

Woodland Park City Council
Council Chambers – City Hall
June 4, 2020
7:00 PM

If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video.

1. ROLL CALL

The following members of Council present were: Mayor Val Carr, Mayor Pro-Tem Hilary LaBarre, Councilmembers Kellie Case, Hilary LaBarre, Rusty Neal, Jim Pfaff and Robert Zuluaga.

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

City Manager Darrin Tangeman	City Attorney Jason Meyers
Assistant City Manager/City Clerk Suzanne Leclercq	Chief of Police Miles DeYoung
Public Works Director Kip Wiley	Planning Director Sally Riley
Management Analyst Rob Felts	
Finance Director Emily Katsimpalis	
Parks and Recreation Director Cindy Keating	

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

Prior to the start of Ceremonies, Presentations and Appointments Mayor Carr shared that the agenda would be re-arranged. Item 3B would be first on the agenda the other items would follow.

A. Appointment of City Councilmember or discussion on election calendar.

City Attorney Meyers shared the process with the Council for the appointment of City Councilmember stating that Council has held two public meetings already and that tonight all that was needed was for the Council to vote on the appointment.

The candidates to be considered for appointment were Don Dezelle, Darwin Naccarato and Stephanie Alfieri.

Motion: A motion was made to hold the vote for the appointment of City Councilmember. Pfaff/Case.
Motion carried 6-0.

City Clerk Leclercq distributed the ballots to the Council. Following the completion of the ballots City Clerk Leclercq read the votes into the record.

Mayor Carr voted for Stephanie Alfieri

Mayor Pro-tem LaBarre voted for Darwin Naccarato

Councilmember Case voted for Darwin Naccarato

Councilmember Neal voted for Darwin Naccarato

Councilmember Pfaff voted for Stephanie Alfieri
Councilmember Zuluaga voted for Stephanie Alfieri

Being a 3 to 3 tie the following motion was made:

Motion: To move the appointment of Councilmember to a coordinated election with Teller County in November. Pfaff/Zuluaga. 6-0.

B. Presentation of the Keep America Beautiful President's Circle Recognition Award to Keep Woodland Park Beautiful for standards of excellence achieved in 2019.

Mayor Carr turned the presentation over to Councilmember Neal and Planning Director Sally Riley. Councilmember Neal is the Council Liaison for the Keep Woodland Park Beautiful Committee. Councilmember Neal shared the following with the Council:

KWPB is an affiliate of the national non-profit Keep America Beautiful. KAB President's Circle Recognition Award is a certificate of good standing and achievement. President's Circle affiliates are considered first for grants, showcases and pilot activities. The award honors the completion of KAB requirements such as: an active committee that meets regularly (minimum quarterly) and advances the mission with legal and ethical integrity and accountability and that reports on at least one activity to end littering, improve recycling and beautify the community.

Councilmember Neal extended his thanks to: Susy Branham, Sarah Horwood, Sue Janicki and Mayor Carr.

Councilmember Neal also extended his gratitude to Super-volunteers: Pat Hyslop, David Perkins, Sierra Kinneman, Dan Sloan and Brian Kochis

Councilmember Neal shared extra special thanks to Sarah Horwood for taking on the Secretary role, conducting a recycling survey, taking on the initiative for a new project consisting of creating single-handedly a Recycling Directory, leading the Adopt-a-Spot Program.

Councilmember Neal presented the Keep America Beautiful President's Circle Recognition Award to Jan Wilson of the Keep Woodland Park Beautiful Committee.

C. Appointment to the Keep Woodland Park Beautiful Committee.

City Clerk Leclercq introduced applicant Charlie Estes to the Council for consideration of this appointment. After a brief interview by Council the following motion was made:

MOTION: To appoint Charlie Estes to the Keep Woodland Park Project. Case/Zuluaga. 6-0. Motion carried.

D. Appointment to the Board of Adjustment Committee.

City Clerk Leclercq introduced applicant Jim Rumsey to the Council for consideration of this appointment. Following a brief interview by Council the following motion was made:

MOTION: To appoint Jim Rumsey to the Board of Adjustment. Case/LaBarre. 6-0. Motion carried.

