



City of Woodland Park  
City Council Agenda  
April 15, 2021  
7:00 PM  
VIA ZOOM

Due to COVID -19 practices the City will be practicing social distancing and limiting the public to the first 17 people in attendance to include staff and Council in the City Council Chambers. Attendees are required to wear a face covering.

**6:00 PM Executive Session:** Pursuant to C.R.S. Section 24-6-402(4)(f)(i) for discussion of a personnel matter, and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Regarding the acting City Manager position and recruitment of a City Manager.

**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS**

- A. Presentation of Teller County Veteran’s Memorial by Stephen Robb, Teller County Roll of Honor Veteran’s Memorial and request of support from the City of Woodland Park. **(A)**
- B. Appointments to the Planning Commission, Parks & Recreation Advisory Board, Keep Woodland Park Beautiful Committee and Board of Adjustment. **(A)**  
(Presenter, City Clerk Suzanne Leclercq)
- C. Interviews and Consideration of Appointment of the Mayor of the City of Woodland Park. **(A)**  
(Presenter, City Clerk Suzanne Leclercq)
- D. DDA presentation on the budget allocation and progress of Woodland Station. **(A)**

**4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA**

**5. CONSENT CALENDAR**

All matters listed under Consent Calendar are considered routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Calendar and considered separately.

**Demo of time stamp on Council Minutes/City Website – City Clerk Suzanne Leclercq**

- A. Approval of the March 18, 2021 and April 1, 2021 Regular City Council Meeting Minutes. **(A)**  
(Presenter, City Clerk Suzanne Leclercq)
- B. Approve March 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof. **(A)**  
(Presenter: Finance Director, Emily Katsimpalis)

The Woodland Park City Council is pleased to have residents of the community take time to attend City Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared and will generally be limited to five (5) minutes in order to allow everyone the opportunity to be heard. **PUBLIC COMMENTS ARE EXPECTED TO BE CONSTRUCTIVE.** <sup>1</sup> Questions raised on non-agenda items may be answered at a later date by letter in order to facilitate proper research.

**PLEASE SIGN IN TO SPEAK ON A PARTICULAR AGENDA ITEM**

Written comments are welcome and should be given to the City Clerk prior to the start of the meeting. Written materials will not be accepted during regular agenda items in the interest of time.

**6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA <sup>1</sup>**

**7. UNFINISHED BUSINESS**

(Public Comment may be heard <sup>1</sup>)

- A. None

**8. ORDINANCES ON INITIAL POSTING**

(Public comment may be heard <sup>1</sup>)

- A. None

**9. PUBLIC HEARINGS**

(Public comment may be heard <sup>1</sup>)

- A. Approval of a new Fermented Malt Beverage off Premise Liquor License for CF Altitude, LLC dba Alta #6106 located at 20421 East Highway 24, Woodland Park, Colorado. **(QJ)**  
*(Presenter, City Clerk Suzanne Leclercq)*
- B. Approval of a new Hotel & Restaurant Liquor License for Serrano's Food Court LLC dba Serrano's located at 1079 East US Highway 24, Woodland Park, Colorado. **(QJ)**  
*(Presenter, City Clerk Suzanne Leclercq)*
- C. Approve Ordinance No. 1393, Series 2021 reading Amending Chapter 13.08 of the Municipal Code establishing water rates for the year 2021. **(A)**  
*(Presenter, Utilities Director Kip Wiley)*
- D. Approve Ordinance No. 1394, Series 2021 to vacate the common lot line and easement between Lots 1 and 2, Paradise of Colorado Filing No. 4 (321 and 331 Thunder Ridge Drive) as requested by Mark 2, LLC (Mark McNab, Applicant) and North Peak Properties, LLC (Property Owner) in the Suburban Residential (SR) zone. **(QJ)**  
*(Presenter, City Planner Lor Pellegrino)*
- E. Consider SUB2021-04 Dixon Final Plat, a request by Julie & Joseph Watson (Property Owner) at 1247 Mountain Meadows Drive to subdivide the existing Lot 2R, Watson Subdivision Exemption Plat (2 acres) into two lots in the Suburban Residential (SR) zone with a concurrent Subdivision Development Agreement and guarantee for the sewer main extension. **(QJ)**  
*(Presenter, City Planner Lor Pellegrino)*

**10. NEW BUSINESS**

(Public comment may be heard <sup>1</sup>)

- A. Approve Resolution No. 874, Series 2021 a Resolution Establishing the Naming and Memorial Committee. **(A)**  
*(Presenter, City Clerk Suzanne Leclercq)*

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<sup>1</sup>

Public comment is intended for the community to provide feedback to the City Council. In an effort to facilitate a productive meeting, we urge everyone to strive to be respectful of one another. Public Comment is not intended to be a platform for argument or abrasive conduct. City Council and staff will take note of your concerns and comments and will work towards providing a response at a later time as appropriate. We ask that you state your name and municipality of residence before you begin your comments. Comments will be limited to 5 minutes. We appreciate your assistance in creating an atmosphere of civility as we all work together for the betterment of our community.

## 11. REPORTS

(Public comment not necessary)

- A. Mayor's Report
- B. Council Reports
- C. City Attorney's Report
- D. City Manager's Report
  - 1. Comp Plan Update – Planning Director, Sally Riley.
  - 2. Sales Tax and Lodging Tax Report February 2021 – Finance Director, Emily Katsimpalis

## 12. ADJOURNMENT

\*Per Ordinance No. 1391, Series 2021 posted on the City Website 4/7/2021

### Key to agenda abbreviations:

**(A) Administrative** – matters involving day-to-day decisions such as approving contracts, hiring staff and the procurement of goods and services. Administrative actions generally do not require formal actions by the elected body.

**(L) Legislative**- typically in the policy arena; legislative matters affect large areas and large groups of people, such as enacting dog regulations or amending the City code. Legislative action generally involves motions, resolutions and ordinances.

**(QJ) Quasi-Judicial** - apply general rules to a specific interest, such as zoning change affecting a single piece of property, or a special use permit. Quasi-Judicial actions generally involve adjudication, sometimes in writing, but not a resolution or ordinance. Decision for Quasi-Judicial proceedings are made exclusively based upon the testimony presented on the record. Ex-parte communication (communication outside the official hearing) between elected officials and citizens is not permitted on Quasi-Judicial

**MEMORANDUM**

**TO:** Mayor Pro-tem LaBarre and City Council

**FROM:** Suzanne Leclercq, City Clerk

**DATE:** April 8, 2021

**SUBJECT:** Appointment to the Planning Commission

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**BACKGROUND:** There is currently one position open on the Planning Commission. Pursuant to Council's policy, a notice of this open position was published on the City's website and Facebook page in February.

The City Clerk's Office has received one application from Mike Nakai.

Mr. Nakai will be contacted and asked to be present at the April 15 meeting either in person or via zoom.

**RECOMMENDATION:** To appoint Mr. Nakai to the Planning Commission.

**MEMORANDUM**

**TO:** MAYOR PRO-TEM LABARRE AND CITY COUNCIL

**FROM:** SUZANNE LECLERCQ, CITY CLERK

**DATE:** April 8, 2021

**SUBJECT:** APPOINTMENT TO THE PARKS AND RECREATION ADVISORY BOARD

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**BACKGROUND:** There are currently three open positions on the Parks and Recreation Advisory Board. Pursuant to Council's policy, a notice of the open position for this Board was posted on the City's website and Facebook page. Letters were also sent to the incumbents.

The City Clerk's Office received applications from incumbents Don Dezelle and Jeff Webb for re-appointment.

The applicants has been invited to attend the Council meeting on April 15 in person or via zoom.

**RECOMMENDATION:** To appoint Mr. Dezelle and Mr. Webb to the Parks and Recreation Advisory Board.

**MEMORANDUM**

**TO:** Mayor Pro-tem LaBarre and City Council

**FROM:** Suzanne Leclercq, City Clerk

**DATE:** April 8, 2021

**SUBJECT:** Appointment to the Keep Woodland Park Beautiful Committee.

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**BACKGROUND:** There are currently nine vacancies on the Keep Woodland Park Beautiful Committee. Pursuant to Council's policy, a notice of open positions for this Committee is posted on the City's website and the City's Facebook.

We have received one application for this position. Application received was from Kassidi Gilgenast.

Her application is attached for your review. Kassidi will be contacted to attend the April 15 Council Meeting in person or via zoom. This term of office for the Keep Woodland Park Beautiful Committee does not have an expiration date.

**RECOMMENDATION:** To appoint Kassidi Gilgenast to the Keep Woodland Park Beautiful Committee.

**MEMORANDUM**

**TO:** Mayor Pro-tem LaBarre and City Council

**FROM:** Suzanne Leclercq, City Clerk

**DATE:** April 8, 2021

**SUBJECT:** Appointment to the Board of Adjustment

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**BACKGROUND:** There is currently one open position on the Board of Adjustment and that is for an Alternate Member. This opening is a result of Valerie Lundy being appointed from an Alternate Member to a Permanent Member in February. Pursuant to Council's policy, a notice of these open positions were published on the City's website and Facebook page in February. I

We have received an application for this position from Nicholas Abercrombie.

Mr. Abercrombie will be contacted and asked to be present at the Council meeting on Thursday evening either in person or via zoom.

**RECOMMENDATION:** To appoint Nicholas Abercrombie to the position of Alternate Member of the Board of Adjustment.

**MEMORANDUM**

**TO:** Mayor Pro-tem LaBarre and City Council

**FROM:** Suzanne Leclercq, City Clerk

**DATE:** April 9, 2021

**SUBJECT:** Interviews and consideration of Appointment of the Mayor of the City of Woodland Park.

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The City Clerk's Office has received seven letter of interest from individuals interested in being the Mayor of the City of Woodland Park.

Letters of interest were received from the following individuals:

George English

Michael Dalton

David Mitchell

Gary Brovetto

Don Dezellem

Drew Christian Harris

Nathan Williams

All applicants will be invited to appear in person or via zoom Thursday evening. All applicants also understand if selected that they will be signing an Affidavit swearing to age, residency, US citizenship and no convicted felonies.

**Woodland Park City Council**  
**Council Chambers - City Hall**  
**March 18, 2021 Council Meeting Minutes**  
**7:00 PM**  
**(In Person/Via Zoom)**

*If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video. Time stamp after each item is noted for your convenience and corresponds with recorded video.*

**1. ROLL CALL - 6:00 PM**

The following members of Council present via zoom were: Mayor Pro-tem Hilary LaBarre, Councilmembers Stephanie Alfieri, Kellie Case, Rusty Neal and Jim Pfaff. Councilmember Robert Zuluaga appeared in person.

The following Staff Members also in attendance via zoom for this meeting were: Planning Director, Sally Riley, Utilities Director, Kip Wiley and Public Works Director Robyn Brown. Acting City Manager Michael Lawson, City Attorney Geoff Wilson, City Clerk Suzanne Leclercq, Finance Director Emily Katsimpalis and Management Analyst Robert Felts were in person.

**Motion:** To move into Executive Session pursuant to C.R.S. Section 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations, developing strategy for negotiations, regarding the purchase of property. Neal/Case. Motion carried 6-0.

The following individuals were present for the Executive Session: Mayor Pro-tem LaBarre, Councilmembers Alfieri, Case, Pfaff, Neal and Zuluaga. Acting City Manager Michael Lawson, City Attorney Geoff Wilson, Planning Director Sally Riley and City Clerk Suzanne Leclercq were also present for the Executive Session.

The Executive Session began at 6:04 PM.

The Executive Session concluded at 6:40 PM and Mayor Pro-tem LaBarre opened the Public Meeting at 7:00 PM.

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS:**

A. None

**4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:**

A. None

**5. CONSENT CALENDAR: (4.26)**

Clerk Leclercq read the following into the Consent Calendar:

- A. Approval of minutes from the March 4, 2021 Regular City Council Meeting.
- B. Approval of February 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.

Councilmember Zuluaga had some questions regarding the February 2021 Statement of Expenditures regarding Muni Revs, a refund for a developer and the purchase of a new truck. Finance Director Katsimpalis answered his questions.

**MOTION:** To approve the Consent Agenda as presented. Zuluaga/Neal. 6-0. Motion carried.

**6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: (13.00)**

**Dr. Muthanna Yacoub** shared some concerns of high levels of cadmium that presented in a patient of his that was a resident of Woodland Park.

**Tony Perry** had some questions he directed to Councilmember Pfaff regarding his residency and his desire to meet with Councilmember Pfaff in person to discuss. Perry shared that he is requesting this information of Pfaff to keep them from starting the recall process.

**Carrol Harvey** shared that there is still an open investigation with the District Attorney's Office regarding Councilmember Pfaff's residency. Harvey asked Pfaff to answer the question of where did he live prior to May 26, 2019.

Councilmember Pfaff shared that he discussed this information with the District Attorney's Office and that the investigation has been closed.

**Joe Fury** shared that there has been an issue of catalytic convertors being stolen and that they are known to have cadmium in them.

**7. UNFINISHED BUSINESS:**

A. None

**8. ORDINANCES ON INITIAL POSTING**

A. None

**9. PUBLIC HEARINGS (36.17)**

Mayor Pro-tem LaBarre shared that there will be no Public Comment taken on item A.

A. Council vote pursuant to Woodland Park City Charter Section 3.14 (conflict of interest).

City Attorney Wilson shared with Council the following regarding City Charter Section 3.14 (conflict of interest) and Councilmember Pfaff regarding Ordinance No. 1392, Series 2021.

**MOTION:** Council vote pursuant to Woodland Park City Charter Section 3.14 (conflict of interest) to have Councilmember Pfaff recused from the vote on Ordinance No. 1392, Series 2021. Case/Neal. Motion carried 3-2 with Alfieri and Zuluaga voting no. Councilmember Pfaff did not vote.

B. Approve Ordinance No. 1392, Series 2021 establishing a 12 month moratorium on the applicability and effective date two definitions contained in Ordinance No. 1383, Series 2020 recreational park trailers and recreational vehicles. (1.05.40)

Planning Director Sally Riley reviewed Ordinance No. 1392, Series 2021.

At this time Mayor Pro-tem LaBarre opened up the Public Comment portion of the Public Hearing. The following individuals spoke:

**Ivan Mehlhaff** - spoke on Ordinance No. 1392 stating that he believes the issue is based on fabrication by the City and not even on reality. He asked Council to review page 22 of the FPA

1194 for RV's and see what the nationally recognized standard for RV's is and Council will see that the City fabricated their standards.

**Jeff Baldwin** read the following into the record:

"My name is Jeff Baldwin. I live at 505 Falcons Rest Pl. in Woodland Park. We own Woodland RV Park.

I am not here to ask you to vote against the 1 year moratorium. I am here to put on the record why once you have agreed to the one year moratorium, you need to address the 180 day limit ordinance immediately. We are already losing business, our tenants are upset and nervous.

My wife Jean and I bought the Woodland RV Park in 1984. There were 6 long term RV's at the time in the park, and now we have 40 spaces with long term RV's. We are full most of the year. To answer your question, Mr. Neal, our water lines are buried 6' deep.

When we heard, just by accident, about the passage of the 180 day ordinance, we were dismayed, to say the least. We were never notified that it was even being considered. Now we are losing business because folks don't want to move in, knowing they cannot stay as long as they would like.

I served on the Planning Commission for 10 years, from 1988 to 1998 and then on City Council for 8 years, from 1998 to 2006. I know that there is a process whereby an impacted party has a chance for a hearing or redress, that should have taken place before this ordinance was even passed. We understand that this ordinance started in the Planning Commission. The 180 day number was pulled out of the sky and rubber stamped by Council without any understanding of the consequences, and NO notification to the parties who have their lifetime work at risk because of this ordinance.

Why 180 days? Why is it Ok to stay in an RV for 180 days, but not 181? What should we tell the over 80 families that will be affected by this ordinance that they cannot stay in their Rv for more than 180 days? Why do you think you need to be the Nanny that tells an individual living in the city of WP that they can't live in their RV for more than 180 days, but in Teller county, El Paso county and millions of RV'ers nationwide have chosen this lifestyle and are allowed to do so freely.

We cannot stay in business without year round full time occupancy, and will be forced to close our park 180 days after this moratorium ends. Please get rid of the length of stay part of this ordinance. I just turned 77 and am too old to start over.

Thank you- are there any questions?"

**Tony Perry** - shared that he recognizes everyone has strong opinions on this ordinance before Council this evening. Perry stated that Council needed to provide their leadership tonight regarding this moratorium. Perry stated that the reality of the matter is that this ordinance has never been enforced. Perry shared that both businesses represented here this evening by Mr. Mehlhoff and Mr. Baldwin do a good job and have earned the right to be grandfathered in if this ordinance should pass. Perry implored Council to do the right thing for its residents and citizens.

**Mike Nakai** - shared that this was a very important topic before the Council this evening and that he was all for splitting up the definitions and the ordinance. Nakai shared that a work session is needed for the Council and the citizens regarding this ordinance. Nakai also reminded council that Planning Director Riley could pull the moratorium as soon as a decision is made as to what to do with this ordinance.

**MOTION:** Approve Ordinance No. 1392, Series 2021 establishing a 12 month moratorium on the applicability and effective date two definitions contained in Ordinance No. 1383, Series 2020 recreational park trailers and recreational vehicles. Alfieri/Zuluaga. Motion carried 5-0. Councilmember Pfaff did not vote.

The time being 9:00 PM Mayor Pro-tem LaBarre called for a 10 minute recess.

The time being 9:10 PM Mayor Pro-tem LaBarre reconvened the Council Meeting.

## 10. NEW BUSINESS (1.58.04)

A. Approve Resolution No. 873, Series 2021 Reconciliation of the 2020 Water Tap Management Plan and recommendation of the Water and Sewer Plant Investment Fees for 2021.

Utilities Director Kip Wiley presented Resolution No. 873, Series 2021.

Following Wiley's presentation the following motion was made:

**MOTION:** Approve Resolution No. 873, Series 2021 Reconciliation of the 2020 Water Tap Management Plan and recommendation of the Water and Sewer Plant Investment Fees for 2021. Motion carried 5-1 with Alfieri voting no.

## 11. REPORTS: (2:35:23)

A. **Mayor's Report:** Mayor Pro-tem LaBarre shared the upcoming events of the next two weeks.

### B. Council Reports:

Councilmember Case shared that she is working with Jim Wear and County Commissioner Dan Williams on a collaborative event for the Veterans Motorcycle rally to be held on August 20, 2021.

Councilmember Zuluaga reported that the DDA has met with realtors regarding marketing Midland Station and because it is such a specialized type of marketing the DDA is unable to find a realtor willing to assist them at the moment. DDA is looking at using Midland Station as an open space and a venue to hold events.

Councilmember Zuluaga reported that meeting between Main Street and DOLA had taken place.

Councilmember Zuluaga also shared that he felt it was time to get back together and meet in person as a Council.

### C. City Attorney Reports: None

D. **City Managers Reports:** Planning Director Riley shared a Comp Plan update and Finance Director Katsimpalis reviewed the Sales Tax and Lodging Tax Report for January 2021.

Discussion was held by Council regarding businesses, muni-revs and conveyance fees.

Acting City Manager Michael Lawson shared that there is a new stimulus package regarding COVID available and that this will mean additional funds to the City. Lawson will be learning the details and sharing them with Council.

Lawson thanked the City Snow Plow Drivers on their hard work Monday during the snow storm. Lawson also thanked Kelly Simpkins and Judy Bundy for their good work in the Utilities Department.

Mayor Pro-tem LaBarre adjourned the meeting at 10:23 PM.

Respectfully submitted:

\_\_\_\_\_  
Suzanne Leclercq MMC, City Clerk

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
Hilary LaBarre, Mayor Pro-tem

Woodland Park City Council  
Council Chambers - City Hall  
April 1, 2021 Council Meeting Minutes  
7:00 PM  
(In Person/Via Zoom)

*If interested in viewing the corresponding video / discussion related to the subject below you can go to the City's YouTube page to view the video. Time stamp after each item is noted for your convenience and corresponds with recorded video.*

**6:00 City Council Work Session for the purpose of discussing the 180 day occupancy limitation in Campgrounds and Recreation Vehicle Parks.**

**1. CALL TO ORDER AND ROLL CALL**

Mayor Pro-tem LaBarre called the meeting to order at 7:00 PM.

City Clerk Leclercq called roll with the following members of Council present:

Mayor Pro-tem LaBarre, Councilmember Case and Councilmember Zuluaga appeared in person. Councilmember Neal, Councilmember Pfaff and Councilmember Alfieri appeared via zoom.

The following staff members appeared in person: Acting City Manager Michael Lawson, City Attorney Nina Williams, City Clerk Suzanne Leclercq, Planning Director Sally Riley, City Planner Lor Pellegrino and Utilities Director Kip Wiley.

**2. PLEDGE OF ALLEGIANCE**

**3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS:**

A. None

**4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:**

A. None

**5. CONSENT CALENDAR: (1.49)**

City Clerk Leclercq shared that the Council Meetings Minutes were no longer action minutes. Leclercq shared that with this current Council they had grown in to more detailed minutes. Leclercq reviewed with Council that their policy and procedures called for action minutes and that she would like to get back to supplying Council with action minutes. Leclercq suggested that she create basic action minutes and include a video timestamp so interested parties could go directly to the discussion associated with each action.

