



**AMENDED AGENDA  
HAYDEN TOWN COUNCIL MEETING  
THURSDAY, MARCH 3, 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**

- A. Regular Meeting February 18, 2016

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**3. CONSIDERATION OF BILLS**

- A. Consideration of payment bill vouchers dated February 25, 2016

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**4. PUBLIC COMMENTS**

**5. PROCLAMATIONS/PRESENTATIONS**

- A. Presentation on the Unity Council at Hayden Secondary School  
B. Proclamation Recognizing March 18-25, 2016 as Agriculture Week and March 23, 2016 as Agriculture Day

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**6. CONSENT ITEMS**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

- A. Consideration of Resolution 2016-11 A Resolution approving an engagement letter and professional services agreement with CliftonLarsonAllen, LLC for the provision of accounting and financial services for a flat fee of \$4,750 per month.  
B. Letter of Request from Routt County Commissioners in Reference to Routt County Fairgrounds RV Park Planning Process

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**9. PULLED CONSENT ITEMS**

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

**11. EXECUTIVE SESSION (IF NEEDED)**

**12. ADJOURNMENT**

*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.*

**Staff & Councilmember Reports**

**Sam Barnes** reported on the progress of Seneca Hill substantial completion and outstanding needs to be met for the project to be complete. The motors and blowers at the plant went out and are in need of repair or purchase. Gabriel Michael and Frank Case successfully completed and passed their water test for certification. Public Works received several complaints regarding snow plowing and issues with landscaping and structures in the town easement. Filter 3 at the water treatment plant has been stripped and coated this week with financial resources from the CWRPDA loan.

**Jill Delay** reported on the Hayden Parks and Recreation Board met last night and the Hayden School District Health and Wellness Team came and inquired how they could help with the Cog Run. The board is preparing for the Corn Hole Tournament on Saturday. Fishing is Fun grant has been received and signed. A certified letter was sent to the Subway vendor that has left sandwich prep equipment in the Dry Creek Facility. HPR program Tot Tumbling is on Tuesday and Thursday with lots of kids. Leslie Hockaday is planning the annual Easter Egg Hunt and there is a conflict with the first Pee Wee Wrestling Tournament on Saturday and looking to see if there would be participation on Easter Sunday.

**Sharon Johnson** reported on the inquiries and applications in process for Marijuana Cultivation in Town of Hayden.

**Greg Tuliszewski** reported on the CDOT I-70 closing and continued conference calls and communication on the progress of clearance and the effect on the Town of Hayden. The Hayden Police Station has been very aware of the heavy traffic and keeping the traffic within the speed limit. The official word is that I-70 will be closed through Saturday. Chief brought the Town Council up to date on how all is working as the Interim Town Manager supporting the Town Hall Team.

**Jim Folley** informed the Town Council he received an inquiry from a gentleman interested in opening a barber shop in Hayden and purchasing a residential property. Jim had a meeting with the superintendent and attended the Hayden School District (HSD) Board meeting. The biggest financial problem the school is facing is 26 million in structural projects for the building and knowing it will take 20 million to build a new school. The school board has talked about a bond issue; 40% of the build would be paid from marijuana revenue and 60% would be from the bond issue. The most contentious item discussed was the school calendar. The HSD will be conducting a school district wide audit on curriculum, teachers and administration. The HSD Board appointed Tammie Delaney as the Town Council representative and she will be attending Town Council meetings.

**Staff reports will continue at the end of the meeting.**

**Mayor Haskins** called the regular meeting of the Hayden Town Council to order at 7:35 p.m. Mayor Haskins present. Councilmembers Hayden, Redmond, Folley, Johnson and Hagins present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, Public Works Director, Sam Barnes, Town Clerk, Sharon Johnson, and Recreation Coordinator, Jill Delay.

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

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**Opening Prayer**

Mayor Haskins offered the opening prayer.

**Pledge of Allegiance**

Mayor Haskins led the Pledge of Allegiance.

**Minutes –  
February 4, 2016**

Mayor Haskins moved to approve the minutes of the Regular Town Council Meeting held on February 4, 2016. Councilmember Hagins seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Johnson – abstain. Councilmember Hayden – aye. Councilmember Folley – aye. Mayor Haskins – aye. Councilmember Hagins – aye. Motion carried. Councilmember Johnson abstained due to absence.

**Consideration of Bill  
Payment Voucher  
dated February 11,  
2016**

Councilmember Folley moved to approve the bill payment voucher dated February 11, 2016 in the amount of \$158,020.90. Councilmember Redmond seconded. Roll call vote. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Folley – aye. Councilmember Redmond – aye. Councilmember Hayden – aye. Councilmember Johnson – aye. Motion carried.

**Proclamations/  
Presentations**

**Public Comments**

John St. Pierre, 528 Washington, Hayden, CO informed the Town Council of an opening on the Routt County Housing Authority Board and invited the Town Council to consider representing Hayden on the board. Doug Monger, Routt County Commissioner, 12110 CR 69, Routt County, CO indicated the opening on the Routt County Housing Authority Board and the Upper Yampa Water Conservancy District Board and invited Town Council to consider a seat. Doug explained the concerns he had with the Floodplain issue at the Routt County Fairgrounds and the RV park planning process.

**Consent Items**

**Consideration to  
approve HiWay Bar,  
LLC liquor license  
renewal**

Councilmember Hayden moved to approve the liquor license renewal for HiWay Bar, LLC. Councilmember Redmond seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Haskins – aye. Motion carried.

**Old Business**

**Public Hearing:  
Ordinance 671  
amending Chapters  
13.08 Plant  
Investment Fees,  
13.60 Water and  
Sewer Rates and  
13.80 Key Pump  
Water Customers, of  
Hayden Municipal  
Code**

**Public Hearing opened at 7:57 p.m. John St. Pierre commented that the water and sewer tap fees doubled which he wished he had known to purchase them prior to the increase, but they are still much lower than Steamboat Springs. Sam Barnes spoke to the increase in a positive as the Town of Hayden must be able to decrease the deferred maintenance in the water and sewer systems. Public Hearing closed at**

**Consideration to  
approve 2<sup>nd</sup> Reading  
of Ordinance 671 and  
Setting a Public  
Hearing**

**Councilmember Hayden moved to approve 2<sup>nd</sup> Reading of Ordinance 671 An Ordinance amending Chapters 13.08 Plant Investment Fees, 13.60 Water and Sewer Rates and 13.80 Key Pump Water Customers, of the Hayden Municipal Code and set a Public Hearing for February 18, 2016. Councilmember Johnson seconded. Roll call vote. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Folley – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Johnson – aye. Motion carried.**

**New Business**

**Public Hearing:  
Special Even Permit  
for Hayden Parks and  
Recreation Fund  
Raiser**

**Public Hearing opened at 8:02 p.m. There were no public comments. Public Hearing closed at 8:03 p.m.**

**Consideration to  
approve Special Event  
Permit for Hayden  
Parks and Recreation  
Fund Raiser**

**Councilmember Hayden moved to approve Special Event Permit for Hayden Parks and Recreation Fund Raiser. Councilmember Folley seconded. Roll call vote. Councilmember Folley – aye. Councilmember Hayden – aye. Mayor Haskins – aye. Councilmember Hagins – aye. Councilmember Johnson – aye. Councilmember Redmond – aye. Motion carried.**

**Consideration to  
waive the Special  
Event Permit fee for  
Hayden Parks and  
Recreation Fund  
Raiser**

**Mayor Haskins moved to approve to waive the Special Event Permit fee for the Hayden Parks and Recreation Fund Raiser. Councilmember Redmond seconded. Roll call vote. Councilmember Hagins – aye. Mayor Haskins – aye. Councilmember Folley – nay. Councilmember Redmond – aye. Councilmember Hayden – nay. Councilmember Johnson – aye. Motion carried.**

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

**Consideration to approve Resolution 2016-08 A Resolution for the acceptance of Substantial Completion of the Seneca Hill Tank and Water System Improvements Project awarded to Duckels Construction, Inc.**

**Councilmember Folley moved to approve Resolution 2016-08 A Resolution for the acceptance of Substantial Completion of the Seneca Hill Tank and Water System Improvements Project awarded to Duckels Construction, Inc. Councilmember Redmond seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Haskins – aye. Motion carried.**

**Consideration to approve Resolution 2016-09 A Resolution of the Town of Hayden, Colorado adopting a Fee Schedule**

**Councilmember Folley moved to approve Resolution 2016-09 A Resolution of the Town of Hayden, Colorado adopting a Fee Schedule. Councilmember Hagins seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hagins – aye. Mayor Haskins – aye. Motion carried.**

**Pulled Consent Items      None.**

**Staff and Councilmember Reports Continued**

**Executive Session      None.**

**Adjournment      Mayor Haskins adjourned the meeting at 8:34 p.m.**  
Recorded by:

\_\_\_\_\_  
Sharon Johnson, Town Clerk

APPROVED THIS 3<sup>rd</sup> DAY OF March, 2016.

