## AGENDA OURAY CITY COUNCIL

#### 400 7<sup>th</sup> Avenue – Community Center – MASSARD ROOM September 3, 2019 Regular Meeting 6pm

- Electronic copies of the Council Packet are available on the City website at www.cityofouray.com. A hard copy of the Packet is also available at the Administrative Office for interested citizens.
- Action may be taken on any agenda item
- Notice is hereby given that a majority or quorum of the Planning Commission, Community Development Committee, Beautification Committee, and/or Parks and Recreation Committee may be present at the above noticed City Council meeting to discuss any or all of the matters on the agenda below for Council consideration

#### **Regular Meeting 6pm**

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. PLEDGE OF ALLEGIANCE
- 4. CEREMONIAL/INFORMATIONAL
  - a. Oath of Office for New Council Member
  - b. Suicide Prevention Proclamation Page 2
- 5. APPROVAL OF MINUTES August 5, 2019 and August 20, 2019 Page 3
- 6. CITIZENS' COMMUNICATION
- 7. CITY COUNCIL REPORTS/INFORMATION

Glenn Boyd, Dawn Glanc, Bette Maurer, Dee Hilton, and Pam Larson

- 8. DEPARTMENT REPORTS
  - a. City Administrator Page 14
  - b. Acting Police Chief Page 18
  - c. Public Works Director Page 20
  - d. City Resources Director Page 22
  - e. Finance and Administration Director Preliminary August LOT Report (July Activity) Page 24
- 9. CONSENT AGENDA Liquor License Renewal Ouray Liquors LLC Page 25
- 10. ACTION ITEM

PARC Member Appointment Page 26

11. DISCUSSION

Incentives for Long-term Housing Page 30

12. ADJOURNMENT



#### A PROCLAMATION BY THE MAYOR OF THE CITY OF OURAY, COLORADO

PROCLAMATION NO. 4, 2019

## SUICIDE PREVENTION AWARENESS MONTH

**WHEREAS,** Suicide Prevention Awareness Month is intended to promote and give attention to the suicide prevention services available to us and our community, and to encourage all to speak openly about the topic of suicide to help erase the stigma surrounding it, and to direct those in need to the appropriate support services; and

**WHEREAS,** in the United States, there were over 47,000 deaths by suicide during 2017, and suicide is the 10<sup>th</sup> leading cause of all deaths in the United States; and

**WHEREAS,** 1,175 Coloradoans died by suicide in 2017, and suicide is the 2<sup>nd</sup> leading cause of death for 15 to 44-year-olds, and the 4<sup>th</sup> leading cause of death for people aged 45 to 54 in Colorado; and

WHEREAS, suicide crosses all economic, social and geographic boundaries and causes suffering, grieving, and pain, that affects families, schools, and communities; and

WHEREAS, many of those people who died never received effective behavioral health services, for many reasons including the stigma of seeking mental health treatments and the stigma associated with losing a loved one to suicide; and

**WHEREAS,** it is necessary to regard suicide as a major public health problem and to support awareness, educational programs and behavioral health services to help prevent suicides.

NOW THEREFORE, I, Pamela J. Larson, the Mayor of the City of Ouray, do hereby proclaim

#### September 2019 as Mental Health Month

in the City of Ouray. I call upon the citizens, government agencies, public and private institutions, businesses and schools in the City to recommit our community to increasing awareness and understanding of the many reasons why suicide occurs in our community, the steps our citizens can take to help their fellow citizens who are considering suicide, and the need for appropriate and accessible services for all people who are living with mental health challenges.

		September 3, 2019
Pamela J	l. Larson, Mayor	
ATTEST:		
	Melissa M. Drake, City Clerk	<del></del>

#### Ouray City Council Regular Meeting Summarized Minutes Monday, August 5, 2019 at 6:00pm APAC Room – Ouray School

#### 1. CALL TO ORDER

Mayor Larson called the meeting to order at 6:02 p.m.

#### 2. ROLL CALL

Mayor Pam Larson - Present

Mayor Pro Tem Glenn Boyd – Present

Councilor Dawn Glanc – Present

Councilor Dee Hilton – Present

Councilor Bette Maurer – Present

Also present were City Administrator Justin Perry, City Resources Director Rick Noll, Acting Police Chief Gary Ray, Public Works Director Joe Coleman, Community Development Coordinator Chris Hawkins, Finance and Administration Director Melissa Drake, and City Attorney Carol Viner

#### 3. THE PLEDGE OF ALLEGIANCE WAS RECITED

Mayor Larson requested a moment of silence in honor of Dave Calhoun who was a County Commissioner in the past and passed away recently.

#### **4. CEREMONIAL/INFORMATIONAL** – Presentation from OurayNet

Kevin Karsh with OurayNet and Jawane Bajar with Forethought.net gave a presentation to Council about their internet provider businesses. They discussed using existing utility poles to deliver service. City Attorney Carol Viner stated that a permanent fixed encroachment permit would be needed from the City.

#### 5. APPROVAL OF MINUTES

#### i. July 1, 2019

Mayor Larson asked if there were any corrections to the minutes. Mayor Pro Tem Boyd stated that he wanted to clarify his statement on page 3, item 7.A. He stated that he wants to require a permit for any professional filming in the City, not just for those that require a road closure.

Councilor Glanc made a motion to approve the minutes. Councilor Maurer seconded the motion and it was approved on unanimous vote.

#### ii. July 15, 2019

Mayor Larson asked if there were any corrections to the minutes. There were none. She stated that the minutes stand approved.

#### 6. CITIZENS' COMMUNICATION

Glenda Moore asked about an ordinance restricting golf carts. Administrator Perry stated that electric golf carts are allowed anywhere in the City. They must follow all traffic laws.

Stuart Gillespie stated that he was awarded a grant for restoration of the Columbus Building in a partnership with the City.

#### 7. CITY COUNCIL REPORTS/INFORMATION

- **a. Councilor Glanc** the Ecoaction Partners July newsletter stated that their Green Light Program has been successful.
- **b.** Councilor Bette Maurer Attended an affordable housing conference in Durango. There are Region 10 grants for affordable housing and Habitat for Humanity is involved in some opportunities.
- c. Councilor Dee Hilton none
- **d.** Mayor Pro Tem Boyd had City/Town/County Multi-hazard Mitigation meeting today, there will be a bigger meeting after Labor Day and he asked for citizen input
- e. Mayor Larson We held a work session last week on affordable housing and there will be a work session next Monday with JVA at 4pm at City Hall about waste water. The swim meet was a success and attendance was only down about 10% even though the pool didn't open until 5pm.

