

TOWN OF MOUNTAIN VILLAGE
SPECIAL TOWN COUNCIL MEETING
THURSDAY, SEPTEMBER 3, 2020, 8.30 AM
TO BE HELD REMOTELY VIA ZOOM WEBINAR
https://zoom.us/webinar/register/WN_6ZcUecR6SZqYSqgVlpJJAA
AGENDA
(see login details below)

	Time	Min	Presenter	Type	
	8:30				Call to Order
1.	8:30	5			Public Comment on Non-Agenda Items
2.	8:35	5	Johnston	Action	Consent Agenda: All matters in the Consent Agenda are considered to be routine by the Town Council and will be enacted with a single vote. There will be no separate discussion of these Items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately: a. Consideration of Approval of the August 13, 2020 Special Town Council Meeting Minutes b. Consideration of Approval of the August 20, 2020 Regular Town Council Meeting Minutes
3.	8:40	10	Swain	Informational	2021 Budget Update
4.	8:50	10	Haynes Holmes	Action	Consideration of Hiring a Village Court Apartments Assistant Manager
5.	9:00	10	Soukup	Action	Consideration of Hiring a Broadband Technician
6.	9:10	10	Dohnal	Informational Action	Business Development Advisory Committee (BDAC) a. Phase One of Winter Plaza Enhancement Budget Discussion
7.	9:20	5	Kjome	Informational	Update on Water Booster Pump Replacement
8.	9:25	20	Town Council	Informational	Council Boards and Commissions Updates : a. Telluride Tourism Board – Berry b. Colorado Flights Alliance – Gilbride c. Transportation & Parking – Benitez/Duprey d. Budget & Finance Committee – Gilbride/Duprey e. Gondola Committee – Caton/Berry f. Colorado Communities for Climate Action – Berry g. San Miguel Authority for Regional Transportation (SMART) – Caton/Prohaska h. Eco Action Partners – Berry/Prohaska i. Telluride Historical Museum – Prohaska j. Telluride Conference Center – Gilbride/Binder k. Alliance for Inclusion – Binder l. Green Team Committee – Berry/Prohaska m. Business Development Advisory Committee – Caton/Benitez n. Mayor's Update - Benitez
9.	9:45	5			Other Business
10	9:50				Adjourn

Please note that times are approximate and subject to change

You are invited to a Zoom webinar.
When: Sep 3, 2020 08:30 AM Mountain Time (US and Canada)
Topic: September 3, 2020 Special Town Council Meeting

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_6ZcUecR6SZqYSqgVlpJJAA

After registering, you will receive a confirmation email containing information about joining the webinar.

8/28/20 SJ

Public Comment Policy:

- The Town Council will take your comments during all virtual Town Council meetings through the zoom conference app for items proper to receive public comment via the written comment feature on zoom.
- Please do not comment until the presiding officer opens the agenda item to public comment. Public comments submitted outside of the proper time may not be considered.
- All those wishing to give public comment must identify their full name and affiliation, if any, to the Town of Mountain Village.
- Please keep your comments as brief and succinct as possible as they will be read aloud at the meeting. Please refrain from repeating what has already been said by others in the interest of time. You may simply state that you agree with a previous speaker's comments.
- Commenters shall refrain from personal attacks and maintain a civil tone while giving public comment.

**TOWN OF MOUNTAIN VILLAGE
MINUTES OF THE AUGUST 13, 2020
SPECIAL TOWN COUNCIL
MEETING DRAFT**

Agenda Item 2a

The meeting of the Town Council was called to order by Mayor Laila Benitez at 8:31 a.m. on Thursday, August 13, 2020. Due to the Town's Disaster Declaration of March 19, 2020 related to the COVID-19 virus, the meeting was held with virtual access provided through Zoom.

Attendance:

The following Town Council members were present and acting:

Dan Caton, Mayor Pro Tem
Patrick Berry
Pete Duprey
Natalie Binder
Marti Prohaska
Jack Gilbride

The following Town Council members were absent:

Laila Benitez, Mayor

Also in attendance were:

Kim Montgomery, Town Manager	Seth Carson
Susan Johnston, Town Clerk	Paul Wisor
Christina Lambert, Senior Deputy Town Clerk	Elaine Demas
Jim Mahoney, Assistant Town Attorney	Gary Bash
Kevin Swain, Director of Finance	
Chris Broady, Chief of Police	
Julie Vergari, Chief Accountant	
Lindsay Niehaus, Human Resources Coordinator	
Zoe Dohnal, Business Development and Sustainability Senior Manager	
Kathrine Warren, Public Information Specialist	
Michelle Haynes, Director of Planning & Development Services	
John Miller, Planner II	
Luke Anderson, VCA Manager	
Jim Loebe, Director of Transit & Recreation	
Jim Soukup, Chief Technology Officer	
JD Wise, Assistant Director of Public Works	
Amy Ward, Billing and Accounts Receivable Specialist	
Kate Burns, Controller	
Kathy Smith, Accounts Payable	

Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(4)(b), and for a Personnel Matter Under C.R.S. Section 24.6.402((4)(f)(I)).

a. Discussion of a Personnel Matter

On a **MOTION** by Patrick Berry and seconded by Marti Prohaska, Council voted unanimously to enter into Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(4)(b), and for the Purpose of Negotiations Pursuant to C.R.S. 24-6-402(4)e at 8:31 a.m.

