

AGENDA
BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, JUNE 18, 2024
PATTERSON HALL – 1000 MAIN
REGULAR MEETING
5:30 p.m.
Join by Zoom
Meeting ID: 818 5670 3226
Passcode: 423986
By Phone: 719-359-4580

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Recognition of Visitors
 5. Consent Agenda
Note: All items listed under the Consent Agenda are routine and are approved with one motion. There will be a separate discussion of these items if a Board Member or citizen requests. The item may be removed from the Consent Agenda and considered separately at the discretion of the Board of Trustees.
 - A. APPROVAL OF MINUTES – May 21 Regular Meeting and June 12, 2024 Special Meeting
 - B. TREASURER’S REPORT
 - C. APPROVAL OF BILLS
 6. Old Business
None.
 7. New Business
 - a. Consideration of a request to officially give direction and intent regarding what concerns will be addressed at the Lodging Ordinance workshop. Bianca Trenker.
 - b. Schedule a workshop for the proposed Lodging Ordinance. Caleb Patterson.
 - c. Consideration of applying for a DOLA More Housing Now and Land Use Initiative grant. Caleb Patterson.
 - d. Consideration of approving and applying for a DOLA Energy Impact Assistance Fund grant for Housing Needs Assessment. Caleb Patterson.
 - e. Consideration of a request to continue work on the wireless camera system that began in 2019. Travis Roundtree.
 - f. Consideration of approving corrected February 2024 minutes.
 - g. Consideration of an appointment to fill the vacant trustee seat.
 8. Additions to the Agenda
 9. Staff & Committee Reports
 10. Public Comment – Westcliffe citizens or business owners can comment on agenda items only and are limited to three (3) minutes. A request can be made to be placed on a future month’s agenda if they want to address the Board of Trustees on issues related to the Town of Westcliffe.
- Adjourn

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, MAY 21, 2024
REGULAR MEETING**

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CALL TO ORDER

Mayor Pro-Tem Mowry called the meeting to order at 5:30 P.M.

ROLL CALL

Before taking roll call, Ms. Christie announced that Trustee Loree Lund resigned from the Board of Trustees effective May 16th, 2024.

The following members were present: Mayor Pro-Tem Mowry, Mr. Dembosky, Mr. Nordyke, Mr. Wilhelm, and Mr. Fulton.

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem led the Pledge of Allegiance.

OTHERS PRESENT

Caleb Patterson, Kathy Reis, Erin Christie, Attorney Clay Buchner (Zoom), Chuck Jagow, Vanessa Cruz, Claudia Henning, Jerry Peters, Eric Messick, Christy Schram & Geoff Schram, Dave Schneider, Ben Lenth, Jeremy Handy, and Tim Hilgert (Zoom).

TREASURER'S REPORT

	REVENUE RECEIVED		BALANCE OF ACCOUNTS
General Fund Checking:	\$ 98,076.03	\$	226,022.35
CSafe-GF Core 11:	\$ 2,897.06	\$	561,142.96
CSafe-3% Tabor Reserve 13:	\$ 214.80	\$	47,766.90
CSafe-General Fund Reserve-14	\$ 1,769.68	\$	393,715.70
CSafe-Tennis Ct.-Core-16	\$ 92.56	\$	20,577.76
Tennis Court Checking:	\$ 0.00	\$	5,178.70
Municipal Court Checking:	\$ 0.00	\$	2,407.70
Conservation Trust Fund Checking:	\$ 0.41	\$	10,019.83
CSafe-CF Core 15	\$ 194.36	\$	43,211.54
Capital Fund Checking:	\$ 31,086.47	\$	182,408.78
CSafe-CF Core 12:	\$ 7,542.22	\$	1,678,124.64

EXPENDITURES FOR APRIL 2024:

GENERAL FUND:	\$	145,064.27
MUNICIPAL COURT:	\$	0.00
TENNIS COURT:	\$	0.00
CONSERVATION TRUST FUND:	\$	0.00
CAPITAL FUND:	\$	15,130.74

APPROVAL OF CONSENT AGENDA

- a. Approval of minutes April 16, 2024 regular meeting
- b. Treasurer's Report
- c. Approval of Bills

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ACTION: Mr. Fulton moved, and Mr. Wilhelm seconded to approve the consent agenda. Motion carried.

OLD BUSINESS

- a. **Consideration of a request to approve Ord. 2-2024 amending Title 10, Chapter 4, Section 3 Outdoor Lighting, adding paragraph H.**

ACTION: Mr. Wilhelm moved, and Mr. Dembosky seconded to amend Title 10, Chapter 4, Section 3 Outdoor Lighting, adding paragraph H. Motion carried.

- b. **Continue discussing declaring the Town of Westcliffe as a Non-Sanctuary Town.**

Mayor Pro-Tem Mowry stated that it is unnecessary to declare the Town of Westcliffe as a Non-Sanctuary Town because Custer County has already done so. Attorney Buchner explained that it is a political statement only and does not carry any weight. Ms. Reis reported that the only reason this is back on the agenda is because the previous discussions were at a workshop, and decisions cannot be made at workshops. The statement needs to be made on the record at a Board of Trustees Meeting that the Town of Westcliffe is not making the declaration that they are a Non-Sanctuary Town.

- c. **Consideration of partnering with U.S. Solar. – Tim Hilgert.**

Tim Hilgert reported that in the presentation at last month's Board of Trustees Meeting, there was a mistake in the lifetime savings if enrolled, which is \$1,600.00 when it is actually \$1,400.00. The partnership consists of Black Hills Energy awarding U.S. Solar the project and they then build the solar garden connected to the grid with Black Hills, and a credit is given on the energy bills for customers who enroll.

ACTION: Mr. Fulton moved, and Mr. Dembosky seconded to partner with U.S. Solar. Motion carried.

- d. **Consideration of a request to approve Ord. 3-2024 by adding Chapter 6 Tiny Homes to Title 3.**

This would allow specifications in the current code to allow for Tiny Homes and to add language indicating that 500 square feet be the maximum size.

ACTION: Mr. Dembosky moved, and Mr. Fulton seconded to approve Ord. 3-2024 adding Chapter 6 Tiny Homes to Title 3. Motion carried.

- e. **Consideration of a request to approve the Buff Park conservation easement with the Town of Westcliffe and Colorado Open Lands and to approve Resolution NO. 4-2024 approving the transfer of property from the Town of Westcliffe to United Business Bank. – Ben Lenth.**

There will be two different motions made—one approving the conservation easement and a second approving the Resolution. The property was transferred from the Town to United Business Bank because the original plat did not include the bank's parking lot, so the property boundary was moved over a foot, and that small portion of the property was given to the Bank.

Ben Lenth with Colorado Open Lands reported that the Town owns the middle two parcels of Bluffs Park as of April 8, 2024, when the transfer was complete. The entire Bluffs Park is now owned by the Town of Westcliffe, and Colorado Open Lands has a continuous conservation easement. The conservation easement guarantees that the view of the range will never be blocked, and no development can occur unless it is related to park amenities.

ACTION: Mr. Dembosky moved, and Mr. Wilhelm seconded to approve the Bluff Park conservation easement between the Town of Westcliffe and Colorado Open Lands. Motion carried.

ACTION: Mr. Dembosky moved, and Mr. Fulton seconded to approve Resolution NO. 4-2024 approving the transfer of property from the Town of Westcliffe to United Business Bank. Motion carried.

NEW BUSINESS

- a. **Consideration of a request to approve a Special Event Liquor Permit for Veterans Ranch Rescue at 410 Main St. – Christy Schram.**

Ms. Schram, who operates the Veterans Ranch Rescue, reported that a brunch will be held at the Country Courtyard Inn, and they would like to serve mimosas. Ms. Reis reported that all permit requirements have been met. The Veterans Ranch has an animal rescue and runs Veterans Retreats, focusing on alternative therapies, especially equine therapy.

