



**AMENDED AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, JANUARY 21, 2016
7:30 P.M.**

HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

WORK SESSION 6:00 P.M. – 7:30 P.M.

- 1. WATERS AND COMPANY WORKSHOP FOR RECRUIT OF TOWN MANAGER**
- 2. STAFF REPORTS**

REGULAR MEETING – 7:30 P.M.

1a. CALL TO ORDER

1b. OPENING PRAYER

1c. PLEDGE OF ALLEGIANCE

1d. ROLL CALL

2. CONSIDERATION OF MINUTES

- A. Regular Meeting January 7, 2016

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3. CONSIDERATION OF BILLS

- A. Consideration of payment bill vouchers dated January 14, 2016

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

- A. Phil Kasper, Superintendent of the Hayden School District RE-1 with an update on Hayden Schools

6. CONSENT ITEMS

7. OLD BUSINESS

- A. Public Hearing for Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code
- B. Second Reading and Adoption of Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code

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8. NEW BUSINESS

- A. Resolution 2016-01 Adopting a Fee Schedule
- B. Consideration to appoint Ashley McMurray to Town of Hayden Planning Commission
- C. Assignment of Town Council Members to organization representation

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9. PULLED CONSENT ITEMS

10. STAFF AND COUNCILMEMBER REPORTS (CONTINUED, IF NECESSARY)

11. EXECUTIVE SESSION (IF NEEDED)

NOTICE: Agenda is subject to change. If you require special assistance in order to attend any of the Town's public meetings or events, please notify the Town of Hayden at (970) 276-3741 at least 48 hours in advance of the scheduled event so the necessary arrangements can be made.

12. ADJOURNMENT

Staff & Councilmember Reports

Sam Barnes reported on snow plowing and removal. The Town of Hayden had a sewer back up on 3rd street. Browns Hill will be here next week to complete the programming for Seneca Hill Water Tank. The Seneca Hill Water Tank substantial completion Resolution should be presented to the Town Council at the next regular meeting. Water Department is continuing the water filter maintenance.

Jill Delay reported the Hayden Parks and Recreation Board is doing year end tasks and selecting the new board member to be presented on the consent agenda tonight. The yearly goals will be presented at another Town Council Meeting. The Fishing is Fun Grant is at the state waiting for signature for execution. The HPRB is working on a toddler tumbling open gym concept. PeeWee Wrestling begins April 9, 2016.

Greg Tuliszewski commended Public Works for the great job on street snow removal especially during the windy storm recently, as it makes it very easy for the Public Safety Vehicles to get around town on patrol and answer any calls. Shawn Hockaday has completed training is on the patrol schedule and helping with the staffing issue in the Hayden Police Department.

Sharon Johnson reported the Deputy Clerk is ensuring all the 2015 expense items are submitted and recorded in the 2015 budget, hence the two additional payment voucher approval reports sent to the Town Council. Administration is working with David and Greg on a smooth transition. Town Hall is preparing for the long awaited software update to Clarity, making sure the accounting firm is trained and ready to go. The tax certifications for unpaid water, sewer and trash bills have been completed for 2015. The new sewer calculations are being completed by Kalli to begin the 2016 rates. The election office continues to move forward with the January 26, 2016 Special Election. Election Judges have been nominated, all notices complete, military ballots went out on December 11, 2015 and regular ballots were sent out January 4, 2016 and should arrive in the post office boxes this weekend. The clerk's office continues to work with the town attorney and state marijuana agency regarding the application process should the election results allow marijuana grow facilities in the Town of Hayden. The administration is preparing for the annual financial audit and will begin preparations for the general election on November 8, 2016. A calendar will be presented to the Town Council regarding deadlines for official petitions, ballot questions and issues, and signed agreement for a coordinated election with the Routt County Election office.

David Torgler reported on the process for snow removal from public walks and invoicing the resident land owners should the town need to remove the snow. David continues to work on the transition to Greg as temporary town manager and the town manager successor.

Jim Folley reminded the Town Council of their responsibility to encourage Hayden residents to participate in the government process and seat on one of our boards or commissions.

Staff reports will continue at the end of the meeting.

Mayor Haskins called the regular meeting of the Hayden Town Council to order at 7:30 p.m. Mayor Haskins and Mayor Pro Tem Robinson present. Councilmembers Johnson, Redmond, Folley and Hagins present. Also present were Town Manager, David Torgler, Police Chief, Greg Tuliszewski, Public Works Director, Sam Barnes, Recreation Coordinator, Jill Delay and Town Clerk, Sharon Johnson.

Opening Prayer Mayor Haskins offered the opening prayer.

Draft minutes subject to editing and approval prior to becoming official record.

