



**AGENDA**  
**HAYDEN TOWN COUNCIL MEETING**  
**THURSDAY, MAY 19, 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 May 5, 2016

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**3. CONSIDERATION OF BILLS**

A. Consideration of payment bill vouchers dated May 12, 2016

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**4. PUBLIC COMMENTS**

**5. PROCLAMATIONS/PRESENTATIONS**

**6. CONSENT ITEMS**

A. Decision: Liquor License Renewal A1 Liquors

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**7. OLD BUSINESS**

A. Discussion: General Election and Tabor Tax Ballot Questions

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B. Discussion: Town Manager Search and Salary Survey

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**8. NEW BUSINESS**

A. Oath Councilmember Charles Forrest

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**9. PULLED CONSENT ITEMS**

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

**11. EXECUTIVE SESSION**

**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**

**Greg Tuliszewski reported**

**PUBLIC WORKS:**

- Over the past couple of weeks, flowed the fire hydrants
- Painted the parking lot
- Bladed all the Alleyways and street swept
- Repaired all the rotting wood on the guard rail along Lincoln Ave
- Summer help coming onboard and getting spun up – starting to work on the parks areas
- Putting together the backflow project and the scope
- One of the blower motors is up and running – 2<sup>nd</sup> one is being a problem child, electrical, relays, etc. – Work in progress
- The Sewer grinder has been replaced and is working
- Airport lift station failed this past week – Repaired (Old lift station from 1989)
- Several electrical failures in various systems in town (Several bills will be coming in – possibly tied to the power outage though there is no way to prove this or associate them with the outage)
- Big power outage several weeks ago brought home the fact that there is no generator for the Golden Meadows lift station. Possible health hazard if it was a longer term problem
- Hayden clean up days next weekend – Jay Dee along with a couple of the public works folks will be out assisting at the Merc and at the burn location
- New Public works / Parks truck and compressor has come in and is in service – The old Ranger (better days) and compressor will be sold similar to how we sold the old vehicles last year for Public Works by Sealed bid with minimums

**PARKS AND REC:**

- Pee Wee Wrestling awards dinner was last night; the tournament was a great success and went smoothly
- Cog Run is this upcoming weekend several of the Parks and Recreation board are volunteering as part of this event
- Over the past couple of weeks Jill has put in a lot of hours with the upcoming and recent events
- Huck Finn days first part of June preparations underway

**POLICE:**

- Officer Hockaday recently graduated from Crisis Intervention Training. This is an intensive course on assisting those suffering from mental disabilities.

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- Officers responded and assisted with the Fatal Traffic Accident that occurred on April 28<sup>th</sup>.
- Police Department arrested a male party on a failure to register as a Sex offender and investigated another violation along these lines – second person chose to relocate
- Several Domestic Violence cases in the past 30 days. (4 arrests)
- Code enforcement has been making the rounds, providing education on code violations and trying to get voluntary compliance with folks cleaning up their yards and houses.
- Officers are working 12 on 12 off and taking on-call during their off time – Hiring efforts continue. Had two interviews set up and neither party showed for their appointments.
- Department firearms that were ordered have arrived – officers will transition and qualify with the new firearms prior to carrying them in the next week or two.

**ADMINISTRATION:**

- Met face to face with the new planning consultants for Planning for the Town of Hayden through RG and Associates – Ross Culbertson and Jennifer Henninger. Laid out concerns, complaints and expectations. Reviewed ways to improve the process and provide more responsiveness and customer service while still maintaining and enforcing the Town Codes and Regulations.
- As part of addressing the problems with our planning Contractor I have received the first monthly report of activities. This will occur monthly in time for the first Council Meeting of the month. Included in this was a spreadsheet with ongoing projects and expected timelines.
  - Highlights: establishing times when a planner is available for answering inquiries and assist in planning related questions. For the month of April, 29 calls were received in reference to various questions and projects on-going in Hayden. RG is keeping a phone log and documenting the nature of the calls.
  - There were 5 pre-planning discussions with applicants over proposed large scale projects
    - Marijuana Grown Greenhouse in Hayden Industrial Park
    - Medium Density Residential at Sonesta Park
    - Commercial Development at 285 Jefferson
    - New Boutique Hotel Downtown
    - Residential Replat on E Washington
  - Establishing standard operating procedure for set times during the week so that residents and stakeholders have direct lines to Hayden On-call planners
  - Discussion on streamlining the planning process and expectations for applicants upon submitting applications for planning services.

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- Seneca Hill Update – still waiting on final paperwork (Change orders, Manuals, etc.) We did receive substantial completion on Hospital Hill. Retainage checks have still not been sent until these items are received.
- Computer systems are mostly back online and working – still rebuilding small portions of the files that were lost.

**Sharon Johnson reported** Emerge Farms, LLC continues to work through the Land Use Application process and hopes to be ready in a few weeks. Bayou Breeze is almost ready for Land Use Permit presentation to the planning commission. Thank you Andrea Salazar and Kalli Bell making things run smoothly in Town Hall Administration while I had surgery and recovery. Preparing for the General Election November 8, 2016 and there will be 3 Councilmember seats and the Mayor with term expiration. Ballot issues should be reviewed at the next meeting. Sharon continues to work with RG and Associates to improve the process for planning projects. The Financial Audit is in final completion stages and will be presented in July.

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 Pro Tem Robinson present. Councilmembers Johnson, Redmond, Hayden, and Folley present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, and Town Clerk, Sharon Johnson.

**Opening Prayer** Mayor Haskins offered the opening prayer.

**Pledge of Allegiance** Mayor Haskins led the Pledge of Allegiance.

**Minutes – April 7, 2016** Mayor Pro Tem Robinson moved to approve the minutes of the Regular Town Council Meeting held on April 7, 2016. Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hayden – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

**Consideration of Bill Payment Voucher dated April 19, 2016** Mayor Pro Tem Robinson moved to approve the bill payment voucher dated April 19, 2016 in the amount of \$ 218,917.16. Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hayden – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

**Consideration of Bill Payment Voucher** Mayor Pro Tem Robinson moved to approve the bill payment voucher dated April 28, 2016 in the amount of \$ 62,207.31.

