



City of Woodland Park

City Council

November 21, 2024 at 6:30 PM

AGENDA

5:30 PM - City Council 2025 Budget Worksession

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A. Congratulations to Rylan Gibson on his Eagle Scout project at Meadow Wood Sports Complex Hockey Rink (A)
(Presenter Communications Coordinator Kristen Higgenbotham)
 - B. Re-appointment of Linda Allred and Larry Black to the Historical Preservation Committee. (A)
(Presenter, Deputy City Manager/City Clerk Leclercq)
 - C. Short-Term Rental Outreach for 2025 Permits and Licenses.
(Presenter Planning Director Schminke)
 - D. Sales Tax Update and Report for September 2024.
(City Manager Vassalotti)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
 - A. Approval of the November 7, 2024, regularly scheduled City Council Meeting minutes.
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)**
7. **UNFINISHED BUSINESS**
(Public Comment may be heard)
8. **ORDINANCES ON INITIAL POSTING**
(Public comment may be heard)
 - A. Approval of Ordinance No. 1485, Series 2024, on initial posting, an Ordinance Appropriating Sums of Money to the Various Funds, for the City of Woodland Park, Colorado, for the 2025 Budget Year for the General Fund (100), and set the Public Hearing for December 5, 2024. (A)
(Presenter, City Manager Vassalotti)
 - B. Approval of Ordinance No. 1486, Series 2024, on initial posting, an Ordinance Appropriating Sums of Money to the Various funds Except the General Fund (100), and set the Public Hearing for December 5, 2024. (A)
(Presenter, City Manager Vassalotti)
9. **PUBLIC HEARINGS**

(Public comment may be heard)

10. NEW BUSINESS

(Public comment may be heard)

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

B. Council Reports

C. City Attorney's Report

D. City Manager's Report

12. ADJOURNMENT

Key to agenda abbreviations:

(A) Administrative- matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

(L)Legislative- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

(QJ)Quasi-Judicial- apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial



STAFF REPORT

TO: Mayor Case and City Council

FROM: Suzanne Leclercq, Deputy City Manager/City Clerk

DATE: November 21, 2024

SUBJECT: Re-appointment of Linda Allred and Larry Black to the Historical Preservation Committee. (A)
(Presenter, Deputy City Manager/City Clerk Leclercq)

BACKGROUND: Linda Allred and Larry Black both have terms on the Historical Preservation Committee expiring on January 1, 2025. Both are interested in re-applying for these positions. Neither one of them will be term limited. The terms are for two years. Their applications are included for Council under a separate cover. Linda and Larry have both been invited to attend the Council Meeting this evening and answer any questions the Council may have.

RECOMMENDATION:

ATTACHMENTS: None



City of Woodland Park

November 7, 2024 at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

As a result of a significant snow storm, the City Council worksession was postponed and the City Council Meeting was held via Zoom.

The following Councilmembers appeared via Zoom: Mayor Case, Mayor Pro-tem Nakai, Councilmember Geer, Councilmember Harvey, Councilmember Jones and Councilmember Smith. Councilmember Baldwin was absent.

The following staff members appeared via Zoom: City Manager Vassalotti, Deputy City Manager/City Clerk Leclercq, Utilities Director Wiley and IT Technician Barnes.

Mayor Case called the City Council Meeting to order at 6:30 PM.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

- A. Congratulations to Rylan Gibson on his Eagle Scout project at the Meadowood Sports Complex Hockey Rink.(A)
(Presenter Communications Coordinator Kristen Higgenbotham)

Due to the snowstorm and the Council Meeting being held via Zoom, this presentation was postponed to the November 21, 2024 City Council Meeting.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

City Clerk Leclercq shared that item 9 B was being removed from the agenda this evening.

5. CONSENT CALENDAR

- A. Approval of the October 17, 2024, regularly scheduled City Council Meeting. (A)
Mayor Case shared the Consent Calendar with the Council. The Council reviewed the items and made a motion to approve all the items on the Consent Agenda.

Motion: to approve the Consent Agenda as presented in its entirety. Geer/Smith. Motion carried 6-0.