ACTION: Mr. Nordyke moved, and Mr. Fulton seconded to approve a Special Event Liquor Permit for Veterans Ranch Rescue at 410 Main St. Motion carried.

- b. **Consideration of approving Resolution NO. 3-2024 approving a variance to build a garage five feet (5') from the front lot line at 409 S. 5th St. recommended by the Planning Commission.**

The homeowner, Jerry Peters, is requesting the variance because there is no way to build a garage off of the alley because of the way the house is positioned on the lot. He owns a large truck, so it is impossible to enter the garage through the current gate so they are requesting to move the setback from ten (10) feet to five (5) feet. Mr. Patterson confirmed that the garage will not block the right of way.

ACTION: Mr. Mowry moved, and Mr. Nordyke seconded to approve Resolution NO. 3-2024 approving a variance to build a garage five feet (5') from the front lot line at 409 S. 5th St. recommended the Planning Commission. Motion Withdrawn.

ACTION: Mr. Mowry moved, and Mr. Nordyke seconded to approve Resolution NO. 3-2024 approving a variance to build a twenty-eight foot (28') wide by twenty-four foot (24') deep garage five feet (5') from the front lot line at 409 S. 5th Street. Motion carried.

- c. **Round Mountain Report. – Dave Schneider.**

Mr. Schneider reported that the well replacement project has been finished and is pumping 270 gallons a minute. CDPHE requires them to test the new well to see if it is connected to the stream in any way. So far, the testing results have been successful. They have been in the process of building a water storage reservoir, which the State required of them. They have received a grant to help with the project. CDPHE has also required them to hire an engineering firm to assist with the pilot study for a wastewater treatment plant.

NEW BUSINESS CON'T.

d. Consideration of approving the Façade Grant Applications.

Mr. Fulton recused himself and left the room because he owns the building where one of the applicants runs their business.

ACTION: Mr. Wilhelm moved, and Mr. Dembosky seconded to approve all the Façade Grant Applications. Motion carried.

Mr. Fulton returned to the conference room.

e. Consideration of a request to move forward with heating the Memorial Park restrooms. (WPAC)

Mr. Patterson reported that \$40,000.00 was budgeted to WPAC to get their opinion on how to spend that. They came up with spending it on heating the Memorial Park restroom so that it can be open all year round rather than seasonally. The funds will be used for the insulation and electric heaters that will be necessary.

ACTION: Mr. Dembosky moved, and Mr. Wilhelm seconded to move forward with heating the restroom at Memorial Park to be accessible year-round. Motion carried.

f. Schedule a planning workshop.

A workshop to address affordable housing planning and grants was scheduled for Friday, May 31st, at 1:00 p.m.

BOARD OF ADJUSTMENTS

Discuss the Ace Hardware lights.

Mayor Pro-Tem Mowry announced that the Regular Meeting is recessed, and the Board of Adjustments Meeting will convene.

The person requesting the Board of Adjustment Meeting did not appear. Jeremy Handy was present on behalf of Ace Hardware. Attorney Buchner advised not to hold the Meeting since both parties were not present.

Mayor Pro-Tem Mowry announced that the Board of Adjustments Meeting has concluded, and the Regular Meeting will reconvene.

STAFF & COMMITTEE REPORTS

a. Deputy Town Clerk

Ms. Christie asked the Board of Trustees if they would rather have the staff Christmas party in December or hold a Christmas in July dinner as they have done in the past. The Board chose Christmas in July, held at the Alpine Lodge.

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STAFF & COMMITTEE REPORTS CON'T.

Ms. Christie reported that with Ms. Lund resigning as a Trustee, an ad for the vacant seat will be placed in the Tribune to solicit letters of intent, with the initial deadline being June 14th, 2024. At the June Meeting the Trustees can schedule interview dates if there are multiple letters received. Ms. Reis reported that per statute, another Trustee needs to be appointed within sixty (60) of the resignation, which would be July 16th, 2024. If no letters of intent are submitted by this date, a special election will need to be held.

b. Town Manager

Mr. Patterson provided an update on the Jess Price Park construction project. Everything is going as scheduled, and the paving behind the park is finished. The Planning Commission is considering a new commercial district in Vivenda Parque and a new multi-family district South of Hermit Park. The Town did not receive the grant to install rectangular flashing safety beacons at Highway 69 and Hermit Park because the Town didn't have the right crash data. A safety crossing will still be put in place; it just won't have the flashing beacons. The TAP project will be put out to bid for paving behind Main St. and for the Powell Ave. improvements.

Mr. Fulton moved, and **Mr. Nordyke** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:

Erin Christie

Deputy Town Clerk

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
WEDNESDAY, JUNE 12, 2024
SPECIAL MEETING**

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CALL TO ORDER

Mayor Pro-Tem Mowry called the meeting to order at 4:00 P.M.

ROLL CALL

The following members were present: Mayor Pro-Tem Mowry, Mr. Nordyke, Mr. Wilhelm, and Mr. Dembosky. Mayor Wenke and Mr. Fulton via Zoom.

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Mowry led the Pledge of Allegiance.

OTHERS PRESENT

Don Scanga-CDOT, Caleb Patterson, Kathy Reis, Via Zoom- Nathan Silberhorn, Kerry Scheurck, Mike Langston, Zac Langston, Nick Marsicano

ORDER OF BUSINESS

a. Bid opening for the Westcliffe Phase II TAP project.

Bid opening started at 4:00 p.m.

Nathan Silberhorn with Ayres and Associates reviewed with the participants the following: The Bid Bond, Proposal, Preliminary Statement, Bidders Qualifications, Acknowledgment of Affirmative Action Plan, Certification of Non-Segregated Facilities, CDOT Form 606, CDOT Form 1413, CDOT Form 1414 are all signed and complete.

The Bid Schedule was then opened. There is a base project and 5 alternates.

He read the bid from Langston Concrete as follows:

Base bid-\$1,856,285.00

Base bid plus Alternate 1 - \$2,085,727.00

Base bid plus Alternates 1 & 2 - \$2,233,265.00

Base bid plus Alternates 1, 2 & 4 - \$2,401,859.00

Base bid plus Alternates 1, 2, 4 & 3 - \$2,968,592.00

Base bid plus Alternates 1, 2, 4, 3 & 5 - \$3,076,648.00

BOARD OF TRUSTEES
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WEDNESDAY, JUNE 12, 2024
SPECIAL MEETING

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ORDER OF BUSINESS CONTINUED

With the bids read, based on these bids the apparent low bid that most closely matches the available funding is from Langston Concrete, Inc., for the base bid plus bid alternate 1 for a total bid price of \$2,085,727.00.

As Project Engineer's recommendation to the Board of Trustees for the Westcliffe TAP Phase II be awarded to Langston Concrete, Inc. for the amount of \$2,085,727.00. This recommendation is contingent upon verification of required documents by Ayres Associates and consultation with Town staff, and CDOT.

There will be money remaining for the Force Accounts, contingency for unforeseen circumstances, and the Construction Management.

- b. Consideration of awarding the construction contract for Project 23360-Westcliffe Phase II, to Langston Concrete, subject to CDOT concurrence.**

ACTION: Mr. Nordyke moved, and Mr. Dembosky seconded to approve to submit a Notice of Award to CDOT for the Westcliffe Phase II project to Langston Concrete in the amount of \$2,085,727.00 for the Base Project plus Alternates 1. This recommendation is contingent upon verification of all required documents by Ayres Associates, in consultation with Town staff and CDOT. Motion carried.

- c. Consideration of approving an overmatch letter for the Westcliffe Phase II TAP project.**

This item is not needed due to the bid coming in under budget.