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**dated April 28, 2016** Councilmember Johnson seconded. Roll call vote. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Councilmember Folley – aye. Councilmember Redmond – aye. Councilmember Hayden – aye. Councilmember Johnson – aye. Motion carried.

**Proclamations/ Presentations** Mayor James M Haskins presented Councilmember Jim Folley with an award of recognition of his years of service to the community.

**Public Comments** John St Pierre, 528 E Washington, Hayden, CO thanked the Town Council for the Meet and Greet for the Town Manager selection. Thank you for including the community and seeking our input.

**Consent Items**

**Decision:** Mayor Haskins moved to approve the Parade/Street Closure for the Parade/Street Closure for Cog Run and the Ride The Cog Event  
**Parade/Street Closure for Cog Run and Ride The Cog Event** Councilmember Folley seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Hayden – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

**Old Business** None

**New Business**

**Appointment for Councilmember Vacancy Interviews** Charles Forrest, Brodie Fraquar, Dustin Williams, and Ashley McMurray each addressed the Hayden Town Council in regards to their interest and qualifications to fill the vacancy in the Hayden Town Council. The candidates were reminded of the November 8, 2016 General Election where three (3) council seats and one (1) mayoral seat will be open for consideration by the registered voters of the Town of Hayden. Town Council thanked each candidate and tabled the action to executive session.

**Decision: Resolution 2016-14 A Resolution Finding Substantial Compliance with the Statutory Compliance for Annexation and Initiating Annexation Proceedings for the McCarty Annexation** Councilmember Folley moved to approve Resolution 2016-14 A Resolution Finding Substantial Compliance with the Statutory Compliance for Annexation and Initiating Annexation Proceedings for the McCarty Annexation. Councilmember Hayden seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Folley – aye. Councilmember Johnson – aye. Councilmember Hayden – aye. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Motion carried.

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**Pulled Consent Items**      **None.**

**Staff and Councilmember Reports Continued**      **None.**

**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.**  
**Executive Session opened at 8:15 p.m.**  
**Executive Session closed at 9:32 p.m.**

**Adjournment**      **Mayor Haskins adjourned the meeting at 9:33 p.m.**

Recorded by:

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

APPROVED THIS 19<sup>th</sup> DAY OF May, 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
12126	Abate, Ruth	4.27.2016	DCP Kitchen appliances	04/27/2016	1,950.00	.00		
Total 12126:					1,950.00	.00		
5220	Advanced Mechanical Srv, Inc.	791	Flow meter repair	05/09/2016	4,790.00	.00		
Total 5220:					4,790.00	.00		
6970	Bear River Excavating	724	Rock hauling	04/24/2016	2,000.00	.00		
6970	Bear River Excavating	724	Rock hauling	04/24/2016	180.00	.00		
Total 6970:					2,180.00	.00		
1200	Bear River Valley Co-Op	04252016	Streets Vehicle Expense - Fuel	04/25/2016	235.31	.00		
1200	Bear River Valley Co-Op	04252016	Parks Equipment Expense - Fuel	04/25/2016	165.62	.00		
1200	Bear River Valley Co-Op	04252016	Parks Equipment Expense - Fuel	04/25/2016	109.47	.00		
1200	Bear River Valley Co-Op	04252016	Parks - Trails Vehicle Exp - Fuel	04/25/2016	60.51	.00		
1200	Bear River Valley Co-Op	04252016	Sewer Vehicle Expense - Fuel	04/25/2016	144.87	.00		
1200	Bear River Valley Co-Op	04252016	Water Vehicle Expense - Fuel	04/25/2016	103.02	.00		
1200	Bear River Valley Co-Op	04252016	PD Vehicle Maintenance - Fuel	04/25/2016	358.99	.00		
Total 1200:					1,177.79	.00		
12274	Bell, Kalli Deatherage	05062016	Travel reimbursement	05/06/2016	27.00	.00		
Total 12274:					27.00	.00		
5770	Brownells, Inc.	12306265.00	Ammunition	03/04/2016	172.26	.00		
Total 5770:					172.26	.00		
7900	Browns Hill Engineering &	11277	WWTP repair/maintenance servic	04/29/2016	1,039.90	.00		
Total 7900:					1,039.90	.00		
1400	Caselle Inc	72742	Support Contract June 2016	05/01/2016	366.17	.00		
1400	Caselle Inc	72742	Support Contract June 2016	05/01/2016	183.08	.00		
1400	Caselle Inc	72742	Support Contract June 2016	05/01/2016	183.08	.00		
Total 1400:					732.33	.00		
12275	CBI - Financial Services Toxicolog	T160700030	Toxicology test	02/10/2016	330.00	.00		
Total 12275:					330.00	.00		
3770	CenturyLink	3058APR16	Water Phones_3058	04/25/2016	52.71	.00		
3770	CenturyLink	3741APR16	Admin Phones_3741	04/25/2016	346.68	.00		
3770	CenturyLink	4330APR16	Sewer Phones_4330	04/25/2016	24.28	.00		
Total 3770:					423.67	.00		
12276	Clemens, Catherine	MAY16	Town Manager Recruitment	05/11/2016	1,633.40	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total 12276:				1,633.40	.00		
1890	Cook Chevrolet Inc	64319	PD - Vehicle maint.unit 714	04/30/2016	96.02	.00		
	Total 1890:				96.02	.00		
12277	Cook Ford	04060	Repairs unit 707	03/15/2016	746.95	.00		
	Total 12277:				746.95	.00		
7745	Craig Steel	18989	Streets R&M	05/04/2016	30.00	.00		
	Total 7745:				30.00	.00		
12279	Dallas Midwest, LLC	EC079864	PD Utility table	04/20/2016	184.00	.00		
	Total 12279:				184.00	.00		
2050	Dana Kepner Company Inc	1423277-01	Water Meter parts	04/25/2016	141.25	.00		
2050	Dana Kepner Company Inc	1426211-00	Water Dist - Hydrant oil	04/28/2016	93.76	.00		
	Total 2050:				235.01	.00		
12280	Dinkle, Jim	MAY-16	Town manager recruitment	05/01/2016	525.02	.00		
	Total 12280:				525.02	.00		
9000	Dowling Land Surveyors	05062016	Surveying Hospital Hill	05/06/2016	660.00	.00		
	Total 9000:				660.00	.00		
12151	Ferguson Enterprises, Inc	4924237	Town Hall men's room fan repair	05/03/2016	22.69	.00		
	Total 12151:				22.69	.00		
12085	GCR Tires & Service	754-47036	Streets R&M - tires	04/26/2016	1,880.74	.00		
	Total 12085:				1,880.74	.00		
3870	Grainger Inc	9090802993	WWTP R&M - Timer Relay	04/22/2016	242.64	.00		
3870	Grainger Inc	9093014588	Men's room fan replacement	04/25/2016	73.22	.00		
	Total 3870:				315.86	.00		
2460	Hach Company	9905504	WTP lab supplies	04/27/2016	193.18	.00		
	Total 2460:				193.18	.00		
12282	Hawkins, Lacie	314.18	Utility deposit refund	05/10/2016	75.00	.00		
	Total 12282:				75.00	.00		
2580	Hayden Merc	01-317071	PWW Tourney concessions	04/04/2016	51.52	.00		
2580	Hayden Merc	01-318364	Shop supplies	04/07/2016	29.97	.00		
2580	Hayden Merc	01-319452	Pee-wee wrestling	04/09/2016	4.50	.00		
2580	Hayden Merc	01-321760	PD Supplies	04/14/2016	23.78	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2580	Hayden Merc	01-323622	Shop grinder	04/18/2016	15.91	.00		
2580	Hayden Merc	03-328221	Admin lunch	04/06/2016	6.99	.00		
2580	Hayden Merc	03-335205	Parks & Rec	04/20/2016	18.23	.00		
Total 2580:					150.90	.00		
12281	Herod Industries Inc	202.10	Utility deposit refund	05/09/2016	68.46	.00		
12281	Herod Industries Inc	494.03	Utility deposit refund	05/09/2016	68.46	.00		
12281	Herod Industries Inc	544.03	Utility deposit refund	05/09/2016	68.46	.00		
Total 12281:					205.38	.00		
1360	Hinton Burdick CPAs & Advisors	148327	Progress Bill 2015 Audit	04/30/2016	9,825.00	.00		
Total 1360:					9,825.00	.00		
11516	Hockaday, Shawn	04292016	Education reimbursement	04/29/2016	112.43	.00		
Total 11516:					112.43	.00		
12283	Locksmith of Craig	5603	Parks - duplicate keys	04/26/2016	70.00	.00		
Total 12283:					70.00	.00		
5480	Meeker Peewee Wrestling	4.28.16	Peewee Wrestling Tournament	04/28/2016	264.00	.00		
Total 5480:					264.00	.00		
12268	Midwest Electric Systems of S., In	10047	WTP service	05/02/2016	1,434.12	.00		
12268	Midwest Electric Systems of S., In	10061	Dry Creek Park flow meter	05/04/2016	315.78	.00		
Total 12268:					1,749.90	.00		
2960	MJK Sales & Feed Inc	201749	Streets - concrete mix	04/28/2016	279.98	.00		
2960	MJK Sales & Feed Inc	201760	Streets R&M - Weed control	04/28/2016	166.97	.00		
2960	MJK Sales & Feed Inc	202069	Water dist - parts	05/03/2016	82.95	.00		
2960	MJK Sales & Feed Inc	202070	Return pallet	05/03/2016	20.00	.00		
2960	MJK Sales & Feed Inc	202217	Parks - rake	05/04/2016	33.98	.00		
Total 2960:					543.88	.00		
10080	Neve's Uniforms Inc	LN-333103	PD Flashlights	04/20/2016	388.55	.00		
10080	Neve's Uniforms Inc	LN-333145	PD Flashlights	04/21/2016	162.79	.00		
10080	Neve's Uniforms Inc	LN-333161	PD Holsters	04/21/2016	909.85	.00		
10080	Neve's Uniforms Inc	LN-333437	PD - equipment replacements	04/27/2016	741.64	.00		
10080	Neve's Uniforms Inc	LN-333739	PD Uniforms Boots	05/03/2016	150.98	.00		
10080	Neve's Uniforms Inc	LN-333847	PD - equipment replacements	05/05/2016	3,634.35	.00		
Total 10080:					5,988.16	.00		
4185	Orkin Pest Control	77999858	Pest Control	04/26/2016	133.98	.00		
Total 4185:					133.98	.00		
12284	Powell, Robert	172.01	Utility deposit refund	05/05/2016	8.87	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 12284:					8.87	.00		
2065	Roult County Auto Parts	10065-355821	PD - Armory	04/02/2016	4.65	.00		
2065	Roult County Auto Parts	10065-355829	PD - shop vac filter	04/02/2016	14.70	.00		
2065	Roult County Auto Parts	10065-356128	PD - Vehicle maintenance	04/13/2016	135.60	.00		
2065	Roult County Auto Parts	10109-355914	Water dist - tools	04/06/2016	108.94	.00		
2065	Roult County Auto Parts	10109-356076	Shop - supplies	04/12/2016	6.20	.00		
2065	Roult County Auto Parts	10109-356240	Shop - supplies	04/18/2016	23.48	.00		
2065	Roult County Auto Parts	10109-356262	Streets Vehicle Maint F150	04/19/2016	28.98	.00		
