

AGENDA
BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, SEPTEMBER 17, 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
 - B. TREASURER'S REPORT
 - C. APPROVAL OF BILLS
 6. Old Business
 - a. Consideration of a request to approve Resolution 7-2024 adopting the Master Plan recommended by the Planning Commission. Town Manager.
 7. New Business
 - a. Consideration of allowing organized events to be set up in Jess Price Park for the remainder of 2024. Town Clerk.
 - b. **PUBLIC HEARING:** For rezoning of BLK 12 & 13 of Shadow Ridge.
 - c. Consideration of denying the rezoning of BLK 12 & 13 of Shadow Ridge per the Planning Commission's recommendation.
 - d. Consideration of a request to approve Ordinance 4-2024 to amend the Town fee schedule.
 - e. Presentation of 2025 Proposed Budget (No discussion, no decisions). Town Clerk.
 - f. Schedule a budget workshop. Town Clerk.
 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, AUGUST 20, 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, Mr. Jagow, Mr. Fulton, and Mr. Wilhelm.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Mark Middendorf, Leslie Parkes, Inge Munden, Bianca Trenker, Laura Piquette, Jerry Peters, John & Debi Van Doren, Brad Hartbauer, Roy Travis, Polly Miller, Bob Lee, Dave Elliot, Dale Coleman, Kathy Reis, Erin Christie, & Caleb Patterson.

TREASURER’S REPORT

	REVENUE RECEIVED	BALANCE OF ACCOUNTS
General Fund Checking:	\$ 282,358.27	\$ 278,274.53
CSafe-GF Core 11:	\$ 2,610.12	\$ 568,874.98
CSafe-3% Tabor Reserve 13:	\$ 222.36	\$ 48,425.54
CSafe-General Fund Reserve-14	\$ 1,831.40	\$ 399,140.88
CSafe-Tennis Ct.-Core-16	\$ 96.02	\$ 20,861.74
Tennis Court Checking:	\$ 0.00	\$ 5,178.70
Municipal Court Checking:	\$ 0.00	\$ 2,407.70
Conservation Trust Fund Checking:	\$ 43.91	\$ 11,570.33
CSafe-CF Core 15	\$ 201.16	\$ 43,807.32
Capital Fund Checking:	\$ 191,061.18	\$ 920,407.14
CSafe-CF Core 12:	\$ 4,833.36	\$ 569,500.94

EXPENDITURES FOR JUNE 2024:

GENERAL FUND:	\$ 97,237.04
MUNICIPAL COURT:	\$ 0.00
TENNIS COURT:	\$ 0.00
CONSERVATION TRUST FUND:	\$ 0.00
CAPITAL FUND:	\$ 345,927.09

APPROVAL OF CONSENT AGENDA

- a. Approval of minutes – July 16, 2024 Regular Meeting and July 26, 2024 Special Meeting.
- b. Treasurer’s Report
- c. Approval of Bills

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

OLD BUSINESS

- a. **Consideration of an appointment to fill the vacant Planning Commission seat.**

John Van Doren was appointed, and Leslie Parkes will be the alternate.

ACTION: Mayor Wenke moved, and Mr. Jagow seconded to appoint John Van Doren to fill the vacant Planning Commission seat. Motion carried.

NEW BUSINESS

- a. **Consideration of a request to allow a right-of-way easement in order to install cluster mailboxes on Mineral Road recommended by the Planning Commission to approve.**

ACTION: Mr. Jagow moved, and Mr. Fulton seconded to approve allowing a right-of-way easement in order to install cluster mailboxes on Mineral Road. Motion carried.

- b. **Consideration of a request to approve Resolution #6-2024 amending the Town of Westcliffe Policies Handbook by adding an inclement weather provision as Section 508.**

Ms. Christie reported that it is common procedure in mountain towns to have an inclement weather policy in employee handbooks. She reached out to towns that had similar elevations and snow patterns and used their language for the provision.

ACTION: Mr. Mowry moved, and Mr. Nordyke seconded to approve Resolution #6-2024 amending the Town of Westcliffe Policies Handbook by adding an inclement weather provision as Section 508. Motion carried.

- c. **Consideration of a request to approve the bid with Langston Concrete for the Powell project and approve the overage of \$22,500.**

Mr. Patterson reported that this is to finish the Powell project, putting sidewalks, curbs, and gutters from Highway 69 to 2nd Street on the North side and one block on the South side. The Town budgeted \$277,500 for the project and the bid came in at \$300,000. The \$22,500 overage will come out of the chipseal budgeted funds which were not all used.

ACTION: Mr. Nordyke moved, and Mr. Wilhelm seconded to approve the bid with Langston Concrete for the Powell project and approve the overage of \$22,500. Motion carried.

NEW BUSINESS CONTINUED

- d. **Consideration of a request to approve the WPAC to move forward with the Hermit/Memorial Parks Complex plans.**

Mayor Wenke reported that, if approved, there will be money budgeted in 2025 for hiring an expert for planning and engineering of the project. Mr. Patterson reported that there will be opportunities for community input at public hearings through Spring of 2025.

ACTION: Mr. Fulton moved, and Mr. Wilhelm seconded to approve the WPAC to move forward with the Hermit/Memorial Parks Complex plans. Motion carried.

- e. **Consideration of a request to install stop signs at the intersection of Main and 2nd streets recommended to deny by the Planning Commission.**

Mayor Wenke reported that the Planning Commission did not recommend moving forward with installing stop signs. Mr. Patterson installed pedestrian stop signs in the crosswalk and 15 mph signs on Main Street, which have slowed traffic.

ACTION: Mr. Jagow moved, and Mr. Wilhelm seconded to approve the Planning Commission's recommendation to deny installing stop signs at the intersection of Main and 2nd Streets. Motion carried.

- f. **Consideration of appointing the Town Clerk/Administrator/Treasurer as of January 1, 2025.**

Ms. Reis reported that in November, Ms. Christie was hired as the Deputy Town Clerk because there cannot be two Town Clerks. When Ms. Reis retires, Ms. Christie will be the Town Clerk and needs to be sworn in January 2025. The job opening was posted internally, as required, and the only resume submitted was Ms. Christie's.