Council returned to open session at 8:56 a.m.

Consent Agenda: (3)

All matters in the Consent Agenda are considered to be routine by the Town Council and will be enacted with a single vote. There will be no separate discussion of these Items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately:

- a. **Consideration of Approval of the July 9, 2020 Special Town Council Meeting Minutes**
- b. **Consideration of Approval of the July 16, 2020 Regular Town Council Meeting Minutes**
- c. **Consideration of Approval of the July 30, 2020 Special Town Council Meeting Minutes**

On a **MOTION** by Pete Duprey and seconded by Natalie Binder, Council voted unanimously to approve the Consent Agenda as presented.

Consideration of an Amendment to the Amended and Restated Intergovernmental Agreement for the Construction and Ownership of a Joint Service Facility Between the Mountain Village and the Fire District (4)

Town Attorney Jim Mahoney presented. Council discussion ensued. On a **MOTION** by Pete Duprey and seconded by Natalie Binder, Council voted unanimously (Jack Gilbride and Laila Benitez were absent) to approve an amendment to the Amended and Restated Intergovernmental Agreement for the construction and ownership of a Joint Service Facility between the Mountain Village and the Fire District.

Consideration of Approval for the Hiring of a Recently Vacated Water Technician Position (5)

Assistant Director of Public Works JD Wise presented. Council discussion ensued. On a **MOTION** by Patrick Berry and seconded by Marti Prohaska, Council voted unanimously to approve the rehiring of a Water Technician.

Jack Gilbride joined the meeting at 9:15 a.m.

Village Court Apartments (VCA) Monthly update (6)

Director of Planning and Development Services Michelle Haynes presented. Council discussion ensued.

a. Suspension of Late Fee Direction

Council discussion ensued. Council was supportive of extending waiving late fees beyond the State mandate through September. Council directed staff to incentivize VCA residents who were granted April rent waivers due to Covid-19 conditions to fill out the paperwork necessary for the Town to receive reimbursement funds from DOLA. Council approved (5) \$200 gift cards for a drawing of VCA participants who completed the required paperwork.

Telluride Foundation Update (7)

Telluride Foundation Director Elaine Demas presented an update on the *We are in this Together* art installation approved by Resolution at the November 21, 2019 Town Council meeting. Council discussion ensued on the importance of moving forward with the project. Council consensus was to issue a letter of support for the community engagement project.

Council Boards and Commissions Updates : (8)

1. **Telluride Tourism Board – Berry**
2. **Colorado Flights Alliance – Gilbride**
3. **Transportation & Parking – Benitez/Duprey**
4. **Budget & Finance Committee – Gilbride/Duprey**
5. **Gondola Committee – Caton/Berry**
6. **Colorado Communities for Climate Action – Berry**

7. San Miguel Authority for Regional Transportation (SMART) –Caton/Prohaska
8. Eco Action Partners – Berry/Prohaska
9. Telluride Historical Museum – Prohaska
10. Telluride Conference Center – Gilbride/Binder
11. Alliance for Inclusion – Binder
12. Green Team Committee – Berry/Prohaska
13. Business Development Advisory Committee – Caton/Benitez
14. Mayor’s Update – Benitez

Other Business (9)

Pete Duprey stated that the wastewater committee had convened, and a consultant has been hired. The committee is anticipating that information gathered will provide more clarity regarding cost by mid-2021.

Patrick Berry stated that Mountain Pact had submitted a letter to be endorsed by Council supporting the Great American Outdoors Act. Council set a deadline of Friday at 5:00 p.m. for Council members to review the letter and communicate their support to Mr. Berry.

Kathrine Warren mentioned that Facebook has changed an algorithm which has affected the Town’s social media reach. She encouraged Council, staff and the viewing public to “like” our Facebook page to support our efforts.

There being no further business, on a **MOTION** by Patrick Berry and seconded by Jack Gilbride, Council voted unanimously to adjourn the meeting at 10:37 a.m.

Respectfully prepared and submitted by,

Susan Johnston
Town Clerk

**TOWN OF MOUNTAIN VILLAGE
MINUTES OF THE AUGUST 20, 2020
REGULAR TOWN COUNCIL
MEETING DRAFT**

Agenda Item 2b

The meeting of the Town Council was called to order by Mayor Laila Benitez at 8:30 a.m. on Thursday, August 20, 2020. Due to the Town's Disaster Declaration of March 19, 2020 related to the COVID-19 virus, the meeting was held with virtual access provided through Zoom.