2065	Roult County Auto Parts	10109-356263	Streets Vehicle Maint F150	04/19/2016	38.98	.00		
2065	Roult County Auto Parts	10109-356364	Streets - supplies	04/22/2016	49.52	.00		
2065	Roult County Auto Parts	10109-356535	Streets - supplies	04/28/2016	66.98	.00		
2065	Roult County Auto Parts	10109-356551	Water vehicle maintenance	04/29/2016	57.96	.00		
Total 2065:					535.99	.00		
10610	SAFEbuilt, Inc.	0024432-IN	Building Department Services	04/30/2016	2,366.16	.00		
Total 10610:					2,366.16	.00		
7090	Samuelson's - Craig	56179	Streets R&M - parts	04/26/2016	178.08	.00		
Total 7090:					178.08	.00		
12285	Sanders, Misty	551.07	Utility deposit refund	04/29/2016	75.00	.00		
Total 12285:					75.00	.00		
1770	Schmueser Gordon Meyer, Inc.	2010-414.008-	Outfall Project	04/28/2016	840.00	.00		
Total 1770:					840.00	.00		
12248	SGS Accutest Inc	D4-74267	Water testing	04/22/2016	109.50	.00		
Total 12248:					109.50	.00		
7060	Smith & Loveless Inc.	110206	Airport Lift Station R&M	04/19/2016	669.49	.00		
7060	Smith & Loveless Inc.	110313	Airport Lift Station R&M	04/25/2016	17.57	.00		
Total 7060:					687.06	.00		
5540	Snyder & Counts Feed & Supply	180159	WTP Chemicals_XCoarse Salt	04/28/2016	257.25	.00		
Total 5540:					257.25	.00		
4880	Sprint	918280746-02	Sewer Cell Phone	04/29/2016	58.61	.00		
4880	Sprint	918280746-02	Streets Cell Phone	04/29/2016	107.76	.00		
4880	Sprint	918280746-02	Water Cell Phone	04/29/2016	71.07	.00		
4880	Sprint	918280746-02	HPD Cell Phone	04/29/2016	314.31	.00		
4880	Sprint	918280746-02	Recreation Cell Phone	04/29/2016	52.03	.00		
4880	Sprint	918280746-02	Public Works Tablet	04/29/2016	19.00	.00		
4880	Sprint	918280746-02	Public Works Tablet	04/29/2016	18.99	.00		
Total 4880:					641.77	.00		
10930	Standard Plumbing Supply Co.	FJKD93	Parks R&M parts	04/26/2016	47.47	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 10930:					47.47	.00		
12286	Steamboat Computer Paramedics	16001	Admin computer service	05/02/2016	450.00	.00		
Total 12286:					450.00	.00		
3530	Steamboat Pilot	10425066	2015 Drinking Water Report	04/17/2016	380.16	.00		
3530	Steamboat Pilot	10425373	2015 Drinking Water Report	04/17/2016	71.28	.00		
Total 3530:					451.44	.00		
3710	Town of Hayden	APR2016	96.01 New Bailfield CR 53	04/28/2016	37.58	.00		
3710	Town of Hayden	APR2016	231.01 229 S 3rd Park Water	04/28/2016	54.74	.00		
3710	Town of Hayden	APR2016	232.01 Water Plant Water	04/28/2016	60.08	.00		
3710	Town of Hayden	APR2016	355.01 Sewer Plant Water	04/28/2016	48.83	.00		
3710	Town of Hayden	APR2016	534.01 Main St Park Water	04/28/2016	54.00	.00		
3710	Town of Hayden	APR2016	761.01 Baseball Field CR 53 Wat	04/28/2016	37.58	.00		
3710	Town of Hayden	APR2016	1208.01 Poplar St Park	04/28/2016	37.58	.00		
3710	Town of Hayden	APR2016	2035.01 PD water	04/28/2016	61.39	.00		
3710	Town of Hayden	APR2016	15.01Shop water	04/28/2016	73.70	.00		
3710	Town of Hayden	APR2016	2036.01 Parks water	04/28/2016	73.30	.00		
3710	Town of Hayden	APR2016	2044.01 Parks water	04/28/2016	37.58	.00		
3710	Town of Hayden	APR2016	2046.01 Parks water	04/28/2016	37.58	.00		
3710	Town of Hayden	APR2016	2066.01 RV Dump water	04/28/2016	69.55	.00		
3710	Town of Hayden	APR2016	92.01 Rec water 20%	04/28/2016	14.57	.00		
3710	Town of Hayden	APR2016	92.01 Town Hall water 80%	04/28/2016	58.26	.00		
3710	Town of Hayden	APR2016	94.01 Shop water	04/28/2016	135.14	.00		
Total 3710:					891.46	.00		
12029	Tuliszewski, Greg	04232016	LECC Conference Reimbursemen	04/26/2016	94.80	.00		
Total 12029:					94.80	.00		
7070	USA BlueBook	930446	Shop R&M Hydrant adapter	04/19/2016	107.87	.00		
7070	USA BlueBook	933421	WWTP supplies	04/21/2016	399.43	.00		
Total 7070:					507.30	.00		
8740	Visa	APR2016	PWW Tourney travel track	05/02/2016	50.00	.00		
8740	Visa	APR2016	PWW Tourney travel track	05/02/2016	134.75	.00		
8740	Visa	APR2016	PWW Tourney travel track	05/02/2016	296.00	.00		
8740	Visa	APR2016	Amazon return keybd/mouse	05/02/2016	41.99-	.00		
8740	Visa	APR2016	Amazon return laminate sheets	05/02/2016	14.58-	.00		
8740	Visa	APR2016	DCP Kitchen bulbs	05/02/2016	57.83	.00		
8740	Visa	APR2016	USPS water sample shipping	05/02/2016	3.11	.00		
8740	Visa	APR2016	stamps	05/02/2016	115.99	.00		
8740	Visa	APR2016	Amazon keybd/mouse	05/02/2016	49.15	.00		
8740	Visa	APR2016	Amazon office supplies	05/02/2016	14.58	.00		
8740	Visa	APR2016	Amazon - Stokes Gulch	05/02/2016	8.99	.00		
8740	Visa	APR2016	Webstaurant - DCP Kitchen	05/02/2016	1,261.12	.00		
8740	Visa	APR2016	OCPO renewal	05/02/2016	85.00	.00		
8740	Visa	APR2016	Colorado CPR Assoc	05/02/2016	66.00	.00		
8740	Visa	APR2016	Amazon - PD Supplies	05/02/2016	25.71	.00		
8740	Visa	APR2016	PD - Meals	05/02/2016	94.24	.00		
8740	Visa	APR2016	LECC Conference	05/02/2016	200.28	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
8740	Visa	APR2016	Public Works batteries	05/02/2016	19.68	.00		
8740	Visa	APR2016	Marriott - M Murray	05/02/2016	860.00	.00		
8740	Visa	APR2016	Wildlife supplies	05/02/2016	182.82	.00		
8740	Visa	APR2016	CACP Conference	05/02/2016	382.51	.00		
8740	Visa	APR2016	Crisis intervention trng	05/02/2016	415.00	.00		
8740	Visa	APR2016	Amazon - PD copier/printer suppli	05/02/2016	79.99	.00		
8740	Visa	APR2016	OCPO Renewal	05/02/2016	35.00	.00		
8740	Visa	APR2016	OCPO Renewal	05/02/2016	85.00	.00		
8740	Visa	APR2016	Ice maker parts	05/02/2016	55.84	.00		
8740	Visa	APR2016	Suncoast - chemistry course	05/02/2016	225.00	.00		
8740	Visa	APR2016	Sam's cake	05/02/2016	21.98	.00		
8740	Visa	APR2016	Farewell for Sam	05/02/2016	148.00	.00		
Total 8740:					4,917.00	.00		
3880	Wagner Equipment Co	P04C0289050	Streets R&M - 8' cutting edge	04/28/2016	325.82	.00		
3880	Wagner Equipment Co	P04C0289051	Streets R&M - Parts	04/28/2016	24.48	.00		
3880	Wagner Equipment Co	P04C0289140	Streets R&M - oil sample	04/30/2016	73.75	.00		
Total 3880:					424.05	.00		
7580	Wagner Rents	1342798-0001	Auger bit	05/04/2016	5.00	.00		
Total 7580:					5.00	.00		
9960	Warning, Tanya	MAY2016	Janitorial Services	05/05/2016	340.00	.00		
Total 9960:					340.00	.00		
10600	Waste Management-SBS #001-85	APR2016	April 2016 Trash	05/02/2016	11,800.37	.00		
Total 10600:					11,800.37	.00		
12167	WEX Bank	44949219	PD Vehicle Expense - Fuel	04/30/2016	293.12	.00		
Total 12167:					293.12	.00		
12287	Wild Goose Coffee at the Granary	05032016	Town manager recruitment	05/03/2016	11.16	.00		
Total 12287:					11.16	.00		
6085	Xerox Corporation	084555059	ADMIN COPIER/PRINTER	05/04/2016	291.21	.00		
6085	Xerox Corporation	084555060	PD COPIER/PRINTER	05/04/2016	235.33	.00		
Total 6085:					526.54	.00		
4010	Yampa Valley Electric	1802APR16	Street lights electric - 1510001802	04/28/2016	1,975.43	.00		
Total 4010:					1,975.43	.00		
4245	Zirkel Wireless, LLC	127924	Internet Service Acct 4377	04/25/2016	79.00	.00		
4245	Zirkel Wireless, LLC	127925	Internet Service Acct 4378	04/25/2016	46.00	.00		
Total 4245:					125.00	.00		
Grand Totals:					67,024.27	.00		

