



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

**August 24, 2016**

**WORK SESSION – University of Colorado Technical Assistance Presentation 6:00 PM**

Board of Trustee members present for the work session: Mayor Joel Benson, Trustees Lawanna Best, Mark Jenkins, Duff Lacy, Phillip Puckett and David Volpe. Staff present: Town Administrator Brandy Reitter, Principal Planner Mark Doering, Town Clerk Janell Sciacca, and VISTA Intern Hunter Hovenga.

Jeff Wood with UC Denver Technical Assistance program presented. He stated the program is supported by the Colorado Department of Local Affairs (DOLA) and Christy Culp is the Regional Manager for this area. UC Denver started working with Town about 2 years ago on an Omnibus project and unfortunately everything fell through. The group did a number of Town Hall representations they are very proud of and a welcome plaza for Town off Highway 24. Tonight is to discuss parking studies, signage and bridges, and amphitheater concepts. Three students of UC Denver were present to assist with the presentation. A parking study from June 2015 was overviewed for the Main Street area. The methods used were actual counts of vehicles and parking as well as surveys to business owners and residents/employees. Many business owners felt there was not enough parking, but often there wasn't parking directly in front of a business, but definitely within eye shot. Comfortable walking distance for a parking space is approximately one quarter mile. There was discussion about enforcing 2 hour parking, business employees using the on street parking, a parking garage and a shuttle. Wood suggested creating a downtown parking facility designated specifically for employee parking as well as a shuttle service similar to those used in other municipalities around the State. He added parking in downtown was sufficient and potentially meters could be used to pay for enforcement of parking limits. It was also suggested that better signage and publication that enforcement would be occurring might be helpful. Reitter stated that enforcement was a policy and budget decision the Board would have to make. The entire report is 30 pages and it will be sent to the Town for publication on the Town's website and for use by the Town. Volpe suggested tying this into the moratorium discussion regarding use of parking for patios. There was also discussion about parallel parking and it was estimated the Town would lose around 30% of spaces if a parallel design was chosen and there would be additional cost to widen the sidewalks. Gateway signage designs were also reviewed along with ideas for a pocket park adjacent to Cottonwood Park in order to provide a pedestrian link from that park to Main Street. Different schematics for the River Park were also presented and the group noted the potential for 100-144 additional parking spaces if the area was fully developed. The overall goal is to connect areas with Main Street and for people to be drawn to them with different activities. The Trustees appreciated the fresh approaches and new ideas and thanked Wood and the CU Denver students for the information and presentation. The work session ended at 6.54 PM.

**CALL TO ORDER :00**

A Regular meeting of the Board of Trustees was called to order at 6:59PM on Wednesday, August 24, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Benson. Present were Mayor Joel Benson, Trustees Lawanna Best, Eric Gibb, Duff Lacy, Mark Jenkins, Phillip Puckett and David Volpe. Town Staff present were Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Treasurer Michelle Stoke, Airport Manager Jill VanDeel, Public Works Director Greg Maggard, Assistant to the Town Administrator Emily Katsimpalis, IT Administrator Larry Deffenbaugh, VISTA Intern Hunter Hovenga and Town Clerk Janell Sciacca.

**ROLL CALL :10**

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

**PLEDGE OF ALLEGIANCE :23**

Mayor Benson led the Pledge of Allegiance.

## **AGENDA ADOPTION :49**

**Motion #1** by Trustee Lacy and seconded by Trustee Puckett to approve the agenda as presented.  
**Motion carried, 6-0.**

## **CONSENT AGENDA 01:09**

**Motion #2** by Trustee Jenkins and seconded by Trustee Best to approve the Consent Agenda as presented. **Motion carried, 6-0.**