Following Council discussion the following motion was made:

**MOTION:** to re-do the minutes of the March 18, 2021 Council Meeting Minutes making them action minutes and including the time stamps. Case/Pfaff. Motion carried 5-1 with Neal voting no.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: [\(39.15\)](#)

Jim Olsen, Jeff Baldwin, Vicky Houston and Norma Engelberg all spoke regarding the 180 day occupancy limitation in Campgrounds and Recreation Vehicle Parks.

Michael Dalton shared his opinion on the local campgrounds and the City Council.

7. UNFINISHED BUSINESS:

A. None

8. ORDINANCES ON INITIAL POSTING [\(59.32\)](#)

A. Consider Ordinance No. 1393, Series 2021 on first reading Amending Chapter 13.08 of the Municipal Code establishing water rates for the year 2021 and set the Public Hearing for April 15, 2021.

Utilities Director Kip Wiley introduced Ordinance No. 1393 on first reading.

**MOTION:** Approve Ordinance No. 1393, Series 2021 on first reading Amending Chapter 13.08 of the Municipal Code establishing water rates for the year 2021 and set the Public Hearing for April 15, 2021. Zuluaga/Neal. Motion carried 6-0.

B. Consider Ordinance No. 1394, Series 2021 to vacate the common lot line and easement between Lots 1 and 2, Paradise of Colorado Filing No. 4 (321 and 331 Thunder Ridge Drive) as requested by Mark 2, LLC (Mark McNab), Applicant) and North Peak Properties, LLC (Property Owner) in the Suburban Residential (SR) zone and schedule a public hearing for April 15, 2021.

City Planner Lor Pellegrino introduced Ordinance No. 1394, Series 2021 on initial posting.

**MOTION:** Approve Ordinance No. 1394, Series 2021 to vacate the common lot line and easement between Lots 1 and 2, Paradise of Colorado Filing No. 4 (321 and 331 Thunder Ridge Drive) as requested by Mark 2, LLC (Mark McNab), Applicant) and North Peak Properties, LLC (Property Owner) in the Suburban Residential (SR) zone and schedule a public hearing for April 15, 2021. Case/LaBarre. Motion carried 6-0.

9. PUBLIC HEARINGS [\(1.06.16\)](#)

*(Mayor Pro-tem LaBarre read the QJ Announcement into the Record)*

A. Approve SUB2021-02 Brecken Heights Final Plat, a request by Brecken Hills, LLC (Applicant) and Mark McNab (Property Owner) to subdivide 13.09 acres into 4 lots in SW ¼ of Section 30, T12S-R68-W6PM (19569 US Highway 24) in the Multi-Family Residential Suburban (MFS) and Community Commercial (CC) zones.

City Planner reviewed the Staff Report regarding this Final Plat.

Mayor Pro-tem opened up the Public Comment. There being no Public Comment or Council Comment the following motion was made.

**MOTION:** Approve SUB2021-02 Brecken Heights Final Plat, a request by Brecken Hills, LLC (Applicant) and Mark McNab (Property Owner) to subdivide 13.09 acres into 4 lots in SW ¼ of Section 30, T12S-R68-W6PM (19569 US Highway 24) in the Multi-Family Residential Suburban (MFS) and Community Commercial (CC) zones. Neal/Pfaff. Motion carried 6-0.

**10. NEW BUSINESS**

A. None

**11. REPORTS (1.24.22)**

A. **Mayor’s Report:** Mayor Pro-tem LaBarre shared the upcoming events of the next two weeks.

B. **Council Reports:** Councilmember Case shared information on the planning of an upcoming recycling event. Councilmember Zuluaga gave an update on DDA progress and shared that the DDA would be having a meeting this coming week and he would have more information to share at the next Council Meeting. Councilmember Alfieri shared that she had some concerns and questions regarding the new City logo.

C. **City Attorney Reports:** None

D. **City Managers Reports:** Planning Director Riley shared a Comp Plan update.

Mayor Pro-tem LaBarre adjourned the meeting at 9:15 PM.

Respectfully submitted:

\_\_\_\_\_  
Suzanne Leclercq MMC, City Clerk

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

\_\_\_\_\_  
Hilary LaBarre, Mayor Pro-tem





# City of Woodland Park Staff Report for City Council

Meeting Date: April 15, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
5B	Finance	Emily Katsimpalis Finance Director

**ITEM:**

March Statement of Expenditures

**BACKGROUND:**

The City Council receives and approves the Statement of Expenditures for each month.

**DISCUSSION:**

Please review the following and attached check registers in support of the Statement of Expenditures.

**Summary**

<b>March</b>	
Accounts Payable CHECKS	\$ 451,467.93
Payroll CHECKS	273,904.35
CEBT health insurance EFT	75,926.61
Vectra Visa credit card EFT	\$ 14,479.61
<b>Total</b>	<b>\$ <u>815,778.50</u></b>

The Elected Officials expenditures for March 2021 are attached as a separate report.

**STAFF RECOMMENDATION:**

Approve March 2021 Statement of Expenditures and authorize the Mayor to sign Warrants in payment thereof.

Bank Number: 1 / Name: VECTRA BANK COLORADO / Description: ACCOUNTS PAYABLE (719)687-9246

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
111578	CHK	A	CHAD MILDBRANDT BARTENDING	5159 03012021	1	72.00 72.00	0.00 0.00	72.00 72.00	03/04/2021		41586
111579	CHK	A	CINTAS CORPORATION NO 2 UNIFORMS - FLEET	4977 4076432600	1	61.80 61.80	0.00 0.00	61.80 61.80	03/04/2021		41586
111580	CHK	A	COLO SPRINGS CHRISTIAN SCHOOL 02/2021 GYM RENTAL	3819 2021-002	1	537.50 537.50	0.00 0.00	537.50 537.50	03/04/2021		41586
111581	CHK	A	CORE & MAIN LP SUPPLIES - F/S CURB BOX SUIPPLES - F/S	4980 N718059 N720219 N730873	3	3,745.60 1,421.46 728.16 1,595.98	0.00 0.00 0.00 0.00	3,745.60 1,421.46 728.16 1,595.98	03/04/2021		41586
111582	CHK	A	DANIELS LONG CHEVROLET REPAIR #30	203 633058	1	80.88 80.88	0.00 0.00	80.88 80.88	03/04/2021		41586
111583	CHK	A	DOOLEY ENTERPRISES TRAINING AMMO	5265 59584	1	764.80 764.80	0.00 0.00	764.80 764.80	03/04/2021		41586
111584	CHK	A	GAZETTE, THE LEGAL NOTICES	276 02282021	1	142.98 142.98	0.00 0.00	142.98 142.98	03/04/2021		41586
111585	CHK	A	GRAINGER INC. SUPPLIES - WWTP SUPPLIES - WWTP SUPPLIES - WTP	282 9803420612 9807726949 9812818053	3	561.11 323.41 106.16 131.54	0.00 0.00 0.00 0.00	561.11 323.41 106.16 131.54	03/04/2021		41586
111586	CHK	A	IREA FEB. ELECTRICAL CHARGES FEB. ELECTRICAL CHARGES	343 022421C 022421C	2	12,096.87 12,096.87 12,096.87	0.00 0.00 0.00	12,096.87 1,980.03 10,116.84	03/04/2021		41586
111587	CHK	A	JDS - HYDRO CONSULTANTS, INC. SUNNYWOOD PUMP STATION	2894 10916-22	1	2,834.71 2,834.71	0.00 0.00	2,834.71 2,834.71	03/04/2021		41586
111588	CHK	A	L.N. CURTIS & SONS UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD	5123 INV464904 INV465155 INV465231 INV465440 INV465507 INV466306 INV466316	7	1,370.00 109.20 120.22 236.66 213.98 238.25 109.20 342.49	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,370.00 109.20 120.22 236.66 213.98 238.25 109.20 342.49	03/04/2021		41586
111589	CHK	A	MACDOUGALL & WOLDRIDGE, PC PROFESSIONAL FEES	1228 161989	1	816.00 816.00	0.00 0.00	816.00 816.00	03/04/2021		41586
111590	CHK	A	HEATH CARGILL WATER B CERTIFICATION	1 02122021	1	150.00 150.00	0.00 0.00	150.00 150.00	03/04/2021		41586
111591	CHK	A	CHRISTIE HUBER REIMBURSEMENT-OFFICE SUPPLIES	1 03012021	1	52.97 52.97	0.00 0.00	52.97 52.97	03/04/2021		41586
111592	CHK	A	SUE MORGAN UTILITY REFUND	1 1180.13	1	449.65 449.65	0.00 0.00	449.65 449.65	03/04/2021		41586

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111593	CHK	A	MOTOROLA SOLUTIONS, INC ANNUAL RADIO MAINTENANCE	5091 8230312308	1	20,983.15 20,983.15	0.00 0.00	20,983.15 20,983.15	03/04/2021		41586
111594	CHK	A	MUNIREVS INC VRBO MONITORAING & LICENSE	5196 4713	1	2,120.50 2,120.50	0.00 0.00	2,120.50 2,120.50	03/04/2021		41586
111595	CHK	A	PEAK INTERNET 03/2021 CHARGES 03/2021 CHARGES 03/2021 CHARGES 03/2021 CHARGES 03/2021 CHARGES 03/2021 CHARGES	3141 132712 132712 132712 132712 132713 352087	6	19,291.79 15,806.36 15,806.36 15,806.36 15,806.36 3,425.48 59.95	0.00 0.00 0.00 0.00 0.00 0.00 0.00	19,291.79 800.00 13,049.88 1,156.48 800.00 3,425.48 59.95	03/04/2021		41586
111596	CHK	A	PITNEY BOWES GLOBAL FINANCIAL 03/2021 POSTAGE - WPPD	2479 3313036214	1	90.00 90.00	0.00 0.00	90.00 90.00	03/04/2021		41586
111597	CHK	A	POTESTIO BROTHERS EQUIP INC REPAIR - #47	2312 66023C	1	163.21 163.21	0.00 0.00	163.21 163.21	03/04/2021		41586
111598	CHK	A	ROBERT COLE INSTRUCTOR - P&R	5194 03022021	1	232.00 232.00	0.00 0.00	232.00 232.00	03/04/2021		41586
111599	CHK	A	SAFETY-KLEEN SYSTEMS, INC. SOLVENT SERVICE - FLEET	555 85377995	1	351.55 351.55	0.00 0.00	351.55 351.55	03/04/2021		41586
111600	CHK	A	WESTWOOD LAKES WATER DISTRICT 01/21-02/21 WELLFIELD	679 02222021	1	4,447.80 4,447.80	0.00 0.00	4,447.80 4,447.80	03/04/2021		41586
111601	CHK	A	WHISLER INDUSTRIAL SUPPLY REPAIR #55	682 2400419	1	252.00 252.00	0.00 0.00	252.00 252.00	03/04/2021		41586
111602	CHK	A	ACZ LABORATORIES, INC. COMPOST TESTING	3111 64539	1	270.00 270.00	0.00 0.00	270.00 270.00	03/11/2021		41611
111603	CHK	A	AIS SPECIALTY PRODUCTS, INC SUPPLIES - WWTP	3074 PSI381159	1	464.00 464.00	0.00 0.00	464.00 464.00	03/11/2021		41611
111604	CHK	A	AT&T MOBILITY LLC 02/2021 CHARGES	5118 287290137930X0228220126.15	1	126.15 126.15	0.00 0.00	126.15 126.15	03/11/2021		41611
111605	CHK	A	BADGER METER INC LTE SERVICE UNIT - F/S	4278 80068950	1	2,121.76 2,121.76	0.00 0.00	2,121.76 2,121.76	03/11/2021		41611
111606	CHK	A	BATTERIES PLUS - 091 LITHIUM BATTERIES - WWTP	2133 P36974322	1	26.97 26.97	0.00 0.00	26.97 26.97	03/11/2021		41611
111607	CHK	A	BURLAP BAG CLOTHING/BOOTS UNIFORMS - BRAATZ UNIFORMS - BRAATZ UNIFORMS - ELLSWORTH UNIFORMS - ELLSWORTH	1356 20-8457 20-8457 20-8458 20-8458	4	359.10 175.75 175.75 183.35 183.35	0.00 0.00 0.00 0.00 0.00	359.10 61.52 114.23 119.17 64.18	03/11/2021		41611
111608	CHK	A	CASELLE INC 04/2021 CONTRACT 04/2021 CONTRACT	2356 108071 108071	2	498.00 498.00 498.00	0.00 0.00 0.00	498.00 323.70 174.30	03/11/2021		41611

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111609	CHK	A	CENTURYLINK	4342	3	537.18	0.00	537.18	03/11/2021		41611
			02/2021 CHARGES	2252021		537.18	0.00	143.52			
			02/2021 CHARGES	2252021		537.18	0.00	272.70			
			02/2021 CHARGES	2252021		537.18	0.00	120.96			
111610	CHK	A	CINTAS CORPORATION NO 2	4977	1	61.80	0.00	61.80	03/11/2021		41611
			UNIFORM - FLEET	4077083018		61.80	0.00	61.80			
111611	CHK	A	CINTAS FIRE PROTECTION	3604	2	1,425.50	0.00	1,425.50	03/11/2021		41611
			REPLACE BACKFLOW-BERGSTROM	OF47047953		1,041.00	0.00	1,041.00			
			FIRE INSPECTION - FLEET	OF47558777		384.50	0.00	384.50			
111612	CHK	A	CORE & MAIN LP	4980	1	23.59	0.00	23.59	03/11/2021		41611
			PARTS - F/S	N763125		23.59	0.00	23.59			
111613	CHK	A	CPS DISTRIBUTORS, INC	194	2	416.01	0.00	416.01	03/11/2021		41611
			ICE MELT	0004137724-001		416.01	0.00	208.00			
			ICE MELT	0004137724-001		416.01	0.00	208.01			
111614	CHK	A	CRANE REPAIR COMPANY, INC	5277	3	3,899.36	0.00	3,899.36	03/11/2021		41611
			CRANE REPAIR	21-6936		3,899.36	0.00	194.97			
			CRANE REPAIR	21-6936		3,899.36	0.00	194.96			
			CRANE REPAIR	21-6936		3,899.36	0.00	3,509.43			
111615	CHK	A	CRUM ELECTRIC SUPPLY CO.	2866	2	268.94	0.00	268.94	03/11/2021		41611
			PARTS - WWTP	2240227-00		101.40	0.00	101.40			
			ETHERNET SWITCH	2250563-00		167.54	0.00	167.54			
111616	CHK	A	ECONO SIGNS AND BARRICADE	4831	2	1,348.56	0.00	1,348.56	03/11/2021		41611
			SIGNAGE - STREETS	10-965460		806.56	0.00	806.56			
			SIGNAGE - STREETS	10-965709		542.00	0.00	542.00			
111617	CHK	A	EL PASO CTY HEALTH DEPT LAB	241	1	252.00	0.00	252.00	03/11/2021		41611
			BACTERIOLOGICAL WATER TEST-WTP	022821		252.00	0.00	252.00			
111618	CHK	A	ENGER, JANE	3876	1	137.25	0.00	137.25	03/11/2021		41611
			INSTRUCTOR - P&R	03032021		137.25	0.00	137.25			
111619	CHK	A	GLASER STEEL	2440	1	107.31	0.00	107.31	03/11/2021		41611
			STEEL PIPE	73130		107.31	0.00	107.31			
111620	CHK	A	GRAINGER INC.	282	1	24.72	0.00	24.72	03/11/2021		41611
			BATTERIES	9815973442		24.72	0.00	24.72			
111621	CHK	A	HAYNES MECHANICAL SYSTEMS	3359	3	14,731.00	0.00	14,731.00	03/11/2021		41611
			CAPITAL OUTLAY HVAC - PD	PB2754		9,368.00	0.00	9,368.00			
			03/21-05/21 MAINT. SERVICES	SRVCE000092350		2,238.00	0.00	2,238.00			
			Client Service/Proactive Preve	SRVCE000092351		3,125.00	0.00	3,125.00			
111622	CHK	A	HOME DEPOT CREDIT SERVICES	1758	1	664.23	0.00	664.23	03/11/2021		41611
			02/2021 CHARGES	2262021		664.23	0.00	664.23			
111623	CHK	A	IMAGE BEARERS CLEANING LLC	5082	1	3,853.00	0.00	3,853.00	03/11/2021		41611
			Cleaning Contract	2726		3,853.00	0.00	3,853.00			
111624	CHK	A	IREA	343	3	7,415.91	0.00	7,415.91	03/11/2021		41611

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			03/2021 CHARGES		03012021A	7,415.91	0.00	54.14			
			03/2021 CHARGES		03012021A	7,415.91	0.00	6,732.74			
			03/2021 CHARGES		03012021A	7,415.91	0.00	629.03			
111625	CHK	A	KENYON, P JORDAN PH.D. PRE-EMPLOYMENT - JOHNSON	4333 2302-7	1	250.00 250.00	0.00 0.00	250.00 250.00	03/11/2021		41611
111626	CHK	A	KS STATEBANK KYOCERA COPIER	5217 03252021	1	377.98 377.98	0.00 0.00	377.98 377.98	03/11/2021		41611
111627	CHK	A	KUBWATER RESOURCES INC COMPOST - WWTP	4643 10141	1	3,245.21 3,245.21	0.00 0.00	3,245.21 3,245.21	03/11/2021		41611
111628	CHK	A	LEXIS NEXIS ACCURINT 02/2021 CONTRACT FEE	3379 1209360-20210228	1	30.00 30.00	0.00 0.00	30.00 30.00	03/11/2021		41611
111629	CHK	A	LOGAN SIMPSON DESIGN INC PROFESSIONAL SERVICES	5282 27471	1	7,500.00 7,500.00	0.00 0.00	7,500.00 7,500.00	03/11/2021		41611
111630	CHK	A	MEBULBS BULBS - B&G	3794 34243432-01	1	450.06 450.06	0.00 0.00	450.06 450.06	03/11/2021		41611
111631	CHK	A	JOE WAGNER CLOTHING ALLOWANCE REIMB.	1 02282021	1	150.00 150.00	0.00 0.00	150.00 150.00	03/11/2021		41611
111632	CHK	A	CYNTHIA & PATRICK WAKEFIELD UTILITY REFUND	1 2159.13	1	120.00 120.00	0.00 0.00	120.00 120.00	03/11/2021		41611
111633	CHK	A	PREMIERE COPIER INC. COPIES - WAC	1 67328	1	40.61 40.61	0.00 0.00	40.61 40.61	03/11/2021		41611
111634	CHK	A	MURRAY DAHL BEERY RENAUD LLP 02/2021 LEGAL FEES	5167 03032021	1	6,420.90 6,420.90	0.00 0.00	6,420.90 6,420.90	03/11/2021		41611
111635	CHK	A	NORTHSTAR CHEMICAL CO. INC. CLEANING SUPPLIES	2569 7969	1	443.00 443.00	0.00 0.00	443.00 443.00	03/11/2021		41611
111636	CHK	A	SCHWING BIOSET LIP SEAL SCREW PRESS	5226 61425916	1	5,902.95 5,902.95	0.00 0.00	5,902.95 5,902.95	03/11/2021		41611
111637	CHK	A	SHERWIN-WILLIAMS PAINT - B&G	1890 0224-5	1	27.44 27.44	0.00 0.00	27.44 27.44	03/11/2021		41611
111638	CHK	A	STANLEY CONVERGENT SECURITY SO 01/2021 MAINTENANCE CHARGES	4042 6000880810	1	376.24 376.24	0.00 0.00	376.24 376.24	03/11/2021		41611
111639	CHK	A	RED BARON CAR WASH 02/2021 CHARGES 02/2021 CHARGES	4191 1811 1811	2	152.80 152.80 152.80	0.00 0.00 0.00	152.80 137.80 15.00	03/11/2021		41611
111640	CHK	A	TRACTOR SUPPLY COMPANY 01/2021-02/2021 CHARGES	4753 2262021	1	734.92 734.92	0.00 0.00	734.92 734.92	03/11/2021		41611
111641	CHK	A	UNCC UTILITY NOTIFICATION CNTR UTILITY LOCATES UTILITY LOCATES	2012 221021470 221021470	2	171.60 171.60 171.60	0.00 0.00 0.00	171.60 60.06 111.54	03/11/2021		41611

