



City of Woodland Park

City Council

April 7, 2022 at 7:00 PM

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A. Election results and re-cap. **(A)**
(Presenter City Clerk Suzanne Leclercq)
 - B. Farewell to and statements by outgoing City Council Members.
 - C. Oath of Office to Mayor. **(A)**
(Presenter City Clerk Suzanne Leclercq)
 - D. Oath of Office to members of City Council. **(A)**
(Presenter City Clerk Suzanne Leclercq)
 - E. Selection of Mayor Pro-tem. **(A)**
(Presenter City Clerk Suzanne Leclercq)
 - F. Thank you and farewell to interim Police Chief Steve Hasler.
(City Manager Michael Lawson)
 - G. Oath of Office to Police Chief Chris Deisler. **(A)**
Presenter City Clerk Suzanne Leclercq
 - H. Citizens Academy Graduation - Class of Winter 2022. **(A)**
(Presenter Communications & Marketing Coordinator Grace Johnson)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
 - A. Approval of minutes from the March 17, 2022 Council Meeting. **(A)**
(Presenter City Clerk Suzanne Leclercq)
6. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
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 1421, Series 2022, to amend 2022 Budget expenditure and revenue appropriations (Budget Supplemental Ordinance). (A)
(Presenter, Finance Director Aaron Vassalotti)

10. NEW BUSINESS

11. REPORTS

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report
 - 1. Discussion of City Council members to various Boards, Committees & Commissions. (A)
(Presenter, City Clerk Suzanne Leclercq)

12. ADJOURNMENT

*Per Ordinance No. 1391, Series 2021 posted on the City Website

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 LaBarre and City Council

FROM:

DATE: April 7, 2022

SUBJECT: Citizens Academy Graduation - Class of Winter 2022. **(A)**
(Presenter Communications & Marketing Coordinator Grace Johnson)

BACKGROUND:

RECOMMENDATION:

ATTACHMENTS: None



City of Woodland Park

March 17, 2022 at 7:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Mayor LaBarre called the City Council Meeting to order at 7 PM.

The following Councilmembers were in attendance: Mayor LaBarre, Councilmember Alfieri, Councilmember Nakai, Councilmember Neal, Councilmember Zuluaga and Councilmember Case appeared via zoom.

The following Staff members were in attendance: City Manager Lawson, Deputy City Manager/City Clerk Leclercq, Deputy City Manager/Director of Operations Kip Wiley, Finance Director Aaron Vassalotti, Planning Director Schminke, Municipal Judge McClintock and Court Clerk Collins.

2. PLEDGE OF ALLEGIANCE

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS

This item was removed from the agenda.

A. Annual update from the Board of County Commissioners.

This item was removed from the Council Agenda.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA

5. CONSENT CALENDAR

A. Approval of the February 17, 2022 City Council Meeting minutes. (Presenter, Deputy City Manager/City Clerk Suzanne Leclercq)

City Clerk Leclercq reviewed the Consent Calendar with the Council. Leclercq asked the Council if they would be willing to consider all items with one motion. Council had a few questions regarding the Statement of Expenditures. Following the Council's questions, the following motion was made.

Motion: To approve the February 17th and March 3rd, 2022 City Council Meeting Minutes and approve the Statement of Expenditures for January and February 2022.
Nakai/Case. Motion carried 6-0.

B. Approval of minutes from the March 3, 2022 City Council Meeting. (Presenter, Deputy City Manager/City Clerk Suzanne Leclercq)

C. Approval of the January and February 2022 Statement of Expenditures. (Presenter, Finance Director Aaron Vassalotti)

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

Steve Plutt addressed the City Council asking for a letter of support regarding the Crystola Bridge. Plutt is applying to have the Crystola Bridge named as a national landmark. Plutt shared a brief presentation and Council directed City Staff to write the letter of support.

7. UNFINISHED BUSINESS

(Public Comment may be heard (1))

- A.** Approval of the Board of Adjustment Rules of Procedure.
(Presenter Board Chair, Lou Ramon)

Board of Adjustment Chairperson Lou Ramon presented the amended Rules of Procedures to the City Council. Following council discussion, the following motion was made.

Motion: To approve the Board of Adjustment Rules of Procedures updated for 2022. Case/Nakai. 4-2. Alfieri and Neal voting no.

8. ORDINANCES ON INITIAL POSTING

(Public comment may be heard (1))

- A.** Approval of Ordinance 1421, Series 2022 on initial posting, to amend 2022 Budget expenditure and revenue appropriations (Budget Supplemental Ordinance) and set the Public Hearing for April 7, 2022. (A)
(Presenter, Finance Director Aaron Vassalotti)

Finance Director Aaron Vassalotti introduced Ordinance No. 1421 on initial posting. Vassalotti shared that the supplemental appropriation is for items that the Council had already approved that were not placed in the budget. The items included in the appropriations were \$100,000 for the market adjustment for employees following the market survey, \$40,000 for HR Green regarding the fiber study and \$5,000 for asbestos mitigation.

