



City of Woodland Park

City Council

March 2, 2023 at 7:00 PM

AGENDA

5:00 PM - Council worksession regarding Short Term Rentals and next steps.

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **CEREMONIES, PRESENTATIONS AND APPOINTMENTS**
 - A. Presentation from the Ute Pass Historical Society.
(Presenters Donna Finacle and Patricia Hyslop)
4. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**
5. **CONSENT CALENDAR**
 - A. Approval of Construction Management Services for Hwy 67 Improvements between Wilson and Co and the City of Woodland Park for \$205,040.
(Presenter, City Engineer Ben Schmitt)
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. Consideration of Ordinance No. 1441, Series 2023, on initial posting, an Ordinance Granting a Special Use Permit with a Site Plan Review for the Purpose of Verizon to Construct and Utilize a Temporary Communication Facility in the Public/Semi-Public Lands (P/SPL) Zone, and set the Public Hearing for March 16, 2023. (QJ)
(Presenter, Planning Director Karen L. Schminke, AICP)
 - B. Consideration of Ordinance No. 1442, Series 2023, on initial posting, an Ordinance Amending the PUD for the Property Located in the Walmart PUD with a Legal Description of Lot 4 Wal-Mart Center, to Amend the Allowed Use and Dimensional Standards to also Include an Automated Express Style Car Wash, and set the Public Hearing for March 16, 2023. (QJ)
(Presenter, Planning Director Karen L. Schminke, AICP)
9. **PUBLIC HEARINGS**
(Public comment may be heard)

- A. Approve Ordinance No. 1440, Series 2023, an Ordinance approving the purchase of certain water shares.
(Presenter, Deputy City Manager/Director of Operations Kip Wiley)

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 LaBarre and City Council

FROM:

DATE: March 2, 2023

SUBJECT: Presentation from the Ute Pass Historical Society.
(Presenters Donna Finacle and Patricia Hyslop)

BACKGROUND:

RECOMMENDATION:

ATTACHMENTS: None



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Ben Schmitt, City Engineer

DATE: March 2, 2023

SUBJECT: Approval of Construction Management Services for Hwy 67 Improvements between Wilson and Co and the City of Woodland Park for \$205,040.
(Presenter, City Engineer Ben Schmitt)

BACKGROUND: In December 2022, the City entered an Intergovernmental Agreement (IGA) with the Colorado Department of Transportation (CDOT) for cost sharing of the HWY 67 improvements from Valley View to Lovell Gulch. As part of the agreement, there was a line item for construction management services to ensure observation, documentation, and Federal and State Standards were being adhered to during the project. This project is Federally Funded in CDOT Right of Way, which requires substantially more documentation to ensure the IGA requirements are being met than traditional City Projects.

The approval request is for construction management services (observation and engineering) from Wilson and Co, who were selected under the City Request for Qualifications in 2022 and the contract renewed in January 2023. The task order submitted is time and materials based, with a not to exceed amount of \$186,400. Staff is requesting a 10% contingency to be managed by staff, for a total amount of \$205,040. Please note that this amount will be cost shared as part of the IGA between the City and CDOT.

RECOMMENDATION: Approve the task order for Construction Management Services between the City and Wilson and Co for \$205,040.

ATTACHMENTS:

1. Wilson and Co Scope for SH67 Widening
2. Wilson and Co SH67 Widening Fee Worksheet 020123

Project Work Plan & Scope of Services for Construction Management / Inspection Activities – State Highway 67 Widening Project. Federal-Aid CDOT Local Agency and City of Woodland Park funding and oversight.

Project Understanding

- This (Federal-Aid CDOT Local Agency Oversight) highway widening project is for widening and addition of left- and right-hand turn pockets/deceleration lanes along a 0.3-mile stretch of State Highway 67 north of US Highway 24 in Woodland Park, CO.
- All project documentation, inspection, and testing procedures are to comply with City of Woodland Park, CDOT Local Agency, and Pikes Peak Regional Asphalt Paving specification requirements.

Post Award and Construction Related Services

Wilson & Company will provide Construction Management / Inspection / Materials Testing Services including full time construction inspection, part-time construction management, and materials testing for Woodland Park on the State Highway 67 Widening Project. We will also identify an assistant Project Manager to fill in for the Project Manager for any scheduled or unscheduled absences of greater than one week.

Active day-to-day administration of this contract will be delegated to:

Benjamin Schmidt - City Engineer
City of Woodland Park
220 W. South Avenue
Woodland Park, CO 80866

GENERAL REQUIREMENTS

WORK DURATION

The estimated time period for the work described in this scope of work is 45.0 working days plus two weeks start-up for documentation prep, Pre-Con's, and project understanding, then two weeks for finals documentation closeout. Work may be required night or day, on weekends, on holidays, on a split shift basis, or when requested by the City Project Manager.

