



**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES**  
**Virtual Regular Meeting**  
**Tuesday, March 24, 2020**

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

A virtual regular meeting of the Board of Trustees was called to order by Mayor Duff Lacy, at 7:00 pm, Tuesday, March 24, 2020 having previously been noticed in accordance with the Colorado Open Meetings Law.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Duff Lacy	Mayor	Present
Lawanna Best	Trustee	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  
Williams  
Fire Chief Dixon Villers  
Town Clerk Paula Barnett

Town Attorney Jeff Parker  
Public Works Director Shawn

Town Treasurer Michelle Stoke  
Airport Manager Jack Wyles

**PLEDGE OF ALLEGIANCE**

Mayor Lacy led the pledge of allegiance.

**AGENDA ADOPTION**

**MOTION NO. 1:**

MOVE TO APPROVE THE AGENDA.

<b>RESULT:</b>	<b>ROLL CALL</b>	<b>CARRIED</b>
<b>MOVER:</b>		Trustee Fay
<b>SECONDER:</b>		Trustee Swisher
<b>AYES:</b>	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. Board of Trustees Regular Meeting – March 10, 2020
2. Board of Trustees Special Meeting – March 18, 2020

**B. Town Clerk Report**

**MOTION NO. 2:**

MOVE TO APPROVE THE CONSENT AGENDA.

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

**STAFF REPORTS**

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

Mayor Lacy asked Stoke if she is working on projected impacts to the 2020 budget due to COVID-19. Stoke stated that she and Town Administrator Phillip Puckett have been reviewing the budget, and Department Heads have been asked to review their budgets to determine expenditures that can be decreased or eliminated. Puckett is reviewing the 2020 Capital Projects to determine which project will be postponed.

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

**BUSINESS ITEMS**

**Consider approving the appointment of Brian Green as the Buena Vista Municipal Judge**

Puckett reviewed with the Trustees that the Municipal Court Judge position was vacated on February 18, 2020, and at the direction of the Board, staff formed a search committee to take applications, conduct interviews and bring a recommendation to the Board for appointment consideration. The position was advertised for four weeks during the month of February, five applications were received and reviewed, and the search committee selected three finalists to be interviewed.

Puckett stated the committee unanimously selected Brian Green for recommendation to the Board for appointment as Municipal Judge. Green brings a wealth of knowledge and experience as a municipal and county court judge, and currently serves as the Park County Court Judge, Fairplay Municipal Court Judge, and Alma Municipal Court Judge.

Judge Green was in attendance, introduced himself to the Trustees, thanked them for considering allowing him the opportunity to serve the Town of Buena Vista, and left the meeting to provide the Board the opportunity to discuss the issue.

**MOTION NO. 3:**

MOVE TO APPROVE RESOLUTION NO. 21, SERIES 2020 APPOINTING JUDGE BRIAN GREEN AS MUNICIPAL COURT JUDGE.

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

**Consider approving the agreement with Dibble Engineering for Runway Rehabilitation**

Jack Wyles, Airport Manager reviewed with the Trustees \$388,889.00 was allocated in the 2020 budget for the airport Runway Rehabilitation Project, and \$350,000.00 in grant funding was received from the Colorado Department of Transportation (CDOT) for the project. Dibble Engineering, consultant for the airport will provide the required professional services for the project with a cost not to exceed \$112,687.00.

Trustee Jenkins asked how long the airport will be closed during this project, and Wyles stated Dibble Engineering is estimating 10 to 14 days.

**MOTION NO. 4:**

MOVE TO ADOPT RESOLUTION NO. 22 APPROVING THE PROFESSIONAL SERVICE AGREEMENT WITH DIBBLE ENGINEERING TO PROVIDE SERVICE FOR THE AIRPORT REHABILITATION PROJECT.

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

**Consider Approving the Purchase of a 2011 Ferrara Fire truck**

Puckett reviewed with the Trustees that Fire Chief Dixon Villers, and Staff have located and negotiated an offer on a fire truck that meets the needs and size requirements to replace the 1974 fire truck.

The unit is a 2011 Ferrara fire truck with approximately 20,600 miles and is owned by the Northern Sonoma County Fire Protection District in Geyserville, California. The purchase price is \$200,000.00, and the funding source to cover the cost of the truck will be the revenue that has been received from the Incident Deployment of the brush truck. The agreement is dependent upon an on-site inspection of the truck by Chief Villers which has been postponed due to COVID-19.

**MOTION NO. 5:**

MOVE TO ADOPT RESOLUTION NO. 23, SERIES 2020 APPROVING THE VEHICLE PURCHASE AGREEMENT WITH NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT FOR A 2011 FERRARA FIRE TRUCK.

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

The Trustees and Staff discussed when the allocation of funds for the purchase of the fire truck is presented to the Board for approval, that the amount be \$250,000,00 which will include the expenditures of the fire truck and necessary equipment/supplies for the truck. Treasurer Stoke will complete the public notice process and documentation related to the 2020 Budget adjustments.

