

**TOWN OF OAK CREEK  
TOWN BOARD MEETING  
MAY 9, 2024  
MINUTES**

**CALL TO ORDER:**

Mayor Dobbins called the regular meeting of the Oak Creek Board of Trustees to order at 6:00 p.m., Thursday, May 9, 2024.

Town Officials present at roll call were: Mayor Dobbins, Mayor Pro-tem Gagne and Trustees: Sascha Stanger, Christopher Hedberg and Julie D. Gregory.

Others present: David Torgler, Town Administrator/Clerk; Kelsi Edwards, Utility Billing/Deputy Clerk; Alissa Hill, Recreation and Events Coordinator; Darin Christensen, Police Officer and Michael Buccino, Steamboat Springs City Council member.

Those present recited the Pledge of Allegiance.

**AUDIENCE PARTICIPATION:**

Michael Buccino, updated the Board regarding a proposed Regional Transportation Authority referendum for inclusion on the 2025 ballot.

**EN RE: THE CONSENT AGENDA**

Trustee Gagne made a motion to remove consideration of the April 25, 2024 meeting minutes from the consent agenda.

Trustee Stanger seconded the motion; passed unanimously.

Trustee Gagne made a motion to approve the consent agenda, specifically: Approval of a retail liquor license for LEV LLC dba The Colorado Bar & Grill, as a Tavern, at 100 E. Main Street for the period May 14, 2024 – May 14, 2025, unless this license is revoked as provided by law.

Trustee Hedberg seconded the motion; passed unanimously.

**EN RE: TOWN OF OAK CREEK BOARD ORIENTATION**

Kate McIntire, DOLA's Regional Manager, met with the Board and discussed with them the role of a Statutory Town, the Town Board's role; the Town staff's role; how to be effective municipal leaders; DOLA's role to provide the Town officials and staff with assistance and advice to municipal leaders, etc.

## **EN RE: CONSIDERATION TO RENT A SPACE ABOVE THE PUBLIC LIBRARY**

Alissa Hill presented a proposal to rent a space above the public Library for recreation programs, e.g. activities & classes, providing a versatile space and allowing for expanded hours. Chris Hedberg made a Motion to authorize the Mayor and Town Administrator/Clerk to enter into a lease agreement with the South Routt Library District for a space above the 113 E. Main Street, Oak Creek, library.

Trustee Stanger seconded the motion; passed unanimously.

## **EN RE: STAFF & BOARD MEMBER REPORTS**

Town Administrator/Clerk Torgler updated Board members on the status of the AAA grant to purchase and install the speed radar sign on the west end of Main Street for traffic entering the downtown. David advised that Public Works staff plans to install the sign in the near future having all of the equipment ready and weather dependent. David updated the Board on the annexation of YVEA territory into the Town's electric territory. The annexation is for certain Town owned properties, e.g. the Tramway and Rollstone properties, located within the municipal limits. David advised that YVEA officials are putting together information to move this process forward, and YVEA will likely require easement(s) for some large electric transmission lines so that they won't have to be moved, that YVEA may ask the Town to also annex the service area for the storage unit property next to Tramway, and that YVEA is working on cost estimates. David advised the Board that the trail leading from Lincoln Avenue to the Noon Whistle crosses private property that the owners intend to build a home on, so Town staff will be adjusting the trail so that it will be located on Town owned property. David then updated the Board on the status of the South Routt Housing Needs Assessment, letting Board members know Ayres Associates is setting up community meetings to explain the process and gain community input into South Routt's housing needs and what could and/or should be done to meet these needs.

Alissa Hill advised the Board that the summer camp activities are coming together and the State's licensing official will visit Town next week. Ms. Hill advised the Board that the current license limits the Town's summer camp to 39 participants and she is using single focused club activities to include even more children. Ms. Hill advised the Board she is working on succession planning by developing a staffing and pay plan, and a training schedule for staff. Trustee Gagne asked that pay and training cost projections be included in the 2025 Budget discussions.

Trustee Stanger said that a person wants to donate \$100 to the Town's clean-up day activities to drive down the cost for residents to participate; but he's not sure how donations might be used to help people, and he's not sure how he can promote the donations and if this is a good idea. Mr. Torgler asked to be given time to talk with the people running the program to gain input and report back to the Board.

Mayor Dobbins is exploring June date(s) to hold the Town's annual clean-up day to pick-up trash and rubbish along streets and parks. Melissa also asked that staff look into working

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with a veterinarian to hold the annual pet rabies vaccination or Vet in the Park event, recalling that some Town residents rely on this program.

Trustee Gregory asked about temporary fencing and fence permitting. David explained certain types of fencing and how the Town codes address them, including how the permits are reviewed. Trustee Gregory indicated she will follow-up with staff if she has additional questions.

**EN RE: ADJOURNMENT**

Trustee Gagne made a motion to adjourn the meeting. Trustee Gregory seconded the motion; passed unanimously.

No further business coming before the Board, same adjourned sine die at 8:03 p.m.

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David Torgler  
Town Administrator/Clerk

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Melissa Dobbins, Mayor

Date: \_\_\_\_\_, 2024