AUTHORIZATION TO PROCEED

Work shall not commence until the written Notice to Proceed is received by the consultant, and shall be completed within the allotted time specified. Time charged shall be exclusive of time lost for:

- Reviews and Approvals
- Responses/Direction from Woodland Park

ROUTINE REPORTING AND BILLING

The Consultant shall provide the following on a routine basis:

- Coordination of all contract activities by the Consultant's Project Manager
- Periodic reports and billings required by Woodland Park

All project billing should be sent to:

Benjamin Schmidt - City Engineer
City of Woodland Park
220 W. South Avenue
Woodland Park, CO 80866

PROJECT STANDARDS

All construction management, sampling, testing, documentation, and inspection, shall be in accordance with the latest versions of the Project Special Provisions; the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Inspector's Checklist, Standard Specifications for Road & Bridge Construction, Supplemental Specifications, applicable M & S standards, and Survey Manual; the latest version of the MUTCD; and the plans and specifications currently in use when the construction project is advertised or revised under advertisement.

All Consultant construction observation and testing activities performed shall be as authorized by the City Project Manager.

LABOR, MATERIALS, AND EQUIPMENT

The Consultant shall furnish all personnel, materials, equipment, and transportation required to perform the work. Personnel qualifications and staffing levels for the project shall be subject to the approval of the City Project Manager.

The Consultant's work shall be under the direction of, and shall be reviewed, stamped, and signed by a Professional Engineer registered in the State of Colorado (Project Engineer). The

Project Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the City Project Manager, and must be experienced and competent in road and bridge construction observation and materials testing.

Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the City Project Manager.

INITIAL PROJECT MEETING

The Consultant, design consultant (Kimley-Horn) and City of Woodland Park project personnel shall meet to coordinate and schedule the required work and identify the responsibilities of all project personnel. The Consultant shall complete all work in accordance with their approved schedule or as approved by the City Project Manager.

STATUS OF THE PROJECT

The Consultant shall monitor the status of the project and advise the City Project Manager of any potential for supplementing the contract. Failure to monitor contract status and provide timely notification may result in discontinuing the consultant services on the project.

A. SERVICES AFTER BID LETTING

Wilson & Company will organize, conduct, and document all project meetings, including Advertisement / Pre-Bid Conference, Pre-Construction Conference, weekly progress meetings, and other coordination meetings such as utility relocations required for commencement and duration of construction.

B. CONSTRUCTION RELATED SERVICES

Wilson & Company will provide Woodland Park with the following personnel:

- (1) part-time Project Engineer experienced in all aspects of Bridge/Roadway Construction 4-hours per day as needed for 45 working days plus 40 hours of initial project start-up meetings and finals documentation assembly / documentation for project closeout; total = 220 Hours;
- (1) full-time senior project inspector 9-hours per day for 45 working days and 80 hours each of project start-up and finals documents closeout; total = 565 hours;
- (1) full-time MTT 9-hours per day for 30 working days and 80 hours each of project start-up and finals documents closeout; total = 430 hours;
- Wilson & Company vehicle charge is based on two vehicles for 45 working days each

= 90 days.

The Construction Management / Inspection / Materials Testing Services that will be provided as needed, but not limited to, are as follows:

- Providing experienced Project Engineer, Inspector, Materials Testing Technician (MTT) and other support staff as needed.
- Schedule, conduct, and document all meetings, including weekly progress meetings with the owner, contractor, subcontractors, utilities, and other interested parties
- Coordination of utility relocations, as necessary
- Review of all construction submittals for general conformance with the project specifications, and distribute to City Project Manager and/or design team for review/concurrence, as necessary
- Perform all geotechnical and materials testing services as specified in the CDOT Field Materials Manual
- Review/acceptance of all certificates of compliance (COCs), certifications, and materials testing results
- Review / Accept, provide comments, and acknowledge completeness of required submittals resulting from but not limited to:
 - Methods of Handling Traffic (MHT)
 - Project Schedule and monthly updates
 - Contractor's Stormwater Management Plan (SWMP)
 - Method Statements
 - All EEO requirements (Certified Payroll, On the Job Training Requirements)
- Provide the following documentation, reports and billings on a routine basis:
 - Weekly and monthly reports and billings required by Woodland Park
 - Project Quality Assurance documentation and material test results
 - Inspector's Daily Diaries documenting work completed, issues, and resolution
- Track daily quantities installed by the Contractor and record in the daily log
- Track daily time counts
- Maintain accurate notes reflecting actual as-built construction details, including field changes, and collaborate with Contractor in preparation of "As-Constructed" plans for Finals Documentation
- Maintain a daily photo log to document construction progress, changed conditions, issues, and resolutions
- Draft all project Change Orders and Speed Memos
- Maintain communication with adjacent landowners as required, and provide resolution to issues that arise due to construction
- Monitor compliance and take appropriate action to preserve safety on the project for all workers and the traveling public, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and project Method of Handling Traffic (MHT)

- Notify contractors, City Project Manager in writing of work constructed in non-compliance with the contract plans and specifications
- Preparation of inspection documentation for verification of monthly Contractor invoices and payment recommendation / approval in accordance with prescribed County procedures
- Review / approval of both initial master project schedule and monthly updates prior to approval of Contractor's monthly invoice
- Posting of Daily Inspection Reports for invoice verification
- Submittal of standard documentation reports (CDOT forms 103, 266, 305, 7, 10) by the following working day or CDOT standard reporting requirements
- Preparation of routine correspondence to the contractor, City Project Manager, Owner Utilities
- Providing liaison role for communication between to designer / contractor field crews
- Preparation of punch lists of uncompleted work, non-conformance reports, and deficiency notices
- Log contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence and disseminate accordingly
- Recommendation of Substantial Completion and Final Acceptance
- Development and dissemination of Final Project Acceptance Letter
- Preparation of all project documentation for submittal of Project Finals Documentation
- Miscellaneous related duties as requested by the City Project Manager

DOCUMENTATION

Consultant personnel shall utilize standard CDOT construction forms to ensure compliance with the local agency project requirements. CDOTs Form 103 will be utilized to record daily construction activities. The contents of this diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the City Project Manager within one working day of its origination date.