#### 8. DEPARTMENT REPORTS

#### a. City Administrator

In addition to the information in the packet, City Administrator Justin Perry stated that there were no law enforcement matters related to the swim club championship.

The water meter project is in a testing phase and Dave Doherty is doing a fantastic job on this project.

The RFP is out now for improvements to the Ice Rink. We are working on RFP for Marketing and Visitor Center contracts.

#### b. Acting Police Chief

Acting Chief Gary Ray stated that the Spillman software is now up and running. Having this in patrol cars will reduce office time and save time for the officers and expenses with dispatch. Mayor Pro Tem Boyd stated that the City, Town, and County worked on this together.

#### c. Public Works Director

Public Works Director Joe Coleman stated that he has nothing to add to his report. He asked citizens to attend the work session next Monday with JVA.

Mike Bazin stated that he hates the new stop sign on Third Avenue. Acting Police Chief Ray stated that it was a recommendation of the traffic safety group.

Mayor Pro Tem Boyd asked Joe Coleman to put a list of Public Works (PW) projects in the City Newsletter.

Mayor Larson thanked PW for cleaning the crosswalks and asked for flow information on our domestic water.

Inflow over the month was 59 million gallons.

#### d. City Resources Director

City Resources Director Rick Noll stated that the swim meet was a success. The deck heat project is complete. The warranty on the pool expires this month and we are working with FCI to resolve any issues. Mayor Pro Tem Boyd complimented Pool staff.

#### e. Finance and Administration Director

Finance and Administration Director Melissa Drake reviewed her memo and report which was in the packet.

#### 9. CONSENT AGENDA

- a. Special Events Permit Application Ouray Climbers Alliance, Rotary Park Fundraiser, September 7<sup>th</sup>
- b. Special Events Permit Application Ouray Highgraders, Highgraders Holidays, August 23<sup>rd</sup>-25<sup>th</sup>
- c. Approval of New Firefighters Chris Fairchild and Brittany Kunz and New Jr. Member Dallas Farlin

Mayor Pro Tem Boyd made a motion to approve the Consent Agenda. Councilor Glanc seconded the motion and it passed on unanimous vote.

#### 10. ACTION ITEMS

#### a. Ratify Election Letter of Intent

Councilor Maurer made a motion to ratify the Letter of Intent. Councilor Hilton seconded the motion and it passed on unanimous vote.

#### b. Election IGA with Ouray County Clerk and Recorder

Councilor Maurer made a motion to approve the agreement. Councilor Glanc seconded the motion and it passed on unanimous vote.

#### c. Ratify Approval of Camping Request at Daisy Placer for Swim Club Championship

City Administrator Perry stated that he approved the request since trailer parking was an additional need. The request was for participants in the Swim Club Championship.

Mayor Pro Tem Boyd made a motion to ratify the approval. Councilor Hilton seconded the motion and it passed on unanimous vote.

#### d. Ouray County Courthouse Fixed Encroachment Permit

Ben Tisdel, Ouray County Commissioner, and Connie Hunt, Ouray County Administrator, were in attendance.

Community Development Coordinator Chris Hawkins described the request for a snow-melt system on the City sidewalk. Administrator Perry noted that an IGA is already in place which waives fees to the County on this project.

Councilor Maurer made a motion to approve the permit without fees. Councilor Hilton seconded the motion and it passed on unanimous vote.

#### e. Ouray County Indemnification Agreement

Mr. Hawkins stated that the City's consulting engineer has disagreed with the County engineer on ADA access. This agreement indemnifies the City if issues arise surrounding this.

Councilor Maurer made a motion to approve the agreement. Councilor Glanc seconded the motion. City and County Attorney Carol Viner stated that indemnification agreements between governments cannot enforced. The motion passed on a vote of 4 to 1 with Boyd voting "No."

#### f. USFS Box Cañon Sign Authorization

Administrator Perry stated that this is an updated permit from our permit which was approved in the 1970s. He also stated that the "5 Guys and a Sign" group has approved this.

Councilor Glanc made a motion to approve the permit application. Mayor Pro Tem Boyd seconded the motion and it passed on unanimous vote.

#### 11. DISCUSSION

#### a. 30-minute Parking in Front of City Hall

Mayor Pro Tem Boyd stated that he requested this change in front of City Hall to created short-term parking Monday-Friday from 8am to 5pm for citizens to go to the library or into City Hall to pay utility bills. Council discussed this item. Council directed staff to proceed on this.

#### b. Perimeter Trail Restrooms

Councilor Glanc stated that the Ouray Trail Group says that 17,000 people sign in on the trail each year. The Forest Service states state many people do not sign in and that there may be up to 50,000 people each year using the trail. Administrator Perry stated that a discussion of capital expenditures for Budget 2020 will occur at the next Council meeting.

#### c. Visitor Center Name Recognition

Councilor Glanc stated that Mary Mitchell will have worked (volunteer) for the Visitor Center for 20 years in November. She suggested naming the building after her. Council was not in favor of naming a building after anyone. Mayor Larson suggested a plaque to recognize Ms. Mitchell. Craig Hinkson suggested a proclamation of Mary Mitchell Day.

#### d. Future Agenda Items

Mayor Pro Tem Boyd requested moving the August 19<sup>th</sup> meeting to August 20th. Mayor Pro Tem Boyd made a motion to move the meeting. Councilor Maurer seconded the motion and it passed on unanimous vote.

Administrator Perry thanked John Wood, Ethan Funk, Greg Nelson, and Glenn Boyd for attending the candidate orientation sessions last month. He also thanked Councilor Maurer and Mayor Larson for participating.

Councilor Maurer asked the Ouray Tourism Office about the status of the Jeep Raffle. Kat Papenbrock said the Jeep was purchased at the end of May. She stated that she made a mistake on forms which has delayed the process and it is in the State's hands at this point. She stated that the 2018 Audit of City LOT funds is in progress.