Attendance:

The following Town Council members were present and acting:

Laila Benitez, Mayor
Dan Caton, Mayor Pro Tem
Patrick Berry
Pete Duprey
Marti Prohaska
Jack Gilbride
Natalie Binder

The following Town Council members were absent:

Also in attendance were:

Kim Montgomery, Town Manager	Whitney Rosenfeld
Susan Johnston, Town Clerk	Michael Rosenfeld
Christina Lambert, Senior Deputy Town Clerk	Chuck Thomlinson
Jim Mahoney, Town Attorney	Julia Caulfield
Chris Broady, Chief of Police	Gary Bash
Jamie Holmes, Director of Human Resources	Jonathan Greenspan
Lindsay Niehaus, Human Resources Coordinator	Madeline Gomez
Kevin Swain, Director of Finance	Michael Martelon
Julie Vergari, Chief Accountant	Arleen Boyd
Zoe Dohnal, Business Development and Sustainability Senior Manager	Dominique Bastien
Kathrine Warren, Public Information Specialist	Richard Idler
Michelle Haynes, Director of Planning & Development Services	Sami Damsky
John Miller, Senior Planner	Lisa Hemann
Drew Harrington, Building Official	
Luke Adamson, VCA Manager	
Dawn Katz, Director of Mountain Munchkins	
Jim Loebe, Director of Transit & Recreation	
Jim Soukup, Chief Technology Officer	
JD Wise, Assistant Director of Public Works	
Kate Burns, Controller	
Patrick Dasaro, Payroll & Accounting Specialist	
Kathy Smith, Accounts Payable	

Executive Session for the Purpose of Receiving Legal Advice Pursuant to C.R.S. 24-6-402(4)(b), and for the Purpose of Negotiations Pursuant to C.R.S. 24-6-402(4)e (2)

On a **MOTION** by Patrick Berry and seconded by Jack Gilbride, Council voted unanimously to enter into Executive Session for the purposes of receiving legal advice pursuant to C.R.S. 24-6-402(4)(b), and for the purpose of negotiations pursuant to C.R.S. 24-6-402(4)e (2) at 8:32 a.m.

Council returned to open session at 9:49 a.m.

Public Comment on Non-Agenda Items (3)

There was no public comment.

Consideration of a Proclamation Declaring the Month of September Suicide Prevention Awareness Month (4)

Tri-County Health Network Behavioral Health Outreach Coordinator Sami Damsky introduced herself. Natalie Binder read the Proclamation. On a **MOTION** by Dan Caton and seconded by Jack Gilbride, Council voted unanimously to adopt a Proclamation declaring the month of September Suicide Prevention Awareness Month.

Consideration of Approval of the Amended Mountain Village Community Grant Committee Bylaws (5)

Senior Deputy Clerk Christina Lambert presented. On a **MOTION** by Natalie Binder and seconded by Dan Caton, Council voted unanimously to amend the Community Grant Committee Bylaws as presented.

Consideration of a Community Grant Committee Appointment: (6)

a. One Resident Regular Seat

Christina Lambert presented stating that two applications were received (Jonathan Greenspan, and Whitney Rosenfeld). Jonathan Greenspan and Whitney Rosenfeld addressed Council and stated their interest in serving on the Committee. Council discussion ensued. On a **MOTION** by Natalie Binder and seconded by Dan Caton, Council voted unanimously to appoint Whitney Rosenfeld to the regular seat for a two-year term expiring July 2022. Council thanked Mr. Greenspan for his service on the committee.

b. Two Staff Member Seats

Christina Lambert presented stating that she and Kathrine Warren were interested in serving on the Committee as staff representatives. Council discussion ensued. On a **MOTION** by Marti Prohaska and seconded by Jack Gilbride, Council voted unanimously to appoint Christina Lambert and Kathrine Warren to the Community Grant Committee.

Consideration of a Telluride Regional Airport Authority Appointment: (7)

a. One Regular Seat

Susan Johnston presented stating that there were four applicants (Gary Bash, John Vise, Joel Purdome and Michael Rosenfeld). Gary Bash and Michael Rosenfeld addressed Council stating their interest in serving on the Board. Council discussion ensued. On a **MOTION** by Jack Gilbride and seconded by Natalie Binder, Council voted unanimously to approve a Resolution appointing Gary Bash to the regular seat for a four-year term expiring August 2024.

Marketing Telluride Inc. (MTI) Quarterly Report (8)

President and CEO of Marketing Telluride Inc. Michael Martelon presented. Council discussion ensued.

Finance: (9)

Director of Finance Kevin Swain presented.

a. Presentation of the June 31, 2020 Business & Government Activity Report (BaGAR)

Council discussion ensued.

b. Presentation of the June 30, 2020 Financials

Council discussion ensued. On a **MOTION** by Dan Caton and seconded by Jack Gilbride, Council voted unanimously to approve the June 30, 2020 Financials as presented.

c. Presentation of the COVID-19 Revenue Forecast Update

Council discussion ensued.

d. Presentation of the 2019 Auditors Report and 2019 Comprehensive Audited Financial Report

Managing Principal Lisa Hemann of Chadwick, Steinkirchner, Davis & Co., P.C. Consultants and Certified Public Accountants presented. Council discussion ensued.

Discussion Regarding 2021 Budget Goals (10)

Pete Duprey presented. Council discussion ensued.

Natalie Binder left the meeting.

