REGULAR MEETING AGENDA
FOR THE BOARD OF TRUSTEES
OF THE TOWN OF BUENA VISTA, COLORADO
March 22, 2016

Work Session Regarding Development Standards Walking Tour at 6:00 PM
(Meet at the South Railroad St. Parking Lot on East Main Street)

A walking tour is planned for the historic downtown as it relates to design standards. Both the Board of Trustees and the Planning and Zoning Commission will attend the work session.

Regular Meeting at 7:00 PM

Buena Vista Community Center – Piñon Room
715 East Main Street, Buena Vista, CO

THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

I. CALL TO ORDER
II. ROLL CALL
III. PLEDGE OF ALLEGIANCE
IV. PROCLAMATION – ARBOR DAY – April 29, 2016
V. AGENDA ADOPTION
VI. CONSENT AGENDA

A. Minutes

1. Regular Meeting – March 8, 2016
2. Planning and Zoning – February 17, 2016
3. Recreation – February 10, 2016
4. Water Board – February 17, 2016

VII. POLICY DISCUSSION – Development Standards
VIII. PUBLIC COMMENT
IX. RESPONSE TO PUBLIC COMMENT
X. BUSINESS ITEMS

A. Should the Board approve adoption of Resolution #27 entitled **"A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING A NEW TOWN TREASURER."?**

The Board will consider the appointment of Michelle Stoke as the new Town Treasurer.

B. PUBLIC HEARING –Outdoor Dining Encroachment Permit.

The Board will consider request by Court and Robbie Johnson for an encroachment permit for a 13' x 23' outdoor dining area located in three parking spaces within East Main Street in front of the Lariat Bar and Grill.

C. Logo, Branding and Wayfinding Presentation.

The Board will consider a presentation of the updated of the town's wayfinding and branding initiative will be led by a local group of artists.

D. Should the Board approve adoption of Resolution #28 entitled **"A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING SIX MEMORANDUMS OF AGREEMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE HIGHWAY 24 PROJECT AND AUTHORIZING A REFUND OF COMPENSATION RECEIVED."**?

The Board will consider whether to sell or donate town right of way to CDOT for the reconfiguration of the U.S. 24 reconfiguration

This Agenda may be Amended
Posted at Buena Vista Town Hall, www.buenavistaco.gov, Post Office, and Public Library on
Friday, March 18, 2016

E. Advisory Boards & Commissions Manual.

The Board will consider a final draft of the Advisory Boards & Commissions Manual will be presented for Trustee consideration. The manual standards the process for each board and defines the roles and responsibilities for each board member.

F. IGA Discussion.

The Board will finalize the list of comments to be included in the revised intergovernmental agreement (IGA) between the county and the Town of Buena Vista.

G. Letter of Support for National Healthcare Scholar Program.

The Board of Trustees will consider a letter of support for the National Healthcare Scholar program for two local physicians.

XI. STAFF REPORTS

1. Town Administrator
2. Town Treasurer
3. Town Clerk
4. Principal Planner
5. Airport Manager

XII. TRUSTEE – STAFF INTERACTION

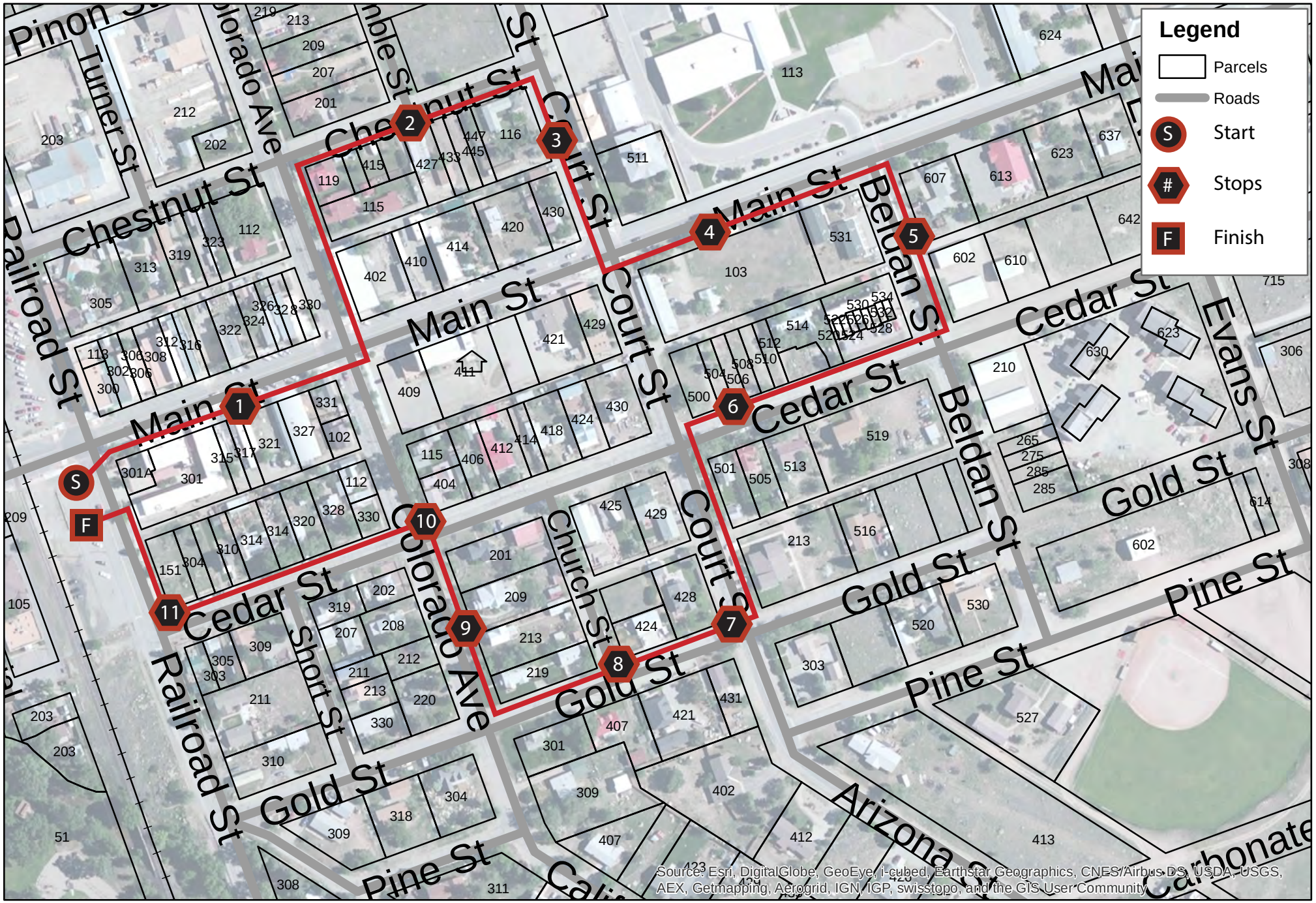
XIII. EXECUTIVE SESSION - An Executive Session to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property, pursuant to C.R.S. § 24-6-402(4)(a), and to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. §24-6-402(4)(e).

XIV. ADJOURNMENT

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, Post Office, and Public Library on Friday, March 18, 2016

Walking Map



0 125 250 500 750 1,000 Feet

This map is not intended to be used for survey purposes or to supersede information provided by license surveyors. Created by the Town of Buena Vista Planning Department

March 2016

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees are a source of joy and spiritual renewal, and

WHEREAS, the Town of Buena Vista has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting ways,

NOW, THEREFORE, I, Joel Benson, Mayor of the Town of Buena Vista, do hereby proclaim, April 29, 2016, as

Arbor Day

in the Town of Buena Vista, and I urge all citizens to support efforts to care for our trees and woodlands and to support our town's community forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Given under my hand and the seal of the Town of Buena Vista on this 22nd day of March, 2016.

(Seal)

_____

Joel Benson, Mayor

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
OF THE TOWN OF BUENA VISTA, COLORADO

March 8, 2016

WORK SESSION Regarding Broadband at 6:00 PM
Present for work session: Mayor Joel Benson, Trustees Duff Lacy, Eric Gibb, Phillip Puckett, David Volpe, and Carrie Carey, and Town Administrator Brandy Reitter, IT Administrator Larry Deffenbaugh, and Town Clerk Janell Sciacca.

Mayor Benson opened the Work Session at 6:00 PM. Reitter announced the work session was a follow up to January 12 where the concept was introduced. She reminded the Board she said she would bring a pilot project to them to improve BV quality of life. Town IT Administrator Larry Deffenbaugh and Chip White of Affiniti were introduced. Reitter reviewed the history since January 12 including the presentation, approval of an SB152 Ballot issue and the Town's application for a Cool and Connected Broadband Strategy Grant through USDA. The use of Virtual Networks allows Town to isolate traffic from diverse groups for security purposes while allowing streaming to many areas of Town. Levels of services were reviewed – 1 Town location integration; 2 Wireless access of Town operations; 3 - Provide cost effective internet to local businesses and 4. Provide internet access to residents. Costs for the pilot project areas A-D were reviewed which included a DOLA grant and private and Town funds. Monthly costs for maintenance, support, monitoring, and equipment replacement were discussed along with pros and cons of the project. The funding plan is a combination of private and local contributions for infrastructure along with a DOLA grant for the middle mile infrastructure. The project only moves forward if the DOLA grant is received and Reitter recommended applying for grant funding for all Town zones. Related initiatives were reviewed - Wi-Fi hot spots, mobile devices for field staff, cyber security, etc. The project timeline if a grant is received in June is to bid out the project in July, make an award in August and begin construction in September. Reitter advised the Board that this project touches on all the areas of the Board's Key Outcome areas of Economic Vitality, Infrastructure, Community, Environment and Water. White stated that this movement is going through the State very rapidly with many communities moving in this direction. At the end of the Work Session Benson noted this matter would be brought up during the regular agenda as a discussion item.

The work session ended at 6:52 PM.

CALL TO ORDER :00
A Regular meeting of the Board of Trustees was called to order at 6:59 PM on Tuesday, March 8, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Joel Benson. Present were Mayor Joel Benson, Trustees Phillip Puckett, Duff Lacy, Carrie Carey, Eric Gibb and David Volpe, Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Deputy Treasurer Jana Schumann, Public Works Director Greg Maggard, Police Chief Jimmy Tidwell, Fire Chief Dixon Villers, Assistant to the Town Administrator Emily Katsimpalis and Town Clerk Janell Sciacca.

ROLL CALL :12
Town Clerk Sciacca proceeded with the roll call and declared a quorum.

PLEDGE OF ALLEGIANCE :31
Mayor Benson led the Pledge of Allegiance.

PROCLAMATION – GIRL SCOUT WEEK – March 6-12, 2016 :52
Mayor Benson read the proclamation into the record and signed it declaring the week of March 6-12 at Girl Scout Week.

AGENDA ADOPTION 2:10
Gibb requested to add item G being to discuss whether or not to support a Broadband grant application which was discussed during the work session.

Motion #1 by Trustee Lacy, seconded by Trustee Puckett, to adopt the agenda as amended. **Motion carried 5-0**.

CONSENT AGENDA 2:57

A. Minutes
1. Regular Meeting – February 23, 2016
2. Beautification – February 4, 2016
3. Trails – February 2, 2016
4. Tree – February 11, 2016

B. Police Chief Report
C. Fire Chief Report.

Motion #2 by Trustee Volpe, seconded Trustee Puckett, to approve the consent agenda as presented. **Motion carried, 5-0**.

POLICY DISCUSSION – Complete Streets 03:37
Mayor Benson reviewed the general process regarding Policy Governance. The evening's topic is complete streets. Principal Planner Doering presented stating complete streets are for vehicles, pedestrians and bicycles. He reviewed a map in the packet of the current street conditions and stated Staff wants to know where the Board wants efforts made to increase sidewalks and bike lanes and what are the Board's preferences for Staff on how new development and redevelopment should be handled. The Board's input will be used by Staff to develop a Complete Streets Map to bring back to the Board for approval. He reviewed the A, B, C & D street types included in the memo. Doering asked for feedback by the end of March so the matter could be brought back to the Board at the first meeting in April. Gibb asked if the street types are consistent with the already approved Living Streets Plan. Doering replied they are very similar and the rules are not changing. Gibb was originally a proponent of looking at the entire city the last time this was discussed, but it occurred to him he was mistaken and the Board should not spend an enormous amount of time on a plan that won't be funded for 30 years. He now felt the Board should really only consider spending time on things being done in the next 5 years. Mayor Benson stated the Board did not want to stifle development and he envisioned concentric circles with requirements reducing as the circles move out. Some subdivisions will need to be looked at separately, but the Board would want to concentrate in the downtown corridor and along Highway 24. Planning Staff can determine what type streets fit in to. Gibb felt Staff should bring back concentric circles for the Board to look at. Reitter noted Public Works would be doing an assessment of all the streets this year after the spring thaw to develop a Capital Plan and this coincides with that project. Puckett agreed with the approach this time and asked the Planning Staff to make sure they were getting valuable feedback. He asked if it was enough for Staff that the Board wants the downtown core to be multi-modal. Doering asked for a general approach from the Board such as letting Staff know the downtown is important, he block north and south of Main is important, but Arkansas and Court are not until there is development, etc. which will give some direction for strategizing a 5-10 year area. Carey felt the three major east-west streets and Crossman and Main Street should be high priority. Lacy agreed with concentric circles going out but also believed in arteries and felt those should be brought to the Board. He likes the ABCD definitions and wants to see the ones Staff would like to work on. Benson noted this conversation could be continued during Trustee-Staff interaction or in another work Session. Doering noted this subject would also be part of the walking tour at the March 22 meeting. Benson announced the next work session would be Development Standards. Gibb asked to add infrastructure investments to the discussion list. Lacy added that Historic Preservation was important to discuss due to the construction on Main Street.

PUBLIC COMMENT 33:17

Kim Armstrong, 121 Baylor, presented requesting after-prom funding for BVHS. She stated that the committee tries to make after-prom a free event that is fun and safe keeping the students off the streets and out of trouble. Tatiana Poppovich, BVHS Junior, stated after-prom is important and this is a much safer alternative than going to someone's house. Baylor noted the committee is providing a hypnotist, games and activities, a mechanical bull, food, and door prizes as incentive to get the kids to participate.

Motion #3 by Trustee Carey, seconded by Trustee Lacy to approve donating $350.00 to the BVHS After-Prom. **Motion carried, 5-0**. Carey, aye; Gibb, aye; Lacy, aye; Puckett, aye; and Volpe, aye.

RESPONSE TO PUBLIC COMMENT 38:14

Mayor Benson thanked Armstrong and the committee for holding the After-Prom. Benson stated that the Board considers funding requests in the fall budget process and the committee could turn in a community request form in September and maybe get even more funding.

BUSINESS ITEMS

IGA Discussion. 38:55

Assistant to the Town Administrator Katsimpalis presented noting the current IGA from 2003 is outdated and tonight's purpose is to start discussions as to what might be included in the update. The list contained in the packet is preliminary. She also noted that parts of the 2003 agreement were never implemented. Gibb was shocked to find that some of the items not implement in the old agreement would have protected the Town if they had been followed and he requested that when the 2016 IGA is implemented that document be followed. Reitter noted that some of the items in the old agreement do not necessarily coincide with today's processes, procedures and priorities. Benson asked if there was cross-referencing with the 2006 draft IGA. Reitter replied there was. After additional discussion, Katsimpalis asked the Board to email her comments and she would bring this back to the Board for further review and discussion.

Planting Manual. 52:26

Public Works Director Maggard stated the Tree Advisory Board finished this manual and it is meant to be a planning document and will be incorporated and referenced in the Town code. He requested the Board take a look and it and let him know if anything needs changed. The manual is required by code. Gibb asked that Staff make sure xeriscape recommendations were consistent with the Gardening Guide. Benson clarified this is a manual but does not in any way dictate that only certain types of trees are allowed. Doering replied there is a list of trees that will be required and developers can certainly asked to plant others, but it will be at their own cost. Lacy asked if the Deer Protection suggestions were a minimum requirement as he felt this would not stop deer. Maggard replied it was minimal and more could be done. Benson also felt there should be a caveat included that the manual contains recommendations but deer, weather, etc. are different. Benson thanked Staff for working on the manual.

Should the Board approve adoption of #24 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO AUTHORIZING THE PURCHASE OF AN APPROVED SECURITY SYSTEM AND TRAINING AT THE POLICE DEPARTMENT. 58:40

Deputy Treasurer Schumann reminded that the Board they approved a system at the January 26th meeting. One bid, a sole source bid, was received from KUBL and the original amount budgeted was $12,000.

Motion #4 by Trustee Puckett, seconded by Trustee, to approve adoption of Resolution 24 as presented authorizing the purchase of an approved security system and training at the Police Department. **Motion carried, 5-0.** Gibb, aye; Lacy, aye; Puckett, aye; Volpe, aye; and Carey, aye.

Should the Board approve adoption of Resolution #25 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING MEMBERS OF THE ECONOMIC VITALITY ADVISORY BOARD." 1:01:10

Reitter reviewed her packet memo and the Board's brief history. She informed the Board that the Code does need wording updates. There were seven (7) applications received at packet time with an eighth application being received earlier in the day. Town Clerk Sciacca forwarded the 8th application and the revised resolution to the Board earlier in the afternoon. Reitter recommended getting the Board going to work on Town-wide economic development strategies. Gibb asked for specific examples of the agenda or items the Board would address and he was worried about overlap. Reitter replied an initial item is a comprehensive economic development strategy to move to a year round economy, business recruitment and retention and they can also weigh in on how to market to would-be employers. A lot of these members do not serve on other Boards. Benson could foresee overlap with the CMC, Chamber, Gateway Entry, etc. Puckett would like to see the Board spend time looking at industries and markets that would work well in BV and help determine how to recruit these businesses. Lacy felt this group could be the liaison with the Chamber, etc. to keep the Board of Trustees advised of what other groups are doing. Gibb felt a Trustee should be assigned before going forward. Benson stated that would be accomplished in April after the Election. Parker advised that the Board terms were not written into the Resolution. Reitter stated that Staff felt the Board could decide those. Parker stated that terms could be ratified by the Trustees later.

Motion #5 by Trustee Lacy, seconded by Trustee Puckett, to approve adoption of Resolution #25 as presented appointing members of the Economic Vitality Advisory Board. **Motion carried, 5-0.**

Should the Board approve adoption of Resolution #26 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO ADOPTING THE BUENA VISTA EMERGENCY OPERATIONS PLAN?". 01:11:00

Reitter noted the Plan was in the packet and is a carry-over item that she has been working on with the County. The plan spells out roles and responsibilities in the event of a large scale emergency or event. Reitter reviewed the listed items the plan addresses and stated that Poncha Springs and Salida have both approved identical plans. She stated that the Town needs to get the plan in place and that FEMA looks to the plans for reimbursement purposes. Gibb asked who declares an emergency and who decides which pieces are implemented. Reitter said that the Town is working with County EMS Manager Phil Graham on this and Fire Chief Villers added there are thresholds defining emergencies and he would be working side-by-side with Graham at all times.

Motion #6 by Trustee Lacy, seconded by Trustee Gibb, to approve adoption of Resolution #26 as presented adopting the Buena Vista Emergency Operations Plan. **Motion carried, 5-0**.

Town Treasurer / Finance Director Recommendation. 01:15:25

Benson reported that interviews were conducted last week with himself, Gibb, Reitter and Schumann participating. Reitter reviewed her memo and the panel recommendation for Michelle Stoke. She added that Stoke does know she is the selected candidate and references are being checked.

Motion #7 by Trustee Lacy, seconded by Trustee Puckett, to instruct Staff to extend an offer letter to Michelle Stoke with an official appointment occurring on March 22, 2016. **Motion carried, 5-0.**

Broadband Grant Recommendation. 01:22:03

Reitter provided a synopsis. Staff requests the Board consider a pilot project to be supported by a DOLA grant for the mid-mile infrastructure to improve internet service and capacity for Town Hall as well as extend Wi-Fi to the parks and provide a downtown hot spot. This is the most inexpensive way to increase service delivery and the DOLA grant will cover a good portion of the infrastructure build out while the Town works diligently to secure public and/or private investment for other infrastructure.

Motion #8 by Trustee Carey, seconded by Trustee Gibb to approve a Broadband grant application to DOLA to cover the middle-mile infrastructure for all the Town zones while seeking private partnership. **Carried 5-0**.

STAFF REPORTS

Town Administrator 01:24:53

- CDOT Hwy 24 first outreach meeting will be March 30 at the Community Center at 5PM.
- Town is launching a robust wellness program for Staff with first activity on March 13. Staff will participate in a cross-country ski/snowshooe wellness activity at Tennessee Pass Cookhouse.
- Town is coordinating a Bike to School day on May 4.
- Affordable Housing Committee met March 3. The group is finalizing a list of committee participants and selecting a vendor for the needs assessment update.
- CHFA and Urban, Inc. will conduct a site visit on March 7 to look at the proposed land swap.
- The historic structure assessment for McGinnis Gym will begin March 16. BV Heritage applied for and was also awarded a separate grant for the Courthouse.

Lacy inquired about the Railroad parking lot Main Street program improvements and specifically the area north of the Town Hall parking area. Reitter replied that is a Railroad property and the Town lease does not include that property. Lacy felt there was a lot of parking available in that area and he felt it should be cleaned up and used. Reitter said that it was possible and could be looked at.

Town Treasurer 01:30:50

- Town expenditures since February 17 report are Accounts Payable, ACH withdrawals for IRS, FPPA, and CDOR and Payroll.
- Large expenditures were with Clarion for the Land Development Code rewrite, Office Automation Technologies for new computers, Ohlson Lavoie Collaborative for the Event/Rec Center Feasibility Study and South Main for a water tap refund.

Public Works Director 01:32:14

- Monthly calculated loss is a work in progress; There were 2 frozen meters and 10 change-outs in February and Maggard is working on annual trends to get a better handle on the matter.
- One new tap was issued at Airport for the Reach Building and it will belong to the Town.
- Streets Department attended Asphalt Conference in Denver.
- Town is required to have one ADA complaint park. Columbine Park is easiest to transition and Town will be working on pouring a slab for handicapped parking.
- Water production cost analysis is being conducted to determine fill station rate.
- Work on Tee Road tie-in is beginning.
- Received change order to move Well #3. Professor Jason LaBelle with CSU is scheduled to come investigate the hearth on March 17. Staff needs to know how Board wants to proceed. The building houses the well plumbing and cost to move is $10,000 more than budgeted.
- Tank cleaning contract was awarded and work will begin in early March.

Motion #9 by Trustee Lacy and seconded by Trustee Carey seconded to approve the $10,000 change order as presented. **Motion carried, 5-0.** Lacy, aye; Puckett, aye; Volpe, aye; Carey, aye; and Gibb, aye.

TRUSTEE – STAFF INTERACTION 01:45:50

Benson noted a request from the Beautification Board to reallocate monies for two skylines to purchase lighted garland and tree trunk light wraps for trees on East Main.

Motion #10 by Trustee Gibb, seconded by Trustee Puckett, to approve the Budget Reallocation as requested by the Town Beautification Board. **Motion carried, 3-2 with Carey and Lacy voting No.**

Benson noted a fee waiver request from Chaffee County Council on the Arts for use of the Community Center for their monthly board meetings and a Spring Fling membership drive.

Motion #11 by Trustee Carey, seconded by Trustee Lacy, to grant the fee waiver request from Chaffee County Council on the Arts. **Motion carried, 5-0.**

Puckett asked if there is a schedule for the replacement of East Main Street lights. Maggard got a quote from Sangre De Cristo in the amount of $96,000 for the bulbs alone. Reitter added that her quote was $68,000 for full replacement, not just bulbs. She suggested that the Town use the money budgeted this year as Phase I and budget for the remainder next year. Maggard is meeting with Sangre De Cristo and will hopefully get clarification on the expense quoted and they will also be talking about Highway 24. Reitter stated the proposal for Highway 24 is essentially using the same light, but they will be a bit taller. Maggard is working with CDOT to make sure those lights are approved and there should be no issues since they are the same lights along the Highway in Woodland Park, CO.

Lacy thanked Town Clerk Sciacca for reaching out to CSU regarding the hearth. He also reported that the Trustee Candidate Forum is scheduled for Thursday night. He inquired about Trustees ability to support a ballot issue. Parker clarified Trustees retain their individual rights and personally they could, but not as a Board or Trustee.

Benson wanted to make sure the Collective Vision Statement was referenced in the Town Code. He noticed the big orange and yellow signs coming into Town are degrading rapidly and need painted. Reitter stated they needed painted. Benson wanted to make sure the wayfinding matter is on the March 22 agenda. At Meadow Lane at the end of the cul-de-sac there were some rocks removed and people are driving thru the emergency access. He requested Public Works take a look at this.

Gibb noted a Carriage Club fee waiver request in the packet. Reitter stated it is not the Town's policy to waive Special Event Permit fees. No motion was made regarding the request.

Reitter thanked Public Works Staff for accommodating the Chaffee County Commissioner meetings at the Airport as it relates to the BV Music Festival. She noted Staff had to setup both the Airport and the Pinon Room for related meetings.

ADJOURNMENT 02:04:30
Motion #12 by Trustee Lacy, seconded by Trustee Puckett, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 9:04PM. **Motion carried, 5-0**.

Respectfully submitted:

Joel Benson, Mayor

Janell Sciacca, CMC
Town Clerk

Minutes of the Regular Meeting of the Buena Vista Planning and Zoning Commission
February 17, 2016

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 6:00pm, Wednesday, February 17, 2016 at the Buena Vista Community Center, Pinon Room, 715 E Main Street, Buena Vista, Colorado by Chair Trey Shelton. Also present were Commissioners Mark Jenkins, Estes Banks, Annie Davis, Preston Larimer, and Tim Bliss. Staff Present: Principal Planner Mark Doering and Deputy Town Clerk Melanie Jacobs.

PLEDGE OF ALLEGIANCE

Chair Shelton led in the Pledge of Allegiance.

ROLL CALL

Jacobs proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Shelton called for approval of the agenda. **Motion #1** by Davis seconded by Jenkins to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES

Davis motioned for approval of the February 3, 2016 minutes. **Motion #2** was seconded by Jenkins. Motion carried.

PUBLIC COMMENT

Shelton opened the public comment portion of the hearing at 6:03pm. With no comments received, the public comment portion of the hearing was closed at 6:03pm.

NEW BUSINESS

108 E Main St Comprehensive Sign Plan

Doering explained that the applicant was requesting permission to install two wooden wall signs on the building of 32sf each. (The current Code specifies a size limit of 24sf for each sign.) The building is located in the B-2 zone (highway commercial), and the applicant plans to use existing lighting to illuminate the signs. One sign would be located on the south side of the building (facing Main Street) and the other on the west side (facing Highway 24). Doering went briefly through the criteria for Comprehensive Sign Plan approval, noting that the plan is compliant with all of them. He closed by stating that staff had originally recommended approval with the condition that the remaining Re/Max sign be removed from the building, but as this sign was evidently taken down over the weekend, staff now recommends approval with no conditions.

Applicant Kathy Ridlon of Rustic Woods was present in the audience. She said that the new signs had been made by Mark Arnold of Sonshine Signs. She also stated that she had removed the Re/Max sign

from the building, but had no intention of doing anything with the two sets of freestanding sign supports located on the property at the corner of Main Street and Hwy 24 until after CDOT finished its work on the highway. One of those sets currently holds a 'Downtown Buena Vista' sign that is probably owned by the town or the Chamber of Commerce.

Shelton closed the public hearing after Ridlon concluded her remarks. None of the Commissioners had any objection to the sign plan.

Jenkins motioned to approve the Comprehensive Sign Plan for 108 E Main St as presented. Larimer seconded **Motion #3** and it passed unanimously.

STAFF / COMMISSION INTERACTION

Doering opined that applications such as this CSP should not have to come before the Commission for approval, as the entire process was necessitated by a mere 8sf deviation from the size limit on signs. He would like the Unified Development Code rewrite to allow for larger signs and administrative approvals of slight deviations from the standards. Banks explained that the low size limit on this type of sign (24sf) had originally been instituted in order to impose some uniformity on signs permitted in the town. Jenkins asked how big a requested sign would have to be to trigger a hearing before the Commission in the UDC rewrite, and Doering replied that this had yet to be determined. Issues such as internal illumination and brightness would also be addressed in the new Code. The Module 2 draft which staff received a short time ago from the consultants does not yet include a section on signage. When the module is complete, staff will seek input from the public, the Steering Committee, the Planning Commission, and the Board of Trustees regarding its content. Doering hopes to incentivize people to use the kind of signage the town wants by allowing larger signs of the desired types, and only permitting smaller signs of non-preferred types. The same strategy could be used to encourage business owners to upgrade their current signage.

Doering then informed the Commission that the Trustees had discussed the issue of Planning Department processes at their February 9 meeting. The Board has indicated it would like to see fewer applications that deal with minor issues and day-to-day items, which will mean more final decisions will be made administratively or by the Planning Commission. This will require political support from the Trustees, so that denials are not routinely taken to and overturned by the Board of Appeals.

Commissioners then discussed the issue of the town's image, noting that it is difficult to tell from the Comprehensive Plan exactly what the citizens want in this regard. Larimer remarked that there seems to be a split in town between those who promote and those who resist change. Banks suggested utilizing the services of an architect to help shape the future appearance of the town, and Doering stated that design standards may be implemented to regulate new construction. The Trustees will schedule a walking tour in the near future for the purpose of discussing this issue, and Planning Commissioners will be invited to participate.

Doering went on to say that some of the town's existing appearance could be improved when/if property owners come to the town seeking approval for a project: in order to get that approval, applicants would be required to make certain upgrades. He noted that this approach has historically been regarded as 'business-unfriendly,' but that he does not perceive it that way. Doering stated that he would like to see more housing built in town, particularly affordable housing, as only about 16 – 17 homes are being erected each year. Banks stated that developers will need to be offered incentives before they will agree to build affordable housing.

In response to a question from Larimer, Doering informed the Commission that Scott Reynolds had been promoted to Planner I, and the 'help wanted' ad running in the newspaper pertained to his replacement as Planning Technician. Doering believes that increasing Planning Department staff will allow for a more efficient, streamlined process for applicants/developers.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Davis motioned to adjourn the meeting at 7:25pm. Commissioner Banks seconded. **Motion #4** was unanimously approved.

Respectfully submitted:

Trey Shelton, Chair

Melanie Jacobs, Deputy Town Clerk

MINUTES FOR THE MEETING OF THE
RECREATION ADVISORY BOARD
Wednesday, February 10, 2016

CALL TO ORDER: A meeting of the Recreation Advisory Board was held on Wednesday, February 10, 2016 at the Buena Vista Community Center, 715 E. Main Street, Buena Vista, Colorado. Earl Richmond called the meeting to order at 7:38am.

Members present were Co-Chair Earl Richmond, Co-Chair McKenzie Lyle, Marcus Trusty, Luke Urbine, Gary Crowder, Julie Robison, and Dan Hamme . Also in attendance were Parks and Recreation Supervisor Emily Osborn, Recreation Program Coordinator Ashley Davis, and Trustee Dave Volpe. Amy Varble and Amanda Krost were also present, as well as Rand and Carol Sailor. Charmayne Burtak was present to speak on the ice rink alongside Dan Hamme.

APPROVAL OF MINUTES: Gary Crowder moved to approve the January 2016 minutes. Dan Hamme seconded the motion. Unanimous approval.

APPROVAL OF THE AGENDA: Julie Robinson motioned to approve the agenda. McKenzie Lyle seconded the motion. Unanimous approval.

PUBLIC COMMENT: Amanda Krost brought information about potential swim lessons with BV REC. Ashley will meet with her after the meeting to review details. BV REC is short-staffed which is why it is going to take some time to get the summer schedule together. The Recreation Board asked about the intern position and if it will be long-term. Ashley reported that it is the hope, but we have not had a chance to get something in place yet. Luke and Marcus both suggested that we do not have an intern run softball since it's our biggest money maker. Ashley and Emily will sit down with Earl and try to create a format for how to offer the internship.

