



**AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
April 28, 2020**

**Work Session at 6:00 PM – Discussion About Goals and Priority Projects for 2021-2025**

**Virtual Regular Meeting at 7:00 PM  
(Meeting will not be held at the Buena Vista Community Center)**

To participate in Public Comment and/or Public Hearings you must connect to the video conference.  
 Conferencing Access Information: <https://zoom.us/j/86923027428> Password: 023413  
 Listen via phone at 1-301-715-8592 Meeting ID: 869 2302 7428 Password: 023413

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

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. AGENDA ADOPTION**

*The Board approves the agenda at the start of the meeting including modifications.*

**V. CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. Board of Trustees Regular Meeting – April 14, 2020

**B. Town Clerk Report**

**C. Code Enforcement Report – 1<sup>st</sup> Quarter**

**D. Adoption of Resolution No. 26, Series 2020 entitled “A RESOLUTION EXTENDING THE DECLARATION OF A LOCAL DISASTER EMERGENCY IN AND FOR THE TOWN OF BUENA VISTA, COLORADO THROUGH MAY 31, 2020.”**

*Approve extending the Order declaring a local disaster emergency.*

**VI. PUBLIC COMMENT**

*Citizen participation where the public can sign up prior to the start of the meeting by entering your name, address, and subject to be discussed in the Zoom Chat box, or when Mayor Lacy asks for Public Comment, access the Chat Box and raise your hand. By phone press \*9 to raise your hand and \*6 to mute/unmute your phone, or you may email the information to [bvclerk@buonavistaco.gov](mailto:bvclerk@buonavistaco.gov). Neither Town Board nor Town staff should be expected to respond to matters raised in the Public Comment segment of Board meetings. Nevertheless, Board members will always retain the right to ask questions of the speaker and to respond then or at a later time to remarks made by any citizen.*

**VII. STAFF REPORTS**

1. Town Administrator
2. Town Treasurer
3. Principal Planner

## VIII. BUSINESS ITEMS

- A. Should the Board of Trustees approve adoption of Ordinance No. 5, Series 2020, entitled, **“AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO REPEALING AND REENACTING SECTION 10-257 OF THE BUENA VISTA MUNICIPAL CODE CONCERNING TOBACCO REGULATIONS.”?**  
*The Board will consider approving changes to tobacco regulations.*
- B. Should the Board of Trustees approve adoption of Ordinance No. 6, Series 2020, entitled, **“AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO AMENDING SECTION 1-42 OF THE BUENA VISTA MUNICIPAL CODE CONCERNING ACTS OF AGENTS AND REPRESENTATIVES.”?**  
*The Trustees will consider approving changes to municipal code related to acts of agents and representatives.*
- C. Should the Board of Trustees approve adoption of Resolution No. 27, Series 2020, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEE OF THE TOWN OF BUENA VISTA, COLORADO REAPPOINTING PHILLIP PUCKETT AS TOWN ADMINISTRATOR.”?**  
*The Board of Trustees will consider reappointing Phillip Puckett as the Town Administrator.*
- D. Should the Board of Trustees approve adoption of Resolution No. 28, Series 2020, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING HOFFMANN, PARKER, WILSON AND CARBERRY, P.C. AS TOWN ATTORNEY.”?**  
*The Board of Trustees will consider reappointing Hoffman, Parker, Wilson and Carberry, P.C. as the Town Attorney.*
- E. Should the Board of Trustees approve adoption of Resolution No. 29, Series 2020, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING MICHELLE STOKE AS TOWN TREASURER.”?**  
*The Board of Trustees will consider reappointing Michelle Stoke as the Town Treasurer.*
- F. Should the Board of Trustees approve adoption of Resolution No. 30, Series 2020, entitled **“ A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING PAULA BARNETT AS TOWN CLERK.”?**  
*The Board of Trustees will consider reappointing Paula Barnett as the Town Clerk.*
- G. Should the Board of Trustees approve adoption of Resolution No. 31, Series 2020, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING JUDGE BRIAN GREEN AS MUNICIPAL COURT JUDGE.”?**  
*The Board of Trustees will consider reappointing Brian Green as Municipal Court Judge.*
- H. **Selection and Appointment of Mayor Pro Tem**  
*The Board of Trustees will select and appoint the Mayor Pro Tem.*
- I. **Advisory Boards and Community Liaison**  
*The Board will consider appointing Trustees to the Advisory Boards and Community Groups.*
- J. Should the Board of Trustees approve adoption of Resolution No. 32, Series 2020, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO REAFFIRMING THOSE PERSONS WHO ARE AUTHORIZED TO SIGN ON TOWN BANK AND TRUST ACCOUNTS.”?**  
*The Board of Trustees will consider a resolution reaffirming the officers of the Town of Buena Vista to remain as authorized signers on the Town Bank and Trust Accounts.*

**K. Improvements on East Main Street**

*The Trustees will review information related to street improvements on the southside of East Main Street between Court Street and Evans Street.*

**L. Town Owned Parcels**

*The Board will discuss options to utilize Town owned parcels for BV CORE Safety facilities, Boys & Girls Club, Housing, and other municipal uses.*

**M. Mt. Olivet Cemetery**

*The Trustees will consider proposed modifications to the Cemetery ordinance and Fee Schedule.*

**N. The Board will review the 1<sup>st</sup> Quarter, 2020 Financial Report with Treasurer Stoke**

*The Board will receive information on the 2020 1<sup>st</sup> Quarter Financial Report.*

**IX. TRUSTEE/STAFF INTERACTION**

*The Board discusses items with staff and staff can bring up matters not on the agenda.*

**X. ADJOURNMENT**



**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES**  
**Virtual Regular Meeting**  
**Tuesday, April 14, 2020**

**MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES ARE A TRANSCRIPT OF THE GOVERNING BODY'S ACTIONS RATHER THAN A VERBATIM RECORD OF DELIBERATIONS.**

A virtual regular meeting of the Board of Trustees was called to order by Mayor Duff Lacy, at 7:00 pm, Tuesday, April 14, 2020 having previously been noticed in accordance with the Colorado Open Meetings Law.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Duff Lacy	Mayor	Present
Lawanna Best	Trustee	Absent
Libby Fay	Trustee	Present
Mark Jenkins	Trustee	Absent
Norm Nyberg	Trustee	Present
Cindie Swisher	Trustee	Present
David Volpe	Trustee	Present

**Town Staff Present:**

Town Administrator Phillip Puckett  
 Principal Planner Mark Doering  
 Police Chief Jimmy Tidwell  
 Public Works Director Shawn Williams  
 Recreation Director Earl Richmond

Town Attorney Jeff Parker  
 Town Treasurer Michelle Stoke  
 Fire Chief Dixon Villers  
 Airport Manager Jack Wyles  
 Town Clerk Paula Barnett

**PLEDGE OF ALLEGIANCE**

Mayor Lacy led the pledge of allegiance.

**AGENDA ADOPTION****MOTION NO. 1:**

MOVE TO APPROVE THE AGENDA.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Nyberg
<b>SECONDER:</b>		Trustee Fay
<b>AYES:</b>		Fay, Nyberg, Swisher, Volpe

**CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. BoT Regular Meeting – March 24, 2020

**B. Police Chief Report****C. Fire Chief Report****D. Chaffee County Office of Housing Activities Update****E. Chaffee County Development Services Department Activity Update****F. Amendment to a Public Improvement Agreement for Block 41, Town of Buena Vista****MOTION NO. 2:**

MOVE TO APPROVE THE CONSENT AGENDA.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Fay
<b>SECONDER:</b>		Trustee Nyberg
<b>AYES:</b>		Fay, Nyberg, Swisher, Volpe

**SPECIAL PRESENTATION**

Mayor Lacy shared a picture of the plaques that will be given to Trustee Jenkins and Trustee Best thanking them for their time, hard work, and dedication to the Town of Buena Vista.

**APPOINTMENTS – Swearing in of New Trustees**

Amy Eckstein, Norm Nyberg, and Devin Rowe took the oath of office as Trustee for the Town of Buena Vista which they were appointed to in Resolution No. 19, Series 2020, adopted March 10, 2020.

## STAFF REPORTS

1. Town Administrator Puckett welcomed and congratulated Trustees Eckstein, Rowe, and Nyberg, and shared that it is an honor to serve the community as an elected official, and Town Staff is looking forward to working with them in the future.

Puckett reviewed with the incoming Trustees the packet of information which was prepared to acquaint them with their role on the Board and provide an update on the current year's budget and projects. Puckett shared the Mayor, seated, and incoming Trustees received the information via email, and the key components of the packet included:

- Introduction to the Town of Buena Vista government
- Policies of the Town of Buena Vista Board of Trustees
- Buena Vista Collective Vision & Key Outcome Areas
- Buena Vista 'Filtering Questions' for decision making
- Town of Buena Vista 2020 Budget
- 2020 Work Plan
- Key Outcome Planning Goals

Puckett stated Staff is recommending the Board revisit and update the Policies of the Town of Buena Vista Board of Trustees (Policy Governance Doctrine) which was adopted in November of 2015. Puckett stated no updates have been made since that time, and staff believes that although many of the Board policies are actively being followed, some content appears to be unnecessary. A date will be scheduled for the Board to review these policies during 2020.

Puckett shared a Board Orientation training session with Kevin Boomer, Executive Director of the Colorado Municipal League (CML) will be scheduled in May, and there are training opportunities available to acquaint or re-acquaint Trustees with their role and responsibilities as a local government elected official. Training resources are also available through CIRSA, the insurance provider for the Town, on liability prevention tools specifically for elected officials.

Puckett reviewed the Colorado Municipal League annual conference will be in Westminster from June 23<sup>rd</sup> thru June 26<sup>th</sup> and is an excellent opportunity to network and learn about municipal government issues and policies in Colorado.

Puckett reviewed work sessions are also scheduled to dive deeper into topics the Board is interested in learning more about, which may include updates from

advisory boards, water rights and law, or historic preservation.

Puckett encouraged the Trustees to tour the town facilities, i.e. airport, water treatment plant, Public Works, police and fire stations, and to let him know if they are interested in scheduling a time to visit these sites.

Puckett provided the Board with a COVID19 update. He informed the Trustees that he and several Staff members participate in daily debriefing conference calls hosted by the County Commissioners and staff from Chaffee County Public Health, Emergency Medical Services, the Sheriff's Department, the Coroner's Office, the county Legal and Building Departments, and leadership from the City of Salida and Town of Poncha Springs. Puckett stated he feels Town's participation in the meeting plays a large role in how Buena Vista and the county proceed forward in dealing with the challenges of COVID19.

Puckett reviewed with the Board that the Emergency Response Fund, which the Chaffee County Community Foundation oversees and to which Buena Vista contributed, currently has a balance of \$282,157.00 to be dispersed to those in need of financial assistance.

Puckett stated Recreation Director Earl Richmond has taken the lead role in the group of staff members that are ensuring messaging and signage conveys and reflects clear and concise information from the Town and the County.

Puckett shared with the Board that he wanted to take this opportunity for Principal Planner Mark Doering to introduce Doug Tart, the new Planning Technician. Doering introduced Tart who shared he is looking forward to working with the Board and Staff, and gave a brief overview of his previous employment and qualifications.

2. Town Treasurer - Highlights of the report in the packet were reviewed and Stoke responded to Trustee comments and questions.
3. Airport Manager - Highlights of the report in the packet were reviewed and Wyles responded to Trustee comments and questions.
4. Public Works Director - Highlights of the report in the packet were reviewed and Williams responded to Trustee comments and questions.

Mayor Lacy asked Williams if a Town Clean-Up day will be scheduled in June for the public to drop off tree limbs and recyclable items at Public Works. Williams stated he is currently communicating with the Bless BV Team to see when that event will be rescheduled, and if a Town Clean-Up day can be tied to that weekend.

5. Recreation Director - Highlights of the report in the packet were reviewed and Richmond responded to Trustee comments and questions. Richmond reported COVID19 messaging has been a big task which is difficult to perfect. Richmond reviewed Town originally started posting the signage Chaffee County Public Health provided at multiple locations and trailheads. Those signs created confusion and didn't convey the message the Town was intending. Town moved to creating our own signage; several state agencies expressed concern when one sign stated the river was closed to out of county residents. Richmond shared that Puckett, Special Projects Manager Joel Benson, Police Chief Jimmy Tidwell, Town Clerk Paula Barnett, and he agreed not to rush into posting signs when new guidance is provided from the county.

The following message will be posted at select locations in Town and at the river park to discourage gathering in large groups, and discourage visitors from out of county:

“Our community kindly requests that visitors refrain from partaking in this region’s recreational amenities during this time of crisis. Cooperation will result in a quicker return to normalcy and we look forward to welcoming everyone back to our valley as soon as possible! Like all things, this will pass. And when it does, the rivers, mountains, businesses, and community will be here. Let’s all work together during these difficult times... we’re almost there!”

### **Business Items**

Mayor Lacy requested that Business Item E - Review and Discuss a Draft Ordinance Related to Tobacco Regulations be moved to Item A to allow for comments from representatives of Chaffee County Public Health; the Board had no objection.

### **Review and Discuss a Draft Ordinance Related to Tobacco Regulations**

Rebecca Rice with Chaffee County Public Health, and the State Tobacco Education and Prevention Program shared she would like to remind the Board that all of us play a role in education and creating public policy in the use of tobacco by minors. Rice encouraged the Board to consider adding a local retail licensing requirement to the ordinance to mirror what is currently in place

for liquor and marijuana retailers, and that could be used to levy fines and/or suspend retailers from selling tobacco products.

Liz Sielatycki, 554 Park Lane, Buena Vista with Family Youth Initiative and Communities, shared with the Trustees that she is available to provide information related to youth tobacco use and prevention, as well as to assist in drafting a local tobacco retailer licensing policy.

Puckett stated the ordinance is on the agenda as a draft which updates the age from 18 to 21 to follow federal regulations and addresses enforcement and punishment of retailers that are found in violation of the code. He requested input from the Board.

Town Attorney Jeff Parker reviewed with the Board the draft document addresses the age requirements to purchase tobacco and vaping products, removes provisions intended to punish the minor for possession of tobacco, and increases the penalties that may be assessed to the retailer which is a code change many municipalities are adopting. Parker stated he understands that Rice and Sielatycki would like the Town to add a local licensing requirement which is an option currently not included in the ordinance since the Board and Staff at previous meetings have expressed concern with the reasons for it, and staff's availability to enforce local licensing regulations.

The Board and Staff discussed at length the assessment of penalties and options to enforce the code.

**MOTION NO. 3:**

MOVE TO HAVE STAFF BRING AN ORDINANCE TO THE BOARD FOR APPROVAL INCLUDING ITEM F WHICH DEFINES THE PENALTY PROVISIONS.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Nyberg
<b>SECONDER:</b>		Trustee Rowe
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

**Consider Extending the Order Declaring a Local Disaster Emergency**

Puckett reviewed with the Trustees the resolution does not change the current Federal, State, or County regulations and orders related to COVID19. It is a document that Town Staff will use to access FEMA resources to offset expenses that are being incurred as a result of the pandemic.

**MOTION NO. 4:**

MOVE TO APPROVE RESOLUTION NO. 24 EXTENDING THE DECLARATION OF A LOCAL DISASTER EMERGENCY THROUGH APRIL 30, 2020.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Nyberg
<b>SECONDER:</b>		Trustee Fay
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

**Consider Accepting the Notice of Completion of the Water Improvement Project**

Shawn Williams, Public Works Director reported that Staff is recommending the Board accept the 2018 Water System Improvements Project as being complete according to the final plans and specifications for construction. Williams stated the Water System Improvements Project utilized funding from the Colorado State Revolving Fund Program to complete the installation of a new storage tank, installation and replacement of water mains, installation of fire hydrants, retrofitting of well #3 for a potable water supply, and updating of the SCADA (supervisory control and data acquisition) components.

Williams stated project management provided to the town by RG and Associates and Public Works Staff has determined the 2018 Water System Improvements Project is complete, the project closeout advertisement has been published, and the 5% retainages for all contractors and contract work should be released.

**MOTION NO. 5:**

MOVE TO APPROVE RESOLUTION NO. 25 ACCEPTING INFRASTRUCTURE IMPROVEMENTS INCLUDED IN THE PROJECT SCOPE OF THE 2018 WATER SYSTEM IMPROVEMENTS COLORADO STATE REVOLVING FUND LOAN.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Swisher
<b>SECONDER:</b>		Trustee Fay
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

**Letter requesting extension of DOLA REDI grant for Central Colorado Regional Airport**

Puckett reviewed with the Trustees a request for Mayor Lacy to sign a letter to the Department of Local Affairs (DOLA) asking that the REDI Grant deadline be extended into the next fiscal year ending June 30, 2021, and that the grant funds be reallocated for improvements to the airport facility for office space rental.

The REDI Grant is awarded to support business development on publicly owned property, and was originally awarded to TopoGEN, Inc. to expand their biotechnology company currently

located at the Central Colorado Regional Airport. TopoGEN is exploring options to relocate to the Colorado Mountain College building and has agreed to relinquish the REDI grant funds to the Town if allowed to do so by DOLA.

