

**AGENDA
FOR THE BOARD OF TRUSTEES
OF THE TOWN OF BUENA VISTA, COLORADO
January 14, 2020**

**Work Session at 6:00 PM – Discussion regarding Recreational Vehicles (RV's)
and camping uses in the Town of Buena Vista**

Regular Meeting at 7:00 PM
at the Buena Vista Community Center
Piñon Room – 715 East Main Street, Buena Vista, Colorado

**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. PROCLAMATION
YOUTH APPRECIATION WEEK FEBRUARY 3 – FEBRUARY 7, 2020**

V. AGENDA ADOPTION
The Board approves the agenda at the start of the meeting including modifications.

VI. 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 – December 10, 2019
2. Recreation Advisory Board Minutes – November 13, 2019
3. Recreation Advisory Board Minutes – December 11, 2019
4. Historic Preservation Commission Minutes – August 7, 2019
5. Historic Preservation Commission Minutes – September 26, 2019
6. Historic Preservation Commission Minutes – October 24, 2019
7. Historic Preservation Commission Minutes – December 5, 2019
8. Planning & Zoning Commission Minutes – December 4, 2019
9. Tree Advisory Board Minutes – November 7, 2019

B. Tree Advisory Board 2020 Work Plan

C. Police Chief Report

D. Fire Chief Report

E. Town Clerk Report – November 2019

F. Adoption of Resolution No. 01, Series 2020 entitled “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, DESIGNATING THE PLACE FOR THE POSTING OF NOTICES CONCERNING THE MEETINGS OF THE BOARD OF TRUSTEES, THE PLANNING AND ZONING COMMISSION, AND THE TOWN ADVISORY BOARDS.”

- G. Adoption of Resolution No. 02, 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 ACCOUNTS.**”
- H. Adoption of Resolution No. 03, Series 2020 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA TRAILS ADVISORY BOARD, RE-APPOINTING PAT McCARTHY, LOIS WALTON, AND ALEXANDER WARE AS REGULAR VOTING MEMBERS OF THE TRAILS ADVISORY BOARD.**”
- I. Adoption of Resolution No. 04, Series 2020 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE COMMENCEMENT OF TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA HISTORIC PRESERVATION COMMISSION, APPOINTING SUZY KELLY, MELANIE ROTH, VIC KUKLIN AND DAN COURTRIGHT AS REGULAR MEMBERS, AND JO REESE AS AN ALTERNATE MEMBER OF HISTORIC PRESERVATION COMMISSION.**”
- J. Adoption of Resolution No. 05, Series 2020 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, RE-APPOINTING JOY DUPREY AND JENNIFER WRIGHT AS REGULAR VOTING MEMBERS OF THE BEAUTIFICATION ADVISORY BOARD.**”
- K. Adoption of Resolution No. 06, Series 2020 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING CRAIG BROWN AS A REGULAR VOTING MEMBER OF THE PLANNING AND ZONING COMMISSION.**”

VII. PUBLIC COMMENT

Citizen participation where the public can sign up prior to the start of the meeting in order to speak up to 3 minutes for matters not on the agenda or for agenda items not scheduled for Public Hearing. 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.

VIII. BUSINESS ITEM

- A. **Public Hearing** – Should the Board of Trustees approve an application for a Hotel & Restaurant Liquor License to be issued to The Dish and the Spoon Inc. dba Spark Provisions – Partners Justine Witherspoon and Seth Witherspoon.
The Board will consider approving the issuance of a Hotel & Restaurant Liquor License to The Dish and the Spoon, Inc. dba Spark Provisions.
- B. **Dan Swallow, Director of Development Services, Chaffee County Building Department**
Dan Swallow will provide the Board with an end-of-year update on building activity in Chaffee County.
- C. **Public Parking Update**
The Trustees will receive an update on public parking proposals for 2020 which includes the Buena Vista School District Administration parking lot, and utilizing railroad property for overnight parking, and the Farmers Market.
- D. Should the Board of Trustees approve adoption of Resolution No. 07, Series 2020. entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES AMENDING THE BUDGET AND APPROPRIATING FUNDS**”?
The Board will consider an amendment to the 2020 Budget.

IX. STAFF REPORTS

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

X. TRUSTEE/STAFF INTERACTION

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

XI. 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 *Lipton v. Buena Vista, et al.*, U.S. District Court Case No. 19-cv-01587-KLM."

XII. ADJOURNMENT



TOWN OF BUENA VISTA

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

DATE: January 14, 2020

TO: Board of Trustees

FROM: Grant Bryans, Code Enforcement Officer

AGENDA ITEM: Work Session regarding Recreational Vehicles (RV) and Camping in Town Limits

Request: After many discussions at the end of 2019 the intent of this presentation is to get the Board of Trustees feedback on what Staff has come up with. Taking all the discussions into account and researching other municipalities, Staff has come up with some recommendations on how best to comprehensively address RV and Camping use in Town limits.

Comprehensive Plan: When approaching this topic, the community vision was taken into account. "Tourism is, and will remain, an important part of Buena Vista's character and economic base. However, tourism will be balanced by a need to support the local community..." This was the guide for Staff as we looked at how best to guide our recommendations.

Overview: Below are the recommendations from Staff. Consider that we are still in the beginning stages, and not all the processes have been worked out. This is an opportune time to ask questions and analyze where we are now.

A multitiered approach is the best way to look at the overall use of RVs in Town. One simple code section cannot address the entire intent of the code. None of these proposals are meant to stop any use, but to help guide these uses in the future so they do not become a nuisance.

Transient – The best way to address transient use is to increase enforcement in known problem areas. Having the Board of Trustees state this as a priority gives Staff clear direction to better approach the issue. Staff can work on improved signage to help with awareness and can cite violators when necessary. We will direct transient campers to local camp grounds or public lands where camping is allowed. Staff feels this is congruent with the following goal from the comprehensive plan:

- **Housing: Accessible, Affordable & Aesthetic**
 - **Goal 3: Buena Vista will maintain and enhance the community's overall appearance.**
 - **Policy:** Land uses shall be compatible with adjacent uses and respect historic properties. Appropriate zone districts should be identified where greater density can be attained.

Seasonal – A simple approach is needed to make this use legal; changing the zoning requirements in the Unified Development Code to allow seasonal camping in the Industrial Zone (I), with a temporary use permit (TUP). With this change we can ensure that any camping in this district takes place within a framework of having safeguards that protect the Town from any nuisances. With a TUP we can make sure that screening is in place, impacts to water and sanitation are addressed, start and stop dates that have been agreed upon, as well as a point of contact for the Town. With the TUP it is recommended that the use be on the same or abutting parcel as the main commercial property to ensure that parcels in the I zone do not become a campsite.

- **Buena Vista and Chaffee County Economy:**

- Conclusions: “...Interviewees expressed concerns about a shortage of semi-skilled workers, particularly seasonal employees faced with limited housing options.”

Special Event – The intent of separating this use, is to allow some camping on public property through a permit process. With safeguards put in place we could hold our events to a standard that would mitigate impacts to programming and infrastructure. Setting requirements of setbacks, a limit on number of permits issued, and time limits gives clear direction to not only the property owner, but any neighbor that could be affected. This would be a separate permit that would not impact any use on private property. That being said, impacts to the neighborhood should be considered while issuing the permit. Having clear guidelines and a clear process, property owners and the Town can work together to make our special events the best they can be. This conforms to the comprehensive plan as follows:

- **Developing the Economy**

- **Goal 4:** Buena Vista will support the continuing development of businesses that provide products and services for day-to-day shopping needs.
 - **Policy:** Buena Vista will encourage the development of activities that return significant out-of-area income and provide products and services for local residents.
 - **Action Item:** Support activities to host special events and conferences in Buena Vista

Private Property – It should be understood up front that Staff is not looking at banning or making it difficult for private property owners to enjoy the use of their property. It has been noted, that RVs have value to the community but are responsible for the majority of nuisance violations found. This approach aims to address the nuisance violations while acknowledging the value they bring to our community.

The best way to address the issues is to utilize a two-step approach, adding a permit to the use of the RV on private property. Having a visual way to inspect the use while requiring the property owner to notify the Town of their intent helps both parties address any issues that may arise. The intent of this permit is to be an easy process that has little impact on both Staff time, and the property owner applying. A time frame limiting the duration during which a RV can be occupied will allow citizens and their guests to enjoy the use of their RV while ensuring that no RV will be used as a full-time residence. It is proposed to change the limit on RV use of RVs from 14 out of 60 days to 21 days per calendar quarter. As well, in order to address the need to allow “kids to camp in the backyard,” residents of a property can camp on the property without a permit. The ability to language this in a way that limits it to the primary property owner and their immediate family should alleviate the need for confusion on the permit process.

While the permit addresses the use of the RV, it does not truly address the storage of the RV. This needs to be addressed in order to give value to the permit. RVs that are stored in a manner that appears to be occupied present a unique challenge to enforcing Town Code. Keeping a RV with its pop outs deployed, and or having the RV plugged in would constitute a RV kept in appearance of being occupied. Adding this language helps open the door for conversation about Code and different uses.

- **Housing: Accessible, Affordable & Aesthetic**
 - **Goal 3: Buena Vista will maintain and enhance the community's overall appearance.**
 - **Policy:** Land uses shall be compatible with adjacent uses and respect historic properties. Appropriate zone districts should be identified where greater density can be attained.
 - **Policy:** The Land Use Code shall contain design standards that establish parameters and community character.

Conclusions: Most of these changes just tighten up our code and give us more teeth to enforce the rules in regards to RV and camping use. As we move into the future, we need to ensure that we are addressing the needs of not only our visitors but established residents. There is no clear-cut answer but through careful thought and consideration we can guide good policy to ensure a clean, safe, and attractive Buena Vista for the future.

PROCLAMATION

YOUTH APPRECIATION WEEK

WHEREAS, the vast majority of the youth are concerned, knowledgeable, and responsible citizens; and

WHEREAS, the accomplishments and achievements of these young citizens deserve recognition and praise of their elders; and

WHEREAS, Optimist International has since 1956 developed and promoted a program entitled YOUTH APPRECIATION WEEK; and

WHEREAS, the citizens of the Town of Buena Vista, Colorado, have indicated a desire to join with the Optimists, i.e., The BUENA VISTA OPTIMIST CLUB, in expressing appreciation and approval of the contributions of youth.

NOW, THEREFORE, I, Duff Lacy, Mayor of the Town of Buena Vista, do hereby proclaim the week of February 3rd thru February 7th, 2020 as

YOUTH APPRECIATION WEEK

in the Town of Buena Vista. By this action, let it be known that we have faith in the ability of today's youth as they assume responsible roles in the future of humankind.

Given under my hand and the seal of the Town of Buena Vista on this 14th day of January, 2020.

Duff Lacy, Mayor



MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES
Pinon Room, Community Center 715 E. Main Street
Tuesday, December 10, 2019

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, December 10, 2019 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	Present
Cindie Swisher	Trustee	Present
David Volpe	Trustee	Present

Town Staff Present:

Town Administrator Phillip Puckett

Principal Planner Mark Doering

Fire Chief Dixon Villers

Recreation Director Earl Richmond

Airport Operations Specialist Chandra Swanson

Treasurer Michelle Stoke

Police Chief Jimmy Tidwell

Airport Manager Jack Wyles

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 Swisher
SECONDER:	Trustee Fay
AYES:	Best, Fay, Jenkins, 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 – November 26, 2019
2. Airport Advisory Board Meeting – October 15, 2019
3. Planning and Zoning Commission – October 16, 2019
4. Planning and Zoning Commission – November 6, 2019

B. Police Chief Report

C. Fire Chief Report

MOTION NO. 2:

MOVE TO APPROVE THE CONSENT AGENDA.

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

PUBLIC COMMENT

Joseph Teipel, 134 Oak Street, Buena Vista, Executive Director of Chaffee County Community Foundation (CCCF), met with the Board to request a Letter of Support for the Foundation's proposal to acquire the building and 35.96 acres currently owned by Colorado Mountain College (CMC). CCCF's goal is to ensure the property is owned and driven by a community entity for the benefit of the Town and County to address acute housing needs as well as community and economic development goals. Their proposal is not in competition with any other proposal to utilize the CMC building. Teipel shared CCCF is working closely with at least two other entities submitting proposals for the building to be used in ways that work for them and the community.

BUSINESS ITEMS

Source Water Protection Evaluation

Shawn Williams, Public Works Director reviewed with the Board information associated with the Town of Buena Vista's Source Water Protection Plan (SWPP), and Chapter 13, Article II of the Town of Buena Vista Municipal Code which covers the Source Water Protection Ordinance. Williams stated the Buena Vista Source Water Protection Plan is a living document that should be reviewed periodically, and modified as needed, and that the Source Water Protection Ordinance should also be reviewed to ensure consistency between nomenclature, standards, and engineering requirements. Williams stated Staff has determined through the process of design reviews and consultations, that both the SWPP and ordinance need to be reviewed and be updated.

In 2018 Staff requested, and the Board approved amending the Source Water Protection Plan by

approving Resolution 35, and those amended changes now need to be included in the Chapter 13 Article II “Source Water Protection” of the Municipal Code by the Board adopting an ordinance at a later date.

In 2019 Staff has continued to review and research advancements in waste water technology and engineering, primarily associated with nitrogen reduction and how it may be applied to the Water Supply Protection District and preserving the source water.

Williams stated the Chaffee County Building Department continues to be proactive and supportive, and requires developers to follow the guidelines found in the Source Water Protection Plan, the Town ordinances, and application process to build in the protected district. Gary Greiner, Chaffee County Engineer, also provides staff valuable information related to waste water advancements, and the Colorado Department of Public Health and Environment provides consultation and applicable reference material as needed.

Williams reviewed even with the advancement in technology, Staff has concerns introducing new changes in setbacks to surface water, as creating new setbacks could impact future conservation efforts of riparian zones and water ways. Monitoring and managing the district for On-Site Waste Water Treatment System (OWTS) integrity would need to be established to avoid experiencing issues with the existing systems’ water quality failures and monitoring. Williams shared Staff will continue evaluating, exploring options, and working with cooperative agencies to protect the Town’s source water.