ACTION: Mr. Mowry moved, and Mr. Fulton seconded to appoint Erin Christie as the Town Clerk/Administrator/Treasurer as of January 1, 2025. Motion carried.

- g. **Consideration of a request to approve Resolution #7-2024 adopting the Master Plan as recommended by the Planning Commission.**

Mr. Patterson reported that the Master Planning Committee and the Planning Commission have been working on this for a year and a half. Citizen Dave Elliot expressed concern regarding language in the Master Plan for the Town to acquire property between the Bluff Park and Grape Creek for a water park, and also for a trail to go towards the mountain range. Mr. Patterson explained that these are just goals, and can be removed from the Master Plan. Mayor Wenke stated that he wants the Master Plan revised so that there are no projects that would require the Town acquiring private property. Once that is done this request can be placed on next month's agenda.

ACTION: Mr. Fulton moved, and Mr. Jagow seconded to table adopting the Master Plan until changes have been made. Motion carried.

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

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NEW BUSINESS CONTINUED

h. Presentation regarding Affordable Housing. Bianca Trenker.

Ms. Trenker provided the Board of Trustees with petitions signed by citizens of Custer County in support of Affordable Housing. She also shared aerial photos of the Town to compare the heights of different buildings.

STAFF & COMMITTEE REPORTS

a. Report from Deputy Town Clerk

Ms. Christie reported that the Colorado Municipal League's District Meeting is on September 12th at 5:00 in Canon City. She will register any trustee or staff member who would like to attend.

b. Report from Town Manager

Mr. Patterson reported that he wants to apply for the HISP grant next year to install sidewalks on Main Street from Highway 69 to the Conoco gas station.

The Jess Price Park grand opening will be on Friday August 23rd. Mr. Patterson requested direction from the Board as to whether or not the Farmer's Market tents should be set up at the Park during the ribbon cutting. Mr. Wilhelm expressed concern that the grass and flowers are freshly planted so having tents set up and a large amount of people walking through it will be damaging.

A stop sign was set up at 2nd and Edwards and the Board can decide if they want it to remain there. Mr. Patterson wants to schedule Board training and he will touch base with the Town attorney for that. On the next agenda, he wants HB 24-131 to be discussed. CHFA has a no-cost grant for technical assistance for Proposition 123 buildings that he would like to apply for. The Kroger opioid settlement is closing and Mr. Patterson submitted the subdivision release form so if there are proceeds the Town is entitled to receive a portion of the funds.

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

ADJOURN

Recorded by:
Erin Christie
Deputy Town Clerk

BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, AUGUST 27, 2024
SPECIAL MEETING
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CALL TO ORDER

Mayor Wenke called the meeting to order at 2:00 P.M.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis, Caleb Patterson, and Erin Christie.

ORDER OF BUSINESS

- a. **Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) performance reviews for Town Manager Caleb Patterson and Town Clerk Erin Christie.**

ACTION: Mr. Jagow moved, and Mr. Mowry seconded to go into Executive Session for the purpose of a personnel matter under C.R.S. Section 24-6-402(2) (f)(I) in preparation of performance reviews for the Town Manager Caleb Patterson and Town Clerk Erin Christie. Motion carried.

EXECUTIVE SESSION

At 2:01 p.m., the Special Meeting was recessed. Executive Session was convened at 2:05 p.m.

At 4:00 p.m., Mayor Wenke reconvened the special meeting and announced that the Executive Session had been concluded. He stated that in addition to himself, the participants in the Executive Session were Mr. Nordyke, Mr. Wilhelm, Mr. Mowry, Mr. Dembosky, Mr. Fulton, Mr. Jagow, and Kathy Reis (and Erin Christie at the end for the purpose of training). For the record, Mayor Wenke asked that if any person participating in the Executive Session who believed that any substantial discussion of any matters not included in the motion to go into Executive session occurred during the Executive Session in violation of the Open Meetings Law to state his or her concerns for the record.

Mayor Wenke requested that each Board member send their comments regarding reviews of Erin Christie and Caleb Patterson to him by the 10th of September and he directed Ms. Reis to contact the Town attorney on how to proceed with the reviews.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, AUGUST 27, 2024
SPECIAL MEETING**

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

ADJOURN

Recorded by:
Erin Christie
Deputy Town Clerk

BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
WEDNESDAY, SEPTEMBER 4, 2024
SPECIAL MEETING

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CALL TO ORDER

Mayor Wenke called the meeting to order at 2:00 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Mr. Mowry, Mr. Jagow, Mr. Nordyke, Mr. Wilhelm, and Mr. Dembosky. Let the record reflect Mr. Fulton arrived late.

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Jerry Peters, Caleb Patterson and Kathy Reis.

ORDER OF BUSINESS

a. Consideration of a request to approve additional funds for the TAP construction project.

Additional funds of \$15,000 are needed to supplement the cost of the 6" concrete needed in the parking areas along Rosita Ave. and Adams Blvd. Langston Concrete estimated there will be about \$64,000 left from the project. Langston's original estimate was approximately \$240,000, we agreed to it being now approximately \$190,000.00. There is \$111,662.00 remaining in contingencies. The total needed to be added to Langston's contract of \$2,085,727 is \$126,662.00, bringing the total to \$2,212,389.00. The total cost of the concrete in the parking areas will be approximately \$190,966.00.

The \$15,000 will be taken from the Capital Fund. Not all the funds were used on the chip seal.

ACTION: **Mr. Dembosky** moved, and Mr. Nordyke seconded to approve the \$15,000 from the Town funds to supplement the TAP Project as described by Caleb. Motion carried.