Mr. Dembosky moved, and Mr. Fulton seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

REVENUES RECEIVED IN MAY 2024

GENERAL FUND

Cash		
Joshua Knepp	Hermit & Memorial Parks Usage Fee 5/27/24	50.00
Joshua Knepp	Hermit & Memorial Parks Damage Deposits 5/27/24	200.00
Credit Card		
Stephanie Berry	Memorial Park rental usage fee 5/23/24	25.00
Stephanie Berry	Memorial Park rental damage deposit 5/23/24	100.00
Marcus Baird (Good News Global)	Hermit Park rental damage deposit 7/20/24	100.00
Marcus Baird (Good News Global)	Hermit Park usage fee 7/20/24	25.00
Custer County Schools	Hermit Park rental damage deposit 6/11/24	100.00
Custer County Schools	Hermit Park rental usage fee 6/11/24	25.00
Amber Loughrey	2024 New Business License	40.00
Checks		
High Mtn. Hay Fever Festival Assoc.	High Mtn. Hay Fever Festival Permit Fees	2,590.00
High Mtn. Hay Fever Festival Assoc.	High Mtn. Hay Fever Festival Damage Deposits	550.00
Oak Ridge Home	New Build Permit 325 Mineral Rd.	4,600.00
Yamabeeza, LLC	2024 Liquor License Renewal	125.00
Alteregotrip Property, LLC	Owner split cost w/ Town on alley culvert 104 Main St.	667.00
Jessica Oldendorf	Memorial Park Usage Fee 6/1/24	25.00
Jessica Oldendorf	Memorial Park Damage Deposit 6/1/24	100.00
Integrimark LLC	Sign Permit #S240522-1 502 Main St.	25.00
Gary Taylor (KLZR)	Block Party Street Closure damage deposit 5/25/24	250.00
Sangre de Cristo Fellowship	Special Use Permit Fee 8/31/24 - 9/2/24	50.00
Sangre de Cristo Fellowship	Special Use Permit Damage Deposit 8/31/24 - 9/2/24	300.00
Wet Mt. Valley Food Coop	2024 Business License Renewal plus late fee	50.00
United Methodist Church (Lynn Butler)	Hermit Park Rental usage fee 8/11/24	25.00
United Methodist Church (Lynn Butler)	Hermit Park Rental damage deposit 8/11/24	100.00
Joan Broadston	Hermit Park Rental damage deposit 5/24/24	100.00
Joan Broadston	Hermit Park Rental usage fee 5/24/24	25.00
West Custer County Library	Memorial & Hermit Parks damage deposit	100.00
Cathy Snow (Valley Strong)	Street Closure damage deposit 8/31/24 Car Show	250.00
Crystal Mt. Center of Performing Arts	Special Event & Liquor Permit June 2024	210.00
Empower	Reimbursement for overpaying Town share retirement	85.53
Michael Seldden	Fence Permit #F240524-2 102 Crista Lane	100.00
Caleb Patterson	Fence Permit #F240530-1 8 Bassick Lane	100.00
Black Hills Energy	April Franchise Fee	2,401.60
Custer County Treasurer		30,435.24
	INC- Current Interest	0.06
	MHC- Current Taxes MH	28.95
	PPC- Current Personal Property	1,055.01
	RBC-Current Road & Bridge	9,081.95
	RLC-Current Tax	19,305.45
	SAC- Current State Assessed	763.08

	SOA-Specific Ownership A	198.39
	SOB-Specific Ownership B	607.05
	TFC-Treasurer Fee	- 604.70
United Business Bank	Interest	22.38
State of Colorado	Cigarette Tax	111.20
State of Colorado	Sales Tax 2%	63,051.66
State of Colorado	Highway Users Tax	3,614.17
GENERAL FUND CHECKING REVENUE RECEIVED IN MAY 2024		\$110,728.78

CSafe-GF Core-11	Interest	2,601.34
CSafe-3% Tabor Reserve-13	Interest	221.56
CSafe-GF Reserve-14	Interest	1,825.22
CSafe-GF Reserve-16	Interest	95.48

TENNIS COURT PROJECT CHECKING

TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN MAY 2024		\$0.00

MUNICIPAL COURT CHECKING REVENUE RECEIVED IN MAY 2024		\$0.00

REVENUES RECEIVED IN MAY 2024

CONSERVATION TRUST FUND

United Business Bank	Interest	0.42
CONSERVATION TRUST FUND REVENUE RECEIVED IN MAY 2024		\$0.42

CSafe-CF Core 15	Interest	\$200.40
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CAPITAL FUND

United Business Bank	Interest Capital Fund Checking	16.15
State of Colorado (Town of Westcliffe)	1% Sales Tax	31,525.83
Verizon Wireless	Lease Payment	1,000.00
Custer County Treasurer	Clerk Fees Sales Tax-1%	
State of Colorado	Reimb. Inv#8 TAP-ROW-23660	6,005.20
CAPITAL FUND CHECKING REVENUE RECEIVED IN MAY 2024		\$38,547.18

CSafe-CF Core 12	Interest	\$7,779.08
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BALANCE IN ALL FUND ACCOUNTS

GENERAL FUND CHECKING	\$196,422.68
CSafe-GF Core-11	\$563,744.30
CSafe-3% Tabor Reserve-13	\$47,988.46

CSafe-GF Reserve-14	\$395,540.92
CSafe-GF Reserve-16	\$20,673.24
TENNIS COURT PROJECT CHECKING	\$5,178.70
MUNICIPAL COURT CHECKING	\$2,407.70
TOTAL GENERAL FUND ACCOUNTS	\$1,229,548.30

CONSERVATION TRUST FUND CHECKING	\$10,020.25
CSafe-CF Core 15	\$43,411.94
TOTAL CONSERVATION TRUST FUND ACCOUNTS	\$53,432.19

CAPITAL FUND CHECKING	
CSafe-CF Core 12	\$1,685,903.72
TOTAL ALL CAPITAL FUND ACCOUNTS	\$1,685,903.72

CASH BALANCE OF ALL FUND ACCOUNTS **\$2,958,863.96**

NOTE: Transferred \$31,525.83 1% Sales Tax from General Fund Checking to Capital Fund Checking

GENERAL FUND

4 Rivers Equipment	Vehicle Maint./Parts	245.58
Altitude Community Fitness	2024 Donation Request Reimbursment	4,000.00
Bear Ridge Construction	Street Closure Damage Deposit Refund	250.00
Berry, Stephanie	Park Rental Damage Deposit Refund	100.00
Black Hills Energy	Lights/Electric	1,677.78
Broadston, Joan	Park Rental Damage Deposit Refund	100.00
Bruckners Truck & Equipment	Vehicle Maint./Parts	880.75
Buchner, Clayton, Attorney at Law	Attorney Fees	1,435.50
Camper, Charla	Park Rental Damage Deposit Refund	100.00
Card Services	Office Supplies	1,697.92
Car Quest Auto Parts	Vehicle Maint./Parts	171.26
CenturyLink	Phone/Elevator	49.52
City of Florence Attn. Cortlyne Huppe	CML Event Fee - Employee attendance	27.00
Cook, Don	Park Rental Damage Deposit Refund	100.00
Custer County Landfill	Clean Up Day - Mattress drop off fee	65.00
Custer County Rd. & Bridge	Street Maint.& Fuel	705.44
Custer County Sheriff's Office	2024 2nd Qtr contract	15,537.50
Denver Industrial Sales & Service CO.	Street Maint./Cold Patch	1,970.44
ERB Element	Communication Services	3,225.00
Evert, Brianna	Park Rental Damage Deposit Refund	100.00
Hilltop Broadband	Internet	320.45
Krall, Laura	Park Rental Damage Deposit	100.00
Knepp, Joshua	2 Park Rental Damage Deposit Refund	200.00
Lowe's Pay and Save, Inc.	Supplies	13.96
Munson, Teri	Hermit Park Rental Damage Deposit Refund	100.00
Norup Gas	Propane	912.44
Oldendorf, Jessica	Park Rental Damage Deposit Refund	100.00
Patterson, Caleb	Employee reimbursement Town Hall supplies	53.70
ProCom, LLC	Two pre-employment drug tests	83.00
Rock Parts Company	Vehicle Maint./ Parts	282.16
Round Mtn. Water & Sanitation District	Water & Sewer	3,680.90
Sangre de Cristo Sentinel	Publications	130.00
Seifert Enterprises, LLC	Street Maint./Supplies	763.66
Shiple, Deanna	Park Rental Damage Deposit Refund	100.00
Skyline Steel	Street Maint./Culvert	1,334.40
Town of Silver Cliff	Food reimbursement - Clean Up Day	254.26
Uline	Supplies	1,970.39
Valley Ace Hardware	Supplies	337.26
Vogelsong, Paul & Donna	Hermit Park Rental Damage Deposit Refund	100.00
Westcliffe Petroleum Inc.	Park Maint./Propane	61.96
Xerox Corporation	Meter Read/Lease Payment	127.13

