

AGENDA  
BOARD OF TRUSTEES  
TOWN OF WESTCLIFFE  
TUESDAY, JULY 16, 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 – Both Board of Adjustments and Board of Trustees June 18 Meetings.
    - B. TREASURER'S REPORT
    - C. APPROVAL OF BILLS
  6. Old Business
    - a. Consideration of a request to continue work on the wireless camera system that began in 2019. Caleb Patterson.
  7. New Business
    - a. Sheriff 2024 2nd quarter report.
    - b. Consideration of a request to approve a Modification of Premises adding a Beer Cave at 425 S. 6<sup>th</sup> Street for CF Altitude, LLC dba, Alta #6340.
    - c. Consideration of a request to approve Resolution #5-2024 to place a mural at 219 Main Street. Andy Mast.
    - d. Consideration of a request to approve a lighting variance. Ileen Squire.
    - e. Consideration of a request to approve a Special Event Liquor Permit at 102 Main Street. Wet Mtn. Broadcasting.
    - f. Consideration of a request to amend the Capital Assets Planning and Capital Reserves Plan.
    - g. Consideration of a request to approve the revised Town Clerk job description.
    - h. Consideration of an appointment to fill the vacant Planning Commission seat.
    - i. Consideration of appointing a new WPAC committee member and restructuring the current committee. Caleb Patterson.
    - j. Consideration of a request to approve the FEMA Study Memorandum of Agreement.
  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 JUNE 18, 2024  
REGULAR MEETING**

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**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, Mr. Dembosky, Mr. Nordyke, and Mr. Wilhelm. Zoom-Mr. Fulton

**PLEDGE OF ALLEGIANCE**

Mayor Wenke led the Pledge of Allegiance.

**OTHERS PRESENT**

Travis Roundtree, Michael Nuanes, Charles Jagow, Don Cook, Bianca Trenker, Vince Delillo, Vanessa Cruz, Bonnie Wagne, Kathy Reis, Zoom-Caleb Patterson, Attorney Clay Buchner

**TREASURER'S REPORT**

|                                          | REVENUE RECEIVED | BALANCE OF ACCOUNTS |
|------------------------------------------|------------------|---------------------|
| <b>General Fund Checking:</b>            | \$ 110,728.78    | \$ 196,494.92       |
| CSafe-GF Core 11:                        | \$ 2,601.34      | \$ 563,744.30       |
| CSafe-3% Tabor Reserve 13:               | \$ 221.56        | \$ 47,988.46        |
| CSafe-General Fund Reserve-14            | \$ 1,825.22      | \$ 395,540.92       |
| CSafe-Tennis Ct.-Core-16                 | \$ 200.40        | \$ 20,673.24        |
| <b>Tennis Court Checking:</b>            | \$ 0.00          | \$ 5,178.70         |
| <b>Municipal Court Checking:</b>         | \$ 0.00          | \$ 2,407.70         |
| <br>                                     |                  |                     |
| <b>Conservation Trust Fund Checking:</b> | \$ .42           | \$ 10,020.25        |
| CSafe-CF Core 15                         | \$ 200.40        | \$ 43,411.94        |
| <b>Capital Fund Checking:</b>            | \$ 38,547.18     | \$ 149,479.76       |
| CSafe-CF Core 12:                        | \$ 7,779.08      | \$ 1,685,903.72     |

**EXPENDITURES FOR MAY 2024:**

|                                 |           |                  |
|---------------------------------|-----------|------------------|
| <b>GENERAL FUND:</b>            | <b>\$</b> | <b>86,989.24</b> |
| <b>MUNICIPAL COURT:</b>         | <b>\$</b> | <b>0.00</b>      |
| <b>TENNIS COURT:</b>            | <b>\$</b> | <b>0.00</b>      |
| <b>CONSERVATION TRUST FUND:</b> | <b>\$</b> | <b>0.00</b>      |
| <b>CAPITAL FUND:</b>            | <b>\$</b> | <b>61,445.46</b> |

**APPROVAL OF CONSENT AGENDA**

- Approval of minutes – May 21 Regular Meeting and June 12, 2024 Special Meeting
- Treasurer's Report
- Approval of Bills

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

OLD BUSINESS

None

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.**

Bianca Trenker requested that the town legal, manager, and board establish an official and clear purpose for the workshop. At a previous meeting, the ordinance was introduced. The discussion was that it was for the safety and well-being of the guests and legal liability that the Town had something in place and to show the Town had done its due diligence to get something in place.

The concerns were that the ordinance was far-reaching and logistically impossible timeline-wise.

She would like the ordinance set aside until we can address the direction and purpose, starting with a reasonable, smaller, and more accomplishable requirement.

Another concern is that the next four to five months are the entire year for us, and we will be working from 7:00 a.m. to 9:00 p.m. This leaves one month before we are supposed to submit applications, and by the end of January, this is all supposed to be put in place.

Due to all the local, state and international codes stated, this is not logistically possible. She suggested walking through it and then putting in a buffer time that is then requested. Twelve to eighteen months may be more accomplishable for something very small.

She would like the Town Manager, Town Legal, and the Town Board to agree on the workshop agenda. She also asked that an email notification with the receipt required be put in place for notifying the lodging owners.

She asked for a list of minimum requirements you would like. She suggested three lines:

1. Smoke detectors, carbon monoxide detectors, and fire extinguishers.
2. Commercial insurance in place.
3. Pay the required fees, and if there are any complaints about mold, etc., we need to come in and address them.

Michael Nuanes did not want any more regulations and asked who would be doing the inspections.

After hearing concerns from other lodging owners about being regulated in many different aspects. The Board of Trustees directed the town manager to set the ordinance aside and schedule a workshop for mid to the end of October, notifying the owners two to three weeks in advance.

Mayor Wenke said the board is concerned about health and safety. This is a draft ordinance; it may be broader than necessary. The new ordinance may be fashioned after what comes out of the workshop.

- b. **Schedule a workshop for the proposed Lodging Ordinance. Caleb Patterson**

The board instructed Manager Patterson to contact all the lodging owners and give them two to three weeks' notice to schedule a workshop mid to the end of October. The workshop will include the town attorney, the Board of Trustees, and Manager Patterson. Mr. Dembosky, Mr. Mowry, Mr. Wilhelm and Mr. Fulton will attend.

**NEW BUSINESS CONTINUED**

**c. Consideration of applying for a DOLA More Housing Now and Land Use Initiative grant. Caleb Patterson**

Manager Patterson reminded the board what the grant was for, which was discussed in the workshop. He will be applying for the grant in December.

After questions and further discussion, they agreed to apply for the grant.

**ACTION:** Mr. Fulton moved, and Mr. Mowry seconded to approve applying for a DOLA More Housing Now and Land Use Initiative grant. Motion carried.

Mayor Wenke asked Town Attorney Buckner to clarify whether Mr. Dembosky and Mr. Wilhelm need to recuse themselves from this project because they are on the Round Mountain and Sanitation District Board.

Attorney Buckner responded that in so far as the interest of the Town and Round Mountain are concurrent the grant money is going to the greater benefit of the community and the town. There is no conflict between Round Mountain and the Town. He didn't think there was a conflict of interest or an appearance of a conflict of interest. Round Mountain would not directly benefit from the grant; they are just the intermediary for this project.

**d. Consideration of approving and applying for a DOLA Energy Impact Assistance Fund grant for Housing Needs Assessment. Caleb Patterson**

Manager Patterson stated he would ask the Town of Silver Cliff and the County Commissioners to match one thousand dollars each to show county-wide support.

**ACTION:** Mr. Wilhelm moved, and Mr. Dembosky seconded the approval of applying for a DOLA Energy Impact Assistance Fund grant for the Housing Needs Assessment. Motion carried.

**e. Consideration of a request to continue work on the wireless camera system that began in 2019. Travis Roundtree.**

Mr. Roundtree requested to continue work on the camera system that he started in 2019 but then stopped because of Covid. Cameras are at Jess Price Park, Memorial Park, Sheriff's station, and Town Hall. The plan is to put additional cameras at the tennis court and the Bluff's Park. He wants to visually inspect the current devices and determine what condition they are in, and to inspect the Town's internet capability. Downstairs at Town Hall, there is a video network recorder connected to the internet to access the camera footage, but it is not functional. Mr. Roundtree expressed concern over the possibility that if the cameras recorded a crime in progress, he could be asked to testify in Court because he is the custodian of the data.

To address Mr. Roundtree's concern, Town Attorney Buchner stated that video evidence is not easily challenged, and if by chance the video custodian would be called into Court, it would only be to lay the foundation of evidence as someone familiar with the video technology. Town Attorney Buchner also clarified that there is no expectation of privacy in public settings, especially when it is a security camera, so the Town does have the right to have cameras posted in the parks.

**NEW BUSINESS CONTINUED**

Town Manager Patterson inquired about whether or not the footage was downloaded to a Cloud server. Mr. Roundtree said that it was not; the footage is on-premise. The Town Manager requested that the current contract be reviewed and possibly add a clause to ensure that no public footage of the Town is downloaded to a Cloud to ensure security.

Mayor Wenke wants to further discuss the issue with the Board and look at alternative options to the camera system before making a decision. He granted Mr. Roundtree's request to inspect the current cameras and devices and to bring the results back to another Board of Trustee's Meeting in July or August.

**f. Consideration of approving corrected February 2024 minutes.**

Clerk Reis explained that there was an error reported for the General Fund Checking revenue received. It was corrected as \$89,125.69, and the date for the Expenditures should have been 2024.

**ACTION:** Mr. Wilhelm moved, and Mr. Nordyke seconded to approve the corrected February 2024 minutes. Motion carried.

**g. Consideration of an appointment to fill the vacant trustee seat.**

Two letters of intent were submitted – Chuck Jagow and Rick Perrent. Mayor Wenke recommended that Chuck Jagow be appointed.

**ACTION:** Mr. Wilhelm moved, and Mr. Dembosky seconded to appoint Chuck Jagow to fill the vacant trustee seat. Motion carried.

**STAFF & COMMITTEE REPORTS**

**a. Report from Town Manager**

He reported that the Jess Price Park project is moving along. Chip sealing will be starting.

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

**ADJOURN**

Recorded by:  
Kathy Reis, CMC  
Town Clerk

**BOARD OF ADJUSTMENTS  
TOWN OF WESTCLIFFE  
TUESDAY, JUNE 18, 2024**

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**CALL TO ORDER**

Mayor Pro-Tem Mowry called the meeting to order at 4:30 P.M.

**ROLL CALL**

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

**ABSENT:** Mayor Wenke

**PLEDGE OF ALLEGIANCE**

Mayor Pro-Tem Mowry led the Pledge of Allegiance.

**OTHERS PRESENT**

Charles Jagow, Paul Zawacki, Kathy Reis, Zoom – Caleb Patterson

**ORDER OF BUSINESS**

**a. Consideration of a request to resolve a lighting issue at Valley Ace Hardware.**

Mayor Pro-Tem Mowry opened the meeting regarding the issue with the Ace Hardware lights.

