

**WOODLAND PARK CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
MEETING MINUTES
February 1, 2018 – 7:00 P.M.**

1. **CALL TO ORDER:** Mayor Levy called the meeting to order with the following members of Council present: Mayor Pro-tem Harvey, Noel Sawyer, John Schafer, Val Carr and Paul Saunier. Councilmember Matthews was absent.

2. **PLEDGE OF ALLEGIANCE:** Mayor Levy led the Pledge of allegiance.

The following Staff Members were also in attendance for this meeting:

City Manager David Buttery
City Clerk Suzanne Leclercq
Finance Director Mike Farina
Deputy City Clerk Chrissy Stapleford
Planning Director Sally Riley

Public Works Director Ben Sheets
Police Chief Miles DeYoung
Utilities Director Kip Wiley
City Attorney, Erin Smith

3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS:**

A. Tweeds Moose is Loose – All Things Woodland Park. Tanner Coy shared information on the Moose is Loose events this year.

4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:**

A. None.

5. **CONSENT CALENDAR**

A. Approve minutes of January 9, 2018 Special Meeting. **(A)**

B. Approve January 18, 2018 Regular City Council meeting. **(A)**

MOTION: To approve Consent Calendar. Harvey/Schafer. 6-0. Motion carried.

6. **UNFINISHED BUSINESS**

A. Discussion of hiring a new City Manager.

1. Approve salary range.

MOTION: Motion was made to set the salary range for a new City Manager between \$100,000 and \$140,000 a year. Levy/Sawyer. 6-0. Motion carried.

Mayor Pro-tem Harvey commented that the proposed salary reflects the salaries paid for like positions throughout the state in cities of like size and federal pay scales for similar positions.

Councilmember Carr clarified that the \$100,000 would be the entry level range, \$120,000 the mid-level range and \$140,000 would be the maximum.

2. Approve job description. Council discussed the final draft of the job description which had been reviewed by City Attorney Smith and employment law expert Marni Kloster. Council was pleased with the final draft of the job description presented this afternoon and made a motion to approve it. The job announcement is still being reviewed and edited and will be available soon.

Council had discussion on the various sites to post the job announcement to and it was decided that Leclercq would research the costs of the different sites and report them back to Council.

Discussion was also held by Council regarding the method of receiving the applications and resumes. It was decided that Leclercq would receive the applications, copy them and have the applications delivered to the Councilmember's homes two times per week. Leclercq will also scan them so that there are digital copies.

MOTION: To approve final draft of job description submitted February 1, 2018. Harvey/Schafer. 6-0. Motion carried.

7. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1317, Series 2018 on initial posting for an extension of the Bad Rock Automotive Sales Conditional Use Permit (CUP 14-0008) to August 31, 2018 located in the Community Commercial (CC) Zoning District on Lot 1A, Sunny Glen Retreat Subdivision with an address of 2701 Mountain Glen Court, Woodland Park, Colorado as requested by owner/applicant Garland "Mac" McGlung and set the Public Hearing for February 15, 2018. **(QJ)**

Planning Director Sally Riley briefly reviewed the Staff Report on this Ordinance on initial posting.

MOTION: To consider Ordinance No. 1317, Series 2018 on initial posting for an extension of the Bad Rock Automotive Sales Conditional Use Permit (CUP 14-0008) to August 31, 2018 located in the Community Commercial (CC) Zoning District on Lot 1A, Sunny Glen Retreat Subdivision with an address of 2701 Mountain Glen Court, Woodland Park, Colorado as requested by owner/applicant Garland "Mac" McGlung and set the Public Hearing for February 15, 2018. Schafer/Carr. Motion carried. 6-0.

8. PUBLIC HEARINGS:

A. Consider Ordinance No. 1316, Series 2018 declaring the instrument for public notification process and method for the City of Woodland Park for the year 2018. **(A)**

City Clerk Leclercq reviewed the Staff Report with the Council. Leclercq reminded Council that as a result of the April 5, 2016, Municipal Election, changes were made to the City Charter regarding the procedures determining instruments of publication.

Leclercq reminded Council that at the February 16, 2017 Council Meeting Council passed Ordinance 1299, Series 2017 that allow Public Notices to be published in the Courier by title and a brief summary.