\_\_\_\_\_  
James M. Haskins, Mayor

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12134	A-1 Collection Agency, LLC	MAR2016	Garnishment	03/01/2016	23.09	.00		
Total 12134:					23.09	.00		
12253	Airgas USA, LLC	9048037657	WTP Repairs and Maintenance	02/05/2016	216.20	.00		
Total 12253:					216.20	.00		
2440	Atmos Energy	0332FEB16	Water Plant Gas - T768776	02/11/2016	699.06	.00		
2440	Atmos Energy	1967FEB16	Streets - Shop Gas - G0014678	02/11/2016	398.97	.00		
2440	Atmos Energy	2144FEB16	Sewer Plant Gas - R910225	02/11/2016	200.56	.00		
2440	Atmos Energy	2411FEB16	Parks Gas - T820876	02/11/2016	73.32	.00		
2440	Atmos Energy	2626FEB16	Rec Gas_R252006 (20%)	02/11/2016	30.55	.00		
2440	Atmos Energy	2626FEB16	Town Hall Gas_R252006 (.80)	02/11/2016	122.18	.00		
2440	Atmos Energy	2886FEB16	Crandall Pump Hse Gas - R33173	02/11/2016	90.57	.00		
2440	Atmos Energy	3116FEB16	Airport Lift Station Gas - 6408226	02/12/2016	29.10	.00		
2440	Atmos Energy	3349FEB16	Dry Creek Lift Gas - 08K458739	02/11/2016	17.08	.00		
2440	Atmos Energy	3590FEB16	Parks Gas - 15192591	02/11/2016	126.53	.00		
2440	Atmos Energy	5208FEB16	Golden Meadows Gas - W816504	02/11/2016	73.74	.00		
2440	Atmos Energy	7426FEB16	Police Dept Gas - 08K684037	02/11/2016	331.82	.00		
Total 2440:					2,193.48	.00		
12254	Benesh, Ken	285.16	Utility Deposit Refund	02/23/2016	14.05	.00		
Total 12254:					14.05	.00		
1330	Bratton Enterprises Inc	9343	Scoria	02/07/2016	488.05	.00		
Total 1330:					488.05	.00		
3770	CenturyLink	2535FEB16	PD Phones_2535	02/04/2016	318.56	.00		
Total 3770:					318.56	.00		
9230	Chaosink	8363	PWW Shirts	12/04/2015	1,308.50	.00		
Total 9230:					1,308.50	.00		
1645	Charter Communications	1237FEB16	Charter Internet_1237	02/07/2016	84.90	.00		
Total 1645:					84.90	.00		
10590	CIRSA	160532	Adm Insurance	02/16/2016	32.01	.00		
10590	CIRSA	160532	Bldg Insurance	02/16/2016	20.81	.00		
10590	CIRSA	160532	PD Insurance	02/16/2016	33.61	.00		
10590	CIRSA	160532	Streets Insurance	02/16/2016	14.40	.00		
10590	CIRSA	160532	Rec Insurance	02/16/2016	3.20	.00		
10590	CIRSA	160532	Parks Insurance	02/16/2016	16.01	.00		
10590	CIRSA	160532	Mosquito Insurance	02/16/2016	1.60	.00		
10590	CIRSA	160532	Water Insurance	02/16/2016	30.41	.00		
10590	CIRSA	160532	Sewer Insurance	02/16/2016	8.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10590:					160.05	.00		
1760	Colorado Document Security	237871	Document Destruction	02/18/2016	55.00	.00		
1760	Colorado Document Security	237872	Document shredding	02/18/2016	55.00	.00		
Total 1760:					110.00	.00		
4565	CPPA	3657	Police Membership	01/29/2016	250.00	.00		
Total 4565:					250.00	.00		
2150	DPC Industries Inc	DE730000089-	Chemicals	01/31/2016	110.00	.00		
Total 2150:					110.00	.00		
4890	FedEx	5-317-44119	Water Sample Shipping	02/11/2016	13.15	.00		
Total 4890:					13.15	.00		
12127	Garfield & Hecht, PC	136049	Water Matters Jan Services	01/31/2016	68.00	.00		
Total 12127:					68.00	.00		
2730	Jackson's Office Supply	10397932	Sewer Office Expense	02/11/2016	287.88	.00		
2730	Jackson's Office Supply	10398095	WTP R&M	02/17/2016	34.99	.00		
Total 2730:					322.87	.00		
12096	JVA, Inc	59146	Seneca Hill Tank/Water Sys Impr	01/25/2016	5,464.00	.00		
12096	JVA, Inc	59150	2015 Roadway Improvements	01/25/2016	1,126.00	.00		
Total 12096:					6,590.00	.00		
12255	Linville, Jim	205.02	Utility Deposit Refund	02/23/2016	25.68	.00		
Total 12255:					25.68	.00		
12256	Michaels, Gabe	84	Water Test	02/18/2016	12.85	.00		
Total 12256:					12.85	.00		
2960	MJK Sales & Feed Inc	197291	Streets R&M - Poly Pusher	02/03/2016	12.99	.00		
Total 2960:					12.99	.00		
8200	Nalco Company	64005108	Water Plant Chemicals	02/11/2016	1,159.71	.00		
8200	Nalco Company	64015053	Water Plant Chemicals	02/15/2016	323.40	.00		
Total 8200:					1,483.11	.00		
10080	Neve's Uniforms Inc	LN-327859	PD Uniforms	01/19/2016	50.87	.00		
10080	Neve's Uniforms Inc	LN-327929	PD Uniforms	01/20/2016	814.99	.00		
10080	Neve's Uniforms Inc	LN-328719	PD Uniforms	02/04/2016	443.74	.00		
Total 10080:					1,309.60	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3820	Postmaster	02222016	Postage	02/22/2016	500.00	.00		
3820	Postmaster	02222016	Postage	02/22/2016	500.00	.00		
Total 3820:					1,000.00	.00		
12257	Pyatt, Tika	2063.06	Utility Deposit Refund	02/11/2016	47.47	.00		
Total 12257:					47.47	.00		
9260	Rouff County Treasurer	R8179563-201	Spencer Annexation Property Tax	02/04/2016	12.32	.00		
Total 9260:					12.32	.00		
6060	Royal Supply Co.	R300870	Streets - Supplies	02/19/2016	259.42	.00		
Total 6060:					259.42	.00		
10610	SAFEbuilt, Inc.	0023378-IN	Building Department Services	01/31/2016	467.95	.00		
Total 10610:					467.95	.00		
7090	Samuelson's - Craig	51219	Streets R&M - PTFE Seal Tape	02/17/2016	12.32	.00		
Total 7090:					12.32	.00		
5540	Snyder & Counts Feed & Supply	176748	Water Dept Chemicals - Softener	02/17/2016	52.50	.00		
5540	Snyder & Counts Feed & Supply	176962	Solar salt	02/23/2016	257.25	.00		
Total 5540:					309.75	.00		
1655	STANDARD INSURANCE COMP	MAR2016	SWR LTD	02/16/2016	37.39	.00		
1655	STANDARD INSURANCE COMP	MAR2016	STREETS LTD	02/16/2016	33.38	.00		
1655	STANDARD INSURANCE COMP	MAR2016	WATER LTD	02/16/2016	41.39	.00		
1655	STANDARD INSURANCE COMP	MAR2016	PARKS LTD	02/16/2016	21.36	.00		
1655	STANDARD INSURANCE COMP	MAR2016	SWR ADM LTD	02/16/2016	23.37	.00		
1655	STANDARD INSURANCE COMP	MAR2016	WTR ADM LTD	02/16/2016	23.37	.00		
1655	STANDARD INSURANCE COMP	MAR2016	ADMIN LTD	02/16/2016	60.09	.00		
1655	STANDARD INSURANCE COMP	MAR2016	PD LTD	02/16/2016	186.93	.00		
Total 1655:					427.28	.00		
3530	Steamboat Pilot	10420767	Legals	02/21/2016	13.82	.00		
3530	Steamboat Pilot	10421083	Legals	02/21/2016	24.07	.00		
Total 3530:					37.89	.00		
3560	Steamboat Specialties Inc	559017C	Name Plate	02/16/2016	8.75	.00		
Total 3560:					8.75	.00		
12250	Torgler, David and Carmen	1187.06 #2	Utility Deposit Refund	02/23/2016	67.00	.00		
Total 12250:					67.00	.00		
9545	U.S. Tractor & Harvest, Inc.	P15687	Trails Vehicle Expense	02/16/2016	316.61	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9545:					316.61	.00		
3880	Wagner Equipment Co	P04C0287545	Streets R&M - Pin lock & assembl	02/10/2016	70.73	.00		
3880	Wagner Equipment Co	P04C0287575	Streets R&M - Hose and coupling	02/11/2016	41.76	.00		
3880	Wagner Equipment Co	P04C0287741	Streets R&M - 8' cutting edge	02/18/2016	277.41	.00		
Total 3880:					389.90	.00		
6170	Walmart Community	602300330495	POST Training	01/22/2016	11.89	.00		
6170	Walmart Community	602300330495	PD Supplies	01/22/2016	40.67	.00		
6170	Walmart Community	604200774588	PD Supplies	02/11/2016	16.72	.00		
6170	Walmart Community	604200774588	Admin supplies	02/11/2016	12.31	.00		
Total 6170:					81.59	.00		
12258	Waters & Company, Inc	012249.100-1	Executive Recruitment	02/12/2016	6,750.00	.00		
Total 12258:					6,750.00	.00		
4010	Yampa Valley Electric	0401FEB16	PD Electric	02/18/2016	462.00	.00		
4010	Yampa Valley Electric	1401FEB16	Seneca Hill Tank Electric 660021	02/18/2016	172.00	.00		
4010	Yampa Valley Electric	3101FEB16	Parks Electric 730013101	02/17/2016	186.00	.00		
4010	Yampa Valley Electric	3202FEB16	Airport Lift Electric 660013202	02/18/2016	430.00	.00		
4010	Yampa Valley Electric	3501FEB16	Parks Electric 730013501	02/17/2016	114.00	.00		
4010	Yampa Valley Electric	7601FEB16	Parks Electric 780017601	02/17/2016	28.00	.00		
4010	Yampa Valley Electric	7802FEB16	Water Electric 660007802	02/18/2016	1,542.00	.00		
4010	Yampa Valley Electric	8001FEB16	Washington/Ash Electric 7000080	02/17/2016	136.00	.00		
4010	Yampa Valley Electric	8103FEB16	Parks Electric 730008103	02/17/2016	156.00	.00		
4010	Yampa Valley Electric	8803FEB16	Golden Meadows Electric 780008	02/17/2016	752.00	.00		
4010	Yampa Valley Electric	9402FEB16	Key Pump Stn Electric 730009402	02/17/2016	136.00	.00		
Total 4010:					4,114.00	.00		
Grand Totals:					29,417.38	.00		