Mr. Zawacki explained he had attended several Planning Commission meetings, the first in March, regarding the issue. He felt this was a zoning compliance issue and ordinance violation. The lights are excessive at night. The owner, Paul Wenke, thought it would be resolved within a month and also reported that the breakers had been turned off. The problem has not been resolved. The communication has not been great. He was not copied on all the emails, so he doesn't know what is going on.

He felt the ordinances are being ignored, 10-4-3 Outdoor Lighting for Westcliffe in the Municipal Code:

**Item A** - All outdoor lighting shall be shielded so that direct light from the fixture does not trespass on neighboring property. He felt there was a conflict with the second sentence regarding how to measure it "A practical way to determine if a light fixture will conform to this provision is to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements: the lamp or tube, any reflective surface or lens cover (clear or prismatic) must not be visible when viewed from above or the side."

**Item G** - The purpose of these lighting standards and the policy of the Town of Westcliffe is to minimize glare and light trespass beyond the property boundary of each lot by limiting outdoor lighting, whether shielded or unshielded, shall not exceed Dark Skies recommended lumens.

He also didn't think the lumens and kelvins were in compliance. At this point, we don't know. Chuck Jagow has offered to take measurements, but that has not happened yet due to schedule conflicts.

**BOARD OF ADJUSTMENTS  
TOWN OF WESTCLIFFE  
TUESDAY, JUNE 18, 2024**

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**ORDER OF BUSINESS CONTINUED**

Mr. Zawacki provided a solution as follows: To get this done, there needs to be a plan of action, accountability, who, when, and what are the timelines for those actions.

Mayor Pro-Tem asked Manager Patterson to answer this.

Manager Patterson responded: He seeks compliance without trying to fine anybody. He has been talking with them. Jeremy told him the lights were off and that he was fabricating shielding for the Ace Hardware lights. He stated he would be gone on vacation and would be available until around July 7<sup>th</sup>. He thought he had copied Mr. Zawacki on that email; if not, he would do that. He suggested that he could reach out to Jeremy when he returns on the 17<sup>th</sup> to come up with a plan of action if the board would like him to and give him a month to get the lights in order meaning shielding and the correct kelvin. If it isn't resolved within thirty days (August 17<sup>th</sup>), then fines could be handed out appropriately.

Manager Patterson stated for Code Enforcement, he gives them thirty days with extensions.

Mr. Dembosky suggested that we have a working group to come up with a solution, action plan, etc. He also suggested that Dark Skies and Manager Patterson be involved; he volunteered. He said we could meet with Jeremy on the 17<sup>th</sup> to make a plan that appeals to all parties.

Mr. Zawacki felt a plan needs to be provided to Jeremy to be fair to him.

After further discussion, the board determined the plan of action will be:

1. Chuck Jagow will get the data needed to give to Manager Patterson to form a plan to give to Jeremy Handy at Ace Hardware.
2. Create a working group consisting of Chuck Jagow with Dark Skies, Mark Dembosky, and Manager Patterson, who will be available if needed.

Mayor Pro-Tem also stated that Manager Patterson needs to be flexible on the dates and not be adversarial.

Mr. Zawacki asked to be part of the group. The board didn't feel that was appropriate as he is the complainant. Mayor Pro-Tem reminded him to work with Manager Patterson.

**Mr. Dembosky moved, and Mr. Wilhelm seconded to adjourn. Motion carried.**

**ADJOURN**

Recorded by:  
Kathy Reis, CMC  
Town Clerk

**REVENUES RECEIVED IN JUNE 2024**

**GENERAL FUND**

|                                                            |                                                    |                    |
|------------------------------------------------------------|----------------------------------------------------|--------------------|
| <b>Cash</b>                                                |                                                    |                    |
| Dwags Dawgs LLC                                            | 2024 New Business License Renewal                  | 40.00              |
| David Elliot                                               | Fence Permit #F240531-1 123 Hermit Rd.             | 100.00             |
| Paul Burress                                               | Bldg. Permit/505 Main/Siding                       | 124.00             |
| Colorado Open Lands                                        | Special Use Permit 8/10/24                         | 50.00              |
|                                                            |                                                    |                    |
| <b>Credit Card</b>                                         |                                                    |                    |
| Sydney Benesch                                             | Hermit Park rental usage fee and damage deposit    | 125.00             |
| Daniel Stutzman                                            | Building Permit #240610-1 103 Ridgeline Dr.        | 128.00             |
| KTK General Contracting, Ltd.                              | Building Permit #240604-1 425 S. 6th St.           | 2,902.00           |
| Olson Plumbing & Heating                                   | Building Permit #240624-1 803 Hermit Rd.           | 350.00             |
| Patio on Main Street                                       | 2024 Business License Renewal                      | 25.00              |
|                                                            |                                                    |                    |
| <b>Checks</b>                                              |                                                    |                    |
| BR Roll-Offs, Inc.                                         | 2024 Business License Renewal                      | 25.00              |
| Hope Wenke                                                 | Park Rental Usage Fee and Damage Deposit           | 125.00             |
| The American Legion Post 170                               | Street Closure Damage Deposit - 4th of July Parade | 250.00             |
| Deborah Willemsma - Prairie Grass Design                   | 2024 Business License Renewal                      | 25.00              |
| Sangres Art Guild                                          | Special Event Permit                               | 70.00              |
| Sangres Art Guild                                          | Special Event Permit                               | 35.00              |
| Amelioration Health, LLC                                   | 2024 New Business License                          | 40.00              |
| Ken Mason                                                  | Fence Permit #F240611-1                            | 100.00             |
| Altitude Construction                                      | Excavation Permit #E240611-1                       | 200.00             |
| Shana Fore                                                 | Park Rental Damage Deposit                         | 100.00             |
| Black Hills Energy                                         | May Franchise Fee                                  | 2,416.40           |
| Robert Voltries                                            | Document Copies                                    | 9.75               |
| Thomas Stover                                              | Park Damage and Usage Fee                          | 125.00             |
| Henry Yoder Construction                                   | Bldg Permit/Deck/106 Yucca Lane                    | 750.00             |
| Wet Mtn. Valley Saddle Club                                | Street Closure Damage Deposit - Rodeo Parade       | 250.00             |
|                                                            |                                                    |                    |
|                                                            |                                                    |                    |
| Custer County Treasurer                                    |                                                    | 4,027.01           |
|                                                            | INC- Current Interest 3.77                         |                    |
|                                                            | RBC-Current Road & Bridge 1,690.37                 |                    |
|                                                            | RLC-Current Tax 1,683.62                           |                    |
|                                                            | SOA-Specific Ownership A 214.53                    |                    |
|                                                            | SOB-Specific Ownership B 502.27                    |                    |
|                                                            | TFC-Treasurer Fee -67.55                           |                    |
|                                                            |                                                    |                    |
| United Business Bank                                       | Interest                                           | 21.91              |
| State of Colorado                                          | Cigarette Tax                                      | 160.38             |
| State of Colorado                                          | 2% Sales Tax                                       | 61,648.47          |
| State of Colorado                                          | Highway Users Tax                                  | 3,029.40           |
| <b>GENERAL FUND CHECKING REVENUE RECEIVED IN JUNE 2024</b> |                                                    | <b>\$77,252.32</b> |

|                           |          |                   |
|---------------------------|----------|-------------------|
| CSafe-GF Core-11          | Interest | <b>\$2,520.56</b> |
| CSafe-3% Tabor Reserve-13 | Interest | <b>\$214.72</b>   |



|                     |          |            |
|---------------------|----------|------------|
| CSafe-GF Reserve-14 | Interest | \$1,768.56 |
|---------------------|----------|------------|

**TENNIS COURT PROJECT CHECKING**

|                                                                    |  |               |
|--------------------------------------------------------------------|--|---------------|
|                                                                    |  |               |
|                                                                    |  |               |
| <b>TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN JUNE 2024</b> |  | <b>\$0.00</b> |

|                          |          |       |
|--------------------------|----------|-------|
| CSafe-Tennis Ct. Core-16 | Interest | 92.48 |
|--------------------------|----------|-------|

|                                                               |  |               |
|---------------------------------------------------------------|--|---------------|
|                                                               |  | 0.00          |
|                                                               |  |               |
| <b>MUNICIPAL COURT CHECKING REVENUE RECEIVED IN JUNE 2024</b> |  | <b>\$0.00</b> |

**REVENUES RECEIVED IN JUNE 2024**

**CONSERVATION TRUST FUND**

|                                                              |                         |                   |
|--------------------------------------------------------------|-------------------------|-------------------|
| United Business Bank                                         | Interest                | 0.45              |
| United Business Bank                                         | 2nd Qtr. Lottery Income | 1,549.14          |
| <b>CONSERVATION TRUST FUND REVENUE RECEIVED IN JUNE 2024</b> |                         | <b>\$1,549.59</b> |

|                  |          |          |
|------------------|----------|----------|
| CSafe-CF Core 15 | Interest | \$194.22 |
|------------------|----------|----------|

**CAPITAL FUND**

|                                                            |                                  |                    |
|------------------------------------------------------------|----------------------------------|--------------------|
| United Business Bank                                       | Interest Capital Fund Checking   | 21.18              |
| State of Colorado (Town of Westcliffe)                     | 1% Sales Tax                     | 30,824.23          |
| Verizon Wireless                                           | Lease Payment                    | 1,000.00           |
| State of Colorado                                          | Reimb. Inv#22 & 23 TAP-ROW-23660 | 5,792.47           |
| <b>CAPITAL FUND CHECKING REVENUE RECEIVED IN JUNE 2024</b> |                                  | <b>\$31,845.41</b> |

|                  |          |            |
|------------------|----------|------------|
| CSafe-CF Core 12 | Interest | \$7,163.86 |
|------------------|----------|------------|

**BALANCE IN ALL FUND ACCOUNTS**

|                               |  |              |
|-------------------------------|--|--------------|
| <b>GENERAL FUND CHECKING</b>  |  | \$166,315.24 |
| CSafe-GF Core-11              |  | \$566,264.86 |
| CSafe-3% Tabor Reserve-13     |  | \$48,203.18  |
| CSafe-GF Reserve-14           |  | \$397,309.48 |
| CSafe-Tennis Ct. Core-16      |  | \$20,785.72  |
| TENNIS COURT PROJECT CHECKING |  | \$5,178.70   |
| MUNICIPAL COURT CHECKING      |  | \$2,407.70   |

**TOTAL GENERAL FUND ACCOUNTS \$1,204,057.18**

|                                         |  |             |
|-----------------------------------------|--|-------------|
| <b>CONSERVATION TRUST FUND CHECKING</b> |  | \$11,569.84 |
| CSafe-CF Core 15                        |  | \$43,606.16 |

**TOTAL CONSERVATION TRUST FUND ACCOUNTS \$55,176.00**

|                              |  |                |
|------------------------------|--|----------------|
| <b>CAPITAL FUND CHECKING</b> |  | \$575,273.05   |
| CSafe-CF Core 12             |  | \$1,064,567.58 |

**TOTAL ALL CAPITAL FUND ACCOUNTS \$1,639,840.63**

**CASH BALANCE OF ALL FUND ACCOUNTS**

**\$2,887,503.97**

NOTE: 1% Sales tax of \$30,824.23 was transferred to the Capital Fund from the General Fund.