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

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk

GENERAL FUND

Alpine Lodge	Christmas dinner in August	1,296.00
Airgas	Shop Maint./Supplies	48.20
Black Hills Energy	Lights/Electric	1,498.59
Brush Hollow Creek	Memorial Park bathroom construction Pmt 1	9,882.35
Brush Hollow Creek	Memorial Park bathroom construction Pmt 2	9,884.65
Butler, Lynn (United Methodist Church)	Park Rental Damage Deposit Refund	100.00
Card Services	Office Supplies	1,697.10
Caribou Cottage	Business License Refund	40.00
Central Building Supply	Street Maint./Supplies	96.97
CenturyLink	Phone/Elevator	99.82
CIRSA	Addition of watering tank trailer	16.54
Colorado Municipal League	2 employees attending District Fall Meeting	50.00
Colorado Open Lands	Park Rental Damage Deposit & Usage Fee Refund	50.00
Crestone Graphics	Street Maint./Supplies	99.90
Custer County Clerk & Recorder	Record Warranty Deed	28.00
Custer County Rd. & Bridge	Street Maint.& Fuel	524.03
Custer County Sheriff's Office	2024 3rd Qtr contract	15,537.50
Erb Element	Communications Services August	3,225.00
High Mountain Hay Fever	Refund	143.02
Hilltop Broadband	Internet	255.45
K2 Custom Builders Inc	Refund building permit #240702-2 overpaid	30.00
Miller, Andrew	Park Rental Damage Deposit Refund	100.00
Mowry, Jeff	Park Rental Damage Deposit & Usage Fee Refund	125.00
Music Mountain Instruments	Local Façade Grant reimbursement	5,000.00
Oak Disposal Services	Porta potty rentals Hermit/Memorial Parks	150.00
ODP Business Solutions	Office Supplies	157.06
Piquette, Laura	Park Rental Damage Deposit Refund	100.00
Procom, LLC	Random employee drug test	55.00
Rocks Part Co.	Vehicle Maint./Parts	172.61
Round Mtn. Water & Sanitation District	Water & Sewer	5,562.50
Seton	Street Maint./Supplies - Pedestrian Crossing	2,023.97
Thomas, Brian	Park Rental Damage Deposit Refund	100.00
Tovrea, Sheri	2 Employee random drug tests	40.00
Valley Ace Hardware	Supplies	956.02
Van Diest Supply Co.	Park Maint./Supplies	2,663.76
Westcliffe Petroleum	Vehicle Maint./Parts	21.90
Wet Mtn Tribune	Publishing	107.88
West Mt Valley Rotary CSI	Town 2024 non-profit donation	569.93
Wiley, Corrie	Park Rental Damage Deposit Refund	100.00
Xerox Corporation	Meter Read/Lease Payment	195.43

Payroll Expenses

CEBT	Employer/Health Ins.	471.08
CEBT	Employee/Health Ins.	340.80
EFTPS	July and August Payroll Taxes	16,292.04
GWRS	Employee Share Retirement Fund (ACH)	3,872.13
GWRS	Employer Share Retirement Fund (ACH)	1,172.78

BILLS TO DATE		\$84,953.01
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AUGUST 2024 PAYROLL	\$22,610.76
TOTAL GENERAL FUND EXPENDITURES FOR AUGUST 2024	\$107,563.77

CAPITAL FUND

Langston Concrete Inc.	TAP M352-003 (23660) Payout 2 Progress Pmt.	592,170.15
Ayers Associates, Inc.	TAP 23660 Consturction Phase	13,260.45
Deere Financial	Lease Payment	930.74
Timberline Building Systems, Inc.	Inv. #24004-02 Jess Price Park	117,430.91
Langston Concrete Inc.	TAP M352-003 (23660) Payout 3 Progress Pmt.	\$646,948.15
TOTAL CAPITAL FUND EXPENDITURES FOR AUGUST 2024		\$1,370,740.40

George Murray, Mayor Pro Tem

The undersigned acknowledges that the above listed invoices were presented for review.

REVENUES RECEIVED IN AUGUST 2024

GENERAL FUND

Cash		
Cornwell, Dorthy	Fence Permit #F240726-1 606 Main St.	100.00
Wilson, Heath	Fence Permit #F240816-1 407 S. 2nd St.	100.00
Parkes, Leslie	Document Copies	1.00
Sheperd, Agitha	Fence Permit/66 Pyrite Circle	100.00
Credit Card		
Miller, Andrew	Park Rental Fee and Damage Deposit	125.00
Checks		
Bear Peak LLC (Zitas)	Liquor License Renewal	125.00
Miller, Elsie	Park Rental Usage Fee and Damage Deposit	125.00
Black Hills Utilities	July Franchise Fee	2,165.12
Dolan, Mary	Building Permit #240813-1 108 Yucca Lane	230.00
Taylor, Gary	Special Event Liquor Permit	35.00
Chappy's Woodfired Grill	Liquor License Renewal/late fee	625.00
Weyand, Jeffrey	Building Permit #240816-1 60 Quartz Ct.	500.00
Mowry, Jeff (Biddinger, Danny)	Park Rental Usage Fee and Damage Deposit	125.00
Cascade Consulting, LLC	Short Term Rental License/202 4th St.	200.00
Wiley, Corie	Park Rental Usage Fee and Damage Deposit	125.00
Custer County Treasurer		3,078.33
	INC- Current Interest	35.16
	RBC-Current Road & Bridge	969.82
	RLC-Current Tax	1,314.71
	SOA-Specific Ownership A	122.87
	SOB-Specific Ownership B	682.17
	TFC-Treasurer Fee	-46.40
United Business Bank	Interest	24.05
State of Colorado	Cigarette Tax	0.00
State of Colorado	Sales Tax	86,941.95
State of Colorado	Highway Users Tax	2,979.45
GENERAL FUND CHECKING REVENUE RECEIVED IN AUGUST 2024		\$97,704.90

CSafe-GF Core-11	Interest	2,615.06
CSafe-3% Tabor Reserve-13	Interest	222.72
CSafe-GF Reserve-14	Interest	1,834.88
CSafe-Tennis Ct. Core-16	Interest	96.10