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111642	CHK	A	USA BLUEBOOK	1779	3	853.78	0.00	853.78	03/11/2021		41611
			TESTING KITS - WWTP	501751		134.97	0.00	134.97			
			LAB SUPPLIES - WWTP	504995		395.30	0.00	395.30			
			SUPPLIES - F/S	506078		323.51	0.00	323.51			
111643	CHK	A	UTE PASS HISTORICAL SOCIETY	3055	1	133.20	0.00	133.20	03/11/2021		41611
			RESEARCH AND DESIGN	12232020		133.20	0.00	133.20			
111644	CHK	A	VERIZON	3856	5	2,717.54	0.00	2,717.54	03/11/2021		41611
			01/21-02/21 WIRELESS CHARGES	371072943-00001		2,717.54	0.00	291.49			
			01/21-02/21 WIRELESS CHARGES	371072943-00001		2,717.54	0.00	1,804.66			
			01/21-02/21 WIRELESS CHARGES	371072943-00001		2,717.54	0.00	294.05			
			01/21-02/21 WIRELESS CHARGES	371072943-00001		2,717.54	0.00	87.14			
			01/21-02/21 WIRELESS CHARGES	371072943-00001		2,717.54	0.00	240.20			
111645	CHK	A	WASTE MANAGEMENT WOODLAND PARK	3004	1	260.38	0.00	260.38	03/11/2021		41611
			03/2021 TRASH SERVICE	0689686-2517-5		260.38	0.00	260.38			
111646	CHK	A	WAXIE SANITARY SUPPLY	4189	1	87.00	0.00	87.00	03/11/2021		41611
			CUSTODIAL SUPPLIES - WAC	79848314		87.00	0.00	87.00			
111647	CHK	A	WHISLER INDUSTRIAL SUPPLY	682	1	379.80	0.00	379.80	03/11/2021		41611
			BELTS - WWTP	2400548		379.80	0.00	379.80			
51	EFT	A	VECTRA BANK COLORADO	4705	3	18,154.63	0.00	18,154.63	03/12/2021	HP	41622
			Visa Jan 2021	01312021		18,154.63	0.00	17,715.92			
			Visa Jan 2021	01312021		18,154.63	0.00	418.59			
			Visa Jan 2021	01312021		18,154.63	0.00	20.12			
111650	CHK	A	CENTURA VENTURES	5095	1	155.00	0.00	155.00	03/18/2021		41646
			Pre-employment Kyle Johnson	284476		155.00	0.00	155.00			
111651	CHK	A	CINTAS CORPORATION NO 2	4977	1	78.30	0.00	78.30	03/18/2021		41646
			UNIFORM - FLEET	4077752693		78.30	0.00	78.30			
111652	CHK	A	DOCUMART COPIES & PRINTING	3252	1	287.30	0.00	287.30	03/18/2021		41646
			BIRTHDAY CARDS	365665		287.30	0.00	287.30			
111653	CHK	A	GRAINGER INC.	282	1	68.08	0.00	68.08	03/18/2021		41646
			SUPPLIES - WTP	9830373081		68.08	0.00	68.08			
111654	CHK	A	IREA	343	3	15,954.62	0.00	15,954.62	03/18/2021		41646
			MARCH ELECTRICAL CHARGES	03082021B		15,954.62	0.00	3,117.50			
			MARCH ELECTRICAL CHARGES	03082021B		15,954.62	0.00	5,279.72			
			MARCH ELECTRICAL CHARGES	03082021B		15,954.62	0.00	7,557.40			
111655	CHK	A	L.N. CURTIS & SONS	5123	2	83.66	0.00	83.66	03/18/2021		41646
			UNIFORM #466564	INV466564		16.00	0.00	16.00			
			UNIFORM - 467339	INV467339		67.66	0.00	67.66			
111656	CHK	A	LAW FIRM OF SUZANNE M. ROGERS,	5054	1	2,426.70	0.00	2,426.70	03/18/2021		41646
			LEGAL SERVICES	03162021		2,426.70	0.00	2,426.70			
111657	CHK	A	JUDE BROCK	1	1	116.94	0.00	116.94	03/18/2021		41646
			TAX REFUND	03162021		116.94	0.00	116.94			

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111658	CHK	A	LINDSEY HART RESTITUTION - ANDREA ALEXANDER	31121	1	250.00 250.00	0.00 0.00	250.00 250.00	03/18/2021		41646
111659	CHK	A	JULIE BOSCO UTILITY REFUND	4934.03	1	36.04 36.04	0.00 0.00	36.04 36.04	03/18/2021		41646
111660	CHK	A	STEPHANIE & KYLLE MUNDEN UTILITY REFUND UTILITY REFUND UTILITY REFUND	5010.14 5010.14 5010.14	3	56.07 56.07 56.07	0.00 0.00 0.00	56.07 20.41 33.52 2.14	03/18/2021		41646
111661	CHK	A	SAMARA STIRNEMAN UTILITY DEPOSIT REFUND	857.07	1	6.41 6.41	0.00 0.00	6.41 6.41	03/18/2021		41646
111662	CHK	A	NAPA AUTO PARTS FEB. CHARGES FEB. CHARGES	2282021 2282021	2	1,171.46 1,171.46 1,171.46	0.00 0.00 0.00	1,171.46 1,086.61 84.85	03/18/2021		41646
111663	CHK	A	PERKINS MOTOR CITY DODGE REPAIR #87 REPAIR #64 #39 REPAIR - WWTP	446890CHW 447087CHW 447569CHW	3	415.69 271.25 46.94 97.50	0.00 0.00 0.00 0.00	415.69 271.25 46.94 97.50	03/18/2021		41646
111664	CHK	A	QUADIEN T FINANCE USA, INC POSTAGE METER REFILL	02252021	1	430.51 430.51	0.00 0.00	430.51 430.51	03/18/2021		41646
111665	CHK	A	RHODESCO, INC RACK CARDS	146380	1	104.00 104.00	0.00 0.00	104.00 104.00	03/18/2021		41646
111666	CHK	A	SCHUMACHER'S REPAIR #70	69137	1	84.00 84.00	0.00 0.00	84.00 84.00	03/18/2021		41646
111667	CHK	A	SHERWIN-WILLIAMS PAINT - B&G	0397-9	1	45.16 45.16	0.00 0.00	45.16 45.16	03/18/2021		41646
111668	CHK	A	TELLER COUNTY 2020 ANIMAL CONTROL CONTRACT	02032021	1	35,000.00 35,000.00	0.00 0.00	35,000.00 35,000.00	03/18/2021		41646
111669	CHK	A	TIAA COMMERCIAL FINANCE, INC RENTAL PAYMENT	7982357	1	594.00 594.00	0.00 0.00	594.00 594.00	03/18/2021		41646
111670	CHK	A	UPS STORE #1374 FEB. CHARGES FEB. CHARGES FEB. CHARGES	2282021 2282021 2282021	3	277.14 277.14 277.14 277.14	0.00 0.00 0.00 0.00	277.14 34.94 14.89 227.31	03/18/2021		41646
111671	CHK	A	WASTE MANAGEMENT WOODLAND PARK DISPOSAL OF DEER & TRASH	0005928-2517-8	1	105.37 105.37	0.00 0.00	105.37 105.37	03/18/2021		41646
111672	CHK	A	WEX HEALATH INC 02/2021 FSA	0001302218-IN	1	83.00 83.00	0.00 0.00	83.00 83.00	03/18/2021		41646
111673	CHK	A	WOODLAND HARDWARE & RENTAL FEB. CHARGES FEB. CHARGES FEB. CHARGES	2282021 2282021 2282021	4	1,065.37 1,065.37 1,065.37 1,065.37	0.00 0.00 0.00 0.00	1,065.37 325.73 657.99 5.75	03/18/2021		41646

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Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
			FEB. CHARGES	2282021		1,065.37	0.00	75.90			
111674	CHK	A	WOODLAND PARK SCHOOL DIST RE-2	1262	1	187,574.70	0.00	187,574.70	03/18/2021		41646
			01/2021 SALES TAX	03182021		187,574.70	0.00	187,574.70			
111675	CHK	A	BROWNS HILL ENGINEERING CONTRL	4326	1	1,197.75	0.00	1,197.75	03/25/2021		41674
			11/2020 SERVICE-LIFT STATION	20195		1,197.75	0.00	1,197.75			
111676	CHK	A	CINTAS CORPORATION NO 2	4977	1	61.80	0.00	61.80	03/25/2021		41674
			UNIFORM - FLEET	4078425561		61.80	0.00	61.80			
111677	CHK	A	COLORADO ANALYTICAL LAB	4028	1	112.00	0.00	112.00	03/25/2021		41674
			LAB SERVICES - WWTP	210311014		112.00	0.00	112.00			
111678	CHK	A	COLORADO ELECTRIC MOTOR REPAIR	2793	1	747.98	0.00	747.98	03/25/2021		41674
			EQUIPMENT - WWTP	67346		747.98	0.00	747.98			
111679	CHK	A	CONROY'S PLUS ONE INC	4918	1	175.00	0.00	175.00	03/25/2021		41674
			REPAIR VEH #28 - WINDSHIELD	815183		175.00	0.00	175.00			
111680	CHK	A	CRUM ELECTRIC SUPPLY CO.	2866	1	250.20	0.00	250.20	03/25/2021		41674
			PARTS - WWTP	2240227-01		250.20	0.00	250.20			
111681	CHK	A	DEEP ROCK	5263	1	79.87	0.00	79.87	03/25/2021		41674
			WATER - WPPD - 032021	21072370032021		79.87	0.00	79.87			
111682	CHK	A	DOCUMART COPIES & PRINTING	3252	1	37.50	0.00	37.50	03/25/2021		41674
			BUSINESS CARDS - LEVENTE	365814		37.50	0.00	37.50			
111683	CHK	A	FOXWORTH-GALBRAITH LUMBER CO	96	2	266.25	0.00	266.25	03/25/2021		41674
			FEB. CHARGES	2282021		266.25	0.00	3.98			
			FEB. CHARGES	2282021		266.25	0.00	262.27			
111684	CHK	A	GRAINGER INC.	282	2	388.36	0.00	388.36	03/25/2021		41674
			SUPPLIES - WWTP	9825922991		124.96	0.00	124.96			
			SMOKE ALARM - WWTP	9826573496		263.40	0.00	263.40			
111685	CHK	A	HARRISON'S INK	1659	1	994.40	0.00	994.40	03/25/2021		41674
			POLICE COURT FORMS	03-006		994.40	0.00	994.40			
111686	CHK	A	HAYNES MECHANICAL SYSTEMS	3359	1	9,918.50	0.00	9,918.50	03/25/2021		41674
			04/21-06/21 MAINTENANCE	SRVCE000093414		9,918.50	0.00	9,918.50			
111687	CHK	A	IREA	343	2	12,555.30	0.00	12,555.30	03/25/2021		41674
			03/2021 CHARGES	03232021C		12,555.30	0.00	1,973.12			
			03/2021 CHARGES	03232021C		12,555.30	0.00	10,582.18			
111688	CHK	A	JDS - HYDRO CONSULTANTS, INC.	2894	1	1,378.00	0.00	1,378.00	03/25/2021		41674
			SUNNYWOOD PUMP STATION	10916-23		1,378.00	0.00	1,378.00			
111689	CHK	A	JEFFREY LOUIS SANCHEZ	5188	1	85.00	0.00	85.00	03/25/2021		41674
			TRAINING FTO	03242021		85.00	0.00	85.00			
111690	CHK	A	KNIGHTON ERB & COMPANY LLC	4951	1	315.00	0.00	315.00	03/25/2021		41674
			IVERSON TRUST	23600		315.00	0.00	315.00			

Bank Number: 1 / Name: VECTRA BANK COLORADO / Description: ACCOUNTS PAYABLE (719)687-9246

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
111691	CHK	A	KROGER-KING SOOPERS CUST CHGS FEB. CHARGES	145 3022021	1	61.98 61.98	0.00 0.00	61.98 61.98	03/25/2021		41674
111692	CHK	A	L.N. CURTIS & SONS UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD UNIFORM - WPPD	5123 INV470050 INV470073 INV470226 INV470435 INV470558 INV470956 INV472572	7	689.48 115.94 36.98 378.84 61.56 15.50 13.00 67.66	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	689.48 115.94 36.98 378.84 61.56 15.50 13.00 67.66	03/25/2021		41674
111693	CHK	A	LEWAN & ASSOCIATES, INC. 03/21-04/21 USAGE	398 IN1227572	1	1,318.79 1,318.79	0.00 0.00	1,318.79 1,318.79	03/25/2021		41674
111694	CHK	A	MATTHEW BENDER & CO., INC. 2021 RULES	2776 24273538	1	108.43 108.43	0.00 0.00	108.43 108.43	03/25/2021		41674
111695	CHK	A	MCDANIEL, KANDY STAFF BIRTHDAY	4750 03172021	1	38.24 38.24	0.00 0.00	38.24 38.24	03/25/2021		41674
111696	CHK	A	MCDANIEL, MICHAEL TRAINING PTO	4866 03242021	1	85.00 85.00	0.00 0.00	85.00 85.00	03/25/2021		41674
111697	CHK	A	WALMART RESTITUTION RECOVERY RESTITUTION-21MD68,21MD67	1 31721	1	460.66 460.66	0.00 0.00	460.66 460.66	03/25/2021		41674
111698	CHK	A	WALMART RESTITUTION RECOVERY RESTITUTION - 20MD614	1 31821	1	144.48 144.48	0.00 0.00	144.48 144.48	03/25/2021		41674
111699	CHK	A	WALMART RESTITUTION RECOVERY RESTITUTION - 21MD38	1 32321	1	123.74 123.74	0.00 0.00	123.74 123.74	03/25/2021		41674
111700	CHK	A	DAVID & SHARON RIGSBY UTILITY REFUND	1 5273.03	1	30.75 30.75	0.00 0.00	30.75 30.75	03/25/2021		41674
111701	CHK	A	MUNICIPAL CODE CORPORATION CODIFICATION - 2021	3345 00355392	1	2,359.38 2,359.38	0.00 0.00	2,359.38 2,359.38	03/25/2021		41674
111702	CHK	A	PERKINS MOTOR CITY DODGE #39 - REPAIR - WWTP	2354 447838CHW	1	376.25 376.25	0.00 0.00	376.25 376.25	03/25/2021		41674
111703	CHK	A	REXEL USA, INC EQUIPMENT - WWTP	2818 S130066824.001	1	1,700.00 1,700.00	0.00 0.00	1,700.00 1,700.00	03/25/2021		41674
111704	CHK	A	SOUTHWEST CONTRACTOR SUPPLIES SHOVEL - WWTP	5115 1718	1	718.80 718.80	0.00 0.00	718.80 718.80	03/25/2021		41674
111705	CHK	A	TELLER COUNTY WASTE Teller County Waste Trash Teller County Waste Trash Teller County Waste Trash Teller County Waste Trash 03/2021 PORTABLE SERVICE	4158 03052021 03052021 03052021 03052021 13081	5	912.75 562.75 562.75 562.75 562.75 350.00	0.00 0.00 0.00 0.00 0.00 0.00	912.75 178.00 39.00 13.75 332.00 350.00	03/25/2021		41674
111706	CHK	A	TIAA COMMERCIAL FINANCE, INC	5175	1	424.52	0.00	424.52	03/25/2021		41674

Bank Number: 1 / Name: VECTRA BANK COLORADO / Description: ACCOUNTS PAYABLE (719)687-9246

Payment Number	Type	ID	Name	SRC	Num INV	Gross Amount	Discounts	Net Pay	Payment Date	HP Void	Batch
			TAX CHARGE - KYOCERA	7982357A		424.52	0.00	424.52			
111707	CHK	A	TWIN LAKES RESERVOIR/CANAL CO.	637	1	245.00	0.00	245.00	03/25/2021		41674
			TRANSFER FEES & ASSESSMENT	2401		245.00	0.00	245.00			
111708	CHK	A	WALMART COMMUNITY	668	2	77.02	0.00	77.02	03/25/2021		41674
			02/21-03/21 CHARGES	3162021		77.02	0.00	69.08			
			02/21-03/21 CHARGES	3162021		77.02	0.00	7.94			
50	EFT	A	WEX BANK	5187	1	6,878.98	0.00	6,878.98	03/26/2021	HP	41614
			WEX Feb 2021	02282021		6,878.98	0.00	6,878.98			
REGISTER TOTALS Checks: 131 Voids: 0											
					200	451,467.93	0.00	451,467.93			

Bank Number: 99 / Name: VECTRA BANK COLORADO/PAYROLL / Description: PAYROLL ACCOUNT (719)

18669	CHK	Lifeguard	1	129.36	9.9	119.46	03/12/2021
18670	CHK	Lifeguard	1	92.72	7.09	85.63	03/12/2021
46398	NOD	Crew Chief - Field Se	1	2801.99	996.57	1805.42	03/12/2021
46399	NOD	Corporal	1	2563.38	572.65	1990.73	03/12/2021
46400	NOD	Sports Coordinator	1	1198.15	348.82	849.33	03/12/2021
46401	NOD	Dispatcher II	1	1692.31	447.12	1245.19	03/12/2021
46402	NOD	Systems Specialist	1	2367.4	742.76	1624.64	03/12/2021
46403	NOD	Police Officer I	1	1909.6	253.46	1656.14	03/12/2021
46404	NOD	Lifeguard	1	460.11	35.19	424.92	03/12/2021
46405	NOD	Dispatcher I	1	1499.2	392.68	1106.52	03/12/2021
46406	NOD	Maint. Worker III - Fi	1	1819.26	576.11	1243.15	03/12/2021
46407	NOD	MPO	1	2262.14	515.3	1746.84	03/12/2021
46408	NOD	DISPATCHER II	1	84.88	6.5	78.38	03/12/2021
46409	NOD	Public Works/City Er	1	4047.17	1789.44	2257.73	03/12/2021
46410	NOD	Utility Billing Technic	1	1752.8	576.83	1175.97	03/12/2021
46411	NOD	Planning and Buildin	1	2003.62	580.71	1422.91	03/12/2021
46412	NOD	Victims Advocate	1	925.1	190.89	734.21	03/12/2021
46413	NOD	WWTP Operator	1	1701.77	620.07	1081.7	03/12/2021
46414	NOD	Water Fitness Instru	1	258.83	19.8	239.03	03/12/2021
46415	NOD	WWTO	1	2149	558.13	1590.87	03/12/2021
46416	NOD	WTO	1	2343	1305.01	1037.99	03/12/2021
46417	NOD	Police Officer I	1	2618.71	517.87	2100.84	03/12/2021
46418	NOD	Lifeguard	1	224.84	27.49	197.35	03/12/2021
46419	NOD	Municipal Court Cler	1	1139.5	243.03	896.47	03/12/2021
46420	NOD	Maint. Worker I - PB	1	1575.31	411.11	1164.2	03/12/2021
46421	NOD	Corporal	1	2784.65	719.19	2065.46	03/12/2021
46422	NOD	Corporal	1	2509.97	1021.51	1488.46	03/12/2021
46423	NOD	Dispatcher I	1	1547.17	416.6	1130.57	03/12/2021
46424	NOD	Lifeguard	1	431.2	50.38	380.82	03/12/2021
46425	NOD	Police Chief	1	4221.15	1480.86	2740.29	03/12/2021
46426	NOD	Police Officer I	1	2075.46	435.11	1640.35	03/12/2021
46427	NOD	Crew Chief - Streets	1	2262.14	581.11	1681.03	03/12/2021
46428	NOD	Dispatcher I	1	1605.19	379.76	1225.43	03/12/2021
46429	NOD	Accounting Manager	1	2663.95	890.52	1773.43	03/12/2021
46430	NOD	Maint. Worker II - Fi	1	1760.28	595	1165.28	03/12/2021
46431	NOD	Event Center Coordin	1	1365.71	419.89	945.82	03/12/2021
46432	NOD	Detective/MPO	1	2361.12	539.53	1821.59	03/12/2021
46433	NOD	Management Analys	1	2557.85	824.99	1732.86	03/12/2021
46434	NOD	Water Treatment Op	1	1995.27	625.47	1369.8	03/12/2021
46435	NOD	Police Officer I	1	0	0	0	03/12/2021
46436	NOD	IT Intern	1	458.16	49.06	409.1	03/12/2021
46437	NOD	Maintenance Worke	1	1479.61	416.46	1063.15	03/12/2021
46438	NOD	Lifeguard	1	199.16	21.96	177.2	03/12/2021