Leclercq reported that she is proposing to continue publishing the ordinances in the Courier by title only with a brief summary and that the entire notice would be published in full on the city's website.

Mayor Levy opened the Public Comment portion of the Public Hearing. There being no Public Comment and no Council discussion the following motion was made:

MOTION: To approve Ordinance No. 1316, Series 2018 declaring the instrument for public notification process and method for the City of Woodland Park for the year 2018. Harvey/Sawyer. 6-0. Motion carried.

B. Consider Resolution No. 824 for a two-year extension to February 4, 2020 of the Planned Unit Development for Gold Hill Square South PUD 15-001 to construct a Best Western Hotel located at 703, 717 and 719 Gold Hill Place with a legal description of Lots 2 and 3, Page's Subdivision and Lot 8, block 27, Highland Addition as requested by William L. Page, Manager/Member of Gold Hill Square South, LLC.

Planning Director Riley reviewed the Staff Report with Council. Riley shared that Mr. Page submitted an application requesting a two-year extension of Case #PUD 15-001 to construct a 70-room hotel at Gold Hill Square South. Riley noted that Mr. Page was having some difficulty with Sherwin Williams relocating there present store to a new location south of City Market. Because of this Mr. Page's project has been put on hold thus the need for an extension.

Riley shared that on January 25, 2018 the Planning Commission voted unanimously to recommend that City Council approve a two-year extension of the PUD.

After brief Council discussion and a few questions for Mr. Page the following motion was made:

MOTION: To approve Resolution No. 824 for a two-year extension to February 4, 2020 of the Planned Unit Development for Gold Hill Square South PUD 15-001 to construct a Best Western Hotel located at 703, 717 and 719 Gold Hill Place with a legal description of Lots 2 and 3, Page's Subdivision and Lot 8, block 27, Highland Addition as requested by William L. Page, Manager/Member of Gold Hill Square South, LLC. Carr/Sawyer. 6-0. Motion carried.

9. NEW BUSINESS:

A. None

10. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

A. Donnie Beson commented that as the City approaches the task of hiring a new City Manager that we must all put our best foot forward and attract not just good applicants but great ones.

Debbie Miller, President of the Chamber of Commerce read the following letter into the record:

Dear Council and Mayor:

I am reading this letter into the record this evening on behalf of the Chamber Board of Directors. At your last Council meeting and recently in an interview published this week in the Courier, incorrect statements are being declared as truths in respect to the fiscal operation of the Greater Woodland Park Chamber of Commerce.

We want to share with you tonight the facts of operations of the Chamber. Prior to 1968, a Chamber organization existed without incorporation. In 1968, the Greater Woodland Park Chamber incorporated as a 501 (c) 6 organization. Some of our past Chairs have included Woodland Park businesspersons Fred Mills, Robert Bergman, Gene Sperry, Cal Elder, Lois Sill, Tom Carrick, Scott Downs, Rick Chulick, Lenore Hotchkiss and our current Chairman John Thomasson. Many others have lead this great organization as well.

The Chamber's funding comes via two revenue streams. First, is membership in the organization. Second, through three fundraisers held each year – Annual Dinner, Golf Tournament and Oktoberfest. The Chamber has never received City taxpayer funding for Chamber operations nor has the City of Woodland Park subsidized Chamber operations.

The Chamber under the leadership of Chairman Glen Sill in 1996, entered into a paid lease agreement with the City for the space, which housed and continues to house the Chamber operations. This lease agreement was fashioned like other lease agreements that Cities have entered into with various Chamber organizations throughout Colorado.

Mark Fitzgerald, a former City Manager approached the Chamber inquiring about interest on behalf of the Chamber to operate a Visitor Center during his tenure here. An agreement was formed between the City and the Chamber at that time. In 2008, City Manager David Buttery and Chamber President Debbie Miller agreed a contract for service between the City and Chamber was in order. We agreed the scope of service would be an informational locale for visitors and locals in reference to local activities, attractions, conferences, meetings and events. Furthermore, we agreed the Chamber is a non-exclusive independent contractor to the City under the terms of the agreement and the Chamber is acting at all times and performing as an independent contractor and not employed or subsidized by the City.