Second Reading and Public Hearing on an Ordinance Regarding CDC Amendments to Chapter 17.7 Sections 17.7.2-17.7.21, Building Regulations, Adopting the 2018 Editions of the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, International Property Maintenance Code, the 2018 International Plumbing Code Edition of the International Plumbing Code (as Adopted by the State with Local Exceptions), the 2020 National Electrical Code (as Adopted by the State with Local Exceptions) and the 2018 Edition of the International Fire Code (as Adopted by the Telluride Fire Protection District with Local Exceptions), and the 2018 Existing International Building Code Legislative (11)

Director of Planning and Development Services Michelle Haynes and Building Inspector Drew Harrington presented. Council discussion ensued. On a **MOTION** by Dan Caton and seconded by Jack Gilbride, Council voted 6–0 with Natalie Binder absent, to approve on second reading an Ordinance Regarding CDC Amendments to Chapter 17.7 Sections 17.7.2-17.7.21, Building Regulations, Adopting the 2018 Editions of the International Building Code, International Residential Code, International Energy Conservation Code, International Mechanical Code, International Fuel Gas Code, International Property Maintenance Code, the 2018 International Plumbing Code Edition of the International Plumbing Code (as Adopted by the State with Local Exceptions), the 2020 National Electrical Code (as Adopted by the State with Local Exceptions) and the 2018 Edition of the International Fire Code (as Adopted by the Telluride Fire Protection District with Local Exceptions), and the 2018 Existing International Building Code.

Discussion on the Current Covenant Restrictions on Habitat for Humanity Properties in Norwood (12)

Erica Madison from Habitat for Humanity presented. Council discussion ensued. Council consensus was in favor of allowing the Mayor, as the President of the Housing Authority, to sign the amended re-sale agreement allowing the revision of the maximum household income to adjust from 50% to 80% AMI or such other income.

Staff Reports: (13)

a. Human Resources

Director Jaime Holmes presented her report. Council discussion ensued.

b. Town Manager

Town Manager Kim Montgomery presented her report. Council discussion ensued.

Other Business: (14)

- a. Police Chief Chris Broady and Patrick Berry discussed speed concerns and potential solutions, specifically from Blue Mesa to the Peaks corridor and in the Meadows. Public comment was received by Richard Idler.
- b. Dawn Katz presented stating that Mountain Munchkins has need for an additional part time staff person. Council discussion ensued. Council directed Ms. Katz to draft a memo requesting to fill the part-time position (approximately 15 hrs. a week) and to present it to the Finance Committee for consideration.
- c. Dan Caton presented a Business Development Advisory Committee (BDAC) update and discussion ensued regarding ways to create structures for the winter season seating areas. Council consensus

was in favor of moving forward with the additional outdoor seating pavilions. BDAC will acquire more information on ordering and delivery of the structures.

There being no further business, on a **MOTION** by Jack Gilbride and seconded by Patrick Berry, Council voted unanimously to adjourn the meeting at 12:09 p.m.

Respectfully prepared and submitted by,

Susan Johnston
Town Clerk

Memorandum

August 31, 2020

TO: Mayor Benitez and Members of the Town Council

FROM: Kevin Swain

RE: 2021 Draft Budget and Finance Committee review

As scheduled for in the 2021 Town Budget process, the Budget and Finance Committee met with the Town Manager and the Finance budget preparation team on Monday August 31, 2020. The committee reviewed the first draft of that budget as discussed in the Memorandum below and provided further direction for staff in bringing forward the budget to Town Council on September 15. The discussion and Q and A prompted the following direction and recommendations from the committee:

- *Nuance the Sales Tax forecast to recognize an improving economy as follows: Quarter 1 at 60%, Quarter 2 at 75%, Quarter 3 at 80% and Quarter 4 returns at 100%.*
- *With uncertainty related to the Gallagher amendment impact on Property Tax at this time keep the Property Tax forecast flat.*
- *Recommend a 2.5% rental increase for new leases at VCA in 2021.*
- *Water and Sewer base rates should be adjusted up by 10% for in town customers and 20% for out of town customers. The Town continues to build reserves towards its share of the upcoming improvements at the regional wastewater treatment plant and to fund on-going system replacements in the Ski Ranches.*
- *Push the Town Shop remodel budget of \$1,250,000 to 2022.*
- *Retain all safety improvements in the budget including the sidewalk improvements on San Joaquin and Country Club Dr. That project is included at \$1,446,546 .*
- *Wage and Compensation increases are not included for any employees in 2021. Wage increases granted by promotion or new job status in 2020 are adjusted for in 2021 and included as authorized.*
- *Add funding for the cost of a state mandate for the use of officer worn cameras at a total of \$250,000. Recommended to drop into 2021. The deadline for implementation is in 2023.*
- *BDAC funding of \$100,000 was reviewed and the possibility to receive funding support from the Corona Virus Relief Fund was appreciated and encouraged to be pursued.*

In June the Town Council discussed the 2021 Budget and its goals and concerns for that. At its meeting in July it continued that discussion with Council Member Pete Duprey presenting economic concerns and broad objectives to consider for integration into the budget in response to the ongoing pandemic. With direction to assume a continued recession and limited or restricted gatherings of people staff has developed a budget using those discussions and assumptions as a framework and guide in developing this draft.