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



## Town Council Agenda Item

MEETING DATE: March 3<sup>rd</sup>, 2016

AGENDA ITEM TITLE: Letter of Request from Routt County Commissioners in Reference to Routt County Fairgrounds RV Park Planning Process

AGENDA SECTION: New Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: On October 29<sup>th</sup>, 2015 the Town of Hayden Planning Commission approved the Routt County development of a Recreational Vehicle Park to be located at the Routt County Fairgrounds, and this was subsequently approved by the Town of Hayden Town Council on November 23, 2015. Approval of the project included conditions for the County to meet prior to the development of the site.

Condition # 1 included that the Floodplain be adequately addressed for development within the floodplain including but not limited to the proposed bridge over Dry Creek.

Routt County employed their engineer (Chris Rundall of Baseline Engineering) to complete the engineering report.

Town Planner Greg Thompson and Floodplain administrator Gary Whelp reviewed this engineering proposal and found that further work was needed in order for the Town to be in compliance with Federal and State mandated regulations as they relate to floodplains.

On February 18<sup>th</sup>, I had a conversation with Greg Thompson about this additional cost and regulations concerning the floodplain. These were passed onto yourselves and Commissioner Munger at the February 18<sup>th</sup> Council Meeting. Over the next several days Mr Thompson and Mr Whelp had discussions with Chris Rundall of Baseline Engineering about what is needed for the Town to meet its requirements and a resolution was agreed upon for Mr Rundall to take back to Routt County for their approval.

On February 29<sup>th</sup>, 2016 The Town of Hayden received a letter from the Routt County Commissioners in reference to this matter. (Please see attached letter and documents) requesting that the Town Council accept the engineering letter initially submitted and negotiation over development fees that exceeded the initial estimate.



RECOMMENDATION: Town Staff has requested that Greg Thompson join the Council meeting for the purpose of explaining and assisting Council with the information needed in order to successfully and positively resolve the matter with Routt County Commissioners and their requests.

MANAGER'S RECOMMENDATION/COMMENTS: I would recommend discussion be held on this subject. Over the past several years several successful projects have been completed between the Town of Hayden and Routt County. This project has the potential to benefit both the Town and the County in the area of the Fairgrounds and usage from the citizens of Hayden.



## ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Box 773598 • Steamboat Springs, Colorado 80477

Phone: 970-879-0108 • Fax: 970-879-3992

February 24, 2016

Timothy V. Corrigan  
District 1

Douglas B. Monger  
District 2

Cari Hermacinski  
District 3

Thomas A. Sullivan  
County Manager

Hayden Town Board  
P.O. Box 190  
Hayden, CO 81639

RE: **Routt County Fairgrounds RV Park Planning Process**

Dear Town of Hayden Board Members,

Routt County was given approval by the Town of Hayden Planning Commission for development of a Recreational Vehicle (RV) park to be located at the Routt County Fairgrounds on October 29, 2015 and was approved by the Town Board on November 23, 2015. Approval of the project included conditions for the County to meet prior to development of the site. The list of conditions is attached.

“Condition 1- Floodplain needs to be adequately addressed for development within the floodplain including but not limited to the proposed bridge over Dry Creek”.

Baseline Engineering provided to the Town of Hayden Planner a letter regarding the “Floodplain Analysis- Routt County Fairgrounds RV and Pedestrian Improvements Project”. Baseline Engineering performed a Hydraulic Analysis by developing a HEC-RAS model for Dry Creek in the vicinity of the proposed pedestrian bridge. Based on the model, Baseline Engineering concluded that the bridge structure resulted in a 0.13-foot rise in the floodway (letter attached) and stated, “This meets the requirements of the Floodway definition, ‘The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one-half foot (0.5).’” In response to the engineering analysis, Routt County received a request for additional information from the Town Planner and Floodplain Administrator that required Routt County to provide additional modeling stating that the “modeling needs to be in accordance



with standards and requirements outlined by FEMA and CWCB that the model accuracy, flow balance, models required and analysis appropriate of a CLOMR/LOMR". This unreasonable and overly burdensome level of modeling would be required for a request for a FEMA CLOMR/LOMR or "Letter of Map Revision" and is not appropriate for a project of this small scope (see Floodplain Analysis request for additional information). This process is much more intense and expensive, particularly since Routt County will be paying our engineering firm on the project, Baseline Engineering, as well as paying for the review of the project information by the Hayden Town Floodplain Administrator.

In making this request, Routt County believes that the requirements of the condition have been met. Routt County also believes that this project will benefit users of the Town of Hayden's Dry Creek Park by providing an alternative pedestrian/bicycle access to the park that does not require crossing the Poplar Street Bridge where vehicular traffic is sometimes busy.

