



**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, July 12, 2022**

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/in-person regular meeting of the Board of Trustees was called to order by Mayor Libby Fay at 7:00 PM, Tuesday, July 12, 2022, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado, having been previously noticed in accordance with the Colorado Open Meetings Law.

ROLL CALL

| Attendee Name | Title | Status |
|----------------------|--------------|---------------|
| Libby Fay | Mayor | Present |
| Sue Cobb | Trustee | Present |
| Peter Hylton-Hinga | Trustee | Present |
| Mark Jenkins | Trustee | Absent |
| Gina Lucrezi | Trustee | Present |
| Devin Rowe | Trustee | Present |
| Cindie Swisher | Trustee | Present |

Town Staff Present:

Town Administrator/Treasurer Phillip Puckett

Town Attorney Jeff Parker

Police Chief Dean Morgan

Town Clerk Paula Barnett

Special Projects Manager Joel Benson

Code Enforcement Officer Grant Bryans

Public Works Director Shawn Williams

PLEDGE OF ALLEGIANCE

Mayor Fay led the pledge of allegiance.

AGENDA ADOPTION

MOTION NO. 1:

MOVE TO APPROVE THE AGENDA.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Rowe |
| SECONDER: | Trustee Lucrezi |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

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 – June 28, 2022
- 2. Water Advisory Board – March 17, 2022
- 3. Historic Preservation Commission – June 2, 2022

B. Adoption of Ordinance No. 22, 2022, entitled “AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, APPROVING THE SALE AND CONVEYANCE OF PROPERTY TO MICHAEL AND NICOLE SAMPSON, AND AUTHORIZING EXECUTION OF ALL CLOSING DOCUMENTS.”

C. Adoption of Resolution No. 52, Series 2022, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING THE PUBLIC IMPROVEMENT AGREEMENT WITH KOS LLC FOR THE PROPERTY KNOWN AS LOT 11, BLOCK 3, TOWN OF BUENA VISTA, BUENA VISTA, COLORADO.”

D. Adoption of Resolution No. 53, Series 2022, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING THE PUBLIC IMPROVEMENT AGREEMENT WITH BRAD AND MEGAN KINGMAN FOR THE PROPERTY KNOWN AS LOT 34, BLOCK 3, TOWN OF BUENA VISTA AMENDMENT NO. 7, BUENA VISTA, COLORADO.”

E. Chaffee County Development Services - June Activity Report

MOTION NO. 2:

MOVE TO APPROVE THE CONSENT AGENDA.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Swisher |
| SECONDER: | Trustee Lucrezi |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

PUBLIC COMMENT

Kate Garwood, with The Chaffee Shuttle County Transportation Advisory Board, presented the board’s strategic objectives for the countywide multimodal plan to the Trustees. Garwood also reviewed the results from a recent survey that indicates Buena Vista residents would like The Chaffee Shuttle to work with the larger employers in town to provide transportation for employees, services to and from Buena Vista to Salida, and parking. Garwood stated they are working on several grants to secure funds to increase services.

Becky Gray, Chaffee County Housing Authority Director, presented the Board with an update on placing a taxation question on the November 2022 ballot to fund affordable housing across the county. Gray stated the ballot committee evaluated the options for generating revenue for the project and concluded a property tax increase would be proposed to the voters, although a mill

levy amount has not been determined. Gary said she would formally meet with the Trustees on July 26th to request support for a November 2022 ballot question.

STAFF REPORTS

Town Administrator – Highlights of the report in the packet were reviewed, and Puckett responded to the Trustee’s comments and questions.

Special Project Manager Joel Benson explained stipulating water rights to the Trustees.

Town Treasurer - Highlights of the report in the packet were reviewed, and Puckett responded to the Trustee's comments and questions.

Police Chief – Highlights of the report in the packet were reviewed, and Morgan responded to the Trustee's comments and questions.

Airport Manager – Highlights of the report in the packet were reviewed, and Puckett responded to the Trustee’s comments and questions.

BUSINESS ITEM

Public Waste Diversion Plan update from GARNA

Dominique Naccarato from GARNA and Beth Helmke from Chaffee County (via Zoom) provided the Board with an update to the Waste Diversion Plan. Naccarato shared waste diversion reduces the amount of waste that enters landfills and is commonly achieved through five primary activities.

- Expanding source reduction activities
- Recycling
- Mulching and composting
- Returning waster to the original provider
- Reusing waste that is generated within a community

Naccarato reviewed that many businesses and residents throughout the county have waste diversion procedures in place, and GARNA is currently exploring options to increase diversion.

Options being explored include:

- A recycling drop-off site at the County Landfill
- A recycling drop-off site within the city limits of where businesses are located
- A drop-off site for hazardous waste (e.g. paint, chemicals, propane cylinders, etc.)
- A drop-off site for reusable materials (e.g. construction and demolition materials that are still in good condition)
- Increase education and awareness on the importance of recycling, waste diversion, what is recyclable, and where it can be recycled

Naccarato stated costs for local recycling haulers to transport materials to transfer/sorting centers in the metro area are passed on to customers. One cost-saving measure being

considered is constructing a transfer station in the county for recycling to be dumped, baled, then loaded in a semi-trailer and hauled to the metro area, reducing fuel costs.