Financial Summary				
	2020	2021	\$ +/-	%
Revenues	\$ 26,844,504	\$ 26,467,727	\$ (376,777)	98.60%
Operating Expenses	23,487,299	23,988,462	501,163	102.13%
Net Surplus/Deficit	3,357,205	2,479,265	(877,940)	73.85%
Capital Outlay and Major Repairs and Replacements	4,190,461	6,076,507	1,886,046	145.01%
Net Impact to Reserves	(833,256)	(3,597,242)	(2,763,986)	431.71%
Ending Reserves Balance	\$ 20,956,346	\$ 17,359,104	\$(3,597,242)	82.83%
FTE Headcount	138.9	137.9		

2021 ECONOMY AND THE IMPACT ON THE REVENUE FORECAST

This draft includes Sales Tax forecast at 60% of the 2019 actual total for the entire year 2021 at this time. If Council agrees with the nuanced forecast discussed above, the revenue forecast will be adjusted. The flat 40% amounts to a \$2,010,970 reduction in 2021. The 2021 budget for sales tax is \$3,015,000 compared to the 2020 forecast of \$3,274,000. That percentage reduction year over year is 8%.

Property Tax is not yet determinable as the County Assessor has not provided the Town's preliminary valuation information. For first draft purposes the revenue from property tax is increased by 2% that collected in 2020.

Building and Development revenues are based on valuation of permits totaling \$35,000,000. Staff in Planning and Building have endorsed this forecast based on general inquiries and activity they are seeing and responding to. A worst-case scenario of \$20,000,000 was suggested for an alternative forecast in the face of the possibility of a worsening and ongoing recession.

An adjustment to the rents at VCA remains on the to do list as staff will be looking for further guidance from the Town Council

2021 OPERATING BUDGETS

- Operating expenditures increased by 2.13%.
- The VCA budget continues to be a work in progress with a new maintenance manager just getting acclimated and digging into those costs and contracts. We expect that budget to be tightened up for the public rollout to the entire Town Council on September 16.

HUMAN RESOURCES / COMPENSATION AND BENEFITS

- The hiring freeze for vacated positions remains in effect. No new positions have been added.
- The health insurance benefit renewal came in with a 5.5% increase and that is reflected in the budget with no modification or change to the plan.

GRANT AND ECONOMIC STIMULUS SPENDING

- The Grant Committee recommendation to reduce grant funding by 36% to \$106,500 which includes a contingency of \$25,000 has been included. The committee felt that was necessary to provide flexibility due to the uncertainty of the needs.

- A developing recommendation from the BDAC to provide stimulus funding to support the economic recovery in Mountain Village is included at \$100,000.

CAPITAL SPENDING AND INFRASTRUCTURE INVESTMENTS

- Capital projects deferred in 2020 and returned to the 2021 budget include the \$1,250,000 Town Shop remodel which is partially sourced with funds to be received from the Telluride Fire Protection District upon closing of the sale of the firehouse offices, a \$375,000 backup power generator for the Town Hall Building and partially grant (\$400,000) funded sidewalk and safety projects on San Joaquin and Country Club Drive. The CDOT grant for this is \$400,000.
- Using the most current information provided by the Town of Telluride continue to plan for the financial impact of the wastewater treatment plant upgrade and expansion now expected to be under construction in 2023. This includes a recommended increase of 10% to the Town water and sewer utility customer rates and a 20% increase to customers not in the Town's corporate boundaries.
- Continue to address the need for affordable work force housing in Mountain Village by completing the evaluation of a 47 unit expansion project either with TMV funding or via a third party developer and by identifying new high value options where the town could possibly facilitate the development of such options. The budget draft does not include this project yet.
- Continue and complete the fiber to the home project with a 99% uptime.
- \$300,000 is included to continue funding trails in Mountain Village.

OTHER BUDGET CONSIDERATIONS RECOMMENDED TO BE ADDRESSED WHERE FEASIBLE

- Continue to address cyber security for all town functions.
- Pay down debt when it is feasible to do so.
- Funding for projects and programs that protect the natural environment in the Town.
- Continue to partner with SMART in the plan to fund and construct the SH145 underpass at Lawson Hill.



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

455 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Item No. 4

TO: Town of Mountain Village Town Council
FROM: Michelle Haynes, Planning and Development Services Director and Jaime Holmes, Human Resources Director
FOR: Meeting of August September 3, 2020
DATE: August 24, 2020
RE: Village Court Apartments (VCA), Assistant Manager Position Request

Introduction

In May, our VCA property manager left employment with the Town of Mountain Village. We promoted our tenant manager, Luke Adamson into the property manager position. During the budget process in late 2019, the town identified that we needed a VCA maintenance manager. We had been actively recruiting a maintenance manager since January 1, 2020. Due to the hiring freeze, Town Council approved hiring a maintenance manager but suspending backfilling Luke's position. We are requesting Luke's prior position to be filled today.

