

**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/snowshoos 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:



Janell Sciacca, CMC
Town Clerk



Joel Benson, Mayor