DISCUSSION ITEMS:

I. Discussion re BLM Fourmile Trails Proposal- Trustee Volpe was present to speak on the Fourmile Proposal for rebuilding trail in that area. The original project with the Bureau of Land Management (BLM) got put on the back burner and they are expecting it to be four years before they can revisit it. He presented to the Board of Trustees on Tuesday, February 9, 2016. He is asking for support from the Recreation Advisory Board on exploring this dialogue with the BLM. Currently, the cooperative management agreement is for one trail, but he is hoping that can be expanded. Ramsour Bridge does not have trail connectivity but the hope is that it will be connected to Barbara Whipple soon. Because the Bridge access is a time sensitive issue, completing that connection would be priority. Marcus is curious if it would be smart to designate one area to rebuild before tackling the whole system of trails. One of the benefits to taking on this project is that the Town would have more say in who gets what privileges on the trails. Carol Sailor is curious why the Town would put money into something they do not have legal control over. Rand Sailor stated the BLM would not likely let them build permanent trails until something more concrete was in place. He stated that it would have been better as a smaller project without including the motorized group in that development. Dave said that, since the project has been changed from the original intent, he is hoping to bring it back to the smaller scope and manage it as a Town instead. The Recreation Advisory Board is in support of Trustee Volpe continuing this conversation of a cooperative management plan with the BLM.

II. Discussion re Recreation Marketplace – Ashley and Emily have been looking at how to best facilitate a "marketplace" that would give other providers for recreation opportunities that BV REC does not provide. Marcus presented this to the Board of Trustees to get direction on how we can best service our community in this aspect. Amanda stated that the Town of Frisco has done a great job of compiling the opportunities in their area and suggested that BV REC examine it to see how to compile one for this area. McKenzie stated the public needs to communicate better when the program is happening or when it is over, especially if we go through the effort of putting this list together. Marcus suggested that maybe the Recreation Advisory Board could help compile the list, perhaps instead of doing a monthly project checklist since that is no longer applicable until a new Recreation Master Plan is created.

III. Discussion re Recreation Event Center Feasibility Report: The Recreation Event Center Feasibility Report was presented to the Board of Trustees on Tuesday, February 9, 2016. It is now public information and can be reviewed on the Town website. BV REC is asking the Recreation Advisory Board to review the document and bring questions, concerns, ideas, and thoughts to the March meeting. Amy Varble inquired about what type of changes are able to be made to this document, or if it truly is the final report. Marcus stated the Board of Trustees delegated the review of this document to the Recreation Advisory Board to gather thoughts. Trustee Gibb (who was unable to be present) asked that we aim for something on a smaller scale, totaling about $3 million instead of $8 million. Marcus suggested that we fit a center for BV REC's current programming needs and not build it with the mindset of "if we build it they will come". Amy suggested that we focus on the people that rejected this initiative in prior years and figure out if there is a way to tailor it to that group instead of focusing so much on youth, who will naturally participate if it is built. Julie is concerned that the older group is not going to support an increase in taxes to help a project along when there are cheaper, or even free, options for the same programming in the valley. Ashley stated that we will talk about the details later after everyone has had a chance to review it, but that we cannot just ignore the current needs for programming.

IV. Discussion re Mission Statement: Marcus looked at Woodland Park's mission statement and vision statement and suggested that it might be a good document to give the Recreation Advisory Board some guidance. Woodland Park tried to pass a motion for a Recreation Center in 2007 and it failed, however, they do have an ice rink near town. McKenzie thinks the mission statement for BV REC needs to focus on the whole community, be inclusive with all activities, and be a sort of hub for the rest of the recreation opportunities in town. Amanda suggested that the Recreation Board define what recreation is first, and then determine how Town works within that scope with our duties. Julie thinks that transportation would be a big aspect and creates community, suggesting that it may be part of the issue with failing facility partnerships. Everyone thinks it is important to engage and bring the community together. Charmayne Burtak determined that a mission statement is something we adopt now, whereas a vision statement is something we will aim to accomplish in the future.

<u>ONGOING DISCUSSION ITEMS:</u>

I. Lake Placid Ice Rink: Charmayne Burtak and her husband have been helping acquire the ice rink. The group is renting trucks, driving to go pick it up, and there is a crew there to help load it. A Facebook page has been set up, so Dan is asking that the Recreation Board funnels everyone through there. They will need people to

help unload and set-up. They are going to utilize the slab as well as the lot to the north next to the police department. Dan is looking for someone with connections to get some concrete poured to complete the correct size slab. They will be working on promotional posters to get the word out and keep the project moving forward. They will need to get a contact at Sangre to get a pole moved- BV REC will help if needed to get them to the correct people. Charmayne will be working on the fundraising piece.

II. Recreation Program Update: Ashley reported that BV REC already has 6 companies that have sent in scholarship donations, totaling $1300. In January, $3000 was collected for programming, which is comparable to 2015, however, the three biggest programs in the month did not happen this year. Programming is going well- Pickleball has brought in $900 on its own. They hosted a session of Pickleball lessons, and it was full with a waiting list. Food science was full for this session, there have been about 45+ people at volleyball weekly, 8-10 people at soccer, 20+ participating in Youth Ski League, and BV REC hosted the largest Nuggets Skills Challenge to date. There are also about 28 kids, ages 3-9, signed up for dance. In February, Volleyball League will begin, Bike Polo will start back up, we will have more dance classes, Pickleball classes, and there will be a session of Dog Smarts. Currently, Ashley is working on summer schedules, policies, and other safety measures.

ADJOURNMENT:

The meeting adjourned by Earl Richmond at 9:06am.

Respectfully submitted:

Ashley Davis, Recreation Program Coordinator

Earl Richmond, Co-Chair

Buena Vista Water Advisory Board

Minutes of February 17, 2016
Public Works Office Meeting Room
755 Gregg Dr.

Call to Order
The meeting was called to order by Chairman Hamilton at 6:35 p.m.

Attendance and Introductions
In attendance were Harley Hamilton, David Kelly, Paul Moltz, Andrew Rice, Keith Baker, Greg Maggard, and Brandy Reitter.

Agenda Adoption
Chairman Hamilton accepted the agenda as presented.

Approval of Minutes
Chairman Hamilton called for a motion to approve the minutes for the January 20th meeting as presented.

Motion #1 by Rice, second by Kelly to approve the January 20, 2016 minutes as presented. Motion carried.

Public Comment
Chairman Hamilton called for public comments. There were none.

Business Items

A. *St. Charles Mesa Meeting*

Water Advisory Board members received a copy of the draft agreement with St. Charles Mesa via email prior to the meeting. Reitter said she and Maggard have decided to try to work out an agreement with St. Charles Mesa to protect the Town in case of extreme drought. Upper Ark is also working on an agreement with them. She said she met with Dave Simpson from St. Charles Mesa, St. Charles Mesa's attorney, Water Engineer Trish Flood, and Attorney Cynthia Covell. St. Charles Mesa owns 1.2 cfs on Cottonwood, and they have a more senior priority than the Town, because the Town subordinated their water rights on Cottonwood Creek to St. Charles Mesa in the 1980's (Case # 83CW88). Reitter said there must be at least 2.6 cfs in the creek, or the Town must curtail water usage from the creek. The agreement would allow the Town to provide water to St. Charles Mesa from other sources if the 2.6 cfs requirement is not being met, so the Town could continue to take its water from the creek. St. Charles Mesa wants to make sure their water rights are protected. There will be certain trigger conditions in place that would cause the agreement to go into

effect. She said, ideally, the Town could provide water to St. Charles Mesa in Pueblo to satisfy the requirements of the agreement.

Reitter first explained the snowpack trigger condition. She said if the snowpack is less than seventy percent of average, according to Snow Telemetry (SNOTEL) Arkansas River Basin Time Series Snowpack Summary, snowpack trigger conditions could potentially kick in. The other trigger condition is the drought index trigger. She said Cynthia Covell is working on the language in section B-2. Reitter said she wants the language about water restrictions to be more clearly defined. She stated that the Town would curtail its irrigation if any of these conditions existed and could work with property owners to implement voluntary restrictions. The Town would be responsible for the administration and accounting of water.

Kelly clarified that the dates for water rights for the Town and for St. Charles Mesa are the same. However, the Town agreed to subordinate its water rights to St. Charles Mesa in a court case. He said Cottonwood Irrigating Ditch has rights on the Creek dating back to 1866 and 1872. According to Kelly, there is almost always enough water in the Creek for everyone, and Cottonwood Irrigating would probably still get their water, even in a drought situation. He said the only problem might be in early spring or when the Trout Creek Ditch takes in water. Kelly said he doesn't see anything bad in the agreement. Reitter said St. Charles Mesa doesn't want it to appear as if they are abandoning any of their water rights with this agreement. Chairman Hamilton asked about the meeting with St. Charles Mesa. Reitter said it was a brain storming session. Cindy Covell took the ideas from the meeting and wrote up the agreement. Reitter said her goal is to send the agreement to St. Charles Mesa next month. She will send out the updated agreement from Covell to the Water Board to review, then she will take the final draft to the Board of Trustees with a recommendation from the Water Board before sending it on to St. Charles Mesa.

B. *Source Water Protection Plan*

Maggard said the Source Water Protection Plan (SWPP) went to the last Board of Trustees meeting for public comment. He said he will clean up a few typos and formatting issues then send it out to the agencies listed in the document for comments. After that, it will come back to the Water Board for a final look, then go back to the Board of Trustees for approval. Maggard said he is also working on MOU paperwork for the agencies involved and will get that sent out, too. Maggard said he and Reitter talked about possibly getting an intern to help with implementing some of the BMP's listed in the plan. There is also a $5,000 grant from the State which the Town could use to help in implementing plan. He said many of the BMP's listed in the plan involve coordination between agencies. Reitter and Maggard thanked Chairman Hamilton for attending the Board of Trustees meeting.

C. *Other Water Issues*

Maggard said they are actively working on leak detection and accounting for water loss within the system. He said there is approximately 25% water loss within the

system, overall. Maggard said he has a couple of theories, and thinks he can account for approximately 6% - 8% of that water loss. Kelly suggested documenting that the Town is looking for water loss for the agreement with St. Charles Mesa.

Maggard said they fixed a valve to isolate Ivy League water use. He said, internally, Ivy League has about a 45% water loss. He said the Town will not take over that area with bad infrastructure in place.

Reitter said she talked to Cindy Covell and Trish Flood and was told that Town Lake is not compliant. The Town is in the process of pursuing a Substitute Water Supply Plan (SWSP), with the idea of getting a water right for the lake. Right now, Reitter said the Town does not get credit for draining the lake. Kelly said when the Town has a right to fill the Town Lake, it will get credit for the water when it is released into the river, minus the evaporation. Kelly said the Town needs to choose a good time to fill lake. The best thing would be to start filling it slowly before irrigation, and the Town needs to let people know when they are filling Town Lake. He said they also need to be aware of when they drain it. Maggard asked about filling the lake this year if there is high water again. Kelly said they could fill it for Paddle Fest, then drain enough water out to leave room for run-off.

Staff/Counsel Reports

A. *Town Administrator – Brandy Reitter*

Reitter said the Town is looking at ideas for getting more water. She is talking to the Board about it in Executive Session right now but said the Water Board will be part of any conversation about the acquiring of water rights when the time is right.

B. *Public Works Director – Greg Maggard*

Chairman Hamilton asked about Well #3. Maggard said they are waiting for a change order from the contractor to move the well house. He said the Board asked him to move forward on finding out more about options for preserving the fire pit. He said he contacted several colleges but did not get any responses. However, there is a Professor from Western State that may be interested in having his students study the fire pit. He said it will take a couple weeks to move the well house, then the Water Department will hook the plumbing into the East Main irrigation system for spring.

Maggard said the Town is going to be a $500 sponsor for the water forum at the end of April. He said the sponsorship includes a spot in the exhibit hall. It was agreed not to do a booth at the forum, but the Town will be recognized for being a sponsor.

C. *Water Counsel – Cynthia Covell*

Cynthia Covell was not present. No report given.

Board/Staff Interaction

The next Water Advisory Board meeting will be held on March 16, 2016.

Adjournment

Seeing that there was no further business, Chairman Hamilton called for a motion to adjourn.

Motion #2 by Moltz, second by Rice to adjourn the meeting.
Motion carried. The meeting was adjourned at 7:41p.m.

Respectfully submitted,

Lisa Brooker
Administrative Assistant

Harley Hamilton 3-16-2016

Water Chairman Date

Town of Buena Vista 2016

Buena Vista Collective Vision Statement

(Developed from Citizens' direct wording, Comp Plan 1996, 2006, 2015. We want all components of this vision and must work to create all components. This is the Context within which Town must make decisions.)

General Community Character

We envision the town as a clean, safe, quiet and secure community that is a desirable place to live, work, and play.

Community Spirit

Our collective community consists of friendly, well-informed, and engaged people who feel they can make a difference and have an impact in determining their future and their quality of life and enjoy freedom of expression.

Community Appearance

The town we envision has a defined sense of place as expressed in its history and architecture.

Community Services

The town of our vision has high-quality education and medical and emergency response services, as well as quality, efficient, and well maintained parks and public buildings. The town's public servants exhibit an excellent level of public service, including approachability, honesty and helpfulness. Our town government and community leaders demonstrate accountability, consistency and visibility. We engage in a high level of cooperation with surrounding governmental and nongovernmental entities.

Environment

We desire a community where urban, rural and agricultural land uses can coexist in a well-planned pattern. Land use decisions are made with thoughtfulness and an eye toward sustainability. We want a healthy community with clean air and water.

Economy

We envision a community in which all citizens enjoy financial prosperity and can find an affordable place to live. The town has a bustling downtown community core with abundant and diverse retail establishments. We continually strive for economic diversity within the community. Our town government is economically stable and viable.

Mission of Buena Vista Town Government

The Town of Buena Vista is to provide high-quality, reliable services for the benefit or our citizens, guests, and employees, while being good stewards of public resources and our natural setting.

Town Government **Key Outcome Areas**

(These strategic objectives and policies lead toward the Collective Vision Statement, and seek to fulfill the Mission of Town Government. These are what we focus on to establish Goals.)

Economic Vitality

We want to increase prosperity for Buena Vistans via the long-term that encourages sustainability, smart growth, and diversification, capitalizes on our strengths and improves quality of life. We want to identify and address weaknesses.

Infrastructure

We want to ensure that we maintain existing infrastructure when considering new infrastructure.

Community

We want to create a community with a sense of pride and acceptance where all contribute to the social, economic, political life, and feel respected and safe.

Environment

We want to create an environment that is safe, healthy, encourages conservation, and makes for a friendly place where people want to live, work and play.

Water

We want a safe and reliable water supply that comes from diverse sources, and meets the needs of residents and business now and in the future.

Our priority list for 2016 includes, in no particular order:

- **Continued work on adequate and reliable water supply** - Joint Permit with Upper Ark and US Forest Service, St Charles Mesa, other.
- **Continued honing of Policy Governance** - quarterly meetings, Policies adopted, Collective Vision Revisit
- **Water infrastructure** - upper zone tank, right size water lines, HWY 24
- **Downtown Revitalization** - DDA
- **Hwy 24** - all that is involved
- **Historic Preservation** - CLG designation, funding options
- **Trail Improvements** - Assorted
- **Continued Airport "Sustainability" and/or "Independence"** - Financial planning, settle ground lease, through the fence resolution, snow equipment building
- **Land Use Code rewrite**
- **IGA with county on Growth Area**
- **Broadband Planning**
- **Software upgrades for flow in various departments**
- **Training New Board/Transition**
- **Affordable Housing/Infill**
- **Continue Fire Services up to Par** - fire upgrades, regional emergency management planning

Policy Discussion - Regular Agenda Item, Buena Vista Board of Trustees

Policy List:

a. Development Standards
b. Infrastructure Investments
c. Historic preservation
d. Sponsorships/advertising levels for support of town activities
e. Rec Board role with private businesses, etc
f. Community Support Criteria

Discussion should bear in mind the Collective Vision Statement, Strategic Objectives and Priorities for Buena Vista

Process:
Until the Board of Trustees desires otherwise, each trustee meeting begins with a time-limited discussion on a particular policy item.

These items come from a list produced and added to each week by the Board with suggested items from staff, the public, etc. We can discuss policies related to the items and use this to further define policy, give direction to staff, uncover further needs, etc.

The list will have 6 items, a-f. We start with item a, discuss until approximately 7:35. The item is then pulled from the list and b moves to a. Trustees can decide whether to continue the discussion of (a) later that meeting, put it back on the list, add it to a future agenda, or other action. A new item can be added to the list by a trustee.

Parking lot of items to be added as desired:

- Affordable Housing
- Mapping
- Religious symbols in town
- VRBO's

TOWN OF BUENA VISTA
RESOLUTION NO. 27
(Series of 2016)

(

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA COLORADO, APPOINTING A NEW TOWN TREASURER AND FINANCE DIRECTOR.

WHEREAS, Sec. 2-41 of the Municipal Code authorizes and directs the Board of Trustees to appoint town officers by a majority vote of all members of the Board.

WHEREAS, a panel of interviewers, including two (2) Trustees considered three (3) finalists applicants; and

WHEREAS, the Board of Trustees voted On March 8, 2016 to have the Town Administrator extend an offer to applicant Michelle Stoke; and

WHEREAS, the Board of Trustees desires to provide for a smooth transition and therefore desires to have the new Town Treasurer and Finance Director begin employment on April 11, 2016

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR HE TOWN OF BUENA VISTA, COLORADO that Michelle Stoke be appointed to the position of Town of Buena Vista Treasurer and Finance Director.

RESOLVED, APPROVED, AND ADOPTED this 22nd day of March, 2016.

TOWN OF BUENA VISTA

BY: _____
Joel Benson, Mayor

ATTEST:

_____
Janell Sciacca, Town Clerk

Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 18, 2016

TO: Mayor and Board of Trustees

FROM: Mark Doering, Principal Planner, Planning Department

AGENDA ITEM: Lariat Outdoor Dining Encroachment Permit

Request:
Court and Robbie Johnson are requesting an Encroachment Permit to allow a 13' x 23' outdoor patio located in the East Main Street right-of-way in front of the Lariat Bar and Grill. The outdoor patio will be built on top of the Main Street asphalt and will take up three parking spaces on Main Street.

Overview:
Encroachment Permits are typically an administrative review by the Town Administrator. The Town Administrator forwarded this request to both the Planning and Zoning Commission and the Board of Trustees due to the nature of the request is the first to have the outdoor dining located in the street portion of East Main Street and the fact that the applicants are requesting to use three parking spaces for the outdoor patio. The Planning and Zoning Commission heard the request on March 16, 2016 and voted to recommend to the Trustees approval of the application with conditions by a vote of 6-0. Their staff report is attached for review.

Analysis:
The application meets all of the criteria listed in Sections 16-291 through 16-297 of the Zoning Ordinance, with the conditions listed in the approval resolution. A license agreement will be required that includes provisions for insurance coverage and maintenance of the property around the outdoor patio.

Policy Alignment:
The proposed outdoor dining area meets the Economic Vitality and Infrastructure policies. The outdoor dining area will increase sales for the Lariat and will add vitality to the downtown by attracting visitors. The outdoor dining area will not impact the existing infrastructure and is designed to be removed should the Town revoke the License Agreement or the outdoor patio area is no longer desired.

BOT Action:
Staff and the Planning and Zoning Commission recommend approval of the encroachment permit for the outdoor dining area subject to the following conditions:

1. Prior to the use of the public right of way, the Applicants and the Town shall enter into Revocable Encroachment License Agreement, attached hereto as Exhibit A which shall, at a minimum, include the following provisions:

   a. Within 30 days after execution of the Agreement, the Applicants shall obtain the minimum insurance for the encroachment as required by the Town. Said insurance shall be maintained as long as the encroachment remains in the right-of-way. If the minimum insurance is not maintained, the patio shall be removed from the right-of-way.

   b. The outdoor dining shall be installed on top of the existing street, without any permanent improvements requiring installation through the existing asphalt. If any asphalt is

damaged as a result of installation or removal of the outdoor patio, the applicants shall repair the street as required by the Public Works Director.

c. The outdoor patio and the surrounding area in front of the building shall be maintained in a neat, clean and hazard-free condition, including without limitation disposing of all trash off site, and removal of snow.

Staff is also seeking direction on the ability of the Town Administrator to review subsequent applications for outdoor dining areas within the right-of-way similar to this application. It is anticipated that other restaurants in the Town, especially those in the downtown area along East Main Street, may follow this example if it proves to be successful.

Attachments:
Planning and Zoning Commission Staff Report
Planning and Zoning Commission Summary and Draft Minutes

Planning Commission Encroachment Permit Meeting Summary

The Commission discussed the availability of parking near the proposed outdoor dining area, and expressed concern for parking in downtown if more of these are allowed. While the existing parking for the use is adequate with the current parking in East Main Street and in Railroad Street, there was concern that additional outdoor patios within the downtown core would reduce the amount of parking for downtown businesses.

The Commission discussed exploring a fee in-lieu of parking for businesses that may seek outdoor patios in the street that replace existing parking spaces. The Commission also had questions on the materials and construction of the patios so that maintenance and drainage are not a concern in the future. The Commission thought that the Town should evaluate how this outdoor dining area works and after one season to evaluate how it works and identify any issues that may arise.

The Commission recommended that the Board and the Commission hold a joint work session to discuss downtown parking, including for South Main, to cover topics relating to fees in-lieu of parking, short-term parking (such as 2-hour parking spaces) better signage, shuttles, and whether or not these applications for the use of parking spaces should be handled administratively. That was suggested in case other businesses want to pursue them, including those that might not be for outdoor dining areas. In addition, the Commission discussed the availability of adequate handicapped parking on the street throughout downtown and South Main Street.

The draft Planning and Zoning Commission meeting minutes for the proposed encroachment permit are included on the following two pages.

206 E Main Encroachment Permit Application

Doering introduced the project by stating that the applicants had requested an Encroachment Permit to allow outdoor dining within the East Main St right-of-way in front of the Lariat Bar and Grill. A 13' x 23' dining patio would be placed on the street at 206 E Main St (B-1 zone), taking up three parking spaces. One parking space would remain on the east side of the dining area to accommodate Town Hall traffic, and the applicants may decide to place bike racks immediately south of the patio, within the area currently used for parking. The patio, once in position, would be level with the sidewalk. Doering noted that the applicants had met all requirements for an encroachment permit, and that the application would normally have been handled administratively. Because this is the first request of its type, however, Town Administrator Reitter wanted the issue to go to the Planning Commission and the Board of Trustees for input. If this permit is granted and proves successful, staff anticipates receiving more such applications from businesses in the downtown area.

Doering informed Commissioners that the applicants would have to obtain insurance for the encroachment before the patio would be allowed to operate. The application is already compliant with outdoor dining requirements. In order for alcohol to be served on the patio, the town would have to create an entertainment district (probably encompassing East Main St and South Main), inside the borders of which state liquor laws would be relaxed to allow alcohol to be served and consumed in non-gated areas.

Doering stated that the staff recommendation was for approval with the following conditions:

> 1) the applicants must enter into a Revocable Encroachment License Agreement with the town, which would include these additional conditions:
>
> 2) the applicants must obtain and maintain the minimum insurance for the encroachment required by the town;
>
> 3) the dining patio must be installed on top of the existing street and any damage to the street must be repaired to the Public Works Director's satisfaction; and
>
> 4) the patio and surrounding area must be maintained in a neat, clean, and hazard-free condition, including off-site disposal of trash and removal of snow.

In response to a question about snow removal from Larimer, Doering noted that a channel would be left clear next to the curb and Public Works Director Maggard did not believe installation of the patio would cause snow/drainage problems.

Applicants Robbie and Court Johnson of 109 E Main St rose to speak. They stated that they had modeled their project on the outdoor patio used by Currents Restaurant in Salida, and that the proposed location of the patio was meant to preserve on-street parking spaces for both of their neighbors (Town Hall and Natural Mystic Wellness Center). As the new front door of the Lariat will be located in the middle of the building, the patio's location will also allow the bartender to keep an eye on patrons seated there. They

went on to explain that they intended for the patio to draw highway traffic onto East Main St, as it will be easily visible from the traffic light.

Davis asked where the Lariat's customers would park, and the Johnsons replied that there were several areas available: the railroad ROW, along the east side of Town Hall, across East Main St, or on Tabor St. Davis followed up by noting that parking in the downtown area is already a problem, and that this sort of activity would further reduce the number of available parking spaces. Larimer and Shelton opined that even with more patios in the ROW, parking needs in the downtown area could be accommodated. Scott Johnson remarked that the Lariat already has an outdoor dining area at the back of the building, to which the applicants responded by stating that this dining area is more useful than theoretical and would in any case draw in traffic from the highway, which is one of their primary goals. Scott Johnson then asked what the patio would be made of, and the Johnsons replied that it would be a composite wood floor over a metal support platform, with a metal railing around the outside.

Doering let the Commission know that with regard to code requirements, parking is not a concern. Scott Johnson suggested that a fee-in-lieu of parking should be considered when an applicant seeks to convert public parking to private use. Doering indicated that this kind of issue was exactly why the application had been forwarded to the Planning Commission: suggestions such as this one should, at the end of the discussion, be included in a motion to be forwarded to the Board of Trustees for their consideration.

Larimer motioned to recommend that the Board of Trustees approve the encroachment permit for an outdoor dining patio to be erected on top of the pavement on East Main St, in front of 206 East Main, with the conditions outlined in the staff report [conditions 2 – 4 on page 3 of these minutes], as well as the condition added by the Town Attorney [condition 1 on page 3 of these minutes]. Banks seconded and Motion #4 passed without dissent.

Shelton asked for additional recommendations to send to the Board of Trustees. Banks suggested that the town move forward with applications like this one, and evaluate the outcomes after a season to identify problems. Larimer expressed a desire to attend a joint work session with the Trustees to talk about parking.

Larimer then motioned to recommend to the Trustees that a joint work session be held prior to the finalization of the new Unified Development Code to discuss parking downtown and in South Main, at which the following topics relating to downtown parking would be addressed: fees-in-lieu, short-term parking, the possibility of shuttles, better signage, and whether or not applications such as this one should be handled administratively. Davis seconded Motion #5.

After a bit of discussion, Larimer and Davis agreed to amend Motion #5 to omit the issue of administrative handling of encroachment permits, and to add the recommendation that the Public Works Department be asked to create adequate handicapped parking spaces downtown and in South Main. Motion #5 then passed unanimously.

Town of Buena Vista
210 East Main St.
P.O. Box 2002
Buena Vista, CO 81211
719-395-8643

ENCROACHMENT PERMIT STAFF REPORT

REPORT DATE: March 11, 2016

CASE ADDRESS: 206 E Main Street

HEARING DATE: March 16, 2016 – Planning and Zoning Commission

APPLICANT: Court and Robbie Johnson

REQUEST: The applicants are requesting an Encroachment Permit to allow outdoor dining located in the right-of-way. The applicants are proposing to locate a fenced outdoor dining patio in the parking spaces within the East Main Street right-of-way to allow patrons of the Lariat to have outdoor seating. The dining area would be built on a patio that is built to sit on top of the existing asphalt street and would replace three existing parking spaces that are immediately in front of the Lariat Bar and Grill. The parking spaces proposed for the outdoor patio are located in the General Business (B-1) zone district. Outdoor Dining is allowed with the approval of Town subject to the requirements of Article XII of the Town of Buena Vista Zoning Ordinance (Encroachment Permits).

TOWN STAFF: Mark N. Doering, Principal Planner

STAFF RECOMMENDATION:
That the Planning and Zoning Commission recommend to the Board of Trustees that they approve the requested Encroachment Permit to allow a 13' x 23' outdoor patio within the East Main Street right-of-way in front of 206 E. Main Street.

ATTACHMENTS TO THE REPORT:
Attachment A – Vicinity Map
Attachment B – Zoning Map
Attachment C – Outdoor Seating Plan and Patio Elevations
Attachment D – Site Photos

I. SUMMARY OF REQUEST

The applicants are requesting approval of an encroachment permit to allow a 13' x 23' outdoor patio in the Main Street right-of-way on top of the existing pavement in front of the existing building located at 206 E Main Street. The applicants are seeking to construct an outdoor dining space on a deck resting on top of the asphalt road that will bring the finished grade of the patio area up to the existing elevation of the sidewalk for the Lariat Bar and Grill. The patio will be enclosed by a railing on three sides to contain those dining outside of the restaurant and bar. Along with the encroachment permit, the applicant will also have to get separate approval of a building permit and approval of the local and state liquor licensing authorities to allow for the consumption of alcohol in that outdoor seating area. The subject property is owned by the Town of Buena Vista, and the applicant will be required to obtain and maintain insurance to protect the Town from any liability resulting from any claims resulting from the private use of public property.

II. PROCESS – REQUIRED APPROVALS

The applicant has submitted an Encroachment Permit application as specified in Article XII of the Town of Buena Vista Zoning Ordinance (Sections 16-291 through 16-297). The Town Administrator has reviewed the application and determined that the application should be forwarded to both the Planning and Zoning Commission and Board of Trustees because of the nature of the encroachment into the parking spaces with East Main Street and because this is the first request to allow the conversion of public parking spaces into a private patio.

Staff is seeking input from both the Planning and Zoning Commission and Board of Trustees to determine if this is an appropriate use in downtown Buena Vista that might further be replicated elsewhere if it is successful in this location, and if staff should review future applications administratively. Staff reviewed the application is forwarding the request to the Planning and Zoning Commission for a recommendation and to the Board of Trustees for a final decision on the application.

III. ANALYSIS – ENCROACHMENT PERMIT CRITERIA

Sections 16-292 through 16-295 of the Buena Vista Zoning Ordinance provides review criteria for encroachment permits. Each criterion is listed in bold text, followed by staff's analysis for each in standard text.

Section 16-292. - Application for permit.

(a) Any person who wishes to encroach over or upon the public right-of-way shall apply for and obtain an encroachment permit from the Town Administrator according to the application process established by the Town Administrator. Encroachment permits for permanent structures shall be irrevocable, subject to the provision of adequate insurance. Encroachment permits for nonpermanent structures may be subject to a term as determined by the Town Administrator to ensure that the encroachment remains appropriate for its setting and compliant with the terms of the permit.

The applicants will be required to provide adequate insurance to cover the use of public property and will need to maintain that insurance as a condition of approval. Should the insurance not be maintained in the future, the Town will require removal of the outdoor dining area encroachment.

(b) The Town Administrator may establish review guidelines and application submittal requirements, and may also impose conditions on any permit to ensure that permitted encroachments comply with this Code and enhance the proposed location.

The Town Administrator required submittal of a site plan and elevations of the patio to show where the patio will be located and how the patio will look.

(c) The construction of any permitted encroachment shall be completed within the time period established by the permit, which shall in no event exceed one (1) year, or the permit will automatically expire.

The construction shall be limited as a condition to one year from the date of final approval from the Board of Trustees decision, if approved.

(d) The Town Administrator may impose a reasonable fee for an application for an encroachment permit, which fee may be amended from time to time.

The applicants paid $150.00 for the Encroachment Permit application as required by the Town's current fee schedule.

(e) The Town Administrator may require proof of authority from any person purporting to sign an application for the use of any person or entity other than the signator.

The application was signed by the property owners for the Lariat Bar and Grill.

(f) The Town Administrator has the discretion to forward any and all encroachment permit applications for review and approval by the Planning and Zoning Commission and/or Board of Trustees.

Due to the nature of the proposed location for the outdoor patio, within the street right-of-way, and the fact that this is the first of such applications the Town has received, the Town Administrator has forwarded the application to both boards for their review. If both boards believe that future applications, if any, can be handled administratively with staff review, then the Town Adminstrator will review those as allowed by the code, without Board of Trustees and Planning and Zoning Commission approval.

(g) Whenever any permittee desires to change the use or location of the activity authorized by the permit, the permittee shall follow the review and approval process required of a new applicant.

If approved, the outdoor patio will be allowed in that location only. Any changes in location will require a new application.

Sec. 16-293. - Mandatory insurance.

The holder of an encroachment permit issued under this Section shall indemnify and hold harmless the Town, its officers, employees and agents, against any and all claims arising from any occurrence occasioned by the permitted use, and shall maintain, during the period of the permit, comprehensive general public liability and property damage insurance naming the Town, its officers, employees and agents as

insureds in an amount equal to the limits under the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S., plus the costs of defense; provided that the insurance is primary insurance and that no other insurance maintained by the Town will be called upon to contribute to loss covered by the policy; and providing for thirty (30) days' notice of cancellation or material change to the Town.

As a condition of approval, the Town will require the applicants to obtain the required insurance for the encroachment prior to obtaining a Certificate of Occupancy for the outdoor patio. That insurance shall be maintained as long as the patio is operational.

Sec. 16-294. - Outdoor dining.

