



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

**October 26, 2016**

**Work Session with Town Advisory Boards Regarding 2017 Budget Requests 6:00 PM**

Present for the work session: Mayor Joel Benson, and Trustees Lawanna Best, Eric Gibb, Mark Jenkins, Duff Lacy, Phillip Puckett and David Volpe. Town Staff present were Town Administrator Brandy Reitter, Recreation Supervisor Emily Osborn, Assistant to the Town Administrator Emily Katsimpalis, Public Works Director Greg Maggard, and Town Clerk Janell Sciacca.

**RECREATION ADVISORY BOARD**

Mckenzie Lyle and Earl Richmond presented highest priority funding requests. They focused efforts on maintaining current and existing facilities. 1<sup>st</sup> priority is Community Center Park and there is \$40,000 in budget for improvements and to make it ADA compliant is another \$60,000. 2<sup>nd</sup> priority is the Rodeo Grounds. There is \$5,000 in budget – concession stand is officially condemned and grandstands should not be open underneath for access, the top railing needs replaced and the bleachers have holes in the wood. They would like to see another \$5,000 and suggested moving \$5,000 from bike racks to this project. Biggest priority project for Rec Board is the ice skating rink and they are trying to find the best and most appropriate place to build and are requesting \$20,000. This project has a champion and has been successfully raising money. The other project requests are Whitewater Park \$3,500, McPhelemy Park Shade \$5,000, Skate Park \$12,000, Community Center interior improvements \$20,000, and Community Center Circuit Workout Equipment \$1,000.

**TREE ADVISORY BOARD**

Tom Liverman presented highlighting the current year's achievements and noted there are 5 vacant positions on the board. Goals and budget requests for next year are to fill the vacant positions, \$35,000 to plant trees on Beldan and design and install irrigation, \$1,300 to continue with Arbor Day Celebration, and \$5,000 for the Adopt-A-Tree program, \$18,000 to continue Urban Forestry Management and to look at NE quadrant of Town for future tree plantings.

**TRAILS ADVISORY BOARD**

Lois Walton highlighted 2016 accomplishments and reviewed goals for 2017 being to continue working with CDOT on Arizona Street, remove gates on Airport Trail, include more town routes and rec features in the brochure, install new trail signage and rebrand old signs, conduct maintenance on the Whipple Trail, install Sunset Vista IV Trail and Peaks View Trail improvements, bikes lanes on CR350 and 313 and Highway 306 and 24, and upgrade maintenance of existing trails. The Budget requests are \$4,000 for information panels, \$4,500 for Southwest Conservation Corp, funding for Gregg Drive Trail paving, \$30,000 Peaks View Trail, \$13,000 for Railroad Trail paving, funding for maintenance on bike/pedestrian trails, \$20,000 for Midland Hills Bridge Trail and \$3,000 for design and printing of new brochures.

**BEAUTIFICATION ADVISORY BOARD**

Joy Duprey presented reviewing the board's requests of \$27,350 which include \$10,000 for xeric curbside education gardens, \$2,730 for annual flowers, \$2,920 for metal benches for East Main, \$2,400 for holiday light pole wraps, \$3,000 for lighted skylines across east Main and Hwy 24, \$3,200 for Optimist Splash Park holiday tree, \$2,200 for welcome and event banners, and \$900 for event flags for Main Street.

Benson thanked all the advisory board members for attending and stated they do not get as much appreciation as they deserve. He reminded that specific items may not be debated now, but will be discussed during upcoming budget hearings. After multiple clarifying questions from the Trustees, the Work Session ended at 6:54 PM.

**CALL TO ORDER :14**

A Regular meeting of the Board of Trustees was called to order at 7:00 PM on Wednesday, October 26, 2016 at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Benson.

**ROLL CALL :41**

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

Present were Mayor Joel Benson, and Trustees Lawanna Best, Eric Gibb, Mark Jenkins, Duff Lacy, Phillip Puckett and David Volpe.

Town Staff present were Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Planner I Scott Reynolds, Treasurer Michelle Stoke, Fire Chief Dixon Villers, Public Works Director Greg Maggard, Assistant to the Town Administrator Emily Katsimpalis, Recreation Supervisor Emily Osborn and Town Clerk Janell Sciacca.

**PLEDGE OF ALLEGIANCE :54**

Mayor Benson led the Pledge of Allegiance.