Unified Development Code Change Regarding Home Occupations

Should the Board of Trustees approve the adoption of Ordinance No. 23, Series 2022, entitled **“AN ORDINANCE AMENDING CHAPTER 16, SECTION 3.3.4 OF BUENA VISTA MUNICIPAL CODE CONCERNING ADJUDICATION OF VIOLATIONS OF THE HOME OCCUPATION RULES.”**

Code Enforcement Officer Grant Bryans reviewed that Staff is requesting the Board to approve changes to the Municipal Code related to the revocation of a home occupation license. The current code states that if there is a home occupation license violation (e.g. storage, signage, neighborhood impacts, or use of heavy equipment), the Trustees are responsible for determining how to resolve the violation. This proposed change puts the challenge of violating the terms of a home occupation (16-3.3.4.B.2) on the municipal court rather than the Board of Trustees.

MOTION NO. 3:

MOVE TO APPROVE ORDINANCE NO. 23 AMENDING CHAPTER 23, SECTION 3.3.4 OF THE BUENA VISTA MUNICIPAL CODE CONCERNING ADJUDICATION OF VIOLATIONS OF THE HOME OCCUPATION RULES.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Cobb |
| SECONDER: | Trustee Lucrezi |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

Town Administrator Search Committee Update

Puckett reviewed with the Trustees the process and timeline the Town Administrator Search Committee followed in selecting Lisa Parnell-Rowe as a finalist for the position. Mayor Fay and Trustee Cobb shared with their colleagues their thoughts and insights on the selection process and the in-person and Zoom interviews with Parnell-Rowe.

Mayor Fay stated that the Committee unanimously recommends hiring Parnell-Rowe as the new Town Administrator. She holds a substantial depth and diversity of experience and education that the Committee believes make her well qualified for this position. In addition, she is personable, well-spoken, poised, and positive. Parnell-Rowe impressed the Committee with her writing skills, ability to think creatively and quickly on her feet, and dedication to community engagement as a governance tool. In addition, she demonstrated a strong work ethic. She responded impressively during a second interview, which was targeted at assessing her sincere interest in, and overall suitability for the role and team she would inherit if she were selected as Buena Vista’s Town Administrator.

The Board had a lengthy discussion about Parnell-Rowe’s qualifications and not having more than one finalist for the position. Puckett suggested the Board hold a Work Session on July 26th to have Parnell-Rowe give a short presentation and an opportunity for the Trustees and

community members to meet her and informally provide feedback to the Trustees. After the regular meeting, the Board can discuss possible negotiations in an executive session.

MOTION NO. 4:

MOVE TO ACCEPT THE SEARCH COMMITTEE’S RECOMMENDATION OF LISA PARNELL-ROWE AS A FINALIST FOR THE TOWN ADMINISTRATOR POSITION AND TO INVITE HER TO GIVE THE BOARD A PRESENTATION AT THE JULY 26, 2022, TRUSTEE MEETING.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Rowe |
| SECONDER: | Trustee Hylton-Hinga |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

School Resource Officer Amended Intergovernmental Agreement

Should the Board of Trustees approve the adoption of Resolution No. 54, Series 2022, entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A FIRST AMENDMENT TO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF BUENA VISTA AND THE BUENA VISTA SCHOOL DISTRICT NUMBER R-31.”?**

Puckett reviewed he, Police Chief Dean Morgan, and Buena Vista School District Superintendent Lisa Yates met to review the School Resource Officer (SRO) position and Intergovernmental Agreement (IGA). The funding for the SRO position is split between the Town and the school district. While reviewing the IGA, it was identified the document did not include an automatic renewal clause.

MOTION NO. 5:

MOVE TO ADOPT RESOLUTION NO. 54 APPROVING THE FIRST AMENDMENT TO THE SCHOOL RESOURCE OFFICER INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN AND THE BUENA VISTA SCHOOL DISTRICT.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Lucrezi |
| SECONDER: | Trustee Cobb |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

TRUSTEE/STAFF INTERACTION

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

Trustee Swisher acknowledged and publicly thanked Tom Rollings for donating an additional \$20,000.00 for the McPhelemy Park Stage Project.

EXECUTIVE SESSION

“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 potential acquisition of water rights.”

MOTION NO. 6:
MOVE TO GO INTO EXECUTIVE SESSION.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Lucrezi |
| SECONDER: | Trustee Cobb |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

The Trustees took a five-minute break at 9:11 pm.

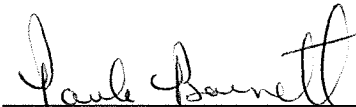
The Board went into Executive Session at 9:16 PM. Present for the Executive Session were Mayor Libby Fay, Trustees Sue Cobb, Peter Hylton-Hinga, Gina Lucrezi, Devin Rowe, Cindie Swisher, and Town Administrator/Treasurer Phillip Puckett, Town Attorney Jeff Parker, and Special Projects Manager Joel Benson.

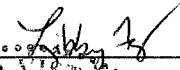
The Board left Executive Session at 9:44 PM

MOTION NO. 7:
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING BE ADJOURNED AT 9:45 PM.

| | |
|------------------|--|
| RESULTS | CARRIED |
| MOVER: | Trustee Swisher |
| SECONDER: | Trustee Rowe |
| AYES: | Cobb, Hylton-Hinga, Lucrezi, Rowe, Swisher |

Respectfully submitted:


Paula Barnett, Town Clerk


Libby Fay, Mayor