(a) In addition to the provisions described above, applications for all outdoor dining encroachment permits shall state the exact dimensions of the proposed encroachment and the distances from the encroachment to existing structures such as benches, tree grates, etc., as well as existing signs and lights. Encroachments may extend into the public right-of-way a distance that allows five (5) feet of unobstructed sidewalk measured from the curb or existing encroachment (such as an existing tree) along the building frontage. In the alternative, the five (5) feet of unobstructed sidewalk may be similarly measured from the building frontage if the applicant wishes the encroachment to front off the curb; provided, however, that at all times pedestrians must have access to a minimum of five (5) feet of unobstructed sidewalk as a thoroughfare between permitted outdoor dining encroachments.

The dimensions of the proposed encroachment are shown on the attached plans from the applicant. The existing sidewalk exceeds five feet of unobstructed width and will remain after the patio is located in the street.

(b) The outdoor dining permittee shall prominently display the permit.

The Encroachment Permit shall be displayed on the premises as a condition of approval.

Sec. 16-295. - General permit requirements.

(a) A permittee is responsible for maintaining the area within and in proximity to the permitted location in a neat, clean and hazard-free condition, including without limitation disposing of all trash off site.

The applicants shall be responsible for keeping the outdoor patio area and surrounding area in front of the restaurant neat, clean and hazard-free, including snow removal from the sidewalk and outdoor dining area in the right-of-way as a condition of approval.

(b) The Town Administrator may deny an encroachment permit if the proposed use does not benefit the Town, would constitute a physical hazard to the public health, safety or welfare or would violate any law.

Should any hazards to the public health safety or welfare arise, the Town Administrator may revoke the permit, including not maintaining the minimum insurance coverage for the duration of the encroachment within the right-of-way.

IV. CONCLUSION AND RECOMMENDATION

Based upon the information and materials provided by the applicants and included in the staff report, staff supports the requested Encroachment Permit to allow outdoor dining within the East

Main Street right-of-way in front of the Lariat Bar and Grill located at 206 E Main Street. Therefore, staff recommends that the Planning and Zoning Commission recommend approval with the following conditions to the Board of Trustees:

1. Court and Robbie Johnson have applied for an Encroachment Permit to allow a 23' x 13' outdoor dining area on top of the asphalt road for East Main Street; and
2. The Town Administrator has determined that the application should be reviewed by both the Planning and Zoning Commission and the Board of Trustees; and
3. The amended request was reviewed by the appropriate referral agencies; and
4. The proposed Encroachment Permit is consistent with the applicable standards set forth in Article XII of the Town of Buena Vista Zoning Ordinance; and
5. The proposed encroachment for outdoor dining within the right-of-way is consistent with the applicable standards set forth in Article XII of the Town of Buena Vista Zoning Ordinance; and

THEREFORE

The Planning and Zoning Commission recommends that the Board of Trustees **APPROVE WITH CONDITIONS** the Encroachment Permit to allow a 23' x 13' outdoor dining patio constructed on top of the asphalt for East Main Street in front of the existing building located at 206 E Main Street. The conditions of approval are:

1) Prior to the issuance of a certificate of occupancy for the outdoor patio area, the applicants shall obtain the minimum insurance for the encroachment as required by the Town. Said insurance shall be maintained as long as the patio remains in the right-of-way. If the minimum insurance is not maintained, the patio shall be removed from the right-of-way.

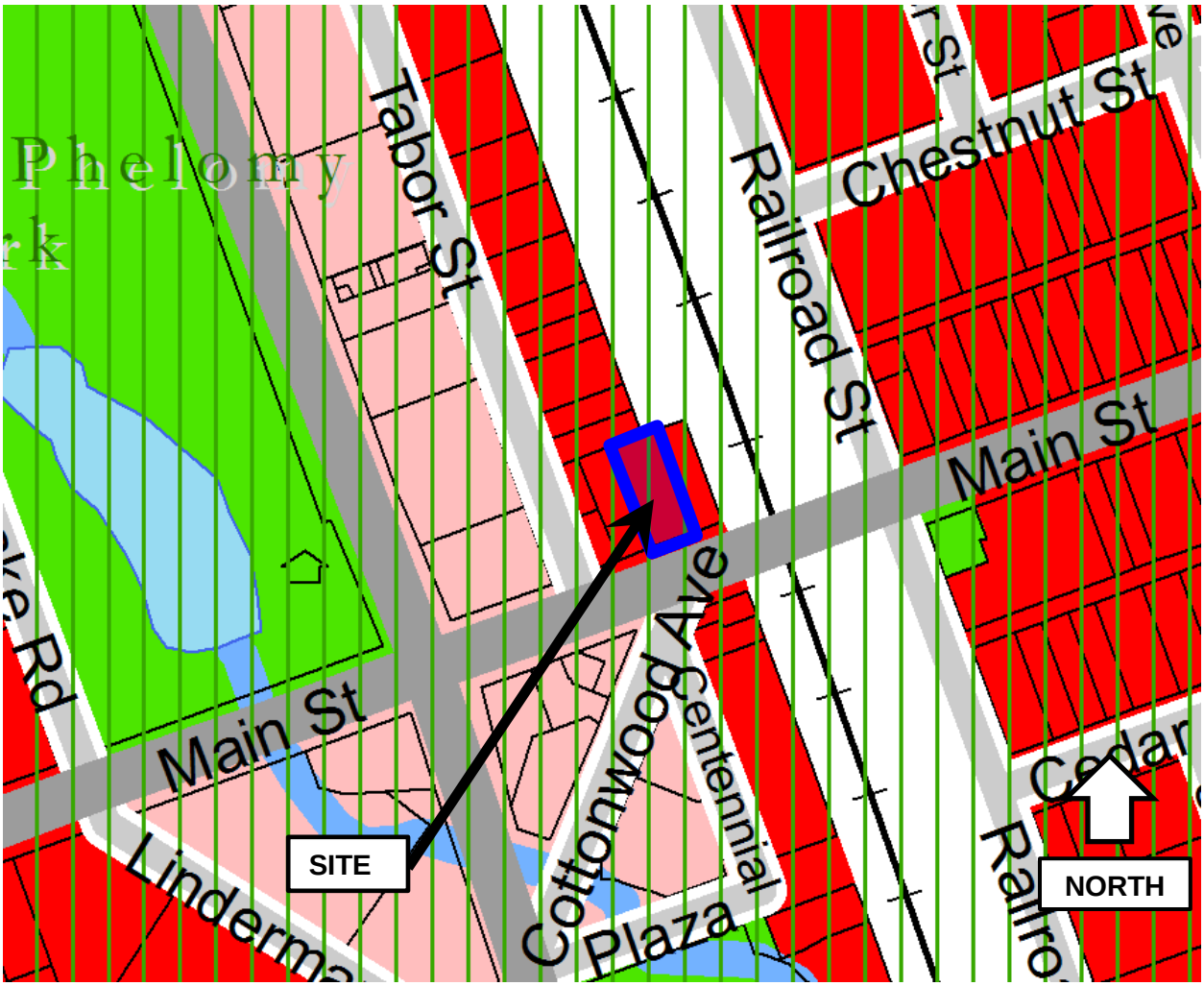
2) The outdoor dining shall be installed on top of the existing street, without any permanent improvements requiring installation through the existing asphalt. If any asphalt is damaged as a result of installation or removal of the outdoor patio, the applicants shall repair the street as required by the Public Works Director.

3) The outdoor patio and the surrounding area in front of the building shall be maintained in a neat, clean and hazard-free condition, including without limitation disposing of all trash off site, and removal of snow.

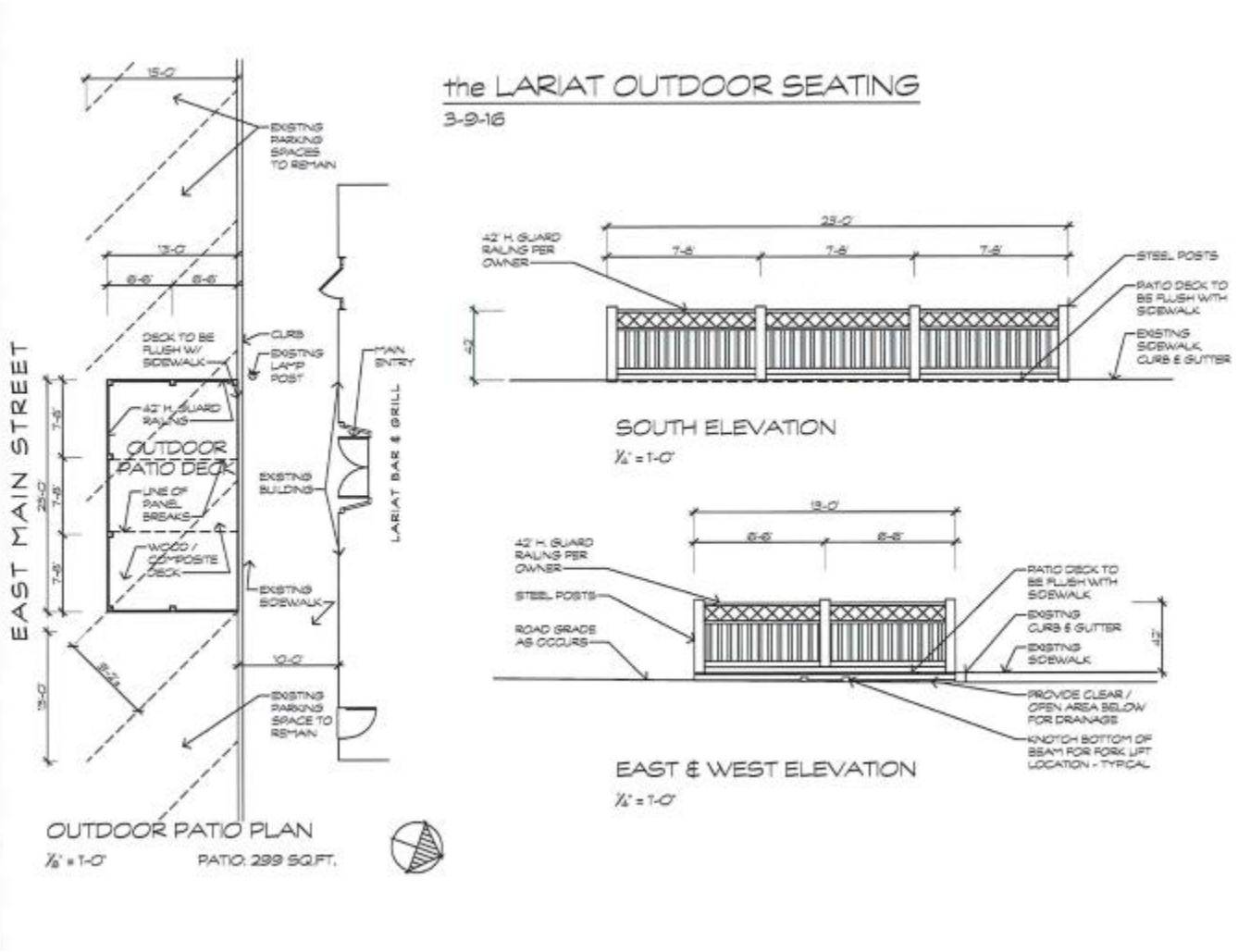
Cc: Court and Robbie Johnson, applicants

Attachment A – Vicinity Map

Attachment B – Zoning Map



Attachment C – Site Plan



Attachment D – Site Photos

Attachment D – Site Photos (continued)

Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 22, 2016

TO: Mayor and Board of Trustees

FROM: Emily Katsimpalis, Assistant to the Town Administrator

AGENDA ITEM: Logo, Branding and Wayfinding Presentation

Dear Mayor and Board of Trustees,

Request

In your packet, following this memo, you will find revised logo and wayfinding sign designs, as well as a style guide for the new branding proposed.

Overview

Local designers were engaged for a refinement of the recently proposed branding, logo and wayfinding sign designs. The Branding, Marketing and Wayfinding Committee worked with two local designers, Ashley Ahlene and Zach Alexander. Another local designer, Ryan Daniels, also consulted with the group. The designers are all very familiar with the local area, which helped in their refinement of this project. They spent many hours perfecting the logo design and wayfinding sign designs presented to you this evening. Additionally, the Committee, designers and myself met weekly in order to ensure the project was on the right track and reflected the desires of the community, as discovered in the public process and survey conducted last fall for this project.
Ashley Ahlene's design refinements of both the logo and wayfinding design were ultimately chosen by the group. You will find her designs in the pages that follow this memo. The committee was very pleased with the direction her logo and signage took.

More on Ashley: For Ashley, design is not just a profession—it is how she thinks and lives. Born and raised in Colorado, Ashley has proudly called Chaffee County home for over a decade. Recently, Ashley graduated Cum Laude from Rocky Mountain College of Art and Design with a Bachelor of Fine Arts in Communication Design. Ashley is the owner and Creative Director of CO Creative | Art & Design, an emerging and ambitious design studio and art gallery based out of Buena Vista, Colorado. CO Creative features the work of Colorado Artists and provides graphic design services for business, individuals and events. As a designer, Ashley aims at creating meaningful, functional designs that communicate clearly and are worth remembering.

Policy Alignment

This project aligns with Downtown Revitalization policy goal as well as the recommendations from the Downtown Colorado, Inc (DCI) assessment, which recommended updated wayfinding signage throughout town.

BOT Action

Staff and the Branding, Marketing and Wayfinding Committee recommend that a motion is made to accept the logo and wayfinding sign designs as proposed. Staff also recommends that trustees consider an RFP to contract with a designer on retainer for brand management to ensure the logo is used properly in all applications.

The Town of Buena Vista

Logo, Brand Identity & Signage

March, 22 2016

Designed By CO CREATIVE | ART & DESIGN

Table of Contents

3 **Public Engagement Research** | by Norris Design

4 **Current Logo** | The Town of Buena Vista

6-8 **Logo** | w/Tagline

9-11 **Logo** | w/o Tagline

12-18 **Wordmark Options**

19 **Letterhead**

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29 **East Main Street Banners**

31 **Signage** | Possible Implementation

32 **Logo Family** | Potential

Outdoor Recreation

Mountains & River

Community

Heritage

The Town of Buena Vista Current Logo

Presenting

The Town of Buena Vista Logo System

Logo | color, with tagline

Logo | grayscale, with tagline

Logo | black & white, with tagline

Logo | color, w/o tagline

Logo | grayscale, w/o tagline

Logo | black & white, w/o tagline

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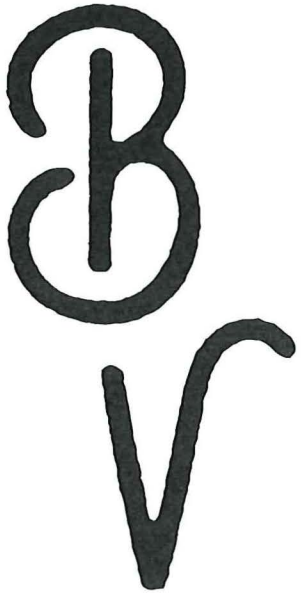
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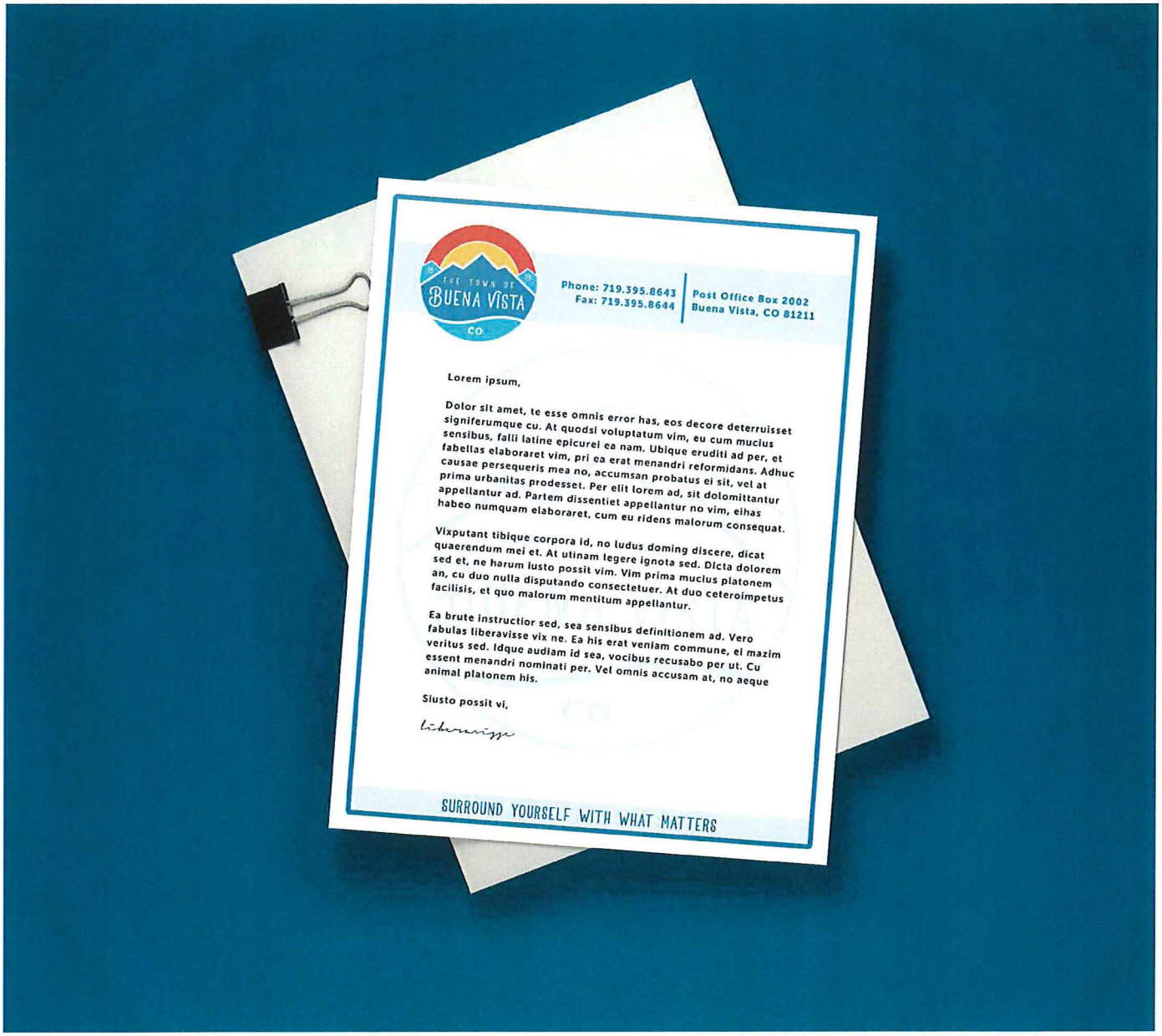
THE TOWN OF
BUENA VISTA
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Phone: 719.395.8643
Fax: 719.395.8644
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Buena Vista, CO 81211
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THE TOWN OF BUENA VISTA CO 1879

Phone: 719.395.8643
Fax: 719.395.8644

Post Office Box 2002
Buena Vista, CO 81211

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SURROUND YOURSELF WITH WHAT MATTERS
Post Office Box 2002 | Buena Vista, CO 81211 | Phone: 719.395.8643 | Fax: 719.395.8644

MEMORANDUM

To: _____

From: _____

Date: _____

RE: _____

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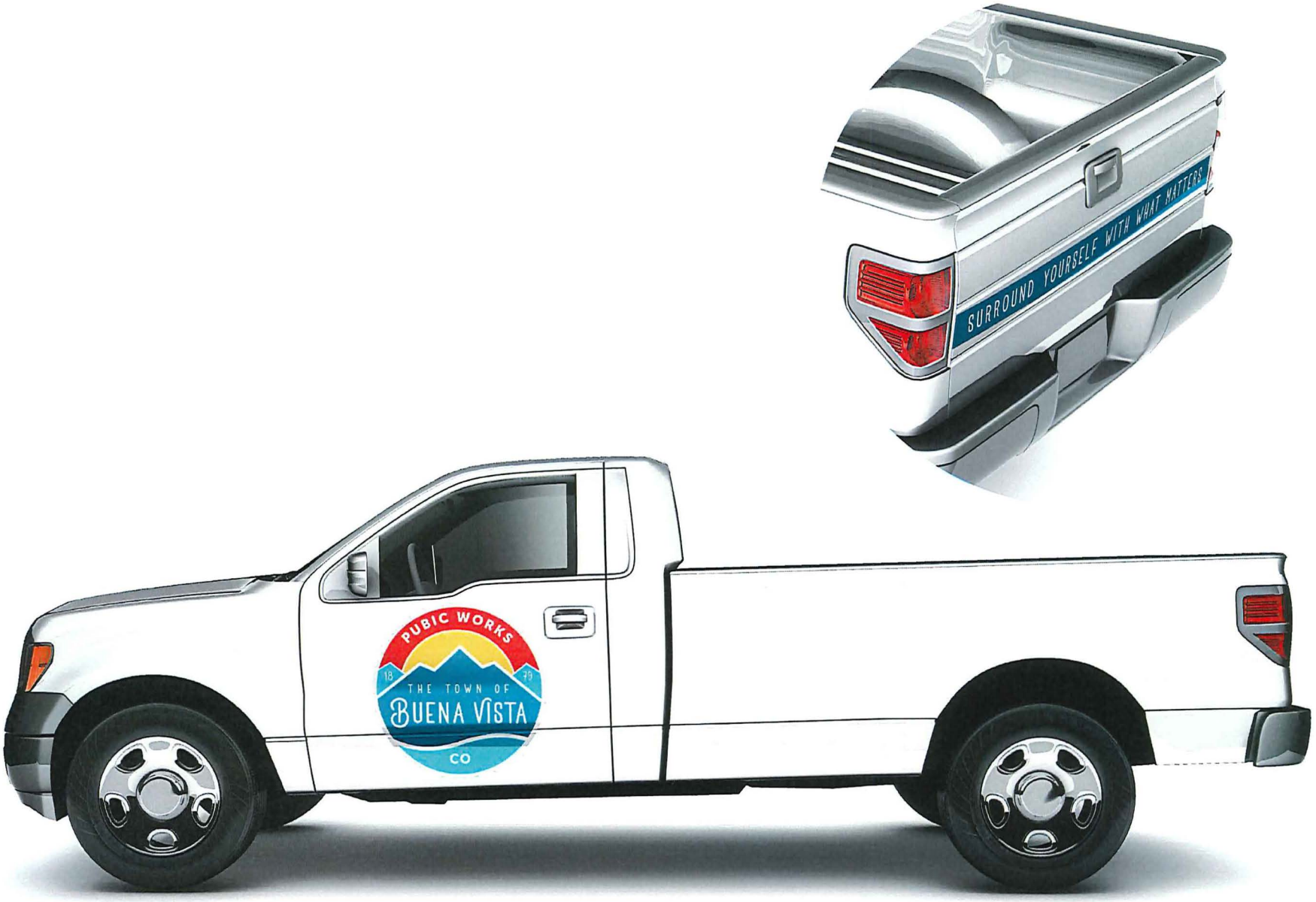
Post Office Box 2002 | Buena Vista, CO 81211 | Phone: 719.395.8643 | Fax: 719.395.8644

Business Card



Vehicle Branding

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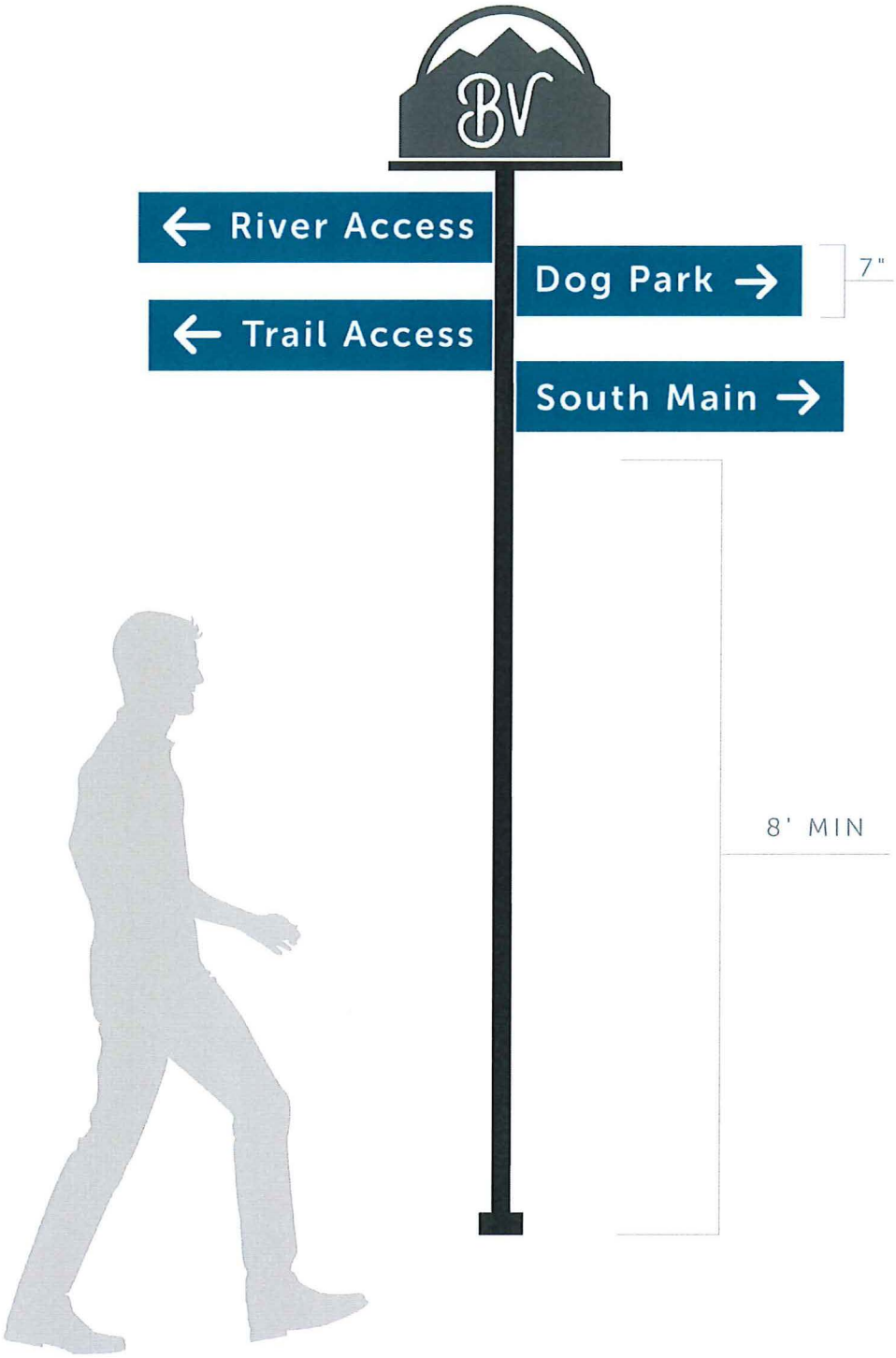


- Easy Updates with Vinyl
- Refective White Vinyl for Night
- Double Sided
- Own "BV"
- BV Topper Reinforces Brand Identity
- BV Negivtive Cutout

Pedestrian Wayfinding

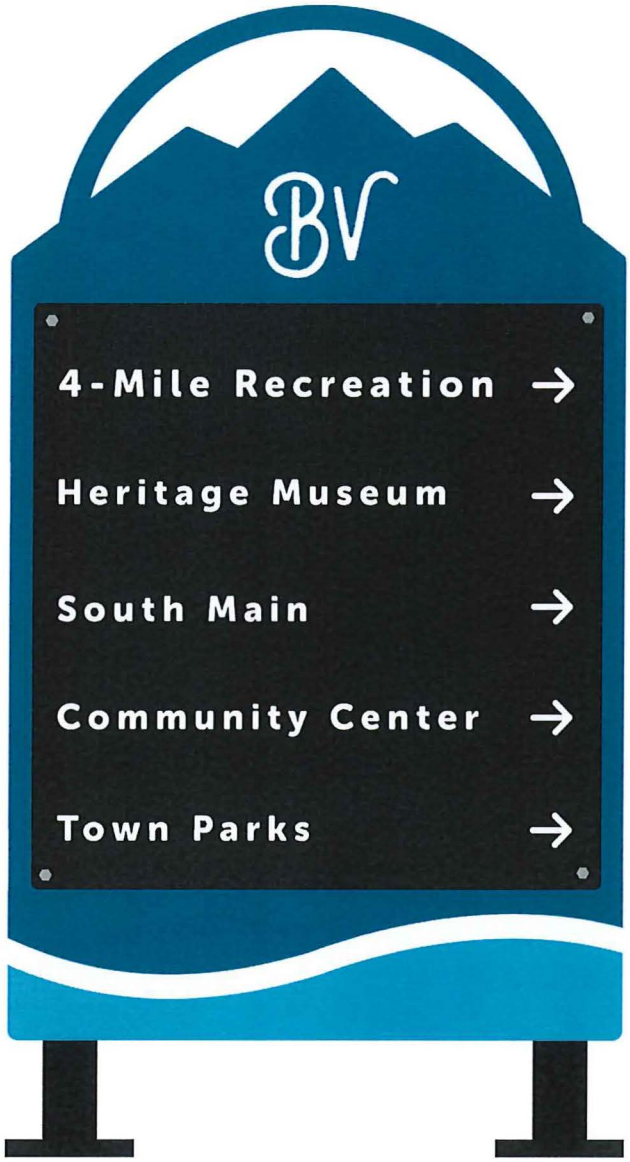
side view

- 2 Layers
- Easy Updates with Vinyl
- Refective White Vinyl Night Legibility
- Own "BV"

- BV Reinforces Brand Identity
- BV Negivtive Cutout
- River Curve Negitive Space
- "Sun" Area Negitive Space