**The Routt County Commissioners request that the Town of Hayden accept the engineer stamped letter and data entitled "Floodplain Analysis- Routt County Fairgrounds RV and Pedestrian Improvements Project" as sufficient for meeting Condition #1 of the development approval.**

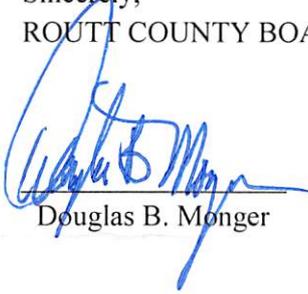
Secondly, the Routt County Commissioners are concerned regarding the overall quality of the assistance provided by the Town of Hayden's planner in the development process. Routt County initially received an email from Greg Thompson that stated, "RVs: No planning commission review is needed. This is an administrative site plan review process. The engineering firm needs to design the plans and submit them to the town. If they have questions as they are designing plans, I would be happy to answer them". In the same memo, the town planner wrote, "The base fee for the street vacation is \$100. The base fee for the site plan review is \$50. In addition to these amounts, is the required cost sharing agreement (attached). I estimate this amount to be \$800 for the review of both applications. The total is \$950" (see attached emails). At this time, it is our understanding that the Town Planner has already submitted billings to the Town of Hayden in the amount of \$1,700 without any of the additional review that will be required for the above mentioned floodplain analysis nor any time for the proposed street vacation.

**The Routt County Commissioners request that the Town of Hayden negotiate with Routt County regarding the development fees that were stated in the initial email as adequate rather than an open-ended fee based on additional time spent on the project by the Town of Hayden's contracted planning consultant.**

Thank you for your consideration of these matters with regard to the development of the Routt County Fairgrounds RV Park which we believe will provide benefits for the citizens of Routt County, Fairgrounds users and the citizens of the Town of Hayden.

Sincerely,

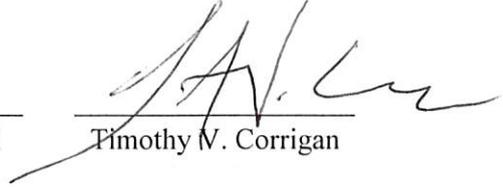
ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS



Douglas B. Monger



Cari Hermacinski



Timothy W. Corrigan

## **Routt County Fairgrounds RV and Pedestrian Improvements**

### **Floodplain Analysis**

- 1. We concur that the proposed development and proposed structures are within the floodplain as described by the FEMA FIRM No. 08107C0785D effective February 4, 2005. The assumed BFE appears to be appropriate for the location of this development and proposed structure.**
- 2. The descriptive of the hydraulic analysis does not give enough details as to how the included model ties to the adopted floodplain / model.**
- 3. An exhibit (preferably full-sized) need to be provided that shows the effective floodplain/floodway, the corrected effective floodplain/floodway (if applicable), the proposed floodplain/floodway and the floodway encroachment model. Additionally, the model needs to account for the areas of fill this cannot be determined from the submitted documents provided.**
- 4. The pedestrian bridge needs to be modeled with the appropriate "bridge cards" in the model.**
- 5. The analysis defines a floodway at the pedestrian bridge and the defined floodway needs to be contiguous along the reach of the Dry Creek.**
- 6. The modeling needs to extend an adequate distance both upstream and downstream to provide model convergence to the adopted floodplain / model, not only with respect to the WSEL but to the top width and flow split as defined by FEMA and CWCB.**
- 7. The modeling needs to be in accordance with standards and requirements outlined by FEMA and CWCB that the model accuracy, flow balance, models required and analysis appropriate of a CLOMR / LOMR.**
- 8. Provide copies of permits or applications in accordance with Article 8 Title 16.08.120.F and 16.08.140.C.2. from FEMA, CWCB and ACOE.**

## **Recommendation**

Based on the above observations and findings of compliance with the Town Codes, staff recommends the Planning Commission make the following findings regarding the proposed RV Park, which consists of 9 RV pad sites at the fairgrounds as shown on the site plan:

1. The use will satisfy the zoning code requirements.
2. The use will further the Comprehensive Plan.
3. The use will be adequately served by all utilities, as long as the proposed pre-treatment operates as proposed.
4. The use will not alter the basic character of the zone district.
5. Efficient traffic circulation will be present with this use.
6. Potential negative impacts have been addressed by the application.
7. All necessary permits will be obtained by the applicant.

And approve the proposed RV Park with the following conditions:

1. Floodplain needs to be adequately addressed for development within the floodplain including but not limited to the proposed bridge over Dry Creek.
2. Drainage plan complying with Town requirements shall be submitted, reviewed and approved.
3. Only the RV Park area is being reviewed as part of this application.
4. Landscape plan shall be submitted which meets code requirements.
5. Fire Department requirements per section 16.10.130 shall be met.
6. Plans and specs for water and sewer service which meets code requirements shall be provided.
7. Lighting plans need to be provided and compliant with the Town Code.
8. Provide will serve letters for all utilities.
9. Cleveland Avenue and S. 1<sup>st</sup> Street Right-of-Way vacations have been approved by the Town Council.
10. Development of the site shall not begin until items 1 – 9 above have been completed.

## **Attachments**

Site Plan  
Narrative

## Tim Winter

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**From:** Jill Delay  
**Sent:** Wednesday, February 17, 2016 8:45 AM  
**To:** Tim Winter  
**Subject:** FW: RE: Routt County Fairgrounds RV Site  
**Attachments:** Agree for Payment DevReview.doc

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**From:** Greg Thompson [mailto:GThompson@rgengineers.com]  
**Sent:** Tuesday, July 28, 2015 1:48 PM  
**To:** Jill Delay  
**Cc:** Tim Winter  
**Subject:** RE: RE: Routt County Fairgrounds RV Site

Jill –

RVs: No planning commission review is needed. This is an administrative site plan review process. The engineering firm needs to design the plans and submit them to the town. If they have questions as they are designing plans, I would be happy to answer them.

Street Vacations: Additional information regarding street and alley vacations can be found here in this link to the Hayden Code:  
<http://haydencolorado.org/wp-content/uploads/2015/02/586F4EAF-338F-400B-9DC3-C1F318C9CA46.pdf> I believe you can meet 2 of the criteria to allow a vacation. This application does go to the PC and the Town Council. Section 12.05.030 lists the information you need to submit as part of this application. Vacating the alley on the west side of the site should be looked at as well, with the caveat about the neighbors access.

I spoke with David Torgler concerning typical costs associated with the applications and he indicated a cost sharing agreement needs to be done. The base fee for the street vacation is \$100. The base fee for the site plan review is \$50. In addition to these amounts, is the required cost sharing agreement (attached). I estimate this amount to be \$800 for the review of both applications. The total is \$950.

Please contact me if you have any questions. I apologize for not forwarding you the link above for the street vacations yesterday. David clued me in this morning about it. Let me know how I can help!

Greg Thompson  
Hayden Consulting Planner  
303-246-1431

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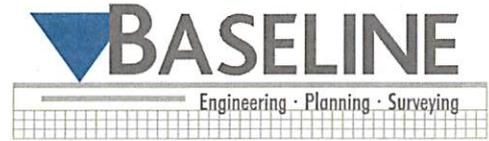
**From:** Jill Delay [mailto:jdelay@co.routt.co.us]  
**Sent:** Monday, July 27, 2015 6:13 PM  
**To:** Greg Thompson  
**Cc:** Tim Winter  
**Subject:** FW: RE: Routt County Fairgrounds RV Site

Thanks, Greg.

RE RVs: Do I go in front of the planning commission before or after the engineering firm designs the site plan? I can go before and explain our plans with our master plan. It will be a while before we have a site plan from the engineers.

January 27, 2016

Town of Hayden Planning Department  
Attn: Greg Thompson  
PO Box 190  
178 West Jefferson Avenue  
Hayden, CO 81639-0190



**Re: Floodplain Analysis - Routt County Fairgrounds RV & Pedestrian Improvements Project**

Dear Mr. Thompson,

The purpose of this letter is to accompany the Floodplain Development Permit application associated with the Routt County Fairgrounds RV & Pedestrian Improvements Project. This letter and the supporting documents provide the technical support to show the project meets the requirements of the Hayden Land Use Code Article 8 – Flood Regulations.

### **Project Location & Scope**

The Routt County Fairgrounds Exhibit Hall is located at 365 S. Poplar St. in the Town of Hayden. The project location is located adjacent to the Exhibit Hall building on the west, south, and northeast sides. The scope of the project includes development of full hook-up RV sites; associated grading, drainage, and utility improvements; asphalt paving; concrete and soft surface trails; and a pedestrian bridge over Dry Creek. A Conditional Use Permit was approved by the Town of Hayden in November of 2015 for the proposed Recreational Vehicle Park. Condition of Approval item no. 1 required "Floodplain needs to be adequately addressed for development within the floodplain including but not limited to the proposed bridge over Dry Creek.