**MOTION NO. 6:**

MOVE TO AUTHORIZE MAYOR LACY TO SIGN THE LETTER REQUESTING AN EXTENSION OF THE DOLA REDI GRANT FOR THE CENTRAL COLORADO REGIONAL AIRPORT.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Volpe
<b>SECONDER:</b>		Trustee Nyberg
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

**Review 2020 Budget**

Puckett reviewed with the Board this is a follow up to previous discussions related to COVID19 and the impacts it will have on the 2020 Budget and projected revenues. Puckett stated sales tax revenues will incur a significant hit, and he and Treasurer Stoke have been reviewing detailed data on businesses impacted by the pandemic to create projections of loss of revenue, and to estimate the degree to which this will affect the budget. Puckett stated Staff is looking at a phased approach to budget reductions since we do not know what the future holds. Department Heads have been consulted to identify expenditures that can be reduced, postponed, or eliminated.

Puckett reviewed Phase One looks at reducing the planned expenses, and using funds from Emergency Reserves in the General Fund. Puckett shared that when he and Stoke began reviewing cuts to the budget, he was very reluctant to pull from Emergency Reserves since Trustees and Staff have been diligent to build it up. Puckett stated he and Stoke have attended trainings with other Administrators and Treasurers across the state, and the theme that was shared is if your municipality was disciplined enough to build up an emergency fund balance, this is a time to use it if needed. Staff is not proposing to spend the Emergency Reserves down completely, but to use a good portion of it.

Stoke reviewed the new revenue forecast was derived based on 2019 actual monthly figures to which Staff applied a reduction for each month after February. Staff estimates an approximate 21.5% reduction of previously budgeted revenues (sales tax, recreation fees, increased sales tax rebate) resulting in a \$786,451 revenue shortfall for all of 2020. An adjustment will be made to the Budget mid-year after the actual figures for the 1<sup>st</sup> and 2<sup>nd</sup> quarters are compiled, and the 3<sup>rd</sup> and 4<sup>th</sup> quarter projections are reviewed. Stoke stated Staff is recommending a two-phased approach. Phase one consists of Department Heads identifying items and capital improvement projects which will be reduced or postponed. If

these adjustments are not sufficient, Staff will bring forward Phase two which may involve personnel reductions.

The projected modifications to the 2020 budget include:

#### General Fund

- Reduce Various Travel and Training budgets
- Postpone previously budgeted new hires (Police Officer & Parks Maintenance)
- Reduce or eliminate paid seasonal positions
- Reduce Various Legal fees
- Reduce Various Professional fees
- Reduce Recreation Program expenses
- Reduce Building Maintenance & Repairs at Town Hall
- Savings in Court department due to transition of Judge & Prosecutor
- Reduce Election expenses
- Reduce Various Marketing fees
- Reduce Recording fees
- Eliminate transfer to Airport Fund
- Reduce transfer to Capital Improvement Fund
- Postpone Benches and Sculpture planned by Beautification

#### Capital Improvement Fund

- Reduce transfer from General Fund
- Remove revenue for Sunset Vista Park (GOCO, Park fee-in-lieu savings)
- Remove Whitewater Park donation
- Lease the new Police vehicles rather than purchasing them
- Postpone Recycle Center Improvement
- Postpone Circuit Workout improvements
- Postpone Whitewater park improvements
- Remove Sunset Vista Park
- Keep in place projects funded by Conservation Trust Fund Transfer (Youth Baseball Scoreboard, McPhelemy shade structure, Disc Golf improvements, Trail construction & maintenance, BV Square seating, Rodeo Grounds outbuildings, Pump Track rehab)
- Keep in place carryover projects (Arizona Trail, Skate Park border, outdoor volleyball rehab, Safe Routes, postpone Wayfinding)

#### Airport Fund

- Removal of transfer from General Fund
- Eliminating paid seasonal positions
- Postpone hangar pavement maintenance
- Postpone snowplow purchase
- Reduce other smaller budgeted expenses like marketing, meeting food and uniforms

Street Fund

- Reduce Sales Tax Revenue
- No Expense reductions due to sufficient fund balance

Water Fund

- No changes

Stormwater Fund

- No Changes

Conservation Trust Fund

- No Changes

The Street Fund and Airport Fund unrestricted fund balances will also be reduced by the end of 2020.

Stoke stated that while staff has put together a viable plan, there will be negative impacts to service levels and capital/maintenance plans that the Board needs to be aware of. Postponing the addition of the patrol/traffic officer and parks maintenance tech will leave teams thin and will put extra burden on existing staff, and if activity picks up later in the summer, Town will likely struggle.

With the estimated reduction in revenue and the proposed reductions in expenses, staff recommends the remaining \$333,508 shortfall in the General Fund be taken from the 27% Emergency Reserve established by the Board. This plan would bring the 2020 General Fund Emergency Reserve balance down to \$779,013 or 18.9% by the end of 2020, and Town will prioritize building this fund back up to 27% in future years.

The Board and Staff discussed the changes to the budget.

**PUBLIC COMMENT**

No Public Comment

**TRUSTEE/STAFF INTERACTION**

Trustees and Staff reported on or commented about recent and upcoming events, activities and topics.

Trustee Swisher reported in response to the email she received from Mayor Lacy regarding recommendations for improvements at the Mt. Olivet Cemetery, she has the following suggestions: plant natural grass seed, utilize individuals needing to complete community service hours for maintenance, plant small flowering shrubs in the planters, and give staff the authority to remove faded or deteriorated items from gravesites to maintain a cleaner cemetery.

Trustee Eckstein shared the Governor has asked everyone to wear a face covering in public, and anticipates this will continue after the Shelter in Place order has been lifted or relaxed.

Eckstein shared that the most effective methods of fighting COVID19 are hand washing, social distancing, and wearing masks which led her start the BV Community Face Mask Project to provide masks to those who want/need them. The Project has delivered 1,000 masks to people in the north end of the county. Eckstein stated as the demand for masks increases, she will work with Chaffee County Public Health to take over distribution of masks in Buena Vista.

Puckett reported although COVID19 is a top priority, Staff is continuing to work on other projects including the BV Safety Core Committee which is exploring options to replace and/or remodel the fire, police, and town hall facilities, identifying possible sites for new facilities, and creating design plans. Staff does not want to stop working on the project and will continue moving forward in phases to have plans in place when the time is right to proceed with construction.

The Trustees and Staff discussed options for funding the project which included a proposed sales tax ballot question in November, and agreed not to proceed forward with a tax question at this time. Staff will schedule a Work Session to discuss alternative funding options.

Mayor Lacy shared he feels the rules related to the maintenance and appearance of Mt. Olivet Cemetery need to be reviewed, and believes the Department of Corrections should be required to clean and maintain their section of the cemetery.

#### **EXECUTIVE SESSION**

An executive session to hold a conference with the Town's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b), concerning Lazzaro v. Garcia, U.S. District Court Civ. Action No. 2019-cv-1934-REB-SKC.

An executive session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e), concerning the Police Chief hiring process.

#### **MOTION NO. 7:**

MOVE TO GO INTO EXECUTIVE SESSION.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Rowe
<b>SECONDER:</b>		Trustee Fay
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

The Board took a 10 minute recess.

The Board went into Executive Session at 10:00 pm. Present for the Executive Session were Mayor Duff Lacy, Trustees Amy Eckstein, Libby Fay, Norm Nyberg, Devin Rowe, Cindie Swisher, and Dave Volpe, as well as Town Administrator Phillip Puckett, Police Chief Jimmy Tidwell, and Town Attorney Jeff Parker.

**MOTION NO. 8:**

MOVE TO ADJOURN FROM EXECUTIVE SESSION AT 10:39 PM.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Eckstein
<b>SECONDER:</b>		Trustee Rowe
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe	

Mayor Lacy announced that he, and Trustees Eckstein, Fay, Nyberg, Rowe, Swisher, and Volpe, the Town Administrator, Police Chief, and the Town Attorney were present for the Executive Session.

**MOTION NO. 9:**

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 10:41 PM.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Trustee Nyberg
<b>SECONDER:</b>	Trustee Swisher
<b>AYES:</b>	Eckstein, Fay, Nyberg, Rowe, Swisher, Volpe

Respectfully submitted:

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Duff Lacy, Mayor

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Paula Barnett, Town Clerk



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Paula Barnett, Town Clerk  
 Melanie Jacobs, Deputy Town Clerk  
 RE: March Clerk's Office Activities

### CENSUS 2020

The 2020 Census is underway and more households across Colorado are responding every day. In early March, the Town mailed 688 residents who receive their water bill at a post office box a postcard informing them Buena Vista is considered an "Update Leave" area and not all residents would receive an official Census Invitation in the mail, instead census takers will be canvassing neighborhoods. Buena Vista residents are encouraged to be proactive and self-respond by calling 1-844-330-2020 or on online at [www.my2020census.gov](http://www.my2020census.gov)

Due to COVID19, the dateline to complete the Census online, by phone or mail has been extended to October 31<sup>st</sup>.

#### **Households that have self-responded as of April 22, 2020**

Statewide	55.5%
Chaffee County	43.1%
Buena Vista	31.1%
Poncha Springs	17.6%
Salida	54.7%

### LIQUOR LICENSES

#### **LICENSES RENEWED**

- **South Main Realty LLC dba Surf Hotel** – Resort Complex / 1012 Front Loop, Buena Vista
- **Spoon-Fed dba Spoon-It-Up** – Beer and Wine / 402 E. Main Street, Buena Vista

## BUSINESS LICENSES

### NEW LICENSES ISSUED

- **Kevin Meadows** – 104 River Run Dr / Kevin Meadows (STR)
- **Peck** – 467 East Arkansas / Michael Peck (STR)
- **Arkansas Valley Welding & Fabrication** – 613 West Main St / Rebecca Encizo & John Burt (welding)
- **Meadows Edge Farm LLC** – 15284 CR 350 / Kevin Korb & Tracy Furay (vegetables)
- **Brightview Landscape Development, Inc.** – Blue Bell, PA / landscape development

### LICENSES RENEWED – 11

## CEMETERY

- 3 Site Sales
- 2 Interments

## NOTARY SERVICES

- 14 Notarizations Performed



## Code Enforcement Report

2020  
 Quarterly Report  
 1st Quarter January - March

Case Work				
Stage	Opened	Closed	Moved to Next Stage	Violations & Comments
Investigation	13	1	10	(10) 6-123 – Short Term Rental Permit Required (4) 7-2 – Nuisance as Defined
Courtesy Notice (CN)	10	5	0	(8) 6-123 – Short Term Rental Permit Required (2) 7-2 – Nuisance as Defined
Notice of Violation (NOV)	0	0	0	
Municipal Court	0	0	0	\$0 Fines

Short Term Rentals		
Activity	1Q	Full Year
New Licenses	7	15
Renewal Licenses	19	96
Total Licenses	26	111
License Revenue	\$2,170	\$8,520

### Updates

- Board of Trustees
  - o Passed Ordinance 01-2020
    - Allows seasonal camping in I zone with a Temporary Use Permit
    - Bans camping on Public Property unless with a Town issued Special Event Permit
    - Limits camping vehicle use on private property
      - Unless with a Town issued permit
      - Limited to 21 user days per calendar quarter
  - o Worked with Recreation Department on fees and Special Event code changes
    - Ordinance 02-2020

- Gives Town staff better guidelines to help with events
- Short Term Rentals
  - Looking at surrounding area ordinances, preparing for May work session
  - Sending notices to those not registered and working with the property Owners
- Projects
  - Participated with three hiring committees
    - Town Prosecutor
    - Municipal Judge
    - Planning Tech
  - Helped with a Government Module with Chaffee County High School
    - Informed them on the role local government plays
    - Took questions from the students
  - Working with property owner and Realtor for 246 S San Juan
  - Working with 3D tire and Auto Glass on maintaining compliance regarding their tires
  - Worked with the Tree Board on Tree Cutters Permit
    - They would like to see a qualifying statement
      - A way to prove they know what they are doing
      - Industry standard of International Society of Arborist (ISA) Basic
      - If not carrying the certification then a written test
        - Conceived by the Tree Board
        - Graded by the Tree Board
    - Looking at insurance standards

**TOWN OF BUENA VISTA, COLORADO****RESOLUTION NO. 26****(Series of 2020)****A RESOLUTION EXTENDING THE DECLARATION OF A LOCAL DISASTER EMERGENCY IN AND FOR THE TOWN OF BUENA VISTA, COLORADO THROUGH MAY 31, 2020**

WHEREAS, pursuant to the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, *et seq.* (the "Act"), in particular Section 24-33.5-709, and Section 2-322 of the Buena Vista Municipal Code (the "Code"), a local disaster emergency may be declared by the Town Administrator and extended by the Board of Trustees;

WHEREAS, on March 17, 2020, the Town Administrator issued an order declaring a local disaster, which on March 18, 2020 was extended until April 15, 2020, by the Board of Trustees via Resolution No. 20, Series 2020, which on April 14, 2020 was extended until April 30, 2020, by the Board of Trustees via Resolution No. 24, Series 2020;

WHEREAS, the local disaster emergency related to the COVID-19 pandemic continues to threaten the health, safety and welfare of the Town, its residents, visitors, employees, and businesses and continues to constitute a local disaster emergency pursuant to the Act;

WHEREAS the Board of Trustees, therefore, desires to extend the declaration of a local disaster emergency through May 31, 2020; and

WHEREAS, pursuant Section 2-322(b) of the Code, this Resolution shall be promptly filed with the Town Clerk, delivered to the Chaffee County Emergency Operations Manager, forwarded to the State Office of Emergency Management, and the County Clerk. The public shall also be notified promptly through general dissemination to the news media, posting on the Town website and by the use of other means of communication appropriate for informing the general public.

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

Section 1. The Town Board hereby extends its Declaration of a Local Disaster Emergency in and for the Town of Buena Vista, Colorado, **until May 31, 2020**, unless sooner terminated by action of the Town Board, at which time the Town Board's Declaration may be extended by action of the Town Board.

Section 2. This Resolution shall be filed with the Town Clerk, the Chaffee County Clerk and Recorder, the Chaffee County Emergency Operations Manager, and the Colorado Office of Emergency Management. The public shall also be notified promptly through general dissemination to the news media, posting on the Town website and by the use of other means of communication appropriate for informing the general public.

**RESOLVED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of April, 2020.

TOWN OF BUENA VISTA

BY: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk



## TOWN OF BUENA VISTA

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

DATE: April 28<sup>th</sup>, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Phillip Puckett, Town Administrator  
 AGENDA ITEM: Town Administrator Report

### Key Dates

Topic	Date & Time	Location
<b>Joint Work Session with BV Sanitation</b>	<b>Cancelled</b> – will be rescheduled later in 2020	BV Sanitation District
<b>Housing &amp; STR Work Session</b>	May 26 <sup>th</sup>	Community Center
<b>Board Training with CML</b>	May/June	TBD
<b>Intergovernmental Meeting</b>	June 30 <sup>th</sup> , 6:00pm	BV Community Center

### Updates

- **Town Offices Re-opening Phase 1** – we plan to have a limited opening to the public beginning May 4th. Following the State and County directives for “Safer-at-Home”, we will take steps to minimize social interactions and use face covers, hand sanitizer and gloves when appropriate to reduce exposure. Some of the actions we will be implementing during the month of May:
  - Limit employees at each site – continue to utilize working from home
  - Fire Department, Community Center and Publics Works will remain closed to the public
  - Limited opening to public at Town Hall, Police Department
  - Continue using phone/email/video conferencing to conduct business
  - Trustee meetings will continue to operate virtually through Zoom
- **Emergency Response Fund**
  - The ERF continues to grow and provide financial relief to those in our County. You can find the latest info about the fund here - <https://www.chaffeecommunity.org/erf>
  - **Would the Board consider contributing to a support fund for businesses (similar to the funding campaign for individuals and families)?**
- **Boat Launch Permit** – staff is opening the permitting process for the 2020 commercial rafting season. Town normally charges a \$250 permit fee for commercial companies that use our launch site. Staff is recommending that we reduce the fee to \$150 to help our rafting

companies, knowing that the 2020 season will be slower than normal. This one-time reduction will provide a little financial assistance without a drastic impact to Town revenue (which is used to maintain the site). **A fee reduction requires approval by the Board.**

- **First Quarter Summary**

- Municipal Court transition – hired new prosecutor (Lisa Scanga) and appointed new Municipal Court Judge (Brian Green)
- Emergency Management for COVID-19
- Public Parking improvements - license agreement with BV School
- Onboard 2 new firefighters
- BV Safety Core Committee kickoff, site visits, current facility analysis, initial design concepts
- Municipal Code updates for Camping and RV use to add clarity for users and enforcement
- Town IT - server consolidation and backup/recovery solution using Dell Avamar
- Adoption of Town Public Art policy
- Municipal election/appointment of new Trustees
- Board Strategic Planning Session and new Trustee materials

- **Facilities**

- Town Hall front room heater repaired
- Police Station boiler repair has been scheduled
- Roof leak at Town Hall will need to be addressed in 2020. Staff believes that a seal is open and can be temporarily patched. When the weather is warmer, we will need a roofer to repair the seams, install new roof flashing and a new gutter on the north wall.

Thank you for your attention to my report. Please let me know if you have questions.