2020 Budget Hearing

Treasurer Stoke reviewed the 2020 proposed Budget was initially presented to the Trustees on October 8th, followed up with a series of public hearings and work sessions with a variety of stakeholders which included citizens, and town advisory boards and commissions. Stoke shared she feels it has been a good budget cycle and appreciates the work the Trustees and Department Heads have dedicated to the process.

Mayor Lacy opened that Public Hearing to public comment; no comments were received.

The Board proceeded to approve the Town of Buena Vista 2020 Budget.

MOTION NO. 3:

MOVE TO APPROVE RESOLUTION NO. 42 ADOPTING THE 2020 TOWN OF BUENA VISTA FEE SCHEDULE.

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

MOTION NO. 4:

MOVE TO APPROVE RESOLUTION NO. 43 ADOPTING THE TOWN OF BUENA VISTA 2020 BUDGET.

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

MOTION NO. 5:

MOVE TO APPROVE RESOLUTION NO. 44 APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET IN THE 2020 BUDGET.

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

MOTION NO. 6:

MOVE TO APPROVE RESOLUTION NO. 45 LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2020 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF BUENA VISTA.

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

Chaffee Housing Trust

Read McCulloch, Executive Director of Chaffee County Trust provided the Trustees with an update on housing efforts in Buena Vista, and Chaffee County. McCulloch stated currently funding is available through January of 2029, and he is working with The Farm to secure six homes within the development that meet Chaffee County Trust’s criteria for affordable housing.

STAFF REPORTS

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

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.

Wyles, and Airport Operations Specialist Chandra Swanson, reviewed with the Trustees an overview of activities that occurred at the Central Colorado Regional Airport in 2019, and revenues generated/received.

4. Public Works Director - Highlights of the report in the packet were reviewed and Williams responded to Trustee comments and questions.

5. Recreation Director - Highlights of the report in the packet were reviewed and Richmond responded to Trustee comments and questions.

TRUSTEE/STAFF INTERACTION

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

Mayor Lacy read the Christmas card from Clearview Community Church that was included with the cookies they provided to the Trustees.

Puckett reviewed with the Trustees that Solvista Health is requesting a Letter of Support to include in their proposal to Colorado Department of Human Services requesting funding to establish a clinically monitored residential withdrawal management unit (social detox) in Salida.

MOTION NO. 7:

MOVE TO APPROVE HAVING MAYOR LACY SIGN THE LETTER OF SUPPORT FOR SOLVISTA HEALTH TO ESTABLISH A DETOX CENTER IN SALIDA.

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

Puckett reviewed with the Board that he has been working with Joseph Teipel regarding Chaffee County Community Foundation’s (CCCF) proposal to acquire the building and property currently owned by Colorado Mountain College. CCCF’s goal is to gain control of the property to ensure the needs and desires of the community are met, and their proposal would not be in conflict with TopoGen’s request to lease the building.

MOTION NO. 8:

MOVE TO APPROVE HAVING MAYOR LACY SIGN THE LETTER OF SUPPORT FOR THE CHAFFEE COUNTY COMMUNITY FOUNDATION’S PROPOSAL TO ACQUIRE THE PROPERTY CURRENTLY OWNED BY COLORADO MOUNTAIN COLLEGE IN BUENA VISTA.

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

Mayor Lacy asked the Trustees if, now that the full Board is seated, they would like to discuss the request made at the November 26, 2019 Trustee meeting by Scott Embree, owner of Ascend Cannabis Company, to allow retail marijuana sales in Buena Vista.

Trustee Volpe stated he would like to receive a formal request by a citizens group prior to the Board moving forward with discussing the topic. The Trustees agreed to not pursue the topic at this time.

MOTION NO. 9:

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 9:10 PM.

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

Respectfully submitted:

Duff Lacy, Mayor

Paula Barnett, Town Clerk

MINUTES FOR THE MEETING OF THE
RECREATION ADVISORY BOARD
Wednesday, November 13th, 2019

CALL TO ORDER: A meeting of the Recreation Advisory Board was held on Wednesday, November 13, 2019 at the Buena Vista Community Center, 715 E. Main Street, Buena Vista, Colorado. Mckenzie called the meeting to order at 7:32am.

Roll Call

Members present were chair Mckenzie Lyle, co-chair Marcus Trusty, Gary Crowder, Jan Johnson, Luke Urbine, Dan Hamme, Ashley Davis, and Danielle Ryan. Also in attendance were Recreation Director Earl Richmond, and Recreation Assistant Ben Eichel,

APPROVAL OF MINUTES: Gary moved to approve the October 2019 minutes, as written. Marcus seconded the motion. Motion passes with unanimous approval.

APPROVAL OF THE AGENDA: Gary moved to approve the November 2019 agenda as with amendments. Marcus seconded the motion. Motion passes with unanimous approval.

PUBLIC COMMENT:

NSTR

New Business

- I. Program Report (Earl)
 - a. 177 youth in basketball (new record)
- II. Rec Director Report (Earl)
 - a. Special events in 2020 coordination
 - b. Optimists will donate 5k to skate park, discussing working on vehicle for BV Rec next year
 - c. Trails complete this year
 - d. Info on Salida Aquatic Center (lodging tax in Salida that brings 400K a year for Salida Rec)
 - e. Applied for Chaffee County Common Grounds grant for 25K for 20 new info kiosks around the county
 - f. Visited Wheatridge Recreation Center, asking board to visit other centers and share experiences with rest of board.
- III. Recreation Assistant Report (Ben)
- IV. Sunset Vista GOCO Grant Update
 - a. Application submitted, will wait until spring (March)for determination (350K ask plus 50K from town)
- V. Special Event Camping Input
 - a. Recent history of SE camping
 - b. Received well and seemed successful

- c. Need Board input on impact of camping on resources like soccer
 - i. Discussion that general public does not respect the land they camp on- possibly not educated on treading lightly on resources
 - ii. Input on ensuring camping is segregating by type (VIP, tents, vehicle) from an event coordinating perspective. Keep vehicles on dirt, tents on grass
 - iii. Discussion on looking at serving community first
 - 1. Day use permitted, possibly one night of camping. No three day or four day festival- zero support for extended camping
- d. Suggested mitigation possibilities
 - i. Limiting consecutive days of camping- limiting to two days
 - ii. Limiting camping to half of field, keep other half open to public
 - iii. Are there other land spots to use in town? Youth softball?
- VI. Gathering Community Input- Town Facilities
 - a. Lands are available and need input from community on what to do with them. Will be working plan for 2020

Ongoing Business

- I. Board Pulse:
 - a. Hockey Rink (Dan) Salida approved to build three month hockey rink this year. Salida interested in renting BV hockey boards this year. Concern that if they borrow them this year then the boards will stay in Salida.
 - i. Gary suggested to the board that not lend out hockey boards
 - ii. Working on creating business plan to secure funding for rink in Buena Vista
 - iii. Next step is to apply for grants and continue marketing to community
 - b. Salida High Soccer ranked #1 in state- most are sophomores. Thought that youth recreation programs helped start this success.
 - c. Browns Canyon National Monument plan open for public comment (basically increased access and use but not for motorized traffic)
- II. Drone Park Update
 - a. Input from board received, apparently RC airstrip was never consulted with plan.
 - b. Asked groups to continue to communicate with interested parties
 - c. Plan was not to scale
 - d. Town Administrating getting involved
- III. 2020 Budget Updates
- IV. Internship Opportunities

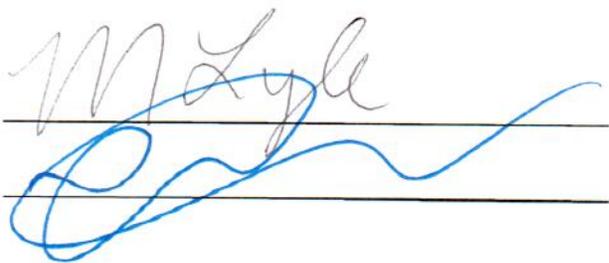
ADJOURNMENT:

Mckenzie motioned to adjourn at 8:55am.

Respectfully submitted:

Mckenzie Lyle, Chair

Ben Eichel, Recreation Assistant



The image shows two handwritten signatures in blue ink. The top signature is written on a single horizontal line and appears to read 'M Lyle'. The bottom signature is written on two horizontal lines and is more stylized and cursive.

MINUTES FOR THE MEETING OF THE
RECREATION ADVISORY BOARD
Wednesday, December 11th, 2019

CALL TO ORDER: A meeting of the Recreation Advisory Board was held on Wednesday, December 11, 2019 at the Buena Vista Community Center, 715 E. Main Street, Buena Vista, Colorado. Mckenzie called the meeting to order at 7:35am.

Roll Call

Members present were chair Mckenzie Lyle, co-chair Marcus Trusty, Gary Crowder, Rick Bierterman, Luke Urbine, Dan Hamme, Ashley Davis, and Danielle Ryan. Also in attendance were Recreation Director Earl Richmond, Program Coordinator Shane Basford, Recreation Assistant Ben Eichel, and Jennifer Eggleston from Peak to Peak Pickleball Club

APPROVAL OF MINUTES: Dane moved to approve the November 2019 minutes, as written. Gary seconded the motion. Motion passes with unanimous approval.

APPROVAL OF THE AGENDA: Rick moved to approve the December 2019 agenda as with amendments. Dan seconded the motion. Motion passes with unanimous approval.

PUBLIC COMMENT:

Jennifer with Peak to Peak Pickleball Club

New Business

- I. Program Report (Shane)
 - a. Nuggets Skills Challenge
 - b. Winter programming
 - c. HIIT Moms workout
 - d. Offering CPR/First Aid course for our paid instructors
 - e. Inquiry on Babysitting 101
- II. Rec Director Summary (Earl)
 - a. Report provided prior to meeting
- III. Recreation Assistant Report (Ben)
 - a. Keybox available for renters
 - b. 2020 Reservations and Long Term Agreements
 - c. Discussion on possible wedding venues
 - d. Resident vs nonresident charges
- IV. Indoor Facility Needs Vista
 - a. Use of BV Schools and DPCA facilities for recreation programming- possible future needs of indoor gym facilities
 - i. Investigate facility on South side of town
 - ii. Create a subcommittee to get more information

Ongoing Business

- I. Board Pulse:
 - a. Babysitting- should be great interest
 - b. Communication with trustees- possibly change RAB meeting schedules
 - c. Feedback on Drone RC Park process and how important it is to follow process
 - d. New programs should adhere to industry standards and discipline guidance
 - e. Discussion on combining facility uses (ie pickleball, weddings, etc)
 - f. Whitewater update- numbers down 12% for visitors (outfitters using other rivers than Arkansas), new class III/IV feature

- II. Drone Park Update
 - a. Continuing meetings with interested groups
 - b. Discussion on creating a master plan for that area

- III. Ice Update
 - a. Phased approach
 - b. January 9th informational meeting
 - c. Looking to act in the fall of 2020
 - d. Impact of Gunnison Ice Rink compared to ski resort on town
 - e. Need to determine account to use for donations
 - f. Salida will not borrow BV boards

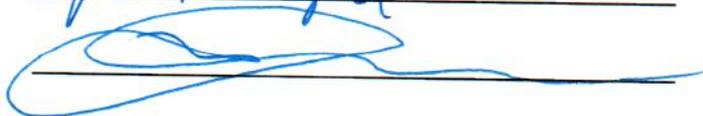
ADJOURNMENT:

Mckenzie motioned to adjourn at 9:06am.

Respectfully submitted:

Mckenzie Lyle, Chair

Ben Eichel, Recreation Assistant



MINUTES

HISTORIC PRESERVATION COMMISSION TOWN OF BUENA VISTA, COLORADO

August 7, 2019

3:00 PM

Watershed
410 E. Main Street

I. CALL TO ORDER

Meeting called to order at 3:05pm.

II. ROLL CALL

Present: Katy Welter, Vic Kuklin, Suzy Kelly, Melanie Roth, John OBrien, Nancy Locke

Staff:

Public:

III. APPROVAL OF AGENDA

Suzy moves to approve Nancy seconds. Motion carries unanimously.

IV. APPROVAL OF MINUTES – July 11, 2019

Vic moves to approve as amended Nancy seconds. Motion carries unanimously.

V. PUBLIC COMMENT

None

VI. BUSINESS ITEM

- A. Review of Jo Reese's HPC commissioner application
 - a. Tabled until next meeting when she can attend
- B. Architectural Guideline Subcommittee
 - a. Guideline review of chapter 4
 - i. Dan led a page by page review of chapter 4 of the AG's with Katy contemporaneously editing the Word document. Changes were made mostly dealing with how the document would be administered by the town. With discussions on whether the various parts of the document would be a requirement or a suggestion of best practice. It was agreed to go forward with the document being more a guideline than a requirement and that the trustees would make the final decision on how the document would be administered. We will edit the document once the trustee decision is made. We will seek clarification from History Colorado on if the interior of an historic building would be reviewed by the HPC and correct the AG's if necessary.
 - ii. Dan thanked everyone for their help getting thru chapter 4.

- iii. Dan made a motion to accept the changes discussed and John seconds.
Motion carried unanimously.
 - b. Town Trustee work session and discussion scheduled for September 10th 6pm
 - i. Prep session will be at 4pm prior the meeting.
- C. Grants update
 - a. State Historical Fund
 - i. No new update
 - b. Colorado Historic Records Advisory Board Grant
 - i. HPC was awarded the grant and Suzy and Kiki will be going to two days of training in Durango in September on how to digitize historical photos.
- D. Next Meeting
 - a. Next meeting schedule for September 18th at 3:00 pm at the BV Heritage Museum – thanks Vic.
- E. Adjournment
 - a. Meeting was adjourned at 5:05 pm

Respectfully Submitted:



A handwritten signature in black ink, reading "Kathryn Welter", is written over a horizontal line. The signature is cursive and fluid.

Katy Welter, Chair



**HPCminutes 9.26.19 revised and approved
Widespread flight cancellations out of DIA with the worst snow and cold
arriving tomorrow. I'm afraid it does not look good for us to get out tomorrow.
MINUTES**

**HISTORIC PRESERVATION COMMISSION
TOWN OF BUENA VISTA, COLORADO**

September 26, 2019

3:00 PM

BV Heritage Court House

I. CALL TO ORDER

Meeting called to order at 3:05pm.