### **Background Floodplain Information**

The entire project area is located within the Dry Creek 100-year Zone AE floodplain per FEMA FIRM No. 08107C0785D having an effective date of February 4, 2005. Per the FIRM, the upstream limits of the FEMA detailed floodplain study for Dry Creek lines up with the Fairgrounds Exhibit Hall building. The Flood Insurance Study for Routt County and Incorporated Areas No. 08107CV000A having an effective date of February 4, 2005 includes a Flood Profile for dry creek. The 100-year water surface elevation at the Exhibit Hall Building and proposed pedestrian bridge is 6351.1. The last cross section shown on the FIRM and FIS is section H which is located approximately 650 feet downstream of the proposed pedestrian bridge. The floodway is not delineated on the FIRM in the vicinity of the project area. The floodway is delineated downstream of Poplar Street with floodway widths ranging from 26 feet to 110 feet. The 100-year flow for Dry Creek per the FIS is 1,271 cfs.

### **Topographic Survey**

A topographic survey was completed of the project area and Dry Creek in the vicinity of the proposed pedestrian bridge. The field survey was completed in August of 2015. The survey is on the NAVD88 vertical datum to match the FEMA FIRM & FIS datum. The surveyed thalweg elevation of the creek at the proposed pedestrian bridge matches the elevation shown at the same location on the FIS Flood Profile.

## Hydraulic Analysis

An existing conditions HEC-RAS model for Dry Creek in the vicinity of the proposed pedestrian bridge was created using the topographic survey and supplemental USGS Quad Map topography. The FIS profile shows a backwater rise upstream of Poplar Street due to constriction at the existing bridge. Due to this, a known water surface elevation was used for the downstream boundary condition in the model. The resulting water surface elevations closely match that shown on the FIS profile.

The next step was to create an encroachment analysis to determine the floodway limits which will dictate the location of the proposed pedestrian bridge abutments. We reviewed the channel geometry and downstream published floodway widths. A 50-foot wide floodway width centered on the channel resulted in a maximum 0.13-foot rise. This meets the requirements of the Floodway definition, "The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one-half foot (0.5')."

## Proposed Pedestrian Bridge

The proposed pedestrian bridge will be a pre-fabricated weathered steel bridge on poured in place concrete abutments. The abutments will be set at the outside edge of the 50-foot floodway delineation which will result in a 50-foot clear span bridge. The low chord of the bridge will be set at 6352.1 which will allow for the required one foot of free board. Soil riprap (d50=6") will be placed adjacent to the abutments and wingwalls to protect the structure from scour.

## Proposed Site Grading & Drainage

The proposed RV and parking areas will be slightly graded with cut and fill on the order of +/- 1' to improve surface drainage within these areas and adjacent to the existing buildings. All proposed grading will be outside of the 50-foot floodway.

## Conclusions

The proposed improvements comply with the Town of Hayden Land Use Code Article 8 – Flood Regulations. The proposed improvements will not encroach into the 50-foot floodway. The proposed improvements will not impact drainage conditions on adjacent and downstream properties.

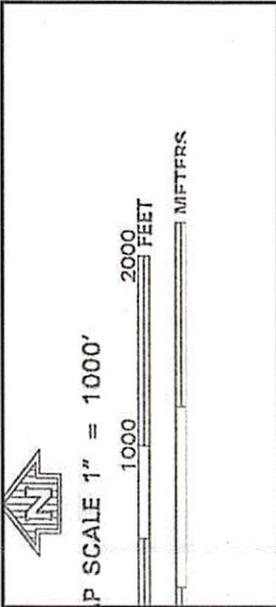
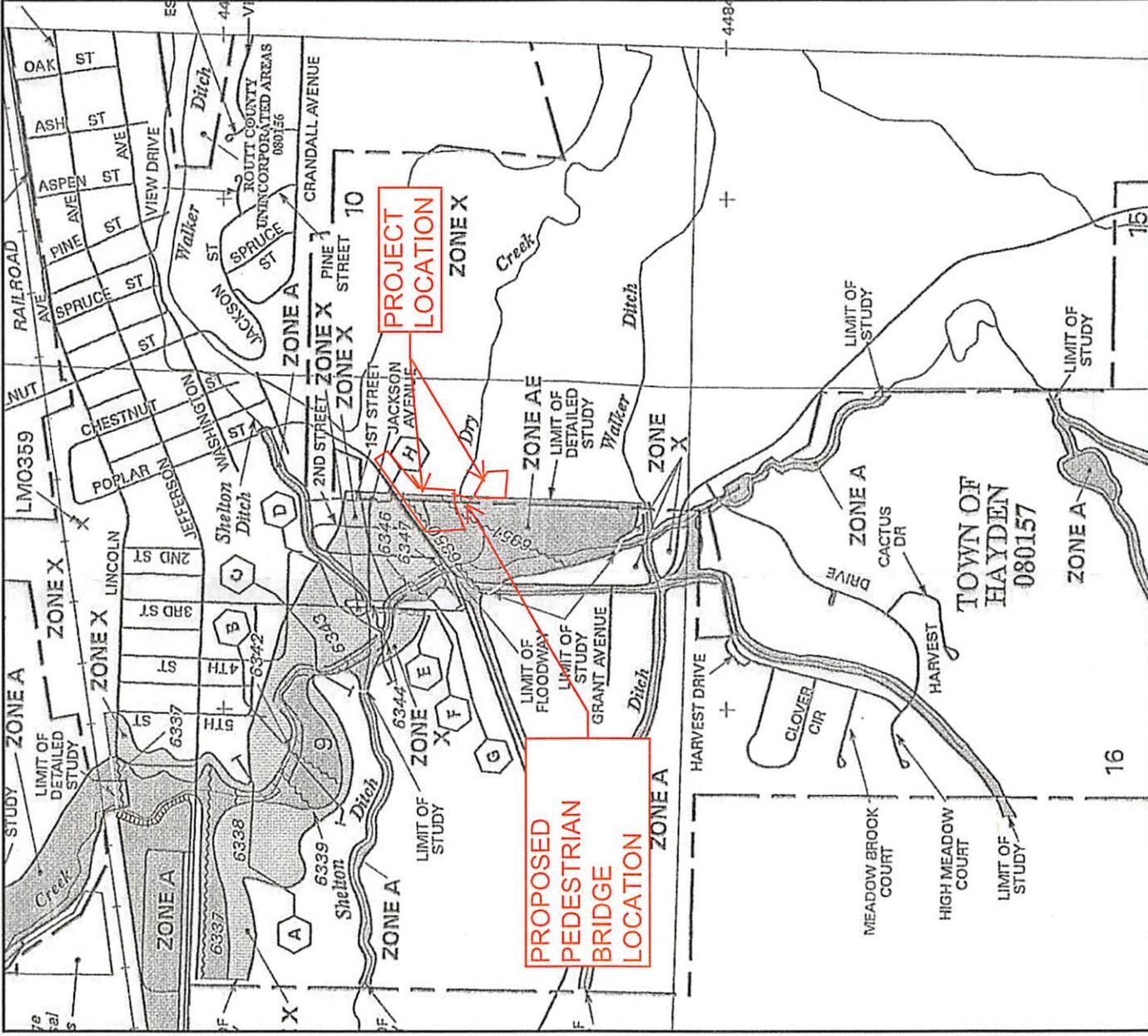
Please let me know if you have any questions or concerns.

Sincerely,



Chris Rundall, PE  
Division Manager

**Attachments: FEMA FIRM  
FEMA FIS Dry Creek Flood Profile  
Hydraulic Computations  
Preliminary Construction Plans dated 1-27-16**



PANEL 0785D

**FIRM**  
**FLOOD INSURANCE RATE MAP**  
 ROUTT COUNTY,  
 COLORADO  
 AND INCORPORATED AREAS

**PANEL 785 OF 1475**

SEE MAP INDEX FOR FIRM PANEL LAYOUT

CONTAINS:	COMMUNITY:	NUMBER:	PANEL:	SUFFIX:
ROUTT COUNTY UNINCORPORATED AREAS	080156	0785	0785	D
HAYDESA, TOWN OF	080157	0785	0785	D

Notice to User: The Map Number shown below should be used when extracting maps from the FIRM On-Line. The information shown above should be used on insurance applications for the subject community.

