



AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, JANUARY 7, 2016
7:30 P.M.
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

WORK SESSION 7:00 P.M. – 7:30 P.M.

1. 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

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A. Regular Meeting November 19, 2015

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B. Regular Meeting December 3, 2015

3. CONSIDERATION OF BILLS

A. Consideration of payment bill vouchers dated January 5, 2016

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

6. CONSENT ITEMS

A. Consideration of payment bill vouchers dated December 14, 2015

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B. Consideration of payment bill vouchers dated December 28, 2015

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C. Setting 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 for January 21, 2016 at 7:30 p.m.

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

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

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

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

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

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

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J. Approve Resolution 2016-07 granting a Quit Claim Deed for certain "Fulton Property Floodway Easements"

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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.

7. OLD BUSINESS

8. NEW BUSINESS

- | | |
|--|---------|
| A. Resolution 2016-03 Appointing Greg Tuliszewski as Temporary Town Manager | Page 43 |
| B. Resolution 2016-04 Approving a professional services agreement to recruit a Town Manager | Page 45 |
| C. Resolution 2016-05 Authorizing signers on bank accounts for the Town | Page 66 |
| D. Discussion to install a lighted crosswalk across Jefferson Avenue (Hwy 40) at the Middle and High Schools | Page 68 |

9. PULLED CONSENT ITEMS

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

11. EXECUTIVE SESSION (if needed)

12. ADJOURNMENT

Staff & Councilmember Reports

Greg Tuliszewski reported on the engine brakes required signage which has been ordered. Hayden Valley Elementary School and Hayden High School had a safety drill in which they both participated and both events went well. Mr. Foster is no longer with the Hayden Police Department which places the HPD extremely understaffed. One candidate is in the processes of pre-employment screening.

Sharon Johnson updated the Councilmembers on the post-election completion and we are continuing to move forward for the special election in January.

Jill Delay updated the Councilmembers on the final pizza celebration for the 3rd – 5th grade two week basketball clinics. The HPR are in the midst of Tumbling for Tots with 17 enrollees from 18 months to five (5) years. The parents prefer the open gym concept and will continue down that path. The Fishing is Fun grant is at the state and we will know by the end of the year. The HPR Board will enter a small tabletop tree in the Tree Festival and auction raise awareness of the playground and equipment to begin fundraising. Dry Creek Park is being used for the Hayden School District Turkey Trot on November 28, 2015. HPR Board will be working on a park and facilities reservation policy. HPRB donated a Stokes Motocross membership to the Hayden Athletics Gala. Craig Preston, long time HPRB member relocated to Craig, so the HPRB has an opening and has received to letters of interest which we will bring to Town Council in December. Jill met with Environmental Health regarding the concession kitchen and will go with a limited kitchen (no cooking anything with steam or grease). HPRB will be sending out an RFP for a vendor to handle concessions.

David Torgler reported on the resolution coming before Town Council to authorized Sharon to appoint election judges. Water production is below the long term average. We are on target for the three (3) year average. Seneca Hill project is going well and the punch list inspection will take place next week. The Outfall project is going well and line is installed from river to the plant and waiting for the pump to be installed. There will be a meeting of all parties involved in the Seneca Hill project to close on the accounting, grant and final payment of the project. JD Hockaday is ready for the snow removal. Wind blew down a tree on the Washington Street lift station with only minor damage to the structure. I met with Michael Holloran, Gordon Dowling and Sam Barnes regarding the Hayden Floodway and working with families to work out all the easements involved. A new employee, Joey Salazar, started working for Public Works. The Small Communities and Wastewater grant was submitted for the generator at the Golden Meadows pumping station.

Tim Redmond reported on speaking with Tammie Delaney, a new school board member, on the 3rd Street crossing at Highway 40. I would like to work towards installing some LEDs for the youth crossing at night.

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, Hayden, Redmond, Folley and Hagins present. Also present were Town Manager, David Torgler, Police Chief, Greg Tuliszewski, Hayden Parks and 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.

Pledge of Allegiance Mayor Haskins led the Pledge of Allegiance.

Minutes – November 5, 2015 Councilmember Hayden moved to approve the minutes of the Regular Town Council Meeting held on November 5, 2015. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – abstain. Mayor Haskins – abstain. Motion carried.

Consideration of Bill Payment Voucher dated November 17, 2015. Councilmember Johnson moved to approve the bill payment voucher dated November 17, 2015 in the amount of \$75,836.69. Councilmember Redmond seconded. Roll call vote. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Folley – aye. Councilmember Redmond – aye. Councilmember Hayden – nay. Councilmember Johnson – aye. Motion carried.

Public Comments None.

Proclamations/ Presentations None.

Consent Items

Consideration to approve Hayden Parks and Recreation Facility Use Agreement. Councilmember Hagins moved to approve Consent items. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Consideration to approve Resolution 2015-01 entering into an easement grant and agreement with the Rebecca Ann Wattles living trust and the Town of Hayden.

Old Business None.

New Business

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

Decision:
Consideration to approve Resolution 2015-32 a Resolution for the Town of Hayden, Colorado amending the refuse and recycling collection contract with Waste Management.

Councilmember Hayen moved to approve Resolution 2015-32 a Resolution for the Town of Hayden, Colorado amending the refuse and recycling collection contract with Waste Management. Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Decision:
Consideration to approve Resolution 2015-33 a Resolution setting the time and place of a public hearing on the proposed budget and capital program for the Town of Hayden, Colorado for the 2016 budget year.

Councilmember Johnson moved to approve Resolution 2015-33 a Resolution setting the time and place of a public hearing on the proposed budget and capital program for the Town of Hayden, Colorado for the 2016 budget year. Councilmember Folley seconded. Roll call vote. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Folley – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Mayor Pro Tem Robinson – aye. Councilmember Johnson – aye. Motion carried.

Public Hearing: To consider approval of site plan for an n RV park on the Routt County Fairgrounds.

Public hearing opened at 7:49 p.m. No public comments. Public hearing closed at 7:50 p.m.

Decision:
Consideration to approve Resolution 2015-36 a Resolution of the Town Council of Hayden, Colorado approving a conditional use permit for a recreational vehicle park at the Routt County Fairgrounds.

Councilmember Folley moved to approve Resolution 2015-36 a Resolution of the Town Council of Hayden, Colorado approving a conditional use permit for a recreational vehicle park at the Routt County Fairgrounds. Councilmember Hagins seconded. Roll call vote. Councilmember Redmond – aye. Mayor Haskins – aye. Councilmember Folley – aye. Councilmember Johnson – aye. Councilmember Hagins – aye. Councilmember Hayden – aye. Mayor Pro Tem Robinson – aye.

Pulled Consent Items None

**Staff and
Councilmember
Reports Continued**

Executive Session

Adjournment **Councilmember Johnson adjourned the meeting at 7:50 p.m.**
Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 7th DAY OF January, 2016.

James M. Haskins, Mayor

Staff & Councilmember Reports

Greg Tuliszewski reported that this was the 2nd year Hayden Police Department (HPD) has been able get solid statistical numbers and seem to remain steady. HPD would like to provide information to Town Council on what type of service calls the police officer respond. The Christmas Tree Lighting went well from a public safety point of view.

Andrea Salazar reminded the Town Council of the year end appreciation and recognition party.

David Torgler reported on a notification from Southwest Energy to protect the pad site. David met with a couple of representatives from the Lake Village HOA and was informed David that the telephone and cable companies never ran lines for service and David will contact them. David met with two representatives from the Sagewood HOA and they have been collecting HOA fees and would like to discuss using the funds to improve the neighborhood. Augmentation filing is starting to wrap up with only one objection by Public Service Commission and they are working aggressively to resolve any issues. Seneca Hill Water Tank Project making great progress however we have requested for an extension for the DOLA grant.

Bill Hayden reported from the Yampa Valley Regional Airport Board will have a more detailed report once the winter flights begin.

Mayor Haskins reported Terri Dougherty contacted him to try to set up a demonstration at the Routt County Fair Exhibit Hall and get pickle ball going in Hayden.

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 Hayden, Redmond, Folley and Hagins present. Also present were Town Manager, David Torgler, Police Chief, Greg Tuliszewski, Public Works Director, Sam Barnes and Deputy Town Clerk, Andrea Salazar.

Opening Prayer Mayor Haskins offered the opening prayer.

Pledge of Allegiance Mayor Haskins led the Pledge of Allegiance.

Minutes – November 19, 2015 Approve at the next meeting

Consideration of Bill Payment Voucher dated November 30, 2015 Mayor Haskins moved to approve the bill payment voucher dated November 30, 2015 in the amount of \$214,925.61. Councilmember Folley seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Proclamations/ Presentations Representative Diane Mitsch Bush provided a legislative update for the Town Council. Diane Mitsch Bush indicated that the legislative session begins January 13, 2106 and provided a copy of her November 2015 Newsletter. Diane Mitsch Bush serves on two committees, the Interim Water Committee which this year

Minutes approved at the November 19, 2015 Regular Town Council Meeting.

travelled to receive comments from each of the river basin roundtables regarding the state water plan. The water plan was presented to the governor on November 19, 2015 and was accepted. A letter from Diane will be presented in the Steamboat Springs newspaper at a later date. Diane is always concerned about TransMountain Conversions as they are not good for the Northwest region or Colorado. Diane serves on the Agriculture, Livestock and Natural Resources Committee during session. Diane serves on the Interim Transportation Committee and is Vice Chair of the House Transportation and Energy Committee during session. Budget process begins in November and through the legislative process the budget will be adopted. The hospital provider fee has placed the budget over the Tabor cap and limits fund allocation to transportation and other services. Councilmember Bill Hayden thanked Representative Diane for her support in trying to get the speed limit on Highway 40 just outside of Hayden reduced. Diane explained the CDOT study and guidelines for determining speed limits on the highway. Diane asked Mayor Pro Tem Robinson to send her medical cost information regarding the medical coverage issue Mayor Pro Tem Robinson requested her to review.

Mayor Haskins swore in Police Officer Shawn Hockaday and Reserve Police Officer Storm Fallon. Hayden Police Department, Leslie Hockaday, Hockaday family and Ed Fallon were present.

Public Comments

None.

Consent Items

**Appoint Chief
Tuliszewski as
Representative for
Routt County
Communication
Advisory Board for
2016.**

**Resolution 2015-39
Authorizing Town
Clerk to appoint
election judges for
the special election
January 26, 2016.**

Councilmember Hayden moved to approve the consent items. Councilmember Redmond seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Old Business

Minutes approved at the November 19, 2015 Regular Town Council Meeting.

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**Public Hearing:
Resolution 2015-34
adopting a budget
for calendar year
2016**

Public Hearing for Resolution 2015-34 adopting a budget for calendar year 2016 opened at 8:05 p.m. No public comments were made. The public hearing closed at 8:06 p.m.

Decision: Resolution 2015-34 a Resolution for the Town of Hayden, CO summarizing expenditures and revenues for each fund and adopting a budget for the Town of Hayden, CO for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016.

Councilmember Hagins moved to approve Resolution 2015-34 a Resolution for the Town of Hayden, CO summarizing expenditures and revenues for each fund and adopting a budget for the Town of Hayden, CO for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016. Councilmember Folley seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – abstain due to not being involved in the process. Mayor Haskins – aye. Motion carried.