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- Pledge of Allegiance** Mayor Haskins led the Pledge of Allegiance.
- Minutes – November 19, 2015** Mayor Pro Tem Robinson moved to approve the minutes of the Regular Town Council Meeting held on November 19 2015 with corrections. Councilmember Redmond seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Motion carried.
- December 3, 2015** Mayor Haskins moved to approve the minutes of the Regular Town Council Meeting held on December 3, 2015 with corrections. Councilmember Redmond seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Motion carried.
- Consideration of Bill Payment Voucher dated January 5, 2016** Councilmember Hagins moved to approve the bill payment voucher dated January 5, 2016 in the amount of \$23,613.66. Councilmember Folley seconded. Roll call vote. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Folley – aye. Councilmember Redmond – aye. Councilmember Johnson – aye. Motion carried.
- Proclamations/ Presentations** Mayor Haskins presented David Torgler with a plaque from the Town Council and staff for the five years of service as the Town Manager of the Town of Hayden.
- Public Comments** Gordon Dowling, 300 W. Jefferson Ave of Hayden, CO spoke to the council on behalf of several of his clients concerning the planning process. He looks to the Town Council to address the issue regarding the time it takes to process and the cost.
- Consent Items**
- Consideration of payment bill vouchers dated December 14, 2015** Councilmember Johnson moved to approve the consent items. Councilmember Hagins seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Johnson – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Motion carried.
- Consideration of payment bill vouchers dated December 28, 2015**
- Setting a Public Hearing for Ordinance 670 amending Chapters**

Draft minutes subject to editing and approval prior to becoming official record.

13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code for January 21, 2016 at 7:30 p.m.

Approve the reappointment of Sandy Boston and Steve Johnson to terms on the Parks and Recreation Board expiring December 31, 2018

Approve the appointment of Zack Johnson to a vacant position on the Parks and Recreation Board expiring December 31, 2016

Approve Resolution 2016-02 approving a Fairgrounds Rental Agreement with Routt County

Approve the reappointment of Amy Williams and Angie Robinson to the Town Planning Commission expiring January 31, 2019

Approve the renewal of James Lewis, Tim Frentress and Steve Dunn to the Board of Adjustments expiring January 31, 2019

Approve Resolution 2016-06 designating a posting place for public meetings.

Draft minutes subject to editing and approval prior to becoming official record.

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**Approve Resolution
2016-07 granting a Quit
Claim Deed for certain
“Fulton Property
Floodway Easements”**

Old Business None.

New Business

**Decision: Resolution
2016-03 Appointing
Greg Tuliszewski as
Temporary Town
Manager.** **Councilmember Johnson moved to approve Resolution 2016-03 Appointing Greg Tuliszewski as Temporary Town Manager. Councilmember Hagins seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.**

**Decision: Resolution
2016-04 Approving a
professional services
agreement to recruit
a Town Manager** **Councilmember Folley moved to approve Resolution 2016-04 Approving a professional services agreement to recruit a Town Manager. Councilmember Hagins seconded. Roll call vote. Councilmember Folley – aye. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Johnson – aye. Councilmember Redmond – abstain. Mayor Pro Tem Robinson – aye. Motion carried.**

**Decision: Resolution
2016-05 Authorizing
signers on bank
accounts for the
Town** **Councilmember Johnson moved to approve Resolution 2016-05 Authorizing signers on bank accounts for the Town. Councilmember Folley seconded. Roll call vote. Councilmember Hagins – aye. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Councilmember Folley – aye. Councilmember Redmond – aye. Councilmember Johnson – aye. Motion carried. Councilmember Redmond abstained with concerns on the workload and hiring someone if necessary. Town Council agreed.**

**Discussion: To install
a lighted crosswalk
across Jefferson
Avenue (Hwy 40) at
the Middle and High
Schools** **Town Council will consider at 2017 budget time. The grant needed to assist is past the deadline and engineering recommendations will need to be considered.**

Pulled Consent Items None.

**Staff and
Councilmember
Reports Continued**

None.

Executive Session

None.

**Adjournment
Recorded by:**

Mayor Haskins adjourned the meeting at 8:30 p.m.

Sharon Johnson, Town Clerk

APPROVED THIS 21st DAY OF January, 2016.