**Municipal Water and relief for COVID-19 impacts**

Puckett reviewed at the March 18<sup>th</sup> Special meeting the Trustees requested Staff to bring back information regarding waiving water billing fees to assist those impacted by the COVID-19

emergency. At this time, late fees and the service charge to pay water bills via phone have been waived, and shutoffs will not occur due to non-payment.

Puckett stated that the Town bills for both water and a storm water fee on the same bill each month, and the February billing produced \$70,311.00 in Water Fund revenue, and \$5,871.00 in Storm Water Fund revenue. Staff has explored options available to the Trustees to provide relief to water customers impacted by the recent emergency declarations and guidelines put forth by various authorities.

Puckett reviewed three options available to the Board to provide relief to water customers.

- Across the board abatement for all water customers.
- Selective abatement for customers by having them complete an abatement request form and adjusting individual accounts based on those applications.
- Contributing to the Chaffee County Foundation a sum that would be used to provide relief.

Puckett stated Staff is recommending the third option of contributing to the Chaffee County Foundation. Staff is already overburdened with issues requiring their attention during this time and processing a very large number of abatement requests and reversing the charges on accounts approved for fee waivers would increase the workload exponentially.

Chaffee County Foundation in partnership with Department of Human Resources (DHS) has processes in place and is equipped to handle abatement requests based on need. The application process would be a clean and concise avenue of relief structured to require that the abatement request be accompanied by proof that the bill had been paid, and then the Foundation would refund fees to the water customer from the dollars contributed by Town for this purpose. This process would be focused on individuals and families experiencing hardship (rent, mortgage, utilities, food).

Puckett stated the initial contribution from Buena Vista would be \$25,000.00 to match the City of Salida and other sources to create a \$100,000.00 fund, and additional contributions could be considered later. The contribution would come out of the Water Fund.

The Trustees and Staff discussed ways to inform residents of the programs available to provide financial assistance which included providing information in the next water billing statement.

The Board discussed and agreed to have Chaffee County Foundation combine the \$7,000.00 designated for Community Grant Funds with the \$25,000.00 to provide assistance to individuals and families in need.

**MOTION NO. 6:**

MOVE TO APPROVE CONTRIBUTING \$25,000.00 TO THE CHAFFEE COUNTY FOUNDATION, WITH FUNDS BEING DISBURSED FROM THE WATER FUND.

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

**Changes to the Municipal Code related to the Conduct of Municipal Elections**

Town Clerk Paula Barnett reviewed with the Trustees that in past municipal elections, the Board and Staff have acknowledged that mail ballot elections increase voter turn-out, and have approved resolutions authorizing the election to be conducted as a mail ballot election versus a polling place election. The current code also gives the authority to appoint election judges to the Board of Trustees, and if an election judge(s) becomes ill and cannot serve, and there are not enough judges to complete the election process, a special meeting would have to be called to appoint additional judges.

Staff is requesting the Board amend Chapter 2, Article 1, of the Buena Vista Municipal Code to state that regular municipal elections held on the first Tuesday of April in even-numbered years be conducted as mail ballot elections, and to give the Town Clerk authorization to appoint election judges.

**MOTION NO. 7:**

MOVE TO ADOPT ORDINANCE NO. 04, SERIES 2020 AMENDING CHAPTER 2, ARTICLE 1 OF THE MUNICIPAL CODE REGARDING THE CONDUCT OF TOWN ELECTIONS.

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

**PUBLIC COMMENT**

No public comment was received.

**TRUSTEE/STAFF INTERACTION**

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

Puckett reported continued changes are occurring on all levels of government related to COVID-19. Several members of staff attend daily debriefing calls led by the Chaffee County Commissioners, with representation from Public Health, Emergency Management, Emergency

Medical Services, Municipalities, and Schools. Staff and Mayor Lacy will continue to participate and provide input in the discussions and decisions, and comply with conclusions and restrictions being made.

Puckett stated Staff is continuing to be conduits to provide information to businesses and residents related to the ongoing changes related to restrictions and law changes. A COVID-19 page has been created on the Town website providing information and links to local, state, and federal resources. Staff will continue working with Chaffee County Economic Development and the Buena Vista Chamber of Commerce focusing on businesses in the county.

Puckett stated that he and Treasurer Stoke have been reviewing the 2020 budget for the entire year, and preliminary numbers/projections indicate a 20% reduction, approximately \$600,000.00, will be needed. Staff is exploring solutions which include reducing operational expenses, eliminating all travel and trainings, reviewing capital projects, transferring to the airport out of the Capital Fund, and instituting a hiring freeze which includes a Police officer, a full-time position in the Park Department, and seasonal staff. Puckett stated he wants to set the expectation with the Board that these reductions may not only cut into operational expenditures but may also affect staffing. Puckett stated the events and circumstances that the businesses are experiencing have a ripple effect which will impact the town budget since much of the budget is funded by sales tax revenue.

**MOTION NO. 8:**

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THAT THE MEETING BE ADJOURNED AT 8:18 PM.

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

Respectfully submitted:

  
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Paula Barnett, Town Clerk

  
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Duff Lacy, Mayor