- High Legibility Index
- 75-85 % Contrast
- White on Black
- -60/+40

side view



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- River Curve Negitive Space
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- High Legibility Index
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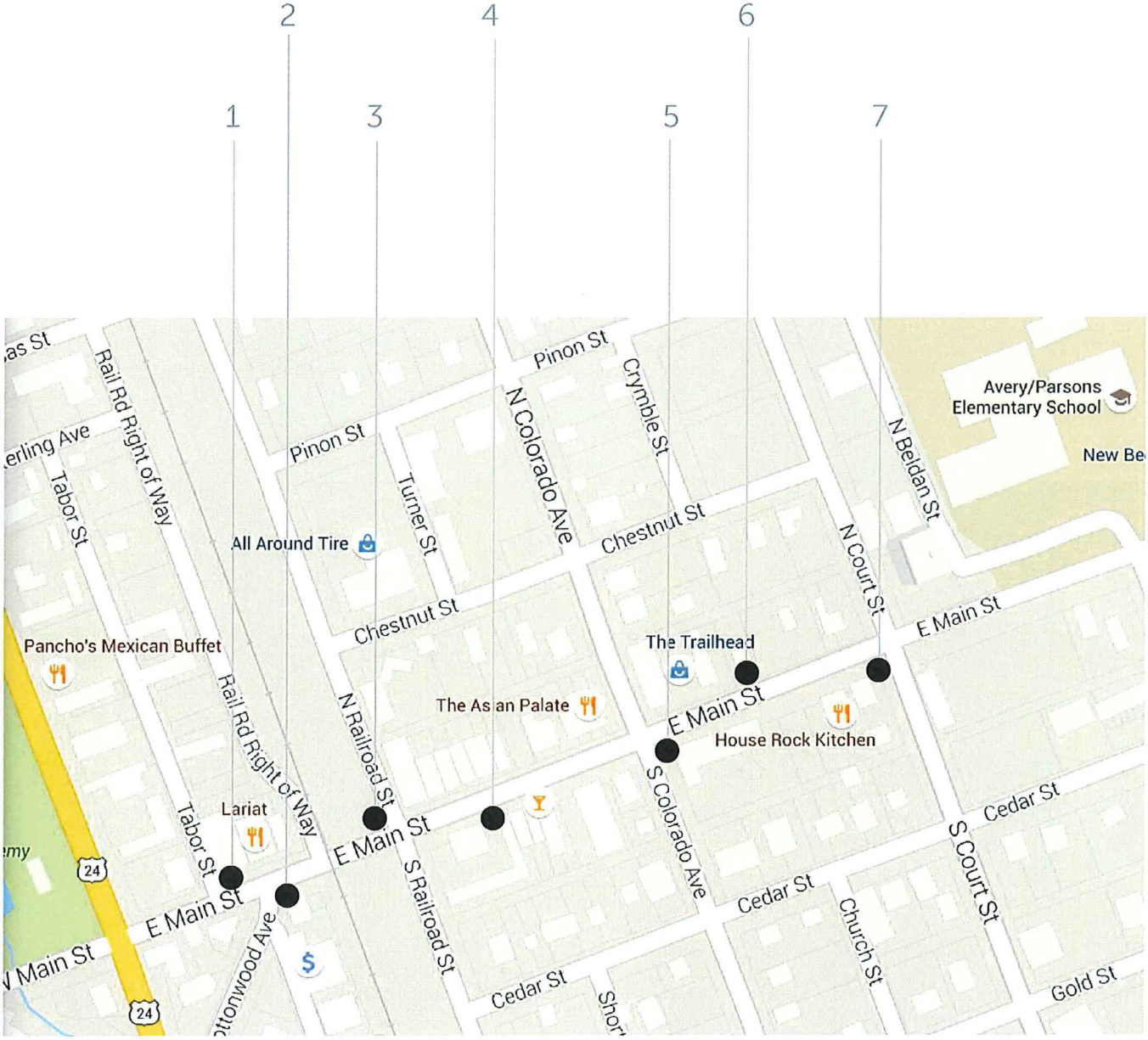
Primary Wayfinding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N Court St
E Main St
Pancho's Mexican Buffet
The Trailhead
The Asian Palate
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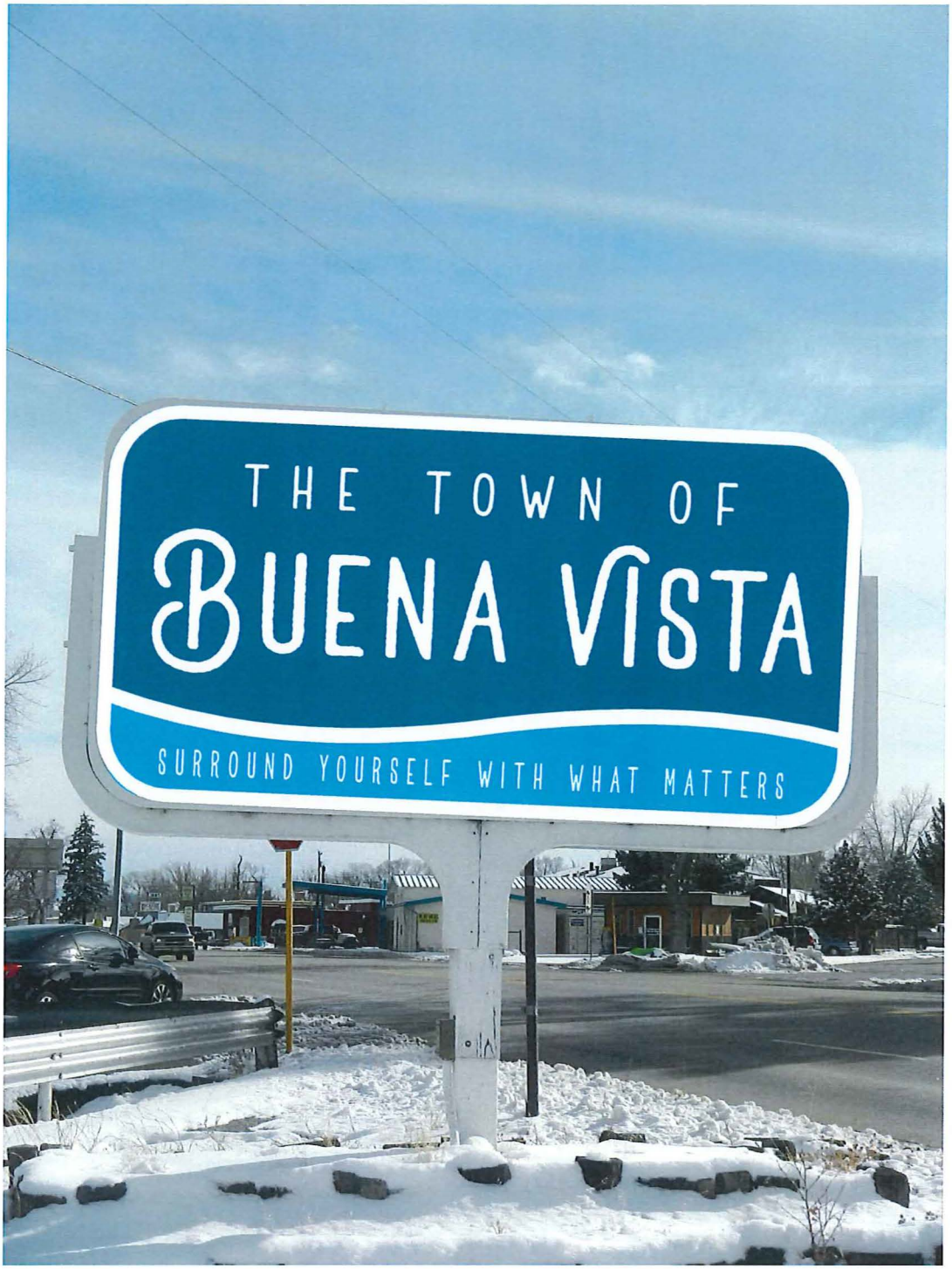
7 East Main Street Banners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BARBARA WHIPPLE
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THE TOWN OF

BUENA VISTA

CO

Thank You!

Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 18, 2016

TO: Mayor and Board of Trustees

FROM: Mark Doering, Principal Planner, Planning Department

AGENDA ITEM: Highway 24 Project – CDOT Acquisitions of Town-owned Properties

---

Request:
The Colorado Department of Transportation (CDOT) is requesting approval of six Memorandums of Agreement with the Town of Buena Vista for the Highway 24 project and requesting refunds of the compensation for acquisitions of Town-owned properties along the Highway 24 right-of-way.

Overview:
CDOT is starting the Highway 24 improvements in 2016 through town (between Farwell Street and DePaul Avenue) and acquisition of Town-owned properties along the project are required. The acquisitions are both temporary and permanent easements that are needed to construct improvements across park properties owned by the Town. Attached to this memo are letters and maps of the proposed acquisitions and the associated Memorandums of Agreements. In addition, CDOT is requesting a refund of the $9,440.00 that would be paid to the Town for the acquisition to allow those funds to be used for the construction of the improvements.

Analysis:
The Memorandums of Agreement have been reviewed by the Town Attorney and are acceptable to the Town, subject to final review by the Attorney. The request for the refunds for acquisition are appropriate to allow another government to not transfer taxpayer money to another government.

Policy Alignment:
The proposed acquisitions and refunds are in line with the Board's Infrastructure policies. They will allow CDOT to install new infrastructure along one of the main roads through the Town.

BOT Action:
Staff recommends approval of the Memorandums and the refunds to allow the Town and CDOT to install new improvements along Highway 24 and apply the refunds to the costs associated with the project.

Attachments:
Letters of Offers for Town Acquisitions (6)
Memorandums of Agreement including Maps (6)

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 19, 2016

Town of Buena Vista
P O Box 2002
Buena Vista, CO 81211-2002

RE: McPhelemy Park

220 N. HWY 24

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	RW-23, TE-23
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested 7015 0640 0000 1771 1886

Dear City Manager and Board of Trustees:

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 18, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
RW-23	7,028 sq. ft. 01631 Acres	A fee simple parcel needed for construction of highway improvements.
TE- 23	9,177 sq. ft. 0.211 acres	Temporary easement is required for the construction of a sidewalk and highway improvements

A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel RW-23	Value $
RW-23	$3,514
Total Fee Acquisition	$3,514
TE-23	$200 (min)
Total Temporary Easements	**$200 (min)**
Total Land	**3,714**
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$3,750 (R)**
*Incentive	$1,800
Total with incentive	**$5,550**

***If acceptance of this offer is not received by Saturday, March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $3,750 and processed through return of the attached MOA without incentive.**

Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

Jody Bryan by Larry Rosinger

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO DEPARTMENT OF TRANSPORTATION
REAL PROPERTY

TO BE ACQUIRED

Parcel Number: RW-23
STA. 1777+02 Rt. to STA. 1784+15 Rt.

FROM

TOWN OF BUENA VISTA, McPHELEMY PARK
PO BOX 2002
BUENA VISTA, CO 81211

FOR

Project Code: 19643
Project Number: NHPP 0242-059
Location: US Highway 24 in the Town of Buena Vista

EXHIBIT "A"

PROJECT CODE: 19643
PROJECT NUMBER: NHPP 0242-059
PARCEL NUMBER: RW-23
DATE: JUNE 22, 2015

DESCRIPTION

A tract or parcel of land, No. RW-23 of the Department of Transportation, State of Colorado, Project Code 19643, Project Number NHPP 0242-059, containing 0.161 acres (7028 sq. ft.), more or less, lying in Section 8, Township 14 South, Range 78 West, Sixth Principal Meridian, Chaffee County, Colorado, said tract or parcel of land being more particularly described as follows:

Beginning at a point on the westerly Right-of-way line of US Highway 24 established on former Project Number FAP 248 D EXT, from which a 2" diameter aluminum cap stamped PAUL A MEYER T14S R78W S8 S9 S17 S16 1996 LS 20152 for the Southeast corner of said Section 8, Bears: S 48°16'40" E, a distance of 2284.52 feet;

1. Thence southeasterly along said westerly Right-of-Way line of US Highway 24 being a curve to the right, having a radius of 4150.00 feet and a delta angle of 02°40'12", arc length of 193.40 feet, chord bearing of S 21°30'47" E, a distance of 193.38 feet;
2. Thence S 20°10'41" E, a distance of 519.17 feet to the northerly Right-of-way line of West Main St.;
3. Thence S 69°49'19" W along the said northerly Right-of-way line of West Main St.; a distance of 10.00 feet;
4. Thence N 20°10'41" W, a distance of 519.17 feet;
5. Thence northwesterly along a curve to the left, having a radius of 4140.00 feet and a delta angle of 02°24'17", arc length of 173.76 feet, chord bearing of N 21°22'50" W, a distance of 173.75 feet;
6. Thence N 04°48'16" E, a distance of 21.64 feet to the POINT OF BEGINNING.

The above described tract or parcel of land contains 0.161 acres (7028 sq. ft.), more or less.

Basis of Bearings: Bearings used in the calculations of coordinates are based on a state plane grid bearing of N 22°22'16" W from NGS Control Point X 285 (a 3 1/4" brass cap set in the top of a concrete monument, PID: JL0024) and CM-MP 209.9 (CDOT 3 1/4" diameter aluminum cap on a 3' x 3/4" diameter finned aluminum rod), as shown on CDOT Project Control Diagram under NHPP 0242-059.

Prepared for and on behalf of the
Colorado Department of Transportation
Jeff J. Redfern, PLS #27937
Farnsworth Group, Inc.
1099 Main Ave., Suite 302
Durango, CO 81301

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 20, 2016

Town of Buena Vista
P. O. Box 2002
Buena Vista, CO 81211-2002

RE: 123 Linderman Ave.

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	TE-34
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested

City Manager or Trustee;

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Summarize CDOT's Incentive Payment Program as it applies to this acquisition; and
3) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 17, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
TE-34	3,404 sq. ft. 0.078 Acres	Temporary Easement needed for construction of highway improvements.

A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

Summary of Incentive Payment Program

This letter is also to serve notice that CDOT is adopting an incentive-based acquisition program for this project. This CDOT project has been identified as a high-priority safety project; and we are able to offer all property owners an incentive payment, in addition to the offered amount, for agreeing to grant the necessary property rights within 35 days of this notification letter.

The incentive payment is considered an offer of compromise and is only applicable if the attached Memorandum of Agreement (MOA) with incentive is signed and returned to my attention no later than 5:00 PM, March 26, 2016.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel	Value $
TE-34	$200
Total Temporary Easements	**$200**
Total Land	$0
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$200**
Incentive*	$500
Total with Incentive	**$700**

*** If acceptance of this offer is not received by March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $200 and processed through return of the attached MOA without incentive.**

Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

Sincerely,

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA with incentive, MOA without incentive, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

REAL PROPERTY DONATION

Project Code: 19643
Parcel No: TE-34
Location: US 24 Enhancement Project in Buena Vista
State Highway No: US 24

Property owners whose real property is needed for a transportation improvement project may donate all or any part of the property to the State of Colorado, Department of Transportation (CDOT), or may donate (waive receipt of) all or any portion of just compensation due the owner for the property required for the project.

Where the property owner wishes to use the donation for a tax deduction, the owner should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for valuation. It is the property owner's responsibility to ascertain the fair market value of the property for tax purposes. CDOT will pay the reasonable cost of an appraisal for tax purposes if the value of the acquisition is estimated by CDOT at $5,000 or more and the appraisal is prepared by an independent appraiser.

If the property is contaminated, the costs to clean up such contamination will not exceed the value of the property.

Donation of the property is made voluntarily and with full knowledge of the right to receive just compensation. See the attached "Exhibit A" which is incorporated herein.

The undersigned hereby releases CDOT from obtaining an appraisal of the acquired property, waives the right to receive an appraisal other than an appraisal for tax purposes as described above, and waives the right to receive just compensation for the property. The undersigned hereby agrees to execute the necessary conveyance instruments to transfer said property free and clear of all liens and encumbrances.

Signature of Property Owner	Date
Signature of Property Owner	Date

ACCEPTED FOR THE STATE:

Region ROW Manager/Supervisor	Date

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 20, 2016

Town of Buena Vista
P. O. Box 2002
Buena Vista, CO 81211-2002

RE: Columbine Park

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	TE-35
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested

City Manager or Trustee;

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Summarize CDOT's Incentive Payment Program as it applies to this acquisition; and
3) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 17, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
TE-35	2,421 sq. ft. 0.056 Acres	Temporary Easement needed for construction of highway improvements.

A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

Summary of Incentive Payment Program

This letter is also to serve notice that CDOT is adopting an incentive-based acquisition program for this project. This CDOT project has been identified as a high-priority safety project; and we are able to offer all property owners an incentive payment, in addition to the offered amount, for agreeing to grant the necessary property rights within 35 days of this notification letter.

The incentive payment is considered an offer of compromise and is only applicable if the attached Memorandum of Agreement (MOA) with incentive is signed and returned to my attention no later than 5:00 PM, March 26, 2016.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel TE-35	Value $
Land	$0
Total Temporary Easements	**$200**
Total Land	$0
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$200**
Incentive*	$500
Total with Incentive	**$700**

*** If acceptance of this offer is not received by March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $200 and processed through return of the attached MOA without incentive.**

Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

Sincerely,

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA with incentive, MOA without incentive, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

REAL PROPERTY DONATION

Project Code: 19643
Parcel No: TE-35
Location: US 24 Enhancement Project in Buena Vista
State Highway No: US 24

Property owners whose real property is needed for a transportation improvement project may donate all or any part of the property to the State of Colorado, Department of Transportation (CDOT), or may donate (waive receipt of) all or any portion of just compensation due the owner for the property required for the project.

Where the property owner wishes to use the donation for a tax deduction, the owner should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for valuation. It is the property owner's responsibility to ascertain the fair market value of the property for tax purposes. CDOT will pay the reasonable cost of an appraisal for tax purposes if the value of the acquisition is estimated by CDOT at $5,000 or more and the appraisal is prepared by an independent appraiser.

If the property is contaminated, the costs to clean up such contamination will not exceed the value of the property.

Donation of the property is made voluntarily and with full knowledge of the right to receive just compensation. See the attached "Exhibit A" which is incorporated herein.

The undersigned hereby releases CDOT from obtaining an appraisal of the acquired property, waives the right to receive an appraisal other than an appraisal for tax purposes as described above, and waives the right to receive just compensation for the property. The undersigned hereby agrees to execute the necessary conveyance instruments to transfer said property free and clear of all liens and encumbrances.

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Property Owner Date

ACCEPTED FOR THE STATE:

_____ _____
Region ROW Manager/Supervisor Date

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 20, 2016

Town of Buena Vista
P. O. Box 2002
Buena Vista, CO 81211-2002

RE: Columbine Park

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	TE-36
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested

City Manager or Trustee;

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Summarize CDOT's Incentive Payment Program as it applies to this acquisition; and
3) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 17, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
TE-36	1,715 sq. ft. 0.039 Acres	Temporary Easement needed for construction of highway improvements.

A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

Summary of Incentive Payment Program

This letter is also to serve notice that CDOT is adopting an incentive-based acquisition program for this project. This CDOT project has been identified as a high-priority safety project; and we are able to offer all property owners an incentive payment, in addition to the offered amount, for agreeing to grant the necessary property rights within 35 days of this notification letter.

The incentive payment is considered an offer of compromise and is only applicable if the attached Memorandum of Agreement (MOA) with incentive is signed and returned to my attention no later than 5:00 PM, March 28, 2016.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel	Value $
TE-36	$200
Total Temporary Easements	**$200**
Total Land	$0
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$200**
Incentive*	$500
Total with Incentive	**$700**

*** If acceptance of this offer is not received by March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $200 and processed through return of the attached MOA without incentive.**

Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

Sincerely,

Jody Bryan

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA with incentive, MOA without incentive, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

REAL PROPERTY DONATION

Project Code: 19643
Parcel No: TE-36
Location: US 24 Enhancement Project in Buena Vista
State Highway No: US 24

Property owners whose real property is needed for a transportation improvement project may donate all or any part of the property to the State of Colorado, Department of Transportation (CDOT), or may donate (waive receipt of) all or any portion of just compensation due the owner for the property required for the project.

Where the property owner wishes to use the donation for a tax deduction, the owner should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for valuation. It is the property owner's responsibility to ascertain the fair market value of the property for tax purposes. CDOT will pay the reasonable cost of an appraisal for tax purposes if the value of the acquisition is estimated by CDOT at $5,000 or more and the appraisal is prepared by an independent appraiser.

If the property is contaminated, the costs to clean up such contamination will not exceed the value of the property.

Donation of the property is made voluntarily and with full knowledge of the right to receive just compensation. See the attached "Exhibit A" which is incorporated herein.

The undersigned hereby releases CDOT from obtaining an appraisal of the acquired property, waives the right to receive an appraisal other than an appraisal for tax purposes as described above, and waives the right to receive just compensation for the property. The undersigned hereby agrees to execute the necessary conveyance instruments to transfer said property free and clear of all liens and encumbrances.

Signature of Property Owner	Date
Signature of Property Owner	Date

ACCEPTED FOR THE STATE:

Region ROW Manager/Supervisor	Date

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 20, 2016

Town of Buena Vista
P. O. Box 2002
Buena Vista, CO 81211-2002

RE: Columbine Park

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	TE-44
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested

City Manager or Trustee;

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Summarize CDOT's Incentive Payment Program as it applies to this acquisition; and
3) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 17, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
TE-44	1,037 sq. ft. 0.056 Acres	Temporary Easement needed for construction of highway improvements.

A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

Summary of Incentive Payment Program

This letter is also to serve notice that CDOT is adopting an incentive-based acquisition program for this project. This CDOT project has been identified as a high-priority safety project; and we are able to offer all property owners an incentive payment, in addition to the offered amount, for agreeing to grant the necessary property rights within 35 days of this notification letter.

The incentive payment is considered an offer of compromise and is only applicable if the attached Memorandum of Agreement (MOA) with incentive is signed and returned to my attention no later than 5:00 PM, March 26, 2016.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel TE-44	Value $
Land	$0
Total Temporary Easements	**$200**
Total Land	$0
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$200**
Incentive*	$500
Total with Incentive	**$700**

*** If acceptance of this offer is not received by March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $200 and processed through return of the attached MOA without incentive.**

Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

Sincerely,

Jody Bryan

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA with incentive, MOA without incentive, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

REAL PROPERTY DONATION

Project Code: 19643
Parcel No: TE-44
Location: US 24 Enhancement Project in Buena Vista
State Highway No: US 24

Property owners whose real property is needed for a transportation improvement project may donate all or any part of the property to the State of Colorado, Department of Transportation (CDOT), or may donate (waive receipt of) all or any portion of just compensation due the owner for the property required for the project.

Where the property owner wishes to use the donation for a tax deduction, the owner should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for valuation. It is the property owner's responsibility to ascertain the fair market value of the property for tax purposes. CDOT will pay the reasonable cost of an appraisal for tax purposes if the value of the acquisition is estimated by CDOT at $5,000 or more and the appraisal is prepared by an independent appraiser.

If the property is contaminated, the costs to clean up such contamination will not exceed the value of the property.

Donation of the property is made voluntarily and with full knowledge of the right to receive just compensation. See the attached "Exhibit A" which is incorporated herein.

The undersigned hereby releases CDOT from obtaining an appraisal of the acquired property, waives the right to receive an appraisal other than an appraisal for tax purposes as described above, and waives the right to receive just compensation for the property. The undersigned hereby agrees to execute the necessary conveyance instruments to transfer said property free and clear of all liens and encumbrances.

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Property Owner Date

ACCEPTED FOR THE STATE:

_____ _____
Region ROW Manager/Supervisor Date

3803 North Main Avenue, Suite 300, Durango, CO 81301 P 970-385-1400 F 970-385-1431 www.colorado.gov/info

COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

February 20, 2016

Town of Buena Vista
P. O. Box 2002
Buena Vista, CO 81211-2002

RE: Parcel 42.

Project:	NHPP 0242-059
Project Code:	19643
Parcels:	PE-42, TE-42. TE-42A
Location:	US 24 Enhancement Project in Buena Vista

Delivered via Certified Mail, Return Receipt Requested

City Manager or Trustee;

The purpose of this letter is to:

1) Summarize the Colorado Department of Transportation's (CDOT) valuation of the proposed acquisition;
2) Summarize CDOT's Incentive Payment Program as it applies to this acquisition; and
3) Submit a formal offer for your property rights necessary to build the project.

Summary of Offer and Valuation

The proposed acquisition is for the improvement of US 24 between Farwell Street and DePaul Avenue to enhance safety and circulation for vehicular and pedestrian traffic through installation of handicap ramps, sidewalks, storm drainage, and roadway surface. The offer is based upon the Value Finding performed on February 17, 2016 by Jody Bryan, Right of Way Agent for Universal Field Services.

As part of this right-of-way project, CDOT has determined it will need to acquire property from you for this project. The identified parcels are:

Parcel	Area	Purpose - see Tabulation of Properties for details
PE-42	400 sq. ft.	Roadway and Sidewalk improvements
TE-42	1,874 sq. ft. 0.078 Acres	Temporary Easement needed for construction of highway improvements.
TE-42A	1,522 sq. ft. 0.035 Acres	Temporary Easement needed for construction of highway improvements.

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A temporary easement acts much like a rental agreement and no permanent property or property rights are transferred, rather CDOT pays for the right to use part of your land for a specific purpose and limited time.

For your information, I have enclosed a Right of Way Information booklet describing the acquisition process. I have also enclosed a copy of the right of way plan sheets and property descriptions for the property we are seeking to acquire.

Summary of Incentive Payment Program

This letter is also to serve notice that CDOT is adopting an incentive-based acquisition program for this project. This CDOT project has been identified as a high-priority safety project; and we are able to offer all property owners an incentive payment, in addition to the offered amount, for agreeing to grant the necessary property rights within 35 days of this notification letter.

The incentive payment is considered an offer of compromise and is only applicable if the attached Memorandum of Agreement (MOA) with incentive is signed and returned to my attention no later than 5:00 PM, March 26, 2016.

If you have valid information that shows your opinion of value exceeds the CDOT valuation and incentive, we will consider the merits of your opinion; however, we are not obligated to agree to your opinion of value. If the values are not consistent we hope to reach a negotiated settlement. The provisions of the incentive program do not eliminate your rights to negotiate a settlement based upon reasonable and acceptable value issues.

Summary of Offer

CDOT offers you the following amount as fair market value compensation for your property. The amount offered was determined in accordance with applicable State and Federal laws and requirements.

Parcel	Value $
PE-42	$400
Total Temporary Easements	**$200**
Total Land	$600
Improvements	**$0**
Damages	$0
Total Real Estate and Damages (rounded)	**$600**
Incentive*	$540
Total with Incentive	**$1,140**

*** If acceptance of this offer is not received by March 26, 2016, the amount of this offer will exclude the incentive payment; and shall be calculated as $600 and processed through return of the attached MOA without incentive.**

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Once you have had a chance to review this offer, please contact me so we may set up a time that I can meet with you to discuss CDOT's offer in more detail.

If you have no further questions and accept this offer, please sign the MEMORANDUM OF AGREEMENT (copy enclosed for your records), complete the W-9 and return them to me in the self-addressed stamped envelope.

Also included with this letter is the State of Colorado Demographic Information form. The information requested in this form is voluntary. If you choose to fill out this form, please mail it in the enclosed self-addressed stamped envelope to CDOT at its Denver address.

I am available to answer any questions you may have; and can be reached at 303-618-1217, or you may email me at jbryan@ufsrw.com

Sincerely,

Jody Bryan
Universal Field Services, Inc.
Right of Way Agent

Enclosures: Right of Way Plan Sheet 7.05, W-9 form, MOA with incentive, MOA without incentive, a Right of Way Information booklet, a self-addressed and stamped envelope for return of MOA and W-9 form, CDOT Demographic Information form with self-addressed and stamped envelope with Denver address

cc: Owner Acquisition File
Susan Christiansen, CDOT Project Manager

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COLORADO
Department of Transportation
Region 5

Right of Way
3803 North Main Avenue, Suite 300
Durango, CO 81301

REAL PROPERTY DONATION

Project Code: 19643
Parcel No: TE-42
Location: US 24 Enhancement Project in Buena Vista
State Highway No: US 24

Property owners whose real property is needed for a transportation improvement project may donate all or any part of the property to the State of Colorado, Department of Transportation (CDOT), or may donate (waive receipt of) all or any portion of just compensation due the owner for the property required for the project.

Where the property owner wishes to use the donation for a tax deduction, the owner should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for valuation. It is the property owner's responsibility to ascertain the fair market value of the property for tax purposes. CDOT will pay the reasonable cost of an appraisal for tax purposes if the value of the acquisition is estimated by CDOT at $5,000 or more and the appraisal is prepared by an independent appraiser.

If the property is contaminated, the costs to clean up such contamination will not exceed the value of the property.

Donation of the property is made voluntarily and with full knowledge of the right to receive just compensation. See the attached "Exhibit A" which is incorporated herein.

The undersigned hereby releases CDOT from obtaining an appraisal of the acquired property, waives the right to receive an appraisal other than an appraisal for tax purposes as described above, and waives the right to receive just compensation for the property. The undersigned hereby agrees to execute the necessary conveyance instruments to transfer said property free and clear of all liens and encumbrances.

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Property Owner Date

ACCEPTED FOR THE STATE:

_____ _____
Region ROW Manager/Supervisor Date

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COLORADO DEPARTMENT OF TRANSPORTATION
REAL PROPERTY

TO BE ACQUIRED

Parcel Number: PE-42
STA. 1795+66 Lt. to STA. 1796+06 Lt.

FROM

TOWN OF BUENA VISTA, FOREST SQUARE PARK
PO BOX 2002
Buena Vista, Colorado 81211

FOR

Project Code: 19643
Project Number: NHPP 0242-059
Location: US Highway 24 in the Town of Buena Vista

EXHIBIT "A"

PROJECT CODE: 19643
PROJECT NUMBER: NHPP 0242-059
PARCEL NUMBER: PE-42
DATE: JUNE 22, 2015

DESCRIPTION

A Permanent Easement, No. PE-42 of the Department of Transportation, State of Colorado, Project Code 19643, Project Number NHPP 0242-059, containing 0.009 acres (400 sq. ft.), more or less, lying in Section 17, Township 14 South, Range 78 West, Sixth Principal Meridian, Chaffee County, Colorado, said Permanent easement being more particularly described as follows:

Beginning at a point on the easterly Right-of-way line of US Highway 24 established on former Project Number FAP 248 D, from which a 2" diameter aluminum cap stamped PAUL A MEYER T14S R78W S8 S9 S17 S16 1996 LS 20152 for the Northeast corner of said Section 17, Bears: N 76°51'45" E, a distance of 987.08 feet;

1. Thence N 29°10'29" W along the said easterly Right-of way line of US Highway 24, a distance of 28.65 feet;
2. Thence northwesterly along said easterly Right-of way line of US Highway 24, being a curve to the right, having a radius of 2824.79 feet and a delta angle of 00°13'49", arc length of 11.35 feet, chord bearing of N 29°03'35" W, a distance of 11.35 feet;
3. Thence N 60°49'31" E, a distance of 10.00 feet;
4. Thence southeasterly along a curve to the left, having a radius of 2814.79 feet and a delta angle of 00°13'52", arc length of 11.35 feet, chord bearing of S 29°03'33" E, a distance of 11.35 feet;
5. Thence S 29°10'29" E, a distance of 28.65 feet;
6. Thence S 60°49'31" W, a distance of 10.00 feet to the POINT OF BEGINNING.

The above described Permanent easement contains 0.009 acres (400 sq. ft.), more or less.

Basis of Bearings: Bearings used in the calculations of coordinates are based on a state plane grid bearing of N 22°22'16" W from NGS Control Point X 285 (a 3 1/4" brass cap set in the top of a concrete monument, PID: JL0024) and CM-MP 209.9 (CDOT 3 1/4" diameter aluminum cap on a 3' x 3/4" diameter finned aluminum rod), as shown on CDOT Project Control Diagram under NHPP 0242-059.

Prepared for and on behalf of the
Colorado Department of Transportation
Jeff J. Redfern, PLS #27937
Farnsworth Group, Inc.
1099 Main Ave., Suite 302
Durango, CO 81301

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: TE-23
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) **Town of Buena Vista** (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	_____ Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	_____ Sq.ft. ☐/acres☐	$0	$0
Temporary Easement (described in attached exhibit) TE-25	9,177 Sq.ft. ☒/acres☐	$38.24	$200
Improvements:		$0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$38.24	$200 (R)
Less Credit		$0	$0
Gross Total			$200
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 21, 2016, per the terms stated below in "Other conditions."			$500
Total Offer Amount			$700

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $500 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 21, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 21, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $500. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 21, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $200 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
   a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
   b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

Editions prior to 2/09 are obsolete and may not be used

The GRANTOR and GRANTEE agree that:

-with the exception of any Relocation Agreement (CDOT Form #591) there are no promises, terms, conditions, or obligations other than those listed on this agreement.

-this contract is binding on both the GRANTOR and GRANTEE and their heirs, devisees, executors, administrators, legal representatives, successors, assigns, and designees, but only after approval by one of the following on behalf of the, Region Right of Way Manager/Supervisor or their superiors as indicated below.

-the compensation shown on this agreement is for the temporary easement(s) described and damages of any kind.

The GRANTOR:

-has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes.

The GRANTEE:

-will be entitled to specific performance of this agreement upon tender of the agreed consideration.

-will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law.

-will take possession of the parcel(s) when it tenders payment to the GRANTOR unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

-will restore the premises as close as is reasonably possible to the condition in which the property existed on the date on which the agreed consideration is paid to the Grantor, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.