TENNIS COURT PROJECT CHECKING

Donation Box	Donation Box @ tennis court	40.62
TENNIS COURT PROJECT CHECKING REVENUE RECEIVED IN AUGUST 2024		\$40.62

		0.00
MUNICIPAL COURT CHECKING REVENUE RECEIVED IN AUGUST 2024		\$0.00

REVENUES RECEIVED IN AUGUST 2024

CONSERVATION TRUST FUND

United Business Bank	Interest	0.49
CONSERVATION TRUST FUND REVENUE RECEIVED IN AUGUST 2024		\$0.49

CSafe-CF Core 15	Interest	\$201.58
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CAPITAL FUND

United Business Bank	Interest Capital Fund Checking	57.24
State of Colorado (Town of Westcliffe)	1% Sales Tax	43,470.97
State of Colorado	Reimburse Inv#3 23660/24056	592,170.15
Verizon Wireless	Lease Payment	1,000.00
Custer County Treasurer	Clerk Fees Sales Tax-1%	43,470.97
CAPITAL FUND CHECKING REVENUE RECEIVED IN AUGUST 2024		\$680,169.33

CSafe-CF Core 12	Interest	\$2,617.94
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BALANCE IN ALL FUND ACCOUNTS

GENERAL FUND CHECKING		\$182,418.19
CSafe-GF Core-11		\$571,490.04
CSafe-3% Tabor Reserve-13		\$48,648.26
CSafe-GF Reserve-14		\$400,975.76
CSafe-GF Reserve-16		\$20,957.84
TENNIS COURT PROJECT CHECKING		\$5,219.32
MUNICIPAL COURT CHECKING		\$2,407.70
TOTAL GENERAL FUND ACCOUNTS		\$1,229,709.41

CONSERVATION TRUST FUND CHECKING		\$11,570.82
CSafe-CF Core 15		\$44,008.90
TOTAL CONSERVATION TRUST FUND ACCOUNTS		\$55,579.72

CAPITAL FUND CHECKING		\$185,434.36
CSafe-CF Core 12		\$572,118.88
TOTAL ALL CAPITAL FUND ACCOUNTS		\$757,553.24

CASH BALANCE OF ALL FUND ACCOUNTS **\$2,031,271.55**

NOTE: 1% Sales tax of \$43,470.97 was transferred to the Capital Fund from the General Fund.

Town of Westcliffe
CTF Profit & Loss Budget Performance
August 2024

	<u>Aug 24</u>	<u>Budget</u>	<u>Jan - Aug 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
7000 · State Lottery Income	0.00	458.33	3,251.51	3,666.68	5,500.00
7050 · Interest Income	202.07	6.83	1,586.69	54.68	82.00
Total Income	<u>202.07</u>	<u>465.16</u>	<u>4,838.20</u>	<u>3,721.36</u>	<u>5,582.00</u>
Gross Profit	202.07	465.16	4,838.20	3,721.36	5,582.00
Expense					
9001 · Capital Outlay	0.00	4,166.66	0.00	33,333.36	50,000.00
Total Expense	<u>0.00</u>	<u>4,166.66</u>	<u>0.00</u>	<u>33,333.36</u>	<u>50,000.00</u>
Net Income	<u><u>202.07</u></u>	<u><u>-3,701.50</u></u>	<u><u>4,838.20</u></u>	<u><u>-29,612.00</u></u>	<u><u>-44,418.00</u></u>

TOWN OF WESTCLIFFE
Capital Fund Profit & Loss Budget Performance
August 2024

	Aug 24	Budget	Jan - Aug 24	YTD Budget	Annual Budget
Income					
CRF7160 · Interest Income	2,675.18	4,666.67	49,527.30	37,333.32	56,000.00
CRF7212 · Grant (New Town Property)	0.00	20,833.33	0.00	166,666.68	250,000.00
CRF7213 · Grants (Existing) RW	592,170.15	0.00	777,192.36	0.00	0.00
CRF7220 · Grants (New) RW	0.00	178,327.50	0.00	1,426,620.00	2,139,930.00
CRF7270 · Lease Proceeds Verizon Tower	1,000.00	1,000.00	7,000.00	8,000.00	12,000.00
CRF7285 · 1% Sales Tax from General Fu...	43,470.97	38,381.25	257,522.44	307,050.00	460,575.00
CRF7810 · Transfers From General Fund	0.00	38,333.37	0.00	306,666.52	460,000.00
Total Income	639,316.30	281,542.12	1,091,242.10	2,252,336.52	3,378,505.00
Expense					
CRF9011 · CIP Roadway (Existing)	0.00	25,833.33	239,327.09	206,666.68	310,000.00
CRF9012 · CIP Town Property (Existing)	117,430.91	33,750.00	355,712.12	270,000.00	405,000.00
CRF9014 · Equipment Debt Service	1,861.48	930.75	8,376.66	7,446.00	11,169.00
CRF9025 · CIP Roadway (New)	1,252,378.75	189,660.87	1,406,128.75	1,517,286.52	2,275,930.00
CRF9026 · CIP-Town Property (New)	0.00	23,958.33	0.00	191,666.68	287,500.00
CRF9027 · CIP-Equipment (New)	0.00	4,416.67	42,920.56	35,333.32	53,000.00
CRF9101 · Improvements-Design	0.00	3,750.00	66,933.32	30,000.00	45,000.00
Total Expense	1,371,671.14	282,299.95	2,119,398.50	2,258,399.20	3,387,599.00
Net Income	-732,354.84	-757.83	-1,028,156.40	-6,062.68	-9,094.00