E. Presentation of the Annual Audit for the year ending December 31, 2019.

Finance Director Katsimpalis introduced Chris Parker of Hinkle & Company, P.C. Parker reviewed the Independent Auditor's Report stating that they had reviewed the financial statements of the governmental activities, the business-type activities, the component unit of each fund and the aggregate remaining fund

information for the year ending 12/21/2020. Parker shared that the Management is responsible for the preparation and presentation of these statements. Parker shared that the auditor's responsibility is to express opinions on these financial statements based on their audit. Parker continued on by stating that in their opinion the financial statements referred to were presented fairly and that the changes in financial position and cash flows for the year ending were in accordance with accounting principles generally accepted in the United States.

Financial Highlights that were shared included the following:

- The assets of the City of Woodland Park exceeded its liabilities at the close of 2019 by \$56,981,509 (net position). Of this amount \$13,755,607 or 24% is unrestricted and may be used to meet the City's ongoing obligations to citizens and creditors.
- The City of Woodland Park is able to report positive balances in all reported categories of net position and the total net position has been increased by \$490,342 in 2019.
- The General Fund unassigned fund balance is approximately 22% of the total General Fund operating expenditures which is significantly greater than the 10% reserve requirement and the 17% Council goal.
- Total capital assets decreased by \$2,814,573. The overall net decrease was due to the depreciation of existing capital assets.
- Total debt decreased by \$954,117. No new debt was issued in 2019.

Parker reviewed the pages with the Council. Councilmember Neal had a question regarding the Iverson Fund and asked Katsimpalis for detail. City Attorney Meyers stated that he would review the fund that was created for a City Employee that was killed on the job and report the status back to them.

Mayor Carr stated that Council will study the report and take it into consideration.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

A. None

5. CONSENT CALENDAR:

A. Approve minutes from the May 19, 2020 Council Meeting.

City Clerk Leclercq presented the consent calendar.

MOTION: To approve Consent Calendar as presented: Neal/Pfaff. Motion carried 6-0.

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: None

5. UNFINISHED BUSINESS:

A. None

6. ORDINANCES ON INITIAL POSTING:

A. Consider Ordinance No. 1379, Series 2020 on initial posting extending the temporary moratorium to January 23, 2021 on accepting applications for detached single family MFS and MFU zones and set the public hearing for June 18, 2020.

Planning Director Sally Riley presented this ordinance on initial posting. After brief Council discussion a motion was made. Councilmember LaBarre recused herself from this vote.

MOTION: Consider Ordinance No. 1379, Series 2020 on initial posting extending the temporary moratorium to January 23, 2021 on accepting applications for detached single family MFS and MFU zones and set the public hearing for June 18, 2020. Case/Neal. Motion carried 5-0.

7. PUBLIC HEARINGS:

A. None

8. NEW BUSINESS:

A. WAC re-opening. Parks and Recreation Director Cindy Keating shared a power point presentation with the Council regarding the plan to open WAC and COVID precautions. (Presentation is attached to minutes for the record).

Following Keating's presentation Council asked Keating questions on the finances and costs of the pool. Keating will prepare and respond to their questions at the next Council Meeting.

At this time 9:00 PM Mayor Carr asked for a brief recess.

At 9:10 PM Mayor Carr called the meeting to order.

Mayor Carr invited the individuals on the sign-up sheet to speak. The following individuals all spoke in favor of opening the pool as soon as possible:

Gwynne Dawdy Pekron

Laurie Naples

Heather Kenyon

Kinsley Pekron

Nolan Turner

Caiden Haag

Logan Haag – who read a letter from Samantha Kruper.

Mayor Carr stated that the City Clerk's Office had received over 50 letters of support for the opening of the pool that she shared with Council. Leclercq will add those letters to the record.

Mayor Carr and Councilmembers shared that there was no need for a vote to re-open the pool. The City Manager had the discretion to make that decision. Council thanked all of the Citizens for their input.