Reasoning and Justifications

Since March and with the onset of the Covid-19 pandemic, many regional and local measures were put in place to retain tenants. At VCA we continued to have 100% occupancy and our waitlist increased between last month and this month to 190 people. Our workload has increased due to heightened safety and sanitary measures at VCA. We have also increased communications and regional programming assistance provided onsite such as senior meals, mental health assistance, a hardship program, free cable and wi-fi to enable resident and student communication access, school lunch deliveries and an expanded farm to community program. Typically an apartment complex with 220 units averages 2.5 administrative staff persons. Although we had dispersed a number of administrative tasks to lessen the burden on the Property manager, because occupancy did not decrease as anticipated, we request full staffing at this time. Town Council indicated in July that they would approve of hiring a property manager assistance in 2-3 months. Because it takes time to advertise and interview candidates, we are making this request now with an anticipated hire in October or November at the earliest.

Finance Committee Recommendation

On August 31, 2020 the finance committee supported the recommendation to Town Council with two recommendations:

- 1) The position require bilingual oral and written proficiency
- 2) That the town hire someone with previous property management experience

Attachments

- Job Description, VCA Assistant Manager, rev.

Recommendation

Staff seeks Council consideration and approval to hire the VCA assistant manager position.

Job Title: Assistant Property Manager

FLSA: Non-Exempt

Salary Grade : 40

Effective Date: September, 2020

NATURE OF WORK:

Performs administrative and operational support services to the Property Manager for the efficient management of Village Court Apartments. Provides JHI bilingual customer service and translation services to VCA tenants and to the public relative to apartment programs and services, including but not limited to resident committee meetings and monthly VCA newsletters. English and Spanish proficiency required.

DUTIES AND RESPONSIBILITIES:

- Performs daily office operations and activities; Assists in ensuring a high level of occupancy and resident satisfaction; may create, schedule, or close out maintenance work orders; collects, processes, and monitors rent, security deposits and other charges; coordinates resident payment plans as required; prepares and delivers bank deposits and rent rolls; issues parking passes; assist in processing new resident applications; process lease renewals; verifies employment and wages and grant compliance; reviews lease documents and explains rental policies and procedures; processes invoices and delivers to finance; assists property manager with token and laundry machine cash collection.
- Creates, prepares and distributes monthly newsletters; plans and organizes monthly community events; purchases food and other supplies relating to community events.
- Ensures that all lease renewals are processed and completed prior to lease expirations each month; prepares renewal letters; follows up with residents by letter, phone and email to help them complete renewal paperwork; accepts resident notices to vacate.
- Answers phones and greets visitors in person; determines nature and routes calls, takes and delivers messages; assists the public by answering inquiries related to department services and programs; solicits and obtains basic information needed in order to determine appropriate action to be taken; explains rules, policies, and procedures; researches files and compiles information; keeps files organized and orderly; disperses relevant information, or refers/routes client to the appropriate personnel or department; assists customers with applications, government forms and other technical documents; responds to requests for information within the scope of authority; refers matters requiring policy interpretation to supervisor for resolution. Communicates with residents regarding lease issues and/or violations. Charges late fees; assists with issuing warnings and/or fines regarding lease violations; recommends to Property Manager when eviction procedures may be necessary; may be required to attend court eviction hearings.
- Performs general clerical duties including preparing and distributing information and other communications; delivering letters, notice, renewal letters and other communications to apartment doors; processes mail; processes and delivers departmental mail and packages; delivers mail and paperwork to and from mailboxes at Town Hall.
- Assists with ordering and maintaining office supply inventories and departmental equipment; orders copier toner; informs Property Manager when supplies are running low.
- Processes monthly rent roll report on the last workday of each month; prepares rent roll documents and packet and gives them to property manager to review; responsible for accuracy of rent roll reporting.
- Accepts rent payments from residents; processes rent payments in Yardi and sends payments to finance department; ensures accuracy of tenant ledgers; assists residents with setting up online payments and with troubleshooting online payment issues;
- Assists property manager with tenant concerns, disputes, disagreements, etc... communicates with residents to find resolutions to problems within scope of authority.
- Ensures that VCA office and property functions perform normally and correctly in the absence of Property Manager.

- Other duties as assigned may include: snow removal, painting, trash, cleaning, and general assistance to the administrative or maintenance aspects of managing a rental property.
- ~~Operates a variety of office machines and equipment including computers, calculators, alpha readers, data JH2 processing terminals, printers, copiers, as needed.~~
- The following duties may be delegated to the Assistant Property Manager at the discretion of the Property Manager: 1. Waitlist management. 2. Move In's. 3. Move Out's. 4. Update Facebook Page.

DISTINGUISHING CHARACTERISTICS:

This position is expected to apply technical expertise and exercise initiative and skill in performing specialized tasks; apply judgment to resolving problems, analyzing data and making job decisions. May serve as a technical resource to other workers. Employees at this level typically have frequent contacts with the public, individuals representing other departments/outside organizations.

MINIMUM QUALIFICATIONS:

Associates Degree and three years clerical, accounting and customer service experience; or an equivalent combination of education, experience, and training. Demonstrated computer skills in working with word processing, spreadsheet, time-tracking and email software. Experience with YARDI beneficial. Bachelor's degree preferred. Proficient in Spanish Language. ~~preferred.~~

Applicants will be required to undergo drug testing prior to employment and may be subject to further drug and alcohol testing throughout their employment.