Phillip Puckett, Town Administrator



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Michelle Stoke, Town Treasurer

AGENDA ITEM: Treasurer's Report

### Town Expenditures:

Since the April 14, 2020 report the Town has issued:

- 87 accounts payable checks for a total of \$297,486.49
- ACH withdrawals to the IRS, FPPA, CCOERA and Colorado Department of Revenue for pay period ending 04/04/2020 was \$35,997.41.
- Net payroll was \$70,025.12 for the same period.
- The breakdown by Fund for AP and payroll-related check disbursements plus the ACH payments is as follows: *(Note that not all expenditures are expenses since some are reimbursements or withholding from employees' gross payroll)*
  - General Fund - \$ 261,776.95
  - Water Enterprise Fund - \$ 21,884.18
  - Capital Improvement Fund - \$ 16,186.68
  - Stormwater Enterprise Fund- \$ 0.00
  - Airport Enterprise Fund - \$ 26,164.09
  - Street Fund \$ 5,472.00
  - TOTAL \$ 331,483.90

### Expenditures Over \$2,000.00

- Atmos Energy for \$2,535.06 for March natural gas usage
- CEBT for \$51,196.88 for April health and life insurance premiums for employees
- CIRSA for \$21,352.61 for 2<sup>nd</sup> Quarterly casualty and property insurance
- Delta Dental of Colorado for \$4,171.61 for April dental insurance premiums for employees
- Applied Concepts for \$4,419.00 for dual enhanced counting units for police vehicles
- Ascent Aviation Group for \$2,000.00 for Jet Refueler lease payment for April
- Chaffee Properties for \$102,372.36 for Sales tax rebate
- DBT Transportation Services for \$4,920.00 for AWOS Maint/Weather Data Svcs at the Airport
- Front Range Fire Apparatus for \$3,782.73 for Fire Engine #7 repair
- Hamblin and Associates for \$7,800.00 for progress payment for 2019 audit
- Heart of the Rockies Regional Medical Center for \$2,792.36 for May 2020 rent payment for the police building
- Joel Benson for \$2,187.50 for consulting services for 3/16-3/31
- L.N. Curtis & Sons for \$2,525.00 for 4500 PSI G1 RIT System (equipment for BVFD)
- Pinnacol Assurance for \$13,867.00 for 4<sup>th</sup> of 9 installments for Worker's Comp insurance
- Riverside Electric Company for \$7,600.00 for final payment on generator for the Community Center
- Runbeck Election Services for \$4,142.99 for April 2020 election supplies
- Sangre De Cristo Electric Association for \$12,657.29 for March electricity billing
- The Supply Cache for \$2,875.13 for Fire department uniforms
- TOTL Surveys for \$4,950.00 for 2020 Streets project
- Webster Sand and Gravel for \$4,167.68 for masonry sand for the volleyball courts
- Wold Architects and Engineers for \$2,000.00 for progress payment for facilitating the emergency services committee

I will entertain questions at this time.  
This concludes my report.

Michelle Stoke, CPA  
Treasurer/Finance Director



## Planning Department Monthly Report March 2020

<b>Building Permits:</b>	6	New Residential Permits Issued
	0	New Residential ADU Permit Issued
	0	Residential Remodel/Addition
	0	New Commercial Permits Issued
	1	Commercial Remodel/Additions
<b>CO's Issued:</b>	0	Residential
	0	Commercial
<b>Planning Permits:</b>	0	Shed
	2	Fence
	2	Sign
<b>Other Reviews:</b>	0	Temporary Vendor
	0	Site Plan Review
<b>2020 Year to Date:</b>	14	New Residential Dwelling Unit Building Permits Issued
	0	New Residential Accessory Dwelling Unit Building Permits Issued
	0	Attached Apartment Units within a Commercial Building Permits Issued
	0	Individual Duplex Dwelling Unit Building Permits Issued

### Other Items:

1. **Planning Commission:** Still seeking one alternate member for the Commission
2. **Historic Preservation:** Postponed Architectural Design Guidelines public meeting
3. **Site Plans Submitted:** **South Court Social** – (505 E. Main St) Major Site Plan for 5,500 sf of commercial and 16 residential units in two three story buildings at SE corner of Court Street and Main Street.  
**Legacy Bank** – (430 E. Main St) Minor Site Plan pending submittal for 1,800 sf bank with drive-through at NE corner of Court Street and Main Street.
4. **Site Plans Pending:** O'Reilly Auto Parts Site Plan - **Approved**  
Valley Wide Health Clinic Site Plan – **In review**
5. **Subdivisions Submitted:** None
6. **Subdivisions Pending:** Slycord Minor Subdivision – 3 lots from 1 lot at 420 Arizona Street  
Colorado Center No. 1 Amendment No. 1 (Fading West)
7. **Special Use Permits:** None
8. **Technical Manual:** Developing Specifications for Planning and Engineering Submittals
9. **Chaffee County IGA:** Planning for areas outside town limits in 3-mile area - Going to County May 18
10. **Other items:** Annexation for Sangre de Cristo and Tri-State parcels (pending)  
East Main Street Public Improvements  
Town-owned Parcels discussion  
Re-addressing parcels

**Submitted by: Mark N. Doering, Principal Planner**

**TOWN OF BUENA VISTA, COLORADO  
ORDINANCE NO. 5  
(SERIES OF 2020)**

**AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO  
REPEALING AND REENACTING SECTION 10-257 OF THE BUENA  
VISTA MUNICIPAL CODE CONCERNING TOBACCO REGULATIONS**

**WHEREAS**, the Board of Trustees wishes to increase the minimum legal age to buy tobacco products to twenty-one (21) years of age or older; and

**WHEREAS**, the Board of Trustees wishes to include vaping devices and products in the definition of tobacco products and to prohibit the sale of tobacco products via vending or coin-operated machines.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO:**

**Section 1.** Section 10-257 of the Buena Vista Municipal Code is hereby repealed and reenacted as follows:

**Sec. 10-257. – Sales and Distribution of Tobacco and Electronic Smoking Devices to Persons under Twenty-One (21) Years of Age.**

(a) Definitions. As used in this Section:

(1) *Minor* means a person under twenty-one (21) years of age.

(2) *Tobacco Product* means: (i) any product which contains, is made or derived from tobacco or used to deliver nicotine, synthetic nicotine, or other substances intended for human consumption, whether heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, bidis, snus, nicotine product, mints, hand gel; or (ii) any electronic smoking device. "Tobacco product" includes any component, part, accessory, or associated tobacco paraphernalia of a tobacco product whether or not sold separately. The term does not include any product that contains marijuana or any product made from or derived from tobacco and approved by the Food and Drug Administration ("FDA") for use in connection with cessation of smoking.

(3) *Electronic Smoking Device* means any product containing or delivering nicotine intended for human consumption that can be used by an individual to simulate smoking in the delivery of nicotine or any other substance, even if marketed as nicotine-free, through inhalation from the product. "Electronic smoking device" includes any refill, cartridge, or component part of a product, whether or not marketed or sold separately. "Electronic smoking device" does not include any product that has been approved or certified by the FDA for sale as a tobacco cessation product or for other medically approved or certified purposes.

(b) It is unlawful for a person to knowingly furnish, by gift, sale, or any other means, a tobacco product to a minor.

(c) It is unlawful for a person to sell or offer a tobacco product by use of a vending machine or coin-operated machine.

(d) It is a rebuttable presumption that the substance within a package or container is a tobacco product if the package or container has affixed to it a label which identifies the package or container as containing a tobacco or nicotine product.

(e) It is an affirmative defense to a prosecution under this Section that the person furnishing the tobacco product was presented with and reasonably relied upon a government issued document which identified the minor receiving the tobacco product as being twenty-one (21) years of age or older.

(f) Any person convicted of, or pleading guilty or nolo contendere to, a violation of this Section shall be punished by payment of a fine of not more than two thousand six hundred fifty dollars (\$2,650.00), or by imprisonment not to exceed three hundred sixty-four (364) days, or by both such fine and imprisonment.

**Section 2.** **Severability.** If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any part or parts be declared unconstitutional or invalid.

**Section 3.** **Safety.** This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

**INTRODUCED, READ, ADOPTED AND ORDERED PUBLISHED** this 28<sup>th</sup> day of April, 2020.

**THIS ORDINANCE SHALL BECOME EFFECTIVE THIRTY (30) DAYS FROM PUBLICATION.**

TOWN OF BUENA VISTA, COLORADO

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

**TOWN OF BUENA VISTA, COLORADO  
ORDINANCE NO. 6  
(SERIES OF 2020)**

**AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO  
AMENDING SECTION 1-42 OF THE BUENA VISTA MUNICIPAL CODE  
CONCERNING ACTS OF AGENTS AND REPRESENTATIVES**

**WHEREAS**, the Board of Trustees desires to clarify that acts of agents and representatives of a principal (including officers and employees of businesses) are attributable to their principal so that if an agent takes action while acting on behalf of the agent's principal, the principal is deemed to have taken such action, subject to certain legal limitations; and

**WHEREAS**, this amendment will clarify that, for example, if an employee violates a provision of the Buena Vista Municipal Code while acting on behalf of an employer, the employer is deemed to have committed the same violation.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF BUENA VISTA, COLORADO:**

**Section 1.** Section 1-42 of the Buena Vista Municipal Code is hereby amended to read as follows:

**Sec. 1-42 – Acts by agents or representatives.**

Acts of an agent or representative of a principal shall be attributable to the principal as well as to the agent or representative; provided that a business entity or other organization is guilty of an offense if the conduct constituting the offense consists of an omission to discharge a specific duty of affirmative performance imposed on the business entity or organization by law; or the conduct constituting the offense is engaged in, authorized, solicited, requested, commanded, or knowingly tolerated by the governing body, individual authorized to manage the affairs of the business entity, or by a high managerial agent acting within the scope of his employment or in behalf of the business entity.

**Section 2.** **Severability.** If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any part or parts be declared unconstitutional or invalid.

**Section 3.** **Safety.** This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

**INTRODUCED, READ, ADOPTED AND ORDERED PUBLISHED** this 28<sup>th</sup> day of April, 2020.

**THIS ORDINANCE SHALL BECOME EFFECTIVE THIRTY (30) DAYS FROM PUBLICATION.**

TOWN OF BUENA VISTA, COLORADO

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Phillip Puckett, Town Administrator  
 AGENDA ITEM: Items 27 - 31: Reappointment of Town Officers

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### Request

A request is being made to the Board of Trustees to reappoint/appoint the town officers.

### Overview

Within 30 days of the regular municipal election, the Board of Trustees are required to consider reappointing/appointing the officers of the town.

The code section that addresses the reappointments/appointments is in Article III, Sec. 2-41, titled: Appointed Officers.

The following officers of the Town shall be appointed by a majority vote of all the members of the Board of Trustees: (a) Town Administrator (b) Town Attorney (c) Municipal Judge (d) Town Clerk (e) Town Treasurer. The appointment and/or reappointment of officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

### BOT Action

The BOT shall consider each resolution 27 – 31 individually.

Motion to **Approve** or **Deny** adoption of Resolution 27, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEE OF THE TOWN OF BUENA VISTA, COLORADO REAPPOINTING PHILLIP PUCKETT AS TOWN ADMINISTRATOR”?

Motion to **Approve** or **Deny** adoption of Resolution 28, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING HOFFMANN, PARKER, WILSON AND CARBERRY, P.C. AS TOWN ATTORNEY”?

Motion to **Approve** or **Deny** adoption of Resolution 29, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING MICHELLE STOKE AS TOWN TREASURER”?

Motion to **Approve** or **Deny** adoption of Resolution 30, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING PAULA BARNETT AS TOWN CLERK”?

Motion to **Approve** or **Deny** adoption of Resolution 31, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING JUDGE BRIAN GREEN AS MUNICIPAL COURT JUDGE”?

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 27**  
**(Series of 2020)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING PHILLIP PUCKETT AS TOWN ADMINISTRATOR.**

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

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO** that the following person shall be and is hereby appointed as a Town Officer and that, unless otherwise specified, such person shall hold his respective office until the second regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with the ordinances of the Town of Buena Vista:

**Phillip Puckett** is reappointed Town Administrator.

**RESOLVED, APPROVED, AND ADOPTED** this 28th day of April, 2020.

TOWN OF BUENA VISTA

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 28**  
**(Series of 2020)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING HOFFMANN, PARKER, WILSON AND CARBERRY, P.C. AS TOWN ATTORNEY**

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

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

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

1. The law firm of Hoffmann, Parker, Wilson and Carberry, P.C., is hereby appointed to serve as the Town Attorney with the primary attorney representing the Town being Jefferson Parker and that, unless otherwise specified, this office shall be held until the second regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with the ordinances of the Town of Buena Vista.

**RESOLVED, APPROVED, AND ADOPTED** this 28th day of April, 2020.

TOWN OF BUENA VISTA

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 29**  
**(Series of 2020)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING MICHELLE STOKE TOWN TREASURER.**

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

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO** that the following person shall be and is hereby appointed as a Town Officer and that, unless otherwise specified, such person shall hold her respective office until the second regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with the ordinances of the Town of Buena Vista:

**Michelle Stoke** is reappointed Town Treasurer.

**RESOLVED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of April, 2020.

TOWN OF BUENA VISTA

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

**TOWN OF BUENA VISTA, COLORADO**

**RESOLUTION NO. 30**  
**(Series of 2020)**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING PAULA BARNETT TOWN CLERK.**

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

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO** that the following person shall be and is hereby appointed as a Town Officer and that, unless otherwise specified, such person shall hold her respective office until the second regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with the ordinances of the Town of Buena Vista:

**Paula Barnett** is reappointed Town Clerk.

**RESOLVED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of April, 2020.

TOWN OF BUENA VISTA

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk

**TOWN OF BUENA VISTA, COLORADO****RESOLUTION NO. 31  
(Series of 2020)****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, REAPPOINTING JUDGE BRIAN GREEN AS MUNICIPAL COURT JUDGE.**

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

**WHEREAS**, the appointment and/or reappointment of town officers shall occur at the second regular meeting of the Board of Trustees after each regular municipal election.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO** that the following person shall be and is hereby appointed as a Town Officer and that, unless otherwise specified, such person shall hold his respective office until the second regular meeting of the Board of Trustees after the next regular municipal election, and in no event longer than thirty (30) days after the swearing in of the next elected Board, unless removed earlier in accordance with the ordinances of the Town of Buena Vista:

**Brian Green** is reappointed Municipal Court Judge.

**RESOLVED, APPROVED, AND ADOPTED** this 28<sup>th</sup> day of April, 2020.

TOWN OF BUENA VISTA

By: \_\_\_\_\_  
Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_  
Paula Barnett, Town Clerk



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020

TO: Mayor and Board of Trustees

FROM: Phillip Puckett, Town Administrator

AGENDA ITEM: Selection and Appointment of Mayor Pro Tem

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### Request

A request is being made of the BOT to appoint a current member of the Board of Trustees to fill the Mayor Pro Tem position for the 2-year term 2020-2022.

### Overview

The Mayor Pro Tem's duties as assigned Under Chapter 2, Article II: Section 2-23 of the Buena Vista Municipal Code are a function of the Board of Trustees. In the past the Mayor Pro Tem chairs the trustee meetings in the Mayor's absence, facilitates the evaluation of town officers, and performs various tasks assigned by the Board of Trustees.

### Analysis

The code spells out the specific duties of the Mayor Pro Tem and they are provided below:

- a) At the first meeting after the regular municipal election, the Board of Trustees shall choose one (1) of the Trustees as Mayor Pro Tem.
- b) In the absence of the Mayor from any meeting of the Board of Trustees, or during the Mayor's absence from Town or his or her inability to act, the Mayor Pro Tem shall perform the Mayor's duties.
- c) When performing the Mayor's duties, the Mayor Pro Tem shall vote as a Trustee.
- d) The Mayor Pro Tem shall serve as the informational liaison between the Board of Trustees and the Town Administrator between regular or special meetings of the Board of Trustees.

### BOT Action

Motion to Approve the appointment of \_\_\_\_\_ as Mayor Pro Tem for the Town of Buena Vista.

**Advisory Boards & Community Liaison List**  
4/28/2020

The Board should appoint a Trustee liaison for each Advisory Board. Information about the liaison role can be found in the Advisory Board and Commission Manual - <http://buonavistaco.gov/DocumentCenter/View/1305>

Positions that need to be filled with new liaison are highlighted in yellow. Beyond the Advisory Boards, there are other groups in the County and State that the Board can consider for a liaison. Note that the Planning and Zoning Commission and Historic Preservation Commission do not have a liaison because they occasionally handle quasi-judicial matters.