46439	NOD	Lifeguard	1	145.25	21.29	123.96	03/12/2021
46440	NOD	Maint. Worker II Stre	1	1706.73	535.66	1171.07	03/12/2021
46441	NOD	PD Admin Assist/Tee	1	1896.36	560.86	1335.5	03/12/2021
46442	NOD	Commander	1	3248.86	1227.55	2021.31	03/12/2021
46443	NOD	Finance Admin. Asst.	1	1580	517.01	1062.99	03/12/2021
46444	NOD	Corporal	1	2616.3	983.37	1632.93	03/12/2021
46445	NOD	Dispatch II	1	1701.94	361.49	1340.45	03/12/2021
46446	NOD	Temp Lead Lifeguarc	1	1378.88	331.6	1047.28	03/12/2021
46447	NOD	HR Generalist	1	2203.06	907.89	1295.17	03/12/2021
46448	NOD	Lifeguard	1	66.04	5.05	60.99	03/12/2021
46449	NOD	Administrative Assist	1	1694.4	420.78	1273.62	03/12/2021
46450	NOD	Finance Director/Tre	1	3577.32	1134.81	2442.51	03/12/2021
46451	NOD	Parks and Rec Direct	1	3577.32	1346.65	2230.67	03/12/2021
46452	NOD	Lifeguard	1	229.09	28.24	200.85	03/12/2021
46453	NOD	Assistant City Manag	1	4422.92	1274.11	3148.81	03/12/2021
46454	NOD	City Clerk/Asst. City	1	3577.32	2094.27	1483.05	03/12/2021
46455	NOD	Zoning/Code Enforce	1	2375.95	532.37	1843.58	03/12/2021
46456	NOD	Finance Technician	1	1547.2	471.23	1075.97	03/12/2021
46457	NOD	Commander	1	3248.86	820.83	2428.03	03/12/2021
46458	NOD	Dispatcher II	1	1847.52	518.4	1329.12	03/12/2021
46459	NOD	Part Time Police Offi	1	616.32	47.15	569.17	03/12/2021
46460	NOD	Crew Chief - Fleet	1	3122.05	1281.37	1840.68	03/12/2021
46461	NOD	Presiding Municipal	1	423.51	32.4	391.11	03/12/2021
46462	NOD	Police Officer I	1	2084.06	491.89	1592.17	03/12/2021
46463	NOD	PW Admin Assistant	1	1547.17	523.66	1023.51	03/12/2021
46464	NOD	Detective Sergeant	1	2688.26	834.24	1854.02	03/12/2021
46465	NOD	P&R Sports Site Supv	1	105.56	8.07	97.49	03/12/2021
46466	NOD	UPCC-ASSISTANT	1	387.36	73.64	313.72	03/12/2021
46467	NOD	Public Information S	1	1236.8	332.63	904.17	03/12/2021
46468	NOD	Part Time Police Offi	1	530	71.82	458.18	03/12/2021
46469	NOD	WWTO	1	1995.65	551.6	1444.05	03/12/2021
46470	NOD	Maint. Worker I - Fie	1	1323.65	335.75	987.9	03/12/2021
46471	NOD	Lifeguard	1	154.32	12.05	142.27	03/12/2021
46472	NOD	City Planner	1	2907.8	817.65	2090.15	03/12/2021
46473	NOD	Construction Inspect	1	2340.49	677.86	1662.63	03/12/2021
46474	NOD	Police Officer I	1	2570.18	785.35	1784.83	03/12/2021
46475	NOD	Maint Tech I	1	797.88	544.43	253.45	03/12/2021
46476	NOD	PLANNG/BUILDING I	1	3832.1	1357.13	2474.97	03/12/2021
46477	NOD	Dispatcher I	1	1899.08	500.59	1398.49	03/12/2021
46478	NOD	Police Officer I	1	2067.3	552.16	1515.14	03/12/2021
46479	NOD	Dispatch	1	2237.15	554.26	1682.89	03/12/2021
46480	NOD	Miant. Worker II - St	1	1683.2	509.72	1173.48	03/12/2021
46481	NOD	Lifeguard	1	404.31	43.63	360.68	03/12/2021
46482	NOD	Police Officer II	1	2575.83	995.43	1580.4	03/12/2021

46483	NOD	Utilities Technician	1	2059.77	990.38	1069.39	03/12/2021
46484	NOD	Permit Technician	1	829.53	248.5	581.03	03/12/2021
46485	NOD	WWTO	1	2262.14	788.39	1473.75	03/12/2021
46486	NOD	Aquatic Manager	1	2187.84	541.31	1646.53	03/12/2021
46487	NOD	Lifeguard	1	52.36	4	48.36	03/12/2021
46488	NOD	WWTP Chief Operati	1	3388.24	1356.94	2031.3	03/12/2021
46489	NOD	Fleet Mechanic II	1	1996	566.47	1429.53	03/12/2021
46490	NOD	Dispatch Supervisor	1	2346.98	889.52	1457.46	03/12/2021
46491	NOD	Police Officer I	1	2088.34	699.65	1388.69	03/12/2021
46492	NOD	Maint. Worker III - Si	1	1762.28	571.73	1190.55	03/12/2021
46493	NOD	Crew Chief - PBG	1	2437.14	543.35	1893.79	03/12/2021
46494	NOD	Victims Advocate Co	1	2198.04	662.69	1535.35	03/12/2021
46495	NOD	Maint. Worker I - PB	1	1451.25	254.58	1196.67	03/12/2021
46496	NOD	WTP CHIEF OPERATC	1	3607.52	1545.16	2062.36	03/12/2021
46497	NOD	Assistant Aquatic Ma	1	941.78	247.21	694.57	03/12/2021
46498	NOD	Utilities/PW Director	1	4221.15	1884.05	2337.1	03/12/2021
46499	NOD	Front Desk Represen	1	61	4.67	56.33	03/12/2021
46500	NOD	Maint. Worker III- PE	1	1927.24	515.8	1411.44	03/12/2021
18671	CHK	Lifeguard	1	157.08	12.02	145.06	03/26/2021
18672	CHK	Lifeguard	1	664.71	118.88	545.83	03/26/2021
18673	CHK	Lifeguard	1	990.68	125.75	864.93	03/26/2021
18674	CHK	Lifeguard	1	42.25	3.24	39.01	03/26/2021
46501	NOD	Crew Chief - Field Se	1	2801.99	997.14	1804.85	03/26/2021
46502	NOD	Corporal	1	2784.65	604.81	2179.84	03/26/2021
46503	NOD	Sports Coordinator	1	1272.6	358.24	914.36	03/26/2021
46504	NOD	Dispatcher II	1	1692.31	447.11	1245.2	03/26/2021
46505	NOD	Systems Specialist	1	2192.4	682.88	1509.52	03/26/2021
46506	NOD	Police Officer I	1	1909.6	253.46	1656.14	03/26/2021
46507	NOD	Lifeguard	1	535.23	40.95	494.28	03/26/2021
46508	NOD	Dispatcher I	1	1499.2	392.67	1106.53	03/26/2021
46509	NOD	Maint. Worker III - Fi	1	1819.26	576.12	1243.14	03/26/2021
46510	NOD	MPO	1	2262.14	515.3	1746.84	03/26/2021
46511	NOD	Public Works/City Er	1	4047.17	1789.44	2257.73	03/26/2021
46512	NOD	Utility Billing Technic	1	1752.8	576.84	1175.96	03/26/2021
46513	NOD	Planning and Buildin	1	2003.62	580.69	1422.93	03/26/2021
46514	NOD	Victims Advocate	1	925.1	190.91	734.19	03/26/2021
46515	NOD	WWTP Operator	1	1701.77	620.07	1081.7	03/26/2021
46516	NOD	Water Fitness Instru	1	284.2	21.74	262.46	03/26/2021
46517	NOD	WWTO	1	1649	390.46	1258.54	03/26/2021
46518	NOD	WTO	1	2343	1305.01	1037.99	03/26/2021
46519	NOD	Police Officer I	1	1978.24	402.72	1575.52	03/26/2021
46520	NOD	Lifeguard	1	283.36	40.82	242.54	03/26/2021
46521	NOD	Municipal Court Cler	1	1510.5	332.93	1177.57	03/26/2021
46522	NOD	Maint. Worker I - PB	1	1706.9	442.97	1263.93	03/26/2021

46523 NOD	Corporal	1	2731.24	713.31	2017.93	03/26/2021
46524 NOD	Corporal	1	2441.3	1012.27	1429.03	03/26/2021
46525 NOD	Dispatcher I	1	1605.19	429.99	1175.2	03/26/2021
46526 NOD	Lifeguard	1	172.48	13.2	159.28	03/26/2021
46527 NOD	Police Chief	1	4221.15	1480.86	2740.29	03/26/2021
46528 NOD	Police Officer I	1	2000.43	422.02	1578.41	03/26/2021
46529 NOD	Crew Chief - Streets	1	2262.14	581.72	1680.42	03/26/2021
46530 NOD	Dispatcher I	1	1663.21	394.18	1269.03	03/26/2021
46531 NOD	Accounting Manager	1	2663.95	890.52	1773.43	03/26/2021
46532 NOD	Maint. Worker II - Fi	1	1760.28	594.99	1165.29	03/26/2021
46533 NOD	Event Center Coordin	1	1365.71	419.88	945.83	03/26/2021
46534 NOD	Detective/MPO	1	2665.13	573.32	2091.81	03/26/2021
46535 NOD	Management Analys	1	2382.85	782.61	1600.24	03/26/2021
46536 NOD	Water Treatment Op	1	1995.27	664.68	1330.59	03/26/2021
46537 NOD	Police Officer I	1	0	0	0	03/26/2021
46538 NOD	IT Intern	1	458.16	49.04	409.12	03/26/2021
46539 NOD	Maintenance Worke	1	1635.13	454.03	1181.1	03/26/2021
46540 NOD	Lifeguard	1	75.45	5.77	69.68	03/26/2021
46541 NOD	Lifeguard	1	106.42	15.58	90.84	03/26/2021
46542 NOD	Maint. Worker II Stre	1	1837.27	567.31	1269.96	03/26/2021
46543 NOD	PD Admin Assist/Tee	1	1896.36	560.87	1335.49	03/26/2021
46544 NOD	Commander	1	3248.86	1227.54	2021.32	03/26/2021
46545 NOD	Finance Admin. Asst.	1	1587.41	518.47	1068.94	03/26/2021
46546 NOD	Corporal	1	2441.3	934.32	1506.98	03/26/2021
46547 NOD	Dispatch II	1	1701.94	361.49	1340.45	03/26/2021
46548 NOD	Temp Lead Lifeguarc	1	870	151.23	718.77	03/26/2021
46549 NOD	HR Generalist	1	2203.06	907.88	1295.18	03/26/2021
46550 NOD	Lifeguard	1	117.04	8.96	108.08	03/26/2021
46551 NOD	Administrative Assist	1	1694.4	420.77	1273.63	03/26/2021
46552 NOD	Finance Director/Tre	1	3577.32	1134.82	2442.5	03/26/2021
46553 NOD	Parks and Rec Direct	1	3577.32	1346.64	2230.68	03/26/2021
46554 NOD	Lifeguard	1	94.1	7.2	86.9	03/26/2021
46555 NOD	Assistant City Manag	1	4422.92	1274.11	3148.81	03/26/2021
46556 NOD	City Clerk/Asst. City	1	3577.32	2094.27	1483.05	03/26/2021
46557 NOD	Zoning/Code Enforce	1	2000.8	464.92	1535.88	03/26/2021
46558 NOD	Finance Technician	1	1547.2	471.24	1075.96	03/26/2021
46559 NOD	Commander	1	3248.86	820.83	2428.03	03/26/2021
46560 NOD	Dispatcher II	1	1775.33	500.2	1275.13	03/26/2021
46561 NOD	Part Time Police Offi	1	1168.44	167.76	1000.68	03/26/2021
46562 NOD	Crew Chief - Fleet	1	3423	1355.69	2067.31	03/26/2021
46563 NOD	Presiding Municipal	1	1129.36	158.87	970.49	03/26/2021
46564 NOD	Police Officer I	1	1909.06	442.85	1466.21	03/26/2021
46565 NOD	PW Admin Assistant	1	1895.29	608.06	1287.23	03/26/2021
46566 NOD	Detective Sergeant	1	2990.66	888.91	2101.75	03/26/2021

46567	NOD	P&R Sports Site Supv	1	65.52	5.02	60.5	03/26/2021
46568	NOD	UPCC-ASSISTANT	1	387.36	73.63	313.73	03/26/2021
46569	NOD	Public Information S	1	1236.8	332.64	904.16	03/26/2021
46570	NOD	Part Time Police Offi	1	483.63	61.62	422.01	03/26/2021
46571	NOD	WWTO	1	1995.65	551.59	1444.06	03/26/2021
46572	NOD	Maint. Worker I - Fie	1	1276.25	329.05	947.2	03/26/2021
46573	NOD	Lifeguard	1	30.8	2.36	28.44	03/26/2021
46574	NOD	City Planner	1	2907.8	817.66	2090.14	03/26/2021
46575	NOD	Construction Inspect	1	2340.49	677.84	1662.65	03/26/2021
46576	NOD	Police Officer I	1	2195.5	717.96	1477.54	03/26/2021
46577	NOD	Maint Tech I	1	1276.38	670.41	605.97	03/26/2021
46578	NOD	PLANNG/BUILDING I	1	3832.1	1357.13	2474.97	03/26/2021
46579	NOD	Dispatcher I	1	1499.2	392.67	1106.53	03/26/2021
46580	NOD	Police Officer I	1	2267.56	563.34	1704.22	03/26/2021
46581	NOD	Dispatch	1	3947.42	1136.2	2811.22	03/26/2021
46582	NOD	Miant. Worker II - St	1	1683.2	509.72	1173.48	03/26/2021
46583	NOD	Lifeguard	1	319.6	25.68	293.92	03/26/2021
46584	NOD	Police Officer II	1	3258.87	1118.3	2140.57	03/26/2021
46585	NOD	Utilities Technician	1	2059.77	990.37	1069.4	03/26/2021
46586	NOD	Permit Technician	1	765.72	234.22	531.5	03/26/2021
46587	NOD	WWTO	1	2262.14	788.39	1473.75	03/26/2021
46588	NOD	Aquatic Manager	1	2187.84	541.31	1646.53	03/26/2021
46589	NOD	Lifeguard	1	2808.92	1216.11	1592.81	03/26/2021
46590	NOD	WWTP Chief Operat	1	1996	566.47	1429.53	03/26/2021
46591	NOD	Fleet Mechanic II	1	126.9	9.7	117.2	03/26/2021
46592	NOD	Dispatch Supervisor	1	2262.14	868.85	1393.29	03/26/2021
46593	NOD	Police Officer I	1	2216.51	727.38	1489.13	03/26/2021
46594	NOD	Maint. Worker III - Si	1	1762.28	571.71	1190.57	03/26/2021
46595	NOD	Crew Chief - PBG	1	2262.14	500.95	1761.19	03/26/2021
46596	NOD	Victims Advocate Co	1	2198.04	662.68	1535.36	03/26/2021
46597	NOD	Maint. Worker I - PB	1	1443.73	253.24	1190.49	03/26/2021
46598	NOD	WTP CHIEF OPERATC	1	3607.52	1545.16	2062.36	03/26/2021
46599	NOD	Assistant Aquatic Ma	1	969.67	296.81	672.86	03/26/2021
46600	NOD	Utilities/PW Director	1	4221.15	1884.04	2337.11	03/26/2021
46601	NOD	Front Desk Represen	1	61	4.67	56.33	03/26/2021
46602	NOD	Maint. Worker III- PE	1	2066.35	563.04	1503.31	03/26/2021
REGISTER 1				215	393742.9	119838.5	273904.35



**WOODLAND PARK**  
CITY ABOVE THE CLOUDS

# City of Woodland Park Staff Report for City Council

Meeting Date: April 15, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
Interoffice Memorandum	Finance	Emily Katsimpalis Finance Director

**ITEM:**

Monthly Report of Mayor and Council Expenses

The following is a recap of the Council and Mayor Expense line items for March.

**March**

Description	Budget	Month Exp	YTD Exp	Balance	% Expended
Miscellaneous expenses	\$17,950	\$66.00	\$66.00	\$17,884	0.37%
Training/Travel	\$2,400	\$0.00	\$0.00	\$2,400	0%
Supplies	\$150	\$88.66	\$88.66	\$61	59%
Meetings/Mileage/Meals	\$1,500	\$0.00	\$0.00	\$1,500	0%
Special Projects	\$500	\$0.00	\$0.00	\$500	0%
<b>Total</b>	<b>\$22,500</b>	<b>\$154.66</b>	<b>\$154.66</b>	<b>\$22,345.34</b>	<b>1%</b>

March Expenditures:

Miscellaneous expenses: Gift for Mayor Carr	\$	66.00
Supplies: Condolence gift for Mayor Carr family	\$	88.66
	\$	<u>154.66</u>

**CITY OF WOODLAND PARK  
Liquor License Summary**

Note: Liquor License forms contain a mixture of confidential and public information. In an effort to protect the confidentiality of items such as Social Security Numbers, Drivers License numbers, and dates of birth, liquor application forms will no longer be available to the public. This summary is intended to give Council and citizens the public content of the issue at hand.

=====

Type of Action Requested: Conduct Public Hearing for a new Fermented Malt Beverage License.

Applicant: CF Altitude, dba as Alta #6106, located at 20421 East US Highway 24, Woodland Park, CO.

Application details:

- Applicant is CF Altitude.
- LLC has current sales tax license and FEIN number.
- Applicant submitted a petition signed by 29 local residents and/or business owners stating that this business is desirable and necessary and meets the requirements of the neighborhood.
- The location is eligible to be licensed.
- Proof of possession of the premises has been received.

Factual Findings:

- The application was submitted on March 1, 2021.
- Public Notice was published On March 29, 2021 on the City's website.
- Character of the applicant is not an issue for this hearing.
- All applicable fees have been paid.

Recommended Action:

Following Public Hearing, approve application from CF Altitude. dba as Alta #6106 for a new liquor license of a Fermented Malt Liquor License located at 20421 East US Highway 24, Woodland Park, CO.

**CITY OF WOODLAND PARK  
Liquor License Summary**

Note: Liquor License forms contain a mixture of confidential and public information. In an effort to protect the confidentiality of items such as Social Security Numbers, Drivers License numbers, and dates of birth, liquor application forms will no longer be available to the public. This summary is intended to give Council and citizens the public content of the issue at hand.

=====  
Type of Action Requested: Conduct Public Hearing for a new business Hotel & Restaurant License.

Applicant: Serranos Food Court located at 1079 East US Highway 24, Woodland Park, Colorado

Application details:

- Applicant is Pepe Serrano.
- LLC has current sales tax license and FEIN number.
- Applicant submitted a petition signed by 31 local residents and/or business owners stating that this business is desirable and necessary and meets the requirements of the neighborhood.
- The location is eligible to be licensed.
- Possession of the property is documented by a Lease expiring 2024.

Factual Findings:

- The application was submitted on March 2, 2021.
- Subject property was posted on March 29, 2021 as required by law.
- Public Notice was published on the City's Website March 29, 2021.
- Character of the applicant is not an issue for this hearing.
- All applicable fees have been paid.

Recommended Action:

Following Public Hearing, approve application from Serranos Food Court for a new Hotel & Restaurant License located at 1079 East US Highway 24, Woodland Park, Colorado.



**WOODLAND PARK**  
CITY ABOVE THE CLOUDS

# City of Woodland Park Staff Report for City Council

Meeting Date: April 1, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
9C	Utilities	Kip Wiley Utilities Director

**ITEM:**

Ordinance 1393, Recommendation to forgo the 1.95% (consumer price index unit annual adjustment) increase in water rates for 2021.

**BACKGROUND:**

The City of Woodland Park owns and operates a water utility enterprise to provide water service and fire protection to the residence and business of the City. Every year water rates are adjusted 100 percent of the Consumer Price Index Unit (CPI-U) to stay current with inflation (Ordinance 958 and 1301). Rates can also be adjusted as needed by City Council approval. Typically City Council has adjusted rates when the water enterprise fund balance had insufficient funds due to low water sales and or low tap sales to fund operations and needed capital improvements.

The last time City Council adjusted rates other than the annual inflation adjustment was in 2007 and 2010. Council adjusted rates 15 and 13.7% respectively. Since that time the water enterprise has seen the fund balance become stable due to increased revenue in water sales and an increase in tap sales. Also paying off the existing debt service from the 1997 water purchases, plant improvements and the North Well Field expansion. Staff has also done a good job with finding ways to cut expenses which has improved our financial position.

After adjusting rates in 2010 it was Staff’s intention to thank our customers with a rate reduction when our financial position improved. We believe now is a good time to do so. With no current debt service and funds available for capital improvements now and in the future we believe the water enterprise can forgo the annual rate increase of 1.95% in 2021. As presented at the March 18<sup>th</sup> City Council meeting the financial status is stable to accomplish this action. However, if water and tap sales drop more than what is predicted we will have to look at other options in the future.

**STAFF RECOMMENDATION:**

After the public hearing approve Ordinance 1393 establishing a 0.0% increase in water rates for 2021.

**CITY OF WOODLAND PARK, COLORADO  
ORDINANCE NO. 1393, SERIES 2021**

AN ORDINANCE AMENDING CHAPTER 13.08, WATER RATES, OF THE CITY OF WOODLAND PARK MUNICIPAL CODE.

WHEREAS, the City of Woodland Park owns and operates a water utility enterprise activity to provide water service and fire protection to the residences and businesses of the City, and

WHEREAS, the City's Water Enterprise has made significant improvements to its water system to better serve its existing customers and to provide for controlled, moderate on-going growth of the City, and

WHEREAS, the Water Enterprise's revenue must meet its obligations for debt service as well as operation and maintenance of its system, and

WHEREAS, the City's Water Enterprise has made significant progress towards a healthy fund balance and is currently debt free, and

WHEREAS, the current condition of the Water Enterprise fund balance can withstand no increase to water rates in 2021 and continue to fund future capital projects, debt service and O&M obligations, and

NOW, THEREFORE THIS ORDINANCE:

THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO ORDAINS that an Ordinance entitled "AN ORDINANCE AMENDING CHAPTER 13.08, WATER RATES, OF THE CITY OF WOODLAND PARK MUNICIPAL CODE" be and the same is hereby adopted as follows:

Section 1. Block rates for water customers inside City limits in section 13.08.010 shall remain unchanged in 2021 and to read as follows:

Block 1	\$7.80 per one thousand gallons
Block 2	\$8.50 per one thousand gallons
Block 3	\$9.74 per one thousand gallons
Block 4	\$12.41 per one thousand gallons

Section 2. Section 13.08.035 Charges for Water Capital Replacement Fees. A flat fee charge per month per billable user for capital debt service shall remain \$3.61 per month.