9. REPORTS:

A. Mayor's Report: Mayor Carr shared with Council that Clerk Leclercq would be sending out a doodle – poll to schedule a Council Retreat. Mayor Carr asked Leclercq to look at a weekend date for this retreat rather than a weekday. Mayor Carr shared that he gave direction to the City Manager and the Department Heads to create a Functional Priority List for this year's upcoming budget. Mayor Carr also gave an update on the COVID Funds coming from the state and that he would be participating in negotiations with the County regarding these funds.

Mayor Pro-tem LaBarre had no report.

Councilmember Case shared that the City should earmark some of the COVID funds for a grant type program for the businesses that are struggling.

Councilmember Neal shared the evens of the Keep Woodland Park Committee. Neal also shared some suggestions of upcoming work sessions he would like to see for the Council. They include muni-code-zoning, recovery plan for COVID and a training class for chairs on boards and committees.

Councilmember Pfaff shared that he agreed on the training work session for boards and committees.

Councilmember Zuluaga thanked Merry Jo Larsen for her efforts this past weekend of bringing an event to Woodland Station. Zuluaga also commented on the collaboration between the economic revitalization team and the business community. Zuluaga shared that he is looking forward to the summer hitting a homerun. Zuluaga also reported on the Main Street cleanup.

B. City Attorney Reports: None

C. City Managers Reports:

City Manager Tangeman reported that the Recovery and Resilience Team has been working hard and they are ready to open up to a larger group of business participants.

City Clerk Leclercq reviewed the key dates for the coordinated election with the County.

10. EXECUTIVE SESSION:

The following motion was made to adjourn to Executive Session for discussion of a personnel matter under C.R.S. Section 24-6- 402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Check-In with the City Manager. Neal/Zuluaga. Motion carried 6-0.

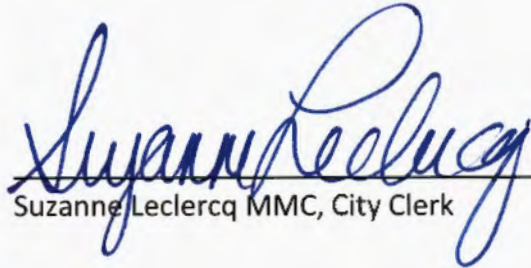
The Public Meeting was adjourned at 10:19 PM.

The Executive Session was called to order by Mayor Carr at 10:26 PM and the Executive Session was concluded at 11:00 PM.

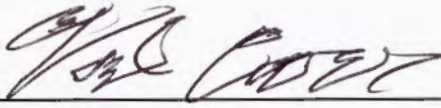
At this time the Public Meeting was opened. There being no further discussion Mayor Carr adjourned the meeting for the evening.