#### 12. ADJOURNMENT

At 8:00pm, Councilor Hilton made a motion to adjourn the meeting. Mayor Pro Tem Boyd seconded the motion and it was approved on unanimous vote.

ATTEST:	Pamela J. Larson, Mayor	Date	
Melissa M. Drake, City Clerk	-		

#### **CERTIFICATION**

I, Melissa M. Drake, do hereby certify that I am the City Clerk of the City of Ouray, Ouray County, State of Colorado, and that the above minutes are a true and correct summary of the meeting of the Ouray City Council held on August 5, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 28 <sup>th</sup> day of August 2019.
Melissa M. Drake, City Clerk

# Ouray City Council Regular Meeting Summarized Minutes Tuesday, August 20, 2019 at 6:00pm Massard Auditorium – Ouray Community Center

#### 1. CALL TO ORDER

Mayor Larson called the meeting to order at 6:00 p.m.

#### 2. ROLL CALL

Mayor Pam Larson - Present

Mayor Pro Tem Glenn Boyd – Present

Councilor Dawn Glanc – Present via phone

Councilor Dee Hilton – Present

Councilor Bette Maurer – Present

Also present were City Administrator Justin Perry, City Resources Director Rick Noll, Acting Police Chief Gary Ray, Public Works Director Joe Coleman, Community Development Coordinator Chris Hawkins, and Finance and Administration Director Melissa Drake

#### 3. THE PLEDGE OF ALLEGIANCE WAS RECITED

#### 4. CEREMONIAL/INFORMATIONAL

#### a. Possible Changes to COP

City Administrator Justin Perry introduced Troy Bernberg, Managing Director of Northland Securities. Mr. Bernberg gave a brief history of his background and the background of the City's Certificate of Participation. He outlined an opportunity to refinance the COP (currently at 4%) to a rate of about half. He also stated that this opportunity could shorten the term by 3 years and we will explore additional shortening of the term.

Mr. Bernberg answered questions from the Council and citizens. Council directed staff to put out an RFP for the financial services that Mr. Bernberg could provide (to follow the City's procurement policy).

#### b. Communities That Care

Danelle Hughes Norman, Program Manager for Voyager Youth Program, representing Ouray County Communities That Care, spoke about teen brains and the dangers of substance abuse. She spoke about creating healthy habits in youth to carry into adulthood.

#### c. Via Ferrata

Nate Disser, representing Friends of the Via Ferrata, gave an overview of the history and current status of the Ouray Via Ferrata project. He also noted that they have raised over \$190,000 so far for the project. Mayor Larson asked that restrooms at the location be considered. Mr. Disser stated that the Friends of the Via Ferrata would like to be a part of that solution. Councilor Glanc asked them to consider parking.

#### d. Waste Management Update

Ellie Reynolds, from Waste Management, spoke to Council about the issues with bear-resistant containers and service on July 10<sup>th</sup>. She stated that the issues have been resolved and new containers are out in the City. She spoke about the free electronic recycling event to be held on September 14<sup>th</sup>. Ms. Reynolds and Daniel Allen answered questions from Council and citizens.

#### 5. CITIZENS' COMMUNICATION

Ross and Arleen Crawford, owners of Swiss Village, asked that individual meters be installed at each site and bills be sent to tenants. Administrator Perry will communicate with Mr. and Mrs. Crawford on the topic.

Bruce Gulde asked about the new 4-way stop signs. Administrator Perry stated that this change came from requests from the community 1 ½ years ago.

John Wood stated that he was very involved with the Mt. Sneffels Marathon and Half Marathon and thanked the Public Works crew for their hard long work on the broken water main last weekend. They made sure it did not affect the race.

Greg Nelson stated that the motorcycle parking area was not painted when repainting was done.

#### 6. CITY COUNCIL REPORTS/INFORMATION

- a. Boyd CEDC tried to meet but there was not a quorum present. The open seat is being advertised but no applications have been received yet. John Wood stated that as a long-time member, he could state that in the summer months, it is very difficult for members to attend. Boyd also attended the Ice Park Fund Raising Campaign meeting last week.
- **b. Glanc** attended the Aug. 7 IPAT meeting where they looked at capacity at the Ice Park and allocations for guide services Administrator Perry thanked John Wood for providing the meeting location.
- Maurer attended housing committees and MOUs are upcoming
- d. Hilton none
- e. Larson CAST is meeting Aug. 22 & 23; Tom Tyler has resigned from the Planning Commission and the PARC so seats are open on both committees; CML Policy Committee has an opening if a council member is interested; the school playground project should be complete this week.

#### 7. DEPARTMENT REPORTS

#### a. City Administrator

City Administrator Justin Perry stated that 9<sup>th</sup> Avenue will be closed for bridge construction over the flume starting August 26 for about 2 weeks. He sent City Council the 2020 Budget Calendar. The RFP for Marketing and Visitor Center Services is being finalized now and he hopes to get it out next week. The Police Chief application deadline has passed and review is in progress. Testing will be September 25<sup>th</sup> to include a meet-and-greet that evening.

#### b. Finance and Administration Director

#### i. July Financial Reports (Approve)

Council discussed the Tourism Fund and depletion of fund.

Greg Nelson stated that a new contract should have thresholds for payments and triggers for non-payment. He suggested that a City Council representative attend OTO meetings.

Councilor Hilton made a motion to approve the financial reports. Councilor Maurer seconded the motion and it was approved on unanimous roll call vote.

#### ii. July Disbursements (Accept)

Councilor Maurer made a motion to accept the disbursements. Councilor Hilton seconded the motion and it was approved on unanimous roll call vote.

#### iii. July Sales Tax Report (Discussion)

Finance and Administration Director Melissa Drake stated that sales tax reports are being refined since the state is now requiring remote sellers to remit sales tax.

#### iv. July LOT Report (Discussion)

Councilor Maurer asked for YTD figures to be added to reports on pages 52 and 53.

#### v. July Waste Management Reports

Council discussed.

#### c. Community Development Coordinator

Community Development Coordinator, Chris Hawkins, gave a brief update on the Community Plan project and asked for citizens to attend the meetings. The State Historic Society has approved a grant for Columbus House.