II. ROLL CALL

Present: Katy Welter, Vic Kuklin, Suzy Kelly, Dan Courtright, John OBrien, Nancy Locke

Staff: Mark Doering, Phillip Puckett

Public: Andre Spino-Smith, Mark Krasnow, Mark Jenkins, Jay Woolmington, Jo Reese, Amy Epstein

III. APPROVAL OF AGENDA

John moves to approve Dan seconds. Motion carries unanimously.

IV. APPROVAL OF MINUTES – August 7, 2019

Dan moves to approve as amended Vic seconds. Motion carries unanimously.

V. PUBLIC COMMENT

Covered under business items.

VI. BUSINESS ITEM

A. Section 19-14 review of demolition permit application for 103 S Court Street

- a. Andre Spino-Smith who was representing the owner, Alexandra Selby read a prepared statement. Andre noted that the building was difficult to maintain, without adequate plumbing, electric, insulation and most rooms without heat. He went on to note that Main Street business owners have requested the building be demolished and that the cost for a remodel would be prohibitive. He said that the property is under contract and the contract requires the building to be demolished as a part of the sale.
- b. Mark Doering, principal planner for the Town of Buena Vista presented the staff report dated September 23, 2019 for the "Request for demolition of a non-designated building over 50 years old that is potentially eligible for designation" the report is attached to these minutes.
 - i. Mark summarized the request, presented the process outlined in 19-14 of the Towns Municipal Code, provided an analysis of the designation criteria and provided his conclusions and recommendations.

- c. Suzy Kelly provided some additional historic information on the building.
 - d. John O'Brien noted that Section 19-14 required a review to be completed "30 days after submission of complete demolition permit application" and the demolition permit supplied as a part of the staff review was not complete. Town staff stated that the permit supplied was OK and the commission should proceed with the review.
 - e. Katy reviewed the requirements in Section 19-7 "Criteria for Designation," and explained that if a majority vote of the HPC found that 103 Court met any one of the criteria, the result would be to stay the demolition process by 180 days as outlined in 19-14
 - f. A lengthy discussion was held between the commissioners resulting in a motion by John seconded by Dan that "We determine that the non-designated building located at 103 Court Street, Buena Vista would qualify for designation based on 19.07 item i. and n. A vote was held and the HPC approved the motion by a 4 to 2 vote.
- B. Architectural Design Guideline Subcommittee**
- a. September 24 Board of Trustees Work Session Debrief
 - i. The highlights of the work session were discussed with the goal to present a completed draft to the trustees by the end of the year. The members of the public asked that addition outreach be done for HPC public meetings. The town will do a mailer to all property owners for the next guideline HPC work session scheduled for October 29.
 - b. Chapter 5 review
 - i. Amy Eckstein provided some detailed comments
 - 1. Suggested more photos and sketches to illustrate the items in the AG's
 - 2. Suggested any structure over 30' high be by special use permit only
 - 3. Suggested that more primary exterior building materials be considered
 - 4. Suggested that illustration 5.x was too restrictive
 - ii. Mark Krasnow thought that the AG's needed more detail in order to create less uncertainty.
- C. Grants update – tabled until next meeting**
- D. HPC Budget request**
- a. The HPC requested \$1000 for bronze plaques for locally landmarked buildings and \$2000 for the annual required CLG training.
- E. Review of Jo Reese's HPC commissioner application**
- a. Jo Reese's application was reviewed, discussed and approved unanimously.
- F. Next Meeting**
- a. Next meeting schedule for October 24 at 3 pm at the Museum.
- G. Adjournment**
- a. Meeting was adjourned at 5:35 pm

Respectfully Submitted:



Katy Welter, Chair



MINUTES

HISTORIC PRESERVATION COMMISSION TOWN OF BUENA VISTA, COLORADO

October 24, 2019

3:00 PM

BV Heritage Court House

I. CALL TO ORDER

Meeting called to order at 3:05pm.

II. ROLL CALL

Present: Katy Welter, Vic Kuklin, Suzy Kelly, Dan Courtright, John O'Brien, Nancy Locke, Melanie Roth

Staff: Mark Doering

Public: none

III. APPROVAL OF AGENDA

Mark requested to add an update on 300 and 304 E. Main to the agenda.

John moves to approve Dan seconds. Motion carries unanimously.

IV. APPROVAL OF MINUTES – September 26, 2019

Vic moves to approve with minor amendments. Dan seconds. Motion carries unanimously.

V. PUBLIC COMMENT

None

VI. BUSINESS ITEM

A. Architectural Guideline Subcommittee

a. Chapter 5 review

- i. Dan reviewed the proposed draft chapter with noted comments on the side. A lengthy discussion took place with a number of minor changes made to the document. At the conclusion it was agreed to incorporate the changes into a final draft which would be presented in the public meeting at 2 pm in the Community Center on Tuesday October 29, 2019

B. Demolition permit hearing debrief

- a. A meeting was held at town hall on October 11, 2019 with Philip Puckett, Mark Doering, Trustee Jenkins, Trustee Volpe, Erica Duvic –History Colorado, Katy Welter and John O'Brien to discuss the first historic building demo permit hearing by the HPC.

- b. The meeting discussed Ordinance No 14, chapter 19.14 of the Municipal Code, the roles of town staff and the HPC, the definition of a historic building and its integrity and a path to move forward to improve the process.
- C. Grants update**
 - a. Historic building survey grant – contract with the consultant is in place with work scheduled to start in the spring of 2020
 - b. Historic records survey – Suzy and Kiki attended training on historic records digital archiving in Durango. Denver library is to provide a computer and scanner on loan to evaluate prior to the purchase of new equipment.
- D. HPC Budget request**
 - a. The HPC requested \$1000 for bronze plaques for locally landmarked buildings and \$2000 for the annual required CLG training. Town is evaluation all budget requests at this time.
- E. Saving places conference 2020**
 - a. Nancy and Suzy plan on attending and will apply for scholarship which is due November 1st.
- F. 300 and 304 E. Main**
 - a. Mark presented architectural drawings for the work being proposed at this time for the building. Dan will review and comment on the scope of work as it relates to the Architectural Guidelines and Mark will request a meeting between the owner and the HPC in the future.
- G. Next Meeting**
 - a. Next meeting scheduled for 3pm, December 5, 2019 in the Community Center.
- H. Adjournment**
 - a. Meeting was adjourned at 5:10 pm

Respectfully Submitted:



Katy Welter, Chair



MINUTES

HISTORIC PRESERVATION COMMISSION TOWN OF BUENA VISTA, COLORADO

December 5, 2019

4:30 PM

Community Center, Pinon Room

I. CALL TO ORDER

Meeting called to order at 4:35pm.

II. ROLL CALL

Present: Katy Welter, Vic Kuklin, Suzy Kelly, Dan Cartwright, Nancy Locke, Melanie Roth, John O'Brien via phone

Staff: Mark Doering, Phillip Puckett

Public: Cheryl Richmond, Tim Fleager and Trustee Mark Jenkins

III. APPROVAL OF AGENDA

Approved unanimously.

IV. APPROVAL OF MINUTES – October 24, 2019

Approved unanimously as corrected.

V. PUBLIC COMMENT

None

VI. BUSINESS ITEM

A. Architectural Guideline Subcommittee

- a. Dan gave a short report. Reviewing Chapter 5 within the subcommittee and will issue a final edit for review on Monday, via email to the full board. HPC will issue a draft when completed to the town board by email no later than the deadline for including in the Board packet.

B. 300-304 E. Main demolition permit public hearing

- a. Meeting is for a public hearing for a demolition permit for the buildings located at 301—304 E. Main Street,
- b. Cheryl Richmond presented on behalf of the property owner, Sharon Young, their final changes for the building.
- c. The Wine shop will be moved to Main Street rather than on RR Street. The space vacated by wine shop on RR Street will be made into an ADA assessable unit.

- d. All the original windows on the second floor have been replaced, what is there now are wood or aluminum but only one with original glass. The new replacement windows will look similar to a double hung window.
 - e. Revised doors on the west elevation along RR Street to accommodate the ADA accessibility unit and exit stair.
 - f. Two sections of the first floor, brick wall on the west elevation along RR Street will be removed and new store front windows will be installed.
 - g. The alley on the north elevation will be screened to cover the mechanical equipment area and new windows will be installed on the second floor.
 - h. Cheryl checked on restoring the windows on the 2nd floor and it cost \$2200 per window to restore the old windows. The restoration cost is much more than new double hung, replacement windows which cost \$500 each.
 - i. Mark Doering presented the staff report and recommendations in detail. A copy is attached.
 - j. Katy reminded the HPC that their task was to determine whether each of the properties meet any of the historic designation criteria listed in Section 16-40 of the Buena Vista Municipal Code.
 - k. After discussion of each of the criteria, Dan Cartwright made a motion, seconded by Suzy Kelly that the HPC finds that the building located at 300 E. Main Street meets the following local historic designation criteria: #'s 1,2,3,6,7,9,10, and 13. Motion passed unanimously.
 - l. Dan Cartwright made a motion, seconded by Suzy Kelly that the HPC finds that the building located at 302-304 E. Main Street meets the following local historic designation criteria: #'s 1,2,3,6,7, still eligible according to the criteria of our list.10, and 13. Motion passed unanimously.
 - m. Katy Welter made a motion, and Dan Cartwright seconded: to recommend to the Town Administrator that he implement a suspension of the demo permit approval of 30 days for the purpose of exploring alternative possibilities for the windows for 300 East Main. Motion passed unanimously.
 - n. Katy Welter made a motion, and Dan Cartwright seconded: to recommend to the Town Administrator that he implement no suspension for the demolition permit on 302-304. Motion passed unanimously.
- C. Saving Places Conference**
- a. Saving places will be attended by Nancy Locke and Melanie Roth in January 2020. Town Staff will register Nancy.
- D. Next Meeting**
- a. Next meeting scheduled for 3pm, January 3, 2020 in the Community Center or Town Hall.
- E. Adjournment**
- a. Meeting was adjourned at 6:30 pm

Respectfully Submitted:



Katy Welter, Chair



Minutes of the Regular Meeting of the Buena Vista Planning and Zoning Commission

December 4, 2019

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 6:01 pm, Wednesday, December 4, 2019 at the Buena Vista Community Center, 715 East Main Street, Buena Vista, Colorado by Chair Preston Larimer. Also present were Vice Chair Lynn Schultz-Writsel, and Commissioner Craig Brown.

Staff Present: Principal Planner Mark Doering and Planning Technician Robin Mesaric-King.

PLEDGE OF ALLEGIANCE

Chair Larimer led in the Pledge of Allegiance.

ROLL CALL

Mesaric-King proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Larimer called for approval of the agenda. Schultz-Writsel motioned to adopt the agenda as presented, **Motion #1** seconded by Brown. Motion carried.

APPROVAL OF MINUTES

Brown motioned for approval of the November 6, 2019 minutes as presented. **Motion #2** was seconded by Schultz-Writsel. Motion carried.

PUBLIC COMMENT

Public comments opened at 6:03 pm. With no comments, public comment was closed at 6:03 pm.

NEW BUSINESS

Commissioner Training

Doering outlined the articles he had provided to the Commissioners. The Commission generally discussed possible training topics including small lots, accessory dwelling units, public infrastructure, affordable housing, and other mountain towns with similar issues and development trends; the good months for training to occur and the dates for the 2020 Planning Conference.

Doering informed the Commission that there will be three positions available on the Board of Trustees in April 2020.

STAFF / COMMISSION INTERACTION

Doering informed the Commission that the Board of Trustees had discussed reviewing the Comprehensive Plan and a possible joint work session between the Board of Trustees and the Planning and Zoning Commission. The Commission generally discussed the quantity of dwelling units constructed in the last two years.

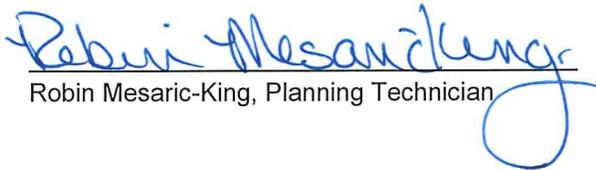
ADJOURNMENT

There being no further business to come before the Commission, Schultz-Writsel motioned to adjourn the meeting at 7:17 pm, Brown seconded. **Motion #3** was unanimously approved.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Preston Larimer".

Preston Larimer, Chair

A handwritten signature in blue ink, appearing to read "Robin Mesaric-King".

Robin Mesaric-King, Planning Technician

Buena Vista Tree Advisory Board November 7, 2019

In attendance were: Tom Liverman, Dan Murray ,Roy Gertson , Kathy Hoerlein, Sarah Kuhn, & Shawn Williams. Having a quorum of 5 members, a regular meeting continued at 0903 am. Also in attendance was Dave Ludders & Jeremy Bisher from BristleCone Tree Service

Agenda approved by President Tom after adding Tee shirts on other business

Minutes ; from October 3 2019 meeting , a motion to approve by Kathy and 2nd by Dan. Motion carried.

Volunteer time ; 2 hrs. Admin

2 hrs Lin on tee shirt design

2019 Total to date = 120 hrs.

Annual work plan checked. Will prepare 2020 work plan in January 2020

Reports;

Public Works ; Shawn & PW crew planted the remaining the Spring Snow along E. Main & Railroad ROW, replacing dead Elm tree. The 5 Ponderosa Pines and Box Elder are to be held over till 2020 in wood chips & watered until Spring 2020 planting. Shawn suggested purchasing our 2020 trees from Little Valley Wholesale Nursery.

Pruning project is Columbine park by Bristlecone Tree services. Still need to remove two large Cottonwood trees , one at 402 W. Main & another on Chestnut & 302 N. Colorado. Bristlecone did amazing job. Shawn wants to prepare a services contract with them for 2020.

Landscape plans coming up for review with “The Boulders”, “Factory” and “The Farm phase 2” . Lots of infill development happening requiring two trees per lot. East Arkansas St is a prime example.

The Railroad St Project is being budgeted for 2020 ,including the tree lawns along east side of 12 trees.

A GOCO grant for new Park in Sunset 4 will be possibly awarded in March. Tree planting could be late summer.

Shawn thanked Tom for attending the Town Council meeting on behalf of the Tree Board. It’s great to show appreciation for the support of the Council.

