

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

February 23, 2016

WORK SESSION Regarding Affordable Housing Update at 6:00 PM

Present for work session: Mayor Benson, Trustees Duff Lacy, Eric Gibb, Phillip Puckett, David Volpe, Keith Baker, and Town Administrator Brandy Reitter, Principal Planner Mark Doering, IT Administrator Larry Deffenbaugh, and Town Clerk Janell Sciacca.

Mayor Benson opened the Work Session at 6:00 PM. Reitter noted the importance of this matter and her job to bring items relative to affordable housing before the Board. She introduced Habitat for Humanity Board Members Dan Cooper, Dale Shoemaker and Executive Director Jill Smola along with BVSD Superintendent Sue Holmes.

Cooper reminded the Board of his presentation on this matter last year on March 10, 2015. He gave an update on Habitat's goals of pursuing partner opportunities with developers to achieve more affordable housing. Tonight's focus is workforce housing. Reitter noted this is a county-wide issue with many challenges and the problem is worsening. In order to keep families in town, stabilize the community, attract and retain workforce there needs to be a diverse housing stock. Reitter reviewed the past two years of initiatives and stated there is currently no approved CHFA project, but a new site was identified for an application – the School Baseball Field on Arizona Street. The proposal was presented to BVSD February 18. BVSD Superintendent Sue Holmes stated the School has been approached 4 times in a little over a year with potential projects, but this one is the most favorable. Holmes reviewed significant issues with the current field and stated that stabilized housing results in stabilized enrollment so she sees this as win-win.

Dale Shoemaker, President of BOD of Habitat, reviewed organization structure and homes that have been built since inception. He stated they would like to build 2 homes in BV in and already have 22 families on list and have not even advertised yet. Shoemaker also reviewed the typical pricing and slides of homes built. He stated the program is a hand up, not a hand out and selected family has to work on the home site.

Mayor Benson stated it is nice to have the land swap conversations coming back and moving the field makes sense with water resources being closer. Puckett stated his enthusiasm and love of the partnership as it hits on a lot things the Board has been talking about. Baker echoed Puckett. Gibb also agreed and asked if a tax credit was unsuccessful were there still options to partner with developers. Reitter replied potentially. Upper Arkansas COG supports developments like this and as she has said all along, it is usually a variety of tools that get things accomplished. Gibb liked having multiple plans and wanted clarification on sale of land and whether or not it would require a vote. Benson felt an equal land swap was possible.

The work session ended at 6:53 PM.

CALL TO ORDER 00:50

A Regular meeting of the Board of Trustees was called to order at 7:00 PM on Tuesday, February 23, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Joel Benson. Present were Trustees Phillip Puckett, Duff Lacy, Keith Baker, Eric Gibb. David Volpe, Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Treasurer Mike Hickman, Deputy Treasurer Jana Schumann, Airport Manager Jill Van Deel, Public Works Director Greg Maggard, Assistant to the Town Administrator Emily Katsimpalis and Town Clerk Janell Sciacca.

ROLL CALL 00:55

Town Clerk Sciacca proceeded with the roll call and declared a quorum.

PLEDGE OF ALLEGIANCE 01:12

Mayor Benson led the Pledge of Allegiance.

AGENDA ADOPTION 01:35

Mayor Benson noted two changes to the agenda – Business Item D consideration of Resolution #20 is a Public Hearing and Item I will be consideration of Resolution #23 approving execution of a contract with Miles Construction for the installation of the Tee Road and Ivy League water main.

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

CONSENT AGENDA 02:35

A. Minutes

1. Regular Meeting – February 9, 2016
2. Planning & Zoning – February 3, 2016
3. Recreation – January 13, 2106
4. Tree Board – January 7, 2016
5. Water Board – January 20, 2016

- B.** Should the Board approve adoption of Resolution #19, Series 2016, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPOINTING JUDGES OF ELECTION FOR THE REGULAR MUNICIPAL ELECTION ON APRIL 5, 2016?”**.