Payroll Expenses

CEBT	Employer/Health Ins.	1,850.08
CEBT	Employee/Health Ins.	536.60
EFTPS	May Payroll Taxes	8,605.78
GWRS	Employee Share Retirement Fund (ACH)	4,848.85
GWRS	Employer Share Retirement Fund (ACH)	1,020.22

BILLS TO DATE	\$60,325.89
MAY 2024 PAYROLL	\$26,663.35
TOTAL GENERAL FUND EXPENDITURES FOR MAY 2024	\$86,989.24

CAPITAL FUND

Ayres Associates, Inc	CDOT SA# 23660 ROW Phase	2,972.25
Ayres Associates, Inc	CDOT SA#23660 Design Phase	4,151.55
Ayres Associates, Inc	CDOT SA#23660 Design Phase	1,640.92
Academy Paving	Improv/Parking Lot/N. alley JP Park	35,750.00
Deere Financial	Lease Payment	930.74
DHM	Parks/Construction Management	1,000.00
Rocky Mountain Chipseal, LLC	Down payment chipseal project	\$15,000.00
TOTAL CAPITAL FUND EXPENDITURES FOR MAY 2024		\$61,445.46

Town of Westcliffe
General Fund P&L Budget
May 2024

	May 24	Budget	Jan - May 24	YTD Budget	Annual Budget
Income					
7000 · General Property Taxes	35,760.49	5,617.08	64,768.16	28,085.44	67,405.00
7050 · Specific Ownership Taxes	805.44	666.66	3,504.30	3,333.38	8,000.00
7100 · Town Sales Taxes	63,421.66	76,721.70	295,199.93	383,608.55	920,660.45
7101 · Town Sales Tax License	40.00	416.66	3,933.75	2,083.38	5,000.00
7106 · Penalties & Int-Delinquent Tax	0.06	16.66	8.48	83.38	200.00
7115 · Franchise Fee	2,401.60	2,916.66	15,816.94	14,583.38	35,000.00
7125 · Building & Zoning Permits	9,050.00	3,333.33	19,814.00	16,666.69	40,000.00
7126 · Fence & Sign Permits	225.00	150.00	350.00	750.00	1,800.00
7127 · Special Use By Review Permits	0.00	50.00	0.00	250.00	600.00
7130 · Traffic Fines & Ordinances	0.00	8.33	25.00	41.69	100.00
7140 · Liquor Licenses/Special Events	265.00	125.00	1,768.75	625.00	1,500.00
7148 · Disposable Bag Fee	0.00	0.00	1,417.24	0.00	0.00
7150 · Cigarette Tax	111.20	166.66	831.49	833.38	2,000.00
7160 · Interest Income	4,743.60	9,282.92	28,710.36	46,414.56	111,395.00
7165 · Miscellaneous Income	4,241.99	83.33	6,015.05	416.69	1,000.00
7200 · Highway Users Tax	3,614.17	2,584.25	14,163.96	12,921.25	31,011.00
7205 · Road & Bridge Funds	9,081.95	3,027.22	25,270.01	15,136.08	36,326.62
7300 · Tennis Court Donation Fund	0.00	8.33	0.00	41.69	100.00
7305 · Events Center-Rental Fees	2,450.00	258.33	2,450.00	1,291.69	3,100.00
7310 · Bluff Site Maint. Fee	0.00	0.00	3,318.94	0.00	0.00
7315 · Park Usage Fee	225.00	133.33	1,150.00	666.69	1,600.00
7845 · Federal Grant	0.00	16.66	0.00	83.38	200.00
Total Income	136,437.16	105,583.11	488,516.36	527,916.30	1,266,998.07
Gross Profit	136,437.16	105,583.11	488,516.36	527,916.30	1,266,998.07
Expense					
8000 · Trustees	74.29	333.33	743.58	1,666.69	4,000.00
8005 · Ordinances & Procedures	169.00	500.00	2,733.31	2,500.00	6,000.00
8010 · Colo. Muni League Dues	0.00	77.08	0.00	385.44	925.00
8015 · Elections	0.00	175.00	2,072.85	875.00	2,100.00
8020 · General Accounting	0.00	100.00	3,498.99	500.00	1,200.00
8025 · Auditing	0.00	816.66	4,000.00	4,083.38	9,800.00
8030 · Attorney	1,435.50	2,000.00	6,515.00	10,000.00	24,000.00
8035 · Insurance - General	0.00	1,329.50	15,965.87	6,647.50	15,954.00
8040 · Workman's Compensation	0.00	516.66	8,202.00	2,583.38	6,200.00
8050 · Colorado State Unemployment	59.29	86.25	322.20	431.27	1,035.02
8100 · Town's Share FICA	2,287.84	1,782.54	10,437.90	8,912.64	21,390.42
8110 · Town's Share MEDI	535.05	416.88	2,441.11	2,084.44	5,002.60
8115 · Town Share Health Insurance	2,571.63	3,735.83	13,650.56	18,679.19	44,830.00
8120 · Town Share Retirement Fund	1,885.57	1,725.03	6,125.40	8,625.19	20,700.40
8200 · Clerk/Treasurer Wages	5,166.67	4,611.37	25,833.35	23,056.81	55,336.40
8205 · Deputy Clerk	9,190.98	9,345.67	43,914.84	46,728.31	112,148.00
8208 · Communications Manager	3,000.00	3,000.00	15,000.00	15,000.00	36,000.00
8210 · Clerk Education	0.00	83.33	274.76	416.69	1,000.00
8215 · Office Supplies	570.04	150.00	2,311.67	750.00	1,800.00
8220 · Town Manager Wages	5,500.00	5,500.00	27,500.00	27,500.00	66,000.00
8225 · Manager/Bldg/Zoning Education	0.00	166.67	1,163.09	833.31	2,000.00
8235 · Building Inspector	1,262.48	3,012.53	5,926.23	15,062.69	36,150.40
8240 · County Treasurer's Fees	604.70	166.67	1,508.80	833.31	2,000.00