General Fund Profit & Loss Budget Performance

	Aug 24	Budget	Jan - Aug 24	YTD Budget	Annual Budget
Income					
7000 · General Property Taxes	1,314.71	5,617.08	77,780.54	44,936.68	67,405.00
7050 · Specific Ownership Taxes	805.04	666.66	5,914.22	5,333.36	8,000.00
7100 · Town Sales Taxes	86,941.95	76,721.70	515,047.78	613,773.65	920,660.45
7101 · Town Sales Tax License	200.00	416.66	5,080.00	3,333.36	5,000.00
7106 · Penalties & Int-Delinquent Tax	35.16	16.66	69.03	133.36	200.00
7115 · Franchise Fee	2,165.12	2,916.66	22,424.17	23,333.36	35,000.00
7125 · Building & Zoning Permits	700.00	3,333.33	49,060.00	26,666.68	40,000.00
7126 · Fence & Sign Permits	300.00	150.00	2,031.00	1,200.00	1,800.00
7127 · Special Use By Review Permits	0.00	50.00	900.00	400.00	600.00
7130 · Traffic Fines & Ordinances	0.00	8.33	25.00	66.68	100.00
7140 · Liquor Licenses/Special Events	785.00	125.00	3,640.00	1,000.00	1,500.00
7148 · Disposable Bag Fee	0.00	0.00	1,736.50	0.00	0.00
7150 · Cigarette Tax	0.00	166.66	1,311.67	1,333.36	2,000.00
7160 · Interest Income	4,792.81	9,282.92	42,925.75	74,263.32	111,395.00
7165 · Miscellaneous Income	-39.00	83.33	6,918.88	666.68	1,000.00
7200 · Highway Users Tax	2,979.45	2,584.25	23,222.52	20,674.00	31,011.00
7205 · Road & Bridge Funds	969.82	3,027.22	34,187.87	24,217.74	36,326.62
7300 · Tennis Court Donation Fund	40.62	8.33	40.62	66.68	100.00
7305 · Events Center-Rental Fees	0.00	258.33	2,550.00	2,066.68	3,100.00
7310 · Bluff Site Maint. Fee	0.00	0.00	3,318.94	0.00	0.00
7315 · Park Usage Fee	100.00	133.33	1,200.00	1,066.68	1,600.00
7845 · Federal Grant	0.00	16.66	0.00	133.36	200.00
Total Income	102,090.68	105,583.11	799,384.49	844,665.63	1,266,998.07
Gross Profit	102,090.68	105,583.11	799,384.49	844,665.63	1,266,998.07
Expense					
8000 · Trustees	1,370.93	333.33	2,252.46	2,666.68	4,000.00
8005 · Ordinances & Procedures	150.88	500.00	4,960.23	4,000.00	6,000.00
8010 · Colo. Muni League Dues	0.00	77.08	0.00	616.68	925.00
8015 · Elections	0.00	175.00	2,072.85	1,400.00	2,100.00
8020 · General Accounting	0.00	100.00	3,498.99	800.00	1,200.00
8025 · Auditing	0.00	816.66	4,000.00	6,533.36	9,800.00
8030 · Attorney	0.00	2,000.00	7,307.00	16,000.00	24,000.00
8035 · Insurance - General	16.54	1,329.50	15,982.41	10,636.00	15,954.00
8040 · Workman's Compensation	0.00	516.66	8,202.00	4,133.36	6,200.00
8050 · Colorado State Unemployment	15.06	86.25	384.65	690.02	1,035.02
8100 · Town's Share FICA	1,963.88	1,782.54	16,889.20	14,260.26	21,390.42
8110 · Town's Share MEDI	459.28	416.88	3,949.88	3,335.08	5,002.60
8115 · Town Share Health Insurance	1,533.43	3,735.83	20,879.25	29,886.68	44,830.00
8120 · Town Share Retirement Fund	1,172.78	1,725.03	9,251.34	13,800.28	20,700.40
8200 · Clerk/Treasurer Wages	5,166.67	4,611.37	41,333.36	36,890.92	55,336.40
8205 · Deputy Clerk	8,817.89	9,345.67	70,016.17	74,765.32	112,148.00
8208 · Communications Manager	3,000.00	3,000.00	24,000.00	24,000.00	36,000.00
8210 · Clerk Education	50.00	83.33	324.76	666.68	1,000.00
8215 · Office Supplies	41.99	150.00	4,122.02	1,200.00	1,800.00
8220 · Town Manager Wages	5,500.00	5,500.00	44,000.00	44,000.00	66,000.00
8225 · Manager/Bldg/Zoning Education	0.00	166.67	2,337.88	1,333.32	2,000.00
8235 · Building Inspector	1,118.23	3,012.53	9,526.32	24,100.28	36,150.40
8240 · County Treasurer's Fees	46.40	166.67	1,948.62	1,333.32	2,000.00