Board discussed problems with business owners using salt on their icy sidewalks , which is damaging the trees along the sidewalk. Board considered a flyer on other techniques such as sand for ice control to be distributed to business owners along E. Main and S. Main. Public works may take over the snow removal along E Main & S. Main.

Shawn called the Tri Vista builder on tree planting issues, and not planting the required trees until spring.

Shawn will prepare our application for Tree City USA for 2019.

Colorado State Forest ; JT Shaver related the aspects of the recent Decker forest fire near Salida. Burning the down & dead trees in the wilderness area was good for Forest Health. The type 1 fire was rated top priority in the nation , 982 fire professional , along with aerial tankers were brought to contain the fire after it started to spread to Methodist Mtn and potential homesites.

Further discussion on fire mitigation procedures and the amount of grant funding was presented. Roy asked about potential fire mitigation study for the Buena Vista watershed & treating the riparian zones. The Chaffee County Envision Tax could provide for matching dollars for larger Federal grants.

Most of Colorado State Forest service calls were about Pinon Pine & Ponderosa tree problems. Some calls related to Elm scale were also addressed.

JT mentioned they held a Community Forestry meeting in Buena Vista with good attendance.

Agenda Items :

1. Town tree services license was discussed with ideas to have increased qualifications for a Town License. Presently the Town requires only a fee, and insurance. An exam or Arborist Certification was discussed. The Salida ordinance was available for comparison. Roy will develop a draft for the next meeting. The Town's Code Enforcement Officer will be contacted on ideas for the draft. Enforcement of the license requirements is a problem.
2. Shawn has tasked the Board to review and possibly increase the available trees for our area in the planting guide. Board needs to inspect our experimental trees the next growing season for any recommendations. The Board will proceed reviewing tree species viable for our area. Our existing Planting Guide has 30 tree species listed . Autumn Blaze Maple and Apricot trees are two species suggested to be reviewed. JT from Colorado State Forestry will take the Planting Guide for their review and suggestions.

Other Business;

1. Lin presented a new long sleeve shirt design. Motion by Tom & 2nd by Lin to approve up to \$300 for the shirt project depending upon remaining \$ in our budget. Motion approved by vote. PW to check the budget.

2. JT mentioned the Tree Campus program involving the schools K -12. More discussion will be in 2020. He also mentioned a joint meeting with Salida Tree Board may be helpful and good communication between the Tree Boards . They meet every 2nd Tuesday of each month.

Final comments; Motion to cancel the December meeting by Roy & 2nd by Dan, motion approved by vote.

Next Meeting; January 2, 2020

Adjourned at 11:10

Respectfully submitted,

Roy Gertson
Secretary

BUENA VISTA TREE BOARD
Final 2020 WORK PLAN
SUMMARY OF HOW OBJECTIVES WILL BE ACCOMPLISHED

A. RENOVATE BUENA VISTA TREE RESOURCE

*The renovation of tree resources will be coordinated with the Public Works Director - Shawn Williams

ACTIVITIES	<u>DATES TO BE ACCOMPLISHED</u>	<u>RESPONSIBLE FOR ACCOMPLISHMENT</u>
1. Designate trees for removal and pruning	July	Tree Board / Public Works
2. Bid/contract for pruning and removal	August	Public Works
3. Start pruning and removal	Sept./ Oct./ mid - Nov.	Contractor
4.. Administer progress of pruning / removal	Sept./ Oct./ mid- Nov.	Public Works
5. Stump grinding	On-going	Contractor
6. Town -wide Tree inventory -Review and update,	On -going	Tree Board / Public Works
7. Inspection of Town park, McPhelemy		
8. Tree City USA Renewal	December	Public Works
9. Inspection of Ash and Elm trees for invasion of EAB & Scale insects	May- June	Tree Board

B. ARBOR DAY CELEBRATION

Arbor Day (**5 Ponderosa Pines planted at new Water tank in bioswales**)
 Advertisements & proclamation
 Prepare materials & sites

May 21
 May 12
 May 7

Tree Board / Public Works

C. TREE PLANTING - REPLACEMENT TREES AND PLANT NEW LOCATIONS

1. Inspection of experimental trees condition	May	Tree Board / Public Works
2. Tree Purchases (approximately 20 trees)	February	Tree Board / Public Works
3. Adopt Tree Plantings	June	Tree Board ? Public Works

D. PUBLIC RELATIONS

- | | | |
|--|-----------------------|------------|
| 1. Membership Drive | On-going | Tree Board |
| 2. Monthly Publicity | January, April, June, | Tree Board |
| a. Newspaper Articles (Tree Tips) | September | |
| b. Radio spots/interviews | | |
| 3. BV TV videos & programs | | |
| 4. Educational materials to schools & Library etc. | | |
| 5. Update & document issues on website | | |
| 6. Trade Show exhibit | Chamber to set date | |
| 7. Town Council update | July | |

E. TREE BOARD MEETINGS

1. Tree Advisory Board meetings will be held monthly on the 1st Thursday at 9:00 a.m. at the Public Works Shop - 755 Gregg Drive.
2. Election of officers will be held at the January meeting.
3. A representative from CSFS will provide technical assistance and make recommendations as needed.
4. Development of 2020 Annual Work Plan should begin at the November 2020 meeting. Presented to Board of Trustees in January 2021
5. Accomplishment dates should be determined at the earliest opportunity, during a Tree Board meeting.

Where CSFS is responsible, contact J.T. Shaver, Forester, 539-2579. <j.t.shaver@colostate.edu>



Buena Vista Police Department
Post Office Box 1310
713 E. Main St.
Buena Vista, Colorado 81211
Phone: (719) 395-8654 Fax (719) 395-8655



Chief's Report December 2019

All of us at the police department want to thank our Honorable Mayor & all of the Board of Trustees for your support! Knowing all of you stand beside us in keeping our town safe, now, & in the future is very rewarding! Thanks to the internet & word of mouth, people from all over this great country of ours have found Buena Vista Colorado. In the last five years we have seen a huge increase in events & people in our beautiful valley. Thanks to all of you, 2020 will be a very good year.

On December 4th, every sheriff & police chief in our Eleventh Judicial District attended a meeting in Canon City. Our new District Attorney, Kaitlin Turner, hosted the meeting at the City Hall in Canon City. We had a two hour discussion on numerous topics.

On December 18th, we had our Team Christmas Party at the Community Center. It was a very relaxing fun filled time. Cops little kids running around everywhere just having fun. No discussions or politics, just a great meal with no stress!

2020 is going to be a very good year.

Please see attached calls for service & stats



BVPD CALLS FOR SERVICE FOR THE MONTH OF DECEMBER 2019

3	911 MISC. (NON-EMERGENCY; HANGUP CALLS ETC)
2	ABANDONED VEHICLE
11	ACCIDENTS
53	ADMINISTRATIVE CALLS (OUT AT PD/TOWN HALL/MTGS)
5	ALARMS - INCLUDING FIRE
6	ANIMAL COMPLAINTS
0	ARSON
1	ASSAULTS
32	ASSIST OTHER AGENCY
0	AUTO THEFT
3	BURGLARY
11	BUSINESS CHECKS
0	CHILD ABUSE
0	CHINS (CHILD HAVING IMMEDIATE NEED OF SUPERVISION)
3	CITIZEN ASSIST
1	CIVIL DISPUTES
1	CIVIL PAPERS
0	CIVIL STANDBY
1	CODE VIOLATION
0	COMMUNITY RELATIONS
1	COURT SERVICES
7	CRIMINAL MISCHIEF
1	DEATH
2	DOMESTIC VIOLENCE
2	DISTURBANCE CALL - FIGHT
5	DISTURBANCE CALL - NOISE
1	DRUG INVESTIGATION
0	EMERGENCY MESSAGE
0	FIRE CALLS - MISC
0	FIRE CALLS - STRUCTURE & WILDFIRE
60	FOLLOW UP
1	FOOT PATROL
1	FORGERY/FRAUD
4	FOUND PROPERTY
1	HARASSMENT
1	HAZARDS - GENERAL
0	HAZARDS - MATERIAL
0	HOME TOWN SECURITY
0	HOUSE WATCH
2	INTERVIEW
7	INFORMATION ITEMS
2	INTOXICATED SUBJECT
0	LIQUOR VIOLATION

0	LIVESTOCK
0	LOST PROPERTY
3	MEDICAL ASSIST
11	MEETING
1	MISSING PERSON
10	MOTORIST ASSIST
7	PARKING VIOLATION
1	PHONE CALL
0	PBT - PORTABLE BREATH TEST
3	REDDI REPORT
22	REPORTS
1	ROADSIDES
1	RUNAWAY
5	SECURITY CHECKS
0	SEXUAL ASSAULT
0	SMOKE INVESTIGATION
0	SUICIDE ATTEMPT
4	SUSPICIOUS INCIDENT
3	SUSPICIOUS PERSON
3	SUSPICIOUS VEHICLE
6	THEFT
45	TRAFFIC STOPS (ALL CONTACTS)
3	TRAFFIC VIOLATIONS (CITATIONS WITH CASE #)
56	TRAFFIC MISC (VEHICLE INVESTIGATION)
6	TRAFFIC COMPLAINT
21	TRAINING
2	TRANSPORTS
1	TRESPASS
21	VIN INSPECTION
1	VIOLATION OF PROTECTION ORDER
1	WARRANT ARREST (INCLUDING ATTEMPTED)
2	WEAPONS/GUN
17	WELFARE CHECK
1	WILDLIFE
489	TOTAL CALLS RECEIVED FROM CHAFFEE CTY. DISPATCH

Statistics from: 12/1/2019 12:00:00AM to 12/31/2019 11:59:00PM

Citation Printout Report by Violation

Total Citations of (18-3-204 ASSAULT IN THE THIRD DEGREE): 1
Total Mandatory Appearances: 1

Total Citations of (18-6-401 CHILD ABUSE): 1
Total Mandatory Appearances: 1

Total Citations of (18-6-801 DOMESTIC VIOLENCE): 1
Total Mandatory Appearances: 1

Total Citations of (18-8-212 VIOLATION OF BAIL BOND CONDITIONS): 1
Total Mandatory Appearances: 1

Total Citations of (18-9-111 HARASSMENT): 1
Total Mandatory Appearances: 1

Total Citations of (42-2-138(1)(A) DROVE VEHICLE WHEN LICENSE UNDER RESTRAINT (SUSPENDED/REVOKED/DENIED)): 1
Total Mandatory Appearances: 1

Total Citations of (42-4-1008 FOLLOWING TOO CLOSELY): 1
Total Mandatory Appearances: 0

Total Citations of (42-4-1101 SPEED LIMITS (EXCEEDING)): 5

Total Mandatory Appearances: 0

Total Citations of (42-4-1204 STOPPING, STANDING OR PARKING PROHIBITED IN SPECIFIED PLACES): 3

Total Mandatory Appearances: 0

Total Citations of (42-4-1211 LIMITATIONS ON BACKING): 2

Total Mandatory Appearances: 0

Total Citations of (42-4-1301(1)(A) DROVE VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS OR BOTH): 1

Total Mandatory Appearances: 1

Total Citations of (42-4-1305.5 OPEN MARIJUANA CONTAINER): 1

Total Mandatory Appearances: 1

Total Citations of (42-4-1402 CARELESS DRIVING): 1

Total Mandatory Appearances: 1

Total Citations of (42-4-1409 COMPULSORY INSURANCE): 1

Total Mandatory Appearances: 1

Total Citations of (42-4-202 UNSAFE VEHICLES): 1

Total Mandatory Appearances: 1

Total Citations of (42-4-703 ENTERING THROUGH HIGHWAY - STOP OR YIELD INTERSECTION): 2

Total Mandatory Appearances: 0

Total Citations of (42-4-805(3) PEDESTRIAN ON HIGHWAY UNDER THE INFLUENCE OF (ALCOHOL/CONTROLLED SUBSTANCE)): 1
Total Mandatory Appearances: 1

Total Citations of (7-136 RUNNING AT LARGE): 1
Total Mandatory Appearances: 0

Total Citations of (7-141 VICIOUS DOGS PROHIBITED): 2
Total Mandatory Appearances: 1

Total Citations of (VOID): 3
Total Mandatory Appearances: 0

Grand Total

Total Number of Citations Reported: 31
Total Fine Amounts Reported: \$0.00
Total Money Collected:
Total Money Still Due: \$0.00
Total Mandatory Appearances: 13



2019 was a year full of growth, development, and favorable forward progress for the Buena Vista Fire Department. New Equipment, training expansion, and further building of community relationships are just a few things that mark this positive progression at BVFD. The year ended with an appetite to continue moving forward and a fervency to continuing maturing as a station.

The full-time staff at BVFD completed their EMT-I certifications to better serve their community while providing more accessible First Aid/CPR classes to anyone who might need them. The fire staff also continued the inspections of short-term rentals and expanded further by taking over the fire inspections of all businesses in town. There was also a close partnership this year between the Fire Department and the Mc Ginnis middle school/high school to work with the architects to develop the new school buildings that have now reached phase one completion.

Another new development was that Buena Vista Fire Department was awarded their first ever grant that enabled them to purchase fourteen self-contained breathing apparatus with additional air bottles. This was quickly followed by the purchase of a much-needed fire truck that brought an air of excitement and gratitude to everyone at the station. These pieces of new equipment brought a sense of relief that the firefighters would be able to continue providing the best possible safety and services for Buena Vista.

This year marked the third year of our wildland program and new heights were reached with funds raised to be able to purchase new equipment and apparatus. Part of these funds were used to equip the new fire truck with the equipment needed to serve multiple types of service calls.

A new program was started called the "Envision Next Generation Community Wildfire Protection Plan". This program maps out the highest levels of risks for our country and how to address it with the highest cost efficiency. This will be a developing program moving into 2020.

2019 marked the highest number of calls in the history of the Buena Vista Fire Department at four hundred calls. This call volume for our station was unprecedented but that strain was relieved when the trustees committed to hiring two new firefighters to meet the ever-growing demand for first responder services in Buena Vista.

Appreciation, gratitude, and passion for what the station can become would be the three things felt by each firefighter at Buena Vista Fire Department moving into 2020. The support of the trustees and the BV community has encouraged the fire staff and provided in them an enthusiasm and an eagerness to serve their town to the best of their ability.