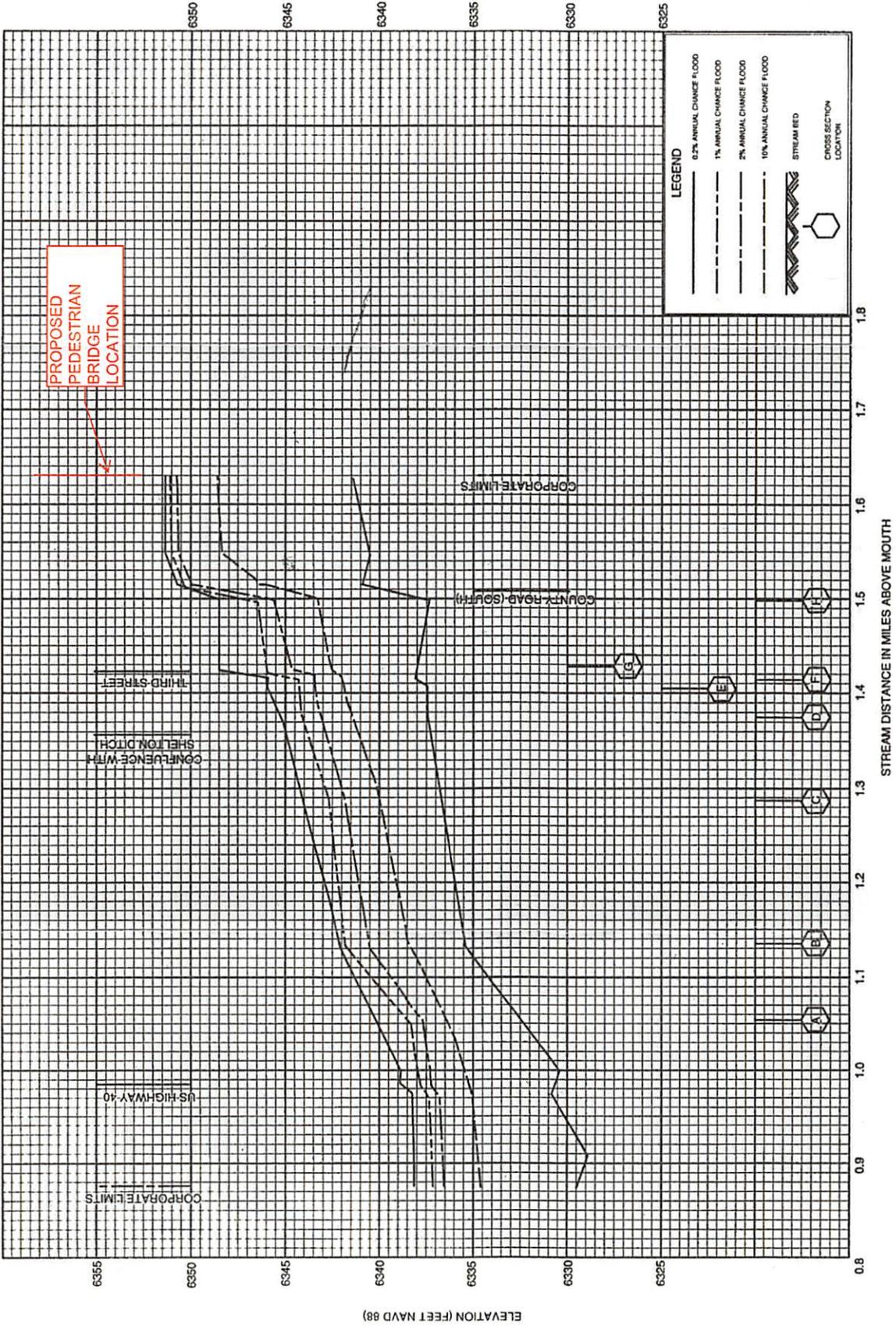


**MAP NUMBER**  
08107C0785D

**EFFECTIVE DATE:**  
FEBRUARY 4, 2005

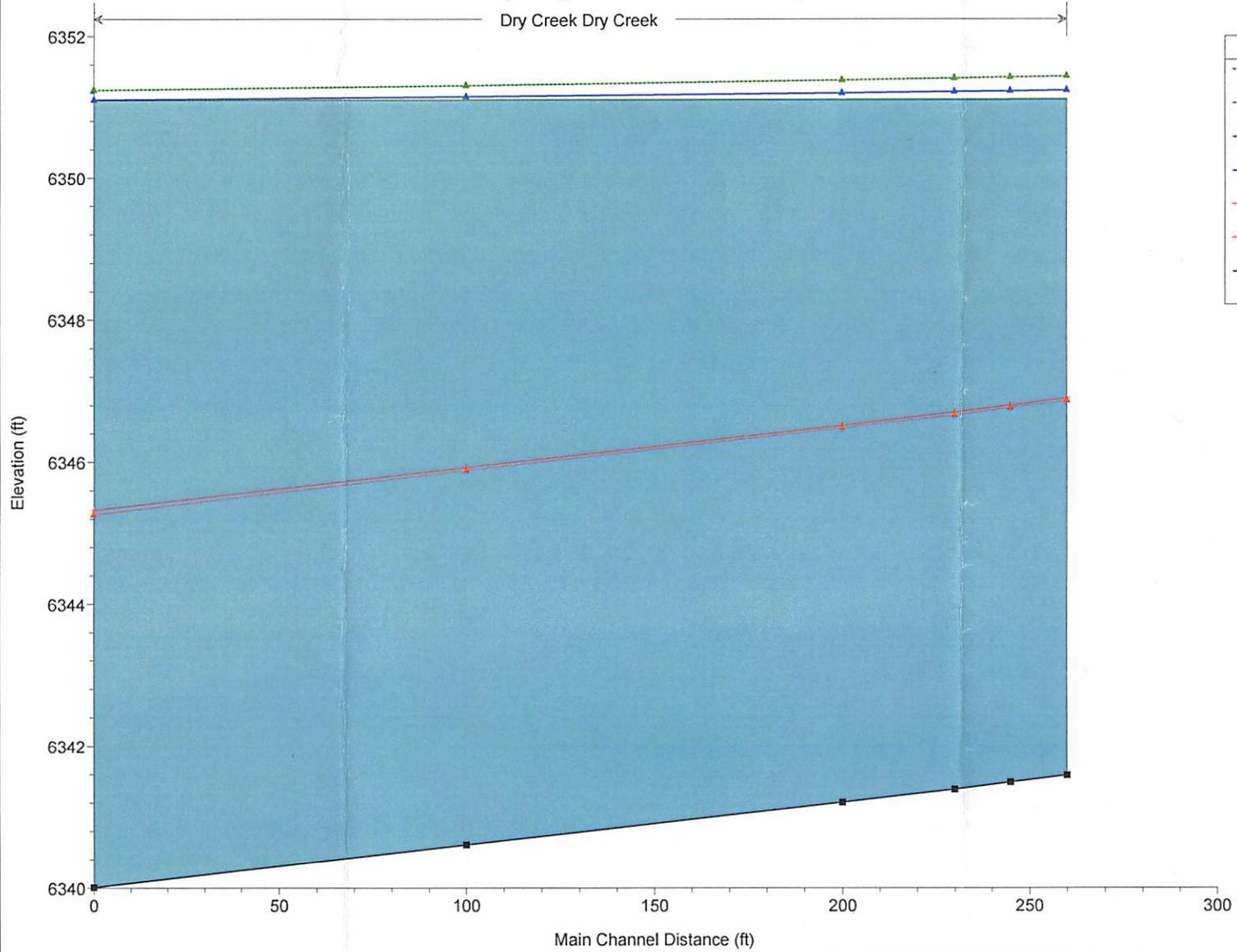
Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)