CONSTRUCTION MATERIALS TESTING REQUIREMENTS

GENERAL WORK DESCRIPTION

The Consultant shall sample, test, inspect, and document all materials generated on the project unless otherwise notified by the City Project Manager. This includes but is not limited to: materials delivered to the project that are listed in the Summary of Approximate Quantities in accordance with the Schedule in the CDOT Field Materials Manual, materials that may be added to the project through contract modification, and altered material quantities whether increased or decreased. The Consultant's project manager, construction observer, and materials tester shall

be required to review project quantities on a weekly basis to ensure that sufficient tests have been performed for the material placed to date. The Consultant shall also provide any other services requested by the City Project Manager.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation shall remain the responsibility of Wilson & Company or their Subconsultant. The Subconsultant shall document and ensure transport of samples and all materials to the Subconsultant's Laboratory that are required to be tested by CDOT specifications regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of Consultant tested materials shall be in accordance with the column titled "Central Laboratory" in the Schedule in the CDOT Field Materials Manual.

The geotechnical Subconsultant will utilize specified equipment in accordance with CDOT, AASHTO, and the Pikes Peak Regional Asphalt specification standards. All equipment shall be furnished by the Subconsultant tester/inspector for the project in sufficient quantity and in good working order to ensure accurate performance of all work required in a timely manner.

SPECIFIC INSPECTION REQUIREMENTS

The Consultant's material testing technician shall assist the Consultant's project construction observer in the inspection and documentation of all work performed and all work produced by the Contractor on the project, unless otherwise notified by the City Project Manager. This service shall include inspection and documentation of requirements set forth in the CDOT Standard Specifications for Road and Bridge Construction and contained references. This work is to be accomplished in accordance with the CDOT Construction Manual.

MATERIALS DOCUMENTATION

The Consultant's field testing/inspecting technician shall maintain a daily diary for each day the technician performs work on the project. They may use CDOT's Form 103-Project Diary, or a form approved by the City Project Manager utilizing the same criterion stated for the construction observer.

Test results, sample submittals, and inspection documentation transmitted for CDOT / Woodland Park Finals Documentation shall be recorded on appropriate CDOT forms. The Consultant may use CDOT worksheets or worksheets approved by the City Project Manager. The consultant shall furnish the Project Manager with original copies of all worksheets and test results on a daily basis. The Consultant's work shall be under the direction of, and shall be reviewed, stamped, and signed by a Professional Engineer registered in the State of Colorado. The only work to be stamped will be the summary sheets (CDOT Forms 6, 9, 58, 69, 212, 250, and 554). The Professional Engineer shall be available to review work, resolve problems, and make decisions in a timely manner as requested by the City Project Manager, and must be experienced and

competent in road and bridge construction materials testing and inspections.

The Consultant material testing technician assigned to the project shall have a minimum of two years of experience in each specialty field that is being tested (soils, aggregates, asphalt paving, concrete), and shall have the following CDOT qualifications:

- For pay items involving soils or other non-HBP and non-concrete materials, personnel must possess a NICET Level II Certificate and WAQTC in Soils Testing or satisfactorily complete a CDOT approved course in materials
- To operate a nuclear device, personnel must be certified as required by their license, issued by the Colorado Department of Public Health and Environment (CDPHE). Nuclear devices must be calibrated using CDOT standard blocks.
- For pay items relating to HBP, personnel taking samples and conducting compaction tests must have a level A certification from LabCAT
- Personnel conducting plant material control tests must have a Level B certification from LabCAT
- Personnel determining asphalt mixture volumetrics and strength characteristics must have a Level C certification from LabCAT
- For pay items relating to concrete, personnel must be ACI certified as a Concrete Field Testing Technician Grade I

