



MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES
Pinon Room, Community Center 715 E. Main Street
Tuesday, January 28, 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 regular meeting of the Board of Trustees was called to order by Mayor Duff Lacy, at 7:00 pm, Tuesday, January 28, 2020 at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado having previously been noticed in accordance with the Colorado Open Meetings Law.

ROLL CALL

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

Town Staff Present:

Town Administrator Phillip Puckett
Principal Planner Mark Doering
Code Enforcement Officer Grant Bryans

Treasurer Michelle Stoke
Public Works Direct Shawn Williams
Town Clerk Paula Barnett

PLEDGE OF ALLEGIANCE

Mayor Lacy led the pledge of allegiance.

AGENDA ADOPTION

MOTION NO. 1:

MOVE TO APPROVE THE AGENDA.

RESULT:	CARRIED
MOVER:	Trustee Fay
SECONDER:	Trustee Jenkins
AYES:	Best, Fay, Jenkins, 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. Board of Trustees Regular Meeting – January 28, 2020
2. Trails Advisory Board Minutes – October 1, 2019
3. Airport Advisory Board Minutes – November 19, 2019
4. Planning & Zoning Commission – January 8, 2020

B. Town Clerk Report

- C. Adoption of Resolution No. 8, Series 2020, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING KELLY COLLINS AS A REGULAR VOTING MEMBER OF THE WATER ADVISORY BOARD.”**

MOTION NO. 2:

MOVE TO APPROVE THE CONSENT AGENDA.

RESULT:	CARRIED
MOVER:	Trustee Best
SECONDER:	Trustee Fay
AYES:	Best, Fay, Jenkins, Swisher, Volpe

PUBLIC COMMENT

Tom Rollings, 26490 Range Drive, Buena Vista, met with the Board to give an update on activities at the Buena Vista Visitors Center and Chamber of Commerce. Rollings shared the Chamber has been working on their yearly budget with the goal of ensuring an accurate accounting of revenues and expenditures. Membership is up 30%, they are applying for grants through the Chaffee County Visitors Bureau, will be hosting a Spring Gala at The Barn, as well as monthly Business After Hours gatherings at businesses that choose to host the events. Rollings shared the Chamber is involved/supportive of the Buena Vista Community Rink efforts.

BUSINESS ITEMS

Chaffee County Community Foundation Grant Update

Town Administrator Phillip Puckett reviewed with the Board that in 2019, the Trustees agreed to have Chaffee County Community Foundation (CCCF) oversee the process to award the 2020 Community Grants for the Town. Puckett stated there was an increase in the number of applications submitted from previous years, and that Staff and the Board appreciate the effort and time Joseph Teipel, Executive Director of CCCF, and members of the review committee have put towards making their recommendations.

Teipel reviewed with the Board that as agreed upon with the Trustees, CCCF is managing a total budget of \$45,335.00, in the form of a Donor-Advised Fund (DAF).

- Public Support Line Items (Amounts were approved by the Trustees in the adoption of the 2020 Budget, and four of the five organizations submitted grant applications to CCCF)
 - Boys & Girls Club \$ 5,000.00
 - CCEDC \$ 5,000.00
 - American Legion Fireworks \$ 4,000.00
 - Boy Scouts Operation Flagpole \$ 835.00
 - After Prom (BVHS) \$ 500.00
 - \$15,335.00

- Community Grants
 - Allocation to Grant applications \$26,093.30
 - Hold-back for later in the year \$ 3,000.00
 - CCCF DAF Fee (2%) \$ 906.70
 - \$30,000.00

Teipel reviewed there were six people on the Grant Review Committee: Trustee Jenkins, three CCCF Board members, and two at-large residents, with Teipel serving as the facilitator. The committee had 45 plus years of combined grant experience, spent 56 plus hours reviewing applications and 4.5 hours attending in-person meetings, conducted 13 site visits, and made all decisions via majority vote.

Teipel stated 16 Community Grant applications were received with the requested amount totaling \$59,433.00. Fourteen organizations were recommended for funding, and no applications were recommended for full funding due to budget constraints. A summary of CCCF's recommendations was included in the Board packet, and a link to all of the grant applications submitted was provided via email to the Trustees. The organizations that submitted grant applications, the requested amount, and the committee's average and final recommendations are as follows.