Mayor Pro Tem Boyd commended the lifeguards at the Ouray Hot Springs Pool, especially after comparing them to lifeguards in other locations.

#### 8. CONSENT AGENDA – B&B Liquor Permit – Black Bear Manor

Mayor Pro Tem Boyd made a motion to approve the Consent Agenda. Councilor Maurer seconded the motion and it passed on unanimous roll-call vote.

#### 9. ACTION ITEMS

#### a. Huckstering Permit - BPOE Lodge #492 - Highgraders Holidays, August 24th & 25th

Mayor Pro Tem Boyd made a motion to approve the permit. Councilor Hilton seconded the motion and it passed on unanimous roll-call vote.

#### b. 2018 Financial Audit

Pete Blair with Blair and Associates presented the 2018 audit to Council. He gave an overview stating that the City was in a better financial position at the end of 2018 than in 2017.

Councilor Hilton and Mr. Blair commended Melissa Drake for her work as Finance Director during these times of transition.

Mayor Pro Tem Boyd made a motion to approve the audit. Councilor Maurer seconded the motion and it passed on a vote of 4 to 0. Councilor Glanc abstained since she had not seen the audit.

#### c. Ordinance Amendment - Allowing Fiber on Poles - First Reading

Council discussed many aspects of this amendment with staff, citizens, and Chase from Clearnetworx.

Mayor Pro Tem Boyd made a motion to direct staff to revise the amendment with the City Attorney to require internet providers to bury their lines if the pole owners bury their lines in the future. Councilor Hilton seconded the motion and it was approved on unanimous roll-call vote.

#### **10. DISCUSSION ITEMS**

#### a. Water Meter Equipment and Installation Contract(s)

Dave Doherty, project lead, presented information and samples of equipment proposed by respondents to the RFP. Council discussed with staff and citizens. Administrator Perry will begin negotiations with the vendors.

#### b. Preliminary Discussion of 2020 Capital Project/Equipment Budget

Administrator Perry asked Council for their wish lists for capital project/equipment for 2020. Council mentioned electric car charging stations, integrated audio visual system for the Community Center, restrooms at Cascade Falls, and possible COP payments.

#### c. Future Agenda Items

Councilor Maurer requested a discussion of the OTO Jeep raffle. Mayor Larson noted that the Jeep raffle is not financially supported by the City.

Mayor Larson read a letter of resignation from Councilor Dee Hilton effective August 31, 2019. Mayor Larson read the section of the charter prescribing that an open seat should be appointed by the remaining Council for the remainder of Ms. Hilton's the term, 2 years.

Mayor Pro Tem Boyd suggested looking at the candidates currently running for Council. Council discussed options for filling the position.

Council directed staff to contact people who have taken out nomination petitions and notify all citizens through social media that the position is open. Letters of intent will be due by 8/29. Council will hold a Special meeting at noon on September 3 to conduct interviews of interested persons.

#### 11. ADJOURNMENT

II. ADJOONWENT		
At 10:04pm, Mayor Pro Tem Boyd ma seconded the motion and it was appr	nde a motion to adjourn the meeting. Cooved on unanimous vote.	ouncilor Hilton
ATTEST:	Pamela J. Larson, Mayor	Date
Melissa M. Drake, City Clerk		
<u>CERTIFICATION</u>		

#### <u>C</u>

I, Melissa M. Drake, do hereby certify that I am the City Clerk of the City of Ouray, Ouray County, State of Colorado, and that the above minutes are a true and correct summary of the meeting of the Ouray City Council held on August 20, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 28 <sup>th</sup> day of August 2019.		
Melissa M. Drake, City Clerk		

#### **City Administrator Report**

- Following the council meeting on the 20<sup>th</sup> I drafted a list of items to be completed that were discussed throughout the meeting. Those are as follows:
  - Working with Melissa to draft an RFP for financial services for refinancing the COP
    - o Melissa and I have met and will have this completed and published next week.
  - Meeting with Friends of the Via Feratta to conduct final review of the route (as part of the original agreement that the City Administrator would review and approve prior to installation), possible bathroom placement, and parking/signage
    - o I met with Friends of the Via Feratta for the final walk-through and reviewed the proposed route. This was the second visit to the site for review. I have approved of the route and their testing and construction will begin this week.
  - Communities that Care Assignment of PD staff to the policy board group
    - o PD has assigned a staff member to this board and will continue to provide assistance to the group as needed.
  - Waste Management Staff will continue to work with Waste Management to ensure cans are fully distributed with the correct cans to each resident
    - o Bev and Melissa continue to communicate with Waste Management and are ensuring that all cans are distributed as needed and requested.
  - Will work with Dave with regards to water meters and installation of trailer parks (4J
    and Swiss Village), and will bring any recommended code changes to council for review
    and possible approval if needed.
    - o I have met with Dave and he is conducting the needed research to determine if there should be a code amendment and if changes should be recommended.
  - Will make sure with Public Works that the stop sign at intersection of 2<sup>nd</sup> Street and 3<sup>rd</sup> Avenue has white lines painted at the intersection indicating location to stop.
    - o I have worked with Public Works and they will be painting the white Stop line as soon as time allows.
  - Motorcycle Parking spaces will be re-painted to show "Motorcycle Only" parking. We will also follow up with Carol to find out where she is with the ordinance that designates the motorcycle parking so it can legally be enforced
    - Public Works has ordered the stencil for the parking spaces and will paint as soon as it comes in. Sgt. Ray is following up with Carol regarding the ordinance for parking.
  - Will ensure that the fencing on 4<sup>th</sup> Street at the school is tightened in and removed from the roadway
    - Dave made the necessary contacts and the fence has been removed from 4<sup>th</sup>
       Street. They are still in construction and 7<sup>th</sup> Avenue remains fenced temporarily.
  - Will make sure that Waste Management is notified of the road closure on 9<sup>th</sup> Avenue
    - o Public Works made the necessary contacts with Waste Management to ensure they were notified of the closure.
  - Will ensure Wens is sent out by Thursday for the road closure
    - o WENS notifications went out on Wednesday and over the weekend to ensure public notifications were sent.
  - We will put together overall numbers of July LOT for the 9/3 meeting so Council can discuss our current standing with the fund and whether to suspend payments effective immediately to OTO