<b>Advisory Board/Community Organization</b>	<b>Previous Trustee Liaison</b>	<b>Meeting Schedule</b>	<b>New Trustee Liaison</b>
Recreation Advisory Board	Lawanna Best	Monthly, 1 <sup>st</sup> Wednesday 7:30am	
Trails Advisory Board	Dave Volpe	Quarterly, 1 <sup>st</sup> Tuesday 5:30pm (Jan/April/June/July/Aug/Oct)	
Tree Advisory Board	Cindie Swisher	Monthly, 1 <sup>st</sup> Thursday 9:00am	
Beautification Advisory Board	Mark Jenkins	Monthly, 1 <sup>st</sup> Thursday 5:00pm	
Airport Advisory Board	David Volpe	Monthly, 3 <sup>rd</sup> Tuesday 8:30am	
Water Advisory Board	Mark Jenkins	Quarterly, 1 <sup>st</sup> Tuesday 6:30pm (Jan/April/July/Oct)	
<b>Other Groups</b>			
UAACOG Board	Vacant	Monthly	
Chaffee Transportation Advisory Board	Vacant	Monthly (alternates between BV & Salida)	
CDOT Region 5 Transportation Planning Region (TPR)	Vacant (Staff attends)	Monthly (Alamosa)	
Upper Arkansas Water Conservation District (UAWCD)	Vacant (Staff attends)	Monthly (Salida)	
Chamber of Commerce	Vacant	Monthly	
Housing Policy and Advisory Committee / Housing Authority Development	Libby Fay	Monthly	
Chaffee County Economic Development Corporation	Duff Lacy	Annual meeting, monthly board meetings	
CML Legislative Council	Vacant (Staff monitors)	Annual	

**TOWN OF BUENA VISTA, COLORADO****RESOLUTION NO. 32**

(Series of 2020)

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO REAFFIRMING THOSE PERSONS WHO ARE AUTHORIZED TO SIGN ON TOWN BANK AND TRUST ACCOUNTS.**

**WHEREAS**, the Town of Buena Vista currently has checking accounts at Collegiate Peaks Bank, a certificate of deposit at High Country Bank, and an investment account with Proequities;

**WHEREAS**, the Town of Buena Vista has VISA debit cards secured by checking accounts at Collegiate Peaks Bank for the use of employees for purchasing budgeted items; and

**WHEREAS**, the Board wishes to reaffirm all signers on the Town accounts.

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

Section 1. The following persons are authorized signatories for all Town bank or financial institution accounts maintained by the Town of Buena Vista other than the debit card checking accounts:

- A. Duff Lacy, Mayor
- B. Libby Fay, Mayor Pro Tem
- C. Phillip Puckett, Town Administrator
- D. Paula Barnett, Town Clerk

All checks or other instruments evidencing the withdrawal of Town funds from any bank or other financial institution shall be signed by either the Mayor or Mayor Pro Tem, and by either Paula Barnett, Town Clerk, or Phillip Puckett, Town Administrator

Section 2. The following persons are authorized signatories for all Town debit card checking accounts:

- A. Michelle Stoke, Town Treasurer
- B. Phillip Puckett, Town Administrator

Section 3: The following persons are authorized to transfer funds between all Town financial accounts held by banks or other financial institutions:

- A. Michelle Stoke, Town Treasurer
- B. Phillip Puckett, Town Administrator

Section 4: All Resolutions of the Town of Buena Vista which are inconsistent herewith are hereby repealed.

Section 5. This resolution shall become effective upon adoption.

**RESOLVED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2020.

TOWN OF BUENA VISTA, COLORADO

By \_\_\_\_\_

Duff Lacy, Mayor

ATTEST:

\_\_\_\_\_

Paula Barnett, Town Clerk



## TOWN OF BUENA VISTA

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

DATE: April 24, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Mark N. Doering, Principal Planner

AGENDA ITEM: East Main Street Improvements between Court Street and Beldan Street

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### Request:

Town staff is requesting direction from the Board of Trustees regarding right-of-way improvements for East Main Street between Court Street and Beldan Street. The existing right-of-way has public sidewalk with curb and gutter and parallel parking along the north side of Main Street but does not have any existing sidewalk, curb and gutter, or parking along the south side. It does have an existing bicycle lane along an unfinished street section. Also, there is no existing alley in the middle of that block (Block 21) that will also be required to support access and utilities to support the resulting developments. New development is proposed to occur with the majority of the lots for sale. One formal application for a Major Site Plan has been submitted for a mixed use commercial and residential building for the very westernmost three lots. Staff has previously provided information to the Board regarding general right-of-way improvements within town limits, when the Board adopted the Context Map and Guidelines for infill infrastructure improvements in 2018. Based upon that previous discussion, staff is seeking direction from the Board for specific improvements as the properties along the south side of East Main Street develop to provide consistent information as to what specifically will be required with the development of those lots.

### Background:

Town has developed a guideline for infrastructure improvements based upon the specific context of a property depending upon its location in Town. The properties along East Main Street are located in the Downtown Context, which requires that sidewalks and other public improvements be installed as infill lots develop. Because this block of East Main Street has never developed (other than the apartments at the very east of the block adjacent to Beldan Street). Staff is requesting direction from the Board as to specific improvements for this block to have a consistent pattern for those improvements in place to provide developers information as what improvements will be required when they develop the infill lots on this block. As such, staff is proposing two options (See attached maps) for the Board to consider that will establish the pattern that the new development will follow. Option One is proposing to continue the wider sidewalk to match the existing sidewalk found to the west in front of the block with the Roastery and House Rock Kitchen. In addition, staff is proposing a raised curb and gutter with angled parking along the southern side to match those found elsewhere along East Main Street. Option 2 as proposed is the same along the southern side of East Main Street, but also proposes to change the parallel parking located along the northern side of the street to angled parking to accommodate additional parking opportunities. With both options, the existing bicycle lane along the east-bound lane is removed.

From the Board's approved 2018 Context Guidelines, the following text generally outlines the specific infrastructure requirements for any infill development with the relevant information highlighted in yellow:

## 1. Downtown Context

Description: The Downtown Context is defined by lots that were platted with the Original Town of Buena Vista Plat or the Crossman's Addition Plat that created predominately rectangular lots and blocks with narrow (25', 30' or 35' wide) lots that are predominately abutting a public street and a public alley. There are also some blocks that do not contain alleys (streets are on both sides of individual lots) or are organized along angular streets such as Cottonwood, California or Arizona. Streets are predominately paved with the exception of those within the Crossman's Addition Plat or where they were never constructed in the Buena Vista Plat such as Carbonate Street, Crymble Street, Beldan Street, Williams Street or Evans Street. A large proportion of lots have sidewalks, with most being detached from the street (except East Main Street where the sidewalks are wider and attached to the street) and only East Main Street and Colorado Avenue have raised curbs.

Within the downtown context, there are three distinct sub areas: Downtown east of Highway 24, Downtown west of Highway 24 and the Crossman's Addition Subdivision northwest of Crossman Avenue, west of Highway 24. Downtown east is experiencing significant development of infill lots and some cases conversion of existing properties into smaller newer developments on the existing 25'-wide lot pattern. Downtown west is predominately developed with existing homes grouped onto multiple lots and is more stable (less conversions to smaller homes on smaller lots). Crossman's Addition is predominately vacant with only lots along the north side of Crossman Avenue are developed due to the lack of water, sewer and streets. Crossman Avenue is the only paved street with water and sewer and does not have any sidewalks.

Infrastructure: If development occurs on vacant infill lots, missing sidewalks shall be required to be installed along the front of the lot. Alleys that are not currently installed with a minimum of 6"- deep road base alley shall also be required along the width of the lot at least 16' in width to allow for cars to have access to the lots as required for any development that has an alley. The unbuilt portions of streets shall be graded and developed with a minimum of 6" deep road base to allow the streets to be possibly paved at a later date, if the Town paves them. If lots in the West Downtown area develop smaller individual single-family lots from the larger existing lots through demolition and new construction of more homes, sidewalks shall be installed. Any undeveloped alleys shall be installed to match existing conditions. If any infill lots in Crossman's Addition develop, sidewalks, alleys and streets will be required to be installed, along with any missing sewer and water mains.

### **Budget Impact:**

No impact at this time, but as infill infrastructure is installed to meet the Town's requirements, the Town will take over long-term maintenance for those improvements. Additionally, if the Board chooses to complete any missing sections as this block develops, it will need to pay for those improvements and then get reimbursement for any infrastructure from the remaining lots as they develop. If the sidewalks are needed in front of the apartments at the east end of the block, Town will have to install them unless the existing apartment site at the east end redevelops, as the Town has no requirements for those to be installed.

**BOT Action:**

The Board of Trustees should consider the two proposed options and make a recommendation to staff as to what infill infrastructure should be provided with the development of lots along the south side of East Main Street between Court Street and Beldan Street, as well as the required improvement for the alley in the middle of that block Block 21). Based upon any direction of the Board, staff will develop appropriate plans to direct developers to install as they build on these lots, including details for paving pattern, tree grates and their irrigation for the new sidewalk improvements.

**Attachments:**

Option 1 Map with parallel parking along the north side of East Main Street

Option 2 Map with angled parking along the north side of East Main Street

Bike lane to be removed and angled parking added.

60' distance

60' distance

Existing crosswalk to be removed.

Add handicapped bump-out.

Continue 9' sidewalk (from Court to Beldan).

Power poles to be relocated by Sangre de Cristo.

36' distance

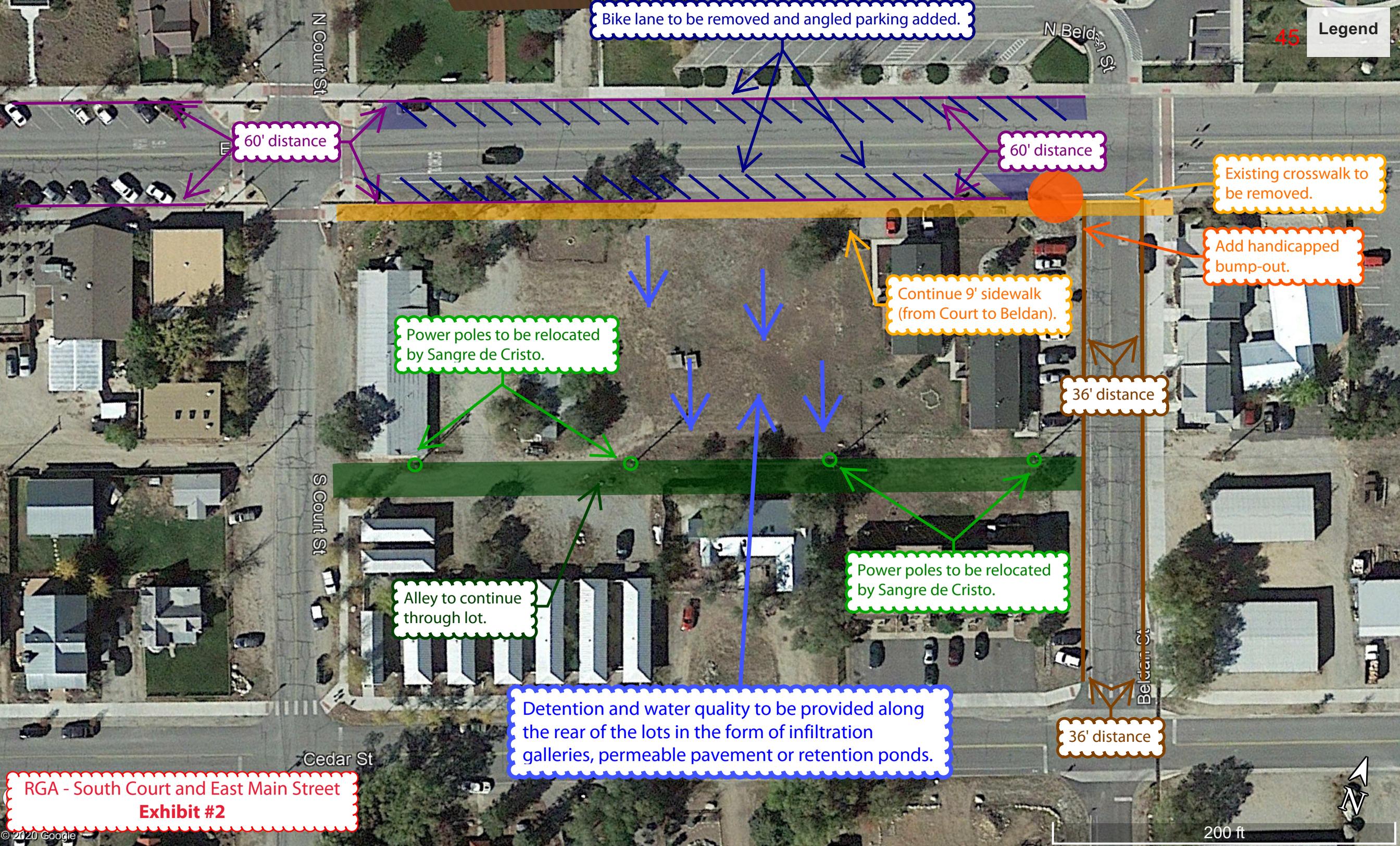
Alley to continue through lot.

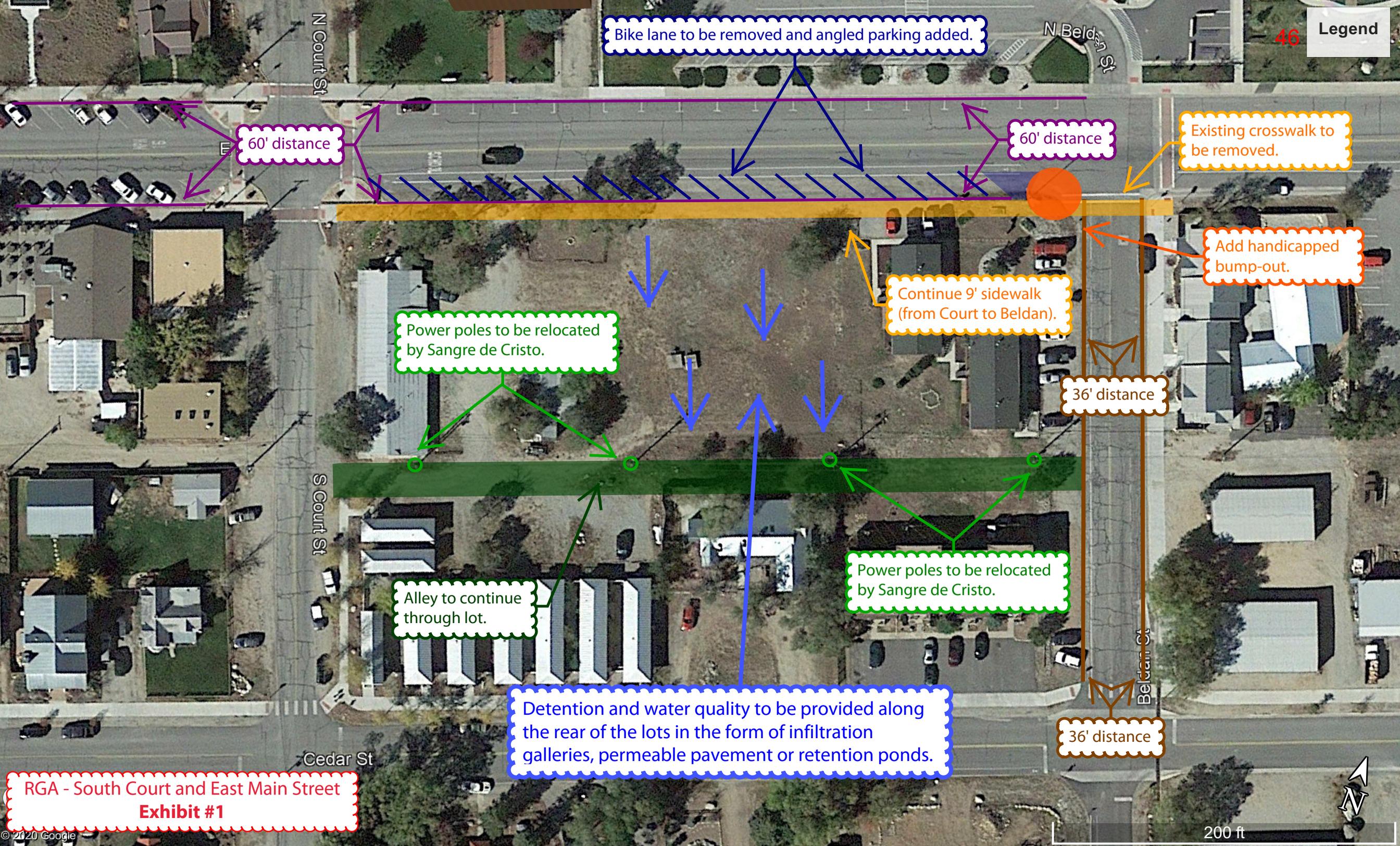
Power poles to be relocated by Sangre de Cristo.

Detention and water quality to be provided along the rear of the lots in the form of infiltration galleries, permeable pavement or retention ponds.

36' distance

RGA - South Court and East Main Street Exhibit #2





Bike lane to be removed and angled parking added.

60' distance

60' distance

Existing crosswalk to be removed.

Add handicapped bump-out.

Continue 9' sidewalk (from Court to Beldan).

Power poles to be relocated by Sangre de Cristo.

36' distance

Alley to continue through lot.

Power poles to be relocated by Sangre de Cristo.

Detention and water quality to be provided along the rear of the lots in the form of infiltration galleries, permeable pavement or retention ponds.