## **POLICY DISCUSSION – Infrastructure Investments Tools 01:42**

Mayor Benson introduced. Benson reminded the role of government is to provide for health, safety and welfare and also help out with infrastructure when possible. Some of these tools existed, but the Board has also implemented new tools. Reitter reviewed the Staff Report and a PowerPoint presentation detailing the different infrastructure tools available to and used by the Board. She reviewed each providing specific examples of projects that resulted. Reitter then reviewed the Policy Tool Performance Indicators stating that out of all the tools available the only options that have been utilized over the past 4 years have been the Recapture Agreement and the Infrastructure Investment funding. Jenkins inquired how return on investment was calculated. Reitter replied it is the investment minus the Town's costs. Puckett felt the projections were conservative. Benson felt this was a good snap shot picture overall. Parker provided clarification between impact fee and recapture investment at Puckett's request. He stated an impact fee is a scheduled fee and recapture allows a developer to install improvements and be reimbursed later. Jenkins inquired if special districts were complicated and how control works. Parker replied there are three – Special, General and Business Improvement. Each can be beneficial and are mechanisms for financing improvements. Gibb inquired why the Board did not include \$100,000 within the budget and instead kept it out. Benson replied it was so the funds would not be reallocated to other things. Reitter also stated she had to balance the budget and it was not clear which projects were coming in and she did not want to tie up those funds. She noted there is actually 100,000 set aside in each of the General, Capital Improvement and Water fund balances. She added the CDOT grant match is coming out of the Fund balance. The Town has delayed capital maintenance and other projects to save enough money for the half million dollar match. Gibb felt it was important to be able to invest infrastructure monies to support the Town's strategic plan but he would like to work on the criteria and proposal so it is easier to understand, easier to implement and as fair as it can be made. What he did not see in the current process were timeframes for submittal of applications and timeframes for implementation and he would like to have a better idea of how this is implemented. Reitter replied Staff could put an official policy document together with additional input from the Trustees. Benson said the Board should continue to talk about this during the budget process.

## **PUBLIC COMMENT 38:08**

Mark & Kristen Krasnow, 429 Cedar Street, were present addressing 125 Beldan Street and new signs that indicate no parking on the sidewalks. The signs are not attractive. They admit renters were parking on the sidewalks and they updated property welcome books to advise renters of the parallel parking requirements which they felt had helped alleviate the issue. The Krasnows actively monitor the parking. They also thanked the Board for the new sidewalks going in on Beldan in front of the storage units as part of the safe routes to school and requested the gap at the alleyway be installed.

## **RESPONSE TO PUBLIC COMMENT 42:35**

Mayor Benson stated good questions were raised and the Board could take time during Trustee/Staff interaction to discuss these items.

## **BUSINESS ITEMS**

### **Introduction of Town of Buena Vista AmeriCorps VISTA (Volunteer In Service to America) Hunter Hovenga. 43:13**

Hovenga grew up in Colorado Springs and attended UCCS studying economics and political science. He did an internship for Public Works in Colorado Springs doing economic analysis. He will be in BV for 1 year which could be extended. Hovenga is primarily working for Katsimpalis and Reitter doing projects

mostly related to Main Street and Historic Preservation. He is excited to be in BV and was welcomed by the Trustees.

**Infill Infrastructure Presentation. 45:17**

Benson introduced noting this was directly related to the evening's policy discussion. A couple months ago there was a related presentation and there were some communication issues. The group tonight felt they did not have opportunity previously to present their points and requested an opportunity to address the Board. Puckett disclosed he does own property on Pinon Street and then recused himself and left the dais.

Mark Krasnow, 429 Cedar Street, collectively presented the listed land owners' vision. There are 24 lots, applying as 3 separate groups of 8 lots each. He reviewed their projections for projected benefits including Affordable Housing, infill, long term housing, economic development incentives of property tax and wealth generation along with a bonus of water line looping from Pinon to Arkansas. Some differentiators that set this project aside are that it is not developer driven and it aligns with the 2015 Comprehensive Plan. An estimate from Miles Construction on the costs is between \$110,000-\$180,000 and they are using the \$180,000 figure. Krasnow reviewed their projections that the request meets 4 of the 5 Infrastructure Investment criteria. Their request is that the Town approve 80% funding, set up and manage a recapture agreement, get bids and schedule the construction with contractors and work with the land owners to identify ways to save money during development. Krasnow presented the Clerk with several letters from Homeowners who could not be present and a list of owner intentions for their lots. Jenkins asked if the cost was only water infrastructure. Krasnow replied yes. Benson asked if an amount for contingency or engineering was included. JJ Kinsfather replied no.