Motion: To approve Ordinance No. 1421 on initial posting, to amend 2022 Budget expenditures and Revenue appropriations and set the Public Hearing for April 7, 2022. Neal/Zuluaga. Motion carried 6-0.

9. PUBLIC HEARINGS

(Public comment may be heard (1))

- A.** Approval of Ordinance No. 1418, Series 2022, an Ordinance of the City Council for the City of Woodland Park, Colorado amending Chapter 1.16 of the Woodland Park Municipal Code to establish a Procedure for the collection of Unpaid Municipal Court Fines. (L) (Tabled from 2/17/2022 City Council Meeting) (L)
(Presenter, Elizabeth McCormick, Municipal Judge)

Municipal Judge Elizabeth McClintock reviewed Ordinance No. 1418 with the City Council. Following a brief Council discussion, Mayor LaBarre opened up the Public Comment portion of the Public Hearing. There being no Public Comment, Mayor LaBarre closed the Public Hearing and the following motion was made.

Motion: To approve Ordinance No. 1418, Series 2022, an Ordinance of the City Council for the City of Woodland Park amending Chapter 1.16 of the Woodland Park Municipal Code to establish a procedure for the collection of Unpaid Municipal Court Fines. Neal/Zuluaga. Motion carried 6-0.

- B.** Approval of Ordinance No. 1420, Series 2022, an Ordinance of the City Council for the City of Woodland Park, Colorado repealing Section 9.70.040 of the

Woodland Park Municipal Code to allow for the possession of firearms in establishments selling alcoholic beverages. (L)
(Presenter, Nina Williams, City Attorney)

City Attorney Geoff Wilson reviewed Ordinance No. 1420, Series 2022 with the Council. Following a brief Council discussion, Mayor LaBarre opened up the Public Comment portion of the Public Hearing. Municipal Judge Elizabeth McClintock shared that when determining intoxication and possession of a weapon, that intoxication means you can't drink. Intoxication for court purposes means the slightest degree. There being no further public comment, Mayor LaBarre closed the Public Hearing and the following motion was made.

Motion: To approve Ordinance No. 1420, Series 2022, an Ordinance of the City Council for the City of Woodland Park, Colorado repealing Section 9.70.040 of the Woodland Park Municipal Code to allow for the possession of firearms in establishments selling alcoholic beverages.

10. NEW BUSINESS

(Public comment may be heard (1))

- A.** Approve Resolution No. 888 establishing Water and Sewer Plant investment fees effective April 1, 2022. (A)
(Presenter, Deputy City Manager/Director of Operations Kip Wiley)

Director of Operations, Kip Wiley, presented Resolution No. 888 to the City Council. Following Wiley's presentation, Mayor LaBarre opened up the Public Comment. Vicki Alexander shared concerns that the City is not using the updated plumbing code and that the tap fees based on fixture units are not current. Alexander stated that she recommends an analysis of tap fees and that they should be updated to the current code. Following Public Comment, the following motion was made.

Motion: To approve Resolution No. 888 establishing Water and Sewer Plant investment fees effective April 1, 2022. Neal/Zuluaga. Motion carried 5-1 with Alfieri voting no.

11. REPORTS

(Public comment not necessary)

- A.** Mayor's Report

No report.

- B.** Council Reports

Mayor Pro-tem Case reported at the PRAB meeting that the Levy family shared a presentation of the design improvements for Panther Field that they had planned in honor of the late Mayor Levy.

Councilmember Neal shared an update of the DDA.

Councilmember Zuluaga thanked his current Councilmembers for serving together. Zuluaga acknowledged this could be their last Council Meeting that some of them serve together at.

- C.** City Attorney's Report

None.

- D.** City Manager's Report

City Clerk Leclercq shared an election update with the Council.

12. ADJOURNMENT

Mayor LaBarre adjourned the meeting at 9:05 PM.

Respectfully submitted:

Suzanne Leclercq MMC, City Clerk

APPROVED THIS ____ DAY OF _____, 2021

Hilary LaBarre, Mayor Pro-tem



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Aaron Vassalotti, Finance Director

DATE: April 7, 2022

SUBJECT: Approval of Ordinance 1421, Series 2022, to amend 2022 Budget expenditure and revenue appropriations (Budget Supplemental Ordinance). (A)
(Presenter, Finance Director Aaron Vassalotti)

BACKGROUND: Item Title

Ordinance 1421, Series 2022 to amend 2022 Budget expenditure appropriations (Budget Supplemental Ordinance)

Long title: Ordinance No. 1421, Series 2022, AN ORDINANCE ADJUSTING EXPENDITURES APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO, FOR THE 2022 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1407, SERIES 2021

History

City Council adopted the City's 2022 Annual Budget on December 2, 2021. Pursuant to the City's Home Rule Charter, City Council can amend the budget when the City Manager certifies that there are available for appropriation revenues in excess of those estimated in the budget.

Summary

The purpose of this supplemental appropriation is summarized below. This budget expenditure adjustment and revenue source is described in the attachment to this report.