NOTE: Transferred \$628,400.00 from Capital Fund Core25-12 to Capital Fund Checking

# GENERAL FUND

|                                       |                                                |           |
|---------------------------------------|------------------------------------------------|-----------|
| 21st Century                          | Vehicle Maint./Parts                           | 39.33     |
| Airgas USA, LLC                       | Shop Maint./Supplies                           | 184.71    |
| American Legion                       | 2024 Donation                                  | 221.34    |
| Bills, Brian                          | Park Rental Damage Deposit Refund              | 100.00    |
| Black Hills Energy                    | Lights/Electric                                | 1,500.18  |
| Bruckner's Truck & Equipment          | Vehicle Maint./Parts                           | 1,426.38  |
| Buchner, Clayton, Attorney at Law     | Attorney Fees                                  | 742.50    |
| Card Services                         | Office Supplies                                | 1,483.54  |
| Sangre de Cristo Amateur Radio Club   | Park Rental Damage Deposit Refund              | 100.00    |
| Car Quest Auto Parts                  | Vehicle Maint./Parts                           | 21.90     |
| CenturyLink                           | Phone/Elevator                                 | 99.38     |
| Crestone Graphics                     | Street Maint./Supplies - Employee Vests        | 75.00     |
| Custer County Rd. & Bridge            | Street Maint.& Fuel                            | 767.23    |
| Denver Industrial Sales & Service CO. | Street Maint./Cold Mix                         | 1,833.44  |
| Hilltop Broadband                     | Town Hall/ShopInternet                         | 255.45    |
| Lowe's Pay and Save, Inc.             | Supplies                                       | 10.76     |
| Miller, Johnny                        | Fuel Reimbursement                             | 44.01     |
| Norup Gas                             | Propane                                        | 316.60    |
| Oak Disposal                          | Street Maint./Dumpster for Additional clean up | 475.00    |
| ODP Business Solutions                | Office Supplies                                | 154.40    |
| Ohlsen, Joel                          | Park Rental Damage Deposit Refund              | 100.00    |
| Procom LLC                            | Pre-employment drug screen                     | 38.00     |
| Rock Parts Co.                        | Vehicle Maint./ Parts                          | 229.53    |
| Round Mtn. Water & Sanitation Dist.   | Water & Sewer                                  | 5,898.10  |
| Custer County Kids Council            | Park Rental Damage Deposit Refund              | 100.00    |
| Timberline Building Systems, Inc.     | Jess Price Park Project #24004                 | 48,738.47 |
| Uline                                 | Shop Supplies                                  | 1,478.87  |
| Valley Ace Hardware                   | Supplies                                       | 753.43    |
| Wet Mtn. Small Equipment Repair       | Vehicle Maint./Parts                           | 159.00    |
| Wet Mtn Tribune                       | Publishing                                     | 330.84    |
| Xerox Corporation                     | Meter Read/Lease Payment                       | 171.78    |

## Payroll Expenses

|       |                                      |          |
|-------|--------------------------------------|----------|
| CEBT  | Employer/Health Ins.                 | 1,862.68 |
| CEBT  | Employee/Health Ins.                 | 529.60   |
| EFTPS | June Payroll Taxes                   | 7,759.10 |
| GWRS  | Employee Share Retirement Fund (ACH) | 3,935.28 |
| GWRS  | Employer Share Retirement Fund (ACH) | 923.13   |

|                             |                           |
|-----------------------------|---------------------------|
| <b><u>BILLS TO DATE</u></b> | <b><u>\$82,858.96</u></b> |
|                             |                           |

|                                                      |                     |
|------------------------------------------------------|---------------------|
| <b>JUNE 2024 PAYROLL</b>                             | <b>\$24,573.04</b>  |
|                                                      |                     |
| <b>TOTAL GENERAL FUND EXPENDITURES FOR JUNE 2024</b> | <b>\$107,432.00</b> |

**CAPITAL FUND**

|                                                      |                                |                     |
|------------------------------------------------------|--------------------------------|---------------------|
| Bruckner's                                           | Equipment/Electric Tarp System | 3,924.20            |
| Deere Financial                                      | Lease Payment                  | 930.74              |
| 21st Century                                         | Equipment/4000 Series Cab      | 6,890.44            |
| Timberline Building Systems, Inc.                    | Jess Price Park Project #24004 | \$228,499.21        |
| <b>TOTAL CAPITAL FUND EXPENDITURES FOR JUNE 2024</b> |                                | <b>\$240,244.59</b> |

5:57 AM

07/08/24

Accrual Basis

**General Fund Town of Westcliffe**  
**Profit & Loss Budget Performance**  
 June 2024

|                                       | Jun 24           | Budget            | Jan - Jun 24      | YTD Budget        | Annual Budget       |
|---------------------------------------|------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Income</b>                         |                  |                   |                   |                   |                     |
| 7000 · General Property Taxes         | 1,683.62         | 5,617.08          | 66,451.78         | 33,702.52         | 67,405.00           |
| 7050 · Specific Ownership Taxes       | 716.80           | 666.66            | 4,221.10          | 4,000.04          | 8,000.00            |
| 7100 · Town Sales Taxes               | 61,868.47        | 76,721.70         | 357,068.40        | 460,330.25        | 920,660.45          |
| 7101 · Town Sales Tax License         | 90.00            | 416.66            | 4,023.75          | 2,500.04          | 5,000.00            |
| 7106 · Penalties & Int-Delinquent Tax | 3.77             | 16.66             | 12.25             | 100.04            | 200.00              |
| 7115 · Franchise Fee                  | 2,416.40         | 2,916.66          | 18,233.34         | 17,500.04         | 35,000.00           |
| 7125 · Building & Zoning Permits      | 4,454.00         | 3,333.33          | 23,418.00         | 20,000.02         | 40,000.00           |
| 7126 · Fence & Sign Permits           | 200.00           | 150.00            | 800.00            | 900.00            | 1,800.00            |
| 7127 · Special Use By Review Permits  | 0.00             | 50.00             | 600.00            | 300.00            | 600.00              |
| 7130 · Traffic Fines & Ordinances     | 0.00             | 8.33              | 25.00             | 50.02             | 100.00              |
| 7140 · Liquor Licenses/Special Events | 0.00             | 125.00            | 1,768.75          | 750.00            | 1,500.00            |
| 7148 · Disposable Bag Fee             | 0.00             | 0.00              | 1,417.24          | 0.00              | 0.00                |
| 7150 · Cigarette Tax                  | 160.38           | 166.66            | 991.87            | 1,000.04          | 2,000.00            |
| 7160 · Interest Income                | 4,618.23         | 9,282.92          | 33,350.97         | 55,697.48         | 111,395.00          |
| 7165 · Miscellaneous Income           | 9.75             | 83.33             | 6,024.80          | 500.02            | 1,000.00            |
| 7200 · Highway Users Tax              | 3,029.40         | 2,584.25          | 17,193.36         | 15,505.50         | 31,011.00           |
| 7205 · Road & Bridge Funds            | 1,690.37         | 3,027.22          | 26,960.38         | 18,163.30         | 36,326.62           |
| 7300 · Tennis Court Donation Fund     | 0.00             | 8.33              | 0.00              | 50.02             | 100.00              |
| 7305 · Events Center-Rental Fees      | 0.00             | 258.33            | 2,450.00          | 1,550.02          | 3,100.00            |
| 7310 · Bluff Site Maint. Fee          | 0.00             | 0.00              | 3,318.94          | 0.00              | 0.00                |
| 7315 · Park Usage Fee                 | -125.00          | 133.33            | 1,025.00          | 800.02            | 1,600.00            |
| 7845 · Federal Grant                  | 0.00             | 16.66             | 0.00              | 100.04            | 200.00              |
| <b>Total Income</b>                   | <b>80,816.19</b> | <b>105,583.11</b> | <b>569,354.93</b> | <b>633,499.41</b> | <b>1,266,998.07</b> |
| <b>Gross Profit</b>                   | <b>80,816.19</b> | <b>105,583.11</b> | <b>569,354.93</b> | <b>633,499.41</b> | <b>1,266,998.07</b> |
| <b>Expense</b>                        |                  |                   |                   |                   |                     |
| 8000 · Trustees                       | 62.04            | 333.33            | 805.62            | 2,000.02          | 4,000.00            |
| 8005 · Ordinances & Procedures        | 330.84           | 500.00            | 3,064.15          | 3,000.00          | 6,000.00            |
| 8010 · Colo. Muni League Dues         | 0.00             | 77.08             | 0.00              | 462.52            | 925.00              |
| 8015 · Elections                      | 0.00             | 175.00            | 2,072.85          | 1,050.00          | 2,100.00            |
| 8020 · General Accounting             | 0.00             | 100.00            | 3,498.99          | 600.00            | 1,200.00            |
| 8025 · Auditing                       | 0.00             | 816.66            | 4,000.00          | 4,900.04          | 9,800.00            |
| 8030 · Attorney                       | 742.50           | 2,000.00          | 7,257.50          | 12,000.00         | 24,000.00           |
| 8035 · Insurance - General            | 0.00             | 1,329.50          | 15,965.87         | 7,977.00          | 15,954.00           |
| 8040 · Workman's Compensation         | 0.00             | 516.66            | 8,202.00          | 3,100.04          | 6,200.00            |
| 8050 · Colorado State Unemployment    | 28.08            | 86.25             | 350.28            | 517.52            | 1,035.02            |
| 8100 · Town's Share FICA              | 2,108.84         | 1,782.54          | 12,546.74         | 10,695.18         | 21,390.42           |
| 8110 · Town's Share MEDI              | 493.21           | 416.88            | 2,934.32          | 2,501.32          | 5,002.60            |
| 8115 · Town Share Health Insurance    | 2,584.23         | 3,735.83          | 16,234.79         | 22,415.02         | 44,830.00           |
| 8120 · Town Share Retirement Fund     | 923.13           | 1,725.03          | 7,048.53          | 10,350.22         | 20,700.40           |
| 8200 · Clerk/Treasurer Wages          | 5,166.67         | 4,611.37          | 31,000.02         | 27,668.18         | 55,336.40           |
| 8205 · Deputy Clerk                   | 8,132.92         | 9,345.67          | 52,047.76         | 56,073.98         | 112,148.00          |
| 8208 · Communications Manager         | 0.00             | 3,000.00          | 15,000.00         | 18,000.00         | 36,000.00           |
| 8210 · Clerk Education                | 0.00             | 83.33             | 274.76            | 500.02            | 1,000.00            |
| 8215 · Office Supplies                | 306.18           | 150.00            | 2,617.85          | 900.00            | 1,800.00            |
| 8220 · Town Manager Wages             | 5,500.00         | 5,500.00          | 33,000.00         | 33,000.00         | 66,000.00           |
| 8225 · Manager/Bldg/Zoning Education  | 1,147.79         | 166.67            | 2,310.88          | 999.98            | 2,000.00            |
| 8235 · Building Inspector             | 1,182.88         | 3,012.53          | 7,109.11          | 18,075.22         | 36,150.40           |
| 8240 · County Treasurer's Fees        | 67.55            | 166.67            | 1,576.35          | 999.98            | 2,000.00            |