City of Woodland Park 2023 Capital Improvement Projects															
Fee Worksheet															
Task Description	Labor Costs									Subcontractor Costs				Task Cost	
	P6 Project Manager \$/hr	P5 QA/QC Manager \$/hr	P4 WATER Lead Engineer \$/hr	P2 WATER Project Designer \$/hr	P5 ROAD Lead Engineer \$/hr	P4 ROAD Project Designer \$/hr	P1 ROAD Lead Engineer \$/hr	OD5 CADD Technician \$/hr	Wilson & Company Labor Cost	Rampart (Survey)	Kinetic (SUE Investigation)	Vivid Engineering (Geotech)	Sub-Contractor Cost		
	216	184	130	110	184	142	92	115							
GENERAL SERVICES															
Project Management	96				96				\$38,400				\$0	\$38,400	
Meetings	6				6				\$2,400				\$0	\$2,400	
Invoicing	12								\$2,592				\$0	\$2,592	
SUBTOTAL	114	0	0	0	102	0	0	0	\$43,392	\$0	\$0	\$0	\$0	\$43,392	
BROWNING AVENUE IMPROVEMENTS															
Pavement Design									\$0			\$13,376	\$13,376	\$13,376	
Hydrology and Hydraulics						8	24	8	\$4,264				\$0	\$4,264	
Utility Coordination					20				\$3,680				\$0	\$3,680	
Roadway Design and Roadside Development					20	30	80		\$15,300				\$0	\$15,300	
Survey/Right-of-Way									\$0	\$7,000			\$7,000	\$7,000	
90% Plan Drawings						8	20	60	\$9,876				\$0	\$9,876	
90% Cost Estimate						8	16		\$2,608				\$0	\$2,608	
90% Construction Specifications						16			\$2,272				\$0	\$2,272	
QC and Final Bid Documents		8			16	20	40	20	\$13,236				\$0	\$13,236	
Design Services During Construction					24			12	\$5,796				\$0	\$5,796	
SUBTOTAL	0	8	0	0	80	90	180	100	\$57,032	\$7,000	\$0	\$13,376	\$20,376	\$77,408	
DEWELL ROAD IMPROVEMENTS															
Pavement Design									\$0			\$9,132	\$9,132	\$9,132	
Hydrology and Hydraulics						8	24	8	\$4,264				\$0	\$4,264	
Utility Coordination					16				\$2,944		\$55,425		\$55,425	\$58,369	
Roadway Design and Roadside Development					4	12	40		\$6,120				\$0	\$6,120	
Survey / Right-of-Way									\$0	\$4,000			\$4,000	\$4,000	
90% Waterline Replacement Design Drawings			8	40				40	\$10,040				\$0	\$10,040	
90% Road Plan Drawings						4	16	40	\$6,640				\$0	\$6,640	
90% Cost Estimate			4	8		8	16		\$4,008				\$0	\$4,008	
90% Construction Specifications			24			16			\$5,392				\$0	\$5,392	
QC and Final Bid Documents	8	8	12	20	8	10	20	10	\$12,842				\$0	\$12,842	
Design Services During Construction	12		20		24			12	\$10,988				\$0	\$10,988	
SUBTOTAL	20	8	68	68	52	58	116	110	\$63,238	\$4,000	\$55,425	\$9,132	\$68,557	\$131,795	
LAKE AVENUE IMPROVEMENTS															
Pavement Design									\$0			\$15,861	\$15,861	\$15,861	
Hydrology and Hydraulics						16	40	16	\$7,792				\$0	\$7,792	
Utility Coordination					20				\$3,680				\$0	\$3,680	
Roadway Design and Roadside Development					30	40	120		\$22,240				\$0	\$22,240	
Survey / Right-of-Way									\$0	\$10,000			\$10,000	\$10,000	
90% Plan Drawings						24	40	80	\$16,288				\$0	\$16,288	
90% Cost Estimate						8	16		\$2,608				\$0	\$2,608	
90% Construction Specifications						16			\$2,272				\$0	\$2,272	
QC and Final Bid Documents		8			16	40	60	40	\$20,216				\$0	\$20,216	
Design Services During Construction					24			12	\$5,796				\$0	\$5,796	
SUBTOTAL	0	8	0	0	90	144	276	148	\$80,892	\$10,000	\$0	\$15,861	\$25,861	\$106,753	
PINE RIDGE AVENUE IMPROVEMENTS															
Pavement Design									\$0			\$8,246	\$8,246	\$8,246	
Hydrology and Hydraulics						8	24	8	\$4,264				\$0	\$4,264	
Utility Coordination					16				\$2,944		\$36,949		\$36,949	\$39,893	
Roadway Design and Roadside Development					4	12	40		\$6,120				\$0	\$6,120	
Survey / Right-of-Way									\$0	\$3,000			\$3,000	\$3,000	
90% Waterline Replacement Design Drawings			8	40				40	\$10,040				\$0	\$10,040	
90% Plan Drawings						4	16	40	\$6,640				\$0	\$6,640	
90% Cost Estimate			4	8		8	16		\$4,008				\$0	\$4,008	
90% Construction Specifications			24			16			\$5,392				\$0	\$5,392	
QC and Final Bid Documents	8	8	12	20	8	10	20	10	\$12,842				\$0	\$12,842	
Design Services During Construction	12		20		24			12	\$10,988				\$0	\$10,988	
SUBTOTAL	20	8	68	68	52	58	116	110	\$63,238	\$3,000	\$36,949	\$8,246	\$48,195	\$111,433	
Project Totals	154	32	136	136	376	350	688	468	\$307,792	\$24,000	\$92,374	\$46,615	\$162,989	\$470,781	
Total Estimated Fee for Project															\$470,781