36' distance

RGA - South Court and East Main Street Exhibit #1



200 ft



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020

TO: Mayor and Board of Trustees

FROM: Mark N. Doering, Principal Planner

AGENDA ITEM: Town owned properties discussion

### Request:

Town staff is requesting direction from the Board of Trustees regarding a plan for Town owned properties other than McPhelemy Park, Columbine Park, Town Square Park in South Main, Forest Square Park and the Airport properties that are limited in their uses. While there have been several conversations with the Board and Town staff informally in the past, Staff is presenting this discussion to document the Board's position on property it owns for future reference should any particular property be considered for development. Town owns several properties in town limits that can be used for a variety of purposes - in both the long term and in the short term. Several properties have infrastructure while others lack infrastructure to do anything in the short-term. Staff has put together a list of properties for the Board to consider seeking the Board's direction on for future decisions that staff will come back to the Board for individual properties as situations arise. Staff is presenting the list of properties on the attached maps for the Board to consider at this point as to what it would like staff to pursue, if at all, in the short-term and to give guidance on long-term decisions regarding properties. Staff will bring back any specific property to the Board as situations arise, but is seeking a starting point for planning purposes regarding properties that the Town owns.

### Background:

Town owns a variety of properties in Town, and has needs from providing buildings for its operations and parks while other properties it owns have no specific purpose at this time. Some properties are vacant, and some are occupied with current uses. Some have infrastructure to them to support more immediate goals while some do not have any infrastructure nearby and will involve long-term decisions to allow them to be developed. Staff is seeking the Board's input on how staff should go about any possible development of those in both the short-term and to give staff the ability to work towards long term decisions that future Board's will decide. Town staff is presenting the information on the following pages as to what decisions, if any, that the Town needs to make in the short-term to achieve the Board's long-term goals.

The properties the town owns, with some basic info, as shown on the attached map and following each in **bold text** is staff's recommendations for the Board's consideration in any decision making:

1. Williams Street parcel – Zoned R-1 OT, 17,062 square feet, no utilities, no street, irregular shape.  
**Recommendation: Hold until development occurs around it, consider partnership with adjoining landowner to the north (currently in the County) should they annex and develop.**
2. Arkansas Street parcel – Zoned R-2 OT, 7,360 square feet, vacated right-of-way, street access, adjoining River Park.  
**Recommendation: No new roads to river park. Subdivide into two residential lots and sell on the open market for private development to fund other projects/development of other properties.**

- 
3. Evans Street parcel – Zoned R-2 OT, 20,624 square feet, behind elementary school, no existing access to Main Street, no water/sewer.  
**Recommendation: Pursue partnership with Chaffee County Boys and Girls Club for development of facilities that citizens can use when not in use. Combine with any development of tennis/pickle ball courts.**
  4. Community Center/Police Station parcels – Zoned MU-MS, MU-2, and OSR, 2.5 acres, some platted lots and some not, lease to own for police station properties, vacant parcels and alley.  
**Recommendation: Continue to lease to own Police Station lots. Future long-term site of Town offices or expansion of Community Center. Subdivide to create South Main right-of-way and reconfigured Skate Park and River Park on separate lots.**
  5. Skate Park parcel – Zoned OSR, 35,400 square feet, part of larger parcel for pump track, no water/sewer.  
**Recommendation: Subdivide to its own lot. Continue/expand skate facilities.**
  6. River Park parcel – Zoned OSR, 59.9 acres Main Street not platted, area around pump track no water/sewer.  
**Recommendation: Subdivide to create one ownership of park, no new roads at this time to connect to Arkansas Street (see 2004 Transportation Plan). Continue to develop park amenities as needed. Remove road from future transportation plans.**
  7. Collegiate Commons – Zoned MU-2, 3.3 Acres, Town leasing to Urban Inc. on a 75-year lease, 48 affordable multifamily units.  
**Recommendation: Continue to own for long-term affordable units.**
  8. Right Field parcel – Zoned MU-2, 1.0 Acre, water and sewer available.  
**Recommendation: Pursue future development for residential or daycare uses. Consider RFP to attract private investment as part of a public-private partnership.**
  9. Carbonate Street parcel – Zoned R-2 OT, 1.0 Acre, water and sewer nearby, no alley or Carbonate improvements.  
**Recommendation: Pursue future development for residential uses. Consider RFP to attract private investment as part of a public-private partnership.**
  10. Town Hall – Zoned MU-MS, 2,500 square feet, Town offices and parking, on National Register.  
**Recommendation: Pursue Local Historic Designation. Long-term consider selling IF future Town Hall is built elsewhere.**
  11. Splash Park – Zoned OSR, 3,400 square feet, developed using GOCO grant, developed park facilities.  
**Recommendation: Pursue any additional park amenities.**
  12. Fire Station – Zoned HC, 28,700 square feet, in existing floodplain and floodway, limited growth opportunities, limited space in fire station.  
**Recommendation: Consider selling property if Fire Station is built elsewhere. Limited redevelopment of existing building constrained by floodplain. Possible park/trail/parking lot.**

13. Public Works – Zoned I-1, 13.4 acres, Developed as Public Works building, storage yard, and recycling center.

**Recommendation: Continue Public Works operations and recycling center. Possible site for a fire station using existing town land.**

14. Rodeo Road Parcel – Zoned I-1, 38.1 acres, vacant with future drainage pond for Sunset Vista #4, no utilities.

**Recommendation: Continue to hold for long term affordable housing to be developed as utilities are extended to the site from the north or from the east. No improvements in short term except detention pond for Sunset Vista #4.**

15. Sunset Vista Park – Zoned R-1, 30,300 square feet, access to water/sewer, four platted lots awaiting development of neighborhood park facilities, Town seeking GOCO grant to build park.

**Recommendation: Continue to pursue GOCO funding for neighborhood park and trail improvements.**

**Budget Impact:**

No impact at this time. Individual decisions for specific properties may affect the the budget as to whether the properties are developed by Town or are sold/developed by others or with partnerships with the Town as a landowner. Costs for improvements including surveying and platting along with any construction will be considered in future development.

**BOT Action:**

If the Board of Trustees should consider the list included and make recommendations as to what the Town should consider for any future development of those properties. Based upon any direction of the Board, staff will develop appropriate plans to come back to the Board for any individual decisions on any specific property.