Licenses/Certification(s):

Certified Apartment Manager (CAM) or Accredited Resident Manager (ARM) desired.

Ability to obtain Notary Public License is required and must be obtained within the first 90 days of employment JH3.

Possession of a valid Colorado State Driver's License is required upon employment JH4.

A driving records search will be conducted on all applicants prior to employment and the applicant's driving record will be subject to observation throughout their employment.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Standard office practices and procedures; business arithmetic; appropriate business English and Spanish, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone; basic and specialized computer applications involving word processing, data entry and report generation; records management principles and record keeping practices; customer service standards and protocol; knowledge of fair housing laws, Town policies and procedures.

Skills in: Assessing and prioritizing multiple tasks, projects and demands; communicate effectively in English and Spanish in verbal and written forms JH5; establish and maintain effective working relations with co-workers and representatives from other agencies; make accurate arithmetic calculations; enter numerical and related information into a computer system with speed and accuracy; meet critical time deadlines; use initiative and independent judgment within established procedural guidelines; operating standard office equipment, personal computers and printers; searching and maintaining records and computer files; responsible use of electricity, paper and water.

Utilizing the English and Spanish language, the position is skilled in the following: effectively communicating in written and verbal forms, in applying correct English and Spanish usage, grammar, spelling and punctuation; preparing and writing reports, business correspondence, and policy manuals; effectively presenting information and responding to questions from general public and employees.; operating standard office equipment, personal

~~computers and printers; searching and maintaining records and computer files; responsible use of electricity, paper and water.~~

Environmental Factors:

Work is generally performed in a standard office environment. Frequent to constant use of a personal computer. Work may involve competing demands, performing multiple tasks, working to deadlines.

Physical Factors:

While performing the duties of this job, the employee may occasionally be exposed to extreme weather conditions and be required to shovel snow, paint, pick up/take out trash, clean, and provide general assistance to the administrative or maintenance aspects of managing a rental property, and ~~or~~ be able to lift items weighing up to 50 pounds.

Reviewed By: Luke Adamson/ Michelle Haynes

Date: 9/1/2020



**IT AND BROADBAND SERVICES
DEPARTMENT**

411 Mountain Village Blvd.
Mountain Village, CO 81435
(970) 728-1392

Item No. 5

TO: Town Council

FROM: Jim Soukup, Chief Technology Officer

DATE: Sept. 3, 2020

RE: Consideration of Approval for the Hiring of a Recently Vacated Broadband Cable/ Locator Technician

OVERVIEW:

The Broadband Department has a recent position opening for a Broadband Cable/ Locator Technician. The Broadband Department is requesting your consideration on filling this vacancy. This position has an important role in the current fiber to premise project as well service calls. Filling this position will return the Broadband Department to a full staffing level of 5 FTYR employees.

/jrs



TOWN OF MOUNTAIN VILLAGE
455 Mountain Village Blvd. Mountain Village, CO 81435
(970) 369-8236

TO: Town of Mountain Village Town Council
DATE: September 1, 2020
FROM: Zoe Dohnal, Business Development and Sustainability Director
RE: BDAC update – Phase One through Three of Winter Plaza

Enhancement

Introduction

- The Business Development Advisory Committee (BDAC) has formed the Winter Plaza Enhancements Subcommittee to ensure efficient execution of the proposed winter plaza enhancements. As discussed with council last month, the committee is continuing work on refurbished gondola cabins and versatile glass structures to be utilized for outdoor dining and more. The Town will be partnering with TMVOA on the execution and cost of this project. We look to share the total budget 50/50.

Attachments

- a) Outdoor heating assistance fund proposal
- b) Winter plaza enhancements projected timeline
- c) Renderings of refurbished gondola cabins and glass structures

Phase One : Gondola Cabin Refurbishment

- The Gondola Shop is ready to begin refurbishment of six gondola cabins with an installation date of Thanksgiving. The subcommittee is working in tandem with AECOM to finalize design elements such as interior and exterior paint color, table color, lighting, and heating. The project scope includes the pickup and drop-off of the existing Town owned gondola cars and complete refurbishment at a projected cost of approximately \$60,000 total, \$30,000 which will be the responsibility of the Town.

Phase Two: Glass Structure

- AECOM is leading the design and engineering of these versatile structures. Given the current timeline, we have the potential to see the first prototype in late October and have full installation of all structures by the beginning of December. We will meet with the AECOM and engineering team on Friday 9/4 to talk through specifications, quantity, and budget.

Phase Three: Outdoor Heating Assistance Fund

- BDAC has developed the outdoor heating assistance fund as a response to many restaurants wanting to enhance their current plaza license agreement space in preparation for the winter season. Many have asked for tents to assist in dining capacity limitations, which do not have the ability to safely handle snow load. However, other structures with more advanced infrastructure are cost prohibitive for a short-term use. The concept of an assistance fund is to provide support to our local restaurants and ensure a safe



TOWN OF MOUNTAIN VILLAGE

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solution and cohesive design throughout our plaza. The investment in outdoor heaters will also prove beneficial for future use in creating inviting and comfortable patio spaces throughout the plazas.