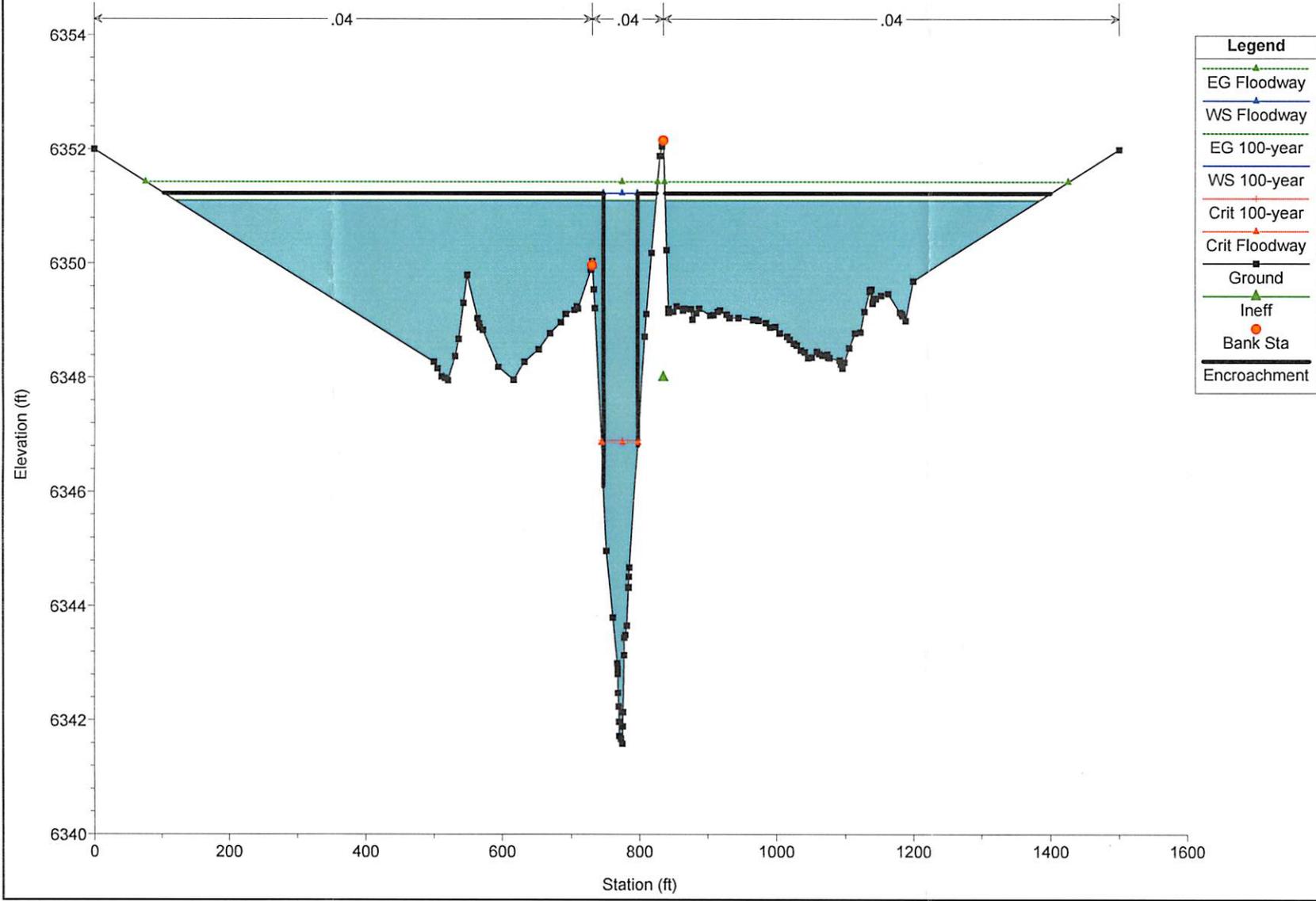
Routt County Fairgrounds Plan: Existing Plan 1/27/2016

Dry Creek Dry Creek



Legend	
EG Floodway	Green dashed line with triangles
EG 100-year	Blue solid line with triangles
WS Floodway	Blue solid line with triangles
WS 100-year	Blue solid line with triangles
Crit 100-year	Red solid line with triangles
Crit Floodway	Red solid line with triangles
Ground	Black solid line with squares