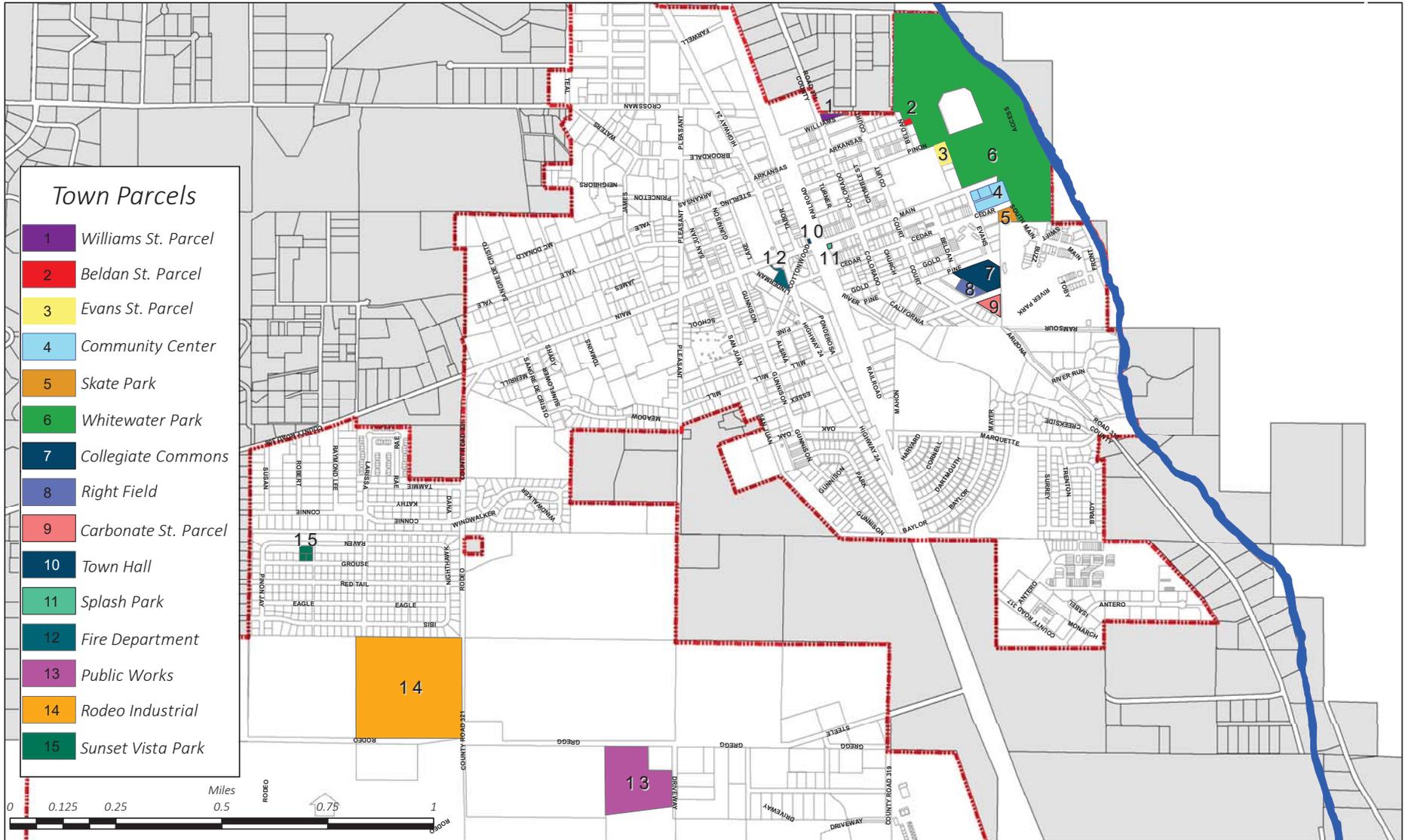
**Attachments:**

Maps of Town-Owned Properties



# Town of Buena Vista

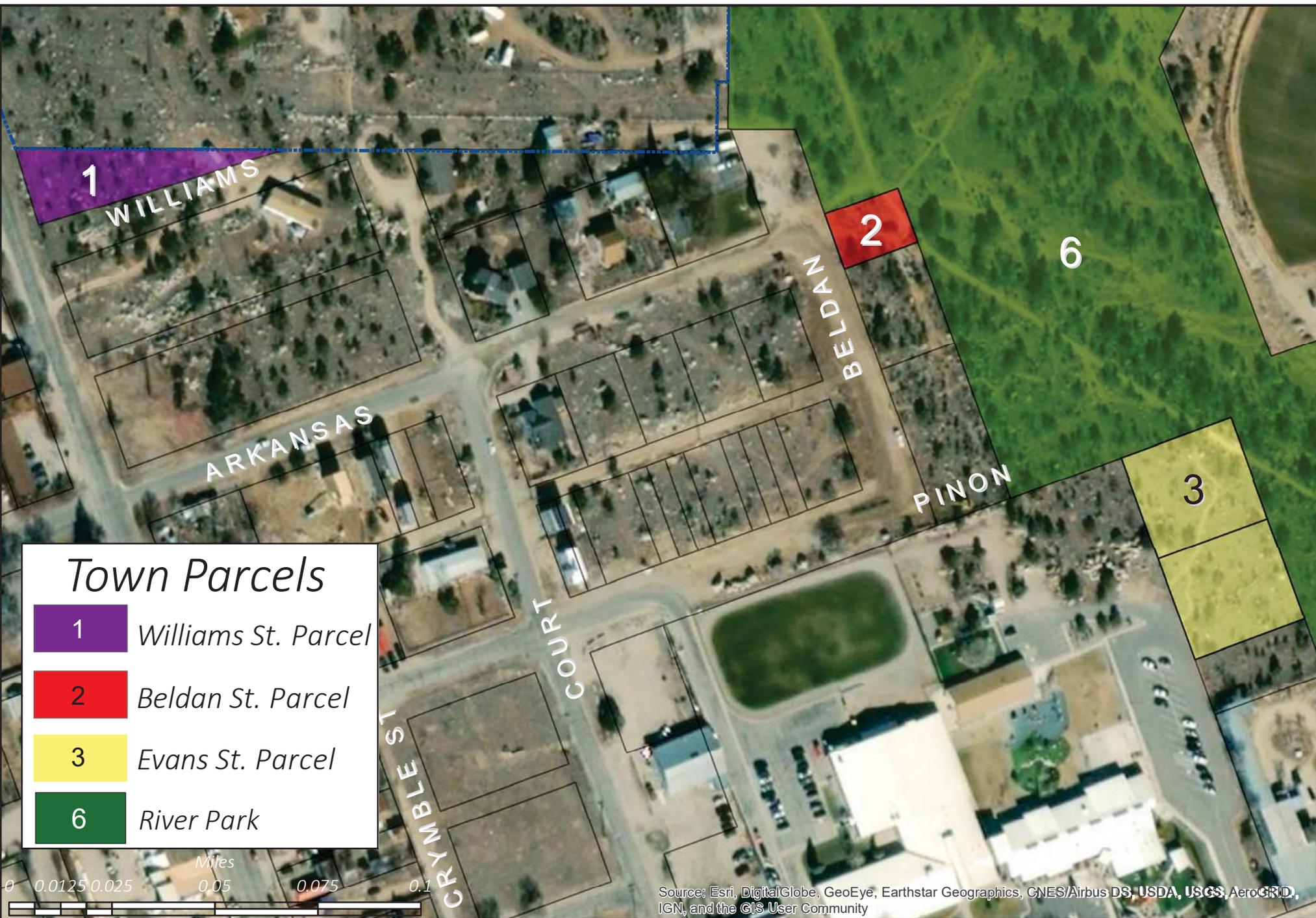
## Town Owned Properties





# Town of Buena Vista

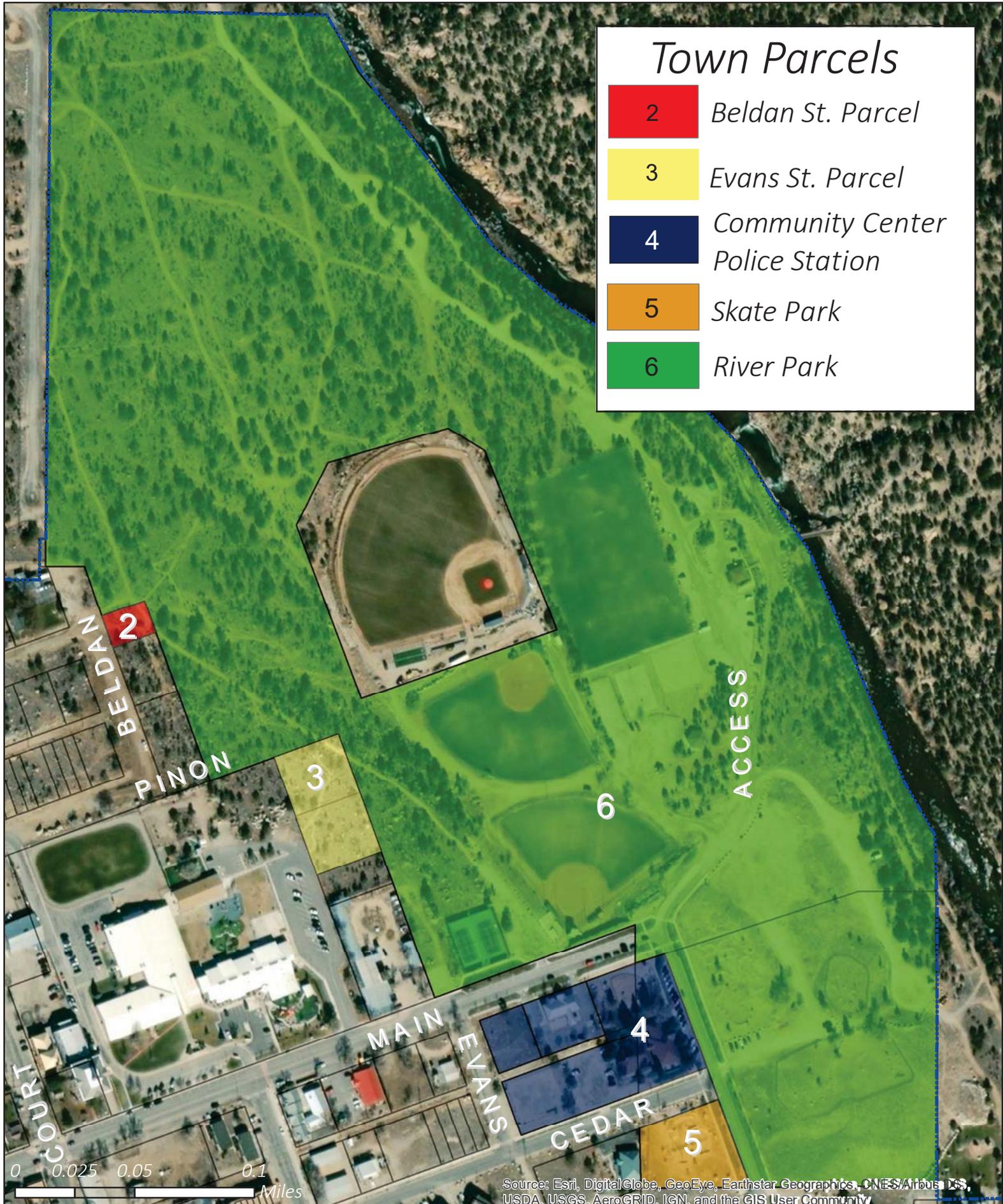
## Town Owned Parcels NE





# Town of Buena Vista

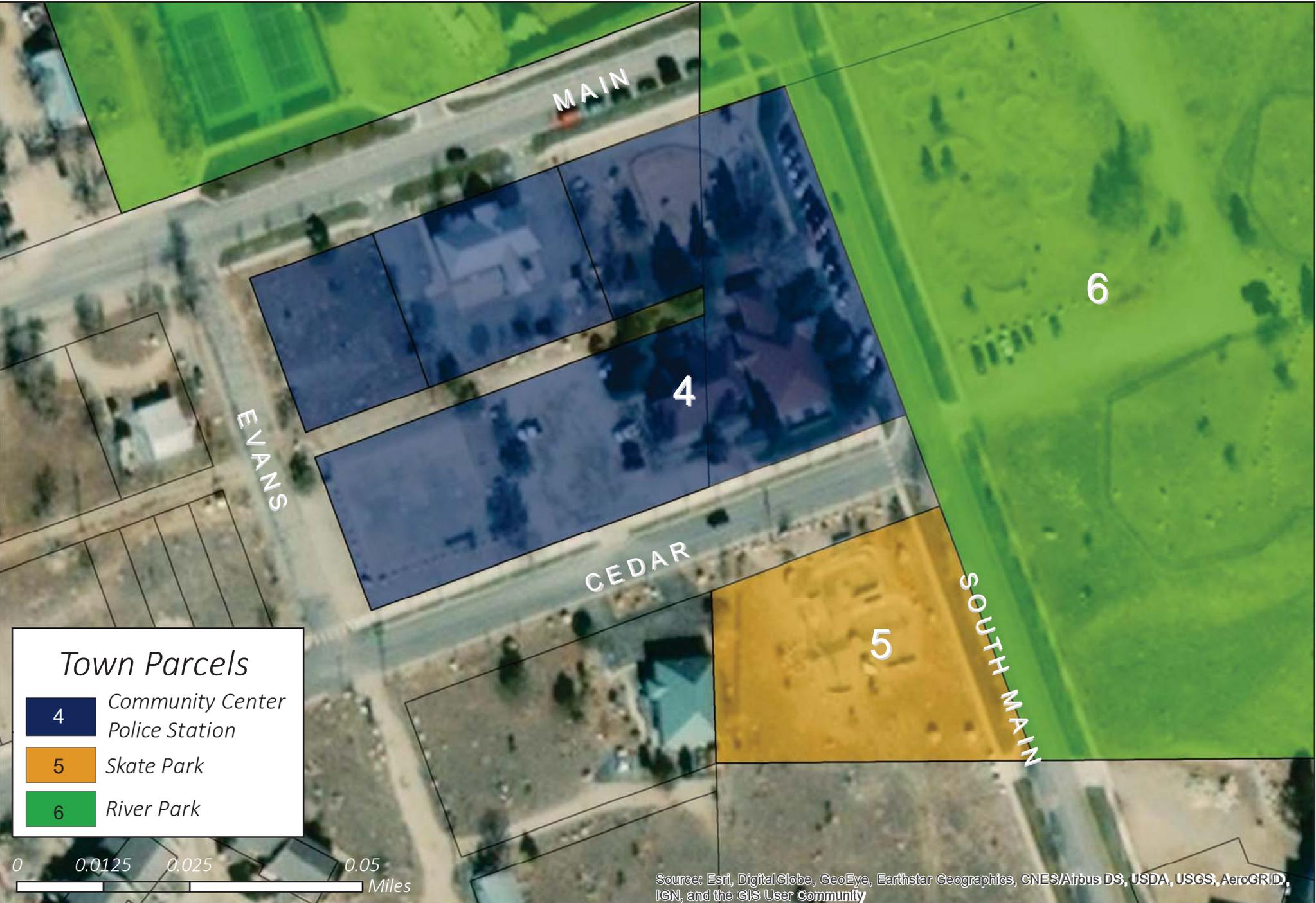
## River Park





# Town of Buena Vista

## Community Center Police Station





# Town of Buena Vista

## Collegiate Commons

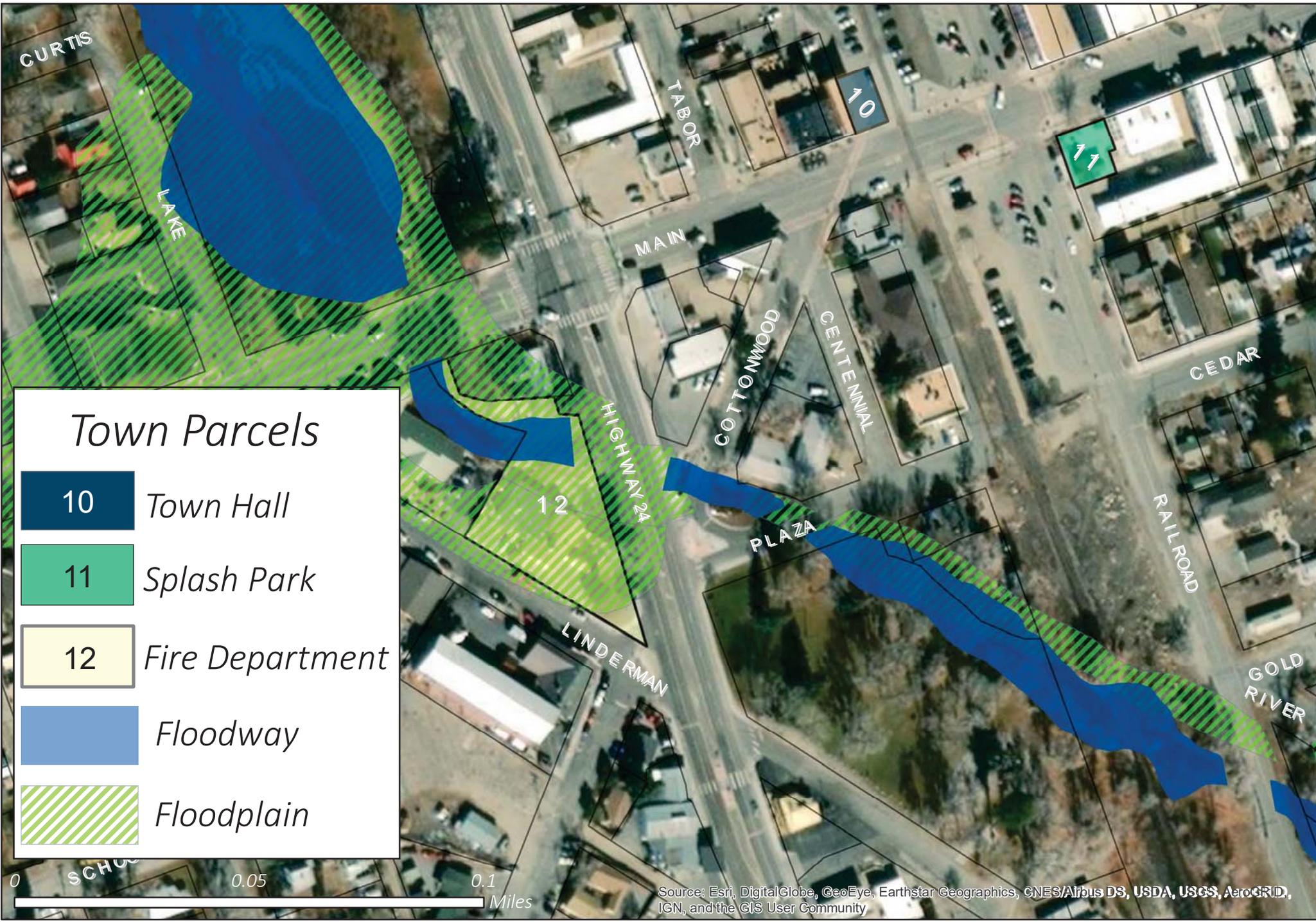
54





# Town of Buena Vista

## US Hwy 24 & Main St.





# Town of Buena Vista

## Public Works Parcel

56



GREGG

13

DRIVEWAY

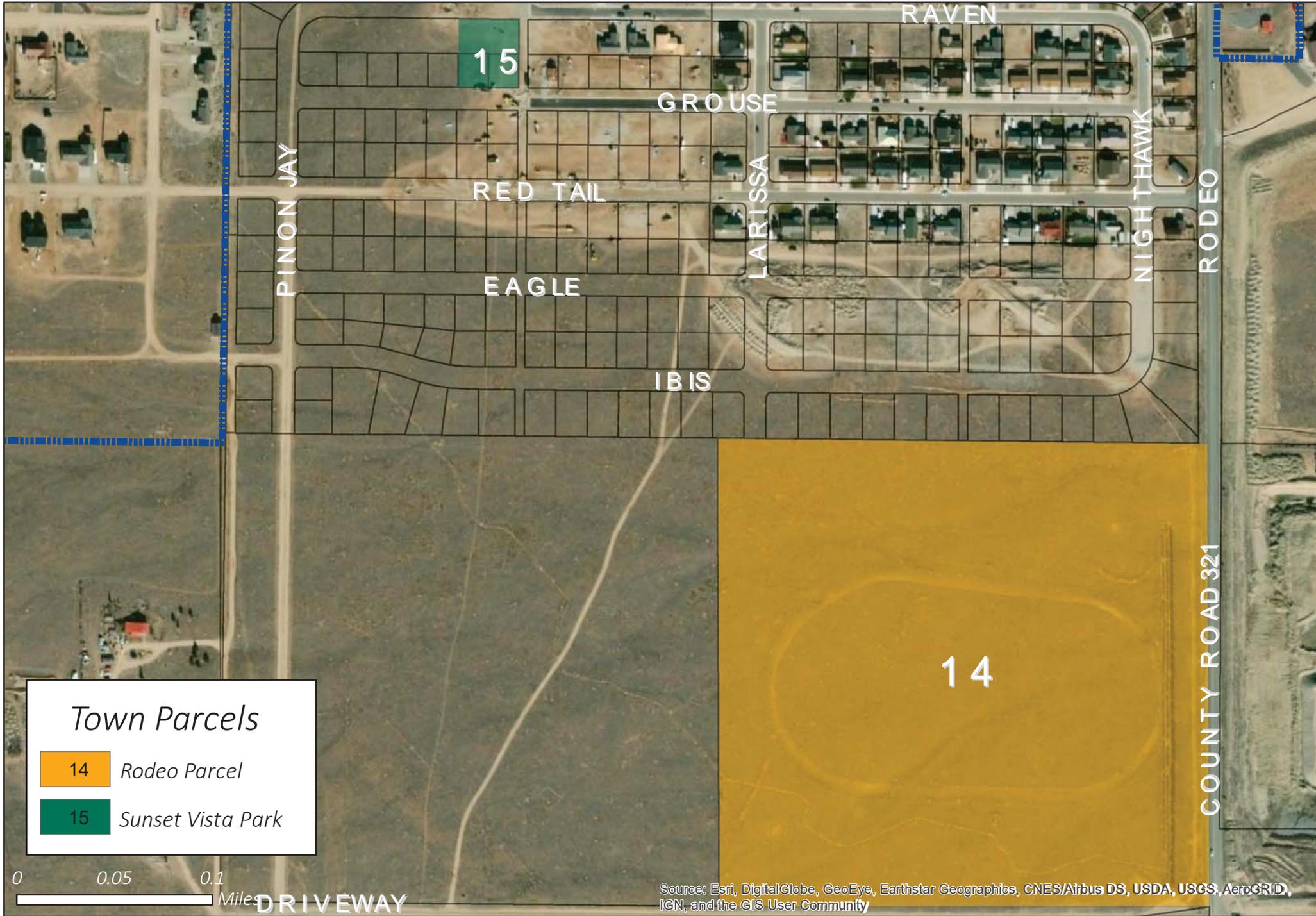
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Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



# Town of Buena Vista

## Rodeo Parcel & Sunset Vista Park





## TOWN OF BUENA VISTA

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

DATE: April 28, 2020  
 TO: Mayor and Board of Trustees  
 FROM: Melanie Jacobs, Deputy Town Clerk  
 AGENDA ITEM: Proposed Modifications to Cemetery Ordinance / Fee Schedule

---

### Request

To amend Article VIII, Sec. 11 of the Buena Vista Municipal Code to remove ambiguity regarding how Town staff will maintain an orderly and dignified environment at Mt. Olivet Cemetery and to bring the language into conformity with current practices. Staff would also like the Board to consider an update to the fees associated with the cemetery.

### Overview

#### Ordinance Language

Staff recommends that two areas of the current cemetery ordinance be modified.

(1) Sec. 11-140(f) and (g) state:

- (f) Chairs, benches, settees, furniture, unauthorized grave covers, Astro Turf or toys are prohibited; with the exception that one (1) flat stone pedestal bench per plot of no greater than thirty-six (36) inches in length by eighteen (18) inches in height by sixteen (16) inches deep shall be permitted, provided that such bench is placed within the boundaries of the plot. Any articles that are not in keeping with the purpose of this Article are prohibited. Paper boxes and other unsightly articles shall not be placed in the Cemetery.
- (g) The Town reserves the right to remove trees, shrubs, or other plantings on gravesites which become dangerous or detrimental to the adjacent grounds because of encroachment of roots or branches. The Town may also remove any items which are contrary to this Article, the Code, or which have become unsightly and no longer contribute to the beauty and dignity of the cemetery.

Staff would like to reword these two paragraphs as follows:

- (f) The Town reserves the right to remove trees, shrubs, or other plantings on gravesites

which become dangerous or detrimental to the adjacent grounds because of encroachment of roots or branches.

- (g) All grave decorations of a temporary nature are subject to regular removal by Town staff. All grave decorations intended to be permanent (such as benches, flower pots, etc.) must be approved by the Town Clerk prior to installation.

The language in proposed paragraph (f) needs to be retained, so it has been broken out. The rest of the language in the current code attempts to define what types of grave decoration will and will not be allowed. Given that both AstroTurf and benches that do not conform to the code's specifications are already in place at the cemetery, as well as the highly subjective nature of the term 'unsightly', Staff would like to rephrase paragraph (g) as stated above. This will grant Public Works staff the authority to remove temporary decorations before they can accumulate and become a nuisance to other cemetery visitors, while at the same time ensuring that all of the more substantial types of grave decoration are subject to Town approval. The code already grants the Town Clerk the power to approve the placement of headstones, borders/fences, and landscaping in advance.

(2) Sec. 11-133(b) states, in part, "Burial rights for a plot shall only be granted to one (1) person."

It is very common for married couples to buy cemetery sites jointly, and occasionally for people with other familial relationships (parent/child) to do so. Staff would like to modify the above statement to read, "Burial rights for a plot shall only be granted to an individual, to a married couple, or to people who share a familial relationship." Alternatively, this statement could simply be omitted.

### Fees

Preliminary research into the fees charged by other rural cemeteries in Colorado to purchase sites and pay for 'perpetual care' indicates that prices at Mt. Olivet are below average. Staff is considering the merits of raising the price of sites (currently \$250 for residents and \$500 for non-residents) and/or the associated maintenance fee (a one-time charge of \$50/site added to the price at time of purchase). Information from 2017 indicates that 'market rates' for rural cemeteries at that time were \$500 per plot for residents and \$775 per plot for non-residents.

### **BOT Action**

To give Town staff guidance regarding who can be named on Interment Agreements, how Trustees would like grave decorations to be regulated, and whether increases to cemetery fees should be contemplated at this time.



## TOWN OF BUENA VISTA

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

DATE: April 28, 2020

TO: Mayor and Board of Trustees

FROM: Shawn Williams

AGENDA ITEM: Public Works Report to the Proposed Modifications to Cemetery Ordinance

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### Overview

This report is to provide a public works perspective relating to cemetery operations, challenges and work plan (capital project). By providing this report it may offer insight relating to the Proposed Modification to the Cemetery Ordinance.

### Public Works Operations, Work Plans and Challenges

- We generally clean up and police as we mow and water. We also pick up trash as needed. Staff usually does not clean up on individual sites. But when time allows, we do weed, and remove old plastic flowers and miscellaneous items. We can do better with this effort.
- Recently direction to provide consistency in what we determine to clean up has been discussed internally with public works staff. I see this as common sense based and our staff should be capable of making these evaluations. Mission Statement to capture respect for the site as well as others and to interpret the town's code.
- Determining how much time do we spend on individual site upkeep varies. Sites/plots that are grass only require very minimal efforts. Sites that have been landscaped with rock or gravel over time become more labor intrusive...weeding, re-landscaping, etc.
- 2020 cemetery site improvements/goals with current staff include completion of the irrigation system replacement project (June 1<sup>st</sup> is the target completion date), reseeding with a drought tolerant grass mix and grading roads.

### Observations

- Many sites are a challenge to maintain. It would be simpler if grass was the approved method.
- The maintenance fee may need to be modified to capture the need for perpetual site maintenance need.

- Capital projects that require public works staff to implement offer a worthwhile cost benefit but take longer because of the other obligations to our community.
- Past site designs and tree and shrub plantings will continue to impact maintenance time and costs.

**TOWN OF BUENA VISTA**

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

DATE: April 28, 2020  
TO: Mayor and Board of Trustees  
FROM: Michelle Stoke, Town Treasurer  
AGENDA ITEM: Quarterly Financial Status and Update – Q1, 2020

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**Request**

A request is being made for the trustees to review the quarterly financial status report.