Decision: Resolution 2015-35 a Resolution levying general property taxes for the year 2015 to help defray the costs of government for the Town of Hayden, Co for the 2016 budget year.

Councilmember Folley moved to approve Resolution 2015-35 a Resolution levying general property taxes for the year 2015 to help defray the costs of government for the Town of Hayden, CO for the 2016 budget year. Councilmember Redmond seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Decision: Resolution 2015-37 a Resolution establishing a range of wages for authorized positions for the Town of Hayden for the year 2016

Councilmember Redmond moved to approve Resolution 2015-37 a Resolution establishing a range of wages for authorized positions for the Town of Hayden for the year 2016. Councilmember Folley seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – abstain due to not being involved in the process. Mayor Haskins – aye. Motion carried.

New Business

Request for the Town of Hayden to help with the Roving Christmas Tree.

Cindy Wright, 7310 County Road 65A, addressed the Town Council regarding the history of the Roving Christmas Tree. The Wright family has been doing it for ten (10) years. The dynamics of the family has changed and it is difficult for the family to continue without assistance. Cindy would like feedback and thoughts on establishing a fund to support the Roving Christmas Tree. The cost for candy is about \$600.00. Town Council suggested Cindy present to Hayden Parks and Recreation or the Lions Club.

Decision: Consideration to adopt the 2016 Town Council Meeting Schedule

Councilmember Hayden moved to adopt the 2016 Town Council Meeting Schedule. Councilmember Redmond seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Setting a Public Hearing and First Reading 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.

Mayor Haskins moved to approve 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 and set the Public Hearing for January 7, 2016. Councilmember Hagins seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Decision: Resolution 2015-38 a Resolution approving an engagement letter and professional services agreement with CliftonLarsenAllen, LLC for the provision of accounting and financial services for

Councilmember Redmond moved to approve a Bargain & Sale Deed for the part of the Spencer Annexation (0.04 acres more or less) currently owned by Oliver Keith Spencer that extends out onto RCE 53/Poplar St. Councilmember Hayden seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Johnson – aye. Councilmember Hagins – aye. Councilmember Hayden – aye. Motion carried.

a flat fee of \$4,750 per month.

Pulled Consent Items None

Staff and Councilmember Reports Continued

Executive Session: For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Mayor Haskins moved to Executive Session at 8:46 p.m. Executive session ended at 9:15 p.m.

**Adjournment
Recorded by:**

Councilmember Johnson adjourned the meeting at 9:17 p.m.

Sharon Johnson, Town Clerk

APPROVED THIS 7th DAY OF January 7, 2016.

James M. Haskins, Mayor

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
12134	A-1 Collection Agency, LLC	JAN2016	Garnishment	12/30/2015	23.09		
	Total 12134				23.09	.00	
7480	Accutest Mtn. States, Inc.	DY-69889	Sanitary Sewer Water Testing	12/02/2015	228.50		
	Total 7480				228.50	.00	
2440	Atmos Energy	3116DEC15	Airport Lift Station Gas_6408226	12/14/2015	27.44		
	Total 2440				27.44	.00	
6330	Black Mountain Glass Company	39805	PD Vehicle Repair	12/18/2015	306.70		
	Total 6330				306.70	.00	
12157	Boston, Sandra	80942	Travel Reimbursement	11/04/2015	12.00		
	Total 12157				12.00	.00	
1580	CAACO	12.9.2015	Individual Membership	12/09/2015	40.00		
	Total 1580				40.00	.00	
4460	CAMCA	2016DUES	Court Clerk Association Membership	12/14/2015	20.00		
	Total 4460				20.00	.00	
7510	Caterpillar Financial	16799894	Loader Lease	12/18/2015	2,350.07		
	Total 7510				2,350.07	.00	
1450	CMCA	16RENEWAL	CMCA Membership renewal	12/14/2015	165.00		
	Total 1450				165.00	.00	
1720	Colorado Municipal League	2016DUES	Membership Dues	11/02/2015	1,362.00		
	Total 1720				1,362.00	.00	
2010	Colorado Rural Water Assoc	11720	Membership Dues	12/15/2015	275.00		
	Total 2010				275.00	.00	
1870	Consolidated Electrical Dist	1534-506815	Streets R&M - Parts	12/09/2015	70.64		
	Total 1870				70.64	.00	
9000	Dowling Land Surveyors	12082015	Sewer Plant Outfall - Surveying	12/08/2015	415.00		
		12082015-02	WTP Professional Services	12/08/2015	1,665.00		
	Total 9000				2,080.00	.00	
4890	FedEx	5-250-74102	Water Sample Shipping	12/10/2015	67.89		
	Total 4890				67.89	.00	
12127	Garfield & Hecht, PC	134189	Water Matters Nov Services	11/30/2015	1,095.80		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 12127					1,095.80	.00	
3870	Grainger Inc	9905509403	Parks Operating Costs - Filters & Lamps	12/01/2015	218.44		
Total 3870					218.44	.00	
5430	Hayden Christmas Tree Festival	2015	2015 Donation	12/31/2015	225.00		
Total 5430					225.00	.00	
2640	Holloran LLC, Michael J	12202015	Wattles - Stormwater SCS Ditch Easemts Special Election Land Use - Nuisance Case	12/20/2015	291.67 204.17 218.75		
Total 2640					714.59	.00	
9680	IAPE, Inc	416-C123691	2016 Membership	01/01/2016	50.00		
Total 9680					50.00	.00	
6545	In Compliance Products, Inc.	RENEWAL	Compliance Posters	12/08/2015	100.00		
Total 6545					100.00	.00	
4535	InSite Media, Inc	1928	Social Media / Webhosting Monthly	12/23/2015	350.00		
Total 4535					350.00	.00	
12231	Magnum Metals, Inc	21567	WTP R&M Bracket & Adaptor	12/21/2015	775.00		
Total 12231					775.00	.00	
9060	Mid-American Research Chemical	0568644-IN	Streets R&M - Cleaning Supplies	12/11/2015	661.69		
Total 9060					661.69	.00	
2960	MJK Sales & Feed Inc	194648	WTP R&M - Parts	12/10/2015	38.94		
Total 2960					38.94	.00	
8920	Murdoch's Ranch & Home Craig	146699/19 C99948/19	PD - Recovery Strap PD Uniforms	12/23/2015 12/05/2015	81.98 72.84		
Total 8920					154.82	.00	
4230	Redmond Mechanical Services	053183	Water Meter R&R	12/08/2015	85.00		
Total 4230					85.00	.00	
6060	Royal Supply Co.	R301881	Streets - Storage Cabinet/Parts	12/10/2015	217.90		
Total 6060					217.90	.00	
10610	SAFEbuilt, Inc.	0021973-IN	Building Permits & Plan Review	09/30/2015	997.35		
Total 10610					997.35	.00	
7090	Samuelson's - Craig	41724	Water Plant R&M - Heater	12/14/2015	25.99		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		47632	WTP - Lumber	12/22/2015	32.80		
Total 7090					58.79	.00	
1655	STANDARD INSURANCE COMPANY INC	JAN2016	SWR LTD	12/17/2015	29.74		
			STREETS LTD		26.55		
			WATER LTD		32.92		
			PARKS LTD		16.99		
			SWR ADM LTD		18.59		
			WTR ADM LTD		18.59		
			ADMIN LTD		47.79		
			PD LTD		191.16		
Total 1655					382.33	.00	
10530	Staples Advantage	3287508850	Adm Office Supplies	12/15/2015	86.80		
Total 10530					86.80	.00	
3530	Steamboat Pilot	10416938	Legals	12/27/2015	30.72		
Total 3530					30.72	.00	
7070	USA BlueBook	812712	WWTP - Supplies	11/30/2015	191.19		
		816590	WTP - Batteries & Supplies	12/03/2015	207.47		
		816597	WTP - Lab Supplies	12/03/2015	33.08		
Total 7070					431.74	.00	
3880	Wagner Equipment Co	04C0286510	Streets R&M - Cutting Edges	12/16/2015	1,753.40		
		04C0286536	Streets R&M - Parts	12/17/2015	33.92		
Total 3880					1,787.32	.00	
6170	Walmart Community	34100397530	Town Hall Supplies	12/07/2015	32.39		
			PD Supplies		85.78		
		34200469623	Employee Party	12/08/2015	116.20		
Total 6170					234.37	.00	
4010	Yampa Valley Electric	0401DEC15	PD Electric 660020401	12/21/2015	446.90		
		1002DEC15	Dry Creek Lift Station Electric 720021002	12/22/2015	199.61		
		1401DEC15	Seneca Hill Tank Electric 660021401	12/21/2015	203.35		
		3101DEC15	Parks Electric 730013101	12/17/2015	177.12		
		3202DEC15	Airport Lift Station Electric 660013202	12/21/2015	396.85		
		3406DEC15	Town Hall Electric 740003406 (80)	12/22/2015	414.42		
			Rec Electric 740003406 (20)		103.60		
		3501DEC15	Parks Electric 730013501	12/17/2015	109.63		
		5501DEC15	Parks Electric 720015501	12/22/2015	61.04		
		6002DEC15	Community Tree Electric 760016002	12/22/2015	50.74		
		6201DEC15	Shop Electric 760016201	12/22/2015	266.22		
		7601DEC15	Parks Electric 780017601	12/17/2015	28.60		
		7702DEC15	Sewer Plant Electric 760007702	12/22/2015	2,359.37		
		7802DEC15	Water Plant Electric 660007802	12/21/2015	1,579.25		
		8001DEC15	Washington Street Electric 700008001	12/17/2015	129.24		
		8103DEC15	Parks Electric 730008103	12/17/2015	135.56		
		8803DEC15	Golden Meadows Electric 780008803	12/17/2015	784.49		
		8901DEC15	Hospital Hill Electric 720008901	12/22/2015	28.60		
		9402DEC15	Key Pump Electric 730009402	12/17/2015	117.05		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		9902DEC15	Crandell Pump House Electric 720009902	12/22/2015	297.09		
Total 4010					7,888.73	.00	