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

- Detail report.
  - Invoices with totals above \$0 included.
  - Paid and unpaid invoices included.
-



Town of Hayden

Town Council Agenda Item

MEETING DATE: May 19, 2016

AGENDA ITEM TITLE: A-1 Liquor License Renewal

AGENDA SECTION: Consent Items

PRESENTED BY: Sharon Johnson

CAN THIS ITEM BE RESCHEDULED: Not Preferred

BACKGROUND REVIEW: A-1 Liquor's Liquor License will expire on August 4, 2016. Approving this renewal would extend the license until August 4, 2017.

RECOMMENDATION: The applicant has returned a completed renewal application. The license fees have been paid. There are no issues triggering a public hearing. Recommend to approve.

MANAGER'S RECOMMENDATION/COMMENTS: ***Concur with the recommendation.***

**RETAIL LIQUOR OR 3.2 BEER  
 LICENSE RENEWAL APPLICATION**

A 1 LIQUORS  
 PO BOX 521  
 HAYDEN CO 81639

Fees Due	
Renewal Fee	\$227.50
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
<b>Amount Due/Paid</b>	<b>227.50</b>

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

**PLEASE VERIFY & UPDATE ALL INFORMATION BELOW**

**RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE**

Licensee Name <b>JANA AND RYAN INC</b>		DBA <b>A 1 LIQUORS</b>		
Liquor License # <b>4704632</b>	License Type <b>Liquor Store (city)</b>	Sales Tax License # <b>27945534</b>	Expiration Date <b>08/04/2016</b>	Due Date <b>06/20/2016</b>
Operating Manager <b>Jana Venzke</b>	Date of Birth <b>7/1/86</b>	Home Address <b>42655 RCR 76 Hayden CO 81639</b>		
Manager Phone Number <b>970-734-8774</b>	Email Address <b>Janagiggles@hotmail.com</b>			
Street Address <b>106 E JEFFERSON AVE. HAYDEN CO 81639</b>				Phone Number <b>970-276-2040</b>
Mailing Address <b>PO BOX 521 HAYDEN CO 81639</b>				

- Do you have legal possession of the premises at the street address above?  YES  NO  
 Is the premises owned or rented?  Owned  Rented\* \*If rented, expiration date of lease \_\_\_\_\_
83. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.  YES  NO  
**NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS:** If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation.  YES  NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation.  
 YES  NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation.  YES  NO

**AFFIRMATION & CONSENT**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business <b>Jana Venzke</b>	Title <b>President</b>
Signature 	Date <b>5.8.16</b>

**REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For <b>Town of Hayden</b>	Date <b>5/19/16</b>
Signature 	Title <b>Mayor</b> 15
Attest	



Town Council Agenda Item

MEETING DATE: May 19<sup>th</sup>, 2016

AGENDA ITEM TITLE: General Election Tabor Ballot Issues

AGENDA SECTION: Old Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW:

On April 7<sup>th</sup>, 2016 during the regular Town Council meeting, the issue of whether to place two tax related TABOR questions on the upcoming November General Election in the form of ballot questions was presented to the Town Council. The Council gave direction that the questions should be referred to the residents of Hayden in the General Election.