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Accrual Basis

General Fund Town of Westcliffe  
Profit & Loss Budget Performance

June 2024

|                                        | Jun 24           | Budget            | Jan - Jun 24       | YTD Budget         | Annual Budget       |
|----------------------------------------|------------------|-------------------|--------------------|--------------------|---------------------|
| 8280 · Payroll Expenses                | 0.00             | 0.00              | 12.96              | 0.00               | 0.00                |
| 8300 · Town Hall Maintenance           | 27.97            | 416.67            | 11,782.91          | 2,499.98           | 5,000.00            |
| 8308 · Town Hall Utilities             | 718.66           | 708.33            | 4,432.79           | 4,250.02           | 8,500.00            |
| 8310 · Lease Equipment                 | 120.50           | 14.00             | 120.50             | 84.00              | 168.00              |
| 8315 · Lease Principal                 | 0.00             | 90.94             | 0.00               | 545.58             | 1,091.22            |
| 8316 · Lease Interest                  | 0.00             | 15.57             | 0.00               | 93.36              | 186.78              |
| 8405 · Animal Control                  | 0.00             | 43.75             | 780.42             | 262.50             | 525.00              |
| 8410 · Organizational Membership Du... | 0.00             | 75.00             | 0.00               | 450.00             | 900.00              |
| 8505 · Townman Education               | 0.00             | 166.67            | 27.00              | 999.98             | 2,000.00            |
| 8508 · Street & Park Supervisor        | 212.59           | 4,959.89          | 212.59             | 29,759.36          | 59,518.70           |
| 8510 · Street and Park Tech Wages      | 14,560.95        | 10,439.30         | 82,507.35          | 62,635.80          | 125,271.60          |
| 8515 · Street Maintenance & Fuel       | 3,363.60         | 4,750.00          | 17,373.07          | 28,500.00          | 57,000.00           |
| 8520 · Emergency Snow Removal          | 0.00             | 2,500.00          | 0.00               | 15,000.00          | 30,000.00           |
| 8525 · Street Lighting                 | 1,110.84         | 1,250.00          | 6,483.97           | 7,500.00           | 15,000.00           |
| 8530 · Vehicle & Equip. Maintenance    | 1,876.14         | 2,083.33          | 13,933.04          | 12,500.02          | 25,000.00           |
| 8538 · Shop Maintenance                | 1,069.74         | 833.33            | 8,313.90           | 5,000.02           | 10,000.00           |
| 8540 · Shop Utilities                  | 216.74           | 583.33            | 3,260.03           | 3,500.02           | 7,000.00            |
| 8545 · Highway Barn Utilities          | 265.20           | 583.33            | 2,409.27           | 3,500.02           | 7,000.00            |
| 8550 · Highway Barn Maint.             | 0.00             | 166.67            | 0.00               | 999.98             | 2,000.00            |
| 8600 · Park Utilities                  | 5,837.27         | 1,666.67          | 13,572.97          | 9,999.98           | 20,000.00           |
| 8605 · Park Maintenance                | 1,080.76         | 5,000.00          | 7,630.19           | 30,000.00          | 60,000.00           |
| 8700 · Custer County Sheriff           | 0.00             | 5,179.17          | 31,075.00          | 31,074.98          | 62,150.00           |
| 8800 · Donations                       | 221.34           | 2,383.33          | 4,790.36           | 14,300.02          | 28,600.00           |
| 8805 · Grants/Local                    | 0.00             | 2,083.33          | 0.00               | 12,500.02          | 25,000.00           |
| 8806 · American Rescue Plan Expenses   | 0.00             | 9,668.19          | 0.00               | 58,009.14          | 116,018.28          |
| 8807 · Marketing                       | 0.00             | 1,250.00          | 1,974.00           | 7,500.00           | 15,000.00           |
| 8810 · Contingencies                   | 0.00             | 1,666.67          | 0.00               | 9,999.98           | 20,000.00           |
| 8811 · Contribution to/fromCapital Fun | 0.00             | 38,333.33         | 460,000.00         | 230,000.02         | 460,000.00          |
| <b>Total Expense</b>                   | <b>59,459.16</b> | <b>136,541.80</b> | <b>899,610.69</b>  | <b>819,251.02</b>  | <b>1,638,501.82</b> |
| <b>Net Income</b>                      | <b>21,357.03</b> | <b>-30,958.69</b> | <b>-330,255.76</b> | <b>-185,751.61</b> | <b>-371,503.75</b>  |

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Accrual Basis

**TOWN OF WESTCLIFFE**  
**Profit & Loss Budget Performance**  
**June 2024**

|                                         | Jun 24             | Budget            | Jan - Jun 24       | YTD Budget          | Annual Budget       |
|-----------------------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|
| <b>Income</b>                           |                    |                   |                    |                     |                     |
| CRF7225 Federal Grants                  | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7160 Interest Income                 | 7,185.04           | 4,666.67          | 41,974.85          | 27,999.98           | 56,000.00           |
| CRF7210 Grants (New Roadway Proj)       | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7211 Grants (New) TP-Audit           | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7212 Grant (New Town Property)       | 0.00               | 20,833.33         | 0.00               | 125,000.02          | 250,000.00          |
| CRF7213 Grants (Existing) RW            | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7220 Grants (New) RW                 | 0.00               | 178,327.50        | 6,294.00           | 1,069,965.00        | 2,139,930.00        |
| CRF7223 CDOT Grants (Existing) RW       | 5,792.47           | 0.00              | 24,978.21          | 0.00                | 0.00                |
| CRF7224 Grants (Existing) Town Pro      | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7238 Other Contributions             | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7270 Lease Proceeds Verizon Tower    | 1,000.00           | 1,000.00          | 5,000.00           | 6,000.00            | 12,000.00           |
| CRF7280 Capital Lease Proceeds          | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7285 1% Sales Tax from General Fu... | 30,824.23          | 38,381.25         | 177,784.20         | 230,287.50          | 460,575.00          |
| CRF7290 Misc. Sales                     | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7300 Tennis Court Donation Fund      | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7805 Grants (Existing) Town Prope... | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF7810 Transfers From General Fund     | 0.00               | 38,333.37         | 0.00               | 229,999.78          | 460,000.00          |
| <b>Total Income</b>                     | <b>44,801.74</b>   | <b>281,542.12</b> | <b>256,031.26</b>  | <b>1,689,252.28</b> | <b>3,378,505.00</b> |
| <b>Expense</b>                          |                    |                   |                    |                     |                     |
| CRF8215 Office Supplies/Bank Fees       | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF9011 CIP Roadway (Existing)          | 0.00               | 25,833.33         | 50,750.00          | 155,000.02          | 310,000.00          |
| CRF9012 CIP Town Property (Existing)    | 228,499.21         | 33,750.00         | 238,281.21         | 202,500.00          | 405,000.00          |
| CRF9013 CIP Equipment (Existing)        | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF9014 Equipment Debt Service          | 930.74             | 930.75            | 6,515.18           | 5,584.50            | 11,169.00           |
| CRF9016 Building Debt Service           | 0.00               | 0.00              | 0.00               | 0.00                | 0.00                |
| CRF9025 CIP Roadway (New)               | 0.00               | 189,660.87        | 0.00               | 1,137,964.78        | 2,275,930.00        |
| CRF9026 CIP-Town Property (New)         | 0.00               | 23,958.33         | 0.00               | 143,750.02          | 287,500.00          |
| CRF9027 CIP-Equipment (New)             | 10,814.64          | 4,416.67          | 42,920.56          | 26,499.98           | 53,000.00           |
| CRF9101 Improvements-Design             | 0.00               | 3,750.00          | 63,333.32          | 22,500.00           | 45,000.00           |
| <b>Total Expense</b>                    | <b>240,244.59</b>  | <b>282,299.95</b> | <b>401,800.27</b>  | <b>1,693,799.30</b> | <b>3,387,599.00</b> |
| <b>Net Income</b>                       | <b>-195,442.85</b> | <b>-757.83</b>    | <b>-145,769.01</b> | <b>-4,547.02</b>    | <b>-9,094.00</b>    |

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07/03/24

Accrual Basis

**Town of Westcliffe**  
**Profit & Loss Budget Performance**  
 June 2024

|                             | <u>Jun 24</u>          | <u>Budget</u>           | <u>Jan - Jun 24</u>    | <u>YTD Budget</u>        | <u>Annual Budget</u>     |
|-----------------------------|------------------------|-------------------------|------------------------|--------------------------|--------------------------|
| <b>Income</b>               |                        |                         |                        |                          |                          |
| 7000 · State Lottery Income | 1,549.14               | 458.33                  | 3,251.51               | 2,750.02                 | 5,500.00                 |
| 7050 · Interest Income      | 194.67                 | 6.83                    | 1,182.97               | 41.02                    | 82.00                    |
| <b>Total Income</b>         | <u>1,743.81</u>        | <u>465.16</u>           | <u>4,434.48</u>        | <u>2,791.04</u>          | <u>5,582.00</u>          |
| <b>Gross Profit</b>         | <u>1,743.81</u>        | <u>465.16</u>           | <u>4,434.48</u>        | <u>2,791.04</u>          | <u>5,582.00</u>          |
| <b>Expense</b>              |                        |                         |                        |                          |                          |
| 9001 · Capital Outlay       | 0.00                   | 4,166.66                | 0.00                   | 25,000.04                | 50,000.00                |
| <b>Total Expense</b>        | <u>0.00</u>            | <u>4,166.66</u>         | <u>0.00</u>            | <u>25,000.04</u>         | <u>50,000.00</u>         |
| <b>Net Income</b>           | <u><u>1,743.81</u></u> | <u><u>-3,701.50</u></u> | <u><u>4,434.48</u></u> | <u><u>-22,209.00</u></u> | <u><u>-44,418.00</u></u> |



2024 SALES TAX & PRIOR YEARS COMPARISONS

|       | 2020                          | 2021       | 2022                          | 2022                          | 2022                  | 2023                          | 2023                          | 2023                  | 2023                          | 2024                          | 2024                  | 2024     | % +/- |
|-------|-------------------------------|------------|-------------------------------|-------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------|----------|-------|
|       |                               | 3% Total   | 2% of total<br>(General Fund) | 1% of total<br>(Capital Fund) | 3% Total<br>Sales Tax | 2% of total<br>(General Fund) | 1% of total<br>(Capital Fund) | 3% Total<br>Sales Tax | 2% of total<br>(General Fund) | 1% of total<br>(Capital Fund) | 3% Total<br>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            | 72,534.53                     | 36,267.27                     | 108,801.80            | -2.90%   |       |
|       |                               |            |                               |                               |                       |                               |                               |                       |                               |                               |                       |          |       |
| 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<br>(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% |       |
|       |                               |            |                               |                               |                       | 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% |       |
|       |                               | 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                    | 465,290.54            | 308,073.19                    | 154,036.60                    | 462,109.79            | -0.68%   |       |

|            |            |              |            |            |              |            |            |              |            |            |  |  |  |
|------------|------------|--------------|------------|------------|--------------|------------|------------|--------------|------------|------------|--|--|--|
| 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 | 465,290.54   | 308,073.19 | 154,036.60 |  |  |  |
| Difference | -37,579.60 | -241,178.71  | -63,143.67 | -31,570.87 | -94,611.11   | -9,356.31  | -4,678.12  | 798,200.98   | 612,587.26 | 306,538.40 |  |  |  |

## Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

**Applicant is a** ☐ Corporation ☐ Individual ☐ Partnership ☒ Limited Liability Company

License Number

04-01886

Name of Licensee

CF Altitude LLC

Trade Name of Establishment (DBA)

Alta #6340

Address of Premises (specify exact location of premises)

425 South 6th Street

City

Westcliffe

County

Custer

State

CO

ZIP Code

81252

Business Email Address

compliance@altaconvenience.com

Business Phone Number

719-783-9089

Select the Appropriate Section Below and Reference the Instructions on Page 1.