Total Paid: -
Total Unpaid: 23,613.66
Grand Total: 23,613.66

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
12134	A-1 Collection Agency, LLC	DEC2015	Garnishment	12/01/2015	23.09		
Total 12134					23.09	.00	
7480	Accutest Min. States, Inc.	DY-69562	Water Testing	11/17/2015	99.50		
Total 7480					99.50	.00	
1200	Bear River Valley Co-Op	NOV2015	Streets Vehicle Expense - Fuel	11/25/2015	650.94		
			Streets Vehicle Expense - Fuel		90.62		
			Parks Vehicle Exp - Fuel		110.99		
			Parks Field & Turf - Fuel		22.84		
			Water Dept Vehicle Expense - Fuel		100.16		
			PD Vehicle Expense - Fuel		426.76		
Total 1200					1,402.31	.00	
1400	Caselle Inc	69459	Support Contract Jan 2016	12/01/2015	532.33		
Total 1400					532.33	.00	
7510	Caterpillar Financial	16738261	Loader Lease	12/01/2015	2,350.07		
Total 7510					2,350.07	.00	
3770	CenturyLink	0029DEC15	Water Phones_0029	12/01/2015	120.63		
		3058NOV15	Water Phones_3058	11/25/2015	52.58		
		3741NOV15	Admin Phones_3741	11/25/2015	431.26		
		4330NOV15	Sewer Phones_4330	11/25/2015	54.15		
Total 3770					658.62	.00	
12074	CliftonLarsonAllen LLP	1143348	Accounting services - October	11/06/2015	4,774.90		
Total 12074					4,774.90	.00	
1870	Consolidated Electrical Dist	1534-506652	Street Lights	12/01/2015	57.60		
Total 1870					57.60	.00	
2150	DPC Industries Inc	37005117-15	WWTP Chemicals	11/10/2015	771.33		
Total 2150					771.33	.00	
2250	Fisher Scientific Company LLC	7724697	Sewer Lab Equipment Heater	11/19/2015	898.71		
Total 2250					898.71	.00	
4485	Forensic Truth Group, LLC	11122015	PD Pre-employment Exam	11/12/2015	140.00		
		11272015	PD Pre-employment Screen	11/27/2015	140.00		
Total 4485					280.00	.00	
12224	Frentress, Chris	854.12	Utility Deposit Refund	12/02/2015	68.73		
Total 12224					68.73	.00	
2330	Galls Incorporated	004417700	PD - Patrol Bag and Box Clipboard	11/18/2015	125.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 2330				125.00	.00	
12127	Garfield & Hecht, PC	133375	Legal Services	10/31/2015	762.50		
	Total 12127				762.50	.00	
3870	Granger Inc	9894900712	WTP - Timer	11/16/2015	167.94		
		9898381760	WWTP - Electric parts	11/19/2015	84.11		
		9904918506	WWTP - Timer	11/30/2015	428.40		
	Total 3870				680.45	.00	
2580	Hayden Merc	01-254623	Admin - Groceries	11/25/2015	30.88		
		02-277495	WTP Supplies	11/04/2015	21.99		
		02-285154	WTP - Supplies	11/19/2015	17.11		
		02-285285	Legislative - Supplies	11/19/2015	27.44		
		02-285360	Basketball Clinic Board	11/19/2015	83.25		
		03-255599	Executive - Supplies	11/02/2015	8.58		
	Total 2580				198.24	.00	
1360	Hinton Burdick CPAs & Advisors	10312015	Audit	10/31/2015	3,407.81		
	Total 1360				3,407.81	.00	
2640	Holloran LLC, Michael J	11202015	Legal WTP & Waterline Easements	11/20/2015	277.08		
			Legal Floodway / SCS Ditch		729.16		
			Legal - Fishing is Fun Grant		102.08		
			Legal - Turkey Trot		43.75		
	Total 2640				1,152.07	.00	
7095	Identity Graphics, Inc.	7489	Water - Augmentation	10/19/2015	89.00		
	Total 7095				89.00	.00	
4465	LL Johnson	5172487-00	Turf Maintenance - PC/FC 1-25	11/19/2015	806.97		
	Total 4465				806.97	.00	
8375	MASON SIEDSCHLAW	1918	Town Hall Equipment Replacement	10/26/2015	840.89		
			PD Network R&M		187.50		
			Admin Server R&M		75.00		
		1921	Public Works Computer Hardware	12/08/2015	38.95		
	Total 8375				1,142.34	.00	
2960	MJK Sales & Feed Inc	193702	Rec - Spray paint	11/24/2015	16.97		
		193734	WTP - R&M Parts	11/25/2015	19.05		
		194090	Streets R&M Supplies	12/01/2015	60.33		
	Total 2960				96.35	.00	
8920	Murdoch's Ranch & Home Craig	146558/19	PW Clothing Allowance	11/27/2015	95.96		
			PW Clothing Allowance		95.96		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 8920					191.92	.00	
8410	Native Excavating Inc.	PAY APP 2	WWTP Project 15-041	11/30/2015	31,833.31		
Total 8410					31,833.31	.00	
10080	Neve's Uniforms Inc	LN-324649	PD Uniforms	11/19/2015	196.94		
		LN-325122	PD - Uniforms	11/28/2015	123.95		
Total 10080					320.89	.00	
4495	Psychological Dimensions, PC	09-2526	PD Pre-employment Screen	11/11/2015	200.00		
		09-2532	PD Pre-employment Screen	11/27/2015	200.00		
Total 4495					400.00	.00	
6180	Resource Engineering Inc	15617	Water Rights Conversion	10/31/2015	1,322.50		
Total 6180					1,322.50	.00	
12068	RG & Associates, LLC	1011488	X-West Subdivision Fairgrounds RV Park	11/30/2015	403.75 23.75		
		1011489	General Planning Professional Services Professional Services	11/30/2015	49.50 35.62 558.13		
Total 12068					1,070.75	.00	
5880	Rocky Mountain Machinery	20006	Parks Filters and Oil	11/23/2015	63.87		
Total 5880					63.87	.00	
12092	Routt Co Dept of Enviro Health	12022015	Water Sample Bottles	12/02/2015	144.00		
Total 12092					144.00	.00	
2065	Routt County Auto Parts	0065-351887	PD Vehicle Expense - Snowbrush	11/21/2015	67.40		
		0109-351726	Streets Power luber	11/16/2015	179.00		
		0109-351752	Streets Vehicle Expense - Filters	11/17/2015	35.46		
		0109-351768	Water Vehicle Expense - Filters	11/18/2015	30.97		
		0109-351813	Streets - Tools	11/19/2015	9.99		
Total 2065					322.82	.00	
6060	Royal Supply Co.	R301863	Streets R&M - Parts	11/30/2015	190.94		
Total 6060					190.94	.00	
10610	SAFEbuilt, Inc.	0022789-IN	Building Department Services	11/30/2015	993.03		
Total 10610					993.03	.00	
7090	Samuelson's - Craig	46073	Water Dist R&M - Keys	12/01/2015	8.37		
Total 7090					8.37	.00	
1770	Schmueser Gordon Meyer, Inc.	0-414 008-28	WWTP OUTFALL PROJECT	11/23/2015	6,180.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 1770					6,180.00	.00	
4880	Sprint	8280746-021	Sewer Cell Phone	11/29/2015	58.51		
			Streets Cell Phone		107.30		
			Water Cell Phone		70.92		
			Admin Cell Phone		51.94		
			HPD Cell Phone		264.46		
			Recreation Cell Phone		51.94		
			Public Works Tablet		18.99		
			Public Works Tablet		19.00		
Total 4880					643.06	.00	
10530	Staples Advantage	3285609503	PD Office Supplies - Batteries	11/28/2015	15.99		
		8036925474	Adm Office Supplies	11/21/2015	125.93		
			PD Office Supplies		95.84		
Total 10530					237.76	.00	
12225	Tool Chick LLC	123341	Streets - Tools	12/07/2015	698.03		
Total 12225					698.03	.00	
3710	Town of Hayden	1208NOV15	DRY CREEK PARK_1208.01	11/30/2015	37.58		
		15NOV15	Shop Utilities_15.01	11/30/2015	65.02		
		2035NOV15	POLICE STATION_2035.01	11/30/2015	63.50		
		2036NOV15	DRY CREEK PARK BUILDING_2036.01	11/30/2015	68.33		
		2044NOV15	VISTA VERDE PARK_2044.01	11/30/2015	37.58		
		2046NOV15	LAKE VILLAGE PARK_2046.01	11/30/2015	37.58		
		2066NOV15	RV DUMP STATION_2066.01	11/30/2015	68.33		
		231NOV15	3RD STREET PARK_231.01	11/30/2015	68.33		
		232NOV15	Water Plant_232.01	11/30/2015	53.10		
		355NOV15	Sewer Plant_355.01	11/30/2015	55.63		
		534NOV15	MAIN STREET PARK_534.01	11/30/2015	68.69		
		761NOV15	SUELLEN BALLFIELD_761.01	11/30/2015	37.58		
		92NOV15	Town Hall_92.01 80%	11/30/2015	61.65		
			Rec Utilities_92.01 20%		15.41		
		94NOV15	KEY PUMP_94.01	11/30/2015	52.42		
		96NOV15	WEST BALLFIELD_96.01	11/30/2015	37.58		
Total 3710					828.31	.00	
6540	Tri County Fire Protection	131368	PD Building Maintenance	11/24/2015	699.20		
Total 6540					699.20	.00	
7070	USA BlueBook	806864	WWTP - Parts	11/19/2015	137.34		
Total 7070					137.34	.00	
8740	Visa	12022015	Tumbling for Tots	12/02/2015	82.50		
			Recreation Programs		14.92		
			Wintergreen - Lightbulbs		1,397.78		
			Budget Meeting		158.27		
			Budget Meeting		128.00		
			Radial Capacitor		8.85		
			Postage		300.00		
			Postage		15.99		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Scanner		791.51		
			District Annual Trng / Monthly Mtg		20.00		
			PD Lodging 11/2-4		178.00		
			PD Meeting with Airport Manager		30.00		
			PD Vehicle Maintenance		23.99		
			PD Print Toner		87.44		
			PD - Bib Overalls		113.18		
			PD - Bib Overalls		113.18		
			Hockaday Uniform		78.00		
			MDaemon Renewal		266.00		
			Sprinkler Warehouse		265.96		
			Streets - Wolf Mtn Pizza		42.93		
			Grand Junction PD - Training		100.00		
Total	8740				4,216.50	.00	
3970	W.P.C.I.	0037527-IN	Streets - Policy Assurance Update	11/19/2015	75.00		
Total	3970				75.00	.00	
3880	Wagner Equipment Co	'04C0286000	Parks - Parts	11/19/2015	47.82		
		'04C0286221	Streets R&M Cutting Edge	12/02/2015	416.30		
Total	3880				464.12	.00	
7580	Wagner Rents	342116-0001	Christmas Tree Boom Delivery	11/16/2015	451.85		
Total	7580				451.85	.00	
9960	Warning, Tanya	DEC2015	Janitorial Services December 2015	12/03/2015	425.00		
Total	9960				425.00	.00	
10600	Waste Management-SBS #001-8552	DEC2015	Residential Trash Service	12/01/2015	11,564.98		
Total	10600				11,564.98	.00	
6130	Western Security Systems Inc	98453	Alarm Monitoring 1/1/16-3/31/16	12/01/2015	90.00		
		98899	PD Building Replaced DVR	12/01/2015	800.00		
Total	6130				890.00	.00	
6085	Xerox Corporation	719439127	ADMIN COPIER/PRINTER	10/06/2015	230.81		
Total	6085				230.81	.00	
4010	Yampa Valley Electric	1802NOV15	Street Lights 1510001802	11/25/2015	1,849.37		
Total	4010				1,849.37	.00	
4245	Zirkel Wireless, LLC	114759	Water Internet Acct 4377 July	11/25/2015	46.00		
		114760	Streets Internet Acct 4378 July	11/25/2015	46.00		
Total	4245				92.00	.00	

Total Paid:	-
Total Unpaid:	<u>86,923.65</u>
Grand Total:	<u><u>86,923.65</u></u>