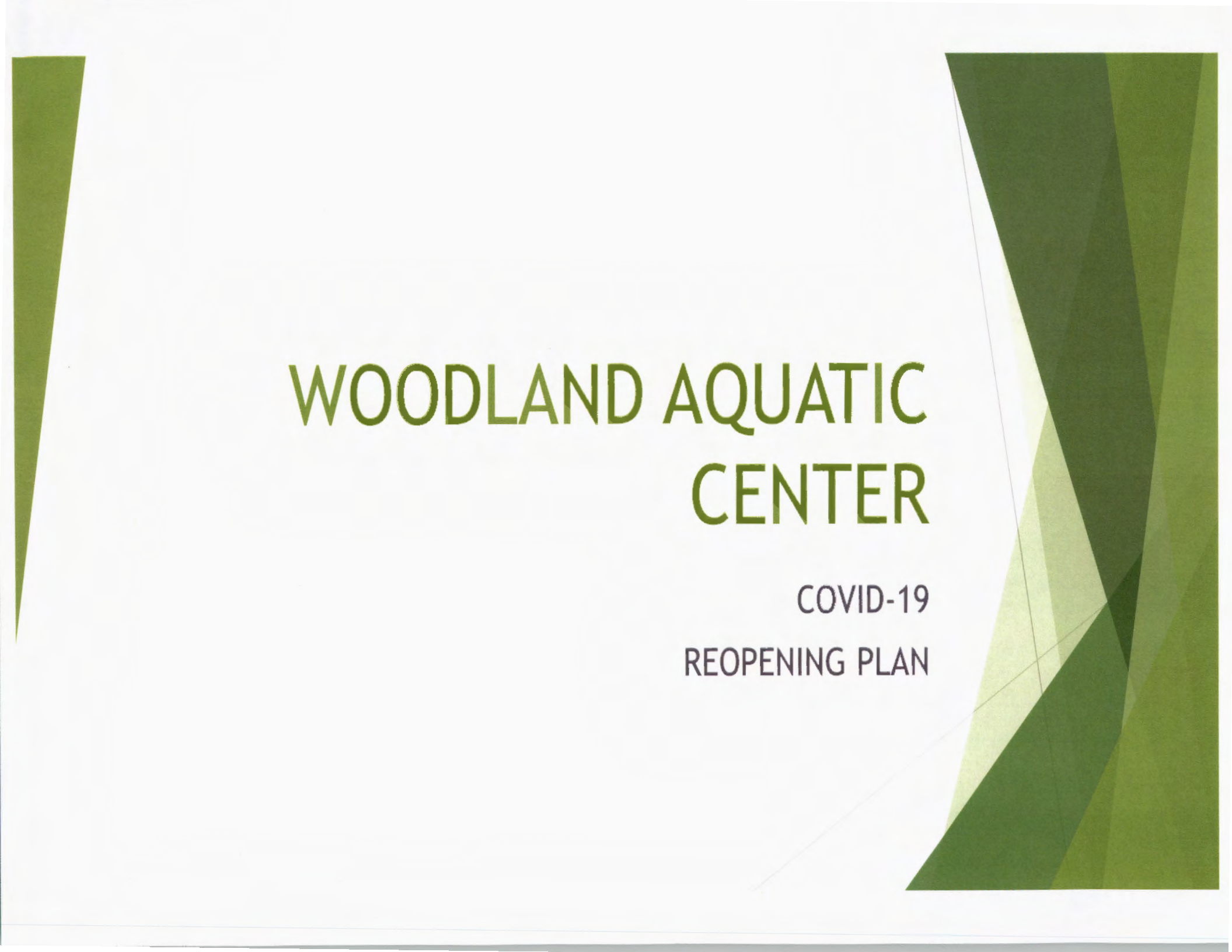
11. **COMMENTS ON WRITTEN CORRESPONDENCE:** None

12. **ADJOURNMENT:** 11:01 PM.


Suzanne Leclercq MMC, City Clerk

APPROVED THIS 2nd DAY OF July, 2020


Val Carr, Mayor



WOODLAND AQUATIC CENTER

COVID-19
REOPENING PLAN

Procedures and Policies

- ▶ Facility hours are limited and the facility will remain locked at all times.
- ▶ Signage will be posted asking patrons exhibiting symptoms not to enter.
- ▶ Staff is required to wear PPE. Patrons are required to wear facemasks in the building when not in the water.
- ▶ Staff will sanitize entire facility at a minimum of once per hour, cleaning logs will be maintained. Pool decks will be sanitized at closing.
- ▶ Facility will have one designated entrance (main entrance) and a separate designated exit (south entrance).
- ▶ Early entrance to the facility will not be allowed. Patrons must maintain 6 feet of social distancing while checking in to use the facility and while waiting outside prior to their designated time.
- ▶ Registration and reservations will be accepted through CivicRec or over the phone, creating contactless payment procedures.
- ▶ Reservations may be made up to 7 days in advance.