**AGENDA ADOPTION 01:18**

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

**CONSENT AGENDA 01:39**

**A. Minutes**

1. Regular Meeting – October 12, 2016
2. Planning Commission – October 5, 2016
3. Airport – September 20, 2016
4. Beautification – September 1, 2016
5. Economic Vitality – July 19, 2016
6. Economic Vitality – August 16, 2016
7. Economic Vitality – September 20, 2016
8. Historic Preservation – August 31, 2016
9. Tree – August 4, 2016

**B.** Should the Board of Trustees approve adoption of Resolution #98 entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO ADOPTING THE REVISED RECREATION FACILITIES MASTER PLAN OF 2016.**"?

**C.** Should the Board of Trustees approve adoption of Resolution #99 entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, CERTIFYING DELINQUENT WATER ASSESSMENTS TO THE CHAFFEE COUNTY TREASURER**"?

Sciacca noted a correction to the minutes being to change the call to order date from September 28, 2016 to October 12, 2016.

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

**PUBLIC COMMENT 02:15**

David Butler, 30841 County Road 356-04, spoke regarding the Remote Control (RC) Airfield. He distributed a diagram of the existing facility with the existing North/South runway and reviewed a proposal to add a graded east/west runway to be paved in the future. He has a contractor to perform the job but seeks approval and funding from the Town.

## **RESPONSE TO PUBLIC COMMENT 06:00**

Mayor Benson thanked Butler and recommended he work with the Recreation Board and Town Staff. Gibb noted there is a growing population of Senior citizens in the community and felt the Town should pay attention to all age groups and this should be considered now or in the future.

## **BUSINESS ITEMS**

### **PUBLIC HEARING - Should the Board of Trustees approve adoption of Resolution #100 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPROVING A MINOR DEVELOPMENT FOR THE PROPERTY LOCATED AT 401 NORTH HIGHWAY NORTH HIGHWAY 24."? 08:53**

Applicant Sam Mick, 401 North Highway 24, stated he is requesting to split the former tire shop (now Little Daisy Liquor) and Family Dollar off the property. Doering presented the Staff Report and reviewed a PowerPoint presentation detailing the specifics of the project. Doering stated both Planning Commission and Staff were recommending approval with only one condition being "The Final Plat shall include all utility and access easements as required by the Principal Planner."

Mayor Benson opened the Public Hearing and opened the floor to public comment. There being no one wanting to address the matter, the floor was closed to public comment. After clarifying questions regarding easements and parking, Mayor Benson closed the Public Hearing.

Mayor Benson reminded the Trustees they were looking at subdivision requirements. Benson then asked if this parcel was not 25 feet wide and how this is reconciled within the code. Doering replied lot width is measured on the side with the front being technically along Arkansas which is 57 feet wide. Parker agreed the width is measured along the street frontage and the code interpretation was reasonable.

**Motion #3** by Trustee Puckett and seconded by Trustee Best to approve Resolution #100 as presented with the recommended condition. **Motion carried, 6-0.**

### **Should the Board of Trustees approve adoption of Resolution #101 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO ADOPTING THE 2016 CHAFFEE COUNTY HAZARD MITIGATION PLAN."? 26:58**

Chaffee County EMS Manager Phil Graham presented stating this is a collaborative plan that originated about 1.5 years ago to identify every County threat. It is comprehensive and received only minor comments during the public comment process. It was reviewed by State Homeland and FEMA and referred back to the County and Towns/Cities for formal adoption. Chaffee County and Poncha Spring have already adopted the plan and Salida will adopt it November 1.

**Motion #4** by Trustee Best and seconded by Trustee Lacy to approve Resolution #101 as presented. **Motion carried, 6-0.**

### **Should the Board of Trustees approve adoption of Resolution #102 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPROVING THE EXECUTION OF A CONTRACT WITH ALL WEST OF COLORADO, LLC FOR THE 2016 TREE PRUNING PROJECT IN BUENA VISTA."? 36:43**

Maggard presented the Staff Report and reported the one bid received was very close to what was budgeted.

**Motion #5** by Trustee Lacy and seconded by Trustee Gibb to approve Resolution #102 as presented. **Motion carried, 6-0.** Best, aye; Gibb, aye; Jenkins, aye; Lacy, aye; Puckett, aye; Volpe, aye.

### **Should the Board of Trustees approve adoption of Resolution #103 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPROVING THE EXECUTION OF A CONTRACT WITH MILES CONSTRUCTION COMPANY, INC. FOR 2016 ASPHALT PATCHING SERVICES."? 39:20**

Maggard presented the Staff Report stating this is another annual maintenance item to patch water breaks or other failing areas. It is in the budget. Jenkins asked if there is a fee for street cuts. Maggard

replied there is a deposit that is returned if the contractor repairs the street or the Town keeps the money and makes the repair.

