TOWN OF OAK CREEK
TOWN BOARD MEETING
MARCH 14, 2024
MINUTES

CALL TO ORDER:

Mayor Knoebel called the regular meeting of the Oak Creek Board of Trustees to order at 6:00 p.m., Thursday, March 14, 2024.

Town Officials present at roll call were: Mayor Knoebel, Mayor Pro-tem Gustafson and Trustees: Bernie Gagne, Kelly McElfish, Ben Turati, Rhonda Crawford and Melissa Dobbins.

Others present: David Torgler, Town Administrator/Clerk; Kelsi Edwards, Utility Billing/Deputy Clerk; Jennifer Hewes, Treasurer; Claire Scanlon, Mary Alice Page-Allen and Sascha Stanger.

Those present recited the Pledge of Allegiance.

AUDIENCE PARTICIPATION:

None

EN RE: CONSIDERATION OF A REVOCABLE PERMIT AGREEMENT BETWEEN THE TOWN OF OAK CREEK AND CLAIRE SCANLON FOR A SEASONAL USE OF A PORTION OF 101 AND 103 E. MAIN STREET, AKA LOTS 15 & 16, BLOCK 2 ORIGINAL TOWN OF OAK CREEK

Claire Scanlon proposed to use a portion of the Town owned Main Street Park for seasonal plant and planting material sales, to participate in the seasonal farmer's market and to host seasonal outdoor events. Mayor Pro-tem Gustafson made a motion to approve the draft revocable permit agreement proposal for the use of a portion of Main Street Park.

Trustee Turati seconded the motion. Motion passed unanimously.

EN RE: CONSIDERATION TO APPROVE A NEW HIRE RECOMMENDATION

The Town Administrator/Clerk proposed to change the status of temporary employee Garret Holliday to Public Works Maintenance Worker 1 pursuant to Ordinance 668 and with a general waiver of waiting periods for Town employee benefits to be applied due to the length of time Mr. Holliday was a temporary Town employee. Trustee Crawford made a motion to approve the status of Garret Holliday from a temporary employee to Public Works Maintenance Worker 1.

Mayor Pro-tem Gustafson seconded the motion. Motion passed unanimously.

EN RE: THE CONSENT AGENDA Trustee Turati made a motion to approve the consent agenda; specifically: approval of a recommendation to appoint Emily Katzman as a Community member of the Climate Action Plan Board; approval of a retail liquor license renewal for Local Flavor Inc. dba Lupita's Cantina & Luca's Burger Bar to sell Malt, Vinous and Spirituous Liquors by the drink for consumption on the premises as a restaurant at 222 E. Main Street; approval of December 14, 2023 Town Board meeting minutes; approval of January 11, 2024 Town Board meeting minutes; approval of January 25, 2024 Town Board meeting minutes; approval of February 1, 2024 Special Town Board meeting minutes; approval of February 8, 2024 Town Board meeting minutes; approval of February 22, 2024 Town Board meeting minutes; approval of an Intergovernmental Agreement Concerning Cooperative Efforts for the Preparation of a Housing Needs Assessment for South Routt County and its Municipalities; approval of a Revocable Permit Agreement between the Town of Oak Creek and Tour de Steamboat to use and encroach onto the Town property for event related uses (bicycle tour and fundraiser); and, approval of a license for Ant's Organic, LLC to conduct business as a retail marijuana production facility at 231 Arthur Avenue from February 27, 2024 to February 27, 2025 subject to all ordinances which are now or may hereafter be in force.

Trustee Dobbins seconded the motion; passed unanimously.

EN RE: STAFF & BOARD MEMBER REPORTS

Jennifer Hewes advised the Board that the Auditor's will be working on the Town's annual audit beginning in April. She also advised that monthly financial statements have been delayed due to completion of the 2023 year-end adjustments.

Kelsi Edwards advised the Board that Ballots have been mailed out to local voters for the upcoming Town Board elections.

David Torgler advised and updated the Board of the following:

1. Tom Holliday is out this week on vacation and will return to work on Tuesday.

2. Participated in a meeting on Tuesday with the Town's consulting engineers and Forest Service representatives to receive input from the Forest Service based on the final design submittal to Division of Water Resources and the DWR's comments. The group also discussed permitting and timing of the spillway improvement project. At this time the cost estimate for this project is around $5.3 million which is a significant reduction from the original $11 - $14 million and is based on the reduction of project scope due to use of updated hydrology analysis in high elevation reservoirs. Once the SEO approves the plan David would like to invite W.W. Wheeler to provide a full update to the Board as we've done in previous steps of the project. It's likely that the Town will be seeking funding for the project in 2024 with construction in 2025.

3. The South Routt Housing Needs Analysis continues to move forward with the consulting firm of Ayres Associates. On March 5th the consultants met with representatives from each participating partner that was able to attend to review their timeline for the analysis. The consultants and community representatives discussed how to address the land use code review required by the grant agreement. On April 1st community representatives have been invited by Ayres to the City of Craig for a tour of the housing projects moving forward there and meet with City officials and hear their recommendations.

4. Housing applications continue to come in including an accessory dwelling unit application and a proposal to use a portion of the Main Street laundry facility for live work accommodations.

5. The developer of the approved duplexes in Sierra View is in contact and review with the subdivisions HOA, but has not received the HOA's approval.

6. Alissa Hill asked David to update the Board that she is following up with the School District to obtain an agreement to use their facilities for the children's programs. Last week Alissa and David reviewed a draft of what will be covered in an agreement and provided these comments back to the School District so an agreement can be drafted and presented to the Town Board.

7. Steamboat Gravel race officials emailed Town officials today that they are working with Routt County officials to obtain a permit to use County roads for the race. The proposed race date is Sunday, August 18, 2024. Race officials are NOT planning to use any Town streets for this 2024 event saying that the closest they will come is on CR29 coming down from Trout Creek and crossing over CR27 heading back to Steamboat Springs.

Trustee Turati will miss the March 28, 2024 Town Board meeting.

Trustee Crawford will miss the March 28, 2024 Town Board meeting.

Trustee Dobbins wants to participate in the RTA discussions and plans to attend the RTA Advisory Board's March 20th meeting. She will call in to participate in the March 28, 2024 Town Board meeting.

EN RE: EXECUTIVE SESSION

Mayor Pro-tem Gustafson made a motion to adjourn into Executive Session to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions pursuant to C.R.S. 24-6-402(4)(b) and C.R.S. 24-6-402(4)(e). Trustee Crawford seconded the motion. Motion passed unanimously; the Board adjourned into Executive Session at 6:31 p.m.

Mayor Knoebel re-opened the Regular Meeting of the Town Board stating the time is now 7:40 p.m., and the Executive Session has been concluded. The participants in the Executive Session were: Mayor Knoebel, Mayor Pro-tem Gustafson, Trustee Turati, Trustee

Crawford, Trustee Dobbins, Trustee Gagne, Trustee McElfish, David Torgler, Town Administrator/Clerk and Peter Doherty, Attorney.

Mayor Knoebel asked that for the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. There were no concerns stated.

EN RE: ADJOURNMENT

Mayor Pro-tem Gustafson made a motion to adjourn the meeting. Trustee Turati seconded the motion; passed unanimously.

No further business coming before the Board, same adjourned sine die at 7:41 p.m.

_____
David Torgler
Town Administrator/Clerk

_____
Nikki Knoebel, Mayor

Date:_____, 2024_____