General Fund Profit & Loss Budget Performance

	Aug 24	Budget	Jan - Aug 24	YTD Budget	Annual Budget
8280 · Payroll Expenses	43.97	0.00	56.93	0.00	0.00
8300 · Town Hall Maintenance	255.95	416.67	12,631.52	3,333.32	5,000.00
8308 · Town Hall Utilities	476.78	708.33	5,477.54	5,666.68	8,500.00
8310 · Lease Equipment	120.50	14.00	964.00	112.00	168.00
8315 · Lease Principal	0.00	90.94	0.00	727.46	1,091.22
8316 · Lease Interest	0.00	15.57	0.00	124.50	186.78
8405 · Animal Control	0.00	43.75	780.42	350.00	525.00
8410 · Organizational Membership Du...	540.00	75.00	540.00	600.00	900.00
8505 · Public Works Education	0.00	166.67	0.00	1,333.32	2,000.00
8508 · Street & Park Supervisor	0.00	4,959.89	0.00	39,679.14	59,518.70
8510 · Street and Park Tech Wages	11,413.51	10,439.30	111,698.53	83,514.40	125,271.60
8515 · Street Maintenance & Fuel	3,374.98	4,750.00	29,653.42	38,000.00	57,000.00
8520 · Emergency Snow Removal	0.00	2,500.00	0.00	20,000.00	30,000.00
8525 · Street Lighting	1,072.60	1,250.00	8,633.98	10,000.00	15,000.00
8530 · Vehicle & Equip. Maintenance	194.51	2,083.33	20,766.82	16,666.68	25,000.00
8538 · Shop Maintenance	207.94	833.33	10,678.44	6,666.68	10,000.00
8540 · Shop Utilities	151.45	583.33	3,623.66	4,666.68	7,000.00
8545 · Highway Barn Utilities	103.13	583.33	2,607.21	4,666.68	7,000.00
8550 · Highway Barn Maint.	0.00	166.67	0.00	1,333.32	2,000.00
8600 · Park Utilities	5,512.58	1,666.67	28,739.95	13,333.32	20,000.00
8605 · Park Maintenance	23,741.94	5,000.00	41,337.10	40,000.00	60,000.00
8700 · Custer County Sheriff	15,537.50	5,179.17	46,612.50	41,433.32	62,150.00
8800 · Donations	569.93	2,383.33	13,480.94	19,066.68	28,600.00
8805 · Grants/Local	5,000.00	2,083.33	5,000.00	16,666.68	25,000.00
8806 · American Rescue Plan Expenses	0.00	9,668.19	0.00	77,345.52	116,018.28
8807 · Marketing	225.00	1,250.00	2,904.11	10,000.00	15,000.00
8810 · Contingencies	0.00	1,666.67	0.00	13,333.32	20,000.00
8811 · Contribution to/fromCapital Fun	0.00	38,333.33	460,000.00	306,666.68	460,000.00
Total Expense	98,966.23	136,541.80	1,103,426.46	1,092,334.62	1,638,501.82
Net Income	3,124.45	-30,958.69	-304,041.97	-247,668.99	-371,503.75

**TOWN OF WESTCLIFFE
RESOLUTION 7-2024**

WHEREAS, Section 31-23-206, C.R.S. provides that it is the duty of the Planning Commission to make and adopt a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body having jurisdiction thereof; which in the commission's judgment bear relation to the planning of such municipality. The master plan of a municipality shall be an advisory document to guide land development decisions; and

WHEREAS, a Master Plan for the physical development of the Town known as the Westcliffe Master Plan was adopted by Resolution 2000-3 November 20th 2000;

WHEREAS, The Planning Commission may amend, extend, or add to the plan from time to time; and,

WHEREAS, the adoption by resolution of the Westcliffe Master Plan Amended carried by affirmative votes of not less than two-thirds of the entire membership of the Planning Commission on June 10, 2024; and,

WHEREAS, an attested copy of the plan has been certified to the Town of Westcliffe Board of Trustees; and,

WHEREAS, the Master Plan adopted by Resolution 2000-3 has been revised by the Westcliffe Planning Commission known as the Westcliffe Master Plan Amended; and,

WHEREAS, the Board of Trustees believes that it is in the best interests of the Town of Westcliffe that the Westcliffe Master Plan Amended be adopted by Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Town of Westcliffe, Colorado that:

SECTION 1. Adoption of the Master Plan. The Westcliffe Master Plan Amended for the Town of Westcliffe, as adopted by the Planning Commission on June 10, 2024, by resolution, is hereby approved.

SECTION 2. Public Inspection. Copies of Westcliffe Master Plan Amended are available for public inspection at the office of the Town Clerk during regular business hours and available on the Town website www.townofwestcliffe.com.

SECTION 3. Attestation. A copy of this Resolution shall be attached to each copy of the Westcliffe Master Plan Amended and shall serve as an attestation that each such copy is a true and correct copy of the original Westcliffe Master Plan Amended as adopted.

SECTION 4. Filing with County. The Town Clerk shall file a certified and attested copy of the Westcliffe Master Plan Amended with the Clerk and Recorder for Custer County, Colorado.

SECTION 5. Effective upon Adoption. This Resolution shall become effective upon adoption by the Board of Trustees.

APPROVED AND ADOPTED this 17th day of September, 2024, by the Board of Trustees of the Town of Westcliffe, Colorado.

BY: TOWN OF WESTCLIFFE

Paul Wenke, Mayor

ATTESTED:

Kathy Reis, Town Clerk

Policies

ED-2A The Town of Westcliffe will maintain an adequate supply of multi-family zoned land and actively promote ADUs rentals within existing residential areas for wage earners within Westcliffe.

Actions

- Identify new Multifamily Zoning Districts (including potential in-fill lots) and work with landowners to rezone property in appropriate locations for apartments and townhomes. *Timeframe: Short-term Used lots 15-28 adjacent to Chicago Avenue for affordable housing in conjunction with Proposition 123.* Enact and actively promote a new ADU Ordinance that encourages all six forms of residential ADUs. *Timeframe: short-term*

COMMUNITY IMAGE

Direction

CI-1 Protect the rural, small western town character of Westcliffe.

Policies

CI-1A The rural community character of Westcliffe shall be protected through appropriate land use activities.

Actions

- Open opportunities for expansion in agricultural zones while preserving views, community edges. *Timeframe: On-going*
- *It should be the best interest for the Town to protect the land between Bluff Park and Grape Creek, possibly owning the parcel and putting it into a conservation easement with Colorado Open Lands.*

Direction

CI-2 Enhance the visual elements of Westcliffe that reflect and reinforce its ranching, wildland & wildlife, and railroad heritage.