James M. Haskins, Mayor

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
7795	A.C.E.T.	2016	2016 PD Contribution	01/04/2016	500.00		
Total 7795					500.00	.00	
7480	Accutest Mtn. States, Inc.	DZ-70446	Water Testing	12/16/2015	99.50		
Total 7480					99.50	.00	
6970	Bear River Excavating	661	Snow Hauling	01/07/2016	935.00		
Total 6970					935.00	.00	
1200	Bear River Valley Co-Op	12252015	Streets Fuel	12/25/2015	1,496.54		
			Streets Vehicle Expense - Fuel		381.07		
			Parks Vehicle Exp - Fuel		37.73		
			Parks Field & Turf - Fuel		19.87		
			Parks - Equipment Exp - Fuel		20.16		
			Water Dept Vehicle Expense - Fuel		254.15		
			Sewer Vehicle Expense - Fuel		108.52		
			PD Vehicle Expense - Fuel		423.37		
		33128	Streets Vehicle Repair	12/08/2015	887.71		
Total 1200					3,629.12	.00	
1330	Bratton Enterprises Inc	9268	Scoria	12/31/2015	678.54		
Total 1330					678.54	.00	
1400	Caselle Inc	70165	Support Contract Feb 16	01/01/2016	532.33		
Total 1400					532.33	.00	
1650	CEBT	INV 0007873	Sewer Benefits	12/03/2015	1,535.37		
			Streets Benefits		2,436.81		
			Water Benefits		2,160.23		
			Parks Benefits		1,544.36		
			Sewer Admin Benefits		1,288.48		
			Water Admin Benefit		1,288.48		
			Admin Benefits		3,228.39		
			PD Benefits		4,492.62		
		INV 0008564	Sewer Benefits	01/11/2016	1,537.00		
			Streets Benefits		2,447.37		
			Water Benefits		2,163.48		
			Parks Benefits		1,545.18		
			Sewer Admin Benefits		1,288.48		
			Water Admin Benefit		1,288.48		
			Admin Benefits		3,228.38		
			PD Benefits		5,946.11		
Total 1650					37,419.22	.00	
3770	CenturyLink	0029-JAN16	Water Phones_0029	01/01/2016	118.48		
		1362625779	PD Phones 77563308	01/03/2016	30.74		
		3058DEC15	Water Phones_3058	12/25/2015	52.58		
		3741DEC15	Adm Phones_3741	12/25/2015	437.01		
		4330DEC15	Sewer Phones_4330	12/25/2015	54.15		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 3770					692.96	.00	
10590	CIRSA	160174	Adm Insurance	01/01/2016	2,541.50		
			Bldg Insurance		1,651.98		
			PD Insurance		2,668.58		
			Streets Insurance		1,143.68		
			Rec Insurance		254.15		
			Parks Insurance		1,270.75		
			Mosquito Insurance		127.08		
			Water Insurance		2,414.43		
			Sewer Insurance		635.35		
Total 10590					12,707.50	.00	
1870	Consolidated Electrical Dist	1534-507141	Water Plant R & M	12/30/2015	5.28		
		1534-507149	Water Plant R & M	12/30/2015	5.28		
Total 1870					10.56	.00	
2040	Delta Rigging & Tools, Inc.	15100009495	Streets R&M - Chains	12/31/2015	1,824.56		
Total 2040					1,824.56	.00	
12109	Haskins Cleaning	DEC2015	Town Hall Cleaning Dec	01/04/2016	200.00		
Total 12109					200.00	.00	
2580	Hayden Merc	01-262020	PD Supplies	12/11/2015	65.00		
		01-266840	WWTP R&M Supplies	12/22/2015	55.36		
		01-266842	Museum - Poinsettia	12/22/2015	9.99		
		02-294669	Employee Appreciation	12/09/2015	6.00		
		03-272885	Admin Supplies	12/09/2015	173.35		
Total 2580					309.70	.00	
12232	Hayden Properties LLC	704_13	Utility Deposit Refund	12/31/2015	86.29		
Total 12232					86.29	.00	
2540	Hayes Trucking, Inc.	002963	Snow Trucking	12/16/2015	2,353.50		
		002964	Haul Snow	01/05/2016	913.75		
Total 2540					3,267.25	.00	
12233	Integrated Voting Sol, Inc	5049	Postage	12/28/2015	525.00		
Total 12233					525.00	.00	
5890	IntelliChoice, Inc.	1227967	RMS Annual Support Fee	01/01/2016	3,152.83		
Total 5890					3,152.83	.00	
8375	MASON SIEDSCHLAW	1925	Mail server upgrades	01/03/2016	45.00		
Total 8375					45.00	.00	
2960	MJK Sales & Feed Inc	15720	Streets - Tools	12/30/2015	95.52		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 2960					95.52	.00	
8920	Murdoch's Ranch & Home Craig	146705/R	CLOTHING ALLOWANCE	12/26/2015	37.49		
			CLOTHING ALLOWANCE		37.49		
		146737/19	WTP - syringes	01/05/2016	11.94		
Total 8920					86.92	.00	
1350	Pinnacol Assurance	17859878	Legislative Work Comp	12/08/2015	29.99		
			Court Work Comp		15.00		
			Executive Work Comp		15.00		
			Administration Work Comp		119.96		
			Police Work Comp		1,199.60		
			Streets Work Comp		929.69		
			Rec Work Comp		89.97		
			Parks Work Comp		89.97		
			Mosquito Work Comp		59.98		
			Water Work Comp		239.92		
			Water Adm Work Comp		29.99		
			Sewer Work Comp		149.95		
			Sewer Adm Work Comp		29.98		
Total 1350					2,999.00	.00	