Fee Worksheet

Task Description	Labor Costs									Subcontractor Costs				Task Cost
	P6 Project Manager \$/hr	P5 QAQC Manager \$/hr	P4 WATER Lead Engineer \$/hr	P2 WATER Project Designer \$/hr	P5 ROAD Lead Engineer \$/hr	P4 ROAD Project Designer \$/hr	P1 ROAD Lead Engineer \$/hr	OD5 CADD Technician \$/hr	Wilson & Company Labor Cost	Rampart (Survey)	Kinetic (SUE Investigation)	Vivid Engineering (Geotech)	Sub-Contractor Cost	
	216	184	130	110	184	142	92	115						
GENERAL SERVICES														
Project Management	96								\$20,736				\$0	\$20,736
Meetings	6								\$1,296				\$0	\$1,296
Invoicing	12								\$2,592				\$0	\$2,592
SUBTOTAL	114	0	0	0	0	0	0	0	\$24,624	\$0	\$0	\$0	\$0	\$24,624
BROWNING AVENUE IMPROVEMENTS														
Pavement Design									\$0			\$13,376	\$13,376	\$13,376
Hydrology and Hydraulics									\$0				\$0	\$0
Utility Coordination									\$0				\$0	\$0
Roadway Design and Roadside Development									\$0				\$0	\$0
Survey/Right-of-Way									\$0	\$7,000			\$7,000	\$7,000
90% Plan Drawings									\$0				\$0	\$0
90% Cost Estimate									\$0				\$0	\$0
90% Construction Specifications									\$0				\$0	\$0
QC and Final Bid Documents		8							\$1,472				\$0	\$1,472
Design Services During Construction									\$0				\$0	\$0
SUBTOTAL	0	8	0	0	0	0	0	0	\$1,472	\$7,000	\$0	\$13,376	\$20,376	\$21,848
DEWELL ROAD IMPROVEMENTS														
Pavement Design									\$0			\$9,132	\$9,132	\$9,132
Hydrology and Hydraulics									\$0				\$0	\$0
Utility Coordination									\$0		\$55,425		\$55,425	\$55,425
Roadway Design and Roadside Development									\$0				\$0	\$0
Survey / Right-of-Way									\$0	\$4,000			\$4,000	\$4,000
90% Waterline Replacement Design Drawings			8	40				40	\$10,040				\$0	\$10,040
90% Road Plan Drawings									\$0				\$0	\$0
90% Cost Estimate			4	8					\$1,400				\$0	\$1,400
90% Construction Specifications			24						\$3,120				\$0	\$3,120
QC and Final Bid Documents	8	8	12	20					\$6,960				\$0	\$6,960
Design Services During Construction	12		20						\$5,192				\$0	\$5,192
									\$0				\$0	\$0
SUBTOTAL	20	8	68	68	0	0	0	40	\$26,712	\$4,000	\$55,425	\$9,132	\$68,557	\$95,269
LAKE AVENUE IMPROVEMENTS														
Pavement Design									\$0			\$15,861	\$15,861	\$15,861
Hydrology and Hydraulics									\$0				\$0	\$0
Utility Coordination									\$0				\$0	\$0
Roadway Design and Roadside Development									\$0				\$0	\$0
Survey / Right-of-Way									\$0	\$10,000			\$10,000	\$10,000
90% Plan Drawings									\$0				\$0	\$0
90% Cost Estimate									\$0				\$0	\$0
90% Construction Specifications									\$0				\$0	\$0
QC and Final Bid Documents		8							\$1,472				\$0	\$1,472
Design Services During Construction									\$0				\$0	\$0
									\$0				\$0	\$0
SUBTOTAL	0	8	0	0	0	0	0	0	\$1,472	\$10,000	\$0	\$15,861	\$25,861	\$27,333
PINE RIDGE AVENUE IMPROVEMENTS														
Pavement Design									\$0			\$8,246	\$8,246	\$8,246
Hydrology and Hydraulics									\$0				\$0	\$0
Utility Coordination									\$0		\$36,949		\$36,949	\$36,949
Roadway Design and Roadside Development									\$0				\$0	\$0
Survey / Right-of-Way									\$0	\$3,000			\$3,000	\$3,000
90% Waterline Replacement Design Drawings			8	40				40	\$10,040				\$0	\$10,040
90% Plan Drawings									\$0				\$0	\$0
90% Cost Estimate			4	8					\$1,400				\$0	\$1,400
90% Construction Specifications			24						\$3,120				\$0	\$3,120
QC and Final Bid Documents	8	8	12	20					\$6,960				\$0	\$6,960
Design Services During Construction	12		20						\$5,192				\$0	\$5,192
									\$0				\$0	\$0
SUBTOTAL	20	8	68	68	0	0	0	40	\$26,712	\$3,000	\$36,949	\$8,246	\$48,195	\$74,907
Project Totals	154	32	136	136	0	0	0	80	\$80,992	\$24,000	\$92,374	\$46,615	\$162,989	\$243,981