As Vince Lombardi once said, "Individual commitment to a group effort—that is what makes a team work, a company work, a society work, and in fullness a civilization work." We are so grateful to each individual who has committed to the Buena Vista Fire Department in 2019. We can hardly wait to see what 2020 brings for the station, our neighbors, our families, and our town.

Dixon Villers, Buena Vista Fire Chief

Buena Vista VFD

Buena Vista, CO

This report was generated on 1/2/2020 12:25:34 PM



Incident Type Count per Station for Date Range

Start Date: 01/01/2019 | End Date: 12/31/2019

INCIDENT TYPE	# INCIDENTS
Station: 7 - STATION 7	
111 - Building fire	5
130 - Mobile property (vehicle) fire, other	2
162 - Outside equipment fire	1
300 - Rescue, EMS incident, other	5
311 - Medical assist, assist EMS crew	224
320 - Emergency medical service, other	9
322 - Motor vehicle accident with injuries	3
363 - Swift water rescue	1
381 - Rescue or EMS standby	1
411 - Gasoline or other flammable liquid spill	1
412 - Gas leak (natural gas or LPG)	9
424 - Carbon monoxide incident	1
444 - Power line down	6
445 - Arcing, shorted electrical equipment	2
462 - Aircraft standby	23
463 - Vehicle accident, general cleanup	4
480 - Attempted burning, illegal action, other	1
500 - Service Call, other	3
510 - Person in distress, other	1
520 - Water problem, other	5
541 - Animal problem	1
542 - Animal rescue	1
550 - Public service assistance, other	6
551 - Assist police or other governmental agency	7
552 - Police matter	3
553 - Public service	1
555 - Defective elevator, no occupants	1
571 - Cover assignment, standby, moveup	1
600 - Good intent call, other	6
611 - Dispatched & cancelled en route	18

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	1
700 - False alarm or false call, other	18
715 - Local alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	8
800 - Severe weather or natural disaster, other	1
812 - Flood assessment	3
900 - Special type of incident, other	3
# Incidents for 7 - Station 7:	400

Only REVIEWED incidents included.



**TOWN OF BUENA VISTA**

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

DATE: January 14, 2019

TO: Mayor and Board of Trustees

FROM: Paula Barnett, Town Clerk
Melanie Jacobs, Deputy Town Clerk

RE: November Clerk's Office Activities

LIQUOR LICENSES**SPECIAL EVENTS PERMIT**

- **Buena Vista Welcome Center and Chamber of Commerce – Business After Hours**
December 19, 2019 – Collegiate Peaks Band, 105 Centennial Plaza
- **Buena Vista Welcome Center and Chamber of Commerce- Open House**
December 6, 2019 – Best Western – The View, 12847 US Hwy 24
- **Chaffee County Council on the Arts – Art Sale November 30, 2019 – Buena Vista Heritage Museum, 511 E. Main Street**

LICENSES RENEWED

- **Mini Mart, Inc. dba Loaf N Jug #9 – Fermented Malt Beverage – 610 Hwy 24, Buena Vista**

BUSINESS LICENSES**NEW LICENSES ISSUED**

- **Bradley's Plumbing & Drain Services, LLC – 114 W Lake St / Travis Bradley (plumbing service)**
- **Vibe BV – 623 Cedar St #C102 / Devin Corbett (STR)**
- **Moxie Properties, LLC – 623 Cedar St #C101 / Tracy Stotts & David Weed (STR)**
- **Buena Vista Boat House, LLC – 529 Gold St / Kyle Hagadorn (STR)**
- **A Princeton View – 701 S San Juan Ave / David & Margaret Slavish (STR)**
- **Orion Environmental, Inc. – Commerce City / Shawn Lopez & Moises Alarcon, Jr. (asbestos abatement & demolition)**
- **Universal Splicing LLC – Pueblo West / Mike Salerno (underground utility contractor)**
- **S2M Construction Co., Inc. – Glenwood Springs / Scott Miller (construction)**
- **SRG Performance – 122 West Pine St / Lane Kersting (ATV/UTV repair)**
- **K Chambers Carpentry – 149 Brady Rd / Kent Chambers (carpentry)**
- **Teddy's Place – 211 S Gunnison Ave / Kim Myers (STR)**

- **Wayno's Burgers & More** – 202 Larissa Ln / Wayne & Kathy Ridlon (food truck)
- **The Dish and The Spoon, Inc. dba Spark Provisions** – 410 East Main St / Justine & Seth Witherspoon (prepared food/beverage and event space)
- **Dreamcatcher Home Stay** – 118 Dreamcatcher Rd / Duff Lacy (STR)
- **Rocky Mountain Tools, Inc.** – Salida / Damian Trujillo (mobile tool sales)
- **Bella Vista at Cottonwood Creek** – 813 West Main St / Kristine & Denis Aubut (STR)
- **307 Chestnut St** – 307 Chestnut / Stephanie Judd (STR)
- **Davis Hauser Construction, LLC** – Nathrop / Samuel Davis & Rebecca Hauser (general contractor)
- **Colarelli Construction, Inc.** – Colorado Springs / Vince Colarelli (general contractor)
- **KRRRK Plumbing & Handyman Services** – 16690 Caleb Ct / Paul Carpentier (handyman)
- **Dalco Industries, Inc.** – Denver / Eli Nabors (rebar manufacturer)
- **BMC West, LLC** – Raleigh, NC / BMC Stock Holdings, Inc. (sales of building materials)

LICENSES RENEWED - 179

CEMETERY

- 0 Site Sales
- 1 Interment

NOTARY SERVICES

- 23 Notarizations Performed

TOWN OF BUENA VISTA
RESOLUTION NO. 1
Series of 2020

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, DESIGNATING THE PLACE FOR THE POSTING OF NOTICES CONCERNING THE MEETINGS OF THE BOARD OF TRUSTEES, THE PLANNING AND ZONING COMMISSION, AND THE TOWN ADVISORY BOARDS.

WHEREAS, Section 24-6-402(2)(c), C.R.S., (part of the Colorado “Sunshine Law”) requires that the Board of Trustees of the Town of Buena Vista annually designate at its first regular meeting of each calendar year the public place or places for the posting of notice of its meetings; and

WHEREAS, the Board of Trustees of the Town of Buena Vista wishes to continue providing public notice to its citizens at several convenient locations.

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

Section 1. Pursuant to Section 24-6-402(2)(c), C.R.S., the Board of Trustees of the Town of Buena Vista hereby designates the outdoor display case located near the southeast doors of the Buena Vista Town Hall, 210 East Main Street, and the Town website (buonavistaco.gov) as the places for the posting of notice of meetings of the Buena Vista Board of Trustees, Planning and Zoning Commission, the Recreation Advisory Board, the Trails Advisory Board, the Town Beautification Advisory Board, the Tree Board, the Water Advisory Board, the Economic Vitality Advisory Board, and the Airport Board. The Airport Terminal Building will also be designated as a posting place for notice of meetings of the Airport Board.

Section 2. This Resolution shall become effective upon adoption.

RESOLVED, APPROVED AND ADOPTED this 14th day of January, 2020.

TOWN OF BUENA VISTA, COLORADO

By _____
Duff Lacy, Mayor

ATTEST:

Paula Barnett, Town Clerk

TOWN OF BUENA VISTA, COLORADO

RESOLUTION NO. 2

(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 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 14th day of January, 2020.

TOWN OF BUENA VISTA, COLORADO

By _____

Duff Lacy, Mayor

ATTEST:

Paula Barnett, Town Clerk

TOWN OF BUENA VISTA, COLORADO**RESOLUTION NO. 03****(Series of 2020)****A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA TRAILS ADVISORY BOARD, RE-APPOINTING PAT McCARTHY, LOIS WALTON, AND ALEXANDER WARE AS REGULAR VOTING MEMBERS OF THE TRAILS ADVISORY BOARD.**

WHEREAS, Chapter 2, Sec. 242 of the Buena Vista Municipal Code authorizes the Board of Trustees to appoint individuals to serve as members of the Town of Buena Vista Trails Advisory Board by a majority vote of all members of the Board; and

WHEREAS, certain members who have been serving on the Trails Advisory Board were not appointed and the Board desires to retroactively appoint those members; and

WHEREAS, further, certain members, whose terms have expired but who have continued to serve, were not reappointed and the Board desires to retroactively reappoint those members; and

WHEREAS, the Board of Trustees desires to make the appointments set forth herein, which are as recommended by the respective advisory board.

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

Section 1. The following appointments are made to the Trails Advisory Board:

Kelly Collins, regular voting member, with a three (3) year term ending December 2020.

Nancy Fox, regular voting member, with a three (3) year term ending December 2022.

Section 2. The following individuals are reappointed to fill the following positions and associated terms:

Pat McCarthy, regular voting member, with a three (3) year term ending December 2020.

Lois Walton, regular voting member, with a three (3) year term ending December 2021.

Alexander Ware, regular voting member, with a three (3) year term ending December 2022.

Section 3. Each advisory board member so appointed shall hold his or her appointment until his or her term expires, or he or she is removed or resigns, or as otherwise provided for in accordance with the ordinances of the Town of Buena Vista.

RESOLVED, APPROVED, AND ADOPTED this 14th day of January, 2020.

TOWN OF BUENA VISTA

BY: _____
Duff Lacy, Mayor

ATTEST:

Paula Barnett, Town Clerk

TOWN OF BUENA VISTA, COLORADO

RESOLUTION NO. 04
(Series of 2020)

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, SETTING THE COMMENCEMENT OF TERMS FOR APPOINTED MEMBERS OF THE TOWN OF BUENA VISTA HISTORIC PRESERVATION COMMISSION, APPOINTING SUZY KELLY, MELANIE ROTH, VIC KUKLIN AND DAN COURTRIGHT AS REGULAR MEMBERS, AND JO REESE AS AN ALTERNATE MEMBER OF HISTORIC PRESERVATION COMMISSION.

WHEREAS, Section 19-3 of the Buena Vista Municipal Code authorizes the Board of Trustees to appoint individuals to serve as members of the Town of Buena Vista Historic Preservation Commission (“Commission”) and establishes the terms of such members;

WHEREAS, after the Board of Trustees established the Commission, it appointed members to the Commission but did not appoint all new members at the same time;

WHEREAS, as a result of these appointments, the years within each term do not necessarily run concurrently with the years in other members’ terms;

WHEREAS, the Board would like to reset the years in each term as the calendar year for clarity and consistency; and

WHEREAS, further, certain members, whose terms have expired but they continue to serve, were not reappointed and the Board desires to retroactively reappoint those members.

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

Section 1. The following members’ terms shall be as established below:

Katy Welter, regular member, four year term ending December 31, 2020.
John O’Brien, regular member, four year term ending December 31, 2020.
Nancy Locke, regular member, four year term ending December 31, 2020.

Section 2. The following individuals are reappointed to fill the following positions and associated terms:

Suzy Kelly, regular member, four (4) year term ending December 31, 2022.
Melanie Roth, regular member, four (4) year term ending December 31, 2022.
Vic Kuklin, regular member, four (4) term ending December 31, 2022.
Dan Courtright, regular member, four (4) year term ending December 31, 2020.
Jo Reese, alternate member, four (4) year term ending December 31, 2022.

Section 3. Each Commission member so appointed shall hold his or her appointment until his or her term expires, or he or she is removed or resigns, or as otherwise in accordance with the ordinances of the Town of Buena Vista.

RESOLVED, APPROVED, AND ADOPTED this 14th day of January, 2020.

TOWN OF BUENA VISTA

BY: _____
Duff Lacy, Mayor

ATTEST:

Paula Barnett, Town Clerk

TOWN OF BUENA VISTA, COLORADO

RESOLUTION NO. 05
(Series of 2020)

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, RE-APPOINTING JOY DUPREY AND JENNIFER WRIGHT AS REGULAR VOTING MEMBERS OF THE BEAUTIFICATION ADVISORY BOARD.

WHEREAS, Chapter 2, Sec. 262 of the Buena Vista Municipal Code authorizes the Board of Trustees to appoint individuals to serve as members of the Town of Buena Vista Beautification Advisory Board by a majority vote of all members of the Board;

WHEREAS, certain members, whose terms have expired but who have continued to serve on the Beautification Advisory Board, were not reappointed and the Board desires to retroactively reappoint those members; and

WHEREAS, the Board of Trustees desires to make the appointments set forth herein, which are as recommended by the respective advisory board.

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

Section 1. The following individuals are reappointed to fill the following positions and associated terms:

Joy Duprey, regular voting member, with a three (3) year term ending December 2022.

Jennifer Wright, regular voting member, with a three (3) year term ending December 2022.

Section 2. Each advisory board member so appointed shall hold his or her appointment until his or her term expires, or he or she is removed or resigns, or as otherwise provided for in accordance with the ordinances of the Town of Buena Vista.

RESOLVED, APPROVED, AND ADOPTED this 14th day of January, 2020.

TOWN OF BUENA VISTA

BY: _____
Duff Lacy, Mayor

ATTEST:

Paula Barnett, Town Clerk

TOWN OF BUENA VISTA, COLORADO

RESOLUTION NO. 06
(Series of 2020)

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPOINTING CRAIG BROWN AS A REGULAR VOTING MEMBER OF THE PLANNING AND ZONING COMMISSION.

WHEREAS, Chapter 2, Sec. 182-(a) of the Buena Vista Municipal Code authorizes the Board of Trustees to appoint individuals to serve as members of the Town of Buena Vista Planning and Zoning Commission by a majority vote of all members of the Board; and

WHEREAS, the Board of Trustees desires to make the appointment set forth herein, which is as recommended by the respective commission.

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

Section 1. The following appointment is made to the Planning and Zoning Commission:

Craig Brown, regular voting member, completing a three year term ending December 2021.

Section 2. Each commission member so appointed shall hold his or her appointment until his or her term expires, or he or she is removed or resigns, or as otherwise provided for in accordance with the ordinances of the Town of Buena Vista.

RESOLVED, APPROVED, AND ADOPTED this 14th day of January, 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: January 14, 2020
TO: Mayor and Board of Trustees
FROM: Paula Barnett, Town Clerk

AGENDA ITEM: Public Hearing – Should the Board of Trustees approve an application for a new Hotel and Restaurant Liquor License for The Dish and the Spoon, Inc. dba Spark Provisions, 410 East Main Street, Buena Vista.