**Overview**

Per the BOT adopted Policy Governance approach, the town treasurer is subject to quarterly financial reports. The goal is for the treasurer and the BOT to have a quarterly dialog about how actual financial results compare to budget regarding revenues, expenditures and expected reserves as set forth in the financial policy. The next report is scheduled for July 28, 2020.

**Analysis**

- Sales Tax report revenue generated through February 2020.
  - The sales tax report includes collections attributable to January and February 2020. To date, total February Sales Tax came in at \$328,883.52 however, of that \$116,075.83 was attributable to an error that was discovered and remitted to Town in a lump sum. Sales Tax attributable only to February is showing a \$13,130.90 surplus over budget, an increase of 6.58% and \$20,810.77 increase over 2019, which is an increase of 10.84%.

Of the \$194,177 identified as "Town" sales tax, \$163,204 (84%) came from local sources and \$30,973 (16%) was the result of remote sellers.

- Balance Sheet for all funds as of 3/31/2020
  - Assets for all funds total \$17,482,701.58 which includes \$9,435,211.39 net fixed assets in the Water and Airport Funds
  - Liabilities for all funds total \$2,754,856.58
    - \*\*Please note: GAAP accounting principles does not list long-term debt in governmental funds. The 2012 Sales Tax Revenue Bonds are not listed here but have a remaining 3/31/2020 balance of \$2,440,000 which should be factored in for a full representation of fiscal health.

-Fund Balance report as of 3/31/2020

-The fund balance report is attached showing each fund status as of 3/31/2020. The report shows restricted, committed and unrestricted reserves for the year to date for each fund.

-Investment Report

-I have attached the Register for the Investment Account. Current Holdings total \$2,754,856.58. The account has yielded \$34.71 in interest so far in 2020 and the market value has increased by \$40,012.15.

-Budget to Actual

-To date all of Town's Funds are running within 2020 Budget parameter. I have attached the related Budget report.

### Policy Alignment

Quarterly financial reports are consistent with the Policy Governance Doctrine the BOT adopted and are part of measuring the performance of the town administrator.

### BOT Action

Review reports and give feedback on progress.

### Attached

Sales tax Chart

Remote Seller Chart

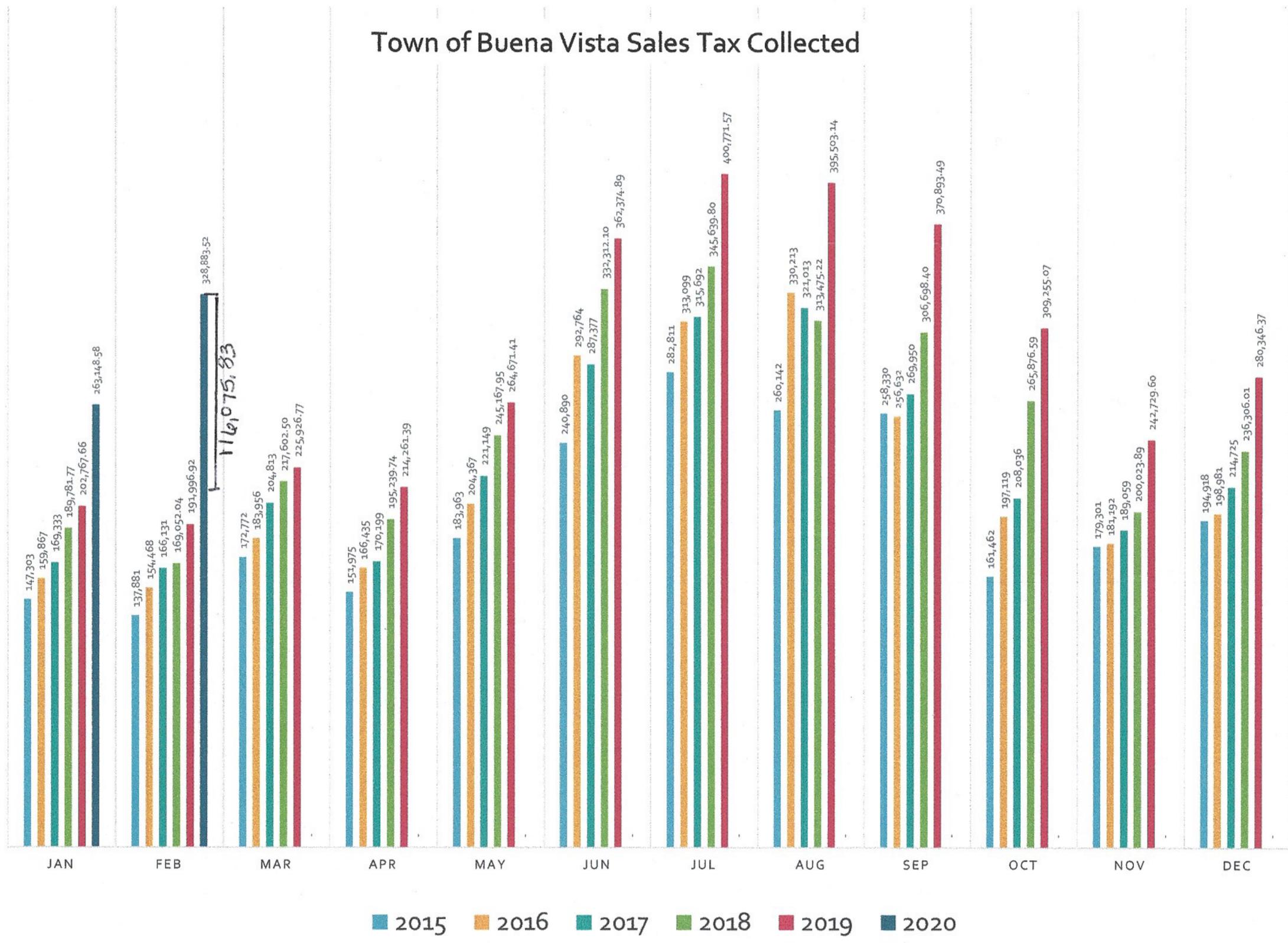
Balance Sheet-all funds

Fund Report

Investment Register

Q1 Budget to Actual Report

### Town of Buena Vista Sales Tax Collected



<b>Sum of Total</b>	<b>Column Labels</b>		
<b>Row Labels</b>	<b>Local</b>	<b>Remote</b>	<b>Grand Total</b>
Jan	-\$112,708	-\$46,180	-\$158,889
Feb	-\$163,204	-\$30,973	-\$194,177
Mar	-\$185	-\$8	-\$194
<b>Grand Total</b>	<b>-\$276,097</b>	<b>-\$77,162</b>	<b>-\$353,259</b>



**Balance Sheet--All Funds**  
**Town of Buena Vista**  
**As of 3/31/2019**

	01 - General Fund	02 - Water Enterprise Fund	03 - Capital Improvement Fund	35 - Street Fund	04 - Conservation Trust Fund	06 - Stormwater Enterprise Fund	07 - Airport Enterprise Fund	Total
<b>Asset</b>								
CASH	2,051,071.39	1,709,691.67	(139,236.59)	341,438.57	32,593.84	200,633.55	(60,464.94)	4,135,727.49
INVESTMENTS	-	2,754,856.58	-	-	-	-	-	2,754,856.58
RECEIVABLES	(95,907.83)	715,621.94	257,194.21	-	-	6,137.43	156,254.44	1,039,300.19
ACCRUALS AND PREPAIDS	4,968.70	(7,111.54)	23,964.04	-	-	-	(9,830.17)	11,991.03
INVENTORIES	-	81,586.38	-	-	-	-	63,886.19	145,472.57
FIXED ASSETS	15,541,687.07	10,753,161.51	-	-	-	-	10,250,413.80	36,545,262.38
ACCUMULATED DEPRECIATION	(7,258,223.46)	(4,455,655.18)	-	-	-	-	(7,112,554.26)	(18,826,432.90)
NET INVESTMENT IN FIXED ASSETS	(8,283,463.61)	-	-	-	-	-	-	(8,283,463.61)
<b>Total Assets</b>	<b>1,960,132.26</b>	<b>11,552,151.36</b>	<b>141,921.66</b>	<b>341,438.57</b>	<b>32,593.84</b>	<b>206,770.98</b>	<b>3,287,705.06</b>	<b>17,522,713.73</b>
<b>Liability</b>								
PAYABLES	21,228.01	101,339.46	7,600.00	-	-	-	2,682.43	132,849.90
DEPOSITS	169,854.36	53,496.00	-	-	-	-	-	223,350.36
DEFERRALS AND ACCRUALS	(73.09)	8,579.60	-	-	-	-	-	8,506.51
DEBT	-	1,929,874.00	-	-	-	-	-	1,929,874.00
<b>Total Liabilities</b>	<b>191,009.28</b>	<b>2,093,289.06</b>	<b>7,600.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,682.43</b>	<b>2,294,580.77</b>
<b>Equity</b>								
Beginning Fund Balance/Equity	2,319,891.43	9,303,678.18	122,239.33	299,132.32	24,203.80	189,047.66	3,315,326.38	15,573,519.10
Add Revenue	558,316.22	317,724.87	24,390.61	43,909.08	8,390.04	17,723.32	49,690.84	1,020,144.98
Less Expenditures	(1,109,084.67)	(162,506.04)	(12,308.28)	(1,602.81)	-	-	(79,994.59)	(1,365,496.39)
<b>Total Equity and Current Surplus</b>	<b>1,769,122.98</b>	<b>9,458,897.01</b>	<b>134,321.66</b>	<b>341,438.59</b>	<b>32,593.84</b>	<b>206,770.98</b>	<b>3,285,022.63</b>	<b>15,228,167.69</b>
<b>Ending Fund Balance 12/31/2018</b>	<b>1,960,132.26</b>	<b>11,552,186.07</b>	<b>141,921.66</b>	<b>341,438.59</b>	<b>32,593.84</b>	<b>206,770.98</b>	<b>3,287,705.06</b>	<b>17,522,748.46</b>



### 2020 Fund Balances

As of 03/31/2020

### 2020 Consolidated Fund Balance Summary

For period 1/1/2020 through 3/31/2020

Fund	Estimated Beginning Balance	3/31/2020	Interfund Transfers In	Available Resources as of 3/31/2020	Expenditures as of 3/31/2020	Interfund Transfers Out	Ending Fund Balance as of 3/31/2020	TABOR Reserve	Loan Covenant Reserve	Restricted for Fire Equipment	Restricted for Debt Service	27% Reserve Per Board of Trustees	Unrestricted Fund Balance as of 3/31/2020
<b>General Government Funds</b>													
General Fund	2,319,891	558,316		2,878,208	-1,109,085	33,073	1,802,196	-104,900		-252,454		-150,745	1,294,097
Capital Improvement Fund	122,239	24,391	72,073	218,703	-12,308		206,395						206,395
<b>Special Revenue Funds:</b>													
Conservation Trust Fund	24,204	8,390		32,594	0	-39,000	-6,406						-6,406
Street Fund	299,132	43,909		343,041	-1,603		341,439				-176,975		164,464
<b>Enterprise Funds:</b>													
Airport Fund	177,621	49,691	0	227,312	-79,995		147,318						147,318
Water Enterprise Fund	3,006,172	317,725		3,323,897	-162,506		3,161,391		-149,373		-65,029		2,946,989
Stormwater Enterprise Fund	189,048	17,723		206,771	0		206,771						206,771
<b>Totals:</b>	<b>6,138,308</b>	<b>1,020,145</b>	<b>72,073</b>	<b>7,230,526</b>	<b>-1,365,496</b>	<b>-5,927</b>	<b>5,859,102</b>	<b>-104,900</b>	<b>-149,373</b>	<b>-252,454</b>	<b>-242,004</b>	<b>-150,745</b>	<b>4,959,626</b>

①

Water and Airport Fund Balances shown are calculated without regard to fixed assets to show the cash and near cash fund balances.

Water Fund Net Assets \$6,297,506.33

Airport Fund Net Assets \$3,137,705.06

<b>Fund</b>	General -Water Fund
<b>Account:</b>	Pershing/ProEquities
<b>Account #:</b>	1110, 1111
<b>Short Description:</b>	This account tracks Bond Market Value and Bond Interest
<b>Updated Through:</b>	3/31/2020
<b>Reconciled By:</b>	Mstoke
<b>Normal Balance:</b>	DEBIT

	MM	Bonds	
	Water	Water	Total
	02-1110	02-1111	
<b>Beginning G/L Balance</b>	\$ 18,298.30	\$ 2,714,844.43	\$ 2,733,142.73
<b>Net Change</b>	34.71	40,012.15	40,046.86
<b>Ending G/L Balance</b>	<u>\$ 18,333.01</u>	<u>\$ 2,754,856.58</u>	<u>\$ 2,773,189.59</u>
<b>Balance Per Detail</b>	18,333.01	2,754,856.58	\$ 2,773,189.59
<b>Variance</b>	0.00	0.00	0.00

**Detail Support for Balance:**

*Source of Detail:* Tyler reports-Detail report for account 07-1210 for date range

Date	Description	Quantity	02-1110	02-1111	Total	
Balance Forward			18,298.30	2,714,844.43	2,733,142.73	
1/16/2020	Money Market Interest		12.25		2,733,154.98	
1/31/2020	Market Adjustment			5,824.97	2,738,979.95	Jan Balance
2/18/2020	Money Market Interest		13.10		2,738,993.05	
2/29/2020	Market Adjustment			16,304.19	2,755,297.24	Feb Balance
3/20/2020	Money Market Interest		9.36		2,755,306.60	
3/31/2020	Market Adjustment			17,882.99	2,773,189.59	Mar Balance
<b>TOTALS</b>			<u>\$ 18,333.01</u>	<u>\$ 2,754,856.58</u>	<u>\$ 2,773,189.59</u>	



# Budget Report

## Group Summary

For Fiscal: 2020 Period Ending: 03/31/2020

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 01 - General Fund</b>						
<b>Revenue</b>						
100 - General Government	4,222,543.58	4,222,543.58	437,323.35	494,196.76	-3,728,346.82	88.30 %
120 - Town Clerk	30,950.00	30,950.00	2,024.75	10,979.00	-19,971.00	64.53 %
125 - Municipal Court	45,770.00	45,770.00	1,319.66	3,556.66	-42,213.34	92.23 %
150 - Public Support	35,500.00	35,500.00	525.00	525.00	-34,975.00	98.52 %
210 - Police Department	36,400.00	36,400.00	0.00	1,700.00	-34,700.00	95.33 %
230 - Fire Department	11,900.00	11,900.00	0.00	311.68	-11,588.32	97.38 %
235 - Incident Deployment	88,000.00	88,000.00	0.00	0.00	-88,000.00	100.00 %
310 - Planning (Development)	51,200.00	51,200.00	1,570.60	6,302.25	-44,897.75	87.69 %
320 - Community Center	13,500.00	13,500.00	1,200.00	4,404.00	-9,096.00	67.38 %
410 - Public Works	1,500.00	1,500.00	90.00	11,198.87	9,698.87	646.59 %
415 - Street Maintenance	510.00	510.00	60.00	120.00	-390.00	76.47 %
510 - Parks Department	8,000.00	8,000.00	70.00	3,350.00	-4,650.00	58.13 %
515 - Rodeo Grounds	750.00	750.00	0.00	0.00	-750.00	100.00 %
520 - Cemetery	6,350.00	6,350.00	610.00	1,730.00	-4,620.00	72.76 %
550 - Recreation Department	97,670.00	97,670.00	9,759.00	19,942.00	-77,728.00	79.58 %
<b>Revenue Total:</b>	<b>4,650,543.58</b>	<b>4,650,543.58</b>	<b>454,552.36</b>	<b>558,316.22</b>	<b>-4,092,227.36</b>	<b>87.99 %</b>
<b>Expense</b>						
110 - Mayor & Board of Trustees	44,730.10	44,730.10	2,940.36	10,841.30	33,888.80	75.76 %
115 - Elections	18,875.00	18,875.00	0.00	778.00	18,097.00	95.88 %
120 - Town Clerk	147,635.98	147,635.98	6,463.56	21,742.81	125,893.17	85.27 %
125 - Municipal Court	72,655.47	72,655.47	3,441.15	13,108.39	59,547.08	81.96 %
130 - Town Administrator	274,062.43	274,062.43	24,692.05	76,554.71	197,507.72	72.07 %
135 - Financial Administrator	234,904.35	234,904.35	18,060.59	62,769.08	172,135.27	73.28 %
140 - Town Hall Operations	37,038.10	37,038.10	2,279.38	8,960.74	28,077.36	75.81 %
150 - Public Support	370,124.00	370,124.00	33,852.84	108,956.08	261,167.92	70.56 %
160 - Information Technology	154,283.51	174,283.51	16,290.79	53,208.34	121,075.17	69.47 %
210 - Police Department	1,210,167.60	1,210,167.60	99,645.42	317,364.16	892,803.44	73.78 %
220 - Public Safety Complex	17,900.00	17,900.00	1,533.16	5,404.73	12,495.27	69.81 %
230 - Fire Department	471,149.95	471,149.95	39,616.09	119,570.28	351,579.67	74.62 %
235 - Incident Deployment	40,500.00	40,500.00	0.00	0.00	40,500.00	100.00 %
310 - Planning (Development)	264,739.85	264,739.85	36,589.84	76,560.07	188,179.78	71.08 %
320 - Community Center	32,042.78	32,042.78	2,454.08	6,520.61	25,522.17	79.65 %
330 - BVTV - Public Access Television	500.00	500.00	0.00	0.00	500.00	100.00 %
410 - Public Works	478,588.72	478,588.72	40,055.50	114,105.56	364,483.16	76.16 %
415 - Street Maintenance	32,572.83	32,572.83	1,444.51	4,628.87	27,943.96	85.79 %
510 - Parks Department	352,611.84	352,611.84	16,243.15	49,359.12	303,252.72	86.00 %
520 - Cemetery	3,250.00	3,250.00	11.84	126.70	3,123.30	96.10 %
550 - Recreation Department	323,432.14	323,432.14	17,785.37	58,525.12	264,907.02	81.90 %
<b>Expense Total:</b>	<b>4,581,764.65</b>	<b>4,601,764.65</b>	<b>363,399.68</b>	<b>1,109,084.67</b>	<b>3,492,679.98</b>	<b>75.90 %</b>
<b>Fund: 01 - General Fund Surplus (Deficit):</b>	<b>68,778.93</b>	<b>48,778.93</b>	<b>91,152.68</b>	<b>-550,768.45</b>	<b>-599,547.38</b>	<b>1,229.11 %</b>
<b>Fund: 02 - Water Enterprise Fund</b>						
<b>Revenue</b>						
710 - Water Distribution Operations	1,114,483.69	1,114,483.69	91,294.61	261,102.54	-853,381.15	76.57 %
730 - System Development Capital Improvement	463,000.00	463,000.00	14,183.69	56,622.33	-406,377.67	87.77 %
<b>Revenue Total:</b>	<b>1,577,483.69</b>	<b>1,577,483.69</b>	<b>105,478.30</b>	<b>317,724.87</b>	<b>-1,259,758.82</b>	<b>79.86 %</b>
<b>Expense</b>						
710 - Water Distribution Operations	666,681.34	666,681.34	44,625.97	124,849.08	541,832.26	81.27 %
715 - Treatment Plant Operations	100,850.00	100,850.00	19,929.35	30,499.46	70,350.54	69.76 %
720 - Infrastructure Maintenance & Replacement	0.00	0.00	5,957.50	5,957.50	-5,957.50	0.00 %