• General Fund

1. **Pooled dollars for targeted wage increases.** Approved in the 2022 Annual Budget was a market compensation study to ensure the City does not fall behind other jurisdictions competing for the same employees. In addition to the market compensation study, a \$100,000 pool of unassigned funds was approved by City Council, but was not reflected in the budget as an expenditure. The \$100,000 pool of funds will be used to adjust compensation based on the market study and for job classes or individual positions that fall behind the City's comparative jurisdictions.
2. **Asbestos mitigation abatement for the Midland Terminal Building.** \$5,000 received from Newmont Gold Mine to be used for asbestos mitigation at the Midland Terminal Building.

• Grants Fund

1. **ARPA - Municipal broadband deployment plan, Phase 1 - \$40,000.** Add \$40,000 to conduct Phase 1 of a municipal broadband deployment plan. This high-level plan will devise a fiber optic layout, conceptual plan, and telecommunications master plan for future construction of a municipal fiber optic network. The funding for the plan will come from the American Rescue Plan Act federal stimulus payment.

RECOMMENDATION: Staff Recommendation

Approve Ordinance No. 1421, Series 2022 to amend the 2022 Annual Budget.

Question for Council

Does the City Council approve Ordinance No. 1421, Series 2022 to amend the 2022 Annual Budget?

- ATTACHMENTS:**
1. 2022 Supplemental Appropriation Detail #1
 2. 2022 Supplemental Appropriation Summary #1
 3. ORD 1421 - 2022 supplemental appropriation

City of Woodland Park
2022 Amended Budget
Supplemental Appropriations

	2022 Current Budget	2022 Supplemental Appropriation (incr/decr)	2022 Amended Budget
General Fund (100)			
Revenue	\$ 13,814,583	\$ 5,000	\$ 13,819,583
Expenditures	(13,247,128)	(105,000)	(13,352,128)
Revenue over/(under) Expenditures	\$ 567,455	\$ (100,000)	\$ 467,455

Fund Balance Summary:

Beginning Fund Balance - 1/1/2022	\$ 5,267,343		\$ 5,267,343
Revenue over/(under) Expenditures	567,455	(100,000)	467,455
Ending Fund Balance - 12/31/2022	\$ 5,834,798	\$ (100,000)	\$ 5,734,798

Ending Fund Balance Designations:

Non-spendable Due from DDA		\$ 550,000
Non-spendable Inventory/Prepaid Expenditures		65,386
Restricted for Emergencies (TABOR 3%)		451,865
Unrestricted, Unassigned		4,667,547
Ending Fund Balance - 12/31/2022		\$ 5,734,798

Supplemental Appropriation Detail:

	Expenditures	Revenue
1. \$100,000 Pool \$ for targeted wage increases	\$ 100,000	\$ -
2. \$5,000 Newmont Gold Mine for asbestos abatement	\$ 5,000	\$ 5,000
Total adjustment	\$ 105,000	\$ 5,000

Grants Fund (210)

Revenue	\$ 1,128,666	\$ -	\$ 1,128,666
Expenditures	(1,267,236)	(40,000)	(1,307,236)
Revenue over/(under) Expenditures	\$ (138,570)	\$ (40,000)	\$ (178,570)

Fund Balance Summary:

Beginning Fund Balance - 1/1/2022	\$ 920,371		\$ 920,371
Revenue over/(under) Expenditures	(138,570)	(40,000)	(178,570)
Ending Fund Balance - 12/31/2022	\$ 781,801	\$ (40,000)	\$ 741,801

Supplemental Appropriation Detail:

	Expenditures	Revenue
1. Fiber Study	\$ 40,000	\$ -
Total adjustment	\$ 40,000	\$ -

City of Woodland Park
2022 Supplemental Appropriation

Exhibit A

General Fund

Increase Budgeted Revenues	\$	5,000
Supplemental Appropriation		105,000

Grants Fund

Increase Budgeted Revenues	\$	-
Supplemental Appropriation		40,000

CITY OF WOODLAND PARK, COLORADO
ORDINANCE NO. 1421, SERIES 2022

AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2021 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1407, SERIES 2021.

WHEREAS, the Home Rule Charter of the City of Woodland Park specifies that City Council may, by ordinance, make supplemental appropriations when there are available for appropriation revenues in excess of those estimated in the budget.

NOW, THEREFORE, THIS ORDINANCE:

THE CITY OF WOODLAND PARK, COLORADO, ORDAINS

That an Ordinance entitled “AN ORDINANCE ADJUSTING EXPENDITURE APPROPRIATIONS TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CITY OF WOODLAND PARK, COLORADO FOR THE 2021 BUDGET YEAR, AND AMENDING ORDINANCE NO. 1421, SERIES 2022,” be and the same is hereby adopted as follows:

Section 1. The 2022 Amended Budget for the City of Woodland Park, Colorado, which is attached hereto as Exhibit A and incorporated by this reference, is hereby adopted and the monies are appropriated to the various funds as the same are budgeted.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING PUBLIC HEARING, THIS 7th DAY OF APRIL 2022.

Hilary LaBarre, Mayor

ATTEST:

Suzanne Leclercq, City Clerk