### N/A Section A – Manager

- ☐ Manager's Registration (Hotel & Restaurant)..... \$30.00
- ☐ Manager's Registration (Tavern)..... \$30.00
- ☐ Manager's Registration (Lodging & Entertainment)..... \$30.00
- ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.)..... No Fee

Please note that Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.

### N/A Section B – Duplicate License

- ☐ Duplicate License ..... \$50.00

## Section C

- ☐ Retail Warehouse Storage Permit (each)..... \$100.00
- ☐ Wholesale Branch House Permit (each)..... \$100.00
- ☐ Change Corporation or Trade Name Permit (each)..... \$50.00
- ☐ Change Location Permit (each)..... \$150.00
- ☐ Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change..... \$150.00
- ☒ Change, Alter or Modify Premises..... \$150.00 x  Total Fee:
- ☐ Addition of Optional Premises to Existing Hotel/Restaurant ..... \$100.00 x  Total Fee:
- ☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex..... \$160.00 x  Total Fee:
- ☐ Campus Liquor Complex Designation..... No Fee
- ☐ Sidewalk Service Area..... \$75.00

### Do Not Write in This Space – For Department of Revenue Use Only

| Date License Issued  | License Account Number | Period               |
|----------------------|------------------------|----------------------|
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

**Total Amount Due**..... \$

## Storage Permit

### Retail Warehouse Storage Permit or a Wholesalers Branch House Permit

☐ **Retail Warehouse Permit for:**

☐ On-Premises Licensee (Taverns, Restaurants etc.)

☐ Off-Premises Licensee (Liquor stores)

☐ **Wholesalers Branch House Permit**

Address of Storage Premise

City

County

ZIP Code

Attach a deed/lease or rental agreement for the storage premises.

Attach a detailed diagram of the storage premises.

### Change Trade Name or Corporate Name

☐ Change of Trade Name/DBA only

☐ Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name

New Trade Name

Old Corporate Name

New Corporate Name

N/A

## Change of Location

**Note to Retail Licensees:** An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority

Date of Hearing

### Address of current premises.

Address

City

County

ZIP Code

### Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address

City

County

ZIP Code

### New mailing address if applicable.

Address

City

County

State

ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

**Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change**

Select the option that applies to your situation:

- ☐ Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); **or**
- ☐ Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

**Address of Location 1:**

Address

City

County

ZIP Code

**Address of Location 2:**

Address

City

County

ZIP Code

**Change of Manager**

**Change of Manager** or to **Register the Manager** of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

**Change of Manager**

Former Manager's Name

New Manager's Name

**Date of Employment**

Has manager ever managed a liquor licensed establishment?..... ☐ Yes ☐ No

Does manager have a financial interest in any other liquor licensed establishment?..... ☐ Yes ☐ No

If yes, give name and location of establishment

**Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area**

**Note:** Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

Install a beer cave

(b) If the modification is temporary, when will the proposed change:

Start (month/day/year)

End (month/day/year)

**Note: The total state fee for temporary modification is \$300.00**

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?.....

☐ Yes

☐ No

(If yes, explain in detail and describe any exemptions that apply)

(d) Is the proposed change in compliance with local building and zoning laws?..... ☒ Yes ☐ No

(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?.....

☐ Yes

☐ No

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises. *attached*

(g) Attach any existing lease that is revised due to the modification. *NO REVISIONS*

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

**Campus Liquor Complex Designation**

An institution of higher education or a person who contracts with the institution to provide food services  
I wish to designate my existing:

Liquor License Type

Liquor License Number

to a Campus Liquor Complex..... ☐ Yes ☐ No

**Additional Related Facility**

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the  
Related Facility and include the address and an outlined drawing of the Related Facility Premises.

**Address of Related Facility**

Address

City

State

ZIP Code

Outlined diagram provided..... ☐ Yes ☐ No

**Oath of Applicant**

I declare under penalty of perjury in the second degree that I have read the foregoing application and all  
attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Print Name

Title

Anita Gragg

Compliance Administrator

Signature

Date (MM/DD/YY)

6/20/24

**Report and Approval of Local Licensing Authority (City / County)**

The foregoing application has been examined and the premises, business conducted and character of  
the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable  
provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)

Date filed with Local Authority

Signature

Title

Date (MM/DD/YY)

**Report of State Licensing Authority**

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3,  
C.R.S., as amended.

Signature

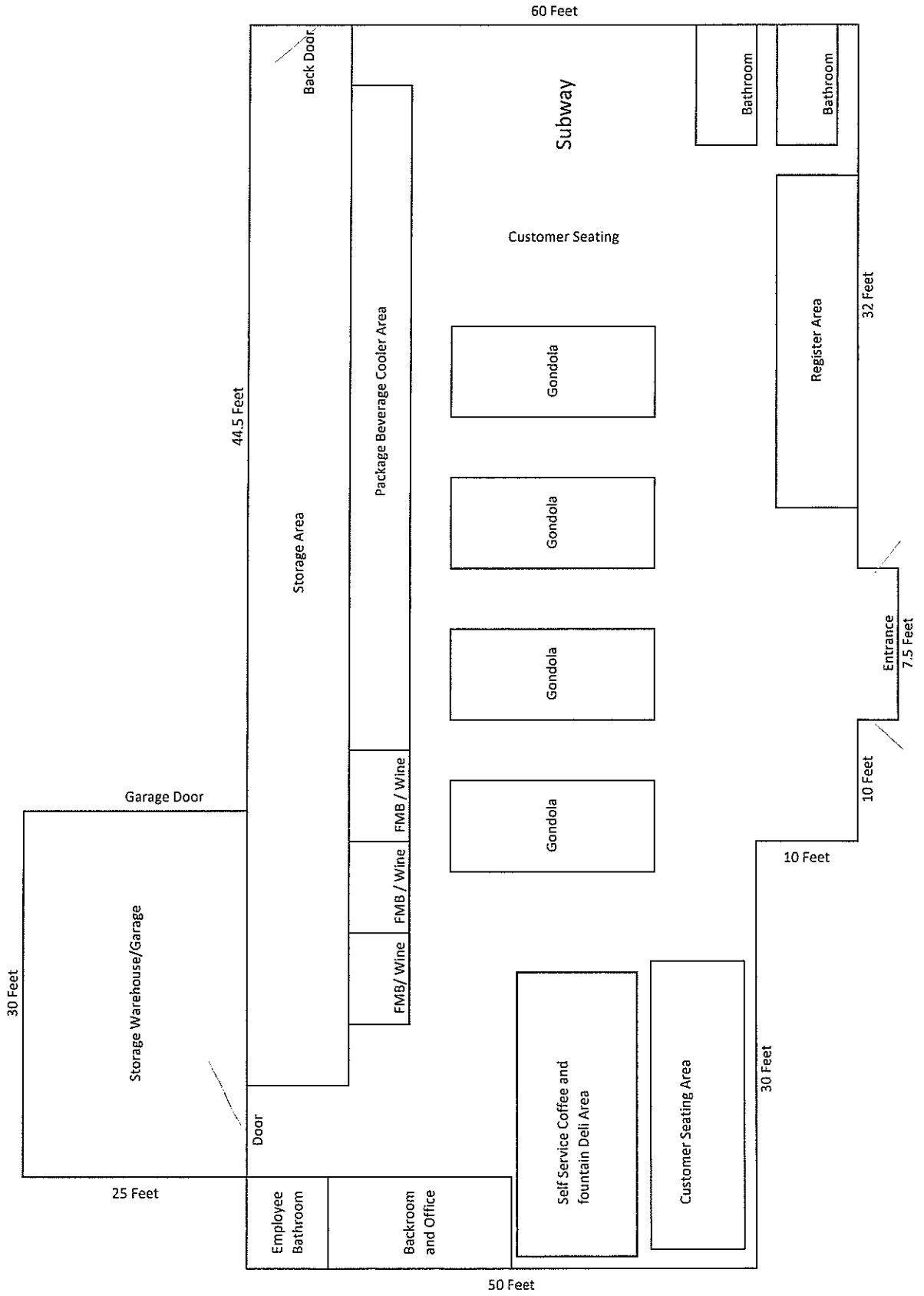
Title

Date (MM/DD/YY)