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
2440	Atmos Energy	0332DEC15	Water Plant Gas_T768776	12/11/2015	646.09		
		1967DEC15	Shop Gas_G0014687	12/11/2015	263.42		
		2144DEC15	Sewer Plant Gas_R910225	12/11/2015	160.51		
		2411DEC15	Parks Gas T820876	12/11/2015	64.10		
		2626DEC15	Town Hall Gas_R252006 (.80)	12/11/2015	104.21		
			Rec Gas - R252006 (20%)		26.05		
		2886DEC15	Crandell Pump House Gas_R331736	12/11/2015	68.79		
		3349DEC15	Dry Creek Lift Station Gas_08K458739	12/11/2015	16.24		
		3590DEC15	Parks Gas 15192591	12/11/2015	108.35		
		5208DEC15	Golden Meadows Gas_W816504	12/11/2015	51.28		
		7426DEC15	PD Gas_08K684037	12/11/2015	282.86		
Total 2440					1,791.90	.00	
4640	Bear River Young Life	12142015	2015 Donation	12/14/2015	250.00		
Total 4640					250.00	.00	
3770	CenturyLink	1359737299	PD Phones 77563308	12/03/2015	30.08		
		2535DEC15	PD Phones_2535	12/04/2015	316.57		
Total 3770					346.65	.00	
1645	Charter Communications	237DEC2015	Charter Internet_1237	12/07/2015	79.95		
Total 1645					79.95	.00	
12074	CliftonLarsonAllen LLP	1155473	Accounting services	12/09/2015	4,760.05		
Total 12074					4,760.05	.00	
12109	Haskins Cleaning	NOV2015	Town Hall Cleaning Nov 2015	12/21/2015	200.00		
Total 12109					200.00	.00	
2890	Hayden Lions Club	06152015	2015 Donation	06/15/2015	50.00		
Total 2890					50.00	.00	
12096	JVA, Inc	58294	On-Call Engineering Svcs	11/23/2015	1,408.00		
		58299	Seneca Hill CIP	11/23/2015	1,780.00		
		58300	2015 Roadway Improvements	11/23/2015	9,458.00		
		58301	Hayden Review - Wagner	11/23/2015	128.00		
		58302	Seneca Hill Tank/Water Sys Improv	11/23/2015	5,255.24		
Total 12096					18,029.24	.00	
6100	Lift-Up of Routt County	12112015	2015 Donation	12/11/2015	500.00		
Total 6100					500.00	.00	
8840	Making It With Mark LLC	918104	Holiday Party	12/11/2015	169.72		
Total 8840					169.72	.00	
12226	Midwest Card and ID Solutions	20599	PD Live Pass Track Application	05/04/2015	100.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total	12226				100.00	.00	
10080	Neve's Uniforms Inc	LN-325500	PD Uniform Cutout Letters	12/05/2015	27.94		
Total	10080				27.94	.00	
9070	NWCOVNA	5 DONATION	2015 Donation	12/14/2015	250.00		
Total	9070				250.00	.00	
12227	Peloghitis, Catherine	394 09	Utility Deposit Refund	12/23/2015	53.23		
Total	12227				53.23	.00	
6180	Resource Engineering Inc	15730	Water Rights Conversion	11/30/2015	1,938.00		
Total	6180				1,938.00	.00	
3380	Routt County Clerk & Recorder	12092015	2015 Coordinated Election	12/09/2015	1,316.64		
Total	3380				1,316.64	.00	
3350	Routt County Council on Aging	12142015	2015 Donation	12/14/2015	250.00		
Total	3350				250.00	.00	
12229	Routt County Court	12172015	Citation 1434	12/17/2015	93.00		
Total	12229				93.00	.00	
12228	Routt County Fairgrounds	15 020	PWW	12/14/2015	259.20		
		15 021	Tumbling	12/14/2015	54.00		
		15 022	Employee Appreciation	12/14/2015	63.75		
		15 023	Halloween	12/14/2015	48.75		
Total	12228				425.70	.00	
10530	Staples Advantage	3286391517	PD Office Supplies	12/05/2015	192.12		
Total	10530				192.12	.00	
2070	The Haven Assisted Living	12142015	2015 Donation	12/14/2015	500.00		
Total	2070				500.00	.00	
3700	Totally Kids Inc	12112015	2015 Donation	12/11/2015	1,500.00		
Total	3700				1,500.00	.00	
8350	United States Treasury	2013	84-6000675 972CG Notice 2013	08/24/2015	960.00		
Total	8350				960.00	.00	
6085	Xerox Corporation	082548191	ADMIN COPIER/PRINTER	12/09/2015	335.29		
		082548192	PD COPIER/PRINTER	12/09/2015	240.59		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 6085					575.88	.00	
8100	Yampa Valley Data Partners	12212015	2015 Contributions	12/21/2015	2,000.00		
Total 8100					2,000.00	.00	

Total Paid: -
Total Unpaid: 36,360.02
Grand Total: 36,360.02



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Setting 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.

AGENDA SECTION: Consent Agenda

PRESENTED BY: David Torgler

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:

To set a public hearing for January 21, 2016 to obtain public input on Ordinance 670.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

Ordinance 670 received approval of first reading at the December 3rd Town Council meeting when the Town Council set the public hearing for January 7th. Unfortunately due to the holiday schedules the public hearing notice was not published. This action tonight is to set a new public hearing time.



Town Council Agenda Item

MEETING DATE: January 7, 2015

AGENDA ITEM TITLE: Recommendation to approve the reappointment of Sandy Boston and Steve Johnson to the Parks and Recreation Board, expiring December 31, 2018.

AGENDA SECTION: Consent

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW:

The Hayden Parks and Recreation Board voted to recommend to the Town Council that Sandy Boston and Steve Johnson's terms on the board be renewed for three years expiring December 31, 2018. Please see their letters of interest attached. The Board believes Sandy and Steve have been great assets and dedicated, working board members whose efforts will continue to help further improve our programs and activities.

RECOMMENDATION:

That the Councilmembers approve the reappointment of Sandy Boston and Steve Johnson to the Parks and Recreation Board.

MANAGER'S RECOMMENDATION/COMMENTS:

12/15/15

To the Hayden Parks + Recs Board

I would like to continue sitting on the
Parks + Recs board for another 3 year term.

July R Boston

Dec. 16, 2015

I, Steve Johnson,
will forever be a
part of Hayden Parks
Rec - and my term
never expire.

Until I move or die

Steve Johnson

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that extends to the right. The signature is positioned below the printed name "Steve Johnson".



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Recommendation to approve the appointment of Zack Johnson to a vacant position on the Parks and Recreation Board expiring December 31, 2016.

AGENDA SECTION: Consent Agenda

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: The Hayden Parks and Recreation Board voted to recommend to the Town Council that Zack Johnson be appointed to the board to fill the remainder of Craig Preston's vacant position expiring December 31, 2016. Please see her letter of interest attached. The Board believes Zack will be a dedicated, working board member and that his contributions will help further improve our programs and activities.

RECOMMENDATION:

MANAGER'S RECOMMENDATION/COMMENTS:

Jill Delay

From: Zachary Johnson <zachary.johnson@tmhcraig.org>
Sent: Thursday, November 05, 2015 8:59 PM
To: jill.delay@haydencolorado.org
Subject: Letter of Interest

Zack Johnson
336 Starlite Lane
Hayden, CO 81639-0034

Dear Jill,

Please accept this email and my notification of interest in serving/volunteering on the Hayden Parks & Recreation Board.

A little about me. I have been a physical therapist for 11 years and currently the Manager of Physical Therapy and Cardiopulmonary at The Memorial Hospital at Craig. I helped coach coach-pitch baseball and was the head coach of one of the U6 Soccer league for Totally Kids. I would be happy to provide more information if needed.

Please contact me at zackj842@gmail.com via email or on my cell at (337) 296-0998.

Sincerely,
Zack Johnson, BSEP, MSPT, MBA

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Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Resolution 2016-02 Approving Fairgrounds Rental Agreement with Routt County

AGENDA SECTION: New Business

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: Instead of signing a new agreement contract every time the Town wants to use the Routt County Fairgrounds Exhibit Hall, the County agrees to an annual contract per fairgrounds scheduling and use policies through the Fairgrounds Manager.

RECOMMENDATION: I recommend the Town signs the agreement with Routt County.

MANAGER'S RECOMMENDATION/COMMENTS:

RESOLUTION 2016-02

**A RESOLUTION APPROVING A FAIRGROUNDS RENTAL AGREEMENT
WITH ROUTT COUNTY**

Recitals

1. Each year the Town of Hayden utilizes the Routt County Fairgrounds for activities, such as Pee Wee Wrestling, Hayden Daze activities, a Christmas party and Tumbling for Tots.
2. The Town of Hayden Town Council recognizes that there are benefits to the Town, such as timing, cost and convenience, to have a rental agreement so that the Town can use the Fairground facilities for programs that come up throughout the year without having a separate agreement for each use.
3. The Town of Hayden and Routt County will sign an annual Agreement for use of the Routt County Fairgrounds, subject to facility availability.

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

Section 1. The Town Council desires to enter into a Fairgrounds Facility Rental Agreement with Routt County attached hereto as Exhibit A.

Section 2. Actual use of Fairground facilities is subject to availability as stated within the Fairgrounds Facility Rental Agreement.

Section 3. The Town will be invoiced for actual usage of the Fairgrounds.

Section 4. Resolution shall be in full force and effect upon its passage and adoption.

PASSED, ADOPTED AND APPROVED THIS 7TH DAY OF JANUARY 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk

FAIRGROUNDS FACILITY RENTAL AGREEMENT

This Fairgrounds Facility Rental Agreement (the "Agreement"), dated as of DECEMBER 17, 2015 is between Routt County, Colorado ("County"), acting by and through its Fairgrounds Manager/Fair Coordinator by delegation of the Board of County Commissioners (the "Board") and the Town of Hayden ("Facility User").

Recitals

A. County is the owner of the Routt County Fairgrounds (the "Fairgrounds") located near Hayden, Colorado and the facilities located at the Fairgrounds.

B. Facility User desires to use the following Fairground facility: EXHIBIT HALL (the "Facility") throughout 2016 during dates and times scheduled through the Fairgrounds Manager and subject to availability of facility.

C. County is willing to permit the use requested by Facility User as described above subject to the terms and conditions of this Agreement.

Terms and Conditions

1. Permitted Use: Subject to full compliance with the other terms and conditions set forth herein, Facility User shall be permitted to use the Facility:

1. Exhibit Hall throughout 2016 during dates and times scheduled through the Fairgrounds Manager and subject to availability of facility.

Facility User shall not make use of the Facility for any other use and shall not permit others under their control or with their permission to do so. Facility User shall not use other Fairground Facilities and shall use only that portion of the Fairground necessary for the permitted use.

2. Portable Toilets: The Facility User is responsible for supplying, at Facility User's sole expense, portable toilets in compliance with Appendix C, of the Minimum Plumbing Facilities of the Uniform Plumbing Code when applicable. As required, the Facility User will supply a minimum of one (1) water closet per one (1) to one-hundred (100) males and a minimum of two (2) water closets for one (1) to fifty (50) females and one portable lavatory or handwash station for each sex.

3. Compensation for Use of Facility: As compensation to County for the use of the Facility, Facility User shall pay to "Routt County" according to the Routt County Fairgrounds Fee Structure effective January 1, 2010 (the "Use Fee"). The Use Fee shall be payable to "Routt County" and paid to the "Fairgrounds

Manager/Fair Coordinator" on a monthly basis according to the invoice submitted by the Fairgrounds Manager.