Order Warrant **$700.00**	Payable to: **Town of Buena Vista**
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature**	**Attach form W-9**
	GRANTOR (if applicable)	
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**	

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

Editions prior to 2/09 are obsolete and may not be used

Colorado Department of Transportation
3803 North Main Avenue
Suite 300
Durango, CO 81301
Phone: 970-385-1400 FAX: 970-385-1410
Region 5 TCJ

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

Sheet Revisions		
Date	Description	Initials
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Farnsworth GROUP
1099 Main Ave, Suite 302
DURANGO, CO 81301
(970) 403-5822 / (719) 590-9111 Fax
www.f-w.com

Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

Project Code:	Last Mod. Date	Subset	Sheet No.
19643	7-21-15	7.06 of 7.15	7.06

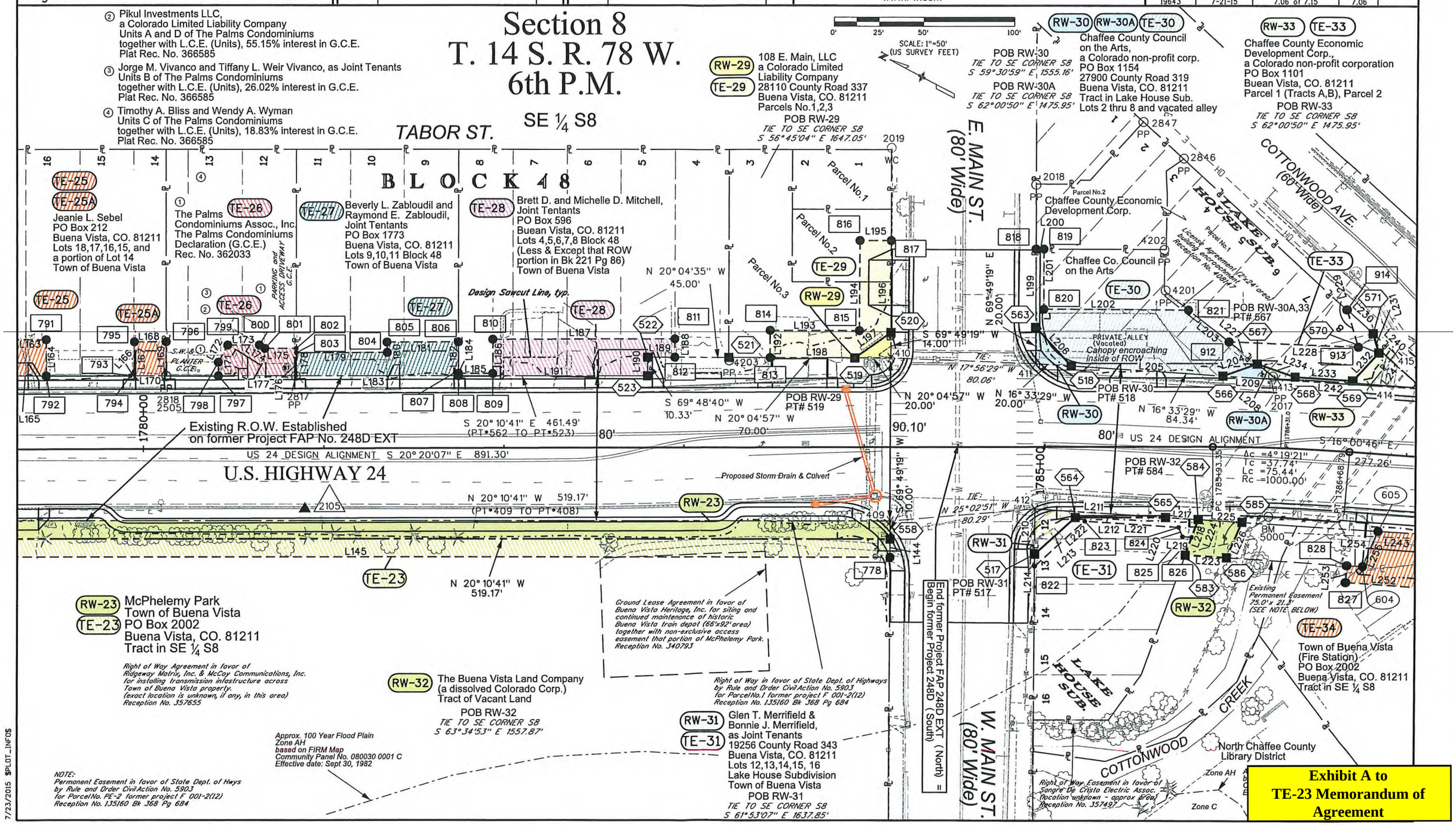

Exhibit A to TE-23 Memorandum of Agreement

7/23/2015 $PLOT_INFO$

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: TE-34
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) Town of Buena Vista (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	_____ Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	_____ Sq.ft. ☐/acres☐	$0	$0
Temporary Easement (described in attached exhibit) TE-34	3,404 Sq.ft. ☒/acres☐	$99.28	$99.28
Improvements:		$0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$99.28	$200 (R)
Less Credit		$0	$0
Gross Total			$200
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 26, 2016, per the terms stated below in "Other conditions."			$500
Total Offer Amount			$700

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $500 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 26, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 26, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $500. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 26, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $200 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
   a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
   b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

Editions prior to 2/09 are obsolete and may not be used

The GRANTOR and GRANTEE agree that:

-with the exception of any Relocation Agreement (CDOT Form #591) there are no promises, terms, conditions, or obligations other than those listed on this agreement.

-this contract is binding on both the GRANTOR and GRANTEE and their heirs, devisees, executors, administrators, legal representatives, successors, assigns, and designees, but only after approval by one of the following on behalf of the, Region Right of Way Manager/Supervisor or their superiors as indicated below.

-the compensation shown on this agreement is for the temporary easement(s) described and damages of any kind.

The GRANTOR:

-has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes.

The GRANTEE:

-will be entitled to specific performance of this agreement upon tender of the agreed consideration.

-will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law.

-will take possession of the parcel(s) when it tenders payment to the GRANTOR unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

-will restore the premises as close as is reasonably possible to the condition in which the property existed on the date on which the agreed consideration is paid to the Grantor, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.

Order Warrant **$700.00**	Payable to: Town of Buena Vista
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature** **Attach form W-9**
	GRANTOR (if applicable)
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

Colorado Department of Transportation
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Phone: 970-385-1400 FAX: 970-385-1410
Region 5 TCJ

Sheet Revisions		
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mm/dd/yy	XXXXXXX	XXX

Sheet Revisions		
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ENGINEERS ARCHITECTS SURVEYORS SCIENTISTS
1099 Main Ave, Suite 302
DURANGO, CO 81301
(970) 403-5822 / (719) 590-9111 Fax
www.f-w.com

Right of Way Plans
Plan Sheet

Project Number: NHPP 0242-059			
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA			
Project Code:	Last Mod. Date	Subset	Sheet No.
19643	7-21-15	7.07 of 7.15	7.07

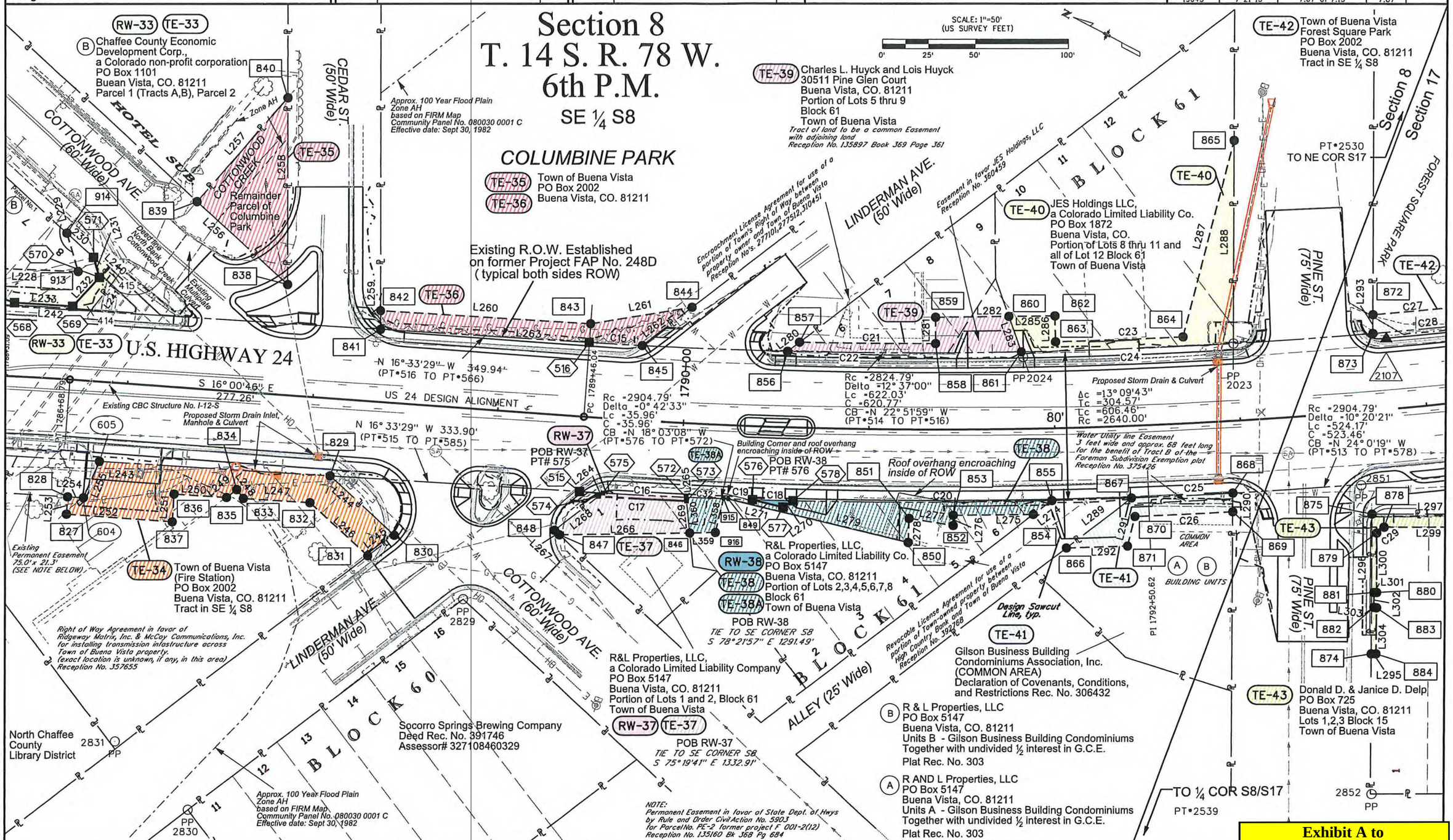

Exhibit A to TE-34 Memorandum of Agreement

Colorado Department of Transportation
3803 North Main Avenue
Suite 300
Durango, CO 81301
Phone: 970-385-1400 FAX: 970-385-1410
Region 5 TCJ

Sheet Revisions		
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mm/dd/yy	XXXXXXX	XXX

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Date	Description	Initials
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Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

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19643	7-21-15	7.06 of 7.15	7.06

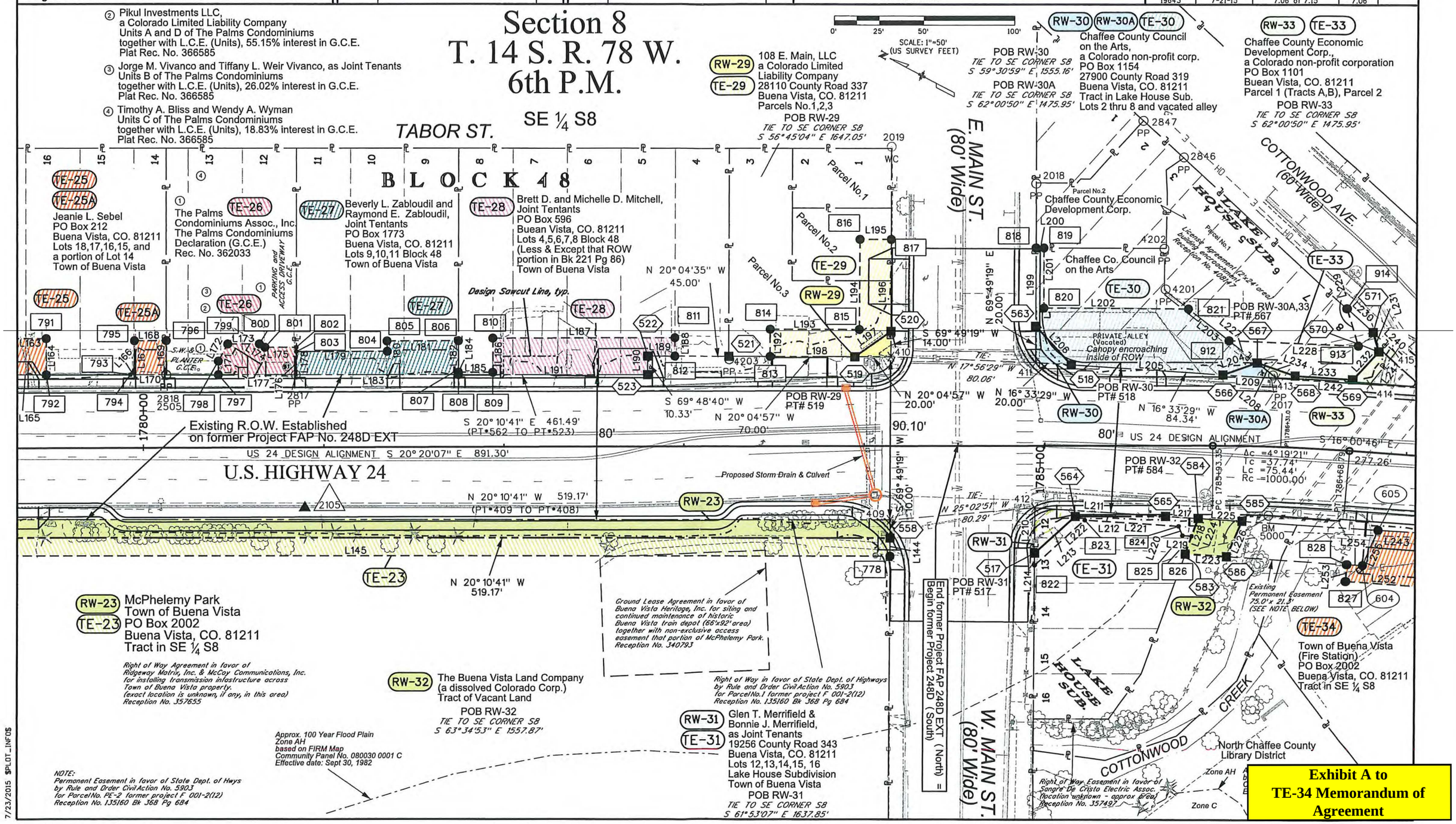

Exhibit A to TE-34 Memorandum of Agreement

7/23/2015 $PLOT_INFO$

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: TE-35
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) Town of Buena Vista (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	_____ Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	_____ Sq.ft. ☐/acres☐	$0	$0
Temporary Easement (described in attached exhibit) TE-35	2,421 Sq.ft. ☒/acres☐	$40.35	$40.35
Improvements:		$0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$40.35	$200 (R)
Less Credit		$0	$0
Gross Total			$200
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 26, 2016, per the terms stated below in "Other conditions."			$500
Total Offer Amount			$700

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $500 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 26, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 26, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $500. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 26, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $200 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
   a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
   b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

Editions prior to 2/09 are obsolete and may not be used

The GRANTOR and GRANTEE agree that:

-with the exception of any Relocation Agreement (CDOT Form #591) there are no promises, terms, conditions, or obligations other than those listed on this agreement.

-this contract is binding on both the GRANTOR and GRANTEE and their heirs, devisees, executors, administrators, legal representatives, successors, assigns, and designees, but only after approval by one of the following on behalf of the, Region Right of Way Manager/Supervisor or their superiors as indicated below.

-the compensation shown on this agreement is for the temporary easement(s) described and damages of any kind.

The GRANTOR:

-has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes.

The GRANTEE:

-will be entitled to specific performance of this agreement upon tender of the agreed consideration.

-will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law.

-will take possession of the parcel(s) when it tenders payment to the GRANTOR unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

-will restore the premises as close as is reasonably possible to the condition in which the property existed on the date on which the agreed consideration is paid to the Grantor, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.

Order Warrant **$700.00**	Payable to: Town of Buena Vista
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature** **Attach form W-9**
	GRANTOR (if applicable)
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

Editions prior to 2/09 are obsolete and may not be used

Colorado Department of Transportation
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Region 5 TCJ

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

Sheet Revisions		
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Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

Project Code:	Last Mod. Date	Subset	Sheet No.
19643	7-21-15	7.07 of 7.15	7.07

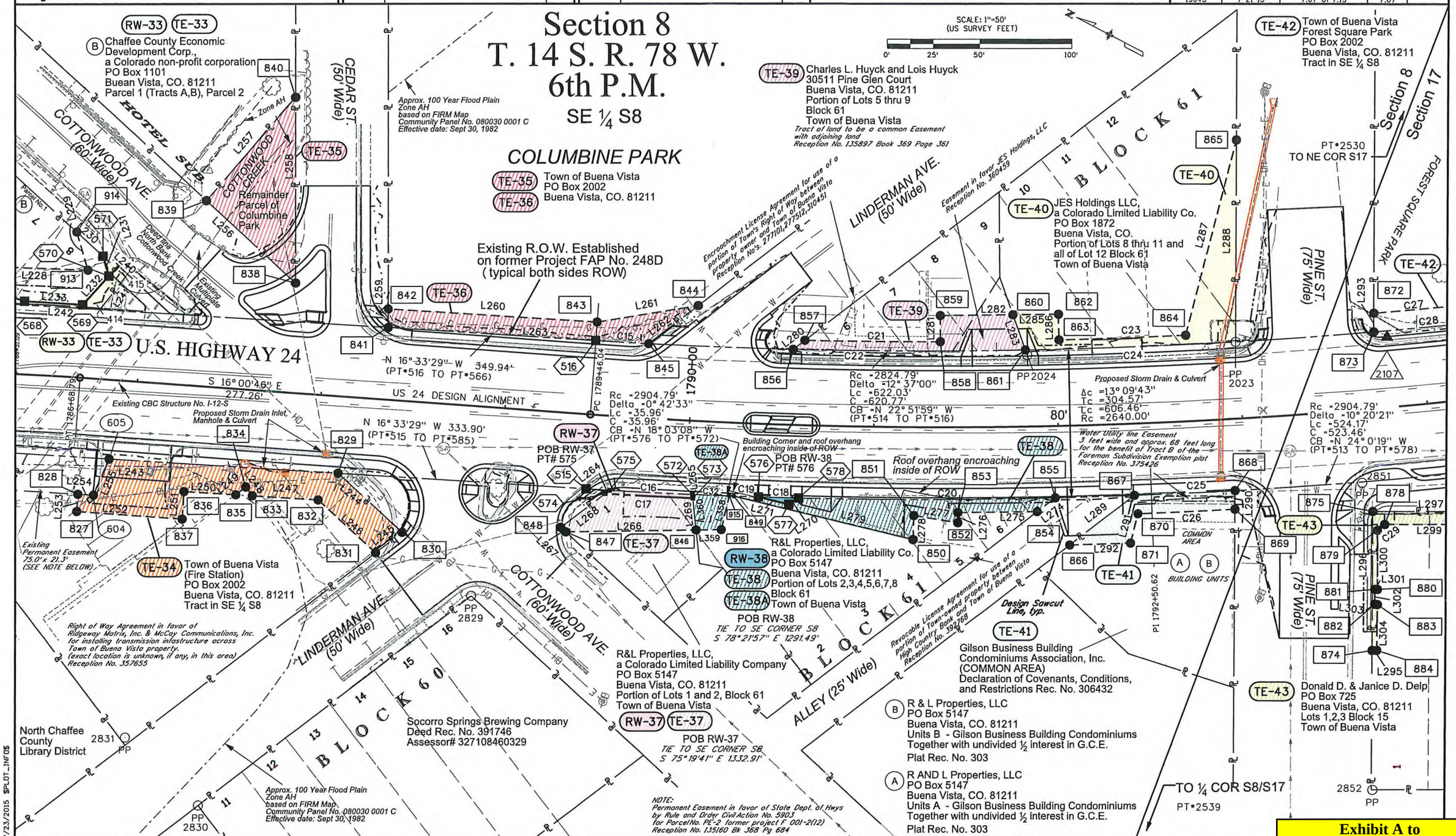

Exhibit A to TE-35 Memorandum of Agreement

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: TE-36
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) **Town of Buena Vista** (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	_____ Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	_____ Sq.ft. ☐/acres☐	$0	$0
Temporary Easement (described in attached exhibit) TE-36	1,715 Sq.ft. ☒/acres☐	$28.58	$200
Improvements:		$0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$28.58	$200 (R)
Less Credit		$0	$0
Gross Total			$200
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 26, 2016, per the terms stated below in "Other conditions."			$500
Total Offer Amount			**$700**

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $500 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 26, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 26, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $500. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 26, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $200 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
    a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
    b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

Editions prior to 2/09 are obsolete and may not be used

The GRANTOR and GRANTEE agree that:

-with the exception of any Relocation Agreement (CDOT Form #591) there are no promises, terms, conditions, or obligations other than those listed on this agreement.

-this contract is binding on both the GRANTOR and GRANTEE and their heirs, devisees, executors, administrators, legal representatives, successors, assigns, and designees, but only after approval by one of the following on behalf of the, Region Right of Way Manager/Supervisor or their superiors as indicated below.

-the compensation shown on this agreement is for the temporary easement(s) described and damages of any kind.

The GRANTOR:

-has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes.

The GRANTEE:

-will be entitled to specific performance of this agreement upon tender of the agreed consideration.

-will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law.

-will take possession of the parcel(s) when it tenders payment to the GRANTOR unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

-will restore the premises as close as is reasonably possible to the condition in which the property existed on the date on which the agreed consideration is paid to the Grantor, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.

Order Warrant **$700.00**	Payable to: **Town of Buena Vista**
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature** **Attach form W-9**
	GRANTOR (if applicable)
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

Editions prior to 2/09 are obsolete and may not be used

Colorado Department of Transportation
3803 North Main Avenue
Suite 300
Durango, CO 81301
Phone: 970-385-1400 FAX: 970-385-1410
Region 5 TCJ

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

Farnsworth GROUP
ENGINEERS ARCHITECTS SURVEYORS SCIENTISTS
1099 Main Ave, Suite 302
DURANGO, CO 81301
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www.f-w.com

Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

Project Code:	Last Mod. Date	Subset	Sheet No.
19643	7-21-15	7.07 of 7.15	7.07

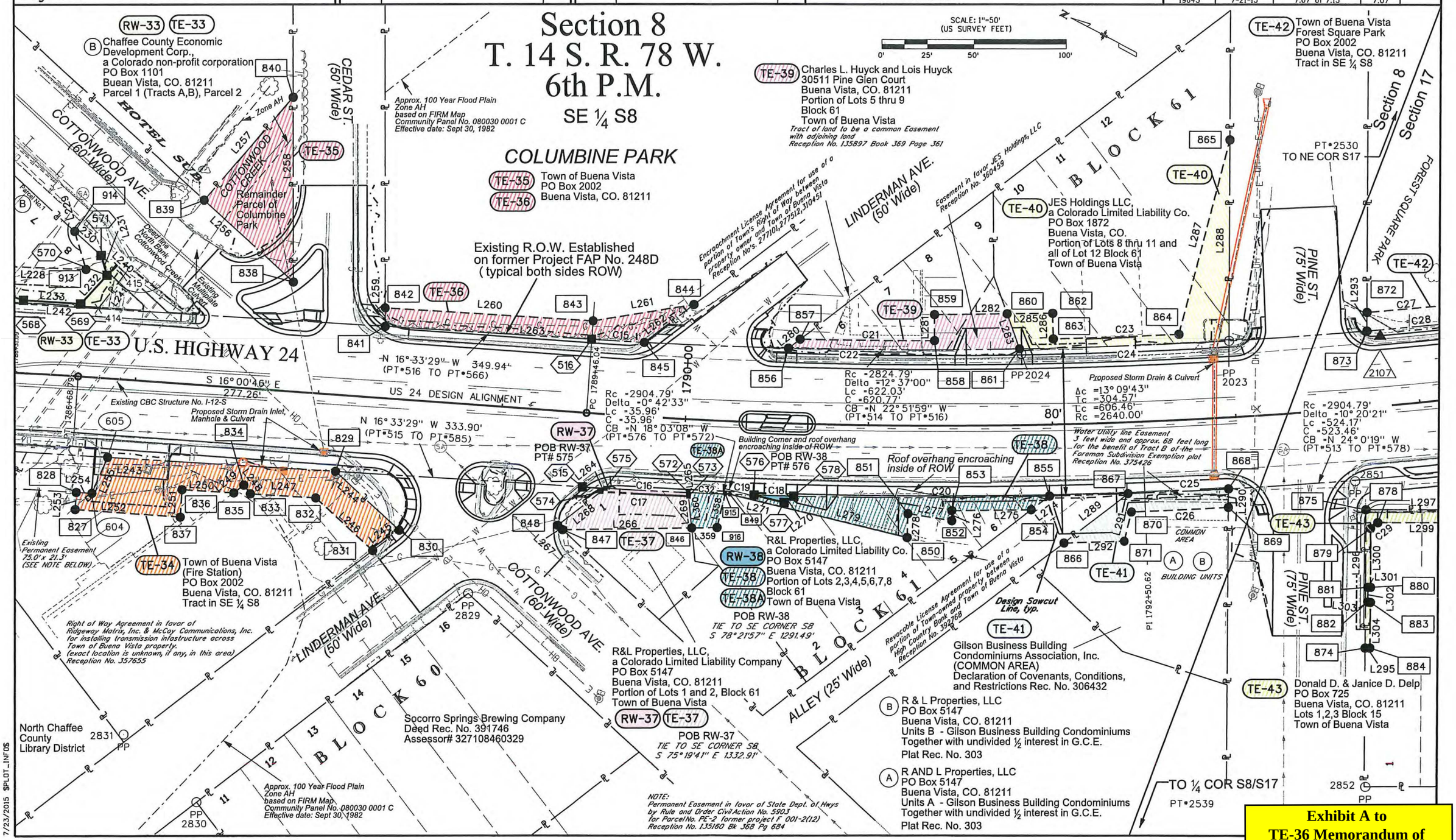

Exhibit A to TE-36 Memorandum of Agreement

7/23/2015 $PLOT_INFOS

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: PE-42, TE-42, TE-42A
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) **Town of Buena Vista** (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	400 Sq.ft. ☐/acres☐	$400	$400
Temporary Easements (described in attached exhibits) TE-42, TE-42A	3,369 Sq.ft. ☒/acres☐	$56.60	$200 (min)
Improvements:		$ 0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$456.60	$600 (R)
Less Credit		$0	$0
Gross Total			$600
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 26, 2016, per the terms stated below in "Other conditions."			$540
Total Offer Amount			$1,140

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $540 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 26, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 26, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $540. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 26, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $600 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
   a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
   b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

The GRANTOR:

1) Will, at the closing, pay all taxes (including prorated taxes for the current year) and special assessments for the current year;
2) Has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes;
3) Be responsible for securing releases from all liens, judgments and encumbrances to deliver clear, unencumbered title to GRANTEE. Any encumbrance required to be paid by GRANTOR shall be paid at or before closing from the proceeds of the transaction hereby contemplated or from any other source;
4) Will execute and deliver to GRANTEE those documents indicated below;
5) Excepts from the subject property described herein in the attached Exhibits, the mineral estate and including all coal, oil, gas and other hydrocarbons, and all clay and other valuable mineral in and under said subject property. The GRANTOR hereby covenants and agrees that the GRANTEE shall forever have the right to take and use, without payment of further compensation to the GRANTOR, any and all sand, gravel, earth, rock, and other road building materials found in or upon said subject property and belonging to the GRANTOR; and
6) The GRANTOR further covenants and agrees that no exploration for, or development of any of the products, as

Editions prior to 2/09 are obsolete and may not be used

6) The GRANTOR further covenants and agrees that no exploration for, or development of any of the products, as described above, and owned by the GRANTOR heretofore or hereafter the date set forth above and hereby excepted will ever be conducted on or from the surface of the premises described in the attached Exhibits, and that in the event any of such operations may hereafter be carried on beneath the surface of said premises, the GRANTOR shall perform no act which may impair the subsurface or lateral support of said premises. These covenants and agreements hereunder, shall inure to and be binding upon the GRANTOR and its heirs, personal and legal representatives, successors and assigns forever.

NOTE: At GRANTOR'S sole discretion, the GRANTOR may convey the underlying mineral estate owned by GRANTOR to the GRANTEE. GRANTEE makes no representations about the nature, title or value of the mineral estate. In transactions where GRANTOR conveys the underlying mineral estate to GRANTEE, Paragraphs 5 and 6, as set forth above, will be deleted from this Memorandum of Agreement and the conveyance document.

☐ GRANTOR conveys the underlying mineral estate to GRANTEE. Paragraphs 5 and 6 are hereby deleted from the Memorandum of Agreement and the conveyance document.

The GRANTEE:
1) Will be entitled to specific performance of this agreement upon tender of the agreed consideration;
2) Will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law;
3) Will make payment after receiving acceptable conveyance instruments from the GRANTOR;
4) Will take possession and use of the parcel(s) when it deposits the consideration, as set forth above, into an escrow account for the benefit of the GRANTOR, or when GRANTEE disburses funds to GRANTOR. Transfer of title to the parcel(s) shall occur upon performance of any and all terms under this agreement, and release of the payment from escrow to the GRANTOR, unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended; and
5) Will prepare the following documents:

☐ General Warranty Deed	☐ Utility Easement
☐ Access Deed	☒ Permanent Easement
☐ Full Release(s) Book/Page:	☐ Slope Easement
☐ Partial Release(s) Recepts.	☒ Temporary Easement

☐ Or (specify):

☐ Title Company to prepare documents except:

Order Warrant **$1,140.00**	Payable to: **H. C. Peck & Associates, Inc. F/B/O - Town of Buena VistaTown of Buena Vista**
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature** **Attach form W-9**
	GRANTOR (if applicable)
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

EXHIBIT "A"

PROJECT CODE: 19643
PROJECT NUMBER: NHPP 0242-059
PARCEL NUMBER: PE-42
DATE: JUNE 22, 2015

DESCRIPTION

A Permanent Easement, No. PE-42 of the Department of Transportation, State of Colorado, Project Code 19643, Project Number NHPP 0242-059, containing 0.009 acres (400 sq. ft.), more or less, lying in Section 17, Township 14 South, Range 78 West, Sixth Principal Meridian, Chaffee County, Colorado, said Permanent easement being more particularly described as follows:

Beginning at a point on the easterly Right-of-way line of US Highway 24 established on former Project Number FAP 248 D, from which a 2" diameter aluminum cap stamped PAUL A MEYER T14S R78W S8 S9 S17 S16 1996 LS 20152 for the Northeast corner of said Section 17, Bears: N 76°51'45" E, a distance of 987.08 feet;

1. Thence N 29°10'29" W along the said easterly Right-of way line of US Highway 24, a distance of 28.65 feet;
2. Thence northwesterly along said easterly Right-of way line of US Highway 24, being a curve to the right, having a radius of 2824.79 feet and a delta angle of 00°13'49", arc length of 11.35 feet, chord bearing of N 29°03'35" W, a distance of 11.35 feet;
3. Thence N 60°49'31" E, a distance of 10.00 feet;
4. Thence southeasterly along a curve to the left, having a radius of 2814.79 feet and a delta angle of 00°13'52", arc length of 11.35 feet, chord bearing of S 29°03'33" E, a distance of 11.35 feet;
5. Thence S 29°10'29" E, a distance of 28.65 feet;
6. Thence S 60°49'31" W, a distance of 10.00 feet to the POINT OF BEGINNING.

The above described Permanent easement contains 0.009 acres (400 sq. ft.), more or less.

Basis of Bearings: Bearings used in the calculations of coordinates are based on a state plane grid bearing of N 22°22'16" W from NGS Control Point X 285 (a 3 1/4" brass cap set in the top of a concrete monument, PID: JL0024) and CM-MP 209.9 (CDOT 3 1/4" diameter aluminum cap on a 3' x 3/4" diameter finned aluminum rod), as shown on CDOT Project Control Diagram under NHPP 0242-059.