- Melissa worked on the LOT numbers and has those to present for the City Council meeting.
- As we go through contract negotiations with future marketing company we will ensure
  that the contract has the specificity of payment suspension at any given time due to lack
  of funds.
  - The RFP for marketing was completed this week and published. The verbiage included a statement of payment suspension when funds were not available.
     We sent the RFP to over 30 venders and have published it locally in the paper as well as our website and Facebook.
- At one point prior to my time the City had a staff liaison that attended OCRA board meetings. I will re-implement a staff liaison for OTO who will attend the board meetings
  - o Melissa and I discussed this and are considering staff options for the liaison.
- Will speak with Public Works and ensure that the access road behind Fellin Park remains open for Highgrader event
  - o The road was opened for the event and no issues were reported throughout that weekend.
- Will send a copy of the 2018 audit to Dawn and to all of council when we receive it electronically
  - Melissa will be sending this out as soon as it arrives electronically from Blair and Associates.
- We will further review with Carol whether a franchise agreement or encroachment permit is most viable for providers of fiber and placement of fiber
  - I have sent Carol a request to meet to discuss the agreements.
- I will meet with Carol and discuss the proposed changes to the fiber on poles ordinance to include an additional paragraph that requires burying lines when pole owners move in that direction and specific wording about placing underground when trenched in any of the fiber locations
  - I have sent Carol a request to meet this Friday and discuss the ordinance to include the additional provision.
- Will further clarify what happens in the event a pole is removed by the owner
  - o In the event a pole is removed, the internet provider will likely be responsible for burying that section of fiber.
- Will discuss provisions of removal costs to providers of equipment on poles
  - This is still under discussion and will be discussed with our legal department as well.
- We will move forward with contract negotiations for the water meter equipment with the 450MHz system with backflow preventer included
  - o After much consideration and deliberation, we believe that the purchase and installation of Kamstrup water meters, provided by Mountain States Pipe and Supply(MSPS), will best serve the City. The entire dollar amount of each package presented by Kamstrup and Neptune was so close, cost was not the deciding factor. The Kamstrup Meter, along with MSPS, have a perceived lower cost over time, bolstered by a stronger replacement warranty. A preference to transmit data using 450 MHz has also become important to us. Although it was not encouraged during RFP process, this bandwidth is now more appealing due to FCC licensing requirements vs. the public use band of 900MHz. MSPS has addressed the licensing component by assuming the cost of the license for the

first ten years of the contract. A recent conversation with Casey Kay of the CDPHE has resulted in the possibility of not requiring the integrated backflow assembly found in the Neptune T-10 product line. We are waiting for written confirmation from him. With this news, we can install a lower cost dual check valve as part of the meter bar assembly at a greatly reduced cost to the City and no testing requirements for very low hazard properties. This list includes, but is not limited to townhomes, mobile home parks, small apartment buildings, and small shops with residences.

The Hazard level will be determined by the Building Inspector. We looked at the software provided by each manufacturer and found that they had very similar characteristics and were capable of integrating with Caselle billing software. It should be noted that each product had its own individual software interface quirks, but they were trivial and not considered a detriment. Partly because both products are now cloud based and graphical user interface changes are more easily made and updated, based on customer input. Both companies had good references and successful installations in a variety of settings, so this information proved to not be a factor. In summation, we liked the total estimated cost over the long run, the best in class warranty, the overall design that is compact, lightweight and has no internal moving parts, the 450 MHz data transmittal and the willingness and flexibility of MSPS to deliver and support the Kamstrup brand.

- We will move forward with contract negotiations for meter installation companies
  - o Dave is in the process this week working on contracts with Kamstrup as well as installers. We will likely have this on the 9/16 agenda.
- As we go into budget we consider the inclusions City Council has suggested such as ½ of 1% of the Capital Improvement Fund going to the COP (will look into tabor to see what amount can be allocated), Electronic Charging Stations, Public Restrooms for the Perimeter Trail areas such as Cascade Falls, Sound System that encompasses IT integration
  - o Our internal staff budget sessions begin on September 10<sup>th</sup> and will include the above topics for consideration. We are looking into how much we can fund the COP through the Capital Improvement Fund. Tabor is a factor here and we can only pay a percentage from the fund.
- Announcements to be made for the open City Council position with letter of "Intent" for the special meeting on September 3<sup>rd</sup> at 12pm.
  - Announcement was made and advertisement sent out for the open City Council member seat.
- The application review committee for Chief of Police, which consisted of Mountain Village Chief Broady, Delta Chief of Police, Luke Fedler, and myself, conducted the application review on August 22<sup>nd</sup>. Two tiers of applicants (four per tier) were selected as possible candidates. The top tier consists of 4 selected candidates who will participate in a day of oral board panels (community, staff, and professional), a one on one interview

- with me, and a community reception meet and greet. This will occur on September  $25^{th}$  at City Hall and the Community Center.
- Pam and I attended the Colorado 500 Club reception and had the opportunity to interact with many of the members. Colorado 500 Club presented local organizations with donated funds ranging from \$500 to \$1500.
- I met with the leadership team for our weekly meeting and discussed all the current projects they are working on. (please refer to their reports for details)
- Joe and I met and discussed our current snow removal procedures. After some minor revisions to the plowing priorities, we conducting a meeting on August 28<sup>th</sup> with business owners. We discussed the procedures with them and are working towards creating a more collaborative and cohesive snow plowing and removal plan. We will be enforcing our code more this year with regards to snow piling on public right of way as well as private towing in the right of way.
- Attended the JVA work session on the 27<sup>th</sup>. JVA employee Leanne Miller presented to City Council as well as the community the different options moving forward in order to complete the needs assessment. During this presentation it was decided that the City would move forward with a PEL (Preliminary Effluent Limits) analysis, which will consist of full data analysis and review of permit limits. We are currently waiting on the contract
- I met with Dave and discussed our current water utility billing processes, EQR rates and outlying association agreements. We are in the process of updating current contracts dating back to 1970s and will likely be bringing recommended changes to council for review and possible approval.
- I met with Melissa and Chris regarding the State Historical Fund grant that we received in conjunction with the Columbus Motel. We have a meeting scheduled with state representatives in September to discuss the logistical and administrative particulars for this grant. As the government entity and recipient of the grant, we are responsible for all the administrative details to include disbursement, management, and reporting.