4. Cleaning of Facility and Damage to the Facility: The Facility User shall leave the Facility and the Fairgrounds in as good a condition at the end of Facility User's use as it was at the beginning of such use, normal wear and tear expected. Facility User shall clean the Facility and Fairgrounds if they become dirty or littered during their use by Facility User. Facility User shall also be responsible for the costs of any repair to the Facility or the Fairgrounds resulting from their use by Facility User. In the event that County is required to repair damage which is the responsibility of the Facility User, County shall be entitled to recover such costs from Facility User. If Facility User has given a security deposit for the use of the Facility, County may deduct the cost of such repairs from the security deposit. The Facility User shall be required to deliver a security deposit of \$00 to the Fairgrounds Manager/Fair Coordinator at the same time that the Use Fee is due.

5. Indemnity: Facility User shall indemnify, defend and hold County harmless from any and all claims, injuries and damages arising from the use of the Facility and the Fairgrounds by Facility User pursuant to this Agreement except from claims, injuries and damages arising from the negligence, reckless or intentional acts of County and its employees, officials and agents.

6. Insurance: Facility User shall deliver to the Fairgrounds Manager/Fair Coordinator, at least 10 days prior to the date of the use, a certificate of insurance naming County as an additional insured establishing that Facility User has the following minimum insurance coverage:

General liability insurance	\$1,000,000 per occurrence/ \$1,000,000 in the aggregate
Products-Completed operations if required based upon use	\$1,000,000
Personal and advertising if a commercial use	\$1,000,000
Property damage and fire	\$50,000
Medical expense	\$5,000

7. Alcoholic Beverages: Facility User shall not permit alcoholic beverages to be brought into or consumed on the Fairgrounds or the Facility while it is being used by the Facility User unless County has first been advised that this is intended and the Facility User has obtained the required alcoholic beverage license.

8. Security: County shall not be required to provide security for Facility User's use of the Facility as a part of this Agreement.

9. Nondiscrimination: Facility User shall not discriminate against any person on the grounds of race, creed, color, national origin, sex, handicap or disability in connection with any activity conducted by Facility User in the Facility or on the Fairgrounds pursuant to this Agreement.

10. Attorneys Fees: In the event either party to this Agreement brings suit to enforce or interpret any portion of this Agreement, the party substantially prevailing in such action shall be entitled to recover all costs incurred in such action, including without limitation reasonable attorney's fees.

11. Venue and Choice of Laws: This Agreement shall be governed by and construed in accordance with the internal laws of the State of Colorado without reference to choice of laws rules. The parties agree that venue in any action to enforce or interpret this Agreement shall be in the District Court in the Fourteenth Judicial District for the State of Colorado.

12. Entire Agreement: This Agreement shall be binding on and inure to the benefit of the parties hereto, their respective successors and assigns, and shall not be deemed to be for the benefit of or enforceable by any third party. This Agreement constitutes the entire agreement between the parties concerning the use of the Facility by the Facility User and may not be amended except by a written document executed by all parties hereto.

Routt County, Colorado

By: _____
Fairgrounds Manager /
Fair Coordinator
on behalf of the Board of
County Commissioners

Facility User



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Reappointment of Angie Robinson and Amy Williams

AGENDA SECTION: New Business

PRESENTED BY: Town Manager, David Torgler

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: Angie Robinson and Amy Williams terms expire January 31, 2016. Angie and Amy would like to continue serving the Hayden community and Town Government in the capacity of planning commissioner.

RECOMMENDATION: I recommend appointing Angie Robinson and Amy Williams to serve on the Planning Commission.

MANAGER RECOMMENDATION/COMMENTS:



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Reappointment of James Lewis, Tim Frentress and Steve Dunn to the Board of Adjustments

AGENDA SECTION: New Business

PRESENTED BY: Town Manager, David Torgler

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: James Lewis, Tim Frentress and Steve Dunn terms expire January 31, 2016. James, Tim and Steve would like to continue serving the Hayden community and Town Government in the capacity of member of the Board of Adjustments.

RECOMMENDATION: I recommend appointing James Lewis, Tim Frentress and Steve Dunn to the Board of Adjustments.

MANAGER RECOMMENDATION/COMMENTS:

RESOLUTION 2016-06

**A RESOLUTION DESIGNATING A POSTING PLACE FOR PUBLIC MEETINGS
FOR THE TOWN OF HAYDEN, COLORADO**

RECITALS

1. Colorado State Statute 24-6-402(2)(c) requires that a public place for posting notices of all public meetings held by a municipal government shall be designated annually at the first regular meeting of each year.
2. CRS 24-6-402(2)(c) requires that any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public.
3. CRS 24-6-402(2)(c) holds a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting.
4. CRS 24-6-402(2)(c) provides the posting shall include specific agenda information where possible.
5. The Town Council of the Town of Hayden wishes to designate a public place within its boundaries for the posting of all meetings for the Town Council, the Planning Commission, and all other boards, commissions, and authorities of the Town.

**NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS
FOLLOWS:**

Section 1. The bulletin board inside the front entrance to the Hayden Town Hall, 178 West Jefferson Avenue, Hayden, Colorado is hereby designated as the official posting place for all public meetings as provided in C.R.S. 24-6-402(2)(c).

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

PASSED, APPROVED, AND RESOLVED THIS 7th DAY OF JANUARY 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Resolution 2016-07 granting a Quit Claim Deed for certain “Fulton Property Floodway Easements”

AGENDA SECTION: Consent Agenda

PRESENTED BY: David Torgler and Sam Barnes

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

In the late 1970’s and early 1980’s the Town of Hayden and the Soil Conservation Service, USDA, worked together to construct the Hayden Floodway, designed to eliminate flooding problems in the Town of Hayden for lands lying Westerly of the East right-of-way of Shelton Lane and lying Easterly of the West right-of-way of Poplar Street lying North of the Walker Ditch. To construct and maintain the Hayden Floodway easements across private property were necessary and obtained. Portions of these Hayden Floodway easements are no longer necessary to be retained by the Town and a Quit Claim Deed has been prepared to release these easements to the private property owner(s).

RECOMMENDATION:

Recommendation is to approve Resolution 2016-07 granting a Quit Claim Deed for certain easements depicted and described on the documents titled “Fulton Property Floodway Easements”.

MANAGER’S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

RESOLUTION 2016-07

**A RESOLUTION GRANTING A QUIT CLAIM DEED FOR CERTAIN EASEMENTS
DEPICTED AND DESCRIBED ON THE DOCUMENTS TITLED "FULTON PROPERTY
FLOODWAY EASEMENTS"**

RECITALS

1. The Hayden Floodway, also known as the "Soil Conservation Service (SCS) Ditch" and the "Flood Prevention Measure", March 1978, was designed to eliminate any flooding problems in the Town of Hayden for lands lying Westerly of the East right-of-way of Shelton Lane and lying Easterly of the West right-of-way of Poplar Street lying North of the Walker Ditch.
2. To construct and maintain the Hayden Floodway easements across private property were required. Accordingly on October 17, 1977 and later revised on April 28, 1980, Charles E. Fulton conveyed to the Town of Hayden certain easements for the construction and maintenance of the Hayden Floodway.
3. On July 24, 1980 the Town of Hayden entered into an Operation and Maintenance Agreement with the Soil Conservation Service, United States Department of Agriculture, to maintain and operate the Hayden Floodway.
4. Portions of the Hayden Floodway easements depicted and described on the document titled "Fulton Property Floodway Easements" consisting of two pages and recorded on April 30, 1980, in the records of the Routt County Clerk and Recorder at File No. 8582, have been determined by the Town Council to be unnecessary easements.
5. The Town Attorney, Town staff and Gordon Dowling, a land surveyor, have prepared a Quit Claim Deed to the unnecessary easements between the Town as "Grantor" and the Rebecca Ann Wattles Living Trust as the "Grantee".

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

Section 1. The Town Council hereby grants a Quit Claim Deed, executed January ___, 2016, to the Rebecca Ann Wattles Living Trust, and attached hereto as Exhibit A, and authorizes Mayor Haskins to execute said Quit Claim Deed.

Section 2. The Town Clerk is directed to record this Quit Claim Deed in the records of the Routt County Clerk and Records Office and provide copies of the recorded document to a representative of the Rebecca Ann Wattles Living Trust.

Section 3. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED, AND RESOLVED THIS 7th DAY OF JANUARY, 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk

QUIT CLAIM DEED

THIS DEED is dated January ____, 2016, and is made between the **TOWN OF HAYDEN, a Colorado home rule town, formerly a Colorado statutory town** (“Grantor”), P.O. Box 190, 178 West Jefferson Ave, Hayden, CO 81639 and **REBECCA ANN WATTLES LIVING TRUST, dated November 22, 2002**, (“Grantee”), whose legal address is 39990 CR 80, Hayden, CO 81639.

WITNESS that the Grantor, for and in consideration of the sum of **TEN DOLLARS (\$10.00)**, the receipt and sufficiency of which is hereby acknowledged, does hereby remise, release, sell and **QUITCLAIM** unto the Grantee, its successors and assigns, forever, all the right, title, interest, claim and demand which the Grantor has in and to the real property, together with any improvements thereon, located in the County of Routt, State of Colorado, described in Schedule I, attached hereto and incorporated herein by this reference, with all its appurtenances.

IN WITNESS WHEREOF, the Grantor has signed this Deed effective on the date set forth above.

TOWN OF HAYDEN

By: _____
James M. Haskins, Mayor

Attest: _____
Sharon Johnson, Town Clerk

STATE OF COLORADO)
)ss.
COUNTY OF ROUTT)

The foregoing instrument was acknowledged before me this ____ day of January, 2016, by James M. Haskins, as Mayor of the Town of Hayden and Sharon Johnson as Town Clerk of the Town of Hayden, a Colorado home rule town, formerly a Colorado statutory town.

Witness my hand and official seal.

My Commission expires: _____
Notary Public

SCHEDULE 1

All or portions of those certain easements depicted and described on the document titled “Fulton Property Floodway Easements” consisting of two pages and recorded on April 30, 1980, in the records of the Routt County Clerk and Recorder at File No. 8582, as described and listed below (the “Unnecessary Easements”), which exist on Lot 1, Lot 2, and the Remainder Parcel, Wattles Minor Land Preservation Subdivision Exemption, filed in the Routt County records at File Number _____ on, _____ 2016,

The Unnecessary Easements:

- WASTE AREA #1
- 12 FOOT WIDE PERMANENT ACCESS EASEMENT
- 20 FOOT WIDE WASTE AREA ACCESS EASEMENT #1
- 20 FOOT WIDE WASTE AREA ACCESS EASEMENT #2
- 20 FOOT WIDE WASTE AREA ACCESS EASEMENT #3
- TEMPORARY CONSTRUCTION EASEMENT (AS DEPICTED ON SHEET 1)
- 90 FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT #2 AS SHOWN ON THE FULTON PROPERTY FLOODWAY EASEMENTS
- 12 FOOT WIDE PERMANENT ACCESS EASEMENT #2 AS SHOWN FULTON PROPERTY FLOODWAY EASEMENTS
- 20 FOOT WIDE WASTE AREA ACCESS EASEMENT #4

all in the County of Routt, State of Colorado.



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Resolution 2016-03 appointing a Temporary Town Manager and providing compensation.