Prepared for and on behalf of the
Colorado Department of Transportation
Jeff J. Redfern, PLS #27937
Farnsworth Group, Inc.
1099 Main Ave., Suite 302
Durango, CO 81301

Exhibit A to PE-42, TE-42, TE-42A Memorandum of Agreement

Colorado Department of Transportation
3803 North Main Avenue
Suite 300
Durango, CO 81301
Phone: 970-385-1400 FAX: 970-385-1410
Region 5 TCJ

Sheet Revisions		
Date	Description	Initials
mm/dd/yy	XXXXXXXX	XXX

Sheet Revisions		
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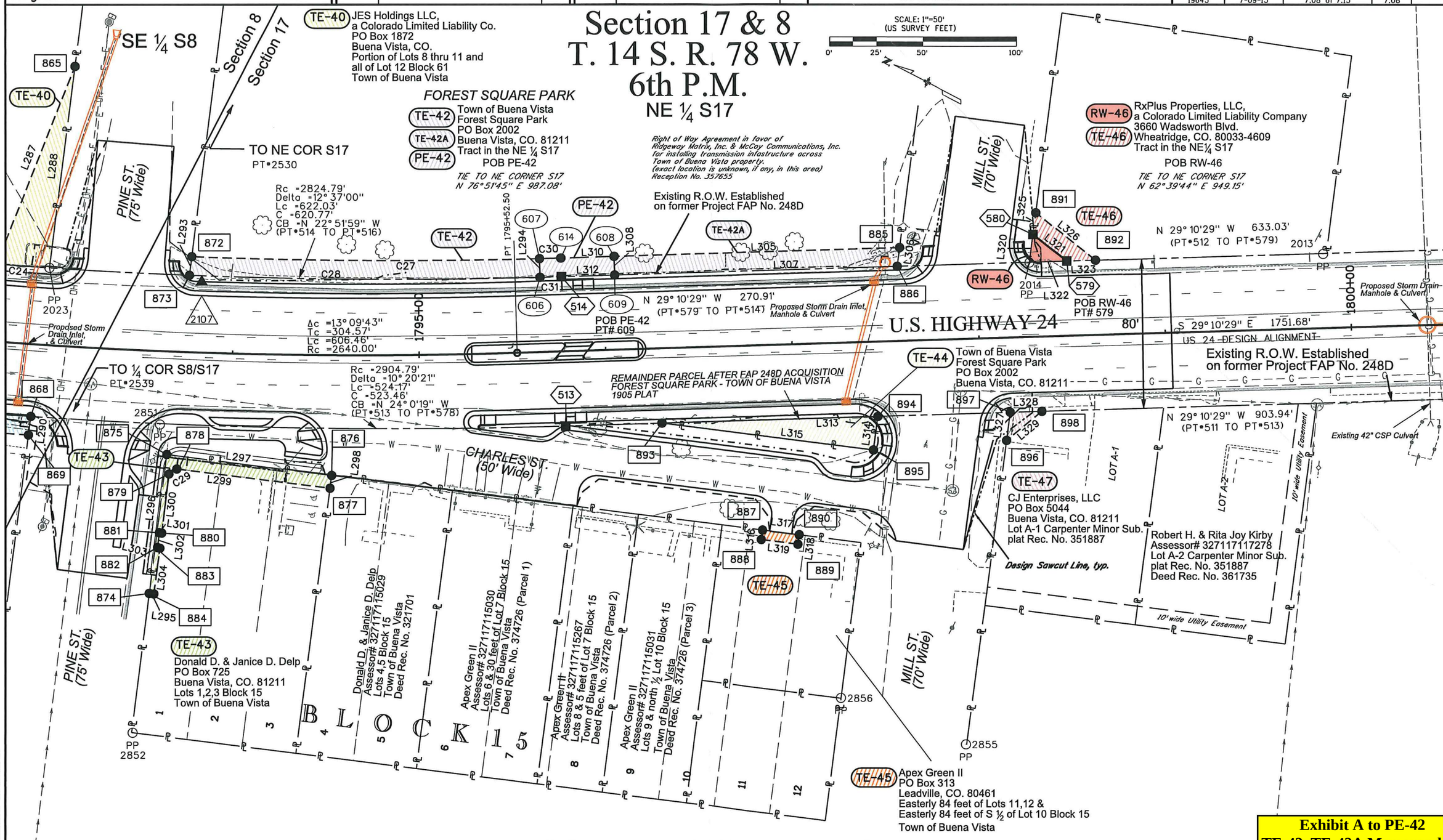
Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

Project Code:	Last Mod. Date	Subset	Sheet No.
19643	7-09-15	7.08 of 7.15	7.08



7/14/2015 $PLOT_INFO$

Exhibit A to PE-42
TE-42, TE-42A Memorandum of Agreement

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Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
Project Location: US 24 ENHANCEMENT PROJECT in BUENA VISTA

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19643	7-21-15	7.07 of 7.15	7.07

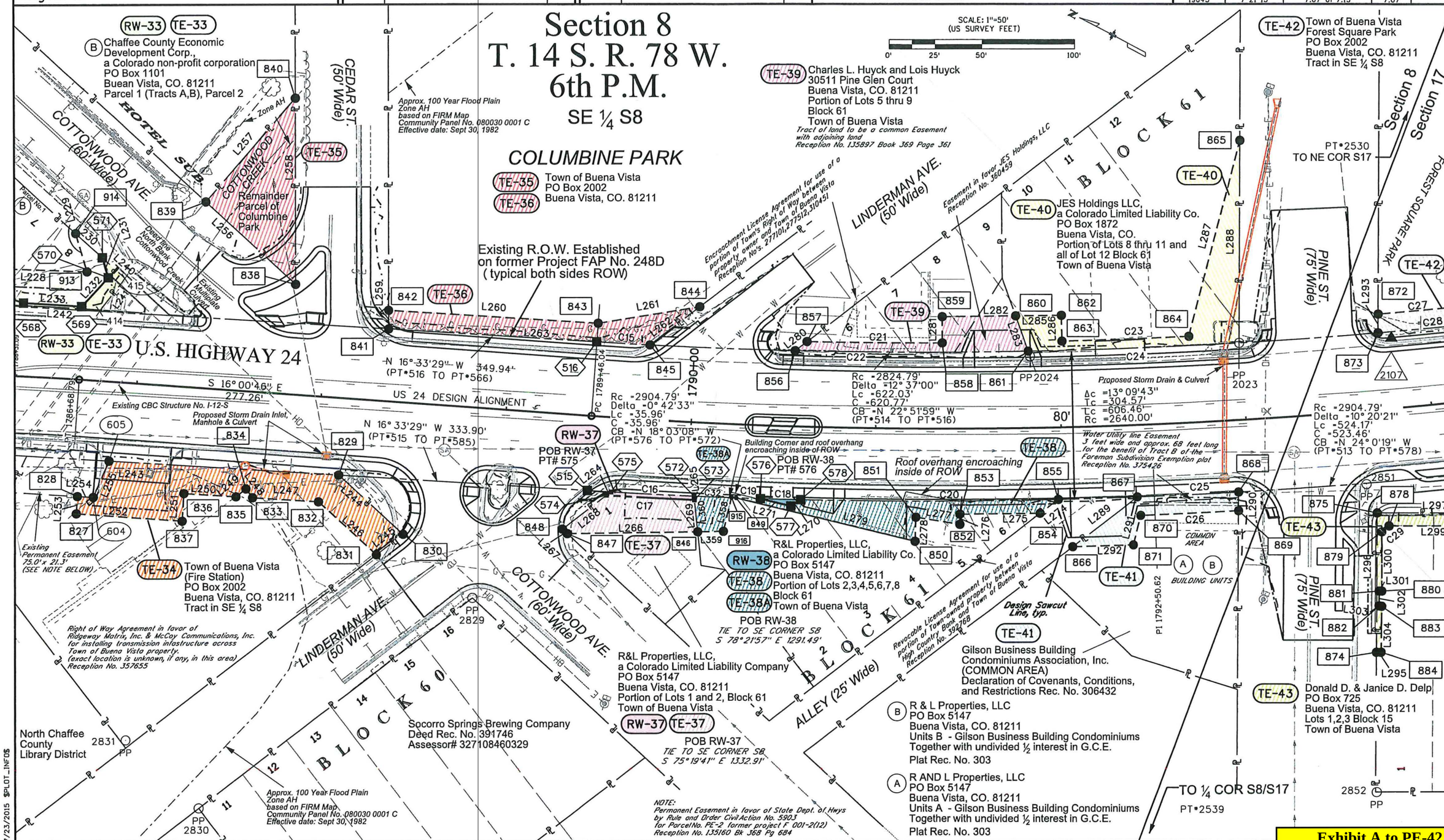

Exhibit A to PE-42
TE-42, TE-42A Memorandum of Agreement

COLORADO DEPARTMENT OF TRANSPORTATION **MEMORANDUM OF AGREEMENT**	Project Code: 19643	Parcel No: TE-44
	Project No: NHPP 0242-059	
	Location: US 24 Enhancement Project in Buena Vista	
	County: Chaffee	State Highway No: 24

This agreement made on _____, 2016, is between the State of Colorado for the use and benefit of the Colorado Department of Transportation (GRANTEE) for the purchase of the parcel(s) listed above from the

Owner(s) Town of Buena Vista (GRANTOR).

Just compensation was determined by an appropriate valuation procedure prepared in accordance with Colorado state laws and regulations. The amount of money and/or compensation listed below is full consideration for the following land, easements, improvements, and damages of any kind.

Description		Item Amt	Total Amt
Land (described in attached exhibits)	_____ Sq.ft. ☐/acres☐	$0	$0
Permanent and Slope Easements	_____ Sq.ft. ☐/acres☐	$0	$0
Temporary Easement (described in attached exhibit) TE-44	1,037 Sq.ft. ☒/acres☐	$17.28	$17.28
Improvements:		$0	$0
Damages:		$0	$0
Total Fair Market Value / Just Compensation		$17.28	$200 (R)
Less Credit		$0	$0
Gross Total			$200
Additional consideration for incentive payment to Grantor if Agreement signed by Grantor on or before March 26, 2016, per the terms stated below in "Other conditions."			$500
Total Offer Amount			$700

Other conditions: Grantor (OWNER) is hereby advised Grantee (CDOT), its employees, contractors or representatives, is seeking to accelerate Project No. NHPP 0242-059 to more quickly provide highway improvements to the traveling public. Therefore, it is understood and agreed that:

1. For the purpose of expediting the project, CDOT is hereby offering OWNER an incentive of $500 shown above, if this Memorandum of Agreement (MOA) is (1) properly executed by OWNER, and (2) received by CDOT or its representatives on or before March 26, 2016.
2. If a fully executed MOA is not received by CDOT or its representatives on or before the close of business March 26, 2016, OWNER understands that OWNER will no longer be entitled to nor CDOT obligated to pay the incentive payment of $500. Further, OWNER understands that if CDOT or its representatives has not received a fully executed MOA by close of business March 26, 2016, CDOT's position at any further proceedings regarding "Just Compensation" will be in the amount of $200 (Gross Total).
3. The Temporary Easement(s) described on the attached Exhibit(s) A is for the purpose of installation of roadway and related improvements. Further, it is understood and agreed between the parties that:
   a. The Temporary Easement(s) shall commence upon CDOT's contractor entering the property for the purpose(s) mentioned above and shall terminate one (1) month from date of entry.
   b. At its sole cost and expense, CDOT shall repair and restore the Temporary Easement areas ("Affected Areas") and return said Affected Area(s) to a condition reasonably similar to or better than that which existed prior to CDOT's entry, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.
4. The Temporary Easement area to remain free of parked cars and any other items during contractor construction operations.

Editions prior to 2/09 are obsolete and may not be used

The GRANTOR and GRANTEE agree that:

-with the exception of any Relocation Agreement (CDOT Form #591) there are no promises, terms, conditions, or obligations other than those listed on this agreement.

-this contract is binding on both the GRANTOR and GRANTEE and their heirs, devisees, executors, administrators, legal representatives, successors, assigns, and designees, but only after approval by one of the following on behalf of the, Region Right of Way Manager/Supervisor or their superiors as indicated below.

-the compensation shown on this agreement is for the temporary easement(s) described and damages of any kind.

The GRANTOR:

-has entered into this agreement only because the GRANTEE has the power of eminent domain and requires the property for public purposes.

The GRANTEE:

-will be entitled to specific performance of this agreement upon tender of the agreed consideration.

-will be held harmless from any claims against the property or to any interest in the property, except for any benefits due under relocation law.

-will take possession of the parcel(s) when it tenders payment to the GRANTOR unless other arrangements are made that follow Title III of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended.

-will restore the premises as close as is reasonably possible to the condition in which the property existed on the date on which the agreed consideration is paid to the Grantor, excepting the repair or restoration of Improvements paid to OWNER by CDOT and included in the Net Total above.

Order Warrant **$700.00**	Payable to: Town of Buena Vista
Order Warrant $	Payable to:

Real Estate Specialist	**GRANTOR signature** **Attach form W-9**
	GRANTOR (if applicable)
Division approval (Region ROW Manager/Supervisor)	**GRANTEE signature**

cc: Project Development Branch – ROW Services (original)
Property Owner
Region Right-of-Way Manager
Region Program Engineer/Resident Engineer/Project Engineer

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Right of Way Plans
Plan Sheet
Project Number: NHPP 0242-059
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19643	7-09-15	7.08 of 7.15	7.08

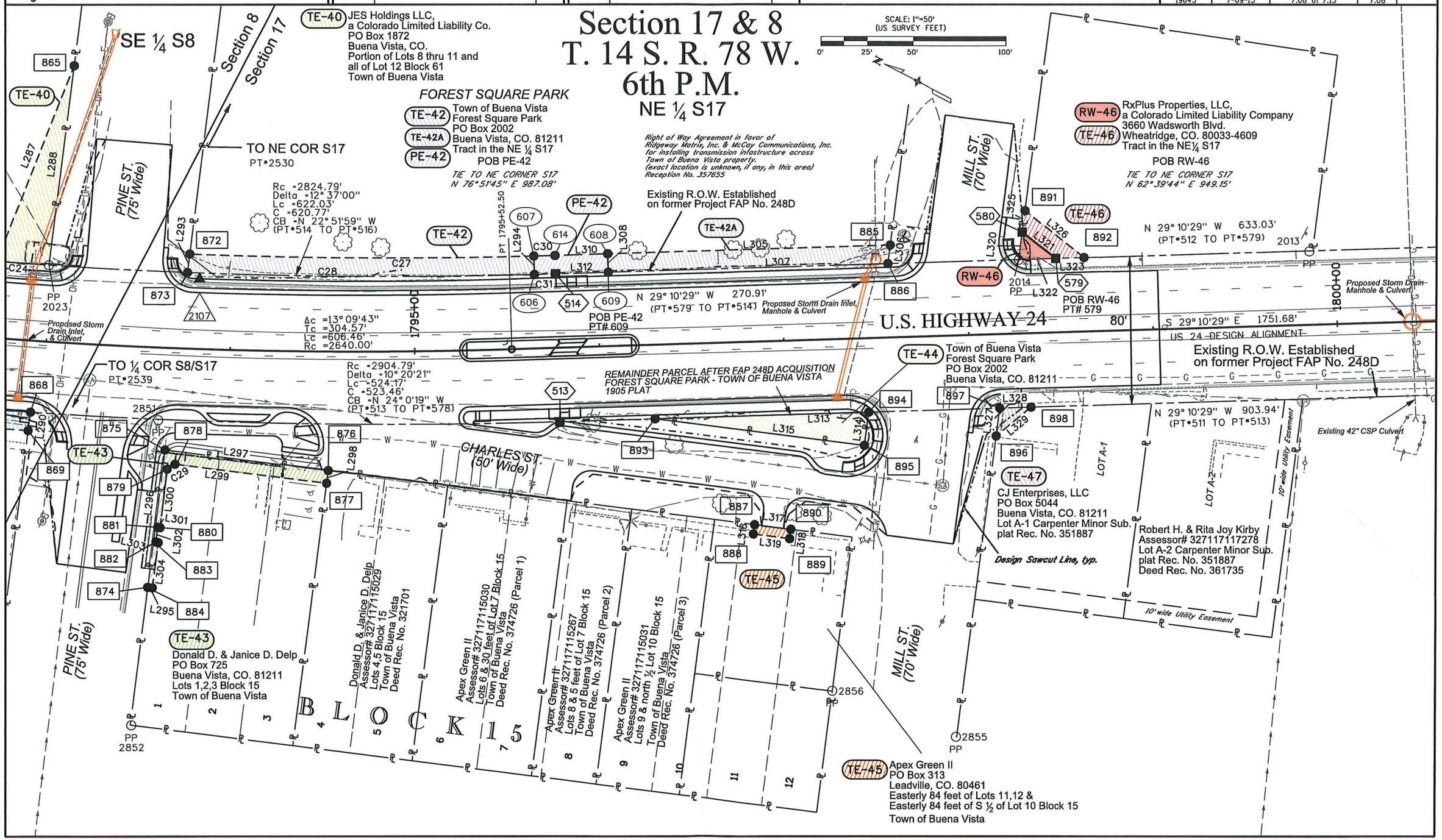

Exhibit A to TE-44 Memorandum of Agreement

7/14/2015 $PLOT_INFO$

RESOLUTION NO. 28
(Series 2016)

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING SIX MEMORANDUMS OF AGREEMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE HIGHWAY 24 PROJECT AND AUTHORIZING A REFUND OF COMPENSATION RECEIVED

WHEREAS, the Colorado Department of Transportation ("CDOT") has undertaken a project to improve U.S. Highway 24 between Farwell Street and DePaul Avenue to enhance public safety and circulation for vehicular and pedestrian traffic ("Project");

WHEREAS, in order to complete the Project, CDOT requested the Town of Buena Vista ("Town") grant easements, both temporary and permanent, for the construction of the Project and associated improvements;

WHEREAS, CDOT has agreed to pay the Town just compensation for said easements, which includes an incentive payment as described in the memorandums of agreement; and

WHEREAS, CDOT has requested that the Town refund, to CDOT, the compensation received in order for CDOT to apply it towards the cost of the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO:

Section 1. The following memorandums of agreements attached to this Resolution as **Exhibit A** is hereby approved and adopted, subject to the approval of the Town Attorney, and the Mayor is authorized to execute the same:

1. Memorandum of Agreement, TE-23
2. Memorandum of Agreement, TE-34
3. Memorandum of Agreement, TE-35
4. Memorandum of Agreement, TE-36
5. Memorandum of Agreement, PE-42, TE-42, TE-42A
6. Memorandum of Agreement, TE-44

Section 2. The Mayor is also authorized to execute all easement agreements and other documentation required for the Town to satisfy its obligations under these memorandums of agreement.

Section 3. The Board of Trustees authorizes that compensation received from CDOT shall be refunded to CDOT to be used towards the cost of the Projects.

RESOLVED, APPROVED AND ADOPTED this 22nd day of March, 2016.

TOWN OF BUENA VISTA, COLORADO

BY: _____
Joel Benson, Mayor

ATTEST:

_____
Janell Sciacca, Town Clerk

Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 22, 2016

TO: Mayor and Board of Trustees

FROM: Emily Katsimpalis, Assistant to the Town Administrator

AGENDA ITEM: Advisory Boards & Commissions Manual

Dear Mayor and Board of Trustees,

Request

Please find included in your packet and following this memo the draft of the Advisory Boards and Commissions Manual. I have used Word's track changes to show edits and suggested changes. You will see edits in red and submitted comments--as well as my replies to comments--in the side bar of the document.

Also included in your packet is the full, compiled list of comments, additions and edit suggestions made. They are listed in no particular order, nor order received.

Overview

The February 22 Board of Trustee meeting included a draft Advisory Boards and Commissions Manual for your review.

Following this meeting, comments, edits and suggestions were sent to me via email.

The main themes that came out of the comments were the desire to see all advisory boards think holistically about their role in advising the Trustees. Many trustee comments related to the need for the advisory boards to be familiar with the Comprehensive Plan as well as their board's specific guiding document (Trails Master Plan, etc.), to mention the specific guiding document within the board descriptions and to create plans and projects that fit within the scope of both.

Working with their staff and BOT liaison to craft yearly plans, as well as long terms goals, know the Buena Vista Collective Vision Statement and work with their respective staff and Trustee liaison to take into account the BOT's Strategic Objectives for the year when making plans. Additionally, that the advisory boards know and understand their role in the organizational structure of the Town of Buena Vista.

There were comments related to ensuring the board knows their role in advising, but also allowing the boards to be creative and come up with new ideas and projects outside of their 'scope.' As well as mentioning that advisory boards be involved in completion of projects approved by the BOTs.

Policy Alignment

Policy Governance, Administrative Policy

BOT Action

Please discuss any comments or edits noted. Following the meeting please submit any additional comments or edits to me (bvanalyst@buenavistaco.gov) by April 1, 2016. A second draft of the Advisory Boards and Commissions Manual with included edits will be presented at a future meeting.

Advisory Boards and Commissions Manual

Trustee feedback

-One aspect I feel is critical to success - that our advisory board members understand and buy into the 1) Town vision, 2) short term priorities and 3) long term priorities. I'd appreciate your thoughts about this and if this would be something best covered in the training/orientation, trustee liaisons or perhaps in annual meetings with the BOT.

I've seen a couple of situations in the recent past where advisory board members didn't understand the bigger picture of a situation and were too narrowly focused on their specific point of interest. A couple of examples:

- A few years back when I started working with the tree board as a liaison there was a lack of big picture perspective. The folks were certainly knowledgeable about trees or at least passionate about them but they thought in terms of just trees. There wasn't much thought about how Town uses trees as tools to enhance our community which may not be optimal for the tree, but is optimal for people. For example, planting street trees isn't 100% optimal for the tree, but it does greatly enhance our community (aesthetics, safety, shade, etc.). I've worked with this group for a while and there is now a proactive approach that contributes towards our Town vision - such as all of the street trees that were planted around the community center, railroad, etc.
- The recent approval of the hotel in South Main revealed how a couple of Trails board members narrowed their focus to what's best for the trail vs how the trail fits in with the surroundings to provide a great situation for our community. The P&Z and BOT clearly saw the big picture but there was unnecessary friction with some advisory members. Perhaps if they heard from Town (BOT/Staff) our vision and direction then this could have been avoided or at least dealt with earlier in the process. My point is advisory members should be very familiar with the various parts of town and what Town is supportive of - such as build out of South Main which involves mixed uses and close proximity to the river and trail system or a walkable downtown with street trees. If Advisory boards don't have a clear understanding of Town priorities then we will continue to run into these awkward situations.

-under Advisory Boards and Commissions, page 4-6:

Planning and Zoning… I think it would be good to mention that this is under statutory regulations (I know you mention Title 31 in the CRS). But, let's write out that it's statutory and accordingly all commissioners have to reside within town limits. I don't think everyone who signs up to be on a board will necessarily understand the implications of the C.R.S for a year or so (and maybe not at all, for some).

Let's include in each of the general duties a reference to the main planning document that they are in charge of implementing - P&Z has the Comprehensive Plan. Rec has Rec or River Master Plan (don't recall the title). Trails has Trails Master Plan. Water has Water Master Plan. Airport has Business Plan and Airport Master Plan. Tree board maybe has Planting Guide (?). That sort of thing.

under Economic Vitality Advisory Board page 4:

You mention the Beautification Board.

Also, you say, the 'goal of this board…" and I wonder if you want to follow suit with the other boards. "The goal of such and such…" Consistency and clarity

under Tree Advisory Board, page 5:
There should be a comma between the words planting and replanting, third line.

under Trails Advisory Board, page 5:
Let's reference the Cooperative Management Agreement with the BLM as well. Just to be specific that this is under their purview. Last summer when talking with BLM town staff hadn't known that there was a CMA and in talking last month with the trails board, they didn't know who was supposed to take care of it, and wanted to though…

under H, page 7:
We mention a chairperson, but not previously. Wondering if we want to explain this more - who is the chairperson, how is that person selected? You may mention this later though.

under Membership Limitations, page 9:
Here mention the P&Z limitation to reside within town

under Work Plans, page 9 (and/or at the beginning in the Introductory section):
Talk about the Collective Vision Statement and the Strategic Objectives of town. The Advisory Boards should be aiming to create this vision and follow the work plan that the Trustees approve (with staff involvement) every year. Confer with Brandy on this, please.

under Conduct of Meetings, page 12:
need the word 'are' between commissions and permitted, fourth line.

under Public Input, page 12:
Let's mention public notice has to be posted

under Quorum Requirements, page 12:
Can we mention when Alternates actually can vote? I now there is always a question about that

-** Our collective community consists of friendly, <u>well informed people who feel they can make a difference and have an impact in determining their future</u> and the quality of life and enjoy freedom of expression. - **Buena Vista Collective Vision Statement**

To that end my vision of the advisory boards (excepting the P and Z) is that they recognize their role as advising the BOT but that within their area of interest they are always allowed, in a timely fashion, to review any projects, policies, plans, prior to board action. There will be times when the BOT and the town staff will disagree with the advisory board but they should be given the right as volunteer citizens, donating their valuable time, to ***advise***.

I believe that the advisory boards should understand the priorities of town through communication with their staff liaison and BOT liaison but within that structure be encouraged to create ideas and projects for each year. In addition I think the advisory board should play a role in being involved in completion of projects approved by the BOTs.

If we agree on the above described operation of our boards . . . then I would like to see that outlined in board responsibilities and make it consistent across all boards. In the description of the Beautification Boards role there is more emphasis on involvement in completion of projects where in recreation/trails that appears to be missing?

I agree with staff that an orientation process needs to occur. . . not sure about the CHARGE process as it seem perhaps over rigorous. Do members really have to be “familiar with the Municipal Code of BV” to serve?.

There is a requirement for officers in board . . . president, vice president, chairperson, vice chairperson, secretary, , , should we suggest how many?

Would like to see the staff liaison be responsible for times and process of re-confirming and election of members, tracking terms, etc.

-My only comment is in regards to C.HA.R.G.E. Particularly, H. Specifically the "Understanding the Scope of Authority" box. I am not sure that I understand the scope of authority of the Advisory Boards. How does their input relate to policy decision and where do those discussions occur? Perhaps the scope is different for each board and perhaps its relevance changes depending on current priorities. A clearer understanding of how the Boards fit into the larger picture in more detail might alleviate some of the frustration that I sense.

Town of Buena Vista

Advisory Boards and Commissions Manual

Created on

February 23, 2016

Our collective community consists of friendly, well informed people who feel they can make a difference and have an impact in determining their future and the quality of life and enjoy freedom of expression. - **Buena Vista "Community Spirit" Collective Vision Statement**

Welcome

Welcome to the Town of Buena Vista! Your selection as an active member of a board or commission provides you with a valuable opportunity for genuine public service and we thank you for your contribution. Although the specific duties of each board and commission vary widely, there are certain responsibilities common to all board and commission members. These guidelines will assist you in maximizing your contribution to our community.

Introduction

The Town of Buena Vista relies on the active participation of residents volunteering their time and effort to sustain the quality of community we enjoy. Board and commission members exemplify the spirit of volunteerism by lending their talents and resources to benefit town. Appointment to an advisory board or commission in Buena Vista is an honor that brings both responsibility and opportunity. This manual has been designed to provide information on the organization of the Town of Buena Vista and the role served by board and commission members.

Boards and commissions are established by ordinance in the Municipal Code, which sets forth the composition and duties of each body. Qualified candidates fill vacancies, and the Board of Trustees approves appointments. Board and commission member duties include reviewing items and issues at the request of or interest to the public. Town advisory boards and committees serve the community by providing input on various projects and topics on behalf of the Town of Buena Vista. Board and commission members provide recommendations to assist the trustees in making decisions, and also serve as ambassadors to the community, informing and educating the public regarding the purpose of the board or commission and activities of the town.

The following materials provide general information on the town organization and its various boards and commissions, including procedures and laws that apply to their activities. Please contact the Town of Buena Vista at 719-395-8643 to speak with a board or commission staff liaison regarding the role of board and commission members.

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Comment [EK1]: One aspect I feel is critical to success - that our advisory board members understand and buy into the 1) Town vision, 2) short term priorities and 3) long term priorities. I'd appreciate your thoughts about this and if this would be something best covered in the training/orientation, trustee liaisons or perhaps in annual meetings with the BOT.

I've seen a couple of situations in the recent past where advisory board members didn't understand the bigger picture of a situation and were too narrowly focused on their specific point of interest. A couple of examples:

- A few years back when I started working with the tree board as a liaison there was a lack of big picture perspective. The folks were certainly knowledgeable about trees or at least passionate about them but they thought in terms of just trees. There wasn't much thought about how Town uses trees as tools to enhance our community which may not be optimal for the tree, but is optimal for people. For example, planting street trees isn't 100% optimal for the tree, but it does greatly enhance our community (aesthetics, safety, shade, etc.). I've worked with this group for a while and there is now a proactive approach that contributes towards our Town vision - such as all of the street trees that were planted around the community center, railroad, etc.
- The recent approval of the hotel in South Main revealed how a couple of Trails board members narrowed their focus to what's best for the trail vs how the trail fits in with the surroundings to provide a great situation for our community. The P&Z and BOT clearly saw the big picture but there was unnecessary friction with some advisory members. Perhaps if they heard from Town (BOT/Staff) our vision and direction then this could have been avoided or at least dealt with earlier in the process. My point is advisory members should be very familiar with the various parts of town and what Town is supportive of - such as build out of South Main which involves mixed uses an ...

Comment [EK2]: I added a paragraph about this in the manual (see page 6) and is something that should be addressed in the orientation

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Comment [EK3]: Do we want all of the collective vision statements included in this document or only the "Community Spirit" Collective Vision Statement?

Types of Boards and Commissions

Advisory to Board of Trustees

Airport Advisory Board

Beautification Advisory Board

Economic Vitality Advisory Board

Recreation Advisory Board

Tree Advisory Board

Trails Advisory Board

Water Board

Quasi-Judicial

Planning and Zoning Commission

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Advisory Boards and Commissions:

Define Officer positions here? (Chair, Secretary, etc)

Planning and Zoning Commission

- The Planning and Zoning Commission duties include preparing and adopting a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body. The master plan of a municipality shall be an advisory document to guide land development decisions. The planning commission reviews and decides upon variance requests, planned development and other zoning issues and regulations. Full duties and responsibilities are specified in Parts 2 and 3 of Article 23, of Title 31, C.R.S.
- The Planning and Zoning Commission consist of five (5) regular members appointed by the Board of Trustees.). Statutorily all commissioners are required to reside within town limits. Neither the Mayor nor any member of the Board of Trustees can serve on the Planning and Zoning Commission. The Board of Trustees may appoint up to two (2) alternate members of the Planning and Zoning Commission. Alternate members can attend all P&Z meetings and participate in the discussion, yet they have no voting rights on any matters before the P&Z unless a regular member of the P&Z is absent or unable to vote on the matter. Terms are three (3) years.
- Planning and Zoning Commission guiding documents: Town of Buena Vista Land Use Code, Town of Buena Vista Comprehensive Plan.

Airport Advisory Board

- The Airport Board was created with the duties and responsibilities to review policy matters relevant to airport operations and development of facilities at the Buena Vista Airport, and to make recommendations to the Board of Trustees. They also serve as ambassadors to the airport and perform other functions and duties as the Board of Trustees may assign.
- The Airport Board has seven (7) voting members and two (2) alternates appointed by the Board of Trustees. The Airport Board also includes the Airport Manager and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Airport Advisory Board guiding documents: Airport Master Plan, Airport Business Plan.

Beautification Advisory Board

- The Beautification Advisory Board makes recommendations to the Board of Trustees regarding beautification matters, projects or endeavors and, upon receiving direction from the Board of Trustees, shall implement, organize and coordinate any beautification project for the Town.
- The Beautification Advisory Board has seven (7) voting members and two (2) alternates appointed by the Board of Trustees. The Beautification Advisory Board also includes a staff liaison and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.

Comment [EK4]: Let's include in each of the general duties a reference to the main planning document that they are in charge of implementing - P&Z has the Comprehensive Plan. Rec has Rec or River Master Plan (don't recall the title). Trails has Trails Master Plan. Water has Water Master Plan. Airport has Business Plan and Airport Master Plan. Tree board has Planting Guide, etc.

Comment [EK5]: This can be done. See below. We should update the code to reflect as well. Something to consider is that all advisory boards should be familiar with and use the code and Comp Plan as guiding documents

Comment [EK6]: Planning and Zoning… I think it would be good to mention that this is under statutory regulations (I know you mention Title 31 in the CRS). But, let's write out that it's statutory and accordingly all commissioners have to reside within town limits. I don't think everyone who signs up to be on a board will necessarily understand the implications of the C.R.S for a year or so (and maybe not at all, for some).

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- Beautification Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan.

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Economic Vitality Advisory Board

- This Economic Vitality Advisory Board acts as the advisory board to the Town of Buena Vista Board of Trustees on matters and policies pertaining to economic development, including goal setting, strategic planning , comprehensive plan updates, marketing and business recruitment, retention and expansion for all business, industrial and commercial areas. The board provides broad policy recommendations, and provides direction and time table for advisory board activities. The board also performs other functions and duties as the Board of Trustees may, from time to time, assign to the board.
- The Economic Vitality Advisory Board has seven (7) voting members and two (2) alternates will be appointed by the Board of Trustees. The Beautification Advisory Board also includes a staff liaison and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- The g~~G~~oal of this board is to advise the Board of Trustees on all matters pertaining to economic development in Buena Vista.
- Economic Vitality Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan.

Comment [EK7]: Also, you say, the 'goal of this board…" and I wonder if you want to follow suit with the other boards. "The goal of such and such…" Consistency and clarity.

Comment [EK8]: I agree. However, the goal needs to be agreed upon by the board. And, as suggested with the 'guiding documents' piece the code needs to be updated to reflect this change in description.

Recreation Advisory Board

- Recreation Advisory Board duties are to make recommendations to the Trustees regarding the operation, improvement, and maintenance of the Town's recreation programs and facilities, and to bring to the attention of the Board of Trustees any matter pertaining to the Town's recreation programs and facilities.
- The Recreation Advisory Board has seven (7) voting members and two (2) alternates will be appointed by the Board of Trustees. The Recreation Advisory Board also includes the recreation staff and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Recreation Advisory Board guiding documents: Recreation Master Plan, River Park Master Plan.

Tree Advisory Board

- The Tree Advisory Board duties and responsibilities are to study, investigate, develop and recommend to the Board of Trustees the adoption of a written plan for the care, preservation, pruning, planting, -replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas.
- The Tree Advisory Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Tree Advisory Board also includes the Public Works Director and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Tree Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan, Planting Guide.