Total Estimated Fee for Project \$243,981



City of Woodland Park
SH67 Widening Project

Fee Worksheet

Task Description	Labor Costs				Other Direct Costs		Subcontractor Costs	
	P6 Project Manager \$/hr	FC5 Senior Construction Observer	ADMIN	Wilson & Company Labor Cost	Project Vehicle \$/day	Project Vehicle Cost	Materials Testing	Sub-Contractor Cost
	\$225.00	\$140.00	\$120.00		\$60.00			
GENERAL SERVICES								
Project Management	220			\$49,500	45	\$2,700		
Invoicing/Administration			20	\$2,400				
SUBTOTAL	220	0	20	\$51,900.00	45	\$2,700.00		
SH67 WIDENING								
Project Inspection		565		\$79,100	45	\$2,700		
Materials Testing Subconsultant							\$50,000	\$50,000
SUBTOTAL	0	565	0	\$79,100.00	45	\$2,700.00	\$50,000	\$50,000
Project Totals	220	565	20	\$131,000.00	90	\$5,400.00	50,000	\$50,000.00

Total Estimated Fee for Project

Task Cost
\$52,200
\$2,400
\$54,600
\$81,800
\$50,000
\$131,800
\$186,400.00

\$186,400



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: March 2, 2023

SUBJECT: Consideration of Ordinance No. 1441, Series 2023, on initial posting, an Ordinance Granting a Special Use Permit with a Site Plan Review for the Purpose of Verizon to Construct and Utilize a Temporary Communication Facility in the Public/Semi-Public Lands (P/SPL) Zone, and set the Public Hearing for March 16, 2023. (QJ)
(Presenter, Planning Director Karen L. Schminke, AICP)

BACKGROUND: Verizon Wireless Temporary Communication Site: A request by Verizon Wireless for approval of a Special Use Permit (SUP) for a “temporary Communication Facility to provide VZW service to the area” (specifically a 59’-6” monopole LITE site to bridge service until a permanent site can be built) on L1-4 B 24 B 24 ½ Lake Add Vac Alley (200 W. South Ave.) in the Public/Semi-Public Lands (P/SPL) zone. The proposed temporary communication tower site is within the parking lot of the subject property which serves as the City of Woodland Park City Hall.

On July 28, 2022, Teller County sent a letter to the applicant regarding public safety concerns associated with Verizon Wireless connectivity issues in all of Teller County. The Teller County Office of Emergency Management, along with the Board of County Commissioners, outlined that the lack of connectivity with the Verizon service was having a negative impact on public safety and commerce within the County. Verizon Wireless’ response to this problem was to deploy a temporary cell on wheels (COW) while they identified a more permanent solution.

On August 17, 2022, the City of Woodland Park issued a temporary use permit (TUP) to allow the Verizon COW to be set up in the parking lot on the north side of City Hall (Figure 1b). The TUP was valid from August 17, 2022 to August 24, 2022 and provided additional cell service for the Salute to American Veterans Rally. Once the initial TUP period was complete, the applicant requested, and was granted an extension that allowed the COW to continue to operate under the TUP through December 31, 2022.

COW facilities are designed to be used for shorter temporary time periods. Verizon removed the COW in late December 2022 and has begun the process to request permits to site a permanent macro facility. The entitlement and construction process for the macro facility will take well over a year to complete. Due to this timeline, Verizon is asking to erect a 59’-6” tall LITE tower in the same location the COW had been located in order to bridge the gap until the new macro facility is operational.

According to Chapter 18.61.020 of the City of Woodland Park Municipal Code, towers and antennas exceeding fifty feet in height require a special use permit (SUP). This current application is being processed as a SUP due to the fact that the proposed new antenna has a total height of 60 feet (59'-6" for the pole and an additional 6" to the top of the antennas).

RECOMMENDATION: Approve Ordinance No. 1441, Series 2023, on initial posting, an Ordinance Granting a Special Use Permit with a Site Plan Review for the Purpose of Verizon to Construct and Utilize a Temporary Communication Facility in the Public/Semi-Public Lands (P/SPL) Zone, and set the Public Hearing for March 16, 2023.

ATTACHMENTS: 1. Ordinance 1441 Verizon LITE SUP 2023-0217

CITY OF WOODLAND PARK

ORDINANCE NO. 1441, SERIES 2023

AN ORDINANCE GRANTING A SPECIAL USE PERMIT WITH A SITE PLAN REVIEW FOR THE PURPOSE OF VERIZON TO CONSTRUCT AND UTILIZE A TEMPORARY COMMUNICATION FACILITY IN THE PUBLIC/SEMI-PUBLIC LANDS (P/SPL) ZONE

WHEREAS, the City of Woodland Park has received a request for a Special Use Permit with Site Plan Review for the purpose of constructing a 59 foot, 6 inch monopole LITE site at L1-4 B 24 B 24 ½ Lake Add Vac Alley (200 W. South Ave.) within the Public/Semi-Public Lands (P/SPL) Zone District; and

WHEREAS, an application to establish said special use has been accepted and considered pursuant to Municipal Code Chapter 18.61; and

WHEREAS, pursuant to Municipal Code Sections 18.61.020 and 18.72.060 and Charter Sections 7.6 and 15.7.b.1, a notice of the public hearings was published, a sign was posted, letters were mailed to adjacent property owners; and

WHEREAS, the Woodland Park Planning Commission considered the request on February 9, 2023 and recommended approval based on evidence contained in the staff report and presented at public hearing; and

WHEREAS, City Council considered the request, the Planning Commission recommendation, the staff recommendation, and after holding a public hearing on March 16, 2023, hereby finds that based on evidence contained in the staff report and presented at the public hearing, the request meets the standards for granting a Special Use Permit; and

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO, ORDAINS:

Section 1. Approval. The Special Use Permit for a temporary communication facility is hereby approved subject to the following conditions:

1. An agreement for the use of the City property must be finalized and signed by all parties prior to the issuance of any Zoning Development Permit (ZDP).
2. An updated site plan, resolving all issues identified on the redlined plans must be approved by the City before any ZDP will be issued.
3. Applicant must supply the City of Woodland Park an up-to-date Certificate of Liability Insurance for the duration of the lease agreement.
4. The facility and all associated utilities must comply with City specifications.