Town of Westcliffe
General Fund P&L Budget

May 2024

	<u>May 24</u>	<u>Budget</u>	<u>Jan - May 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
8280 · Payroll Expenses	12.96	0.00	12.96	0.00	0.00
8300 · Town Hall Maintenance	936.57	416.67	11,754.94	2,083.31	5,000.00
8308 · Town Hall Utilities	864.57	708.33	3,763.99	3,541.69	8,500.00
8310 · Lease Equipment	0.00	14.00	0.00	70.00	168.00
8315 · Lease Principal	0.00	90.94	0.00	454.64	1,091.22
8316 · Lease Interest	0.00	15.57	0.00	77.79	186.78
8405 · Animal Control	0.00	43.75	780.42	218.75	525.00
8410 · Organizational Membership Du...	0.00	75.00	0.00	375.00	900.00
8505 · Townman Education	27.00	166.67	27.00	833.31	2,000.00
8508 · Street & Park Supervisor	0.00	4,959.89	0.00	24,799.47	59,518.70
8510 · Street and Park Tech Wages	16,309.66	10,439.30	67,946.40	52,196.50	125,271.60
8515 · Street Maintenance & Fuel	5,612.09	4,750.00	14,009.47	23,750.00	57,000.00
8520 · Emergency Snow Removal	0.00	2,500.00	0.00	12,500.00	30,000.00
8525 · Street Lighting	1,105.04	1,250.00	5,373.13	6,250.00	15,000.00
8530 · Vehicle & Equip. Maintenance	1,940.24	2,083.33	12,056.90	10,416.69	25,000.00
8538 · Shop Maintenance	749.74	833.33	7,244.16	4,166.69	10,000.00
8540 · Shop Utilities	625.53	583.33	3,043.29	2,916.69	7,000.00
8545 · Highway Barn Utilities	396.63	583.33	2,144.07	2,916.69	7,000.00
8550 · Highway Barn Maint.	0.00	166.67	0.00	833.31	2,000.00
8600 · Park Utilities	3,599.80	1,666.67	7,735.70	8,333.31	20,000.00
8605 · Park Maintenance	601.82	5,000.00	6,549.43	25,000.00	60,000.00
8700 · Custer County Sheriff	15,537.50	5,179.17	31,075.00	25,895.81	62,150.00
8800 · Donations	4,000.00	2,383.33	4,569.02	11,916.69	28,600.00
8805 · Grants/Local	0.00	2,083.33	0.00	10,416.69	25,000.00
8806 · American Rescue Plan Expenses	0.00	9,668.19	0.00	48,340.95	116,018.28
8807 · Marketing	769.00	1,250.00	1,974.00	6,250.00	15,000.00
8810 · Contingencies	0.00	1,666.67	0.00	8,333.31	20,000.00
8811 · Contribution to/fromCapital Fun	0.00	38,333.33	460,000.00	191,666.69	460,000.00
Total Expense	87,401.19	136,541.80	840,201.39	682,709.22	1,638,501.82
Net Income	49,035.97	-30,958.69	-351,685.03	-154,792.92	-371,503.75

TOWN OF WESTCLIFFE
Capital Fund P&L Budget
May 2024

	May 24	Budget	Jan - May 24	YTD Budget	Annual Budget
Income					
CRF7160 · Interest Income	7,795.23	4,666.67	34,789.81	23,333.31	56,000.00
CRF7212 · Grant (New Town Property)	0.00	20,833.33	0.00	104,166.69	250,000.00
CRF7220 · Grants (New) RW	5,100.00	178,327.50	6,294.00	891,637.50	2,139,930.00
CRF7223 · CDOT Grants (Existing) RW	6,005.20	0.00	19,185.74	0.00	0.00
CRF7270 · Lease Proceeds Verizon Tower	1,000.00	1,000.00	4,000.00	5,000.00	12,000.00
CRF7285 · 1% Sales Tax from General Fu...	31,525.83	38,381.25	146,959.97	191,906.25	460,575.00
CRF7810 · Transfers From General Fund	0.00	38,333.37	0.00	191,666.41	460,000.00
Total Income	51,426.26	281,542.12	211,229.52	1,407,710.16	3,378,505.00
Expense					
CRF9011 · CIP Roadway (Existing)	50,750.00	25,833.33	50,750.00	129,166.69	310,000.00
CRF9012 · CIP Town Property (Existing)	0.00	33,750.00	9,782.00	168,750.00	405,000.00
CRF9014 · Equipment Debt Service	1,861.48	930.75	5,584.44	4,653.75	11,169.00
CRF9025 · CIP Roadway (New)	0.00	189,660.87	0.00	948,303.91	2,275,930.00
CRF9026 · CIP-Town Property (New)	0.00	23,958.33	0.00	119,791.69	287,500.00
CRF9027 · CIP-Equipment (New)	0.00	4,416.67	32,105.92	22,083.31	53,000.00
CRF9101 · Improvements-Design	23,964.72	3,750.00	63,333.32	18,750.00	45,000.00
Total Expense	76,576.20	282,299.95	161,555.68	1,411,499.35	3,387,599.00
Net Income	-25,149.94	-757.83	49,673.84	-3,789.19	-9,094.00

**Town of Westcliffe
CTF Fund P&L Budget
May 2024**

	<u>May 24</u>	<u>Budget</u>	<u>Jan - May 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
7000 · State Lottery Income	0.00	458.33	1,702.37	2,291.69	5,500.00
7050 · Interest Income	200.82	6.83	988.30	34.19	82.00
Total Income	<u>200.82</u>	<u>465.16</u>	<u>2,690.67</u>	<u>2,325.88</u>	<u>5,582.00</u>
Gross Profit	200.82	465.16	2,690.67	2,325.88	5,582.00
Expense					
9001 · Capital Outlay	0.00	4,166.66	0.00	20,833.38	50,000.00
Total Expense	<u>0.00</u>	<u>4,166.66</u>	<u>0.00</u>	<u>20,833.38</u>	<u>50,000.00</u>
Net Income	<u><u>200.82</u></u>	<u><u>-3,701.50</u></u>	<u><u>2,690.67</u></u>	<u><u>-18,507.50</u></u>	<u><u>-44,418.00</u></u>

2024 SALES TAX & PRIOR YEARS COMPARISONS

	2020	2021	2022	2022	2022	2023	2023	2023	2024	2024	2024	% +/-
		3% total	2% of total (General Fund)	1% of total (Capital Fund)	3% Total Sales Tax	2% of total (General Fund)	1% of total (Capital Fund)	3% Total Sales Tax	2% of total (General Fund)	1% of total (Capital Fund)	3% Total Sales Tax	
JAN	34,234.63	69,693.17	52,130.67	26,065.34	78,196.01	56,099.57	28,049.78	84,149.35	60,846.07	30,423.03	91,269.10	8.46%
		150.80				9.67	4.83	14.50	48.33	24.17	72.50	
FEB	32,835.27	62,025.70	47,263.31	23,631.66	70,894.97	54,313.68	27,156.84	81,470.52	49,944.13	24,972.07	74,916.20	-8.05%
		232.01				29.00	14.50	43.50				
MAR	51,033.37	88,768.43	62,836.37	31,418.18	94,254.55	66,060.05	33,030.03	99,090.08	63,051.66	31,525.83	94,577.49	-4.55%
		15.95										
APR	46,184.28	77,315.01	63,620.32	31,810.16	95,430.48	58,872.59	29,436.30	88,308.89	61,648.47	30,824.23	92,472.70	4.72%
						106.34	53.17	159.51				
MAY	51,540.56	101,149.31	65,844.72	32,921.39	98,764.18	74,702.82	37,351.37	112,054.19				-100.00%
JUNE	69,361.40	121,572.25	87,594.31	43,797.16	131,391.47	90,134.77	45,067.39	135,202.16				-100.00%
						145.00	72.50	217.50				
		2% of total (General Fund)										% +/-
JULY	65,272.29	117,054.99	88,247.65	44,123.83	132,371.48	87,355.27	43,677.64	131,032.91				-100.00%
		130.50										
AUG.	59,524.79	88,928.52	85,806.99	42,903.49	128,710.48	82,683.95	41,341.97	124,025.92				-100.00%
						174.00	87.00	261.00				
SEPT.	79,591.87	118,962.80	99,847.81	49,923.90	149,771.71	88,920.30	44,460.15	133,380.45				-100.00%
						87.00	43.50	130.50				
OCT.	58,001.14	99,222.56	70,957.73	35,478.87	106,436.60	71,952.51	35,976.25	107,928.76				-100.00%
		74.43				7.73	3.87	11.60				
NOV.	52,631.93	92,901.48	69,942.02	34,971.01	104,913.03	70,581.29	35,290.64	105,871.93				-100.00%
		44.47	7.25									
DEC.	66,270.58	101,609.63	71,268.61	35,634.30	106,801.41	49,448.45	24,724.23	74,172.68				-100.00%
TOTAL	547,579.60	845,999.44	865,360.51	432,679.29	1,237,258.96	851,683.99	425,841.96	353,076.84	235,538.66	117,769.33	353,307.99	0.07%