Trails Advisory Board

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- The Trails Advisory Board shall study, investigate, develop and recommend to the Board of Trustees the adoption of a written plan for the care, preservation, maintenance, and improvement of the Buena Vista trails system. Once a written plan for the BV trails system has been adopted by the Board of Trustees, the Trails Advisory Board shall recommend annual updates and modifications to the plan. The Trails Advisory Board is also responsible for bringing to the attention of the Board of Trustees any action or condition which is in apparent violation of any ordinance of the Town pertaining to trails or matters related to trails, or recommend any specific remedial enforcement action desired by the Trails Advisory Board.
- The Trails Advisory Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Trails Board also includes the Public Works Director, recreation staff and a designated Board of Trustees member, all of whom serve as non-voting ex officio members.
- Trails Advisory Board guiding documents: Town of Buena Vista Comprehenive Plan, Trails Master Plan and Cooperative Management Agreement with BLM.

Water Advisory Board

- The Water Advisory Board reviews policy matters relevant to stewardship and development of the Town's water rights portfolio, storage, treatment and distribution systems and to make recommendations thereon to the Board of Trustees. The Board also plans for the long-term water needs of the Town and to make recommendations thereon to the Board of Trustees regarding water rights acquisitions, intergovernmental agreements with other governmental entities regarding development and use of water rights and supplies, water service rates, system development fees, capital development projects and allocation of resources in the Water Fund.
- The Water Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Water Board also includes the Public Works Director and a designated Board of Trustees member, both of whom serve as non-voting ex officio members
- Water Advisory Board guiding documents: Water Master Plan.

While each advisory board has a specific focus and area of concern, each advisory board member should be familiar with the Buena Vista Comprehensive Plan and the Town's code. Familiarity with the Buena Vista Comprehensive Plan is necessary to ensure the larger focus of advisory boards is holistic and maintains a community-wide perspective.

Representation of a Board or Commission

As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action. Board or commission members making recommendations or expressing views which have not been approved by a majority of the board should indicate they are expressing their individual opinion and are not speaking on behalf of the board or the Town.

Comment [EK9]: Let's reference the Cooperative Management Agreement with the BLM as well. Just to be specific that this is under their purview. Last summer when talking with BLM town staff hadn't known that there was a CMA and in talking last month with the trails board, they didn't know who was supposed to take care of it, and wanted to though…

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Comment [EK10]: To that end my vision of the advisory boards (excepting the P and Z) is that they recognize their role as advising the BOT but that within their area of interest they are always allowed, in a timely fashion, to review any projects, policies, plans, prior to board action. There will be times when the BOT and the town staff will disagree with the advisory board but they should be given the right as volunteer citizens, donating their valuable time, to ***advise***.

I believe that the advisory boards should understand the priorities of town through communication with their staff and BOT liaison but within that structure be encouraged to create ideas and projects for each year. In addition I think the advisory board should play a role in being involved in completion of projects approved by the BOTs.

If we agree on the above described operation of our boards . . . then I would like to see that outlined in board responsibilities and make it consistent across all boards. In the description of the Beautification Boards role there is more emphasis on involvement in completion of projects where in recreation/trails that appears to be missing?

Comment [EK11]: We can certainly edit the document to include

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Public statements should not contain promises that may be construed to be binding on a board or commission, staff, or the Board of Trustees. When making a public statement, members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the Board of Trustees. Remember that your actions and statements as a board or commission member assume special significance. If not responsibly discharged, your actions and statements could result in a situation detrimental to the Town's best interests.

Although board and commission members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of an exclusive group or interest.

Relationship with other members

On many occasions, the success or failure of the efforts of a board or commission is dependent upon the degree of cooperation among the individual members of the body. You are encouraged to keep the following points in mind in your interactions with other members:

- Show respect for another's point of view.
- Allow others adequate time to present their view fully before making comments.
- Be open and honest.
- Welcome new members and help them become acquainted with their duties.

C.H.A.R.G.E - A checklist for effectiveness

It is a great civic duty to take C.H.A.R.G.E. in the community to improve the quality of life for all. Below is a checklist that you need to consider to ensure that your experience as an advisory board member is effective and enjoyable.

C - Code

Am I familiar with:

- ☐ The Municipal Code of the Town of Buena Vista?
- ☐ The specific function of my board or commission, as outlined in the town code?
- ☐ What my fellow board members and I expect to achieve for the community?
- ☐ The name of the trustee liaison and staff liaison to my board or commission?

H – Hierarchy

Do I understand:

Comment [EK12]: not sure about the CHARGE process as it seem perhaps over rigorous. Do members really have to be "familiar with the Municipal Code of BV" to serve?

Comment [EK13]: I do think a basic overview knowledge of the code would be great for all advisory board members to have

Comment [EK14]: My only comment is in regards to C.HA.R.G.E. Particularly, H. Specifically the "Understanding the Scope of Authority" box. I am not sure that I understand the scope of authority of the Advisory Boards. How does their input relate to policy decision and where do those discussions occur? Perhaps the scope is different for each board and perhaps it's relevance changes depending on current priorities. A clearer understanding of how the Boards fit into the larger picture in more detail might alleviate some of the frustration that I sense.

Comment [EK15]: Advisory Boards (with the exception of the Planning & Zoning Commission) are advisory only. They do not make policy decisions, budget decisions, etc. Their mission is specific to what projects they are working on each year, and should be guided by a Master Plan or similar document

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- ☐ How my board or commission's work affects the community?
- ☐ The scope of authority of my board or commission?
- ☐ The role of board's staff liaison, town trustee liaison and chairperson?
- ☐ My role as a board or commission member?

Comment [EK16]: We mention a chairperson, but not previously. Wondering if we want to explain this more - who is the chairperson, how is that person selected? You may mention this later though.

Comment [EK17]: Question for BOT—what do we think? Should this role be defined in this document?

A – Accountability

Do I understand:

- ☐ My board or commission's liability and my own ability as an individual member?
- ☐ What constitutes a conflict of interest?
- ☐ Exactly how the law requires that a conflict of interest be handled?
- ☐ My board's accountability to the public?

R – Responsibility

Do I:

- ☐ Attend all board or commission meetings as much as possible?
- ☐ Prepare for the meetings by studying the agenda and supplemental materials ahead of time?
- ☐ Complete the tasks I have volunteered to take on?
- ☐ Know what responsibilities each of us, as individual board members, has to our board colleagues?

G – Goals

Do I know:

- ☐ My board or commission's goals for the next 12 months?
- ☐ What tasks must be completed to reach each of our goals?
- ☐ Deadlines for the tasks for which I am responsible?

E – Evaluation

Have I:

- ☐ Discussed with other members and staff what our board or commission can do to improve our performance?

Introduction to Town government

Board of Trustees

The Town of Buena Vista operates under the statutory form of government. The Board of Trustees is the legislative, policy-making body for the Town of Buena Vista. It consists of one mayor and six board members elected at large, with the mayor serving a four-year term. Expiration of terms is staggered, and elections for board members are held every two years. After each biennial election (held in April), the Board elects from among themselves a Mayor Pro Tem, and all members of the board must have resided within the town limits for at least 12 months prior to election. The board

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takes action by enactment of ordinances, resolutions, and formal motions, which provide direction for the town staff. The board appoints a Town Administrator, Town Attorney, Town Clerk, Town Treasurer and Municipal Judge.

Town Administrator

The Town of Buena Vista operates within a council-administrator form of government. The Town Administrator is the chief executive officer of the town and is responsible for the overall management of town operations.

Functions of the Town Administrator include:

- Implement policy decisions and legislative actions taken by the Board of Trustees
- Make recommendations to Board of Trustees
- Oversee the operations of the town
- Prepares the town budget

Council-Administrator form of government

	Board of Trustees	Town Administrator
Responsible for:	Policy Decisions	Day-to-day operations
Hires and Supervises:	Town Administrator Town Attorney Town Clerk Town Treasurer Municipal Judge	All other town staff members/employees

General provisions

Details about boards and commissions can be found in Chapter 2, Article XIII to XV of the Municipal Code. The Board of Trustees, by ordinance, establishes and appoints boards and commissions to advise on various issues and performs such functions as the trustees may designate. The ordinance establishing each board or commission describes the powers, duties and operating procedures of the board or commission; and establishes the terms of office of the board or commission members, including initial overlapping terms.

All board and commission members are subject to removal, with a majority vote of the board members required to remove a board or commission member before their term has expired. Any vacancy during the unexpired term of any member is filled by the trustees for the remainder of the term. Each board and commission shall choose its own officers among its members. The trustees may change any or all of the powers, duties and procedures of any board or commission and may abolish any board or commission not required by the Municipal Code or law.

Membership limitations

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The following limitations and requirements are applied to board and commission membership:

Employees of the Town of Buena Vista may not serve on any board or commission appointed by the Board of Trustees.

Planning and Zoning Commission members must reside within Town limits.

Comment [EK18]: Here mention the P&Z limitation to reside within town

Attendance policy

Upon application for and acceptance of appointment, board and commission members demonstrate their intention and ability to attend meetings.

Budget process

Generally, budgets are not established for boards and commissions. However, each year boards and commissions may request funds for projects and initiatives.

Work Plans

Comment [EK19]: Talk about the Collective Vision Statement and the Strategic Objectives of town. The Advisory Boards should be aiming to create this vision and follow the work plan that the Trustees approve (with staff involvement) every year

Comment [EK20]: We could mention this here, but also include Town vision statements earlier, or both places

An outlined work plan for the coming year will be presented to the Board of Trustees by the second Trustee meeting in October, regardless if there are budget requests to present. The work plan will set out major projects and issues for discussion for the following year. Timelines and scope of review should be provided when possible. If appropriate, an estimate of action to be taken should be included. Work plans should be concise and easily readable. The Board of Trustees will review the work plan for each advisory board.

Please use the following as a guide for work plans and goals: Short-term goals are outcomes to be accomplished in 1 – 2 years and long-term goals are to be accomplished in 3 -5 years.

The Board of Trustees, along with staff, establishes Strategic Objectives each year. Advisory boards will work with the staff liaison and trustee liaison to ensure that the work plan for that year aligns with the established Strategic Objectives for that year, as well as the Collective Vision Statements listed below. Objectives and vision statements will be considered when planning for each year's work plan:

General Community Character
We envision the town as a clean, safe, quiet and secure community that is a desirable place to live, work, and play – an altogether good place to raise our children.

Community Spirit
Our collective community consists of friendly, well-informed people who feel they can make a difference and have an impact in determining their future and their quality of life and enjoy freedom of expression.

Community Appearance
The town we envision has a defined sense of place as expressed in its history and architecture.

Community Services
The town of our vision has high-quality education and medical and emergency response services, as well as quality, efficient, and well maintained parks and public buildings. The town's public servants exhibit an excellent level of public service, including approachability, honesty and helpfulness. Our town

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government and community leaders demonstrate accountability, consistency and visibility. We engage in a high level of cooperation with surrounding governmental and nongovernmental entities

Environment

We desire a community where urban, rural and agricultural land uses can coexist in a well-planned pattern. Land use decisions are made with thoughtfulness and an eye toward sustainability. We want a healthy community with clean air and water.

Economy

We envision a community in which all citizens enjoy financial prosperity and can find an affordable place to live. The town has a bustling downtown community core with abundant and diverse retail establishments. We continually strive for economic diversity within the community. Our town government is economically stable and viable.

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Timeline of budget process:

Deadline	Task	Associated definitions
May 31	Staff liaison requests possible capital improvement projects (CIP) to update the 5-year CIP plan; associated operation costs are not due at this time.	CIP: A **capital improvement** is any addition or alteration to real property $5,000 and over that meets all three of the following conditions: It substantially adds to the value of the real property, or appreciably prolongs the useful life of real property.
June 30	Estimated CIP costs due to staff liaison.	
August 1	Board discusses possible projects and associated costs for upcoming year.	
September 1	Staff liaison requests costs associated with requested budget items for inclusion in the coming years' proposed budget.	
October 1	Board/commission has voted and approved requested	

	budget. Full budget due to staff liaison for inclusion in coming years' proposed budget.	
2nd Trustee meeting in October	Board or commission chair presents budget requests and work plan at Trustee work session.	

Election of Officers

The election of officers should be held each year during the regular meeting in January or February. Staff liaisons must notify the Town Clerk when new officers are elected.

Staff Liaison Role

Staff support is available to boards and commissions through the assigned as staff liaison to help each group. The boards and commissions' staff liaison is responsible for the following:

- Coordinate the board's annual work plan and budget, with input and guidance from the Town Administrator.
  - If necessary or appropriate, the liaison will work with the Town Administrator to seek direction on the appropriateness of the request and may provide direction to the board on whether the project is possible in the coming budget year.
- Ensure new members are oriented to the board, including procedures and projects.
  - Staff liaison will be responsible for the process of re-confirming and election of members, and tracking terms.
- Answer questions and research for various policy questions.
- At the request of the Board of Trustees, provide information to board or commission regarding policy changes and distribute updated information to all members.
- Coordinate reserving a meeting space if necessary/requested by the board/commission.
- Advise the Town Administrator of the following:
  - Attendance problems
  - Resignations
  - Meeting schedule/location changes
  - Name/address/phone number changes for board members
  - Staff/name/title/phone number changes for staff liaisons
- Serve as a communications link between the Town Administrator and/or Board of Trustees and board members.
- From time to time, staff liaisons may prepare memorandums to trustees at the request of the board or commission, or Town Administrator. These communications are sent directly to the Board of Trustees. It is the responsibility of the trustees to respond directly to the board or commission if a trustee chooses. The staff liaison is not responsible to monitor or ensure a response from trustees.
- Oversees the procurement of goods and services necessary to execute projects approved by the Board of Trustees.

Trustee Liaison Role

Comment [EK21]: Would like to see the staff liaison be responsible for times and process of re-confirming and election of members, tracking terms, etc.

Comment [EK22]: This has been added below

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Every two years after the municipal election, the Board of Trustees selects liaisons to the boards and commissions. The role of the Trustee liaison:

- Communicates with the board or commission when needed and serves as the primary two-way communication channel between the Board of Trustees and the advisory board or commission.
- Serve as the primary trustee contact for the advisory board or commission.
- Help resolve questions the board or commission may have about the role of the trustees, municipal government and the advisory board or commission.
- Establishes formal or informal contact with the chairperson of the board or commission and effectively communicates with the staff liaison.
- Provides procedural direction about the trustee's position to the advisory board.
- Serves as trustee contact rather than an advocate for or ex-officio member of the board.
- Identifies and helps resolve any problems that may exist with respect to the function of the board.
- Facilitates the training of new board and commission members by providing suggestions and relevant information to town staff responsible for providing such training.
- Attendance at monthly board meetings is recommended but not required. Attention should not be focused on the trustee liaison and his or her input. (If Trustee liaison participation is critical to a particular item, a direct invitation should be made to the trustee liaison, explaining why participation is deemed to be critical.)

Orientation and Training

Town staff provides yearly training with regard to the structure and operation of town government and the legal and ethical duties and responsibilities of board and commission members. All members of town boards and commissions are required to attend the training, either in person or in such other fashion as the Town Administrator may deem appropriate (such as viewing a video tape of the live training session). This requirement must be fulfilled within six months of the appointment of any member.

Additionally, staff liaisons should provide new board members with pertinent materials which will assist new members in becoming fully functioning members of the board. Established board members are encouraged to share their experience and knowledge with new members.

Meeting Responsibilities

Conduct of Meetings

It is important that boards and commissions conduct their meetings in a manner that is procedurally correct. It is recommended that boards and commissions follow the procedures for the conduct of meetings as established in *Robert's Rules of Order, Newly Revised* be followed, however, the chairpersons of town boards and commissions are permitted to decide on the conduct most appropriate to run an efficient meeting.

Public Input

Each board or commission shall, at or near the beginning of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the board or commission, regardless of whether such matter is scheduled for consideration at that particular meeting. Time

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limitations may be imposed by the chairperson of the board or commission on such public input as necessary to conduct the business of the board or commission in a timely and efficient manner.

Meetings and meeting minutes are posted publicy and available on the Town's website.

Comment [EK23]: Let's mention public notice has to be posted

Open Meetings

Colorado State Statute requires that all meetings of a board or commission, and all meetings of any committee of a board or commission, be open to the public at all times, except when the board or commission is meeting in a validly convened executive session.

The term "meeting" is defined as a gathering of a quorum of three or more members, whichever is fewer, of any board or commission, or any committee of such board or commission, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, electronic "chat room" conferences, or any other means of communication where conference-like communication can occur. However, the term "meeting" does not include a chance meeting or social gathering at which the discussion of public business is not the central purpose.

Quorum Requirements

Comment [EK24]: Can we mention when Alternates actually can vote? I know there is always a question about that

Comment [EK25]: I am not 100% sure on this—my understanding is that alternates can vote when a quorum of regular voting members is not present?u8h

In order for a board or commission to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum consists of the majority of the total number of members specified by the Municipal Code to comprise the board or commission. This quorum requirement does not change even if a position on the board or commission is vacant and the Board of Trustees has not appointed a replacement. In the event that a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time. Unless otherwise provided in the board or commission bylaws or Municipal Code, members present at the meeting by speaker phone shall be counted toward establishing a quorum, and may participate and vote in a non-quasi-judicial portion of the meeting. Attendance by speaker phone for purposes of establishing a quorum or participating and voting in the meeting is not permissible in quasi-judicial portions of meetings.

Minutes

Minutes must be taken at any meeting of a board or commission (or committee of a board or commission) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. The minutes must be open to public inspection and a copy must be filed with the Town Clerk upon approval.

Approval of Minutes

Any additions, deletions, or corrections to the minutes should be presented by board and staff members.

A motion should be made and seconded to approve the minutes of the last meeting as amended.

The approved minutes should be signed by the chairperson and secretary of the board or commission.

Discussion Items

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While the minutes should be as accurate as possible, the secretary is not required to record every remark made at a meeting. The secretary should not make the minutes a verbatim transcript.

The minutes should include a description of each item being discussed. Listing questions and answers during discussion of each item is not necessary; however, comments that summarize board member positions on each item should be included as support for each board member's vote on each issue. The exact wording of any motion made should be included in the minutes and the maker and second of the motion should be noted. If the motion is approved or defeated unanimously, such should be noted. If the vote on a motion is split, the record should reflect those voting in favor of the motion and those voting against the motion.

Adjournment

Recording adjournment of a meeting in the minutes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. The adjournment should specify the time the meeting was adjourned to a later date and hour.

Filing and Distribution of Minutes

Written minutes of board and commission meetings are considered permanent records of the municipality. The Municipal Code requires boards and commissions to file minutes with the Town Clerk for incorporation into the records of the municipality. Minutes are approved via the consent agenda by the Board of Trustees.

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Conflict of Interest Guidelines

Introduction

The members of town boards and commissions are subject to certain rules of ethical conduct established by the code. The following summary highlights the primary areas of concern addressed by these rules. When in doubt, a board or commission member should ask staff for clarification of any applicable regulations.

Conflicts of Interest

A board or commission member should refrain from voting on or attempting to influence any decision in which he or she has a financial or personal conflict of interest.

Generally, a board or commission member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative.

Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a

reasonable prudent person, the board or commission member would realize or experience some direct or substantial benefit or detriment different in kind from that experience by the general public. In applying this test in a business context, a board or commission member should check with the town staff before participating in any decision which directly and substantially benefits a business in which he or she either has a substantial financial interest or is engaged as a consultant or representative. Or, if a decision of the town might directly and substantially affect a particular business to its economic detriment, and a board or commission member has a substantial financial interest in a competing firm, the member should also exercise caution in deciding whether to participate in the decision.

Contracts with the Town

Board and commission members and their relatives are prohibited from having a financial interest in sales to the town, but only if they exercise, directly or indirectly, any decision-making or supervisory authority with regard to the goods and services to be sold to the town.

As to purchases from the town, such purchases are permitted only when the property is offered for sale at an established price and not by bid or auction, and the purchase must be on the same terms and conditions as would be available to all members of the general public.

Disclosure of Confidences

Board and commission members sometimes receive confidential information from town staff. Such information should not be used for the private benefit of the board or commission member or any other individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of the town.

Gifts and Favors

The acceptance of honoraria (compensation for speech or participation in public events as an official of the town) is prohibited. The acceptance of any other gift or favor from persons doing business with the town or desiring to do business with the town is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the board or commission member's independence of judgement in the performance of his or her official duties.

The following specific items are excluded from the definition of prohibited gifts or favors and may be accepted:

- Nonpecuniary awards for public service.
- Reimbursement for expenditure for attending job-related conferences or other meetings.
- Invitations to social functions or meetings which are not extraordinary when viewed in the light of the position held by the board or commission member.
- Perishable or nonpermanent items that are insignificant in value, such as meals, lodging, travel, tickets to sporting, recreation, educational or cultural events.
- Salary from outside employment.

Checklist

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The following questions are suggested when examining a potential conflict of interest or a question of ethical conduct. If the answer to the question is "yes," the board or commission member should avoid participating in the decision of engaging in the proposed transaction:

- ☐ **Sales to the town**: Will I or my relative receive some foreseeable, measurable financial benefit? Am I involved in the procurement or supervision?

- ☐ **Financial interest in a decision:** Will I or my relative receive some foreseeable, measurable financial benefit?

- ☐ **Personal interests:** Would a reasonably prudent person believe that I or my relative will realize or experience some direct and substantial benefit or detriment from this decision that is different in kind from that experienced by the general public? Will the business that either of us represents directly and substantially benefit? Will a competing firm be directly and substantially harmed?

- ☐ **Gifts or favors:** Is this gift or favor being offered to me because of a decision I have made or am about to make? Would a reasonably prudent person think that this gift or favor would impair my independence of judgment? (Before deciding to accept a gift, it should fit under one of the exemptions in the code.)

- ☐ **Confidences**: Am I about to use or disclose a confidence which, in the judgment of a reasonably prudent person, would injure the financial interests of the town? Will I be using it for private gain, either for myself or for another person?

Appeals Procedure

The decisions of certain boards, commissions, and other decision makers can be appealed to the Board of Trustees. Questions regarding the appeal process should be directed to the Town Clerk's Office by calling 719.395.8643 ext.10

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Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 22, 2016

TO: Mayor and Board of Trustees

FROM: Emily Katsimpalis, Assistant to the Town Administrator

AGENDA ITEM: IGA Discussion

Dear Mayor and Board of Trustees,

Request

Following this memo, please find included additions and questions using Word track changes to a list of items staff and Trustees would like to see included in a revised Intergovernmental Agreement (IGA) with Chaffee County.

Overview

The Intergovernmental Agreement (IGA) between Chaffee County and the Town of Buena Vista was last executed in 2003. Since then, both the county and the Town of Buena of Vista have changed and grown. It is important to enter into an agreement with the County and Town, as governmental cooperation is in the best interest of citizens and taxpayers. Many of the areas outside of town limits are identified in the 3 mile planning area that impact the health, safety, character and financial viability of the community. For this and many other reasons a revision of the IGA with Chaffee County is needed to reflect the current priorities of both governmental entities.

Please note that public safety departments have separate Mutual Aid Agreements with the other public safety agencies throughout the County.

Policy Alignment

Policy Governance/Administrative Policy

BOT Action

Please review the list and submit other ideas as to what should be included in an update IGA with the County. Please submit them by April 1, 2016 to bvanalyst@buenavistaco.gov

IGA list

Public Works:

- Administration assistance with the Source Water Protection Plan. This would be through the Chaffee County Building Department. Similar to our agreement with them for the current Water Supply Protection District.
- County Road 317 maintenance agreement.
- Coordination on potential trail connections and possible county build extensions.

Planning:

- Any building application that comes to the County within the 3-mile planning area (last adopted 2015; will be updated and adopted yearly) should be forwarded onto the Town so that the Town has a chance to comment on the application in consideration of the 3-mile plan and the Town of Buena Vista Comprehensive Plan.
- Serviceable area: if a building/house is built within 400 feet of municipal service lines (even if in County), they have to connect to the municipal water/sewer lines.
- Contiguous Road & Trail system. County to recognize the roads and trails identified in the 3-mile planning for future road and trail connections.
- If properties are contiguous to the Town's limits, the County should encourage the applicant to annex to the Town.
- Sharing of GIS info—sharing of information should be free of charge—for both the County and Town.
- Abolishment of fees (i.e., printing fees, subscription fee that Town pays to Chaffee County to access the Assessor's database). Governments shouldn't charge other governments fees—it is simply shifting taxpayer money around and not in the best interest of the citizen/taxpayer.
- If properties are located in town, but on county roads, they may need to be re-addressed to conform to Town addressing (3-digit address and Town road name).
- If applicants approach County about Town questions, they should be referred to Town and vice versa.
- Cost sharing and maintenance responsibilities for county roads in town.

Town Clerk:

- Elections and Document Recording. A negotiated rate for the Clerk & Recorder's support and use of Clerk's equipment in the future for our Town elections.
- System of notification to the Town when something is recorded for any property within the Town. Often, developers or individuals take documents in to the Clerk & Recorder to get them recorded without necessary Town approvals. Notification of items submitted for recording could reduce those instances when Town should have been informed and will help keep the Town better informed.

Trustees:

- County passed a recent land-use or zoning? In it, they say in several spots, 'please refer to the IGA with the town of BV' knowing that we were working on one and that the detail we were asking was more than they wanted to deal with (such as signage in JV). We need to address this in our IGA.

Comment [EK1]: I have checked with Jon Roorda on this. I have not heard back from him yet.

- Can we consider provisions that give us an official say in events like the concert that is coming up at the Crossman Meadows? What if the County wants to approve a gathering of 200,000 motorcyclists or some other more invasive group right outside our boundaries? Can we negotiate official voting power over events?

Comment [EK2]: If a Municipal Growth Area is established and agreed upon, Town should have ability to comment. Although not official voting power, would at least weigh more heavily in the decision process if a current, up to date IGA is executed.

January 30, 2016

To Whom It May Concern:

This letter is in support of loan repayment for Gina Alkes, MD, and Craig Otteni, MD, two young physicians who have graciously moved to our community to provide medical services in our underserved area. Buena Vista has seen the number of physicians drop from a high of eight providers in two practices in 2008 to just two physicians at the start of 2015. The pipeline for new physicians has extended to 18 months with just one or two candidates applying for open positions. Simultaneously, nearby communities such as Fairplay have lost all of their physicians. Buena Vista physicians are seeing patients with Leadville addresses as well. Correspondingly, wait times to see a physician in Buena Vista have increased to two weeks, with up to a month or more for new patients. Urgent care capacity is greatly decreased, with many more patients having to travel to the emergency department in Salida, thirty minutes away, a burden on the emergency department and expensive care for the patient.

I encourage to support Dr. Alkes and Dr. Otteni for the National Healthcare Scholar Program, allowing them to continue to practice in this area while receiving loan repayment. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

XXXX

Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: March 22, 2016

TO: Mayor and Board of Trustees

FROM: Brandy Reitter, Town Administrator

SUBJECT: TOWN ADMINISTRATOR REPORT

Administration

Reminders:

- March 29 at 6 PM is the intergovernmental governmental meeting in Salida at the Steam Plant
- April 27 – 28 Arkansas River Basin Water Forum at the Salida Steam Plant
- June 21- 24 CML annual conference in Vail, CO

Planning staff wrapped up the planning technician hiring process and we expect a start date mid-April.

CDOT rescheduled the first public meeting for the U.S. 24 reconfiguration project for April 5 at 5 PM at the community center.

The code enforcement officer position advertisement closed on March 18 and we will be conducting interviews soon.

In an effort to make staff communications with the board consistent and to incorporate policy governance, a standard staff memo template for all agenda items will be the approach going forward.

Recreation & Events

The town's first wellness field trip on March 13 was a success. Ten people including family members participated in skiing, snowshoeing and lunch at the Tennessee Pass Cookhouse. Staff will plan these quarterly. It was a great day of fun, exercise, and team building.

Town is offering reimbursements to all employees for going to local gyms and exercise studios. This benefit also applies to BV Recreation programs.

Staff is continuing to work with the Trails Advisory Board on the trails proposal for the BLM.

The Lake Placid Hockey Rink arrived and a subcommittee is working on fundraising for the rink that will kick off next week. Funding is required for concrete, shade structures, and equipment.

Events:

Colorado Creative Industries approached the town to see if we would be interested in participating as a community in the second installation of the "Detour" music and community engagement series scheduled for the first week in May. The Tiny Detour will require sponsorships and staff will begin to solicit community partnerships. Material is attached to this report. This is a great opportunity to promote town, support local business during the shoulder season, and to build community.

BV Rec is coordinating a climbers social on April 1 that will include boulder maintenance from 4-6 PM at the South Main boulders with food and drinks provided at Trailhead from 6-8 PM.

The 9 News Health Fair is scheduled on April 2 and town will have a booth showcasing all of the things we have going on in town.

Staff has started booking musicians for the concert in the park series; any interested talents please contact Emily O.

Programming:

- Staff is busy preparing for summer programming
- Winter programs resulted in the best year on record financially even with the loss of a few programs
- Staff is working on updating contracts and policies before programming begins this summer to ensure that our processes are standard and understood by the public
- The volleyball league has 12 teams, which is 5 more than last year and we are seeing an increase in numbers at all programs across the board
- We are officially maxed out with facility use- gym space is maximized and field space is being utilized for DPCA Soccer, Middle School Baseball, CCU Soccer, and BVYSA
- Meetings are now being scheduled at the airport conference room to accommodate the community

Upper Arkansas Water Conservancy District, Augmentation Plan, and Water Planning

The Water Advisory Board has reviewed the final draft of the St. Charles Mesa agreement and provided comments. The next steps are to send the draft to St. Charles Mesa for their review. After St. Charles Mesa reviews the document it will be presented to the BOT.

Main Street & Creative District, Community/Economic Development Initiatives

The housing committee met on March 17 to discuss regional housing initiatives. The committee discussed:

- Finalized committee members
- Selected EPS for the needs assessment
- Selected a facilitator to chair committee meetings

- Determined level of public involvement and meetings
- Finalized affordable housing definitions
- March 31 is the next meeting

BVSD Land Swap Housing Project

A survey has been completed of the property and staff is working with all parties to develop a scope of work for the project. The scope of work will be presented at the April 12 BOT meeting.

On March 16 staff met with the Historical Structure Assessment staff and architect working on the McGinnis Gym project through History Colorado. They will continue to work through this summer with the final report due in July.

Colorado Creative Industries (CCI) has encouraged the town to apply for the Colorado Creative District. This program is housed under the Colorado Department of Economic Development and International Trade. The application is due April 28 and staff will make a presentation to the board on April 12.

Main Street Program

The big project this year for Main Street is the beatification of the Railroad Street parking lots. Staff will apply the mini grant offered by DOLA of $2,500 to the project. The effort is in coordination with the Beatification Advisory Board. The project includes:

- Grading work
- An application of road base
- The placement of decorative rock

This concludes my report. If you have any questions please let me know.

Sincerely,

Brandy Reitter

Brandy Reitter, Town Administrator
Town of Buena Vista, CO

COLORADO CREATIVE INDUSTRIES PRESENTS

TINY DETOUR

MUSIC & COMMUNITY ENGAGEMENT

Prepared by: Jesse Elliott

For more information: jesse@rangeco.org

Colorado Creative Industries Presents

The second installation of the "Detour" music and community engagement series:

Tiny Detour

May 1-8: Carbondale + Buena Vista + Colorado Springs

A weeklong interactive caravan of music, film, and crafts
culminating in a performance for Governor John Hickenlooper
at the 2016 Governor's Arts Awards at CCI's annual Summit.
The tour will be led by Chimney Choir, Laura Goldhamer, and the Tiny Cinema,
and feature public performances and community workshops on everything from
"tiny homes" to "tiny instruments" to "tiny batch" local food, coffee, and spirits.