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

POLICY DISCUSSION – Parking Downtown 03:00

Doering presented reviewing his memorandum in the packet and requested direction from the Board on parking in the downtown. Input will be provided to the consultant that is helping to re-write the Unified Development Code (UDC). Mayor Benson recalled that there had been previous discussions regarding cash-in-lieu, but it did not encourage development so it was gotten rid of. Baker felt that parking should be provided/allowed/required elsewhere near Main Street for new development. Doering stated there are options for a developer that cannot secure parking within their site such as designating parking elsewhere within a certain distance of the development. Baker asked for clarification on waiving or reducing requirement for Main Street. Doering replied that an example would be waiving parking for someone developing directly on Main Street which is an extremely radical consideration for the Board because there is really no new opportunity for new parking there. Puckett did not feel this requirement should be done away with and the Town should work strategically to find parking. Gibb agreed with the Trustees so far and the Town should reduce the parking requirements but also put together a cash-in-lieu program to collect reasonable amounts over 5-10 years in order to not stifle development while looking for opportunities off Main Street for a Municipal Parking Lot. Lacy felt the Town could also entertain using the school parking lot in the summer and erect temporary signage. He also agreed with Gibb and felt the Town should start looking for property. Gibb also felt it was important to encourage the community to understand that downtown would be a walking location in the future and it will be healthy medical wise and also an indication of the Town's economic health. Doering indicated that differing business hours will also allow for shared parking opportunities. Puckett asked if the Planning Department could think about what other things can be done optimizing surrounding streets. Doering felt this option was limited due to the few streets that actually have curb, gutter and sidewalks. Doering inquired of the Board's position and asked for direction on paved parking. Baker felt if a development abuts a paved street it must be done. Gibb agreed with Baker and felt the Board should be stricter on the requirement of paving. Maggard

informed the Board that he was currently working on paving standards. Landscaping requirements and options were also discussed. Benson stated that it seemed like there was a cash-in-lieu requirement already in place. Maggard said there was and the monies go to the Adopt-A-Tree program. Volpe felt that the money could rather go to walkability improvements as a whole in the district rather than planting a tree elsewhere. At the end of the discussion, Benson stated the next meeting's topic would be complete streets.

PUBLIC COMMENT 28:30

Mark Jenkins, 314 South San Juan, stated he and his wife finished their ADU (Accessory Dwelling Unit). He thanked Scott in Planning, Shawn in Water, Greg in Public Works, the Sanitation District and Pat at the County for their help and encouraged others to pursue this and other forms of affordable housing. He would like to see more incentives to promote this type of building. Jenkins applauded Town Staff, and the Mayor and Board for making Buena Vista such an amazing place to live. He then stated he served 2 years on the Planning & Zoning, but will be leaving that position. He felt the Commission changed a lot thanks to Principal Planner Doering who brought the group along and helped to make sense of a lot of things they were confused about. He also felt the Commission would be providing more informed recommendations with the revised land use code.

RESPONSE TO PUBLIC COMMENT 30:43

Mayor Benson thanked Jenkins for his comments.

BUSINESS ITEMS

Presentation on Regional Transportation by Dominique Naccarato. 30:55

Naccarato stated she is a candidate in the Environmental Management Master Program at Western State University. She reviewed a PowerPoint presentation on the Transit Collective for the Upper Arkansas (T4U) and discussed the history of the project along with services provided by the Neighbor Volunteers Chaffee Shuttle service which is a partner project. T4U is a multi-phase initiative to increase public transportation in the Upper Arkansas Valley. The project is sponsored by Chaffee County and the Chaffee County EDC. There have been meetings with over 40 stakeholders from Fremont, Chaffee, Custer and Lake counties and it became apparent how heavily integrated public transportation is with many local issues. She applied for a grant with Climax Mine for community investment funding in December to hopefully ensure continued collaboration with regional stakeholders. She reviewed key research, stakeholder findings and phases of the proposed initiative and announced there will be a Transit Advisory Board meeting at 11AM on March 3 at Chaffee County Courthouse.