- B. Approval of a Master Service Agreement between the City of Woodland Park and Respec for the permitting of access points and road design for the proposed reservoir in the amount of \$356,191. (A)
- C. Approval of a proposal between the City of Woodland Park and Vivid Engineering Group for the Geotechnical investigation of the dam site and the secondary access point construction for the proposed reservoir in the amount of \$522,294. (A)

- D. Approval of the September 2024 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof. (A)
(Presenter City Manager Aaron Vassalotti)
- E. Approval to purchase a Multihog from Hardline Equipment for \$164,027.49.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (1)

The following individuals spoke on Public Comment on Items Not on the Agenda.

Scott Tally shared that the Council needs to stop the hate towards Merit Academy and Charis Bible College.

Leanna Tally thanked the parents for supporting the school district by voting no on Item 2 A. Tally shared that the Council is holding the School Board to a higher standard than the City and that the City finances on the website are not up-to-date.

Gwynne Pekron shared that the Council should represent the individuals' beliefs in Teller County and not divide the community.

Mick Bates thanked the Community for supporting Item 2A and supporting the teachers and the students.

7. UNFINISHED BUSINESS

(Public Comment may be heard)

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard)

9. PUBLIC HEARINGS

(Public comment may be heard)

- A. Approval of Ordinance No. 1484, Series 2024, an Ordinance of the Woodland Park City Council, Imposing a Temporary Moratorium on the Submission, Acceptance, Processing, and Approval of Applications for the Establishment of a Business that Cultivates, Processes, or Dispenses Natural Medicine and the Establishment of any Business, Occupation, or Operation for Healing Centers.
(L)
(Presenter City Attorney Williams)

After a brief discussion by the City Council regarding this moratorium, Mayor Case opened up the public comment portion of the public hearing.

Jason Friesema shared information on the benefits of healing centers for veterans.

Deputy City Manager Leclercq shared with Mr. Friesema that the City would be holding a work session regarding the Natural Healing Centers and would like for him to attend as a guest speaker. Leclercq shared the worksession would probably be scheduled for the 2nd Council Meeting in January.

There being no further comment, Mayor Case closed the public comment portion of the public hearing and the following motion was made.

Motion: to approve Ordinance No. 1484, Series 2024, an Ordinance of the Woodland Park City Council, Imposing a Temporary Moratorium on the Submission, Acceptance, Processing

and Approval of Applications for the Establishment of a Business that Cultivates, Processes, or Dispenses Natural Medicine and the Establishment of any Business, Occupation, or Operation for Healing Centers. Harvey/Nakai. Motion carried 6-0.

- B.** Approval of a transfer of a Hotel and Restaurant Liquor License located at 106-108 East Midland Avenue, Woodland Park Colorado from Good Thai Eats to Soranai Srasom dba Sushi Thai. (QJ)
(Presenter Deputy City Manager/City Clerk Leclercq)

This item was removed from the agenda by Deputy City Manager/City Clerk Leclercq.

10. NEW BUSINESS

(Public comment may be heard)

None.

11. REPORTS

(Public comment not necessary)

A. Mayor's Report

Mayor Case reviewed the upcoming events for the next two weeks.

B. Council Reports

Mayor Pro-tem Nakai thanked the citizens for voting on 2A to support the schools.

Councilmember Geer shared that it was time to vote for your favorite Parks and Recreation Coach. Geer also shared information on a new aquatics fitness class.

Councilmember Harvey shared that she would be attending a service for Veterans at CSCS.

Councilmember Jones shared that the DDA met and that they discussed the micro-grant program.

Councilmember Smith shared his regards for Councilmember Baldwin as she recovers from surgery.

C. City Attorney's Report

None.

D. City Manager's Report

City Manager Vasslotti shared information on the Citizens Academy and the new redesign of the City Website.

Vassalotti also shared that he brings to the Council every month a Statement of Expenditures and an updated Sales Tax report.

Deputy City Manager Leclercq asked Council for a consensus to form a Charter Review Committee for the next election cycle. Consensus was given.

Utilities Director Wiley shared that letters were sent to the parties responsible for the fuel spill and that they were applying for the appropriate permits.