5. Easements must be finalized and located in compliance with City specifications and are subject to City approval.
6. The facility must not be powered by a generator except for emergency or backup use.
7. The applicant must ensure all cabinetry and equipment located on the site be a natural earth color.
8. Since this is to be a temporary facility, the special use permit will expire December 31, 2024. Should an extension be desired, the applicant must apply for an extension that will be processed per MC § 18.61.050.
9. Fencing satisfactory to the City shall provide opaque screening of the installation.

Section 2. Recitals. The recitals contained in this Ordinance constitute the findings of City Council and are incorporated herein by reference.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING
PUBLIC HEARING THIS 16th DAY OF MARCH, 2023.

The Honorable Mayor Hilary LaBarre

ATTEST: _____
City Clerk Suzanne Leclercq



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Karen Schminke, Director of Planning & Building Services

DATE: March 2, 2023

SUBJECT: Consideration of Ordinance No. 1442, Series 2023, on initial posting, an Ordinance Amending the PUD for the Property Located in the Walmart PUD with a Legal Description of Lot 4 Wal-Mart Center, to Amend the Allowed Use and Dimensional Standards to also Include an Automated Express Style Car Wash, and set the Public Hearing for March 16, 2023. (QJ)
(Presenter, Planning Director Karen L. Schminke, AICP)

BACKGROUND: A request by 7B Building & Development (Applicant), represented by Baseline Engineering on behalf of Harman Property Management (Owner) to consider a Planned Unit Development (PUD) Amendment to amend the use from “Eating/Drinking place, Eat-in and Drive-through” to also allow a car wash on Lot 4 of the Wal-Mart Center and amend Building and Parking data. The subject property is located at Lot 4, Wal-Mart, Woodland Park, Colorado and is zoned PUD.

On April 13, 2005 Woodland Park City Council approved a request to rezone 49.09 acres from Agricultural to Planned Unit Development (PUD). This PUD is known as the Wal-Mart PUD due to the fact that construction of a Wal-Mart Super Center was planned for this parcel. In 2007, City Council approved the Final Plat which consisted of 6 lots and 4 tracts. The Wal-Mart store was to be built on lot 1 while lots 2-6 were to be developed in the future with various commercial uses.

Within the Wal-Mart Center Final Development Plan Narrative associated with the current approved PUD, there are specific uses set forth regarding what type of commercial activity can operate on each lot. The applicant is requesting approval of a PUD amendment so that the language within the Wal-Mart Center Final Development Plan will, in addition to an “Eating/Drinking place, Eat-in and Drive-through” also allow an Automate Express Style Car Wash on Lot 4.

RECOMMENDATION: Approve Ordinance No. 1442, Series 2023, on initial posting, an Ordinance Amending the PUD for the Property Located in the Walmart PUD with a Legal Description of Lot 4 Wal-Mart Center, to Amend the Allowed Use and Dimensional Standards to also Include an Automated Express Style Car Wash, and set the Public Hearing for March 16, 2023.

ATTACHMENTS: 1. Ordinance 1442 Amending Wal-Mart PUD Lot 4 2023-0217

CITY OF WOODLAND PARK ORDINANCE NO. 1442, SERIES 2023

AN ORDINANCE AMENDING THE PUD FOR THE PROPERTY LOCATED IN THE WALMART PUD WITH A LEGAL DESCRIPTION OF LOT 4 WAL-MART CENTER, TO AMEND THE ALLOWED USE AND DIMENSIONAL STANDARDS TO ALSO INCLUDE AN AUTOMATED EXPRESS STYLE CAR WASH

WHEREAS, the City of Woodland Park has received an application from 7B Building & Development (Applicant) on behalf of Harman Property Management (Owner), requesting an amendment to the Planned Unit Development (PUD) to amend the allowed use from “Eating/Drinking place, Eat-in and Drive-through” to also allow a car wash on lot 4, Wal-Mart Center, Woodland Park, Colorado and amend Building and Parking Data, and is zoned PUD; and

WHEREAS, Ordinance No. 1017, Series 2005, zoned the subject property Planned Unit Development (PUD) for the purpose of developing a Planned Business Development (PBD) in accordance with the approved Wal-Mart Center Final Development Plan; and

WHEREAS, City Council, in their consideration of Ordinance No. 1017, Series 2005, at their April 13, 2005, hearing approved the modification; and