Section 3. Section 13.08.050 Special Purchases. The flat fee charged for special water purchases shall remain at \$16.85 per one thousand gallons.

Section 4. Effective Date. The water rates in Sections 1, 2 and 3 shall be in effect starting with the City of Woodland Park May 2021 billings.

Section 5. Savings Clause. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING FOLLOWING PUBLIC HEARING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Hilary LaBarre, Mayor Pro-Tem

ATTEST:

\_\_\_\_\_  
Suzanne Leclercq, City Clerk



## **ANALYSIS AND FINDINGS**

The application was referred for review and comment to City departments (Utilities, Public Works, and Planning) and external agencies (IREA, Century Link - formerly Qwest, TDS Telecom, Black Hills, Paradise of Colorado Metropolitan District, NE Teller County FPD). All referral agencies had no written concerns with the lot line or easement vacation request.

Staff finds no adverse impact to vacating the lot line and adjacent 5' wide public utility easements. These vacations would have no effect on utilities (none currently exist within these easements); emergency services access is still viable from Thunder Ridge Drive to the lot; feasibility of road construction remains unaltered; access is still provided to all abutting lots; area traffic patterns are not affected; and, no concerns were received from adjacent landowners, referral agencies or City departments. All other easements, platted with the Paradise of Colorado Filing No. 4 or otherwise, remain valid and in effect.

## **STAFF RECOMMENDATION**

Approve Ordinance No. 1394, 2021 based on findings contained in the Staff Report and as presented at public hearings.

## **ATTACHMENTS**

A: Ordinance No. 1394, Series 2021

**CITY OF WOODLAND PARK  
ORDINANCE NO. 1394, SERIES 2021**

**AN ORDINANCE TO VACATE THE LOT LINE AND ABUTTING PUBLIC UTILITY  
EASEMENTS COMMON TO LOTS 1 AND 2, PARADISE OF COLORADO FILING NO. 4**

WHEREAS, MBI Contractors, Inc. (Property Owner) owns Lot 1, Paradise of Colorado Filing No. 4 (321 Thunder Ridge Drive) and Lot 2, Paradise of Colorado Filing No. 4 (331 Thunder Ridge Drive); and

WHEREAS, the final plat of Paradise of Colorado Filing No. 4 included the dedication of 5-foot wide public utility easements along all side lot lines to the City of Woodland Park (City); and

WHEREAS, the Property Owner is requesting that the common lot line between Lots 1 and 2 and the abutting 5-foot wide public utility easements be vacated; and

WHEREAS, based on the findings contained in the Staff Report and as presented at the public hearing on April 15, 2021;

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

Section 1. The common lot line between Lots 1 and 2, Paradise of Colorado Filing No. 4 is hereby vacated as is the abutting 5-foot wide public utility easements on either side of the common lot line, all as illustrated in Exhibit A attached hereto; and

Section 2. The new, combined lot shall be referred to and legally described as Lot 1R, Paradise of Colorado Filing No. 4 and, except as vacated herein, all plat configurations, easements, dedications and notes on the Paradise of Colorado Filing No. 4 final plat remain valid, in full force and effect; and

Section 3. Should any article, section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of the balance of this Ordinance.

Section 4. The City shall cause this Ordinance and all Exhibits to be recorded in the Teller County real property records and said Ordinance and Exhibits shall be in full force and effect from and after its publication as required by law.

PASSED BY CITY COUNCIL ON SECOND AND FINAL READING,  
FOLLOWING PUBLIC HEARING, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor Pro-Tem Hilary Labarre

ATTEST: \_\_\_\_\_  
City Clerk Suzanne Leclercq



# City of Woodland Park Planning Staff Report

Planning Commission: April 8, 2021

City Council: April 15, 2021

Agenda Item

Department

Presenter

9.E

Planning

Lor Pellegrino, AICP  
City Planner

**PROJECT:** SUB2021-04 Dixon Minor Subdivision Final Plat

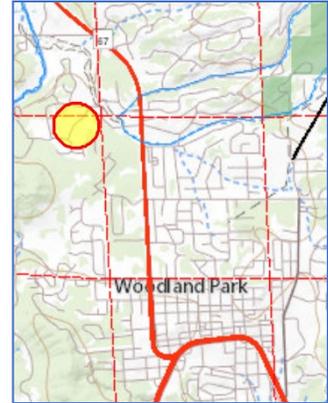
**REQUEST:** Subdivision (from 1 lot to 2) of a 2-ac platted lot

**LOCATION:** Lot 2R, Watson Subdivision Exemption Plat  
(1247 Mountain Meadows Drive)

**ZONE:** Suburban Residential (SR)

**APPLICANT:** Julie & Joseph Watson (Property Owner/Subdivider)

**PUBLIC HEARINGS:** Planning Commission April 8, 2021  
City Council April 15, 2021



## BACKGROUND

Located half a mile east of Trout Creek, Lot 2R is a two-acre lot that was platted with the Watson Subdivision Exemption Plat in July of 2000 and recorded at Reception No. 507598. It is one of only a few lots of this size remaining in the City. The Property Owner wishes to subdivide Lot 2R into the Dixon Subdivision with Lot 1 (north lot) encompassing 1.14 acres and the existing house and Lot 2 (south lot) encompassing 0.85 acres.

## SITE & SURROUNDING CHARACTERISTICS

This area is in the South Platte River Basin. The area is characterized by native grasses on fairly flat terrain. There are no known major drainage ways on-site, no flood hazards or archeological,



historic or other values associated with Lot 2R. The site sits at approximately 8,260 feet above sea level. Access to the site is directly off of Mountain Meadows Drive from the west. Water service is available by connection to the water main under Mountain Meadows Drive. Sewer service is available although the Subdivider is required to extend the sewer main from the north east corner of Lot 3R to Lot 2R within the sewer easement that was platted with Watson plat. Electric service is available through existing underground power lines. In 1996, a 1.5 story (3,131 SF) single family residence was constructed and is proposed to be centered in Lot 1.

The site is in the Woodland Valley Ranch neighborhood and surrounded by the following zone districts and uses:

	USE	ZONE
North	single-family residential lots with homes, Mountain Meadows Drive (60' ROW)	SR
East	single-family residential lots with homes, Teller County in-holding	SR/R-1
South	single-family residential lots with homes (City)	SR
West	Mountain Meadows Drive (60' ROW), single-family residential lots, Teller County in-holdings	SR/R-1





**View A:** Looking SE over south half of Lot 2R from driveway intersection with Mountain



**View B:** Looking NE from intersection of Mountain Meadows Drive &

# STAFF REVIEW

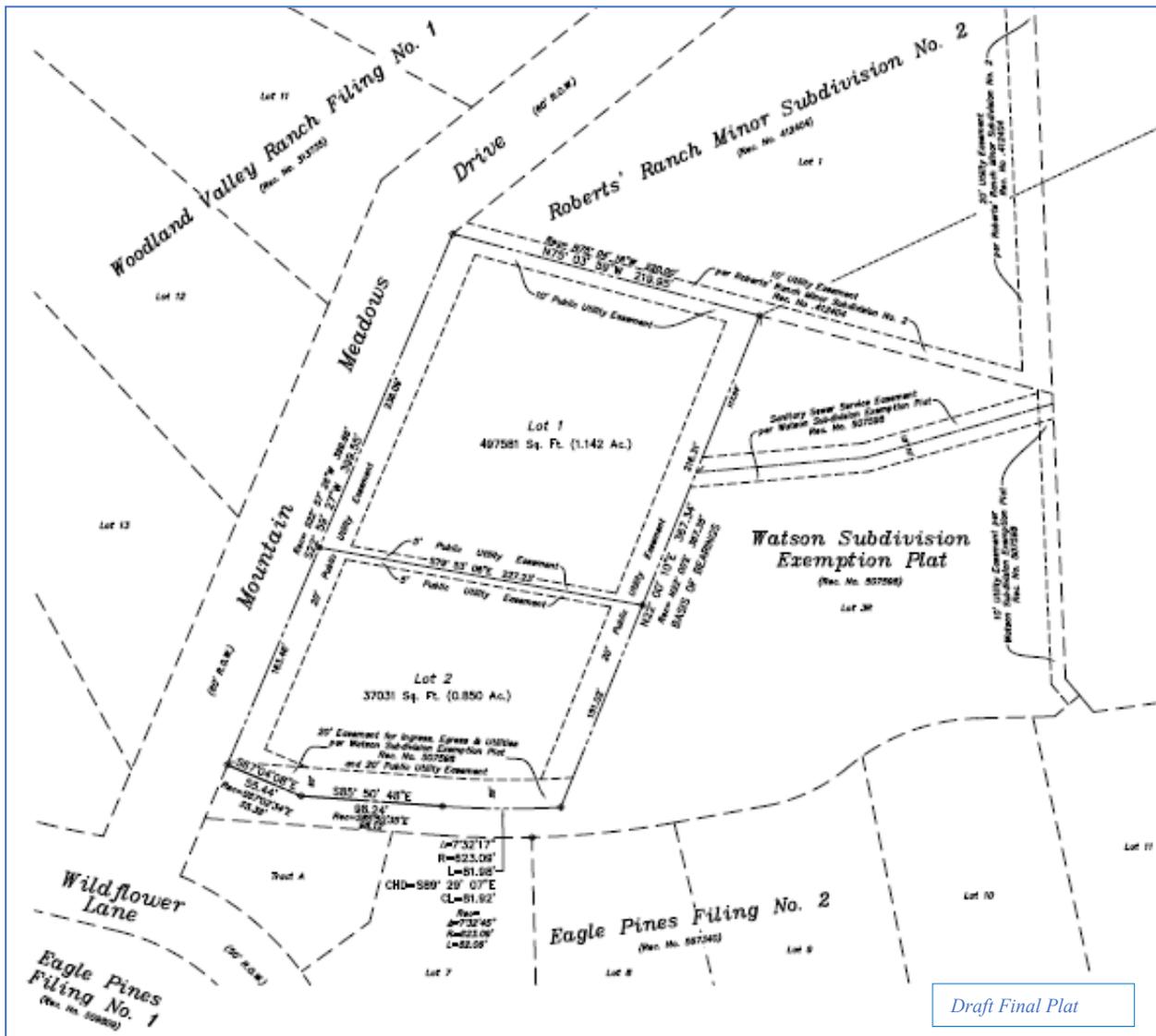
Subdivisions are assessed under *Chapter 17.24 Final Plat* of the City of Woodland Park Municipal Code. In italics below are the relevant plat and design standards applicable to this final plat application followed by staff findings.

## CHAPTER 17.24 FINAL PLAT

The subdivision regulations contain standards relating to the form and content of the plat mylar.

**§17.24.070 Completed Plat Preparation.** *The completed final plat acceptable for recording shall be prepared as follows: A. The design should conform to the preliminary plat, if applicable, as conditionally approved, except that the final plat may constitute only that portion of the approved preliminary plat which is proposed for immediate recording. B. The drawing shall be made at a scale no less than one inch equals one hundred feet, by the use of India ink or other equally substantial solution, on a mylar or other equivalent medium with outer dimensions of twenty-four inches by twenty-six inches. Maps of two or more sheets shall be referenced to an index map on the first sheet.*

**Complies.** A preliminary plat does not exist for this area and is not required for this minor subdivision. A mylar of the Final Plat will be prepared for recordation with the Teller County Recorder pending all applicable revisions, approvals, and executions.



Draft Final Plat

***§17.24.080 Information.***

**Complies.** This plat has been prepared by licensed professional land surveyor Mel March, March Surveying, PLS No. 15672 and contains all the technical information listed in this section including subdivision name, vicinity map, owner and subdivider names, date of preparation, north arrow, dedication/certification and other statements, etc.

***§17.24.090.B Supplemental Material. Minor Subdivision.***

**Complies.** The Subdivider submitted all of the required supplemental material including a letter of intent, list of adjoining land owners, reduced size draft plat, and title commitment.

***§17.24.100 Other documents to be filed.***

**Complies.** The Subdivider submitted a site plan sketch showing that the existing residence is well outside all existing or proposed easements and outside all SR zone setbacks (25 feet front and rear, 8 feet side). Also submitted was a draft Subdivision Development Agreement for the sewer main extension complete with cost estimate.

**§17.28 IMPROVEMENT GUARANTEE**

**Complies.** The Subdivider has agreed to enter into a contract to guarantee completion of the sewer main extension. This contract must be secured by a guarantee (cash in escrow or a letter of credit from a financial institution) in the amount of 150% of the cost of installation. The Subdivider is required to extend the sewer main from the northeast corner of Lot 3R approximately 205 feet southwest to the boundary of Lot 2R within the existing 20' wide easement that exists over Lot 3R. A service line will connect the extended sewer main to Lot 2, Dixon Subdivision. A draft Subdivision Development Agreement (SDA) complete with estimate and guarantee for the cost of this sewer main extension has been submitted and must be reviewed and executed by City Council as part of their approval.

**§17.36 DEDICATIONS**

***§17.36.010 Dedication of Right-of-Way.***

**Complies.** The only dedication required with this plat is for public utility easements. All public utility easements (existing and proposed) are shown on the Dixon Plat.

***§17.36.020 - 180. Park Capital Fees or Dedication of Land.***

**Complies, as conditioned.** The applicant is proposing to submit fees-in-lieu of the required 0.027 acres (1,176 SF) of park land dedication for every new residential dwelling unit proposed. It is the standard policy of the Parks and Recreation Advisory Board to accept fees-in-lieu where park land dedication is neither proposed, feasible nor desired. The Park Capital Fee is established by City Council for 2021 at \$2,133.00 for each new residential lot created. The total amount of Park Capital fee due for this plat is \$2,133.00 as only one new residential lot is being created. This fee must be paid prior to City execution of the plat.

**§17.40 DESIGN STANDARDS.** *The design standards contain specifications for a reasonable layout and design to ensure an efficient, orderly, well planned suitable subdivision ready for future construction in keeping with the character and environment of the City. All relevant applicable standards in this section were reviewed and those requiring additional information or conditioned are listed below.*

***§17.40.050 Streets - Frontage.***

**Complies.** The SR zone district requires a minimum of 40 feet of frontage along Mountain Meadows Drive. Lot 1 has 236 feet of frontage while Lot 2 has 163 feet of frontage along Mountain Meadows Road (60 foot wide right of way).

**§17.40.150 Street Names and Numbers.**

**Complies, as conditioned.** Street numbers are assigned by the City with the submission of a building permit. It is interesting to note that the 60' ROW is labeled Mountain Meadows Road on the original Watson plat but maps and existing street signs are labeled Mountain Meadows Drive. The Subdivider has amended the street name on the Dixon Plat so that it shows Mountain Meadows Drive.

**§17.40.170 Easements.** *Where required, easements for all utilities other than public sewer and water lines shall be a minimum of twenty feet wide, ten feet of which shall be on each side of common rear lot lines where said lines abut. ... Side lot easements, where necessary shall be at least ten feet in width, five feet of which shall be on each side of a common lot line.*

**Complies, as conditioned.** This plat shows all required perimeter and interior public utility easements (typically 20 feet wide public utility easements along the perimeter boundary and 10 feet wide (5 feet on each side) easements along interior lot lines).

**§17.44. IMPROVEMENTS.** *No improvements shall be made until all plans, profiles and specifications have been reviewed and approved by the city engineer. The city engineer is authorized to promulgate rules and regulations governing the design, materials used, and construction practices for all public improvements.*

**§17.44.030 Utilities.A.2. Sanitary Sewer Lines**

**Complies.** The required sewer main extension shall be provided, installed and connected to the existing public systems by the Subdivider, in compliance with City engineering specifications, and will require submission of a Zoning Development Permit (ZDP) for public infrastructure. The ZDP is reviewed by the City Engineer and the Public Works and Utilities departments for compliance with all engineering specifications.

**§17.44.040.A Other Improvements – Telephone, Television, Electric Services and Lines**

**Complies.** Although a utility plan is neither submitted nor required with this plat, the City requires that all service lines be placed underground. The City ensures compliance with this requirement with the processing of the ZDP and Building Permit.

**§17.44.050 Subdivision Agreement**

**Complies.** Prior to approval of the plat by City Council, the Subdivider shall submit a signed subdivision development agreement (SDA) agreeing to install the sewer main extension. The draft SDA is attached to this staff report.

## **REFERRAL**

Notice of the Planning Commission and City Council public hearings were sent to adjacent property owners within 150 feet of the subdivision boundary at least ten days prior to the hearing date. A notice of public hearing was published in the Pikes Peak Courier at least seven days prior to the public hearing and a sign was posted on the property at least ten days prior to the public hearing. As of the writing of this staff report, no written public comment has been received.

The final plat was referred to various City departments including Public Works, Utilities, Parks and Recreation, Finance, IREA, NETCFD, Black Hills Energy, Century Link, and Baja Cable. Staff received no objections to the proposed final plat and comments have been considered and incorporated into the conditions of approval where necessary.

## STAFF RECOMMENDATION

**Motion 1:** THAT City Council approve the *Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat* based on findings of conformance to the Subdivision and Zoning regulations as described in the staff report and as presented at public hearings, subject to the following conditions:

1. Prior to approval of the plat by City Council:
  - a. The subdivider shall submit (i) a signed subdivision development agreement (SDA) in a form acceptable to the City agreeing to extend, provide, install and connect to the existing waste water system the proposed sanitary sewer main extension, and (ii) concurrent with the SDA, a subdivision improvement guarantee in a form acceptable to the City in the amount of 150% (equal to 100% of the cost, as estimated by the subdivider and approved by the City, of installing the sewer main plus 50%).
  - b. The subdivider shall submit a Park Capital fee totaling \$2,133.00.

**Motion 2:** THAT City Council accept the Subdivision Development Agreement for the *Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat* complete with the guarantee in the form of an irrevocable letter of credit as presented.

## PARKS AND RECREATION ADVISORY BOARD REVIEW

The Subdivider is proposing to submit fees-in-lieu of the required 0.027 acres (1,176 SF) of park land dedication per newly created residential dwelling unit. It is the standard policy of the Parks and Recreation Advisory Board to accept fees-in-lieu where park land dedication is neither proposed, feasible, nor desired. The 2021 Park Capital Fee is established by City Council at \$2,133.00 for each new residential lot created therefore, the total amount of Park Capital fee due for this plat is \$2,133.00 and must be paid prior to City execution of the plat.

## PLANNING COMMISSION REVIEW

The Planning Commission (PC) considered this request at the April 8, 2021 public hearing. At the PC meeting, the Commission shall table (for more information), deny (with reasons noted in writing), or approve the final plat subject to any modifications. A copy of the minutes will be distributed to City Council upon completion.

## CITY COUNCIL REVIEW

The City Council review is scheduled for April 15, 2021. At the Council meeting, Council shall table (for more information), deny (with reasons noted), or approve the final plat, subject to any modifications.