12068	RG & Associates, LLC	1011541	General Planning	01/03/2016	403.75		
		1011542	X-West Subd - reimbursable expenses	01/03/2016	47.50		
Total 12068					451.25	.00	
2065	Routt County Auto Parts	0109-352057	Streets - Scoria Spreader	11/30/2015	14.49		
		0109-352060	Streets Vehicle Expense - Snow brush	11/30/2015	3.69		
		0109-352147	Streets Vehicle Expense - Wiper blade	12/02/2015	21.99		
		0109-352150	Parks Vehicle Expense - Ptex	12/02/2015	7.49		
		0109-352173	PD - Vehicle Maint Filters	12/02/2015	26.48		
		0109-352178	Streets Vehicle Expense - Filters	12/03/2015	26.48		
		0109-352182	Streets Vehicle Expense - Rain-X	12/03/2015	7.69		
		0109-352187	Streets Vehicle Expense - Oil	12/03/2015	43.47		
		0109-352273	Streets Vehicle Expense - Washer fluid	12/07/2015	8.98		
		0109-352283	Streets Vehicle Expense - Antifreeze	12/07/2015	24.98		
		0109-352393	WTP R&M	12/10/2015	17.37		
		0109-352534	Streets - Tools	12/15/2015	189.00		
		0109-352738	Shop - Bucket	12/21/2015	5.98		
		0109-352855	Streets - Tools	12/24/2015	16.36		
		0109-352924	Streets Vehicle Expense - Gas Cap	12/28/2015	13.49		
		0109-353027	Street R&M - Cable ties	12/30/2015	30.37		
		0109-353062	WTP - Cap screws	12/30/2015	2.16		
Total 2065					460.47	.00	
1770	Schmueser Gordon Meyer, Inc.	0-414.008-29	Construction Engineering	12/22/2015	3,720.00		
Total 1770					3,720.00	.00	
5540	Snyder & Counts Feed & Supply	174871	WTP - Salt	12/30/2015	257.25		
Total 5540					257.25	.00	
4880	Sprint	18280746-22	Sewer Cell Phone	12/29/2015	58.52		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Streets Cell Phone		107.72		
			Water Cell Phone		70.96		
			Admin Cell Phone		51.94		
			HPD Cell Phone		264.47		
			Recreation Cell Phone		51.94		
			Public Works Tablet		19.00		
			Public Works Tablet		18.99		
Total 4880					643.54	.00	
10530 Staples Advantage		3288872657	PD Office Supplies	12/30/2015	47.98		
Total 10530					47.98	.00	
3530 Steamboat Pilot		10418021	Legals	01/10/2016	29.70		
Total 3530					29.70	.00	
3710 Town of Hayden		1208DEC15	DRY CREEK PARK_1208.01	12/31/2015	37.58		
		15DEC15	Shop Utilities_15.01	12/31/2015	60.69		
		2035DEC15	POLICE STATION_2035.01	12/31/2015	67.11		
		2036DEC15	DRY CREEK PARK BUILDING_2036.01	12/31/2015	68.33		
		2044DEC15	VISTA VERDE PARK_2044.01	12/31/2015	37.58		
		2046DEC15	LAKE VILLAGE PARK_2046.01	12/31/2015	37.58		
		2066DEC15	RV DUMP STATION_2066.01	12/31/2015	68.33		
		2075.01	Utility Deposit Refund	01/07/2016	478.57		
		231DEC15	3RD STREET PARK_231.01	12/31/2015	68.33		
		232DEC15	Water Plant_232.01	12/31/2015	59.24		
		355DEC15	Sewer Plant_355.01	12/31/2015	52.02		
		534DEC15	MAIN STREET PARK_534.01	12/31/2015	68.33		
		761DEC15	SUELLEN BALLFIELD_761.01	12/31/2015	37.58		
		92DEC15	Town Hall_92.01 80%	12/31/2015	59.92		
			Rec Utilities_92.01 20%		14.98		
		94DEC15	Shop/KeyPump/RVDump Utilities_94.01	12/31/2015	50.68		
		96DEC15	WEST BALLFIELD_96.01	12/31/2015	37.58		
Total 3710					1,304.43	.00	
6540 Tri County Fire Protection		134434	ANNUAL MAINT AND INSPECTION	12/29/2015	232.97		
			ANNUAL MAINT AND INSPECTION		232.97		
			ANNUAL MAINT AND INSPECTION		232.98		
			ANNUAL MAINT AND INSPECTION		232.98		
Total 6540					931.90	.00	
9545 U.S. Tractor & Harvest, Inc.		015074	Parks - Vehicle Expense	12/28/2015	191.52		
Total 9545					191.52	.00	
7070 USA BlueBook		829893	WWTP - Parts	12/21/2015	461.28		
Total 7070					461.28	.00	
8740 Visa		01012016	Streets vehicle - plates	01/01/2016	9.09		
			Wolf Mtn Pizza - HPR Board		57.94		
			Routt Co Svcs Recording Fees		143.92		
			Wolf Mtn Pizza - Mtg w/ Chief		25.61		
			Village Inn - Breakfast w/ DPW		96.96		
			Amazon - Calendar		28.77		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 12167					654.88	.00	
12133	Xylem Water Solutions USA, Inc	3556871931	WTP Improvements	12/02/2015	28,360.00		
Total 12133					28,360.00	.00	
4010	Yampa Valley Electric	1802DEC15	Street Lights 1510001802	12/30/2015	2,397.34		
Total 4010					2,397.34	.00	
3390	Yampa Valley Medical Center	01022016	Blood Draw	01/02/2016	40.00		
Total 3390					40.00	.00	
4245	Zirkel Wireless, LLC	117161	Internet Service Acct 4377	12/24/2015	46.00		
		117162	Internet Service Acct 4378	12/24/2015	46.00		
Total 4245					92.00	.00	