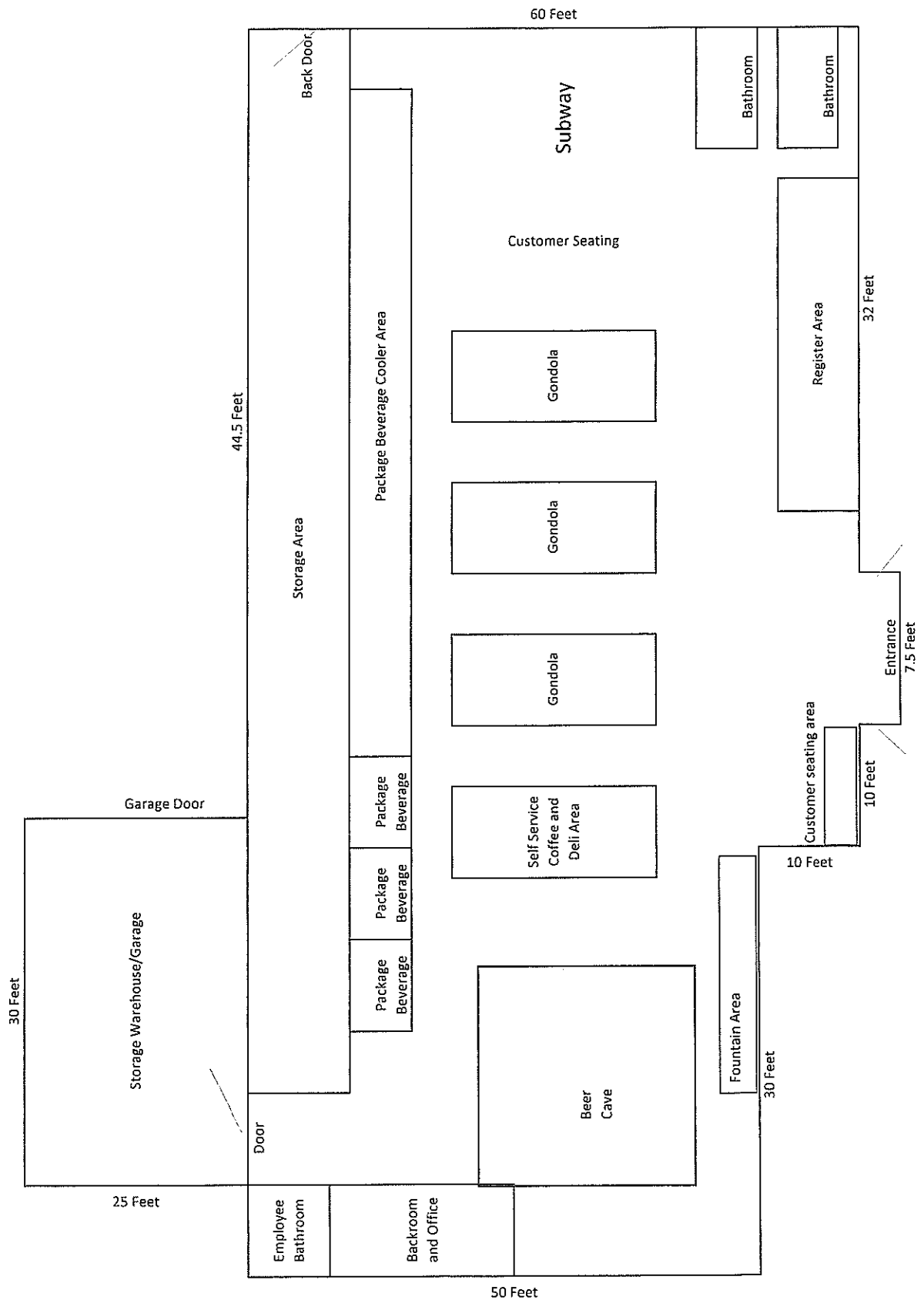
Current

Alta Convenience 6340  
425 S 6th Street  
Westcliffe, CO 81252



Proposed

Alta Convenience 6340  
425 S 6th Street  
Westcliffe, CO 81252





## **Findings: Visual / Technical Inspection, Town of Westcliffe**

Greetings Mr. Patterson,

Inspection of the premises and network setup revealed significant undocumented network configurations, potentially affecting the performance and ultimate utility of the installed camera system.

The ability to diagnose in detail was prevented by the discovery that upon disconnection of the cable connecting the wireless backhaul (intended to be exclusively for wireless camera system usage), that the entire internet connectivity of the building ceased to operate. As the inspection was conducted during normal hours of operation, disconnection was an obstacle to further diagnosis.

The cause of this, from a network engineering standpoint, is that the external, third-party Internet service from the CenturyLink/Lumen circuit is not configured properly within the architecture of the site's LAN; inspection reveals a lack of documentation, cable management, and room for expansion/upgrades.

Thus, when this circuit was installed, the network was configured in such a manner that the connectivity to the Internet, for the entire building, is currently being delivered over the wireless backhaul intended exclusively for the usage of the wireless camera system, apparently bypassing the CenturyLink circuit entirely.

Remediation of this misconfiguration is outside the scope of the original wireless camera system contract; while it can be done in a reasonable amount of time and within a predictable budget range, the system needs to be segregated so that the cameras are utilizing their designated network, and the office workstations are using their designated network.

As this configuration/design was not implemented by contractors/installers/etc. at some point between the initial wireless camera system installation and the present day, the office network needs to be reconfigured properly in order to prevent the Internet connectivity from the office workstations from utilizing the exclusive wireless camera system network (except in cases of failover).

Further, and more positively, the observation indicates that the original installation of the wireless camera system network has operated as designed, with enhanced capability serving as the primary Internet access provider, for approximately four years without intervention. This indicates a high level of stability and capacity on the wireless camera system wireless backhaul system, as should be expected of enterprise-grade hardware.

Respectfully,

Travis Roundtree  
Roundtree Global Enterprise, LLC

**TOWN OF WESTCLIFFE  
REQUEST TO BE PLACED ON AGENDA**

Office of the Town Clerk  
P.O. Box 406  
Westcliffe, CO. 81252  
[townclerk@townofwestcliffe.com](mailto:townclerk@townofwestcliffe.com)  
719-783-2282

✓ 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: Andy Mast

Organization, if speaking on behalf of a group: \_\_\_\_\_

Is this a request for Board action? ☒ Yes ☐ No

Please provide a summary of your comments:

My goal is that this mural installation will preserve, the culture, beautiful  
heritage, and values of a simpler time in the valley. I hope this  
piece of art will be an asset to the town + our community, reflecting  
peace, and beauty in our beautiful valley

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

I have mentioned a mural for the east side of my gallery to the  
Mayor Paul Wenke, and to a few members of the board of trustees.  
Thank you all for your consideration.

Contact information:

Name: Andy Mast  
Mailing Address: 219 Main Street  
Westcliffe, CO 81252  
email: andymastart@plaine-mails.com  
Daytime Phone: 719-431-9973



proposed mural for Andy Mast Gallery 219 Main Street  
Mural Size approx. 130 inches tall by 156 inches wide





**TOWN OF WESTCLIFFE  
RESOLUTION #5-2024**

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO  
PERMITTING THE PAINTING OF A MURAL TO BE LOCATED ON THE EAST SIDE OF THE GALLERY  
AT 219 MAIN STREET: DEPICTING WESTERN SCENE.**

**WHEREAS**, the Town of Westcliffe, Colorado Code of Ordinances Title 10-4-1 subsection  
(0) requires that murals be approved and permitted by the Board of Trustees and;

**WHEREAS**, the proposed mural meets the following criteria; presents no safety issue, is  
compatible with the surrounding area and is not obscene.

**NOW, BE IT THEREFORE, RESOLVED**, that the proposed mural is hereby permitted.

**APPROVED AND ADOPTED** this 16TH day of JULY 2024.

**TOWN OF WESTCLIFFE**

\_\_\_\_\_  
Paul Wenke, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathy Reis, CMC, Town Clerk

**TOWN OF WESTCLIFFE  
REQUEST TO BE PLACED ON AGENDA**

Office of the Town Clerk  
P.O. Box 406  
Westcliffe, CO. 81252  
[townclerk@townofwestcliffe.com](mailto:townclerk@townofwestcliffe.com)  
719-783-2282

  X   **Westcliffe Town Board**                 **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 first Monday of each month.)

Name of person making presentation: Ileen Squire

Organization, if speaking on behalf of a group: Wet Mountain Valley Saddle Club

Is this a request for Board action?      ☒ Yes      ☐ No

Please provide a summary of your comments:

Variance for lights for the rodeo July 17-21 extended date for stock delivey  
and stock leaving - Event is July 18, 19, and 20th

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

Kathy

Contact information:

Name: Ileen Squire

Mailing Address:

email: ileen1968@gmail.com

Daytime Phone: 719-371-3208



## Application for a Special Events Permit

Liquor Permit Number (Do Not Fill Out)

In order to qualify for a Special Events Permit, You **Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)**

- ☐ Social    ☐ Athletic    ☒ Philanthropic Institution  
☐ Fraternal    ☐ Chartered Branch, Lodge or Chapter    ☐ Political Candidate  
☐ Patriotic    ☐ National Organization or Society    ☐ Municipality Owned Arts Facilities  
☐ Political    ☐ Religious Institution

### LIAB    Type of Special Event Applicant is Applying for:

- 2110    ☒ Malt, Vinous And Spirituous Liquor    \$25.00 Per Day  
2170    ☐ Fermented Malt Beverage    \$10.00 Per Day

Name of Applicant Organization or Political Candidate

State Sales Tax Number (Required)

WET MOUNTAIN BROADCASTING

98-20793-0000

Mailing Address of Organization or Political Candidate

103 S. 2<sup>nd</sup> ST.,

City

State

ZIP Code

WESTCLIFFE

CO

81252

Address of Place to Have Special Event

102 MAIN ST.

City

State

ZIP Code

WESTCLIFFE

CO

81252

Authorized Representative of Qualifying Organization or Political Candidate

TERZA C. SMYTHE

Date of Birth (MM/DD/YY)

Phone Number

05-24-1966

832-715-5226

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

106 BUTTERCUP DRIVE

City

State

ZIP Code

WESTCLIFFE

CO

81252

Event Manager

~~T.C. SMYTHE~~ TERESA C. SMYTHE

Date of Birth (MM/DD/YY)

05/24/1966

Phone Number

832 715 5226

Event Manager Home Address

~~WESTCLIFFE~~ 106 BUTTERCUP DR.

City

WESTCLIFFE

State

CO

ZIP Code

81252

Email Address of Event Manager

tc @ tcsmythe.com

1. Is the place to have the Special Event located on State-owned property?

☐ Yes ☒ No

2. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?

☒ No ☐ Yes, How many days?

3. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?

☒ No ☐ Yes, License Number

4. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?