Proposed	510,000.00	898,561.65	802,216.84	401,108.42	1,203,325.26	842,327.68	421,163.84	1,263,491.52	920,660.45	460,575.00
Actual	547,579.60	1,139,740.36	865,360.51	432,679.29	1,297,936.37	851,683.99	425,841.96	353,076.84	235,538.66	117,769.33
Difference	-37,579.60	-241,178.71	-63,143.67	-31,570.87	-94,611.11	-9,356.31	-4,678.12	910,414.68	685,121.79	342,805.67

TOWN OF WESTCLIFFE
REQUEST TO BE PLACED ON AGENDA

Office of the Town Clerk
P.O. Box 406
Westcliffe, CO. 81252
townclerk@townofwestcliffe.com
719-783-2282

X Westcliffe Town Board _____ Board of Adjustments
_____ Westcliffe Planning Commission

Here are things you need to know:

- You must contact the Town staff prior to coming to the Board. Quite often the issue can be resolved by staff action.
- Please plan on attending the meeting. The Board of Trustees will be unable to take action without a representative in attendance.

Please complete the following information and return this form no later than ten (10) days prior to the Board meeting to the above address or bring it to the Town Hall at 1000 Main Street our office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. (Regular Board meetings are scheduled for the third Tuesday of each month.)

Name of person making presentation: Bianca Treucker
Organization, if speaking on behalf of a group: Lodging Properties of Westcliffe
+ Racers Lodging
Is this a request for Board action? Yes No

Please provide a summary of your comments:

I would like a direction and intent
officially stated from the town board and
Town legal council before going into a workshop
to give a frame work of what concerns are to be addressed.
I would also suggest that the ordinance to date be set
aside and started from the beginning.

What staff member have you spoken to about this? Please summarize your discussion:

Aaron Erin

Contact information:

Name: Bianca Treucker
Mailing Address: 414 Main Street
W.C. CO 81252
email: coloradoearthseats@gmail.com
Daytime Phone: 719-210-1515

N.B.

Consideration of request by Travis to continue...

TOWN OF WESTCLIFFE
REQUEST TO BE PLACED ON AGENDA

Office of the Town Clerk
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Name of person making presentation: Travis Roundtree

Organization, if speaking on behalf of a group: RGE, LLC

Is this a request for Board action? Yes No

Please provide a summary of your comments:

To continue work on wireless camera system.

What staff member have you spoken to about this? Please summarize your discussion:

Caleb Patterson

Contact information:

Name: Travis Roundtree
Mailing Address: 449 Dilley Rd, Westcliffe
Colorado, 81252
rgegov.com
email: travis@rgegov.com
Daytime Phone: 719 341 5297
783 2727

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, MAY 7th, 2019
REGULAR MEETING**

Page-4-

NEW BUSINESS CONTINUED

ACTION: Ms. Gluschke moved and Mayor Wenke seconded for approving bid for purchasing and installing blinds at 1000 Main to Ravenwood's, option #3 with the understanding that she would need to match the bid that was given from CCI for the amount of \$2,407.56. Motion carried.

f. Consideration of appointing a Westcliffe representative to the UAACOG board and E-911.

Mayor Wenke will be the representative for UAACOG with Clerk Reis as alternate. Deputy Clerk Jennings will be the board member for E-911 with Clerk Reis as alternate.

g. Consideration of request to approve a bid for security cameras.

Mr. Travis Roundtree who is a government contractor, gave the board a presentation on the security cameras that the town wants to place in the parks, observatory, that covers the area and identifies the person. The equipment should last about 7-15 years out depending on the elements. There is factory warranty on equipment. Camera's will be installed before middle of June. The original bid with tax was \$6,878.25. The board wanted an extra camera and antenna which brought the cost up to \$8,147.75 minus the tax for \$98.25.

Sheriff Byerly would like to be a user of the camera as well as staff member which is Mr. Carter.

It would be 5 cameras in all. Observatory-1, Bluff-1, Hermit & Memorial Park-2 and Jess Price Park-1. You can add additional cameras as needed.

ACTION: Mayor Wenke moved and Mr. Bistodeau seconded to approve the current bid for security cameras plus the additional second camera and antenna for the cost of \$8,147.75. Motion carried.

STAFF & COMMITTEE REPORTS

a. Report from Town Clerk –

Clerk Reis reminded the board that the G402 training at 4:00-7:00pm on May 21st at the Senior Center food will be served.

June 1st is clean-up day. The Commissioners donated the space at the landfill for this year. NO TIRES, NO ELECTRONICS, NO CONSTRUCTION TRASH.

Cheryl Trent will be here first part of June and wanted to know a good date and time for the board to meet with her. It was decided that June 11th at 4:00PM would be good for all.

Clerk Reis spoke to DOLA regarding the money that was left over from the grant in the amount of \$2,100.00, is earmarked for landscape at the town hall. Mayor Wenke said that he would donate 50% of cost towards the town to place SYNLaw (plant based artificial grass)

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING
-Page 1 -**

CALL TO ORDER

Mayor Wenke called the meeting to order at 5:30 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Mr. Mowry, Ms. Lund, Mr. Fulton, Mr. Dembosky, Mr. Nordyke, and Mr. Wilhelm.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis, Erin Christie, Caleb Patterson, Attorney Clay Buchner, Chuck Jagow, Rich Smith, Jeremiah Coleman, Julie Baker, Devon Moeller (Zoom), Elliot Jackson (Zoom), and Craig Cutter (Zoom).

TREASURER’S REPORT

	REVENUE RECEIVED	BALANCE OF ACCOUNTS
General Fund Checking:	\$ 89,125.69	\$ 83,929.36
CSafe-GF Core 11:	\$ 5,240.38	\$ 1,110,870.40
CSafe-3% Tabor Reserve 13:	\$ 222.44	\$ 47,120.16
CSafe-General Fund Reserve-14	\$ 1,832.32	\$ 388,390.06
CSafe-Tennis Ct.-Core-16	\$ 96.02	\$ 20,298.88
Tennis Court Checking:	\$ 0.00	\$ 5,178.70
Municipal Court Checking:	\$ 25.00	\$ 2,407.70
Conservation Trust Fund Checking:	\$ 0.35	\$ 8,316.31
CSafe-CF Core 15	\$ 201.16	\$ 42,626.72
Capital Fund Checking:	\$ 43,582.78	\$ 157,548.17
CSafe-CF Core 12:	\$ 5,645.92	\$ 1,196,830.38

EXPENDITURES FOR JANUARY 2024:

GENERAL FUND:	\$ 87,605.27
MUNICIPAL COURT:	\$ 0.00
TENNIS COURT:	\$ 0.00
CONSERVATION TRUST FUND:	\$ 0.00
CAPITAL FUND:	\$ 22,142.72

APPROVAL OF CONSENT AGENDA

- a. Approval of minutes – January 16, 2024 Regular meeting.
- b. Treasurer’s Report
- c. Approval of Bills

ACTION: Mr. Wilhelm moved, and Mr. Fulton seconded to approve the consent agenda. Motion carried.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING**

-Page 2 -

OLD BUSINESS

None

NEW BUSINESS

a. Sheriff's 2023 4th quarter report.

Sheriff Smith reported that they are 100% staffed and have received updated gear and standardized equipment. They are working on modernizing their fleet. Reported crimes were down in both 2022 and 2023. A goal for 2024 is to focus on increased fire mitigation. There will be two events this summer: The Kids Coalition and the National Night Out.

Mayor Wenke expressed concern about the possibility of migrants coming to Westcliffe because the Town has no resources to offer and is seeking direction from the Board as to how to proceed if this occurs.