Total Paid: -
 Total Unpaid: 124,596.59
 Grand Total: 124,596.59



Town Council Agenda Item

MEETING DATE: January 21, 2016

AGENDA ITEM TITLE: 2nd Reading & Public Hearing : Ordinance 670 amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.

AGENDA SECTION: Old Business

PRESENTED BY: Sharon Johnson, Town Clerk

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Pursuant to Town codes, State revolving loan covenants and consideration to successfully fund and properly repair, maintain and operate the water and sanitary sewer utility systems, the Town Council and staff discussed the need to increase certain utility fees during the annual budget discussion. Ordinance 670 reflects the rates determined to be necessary, increasing plant investment fees, the sanitary sewer base fee, water use rates and sanitary sewer rates. The projected average user monthly cost increase, for both water and sanitary sewer, is \$3.19 and \$2.37 for seniors.

RECOMMENDATION:

Following Public Hearing, Move to approve Ordinance 670, An Ordinance amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

ORDINANCE NO. 670

AN ORDINANCE AMENDING CHAPTERS 13.08 PLANT INVESTMENT FEES, 13.60 WATER AND SEWER RATES AND 13.80 KEY PUMP WATER CUSTOMERS, OF THE HAYDEN MUNICIPAL CODE

RECITALS

1. The Town of Hayden, Colorado (the "Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town of Hayden Home Rule Charter (the "Charter").
2. The Town is the owner of a municipal water and wastewater system (the "System"), which System historically has been operated on a self-supporting basis with its financial operations accounted for in a water and sewer enterprise fund of the Town.
3. The Hayden Town Council has determined fee increases are necessary to fund and properly repair, maintain and operate the water and sanitary sewer utility systems and therefore it is necessary to amend Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers of the Hayden Municipal Code updating fees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO:

Section 1. Adoption.

Chapter 13.08.010 is deleted and the following substituted:

13.08.010 Plant Investment Fees Designated.

Plant Investment Fees for the privilege of tapping or connecting with the Town water and sanitary sewer systems to serve properties located within the corporate limits of the Town are imposed and established on the basis of the following Customer Classification System. Each customer classification is assigned an equivalent residential use unit (EQR). This equivalent residential use unit is multiplied times seven thousand three hundred dollars (\$7,300.00) to determine the Water Plant Investment Fee for each customer classification and times five thousand nine hundred dollars (\$5,900.00) to determine the Sewer Plant Investment Fee for each customer classification.

Chapter 13.60 of the Hayden Town Code is hereby amended as follows:

Section 13.60.010, B. is hereby deleted and the following substituted:

- B. The Monthly Water User Fee is equal to:
 1. The base rate equals thirty-six dollars and thirteen cents (\$36.13) per EQR, plus,
 2. The metered rate which shall be equal to the following stated amounts for the listed user:
 - a. Residential user:

- i. \$0.00375 per gallon of metered usage up to a total of six thousand (6,000) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than six thousand one (6,001) gallons and up to twelve thousand (12,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twelve thousand one (12,001) gallons of metered usage per billing period.
- b. Commercial user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period; and
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
- c. Senior citizen user:
 - i. The metered rate for senior citizens is equal to sixty percent (60%) of the metered rate for residential users.
- d. Non-profit user:
 - i. \$0.00375 per gallon of metered usage up to a total of twelve thousand five hundred (12,500) gallons of metered usage per billing period;
 - ii. \$0.00393 per gallon of metered usage more than twelve thousand five hundred one (12,501) gallons and up to twenty-five thousand (25,000) gallons of metered usage per billing period; and
 - iii. \$0.00427 per gallon of metered usage more than twenty-five thousand one (25,001) gallons of metered usage per billing period.
- e. Out-of-Town users:
 - i. The metered rate for all out-of-Town users, e.g. commercial, residential or senior citizen, is equal to two hundred percent (200%) of the metered rates reflected above.
- 3. Non-metered rate equals the average monthly usage amount for an equivalent customer type, i.e., total gallons metered divided by number of metered water customers for an equivalent customer type, for the billing period times the metered rate for such billing period.

Section 13.60.030, B. is hereby deleted and the following substituted:

B. The Monthly Sewer User Fee is equal to:

- 1. Base rate equals sixteen dollars and forty two cents (\$16.42) per EQR, plus

2. The Metered Rate, which shall be equal to an average number of gallons metered to a customer during the months defined in the metered rate formula, times a multiplier equal to \$0.00364 per gallon of metered usage. If no average has been established for a customer during the months defined in the metered rate formula, the user shall pay a fee equal to the average as established for all customers until an average for the user can be established.

Section 13.60.030, C. is hereby deleted.

CHAPTER 13.80 of the Hayden Town Code is hereby amended as follows:

1. Section 13.80.020 is hereby deleted and the following substituted:

The metered rate for water delivered to key pump water customers shall be computed as follows:

- A. \$.00751 per gallon of metered usage up to a total of three thousand (3,000) gallons of metered usage per billing period; and
- B. \$.00784 per gallon of metered usage more than three thousand one (3,001) gallons and up to eight thousand (8,000) gallons of metered usage per billing period; and
- C. \$.01720 per gallon of metered usage more than eight thousand (8,000) gallons of metered usage per billing period.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. Effective Date. This Ordinance shall be in full force and effect as of January 1, 2016.

Section 4. Public Hearing. A public hearing on this Ordinance was held on the 21st day of January, 2016, at 7:30 p.m. at the Hayden Town Hall, 178 West Jefferson Avenue, Hayden, Colorado.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (d) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 3rd DAY OF DECEMBER, 2015.

ATTEST

James M. Haskins, Mayor

Sharon Johnson, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3-3 (h) OF THE HAYDEN HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF HAYDEN, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF HAYDEN, ON THE 21ST DAY OF January, 2016.