Benson reviewed the criteria points. Volpe felt the project scored points for infill development and long term housing but beyond that it was a little vague so he could come up with 8 points 4 infill, 3 long term housing and 1 economic development. Jenkins inquired about the number of long term housing units proposed. Krasnow reviewed the list which equated to 13 long term and 2 variables. Benson inquired of the current zoning. Doering replied this was R2 Old Town. Krasnow added the subject lots can also have ADUs which could double the numbers discussed. He believed the zoning also disallowed short term rentals. Gibb stated he was about getting things done and built but his concerns are the management of the group and the shovel ready portion. There are so many different owners and there could be multiple lots that nothing happens on for years. He inquired how a recapture process gets managed. Reitter stated it is very complicated when the Town manages recapture and she did not know if this necessarily accomplishes the Board's strategic outcomes and it would be onerous to manage. She felt the more appropriate tools would be an assessment or improvement district.

Gibb felt if there are no other projects out there it is not wrong to consider funding for this project, but he is concerned with shovel readiness, a management plan and how the money will be spent to get something done. Reitter stated the applicant also needs to provide proof of the criteria they are meeting. Lacy agreed with Gibb's comment adding the Town needed to be protected with documentation or a deed restriction. The Board needs to think about the water deal because the tap fee does not simply pay off the water line. Debt service, upkeep, payroll, water purchases and infrastructure development are also being paid out of that fee. He did believe property and sales tax would be recognized, but those revenues don't fund water. Lacy also felt maybe the Board jumped the gun approving \$33,000 before as that was not shovel ready and there has been no progress. He felt it was smart to back up, not approach this right now and look at the matter differently. Gibb agreed with Lacy. He wants to see this happen and he does not mind municipal money supporting this project but there are things that can be done differently with better plans that confirm the project is shovel ready and there is some an idea of how it will be managed. Benson added there could be modification of the criteria as well. Gibb strongly encouraged the applicants to look at the various funding opportunities and come back to the Board prepared to address the management and shovel ready issues. Best and Volpe agreed with these comments. Jenkins asked for Krasnow's feedback on the Trustee comments. Scott Johnson stated they are unsure how to spend the money or implement a recapture agreement. Without the Town's guidance they are lost. There are several owners that want to break ground within a year but no loans are available until the infrastructure is there so they are asking the Town what needs to be done. Gibb replied the Board wants to consider

projects that aren't just developer projects and the Town wants to help them. He would like to incentivize roads in the future that have people on them and the Town needs to have a plan to do that. Benson stated the Town has a Capital Improvement Plan, but the Town can't come up with \$200,000 at the expense of other strategic priorities and objectives in motion but it can be planned out during budget season. Parker stated there are a lot of options to accomplish this project, but the simplest solution is that the developer builds the line and pays for it. In this situation the Town could agree to pay a percentage of the cost of the line and the property owners agree to pay the rest. The Town then agrees to manage the project and build the water line and the owners have to give the Town the remaining money or lien their properties. There are also special assessments where the owners pay up front, over couple years or by lien. Reitter added that if the Town were to do an assessment, the Town's estimate for the water line with contingencies and engineering is around \$236,000. Therefore, the assessment is about \$10,000/lot or \$9,000 if the Board approved an incentive. She felt the assessment was the best option as the recapture spans 30 years. Gibb stated he would be reluctant to give Staff the job of recapture management. Reitter then stated she would also need to put this project into the water rate model and see what it does to the revenue requirements to support the expense. After additional discussion related to budgetary impacts and timing, Krasnow stated the group will try again next year. They were encouraged to apply early so funds could be spent by within the year.