Mayor Benson inquired if the Advisory Board was composed of other Counties. Naccarato replied so far it is Chaffee County, but she wants to see multi-jurisdictional participation. Baker felt Naccarato has done a good job and reemphasized that transportation is an important part of building a community in addition to affordable housing, etc. Reitter asked what Naccarato's plan was for after graduation. Naccarato is hoping funding from Climax will come through to continue coordinating the regional approach and possibly conduct a regional transit expansion study. Otherwise, she will be looking at Plan C.

Presentation on Buena Vista Chamber of Commerce Visitor Center Website Redesign and Development by Marketing Specialist Susan Wood. 44:45

Wood presented reviewing needed updates of the Chamber's Visitor Center website. She advised that the Chamber has \$6,000 set aside for the project, but needs additional funding to move forward. Wood reviewed the \$8,000 cost break down. Benson reminded the Board did approve \$2,500 in the current budget for geocaching. Puckett inquired how this works with the Marketing, Branding and Wayfinding project going on. Wood replied that whatever is decided on will be used by the Chamber for a similar feel as the Chamber wants a framework of working together. Reitter felt synergy was important and this was an opportunity to perpetuate the brand out to the community. Volpe asked if there was any collaboration with the Chaffee County Visitor's Bureau who is also going through a similar redesign. Woods did attend their meeting earlier in the day and is talking with Scott Peterson and they are going to start working

Facebook campaigns together to feed traffic back and forth. A lot of the changes they want to make are similar but the Visitor's Bureau has more manpower to do things in-house.

Mayor Benson encouraged the Chamber to shop around and he knew the Town website was done at about one-third of the cost. Lacy questioned the expense but felt it was a good program and supported the Town. Gibb commented that he prefers seeing these requests in the budget cycle but if the site will help bring additional families to the community for vacation he supported this.

Motion #3 by Trustee Lacy, seconded by Trustee Gibb, to approve giving the Buena Vista Chamber of Commerce \$2,329.00 for its website redesign. Trustee Baker, aye; Trustee Gibb, aye; Trustee Lacy, aye; Trustee Puckett, aye; and Trustee Volpe, aye. **Motion carried, 5-0.**

Should the Board approve adoption of Ordinance #4, Series 2016, entitled "AN ORDINANCE APPROVING A LEASE AGREEMENT WITH ASCENT AVIATION GROUP, INC. FOR A REFUELER TRUCK AT THE CENTRAL COLORADO REGIONAL AIRPORT?" 59:15

Mayor Benson reminded that this item was looked at in the fall but not funded at the time and put in the budget afterward. Parker reminded it was postponed from the last meeting as it was not being considered by Ordinance which is required by law.

Motion #4 by Trustee Baker, seconded by Trustee Lacy, to approve adoption of Ordinance 4 as presented approving the lease agreement revised agreement by the Town Attorney. Trustee Gibb, aye; Trustee Lacy, aye; Trustee Puckett, aye; Trustee Volpe, aye; and Trustee Baker, aye. **Motion carried, 5-0.**

PUBLIC HEARING – Should the Board approve adoption of Resolution #20, Series 2016, entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, CONDITIONALLY APPROVING A MINOR DEVELOPMENT FOR THE PROPERTY LOCATED AT 501 S. AND 505 S. RAILROAD STREET, BUENA VISTA, COLORADO."? 01:04:05

Doering presented reviewing a PowerPoint Presentation detailing an overview and analysis of the subject request to create three residential lots from two existing parcels. He stated this will rectify an illegal split that was done by a previous owner who took an illegal deed to the County and recorded a different legal description. Doering reported that the Planning & Zoning Commission recommended the Board approve the Final Plat with three (3) conditions as listed in the Staff Report. Doering also noted a request from the applicants to waive the subdivision plat application fee as they were not the ones that created the problem.

Mayor Benson opened the Public Hearing at 8:16 PM and there being no comments, the Public Hearing was closed.

Applicant Samuel Mick, 501 South Railroad, agreed with Doering but added that the Town has seen both these properties in the past for building permits and sewer/water taps. He has paid several thousand dollars in survey fees and he doesn't want to pay any more fees.