James M. Haskins, Mayor

ATTEST

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: January 21, 2016

AGENDA ITEM TITLE: 2016 Fee Schedule Adoption / Resolution 2016-01

AGENDA SECTION: Old Business

PRESENTED BY: Sharon Johnson, Town Clerk

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW: The Town Code Section 16.01.110 requires that the fee schedule be adopted annually. This will update the fees for fiscal year 2016. The Ordinance 670 amending chapters 13.08 plant investment fees, 13.60 water and sewer rates and 13.80 key pump water customers of, the Hayden Municipal Code must be updated. The sex offender registration and sex offender re-registration must be updated in accordance with the state statutes and limitations.

RECOMMENDATION: Move to approve Resolution 2016-01 A Resolution of the Town of Hayden, Colorado Adopting A Fee Schedule for the year 2016.

MANAGER RECOMMENDATION/COMMENTS: *I concur with the recommendation.*

RESOLUTION NO. 2016-01

**A RESOLUTION OF THE TOWN OF HAYDEN, COLORADO ADOPTING A
FEE SCHEDULE**

RECITALS

1. On October 6, 2005, the Board of Trustees passed an Ordinance establishing rate, fees and charges for the Town of Hayden.
2. The Ordinance provided that a Fee Schedule may be adopted by Resolution and be amended as needed from time to time by Resolution.
3. Changes to the 2016 Fee Schedule Appendix A reflect changes to the Town's water, sanitary sewer and trash fees previously adopted by Ordinance 670 and Resolution 2015-32.
4. The 2016 Fee Schedule Appendix B has not been modified from the 2015 Fee Schedule Appendix B.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF HAYDEN, COLORADO THAT:**

Section 1. A 2016 Fee Schedule, Appendix A and Appendix B: *Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code*, and attached hereto, are hereby adopted.

Section 2. This Resolution shall be in full force and effect upon its adoption.

PASSED, APPROVED AND RESOLVED THIS 21st DAY OF January 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Administration	Amount	Description
Copies	\$0.15	Per page
Copies - Senior Citizen	\$0.10	Per page
Color Copies	\$1.00	Per page
Fax	\$0.50	Per page
Notary Fee	\$5.00	1st document
Notary Fee	\$2.00	Each additional document (during same visit)
NSF or Account Closed Fee	\$35.00	Per incident
Open Records Request:		
Certified Copies	\$1.25	Per page
Copies	\$0.25	Per page
Town Attorney	\$140.00	Per hour
Department Heads	\$40.00	Per hour
Administrative Personnel	\$30.00	Per hour; first hour is free.
Town Code	\$100.00	Copies or CD
Land Use Code	\$50.00	Copies or CD
Comprehensive Plan	\$50.00	Each
Zoning Map	\$10.00	Each
Court	Amount	Description
Court Cost	\$25.00	
Court Cost	\$50.00	Deferrals
Land Use	Application Fees	Deposit/Development Agreement Required
Conditional Use permit	\$200.00	Yes
Textual Amendment to Land Use Code	\$200.00	Yes
Zoning Map Amendment	\$400.00	Yes
Variance	\$200.00	Yes
Planned Unit Development (PUD)		
Review:		
Sketch Plan	\$1,000 + \$10/lot/dwelling unit/5 acres non residential	Yes
Preliminary Plat	\$1,000 + \$10/lot/dwelling unit/5 acres non residential	Yes
Final Plat	\$750.00	Yes
Concurrent Rezoning	\$300.00	

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Land Use Continued	Application Fees	Deposit/Development Agreement Required
Subdivision Fees:		
Sketch Plan	\$750 + \$15/lot or dwelling unit	Yes
Preliminary Plat	\$750 + \$15/lot or dwelling unit	Yes
Final Plat	\$500.00	Yes
Minor Subdivision Plat	\$350.00	
Site Plan Fees:		
Commercial	\$200 + .05/sq. ft. for gross bldg. floor area	Yes
Industrial	\$400.00	Yes
Multi Family Residential	\$150 + \$10/unit	Yes
Signage and other Plans	\$50.00	
Annexation	\$1,000.00	Yes
Appeal Charge	\$50.00	
Replat	\$250.00	Yes
Liquor License Fees	Local	State
3.2% Beer on Premises	\$3.75	\$96.25
Hotel & Restaurant License	\$75.00	\$500.00
Retail Liquor Store	\$22.50	\$227.50
Tavern	\$75.00	\$500.00
Other License Types	Per State Schedule	Per State Schedule
Background Investigation	\$7.00	
CBI Fingerprint Fee	\$10.00	\$38.50
Change of Trade Name/Corporate Name		\$50.00
Concurrent Review Fee		\$100.00
Corporate/LLC Change (per person)	\$100.00	\$100.00
Hotel/Tavern Manager Registration	\$75.00	\$75.00
Late Renewal Fee	\$500.00	
Modification of Premises		\$150.00
New Application Fee	\$1,000.00	\$600.00
Special Event - 3.2% Beer	\$100.00	
Special Event - Liquor	\$100.00	
Renewal Fee	\$100.00	
Temporary Permit	\$100.00	
Transfer of License Fee	\$750.00	\$600.00
Other Fees	Per State Schedule	Per State Schedule

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code 21 provisions of this Appendix shall control

