WOODLAND PARK CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
MEETING MINUTES
January 19, 2017 – 7:00 P.M.

1. **CALL TO ORDER AND ROLL CALL:** Mayor Levy called the meeting to order at 7:00 P.M. with the following members of Council present: Mayor Pro-tem Harvey, Val Carr, Ken Matthews, Paul Saunier, Noel Sawyer and John Schafer.

2. **PLEDGE OF ALLEGIANCE:** Mayor Levy led the audience in the Pledge of Allegiance. The following Staff Members were also in attendance for this meeting:

City Manager David Buttery
City Clerk Suzanne Leclercq
Planning Director Sally Riley
Finance Director Mike Farina
Police Chief Miles DeYoung
Deputy City Clerk Chrissy Stapleford
City Attorney Erin Smith
Fleet Chief Mechanic Mark Mackel
Public Works Director Dan Munn
Special Projects Coordinator Jane Mannon
Main Street Coordinator Darlene Jensen

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

A. Consider appointments for the Historical Preservation Committee, Planning Commission, Board of Adjustment, Utility Advisory Committee, Keep Woodland Park Beautiful Committee and Board of Review. ***(A)***

City Clerk Leclercq reviewed with Council the openings on the Boards and Committees. Leclercq also reviewed with the Council that the openings have been advertised on Facebook, the City Website and Channel 10. Letters were also sent to all of the incumbents. Leclercq noted that no applications were received for the Keep Woodland Park Beautiful Committee.

Historical Preservation Committee: Leclercq reviewed with the Council that she had received applications from incumbent Larry Black and an application from Amy Hopfe. Terms on this committee are three years in length and they will expire on January 1, 2020. Incumbent Larry Black was out of the country and not able to be present. Council interviewed applicant Amy Hopfe and she shared with the Council why she was interested in being on this Committee.

MOTION: To appoint Larry Black and Amy Hopfe to the Historical Preservation Committee. Harvey/Matthews. 7-0.

Planning Commission: Leclercq reviewed with the Council that she had received applications from incumbents Patricia Hyslop, Jon DeVaux and Charles Schroeder. The City Clerk's office also received applications from Vickie Good and Larry Larsen. Terms on this Commission are three years in length and will expire on January 1, 2020.

Council interviewed Vicki Good and she shared her reasons for wanting to be on the Planning Commission. Council invited Larry Larsen to the podium and Mr. Larsen noted that he was choosing to withdraw his application. Council interviewed Jon DeVaux on his desire to remain on the Planning Commission. Council invited Patricia Hyslop to the podium and she withdrew her application.

MOTION: To appoint Jon DeVaux, Charles Schroeder and Vickie Good to the Planning Commission. Carr/Sawyer. 7-0.

Board of Adjustment: Leclercq reviewed with the Council that she had received applications from incumbents Larry Larsen and Lou Ramon. Larry Larsen is currently an Alternate Member and would like to apply to be a Regular Member. Leclercq noted that there are two regular/one alternate terms with three year terms expiring on January 1, 2020.

Council interviewed Larry Larsen and Louis Ramon and they both shared their desire to be on the Board of Adjustment.

MOTION: To appoint Larry Larsen and Lou Ramon as Regular Members to the Board of Adjustment Committee. Schafer/Sawyer. 7-0.

Utilities Advisory Committee: Leclercq reviewed with Council that there are currently four positions available on this Committee. Two regular and two alternate with two years terms expiring on May 31, 2018. Leclercq shared with the Council that she had received an application from Citizen Timothy Rhatigan. Council interviewed Mr. Rhatigan and he shared with Council his desires to be more involved with the City.

MOTION: To appoint Timothy Rhatigan to the Utilities Advisory Committee. Saunier/Matthews. 7-0.

Board of Review: Leclercq reviewed with the Council that regular members Mac McVicker, Steven McCann and Derrick Carpenter are applying for reappointment to this Board. Terms on this Committee are three years in length and will end on January 1, 2020. Council interviewed Mac McVicker and Derrick Carpenter. Steven McCann was not present at the Council meeting.