## Budget Report

For Fiscal: 2020 Period Ending: 03/31/2020

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
730 - System Development Capital Improvement	731,675.00	731,675.00	1,200.00	1,200.00	730,475.00	99.84 %
740 - Water Debt Service	111,780.00	111,780.00	0.00	0.00	111,780.00	100.00 %
<b>Expense Total:</b>	<b>1,610,986.34</b>	<b>1,610,986.34</b>	<b>71,712.82</b>	<b>162,506.04</b>	<b>1,448,480.30</b>	<b>89.91 %</b>
<b>Fund: 02 - Water Enterprise Fund Surplus (Deficit):</b>	<b>-33,502.65</b>	<b>-33,502.65</b>	<b>33,765.48</b>	<b>155,218.83</b>	<b>188,721.48</b>	<b>563.30 %</b>
<b>Fund: 03 - Capital Improvement Fund</b>						
<b>Revenue</b>						
100 - General Government	118,500.00	118,500.00	410.47	1,390.61	-117,109.39	98.83 %
415 - Street Maintenance	387,299.00	387,299.00	0.00	0.00	-387,299.00	100.00 %
510 - Parks Department	615,748.00	615,748.00	3,000.00	23,000.00	-592,748.00	96.26 %
<b>Revenue Total:</b>	<b>1,121,547.00</b>	<b>1,121,547.00</b>	<b>3,410.47</b>	<b>24,390.61</b>	<b>-1,097,156.39</b>	<b>97.83 %</b>
<b>Expense</b>						
210 - Police Department	113,000.00	113,000.00	0.00	0.00	113,000.00	100.00 %
310 - Planning (Development)	50,000.00	50,000.00	0.00	2,000.00	48,000.00	96.00 %
410 - Public Works	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
415 - Street Maintenance	611,560.00	611,560.00	1,078.07	1,078.07	610,481.93	99.82 %
510 - Parks Department	512,000.00	512,000.00	0.00	0.00	512,000.00	100.00 %
515 - Rodeo Grounds	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
550 - Recreation Department	27,500.00	27,500.00	9,230.21	9,230.21	18,269.79	66.44 %
<b>Expense Total:</b>	<b>1,326,060.00</b>	<b>1,326,060.00</b>	<b>10,308.28</b>	<b>12,308.28</b>	<b>1,313,751.72</b>	<b>99.07 %</b>
<b>Fund: 03 - Capital Improvement Fund Surplus (Deficit):</b>	<b>-204,513.00</b>	<b>-204,513.00</b>	<b>-6,897.81</b>	<b>12,082.33</b>	<b>216,595.33</b>	<b>105.91 %</b>
<b>Fund: 04 - Conservation Trust Fund</b>						
<b>Revenue</b>						
590 - Conservation Trust Fund	40,000.00	40,000.00	7,557.38	8,390.04	-31,609.96	79.02 %
<b>Revenue Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>7,557.38</b>	<b>8,390.04</b>	<b>-31,609.96</b>	<b>79.02 %</b>
<b>Expense</b>						
590 - Conservation Trust Fund	39,000.00	39,000.00	0.00	0.00	39,000.00	100.00 %
<b>Expense Total:</b>	<b>39,000.00</b>	<b>39,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,000.00</b>	<b>100.00 %</b>
<b>Fund: 04 - Conservation Trust Fund Surplus (Deficit):</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>7,557.38</b>	<b>8,390.04</b>	<b>7,390.04</b>	<b>-739.00 %</b>
<b>Fund: 06 - Stormwater Enterprise Fund</b>						
<b>Revenue</b>						
900 - Stormwater	68,000.00	68,000.00	5,926.84	17,723.32	-50,276.68	73.94 %
<b>Revenue Total:</b>	<b>68,000.00</b>	<b>68,000.00</b>	<b>5,926.84</b>	<b>17,723.32</b>	<b>-50,276.68</b>	<b>73.94 %</b>
<b>Expense</b>						
900 - Stormwater	115,036.00	115,036.00	0.00	0.00	115,036.00	100.00 %
<b>Expense Total:</b>	<b>115,036.00</b>	<b>115,036.00</b>	<b>0.00</b>	<b>0.00</b>	<b>115,036.00</b>	<b>100.00 %</b>
<b>Fund: 06 - Stormwater Enterprise Fund Surplus (Deficit):</b>	<b>-47,036.00</b>	<b>-47,036.00</b>	<b>5,926.84</b>	<b>17,723.32</b>	<b>64,759.32</b>	<b>137.68 %</b>
<b>Fund: 07 - Airport Enterprise Fund</b>						
<b>Revenue</b>						
810 - Airport Cost of Goods Sold	408,500.00	408,500.00	10,793.70	35,838.35	-372,661.65	91.23 %
830 - Airport Operational Support	210,500.00	210,500.00	2,915.00	13,852.49	-196,647.51	93.42 %
850 - Airport Capital Improvements	370,000.00	370,000.00	0.00	350,000.00	-20,000.00	5.41 %
<b>Revenue Total:</b>	<b>989,000.00</b>	<b>989,000.00</b>	<b>13,708.70</b>	<b>399,690.84</b>	<b>-589,309.16</b>	<b>59.59 %</b>
<b>Expense</b>						
810 - Airport Cost of Goods Sold	228,950.00	228,950.00	528.00	2,074.84	226,875.16	99.09 %
830 - Airport Operational Support	338,222.87	338,222.87	26,135.28	77,919.75	260,303.12	76.96 %
850 - Airport Capital Improvements	420,889.00	420,889.00	0.00	0.00	420,889.00	100.00 %
<b>Expense Total:</b>	<b>988,061.87</b>	<b>988,061.87</b>	<b>26,663.28</b>	<b>79,994.59</b>	<b>908,067.28</b>	<b>91.90 %</b>
<b>Fund: 07 - Airport Enterprise Fund Surplus (Deficit):</b>	<b>938.13</b>	<b>938.13</b>	<b>-12,954.58</b>	<b>319,696.25</b>	<b>318,758.12</b>	<b>33,978.03 %</b>
<b>Fund: 35 - Street Fund</b>						
<b>Revenue</b>						
100 - General Government	504,457.46	504,457.46	41,953.28	41,953.28	-462,504.18	91.68 %
415 - Street Maintenance	13,000.00	13,000.00	577.32	1,955.80	-11,044.20	84.96 %
<b>Revenue Total:</b>	<b>517,457.46</b>	<b>517,457.46</b>	<b>42,530.60</b>	<b>43,909.08</b>	<b>-473,548.38</b>	<b>91.51 %</b>

## Budget Report

For Fiscal: 2020 Period Ending: 03/31/2020

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
415 - Street Maintenance	487,225.00	487,225.00	1,352.81	1,602.81	485,622.19	99.67 %
<b>Expense Total:</b>	<b>487,225.00</b>	<b>487,225.00</b>	<b>1,352.81</b>	<b>1,602.81</b>	<b>485,622.19</b>	<b>99.67 %</b>
<b>Fund: 35 - Street Fund Surplus (Deficit):</b>	<b>30,232.46</b>	<b>30,232.46</b>	<b>41,177.79</b>	<b>42,306.27</b>	<b>12,073.81</b>	<b>-39.94 %</b>
<b>Report Surplus (Deficit):</b>	<b>-184,102.13</b>	<b>-204,102.13</b>	<b>159,727.78</b>	<b>4,648.59</b>	<b>208,750.72</b>	<b>102.28 %</b>

## Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - General Fund	68,778.93	48,778.93	91,152.68	-550,768.45	-599,547.38
02 - Water Enterprise Fund	-33,502.65	-33,502.65	33,765.48	155,218.83	188,721.48
03 - Capital Improvement Fund	-204,513.00	-204,513.00	-6,897.81	12,082.33	216,595.33
04 - Conservation Trust Fund	1,000.00	1,000.00	7,557.38	8,390.04	7,390.04
06 - Stormwater Enterprise Fund	-47,036.00	-47,036.00	5,926.84	17,723.32	64,759.32
07 - Airport Enterprise Fund	938.13	938.13	-12,954.58	319,696.25	318,758.12
35 - Street Fund	30,232.46	30,232.46	41,177.79	42,306.27	12,073.81
<b>Report Surplus (Deficit):</b>	<b>-184,102.13</b>	<b>-204,102.13</b>	<b>159,727.78</b>	<b>4,648.59</b>	<b>208,750.72</b>



# Buena Vista School District

113 N. COURT ST. / P.O. BOX 2027 / BUENA VISTA, CO 81211

To: Chaffee County Office of Emergency Management Partners:  
Chaffee County Sheriff  
Buena Vista Police  
Buena Vista Fire

From: Buena Vista School District

Subject: Interoperable Communications Grant Memorandum of Understanding

Date: April 24, 2020

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## Overview:

The Colorado Safe Schools Act (C.R.S. 22-32-109.1) recognizes Public Safety agencies are indispensable Community Partners upon which schools rely for school safety. The Colorado Safe Schools Act also identifies the importance of communications interoperability between those community partners as an important tool to resolve school crisis events.

During the 2018 legislative session, the SAFER Grant was established for Colorado to enable schools, school districts, charter schools and/or Boards of Cooperative Educational Services (BOCES) and their community partners to achieve emergency communications interoperability. As part of the application process, these various agencies must establish a memorandum of understanding regarding interoperable communications.

## Agreement:

### *Responsibilities: Buena Vista School District (The School District)*

- The School District shall follow the school safety, readiness, and incident management plan developed in accordance with School Response Framework (C.R.S. 22-32-109.1 Colorado Safe Schools Act) which identifies for each public school in the School District:
  - a. Safety teams and backups trained in the National Incident Management System (NIMS) and the Incident Command System (ICS), as specified by the School Response Framework, and
  - b. who are responsible for interacting with community partners and assuming key incident command positions
- Each participating public school, in collaboration with its school district, shall hold coordinated annual exercises among school employees and community partners, including at a minimum:
  - a. Orientation meetings to inform all parties about emergency operation plans and procedures;
  - b. All-hazard drills, in addition to fire drills, to improve individual and student emergency procedures and to test communications interoperability; and
  - c. Tabletop and/or full scale exercises to discuss and identify roles and responsibilities in different scenarios.

- The School District and each participating public school shall follow written procedures, as defined in its emergency communications plan, for taking action and communicating with participating state and local public safety agencies (Community Partners), parents, students, and the media in the event of certain incidents as identified by the school or school district.
- The School District and participating school shall work in cooperation with Community Partners to update and revise standard operating procedures, ensuring that the NIMS framework is incorporated.
- The School District and each participating public school shall conduct a written evaluation (After Action Report) following certain incidents as identified by the school or school district, to identify and address lessons learned and corrective actions in updating response plans and procedures.
- The School District and each participating public school shall include in their annual budget, funding dedicated to the maintenance and required upgrades of emergency equipment, including communications equipment that is interoperable with participating Community Partners.
- The School District and each participating public school shall include in their annual budget, funding and staffing dedicated to support planning and execution of required annual training exercises.
- The School District and participating school are prohibited from use of the emergency interoperability technology funded by the SAFER Grant for day-to-day operations on the public safety communications network.

*Responsibilities of The Chaffee County Emergency Management Partners*

- When applicable, provide an existing common mutual aid radio channel to be used when needed for interoperability with the participating school and/or school district safety teams. Public Safety Dispatch Centers shall enable, control and disable the interoperable “bridge” as needed and according to the standard operating protocol developed by them as part of the interoperability project.
- Public Safety Radio System Owner/Operator shall closely monitor the system radio traffic during an incident and shall have the ability to disable the interoperability “bridge” in the event the radio system exceeds capacity and becomes inoperable.
- Will serve as a resource in updating emergency response plans for districts pertaining to issues of interoperability.
- Participate as a Community Partner during joint trainings and exercises in accordance with the Colorado Safe Schools Act.

When an application for a SAFER Grant is successful, each party shall adhere to its roles and responsibilities related to the application, including required annual training and exercise, coordinated response activities, and interoperable communications.

Signature Page

The undersigned agree to sustain this agreement into the future. The agreement shall be reviewed periodically to ensure the spirit and intent of this agreement remains viable to each agency. Changes or additions to this agreement may be made as a result of the periodic review. Changes or additions to this agreement shall be made through an amendment to the agreement signed by all participants.

**School District Superintendent**

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Chaffee County Office of Emergency Management**

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Chaffee County Sheriff's Office**

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Buena Vista Police Department**

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Buena Vista Fire Department**

\_\_\_\_\_  
*Signature*

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
May 12, 2020**

**Work Session at 6:00 PM –**

**Virtual Regular Meeting at 7:00 PM  
(Meeting will not be held at the Buena Vista Community Center)**

**To participate in Public Comment and/or Public Hearings you must connect via Zoom  
Conferencing Access Information:**

**Listen via phone at 1-301-715-8592    Meeting ID:**

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

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. AGENDA ADOPTION**

*The Board approves the agenda at the start of the meeting including modifications.*

**V. CONSENT AGENDA**

*Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports. (Professional Service Agreements (PSA) that exceed \$25,000.00 require the Consent Agenda to be approved by a Roll Call vote)*

**A. Minutes**

1. BoT Regular Meeting – March 24, 2020
- 2.
- 3.
- 4.

**B. Police Chief Report**

**C. Fire Chief Report**

**VI. STAFF REPORTS**

1. Town Administrator
2. Town Treasurer
3. Airport Manager
4. Public Works Director
5. Recreation Director

**VII. BUSINESS ITEM**

**A. Public Hearing –**

- B. Should the Board of Trustees approve adoption of Ordinance No. X, Series 2020, entitled, **AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, AMENDING THE BUENA VISTA MUNICIPAL CODE CONCERNING Code update for School and Park Fees and Fee Schedule...**  
Mark – Public Notice

C. **Sangre de Cristo Electric Annexation**

- D. Should the Board of Trustees approve adoption of Ordinance No. X, Series 2020, entitled, **“ORDINANCE APPROVING A LEASE PURCHASE AGREEMENT WITH FORD MOTOR CREDIT COMPANY, LLC FOR A TOWN POLICE VEHICLE.”?**  
*The Trustees will consider approving a lease purchase agreement for a police vehicle.*

E.

F.

G.

**VIII. PUBLIC COMMENT**

*Citizen participation where the public can sign up prior to the start of the meeting by entering your name, address, and subject to be discussed in the Zoom Chat box, or by emailing the information to [bvclerk@buenavistaco.gov](mailto:bvclerk@buenavistaco.gov). Neither Town Board nor Town staff should be expected to respond to matters raised in the Public Comment segment of Board meetings. Nevertheless, Board members will always retain the right to ask questions of the speaker and to respond then or at a later time to remarks made by any citizen.*

**IX. TRUSTEE/STAFF INTERACTION**

**The Board discusses items with staff and staff can bring up matters not on the agenda.**

**X. EXECUTIVE SESSION**

**XI. ADJOURNMENT**