Applicant Heather Hsu, 505 South Railroad, agreed with Mick and would like to see the plat correction fees waived. Mick felt this should be more of an administrative procedure and not require a plat correction fee.

Parker reviewed several corrections to the Resolution in Sections 1.4, 2.1.b. and 1.c and stated he would provide the Town Clerk a corrected copy of the Resolution for signing.

Motion #5 by Trustee Baker, seconded by Trustee Lacy, to approve adoption of Resolution #20 as amended and approve the request for an application fee waiver as the current owners did not create the problem and the Board has seen this property on multiple occasions in the past. **Motion carried, 5-0.**

Should the Board approve adoption of Resolution #21, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, APPOINTING JERRY STEINAUER A REGULAR MEMBER OF THE WATER BOARD.**"? 01:25:14

Maggard stated that this resolution clarifies and cleans up the members and terms to correspond with what was voted on by the Water Board.

Motion #6 by Trustee Puckett, seconded by Trustee Lacy, to approve adoption of Resolution #21 as presented. **Motion carried 5-0.**

Should the Board approve adoption of Resolution #22, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, GRANTING THE AWARD AND APPROVING THE EXECUTION OF A CONTRACT WITH H2O SOLUTIONS, LLC FOR THE CLEANING, INSPECTION AND REPAIR OF THREE (3) DOMESTIC WATER STORAGE TANKS IN BUENA VISTA.**"? 01:25:54

Maggard reported that State of Colorado requires these tank cleanings every 5 years. The company will perform inspections and provide video. Parker reviewed and amended the contract that is in the packet. Benson clarified whether or not this was necessary since it was less than \$5,000. Parker stated that he did not believe the Town's policy allowed for an administrative approval of any contract, but he would review the policy. Parker did clarify that there is no policy that purchase agreements under \$5,000 have to be brought to the Board.

Motion #7 by Trustee Gibb, seconded by Trustee Lacy, to approve the adoption of Resolution #21 as presented. Trustee Lacy, aye; Trustee Puckett, aye; Trustee Volpe, aye; Trustee Baker, aye; Trustee Gibb, aye. **Motion carried 5-0.**

Advisory Boards and Commissions Manual. 01:29:40

Katsimpalis presented asking the Board to review the draft and provide her feedback by March 11. Lacy asked if the Board was ready to actually implement training and inquired if that section might need removed. Gibb stated he had a lot of comments, but didn't know if he should do that in this forum or send them to Katsimpalis. Reitter said that a list would work better. Lacy agreed. Benson reminded that the Code Enforcement Officer informed the Board the Town was supposed to have a Noxious Weed Advisory Board. Parker said he would look in to that as a lot of communities he works with do not have such Boards. Gibb inquired about the Economic Vitality Board status and asked if it should be included or held out. Reitter felt it should be left in. Baker felt there should be some type of strong encouragement that serving on an Advisory Board is training for running for the Board of Trustees.

Reach Airport Ground Lease. 01:37:17

Van Deel requested approval reporting startup was proposed for operations to begin between March 4 and 8. The lease format is a template that was approved by the Board in 2014. This lease is basically for the footprint of the temporary crew rest quarters in anticipation of hangars being built in spring on permanent structures. Parker added this is a standard lease.

Motion #8 by Trustee Baker, seconded by Trustee Puckett to approve the airport ground lease for Reach as presented. **Motion carried 5 to 0.**

Should the Board approve adoption of Resolution #23, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING THE**

EXECUTION OF A CONTRACT WITH MILES CONSTRUCTION FOR THE INSTALLATION OF THE TEE ROAD & IVY LEAGUE WATER MAIN PROJECT IN BUENA VISTA.”? 01:40:10

Maggard reported this project ties in the water main for the Ivy League subdivision. This was approved last year in July to award the contract, but the Resolution was tabled. Maggard found some issues and those were resolved last night. He reported the board is really just revisiting the contract seen in 2015. The budgeted amount is around \$2,000 and with a change order the contract is \$19,000-20,000.