12. ADJOURNMENT

The time bein 7:13 PM and there being no further City business Mayor Case adjourned the City Council Meeting.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2024

Kellie Case, Mayor



STAFF REPORT

TO: Mayor Case and City Council

FROM:

DATE: November 21, 2024

SUBJECT: Approval of Ordinance No. 1485, Series 2024, on initial posting, an Ordinance Appropriating Sums of Money to the Various Funds, for the City of Woodland Park, Colorado, for the 2025 Budget Year for the General Fund (100), and set the Public Hearing for December 5, 2024. (A)
(Presenter, City Manager Vassalotti)

BACKGROUND: ITEM:

Ordinance No. 1485 and Ordinance No. 1486 Series 2024

Consider on initial posting and set the Public Hearing for December 5, 2024 for Ordinance No. 1485, Series 2024: "AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2024 BUDGET YEAR FOR GENERAL FUND (100)" and Ordinance No. 1486, Series 2024: "AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR FOR ALL FUNDS EXCEPT THE GENERAL FUND (100)."

BACKGROUND:

In accordance with the City Charter, the City Manager prepared and submitted a budget to City Council by October 15, 2024. Over the course of several Council meetings and work sessions, staff and Council reviewed and discussed the proposed draft of the recommended 2025 budget.

DISCUSSION:

Tonight is the initial posting and setting of the Public Hearing for the 2025 budget appropriation ordinances. Adopting the two Ordinances following a Public Hearing on December 5, 2024, will appropriate sums of money that will allow for the expenditure of revenues in each fund in the amount and for the purpose as set forth in the Ordinances. The budget document with the line item detail has been provided.

RECOMMENDATION: RECOMMENDED ACTION:

Consider Ordinance No. 1485 and Ordinance No. 1486, Series 2024 and set Public Hearings for December 5, 2024.

ATTACHMENTS: 1. 2025 budget ordinance 1485_GF 100 - Final

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1485, SERIES 2024

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR FOR GENERAL FUND (100).

WHEREAS, the City Council has adopted the annual budget for the General Fund (100) in accordance with the City Charter on December 5, 2024; and

WHEREAS, the City Council has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures in the fund as set forth in said budget or has made appropriations to expend a portion of fund balance for capital outlays, acquisitions, and improvements; and

WHEREAS, it is not only required by the City Charter, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the City.

NOW, THEREFORE THIS ORDINANCE:

THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO
ORDAINS;

That an Ordinance entitled “AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR FOR GENERAL FUND (100).” be and the same is hereby adopted as follows:

Section 1. That the following sums are appropriated from the revenue or fund balance of each fund to each fund, for the purpose stated:

GENERAL FUND

Budgeted Revenue	<u>\$ 15,453,559</u>
Current Operating Expenditures	
Elected Officials	\$ 32,600
City Manager	512,491
City Clerk	543,873
Municipal Court	152,333
Planning and Building	637,894
Inter/Nondepartmental	1,246,869
Education Support	3,256,453
Finance	742,048

Parks, Buildings and Grounds	1,125,446
Information Technology	485,132
Police	3,611,008
Public Works Administration	330,293
Fleet Maintenance	578,039
Street Operations	780,836
, Total Current Operating Expenditures	14,035,315
Debt Service Expenditures	704,488
Capital Outlay Expenditures	576,075
Transfers Out	<u>711,581</u>
Total General Fund Expenditures and Transfers Out	<u>\$ 16,027,459</u>

Section 2. This Ordinance shall be in full force and effect on and after January 1, 2025 after adoption and publication required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 5th DAY OF DECEMBER 2024.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk



STAFF REPORT

TO: Mayor Case and City Council

FROM:

DATE: November 21, 2024

SUBJECT: Approval of Ordinance No. 1486, Series 2024, on initial posting, an Ordinance Appropriating Sums of Money to the Various funds Except the General Fund (100), and set the Public Hearing for December 5, 2024. (A)
(Presenter, City Manager Vassalotti)

BACKGROUND:

RECOMMENDATION:

ATTACHMENTS: 1. 2025 Budget ordinance_Ord 1486_All funds except GF - Final

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1486, SERIES 2024

AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR FOR ALL FUNDS EXCEPT THE GENERAL FUND (100).

WHEREAS, the City Council has adopted the annual budget in accordance with the City Charter on December 5, 2024; and

WHEREAS, the City Council has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures in each fund as set forth in said budget or has made appropriations to expend a portion of fund balance for capital outlays, acquisitions, and improvements; and

WHEREAS, it is not only required by the City Charter, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the City.