☒ Yes ☐ No

SEE ATTACHED EMAIL FROM  
PROPERTY BOARD PRESIDENT

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date

8-4-24

From:

12:00pm

To:

3:00pm

Date

From:

To:

Date

8-11-24

From:

12:00pm

To:

3:00pm

Date

From:

To:

Date

8-18-24

From:

12:00pm

To:

3:00pm

Date

From:

To:

Date

8-25-24

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12:00pm

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3:00pm

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To:



## Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Title

BOARD MEMBER, WET MOUNTAIN BROADCASTING

Signature



Date (MM/DD/YY)

6-25-24

### Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

**Therefore, this Application is Approved.**

Local Licensing Authority (City or County)

☐ City ☐ County

Telephone Number of City/County Clerk

Title

Signature

Date (MM/DD/YY)

**Do Not Write in this Space - For Department of Revenue Use Only**

### Liability Information

License Account Number

Liability Date

State

Total

-750 (999) \$

.00

## Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee.
  - ☒ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
  - ☒ Copy of deed, lease, or written permission of owner for use of the premises.
  - ☒ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
  - ☒ If not incorporated, a NONPROFIT charter; **or**
  - ☐ If a ~~political~~ Candidate, attach copies of reports and statements that were filed with the Secretary of State.
- 
- ☐ Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
  - ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
  - ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
  - ☐ Check payable to the Colorado Department Of Revenue
- 

### Qualifications for Special Events Permit

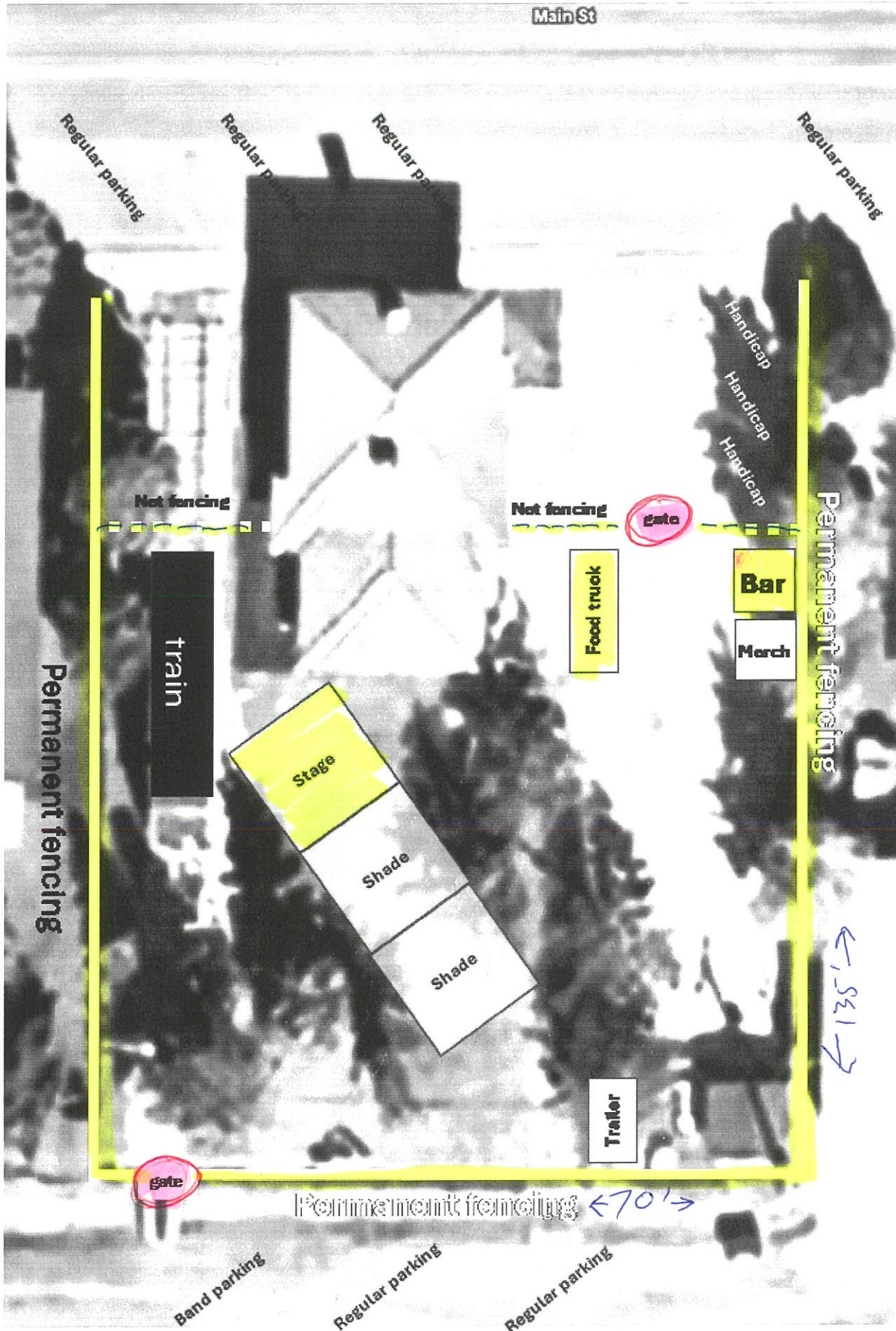
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(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

102 Main Street

Outdoor







ALL ABOARD WESTCLIFFE, INC.  
PO Box 1415  
Westcliffe, CO 81252

June 25, 2024

Kathy Reis/Erin Christie  
Town of Westcliffe  
1000 Main Street  
Westcliffe, CO 81252

Re: Letter in Support of a Liquor Sales Permit for Wet Mountain  
Broadcasting/KLZR

Dear Kathy and Erin,

Attached, please find the two diagrams of the locations where Wet Mountain Broadcasting/KLZR plans to host its four Summer in the Park Concert Series shows. If the weather is good, the shows will take place in the backyard of our historic rail depot at 102 Main Street. If not, then the operation will move to our Events Center to the south at 110 Rosita Avenue.

The board of directors of All Aboard Westcliffe has granted Wet Mountain Broadcasting/KLZR permission to occupy both venues and to sell beer and wine for the following dates:

Sunday, August 4, 2024 12:00pm-3:00pm  
Sunday, August 11, 2024 12:00pm-3:00pm  
Sunday, August 18, 2024 12:00pm-3:00pm  
Sunday August 25, 2024 12:00pm-3:00pm

If you need further information, please call me at 719-783-0945.

Warm Regards,

Sandy Messick, Chair  
All Aboard Westcliffe

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO  
**CERTIFICATE OF REGISTRATION**

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

**WET MOUNTAIN BROADCASTING CORP.**

is a **Charitable Organization** registered to solicit contributions in Colorado as required by the Colorado Charitable Solicitation Act, Title 6, Article 16, C.R.S.

This organization has been assigned a registration number of 20193030529.

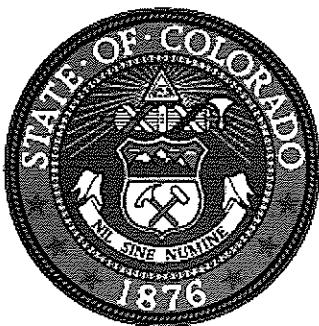
The status of its registration is **Good**, and this status has been in effect since 07/07/2023.

The organization's registration expires on 08/15/2024.

Registrants may legally solicit contributions, provide consulting services in connection with a solicitation campaign, and conduct solicitation campaigns in Colorado until the registration expires or is withdrawn, suspended, or revoked.

This certificate reflects facts established or disclosed by documents delivered to this office electronically through 06/25/2024.

**IN TESTIMONY WHEREOF** I have hereunto set my hand and affixed the Great Seal of Colorado, at the City of Denver on 06-25-2024 17:50:43



*Jena Griswold*

Secretary of State of the State of Colorado

*Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective.*



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

WET MOUNTAIN BROADCASTING CORP  
C/O PAUL SNYDER  
PO BOX 1279  
WESTCLIFFE, CO 81252

Employer Identification Number:

26-3825042

DLN:

17053366379008

Contact Person:

ZENIA LUK

ID# 31522

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

November 28, 2008

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

WET MOUNTAIN BROADCASTING CORP

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi", is written over a faint, circular official stamp.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

## TOWN OF WESTCLIFFE ADOPTED POLICY

Subject: **Capital Assets Planning and Capital Reserves**

Effective Date: ~~November 28, 2022~~ July 16<sup>th</sup>, 2024

Formatted: Superscript

### **OBJECTIVE**

The Town of Westcliffe (Town) has determined that accumulating and maintaining capital reserves as part of its annual budgeting process is important for long-term sustainability. The Town is committed to maintaining reasonable cash balances (reserves) to help offset the costs of future capital projects and replacements. The Town believes that establishing and maintaining such reserves will assist the Town in taking advantage of the “pay as you go” philosophy as opposed to relying entirely or heavily on debt financing. As such, the Town will be able to minimize the costs related to debt borrowing.

### **POLICY**

The Town is establishing the following fiscal policies as it relates to capital assets:

#### **Capital projects and replacement program**

On an annual basis and concurrently with the Town’s budgeting process, the Town Manager and/or the Town Clerk/Treasurer will ensure that long-term capital projections (i.e., 3 to 5 years) are compiled by soliciting input and information from other Town staff. The capital projections will reflect significant anticipated capital projects (both new and replacement), the associated costs, and the projected timeframe/completion of the projects. The capital projections are intended for financial planning purposes and are not intended to obligate the Town, in any manner, to build or construct the projects.

#### **1% SALES TAX**

~~The 1% Sales Tax will sunset on December 31, 2024~~ The voters approved continuing the 1% Sales Tax in perpetuity at the April 2, 2024 Regular Election.

### **DEFINITIONS**

Appropriation – A specific amount of money authorized by the Board of Trustees for identified goods and/or services for operating, capital and debt service.

Budgetary Fund Balance – Fund Balance at an individual fund level that differs from Generally Accepted Accounting Principles (GAAP) Fund Balance which includes entity wide Fund Balance on the financial statements.

Expenditure – The actual spending of financial resources set aside by Appropriation.

Fiscal Year – A twelve-month period of time designated as the budget year. The Town's fiscal year is the calendar year January 1 through December 31.

Fund – A set of inter-related accounts to record cash and other financial resources, in addition to all related liabilities and residual balances or equity, which may be segregated for the purpose of specific activities or objectives.

Fund Balance – The net amount of financial resources of a governmental fund that are further classified by constraints on how resources may be spent.

GASB – Governmental Accounting Standards Board.

General Fund – The primary Fund used by the Town for which Revenues and Expenditures are not legally restricted for use.

Reserve – The reserve will be provided through transfers of funds from the General Fund in an amount to be determined each year during the budget process of the Town's General Fund reserve policy and other collected sources and will be transferred before the end of February the following year.

Revenue – Primary revenues are received from amounts held by the General Fund or from elective transfers from the Board of Trustees. The Capital Fund may also be the recipient of various capital grant and loan proceeds, investment earnings derived from Capital Fund reserves and other dedicated revenue sources as designated by the Board of Trustees to be utilized for capital purposes.

Capital Fund – This fund was established in 2017 to account for amounts set aside by the Board of Trustees for capital acquisition and replacement.

#### **Budgeting/funding for capital reserves**

The Town should strive to maintain the balance in the Capital Fund for the acquisition and replacement of Town capital assets.

#### **Uses and Replenishment of Reserve(s)**

The Town will utilize capital reserves only for capital related activities as outlined in the Town's budget or as designated by the Board of Trustees. It is anticipated that the Town will only allocate additional resources to the Capital Fund in years when the Town's General Fund reserves exceed the maximum reserve as outlined in the General Fund reserve policy.

#### **Investing capital reserves funds**

The Town acknowledges that it will be accumulating capital reserve balances that may or may not be used for an extended period of time. In order to maximize the Town's investment earnings, the Board of Trustees will periodically, but no less than annually, analyze the capital reserve balances and various investment options available. Any and all investment considerations will adhere to

State Statutes regarding permitted investments for governmental entities and to the Town's adopted policies regarding investment, if any. Investment revenue earned on capital reserve balances will be used for costs incurred under this policy.