Dear Mayor and Board of Trustees,

Overview - Background

On November 15, 2019, The Dish and the Spoon, Inc. dba Spark Provisions, 410 E. Main Street, Buena Vista, managing members Justine Witherspoon and Seth Witherspoon, 30570 Overlook Run, Buena Vista, submitted an application for a Hotel & Restaurant Liquor License with concurrent review by the Colorado Department of Revenue Liquor Enforcement.

Spark Provisions will be an events center/meeting site that will provide catering services and liquor. The Witherspools will also offer themed specialty dinners, and a membership based program which provides freshly prepared meals To Go. A kitchen trailer will be located on the property within the next 90 days, and the unit is required to meet all Chaffee County Building Department and Environmental Health Department's codes and to pass final inspections.

The appropriate fees have been paid, and the application set for public hearing before the Board of Trustees on January 14, 2020. Notice of the Public Hearing was published in the Chaffee County Times on December 26, 2019, and posted on the property on December 19, 2019. The results of the review of this application are as follows:

- A background check was submitted for Justine Witherspoon and Seth Witherspoon, and satisfactory results were received from Colorado Bureau of Investigation and Federal Bureau of Investigation.
- The building plans and specifications are a true representation of the facilities and the premises comply with applicable zoning, building, health, and fire regulations. The Fire Chief, Police Chief, Principal Planner, and Code Enforcement Officer have given their approval for the license. Wano Urbonas, Chaffee County Environmental Health Specialist/Manager has

given his approval for Spark Provisions to perform limited food operations until the kitchen trailer is complete.

- Proof of possession of the premises has been provided.
- For purposes of determining the needs and desires of the neighborhood, the entire corporate limits of the Town of Buena Vista have been determined to be the neighborhood. A petition has been circulated and is included with this application.
- If approved, this liquor license would not appear to be a detriment to the neighborhood. Ordinance #5, Series 2006 reduced the distance restriction found in C.R.S. §44-3-313(III)(e) from the Avery Parsons Elementary School and Chaffee County High School for Hotel & Restaurant Licenses from 500 feet to 150 feet.
- Staff finds that the application is complete, and meets the requirements set forth in the Colorado Liquor Code, and therefore recommends the Board of Trustees consider approving the application for a Hotel & Restaurant Liquor License as applied for by The Dish and the Spoon, Inc., dba Spark Provisions, managing members Justine and Seth Witherspoon.

Budget Impact

There is no budget impact.

BOT Action

A motion to approve or deny the application for a Hotel & Restaurant Liquor License as applied for by The Dish and the Spoon, Inc. dba Spark Provisions, 410 E. Main Street, Buena Vista, managing members Justine Witherspoon and Seth Witherspoon, 30570 Overlook Run, Buena Vista.

DR 8404 (03/22/19)

Name The Dish and the Spoon, Inc.	Type of License	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
(a) Been denied an alcohol beverage license?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
(b) Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
Waiver by local ordinance?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
Other: _____				
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
13a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		N/A <input type="checkbox"/> <input type="checkbox"/>		
13b. Are you a Colorado resident?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee. The Dish and the Spoon, Inc. aka Sugarbriet		<input checked="" type="checkbox"/> <input type="checkbox"/>		
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement? <input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____		<input checked="" type="checkbox"/> <input type="checkbox"/>		
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord WATERSHED BV, LLC	Tenant The Dish and the Spoon, Inc.	Expires 10/14/21		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.				
Last Name N/A	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name N/A	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?		N/A <input type="checkbox"/> <input type="checkbox"/>		
Number of additional Optional Premise areas requested. (See license fee chart) _____				
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.				
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
(a) Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? If "yes" a copy of license must be attached.				N/A <input type="checkbox"/> <input type="checkbox"/>

DR 8404 (03/22/19)

Name The Dish and the Spoon, Inc.		Type of License HOTEL/RESTAURANT	Account Number		
20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation					N/A
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?					<input type="checkbox"/> <input type="checkbox"/>
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?					<input type="checkbox"/> <input type="checkbox"/>
(c) How long has the club been incorporated?					N/A
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?					<input type="checkbox"/> <input type="checkbox"/>
21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:					
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)					N/A <input type="checkbox"/> <input type="checkbox"/>
22. Campus Liquor Complex applicants answer the following:					
(a) Is the applicant an institution of higher education?					Yes No N/A <input type="checkbox"/> <input type="checkbox"/>
(b) Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services.					<input type="checkbox"/> <input type="checkbox"/>
23. For all on-premises applicants.					
a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record					
- DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.					
b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application					N/A
- DR 8000 and fingerprints.					
Last Name of Manager Witherspoon		First Name of Manager Justine		Owner	
24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.					<input type="checkbox"/> <input checked="" type="checkbox"/>
25. Related Facility - Campus Liquor Complex applicants answer the following:					
a. Is the related facility located within the boundaries of the Campus Liquor Complex?					Yes No <input type="checkbox"/> <input type="checkbox"/>
If yes, please provide a map of the geographical location within the Campus Liquor Complex.					
If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.					N/A
b. Designated Manager for Related Facility- Campus Liquor Complex					
Last Name of Manager		First Name of Manager			
26. Tax Distraint Information. Does the applicant or any other person listed on this application including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? If yes, provide an explanation and include copies of any payment agreements.					<input type="checkbox"/> <input checked="" type="checkbox"/>
27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members . In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant . All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.					
Name	Home Address, City & State	DOB	Position	%Owned	
Justine Witherspoon	30570 Overlook Run	11-10-71	President	51	
Name	Home Address, City & State	DOB	Position	%Owned	
Seth Witherspoon	Buena Vista, CO 81211	11-16-70	Vice President	49	
Name	Home Address, City & State	DOB	Position	%Owned	
Name	Home Address, City & State	DOB	Position	%Owned	
Name	Home Address, City & State	DOB	Position	%Owned	
** If applicant is owned 100% by a parent company, please list the designated principal officer on above.					
** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)					
** If total ownership percentage disclosed here does not total 100%, applicant must check this box:					
<input checked="" type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.					

Name <i>The Dish and the Spoon, Inc.</i>	Type of License <i>HOTEL/RESTAURANT</i>	Account Number	
Oath Of Applicant			
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.			
Authorized Signature 	Printed Name and Title <i>Justine S. Witherspoon / President</i>	Date <i>11-15-19</i>	
Report and Approval of Local Licensing Authority (City/County)			
Date application filed with local authority <i>11-15-19</i>	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application) <i>1-4-2020</i>		
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-1 (Individual History Record) or a DR 8000 (Manager Permit) has been:			
<input checked="" type="checkbox"/> Fingerprinted <input checked="" type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants			
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license			
(Check One)			
<input type="checkbox"/> Date of inspection or anticipated date _____ <input checked="" type="checkbox"/> Will conduct inspection upon approval of state licensing authority			
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,000?	Yes	No	
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,000?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.			
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.			
Local Licensing Authority for <i>Town of Buena Vista</i>	Telephone Number <i>719.581.1017</i>	<input checked="" type="checkbox"/> Town, City <input type="checkbox"/> County	
Signature	Print <i>Duff Lacy</i>	Title <i>Mayor</i>	Date <i>1-4-2020</i>
Signature	Print <i>Paula Barnett</i>	Title <i>Town Clerk</i>	Date <i>1-4-2020</i>



CHAFFEE COUNTY
Development Services Department

P.O. BOX 699 PHONE (719) 539-2124

SALIDA, CO 81201 FAX (719) 530-9208

WEBSITE www.chaffeecounty.org

Staff Report

Date: January 8, 2020
To: Buena Vista Board of Trustees
From: Dan Swallow
Subject: Year-end update

BOT: 1/14/20

I. Permit Activity:

A. 2019 was another year of record setting permit activity throughout the county in terms of the number of SFD permits issued, and was also another record setting year in terms of the total number of permits issued. In 2019 we issued 294 SFD permits breaking the previous record of 283. Additionally, we issued 3,756 permits countywide which broke our previous all-time record of 3,410 permits set in 2016. 2019 was another year of sustained growth in permit activity for Buena Vista as well. In 2019 we issued 79 SFD permits in BV shattering the previous record the year prior of 57 SFDs. In fact, there were more SFD permits issued in BV in 2019 than in either of the other two municipalities in the County. We issued nearly as many SFD permits in BV in 2019 than in Salida and Poncha Springs combined. Of the 3,756 permits we issued, 560 were issued within the Buena Vista town limits, up from 526 the year prior.

Single Family Dwelling Permits

	<i>County:</i>	<i>Salida:</i>	<i>Buena Vista:</i>	<i>Poncha Springs:</i>	<i>Total:</i>
2019	128	36	79	51	294
2018	127	77	57	22	283
2017	109	61	18	39	227
2016	119	75	24	43	261
2015	88	42	12	15	157
2014	64	30	13	7	114
2013	61	24	11	3	99
2012	54	22	9	6	91
2011	46	6	9	2	63
2010	76	1	12	2	91

Total Number of Permits Issued:

	<i>County:</i>	<i>Salida:</i>	<i>Buena Vista:</i>	<i>Poncha Springs:</i>	<i>Total:</i>	<i>% increase over prior year</i>
2019	1785	1034	560	377	3756	15.18%
2018	1618	929	526	188	3261	9.76%
2017	1482	899	390	200	2971	(12.87%)
2016	1831	1059	306	214	3410	28.68%
2015	1414	840	229	167	2650	17.46%
2014	1256	678	238	84	2256	28.91%
2013	936	570	180	64	1750	1.04%
2012	1053	459	170	50	1732	3.77%
2011	1034	399	190	46	1669	18.12%
2010	900	333	149	31	1413	

165.82% increase since 2010

II. BV School Project:

A. Phase 1, which is Building Area A, of the BV School project is complete with the exception of exterior site work. Building A has been given our permission to occupy. Demolition for Phase 2 will begin this month followed by the construction of Building Area B.

III. Personnel update

A. In 2019 we added one staff member with the hire of Gary Barnthouse on April 1. Gary is officed fulltime out of the BV office which gives us daily office coverage in BV for walk-in customers, in addition to the two days per week Pat Green has historically been in the BV office.

IV. Code Adoption

A. We are still in the process of evaluating the 2018 codes and will make a recommendation to the Town once our evaluation of these codes is complete later this year.

V. Legislative Update

A. The plumbing and pipefitters unions in Denver are pushing legislation to require all plumbing inspections to be performed by Colorado Licensed Plumbers. We currently do not employ any licensed plumbers (although we have 5 team members who are certified plumbing inspectors). Representative Duran from Jeffco is sponsoring the legislation. Several building officials across the state met with Ms. Duran and the unions along with CCI to discuss our concerns in October. If this legislation passes,

we would have to hire at least one licensed plumber if we could find one or turn all plumbing inspections over to the state, which would be a dramatic reduction of service for these inspections. Please contact your CML representative to voice your opposition to the proposed changes to the qualifications of plumbing inspectors.

VI. Certifications

A. We continue to be a 100% certified department recognized by ICC which means all of our staff has at least one certification including our permit technicians. 5 out of 7 of our technical staff are certified to perform plumbing inspections and 6 out of 7 are certified to perform electrical inspections. We have three master electricians and a journeyman on staff currently. In 2019 we added the following ICC certifications to the department:

Gary Barnthouse: Residential Electrical Inspector
Commercial Electrical Inspector

Chad Chadwick: Commercial Electrical Inspector
Electrical Plans Examiner
Residential Building Inspector
Colorado Journeyman Electrician License

Gary Greiner: Commercial Building Inspector
(Gary was also successfully added to our MOU with DFPC allowing him to perform school inspections).

Rachael Van Dyke: Residential Building Inspector

Cheryl Clark: Permit Technician

These 8 certifications earned in 2019 by the building department team brings our total number of certifications in the department to 60, in addition to our 4 electrical licenses.



TOWN OF BUENA VISTA

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

DATE: January 14, 2020

TO: Mayor and Board of Trustees

FROM: Phillip Puckett, Town Administrator / Joel Benson, Project Manager

AGENDA ITEM: Update on Public Parking for 2020

Request

Staff has been working on public parking improvements and expansion to be ready for the summer of 2020. We are sharing some of the plans and hope to receive feedback and support from the Board.

Comprehensive Plan

The BV Comprehensive Plan does reference public parking and includes the following policy and action item:

Policy: Convenient parking should be maintained, particularly in proximity to commercial zones including East and West Main Street, and the library area.

Action Items: Provide adequate alternative parking for East Main Street, focusing on the development of the railroad land for this purpose.

Overview

Over the past few years we have seen an increase in the number of people parking in our downtown and that trend is expected to continue in 2020. We are seeing this due to growth in the number of visitors, local population and new/additional uses in the area (events, hotels, bars, and other businesses).

At the end of 2019 our Public Works team was able to put a new seal coat and striping pattern on the leased railroad right-of-way parking lots. This added ~15 new spots and improves the traffic flow for these lots. Public Works will also be designating the (4) 15 minute parking spots and placing new signs in January.

For 2020 we are considering 2 additional enhancements/changes (see map below):

- 1) License agreement with BV School District to use their parking lot directly north of the School District administrative building. Town would utilize this parking lot during peak summer (end of May before Paddlefest through early September). With proper signage

from Main Street, this lot would accommodate overflow parking which would help with events and regular summer traffic. The license fee Town would pay the School each year would come out of our revenue collected from patio encroachments and fees in lieu of parking.