Motion #9 by Trustee Gibb, seconded by Trustee Lacy, to approve the adoption of Resolution #23 as presented. Trustee Puckett, aye; Trustee Volpe, aye; Trustee Baker, aye; Trustee Gibb, aye; and Trustee Lacy, aye. **Motion carried 5-0.**

STAFF REPORTS

Town Administrator 01:46:09

- Arkansas River Basin Water Forum is April 27-28 in Salida at the Steamplant.
- CML Annual Conference is June 21-24.
- Town Treasurer hiring process is underway. Four (4) applications were received and Trustee volunteers were solicited. Gibb and Benson volunteered.
- Reitter sent an email to Board earlier in day about a \$10,000 donation that was received along with a list of proposed projects.
- Trustee representation for the interagency working group on housing was requested. Benson said he would participate as possible.
- CDOT will start Public Meetings at the end of March for the Highway 24 improvement project.

Gibb noticed that Town was moving forward with the park in Sunset Vista 4. He felt Boards should be aware of projects in the community and the Trails Board has not seen the Sunset Vista Park in 9 months. Reitter noted this is on the Board's work plan and she wanted to keep moving forward on the project. Gibb then asked if the Town has ability to say Yes or No on the Madison House concert. Reitter replied it is a County application and the Town can send comments. Benson said he knows the Commissioners are concerned about impacts on Buena Vista they are accepting input. Gibb asked about desire or need by the Board to formally suggest remuneration. Reitter said the Board could make those suggestions to the Staff who would send it over to the County Administrator. Baker said he knew the County was not looking for a resolution from the Town, but did want to make sure they were coordinating with the Town. Benson reported the next Commissioner meeting is March 1.

Town Treasurer 02:05:35

- Two large purchases in February were with Bobcat of the Rockies for a Utility Vehicle and Pinnacle Assurance for the Workers Compensation premium.
- Sales tax for all 2015 is in and every month was up over the prior year except October.

Town Clerk 02:07:15

- April 5, 2016 Town Election Ballot finalized and a copy is online at Town Website for viewing.

Principal Planner 02:07:48

- Staff met with winners of the Forest Service Building auction. They are from Chicago and plan on moving to area.
- The Planner Tech position closed last week and the Town is moving forward with interviews and hiring process.

Code Enforcement Officer

- Code Enforcement Officer Ron Dennis accepted a position in the insurance industry and will be leaving Town employment.

Gibb reminded that Dennis brought up the subject of dog licensing which is an emotional subject for Town. Doering noted the subject is part of the Article 7 rewrite Dennis was working on. There was discussion about the format of the UDC rewrite. Reitter reported it is on the website. Doering encouraged everyone to take a look at it and provide the Planning Department input. Puckett said he was approached by two people requesting inclusion of accommodations during winter months for planting. Doering replied it was his goal to make it happen.

Airport Manager 02:15:38

- South Koreans will arrive April 30 and have 30+ people in the area testing a KUH-1 Surion. They have basically leased the entire terminal for 2 months.
- Fort Carson will begin using the Airport for refueling Chinook helicopters.
- Reaching out to Aspen relief traffic for dining and lodging for pilots and hangaring of aircraft.
- Reach modular delivered February 9. They are looking to be in service March 4.
- Seeking to re-engineer the Town-owned hangar doors to accommodate larger aircraft and increase fee revenue.
- Airport is exploring options for another car rental agency.
- Fuel sales are dismal which is typical this time of year and it will turn around.
- Treasurer Hickman was thanked for his support of the Airport. A lot has been accomplished over his 5 years with Town.

TRUSTEE – STAFF INTERACTION 02:22:45

Baker thanked Reitter and Staff for setting up the Pinon Room for County Commissioner Meeting on February 16 and stated the Commissioners were very appreciative.

Motion #10 by Trustee Puckett, seconded by Trustee Lacy, to grant the fee waiver requests from GARNA, LTUA and HOPE for use of the Community Center in March. **Motion carried, 5-0**

ADJOURNMENT 02:28:15

Motion #11 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 9:30PM. **Motion carried, 5-0.**

Respectfully submitted:



Janell Sciacca, CMC
Town Clerk



Joel Benson, Mayor

