next few weeks to discuss submitted plans. The coin machine at the water dock

is installed and working great. The Board thanked Staff for their efforts.

3. 2016 Work Plan

This information was presented to the Board for their review and comment.

4. Revised Employee Personnel Manual

Attached is an updated personnel manual for your review and approval. The Board approved the original personnel manual on July 14, 2013. All changes have been approved by Mountain States Employers Council or CIRSA. Trustee Lorraine Becker requested we confirm drugs illegal under Federal Law or prescription drugs be addressed with MSEC. Mayor pro tem Todd Kearns made the motion to approve the updated Personnel Manual as written. Trustee Lorraine Becker seconded the motion. Motion passed unanimously by roll call vote.

5. Discussion Item: Monthly Financial Reports

Trustee Becker requested this agenda item. She would like to see more frequent (monthly) financial reports. Staff currently provides quarterly financial reports that show actual expenditures by department and by fund compared to budgeted, as well as a projection for the full year. Staff also provides monthly bills and claims reports on all expenditures to the Board, which is also published in the paper. Trustee Lorraine Becker requested this item be withdrawn.

6. Memorial For Chip Tuthill

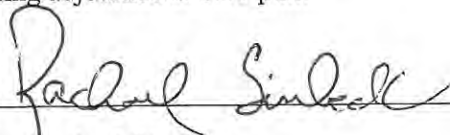
Former Trustee and CROR member Chip Tuthill passed away in a few weeks ago. Trustee Queenie Barz suggested that we plant a memorial tree and plaque in honor of Chip in Cottonwood Park. Staff will also work on a Memorial Program. The Board directed Staff to move forward with the planting of a memorial tree and plaque in honor of Chip Tuthill in Cottonwood Park.

I. ITEMS FOR February 10, 2016 Agenda

- *Mancos Creative District and Space to Create Initiative*
- *Board Room Sound Equipment*

J. ADJOURNMENT

Meeting adjourned at 8:30 p.m.



Mayor Rachael Simbeck



Town Clerk/Treasurer Heather Alvarez