The attached are the ballot questions. The Town Attorney was directed to review and provide the questions for Council’s review and eventual adoption. Staff is presenting the attached proposed questions in order to proceed with presenting the formal Ordinance to Council for First Reading.

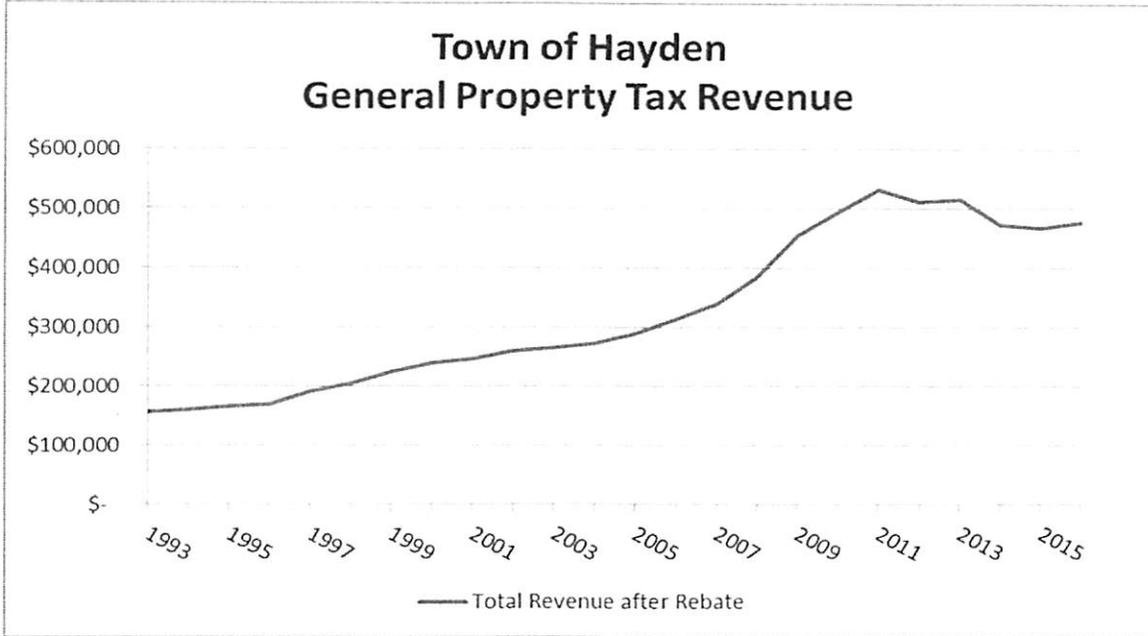
The following is background information – This was presented to Council during the 2016 Budget Process and during the April 7<sup>th</sup>, 2016 regular Town Council Meeting –

*(NOTE: This is included in this so that the Council has the relevant information readily accessible for review and questions) :*

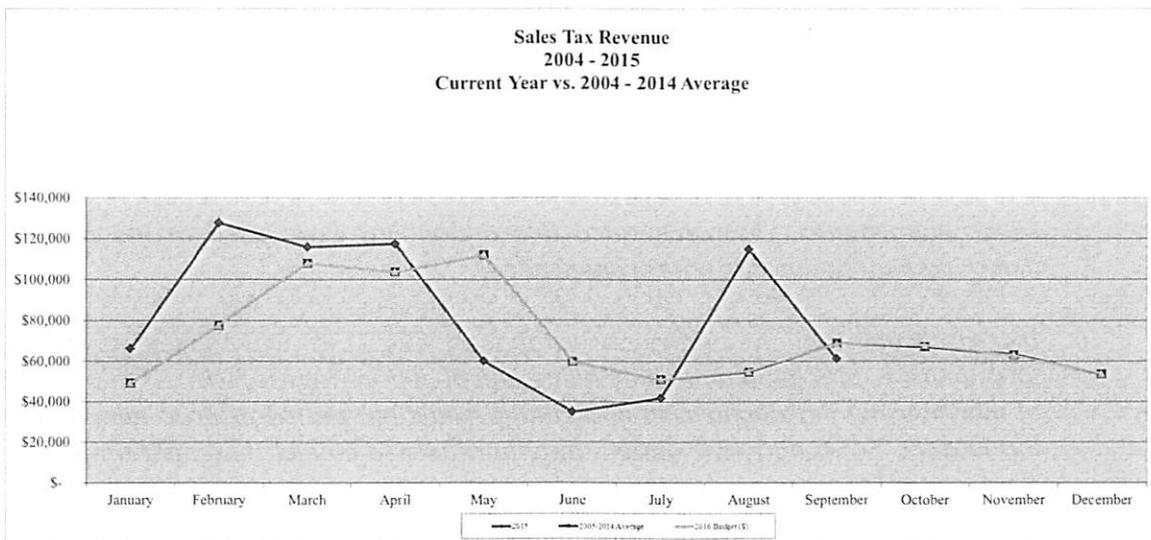
*During the 2016 Budget process, discussion was held about whether the Town should seek approval from the taxpayers on the question of increasing either the sales tax from 4% to \$4.5 % or increasing the Mill Levy or both.*

**Below is a synopsis of the information provided to Council during those budget discussions for review:**

- 1. The rise in property taxes from 2014 to 2015 projected year-end follows a decline in property taxes since 2011 of approximately \$55,639. A property tax increase of 11.7% would be required to raise revenues to the 2011 level. Since the Town’s mill levy has not increased in over 25 years the amount of property tax revenue has increased over time due to increased valuation of property in the Town.*



Sales tax revenue projections for 2015 indicate the Town will receive approximately -2% when compared to 2014. The projection for 2016 is to receive the same amount of sales tax revenue that the Town is projected to receive in 2015. Using a four-year average of sales tax revenues to project future revenue indicates an approximate \$90,000 reduction in 2017 and 2018.