Routt County Fairgrounds Plan: Existing Plan 1/27/2016  
 RS = 201

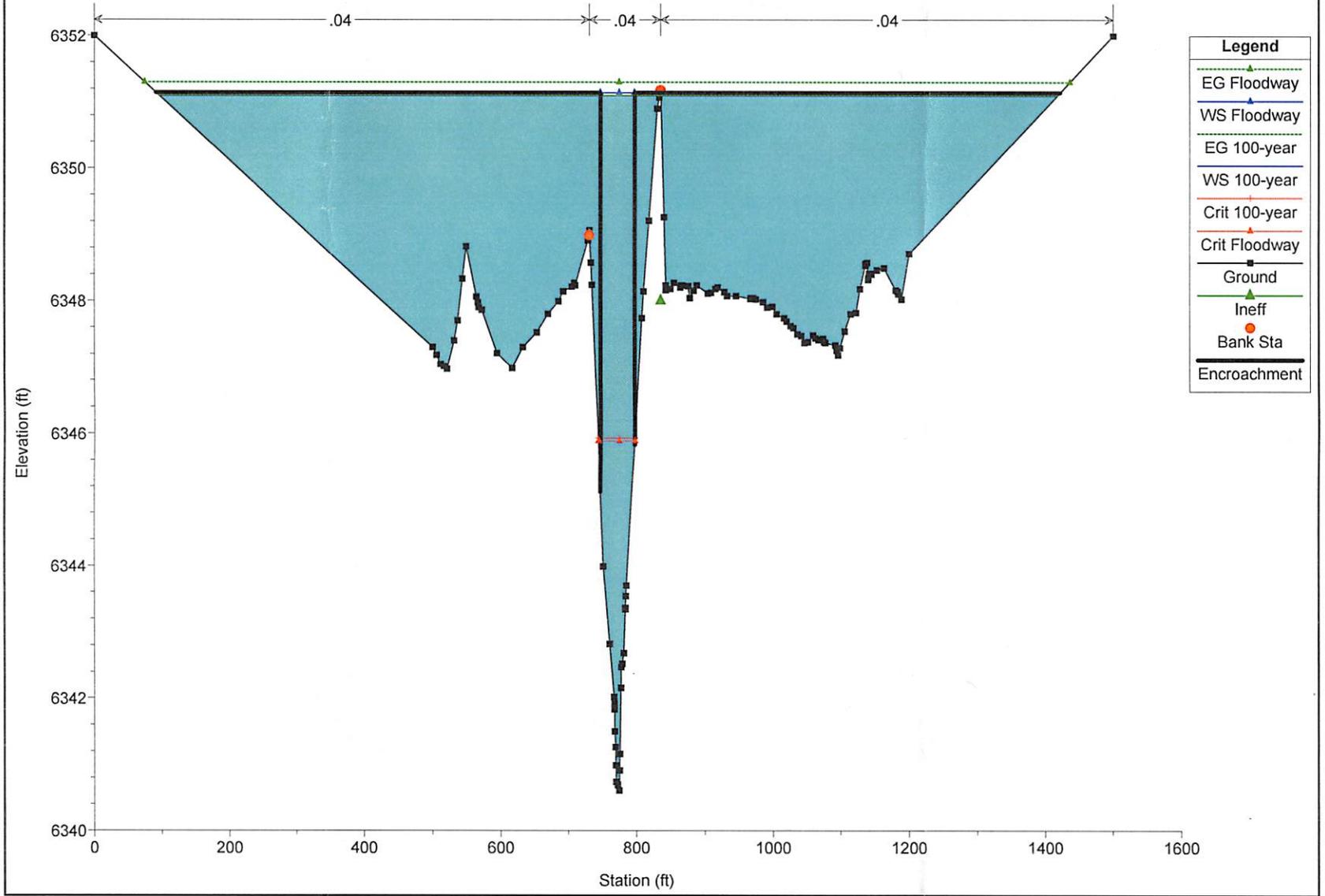






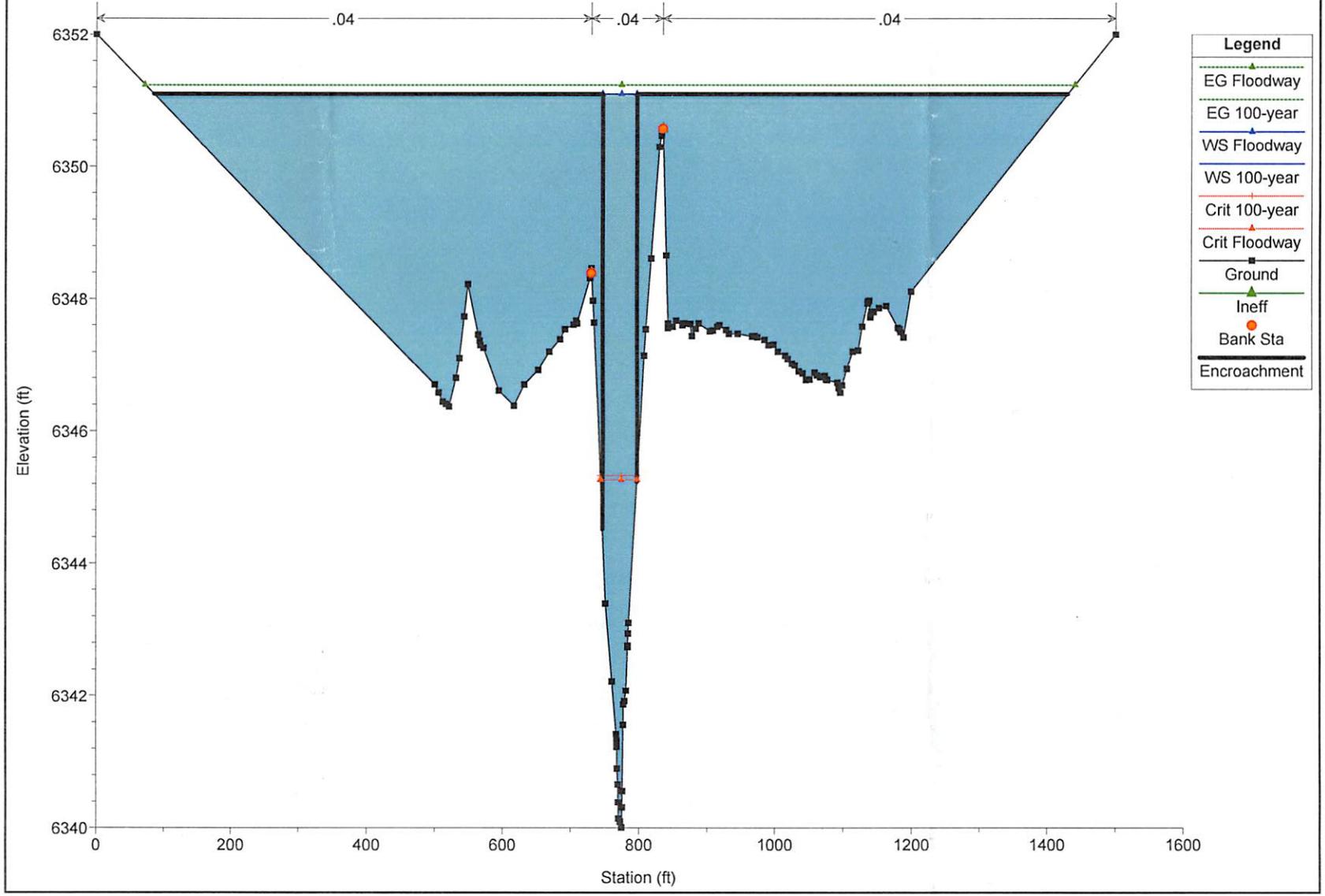


Routt County Fairgrounds Plan: Existing Plan 1/27/2016  
 RS = 41



Legend	
EG Floodway	Green dashed line with triangle
WS Floodway	Blue solid line with triangle
EG 100-year	Green dotted line
WS 100-year	Blue solid line
Crit 100-year	Red solid line with triangle
Crit Floodway	Red solid line with triangle
Ground	Black solid line with square
Ineff	Green solid line with triangle
Bank Sta	Red circle
Encroachment	Red solid line with triangle

Routt County Fairgrounds Plan: Existing Plan 1/27/2016  
RS = 1



- Legend**
- EG Floodway
  - EG 100-year
  - WS Floodway
  - WS 100-year
  - Crit 100-year
  - Crit Floodway
  - Ground
  - Ineff
  - Bank Sta
  - Encroachment

HEC-RAS Plan: Existing Plan River: Dry Creek Reach: Dry Creek

Reach	River Sta	Profile	W.S. Elev (ft)	Prof Delta WS (ft)	E.G. Elev (ft)	Top Wdth Act (ft)	Q Left (cfs)	Q Channel (cfs)	Q Right (cfs)	Enc Sta L (ft)	Ch Sta L (ft)	Ch Sta R (ft)	Enc Sta R (ft)
Dry Creek	201	100-year	6351.11		6351.11	1250.16	492.90	388.37	389.73		730.97	835.06	
Dry Creek	201	Floodway	6351.23	0.13	6351.43	50.00		1271.00		747.00	730.97	835.06	797.00
Dry Creek	186	100-year	6351.10		6351.11	1258.95	495.99	376.78	398.23		730.97	835.06	
Dry Creek	186	Floodway	6351.22	0.12	6351.42	50.00		1271.00		747.00	730.97	835.06	797.00
Dry Creek	171	100-year	6351.10		6351.11	1267.21	498.81	366.03	406.16		730.97	835.06	
Dry Creek	171	Floodway	6351.21	0.11	6351.40	50.00		1271.00		747.00	730.97	835.06	797.00
Dry Creek	141	100-year	6351.10		6351.11	1280.90	503.15	348.56	419.30		730.97	835.06	
Dry Creek	141	Floodway	6351.20	0.09	6351.38	50.00		1271.00		747.00	730.97	835.06	797.00
Dry Creek	41	100-year	6351.10		6351.10	1320.48	514.50	300.85	455.64		730.97	835.06	
Dry Creek	41	Floodway	6351.14	0.04	6351.30	50.00		1271.00		747.00	730.97	835.06	797.00
Dry Creek	1	100-year	6351.10		6351.10	1345.58	517.48	274.24	479.28		730.97	835.06	
Dry Creek	1	Floodway	6351.10	0.00	6351.24	50.00		1271.00		747.00	730.97	835.06	797.00

HEC-RAS Plan: Existing Plan River: Dry Creek Reach: Dry Creek

Reach	River Sta	Profile	Q Total (cfs)	Min Ch El (ft)	W.S. Elev (ft)	Crit W.S. (ft)	E.G. Elev (ft)	E.G. Slope (ft/ft)	Vel Chnl (ft/s)	Flow Area (sq ft)	Top Width (ft)	Froude # Chl
Dry Creek	201	100-year	1271.00	6341.59	6351.11	6346.91	6351.11	0.000068	0.86	2455.66	1250.16	0.07
Dry Creek	201	Floodway	1271.00	6341.59	6351.23	6346.87	6351.43	0.000887	3.58	355.23	50.00	0.24
Dry Creek	186	100-year	1271.00	6341.49	6351.10	6346.80	6351.11	0.000060	0.82	2560.10	1258.95	0.06
Dry Creek	186	Floodway	1271.00	6341.49	6351.22	6346.77	6351.42	0.000854	3.53	359.74	50.00	0.23
Dry Creek	171	100-year	1271.00	6341.39	6351.10	6346.70	6351.11	0.000053	0.78	2664.94	1267.21	0.06
Dry Creek	171	Floodway	1271.00	6341.39	6351.21	6346.66	6351.40	0.000822	3.49	364.29	50.00	0.23
Dry Creek	141	100-year	1271.00	6341.21	6351.10	6346.52	6351.11	0.000044	0.71	2854.39	1280.90	0.06
Dry Creek	141	Floodway	1271.00	6341.21	6351.20	6346.48	6351.38	0.000770	3.41	372.36	50.00	0.22
Dry Creek	41	100-year	1271.00	6340.61	6351.10	6345.93	6351.10	0.000024	0.55	3493.42	1320.48	0.04
Dry Creek	41	Floodway	1271.00	6340.61	6351.14	6345.89	6351.30	0.000622	3.18	399.72	50.00	0.20
Dry Creek	1	100-year	1271.00	6340.01	6351.10	6345.33	6351.10	0.000014	0.45	4141.24	1345.58	0.03
Dry Creek	1	Floodway	1271.00	6340.01	6351.10	6345.26	6351.24	0.000509	2.97	427.59	50.00	0.18

BRIDGE ABUTMENT & WINGWALL PROTECTION

$$d_{50} \geq \left[ \frac{V^2 S^{0.17}}{4.5(G_s - 1)^{0.66}} \right]^2$$

[UDFCD Eq. 8-11]

$$\geq \left[ \frac{3.6 \cdot 0.5^{0.17}}{4.5(2.5 - 1)^{0.66}} \right]^2$$

$$d_{50} \geq 0.30 \text{ ft} = 4''$$

$\therefore$  Use  $d_{50} = 6''$  Riprap