Policies

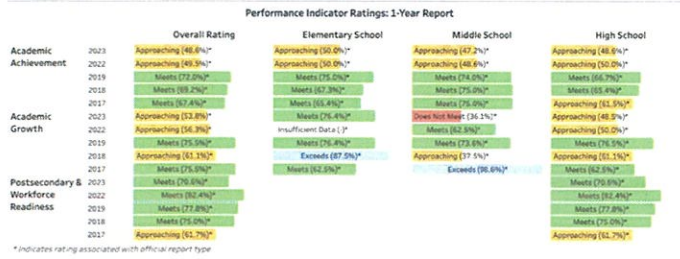
CI-2A The Town of Westcliffe may establish recommendations for commercial building design, landscaping, and welcome signage along the SH 69, Main Street, and SH 96 corridors. **Actions**

- Update the Title 10 Land Use Code to incorporate design guidelines that

Table 9: Town of Westcliffe living metrics

	Criteria (Living & Working Metrics)	Letter Grade
1	What kind of access does the Town have to the outdoor recreation opportunities?	A
2	What's the climate and air quality like?	A
3	Does the Town offer a variety of housing choices?	C
4	Is the Town walkable? Bikeable?	C
5	Is housing affordable?	C-
6	What is the Town's economy like?	B-
7	What is the Library system like?	A
8	What access does it have to the arts? Galleries, plays, movies?	A
9	How are the schools performing?	D
10	Is the Town near larger Metro areas?	C
11	What about hobbies? (And are there fellow hobbyists in the Town?)	B
12	Is it easy to find a spiritual home? 21 churches.	A
13	What about special health issues? Can the hospitals/providers support them?	B+
14	What kinds of foods do you like? Are there good restaurants/grocers for that?	C+
15	How is the coffee scene (with WiFi places to hang out with my laptop)?	A
16	Does the city work to show empathy and listen to its citizens?	B
17	How do Crime Statistics compare with other Towns in southern CO?	B
18	Is there public Transportation to major Rail & Airline Terminals?	C
19	Is there a Music Scene? Festivals and concerts?	A
20	Is there a singles Night Life?	D
21	Is public space Broadband available?	C-
22	Is highspeed Broadband available for Work from Home? Starlink.	B+
23	How are the Public Parks, Playgrounds, public spaces?	B-
24	What is the Educational Level of the current Town residents?	C+

Table 13: School rating



Matriculation Rates | All Students
 Matriculation rates reflect the percentage of students who have enrolled in a post-secondary program or enlisted in the military at any time during high school through the fall following graduation.

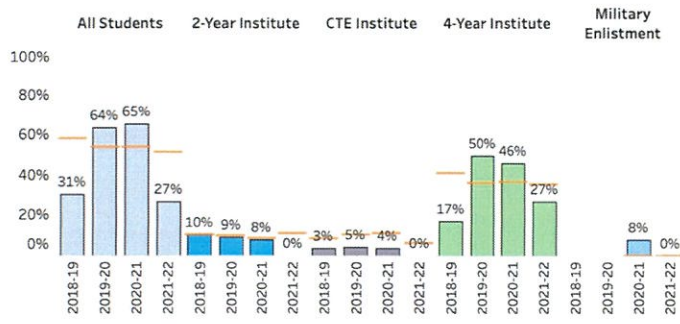


Table 14: Demographics

Demographics	
Residential Population	435
Annual Growth Rate (2010-2016)	4.65%
Median Age	54.3
Households	256
Average Household Size	1.82
Households with Children (2020)	14.7%
Median Household Income	\$46477
Associates Degree or Higher	40.9%
HOUSING	
Median Home Value	\$449,000
Total Housing Units	319
Owner Occupied	72%
Renter Occupied	28%
Vacant Housing	0%

- Plant check dams along the trail at chloride gulch to help combat flooding and plant trees behind the dams to help green the trails.
- Design and plan park benches around the trails.
- Work to create a trail system to connect both Towns.

Direction

CIP-4 The Town of Westcliffe shall develop the South six blocks (south of Hermit Rd.) for multi-family housing and/or higher density housing.

Policy

CIP-4A The Town shall work with developers, state entities, and other non-profit groups to place infrastructure and housing.

Actions

- The Town shall seek grants to help offset the cost of water and sewer infrastructure.
- Work with a developer to replat the Town owned land.
- Work with a developer to make the Town owned land multifamily housing.
- Chase grants to put in infrastructure.
- Work with the on call engineer and Round Mountain to plan, map, and get costs for the water and sewer infrastructure

Direction

CIP-5 The Town shall develop a landscaping plan.

Policy

CIP-5A The Town shall work with outside entities to help develop a landscape plan.

Actions

- Develop a landscaping plan to help trees on Mainstreet grow for longevity.
- The Town should work with the garden club to select trees that are drought resistant and deer resistant.
- Help encourage residents to plant the greenspace between the sidewalk and street by developing guidelines and incentives. Residents who participate would be recognized by local paper.
- Develop incentives for Zero scaping the greenspace between the sidewalk and road.
- Help encourage residents to plant the greenspace between the sidewalk and street by developing guidelines and incentives. Residents who participate would be recognized by local paper.
- Develop incentives for Zero scaping the greenspace between the sidewalk and road.

Policies

**TOWN OF WESTCLIFFE, COLORADO
ORDINANCE NO. 4-2024**

**AN ORDINANCE AMENDING THE TOWN OF WESTCLIFFE FEE SCHEDULE FOR PERMIT
AND PLAN CHECK FEES ON AFFORDABLE HOUSING**

WHEREAS, the Town of Westcliffe Fee Schedule consolidates and sets forth those fees required for various municipal functions performed by the Town government; and,

WHEREAS, has previously adopted the Town of Westcliffe Fee schedule; and

WHEREAS, the Town finds that amending the Town of Westcliffe Fee Schedule to waive permit and plan check fees for deed restricted housing under 120% AMI is in the best interests and necessary to the function and operation of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Westcliffe, Colorado:

1. Addition of Paragraph (e) of the Town of Westcliffe Fee Schedule.

Paragraph (e) read under "Notes" is hereby added as follows:

e) Deed restricted housing units that are under 120% AMI may have all or a portion of the permit fee waived, including all or a portion of the plan check fee.

2. Publication. Upon approval this Ordinance shall be published on the Town's official Website in full for not less than 30 days

3. Effective Date and Time. This Ordinance shall become effective 30 days after publication in accordance with law.

THIS ORDINANCE WAS INTRODUCED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF WESTCLIFFE, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED BY MAJORITY VOTE AT ITS REGULAR MEETING HELD AT THE TOWN OF WESTCLIFFE ON THE 17th DAY OF SEPTEMBER, 2024.