**Motion #6** by Trustee Lacy and seconded by Trustee Gibb to approve Resolution #103 as presented.  
**Motion carried, 6-0.** Gibb, aye; Jenkins, aye; Lacy, aye; Puckett, aye; Volpe, aye; Best, aye.

**PUBLIC HEARING – 2017 Town of Buena Vista Budget.41:30**

Mayor Benson reported the budget was introduced at the last meeting and clarified this is the first Public Hearing in a series of meetings before the end of the year. Following discussion relative to the processes, Mayor Benson opened the floor to public comment. There being no one wanting to speak, the floor was closed to public comment.

Gibb asked Staff to help him understand the Town's exposure regarding the affordable housing project in the 2017 budget. Reitter replied there is \$300,000 in the water fund and the Town will be applying for a related grant. There is also a \$350,000 GOCO grant being applied for and that is a total grant cost so Town is not paying \$300,000. Town was awarded the tax credit project last month and engineering is being done. The Town is working with Urban Inc. on those so she does not have those numbers right now. Benson added the GOCO grant is for the Baseball field so there is approximately \$85,000 net from the Town to that assuming the grant is received. He also added the idea on the water line is either a Community Development Block or Energy Impact Grant so that number could be \$100,000. All these numbers are up for discussion with Urban Inc. Gibb asked that there be a not to exceed number agreed on. Benson stated there was \$300,000 for expenditure and \$195,000 revenue so those needed to be matched up. Reitter replied whenever the costs are received from Urban Inc., Al Blum and his group will come up to address the Trustees. Puckett was concerned about plug numbers being input and this comes across at the Town is committing to the project. Lacy asked when the Baseball Field number would be received. Reitter replied she just received the designs today which have to be approved before the numbers can be put together. She will have those numbers before the budget is approved for the field. Urban, Inc. is a different story and they need to come up with number first. She is hopeful to have them before the budget is approved. Benson suggested either not putting the numbers in the budget until more is known or keep them in the budget as placeholders into November and then reevaluate if the numbers aren't received. After additional discussion the Board generally agreed to leave this in the Water Fund for the time being and keep an eye on it. Lacy then brought up the \$500,000 for the Highway 24 project seeking clarification on it being set aside. Reitter replied it was set aside in fund balance but two years of small and annual projects were deferred to help get to that point. Benson stated the Town does have the \$500,000.

Gibb requested to have a discussion about the Town Administrator Assistant position and pros/cons of a contract position versus FTE. Benson reminded there was a need and the Town created a 2 year position. The need has continued and the benefits were paid as if it were a FTE position. Gibb wanted to talk about why a 2 year contract is better than an FTE. Puckett agreed and wanted to know what the job description is now. Reitter stated she would provide the Trustees a list at the next meeting. Gibb then stated he was confused and concerned about how numbers come to the budget citing differences between advisory board requests and Town Staff requests. He felt there should be better continuity in the process. Reitter stated there are a lot of moving pieces and both Staff and Advisory Boards try to do their best to reconcile everything. Gibb next requested a discussion about budgeting for an infrastructure fund. Stoke advised this is not in the budget but it is a committed fund balance item and explained monies are held aside as committed fund balance. Gibb asked for clarification between an uncommitted infrastructure projection and a budgeted item. Stoke replied to be put in the budget the Town has to know who it is for and how much it is but right now the money is being set aside and earmarked for re-appropriation out of a committed fund balance in to an amended budget. After additional discussion Benson suggested putting this in a capital improvement plan and building projects in. Puckett agreed and felt the Town should start moving on projects faster if possible. Reitter clarified that the Town will be taking the infrastructure investment idea and instead of doing that just budget for the projects in a 5-10 year plan. The Board generally agreed. Gibb inquired about \$300,000 for Pinon. Benson stated it was on page 96 and is a wish list item. Reitter has a water rate model to present at some time with the Town paying for the whole thing with a lien or other recovery method with the lot owners repaying the Town over 5 years. Gibb also asked

about the electrical car charging stations and usage figures. Reitter stated those could be presented at the next meeting.

Puckett questioned page 19 of the budget where the combined sales tax is listed at 7.4% and not 7.9% with Town's portion being 2.5% and .5 is dedicated to street improvements. Reitter will double check those numbers.

Volpe stated he was confused by the wish list items versus items already in the budget. Benson clarified things in the budget are already prioritized by Staff while wish list items are other items that can be put in if there is extra money. There are also things in the budget that the Board can take out and then those are evaluated by the Trustees.