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Nuisances	Amount	Description
Administrative Citation:		
1st Offense	\$35.00	Per Calendar Year
2nd Offense	\$70.00	Per Calendar Year
3rd Offense or more	\$150.00	Per Calendar Year
Administrative Appeal Fee	Actual Cost plus \$50.00	Deposit of \$200.00 required at time of filing appeal
False Alarm:		
4th Offense	\$35.00	Per Calendar Year
5th Offense	\$70.00	Per Calendar Year
6th Offense or more	\$150.00	Per Calendar Year
Late Fee	\$20.00 plus 18% per annum	
Public Safety	Amount	Description
Fingerprints	\$10.00	Per card
Police Report	\$5.00	Photos \$1.00 each
Impound Fee	\$30.00	Each
Animal License - Altered	\$5.00	Per year
Animal License - Unaltered	\$10.00	Per year
Photos	\$1.00	Per photo
Sex Offender Registration	\$75.00	Each
Sex Offender Re-Registration	\$25.00	Each
Off Highway Vehicles	\$30.00	Per year; September 1 - August 31
Public Works	Amount	Description
Meter Deposit	\$75.00	
Disconnect Fee	\$30.00	Per incident
Reconnect Fee	\$30.00	Per incident
Water Meter	Actual cost of meter	
Water Tap Fee	\$7,300.00	Per EQR - sec 13.08
Sewer Tap Fee	\$5,900.00	Per EQR - sec 13.08
Street Cuts	\$50.00	Plus \$0.25/linear foot
Vacation of Street/Alley	\$100.00	Each
Hourly Rate for Personnel	\$52.00 / hr	Per worker
Vehicle(s) on the job site	\$40.00 / hr	Per vehicle
Taxes and Licenses	Amount	Description
Sales Tax License	\$25.00	Per year
Animal License - Altered	\$5.00	Per year
Animal License - Unaltered	\$10.00	Per year
Entertainment License	\$5.00	Per event
Peddlers License	\$25.00	Per day
Fireworks License	\$500.00	Bond
Telephone Utility Tax	\$1,200.00	Per year
Taxes and Licenses Continued	Amount	Description

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

**2016
FEE SCHEDULE
TOWN OF HAYDEN
APPENDIX A**

Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Cable TV Fee	3% Gross Sales
Sales Tax - Town	4%
Use Tax	2% On total valuation upon issuance of Building Permit
Vehicle Rental Tax	3.5% Of rental price of vehicle
Accommodations Tax	3.5% Of purchase price for accommodations
Natural Gas Fee	1% per Ord.644
Excise Tax on Marajuana Cultivation	7.5%

NOTE: In the event of a conflict between the fees, rates and charges listed in this Appendix A and the text of any individual section of the Town Code, the provisions of this Appendix shall control

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

BUILDING PERMIT AND BUILDING DEPARTMENT SERVICES FEE SCHEDULE

VALUATION DATA, BUILDING PERMIT AND PLAN REVIEW FEES

The determination of value or valuation for purposes of determining and assessing the applicable building permit fee shall be made by the building official. The value of a project will be based on the stated value on the building permit application, or by applying the most recent Building Valuation Data* from the "Building Safety Magazine" published by The International Conference of Building Officials, whichever is greater. The valuation shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment and including profit and labor.

BUILDING PERMIT AND PLAN REVIEW FEES

BUILDING PERMIT FEES:

Total Valuation	Fee
• \$1.00 to \$500.00	\$23.50
• \$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
• \$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
• \$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
• \$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
• \$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
• \$500,001.00 to \$1,000,000.00	\$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
• \$1,000,001.00 and up	\$5608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

PLAN REVIEW FEE: When a plan or other data is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fee for buildings and structures shall be **65% of the building permit fee** as set forth above.

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code
Additional Valuation Square Foot Construction Costs*

Type of Structure	Cost Per Square Foot
Unfinished Basement	\$19.20
Carports	\$17.30
Pole Barns	\$17.30
Decks	\$17.30

ELECTRICAL PERMIT FEES

Electrical fees charged by the Town of Hayden will be scaled at 1.15 from current version of the State of Colorado Fee Schedule per Colorado Revised Statutes, Article 23, Section 12-23-117 which states: Because electrical inspections are matters of statewide concern, the maximum fees, established annually, chargeable for electrical inspection by any city, town, county, or city and county shall not be more than fifteen percent above those provided for in this section, and no such local government shall impose or collect any other fee or charge related to electrical inspections or permits.

GRADING PLAN REVIEW FEES

- 50 cubic yards No Fee
- 50 to 100 cubic yards \$26.50
- 100 to 1,000 cubic yards \$42.00
- 1,000 to 10,000 cubic yards \$55.00
- 10,000 to 100,000 cubic yards – \$55.00 for the first 10,000 cubic yards, plus \$27.50 for each additional 10,000 cubic yards or fraction thereof.
- 100,000 to 200,000 cubic yards - \$302.50 for the first 100,000 cubic yards, plus \$14.85 for each additional 10,000 cubic yards or fraction thereof.
- 200,000 cubic yards or more - \$451.00 for the first 200,000 yards, plus \$8.15 for each additional 10,000 cubic yards or fraction thereof.