Procedures and Policies

- ▶ Lockers and showers unavailable. Arrive swim ready. Leave directly from pool.
- ▶ Lap swimming will be permitted, one person per lap lane unless household family then up to 2 per lane.
- ▶ Maximum 10 people permitted in Lap and Leisure Pool area at one time. Adhering to CDPHE 6 foot distancing guidelines.
- ▶ Patrons must complete workout exercise within their 45-minute reservation and exit facility within 5 minutes after workout.
- ▶ Furniture; Lobby, Bleachers and Deck Furniture placed out of service to discourage social interaction.
- ▶ Swim aides, such as kickboards, paddles and pull buoys, are not available.
- ▶ Equipment used during water fitness will be sanitized after each use.
- ▶ Lifeguard tubes will not be shared and will be sanitized before/after each shift.

Opening Dates and Available Programs

► Lap and Leisure -Phase 1 (June 15-20)

► Hours-Lap (Staff= 1 Manager, 1 Lifeguard)

Monday, Wednesday, Friday 5:30 am - 10:30 am (5 hrs. Lap Open Swim)

Tuesday, Thursday 5:30 am - 9:30 am (4 hrs. Lap Open Swim)

Saturday 8:00 am -11:00 am (3 hrs. Lap Open Swim)

► Swim Time Blocks:

M/W/F 5:30 am-6:15 am, 6:30 am-7:15 am, 7:30 am-8:15 am, 8:30 am-9:15 am, 9:30 am-10:15 am

T/TH 5:30 am-6:15 am, 6:30 am-7:15 am, 7:30 am-8:15 am, 8:30 am-9:15 am

Sat 8:00 am-8:45 am, 9:00 am-9:45 am, 10:00 am-10:45 am

► Leisure Water Fitness Only (Staff= 1 Manager, 1 Maintenance)

Monday/Wednesday 10:30 am - 11:15 am

Tuesday/Thursday 9:30 am - 10:15 am and 10:30 am - 11:15 am

► Leisure Open Swim (Staff= 1 Manager, 1 Lifeguard, 1 Maintenance)

Friday and Saturday 11:00 am - 4:00 pm

11:00 am-11:45 am, 12:00 pm-12:45 pm, 1:00 pm-1:45 pm, 2:00 pm-2:45 pm, 3:00 pm-3:45 pm

Opening Dates and Available Programs

- ▶ Lap and Leisure - Phase 2 (June 22-30)
- ▶ Same as Phase 1 with the addition of
 - ▶ Family Woodland Swim Academy - Leisure (Additional Staff = 3 Instructors)
Monday - Thursday 12:15 pm - 3:00 pm
12:15 pm-1:00 pm, 1:15 pm-2:00 pm, 2:15 pm-3:00 pm
 - ▶ Peak Swim Team - Lap (Additional Staff - 1 Lifeguard)
Monday - Friday 12:00 pm - 3:00 pm
- ▶ Lap and Leisure - Phase 3
 - ▶ Adjustments made to accommodate new CDPHE Guidelines

Projected Revenue & Expense

► Phase 1 Revenue

► Lap Swim	\$ 828
► Water Fitness	\$ 480
► Open Swim	\$ 600
► Online Program	<u>\$ 500</u>
Total	\$2,408

► Phase 1 Expense

► Gas	\$1,379
► Electric	\$1,013
► Chemicals	\$ 544
► Staffing	<u>\$2,173</u>
Total	\$5,109
Recovery	47%

Annual, 3-Month and Punch Pass holders
may activate their pass
or pay Daily Entry Fee.

Projected Revenue & Expense

► Phase 2

► Lap Swim	\$ 828
► Water Fitness	\$ 480
► Open Swim	\$ 600
► Peak Swim Team	\$1,275
► Swim Academy	<u>\$ 1,200</u>
Total	\$4,383

Annual, 3-Month and Punch Pass holders
may activate their pass
or pay Daily Entry Fee.

► Phase 2 (average weekly cost)

► Gas	\$1,379
► Electric	\$1,013
► Chemicals	\$ 544
► Staffing	<u>\$3,277</u>
Total	\$6,213
Recovery	70%

If we closed.....

Refunds to be issued:

Annual & 3-Month Pass	\$ 34,944
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10 & 20 Punch Passes	\$ 96,335
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Water Fitness Punch Cards	\$ 8,050
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Account Credits	<u>\$ 3,405</u>
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Total	\$142,734
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