## ATTACHMENTS

A: Draft Final Plat

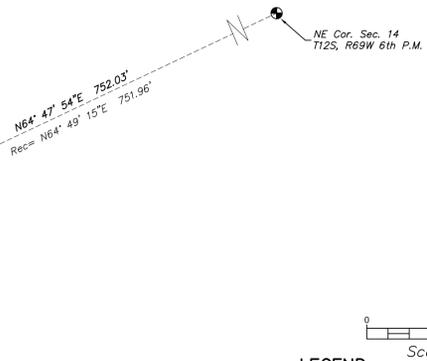
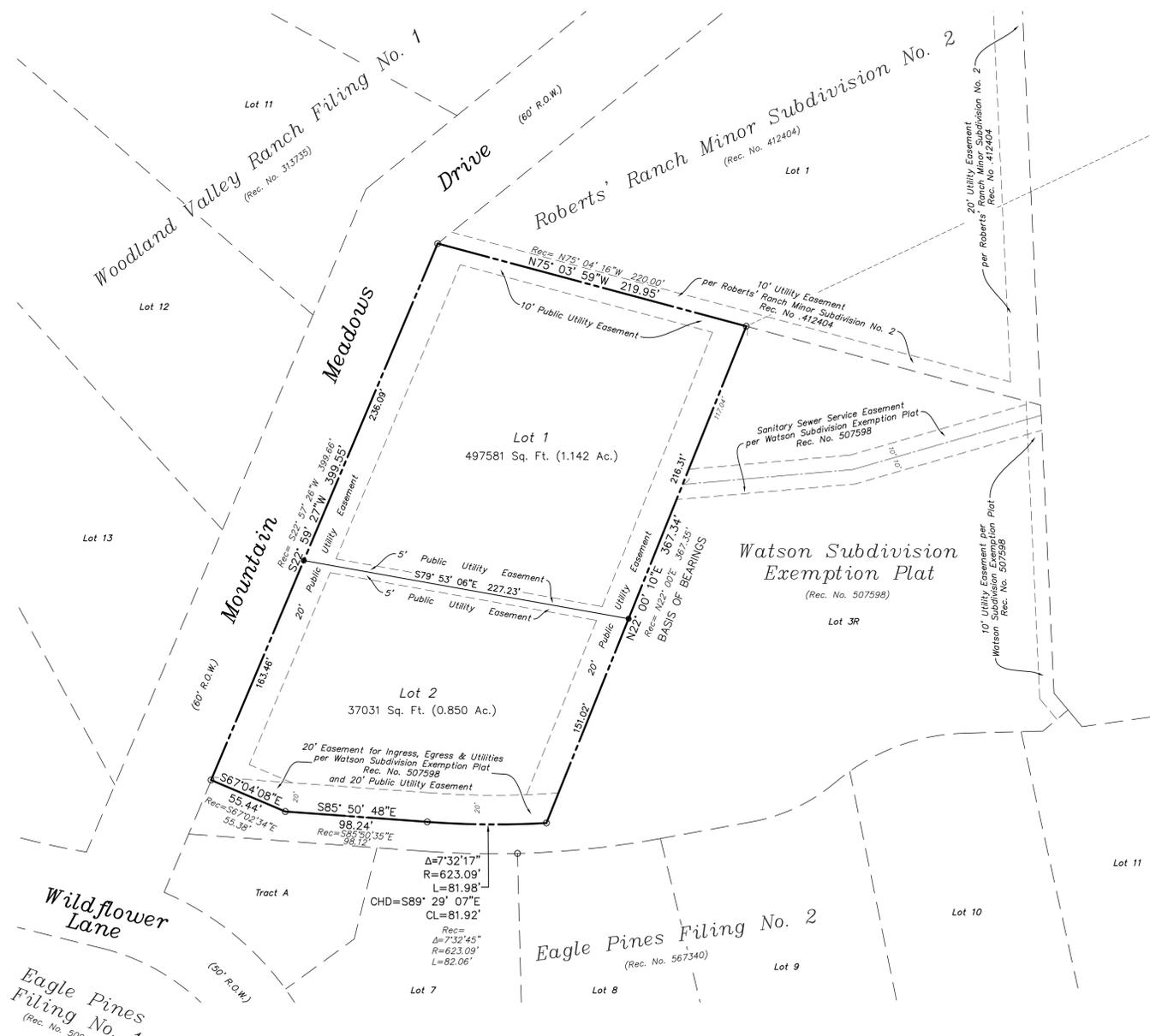
B: Subdivision Development Agreement (SDA)

# DIXON SUBDIVISION

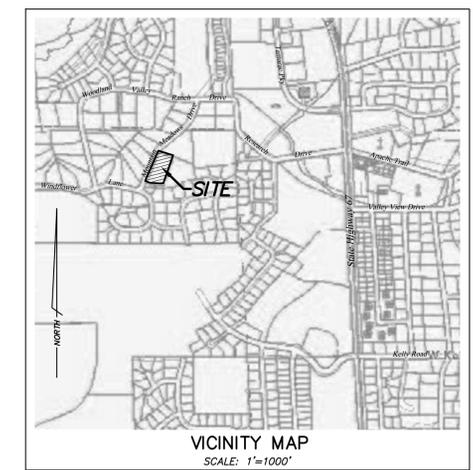
A MINOR SUBDIVISION OF LOT 2R, WATSON SUBDIVISION EXEMPTION PLAT

Located in Section 14, Township 12 South, Range 69 West, 6th P.M.

City of Woodland Park, County of Teller, State of Colorado



- LEGEND:**
- FOUND NOMINAL 1/2" DIA. RUSTED BED POST
  - FOUND NO. 4 REBAR AND YELLOW PLASTIC CAP, PLS 12043
  - SET NO. 5 REBAR AND ALUMINUM CAP, PLS 15672
  - Rec= RECORD DIMENSIONS



**KNOW ALL MEN BY THESE PRESENTS**

THAT JOSEPH E. WATSON AND JULIE K. WATSON ARE THE OWNERS OF LOT 2R, WATSON SUBDIVISION EXEMPTION PLAT OF LOT 2 AND LOT 3 ROBERTS' MINOR SUBDIVISION NO. 2, AS RECORDED JULY 27, 2000 UNDER RECEPTION NUMBER 507598 OF THE RECORDS OF TELLER COUNTY, COLORADO, BEING LOCATED IN THE NORTHEAST QUARTER OF SECTION 14, TOWNSHIP 12 SOUTH, RANGE 69 WEST OF THE 6TH P.M., SAID TELLER COUNTY, COLORADO, CONTAINING 1.994 ACRES, MORE OR LESS.

**DEDICATION**

THE UNDERSIGNED OWNERS HAVE CAUSED SAID TRACT TO BE PLATTED INTO LOTS, BLOCKS, STREETS, AND EASEMENTS AS SHOWN ON THE PLAT. THE UNDERSIGNED DOES HEREBY GRANT UNTO THE CITY OF WOODLAND PARK THOSE EASEMENTS, RIGHTS-OF-WAY AND AREAS FOR PUBLIC USE SHOWN ON THE PLAT. THE SOLE RIGHT AND AUTHORITY TO RELEASE OR CONVEY ALL OR ANY SUCH EASEMENT, RIGHT-OF-WAY AND AREAS FOR PUBLIC USE SHALL REMAIN EXCLUSIVELY VESTED IN THE CITY OF WOODLAND PARK. ALL STREETS ARE HEREBY DEDICATED TO THE CITY OF WOODLAND PARK FOR PUBLIC USE. ALL EASEMENTS SHALL RETAIN THE RIGHT OF INGRESS AND EGRESS FOR CONSTRUCTION AND MAINTENANCE OF IMPROVEMENTS. NO PERMANENT STRUCTURES EXCEPT FENCING UPON CITY APPROVAL SHALL BE ALLOWED ON ANY EASEMENT.

WITNESS OUR HAND(S) THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

JOSEPH E. WATSON \_\_\_\_\_ JULIE K. WATSON \_\_\_\_\_  
 STATE OF COLORADO )  
 SS:  
 COUNTY OF TELLER )

THE ABOVE AND FOREGOING STATEMENT WAS ACKNOWLEDGED BEFORE ME BY JOSEPH E. WATSON AND JULIE K. WATSON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.  
 WITNESS MY HAND AND OFFICIAL SEAL.  
 MY COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC \_\_\_\_\_

**COUNTY TREASURER**

ALL TAXES ASSESSED AND DUE ON THE PROPERTY DESCRIBED ABOVE HAVE BEEN PAID IN FULL.  
 SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021. \_\_\_\_\_ COUNTY TREASURER

**SURVEYOR'S CERTIFICATE**

I MELVIN L. MARCH, A PROFESSIONAL LICENSED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS MINOR SUBDIVISION PLAT HAS BEEN PREPARED IN ACCORDANCE WITH TITLE 38, C.R.S. 1973 AS AMENDED AND THAT SAID PLAT DOES ACCURATELY SHOW THE DESCRIBED TRACT OF LAND AND THE SUBDIVISION THEREOF, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

MELVIN L. MARCH, P.L.S., COLO. REG. NO. 15672  
 DATE \_\_\_\_\_

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.

**APPROVAL BY PLANNING COMMISSION**

APPROVED BY THE PLANNING COMMISSION FOR THE CITY OF WOODLAND PARK, COLORADO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.  
 ATTEST: \_\_\_\_\_ CITY PLANNER LOR PELLEGRINO, AICP \_\_\_\_\_ CHAIRMAN JON DEVAUX

**APPROVAL BY CITY COUNCIL**

THIS PLAT, AND THE DEDICATION TO THE PUBLIC OF ANY STREETS, TRAILS, SIDEWALKS AND PUBLIC WAYS SHOWN HEREON, AND THE PUBLIC UTILITY EASEMENTS AS SHOWN ARE HEREBY ACCEPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK, COLORADO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.  
 ATTEST: \_\_\_\_\_ CITY CLERK SUZANNE LECLERCQ \_\_\_\_\_ MAYOR PRO-TEM HILARY LABARRE

**CLERK AND RECORDER'S CERTIFICATE**

STATE OF COLORADO )  
 SS:  
 COUNTY OF TELLER )  
 I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ M. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 2021  
 AND IS DULY RECORDED UNDER RECEPTION NUMBER \_\_\_\_\_  
 FEE: \_\_\_\_\_ CLERK AND RECORDER \_\_\_\_\_

**SUBDIVIDER AND OWNER**

JOSEPH E. AND JULIA K. WATSON  
 PO BOX 4259  
 WOODLAND PARK, CO 80866

**MARCH SURVEYING**

P.O. BOX 572  
 304 SHAWNEE CIRCLE  
 FLORENCE, CO 80816  
 (719) 748-3654  
 JOB NO. 21-001 Feb. 18, 2021  
 Rev. Apr. 7, 2021

**NOTES**

1. BEARINGS ARE BASED ON GEODETIC NORTH AS DETERMINED BY GPS OBSERVATIONS RESULTING IN A BEARING OF N 22° 00'10" E ON THE EASTERLY LINE OF LOT 2R, WATSON SUBDIVISION EXEMPTION PLAT. BOTH THE NORTHERLY AND SOUTHERLY ENDS OF SAID LINE ARE MONUMENTED WITH A NO. 4 REBAR AND YELLOW PLASTIC CAP, PLS 12043.
2. NO BUILDING PERMITS SHALL BE ISSUED FOR BUILDING SITES WITHIN THIS PLAT UNTIL ALL REQUIRED FEES HAVE BEEN PAID AND ALL REQUIRED PUBLIC IMPROVEMENTS AND UTILITIES HAVE BEEN INSTALLED AS SPECIFIED BY THE CITY OF WOODLAND PARK OR ALTERNATIVELY, UNTIL ACCEPTABLE ASSURANCES GUARANTEEING THE PAYMENT OF THE FEES AND THE COMPLETION OF ALL REQUIRED PUBLIC IMPROVEMENTS AND UTILITIES HAVE BEEN PLACED ON FILE WITH THE CITY OF WOODLAND PARK. ALL EXPENSES INVOLVED IN NECESSARY IMPROVEMENTS TO THE WATER SYSTEM, SANITARY SEWER SYSTEM, GAS SERVICE, ELECTRICAL SERVICE, DRAINAGE SYSTEM AND STREET SYSTEM SHALL BE FINANCED BY THE SUBDIVIDER, NOT THE CITY. THE APPROVAL OF THIS PLAT MAY BE WITHDRAWN IF ALL CONDITIONS OF APPROVAL ARE NOT MET.
3. ALL DIMENSIONS AND LOT ACREAGES SHOWN ON THIS PLAT ARE BASED ON FIELD MEASUREMENTS UNLESS DESIGNATED OTHERWISE.
4. ALL DISTANCE SHOWN HEREON ARE IN "U.S. FEET."
5. THIS PLAT DOES NOT CONSTITUTE A TITLE SEARCH BY MELVIN L. MARCH, DBA MARCH SURVEYING.
6. THE PROPERTY OWNER OF LOT 2 SHALL BE RESPONSIBLE FOR INSTALLING A SEWER MAIN OVER LOT 3R, WATSON SUBDIVISION EXEMPTION PLAT AS RECORDED JULY 27, 2000 UNDER RECEPTION NO. 507598, WHICH SEWER MAIN SHALL BE INSTALLED PRIOR TO ISSUANCE OF ANY BUILDING PERMIT FOR LOT 2. WHILE THE CITY SHALL NOT BE RESPONSIBLE FOR THE DESIGN OR INSTALLATION OF THE SEWER MAIN, IT SHALL BE DESIGNED AND INSTALLED IN CONFORMANCE WITH ALL CITY REQUIREMENTS AND MUST BE ACCEPTED BY THE CITY PRIOR TO OPERATION. IF THE PROPOSED SEWER MAIN IS DEEPER THAN 10 FEET, THEN THE EASEMENT WIDTH FOR THE SEWER MAIN OVER SAID LOT 3R SHALL INCREASE FROM THAT SHOWN ON THE PLAT TO TWICE THE DISTANCE OF THE DEPTH OF THE SEWER MAIN. IF NECESSARY, ANY EASEMENT ENLARGEMENT FOR THE SEWER MAIN WILL REQUIRE A SEPARATE AND INDEPENDENT EASEMENT RECORDED ON TITLE AND AGREED TO BY THE OWNER OF LOT 3R.
7. AT THE TIME THIS PLAT IS BEING APPROVED BY THE CITY OF WOODLAND PARK, THE GROWTH REPRESENTED BY ITS BUILD-OUT IS COMPATIBLE WITH THE CITY'S COMPREHENSIVE PLAN. THE CITY IS IN THE PROCESS OF DEVELOPING WATER SUPPLIES WHICH ARE SUFFICIENT TO SERVE THE CITY IN ACCORDANCE WITH THE COMPREHENSIVE PLAN. HOWEVER, BECAUSE WATER DEVELOPMENT IS ONLY PARTIALLY WITHIN THE CITY'S CONTROL, THE CITY CANNOT RESERVE WATER FOR SPECIFIC LANDS AND CANNOT GUARANTEE THAT WATER TAPS WILL BE AVAILABLE FOR ANY SPECIFIC PROPERTY AT ANY FUTURE DATE INCLUDING THE LOTS IN THIS PLAT.
8. ALL OWNERS OF LAND WITHIN THIS SUBDIVISION ACQUIRE THEIR LAND SUBJECT TO THE OBLIGATION TO MAINTAIN THEIR LAND TO ELIMINATE DAMAGE OR EROSION ON THEIR LAND, ADJACENT LAND, OR TO THE PUBLIC ROADWAY OR ROADWAY ADJACENT TO THEIR LAND. EACH OWNER SHALL CONSULT WITH APPROPRIATE CITY OFFICIALS TO DETERMINE WHAT METHOD OR EROSION CONTROL WILL BE ACCEPTABLE. NO BUILDING PERMITS SHALL BE ISSUED UNLESS AND UNTIL ADEQUATE PROVISION HAS BEEN MADE FOR EROSION CONTROL. FURTHER CONTINUING COMPLIANCE WILL BE REQUIRED AFTER ISSUANCE OF A BUILDING PERMIT.
9. ACCORDING TO THE FEMA NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE (FIRM) MAP NUMBER 081190139D (REVISED SEPTEMBER 25, 2009), THE PROPERTY LIES WITHIN THE SPECIAL FLOOD HAZARD OF "OTHER AREAS - ZONE X: AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."
10. THE CITY SHALL HAVE THE RIGHT TO USE THE EASEMENTS FOR THE CONSTRUCTION, RECONSTRUCTION, USE, OPERATION, REPAIR, REPLACEMENT AND MAINTENANCE OF THE UTILITY FACILITIES. PROPERTY OWNER(S) SHALL NOT CONSTRUCT OR CAUSE TO BE CONSTRUCTED ANY PERMANENT STRUCTURES, INCLUDING BUT NOT LIMITED TO BUILDINGS ON THE PREMISES. OWNER SHALL NOT CONSTRUCT OR CAUSE TO BE CONSTRUCTED ANY IMPROVEMENTS THAT RESTRICT ACCESS TO OR VISIBILITY OR OPERATION OF THE UTILITY FACILITIES. OWNERS MAY CONSTRUCT SIDEWALKS, TRAILS, FENCES, DRIVEWAYS, LANDSCAPING AND OTHER SURFACE IMPROVEMENTS AT THE OWNER'S EXPENSE AND TO THE CITY'S SPECIFICATIONS. IF CITY DETERMINES IN ITS SOLE DISCRETION, THAT IT IS NECESSARY FOR CITY TO DISTURB OWNERS SURFACE IMPROVEMENTS IN ORDER TO REPAIR OR MAINTAIN THE UTILITY FACILITIES, CITY'S RESPONSIBILITY SHALL BE LIMITED TO THE RE-COMPACTING OF ANY EXCAVATION, REPLACEMENT OF SURFACE GRAVEL AND GENERAL SURFACE CLEANUP. THE OWNER SHALL BE RESPONSIBLE FOR THE REPAIR AND/OR REPLACEMENT OF OWNER'S SURFACE IMPROVEMENTS WITHIN THE EASEMENT.

**SUBDIVISION DEVELOPMENT AGREEMENT**  
**DIXON SUBDIVISION**

**A MINOR SUBDIVISION OF LOT 2R, WATSON SUBDIVISION EXEMPTION PLAT**

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THIS AGREEMENT, made and entered into this \_\_\_\_\_ day \_\_\_\_\_, 2021 by and between the City of Woodland Park, hereinafter called "City", and, Julie K. and Joseph E. Watson hereinafter called the "Developer" as follows:

WHEREAS, the property which is subject to this agreement is Lot 2R, Watson Subdivision Exemption Plat within the City of Woodland Park, County of Teller, Colorado, and the Developer has submitted their plat, the Dixon Subdivision, a Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat, for the subject property to the City for approval as required by City Council; and

WHEREAS, the Developer and City desire to provide for the orderly development of the subject area now submitted to platting and provide for all matters required by the Subdivision Regulations, Engineering Specifications, Zoning Ordinance and all other applicable requirements of the City; and

WHEREAS, the parties hereto wish to make an equitable agreement defining various terms concerning the construction/installation of such facilities;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

**A. GENERAL CONDITIONS**

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1. Developer agrees as follows:

a. To develop the platted area in accordance with the Subdivision Regulations, Engineering Specifications, Zoning Ordinance and all other applicable requirements of the City.

b. To install and construct the following public improvements: approximately 205 foot long extension of the sanitary sewer main line; and all other improvements necessary to develop the area in accordance with the Subdivision Regulations, Engineering Specifications, Zoning Ordinance, and all other applicable requirements of the City. All public improvements shall be installed in accordance with the engineering plans filed with and approved by the City Engineer.

c. To obtain, place, and keep current with the City, a letter of credit, or other acceptable assurance, for the purpose of guaranteeing to the City, the installation, interim maintenance and final acceptance by the City of all public improvements in accordance with the Subdivision Regulations, Engineering specifications, Zoning Ordinance, and all other applicable requirements of the City. The amount of the letter of credit will be equal to one hundred and fifty percent (150%) of the construction cost, as estimated by the Developer and approved by the City Engineer. The amount of this acceptable assurance is hereby set at \$ 57,900.00 as shown on Exhibit A attached hereto. The Developer shall remain liable for all costs of completion in excess of this amount.

d. Developer shall further: Maintain all public improvements in the subdivision until these improvements have received initial acceptance by the City for maintenance. Developer agrees to warrant workmanship and material for one year from date of initial acceptance by the City.

e. Developer agrees that after final acceptance by the City Engineer of all public improvements, said improvements shall become the sole and exclusive property of the City free from any liens, claims, or encumbrances.

2. All improvements shall be completed no later than April 15, 2022 unless an extension is granted as outlined in Municipal Code Section 17.28.030. Street paving (if any) shall not be completed until all water, sanitary sewer, drainage, and other utilities are installed and accepted by the City unless otherwise approved by the City Engineer.

3. It is agreed and understood:

a. All construction installation shall be done and accomplished in accordance with City Ordinances, Engineering Specifications, rules and regulations and standards in effect at the time of the execution of this document and under the observation of the City.

b. The construction cost for all public improvements shall be borne by Developer.

c. Any costs for engineering, construction staking, and right-of-way acquisition shall be borne by Developer.

d. Water and sewer improvements shall be considered as individual entities and shall be inspected and accepted separately as such. Streets and drainage improvements shall be considered together and shall be accepted together as such.

e. If desired by the City, portions of the improvements may be placed in service when completed, but such use and occupation shall not constitute an acceptance of said portions.

f. From time to time, as work to be performed and public improvements to be installed/construction progresses, the Developer may request in writing that the City inspect such work and improvements as are completed and that corresponding reduction of the collateral be granted. These requests will be processed in a manner similar to the request for initial acceptance. When the City is satisfied that such work and improvements as specified by the Developer have been completed in accordance with the terms hereof, the City Engineer will submit his statement that he has no objection to the partial reduction of the above specified collateral as is necessary to pay the cost of the work performed and improvements installed/constructed pursuant to the Agreement. In no event shall the amount of any collateral which remains subsequent to any request and approval of a partial release be less than one hundred fifty percent (150%) of the established construction cost of the required public improvements for which no release has been made. Also in the event partial releases have been requested and approved, the City and the Developer agree that upon satisfactory completion of all required public improvements, all remaining collateral shall be released by the City to the Developer.

g. In order to obtain any releases of collateral, the Developer shall be required to submit to the City satisfactory documentation confirming proof of payment for contractor service, materials, professional services and other expenditures related to the installation/construction of the applicable public improvements or that upon release by the City, the financial institution providing the assurance, will make payment to the appropriate parties for the services, materials or other expenditures related to the applicable public improvements.

h. Where acceptable assurances have not expired, the City may, at its option, which shall not be unreasonably withheld, allow building permits for construction on lots for which the subdivision improvements detailed herein have been started but not completed. A minimum improvement standard for allowing building permits shall include water and sewer lines with hydrants installed and streets constructed to a functional state. The City shall not authorize issuance of certificates of occupancy or provide water and sewer service unless:

i. The subdivision improvements serving those lots are completed and placed in service; or

ii. The progress of work on the subdivision improvements throughout the development is proceeding to the satisfaction of the City, which satisfaction shall not be unreasonably exercised, and Developer is proceeding therewith in good faith and in accordance with the time schedule stated; and

iii. All terms of this Agreement have been faithfully kept by Developer.