We also would like to clarify comments in reference to volunteers. These are Chamber Volunteers. They donate their time to assist us with our day-to-day Chamber operations of business training, special events, fundraising and operation of the VC contract. They are retired business professionals who understand the value a Chamber adds to any community and they want to give back by assisting us at the Chamber.

Two significant Chamber accomplishments out of hundreds achieved over the past several years are pertinent to mention tonight. The Chamber brought businesses to the table and worked alongside the City to re-write and adopt a sign ordinance palatable for Business and the City. We were able to achieve this because we are not part of City Government. We speak as the voice for business. Hundreds of people see the other accomplishment referred to each day as they travel the pass. Forest fire's effect on forest conditions are long lasting. Evidence of those effects occurred in late 2012 and into 2013. These after effects contributed to significant hardships for Teller County and Woodland Park businesses when the Highway was constantly closing. The Chamber brought CDOT and the region's businesses to the table to discuss solutions to keep the economy flowing to our business community and to address CDOT's safety concerns of the traveling public. CDOT has placed gates and cameras along Highway 24, which enable them to monitor the highway and conditions to minimize closure times and allow commerce to flow to our region. This solution was

achieved through the efforts of the Chamber bringing business and CDOT to the table to create a solution that would work for all.

In closing, we appreciate your time given us this evening to clarify that the Greater Woodland Park Chamber is an organization, which operates independently from the City of Woodland Park. We are proud of our continued Visitor Center contractual success rate as shown this past year of \$6+ ROI w for the City of Woodland Park.

Sincerely,

Greater Woodland Park Chamber
Board of Directors

11. REPORTS:

A. Mayor's Report:

B. Council Reports: Councilmember Carr congratulated Main Street on their full Main Street designation. Carr shared he was in Denver yesterday with some of the Main Street Board to accept the designation and that it was quite the honor.

Councilmember Saunier thanked everyone for their participation.

Councilmember Sawyer led a discussion with Debbie Miller regarding the Visitor's Center and the benefits of the Chamber running the Visitor Center or the Visitor Center being independent and run by volunteers. Councilmember Sawyer expressed his concern that the City is not getting enough for the \$42,000 a year it contracts with the Chamber. Councilmember Sawyer asked for a breakdown of the expenses and how the \$42,000 is used.

Councilmember Sawyer updated the Council on the DDA. Sawyer reported that the DDA is moving some dirt at Woodland Station. Sawyer also reported that the lawsuit with the DDA still continues and that there has been no agreement reached. Sawyer reported that Al Born and Ellen Carrick have been working on the TIF standardization procedures and would be presenting that information in the near future.

Councilmember Schafer referred to an email that he sent earlier today to the City Attorney and City Clerk stating the following:

"As I continue to review the job description, I have a comment. I can find no reference to what seems to me a financially important City Manager responsibility; maximizing the investment return from the funds retained in the emergency, unassigned reserve category. The metric should be based on an index. If the Council decides in the future to increase the reserve to 20% that that amount could grow to \$1,650,000 annually, and each increase of 1% in the investment return amounts to \$16,500."

Councilmember Schafer asked that a work session and/or a goals and objectives session be slated to discuss this as a Council. Schafer stated that reports are not given unless they are asked for specifically and that he is not satisfied with where the funds are or how they are doing.

Mayor Pro-tem Harvey agreed that the Council should get some periodic quarterly updates on how these investments are doing from the Finance Director Mike Farina.

Councilmember Carr added that an interim report and a work session would be a good idea.

C. City Attorney's Report: None

D. City Manager's and Department Manager's Report:

1. City Clerk Leclercq shared an election update.
2. City Manager Buttery responded to a citizen that asked what happens with the snow plows and the staff when there is no plowing to be done. Buttery explained all of the duties and other tasks these employees have.

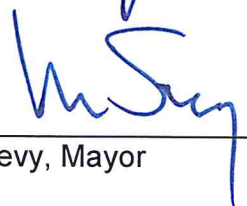
12. **WRITTEN CORRESPONDENCE:** None.

13. **ADJOURNMENT:** The meeting adjourned at 8:27 PM.

Recorded by:


Suzanne Leclercq, City Clerk

APPROVED THIS 15 DAY OF February, 2018


Neil Levy, Mayor