Fall 2015 Detour Media Highlights

Video Recap
Colorado Public Radio interview and feature
Reverb (of The Denver Post) feature
Denver Business Journal feature
Westword feature
AXS feature

MAY 2016 SPONSORSHIP OPPORTUNITIES

TOUR MANAGER	ROAD CREW	PIT CREW
$2000	$1000	$500
Supports artists' salaries for performances and community engagements	Supports artists' salaries for performances and community engagements	Supports all gas costs for the entirety of the Tiny Detour
1 of 4 named sponsors on all promotional material	Recognition at Governor's Creative Awards Luncheon on May 6	Recognition at Governor's Creative Awards Luncheon on May 6
Recognition at Governor's Creative Awards Luncheon on May 6	Recognition in statewide press, media, and communications	Recognition in statewide press, media, and communications
Recognition in statewide press, media, and communications	Use of final video as promotional content	Use of final video as promotional content
Use of final video as promotional content		

CO™ | Colorado creative Industries

15 WORKSHOPS + COMMUNITY ENGAGEMENTS + INTERACTIVE PERFORMANCES

Schools + nonprofits + venues + more from the Front Range to Carbondale

CHIMNEY CHOIR

Headliners, working with CSO, Wonderbound Ballet, etc, on similar projects
www.chimneychoir.com + www.facebook.com/ChimneyChoir

TINY CINEMA

An amazing music + film experience on wheels, really have to see it to belive it
www.graveystinycinema.com/#tinycinema + www.facebook.com/daveybgravey

TINY HOME RECORDING STUDIO

A 4' x 8' house for people to record in with multi-media artist, Laura Goldhamer and History Colorado

TINY BATCHES

Local artisan distillers, brewers, coffeemakers, bakers, etc.

TINY PACKS

Partnership with TrekLight creating a camp of hammocks

JULY AND SEPTEMBER 2016 DETOUR OPPORTUNITIES AVAILABLE SOON!

Contact Jesse Elliott -- jesse@rangeco.org -- for more information.

Colorado creative Industries

Office of the Town Treasurer

Memorandum

To: Board of Trustees, Town of Buena Vista, Colorado
From: Jana Schumann, Deputy Treasurer
Date: March 17, 2016
Subject: Report Transmittal for the March 22, 2016 Meeting

Town Expenditures

Since the March 1, 2016 report, the Town has issued:

- 81 Accounts Payable checks for Town expenditures for a total of $75,115.30 (Attachments A1 – A5 check registers).
- ACH withdrawals to the IRS, FPPA, and Colorado Department of Revenue for $20,168.58 for 1 pay period, ending 2/27/2016 (Attachment B1).
- Net payroll of $51,209.00 for 1 pay period (Attachments C1 – C2).

The breakdown by Fund for AP and payroll-related check disbursements plus the ACH payments is as follows: (*Note that all expenditures are not expenses since some are reimbursed or are withholdings from employees' gross payroll.*) Attachments D1 – D3 shows the account summary.

• General Fund -	$ 57,119.95
• Water Fund -	$ 6,725.64
• Capital Improvement Fund	$ 3,110.11
• Airport Enterprise Fund -	$ 27,790.13
• Total all Funds -	$ 94,745.83

Large expenditures this period:

Maxwell Asphalt, Inc. for $21,584.20 for release of retainer for the fog seal and pavement marking at the airport.

Pinnacol Assurance for $9,850.00 for worker's compensation premium (3rd of 9 installments).

Check Register

Town of Buena Vista

Packet: APPKT01086 - 2015 Invoices Paid 03/04/2016

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
001487	Avionics Specialists, LLC	03/04/2016	Regular	0.00	1,250.00	19213
001065	Blueglobes, LLC	03/04/2016	Regular	0.00	142.79	19214
00711	Maxwell Asphalt. Inc.	03/04/2016	Regular	0.00	21,584.20	19215
00659	Ohlson Lavoie Collaborative	03/04/2016	Regular	0.00	3,401.53	19216

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	4	0.00	26,378.52
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	**4**	**0.00**	**26,378.52**

Check Register

Town of Buena Vista

Packet: APPKT01087 - 03/04/2016 Check Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
00765	Amber Lee	03/04/2016	Regular	0.00	30.00	19217
00392	Amy Lynch	03/04/2016	Regular	0.00	35.00	19218
00723	Andrea Moore	03/04/2016	Regular	0.00	496.50	19219
001080	Atmos Energy	03/04/2016	Regular	0.00	2,475.49	19220
00554	Avery Parsons Elementary School	03/04/2016	Regular	0.00	43.00	19221
001487	Avionics Specialists, LLC	03/04/2016	Regular	0.00	1,250.00	19222
00628	Benjamin Adair	03/04/2016	Regular	0.00	40.00	19223
001320	Buena Vista Roastery	03/04/2016	Regular	0.00	40.75	19224
00766	Buena Vista Roastery Cafe	03/04/2016	Regular	0.00	240.00	19225
000027	BUENA VISTA SANITATION DISTRICT	03/04/2016	Regular	0.00	596.70	19226
000055	CCOERA	03/04/2016	Regular	0.00	3,030.20	19227
000191	CenturyLink	03/04/2016	Regular	0.00	1,549.51	19228
00118	CenturyLink -LD	03/04/2016	Regular	0.00	55.30	19229
00769	Channing Bete Company, Inc.	03/04/2016	Regular	0.00	126.17	19230
00767	CO Creative LLC	03/04/2016	Regular	0.00	1,000.00	19231
000423	COLLEGIATE PEAKS BANK	03/04/2016	Regular	0.00	530.00	19232
00687	Colorado East Bank & Trust	03/04/2016	Regular	0.00	150.00	19233
001118	Dale R. Enck	03/04/2016	Regular	0.00	2,016.00	19234
001316	Darren Patterson Christian Academy	03/04/2016	Regular	0.00	40.00	19235
000573	Elaine Waters	03/04/2016	Regular	0.00	144.00	19236
00752	Emily Osborn	03/04/2016	Regular	0.00	40.00	19237
000287	FRONT RANGE FIRE APPARATUS	03/04/2016	Regular	0.00	74.95	19238
00378	Garret Robinson	03/04/2016	Regular	0.00	40.00	19239
00151	Habitat for Humanity	03/04/2016	Regular	0.00	30.00	19240
00771	Janell Sciacca	03/04/2016	Regular	0.00	35.00	19241
00548	Jesse Hager	03/04/2016	Regular	0.00	189.96	19242
00600	Jesse L Mitchell	03/04/2016	Regular	0.00	15.00	19243
00751	Jimmy Tidwell	03/04/2016	Regular	0.00	40.00	19244
00768	Johnny Berndt & Son's Inc.	03/04/2016	Regular	0.00	144.00	19245
00515	Kathleen Keidel	03/04/2016	Regular	0.00	189.00	19246
00770	Krav Maga Worldwide, Inc.	03/04/2016	Regular	0.00	750.00	19247
00140	Liberty National Life Insurance Comp	03/04/2016	Regular	0.00	26.04	19248
00623	MailCom Consulting LLC	03/04/2016	Regular	0.00	1,357.45	19249
001243	Modern Marketing	03/04/2016	Regular	0.00	264.38	19250
00414	Office Automation Technologies, Inc	03/04/2016	Regular	0.00	1,959.00	19251
00579	Phillip Rodriguez	03/04/2016	Regular	0.00	35.00	19252
001475	Psychological Resources	03/04/2016	Regular	0.00	135.00	19253
00511	Randy Hancock	03/04/2016	Regular	0.00	40.00	19254
00300	Robert J Carland	03/04/2016	Regular	0.00	15.00	19255
000689	SALIDA HOSPITAL DISTRICT	03/04/2016	Regular	0.00	732.70	19256
00254	Souled Out T-Shirts	03/04/2016	Regular	0.00	283.75	19257
001396	Tyler Technologies	03/04/2016	Regular	0.00	720.00	19258
000857	Verizon Wireless	03/04/2016	Regular	0.00	1,235.24	19259
000777	Waste Management of Salida	03/04/2016	Regular	0.00	621.53	19260

A2

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00408	Yvonne Prentiss	03/04/2016	Regular	0.00	35.00	19261

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	45	0.00	22,896.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	55	**45**	**0.00**	**22,896.62**

Town of Buena Vista

Check Register

Packet: APPKT01088 - 03/11/2016 AP Run

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
00111	3D Autoglass & Tire	03/11/2016	Regular	0.00	15.00	19265
00520	4 Rivers Equipment	03/11/2016	Regular	0.00	629.93	19266
00765	Amber Lee	03/11/2016	Regular	0.00	65.00	19267
00252	Ascent Aviation Group, Inc.	03/11/2016	Regular	0.00	92.00	19268
000679	Barco Products Company	03/11/2016	Regular	0.00	4,705.69	19269
000006	CHAFFEE COUNTY CLERK & RECORD	03/11/2016	Regular	0.00	118.00	19270
001073	Colorado Asphalt Services Inc	03/11/2016	Regular	0.00	1,069.00	19271
000219	Colorado Bureau of Investigation	03/11/2016	Regular	0.00	115.50	19272
000056	COMFURT GAS, INC.	03/11/2016	Regular	0.00	244.96	19273
000397	DPC INDUSTRIES, INC.	03/11/2016	Regular	0.00	482.63	19274
00774	Guitar Center	03/11/2016	Regular	0.00	479.97	19275
001180	Judy Nyberg	03/11/2016	Regular	0.00	40.00	19276
00199	KMH Industries, Inc.	03/11/2016	Regular	0.00	360.00	19277
00427	LexisNexis Risk Data Management, I	03/11/2016	Regular	0.00	9.00	19278
001218	Max Snyder	03/11/2016	Regular	0.00	74.99	19279
00084	Pinnacol Assurance	03/11/2016	Regular	0.00	9,850.00	19280
001298	PSH Signs & Graphics	03/11/2016	Regular	0.00	112.50	19281
000158	PUEBLO CITY AND COUNTY HEALTH	03/11/2016	Regular	0.00	122.00	19282
00436	Response Technologies, Inc.	03/11/2016	Regular	0.00	366.26	19283
00122	RG and Associates, LLC	03/11/2016	Regular	0.00	1,082.20	19284
000150	ROCKY MOUNTAIN LUMBER & HARI	03/11/2016	Regular	0.00	46.90	19285
000178	SALIDA AUTO PARTS	03/11/2016	Regular	0.00	127.56	19286
001177	Summit Supply Corporation of CO	03/11/2016	Regular	0.00	649.00	19287
000695	UNCC	03/11/2016	Regular	0.00	51.48	19288
000190	UNLIMITED SANITARY, LLC	03/11/2016	Regular	0.00	305.00	19289
000198	VISTA AUTO PARTS	03/11/2016	Regular	0.00	2,504.70	19290
001461	Waxie Sanitary Supply	03/11/2016	Regular	0.00	41.92	19291
00714	Wear Parts & Equip Co., Inc.	03/11/2016	Regular	0.00	566.96	19292
00773	Zach Alexander	03/11/2016	Regular	0.00	1,000.00	19293

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	29	0.00	25,328.15
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	32	**29**	**0.00**	**25,328.15**

Check Register

Town of Buena Vista

Packet: APPKT01089 - 2015 Invoices Paid 03/11/2016

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: POOL-Pooled Checking						
00111	3D Autoglass & Tire	03/11/2016	Regular	0.00	15.00	19262
00772	The Artcraft Group, Inc.	03/11/2016	Regular	0.00	250.00	19263
001122	Mail Boxes Parcel & Copy Center	03/11/2016	Regular	0.00	247.01	19264

Bank Code POOL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	4	3	0.00	512.01
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	4	**3**	**0.00**	**512.01**

EARNINGS

Pay Code	Units	Pay Amount
Comp Taken	2.00	28.20
Disab Inc (No Soc)	8.00	296.07
Disability Inc	28.00	860.62
Holiday	106.00	1,950.16
Holiday (No Soc)	48.00	1,146.72
Holiday Pay	28.75	630.58
Hourly	999.00	17,428.55
Hourly (No Soc)	592.00	13,547.68
K-9 Hourly (No Soc)	0.50	7.50
K-9 OT (No Soc)	6.50	146.25
Medical Reimburse	1.00	250.00
On-Call Pay	272.00	272.00
OT-1.50 (No Soc)	24.75	755.88
Overtime-1.50	13.50	412.49
Overtime-ST (No Soc)	27.38	623.44
Overtime-Straight	14.00	234.38
Salary	1,037.75	29,331.10
Salary (No Soc)	75.00	3,199.87
Sick	40.00	829.80
Vacation	39.00	817.46
Total:	3,363.13	72,768.75

BENEFITS

Pay Code	Units	Pay Amount
Comp Earned	13.75	0.00
Salary Holiday	122.00	0.00
Salary Sick	41.50	0.00
Salary Vacation	10.00	0.00
Total:	187.25	0.00

TAXES

Code	Subject To	Employee	Employer
Colorad State Tax...	65,480.88	2,171.00	0.00
Federal Withhold...	65,480.88	6,232.50	0.00
Medicare Withho...	68,633.54	995.18	995.18
Social Security	49,925.71	3,095.41	3,095.41
Unemployment	72,768.75	0.00	218.32
Total:		12,494.09	4,308.91

941

Fed $6,232.50

Med 995.18

995.18

S/S 3095.41

3095.41

14,413.68

CO 2,171.00

FPPA 3,583.90

20,168.58

DEDUCTIONS

Code	Subject To	Employee	Employer
AFLAC Post Tax	0.00	112.77	0.00
AFLAC Pre-tax	0.00	53.36	0.00
CCOERA Aftr Tx 457 %	1,408.85	70.44	0.00
COERA 457 AMT	0.00	149.75	0.00
Dental Child	0.00	30.12	90.36
Dental EE only	0.00	0.00	261.43
Dental Family	0.00	147.24	441.72
Dental Spouse	0.00	94.40	283.00
Disability Deduction	0.00	1,156.69	0.00
FPPA 457 AMT	1,807.20	126.50	0.00
HSA Contribution	0.00	330.00	0.00
HSA Employee 1	0.00	100.00	0.00
HSA Employer 1	0.00	0.00	50.00
HSA Employer Contrib	0.00	0.00	200.00
Legal Ins Amt	0.00	10.00	0.00
Liberty Life	0.00	13.02	0.00
Medical HD Child	0.00	154.00	462.00
Medical HD EE only	0.00	0.00	653.00
Medical HD Family	0.00	400.26	1,200.76
Medical HD Spouse	0.00	666.52	1,999.52
Medical PPO Child	0.00	160.13	480.38
Medical PPO EE only	0.00	0.00	5,432.00
Medical PPO Family	0.00	1,247.28	3,741.78
Medical PPO Spouse	0.00	692.52	2,077.52
Police DDA	14,694.40	0.00	382.06
Police Pension Bene	5,495.07	439.61	0.00
Police Pension Benef	2,206.40	286.83	0.00
Police Pension Benft	10,192.80	917.35	0.00
Police Pension ER	17,894.27	0.00	1,431.55
Retirement	39,702.36	1,191.06	1,191.06
Retirement Loan	0.00	30.27	0.00
Retirement Loan 401a	0.00	299.36	0.00
Retirement Loan2	0.00	98.26	0.00
Standard Life	0.00	41.56	57.42
VSP Child	0.00	3.56	10.70
VSP EE	0.00	0.00	65.55
VSP Family	0.00	28.80	86.20
VSP Spouse	0.00	14.00	41.92
Total:	9,065.66	20,639.93	

RECAP 01 - Town of Buena Vista, CO

Earnings:	72,768.75	Benefits:	0.00	Deductions:	9,065.66	Taxes:	12,494.09	Net Pay:	51,209.00

B1

Town of Buena Vista

Payroll Check Register
Direct Deposits

Packet: PYPKT00744 - PPE 02/27/2016 Payroll
Payroll Set: Town of Buena Vista, CO - 01

Employee	Employee #	Date	Amount	Number
Dennis, Ronald E	1168	03/04/2016	1,390.75	5826
Jacobs, Melanie A	1142	03/04/2016	923.11	5827
Katsimpalis, Emily	1156	03/04/2016	1,345.44	5828
Reitter, Brandy N	1070	03/04/2016	200.00	5829
Reitter, Brandy N	1070	03/04/2016	50.00	5829
Reitter, Brandy N	1070	03/04/2016	2,041.47	5829
Leary, Tadd W	0102	03/04/2016	777.45	5830
Lehmann, Paul J	0143	03/04/2016	900.95	5831
Pippert, Jeffrey S	0104	03/04/2016	453.78	5832
Starr, Samuel P	0111	03/04/2016	59.94	5833
Van Deel, Jill L.	1094	03/04/2016	1,636.98	5834
Sciacca, Janell L	1182	03/04/2016	1,513.39	5835
Hickman, Michael J.	0100	03/04/2016	2,049.64	5836
Schumann, Jana L	1152	03/04/2016	944.64	5837
Hamanaka, Randall T	1172	03/04/2016	144.81	5838
Rodriguez, Phillip G	0819	03/04/2016	1,034.98	5839
Rodriques-Prentiss, Mary Yvonne	1105	03/04/2016	1,024.52	5840
Villers, Dixon L	0041	03/04/2016	1,392.68	5841
Drawbridge, Patrick K	1108	03/04/2016	713.17	5842
Lynch, Amy J	1073	03/04/2016	1,082.55	5843
Doering, Mark N	1180	03/04/2016	1,805.64	5844
Reynolds, Scott M	1084	03/04/2016	1,170.51	5845
Adair , Benjamin W.	1158	03/04/2016	1,588.39	5846
Carland, Robert J	1134	03/04/2016	1,359.39	5847
Carland, Robert J	1134	03/04/2016	30.00	5847
Hancock, Randall L	1139	03/04/2016	1,202.08	5848
Lee, Amber R	1183	03/04/2016	1,564.46	5849
Livingston, Samuel N	0088	03/04/2016	1,609.82	5850
Mitchell, Jesse L	1160	03/04/2016	1,331.44	5851
Morgan, Dean L.	1120	03/04/2016	1,786.21	5852
Nyberg, Judy A	0087	03/04/2016	912.42	5853
Robinson, Garret C	1138	03/04/2016	1,264.86	5854
Tidwell, Jimmy D	0008	03/04/2016	2,274.04	5855
Case, Justin J.R.	0015	03/04/2016	1,351.84	5856
Hager, Jesse S	1157	03/04/2016	857.44	5857
Maggard, Gregory A	1167	03/04/2016	1,980.26	5858
Patton, Allen R	0112	03/04/2016	1,338.41	5859
Snyder, Max Quintin	0030	03/04/2016	1,009.24	5860
Williams, Shawn L	0073	03/04/2016	1,473.48	5861
Davis, Ashley F	1137	03/04/2016	938.32	5862
Gaulter, Deborah S	720	03/04/2016	86.49	5863
Osborn, Emily A	1181	03/04/2016	1,095.71	5864
Deffenbaugh, Larry R	1155	03/04/2016	1,294.99	5865
Brooker, Lisa A	1177	03/04/2016	861.48	5866
Wilson, Edgar L	0017	03/04/2016	1,341.83	5867

Town of Buena Vista

Payroll Check Register
Report Summary
Pay Period: 2/14/2016-2/27/2016

Packet: PYPKT00744 - PPE 02/27/2016 Payroll
Payroll Set: Town of Buena Vista, CO - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	45	51,209.00
Total	**45**	**51,209.00**

Report Summary

Fund Summary

Fund	Payment Amount
01 - General Fund	57,119.95
02 - Water Enterprise Fund	6,725.64
03 - Capital Improvement Fund	3,110.11
07 - Airport Enterprise Fund	27,790.13
Grand Total:	**94,745.83**

Account Summary

Account Number	Account Name	Payment Amount
01-115-4205	Postage	366.26
01-120-4404	Recording Fees	118.00
01-120-4418	Background Check - Non	115.50
01-125-4410	Legal	2,016.00
01-130-4140	Workers Compensation I	9,850.00
01-130-4280	Meeting Food Provided	240.00
01-130-4346	Cell Phone Service	29.28
01-130-4430	Printing Services	159.70
01-130-4510	Software costs	653.00
01-140-4216	Operating Supplies	40.75
01-140-4240	Building Maintenance S	30.00
01-140-4343	Sewer	78.00
01-140-4344	Natural Gas / Propone	212.22
01-140-4345	Telephone Service	419.61
01-140-4347	Trash Disposal	26.75
01-150-4911	Economic Development	479.97
01-210-4160	Pre-Employment Screeni	135.00
01-210-4232	Vehicle Maintenance Su	53.46
01-210-4250	Subscriptions	9.00
01-210-4261	Investigation Supplies	264.38
01-210-4343	Sewer	85.80
01-210-4344	Natural Gas / Propone	142.17
01-210-4345	Telephone Service	155.82
01-210-4346	Cell Phone Service	332.15
01-210-4347	Trash Disposal	102.18
01-210-4451	Prisoner Medical Treatm	732.70
01-210-4480	Travel & Training Costs	815.00
01-2115	FPPA Payables	508.56
01-2116	FICA Payable	6,159.28
01-2117	FWH Payable	5,075.18
01-2118	SWH Payable	1,755.19
01-2126	Health Savings Account	540.00
01-2130	CCOERA Payable	2,095.15
01-2131	FPPA Payable - Retireme	3,075.34
01-2132	CCOERA 457 Payable	180.19
01-220-4343	Sewer	78.00
01-220-4344	Natural Gas / Propone	372.02
01-220-4345	Telephone Service	472.98
01-220-4347	Trash Disposal	55.65
01-220-4426	Building Maintenance Se	144.00
01-230-4210	Medical Supplies	126.17
01-230-4232	Vehicle Maintenance Su	165.12
01-230-4346	Cell Phone Service	194.60
01-310-4510	Software costs	653.00
01-320-4343	Sewer	119.00
01-320-4344	Natural Gas / Propone	343.84
01-320-4347	Trash Disposal	96.60
01-410-4232	Vehicle Maintenance Su	89.18
01-410-4233	Equipment Maintenance	2,489.39

Account Summary

Account Number	Account Name	Payment Amount
01-410-4272	Sign Maintenance Suppli	46.90
01-410-4275	Uniform / Work Wear	189.96
01-410-4343	Sewer	39.00
01-410-4344	Natural Gas / Propone	635.33
01-410-4345	Telephone Service	299.15
01-410-4346	Cell Phone Service	552.47
01-410-4347	Trash Disposal	152.00
01-410-4427	Maintenance Services Pr	629.93
01-410-4510	Software costs	653.00
01-510-4211	Office Supplies	112.50
01-510-4214	Cleaning Supplies	41.92
01-510-4216	Operating Supplies	649.00
01-510-4232	Vehicle Maintenance Su	84.55
01-510-4233	Equipment Maintenance	48.27
01-510-4343	Sewer	381.00
01-510-4347	Trash Disposal	167.35
01-510-4547	Picnic Tables	4,705.69
01-520-4347	Trash Disposal	21.00
01-550-4345	Telephone Service	2.50
01-550-4346	Cell Phone Service	59.81
01-550-4401	Contract Labor	829.50
01-550-4416	Advertising / Public Rela	159.70
01-550-4432	Memberships / Dues	440.00
01-550-4566	Park Facility Upgrades <	3,401.53
01-550-4702	Outdoor Recreation	283.75
01-550-4704	Sports/Athletics	83.00
02-2116	FICA Payable	1,169.02
02-2117	FWH Payable	625.55
02-2118	SWH Payable	232.71
02-2126	Health Savings Account	70.00
02-2130	CCOERA Payable	539.14
02-2132	CCOERA 457 Payable	32.50
02-710-4205	Postage	774.55
02-710-4275	Uniform / Work Wear	74.99
02-710-4345	Telephone Service	162.88
02-710-4415	Professional Fees for Ou	51.48
02-710-4424	Laboratory Testing Fees	122.00
02-710-4430	Printing Services	263.50
02-710-4510	Software costs	720.00
02-715-4251	Chemicals	482.63
02-715-4344	Natural Gas / Propone	322.49
02-730-4552	Ivy League Conversion	886.20
02-730-4828	New Distribution infrast	196.00
03-210-4810	Vehicle Purchase	41.11
03-310-4815	Branding	2,000.00
03-415-4861	Street Reconstruction >	1,069.00
07-2116	FICA Payable	852.88
07-2117	FWH Payable	531.77
07-2118	SWH Payable	183.10
07-2126	Health Savings Account	70.00
07-2130	CCOERA Payable	175.72
07-2132	CCOERA 457 Payable	7.50
07-810-4440	Credit Card Processing F	92.00
07-815-4240	Building Maintenance S	360.00
07-830-4343	Sewer	120.90
07-830-4344	Natural Gas / Propone	692.38
07-830-4345	Telephone Service	91.87
07-830-4346	Cell Phone Service	66.93

Account Summary

Account Number	Account Name	Payment Amount
07-835-4228	Runway Maintenance Su	2,642.79
07-835-4232	Vehicle Maintenance Su	318.09
07-850-4870	Airport Pavement Impro	21,584.20
	Grand Total:	**94,745.83**

Project Account Summary

Project Account Key		Payment Amount
None		93,676.83
Annual Street Maintenance		1,069.00
	Grand Total:	**94,745.83**

MEMORANDUM

To: Mayor and Board of Trustees

From: Janell Sciacca, Town Clerk
Melanie Jacobs, Deputy Town Clerk

Date: March 18, 2016

RE: February 2016 Clerk's Office Actions

February 2016 official actions for the Town Clerk's Office are as follows:

LIQUOR LICENSES

- **Special Events License(s) Issued**:
  - **Land Trust of the Upper Arkansas** for Wild and Scenic Film Fest at Community Center, 715 East Main, on March 5, 2016 from 5:00 PM – 9:00 PM.

- **License(s) Transferred**:
  None

- **License(s) Renewed:**
  - The Asian Palate, Hotel & Restaurant License renewed February 18, 2016 – 328 E. Main Street
  - Spoon-It-Up, Hotel & Restaurant License renewed February 18, 2016 – 402 E. Main Street

In February, the Clerk's Office implemented Town Liquor License Renewal Notices to assist Licensees with the renewal process and also created a Town Checklist for new license and transfer applicants.

BUSINESS LICENSES

- **New License(s) Issued**: **5**
  - **Queen Arthur's Quilting & Fiber Arts** – (130 Cornell Dr., BV / Rebecca Arthur) Quilting
  - **Nathan & Sarah Flowers** – (352 Waters Ave., BV / Nathan & Sarah Flowers) VRBO
  - **New Avon, LLC** – (Rye, NY / Marie Schuster) – Cosmetics
  - **Wildfire Concrete & Construction** – (18750 Mtn. View Dr., BV / Geoff & Kristin Feuerstein) Concrete Pouring
  - **Mt. Princeton, Printing & Marketing** – (17009 Pine Grove Parkway, BV / Chris Quoyeser) Printing & Marketing

- **Licenses(s) Renewed: 38**

137 Late Notices Sent Out on February

CEMETERY

- Three (3) Interments
- 0 plot sales

NOTARY SERVICES PERFORMED

- 18 Notaries were performed in February by Clerk's Office Staff.

ELECTION

- Lot Drawing for Ballot position was held on February 3, 2016.
- Town Clerk met with Chaffee County Clerk & Recorder Lori Mitchell, obtained UOCAVA voter list and purchased four (4) used Ballot Boxes for Town use.
- April 5, 2016 Town Ballot and associated packet was finalized.
- Ballots were mailed to Uniformed and Overseas Citizens as required by law.

PLANNING DEPARTMENT MONTHLY REPORT

February 2016

Staff Levels	
Principal Planner, Mark Doering	Full Time
Planner I, Scott Reynolds	Full Time
Planning Tech, Vacant	Full Time
Planning Assistant, Melanie Jacobs	50%
2016 Total Revenue	$9,189.00

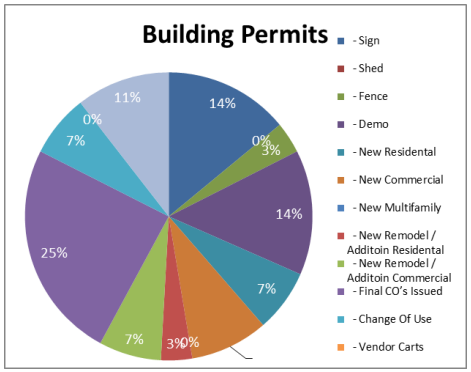
Projects coming before the Board of Trustees in the near future:

- Unified Development Code (UDC) rewrite – Module 2 coming soon (April is the goal)

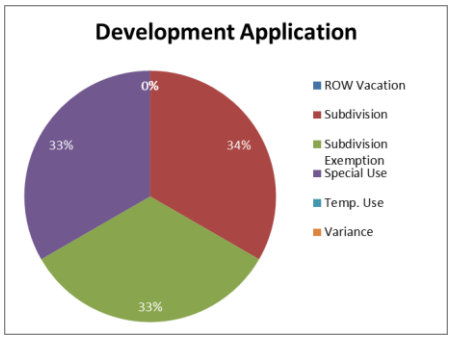
Other Items:

- Love's Gas Station opening
- Planner Technician Position being filled – April start
- Clearview Community Church addition opening

Building Permit Totals			
Type	Feb-16		
	#	$	Year Total
Planning Clearances			
-Sign	2	$120.00	$320.00
-Fence	1	$20.00	$20.00
Building Permits (Commercial and Residential)			
- New Residential	2	$383.20	$715.00
- New Commercial	1.5	$6,235.19	$6,523.88
- New Remodel / Addition Commercial	1	$862.12	$862.12
- Final CO's Issued	2	N.A	7
Reviews			
-Change Of Use	1	N/A	1
-Farm Animal	3	$180.00	$180.00
- Home Occupation	1	N/A	1
Total	14.5	$7,856.51	$8,689.00



Development Project Totals			
Type	Feb-16		
	#	$	Total
Special Use	1	$200.00	$200.00
Total	1	$200.00	$500.00



March 22nd, 2015

To: Board of Trustees, Town of Buena Vista, CO
Airport Advisory Board/ Town of Buena Vista Board of Trustees

From: Jill Van Deel / Airport Manager

Subject: Airport Report

- Reach Air Medical Services has moved into their modular structure and have commenced operations at KAEJ. Reach requires Jet Fuel on a regular basis. Reach Air will operate out of their crew rest modular structure for 6 months – one year until a new hangar is built for their operation. Having Reach Air based at KAEJ is not only beneficial to the airport but is a huge asset to the surrounding counties as well.

- With spring around the corner and warmer temperatures arriving, we are beginning to see an increase in jet and helicopter traffic. We have had many helicopters from HAATS refuel at the airport. There have been many large jet operations this month with many of these jets spending multiple nights in the towns' hangar. At $250/ night, providing hangar for these jets is a great source of revenue for the airport.

- My assistant Paul Lehmann has been working very hard in preparation for the 2015 audit scheduled for April. I am reviewing point of sale software for the airport that will allow us streamline airport accounting and efficiency. What we have in place for airport accounting is an extremely cumbersome and inefficient process. An automatic accounting software that keeps track of all fuel sales will not only save the town money in employee wages, but it will ensure that every sale is tracked and accounted for properly and reports can be handed out immediately.

- I have begun research to construct a helipad for Reach Air. At this time we do not have a sufficient launch site for the Reach Helicopter. They are currently utilizing the general aviation tie down area. This is not ideal because of the downwash created and imposed on other aircraft control surfaces parked there. The helipad would be constructed in front of and just South of the town hangar in the grass area between the GA parking and taxiway. Reach would fund the helipad construction and allow Army Black Hawks and testing groups to use it as well. Once they move locations, the pad would revert back to the town and we would

own more airport infrastructure. Having a helipad will be a great addition for our ever-growing helicopter testing clients.

- Fiber cable has been installed, connecting terminal building with Reach modular and the Muller hangars. This cable will give Reach Air dependable high-speed internet access.

- The new Jet Truck has been delivered and a many-hours long tutorial was given to Tadd Leary. Not only is this truck leaps-and-bounds better than the old truck, but the service and support seems to be much better as well. We have scheduled calibration of the fuel meters for the state. The Jet A truck will then be put into service. We, along with our heavy Jet Fuel clients, are very excited for this new truck and its high pumping capacity to be put into service.

- **<u>February Traffic Count</u>**

  Total Aircraft Operations through February: 276
  Total Persons Using Airport: 249
  Total Based Aircraft: 35

- **<u>Fuel Sales through February 2016</u>**

  7364 Gallons
  $36,820 Gross
  $25,479 Net

Thank you,

Jill Van Deel

Chaffee County
Habitat
for Humanity®

Town of Buena Vista
210 East Main St.
P.O. Box 2002
Buena Vista, CO 81211
Phone: 719-395-8643

March 8, 2016

Chaffee County Habitat for Humanity
P.O. Box 4936
Buena Vista, CO 81211

Town of Buena Vista Board of Trustees:

Chaffee County Habitat for Humanity (CCHfH) is asking for a waiver of fees related to the use of the Town of Buena Vista Community Center for our yearly volunteer appreciation dinner scheduled for April 22, 2016.

We would like to honor all of the volunteers that made our 2015 build season a success.

CCHfH is a non-profit organization supporting affordable housing throughout the county. We would appreciate this fee waiver, which would allow us to apply these savings to our 2016 new house builds.

Sincerely,

Jill Smola

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