The Board took a break at 8:52 PM and returned to session at 8:57 PM.

**Intergovernmental Agreement for Consolidation of Cost Sharing of Dispatch Communication for Chaffee County Communications Center. 01:54:57**

Reitter presented reviewing the Staff Report and stated the County forgot to forward the agreement to the Town for signature. There is no financial contribution and the sales tax is covering this expense.

**Motion #3** by Trustee Gibb and seconded by Trustee Lacy to have the Mayor sign the Agreement for Consolidation of Cost Sharing of Dispatch Communication for Chaffee County Communications Center. **Motion carried, 6-0.**

Should the Board adopt Resolution #84, Series 2016, entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A GRANT CONTRACT WITH THE COLORADO DIVISION OF LOCAL GOVERNMENT FOR COMPLETION OF AN ECONOMIC VITALITY STRATEGY.**"? **01:57:10**

Reitter reminded the Board that they approved a proposal to apply for the REDI grant. The strategy is an assessment of conditions that drive the economy and will incorporate other things that might not be as obvious. It will make recommendations on projects and intergovernmental coordination, development of an economic development toolbox and growth management as well as establish target industries and areas. The strategy will also improve access to other resources and also help with implementation of other Town strategies.

**Motion #4** by Trustee Lacy and seconded by Trustee Volpe to approve Resolution #84 as presented. **Motion carried, 6-0.**

**STAFF REPORTS**

Town Administrator **02:09:00**

- The Chaffee County Intergovernmental Meeting is August 30 in Poncha Springs
- Preliminary designs for Park project will be received on August 29
- Sportsman's Club was awarded a grant for \$11,000
- Recreation Advisory Board is almost finished with the Master Plan and the River Park Master Plan will be presented September 14
- September 17 is Autumn Color Run followed by ATV Color Tour
- Staff has been working with Upper Ark and was considering implanting watering restrictions until recent rain storms
- BluePrint 2.0 Build a Better Business Brand Community Workshop is September 28

- Town was awarded Downtown Colorado, Inc. 2016 Governor's Award for Downtown Excellence for the Buena Vista Square Optimist Splash Park and Staff will accept the award at a conference on September 22 in Pueblo

**Town Treasurer 02:13:15**

- Sales Tax is up Is \$292,000 total for the month and 21% over June 2015 and almost 21% over budget projections and this has a lot to do with the sales tax on jet fuel
- \$156,000 overage as far as sales tax collection this year – Salida is experiencing a similar overage for June as well
- Chart of Account rework is done and bridge document distributed to Staff with approximately 400 accounts being eliminated

**Town Clerk 02:17:11**

- No licenses were issued during July, but all renewals processed came in during August and were signed by Mayor
- Fun facts on packets are that over the last 5 years the Trustees have seen packets that average 138 pages with the largest packet being 340 pages and the smallest being 39 – The total number of pages for 2016 will most likely be over 5,000.

**Principal Planner 02:20:35**

- Have provided comments on the zoning ordinance back to consultant and expects combined drafts of Module I and II soon and those will be made available to the public
- Tree clippings clean up week is September 26-30
- Affordable Housing presentation will be made by EPC consultant at Intergovernmental meeting on August 30
- Code Enforcement Officer broke his fibula and has been out, but will hopefully be back soon on walking cast
- The Woodland Brook yellow nuisance home will go under contract August 31 and Staff will meet with the new owner(s)