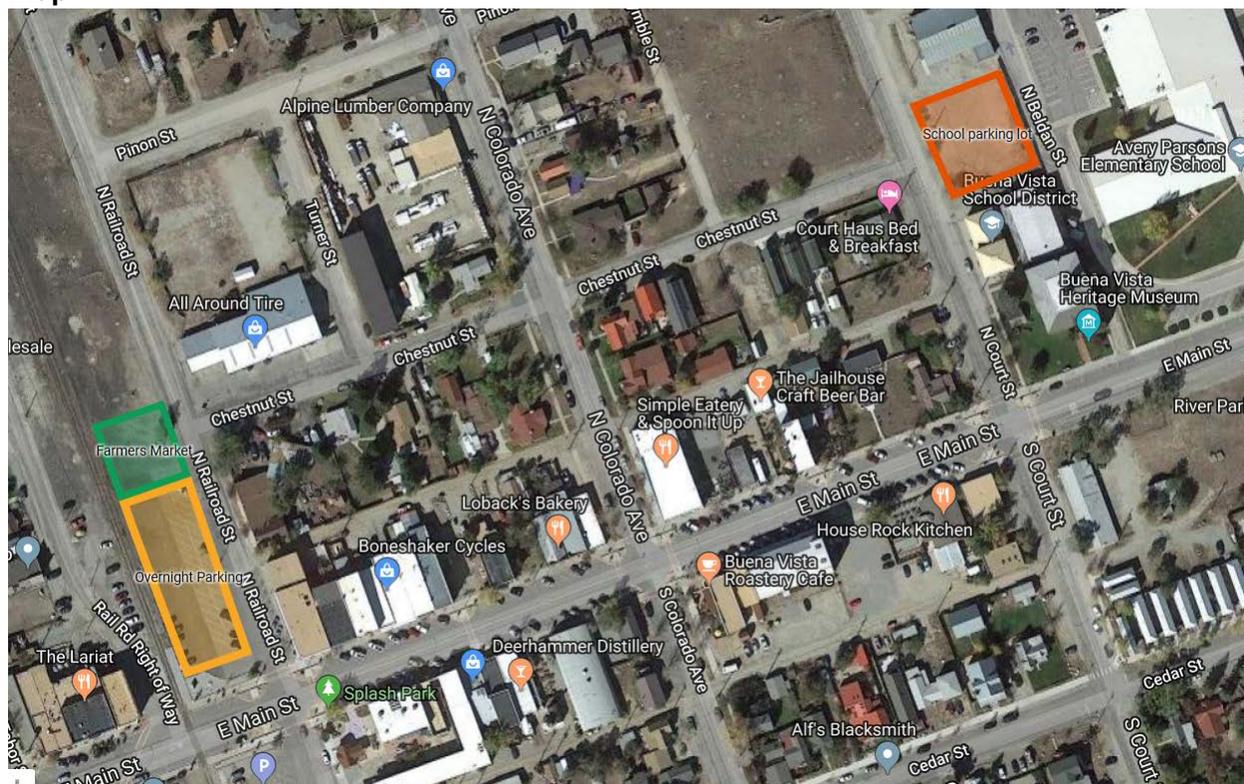
- 2) **Overnight parking** on the north lot in the railroad right-of-way. Adding some formal overnight parking will help with the increase in overnight uses (hotels, bars, late night entertainment). Staff will need to come up with the proper signage and enforcement to prevent this area from being used for camping. We currently see overnight use in this area so this would give us an opportunity to help with the demand and add clarity through signage.

Staff is also in discussions with the Farmers Market about their use of the north lot for their events in 2020. Staff would need to plan this out to minimize impacts from people parking in the area. Again, signage will be important.

BOT Action

Direction to staff about pursuing these enhancements/changes in 2020

Map





Town of Buena Vista
 Post Office Box 2002
 Buena Vista, Colorado 81211
 Phone: (719) 395-8643
 Fax: (719) 395-8644

DATE: January 14, 2020
 TO: Mayor and Board of Trustees
 FROM: Michelle Stoke, Town Treasurer

AGENDA ITEM: A RESOLUTION OF THE BOARD OF TRUSTEES AMENDING THE BUDGET AND APPROPRIATING FUNDS

Request

A request is being made for the Board of Trustees to consider an amendment to the 2020 Budget.

Overview

The 2020 Budget was adopted on December 10th, 2019. Staff is requesting BoT to approve amending the budget to correctly appropriate funds to the IT Project line item 01-160-4515 which was not tallied into the total expenditures even though the line item was present in the proposed budget.

Analysis

The practice of staff is to generate the proposed budget using Excel. During the many iterations of the Budget a line was added to the IT budget to accommodate the purchase and upgrade of the Town's Servers and Virtual environment thus enhancing security by providing for off-site backups. Although the line was added in the spreadsheet, the summation box was not expanded to include the new line.

Staff will be using a different tool to generate the 2021 Budget to avoid minor formula errors in the future.

Policy Alignment

Financial Policy – The amendment of the 2020 budget aligns with the procedures and policies outlined in the approved financial policies.

BOT Action

Motion to **Approve** or **Deny** the adoption of Resolution #07 entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES AMENDING THE BUDGET AND APPROPRIATING FUNDS”** *Roll Call Vote*

Attachments

- Resolution #07
- Budget Adjustment Register



Town of Buena Vista

65

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT07369 - IT Projects adjustment

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000178	Jan 1 - Dec 31, 2020	To include IT Projects	1/9/2020

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
01-160-4515	IT Projects	To include IT Projects	0.00	20,000.00	20,000.00
January:	20,000.00				

Budget Adjustment Register

Packet: GLPKT07369 - IT Projects adjustment

Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2020	Jan 1 - Dec 31, 2020	01-160-4515	IT Projects	0.00	20,000.00	20,000.00
2020 Total:				0.00	20,000.00	20,000.00
Grand Total:				0.00	20,000.00	20,000.00

TOWN OF BUENA VISTA

**RESOLUTION NO. 07
SERIES 2020**

A RESOLUTION OF THE BOARD OF TRUSTEES AMENDING THE BUDGET AND APPROPRIATING FUNDS

WHEREAS, on December 10, 2019, the Board of Trustees approved Resolution Nos. 2019-43 and 44 approving a budget and appropriating funds for the year of 2020;

WHEREAS, one line-item in the budget inadvertently omitted an expenditure of \$20,000.00 for IT Projects (the "Omitted Expenditure"); and

WHEREAS, the Board of Trustees finds and determines that this was a minor typographical error and desires to adopt this Resolution to amend the budget and appropriate funds to reflect the Omitted Expenditure.

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

Section 1. The 2020 budget as approved by Resolution 2019-43 is hereby amended to include the Omitted Expenditure and the additional amount is hereby appropriated for the year of 2020. Increasing the Overall decrease in fund balance from \$184,102 to \$204,102. The amended Expenditures by Fund are as follows:

General Fund Expenditures	\$ 4,401,265	
General Fund Transfers to Other Funds	\$ <u>200,500</u>	
Total General Fund Expenditures		\$ 4,601,765
Water Fund Operating Expenditures		\$ 1,610,986
Capital Improvement Fund Expenditures		\$ 1,326,060
Street Fund Expenditures		\$ 487,225
Conservation Trust Fund Expenditures	\$ 0	
Conservation Trust Fund Transfer to Capital Improvement Fund	\$ <u>39,000</u>	
Total Conservation Trust Fund Expenditures		\$ 39,000
Storm Water Management Fund Expenditures		\$ 115,036
Airport Fund Operating Expenditures		\$ 988,062
Total All Funds		
Current Expenses	\$ 8,928,634	
Transfers to Other Funds	\$ <u>239,500</u>	
Total All Funds		<u>\$9,168,134</u>

ADOPTED this 14th day of January, 2020.

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: January 14, 2020
 TO: Mayor and Board of Trustees
 FROM: Phillip Puckett, Town Administrator
 AGENDA ITEM: Town Administrator Report

Key Dates

Topic	Date & Time	Location
Intergovernmental Meeting	Late February	TBD
Planning Session with BV Sanitation	TBD	BV Sanitation
Board Strategic Planning Session	Thursday March 5 th 5:45pm – 8:30pm	TBD
Board Training with CML	May	TBD

Updates

- **Splash Park Firepit** – Thank you to Randy Crane at Comfort Gas for donating the ignition part to get the firepit back up and working!
- **2020 Work Plans** for Capital and Operational projects are being formed. I will share those schedules later in 1st Qtr and we will review them at the strategic planning session.
- **Facilities and Emergency Services Equipment Campaign** – DOLA has awarded a planning grant to cover half of the project cost (\$12,000). Staff is forming a BV Safety Core Committee including community members and will meet again January 15th. We still have space for more people to participate – encourage anyone you may know that is interested.
- **Planning with BV Sanitation** – BV Sanitation has invited us to a work session at one of their regular meetings (3rd Tuesday of the month at 6pm). Is the Board interested in attending this meeting in 1st or 2nd Qtr? Are there any specific topics staff should prepare?
- **Live Nation / Seven Peaks Event** – County Commissioner Public Hearing January 21st. At the December 17th meeting, Live Nation proposed that the County (and Town) consider waiving fees for emergency services. We have let County Staff know that Town is not supportive of this

proposal and we plan to speak at the next Public Hearing. We will also focus on the traffic plan which was the primary concern coming out of the 2019 event.

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

A handwritten signature in black ink, appearing to read "Phillip Puckett". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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: January 14, 2020
TO: Mayor and Board of Trustees
FROM: Michelle Stoke, Town Treasurer

AGENDA ITEM: Treasurer's Report

Transparency Portal:
<https://buenavistaco.opengov.com>

Budget Book:
The 2020 Budget Book will be published by the January 28th meeting.

Sales Tax:
Sales Tax attributable to October activity was \$309,255.07 which continues to remain healthy at 13.85% over 2018 and 11.06% over 2019 Budget. I have attached the graph for your review.

I will present the November sales tax figures next meeting.

4th Quarter Financial Status Report:
I will also present the Q4 Financial Status Report.

Audit:
The Annual Audit fieldwork is scheduled for the week of March 9th, 2020.

Town Expenditures:
Since the December 10th, 2019 report the Town has issued:

- 143 accounts payable checks for a total of \$409,558.54
- ACH withdrawals to the IRS, FPPA, CCOERA and Colorado Department of Revenue for pay period ending 11/30/2019 was \$29,394.30 for pay period ending 12/14/2019 was \$29,982.59 and for pay period ending 12/28/2019 was \$23,748.73.
- Net payroll was \$57,089.78, \$62,029.45 and \$61,195.24 for the same periods respectively.
- 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 -	\$ 209,635.63
○ Water Enterprise Fund -	\$ 54,234.48
○ Capital Improvement Fund -	\$ 189,812.27
○ Stormwater Enterprise Fund-	\$ 0.00
○ Airport Enterprise Fund -	\$ 35,406.57
○ Street Fund	\$ <u>4,719.25</u>
○ TOTAL	\$ 493,805.20

Expenditures Over \$2,000.00

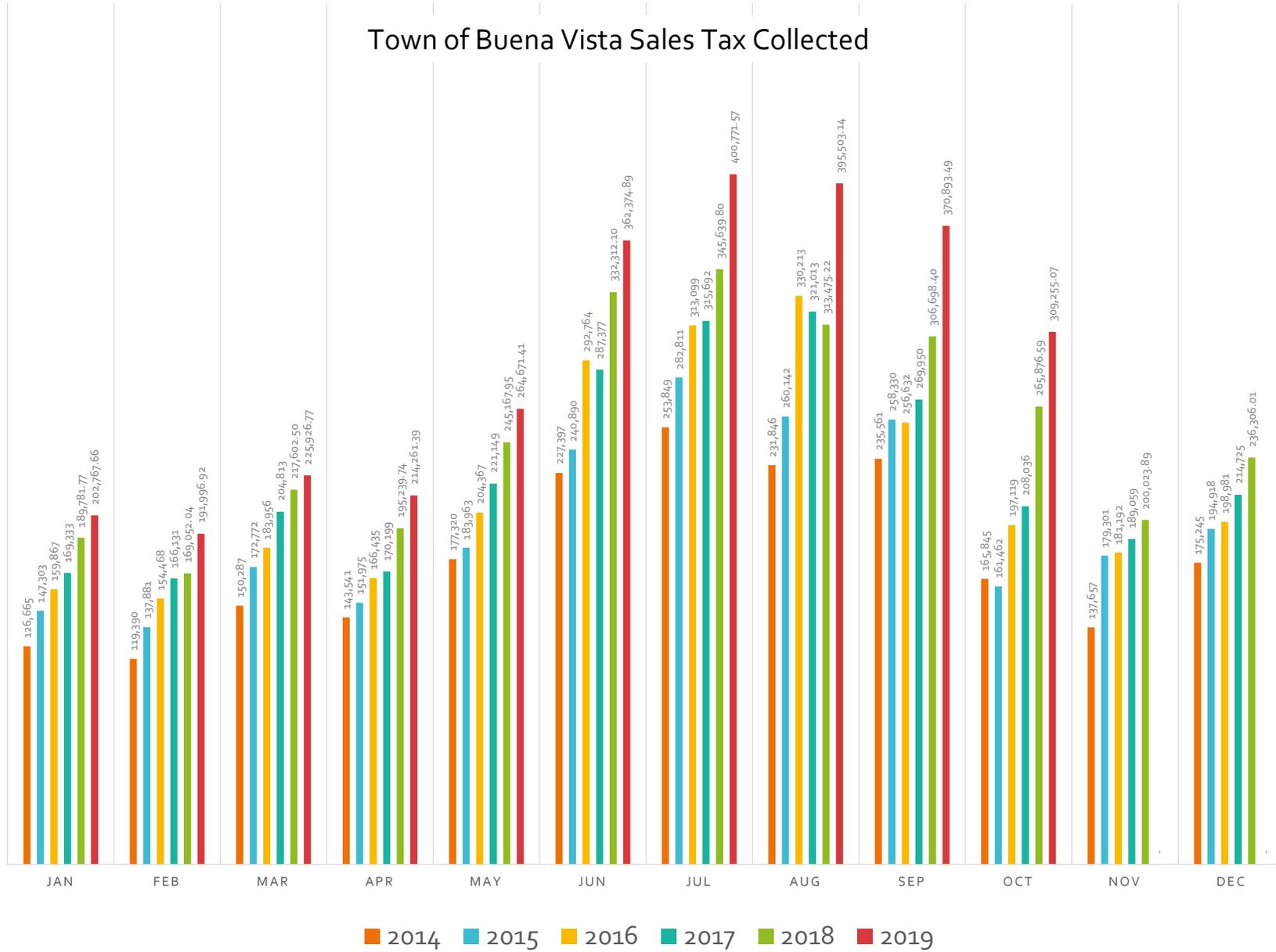
- Colorado Mountain Club for \$3,040.00 for the completion of BV Trails design and construction
- Communication Solutions Springs for \$4,320.87 for 10 Pagers, programming/staging/charging/testing for the Fire Department
- Conservation Legacy for \$39,200.66 for Remainder of the CPW Trails construction work

- Core & Main for \$9,567.51 for goods for resale for inventory
- Craig Fire & Safety for \$17,360.00 for telescopic ram and greenline spreader hydraulic rescue equipment for Fire Department
- DL Propernick Concrete for \$2,981.00 for driveway tie-ins on Cornell Street
- DPC Industries for \$2,458.44 for caustic soda and chlorine cylinder rental
- Hoffmann, Parker, Wilson & Carberry for \$4,761.99 and \$3,644.83 for October and November Legal services billings
- K&S Inc for \$5,000.00 for seal coat on Railroad Street parking lots
- LN Curtis & Sons for \$5,166.00 for Firefighter jackets and pants, \$96,004.00 for new SCBAs and \$3,263.00 for turnout gear
- Wright Water Engineers for \$5,730.00 for October water engineering services
- Heart of the Rockies Regional Medical Center for \$2,792.36 for January lease payment for the Police Building
- McFarland Oil for \$2,326.36 for November fuel charges
- RG & Associates for \$3,703.25 for November engineering services, primarily on the Water System Improvement Project
- Sangre De Cristo Electric Association for \$13,021.59 for November electricity billing
- Wireless Advanced Communications for \$14,268.18 for K-9 upfit for the Police K-9 unit
- Olsson for \$11,765.61 for services through September 7th for the Arizona Trail project
- Enchantment in Light for \$2,425.00 for additional three feet added to Town Christmas Tree

This concludes my report.