Attorney Buchner stated that the Town does not have a legal right to expel people without cause. Since the Town does not know the status of a particular person – they could be a legal asylee, a homeless U.S. citizen, or be here on a work visa – the Town cannot involuntarily move anyone nor arrest a person unless they committed a crime. The Town does not have a vagrancy or camping regulation statute, and the State does not have a requirement that a person must obtain a permit to camp.

Sheriff Smith reported that reservations can be made at Loaves & Fishes in Canon City and Pueblo shelters for those who need a meal and a place to stay overnight. Mr. Coleman reported that he attended a meeting with the emergency manager, the public health representative, and the school superintendent to create a plan, which could include housing a person temporarily overnight in the gymnasium and then taking them to one of the shelters in Canon City or Pueblo the following day.

Mayor Wenke will touch base with both Silver Cliff and the County to create a joint plan of action to be prepared in advance if migrants are brought to the area.

b. Fire Department update.

Mr. Coleman reported that their average response time is just over 7 minutes. There are 24 volunteers currently. He will be applying for a grant to obtain a new fire engine. They are working on a station remodel to add a second story for firefighter accommodations.

Per Mayor Wenke, at the next Board of Trustees Meeting, there will be a discussion to review fire code ordinances and inspection requirements.

c. Charge Point update.

Mr. Moeller reported that the \$12,000 maintenance fee with Charge Point for the electric vehicle charging stations is unnecessary because a third-party contractor can be used. The \$5,000 every five years fee is necessary for system connectivity and access to the dashboard

BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING

-Page 3 –

NEW BUSINESS CON'T

Network. There will be a rebate payment to the Town from Black Hills Energy to offset the purchasing price and interconnection costs of the charging stations, along with a grant payment from the State. Black Hills Energy has offered to pay for training for local electricians to become certified to maintain the equipment.

- d. **Consider appointing a project and bid review committee for the four 2024 construction projects.**

Mr. Patterson reported that there are multiple projects occurring this summer and requested that some Board members assist in reviewing bids. Ms. Reis explained that this was beneficial with a previous project where there were four Board members that acted as a review committee so any construction issues could be resolved within 24 hours, rather than waiting to get all seven Board members to convene.

Mayor Wenke appointed Mr. Fulton and Mr. Dembosky to assist the Town Manager in reviewing construction bids.

- e. **Consideration of a request to move forward with affordable housing as recommended by the Planning Commission.**

Mr. Patterson reported that the Planning Commission recommends that the Board give him direction on looking for developers for Proposition 123 housing. Mayor Wenke requested research on water, sewer, and streets by developers and the affiliated costs.

ACTION: Mr. Fulton moved, and Ms. Lund seconded to allow the Town Manager to seek developers for Proposition 123. Motion carried.

- f. **Consideration of adopting the 2018 Appendix Q, Title 3, Section 1, Chapter 2, Tiny Homes recommended by the Planning Commission.**

Mr. Patterson reported that the minimum home size requirement is 550 square feet. Adopting the tiny home code would assist in inspections and supplement the Town's current code.

Attorney Buchner reported that the Town can still zone where tiny homes are allowed. Adopting the code will address how to inspect a tiny home that has a loft with stairs or a bathroom that ordinarily would not pass inspection under the current building code.

It was decided that after more research is done by Mr. Buchner there will be an Executive Session scheduled where he can give legal advice on the issue and how to adopt or amend the ordinance.

Per Mayor Wenke, the issue will be tabled for an Executive Session.

BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING

-Page 4 -

NEW BUSINESS CON'T

g. Discuss changing the street lights in town for Dark Skies compliance starting in 2025.

Mr. Cutter reported that there are 66 total lights remaining to change to LED dark skies compliant, and the cost would be \$19,000. There are 32 Main Street decorative lights, and he recommended making them all uniform. 50-Watt LED decorative lights would cost \$98,000 compared to 100 Watts would cost \$105,000.

Mr. Cutter will research other options on the wattage of the bulbs to try to lower the cost and will confer with the Board before the next meeting.

h. Consideration of applying for a Highway Safety Improvement grant (HSIP) and possibly committing funds for 2024

Mr. Patterson reported that the HSIP grants are used to prevent crashes, with no match requirement on state highways and 10% match on local roads. LOMA funds can be used to offset the match cost. Specifically, this grant would be used to address the safety crossing between Hermit and Memorial Parks. It would consist of finishing the sidewalk around the park's perimeter, creating a rectangular safety crossing with flashing lights, installing curbs and gutters around the Memorial Park parking lot, and a sidewalk connecting the parks.

Ms. Reis expressed concern over the cost needed up front to begin, as there are already three projects this summer that could potentially go over budget. The grant in question requires the project to be complete in 2027, so this could start next year rather than this year because there is a time gap in when the Town would be reimbursed.

ACTION: Mayor Wenke moved, and Mr. Dembosky seconded to approve applying for the HSIP grant now but beginning engineering and construction in 2025. Motion carried.

i. Consider applying for LOMA (Local Matching Funds)

ACTION: Ms. Lund moved, and Mr. Dembosky seconded to apply for matching LOMA funds for the HSIP grant. Motion carried.

STAFF & COMMITTEE REPORTS

a. Report from Town Manager

Mr. Patterson reported that the Park Committee has created new designs for Memorial Park. In the future, he wants to re-green Main Street by planting more trees and having planter boxes. A DOLA grant will be used to install a new bathroom in Hermit Park.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, FEBRUARY 20, 2024
REGULAR MEETING**

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STAFF & COMMITTEE REPORTS CON'T

Dark Skies reached out to Mr. Patterson regarding the lights used by the Saddle Club, and he is seeking direction from the Board on how to proceed. Attorney Buchner recommended allowing the lights to be used for the rodeo's four nights and for other events that apply for special event permits. He will draft the ordinance, which will be discussed at the March Board of Trustees Meeting.

Mr. Fulton moved, and **Ms. Lund** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Erin Christie
Deputy Town Clerk

rec'd 6/13
@ 1:40

June 13th, 2024

Trustees of the Town of Westcliffe,

I am submitting this letter of intent for consideration of filling the recent Trustee position vacated by the recent resignations of a Trustee.

I was born in Canon City in 1958 to Ernest Carl Jagow and Mary Helen Jagow. My father's grandparents were members of the second large group of Germans coming to the valley. My mother's grandparents were part of the English who settled in the Northwestern part of the valley in the 1900s. My mother, sister and I moved to the valley in the spring of 1966 where I was enrolled in third grade under the tutelage of Miss Clara Reida. I graduated from Custer County High School in 1976.

I joined the US Navy in August of that year and spent over ten years working as a computer electronics technician on USN attack and missile submarines. I was discharged from the Navy in 1987. I began working as a defense contractor supporting the Combat Systems on US Navy submarines. In 1999 I left my civilian life again and began working for the US Government as a Combat Systems Engineer for Naval Sea Systems Command. In 2013 while still working for Naval Sea Systems Command, I executed a drastic career change and became a Contracting Officer's Representative managing US Navy contracts with various defense contractors. In December of 2020 I retired from the federal workforce.

After our retirement we sold our modest home in Chesapeake Virginia and packed everything up including five dogs and two cats in a rental truck and everyone came to Westcliffe. We had intended upon building a retirement house on our homesteaded property up near the end of Verdemont road, unfortunately the COVID epidemic raged and caused tremendous price increases in building materials. We ended up buying buy a home in Westcliffe and decided to pursue building a cabin up on our homesteaded property later.