GRADING PERMIT FEES

- 0 to 100 cubic yards \$50.00
- 100 to 1,000 cubic yards - \$50.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof.
- 1,000 to 10,000 cubic yards - \$230.00 for the first 1,000 cubic yards, plus \$16.50 for each additional 1,000 cubic yards or fraction thereof.
- 10,000 to 100,000 cubic yards - \$378.50 for the first 10,000 cubic yards, plus \$75.00 for each additional 10,000 cubic yards or fraction thereof.
- 100,000 cubic yards or more - \$1,053.50 for the first 100,000 cubic yards plus \$42.00 for each additional 10,000 cubic yards or fraction thereof.

OTHER FEES

Inspections outside of normal business hours Note: Fees to be charged directly to applicant (2 hour minimum)	\$100.00 hourly
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NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

Reinspection Fees (work not ready for inspection or called for corrections not made)	\$75.00
Inspections for which no fee is specifically indicated	\$100.00 hourly
Additional plan review required by changes, additions or revisions to or revisions to the approved plans Note: Fees to be charged directly to the applicant.	\$100.00 hourly
Stock/Same As Plan Review – No Change	\$250.00
Stock/Same As Plan Review – Minor Change	\$500.00
Investigative Services / Testimony	\$100.00 hourly
Pre-Move Inspections – Within 30 miles of Hayden	\$200.00
Pre-Move Inspections – Over 30 miles from Hayden	\$400.00
Single Stop Fees:	
Air Conditioner	\$100.00
Demolition	\$ 75.00
Fence (over 6 feet in height)	\$ 75.00
Furnace/Boiler	\$100.00
Hot Tub & Spa's	\$150.00
Lawn Sprinkler System	\$ 75.00
Roof (re-shingle)	\$100.00
Siding	\$100.00
Water Heater	\$ 75.00
Window Replacement	\$100.00

FACTORY-BUILT HOME, MANUFACTURED HOMES AND MOBILE HOME PERMIT FEE SCHEDULE:

Block & Tie	\$450.00
Temporary / Accessory	\$250.00
Permanent Foundation	Fee will be calculated on valuation of foundation plus \$450.00.

BUILDING PERMIT FEES:

For each factory-built home \$100.00 per section plus Building Permit and Plan Review Fees as determined based on the valuation (*material and labor*) for foundation systems, porches, decks and stairs or other permanent construction which are not components of the factory-built home as produced.

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.

Appendix B: Fees, Rates and Charges Imposed Pursuant to the Hayden Town Code

ELECTRICAL PERMIT FEES:

For hookup of each factory-built home\$115.00

Fees for additions, remodels and repairs to factory-built home electrical systems shall be as determined for Electrical Permit Fees.

PLUMBING PERMIT FEES:

For the issuance of each permit\$15.00

For hookup of each factory-built home plumbing system.....\$9.00

Fees for additions, remodels and repairs to factory-built home plumbing systems shall be as determined for Plumbing Permit Fees.

MECHANICAL PERMIT FEES:

For the issuance of each permit\$15.00

For hookup of fuel gas system to each factory-built home\$9.00

Fees for additions, remodels and repairs to factory-built home mechanical systems shall be as determined for Mechanical Permit Fees.

ELEVATOR PERMIT FEES

Northwest Colorado Council of Government (NWCCOG) is the inspection agency for all elevator installations in Hayden. Contact NWCCOG at (970) 468-0295 ext.108 for fee information on elevator permits.

FIRE SUPPRESSION AND DETECTION PERMIT FEES

The West Routt Fire Protection District has access and fire prevention review authority for buildings constructed in their district. Contact the district for application submittal information and permit fees.

NOTE: in the event of a conflict between the fees, rates and charges listed in this Appendix B and the text of any individual section of the Town Code, the provisions of this Appendix shall control.



Town Council Agenda Item

MEETING DATE: January 21, 2016

AGENDA ITEM TITLE: Appointment of Ashley McMurray

AGENDA SECTION: New Business

PRESENTED BY: Sharon Johnson, Town Clerk

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: Jared Aylor has chosen not to be considered for re-appointment to the Planning Commission. Jared Aylor's term expires January 31, 2016.

RECOMMENDATION: I move to appoint Ashley McMurray to serve on the Planning Commission.

MANAGER RECOMMENDATION/COMMENTS:

Ashley McMurray
268 Harvest Drive
POB 1486
Hayden, CO 81639

January 15, 2016

Sharon Johnson
Town of Hayden

RE: Planning Commission, Letter of Interest

Dear Ms. Johnson & Hayden Town Council,

This letter is to express my interest in joining the Hayden Town Planning Commission.

I was recently approached by Angie Robinson, a current Planning Commission member, asking if I would be interested in joining the Commission. As I have a deep interest in Hayden's future, both on a residential and business level, I would be honored to represent the needs and concerns of Hayden residents and to contribute to the Commission's vital role of determining how to balance the public good with private rights and interests.

My background lends useful skills for the Commission, including: (1) a major in political science, (2) an internship in Washington, DC, involving policy research and recommendations, (3) eight years of residency in Hayden, listening and observing to various citizen and planning concerns, and (4) four years working at the Steamboat Pilot & Today and four years owning a business in this community.

I thank you for your time and consideration of my interest to join the Planning Commission. If you have any questions, you may reach me directly at 970.846.0613 or ashley@insitemediamarketing.com

Sincerely,

Ashley McMurray