MOTION: To appoint Mac McVicker, Steven McCan and Derrick Carpenter to the Board of Review. Schafer/Carr. 7-0.

B. Special Projects Director Jane Mannon updated the Council on the Small Business Revolution. Mannon reminded Council that on February 9, Deluxe will announce the short list of towns for the vote to select the winning community. She noted that if Woodland Park is picked for the short list that the city would have one week, February 9-16, to get votes tallied on the Small business Revolution website. Mannon noted that Woodland Park would need over 200,000 votes to win. She asked

Council and the Public to vote early and vote often. Mannon noted that folks could vote every day from each of their devices: phone, desktop, tablet etc.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

A. None

5. CONSENT CALENDAR:

A. Approve minutes of the December 15, 2016 Regular Meeting. ***(A)***
B. Approve December 2016 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof. ***(A)***
C. Approve contract with Moltz Construction Inc. for the Wastewater Treatment Plant Expansion construction in the amount of $7,220,000 and authorize the City Utilities Director to approve change orders up to 10% of the Contract Price.

Following discussion between the Council and Utilities Director Kip Wiley a motion to approve the Consent Agenda was made.

MOTION: To approve the Consent Calendar as presented. Matthews/Sawyer. 7-0.

Utilities Director Kip Wiley introduced John McGinn and Mark Valentine from JDS-Hydro. They thanked the City for its years of business and noted that they look forward to working on this project with the City of Woodland Park.

6. UNFINISHED BUSINESS:

A. None

7. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1297 on initial posting an Ordinance Accepting a Public Drainage Easement Across lot 3R, C.D. Weaver #1A, City of Woodland Park, Colorado and set the Public Hearing for February 2, 2017. ***(A)***

Public Works Director Dan Munn introduced this ordinance on initial posting.

MOTION: Consider Ordinance No. 1297 on initial posting an Ordinance Accepting a Public Drainage Easement Across lot 3R, C.D. Weaver #1A, City of Woodland Park, Colorado and set the Public Hearing for February 2, 2017. Schafer/Sawyer. 7-0.

B. Consider Ordinance No. 1298 on initial posting an Ordinance Accepting a Public Drainage Easement Across lot 8, block 3, C.D. Weaver, Teller County, Colorado and set the Public Hearing for February 2, 2017. ***(A)***

Public Works Director Dan Munn introduced this ordinance on initial posting.

MOTION: Consider Ordinance No. 1298 on initial posting an Ordinance Accepting a Public Drainage Easement Across lot 8, block 3, C.D. Weaver, Teller County, Colorado and set the Public Hearing for February 2, 2017. Matthews/Sawyer. 7-0.

The time being 8:30 PM the Mayor called for a short recess.

At 8:40 Mayor Levy called the meeting back to order.

8. PUBLIC HEARINGS:

A. Approve request from Cooper Restaurateur and Consulting Group, dba Denny's to grant a transfer of a Hotel Restaurant liquor license from High Country Restaurant Holdings, dba Denny's located at 100 Morning Sun Drive, Woodland Park. ***(A)***

City Clerk Leclercq reviewed the Staff Report with Council noting that the existing license is held by high Country Restaurant Holdings, dba Denny's. Leclercq noted that possession of the property is documented by a retail lease and that the owner of the business is Abe Imani of Newport Beach, CA. The City Clerk's office accepted the application in August the closing of the business occurred in August and the property was posted December 22, 2016. The City Clerk's office issued a Temporary Permit and fingerprint investigations are in process and the Clerk's Office has not been alerted to any negative histories. Leclercq noted that Staff recommend the approval of this application pending the sales tax license being brought current.

MOTION: To Approve request from Cooper Restaurateur and Consulting Group, dba Denny's to grant a transfer of a Hotel Restaurant liquor license from High Country Restaurant Holdings, dba Denny's located at 100 Morning Sun Drive, Woodland Park. Harvey/Sawyer. 7-0.