The last couple of decades I have enjoyed being an amateur astronomer, which was initiated by my wife Karen who gave me a small, computerized telescope the Christmas of 2002. In 2003 I joined the local Back Bay Amateur Astronomers in Virginia and over the course of time I served in every Board position of the club at least twice. Upon our move to Westcliffe, I was anxious to become involved with the Dark Skies of the Wet Mountain Valley. Early in 2022 Clint Smith who was the Dark Skies President resigned his position due to health issues and I was asked by the Board to fill in as the interim president. In January 2023 I was voted as replacement President by the Board. During my Dark Skies activities, I became involved with attending Westcliffe Town meetings while trying to resolve some perceived issues with the Westcliffe streetlights that the Dark Sky organization help fund. After my first Trustee's meeting, I have attended many monthly meetings and learned much about the workings of Westcliffe and what the Trustees and Mayor do. In addition to involvement with Dark Skies, I am also very active in the Wet Mountain Valley Rotary club where I have been elected to serve as the President for 2024-2025 year. I am also serving on the Westcliffe Planning Commission.

I am married to my wife Karen, of 46 years and we have had two grown children, with six grandchildren, unfortunately our daughter died in February of 2022 from medical complications. We still have five dogs and now four cats that we are staff for. My hobbies still include amateur astronomy, motorcycles, photography and chasing deer from our yard.

In closing, I am simply a concerned Westcliffe citizen who believes that I could help my fellow citizens by serving as a Trustee. While I am not currently a business owner or a significant landowner of property within the Town, I am a citizen that has little or no financial interest in anything other than our house on 5th Street but can make sound decisions based upon my experience. This will be my third run at a Trustee position, which they say the third time is charm, if it is not, then the message will be received, and I will not waste the Town's time anymore.

v/r



Charles "Chuck" Jagow
310 S. 5th St., Westcliffe, CO 81252
757-635-7241 Cell, 719-783-3548 Home, chuck@jagowds.com

CHARLES A. JAGOW

email: chuck@jagowds.com

310 S. 5th St.

Westcliffe, CO. 81252

(757) 635-7241

NOTABLE QUALIFICATIONS

- ♦ Active member of the Westcliffe Planning Commission.
- ♦ Wet Mountain Valley ROTARY club President Elect for year 2024-2025.
- ♦ President of the Dark Skies of the Wet Mountain Valley Inc.
- ♦ Experienced DoD Contracting Officer Representative, handled a wide variety of complex multiple million-dollar contracts.
- ♦ Experienced Combat Systems Engineer for USN surface and subsurface vessel.
- ♦ Experienced in the teaching of intricate computer peripheral operation and theory of operation.
- ♦ Expert in the coordination, installation, and testing of a wide range of computer-based systems & software.
- ♦ Experienced in writing both Commercial and Military technical manuals.
- ♦ Fluent in computer software development utilizing assemblers, interpreters and compilers.

EXPERIENCE BACKGROUND

2021 - Present Retired –

2013 - 2020 Naval Sea Systems Command, Dept. of Defense.

Senior Contracting Officer Representative – Managed multi-million-dollar contracts supporting USN surface fleet operations.

1999 - 2012 Naval Sea Systems Command, Dept. of Defense.

Senior Systems System Engineer – Combat systems development/installation on CVN, LHA, LHD, SSN class ships.

1994 - 1999 UNIDYNE Corporation - Norfolk, VA.

Senior Combat Systems Analyst –

1994 SABTECH INDUSTRIES - Virginia Beach, VA.

Project Engineer – Responsible for Navy Tactical Data Interface projects.

1989 - 1994 RAYTHEON SERVICE COMPANY - Virginia Beach, VA.

Senior Field Engineer – Combat Systems field engineering services for all USN submarine CCS MK-1, MK-2 & MK-117 Underwater Fire Control Systems.

1987 - 1989 UNISYS Corporation - Virginia Beach, VA.

Field Engineer – TRIDENT Submarine Defensive Weapons Combat Systems Engineer.

1976 - 1987 UNITED STATES NAVY, DS1 (SS)

1983 - 1987 TRIDENT TRAINING FACILITY - Bangor, WA.

1985 - 1987 Lead Instructor - Data Systems Training Division

1983 - 1984 Lead Technician - Combat Systems Department

1981 - 1983 USS BALTIMORE (SSN 704) -

Leading Petty Officer & Technician - Data Systems/Fire Control Divisions

1978 - 1981 FLEET COMBAT DIRECTIONAL SYSTEMS TRAINING CENTER - San Diego, Ca.

Lead Computer Technician, NTDS Maintenance Department

1979 - 1981 GREMLIN ELECTRONICS - San Diego, Ca. June 1979 - December 1981

Associate Software Engineer - Responsible for coding and debugging Z-80 assembler programs for various commercial video games including Head-On and Space Invaders.

CHARLES A. JAGOW

EDUCATION/TRAINING

Completed 278 weeks of civilian and military schools:

Graduated 1976 - Custer County High School - Westcliffe, Colorado

PERSONAL DATA

- ◆ Married for 45 years, currently have five dogs, three cats and more telescopes than the wife can count.
- ◆ Retired from federal government in December 2020 after 44 years of service for the Department of Defense.
- ◆ Held US DoD TOP- SECRET and SECRET clearances for over four decades.

REFERENCES

- * **Donna Brown Hood**, Owner, A Painted View Ranch, (610) 761-2770-8037.
- * **Tom & Taurin Dimler**, Owners, All The Range, (719) 783-3266

- * **Ed Brown**, Director, Unidyne Corp., (757) 855-8037.
- * **Douglas Kint**, Operations Manager, Unisys Corp., (757) 463-8400.
- * **Michael Chaney**, MS Certified Systems Engineer, (757) 482-7859.
- * **Brian Toth**, Sr. Systems Engineer, US Government, (757) 467-1730.
- * **Rahim Sabadia**, C.E.O. of Sabtech Industries, (800) 755-6837.
- * **Cliff McLeod**, Program Manager, Raytheon Service Company, (757) 485-6148.



March 6, 2023

Westcliffe Town Trustees

RE: Charles Jagow (Chuck)

Dear Westcliffe Town Trustees,

I am writing this letter of recommendation for Chuck for the open position of Town Trustee. Chuck is my next door neighbor and a fellow Rotarian. I have known Chuck for over two years now and can speak to his character. When he puts his mind to a task there is no stopping him until he gets the job done. He has stepped up to the plate in many capacities in our Rotary Club. He is our Sargent of Arms, Assistant Treasurer and Committee Chair of our Canopy fundraiser and has helped with all other fundraisers since he started. He is definitely a team player!

I also know him in his capacity of President of Dark Skies. He is very enthusiastic to help and teach you about this great asset in our community. If you want someone on your team that will not be reactive but will be proactive, Chuck is your person. He will take the time to think of the benefit for all in making decisions that will be necessary as he follows the Rotary 4 Way Test to the best of his ability.

I heartily recommend Chuck for the position of Town Trustee and welcome any questions you may have.

Sincerely,

Donna L. Hood

Owner of A Painted View Ranch

President, Wet Mountain Valley Rotary Club

Cell: 610-761-2770

Tom and Taurin Dimler

PO Box 1149
Westcliffe, Colorado 81252
(719) 783-3266
taurinlj@gmail.com

March 15, 2023

To Whom it May Concern,

It is our pleasure to recommend Charles Jagow for the position of Town Trustee for Westcliffe, Colorado. As business owners in the community, we have come to know Chuck on a personal and on a business level. through our relations with the Dark Sky Organization, in which Chuck currently serves as president.

Having grown up in the town of Westcliffe, Chuck has a deep understanding and connection to the community. When speaking about the past or present, Chuck has a way of showing you his pride and passion for this town. We have always enjoyed his stories and knowledge of the area.

However, it's not just Chuck's connection to Westcliffe that would make him a worthy candidate as Town Trustee. It's also his technical skill sets and jovial personality he will bring to the table. We have thoroughly enjoyed working with Chuck via Dark Skies, as he is dependable and organized, as well as open to communication and new ideas.

We are confident that Chuck would be a great fit for the position of Town Trustee. He has the knowledge, skills, and heart to serve our community. If you need more information, please feel free to contact us.

Sincerely,

Tom and Taurin Dimler

All the Range Mountaineering