#### **Ouray Police Department August Council Report**

#### Vacant Chief of Police Position

The hiring process for the Chief of Police has begun. The applications have been accepted and have been reviewed. Testing for the position is set for September 25<sup>th</sup> 2019. It will be an all-day event.

#### Field Training Officer

Ouray Police Department Officer, Justin Crandall, attended a 40 hour PTO (Police Training Officers) training class during the month of August. Justin's training will allow him to train new officers for the police department. Great job Justin.

#### **Events**

National Night Out is a program that supports and promotes the Community policing programs. National Night Out was held this year



on August 6th 2019. The Ouray Police Department cooked up and served free hamburger, hotdogs, along with chips and lemonade at Fellin Park, for all those that attended. Officers from the Ouray Police Department, Ouray County Sheriff's Office, Ridgway Marshal's Office and a Neighborhood Watch program from Log Hill participated in the event and mingled with the public. There was also a bean bag "Corn hole" game set up where Officers and the public could compete with each other. All in all, it appeared that all of the participants seem to have a good time. There was one question that was asked multiple times during the event and that was, "Where did the hamburgers come from?" The delicious hamburgers, hotdogs and buns were supplied by Duckett's Market. I would like to thank all those that showed their support by attending the event. During the event, the Ouray Police Department received some much appreciated donations to the Community Policing fund. The Ouray Police Department received over \$300.00 in donations for the Community Policing fund. The donations will assist the Ouray Police Department in being able to continue to facilitate events such as National Night Out, movie in the park, bowing with a cop and so on. Thank you again for all those that attended and hope to see you next year.

#### Mount Snaffles Race

The Ouray Police Department along with the Ouray Public Works Department assisted with traffic control during the start of the Mount Sneffels marathon and half marathon race. Thanks to the joint effort, all went well and there were no major incidents.

Patriot Day Ceremony

The Patriots Day Ceremony is in it's beginning stages of plaining and with be held on September 11, 2019. Hope to see you all there.

#### Calls for service

The last Ouray Police Department case number as of this repot (08/28/2019) was O19-2466.

 282 Minor Incident Reports (MIR) reports have been completed. Minor incidents are incidents that are reported or officer initiated that are not criminal in nature, such as directed/foot patrols, information reports vehicle identification verifications ect.

#### Officers completed the following incident

o 1 Assault call 2 Summons Issued

4 thefts call

o 12 Lost or Found

o 12 Wildlife calls

o 3 Animal calls

1 Unwanted person call
 Party was removed

3 Noise complain calls

o 5 Alarm calls

2 Harassment calls

3 Disturbance calls
 1 Arrest

o 1 Protection Order Violation Call

1 Threatening call

#### **Traffic Matters**

6 Vehicle Accident
 1 Citation issued

o 28 traffic contacts

17 Parking problems
 7 Citations issued 3 Warnings

1 abandoned vehicle impounded
 Citation to be issued

Ouray Police Department Acting Chief, Sergeant G.Ray

## **August Works July Update**

#### Water

Water Usage Numbers for July:

Influent (Water from spring) – 73,982,336 Gallons Effluent (Water to town) – 29,547,906 Gallons Hydro Plant – 20,273,342 Gallons Mineral Farms – 269,700 Gallons

- Conducted a Microscopic Particulate Analysis (MPA). An MPA involves the identification, sizing and population estimates of microorganisms and organic or inorganic debris found in water. We have been told by CDPHE to conduct these tests in our past sanitary surveys. This will help determining if our spring is under the direct influence of surface water. This is the second year in a row we have done the testing.
- Sanitary survey was conducted by CDPHE on the City's water treatment plant, distribution system and cross control program. The city has 30 days to comply with a significant deficiency or the City will be issued a tier 2 violation.
- Two water breaks in the 900 block of HWY 550. Both have been repaired, backfilled and patched.
- Coordinated water shut off for court house project so they could tie in a water service line.
- Emergency water shut off for home with a broken water service in the house.

#### Sewer

- Continued monitoring sludge levels and dissolved oxygen levels in Sewer Lagoons.
   Lagoons are currently hydrologically and organically overloading and are not healthy.
- Aerator #4 tripped out due to being plugged with debris. Crews were able to free the motor of debris and is back in operation.
- Continued effort to remove duckweed from lagoon #2.
- Continued skimming lagoons of debris.
- Continued effort with Browns Hill Engineering in transferring the City SCADA system over the new computer, this should be completed by the second week in August.
- Plugged sewer in the alley of 8<sup>th</sup> Ave. Crews had to dig up the sewer main and cut out a giant root ball.

#### <u>Street</u>

- Starting bridge replacement project on 9<sup>th</sup> Ave.
- Repaired handicap parking sign that was run over at the Post Office.
- Spot grading throughout town after rain events.
- Clean valley pans and intersections after rain events.
- Crews have continued cutting back branches and limbs on City streets and alleys.
- Public works crew member passed Class B CDL test.
- Water roads for dust control when enough staff is available.

#### City Resources

- Continued geothermal monitoring.
- MWAT Spread sheet for upstream conductivity probe. Downloaded data and added to the spreadsheet for DMR report.
- Weekly E-Coli sample taken to Grand Junction.
- Worked with ORC for the Hot Springs Pool on compliancy advisory from CDPHE.
- Wet test sampling for Hot Springs Pool.
- Replaced PH probe for monitoring pool discharge.
- Continue to water and care for flowers on Main St. Due to a part time seasonal worker finding a better job, the Public Works mechanic has been watering flowers two days a week.
- Set up and tore down traffic control for the Mt. Sneffels Marathon. Six man hours total on a Saturday morning.
- Got quote for repair to cat walk on the Box Canyon water line. Work is scheduled to begin August 28<sup>th</sup> and should take approximately 10 days to complete. Total cost \$8,500.
- Move rocks and big boulders that fell on the catwalk in Box Canyon.
- Had backflow device in City Hall tested, last time it was tested was 2016.
- Ordered parts for drinking fountain outside of the Post Office. Still waiting on parts to arrive, total cost \$435.
- Repaired emergency exit light in basement of City Hall.
- Repaired lock on bathroom door at Box Canyon.
- Repaired broken light in EMS bay at City Hall.
- Repaired men's toilet at Visitor's Center.
- Repaired leak in bathroom at Fellin Park.
- Remove and replace two lights at City Hall. More lights have been ordered for the hallway and the Police Department.
- Ordered handicap parking and drop off parking signs for the Pool parking lot.
- Ordered 30 minute parking signs for City Hall.