9. NEW BUSINESS.

A. Move to requiring that the City Manager will sell or surplus five vehicles from current City vehicle inventory by March 31, 2017 with a freeze on acquiring 2017 new/used vehicles, except for emergency vehicles(s) with prior Council approval. ***(A)***

B. Approval of Resolution No. 813 activating the Council's Advisory Committee known as the Vehicle Usage Review Committee. ***(A)***

C. Move to requiring that the City Manager begin on January 6, 2017 collecting vehicle utilization and other such data for a committee headed by a Council member to analyze the use of all City vehicles during the period through November 30, 2017. The Committee will provide to council in December 2017 a summary of the analyses and recommendation for managing the City fleet in 2018. ***(A)***

Councilmember Schafer and Councilmember Carr introduced and discussed Agenda items A, B and C noting that they should all be discussed together as they are all related to one another.

Councilmember Carr noted that as per Mayor Pro-tem Harvey's suggestion they are proposing a Vehicle Usage Review Committee to help compile data for a better long term analysis. Carr introduced the Vehicle Utilization Review Committee (VURC) synopsis that he and Councilmember Schafer had prepared. Carr noted that the purpose of the Committee would be to focus on studying cost efficiency hypotheses of alternate City vehicle utilization methods and practices. The Committee would also maintain citizen's quality of service using the most optimal cost effective vehicle usage policies. Carr noted that these goals would be achieved by enlisting interested and highly qualified, independent citizens. They would gather factual data sufficient to analyze current City Vehicle management methods and practices. They would have the City assist to gather VURC requested data in a quality and timely manner defined by the Committee. The Committee would consist of two Council members (Chair and Vice-Chair) that would be voting members. The Committee would also consist of three to four citizen voting members that would be interviewed and chosen by VURC chair. One non-voting City staff member would also be part of the Committee. The conclusions derived from the analysis may have an end result that may or may not be a recommendation to Council for modifying and/or methodology changes to the current City fleet allocations and methods and or practices. The Committee would be responsible for presenting a full report by December 2017 of findings prior to Council's final consideration of the 2018 budget. Carr also noted that the characteristics of Committee members that they would be looking for would possess analytical abilities and that they would be able to assemble and construct data logically. The desired applicants would also possess a proven supervisory role in fleet management experience sought with private sector preference. The applicants would have no current business conflicts or employment association with Teller County or Woodland Park. It would be desired that the applicants possess Excel spreadsheet experience.

Councilmember Carr also introduced the spreadsheet/log that the Council would like the staff to gather the data on for the Committee to review.

Tanner Coy and Elijah Murphy both spoke in favor of the Resolution and vehicle collection data.

At this time Mayor Levy invited Council to discuss the three agenda items.

After a lengthy discussion the following motions were made:

MOTION: Move to requiring that the City Manager will sell or surplus five vehicles from the current City vehicle inventory by March 31, 2017 with a freeze on acquiring 2017 new/used vehicles, except for emergency vehicles(s) with prior Council approval. Carr/Schafer. 3-4 motion failed. The following members of Council voted against this motion: Levy, Matthews, Sawyer and Harvey.

MOTION: Approval of Resolution No. 813 activating the Council's Advisory Committee known as the Vehicle Usage Review Committee with the following amendment added *the City Manager or his designee* to the second section lines 2 and 3. Carr/Schafer. 4-3. Motion carried with the following Councilmembers voting no: Matthews, Sawyer and Levy.

MOTION: Move to requiring that the City Manager begin on January 6, 2017 collecting vehicle utilization and other such data for a committee headed by a Councilmember to analyze the use of all City vehicles during the period through November 30, 2017. The Committee will provide to council in December 2017 a summary of the analyses and recommendation for managing the City fleet in 2018.

After Council discussion this motion was withdrawn.

City Manager Buttery noted that City Clerk Leclercq would follow the normal process of advertisement for these Committee positions.