Benson stated there is a conservative increase of 3% increase in sales tax and budget and with that there are wages and benefits that are pulled from the water fund so the total net increase is really greater than what the Board sees. He just wanted to point that out. He then inquired about the Storm Water Management Fund and Water Fund. Parker stated those would be established by resolution if the Board decides to go forward. Benson inquired if half Reitter's wages were moved over to the Water Fund, why the number is still so high. Reitter replied in 2016 some of the wages were moved to the Airport, but in 2017 that would not be possible or the fund would be depleted. Puckett felt by doing this the true cost of the Airport was not being shown. Lacy agreed. Reitter stated that was correct and after additional discussion she agreed Staff would look at allocating the expense different and the Board stated they would like it to be reflected accurately and appropriately based on accounting principles.

The Board then went line by line through the worksheets starting on page 41 of the budget document asking questions and receiving clarifications from Staff. They agreed to place multiple items on the "wish list" for further discussion during upcoming meetings but did not eliminate any specific items. Benson then stated he would like to visit the Capital Improvement process separately. He encouraged the Trustees to bring budget questions in the future and Lacy suggested emailing clarifying questions to both Stoke and Reitter.

**Motion #7** by Trustee Lacy and seconded by Trustee Puckett to continue the Public Hearing on the proposed 2017 Town of Buena Vista budget to November 9, 2016. **Motion carried, 6-0.**

The Board of Trustees took a brief recess at 9:44 PM and returned to regular session at 9:46 PM. Trustee Best left the meeting at this time due to illness.

#### **Discussion regarding Community Support Funding Requests. 02:45:55**

Benson reminded the Board of the origination of these monies and noted the funding has been increasing annually. This year the amount available is \$17,615 and the requests are \$41,490. The Board can add these to line items, put them on the wish list, and so on. Part of him says that many of the requests come back year after year and are always funded so maybe the Board should just give them the money rather than revisiting each one. Gibb clarified and confirmed the total amount to give away and then stated he wanted to see historical award information. Benson said if the Board wanted to continue with the same process he would say the EDC is already a line item, the Boy Scout request could be pulled off, and the Board can take the rest of the list at the next meeting and decide what to give each. Puckett asked if any of the requests were new. Benson replied the Chamber mobile app was new but was a wish list item. Volpe clarified the \$5,000 request is a separate amount and Reitter confirmed it is an ongoing maintenance fee. Jenkins inquired about the \$6,000 fireworks. Benson replied it is requested annually. Lacy felt the mobile app should be dropped and Gibb agreed stating ongoing items should be taken out.

**Motion #8** by Trustee Lacy and seconded by Trustee Puckett to move the Boy Scouts \$920 flagpoles and installation request to a budget line item. **Motion carried, 5-0.**

**Motion #9** by Trustee Gibb and seconded by Trustee Puckett to move the American Legion Post 55 July 4<sup>th</sup> Fireworks contribution of \$2,000 to a budget line item. **Motion carried, 5-0.**

Volpe inquired if the available \$17,000 was reduced by these amounts. Benson stated it was a good point, and the Trustees felt that was another question to be addressed. Puckett asked how the housing trust was different. Benson stated it was funded at least once before. The Trustees agreed they did not want to have presentations and will decide on the amounts at the next meeting with historical information and updated numbers. There was discussion about the Community Dinner funding and the Board generally agreed that group can make a separate request to the Trustees for 2017.

**Request to Appropriate Funds to Pay CDOT Highway 24 Project Invoice. 02:59:29**

Benson introduced and stated the two invoices are not officially in the budget but are part of the \$500,000 RAMP fund which requires official allocation for payment and will reduce the 2017 budgeted amount. Stoke added that a Public Hearing will be conducted when this and all other appropriations that occurred throughout the year are brought back to the Board.

**Motion #10** by Trustee Lacy and seconded by Trustee Jenkins to approve the \$86,637.71 appropriation to pay CDOT as presented. **Motion carried, 5-0.** Jenkins, aye; Lacy, aye; Puckett, aye; Volpe, aye; Gibb, aye.

**Request to Appropriate Funds to Purchase Recreation Program Software. 03:01:18**

Osborn stated the Recreation Department has been growing rapidly over the last few years and have gone over in revenue each year. This year there is \$22,000 remaining in wages and Staff is requesting to use those funds to purchase this software. There is no annual fee. Reitter thanked the Rec Staff for putting the proposal together and for talking this vendor down from \$22,000 to \$17,000. Fees will be collected by the vendor through their website and deposited into the Town's account on a regular basis.

**Motion #11** by Trustee Lacy and seconded by Trustee Gibb to approve. **Motion carried, 5-0.** Lacy, aye; Puckett, aye; Volpe, aye; Gibb, aye; Jenkins, aye.