**B. UTILITY REIMBURSEMENT**

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Not Applicable.

**C. SPECIAL REQUIREMENTS**

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1. Developer shall pay Park Capital Fees in an amount equal to \$2,133.00/residential lot prior to recording of the final plat. (Total is 1 lot(s) X \$2,133.00 = \$2,133.00).
2. The Developer shall provide "as-built" construction drawings of the public improvements to the City prior to initial acceptance.

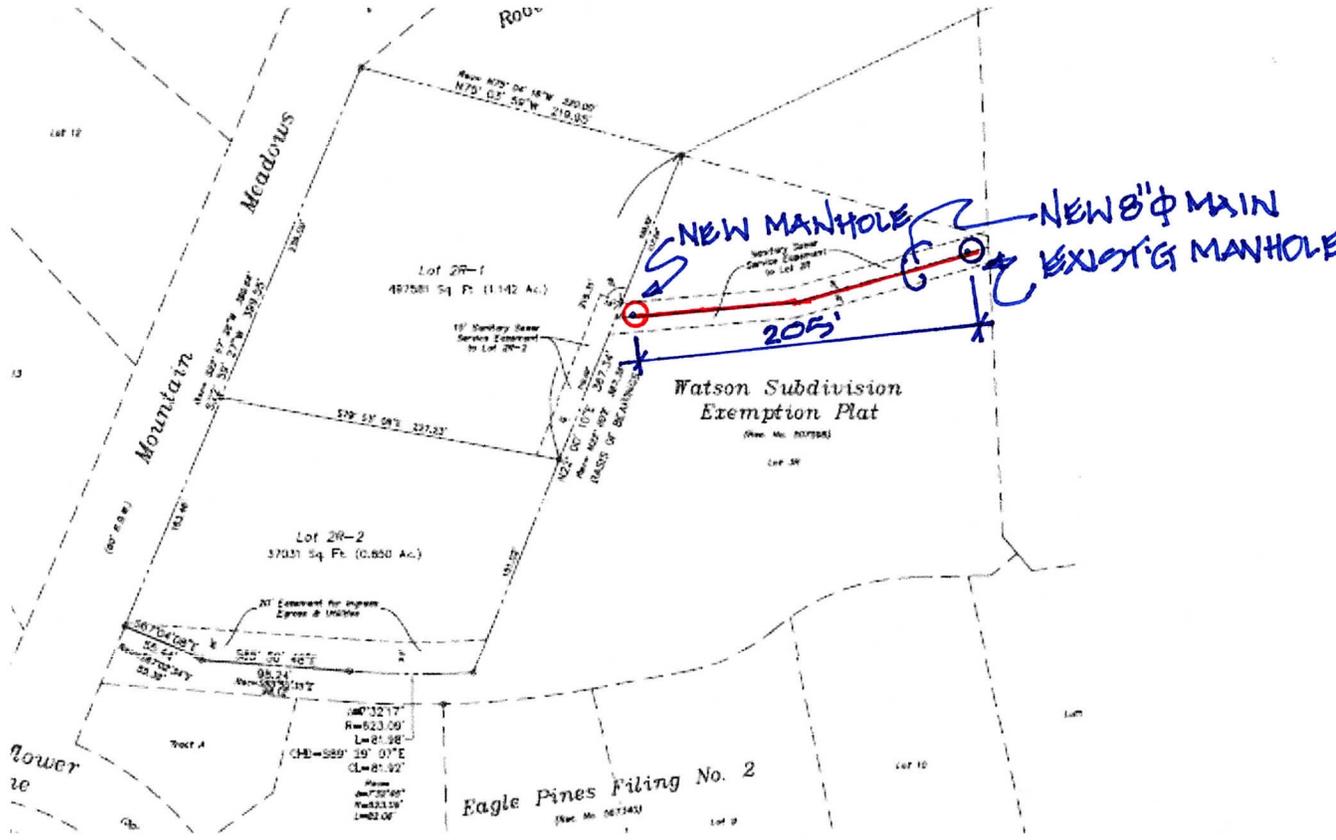
**D. RECORDING**

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It is further agreed between the parties that this Agreement shall be recorded in the records of Teller County at the Developer expense; and further that this Agreement shall be binding upon the heirs, successors, and assigns of the parties hereto. The parties also agree that upon completion of the obligations and terms of the Agreement, the Parties shall cause to be recorded in the records of Teller County a document releasing the subdivided property and the parties, as well as their respective heirs, successors and assigns, from the obligations and covenants imposed herein. The City



**EXHIBIT A**  
**ENGINEER SKETCH AND COST ESTIMATE**



The Future Owner, Robert L Dixon, of the above Lot 2R-2 will provide an 8" diameter Sewer Main between one (1) new engineered manhole at the NW end of the established easement and the Existing Manhole at the NE end of the easement. See above in Red.

This 8" Sewer Main will be tapped into along the new easement shown the East boundary pf Lot 2R-1 at a future date when Mr. Dixon's home is designed and constructed. The design and construction of all utilities will be, "in accordance with Subdivision Regulations, Engineering Specifications, Zoning Ordinance and all other applicable ordinances of the City."

# Estimate

Fox Excavation, LLC

P.O. Box 216

Divide, Co. 80814

719-728-0171

[foxexcavation@gmail.com](mailto:foxexcavation@gmail.com)

foxexcavation.com



Teller County Excavating License # 28480EX

Teller County Septic Installer License # 28480SI

Park County Excavating & Septic Installer License # 415

Fremont County Excavating & Septic Installer License # 511

National Association of Wastewater Technicians Installer ID: 15174INS

Date: Monday, April 5, 2021

Estimate Prepared For: Brad Kuhn

Address: 1259 Mountain Meadows Dr.

Description	Amount
Scoping and locating existing sewer lines.	\$ 2,250.00
Creating 400' access road, culvert installation in ditch, and tracking pad. Excavating for new 4' deep and 4' diameter manhole. Manhole material and installation. Trenching for new 8" sewer line. 205' run of pipe. Core drill and grout into existing manhole.	\$ 20,000.00
8" pvc pipe material and installation.	\$ 3,850.00
Bedding sand and 1.5" rock for tracking pad. Material and delivery.	\$ 2,000.00
Backfill, compacting, and grading.	\$ 4,250.00
Engineering and permit allowance.	\$ 3,000.00
Reclamation of construction use area.	\$ 3,250.00
<b>Total Estimated Price:</b>	<b>\$ 38,600.00</b>

## Scope of work:

### This estimate includes:

- 1) Scoping and locating existing sewer lines.
- 2) Building an access/tracking pad with a culvert in the drainage ditch for construction material access. Cutting in 400' construction access road. Excavating for new 4' deep by 4' diameter manhole and lid. Material and delivery of manhole. Trenching for new 8" sewer main line at a distance of 205'. Core drill and grout into existing manhole.
- 3) 8" pvc pipe bedding/prep, material, and installation. Pressure test and city inspection.
- 4) Bedding sand and rock material and delivery.
- 5) Backfill, compacting, and grading over trench.
- 6) Engineer allowance for sewer design.
- 7) Grading and seeding disturbed area.

**This estimate does not include:**

- 1) Chipping or blasting rock in excavation area. Chipping rock will be billed at \$185 an hour. Blasting will be estimated per conditions.
- 2) Removing any excavated material from property.

This estimate is subject to change. Work will be invoiced at \$165 an hour for labor, and cost plus 20% on materials. Any changes to the scope of work, or price above will be discussed and agreed upon by all parties before continuing. Cracks in concrete caused by Trenching or earth shifting cannot be guaranteed nor are they.

Payment schedule:

\$250 Deposit when job is scheduled. deposit will be deducted from the final invoice.

40% 1 week prior to start date.

40% after pre backfill inspection.

Remainder at time of owner approval.

# WOODLAND PARK PLANNING COMMISSION MEETING MINUTES *for* APRIL 8, 2021 – 7:00 PM

## Council Chambers, 220 W South Avenue, Woodland Park

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*This meeting was a hybrid meeting with in-person and virtual attendance. The Zoom meeting link is in the calendar on the City website front page. Public input is very important to the Planning Commission. Comments were encouraged in writing in advance of the meeting to be submitted by mail to the Planning Department at PO Box 9007, Woodland Park, CO, 80866 or email to [sriley@city-woodlandpark.org](mailto:sriley@city-woodlandpark.org).*

1. **ORDER AND ROLL CALL:** Order was called at 7:08 p.m. Commissioners present: (in-person) Chairman DeVaux, Vice-Chairman Ken Hartsfield, Al Bunge, Eric Disman, Vickie Good; (Zoom) Lee Brown, Larry Larsen. Commissioners absent: Ellen Carrick. Staff present: Planning Director Sally Riley (Zoom), City Planner Lor Pellegrino (in-person), Planning Technician Dave Burgess (in-person).
2. **APPROVAL OF MINUTES:** The March 11, 2021 minutes were approved as presented.
3. **PUBLIC HEARINGS**
  - A. **SUB2021-04 Dixon Final Plat:** Consider a subdivision by Julie & Joseph Watson (Property Owner) at 1247 Mountain Meadows Drive (Lot 2R, Watson Subdivision Exemption Plat) in the Suburban Residential (SR) zone. (QJ) (City Council Public Hearing 7 p.m., 4-15-2021)

City Planner Pellegrino presented the staff report via a slide show, going over the subdivision application as submitted including the draft Dixon Subdivision plat. Staff recommended that the Planning Commission recommend that City Council approve the *Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat* based on findings of conformance to the Subdivision and Zoning regulations as described in the staff report and as presented at public hearings, subject to the following conditions: 1. Prior to approval of the plat by City Council: (a) The subdivider shall submit (i) a signed subdivision development agreement (SDA) in a form acceptable to the City agreeing to extend, provide, install and connect to the existing waste water system the proposed sanitary sewer main extension, and (ii) concurrent with the SDA, a subdivision improvement guarantee in a form acceptable to the City in the amount of 150% (equal to 100% of the cost, as estimated by the subdivider and approved by the City, of installing the sewer main plus 50%) and 2. The subdivider shall submit a Park Capital fee totaling \$2,133.00. She stated that the applicant Mrs. Watson and the Lot 2 purchaser Mr. Dixon were in attendance in person and available to answer questions.

Mr. Rob Dixon stated that he was working with staff and Park State Bank on the Subdivision Development Agreement and the Letter of Credit for the sewer main extension.

Vice-Chairman Hartsfield asked if Lot 1 has existing sewer service. City Planner Pellegrino stated that a service line does extend from the existing sewer main to the existing house on Lot 1 and that this service line may continue to exist and does not need to reconnect to the extended sewer main.

Commissioner Good asked if Lot 3R contains a home. City Planner Pellegrino stated that a home does exist on Lot 3R and the owner, Ms. Carol Jacobs, is in the audience.

Chairman DeVaux opened the public comment portion of the meeting.

Ms. Carol Jacobs, 1259 Mountain Meadows Drive, Woodland Park (in person) stated that she has spoken to Mr. Dixon and is satisfied with the plat as drawn. She asked if she would have to pay for any part of the sewer main extension that will go through her property. City Planner Pellegrino stated that she would not have to pay for any of it but that she would be a party to a new separate easement agreement if a wider easement for the main is necessary.

Mr. Dixon stated that he will be making every effort to preserve existing trees within the easement.

Seeing no one else in Council Chambers wishing to speak, and none on Zoom, Chairman DeVaux closed the public comment portion of the meeting.

**MOTION:** Vice-Chairman Hartsfield moved, and Commissioner Bunge seconded, to recommend that City Council approve SUB2021-04 the Dixon Subdivision, A Minor Subdivision of Lot 2R, Watson Subdivision Exemption Plat based on findings of conformance to the Subdivision and Zoning regulations as described in the staff report and as presented at public hearings, subject to the following conditions:

1. Prior to approval of the plat by City Council: (a) The subdivider shall submit (i) a signed subdivision development agreement (SDA) in a form acceptable to the City agreeing to extend, provide, install and connect to the existing waste water system the proposed sanitary sewer main extension, and (ii) concurrent with the SDA, a subdivision improvement guarantee in a form acceptable to the City in the amount of 150% (equal to 100% of the cost, as estimated by the subdivider and approved by the City, of installing the sewer main plus 50%), and
2. The subdivider shall submit a Park Capital fee totaling \$2,133.00.

**Motion passed.**

**YES:** Bunge, Disman, DeVaux, Brown, Good, Larsen, Hartsfield **NO:** None **Absent:** Carrick

At 7:32 pm, the Zoom meeting was closed and Commissioners Brown and Larsen left. Commissioner Brown rejoined the meeting at 7:40 pm.

#### 4. REPORTS

- A. Envision Woodland Park 2030: The Commissioners reported on the results of the first subcommittee meeting held on March 29, 2021. Staff reminded everyone that the next subcommittee meeting is April 26 and that the audits should be completed prior to the next meeting. Also, staff stated that the Comprehensive Plan Town Hall meeting is next Wednesday, April 14 from 6p-8p in the Ute Pass Cultural Center, in person or by Zoom.
- B. Staff stated that two items are scheduled for the April 22 meeting.
- C. Commissioner Disman stated that he has resigned and this is his last meeting. He thanked the City for the opportunity to serve. All thanked him for his service.

6. **ADJOURN:** The meeting adjourned at 7:48 pm.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by \_\_\_\_\_  
Jon DeVaux, Chairman

## RESOLUTION NO. 874, SERIES 2021

### ESTABLISHING THE NAMING AND MEMORIAL COMMITTEE

**WHEREAS**, the City of Woodland Park recognizes the importance of honoring individuals for their exemplary service to the City of Woodland Park and desires to establish guidelines regarding the naming of City public buildings, streets, parks and other facilities, and the adoption of memorials in their honor;

**WHEREAS**, the City desires that facilities named for individuals may continue a lasting honor that reflects the honored person's positive impact on the community;

**WHEREAS**, the City requires that facility names represent the value of the community and is mindful of future generations; and

**WHEREAS**, the City desires to solicit orderly public input into the naming of public facilities and to carefully consider and fairly assess such proposals.

#### **NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND PARK:**

Section 1. The City of Woodland Park hereby establishes the Naming and Memorial Committee (the "Committee") to review, evaluate, and make recommendations regarding the naming of City facilities.

Section 2. The Naming and Memorial Committee will consist of five members and will be chaired by the Mayor or Mayor Pro-tem. The members of the committee are the Mayor or Mayor Pro-tem, City Council Member, City Manager, City Clerk and Parks and Recreation director. These members may appoint a designee to serve on the Committee. The Committee will meet as necessary to review applications for the naming of specific facilities.

Section 3. The City hereby adopts the Memorial and Facility Naming Policy:

A. Facility Naming Policy:

1. A person, organization, group or event being memorialized through the naming of a City facility – significant contribution to the community and/or had a significant impact on the City's mission and purpose.
2. Facilities shall only be named for those individuals who have been deceased for at least 2 years or who retired and have not held public office or been employed in any capacity for at least 5 years. To assure a worthy and enduring legacy for the City, naming requests must satisfy one or more of the following categories:
  - a. Exceptional Individuals: Recognition of an exceptional City leader or a dedicated supporter of the City.

- b. Historic Event, Place or Persons: The history of a major event, place, or person can play an important role in the naming or renaming of facilities.
  - c. Major Gifts: The City and department have benefited from a rich legacy of community generosity of time, skills, resources, products and/or money.
3. Facility names shall be bestowed with the full intention that such names shall be permanent.
4. When considering any proposal to name a Facility the following questions shall be considered:
  - a. Will the name have historical, cultural or social significance for generations to come?
  - b. Will the name engender a strong positive image?
  - c. Will the name memorialize or commemorate people, places or events of enduring importance to the community, state, or nation?
  - d. Will the name be identified with some major achievement or the advancement of the public good with the community, state, or nation?

B. Memorials:

1. Memorial refers to a structure, monument, or plaque that memorializes a person, organization, a group, or event.
2. Memorials for Mayors; any individual who served as Mayor for the City of Woodland Park and has passed away shall be recognized by a Memorial Plaque, regardless of length of term, last residence, etc.
  - a. Each Mayor shall be recognized with a memorial plaque honoring his or her service to the City of Woodland Park. The plaque shall state the Mayor's name and years of service as Mayor.
  - b. The City of Woodland Park shall incur all costs related to the plaque, such as plaque inscription, maintenance, repair or replacement if necessary.
  - c. All plaques shall be the same type, size and material. (Bronze plaque, dimensions, and etched photo of Mayor)
  - d. A ceremony or gathering at the time of dedication of a plaque is permitted but must be arranged in advance with the City staff.
3. Donations and gifts in memory of an individual, organization, or commemoration of a historic event may be considered by the Committee.

Section 4. Application Process

Applications for consideration of names and/or memorials will be processed as follows:

1. A letter of interest from an individual, or public or private organization, with evidence of broad community support, submitted to the City Manager for referral to the Committee.

2. The Committee shall meet, discuss and make recommendations to the City Council. The Committee may meet and seek comment from any pertinent stake holders in making recommendation.
3. The Committee shall make a recommendation to the City Council within 3 months of the receipt of a completed application.
4. The recommendation shall be forwarded to the City Council for a final decision, with such matter to be placed on the City Council agenda for consideration with 30 days of receipt of the recommendation from the Committee. The City Council shall thereafter vote to approve, deny, or continue for additional information.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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Hilary LaBarre, Mayor Pro-tem

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Suzanne Leclercq, City Clerk  
City of Woodland Park



# City of Woodland Park Staff Report for City Council

Meeting Date: April 15, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
11D	Finance	Emily Katsimpalis Finance Director

## **ITEM:**

Tax Revenue Update

## **BACKGROUND:**

The attached report reflects the City's three percent sales tax revenue and lodging tax **received** March 2021 for **sales incurred** by taxpayers during the month of February 2021.

### Highlights:

-February 2021 is up 17% over February 2020. This is due to the continued increase in grocery store shopping, building material sales and online retail sales, which has continued as the COVID-19 pandemic has continued.

-February 2021 YTD Lodging tax is up 40% over YTD 2020. The reason for this is the LODGINGRevs software and monitoring of short-term rentals as well as the Microtel, which opened late 2020.

### February 2021 Actuals vs budget:

-2% sales tax: \$1,245,029 (please note this includes December which will be accrued back to 2020 for audit purposes); budget (entire year): \$4,529,286

-1% sales tax: \$622,460 (please note this includes December which will be accrued back to 2020 for audit purposes); budget (entire year): \$2,264,633

-5.7% Lodging tax: \$24,445 (please note this includes December which will be accrued back to 2020 for audit purposes); budget (entire year): \$165,000

### New/terminated business/sales tax licenses:

- 35 new business/sales tax licenses were issued or reactivated in March.
- 2 businesses terminated or inactivated their business license in March.
- List of new in-town business licenses are attached.