D. Approve Resolution No. 814 Establishing the Single Family Residential Water Tap Allotment for 2017. ***(A)***

Utilities Director Kip Wiley reviewed his Staff Report with the Council regarding the 2017 Water Tap Allotment. Wiley reminded the Council that the City's Water Tap Management plan adopted in 1997 proved the mechanism by which the City controls single family residential (SFR) water tap sales so that growth in the City stays compatible with the City's water supply. The plan requires a periodic assessment of water supply and demand and an annual allotment of SFR water taps. Wiley noted that for the 2017 year the total recommended single family water tap allotment is 80, the same as for 2016. Wiley added that the 2017 water tap allotment includes 60 taps based on the water supply and the most recent tap planning number of 775; and it includes 20 taps available from the borrow bank set up as part of the original water tap management plan.

MOTION: To approve Resolution No. 814 Establishing the Single Family Residential Water Tap Allotment for 2017**.** Schafer/Sawyer. 7-0.

10. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA.

A. Debbie Miller, President of the Chamber thanked the City Manager and the Department Heads for their participation in the Business after Hours. Miller noted that there were approximately 150 people in attendance. Miller also thanked Deputy City Clerk Chrissy Stapleford for presenting at the Business Round Table regarding millennials and social media.

B. Elijah Murphy of the Historic Ute Inn approached Council to ask if there were any tax incentives that could be offered to his business. City Manager Buttery replied to Murphy noting that the City Charter does not allow for tax incentives for businesses. Buttery noted that the City could offer some technical advice to him on cost savings as far as water.

11. REPORTS:

A. Mayor's Report:

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

B. Council Reports:

1. Mayor Pro-tem Harvey thanked the City Staff for their hard work on Christmas Day with the water main break. City Manager Buttery read a letter into the record from the Kitsons (residents in the water main break area) thanking the City Staff for their hard work and immediate action.

2. Mayor Pro-tem Harvey asked if the City could have Tami Tanoue from CIRSA come down and teach the Ethics and Liabilities class. City Clerk Leclercq noted that she would arrange for that.

3. Councilmember Saunier thanked the City Manager for his upcoming meeting with Hunter Drummond and his family regarding the Aquatic Center. Saunier also thanked all of the volunteers that volunteer for the City Boards and Commissions.

4. Councilmember Sawyer stated that he was resigning from the Main Street Committee as the Council Liaison and would like to nominate Councilmember Carr for this position. The following motion was made and voted on:

MOTION: To appoint Councilmember Carr to the Main Street Committee as the Council Liaison. Sawyer/Saunier. Motion carried 7-0.

C. City Attorney's Report:

1. None

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

1. City Clerk Leclercq reviewed her Staff Report regarding Charter Amendment 15:12 – Procedures for Determining Instruments of Publication. Leclercq noted that as a result of the 2016 Municipal election changes had been made to the Charter. The Charter Amendment that needed discussion from the Council was Section 15:12. Leclercq noted that prior to this amendment the Council had been tasked

annually with declaring the Official City Newspaper to advertise their Public Notices in. Historically it has been the Pikes Peak Courier. With the passage of this new Charter Amendment the City now has the option of using the Website to post the Public Notices on. Leclercq noted to Council that this would be a savings to the City. Leclercq needed a consensus from the Council as to whether or not the City could post Ordinances in full on the website.

After Council discussion Council directed Leclercq to bring an Ordinance on initial posting allowing the Public Notices to be in the paper by title only (including a brief summary) and allowing them to be placed on the website in full.

2. Public Works Director Munn gave an update on the Aquatic Center.

3. Utilities Director Kip Wiley gave an update on the Waste Water Treatment Plant and the new utility rates that began as of January 2017.

4. Special Project Director Jane Mannon gave an update on Main Street and the Hawk System that will be installed in Woodland Park.

12. ADJOURNMENT: Mayor Levy adjourned the City Council meeting at 10:37 P.M.

Recorded by:

Suzanne Leclercq

Suzanne Leclercq, City Clerk

APPROVED THIS 2nd DAY OF February, 2017

Neil Levy, Mayor