#### **Policy review**

The Town Board of Trustees will be responsible for reviewing this policy on an annual basis in connection with the Town's annual budgeting process to ensure that the Town's goals under this policy are being carried out. Furthermore, as a result of the annual review of this policy, the Town Board of Trustees will consider revisions/updates to this policy as deemed necessary. Adoption and changes to this policy will require majority vote by the Town's Board of Trustees.

#### **POLICY APPROVAL**

\_\_\_\_\_  
Paul Wenke, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Kathy Reis, Town Clerk, CMC

**TOWN OF WESTCLIFFE, COLORADO**  
**JOB DESCRIPTION**  
**POSITION TITLE: TOWN CLERK**

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|                             |                                                                       |
|-----------------------------|-----------------------------------------------------------------------|
| <b>DEPARTMENT:</b>          | Administration                                                        |
| <b>REPORTS TO:</b>          | Board of Trustees                                                     |
| <b>FLSA CLASSIFICATION:</b> | Non-Exempt                                                            |
| <b>HIRED BY:</b>            | Board of Trustees                                                     |
| <b>APPROVED BY:</b>         | Board of Trustees                                                     |
| <b>HOURLY RANGE:</b>        | Part/Full Time: <del>\$26.00 to \$32.00</del> <u>To be determined</u> |

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**SUMMARY:**

The Town Clerk performs a variety of administrative, technical, and paralegal duties in several roles, including; Treasurer, Clerk to the Board of Trustees and the Liquor Licensing Authority, and the Designated Elections Officer. Performs the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Town Clerk shall work under the direction of the Board of Trustees in the performance of the following essential duties:

- **General.** The Town Clerk is expected to provide excellent customer service to peers, supervisors, other Town employees, and members of the community. This position involves extensive public contact, necessitating excellent communication, interpersonal skills, customer service, independent judgment, and professionalism. All functions are governed by state statutes, which make the degree of responsibility very high.
- **Organizational duties.** The Town Clerk must be able to work with limited supervision and must be able to make independent judgments of situations tactfully; must be able to exercise skill in self-initiated organization and management of duties, including the timing necessary to accomplish duties in proper sequence and the prioritizing of duties according to importance, and statutory requirements.
- **Technical duties.** The Town Clerk position requires all fully matured technical skills in bookkeeping, accounting, file organization, report preparation, executive secretary skills, research, coordination, and the ability to combine the proper skills to accomplish the task at hand.
- **Personnel:** The Town Clerk supervises and directs the Deputy Town Clerk and Deputy Clerk in the performance of their duties.

**Supervisory Responsibilities.** The Town Clerk is responsible for the hiring, training, management, administration, and termination of all Town employees assigned to the Office of Clerk, in accordance with the policies and procedures as set forth in the Town Municipal Code. The Town Clerk is not responsible for the supervision of the Town Manager or his/her assigned employees.

- **Revenues.** The Town Clerk is responsible for all revenues of the Town of Westcliffe, which are gathered throughout the month and deposited to the various accounts.
- **Ordinances and Resolutions.** The Town Clerk is responsible for developing and recommending to the Trustees such ordinances and resolutions, regulations, and policies as may be appropriate for the town, including matters related to personnel, zoning, building permits, and inspections. The Clerk is responsible for maintaining all town ordinances.
- **Contracts:** Manage Town contracts by ensuring that: (i) complete and accurate contracts are on file, (ii) due dates and terms are identified and met, and (iii) renewals and terminations are presented to the Board in a timely manner.
- **Grants:** Pursue, apply, and administer appropriate grants for the Town.
- **Records Management.** The Town Clerk prepares ordinances for the Westcliffe Municipal Code; organizes and maintains onsite and offsite Town records; the safekeeping of official Town documents and the necessary recording of such documents with Custer County; coordinates the proper disposal of records that have met the required retention period.
- **Proof of Publications.** The *Wet Mountain Tribune* sends the Town of Westcliffe a proof of publication for everything the town has requested published. The Town Clerk shall place these in a special book for safekeeping.
- **Reports.** The **Local Highway Finance Report** and the **Annual Inspection and Report on the Condition of the Streets** are submitted once a year. These reports govern the amount of highway users tax money the Town of Westcliffe will receive from the state every year. These reports are prepared by the Town Clerk and anyone else who has the necessary information required.
- **Conservation Trust Reports:** The Town Clerk is responsible for filing the Certification of Eligibility and the Status of Conservation Trust Fund Spending reports to ensure that the Town remains in good standing to receive funding.
- **Permits.** The Town Clerk is responsible for issuing various permits.
- **Licenses.** Oversee all licenses and sales tax licenses issued by the Town.
- **Liquor Licenses.** The Town Clerk is authorized to act as the Local Licensing Authority for the following Colorado Liquor Code and Colorado Beer Code licensing functions:
- **Elections.** The Town Clerk shall publish notices and shall prepare and issue petitions, absentee voter applications, absentee ballots, order supplies and ballots, select and train judges of elections, oversee activities on Election Day, canvass votes, and send results to the Secretary of State. All elections are governed by state statutes.
- **Budget.** The Town Clerk shall assist the Town Board in developing an annual business plan and budget. The Clerk will prepare legal notices. The Clerk will prepare and file monthly financial and other reports as may be requested by the trustees and keep the Trustees advised of the financial condition, future needs, and all matters concerning the Town.



- **Meetings.** The Town Clerk will prepare for all Town Trustees' Meetings.
- **Accounting & Bookkeeping.** The Town Clerk shall be the bookkeeper and shall track all income, expenses, assets, and liabilities in the computerized system.
- **Audit.** The Town Clerk shall perform this task once a year, and it involves balancing all accounts of the town, gathering all necessary information, and submitting it to the Town auditor.
- **Payroll.** The Town Clerk will check all time sheets and calculate all FICA, Federal, and State withholding. The Clerk will prepare an earnings record for each employee monthly. The Clerk shall prepare and file all Federal and State withholding forms when necessary and shall submit all W-2 forms to all employees at the end of every year.
- **Janitorial.** The Clerk shall maintain the Town Hall.
- **Website.** The Town Clerk is responsible for maintaining and updating the Town website.
- **Other Duties.** The Clerk will perform such other duties as may be assigned from time to time by the Board of Trustees.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or General Education Degree (G.E.D.)
- ~~Minimum three years of Deputy or Town Clerk experience~~ [Minimum three years of administrative experience.](#)

#### **SPECIAL REQUIREMENTS:**

- Ability to begin the process of obtaining Certified Municipal Clerk status within three years of starting employment.
- Ability to work occasional evenings to attend scheduled public meetings.

#### **REPRESENTATIVE SKILLS**

The following are representative of the kind of skills required on the job.

#### **LANGUAGE SKILLS:**

- The ability to read, analyze and interpret general periodicals, government regulations, financial reports, and legal documents.
- The ability to write detailed reports and business correspondence.
- The ability to respond effectively to the most sensitive inquiries and/or complaints.
- The ability to effectively present information in one-on-one and small group situations to the public, employees, or trustees.

#### **THOUGHT PROCESSES:**

- The complexity of the position is characterized by the wide-ranging topics and levels of logical thought processes involved in the job: Topics range from finances to licenses to legal matters



to public meetings and elections. Competent handling of these types of topics requires the unique thinking ability of a person who can mentally visualize the concept of the topic as well as the details of the implementation of the concept.

#### **TWO-WAY COMMUNICATIONS:**

- Communications, verbal and written, are so very important today. If resident taxpayers are to be satisfied, every effort must be expended to ensure that communications are complete, accurate, and given with the appropriate level of urgency. Westcliffe employees need to be tireless in their efforts to improve two-way communications.
- Ability to maintain effective working relationships with staff, elected and appointed officials, consultants, other government officials, and the public.
- Ability to listen and accept criticism; must possess conflict resolution skills and public relations skills.

#### **TEAMWORK:**

- The ability to be responsive, competent, and seamless is important in the effort to run a well-operating community. Cooperation, compromise, collaboration, and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is key in any team environment.

#### **MATHEMATICAL SKILLS:**

- The ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **ABILITY TO:**

- Define problems, collect data, establish facts, and draw valid conclusions.
- Work with sensitive or confidential information appropriately.
- Work with limited supervision and tactfully make an independent judgment of situations. The Clerk must be able to exercise skill in self-initiated organization and management of duties, including the timing necessary to accomplish duties in proper sequence and the prioritizing of duties according to the importance and statutory requirements.
- Attend to the fully matured technical skills of bookkeeping, accounting file organization, report preparation, executive secretary skills, research, coordination, and the ability to bring together the proper combination of skills to accomplish the task at hand.
- Apply logical thought processes to wide-ranging topics involved in the job.
- Organize and use time effectively and be creative and analytical. Ability to manage multiple tasks expeditiously and accurately in a busy environment that is subject to interruptions and long, irregular hours

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the Clerk to perform the essential duties of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- While performing the duties of this job, the clerk is regularly required to sit; use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms.
- The Clerk frequently is required to talk or hear.
- The Clerk is frequently required to walk.
- The Clerk must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.

7/27/24  
MR

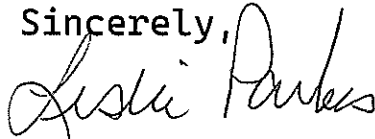
To Mayor Wenke and the Board of Trustees:

I would like to be considered for the position on the Planning Commission. I have served on that body in the past and would be happy to serve again.

I am retired and have the time to serve. I have no agenda except to see Westcliffe grow, yet remain the charming town that it is.

Thank you for your consideration.

Sincerely,



Leslie Parkes

85 Mineral Road

Westcliffe, CO

719-371-6918

7/1/24 MR



Deputy Clerk &lt;deputyclerk50@gmail.com&gt;

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**Planning Commission - Letter of Interest**

1 message

**John Van Doren** <seneca1411@gmail.com>

Mon, Jul 1, 2024 at 2:46 PM

To: Melane Rella &lt;deputyclerk@townofwestcliffe.com&gt;

Cc: Caleb Patterson &lt;townmanager@townofwestcliffe.com&gt;

**JOHN VAN DOREN**107 N Adams Blvd | 303-241-2568 | [seneca1411@gmail.com](mailto:seneca1411@gmail.com)**Letter of Interest – July 1, 2024**

Planning Commission

Town of Westcliffe, c/o Melane Rella via email

1000 Main Street

Westcliffe, CO 81252

**Dear Planning Commission:**

My wife and I sold our home of 23 years in Bailey, CO and moved to Westcliffe in May of 2020. Since that time I have both a member of the Planning Commission and an alternate. I am currently an alternate member, and, in that role, I have served as a member of the team updating the Town's Master Plan.

What I bring to table is a few decades of experience, much of which is directly relevant to serving on the committee (Architecture, Engineering, Business Turnarounds and Startups). A large part of my desire to serve would be to help preserve and build on the unique natural assets, strong business base, and rich history of Westcliffe. The very things that attracted us to the area in first place.

Sincerely,

**John Van Doren**

P.S. I also serve on the boards of Custer County Tourism and Trails for All