*Additionally, please note that the business license revenue now reflects the deferral for business license renewals in December 2020; those were carried forward into 2021 and the totals in the graph have been corrected.*

**CITY OF WOODLAND PARK**  
**HISTORICAL TAX COLLECTIONS**  
**February 2021**

(unaudited)

**Sales Tax Collection compared to prior years**

MTD 2020 vs. MTD 2021– 17% increase

YTD 2021 vs. YTD 2020 – 13% increase

YTD 2021 vs. YTD 2019 – 37% increase

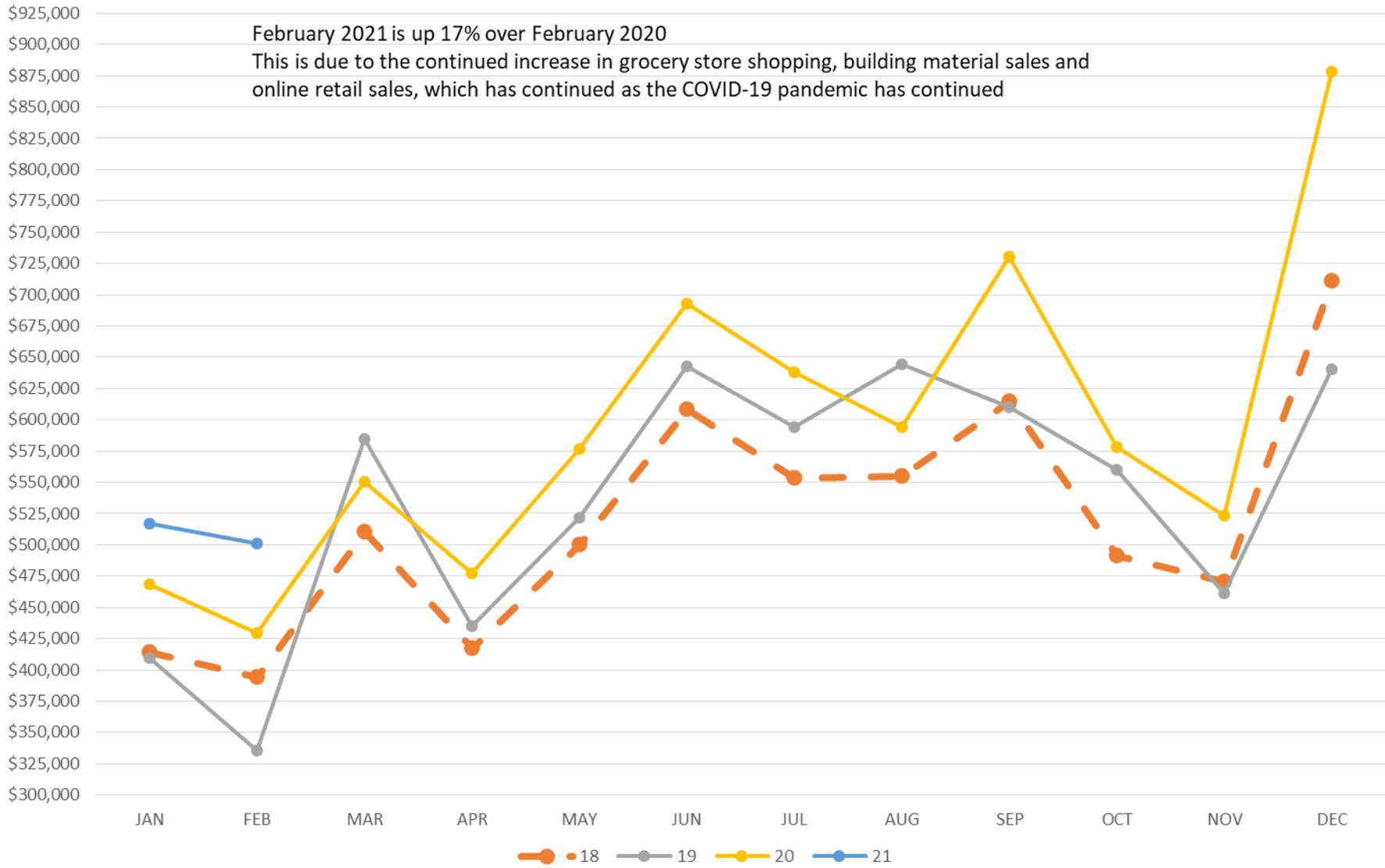
YTD 2021 vs. YTD 2018 – 26% increase

**Lodging Tax Collection compared to prior years**

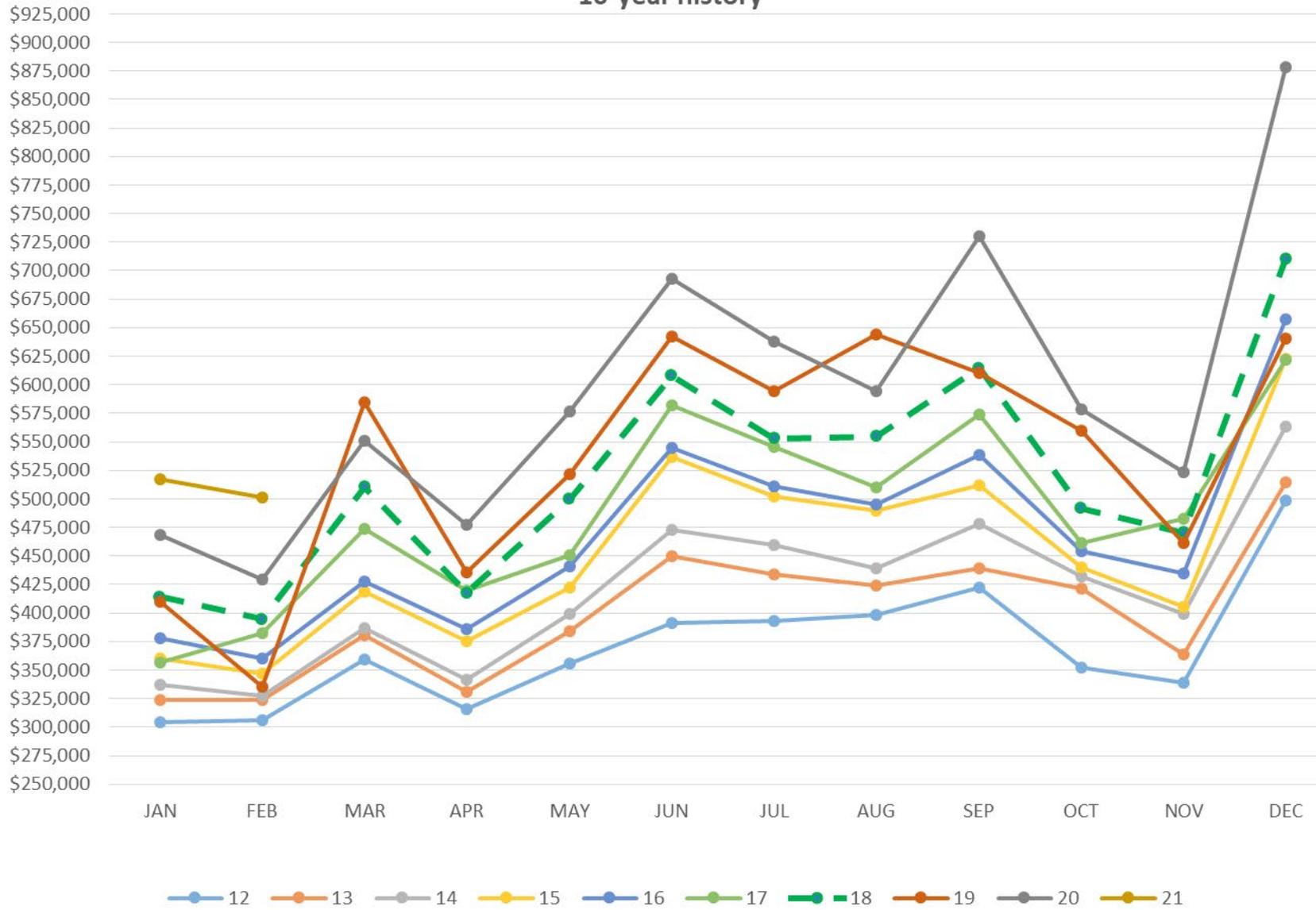
YTD 2021 vs. YTD 2020 – 40% increase

(see charts and tables below)

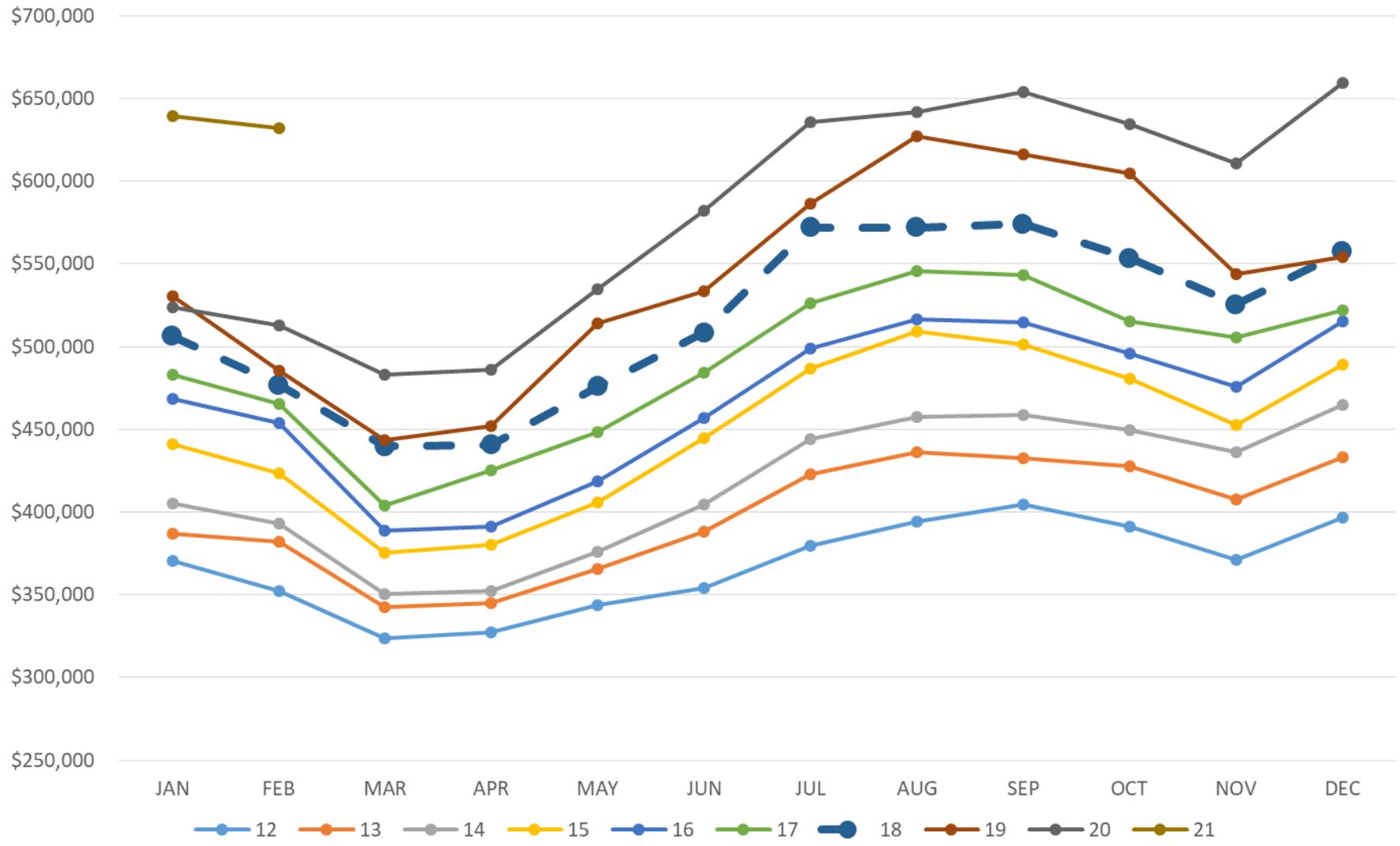
## City of Woodland Park Sales Tax Collections 2018-2021



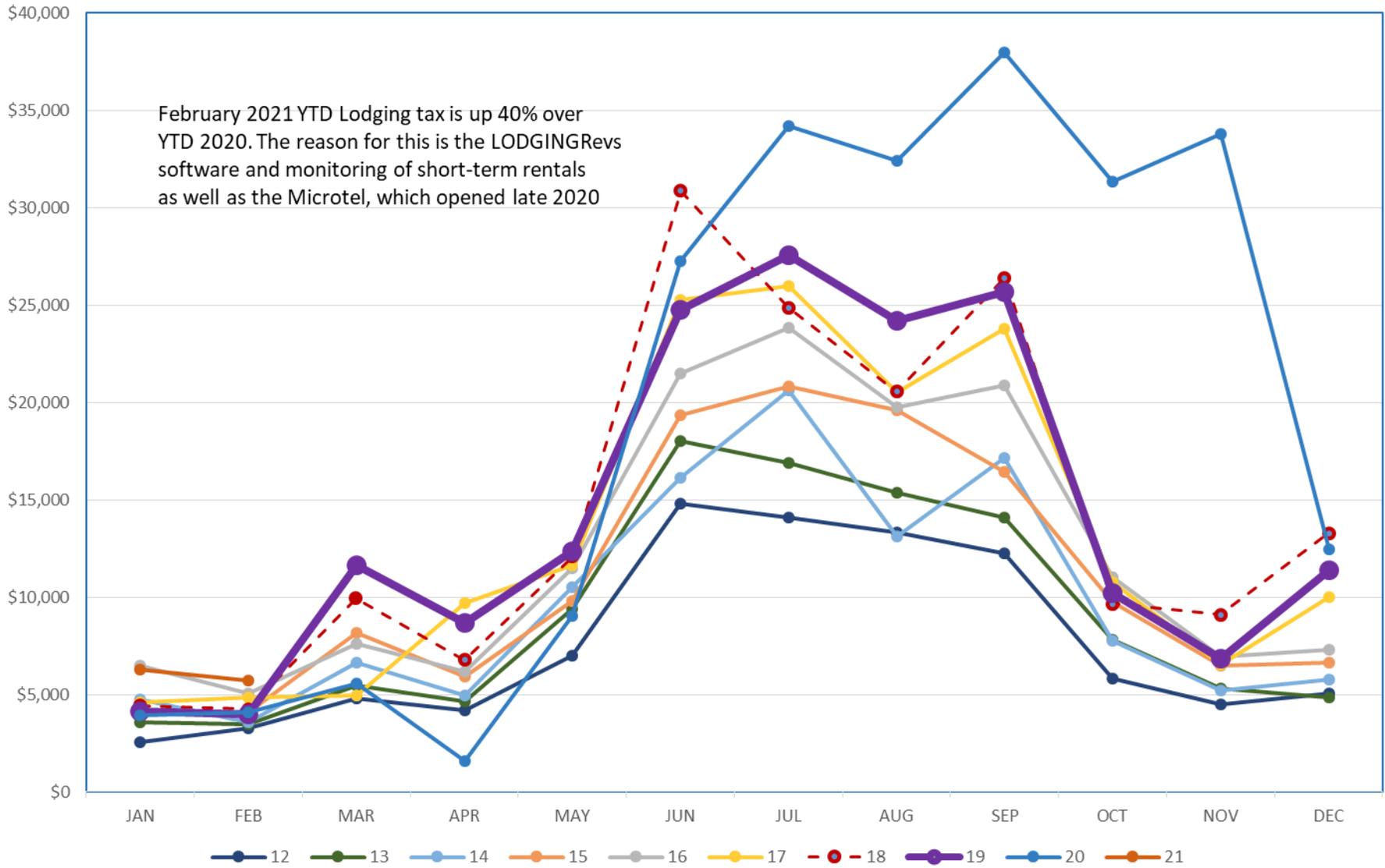
### City of Woodland Park Sales Tax Collections 10-year history



**City of Woodland Park  
Sales Tax Collections  
Rolling 3-Month Average  
10-Year History**



### City of Woodland Park Lodging Tax Collections 10-Year History



**Annual 3% Sales Tax Collection 10-Year History by Month** (does not include the City's 1.09% sales tax for RE-2)

	12	13	14	15	16	17	18	19	20	21
JAN	\$304,571	\$323,621	\$337,313	\$360,348	\$377,888	\$356,613	\$414,283	\$409,798	\$468,475	\$517,293
FEB	\$306,084	\$324,061	\$327,397	\$347,055	\$360,223	\$382,348	\$394,349	\$335,333	\$429,745	\$501,107
MAR	\$359,606	\$380,656	\$386,803	\$418,812	\$428,017	\$473,419	\$510,278	\$584,507	\$550,768	
APR	\$315,526	\$330,983	\$341,810	\$375,666	\$386,018	\$420,061	\$417,470	\$435,343	\$477,439	
MAY	\$355,773	\$384,380	\$399,190	\$422,517	\$440,998	\$450,957	\$499,858	\$522,008	\$576,357	
JUN	\$390,974	\$449,547	\$473,013	\$536,339	\$544,496	\$581,725	\$607,795	\$642,569	\$692,663	
JUL	\$393,039	\$434,105	\$459,243	\$501,712	\$510,770	\$545,874	\$553,063	\$594,348	\$637,881	
AUG	\$398,219	\$424,025	\$439,395	\$489,560	\$494,905	\$510,191	\$554,799	\$644,473	\$594,142	
SEP	\$422,565	\$438,862	\$477,853	\$512,221	\$538,141	\$573,766	\$614,404	\$610,360	\$730,476	
OCT	\$351,905	\$421,024	\$431,819	\$440,193	\$453,849	\$460,952	\$491,494	\$560,010	\$578,061	
NOV	\$338,598	\$363,458	\$399,206	\$405,197	\$434,807	\$482,500	\$470,367	\$461,604	\$523,004	
DEC	\$498,801	\$514,984	\$563,532	\$622,513	\$657,016	\$622,098	\$710,516	\$640,506	\$877,951	
TOTALS	\$ 4,435,661	\$ 4,789,706	\$ 5,036,574	\$ 5,432,133	\$ 5,627,128	\$ 5,860,504	\$ 6,238,675	\$ 6,440,861	\$ 7,136,962	\$ 1,018,400
1% amount	\$1,478,554	\$1,596,569	\$1,678,858	\$1,810,711	\$1,875,709	\$1,953,501	\$2,079,558	\$2,146,954	\$2,378,987	\$339,467
2% amount	\$ 2,957,107	\$ 3,193,137	\$ 3,357,716	\$ 3,621,422	\$ 3,751,419	\$ 3,907,003	\$ 4,159,117	\$ 4,293,907	\$ 4,757,975	\$ 678,933

**Annual Lodging Tax Collections 10-Year History by Month**

	12	13	14	15	16	17	18	19	20	21
JAN	\$2,539	\$3,571	\$4,734	\$4,003	\$6,484	\$4,604	\$4,417	\$4,136	\$3,944	\$6,295
FEB	\$3,258	\$3,458	\$3,578	\$4,067	\$5,031	\$4,836	\$4,253	\$3,990	\$4,071	\$5,718
MAR	\$4,786	\$5,438	\$6,630	\$8,166	\$7,595	\$4,936	\$9,938	\$11,623	\$5,576	
APR	\$4,192	\$4,648	\$4,947	\$5,924	\$6,177	\$9,705	\$6,768	\$8,666	\$1,598	
MAY	\$6,998	\$9,411	\$10,522	\$9,799	\$11,504	\$11,652	\$12,073	\$12,368	\$9,046	
JUN	\$14,814	\$17,999	\$16,144	\$19,332	\$21,492	\$25,295	\$30,867	\$24,744	\$27,267	
JUL	\$14,078	\$16,913	\$20,630	\$20,852	\$23,862	\$25,998	\$24,867	\$27,564	\$34,220	
AUG	\$13,330	\$15,350	\$13,101	\$19,589	\$19,739	\$20,545	\$20,572	\$24,198	\$32,413	
SEP	\$12,267	\$14,067	\$17,127	\$16,412	\$20,863	\$23,805	\$26,415	\$25,655	\$37,969	
OCT	\$5,825	\$7,796	\$7,764	\$9,761	\$11,038	\$10,748	\$9,656	\$10,207	\$31,347	
NOV	\$4,516	\$5,325	\$5,185	\$6,490	\$6,936	\$6,524	\$9,092	\$6,843	\$33,788	
DEC	\$5,055	\$4,851	\$5,749	\$6,658	\$7,276	\$10,016	\$13,281	\$11,361	\$12,432	
TOTAL	\$91,658	\$108,827	\$116,111	\$131,053	\$147,997	\$158,664	\$172,198	\$171,357	\$233,670	\$12,013

Account No.	Business Name.	Business DBA	Business Address	Business City	Business State	Business Zip	Business Phone	Business Area
330082	American Heritage Girls Troop 1517		24 Summit Rd	Woodland Park	CO	80863		CO - In Town
330016	Basecamp Construction LLC	Basecamp Construction	1711 Columbine Village Dr	Woodland Park	CO	80863		CO - In Town
330058	Epcoco Rei One, LLC		420 Forest Edge Road	Woodland Park	CO	80863		CO - In Town
330056	Growth Peak Counseling, LLC	Growth Peak Counseling	1510 CRESTVIEW WAY	WOODLAND PARK	CO	80863		CO - In Town
330064	Help the Needy	HtN - Hope Lives Here	117 N Center St	Woodland Park	CO	80863		CO - In Town
330050	J&B SPECIALTY TRADES LLC		1880 VALLEY VIEW CT	WOODLAND PARK	CO	80863		CO - In Town
330018	JInnes	Peak Auto Performance	740 E US HWY 24 C	Woodland Park	CO	80863		CO - In Town
330052	Light in the Darkness		221 Pike View ave	woodland Park	CO	80863		CO - In Town
1626	Master Roofing Company LLC	Smith-Woodland Inc.	P.O. Box 515	Woodland Park	CO	80866		CO - In Town
330032	McKay Manor Musers	McKay Manor Musers	1169 Forest Edge Road	WOODLAND PARK	CO	80863		CO - In Town
330106	Out West Vacation Rentals LLC		2209 Valley View Dr.	Woodland Park	CO	80863		CO - In Town
330068	Peak Techniques		1335 Thomas Circle	Woodland Park	CO	80863		CO - In Town
8892	Rhapsody LLC	Rhapsody	121 W. Midland Ave	Woodland Park	CO	80863		CO - In Town
330040	Robert Kirby Laughlin CPA PC	Robert Kirby Laughlin CPA PC	333 W Lake Ave #1E	Woodland Park	CO	80863		CO - In Town
330014	Sandra's Swim Lessons		2108 Lee Circle Road	Woodland Park	CO	80863		CO - In Town
330122	Selah Art		5201 Mountaineer Dr	Windsor	CO	80550		CO - In Town
330094	Simple Abode LLC	Simple Abode LLC	705 Valley View Dr.	Woodland Park	CO	80863		CO - In Town
330076	Teshuah House		777 Centre Camino	Woodland Park	CO	80863		CO - In Town
330054	The Honor Project		1430 Evergreen Heights Dr	Woodland Park	CO	80863-3331		CO - In Town
330048	Ute Pass Psychological Consultation	Ute Pass Psychological Consultation	61 Brown Place 900 Tamarac Pkwy #7122	Woodland Park	CO	80863		CO - In Town

**CITY OF WOODLAND PARK  
ANNUAL BUSINESS LICENSE REVENUE**

**Ten year history  
(2021 as of March)**

*\*please note the totals are cumulative for each year*