**Suggestions to improve the budget projections:**



1. *The Town Council should carefully review the budget and consider options.*
2. *An option is that the Town can meet the cost to provide services by raising taxes and not moving Federal Mineral Lease rev. An example of what that will take is below.*

<i>General Fund:</i>	<i>Additional Revenue</i>		
	<i>2016</i>	<i>2017</i>	<i>2018</i>
<i>Increase the sales tax by 0.5% to 4.5%</i>	<i>\$ -</i>	<i>\$ 105,349</i>	<i>\$ 105,349</i>
<i>Do not transfer the Federal Mineral Lease to the EF:</i>	<i>\$ 43,591</i>	<i>\$ 43,591</i>	<i>\$ 43,591</i>
<i>Increase property taxes by 30%:</i>	<i>\$ -</i>	<i>\$ 150,000</i>	<i>\$ 150,000</i>

*Note: tax increases require voter approval and the Federal Mineral Lease revenue, while shown at a flat rate, actually varies greatly from year-to-year.*

3. *An option is to increase revenue projections.*
  - a. *Project sales tax revenues less conservatively. Sales taxes have increased in each of the last three budget years. The projections for 2017 and 2018 will fall approximately \$90,000 each year due to using the prior four years to project revenue. The method used for this budget has been relatively accurate.*
  - b. *If people start building homes in Hayden the amount of Use Tax and tap fees will increase. However, there is no data available to sustain a significant increase in this revenue source.*
4. *An option to improve the EF is to evaluate the cost of stored water once the Augmentation Plan is approved. Annually the Town spends \$32,000 to the UYWCD to store water. The cost to store water in Yamcolo Reservoir will increase in 2020.*
5. *Defer maintenance; however since this option has been used in the past further deferring maintenance is not recommended.*
6. *Increase water and/or sanitary sewer tap fees. The Town will conduct a rate study in 2016 and we anticipate that study being completed in August 2016. If there is a wave of new housing development in 2016 and permits are pulled prior to adoption of new tap fees the Town may lose out on an opportunity to collect these additional tap fees. (Done in 2016)*

The general election in November requires that TABOR and Ballot questions, notices and requirements need to be submitted by June in order to be included in the regular election.



**RECOMMENDATION:** Staff is seeking direction from Council as to the following:

1. Does the Council wish Staff to proceed with the Ordinance for First Reading based upon the submitted ballot questions?

**MANAGER'S RECOMMENDATION/COMMENTS:**

I would recommend that the Council approve and direct staff to proceed with the Ordinance and presentation for First Reading.

**SALES TAX INCREASE:**

SHALL TOWN OF HAYDEN SALES TAX BE INCREASED BY AN ESTIMATED \$105,349.00 ANNUALLY IN FIRST FULL FISCAL YEAR COMMENCING JANUARY 1, 2017 AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, PROVIDING FOR AN INCREASE IN THE TOWN’S SALES TAX RATE FROM FOUR PERCENT (4.0%) TO FOUR AND ONE HALF PERCENT (4.5%)...

SUCH REVENUES TO BE COLLECTED, RETAINED AND SPENT AS A VOTER-APPROVED REVENUE CHANGE NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMIT CONTAINED WITHIN ARTICLE X, SECTION 20, OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

YES \_\_\_\_\_

NO \_\_\_\_\_

**Total Town Fiscal Year Spending**

<u>Fiscal Year</u>	<u>Spending</u>
2016(estimated)	\$2,384,575
2015 (actual)	\$2,273,136
2014 (actual)	\$1,943,537
2013 (actual)	\$2,026,048
2012 (actual)	\$2,279,429

Overall percentage change from 2012 to 2016	95.59% (4.41 % increase over 4 years or 1.1% per year)
Overall dollar change from 2012 to 2016	\$ 105,146

**Proposed Tax Increase**

Town Estimate of the Maximum Dollar Amount of the Proposed Tax Increase for Fiscal Year 2017(the First Fiscal Year of the Proposed Tax Increase):

SALES TAX INCREASE: \$105,349

Town Estimate of 2017 Fiscal Year Spending Without Proposed Tax Increase:

\$2,399,157 (without street project – w/street project \$4,4347,427)

**SUMMARY OF WRITTEN COMMENTS IN FAVOR OF REFERENDUM 2A:**

No comments were filed by the constitutional deadline.

**SUMMARY OF WRITTEN COMMENTS OPPOSING REFERENDUM 2A:**

No comments were filed by the constitutional deadline.

**PROPERTY TAX INCREASE:**

SHALL THE TOWN OF HAYDEN, CO TAXES BE INCREASED BY ONE HUNDRED FORTY THREE THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$143,500) ANNUALLY FIRST FULL FISCAL YEAR INCREASE (2017) AND ANUALLY THEREAFTER IN SUCH AMOUNTS AS ARE RECEIVED EACH YEAR BY THE IMPOSITION OF AN ADDITIONAL MILL LEVY NOT TO EXCEED 25.067 MILLS UPON TAXABLE REAL PROPERTY WITHING THE TOWN, COMMENCING WITH TAX COLLECTION YEAR 2017, AND CONTINUING TEREAFATER, SUCH REVENUES TO BE COLLECTED, RETAINED AND SPENT FOR THE PURPOSE OF FUNDING THE TOWN’S GENERAL OPERATIONS AND ANY OTHER LAWFUL MUNICIPAL PURPOSES, AND SHALLTHE TOWN BE PERMITTED TO COLLECT, RETAIN AND EXPEND ALL PROPERTY TAX REVENUES DERIVED FROM ITS ENTIRE PROPERTY TAX MILL LEVY AS A VOTER-APPROVED REVENUE CHANGE AND AN EXCEPTION TO LIMITS WHICH WOULD OTHER WISE APPLY UNDER ARTICLE X, SECTION 20 OF THE CO CONSTITUTION OR ANY OTHER LAW?