WHEREAS, the Woodland Park Planning Commission considered a request on February 9, 2023 and approved an amendment to The Wal-Mart PUD to modify the use of Lot 4 from “Eating/Drinking Place, Eat-in and Drive-Through” to reflect an additional use of an automated car wash; and

WHEREAS, an application to amend said Planned Unit Development (PUD) has been accepted and considered pursuant to Municipal Code Chapter 18.30; and

WHEREAS, pursuant to Municipal Code Sections 18.30 and 18.72.060 and Charter Sections 7.6 and 15.7.b.1, a notice of the public hearings was published, a sign was posted, letters were mailed to adjacent property owners; and

WHEREAS, the Woodland Park Planning Commission considered the request on February 9, 2023 and based on evidence contained in the staff report and presented at public hearing recommended approval of the request; and

**NOW, THEREFORE, THE CITY OF WOODLAND PARK COLORADO,
ORDAINS:**

Section 1. Property Description. The legal description of said tract of land is LOT 4 of the Wal-Mart Center, Woodland Park, Colorado.

Section 2. Use Amendment. The Wal-Mart PUD is amended to reflect an additional use of an automated car wash in addition to “Eating/Drinking place, Eat-in and Drive-through” on Lot 4 of the Wal-Mart Center and amend Building and Parking data subject to the following conditions:

1. An amended Page 1 of the PUD Plan of Development must be submitted with an updated Building and Parking Data Table to reflect the change in use and parking for Lot 4.
2. In association with the administrative site plan review, the applicant must provide updated drawings that respond and comply with all comments set forth within the City Staff red-line application comment packet.
3. That *Private Access Drive* labeled on the site plan must be updated for consistency with the recorded subdivision plat.

Section 3. Recitals. The recitals contained in this Ordinance constitute the findings of City Council and are incorporated herein by reference.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS 16th DAY OF MARCH, 2023.

Hilary LaBarre, Mayor

ATTEST:

Suzanne Leclercq, City Clerk



STAFF REPORT

TO: Mayor LaBarre and City Council

FROM: Kip Wiley, Deputy City Manager/Director of Operations

DATE: March 2, 2023

SUBJECT: Approve Ordinance No. 1440, Series 2023, an Ordinance approving the purchase of certain water shares.
(Presenter, Deputy City Manager/Director of Operations Kip Wiley)

BACKGROUND:

On February 16th City Council approved Resolution 899 authorizes the Mayor and City Clerk to enter into a contract for the City's purchase of 1.0 shares of stock in the Twin Lakes Reservoir and Canal Company from Leonard and Shirley Talkington. Ordinance 1440 is the acceptance of the 1.0 Twin lake shares as they are considered real property. The Twin Lakes shares are extremely vital to our water customers. Twin Lakes Reservoir shares produce transbasin water as well as providing water storage space in Twin Lakes Reservoir. The water that is produced from the shares is fully consumable water and the City uses this water to replace the consumable portion of our local water therefore making it legal to pump water from our local water sources. This share purchase does not expand our available water however it ensures our water security for future years.

All parties have accepted our offer for the 1.0 Twin Lakes shares. This is a onetime cash payment. The purchase will be funded with water capital funds from the Water Utility Enterprise. We cannot predict when reservoir shares might become available and this expense was not included in the 2023 budget. The fund balance for the Water Enterprise is healthy and we are in a great position to take this opportunity to help secure our water future.

RECOMMENDATION:

Approve Ordinance 1440 after the Public Hearing authorizing the Mayor and City Clerk to execute and attest the 1.0 Twin Lake Reservoir water shares from Leonard and Shirley Talkington.

ATTACHMENTS: 1. Ord 1440 - Twin Lakes Water Purchase 2023

**CITY OF WOODLAND PARK
ORDINANCE NO. 1440, SERIES 2023**

AN ORDINANCE APPROVING THE PURCHASE OF CERTAIN WATER SHARES.

WHEREAS, pursuant to Charter Section 12.3, the City is empowered to buy water rights; and

WHEREAS, pursuant to Resolution No. 899, Series 2023, the City Council authorized entering into contracts for the purchase of certain water shares, which water shares are more specifically described in Exhibit A attached hereto and incorporated by this reference (the “Shares”), subject to the terms and conditions contained in said contracts and subject to the provisions of the Woodland Park Municipal Charter, Section 15.2, requiring an ordinance be adopted for the purchase of real property; and

WHEREAS, the City has conducted the necessary due diligence under the terms of the contracts; and

WHEREAS, the sellers of the Shares have agreed to sell the Shares to the City of Woodland Park; and

WHEREAS, pursuant to Charter Section 15.2, the City Council by ordinance may purchase interests in real property, and the Shares constitute real property.

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO ORDAINS as follows;

Section 1. The City Council hereby approves the purchase of the Shares and authorizes and directs the City Manager or the Utilities Director to effect the closing on the purchase of the Shares and authorize them to execute the documents necessary to effect the closing.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING, FOLLOWING PUBLIC HEARING, THIS _____ DAY OF _____, 202.

Hilary LaBarre, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

EXHIBIT A
The Water Shares

Leonard and Shirley Talkington
11300 County Road F
Olney Springs, CO 81062

1.0 Shares