#### **City Resources Department**

#### September 3, 2019

- August 16, 1920 was the day the City of Ouray purchased what is now the Box Canon Falls. The purchase price was \$75. Plans are being formulated for a 100 year anniversary celebration to take place at the park next summer. Further details will be shared as those plans progress.
- Earlier this summer a relatively high number of Black Swifts had returned to nest at the Box Canon Waterfalls. Black Swift watchers are discouraged by the low number of eggs that have hatched. It appears that this season there were only two successfully hatched eggs, compared to eight to twelve in more typical years. There is speculation that colder and wetter weather in May and June interfered with the swift's feeding and reproductive cycles.
- One of the primary suppliers of branded merchandise that is sold at the Box Canon Falls is reducing their inventory and will eventually close their business. To fill this need we are exploring options for developing our own line of Box Canon and Ouray branded merchandise to sell at the park.
- A review of the money handling procedures at the Box Canon Falls was completed by the City Administrator, Finance Director, Resources Director, and Lead Cashier. Findings of this review were shared with the City's auditor. All parties are in agreement that the money handling procedures contain appropriate safeguards and that current procedures should continue.
- An ascorbic acid treatment of the geothermal pools to remove iron coloration in the pool shell was originally scheduled to take place during the swim meet early in August.
   Although people were not allowed in the geothermal pools during the meet it was decided that would not be an appropriate time to treat the water. Ascorbic acid treatment (vitamin C) is scheduled to occur after the Labor Day holiday. Only one pool will be treated at a time in order to keep a pool open at 96°-98° and one at 104°, in addition to the lap pool.
- Met with the Public Works Foreman to discuss the maintenance needed at the Ski Hill
  prior to the winter season. Maintenance includes replacement of the tow rope,
  replacement of the tires and other drive components, repair gear box oil leak, rebuild
  safety gate at top of the rope tow, install fairlead rope guides, and clear gravel from
  Second Avenue that interferes with access to the motor house.
- The inflatable Wibit obstacle course at the Hot Springs Pool was removed from service August 20 because there are leaks in the device and some of the Velcro that connects the sections is worn out. Staff can repair some leaks but others require professional repair because of their location. Repair would have taken until past Labor Day. Typically the Wibit remains in place through Labor Day weekend. The water slides will remain open for as long as weather and staffing remain viable.
- Participants in the Mount Sneffels Full and Half Marathon receive one discounted admission to the Hot Springs Pool and Box Canon Falls during the event weekend. 46 discounted admissions were redeemed at the Box Canon Falls and 148 discounted admissions were redeemed at the Hot Springs Pool.
- Interviews took place this week for the open Aquatics Coordinator position at the Hot Springs Pool. Additional interviews will be conducted for Lifeguards and Customer Service Associates. Early autumn is often a difficult time to staff the Hot Springs Pool.

- Many summer seasonal employees have left to return to school but winter seasonal residents, some of whom would work at the pool, have not yet arrived in the community.
- The City received a donation of approximately six cubic yards of rubber playground crumbles from the Ouray School playground project. These crumbles will be added to the mixture currently in place at the playground at Fellin Park.
- A recent heavy local rain event caused a washout with rocks damaging the Box Canon geothermal waterline that serves the pool. The City Administrator, Public Works Director, and City Resources Director viewed the damage shortly after it occurred. Public Works has removed the rocks from the waterline and has secured a welding contractor to repair the damaged catwalk that supports the pipeline. These are the first steps to restoring full flow in the waterline. Until repairs are completed water temperatures at the pool might be affected by the reduced flow of geothermal water and seasonally cooler nights.
- Additional ADA parking spaces are being designated at the Hot Springs Pool parking lot to improve the experience for pool guests and to bring the parking area into compliance with current requirements. In addition to the ADA parking spaces two spaces will be designated for short term 'drop-off and pick-up' spaces.
- Changes have been made in the Administration and Resource Departments to improve efficiency in supervision of shared staff positions.
- The City Resources Director is working with GOCO and the Colorado Youth Conservation Corps on the development of a grant for a possible joint Youth Corps project with the Town of Ridgway for 2020.
- There were many events at the Community Center and parks in the month of August. These include: Artist's Alpine Holiday Art Show, Canyon Festival, Mt Sneffels Marathon registration, Highgrader's Holiday, a private wedding, family reunions, a memorial service, and many meetings of City and County staff, local organizations and the public. Upcoming events include the Imogene Pass Run Dinner (September 6), Jeep Jamboree (September 12-14), Ouray Climbers Alliance OuROCK! Festival at Rotary Park (September 7), and Ouray Mountain Trail Run (September 28).

## City of Ouray 2019 Lodging Occupancy Tax Comparison of Projections vs. Actuals

	OTO Projected Revenue **	Actual Revenue	Variance	
January	\$11,869	\$11,869	\$0	January Revenue/December Activity
February	\$22,918	\$22,346	(\$572)	
March	\$17,194	\$19,508	\$2,314	
April	\$18,349	\$14,413	(\$3,936)	
May	\$14,223	\$8,264	(\$5,959)	
June	\$27,043	\$22,024	(\$5,019)	
July	\$61,774	\$62,208	\$434	
August	\$101,831	\$102,714	\$883	Preliminary
YTD	\$275,200	\$263,346	(\$11,854)	

September	\$76,905
October	\$77,738
November	\$37,872
December	\$12,317
Total Year	\$480,032

## 2019 Tourism Fund

### Revenue vs. Expense

	Revenue	Expense	Variance	
Jan - Aug	227,683.00	234,677.00	(6,994.00)	Preliminary Results

## 2018 Tourism Fund Revenue vs. Expense

Revenue		Expense	Variance	
Jan - Aug	142,845.00	142,169.00	676.00	

P.O. Box 468 320 Sixth Avenue Ouray, Colorado 81427



970.325.7211 Fax 970.325.7212 www.cityofouray.com

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## **CONSENT AGENDA ITEMS (September 3, 2019):**

### Liquor License Renewal – Ouray Liquors LLC

**Action Requested** – Will City Council approve the Liquor License Renewal for Ouray Liquors *LLC*?

**Background** – Ouray Liquors LLC is a longtime established business within the City of Ouray and as required by the State of Colorado must renew their liquor license. Law enforcement has not had any issues with this business and all the necessary paperwork and administrative requirements have been met.