Organization	Requested Amount	Average Committee Recommendation	Final Recommendation
Achieve Inc. (The Little Engine Eatery)	\$4,000.00	\$1,833.00	\$1,705.00
The Alliance-Domestic and sexual violence support	\$5,000.00	\$4,650.00	\$3,411.00
Chaffee Housing Trust-Matching funds for State Grant	\$7,500.00	\$5,800.00	\$5,116.00
Full Circle Restorative Justice	\$2,245.00	\$2,185.00	\$1,705.00
High Country Fine Arts-Children's Theatre Productions	\$1,000.00	\$950.00	\$853.00
GARNA-Youth Ecological Literacy Program	\$1,000.00	\$887.00	\$756.00
elevateHER	\$2,500.00	\$2,000.00	\$1,705.00
Chaffee County Habitat for Humanity-Homeowner and Community Education and Outreach	\$1,500.00	\$1,250.00	\$853.00
Chaffee County Public Health-Baby and Me Tobacco Free	\$500.00	\$500.00	\$426.00
Ark Valley Helping Hands	\$5,000.00	\$2,875.00	\$2,132.00
Chaffee County Council for the Arts	\$5,000.00	\$3,000.00	\$2,132.00
The Chaffee Shuttle	\$4,150.00	\$2,166.00	\$1,961.00
Mini Blessings - Outdoor Sound System	\$2,000.00	\$860.00	\$639.00
BV Heritage	\$10,038.00	\$3,166.00	\$2,699.00
Buena Vista Event Cooperative-Funding for performers	\$3,000.00	\$750.00	\$0.00
Paws for LEOs - Support for service dog	\$5,000.00	\$0.00	\$0.00

Trustees Jenkins stated the CCCF grant application process was beneficial to applicants and provided insight on how they can fine tune/improve applications in the future. Trustee

Jenkins strongly encouraged the Board to continue to have a Trustee be a part of the review committee. Teipel agreed the committee needs Town input to ensure CCCF is in line with town goals, and the shared knowledge past and present related to the organizations submitting the grant applications.

Trustee Jenkins shared with the Trustees that if sales tax revenues continue to increase, that in the future, the Board may want to consider increasing the percentage of sales tax allocated to Community Grant funding to 1.5%.

The Board and Staff discussed the amount budgeted for Community Grants in the 2020 Budget is \$30,000.00 which is not 1% of the total sales tax collected in 2019. Treasurer Stoke stated the 2019 December sales tax revenue will not be received until February. At that time, she will calculate the percentage based on the full year of sales tax revenue, and present the information to the Trustees for consideration of a budget adjustment adding additional funds to the Community Grant line item. Teipel stated if additional funds are allocated, and upon Board approval, CCCF can oversee a grant awarding process for the funds.

Mayor Lacy stated he feels this process is a great improvement from the past processes the Board followed to award Community Grant funds, and that by partnering with CCCF, [a great deal of Staff time was saved in exchange for] minimal expense. The Trustees agreed with Mayor Lacy, and thanked Teipel for his work.

MOTION NO. 3:
MOVE TO APPROVE CHAFFEE COUNTY COMMUNITY FOUNDATION’S (CCCF)
RECOMMENDATIONS FOR DISBURSEMENT OF COMMUNITY GRANT FUNDS.

RESULT:	ROLL CALL	CARRIED
MOVER:		Trustee Best
SECONDER:		Trustee Fay
AYES:	Best, Fay, Jenkins, Swisher, Volpe	

Health Disparities Grant

Puckett stated Chaffee County Director of Housing Becky Gray was unable to attend the Trustees meeting, that she had met and presented the information to the Planning and Zoning Commission on January 22, 2020, and that Mark Doering, Principal Planner, would present an overview of the Health Disparities Grant to the Board.

Doering reviewed with the Trustees that the Chaffee County Offices of Public Health, and Environment and Housing oversee the Health Disparities Grant, which addresses the upstream

social determinants of health by working on systems and policy changes that address housing and land- use planning, with a focus on affordability and reducing displacement, segregation, and gentrification. The grant, in the amount of \$250,000.00 runs from July 1, 2019 through June 30, 2020.

Doering stated grant funds are being used to educate the community on selected Land Use Topics, and in 2019 and 2020 there are 18 Community Education events planned. In 2019, 115 participants attended the sessions.

Doering encouraged the Board to attend the events scheduled in 2020 which will be held in Buena Vista, Salida, and/or Poncha Springs.

- February 26 – 27 Smart Growth Principles- Strong Towns: Chuck Marohn
- April 2-3 Missing Middle Housing: Opticos
- April 8-9 Conservation Subdivision Design: RandallArendt
- Tentatively May 7-8 Permanent Affordability Strategies: Panel
- TBD Land Use 101 – how does land use impact affordability

Doering shared another program being developed is “I Am Chaffee”, a storybanking activity aimed to capture the diverse histories and experiences of Chaffee County residents. Stories will be shared to inform policy makers and build communities.

Doering stated the current grant cycle will end June 30, 2020, and year two of the grant will launch July 1, 2020. The total funding for the two-year grant is \$450,000.00.