NOW, THEREFORE THIS ORDINANCE:

THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO
ORDAINS;

That an Ordinance entitled “AN ORDINANCE APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2025 BUDGET YEAR FOR ALL FUNDS EXCEPT THE GENERAL FUND (100).” be and the same is hereby adopted as follows:

Section 1. That the following sums are appropriated from the revenue or fund balance of each fund to each fund, for the purpose stated:

GRANTS FUND

Budgeted Revenues	
Safe Streets 4 All	\$ 82,500
American Rescue Plan (ARPA) grant	0
Use of Fund Balance	<u>411,148</u>
Total Sources	<u>\$ 493,648</u>

Safe Streets 4 All	\$ 82,500
--------------------	-----------

American Rescue Plan (ARPA)	411,148
Total Grant Fund Expenditures	<u>\$ 493,648</u>
<u>DOWNTOWN DEVELOPMENT AUTHORITY</u>	
Budgeted Revenues	\$ 928,419
Total Sources	<u>\$ 928,419</u>
Current Operating Expenditures	\$ 196,882
Debt Service Expenditures	<u>370,019</u>
Total Downtown Development Authority Fund Expenditures	<u>\$ 566,901</u>
<u>CULTURE AND RECREATION FUND</u>	
Budgeted Revenues	<u>\$ 1,549,981</u>
Current Operating Expenditures	
Parks and Recreation	\$ 441,726
Cultural Center	197,137
Aquatic Center	<u>911,117</u>
Total Culture and Recreation Fund Expenditures	<u>\$ 1,549,981</u>
<u>LODGING TAX FUND</u>	
Budgeted Revenues	\$ 309,938
Use of Fund Balance	<u>11,832</u>
Total Sources	<u>\$ 321,770</u>
Transfer to General Fund	<u>\$ 321,770</u>
Total Lodging Tax Fund Transfer Out	<u>\$ 321,770</u>
<u>CONSERVATION TRUST FUND</u>	
Budgeted Revenues	\$ 75,300
Use of Fund Balance	<u>0</u>
Total Sources	<u>\$ 75,300</u>
Transfer to General Fund	\$ 0
Transfer to Culture and Recreation Fund	<u>75,000</u>
Total Conservation Trust Fund Transfer Out	<u>\$ 75,000</u>
<u>STREET CAPITAL IMPROVEMENT FUND</u>	
Budgeted Revenues	\$ 3,155,100
Use of Fund Balance	<u>0</u>
Total Sources	<u>\$ 3,155,100</u>
Capital Outlay Expenditures	\$ 2,270,000
Transfers Out	<u>555,486</u>

Total Street Capital Improvement Fund Expenditures and Transfers Out	\$ 2,825,486
---	---------------------

STORMWATER MANAGEMENT FUND

Budgeted Revenues	\$ 185,000
Use of Fund Balance	<u>0</u>
Total Sources	<u>185,000</u>
 Capital Outlay Expenditures	 \$ 2,400
Transfer Out	<u>165,675</u>
Total Stormwater Management Fund Expenditures	<u>\$ 168,075</u>

WATER UTILITY ENTERPRISE FUND

Budgeted Revenues	\$ 2,938,901
Use of Funds Available	<u>4,612,761</u>
Total Sources	<u>\$ 7,551,662</u>
 Current Operating Expenditures	 \$ 2,476,662
Capital Outlay Expenditures	5,075,000
 Total Water Utility Enterprise Fund Expenditures	 <u>\$ 7,551,662</u>

WASTEWATER UTILITY ENTERPRISE FUND

Budgeted Revenues	\$ 2,505,800
Use of Funds Available	<u>122,766</u>
Total Sources	<u>\$ 2,628,566</u>
 Current Operating Expenditures	 \$ 1,707,350
Capital Outlay Expenditures	470,000
Debt Service Expenditures	<u>451,216</u>
Total Wastewater Utility Enterprise Fund Expenditures	<u>\$ 2,628,566</u>

Section 2. This Ordinance shall be in full force and effect on and after January 1, 2025 after adoption and publication required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC
HEARING THIS 5th DAY OF DECEMBER 2024.

Kellie Case, Mayor

ATTEST:

Suzanne Leclercq, City Clerk