**Recommendation** – City Staff recommends approval of the liquor license renewal for Ouray Liquors LLC.

DR 8400 (Revised 08/01/18)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
SUBMIT TO LOCAL LICENSING AUTHORITY

## RETAIL LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

Fees Due

Renewal Fee 227.50

Storage Permit \$100 x
Optional Premise \$100 x
Related Resort \$160 x

Amount Due/Paid

OURAY LIQUORS LLC PO BOX 1175 OURAY CO 81427

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

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

	JRAY LIQUORS LLC OURAY LIQUORS LLC					
Liquor License # License Type Sale				Sales Tax License #	Due Date	
	16914-0000 rating Manager	Liquor Store (city)		28169140000	10/24/2019	09/09/2019
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P.O. Box 468 320 Sixth Avenue Ouray, Colorado 81427



970.325.7211 Fax 970.325.7212 www.cityofouray.com

## **ACTION ITEMS (September 3, 2019):**

#### **PARC Committee Member Appointment**

**Action Requested** – Will City Council appoint a new member to the PARC committee to fill the current vacancy?

Background – The Parks and Recreation Committee (PARC) consists of diverse community members who volunteer their time to maintain and enhance Ouray's recreational opportunities. PARC provides safe, family-friendly events to bring the community together. These events include but are not limited to: Broomball, Cabin Fever Days, Dodgeball, Softball, Game Night, and WinterFest Snow Games. PARC collaborates with local organizations, groups, committees, businesses, and individuals to accomplish their mission. Partners include: Ouray Hot Springs Pool & Fitness Center, the Beautification Committee, the Ouray School District, and the WinterFest Committee. As with the Beautification Committee, PARC plays an important role in developing and implementing master plans for the City's park system.

There is currently one vacant committee member position open. This position has been advertised over the past two weeks and we have received two applications, one from Brock Adams and the other Martin Schuster.

**Recommendation** – City staff recommends that City Council appoint one of the two applicants to the PARC Committee, thereby filling the vacant slot.



## APPLICATION FOR PARTICIPATION ON A CITY COMMITTEE

City of Ouray 320 6<sup>th</sup> Avenue PO Box 468

Ouray, Colorado 81427 Telephone: (970) 325 7211 FAX: (970) 325 7212

An Equal Employment Opportunity Employer

Thank you for your interest in applying to serve on a City Committee. Please complete the following on your background. This information will allow us to select and appoint a balanced membership for each of our committees.

PART 1: PERSONAL DATA
Physical Address:  Mailing Address:  E-Mail Address:  Business Telephone Number:  Present job title:  Owner Two Pecks Prop Maint & Plumber (Mr. Plumber)  Present employment is (check one) Full-time Part-time  May we contact you at work for committee related issues? Yes  No  For short-term/long-term rental committee:  Do you X rent or own your home? If you own, do you have vacation rentals?
Do you tent of own your nome? If you own, do you have vacation rentals?
PART 2: BACKGROUND INFORMATION
Please write the name of the committee for which you would like to be appointed:
How long have you lived in the City of Ouray? 4 years
What do you think are the major issues affecting our City?
Community
2 youth Sactivities
3 winter, time
4 intrastructure
How do you envision your contribution to this committee?
Adding, on to the activities & projects that this
consulter is working on now . Also help with ideas, Hut
haven't begin addressed or thought at yet. DE Present !
Buch 8-12-19
Signature Date
Print Name

If you are interested in this opportunity to serve your community, please fill out the application and return to the above address. For more information, please call Human Resources at 325-7062.



PART 1: PERSONAL DATA

## APPLICATION FOR PARTICIPATION ON A CITY COMMITTEE

City of Ouray
320 6th Avenue
PO Box 468

Ouray, Colorado 81427 Telephone: (970) 325 7211 FAX: (970) 325 7212

An Equal Employment Opportunity Employer

Thank you for your interest in applying to serve on a City Committee. Please complete the following on your background. This information will allow us to select and appoint a balanced membership for each of our committees.

Full Name: MARTIN PAUL SCHUSTER
Physical Address:
Mailing Address:
E-Mail Address:
Home Telephone Number:
Business Telephone Number:
Present job title: LEAD FARRICATOR SILEK STOWEWORKS
Present employment is (check one) Part-time
May we contact you at work for committee related issues? Yes No
For short-term/long-term rental committee:
Do you rent or own your home? If you own, do you have vacation rentals?
PART 2: BACKGROUND INFORMATION
Please write the name of the committee for which you would like to be appointed:
How long have you lived in the City of Ouray? 7 YEARS
What do you think are the major issues affecting our City?
LACK OF RECEPTION FOR Youth.
SECOND home owners
LACK OF housing
LACK of a true PARKE Recreation Deportment.
How do you envision your contribution to this committee?
Being able to answer questions on how to develop
a TARK & Rec Department. OFFER Ideas on how to fully
Utilize all parks & ODENI SPACES. How to generals MARE
money for youth and adult recreation programs.
Signature August 20th 2019 Date
MARTIN Paul Schuster Print Name

If you are interested in this opportunity to serve your community, please fill out the application and return to the above address. For more information, please call Human Resources at 325-7062.

X:\- Staff References, Resources\Fax, Forms, Labels, Stationary\Forms Tower\Committee Application Form.doc

P.O. Box 468 320 Sixth Avenue Ouray, Colorado 81427



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## **DISCUSSION ITEMS (September 3, 2019)**

#### **Incentives for Long-Term Housing**

**Background** – This agenda item was included by request of Mayor Larson. As we begin taking action(s) to remedy our housing crisis, City Council would like to begin by identifying incentives that can be put into place quickly and in the near future.

Future Agenda Items – Council discussion about future agenda items.