Applicants can choose from a variety of heating apparatuses previously vetted by BDAC and the Planning and Building Department. The Town, in partnership with TMVOA, will provide a 50% match of funds for the purchases of these elements, up to a \$7,000. These will only be for heaters purchased after the application has been accepted into the program. The Town will contribute \$35,000 to the fund, making the total pool \$70,000.

Proposed Action

Town Council hereby approves an additional \$65,000 to the BDAC stimulus budget for phase one and three of the winter plaza enhancement project.

Outdoor Heating Assistance Fund

In an effort to provide our businesses support during the time of COVID-19, the Town of Mountain Village will provide approved applicants funds for investing in outdoor heating elements and infrastructure to assist with potential dining capacity restrictions.

Program Highlights:

- Overall pool of funds: \$75,000
- Maximum amount to be awarded: Up to \$7,000
- Matched funds required: Accepted applicants must provide a 50% match of funds.
- Invoice requirements: All invoices presented to the Town for reimbursement must be dated after the applicant's approval into the program.
- Term: Applications will be accepted until December 1, 2020, or until funds are exhausted.

Who is Eligible:

- Must be a brick and mortar, street-level restaurant businesses within the Village Center or Market Plaza.
- Must have a Plaza License Agreement with the Town of Mountain Village. If heaters will be mounted to buildings applicants will need HOA approval and a Class I building permit (fee and DRB approval waived)
- Must have an active Mountain Village business license and generate Mountain Village sales tax.
- Property must be open for business, as allowed by regulations.
 - Current list of applicable businesses
 - La Piazza
 - Shake N Dog
 - Poachers Pub
 - Telluride Coffee Company
 - Village Table
 - Telluride Distilling Company, LLC
 - Snowberry
 - Tracks
 - Madeline Hotel and Residences
 - Telluride Brewing Company
 - TSG - The Pick Restaurant
 - TSG - Crazy Elk
 - TSG - Tomboy Tavern
 - TSG – Siam Talay

How to Participate:

- **Step 1:** Choose from the options of heating elements below
 - **Infrared heater**
 - **Propane heater**
- **Step 2:** Create a proposal with renderings of exact heating options and placement within your plaza license agreement area.
- **Step 3:** [Submit application](#) with proposed budgets.
- **Step 4:** Submissions will be reviewed by the [Business Development Advisory Committee](#) and funds will be awarded.
- **Step 5:** Apply for an amendment to your active Plaza License Agreement and/or Class I Building Permit as needed.

Who Gets Paid?

The Town of Mountain Village will reimburse for 50% of the invoice for applicable heating element. You will submit your invoice to the Town.

Town of Mountain Village

Pavilion Prototype Scope

week ending		28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan
Task 1 Gondola Retrofit																							
1.01	Project Management																						
1.02	Logistics Planning		X																				
1.03	Kickoff Meeting - Orientation		X																				
1.04	Design Review																						
1.05	Initial Review Comments			X																			
1.06	Meeting to Discuss			X																			
1.07	Design Refinement Sketching																						
1.08	Design Review #2																						
1.09	Review Comments					X																	
1.10	Meeting to Discuss					X																	
1.11	On-Site Meeting - Prototype						X				X												
1.12	Review Comments from On-Site																						
1.13	Effort Conclusion																	X					
Task 2.a Pavilions - Design Management and Logistics																							
1.01	Project Management																						
1.02	Logistics Planning		X																				
1.03	Kickoff Meeting - Orientation		X																				
1.04	Site Meeting						X			X	X												
1.05	Page Turn - 50% Design / Eng				X																		
1.06	Page Turn - 75% Design / Eng					X																	
1.07	Page Turn - 90% Design / Eng						X																
1.08	Page Turn - 100% Design / Eng							X															
Task 2.b Pavilions - Fabrication Management and Logistics																							
1.01	Project Management																						
1.02	Logistics Planning		X																				
1.03	Kickoff Meeting - Orientation		X																				
1.04	Site Meeting						X																
1.05	Constructability/Cost Review - 50% Design / Eng				X																		
1.06	Constructability/Cost Review - 75% Design / Eng					X																	
1.07	Constructability/Cost Review - 90% Design / Eng						X																
1.08	Constructability/Cost Review - 100% Design / Eng							X															
1.09	Prototype Panel Mock-Up (Material/Finish)					X																	
1.10	Prototype Mock-Up Follow-Up Review						X																
1.11	Revised Cost Estimate Reviews			X				X															
1.12	On-Site Prototype Setup										X												
1.13	Installation														X								



EXHIBIT C: Renderings of refurbished gondola cabins and glass structures



VISION PLAZA PROJECT



THE
GONDOLA
SHOP BY SUNSHINE
POLISHING

VISION PLAZA PROJECT



Seasonal Pavilion Study

AECOM - 17 August 2020

BRYANT PARK

- 10' x 10' modules
- possibly 20' wide modules
- can be joined and expanded in length

DUTCH DINING POD

- 10' x 5' modules
- more intimate 2-top tables, with service from side
- can be joined and expanded in length