AGENDA SECTION: New Business

PRESENTED BY: David Torgler, Town Manager

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

January 15, 2016 will be the last day the current Town Manager will be working for the Town. Per Section 1-5 of the Town Charter the Town Council appoints the Town Manager to execute the laws and administer the Town government. While the Town Council proceeds through the process to hire a permanent replacement for the Town Manager Section 4-1(a) of the Town Charter provides *If the office of the Town Manager becomes vacant, the Town Council shall appoint either a temporary or permanent replacement as soon as reasonably possible.*

RECOMMENDATION:

Move to appoint Greg Tuliszewski as the Temporary Town Manager, effective January 15, 2016 with compensation for this work at the rate paid to the current Town Manager.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

Chief Tuliszewski has agreed to serve in this temporary appointment and will continue to serve as the Town's Police Chief.

RESOLUTION 2016-03

A RESOLUTION APPOINTING A TEMPORARY TOWN MANAGER AND PROVIDING COMPENSATION

RECITALS

1. The Town of Hayden's municipal government is a Council – Manager form and pursuant to Section 4-1(a) of the Town of Hayden Home Rule Charter the Town Council shall appoint a Town Manager on the basis of fitness, education, competency, training and experience.
2. Pursuant to Section 4-1(a) of the Town of Hayden Home Rule Charter if the office of the Town Manager becomes vacant, the Town Council shall appoint either a temporary or permanent replacement as soon as reasonably possible.
3. Following the resignation of the Town Manager the Town Council has selected Greg Tuliszewski as Temporary Town Manager and desires to compensate this work at the current rate paid to the former Town Manager.

NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

- Section 1. The Town Council appoints Greg Tuliszewski as Temporary Town Manager.
- Section 2. The Town Council approves annual compensation for the Temporary Town Manager at the rate of \$81,655 with said compensation to be applied retroactively to December 6, 2015.

PASSED, APPROVED, AND RESOLVED THIS 7th DAY OF JANUARY 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Resolution 2016-04 approving a professional services agreement with the Waters & Company/Springsted Company to provide professional services to recruit candidates for the position of Town Manager for the professional services fee of \$22,500.00.

AGENDA SECTION: New Business

PRESENTED BY: Mayor Jim Haskins, David Torgler and Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Sixteen professional firms specializing in the recruitment of municipal managers were sent Requests for Proposal (RFP) to provide services to the Town Council and assist in the recruitment of the next Town Manager. Seven firms responded, three declining to submit a proposal and four firms submitting proposals. Mayor Haskins, Interim Town Manager Greg Tuliszewski and current Town Manager David Torgler reviewed the four proposals and based upon the following criteria: the firms experience; experience, Colorado recruitments, timeline to complete the recruitment, the assigned principle recruiter's experience, the recruiters experience in soliciting local input in the recruitment process; the firms resources; and recommendations from other municipal clients. It is the selection committee's recommendation that the Town Council hire Waters & Company/Springsted Company to conduct this search. Once an agreement is approved Waters & Company/Springsted Company estimates it will take 11 – 12 weeks to complete the search with additional time necessary for a Town Manager to start work. Proposals from the four firms ranged in cost from \$22,000 - \$25,000.

RECOMMENDATION:

The attached agreement for services will need review and approval by the Town Attorney. Recommendation is to approve Resolution 2016-04 subject to the Town Attorney's review and approval of the attached Agreement for Services.

MANAGER'S RECOMMENDATION/COMMENTS:

The Town Council should proceed to find a new Town Manager in an expeditious manner or consider hiring an interim manager. Chief Tuliszewski has agreed to serve as the interim Town Manager assuming that the recruitment will be made timely. The Town has many projects in the

works that require internal and external coordination with personnel and agencies such as the closeout of the Seneca Hill water tank project and funding; completion of the augmentation filing; completion of a water and sanitary sewer rate study, per the obligations in the Town/County 2014 IGA; follow-up to the January 26th special election; preparation of election materials (if necessary) for future street infrastructure maintenance bonds; applications for engineering grant funding for street and utility infrastructure; conveyance of alleyways to the Town; the Stokes Gulch motocross track conditional use permit renewal; and many other projects that are in-progress. Most of these on-going projects are external in nature or influence. The Town Manager and Interim Town Manager also provide daily support to the staff and residents that contact us at the Town Hall or Police Department or when we are out of the office with various problems and concerns. The Town has a need for a full-time manager and a full-time police chief; asking one person to serve in both roles for a short period of time is manageable but not something that can be sustained for too long.

Because the Police Chief is serving as the Interim Town Manager the Town will save salary and benefit costs for the estimated four months' time that it will take to fill the Town Manager's position. These savings can be applied to the hiring of a professional recruiter. Projected cost savings for the salary and benefits exceed \$33,000 (estimate).

I concur with the above recommendation.

RESOLUTION 2016-04

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE WATERS & COMPANY/SPRINGSTED COMPANY TO PROVIDE PROFESSIONAL SERVICES TO RECRUIT CANDIDATES FOR THE POSITION OF TOWN MANAGER FOR THE PROFESSIONAL SERVICES FEE OF \$22,500.00

RECITALS

1. The Town of Hayden Home Rule Charter, Article 8-2. Contracts provides that except as otherwise prescribed by the Town Council, the Town Council shall approve all contracts for the Town.
2. The Town of Hayden's Town Council adopted Resolution 2015-11 a Purchasing Policy on May 7, 2015 that provides for the procurement of professional services, provided that professional services may be obtained within the constraints of the approved budget or with the consent of the Town Council.
3. The funds for this recruitment were not included in the 2016 budget and with the Town Council's consent may be appropriated from the General Fund year-end fund balance.
4. Seeking a qualified professional recruiter to assist the Town Council for the recruitment of candidates meeting the qualifications sought in a Town Manager by the Town Council and to hire the most qualified candidate proposals were solicited from multiple recruiters experienced in municipal management executive searches.
5. Responses to the request for proposal were received from multiple firms which were all reviewed. Based upon that review, an interview with the principle contact at the firm, and the submittal of a formal Agreement for Services, it is recommended that the Town Council hire Waters & Company/Springsted Company (the firm) to provide professional services to recruit candidates for the position of Town Manager for the professional services fee of \$22,500 based upon the firms proposal and any additional services requested by the Town above the bid would be negotiated with the firm.

NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

Section 1. The Town Council desires to enter into an Agreement for Services with Waters & Company/Springsted Company to provide professional services to recruit candidates for the position of Town Manager for the professional services fee of \$22,500 as shown in Exhibit A, attached hereto, and subject to the Town Attorney's review and approval.

Section 2. The Town Council recognizes that travel expenses incurred by candidates for on-site interviews are not the responsibility of Waters & Company/Springsted Company and are handled by the Town of Hayden.

Section 3. Any services not included in the Agreement for Services, as shown in Exhibit A, attached hereto, shall be negotiated with Waters & Company/Springsted Company for defined services and costs per the Town's Purchasing Policy.

Section 4. The Town Council approves appropriating funds for the purpose of the above recruitment using General Fund (50%) and Enterprise Fund (50%) fund balances.

Section 5. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED, AND RESOLVED THIS 7th DAY OF JANUARY 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") is made as of the ___ day of _____, 2016 ("Effective Date"), by and between the Town of Hayden, Colorado ("Client"), and Waters & Company /A Springsted Company ("W&C").

WHEREAS, the Client wishes to retain the services of W&C on the terms and conditions set forth herein, and W&C wishes to provide such services; and

NOW THEREFORE, the parties hereto agree as follows:

SCOPE OF PROFESSIONAL SERVICES

W&C will provide professional services in the area of an executive recruitment for the position of Town Manager. This Agreement includes W&C's commitment to provide all elements of the recruitment process, services, and conditions described in our proposal dated December 30, 2015, and attached as Exhibit A.

Phase	Description of Professional Services
Phase I	<u>Task 1</u> – Candidate Profile Development/Advertising/Marketing (includes one day on site by Project Team Leader). <u>Task 2</u> – Identify Quality Candidates.
Phase II	<u>Task 3</u> – Screening of Applications and Submission of Recommended Semi-Finalists to Client. (includes one day onsite by Project Team Leader) <u>Task 4</u> – Reference Checks, Background Checks, and Academic Verifications.
Phase III	<u>Task 5</u> – Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader).
Conclusion	Acceptance of offer by candidate.

TERM

This Agreement shall be effective as of the Effective Date and shall remain in effect for the period necessary for successful completion of the project. This Agreement may be terminated upon thirty (30) days prior written notice to W&C. If the Client terminates, W&C is entitled to any portion of its fee so earned.

ALL-INCLUSIVE PROFESSIONAL FEE

1. The all-inclusive professional fee to conduct the recruitment is \$22,500.00 (Twenty Two Thousand Five Hundred Dollars) and includes the cost of professional services by the Project Team Leader and the project support staff, and all project-related expenses such as advertising, printing, candidate background and reference checks, and travel expenses for on-site visits by the Project Team Leader. Travel expenses incurred by candidates for on-site interviews with the Client are not the responsibility of W&C and are handled directly by the client organization. The Client will make payments for the project upon receipt of an invoice submitted by W&C. Payment to W&C is due upon receipt. All invoices will be forwarded to the Client for processing unless otherwise directed. For reporting purposes, W&C's tax identification number is 47-1064404.
2. The all-inclusive professional fee will be billed in four installments; 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and the final 10% upon acceptance of offer by the candidate.
3. Additional work related to the recruitment process and as specifically requested by the Client which is outside the scope of this project (i.e. additional on-site visits) will include an additional fee. The fixed professional fee for this recruitment anticipates no more than three on-site visits which include four consulting days with one consultant. However, we would be pleased to provide additional on-site consulting visits for our standard hourly rate of \$220 plus expenses.

ADDITIONAL PLACEMENTS

If candidates from this recruitment process are selected for another position by the Client, within one year of the close of the recruitment, a fee of 50% of the above mentioned fee amount will be due to W&C.

TRIPLE GUARANTEE

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fee and tasks quoted in the proposal. If you are unable to make a selection from the initial group of finalists, W&C will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 24 months against termination or resignation. Within the first two years following the date of hire, the replacement recruitment will be repeated

with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.

3. W&C will not solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.
-

DEVOTION OF TIME

W&C shall devote such time to the performance of its duties under this Agreement as is necessary for the completion of all project phases.

NOTICE

All notices hereunder shall be in writing and deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

Town of Hayden
Attn: Town Attorney
P.O. Box 190
Hayden, CO 81639-0190

If to W&C:

Waters & Company Executive Recruitment
380 Jackson Street, Suite 300
Saint Paul, MN 55101
Attention: Managing Principal

ENTIRE AGREEMENT

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement that is not contained herein shall be valid or binding.

AMENDMENT

This Agreement may be amended by the mutual agreement of the parties hereto in writing and must be attached to and incorporated into this Agreement.

LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be constructed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Executed on the day and the year first written in this Agreement

TOWN OF HAYDEN, COLORADO

WATERS & COMPANY EXECUTIVE
RECRUITMENT/A SPRINGSTED COMPANY

By: x _____
Name: Jim Haskins
Title: Mayor

By: x _____
Name: Charles A. Rohre
Title: Senior Vice President

ATTACHMENT A – Recruitment Proposal,
December 30, 2015



Qualifications

Town of Hayden, Colorado

Qualifications to Provide Town Manager Recruitment Services

December 30, 2015



Waters & Company
14285 Midway Road, Suite 340
Dallas, TX 75001
Tel: 972-481-1950
Fax: 972-481-1951
www.waterscompany.com

LETTER OF TRANSMITTAL

December 30, 2015

Ms. Sharon Johnson, Town Clerk
Town of Hayden
P.O. Box 190
178 West Jefferson
Hayden, Colorado 81639-0190

Re: Request for Qualifications to Provide Town Manager Recruitment Services

Dear Ms. Johnson,

I appreciate the opportunity to submit our Qualifications for executive recruitment services for the Town of Hayden's next Town Manager. Our extensive experience in providing executive recruitment services to cities, counties and other public sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the Town of Hayden.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- We will conduct a web-based survey that can be used to determine the key community-wide issues and priorities that are essential considerations for the Town and the selection committee to consider. This survey is completed by the Town's employees, community leaders and citizens. The results of the survey will provide the Town Council with important feedback for development of the profile for the ideal candidate as well as the onboarding business plan;
- Management/Leadership Style Assessment Analysis completed by the candidates to determine if a candidate's management style matches the approved management/leadership style profile for the ideal candidate;
- Video candidate interviews through a proprietary system will be made available to the Mayor and Town Council to assist in the selection process; and
- Utilization of a proprietary online application system exclusively licensed to Waters & Company, a Springsted Company (W&C) to facilitate talent management. The system has been designed by W&C to customize applicant flow and tracking. It allows ease of communication with applicants

**Town of Hayden, Colorado
Qualifications to Provide
Town Manager Recruitment Services**

1. Organization Information

Project Address

Waters & Company, a *Springsted Company*
14285 Midway Road, Suite 340
Addison, Texas 75254

Office: 972-481-1950

Fax: 972-481-1951

Corporate Address

Springsted Incorporated
380 Jackson Street, Suite 300
St. Paul, Minnesota 55101

Office: 651-223-3000

Fax: 651-223-3002

Springsted Incorporated, our parent company, is registered as a Corporation in the State of Minnesota as of April 1, 1959.

Waters & Company (W&C) merged with Springsted Incorporated in 2014, establishing one of the largest public sector executive recruitment and organizational management firms in the United States.

Springsted Incorporated, the parent corporation, is a certified WBE. Three employee-owners lead the firms and their 70-member staff. Our principal corporate office is located in Saint Paul, Minnesota, with regional offices located in Dallas, Texas; Milwaukee, Wisconsin; Cleveland, Ohio; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

2. Brief History

The firm was original founded in 1976 under the name of Waters, Trego and Davis and was incorporated in 1988, in Texas, under the name of The Waters Consulting Group, Inc. Our main office were located in Dallas, Texas with additional offices in Cleveland, Ohio; Austin, Texas and Denver, Colorado. In May 2014, Waters Consulting Group merged with Springsted, Incorporated forming Waters & Company, a wholly owned subsidiary of Springsted, Inc. W&C is national in scope, with offices across the country, including Saint Paul, Los Angeles, Denver, Dallas, Milwaukee, Kansas City, Richmond, Des Moines and Cleveland.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering only outstanding services and leading-edge products. In addition, Waters & Company Executive Recruitment is positioned as one of the largest privately-held executive recruitment firms in the nation with a focus on the public sector. Over the past few years, W&C has recruited and placed more than 425 executive-level positions within cities, counties and other public and non-profit organizations.

To date in 2015 W&C has conducted 88 executive recruitments with 21 currently in progress and scheduled to be completed in the next couple of months.

Springsted Incorporated employs over 70 people which includes seven primary recruitment consultants.

The philosophy of the firm is to pursue an unrelenting commitment to high-quality service for the client and the candidates and to demonstrate at all times the highest standards of integrity, ethical conduct and professionalism.

Experience

The following is a partial list of previous relevant Executive Recruitments:

List of Relevant Executive Recruitments: 2013 – 2015				
Year	Client	State	Recruitment	Population
2013	Alexandria	MN	City Administrator	11,580
2013	Bath County	VA	County Administrator	4,652
2013	Bayport	MN	City Administrator	3,496
2013	Belle Plaine	MN	City Administrator	6,804
2013	Bellevue	WI	Village Administrator	14,570
2013	Burnsville	MN	City Manager	61,434
2013	Clinton	NC	City Manager	8,676
2013	Cook County	MN	County Administrator	5,200
2013	East Grand Forks	MN	City Administrator	8,602
2013	Escambia County	FL	County Manager	305,817
2013	International Falls	MN	City Administrator	6,357
2013	Irving	TX	City Manager	228,653
2013	Jefferson County	WI	County Administrator	83,943
2013	Justin	TX	City Manager	3,333
2013	Manassas	VA	Director of Finance and Admin	41,705
2013	Montgomery	MN	City Administrator	2,933
2013	Moose Lake	MN	City Administrator	2,753
2013	Muskegon	MI	City Manager	37,213
2013	Newport News	VA	City Manager	179,611
2013	Norwood Young America	MN	City Administrator	3,583
2013	Orange County	VA	County Administrator	34,246
2013	Raleigh	NC	City Manager	423,179
2013	Shenandoah County	VA	County Administrator	42,684
2013	Sherburn	MN	City Administrator	1,128
2013	Washington County	VA	County Administrator	54,827
2013	Watertown	MN	City Administrator	4,239
2013	West Saint Paul	MN	City Manager	19,708
2013	Yellow Medicine County	MN	County Administrator	10,158
2013	York County	SC	County Manager	239,363
2014	Aitkin County	MN	County Administrator	15,927
2014	Atlantic Beach	FL	City Manager	12,864
2014	Belle Plaine	MN	City Administrator	6,804
2014	Bloomington	MN	City Manager	86,319
2014	Boone	NC	Town Manager	17,774
2014	Campbell County	VA	County Administrator	55,163
2014	Cape Charles	VA	Town Manager	990
2014	Castle Rock	CO	Town Manager	53,063
2014	Eustis	FL	City Manager	19,214
2014	Frederick County	VA	County Administrator	80,317
2014	Hutchinson	MN	City Administrator	13,871
2014	Irving	TX	City Manager	225,427
2014	Lakeville	MN	City Administrator	58,562
2014	Lexington	VA	City Manager	6,998
2014	Midlothian	TX	City Manager	19,891
2014	Narberth Borough	PA	Borough Manager	4,295

4. Key Personnel

Mr. Rollie Waters, Executive Vice President

Direct Phone: (214) 466-2424

Email: rwaters@waters-company.com

Mr. Chuck Anderson, Senior Vice President

Direct Phone: (817) 965-3911

Email: canderson@waters-company.com

Recruitment Project Team Leader

Mr. Chuck Rohre, Senior Vice President,

Direct Phone: (214) 466-2436

Email: crohre@waters-company.com

Ms. Regan Brown, Project Coordinator

Direct Phone: (214) 466-2445

Email: rbrown@waters-company.com

Mr. Art Davis, Senior Vice President

Direct Phone: (816) 868-7042

Email: adavis@waters-company.com

Chuck Rohre will serve as the Project Team Leader, the primary contact for the Town and be responsible for the execution of the work plan, timing and budget. Art Davis and Chuck Anderson will be engaged in candidate identification and the vetting of potential semifinalist and finalist candidates. Rollie Waters and Regan Brown will provide additional support as needed. Regan will handle the placement of advertisements on professional websites, direct marketing mailings, as well as the processing of candidate materials and the preparation of candidate materials for the decision-makers in the Town of Hayden.

We work in a very team-oriented manner and our other team members will be involved and an integral part of the process.

Chuck Rohre
Senior Vice President

Chuck Rohre is a Senior Vice President of Waters & Company, a Springsted Company. In this role, he is responsible for managing and conducting executive recruitment engagements for the firm to insure their integrity, timeliness and adherence to budget parameters. Chuck has more than 35 years of experience in managing and consulting in both the private and public sectors. He has served as Police Chief and Director of Public Safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus. Prior to beginning his consulting career, Mr. Rohre served for three years as Police Chief of Plano, Texas.

Chuck joined the firm in January 2006 following a 13-year engagement with another nationally recognized public sector search firm where he managed the Texas and Southwestern operations. He has an extensive and successful track record of completed recruitments across the nation, especially in the Midwestern and Southwestern states. Among others, he has led recruitment processes for City and Assistant City Managers, Police Chiefs, Fire Chiefs, Library Directors, Chief Information Officers, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Public Works Directors. The clients range from as small as 2,500 to as large as 700,000 in population. He has also conducted management consulting assignments in a number of areas including public safety, career development and strategic planning. He has written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees.

Areas of Expertise

- Executive Recruitment
- Background Investigations
- Assessment Centers
- Career Development
- Strategic Planning
- Organizational Assessment

Professional Accomplishments and Education

Chuck received his bachelor's degree in Career Development from the Dallas campus of Abilene Christian University and his master's degree in Human Relations and Management from the same institution. He has completed advanced management training at the Institute for Law Enforcement Administration and now serves on its adjunct faculty and advisory board. Chuck completed the Federal Bureau of Investigation's prestigious LEEDS course at Quantico, Virginia. He is a veteran of the United States Army, serving in the United States and the Republic of Viet Nam.

Charles (Chuck) Anderson

Senior Vice President

Charles (Chuck) S. Anderson is a Senior Vice President of Waters & Company, a *Springsted Company*. Prior to joining the Waters & Co., Chuck worked for local governments and non-profit organizations, including City Manager for Dallas, Texas; Executive Director for the Dallas Area Rapid Transit (DART) and Executive Director for the Michigan Education Association.

Chuck also served as Director for Local Government Reform for the International City/County Association (ICMA), managing a U.S. government contract for the planning and delivery of technical assistance to local governments in Central and Eastern Europe. His last assignment in this role with ICMA was to recruit and supervise a team of technical consultants to assist in re-building local governments in Bosnia following agreement on the Dayton Accords.

During his service with the Michigan Education Association, Chuck also served as Senior Consultant for Urban Planning and Management for Michigan State University's Institute for Public Policy and Social Research.

Areas of Expertise

- Executive Recruitment
- Leadership/Management Development
- Organizational Design
- Organizational Development

Professional Accomplishments and Education

Chuck received a Bachelor of Arts degree in political science and human resources management and a Masters of Public Administration degree from the University of Kansas. He received the prestigious L.P. Cookingham Award for Development of Young Professionals from the International City/County Management Association (ICMA) and the Minority and Women Advancement Award from the American Public Transit Association (APTA). He was also recognized as Public Administrator of the Year by the American Society of Public Administration (ASPA) and Outstanding Management Innovator (Honorable Mention) by ICMA. Chuck was recognized in 2007 with the Lifetime Achievement Award from his Public Administration Alumni Association at the University of Kansas.

5. Recruitment Work Plan

Strategy to Complete the Recruitment

1. The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.
2. The community/staff survey will yield valuable insights regarding the desired characteristics of the ideal candidate.
3. The recorded interviews will give additional insights, beyond “paper” qualifications and streamline the identification of finalists.
4. The Management Style Analysis will ensure proper “fit” of the selected candidate.
5. The process will involve highly experienced recruiters with public sector backgrounds.
6. The process will be conducted in an ethical and transparent manner, consistent with applicable employment law.
7. The interview process will include Town Council, Town staff and community stakeholder meetings with Town Manager candidates.

Philosophy of the Firm

The philosophy of the firm is to pursue an unrelenting commitment to high-quality service for the Town and the candidates and to demonstrate at all times the highest standards of integrity, ethical conduct and professionalism.