YES \_\_\_\_\_

NO \_\_\_\_\_

**Total Town Fiscal Year Spending**

<u>Fiscal Year</u>	<u>Spending</u>
2016(estimated)	\$2,384,575
2015 (actual)	\$2,273,136
2014 (actual)	\$1,943,537
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2012 (actual)	\$2,279,429

Overall percentage change from 2012 to 2016	95.59% (4.41 % increase over 4 years or 1.1% per year)
Overall dollar change from 2012 to 2016	\$ 105,146

**Proposed Tax Increase**

Town Estimate of the Maximum Dollar Amount of the Proposed Tax Increase for Fiscal Year 2017(the First Fiscal Year of the Proposed Tax Increase):

PROPERTY TAX INCREASE:

Town Estimate of 2017 Fiscal Year Spending Without Proposed Tax Increase:

\$2,399,157 (without street project – w/street project \$4,4347,427)

**SUMMARY OF WRITTEN COMMENTS IN FAVOR OF REFERENDUM 2B:**

No comments were filed by the constitutional deadline.

**SUMMARY OF WRITTEN COMMENTS OPPOSING REFERENDUM 2B:**

No comments were filed by the constitutional deadline.



## Town Council Agenda Item

MEETING DATE: May 19<sup>th</sup>, 2016

AGENDA ITEM TITLE: Town Manager Recruitment Update

AGENDA SECTION: Old Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not preferred

### BACKGROUND REVIEW:

In December of 2015 the Town began the process of hiring an executive search firm for the purpose of replacing the position of Town Manager. After an RFP, interviews, reference checks and discussion, The Town of Hayden entered into a contract with Waters and Company for the purpose of finding a replacement Town Manager.

After going through the initial process of advertising, vetting and interviewing candidates, no one candidate appeared to be a match for the Town. The Council voted to reset and attempt the process a second time with hopes of finding a better suited candidate.

The Council requested to meet with the Executive Recruiter, Chuck Rohre, in efforts to have a more successful process. This will be done in a Council Workshop on May 20<sup>th</sup>, 2016. Council also requested that the following concerns / questions be presented to Mr Rohre. #1 – Did the Council’s emphasis and concern about economic development limit or narrow the applicant pool to much and #2 – would there likely be different Candidates for the next round of testing?

Mr Rohre suggested that the challenge in locating or presenting many of the initial candidates was the Town Manager Salary Range and the lack of affordable housing / resident requirements. He advised that the candidates that the Council did interview would, in most cases, be taking a pay cut in order to come serve the Town of Hayden. He also suggested that given the pay range it might be problematic for someone to find affordable housing with the current salary structure that is in place. Another item mentioned was that the salary requirements of many of the Applicants precluded them from going further in the process.

Staff contacted the Colorado Municipal League about the current wage survey for various Town Officials. CML shows the following

### **Town / City Managers (in the State of Colorado):**



Of the 99 towns and cities surveyed the average actual salary range is: (Does not include other benefits – this is strictly monetary compensation)

ACTUAL SALARY RANGE AVERAGES		
Low	High	Average
\$128,168.00	\$129,101.00	\$128,066.00

Many of the Towns surveyed only returned the actuals with only about half of the 99 returning what the Salary Ranges were for their municipalities. *(Since most Town Managers are a contract positions it is probable that municipalities do not have them in the normal or employee salary ranges or pay scales and therefore did not provide the salary ranges)*

Town/City Manager Salary Pay Ranges (with approximately 50 municipalities providing information for this set of averages)

Salary Range Averages		
Minimum	Mid Range	Maximum
\$100,954.00	\$120,734.00	\$140,514.00

\*\* Source – Colorado Municipal League 2015 Town/City Wage Survey

Upon beginning the executive search for the replacement Town Manager, Town Council provided a pay range for Town Manager to be \$80,000.00 to \$95,000.00 to the Executive Search Firm. This was an increase from what the former Town Manager was receiving.

**INTERIM MANAGER’S RECOMMENDATION/COMMENTS:** In order to have a more successful hiring process and in order to find a candidate that fits our community and the challenges ahead, staff is recommending that the Council discuss and consider adjusting the Town Manager’s Salary range to bring it more in line with the state averages.



**Town Council Agenda Item**

**MEETING DATE:** May 19<sup>th</sup>, 2016

**AGENDA ITEM TITLE:** Oath of Office for Elected / Appointed Councilmember

**AGENDA SECTION:** New Business

**PRESENTED BY:** Town Clerk, Sharon Johnson

**CAN THIS ITEM BE RESCHEDULED:** Not Recommended

**BACKGROUND REVIEW:** In November of 2012, Jim Folley was elected to the position of Councilman for a 4 year term. Councilman Folley tendered his resignation effective 05/05/2016 due to family consideration. On 05/05/2016, the Hayden Town Council, per town code and charter, interviewed and selected a replacement Council member from the interested candidates. Since this appointment was completed within 90 days of the Council position being vacant, there is no requirement for a special election or for the council seat to remain vacant until the next general election. The Hayden Town Council has selected Charles Forrest to fill the vacant Council position until it expires in November of 2016.

Per Town Charter, Mr Charles Forrest needs to take the Oath of Officer for the position of Hayden Town Council Member.

**MANAGER RECOMMENDATION/COMMENTS:** I would recommend the Council Act on this with respect the Swearing In of Councilman Charles Forrest.