Michelle Stoke, CPA
Treasurer/Finance Director

Town of Buena Vista Sales Tax Collected





To: Board of Trustees, Town of Buena Vista, CO
Airport Advisory Board

January 14, 2020

From: Jack Wyles / Airport Manager

Subject: Airport Report

- **Happy New Year.**
- **Staffing:** All staff back to regular schedule.
 - Airport Manager and Operations to attend the CAO A winter conference on 27Jan20.
- **Operations:** A bump in ops over the holidays. No testing until February 2020.
 - Snow removal operations steady over the holiday season.
- **REACH Update:** Modular still on site.
- **Events:** Airport to present the Year-End Report to Air Advisory Board, 21Jan20.
- **Equipment / Vehicles:** Vehicles status = green.

December 2019 / Airport Ops	MTD	YTD
Total Based Aircraft	22	321
Total Transient Aircraft	78	1210
Total Piston Aircraft	71	1034
Total Jet/Turbine Aircraft	28	502
Total Aircraft	99	1536
Total Operations	255	3475
Total Persons Using Airport	363	5442
Total Military Ops	11	119
Total Helicopter Ops	20	240
Total Ops over 12,500 lbs	6	212
Day W/O Ops	8	58

December 2018 / Airport Ops	MTD	YTD
Total Based Aircraft	28	409
Total Transient Aircraft	43	1085
Total Piston Aircraft	44	801
Total Jet/Turbine Aircraft	25	535
Total Aircraft	71	1339
Total Operations	144	3006
Total Persons Using Airport	191	3867
Total Military Ops	9	114
Total Helicopter Ops	19	337
Total Ops over 12,500 lbs	7	159
Days W/O Ops	11	37

Fuel Sales

December 2019 Fuel Sales

December 2018 Fuel Sales

Jet A fuel sold: 2,069 gal	YTD: 63,406 gal	Jet A fuel sold: 3,113 gal	YTD: 69,961 gal
100LL fuel sold: 609 gal	YTD: 11,950 gal	100LL fuel sold: 646 gal	YTD: 13,522 gal

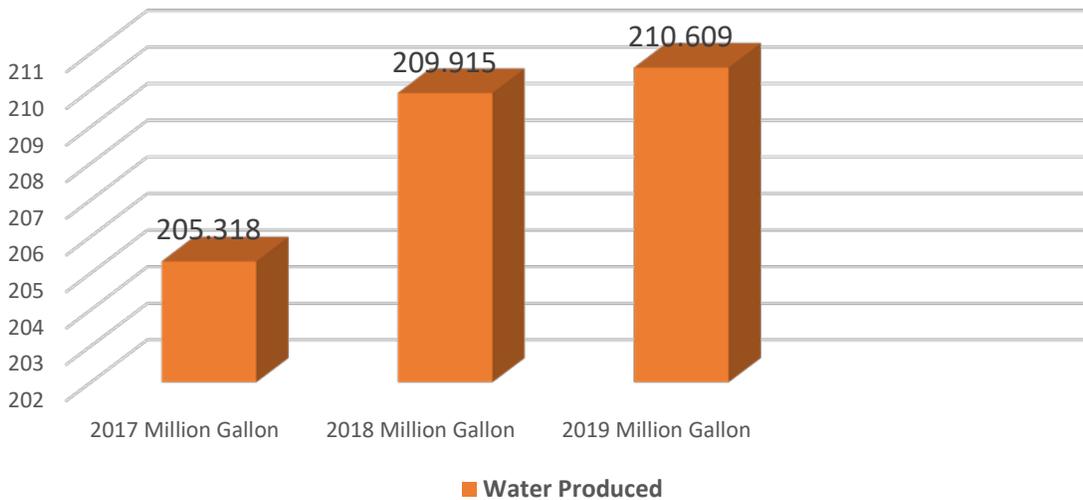
Thank you
Jack Wyles



TOWN OF BUENA VISTA PUBLIC WORKS

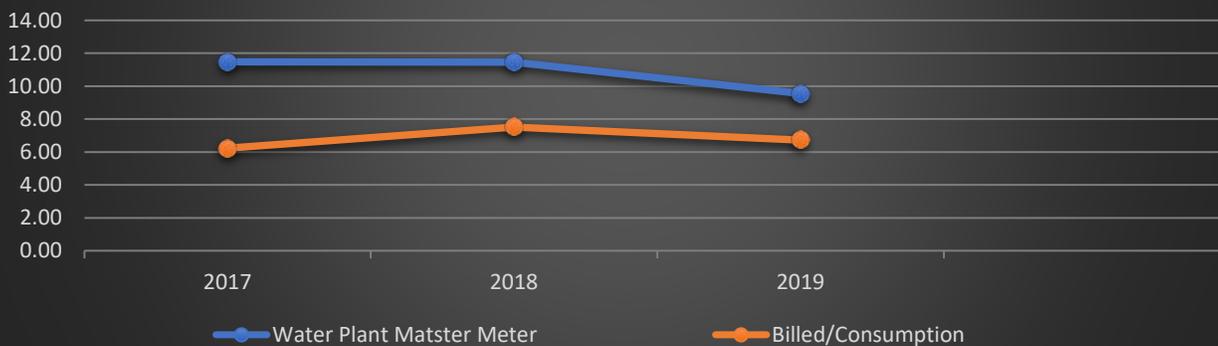
MEETING DATE: January 14, 2020
TO: Mayor and Board of Trustees
FROM: Shawn Williams, Public Works Director
AGENDA ITEM: Staff Report

Annual Water Production



December Water Produced/ Water Billed 2019 Unaccounted Water 18%

Million
Gallons



Water:

- 2019 Service Line Inspections = 78
- 2019 Water Meter Installations = 69
- Monthly Sampling, No Issues
- Water Plant/Gallery Update; The monitoring wells have been installed, Staff is currently working on installing the data logging components for the piezometers.
- Staff is working to provide data and action plan regarding the Ivy League unaccounted water loss.

Streets:

- Snow & Ice Removal
- Railroad Street Improvements Project Update; This project went out bid last Tuesday. 1 partial bid was received. Staff is working on moving forward appropriately. The bid received captured primarily concrete preparation and installation.
- The remaining 2020 Street Fund Projects RFP has not been advertised but will be complete in the next few weeks.
- The 15-minute parking spots should be installed in January. Staff is currently constructing the poles and bases for the signage.

Engineering/Allan Smith Projects for 2020:

- Updating and modifying the Town's Standards and Specification as well as revising sections within Chapter 13 of the Town's Municipal Code.
- Continue Water Rate Analysis
- Water Main Connection on North Court Street
- Storm Water
- Well #4 (will be working with Wright Water Engineering)

Parks:

- Snow Shoveling & Removal as needed
- Year-Round Bathrooms Cleaning and Upkeep
- Trash Removal
- River Park Volleyball and removal an installation, as weather allows

Facilities and Building Maintenance:

- Normal Operations

Fleet:

- Normal Operations and Vehicle Maintenance and Repair

Highlights and Note Worth Items;

- Infill lot development continues. The Pinon, Beldan Streets and Block 41 locations are very busy with construction.
- The new School project water line is now active. Staff will continue to assist and monitor progress as needed
- Recycle Center Sign is being constructed Staff will provide the installation
- Close out and Project Completion process is underway for the 2018 Water Improvements Project

Respectfully Submitted,

Shawn Williams

Shawn Williams, Public Works Director



TOWN OF BUENA VISTA

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

DATE: January 14th, 2020

TO: Mayor and Board of Trustees

FROM: Earl Richmond, Recreation Director

AGENDA ITEM: Recreation Director Report

Dear Mayor and Board of Trustees,

Staffing:

Ben is now working on a full-time basis for the Rec Department. His main focal areas are assisting with in town special event management alongside myself, facility rentals, and program assistance. Ben continues to do an amazing job with rental management of our Community Center and other town facilities. We are seeing a very high number of in season and preseason applications for special events coming into our office. Ben and Earl are working daily with these applicants to best forecast and plan these events.

Booking for our facilities continue to be busier YTD than forecasted. We already have close to \$8000 in reservations for 2020. This is exciting to see and will keep us very busy. Shane continues to nurture and grow programming opportunities for all ages and interests in our valley.

Ashley Davis is on board to assist the town of Buena Vista with facility upkeep and maintenance a part time and hourly basis. She will be working with our team and Pat to assure the Community Center is kept up at a standard that meets the expectations of our citizens and other users.

The Recreation Advisory Board has requested to change our monthly meeting time from the second Wednesday of each month to the first Wednesday of each month. Meetings will continue to be at 7:30 am at the Aspen Room. Our next RAB meeting will be February 5th, 2020.

Facilities:

As previously reported, ACA is unable to provide the masonry sand needed to upgrade the outdoor volleyball courts at the Buena Vista River Park. We have searched high and low to locate an alternative regional resource for sand and have identified Webster Sand and Gravel in Leadville. They supply sand to other recreation departments for outdoor volleyball play and come with great recommendations. Sand replacement will begin in winter 2020 to be complete by early May 2020.

The Buena Vista Community Ice Rink held an informative meeting on January 9th, 2020 at the BVCC. 30 local citizens came to learn about the history and current desire to create recreational ice opportunities in the BV. This multipurpose rink advisory board has been working with the town and the local citizens for the past 5 years to help identify a potential location, design concepts, funding sources and potential programming. The meeting was a great success for gathering new input from these local citizens.

The Central Colorado UAS (Drone) Club has been meeting with the RAB and myself over the past few months to help identify a new site at the BV Rodeo Grounds area for a proposed new facility. We are working with all the identified users' groups in this area (Rodeo Board, Sportsmen's Club, RA Air Club, the Barn at Sunset Ranch, and the general public) to share input and ideas on where this training site would be best suited.

Thanks to the support of the Sangre De Christo Electrical Co-Op, the town of BV will be receiving a new storage shed from Shed City USA here in BV. This will assist in our ever-growing storage needs for BV Rec programs. The shed will be located at the BVCC parking lot on the west side of our facility.

The town received year end community financial contributions totaling \$3500 to support our ongoing river park maintenance fund. Checks came in from CKS Mainstreet and the South Main Arts and Parks Trust. We are very appreciative of their willingness to assist with this ongoing fund that focuses on upkeep so our river park can operate to its full potential.

Trails:

Kelly Collins has taken on the role of the chair of the BV Trails Advisory Board. Lois Walton continues to serve on the RAB, and we all appreciate her 30 plus years of community service. They held their first meeting of 2020 on January 9th. It was very productive and the RAB is working on updating their short term and long-term capital improvement projects lists with the end goal of updating their in-town trails master plan this year.

We are excited to plan and develop a new single-track trail in the Disc Golf course with BVSC this summer and to manage the Pump Track rehabilitation work.

There continues to be monthly meetings with the regional trail clubs from Salida, Buena Vista and Leadville. The goal of this advisory crew is to help facilitate long term planning for future multi use trail development in the entire Arkansas River Valley.

Projects:

The McPhelemy Park stage construction project is starting to shape up. We are working with a few local contractors to share ideas and costs estimates for the new 20' x 10' weather and shade structure to be located on top of the existing concrete slab on the northern end of the park. This facility will support numerous special events (including our BV Rec Thursday Concerts in the Park) and the local community alike.

BV Rec plans to send out sponsorship opportunity information to our local community members for the 2020 year. We saw great success in 2019 with this program and we have a desire to grow and nurture these offerings into the future. Thank you to all that continues to support BV Rec through the sponsorship program. We greatly appreciate it.

BV Rec is working with BV Schools on the potential purchase of a used 14 passenger bus in 2020. The BV Optimist Club has pledged \$5000 annually to support a BV Rec activities bus. BV Schools is selling a few small buses from their fleet and BV Rec is taking a close look to determine if there is a good option and fit to purchase one of them. Currently BV Rec does not have a department vehicle and there is a seasonal need to transport participants to our program offerings. With an activity's bus, the opportunities would be endless to dream up new program offerings. Having our own vehicle would also alleviate the pressure relating to the reliance on BV Schools to access "loaner vehicles" for our transportation needs. With the ongoing annual support of the BV Optimist Club, there will be no cost associated with this activity vehicle to the town of Buena Vista.

Respectfully,

Earl Richmond

Earl Richmond
Recreation Director

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

Work Session at 6:00 PM –

Regular Meeting at 7:00 PM
at the Buena Vista Community Center
Piñon Room – 715 East Main Street, Buena Vista, Colorado

**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 – January 28, 2020
- 2.
- 3.
- 4.

B. Town Clerk Report

VI. PUBLIC COMMENT

Citizen participation where the public can sign up prior to the start of the meeting in order to speak up to 3 minutes for matters not on the agenda or for agenda items not scheduled for Public Hearing. 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. BUSINESS ITEMS

A. Chaffee County Community Foundation Grant Update – Joseph Teipel

B. Health Disparities Grant Update – Becky Gray

C. 2019 Code Enforcement Update

D.

E.

F.

VIII. STAFF REPORTS

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

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

DRAFT