**Airport Manager 02:24:45**

- Airport has been seeing a lot of jet and Aspen relief traffic
- Town's offer to Grindles was accepted to purchase for 200 feet of property / 5.3 acres
- Bell Helicopter plans to be in Buena Vista next year to test 2 new prototypes
- Notable increase in Apache Helicopter traffic thanks to HAATs who recommended Airport to the military
- Hangar lights were replaced with energy efficient LED lights that will save a lot of operating costs and each is good for 55,000 hours
- Two new leases should be coming to Trustees at next meeting
- Buena Vista is one of two finalists for the Fusion Aeronautics P-51 production company
- 42,900 gallons of fuel has been sold so far in 2016 which is 10,000 over the amount 2 years ago when tests were taking place
- Need to increase hard stand due to bigger and more aircraft
- Airport is considering marketing Carpenter and other hangars as Tech Center

**Motion #5** by Trustee Lacy and seconded by Trustee Gibb to deny the fee waiver request from Chaffee County Council on the Arts. **Motion carried, 6-0.**

**TRUSTEE/STAFF INTERACTION 02:34:10**

Benson reminded of the earlier discussion about Beldan. Maggard stated the signs were installed after it was noticed that vehicles were pulling on to the sidewalks. Parallel parking striping is not appropriate due to street width limitations, so Staff decided to erect the signs. It was a safety issue to protect the sidewalk and the people using it. It is a safe routes to school sidewalk. Doering also pointed out that the area is public parking so people using those spaces may not be the vacation unit renters with access to the welcome book provided by the Krasnows. Benson felt this was a Public Works and Planning issue to be

figured out and he thanked Staff for the clarifications. Gibb questioned why parking was allowed there at all if the roadway was not wide enough for parallel parking. Lacy clarified the parking permitted by the Town was in back of the units. Doering clarified the Town can remove the on-street parking if it decides to. Maggard added that the Krasnows built an 8 foot sidewalk in front of their property and the Town continued that south to Beldan tying it in to the Cedar Street sidewalk. The gap of 25 feet is the right-of-way of the alley which typically does not have a sidewalk built over it. It is basically the same everywhere else in Town. If the Trustees want to do a sidewalk it would be more expensive since it would need to be 6 inches thick instead of 4 and it would still most likely be destroyed by vehicle and truck traffic. Gibb felt the Town could consider this in a future budget with future development.

Gibb commended Reitter and Doering for their professionalism and patience at the School Board meetings. He has had a couple developers inquiring about projects and want to know what the Town can do. The developers indicated a new zoning code as quickly as possible. Doering wholeheartedly agreed.

Jenkins reported he traveled to Brighton last week for the DOLA Small Community workshop and after talking with people at the workshop he felt Buena Vista is doing a good job.

Lacy asked Maggard to think about striping for the Railroad parking lot even though it is gravel. It will help. He then encouraged the Trustees to read what is in their packet noting at some School Board meetings it has been evident the members did not read their packets. Lacy reminded that Stoke touched on the Town's 27% reserve and that it needs to be looked at. Stoke and Reitter replied this will be discussed during the budget process.

Maggard reported there would be more regulatory signage coming in the next two weeks. Stop signs will be installed at Beldan and Cedar and Colorado and Main. Both will become 4 way stops. Town is anticipating heavy truck traffic on Railroad with CDOT construction project and he will be posting weight limit signs. Speed limits are being reduced from 35 to 25 coming into Town on West Main/CR 306. He hopes to install a new sign tomorrow. No parking signs were installed by Town Hall for motorcycles, delivery trucks, etc. Lacy requested budgeting for more 2 hour parking signs for Main Street and Maggard added there are more handicapped signs coming for all stalls down Main Street as well.

Van Deel reported the Town was wired \$167,000 by the Italians.

Reitter reported the Town did its CHFA presentation Monday which went well and she hopes to hear something by September. She also reported the School Board approved the land swap agreements.

Katsimpalis reported the Colorado Lottery Starburst Award would be presented at the October 12 Trustee meeting.

**ADJOURNMENT 02:47:144**

**Motion #6** by Trustee Lacy and seconded by Trustee Jenkins, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 9:48 PM. **Motion carried, 6-0.**

Respectfully submitted:



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Joel Benson, Mayor

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Janell Sciacca, CMC  
Town Clerk