Throughout the assignment, the W&C team will serve as technical advisors to your organization to ensure that the recruitment process is conducted in a professional manner. The objective of W&C is to generate high-quality candidates and assist you with the screening and evaluation of these candidates. Due to our extensive professional relationships with hundreds of public sector organizations and prospective candidates nationwide, W&C is positioned to confidently promote your Town Manager position to prospective candidates as a positive career opportunity.

With any consulting assignment, but particularly with an executive recruitment project, reliable and timely communication is fundamental to the project’s success. At key points during the assignment, the Project Team Leader will communicate by phone, e-mail or in person with appropriate leaders from your organization to discuss the progress of the recruitment and to review subsequent steps in the recruitment process. These regular status reports are important to ensure success with the recruitment assignment.

Task I: Recruitment Brochure Development and Advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of Town Manager. The recruitment brochure will also have a profile that captures the essence of the Town as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the Recruitment Project Team Leader will come on site to meet with the Mayor, Town Council and designated staff to discuss the required background, professional experience and management and leadership characteristics for your Town Manager position. We meet individually (or collectively depending upon your preference) with the Mayor and Town Council to broaden our understanding of the position’s leadership and management requirements, current issues, strategic priorities and to identify expectations for the Town Manager. [See example of a recruitment brochure in Appendix I.]

Project Milestone	Deliverables	Proposed Date
Execution of recruitment strategy and candidate outreach.	<ul style="list-style-type: none"> • Online data collection and profile development. • Development of interactive searchable applicant database for recruitment of the Town Manager. • W&C performs direct outreach to prospective candidates identified in the recruitment strategy. • Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics. 	January 20 – February 22

Task III: Screening of Applicants and Recommendation of Semi-Finalists

In Task III the Recruitment Project Team, under the direction of Chuck Rohre, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists for recommendation to the Mayor and Town Council.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidates’ background and experience. We will then narrow the list to a group of 10-15 semifinalists for your review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate’s ability to think “on their feet” as well as their personal and professional demeanor. This virtual interview can be scored by individual selection team members as well as the consulting team for later review and comparison.

Our Team will provide an online link for the Mayor, Town Council and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of your Town.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project Milestone	Deliverables	Proposed Date
Applicant screening and recommendation of semi-finalists.	<ul style="list-style-type: none"> • W&C compares applications to the approved candidate profile developed in our searchable applicant database. • W&C develops customized candidate questionnaire & due diligence questionnaire to provide to applicants who most closely meet the candidate profile. • Top 10-15 candidates identified as semi-finalists. • Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, 	February 23 – March 9

Task V: Final Interview Process

Upon completion of Task IV, we will work with you to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The Recruitment Project Team Leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the Town requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Proposed Date
Final Report prepared and delivered to Town.	<ul style="list-style-type: none"> • Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions. 	March 17
On-site interviews with finalists.	<ul style="list-style-type: none"> • Interviews are scheduled. • Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates. 	Week of March 21
Offer made / accepted.	<ul style="list-style-type: none"> • If requested, W&C participates in candidate employment agreement negotiations. • W&C notifies candidates of decision. • W&C confirms final process close out items with the Town of Hayden. 	Week of March 28

6 Additional Information

Strategy for Recruitment of Diverse Candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the Town of Hayden's Town Manager position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Waters & Company, a Springsted Company, is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Springsted Incorporated, our parent company, is a certified WBE.

Proposed Costs

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of W&C and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

If candidates from this recruitment process are selected for another position within your organization within one year of the close of the recruitment, a fee of 50% of the following Qualifications amount will be due to Waters & Company, a Springsted Company.

All questions regarding the professional fees and project-related expenses should be directed to Chuck Rohre, Senior Vice President at crohre@waters-company.com or via phone at 214-608-7477.

Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the Town of Hayden can count on maximizing the number of qualified candidates interested in the xxx position.

- **Candidate Recruitment** – W&C actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the Town of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using W&C.
- **Focused Use of Council Members' Time** – W&C's comprehensive process incorporates the active participation of Town Council members at key steps in the process. Our process keeps elected officials fully advised and informed of all aspects of the process without requiring them to expend large amounts of time in the search process or to put aside other pressing issues facing the Town.
- **Minimize Staff Disruption** – W&C's search process also minimizes disruptions to Town staff, some of whom may have additional duties in this time of transition. Because conducting a thorough search can be time-consuming, W&C's involvement allows staff to stay focused on their primary and assigned functions.
- **Thorough Evaluation of Candidates** – The Town seeks a Town Manager of sound professional competence and personal character. W&C's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

8. Current/Recent Clients

City of Grand Junction, Colorado, staff of 641

Mr. Tim Moore, *Interim City Manager*
970-244-1508
tmoore@gjcity.org

Project: Selection of City Manager in 2015 (In progress)

City of West Jordan, Utah, staff of 520

Mr. Jonathan Gardner, *Human Resources Manager*
801-569-5038

jonathang@wjordan.com

Project: Selection of City Manager in 2015

Town of Monument, Colorado, staff of 50

Ms. Pamela Smith, *Town Treasurer*
psmith@tomgov.org

Ms. Cynthia Sirochman, *Town Clerk/HR Director*
719-884-8014

csirochman@tomgov.org

Project: Selection of Town Manager in 2015

Town of Castle Rock, Colorado, staff of 420

Ms. Kristin Zagurski, *Management Analyst*
303-660-1015
kzagurski@crgov.com

Project: Selection of Town Manager in 2014

City of Westminster, Colorado, staff of 918

Ms. Debbie Mitchell, *Administrative Services Director*
303-658-2155

dmitchell@cityofwestminster.us

Project: Selection of City Manager in 2015

DISCLOSURE STATEMENT

As a condition for consideration Consultant must disclose any conflict of interest with the Town of Hayden, including, but not limited to, any relationship with any Town of Hayden elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any Town of Hayden elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose a conflict may result in disqualification. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIP EXISTS (check if appropriate)

RELATIONSHIP EXISTS (Please explain the relationship)

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true as of the date; and
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Chuck Rohre

Print Name

Senior Vice President

Title

Chuck Rohre *sml*

Signature



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Resolution 2016-05 authorizing signers on bank accounts for the Town of Hayden

AGENDA SECTION: New Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: Not recommended

BACKGROUND REVIEW:

To safeguard the Town's assets the Town requires two signers for all banking transactions. Passage of this resolution will remove David Torgler and add Greg Tuliszewski as an authorized signer on bank accounts for the Town.

RECOMMENDATION:

Move to approve Resolution 2016-05, a Resolution authorizing signers on bank accounts for the Town of Hayden, Colorado.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the above recommendation.

RESOLUTION 2016-05

A RESOLUTION AUTHORIZING SIGNERS ON BANK ACCOUNTS FOR THE TOWN OF HAYDEN, COLORADO

RECITALS

1. The Hayden Town Council determines that access to all Town bank accounts and safe deposit boxes be restricted to designated officials and employees.
2. There have been changes to authorized personnel and elected officials which requires that the approved authorizing signers need to be updated.
3. Greg Tuliszewski was appointed as Temporary Town Manager, by the Hayden Town Council on January 7, 2016.

NOW, THEREFORE BE IT RESOLVED BY THE HAYDEN TOWN COUNCIL AS FOLLOWS:

Section 1. Authorized signers on Money Market and checking accounts maintained by the Town with Mountain Valley Bank are as follows:

James M. Haskins, Mayor
Dallas Robinson, Mayor Pro Tem
Greg Tuliszewski, Temporary Town Manager
Sharon Johnson, Town Clerk.

Section 2. Authorized signers for Certificates of Deposit maintained by the Town with Mountain Valley Bank are as follows:

James M. Haskins, Mayor
Greg Tuliszewski, Temporary Town Manager
Sharon Johnson, Town Clerk.

Section 3. Individuals authorized to obtain access to the safe deposit box at Mountain Valley Bank are as follows:

James M. Haskins, Mayor
Greg Tuliszewski, Temporary Town Manager
Sharon Johnson, Town Clerk.

Section 4. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, APPROVED, AND RESOLVED THIS 7th DAY OF JANUARY 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Town Council Agenda Item

MEETING DATE: January 7, 2016

AGENDA ITEM TITLE: Discussion regarding installation of a lighted crosswalk across Jefferson Avenue at the Middle and High School.

AGENDA SECTION: New Business

PRESENTED BY: David Torgler

CAN THIS ITEM BE RESCHEDULED: Yes

BACKGROUND REVIEW:

At a recent Council meeting Councilmember Redmond asked if the Town Council would favor looking into the installation of a lighted pedestrian crossing, near the Middle and High Schools to provide protection for students and other pedestrians, similar to the RRFBs (Rectangular Rapid Flash Beacons) crossing recently installed in Steamboat Spring. The Council agreed to look into the suggestion. Checking with the City of Steamboat Springs about their recently installed crosswalk across Hwy 40 and with CDOT the following was learned.

The lights are owned and maintained by the local agency, e.g. the Town. The installation cost is approximately \$20,000 - \$25,000 per crosswalk, including equipment and construction. There are additional costs for engineering as this improvement would require some engineering design and construction plan preparation (to be submitted along with a special use permit for CDOT's approval) and for soliciting written quotes or bidding per the Town's purchasing policy and/or any grant requirements. The City and CDOT did not have an estimate for engineering cost since the City used in-house engineers and CDOT does not provide this service. Solar powered signs will cost approximately \$2,000 - \$3,000 more.

With installation of a RRFB controlled crossing CDOT advises moving the crosswalk to a mid-block location to avoid conflicts with vehicles turning from 3rd Street onto Jefferson Avenue. The crossing in Steamboat required new ramps, several hundred feet of sidewalk and a concrete refuge island in the center lane of the highway. Although this extent of additional infrastructure would not necessarily be needed in Hayden, some sidewalk and ramp improvements may be necessary. Any sidewalk and ramp costs would be in addition to the \$20-25K cost of the RRFB.

The Town can apply for Safe Routes to School (SRTS) funding if the crosswalk benefits school grades K-8 and meets all of the other requirements and minimum cost levels. Eligible infrastructure-related projects include the planning, design, and construction of infrastructure that

will substantially improve the ability of students in grades K-8 to walk and bike to school. Additional improvements (such as ADA facilities) will have to be included to qualify for this funding. In 2016 the State is providing \$2 million for infrastructure projects that will be distributed to eligible applicants through a statewide competitive process to develop programs for grades K-8. School districts, schools, cities, counties, state entities and tribal entities are eligible to apply.

RECOMMENDATION:

No action is necessary at this time; however direction from the Town Council regarding whether to include funding in the 2017 budget and to pursue SRTS funding for this project in 2017 is appropriate. Inasmuch as the SRTS funding application deadline for 2016 funds is January 8, 2016 the Town cannot seek SRTS funding until 2017, if those funds are available.

MANAGER'S RECOMMENDATION/COMMENTS:

The Town Council should consider the benefit of this crosswalk improvement, where funding can be obtained to pay for this improvement, and determine if staff should pursue this project as a high priority in 2017. The Town Council should be aware that SRTS grant proceeds cannot be applied to any work performed prior to receiving written authorization to proceed from the State; and, that grant payments will be made as reimbursements for project expenses, e.g. the Town fronts the costs.