Town of Westcliffe

Paul Wenke, Mayor

ATTEST:

Kathy Reis, Town Clerk

TOWN OF WESTCLIFFE

1000 Main Street, Westcliffe, CO 81252
719-783-2282 Town Clerk, Deputy Clerk and Building and Zoning Official

FEE SCHEDULE

Business Type Licenses	
Business License Issuance	\$40.00
Business License Renewal	\$25.00
Business License Annual Renewal Late Fee	\$25.00
Short Term - 1	
Non-refundable New License Fee	\$150.00
Annual Non-refundable Permit	\$75.00
Short Term 2 and 3	
Non-refundable New License Fee	\$300.00
Annual Non-refundable Permit	\$150.00
Liquor License	
New License Fees set by the Department of Revenue on the state application	
Liquor License Renewal Fees for the Town of Westcliffe	\$50.00
Special Event Liquor Permit (per day)	\$35.00
Annual Art Gallery Fee	\$50.00
Park Use	
Memorial Park, Hermit Park, Jess Price Memorial Park and Summit Park (per day)	\$25.00
Refundable deposit	\$100.00
The Bluff (per day)	\$300.00
Refundable deposit	\$300.00

BUILDING AND ZONING PERMIT FEE SCHEDULE

THE TOTAL PERMIT FEES ARE TO BE DETERMINED BY THE BUILDING OFFICIAL

TOTAL VALUATION	FEE
\$1.00 up to & including \$500.00	\$100.00
\$500.01 to \$2,000.00 – for the first \$500.01	\$100.00
For each \$100 valuation or fraction thereof up to and including \$2,000.00	\$4.00
\$2,000.01 to \$25,000.00- for the first \$2,000.01	\$200.00
For each \$1,000.00 valuation or fraction thereof up to and including \$25,000.00	\$15.00
\$25,000.01 to \$50,000.00 – for the first \$25,000.01	\$1,000.00
For each \$1,000.00 valuation or fraction thereof up to and including \$50,000.00	\$11.00
\$50,000.01 to \$100,000.00 – for the first \$50,000.01	\$1,500.00
For each \$1,000 valuation or fraction thereof up to and including \$100,000.00	\$7.00
\$100,000.01 to \$500,000.00 – for the first \$100,000.00	\$2,500.00
For each \$1,000 valuation or fraction thereof up to and including \$500,000.00	\$6.00
\$500,000.01 to \$1,000,000.00 – for the first \$500,000.01	\$7,500.00
For each \$1,000 valuation or fraction thereof up to and including \$1,000,000.00	\$6.00
\$1,000,000.01 and up	\$12,500.00
For each additional \$1,000 valuation or fraction thereof	\$4.00

IF A JOB IS STARTED BEFORE A PERMIT IS OBTAINED THE FEE WILL DOUBLE	
ADMINISTRATION FEE SCHEDULE	
Mechanical Inspections – New Replacement – Repairs- Fee set off cost of job – Contact B&Z office	
Building and Zoning hourly fee	\$50.00
Public Works Superintendent hourly fee	\$100.00
After hours inspection hourly fee	\$200.00
Holiday inspection hourly fee	\$200.00
RE-Inspection hourly fee (contractor requested inspection and was not ready)	\$50.00
Administrative Fee ½ hour minimum	\$50.00
Attorney Fees/Professional Fees at current rate	
PLAN REVIEW FEES – Due at the time of submittal of application	
Residential New Construction 50% of permit fee	
Commercial Plan Review – done by the International Code Council – 65% of permit fee	
Additions/Remodels	\$200.00
Sketch Plan (review)	\$400.00
Preliminary Plan (review & recommendations)	\$400.00
Final Plan/Plat (review & approval) + recording fees	\$250.00
Review by Board of Adjustment	\$100.00
Attorney Fees/Professional Fees at current rate	
ALL OTHER APPLICABLE FEES	
Special Use Permit	\$350.00
Special Use Annual Renewal	\$100.00
Amendment to Map (Re-zoning)	\$600.00
PUD/Subdivision (application) plus professional and recording fees	\$550.00
Vacation of Public Right-of-Way + recording fees	\$550.00
Annexation + \$50.00 per parcel	\$450.00
Minor Subdivision (4 lots or less)	\$450.00
Subdivision exemption	\$300.00
Variance + Building and Zoning administration fees	\$300.00
Lot Line Adjustment + Building and Zoning administration fees	\$300.00
Fence 6’ and under + Building and Zoning administration fees	\$100.00
Fence 6’ and over - cost of project + Building and Zoning administration fees	\$500.00
Sign Permit (per sign)	\$25.00
Demo Permit – Residential - + Building and Zoning administration fees	\$300.00
Demo Permit – Commercial - + Building and Zoning administration fees	\$500.00
Demo Permit – Accessory Building - + Building and Zoning administration fees	\$100.00
Excavation Permit	
Service Cuts – each cut (Lateral Cut construction site)	\$200.00
Mains (In Right-of-Ways) \$200.00 first cut then \$0.50 per foot thereafter	
Test Holes (Any holes and core sample exceeding 36” in depth) each hole	\$100.00
Perpendicular Cuts – each cut	\$200.00
Street and Road Construction total cost of project to Westcliffe Specifications	
Driveway	\$100.00

Miscellaneous Fees	
Recreational Vehicle Temporary Permit	\$100.00

MINING FEES	
Mining Special Use Yearly Review	\$2,000.00
Mining Application Fee	\$2,000.00
Mining Application Modification Fee	\$750.00

Notes:

- a) Any application may incur the cost of one or more of the above listed items.
- b) All applications shall bear the cost of preparing, mailing and posting notices.
- c) All additional costs incurred on behalf of the petitioners shall be paid prior to final approval.
- d) All or a portion of the fee and additional amounts may be waived or discounted for non-profits and governmental agencies.
- e) **Housing units that are under 120% AMI, and are deed restricted may have all or a portion of the fee waived, including the plan check fee**
- f) **Town owned units that are under 120% AMI, and are deed restricted may have all or a portion of the fee waived, including the plan check fee**