**3<sup>rd</sup> Quarter Financial Report. 03:04:42**

Benson thanked Stoke for the report. She drew attention to the Fund Balance Reports stating there was some question as to what is held aside, committed, uncommitted, reserved, restricted etc. so she provided reports with each fund drawn out. Puckett asked if the Town already had September revenue and Stoke replied yes, cash basis revenue and accrual is August sales tax received in October. The sales tax looks fabulous but the misleading part is that there are other periods in there that were reported for in August by some vendors.

**3<sup>rd</sup> Quarter Strategic Objectives Monitoring Report. 03:07:20**

Reitter reviewed the report briefly stating the Town is seeing more projects completed and those are noted in the status spreadsheets. Staff is monitoring 71 projects. 23 have been completed and 29 are in progress while others are delayed, on hold, or being scheduled. She reported Trustee Puckett asked her to include information on community engagement in the report. While this is done day-to-day with the various advisory boards, the Town does go out of its way to do other things as well. One such thing coming up is a Developers Forum which will provide feedback on the development process and Planning Department. There is also a monthly newspaper column along with Facebook and other social media postings. Gibb said he was excited about the forum and felt the feedback from the group could flavor the conversation about the Building Department. Benson stated he was not at the meeting regarding SAFEbuilt, but shared his thoughts that the Town must work more with Bob and the County to provide opportunity for improvement before switching to a vendor. The Board could then revisit after the County has had time to make corrections and then have SAFEbuilt resubmit. Lacy agreed and felt it was important to try correct the problems first. He was surprised the County was not involved in the proposal. Reitter stated the County was given the proposal and the County Administrator was noticed that the Town would like to achieve most of the things the vendor was offering. Gibb stated he heard from several developers that the County was easy to work with and Puckett said he received that feedback as well. Gibb felt it would interesting to see if those comments changed when there was a larger group together.

**STAFF REPORTS**

Town Administrator **03:15:26**

- Staff Report is in the packet and Reitter stated it really included updates already talked about
- Benson asked if Economic Development Summit and Economic Development Strategy RFP dovetail in to one another and Reitter replied they do.
- Puckett asked about the Urban Inc. Housing Career Fair and Reitter reported this is a career fair for the housing project and Urban, Inc. will be looking for contractors, subcontractors, electricians, plumbers, etc. and their goal is to use as many local contractors as possible to make this a community project and put the money back into the local community.

**Town Treasurer 03:19:41**

- Sales Tax graphs in report do not reflect a breakdown of the County portion and those numbers are pushed up in sales and the numbers are stratified as far as segments to give a better idea of what sales tax did.
- The difference between August 2015 and August 2016 is 8.5% and without a weekly report it is impossible to see if any of the increase is attributable to the Vertex Festival.

**Town Clerk 03:25:33**

- Staff Report is in the packet.

**Principal Planner 03:26:03**

- UDC consolidated draft received from consultants.
- December 7 starts the discussions on the Land Use Code which will go online after Staff review and comment.
- November 7 is the Developers Forum.
- Affordable Housing Summit information is forthcoming.

**TRUSTEE/STAFF INTERACTION 03:28:13**

Benson noted the request for a letter of support for the Fourteener Initiative. The Board agreed to let Benson write, sign and send off a letter similar to last year.

**Motion #12** by Trustee Lacy and seconded by Trustee Puckett to approve the fee waiver requests for the Cub Scouts and VITA Tax use of the Community Center. **Motion carried, 5-0.**

Benson thanked Staff for working so hard on the budget.

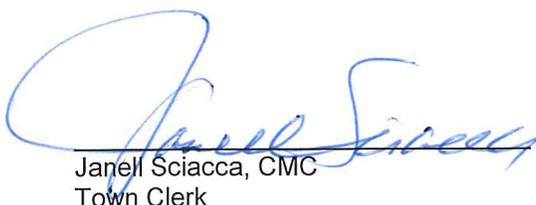
Maggard reminded the Trustees he needs their roadway section survey comments back for incorporation into the Complete Streets Policy.

Katsimpalis reported the Town is trying to recruit businesses to participate in Small Business Saturday on November 26. There are close to 20 businesses participating at this time offering discounts or specials.

**ADJOURNMENT 03:32:45**

**Motion #13** by Trustee Lacy and seconded by Trustee Volpe, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 10:32 PM. **Motion carried, 5-0.**

Respectfully submitted:

  
 Janel Sciacca, CMC  
 Town Clerk

  
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 Joe Benson, Mayor