2019 Annual Code Enforcement Report

Code Enforcement Officer Grant Bryans reviewed with the Board an overview of the activities and accomplishments of the Code Enforcement office in 2019.

The Trustees stated they appreciate the work that Bryans is doing, and Puckett stated he values the process Bryans put together for the permitting of Special Events, which he took over from the Recreation Department in late 2018. Puckett stated due to the improved procedures and increased staff in the Recreation Department, the permitting of Special Events has gone back to the Recreation Department to oversee.

Trustee Fay stated that she would like to make it a priority of the Board to come up with a snow removal policy, which should then be enforced.

Puckett stated that Staff would welcome direction from the Board on how much of an issue snow removal is, and how strictly the Board wants Staff to enforce the ordinance. Puckett also

stated that he would like the Board to consider allowing Bryans to issue tickets rather than routing offenders through the municipal court processes.

Trustees Jenkins requested that Staff obtain data related to how the number of short-term rentals (STRs) may be impacting the number of properties available for long-term rental housing. Puckett stated a Work Session to discuss Short Term Rentals will be scheduled in May or June, after the April Election has been conducted, and the new Trustees have been seated on the Board.

2019 4th Quarter Financial Report

Treasurer Stoke reviewed with the Trustees the 2019 4th Quarter Financial Report which included Sales Tax Revenues, Remote Sellers report, Balance Sheet for all funds, Fund Balance report, Investment Register, and the Budget Report for all departments and funds.

STAFF REPORTS

1. Town Administrator - Highlights of the report in the packet were reviewed and Puckett responded to Trustee comments and questions.

Puckett stated Lisa Scanga has been selected as the Town's municipal prosecuting attorney and that she will be in court on Wednesday, February 5, 2020.

Puckett updated the Board on staffing changes which included the Fire Department being fully staffed with Chief Villars overseeing four full time fire fighters. Al Smith has transitioned into the Town Engineer role, and Jesse Hager has moved from Road Foreman to the Water Department. Public Works is currently accepting applications for the Road Foreman position.

Puckett shared the Colorado Department of Transportation (CDOT) has stated they have allocated funding in the 2022 and 2023 timeframe to install traffic signals at the Baylor and De Paul, and Steele Drive and Highway 24 intersections. Puckett stated the estimated cost for each intersection is in the \$1 to \$1.5 million-dollar range, and Town will need to be prepared to match the cost to improve/reconfigure the intersections.

2. Town Treasurer - Highlights of the report in the packet were reviewed and Stoke responded to Trustee comments and questions.

3. Principal Planner - Highlights of the report in the packet were reviewed and Doering responded to Trustee comments and questions.

Doering shared that on February 12th the Town of Buena Vista Planning Department will be hosting the Colorado Silver Jackets Flood Plain Management training for Flood Plain Managers in the surrounding communities.

Puckett reviewed with the Board the letter for RG and Associates, LLC related to Mark Lewis' request for services in preparing a site development plan modification to address drainage and grading for development on a site at 501 Antero Circle, where a set of storage units will be constructed. RG and Associates wants to assure the Town this will not be a conflict of interest since the firm reviews plans and makes recommendations to the Town on property developments and improvements.

TRUSTEE/STAFF INTERACTION

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

Town Clerk Paula Barnett requested that the Board consider changing the July 14, 2020 Trustee meeting to July 7, 2020 to allow Deputy Town Clerk Melanie Jacobs, and herself to attend the Colorado Municipal Clerks Association Institute training July 12th thru July 17th, and to avoid having a staff member from another department cover the Town Clerk duties at the July 14th meeting.

MOTION NO. 4:

MOVE TO APPROVE CHANGING THE DATE OF THE JULY 14, 2020 BOARD OF TRUSTEES MEETING TO JULY 7, 2020.

RESULT:	CARRIED
MOVER:	Trustee Best
SECONDER:	Trustee Fay
AYES:	Best, Fay, Jenkins, Swisher, Volpe

Puckett reviewed with the Board that he and Trustee Best and Trustee Jenkins met with members from the Boys and Girls Club to discuss the Club's desire to partner with the Town to utilize Town owned property to build a multi-use building. Puckett reviewed that at a previous meeting the Board tabled the discussion related to Town owned property to June, 2020, and requested that the Board to consider meeting with the Boys and Girls Club at the February 11, 2020 meeting to explore possible options to accomplish the project. The Board agreed to discuss the project at the February 11th Trustee meeting.

MOTION NO. 5:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 8:48 PM.

RESULT:	CARRIED
MOVER:	Trustee Best
SECONDER:	Trustee Fay
AYES:	Best, Fay, Jenkins, Swisher, Volpe

Respectfully submitted:



Paula Barnett, Town Clerk



Libby Fay, Mayor Pro Tem

