



**AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, AUGUST 4, 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 July 21, 2016

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3. CONSIDERATION OF BILLS

A. Consideration of payment bill vouchers dated July, 2016

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4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

A. Bryan Richards Service Appreciation

6. CONSENT ITEMS

A. Decision: Consideration for Parade/Street Closure Routt County Fair

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B. Decision: Consideration for a Special Events License for the Routt County Fair

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7. OLD BUSINESS

8. NEW BUSINESS

A. Decision: Resolution 2016-25 A Resolution approving the Plat of McCarty Minor Subdivision

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B. Decision: Resolution 2016-24 A Resolution approving an agreement with Process Performance Management, LLC (PPM) for services as related to water, wastewater, distribution and collection and the Town of Hayden

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9. PULLED CONSENT ITEMS

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.

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

11. EXECUTIVE SESSION (IF, NECESSARY)

12. ADJOURNMENT

Staff & Councilmember Reports

Greg Tuliszewski reported on the following:

Public Works Department:Streets

- Cleaning and Jetting sewer lines
- Built doors and strengthened floor in Dry Creek Park pump house building for blower that will be installed for the mixer in the pond
- Painting curbs and cross walks
- Paint and stain maintenance on buildings and pump houses
- Repaired a broken water service at Lake Village subdivision
- Removing weeds from trail easements

Parks

- Painting maintenance of buildings and dugouts
- Sprinkler maintenance
- Mowing of parks and ballfields
- Triple Crown is here Wednesday, July 27th
- Set up for Hayden Daze

Water/Sewer DepartmentWater

- Accepting and reviewing applications for Water Utilities Manager

Police Department:

- The Hayden Daze events were attended by the Hayden Police Department this past weekend: Dance event on Friday. Saturday events were vendors and games, Color Fun Run, set up and manage parade, Hayden Daze touch a truck and community interaction. All hands operation. The events went smoothly with no reported criminal activity. All staff worked extra hours in order to ensure all events were attended and trouble free.
- Met with the Routt County Fair Board to review last years' events and discuss initial plans for the upcoming 102nd Routt County Fair.

Planning:

- Planning Commission on 07/28/2016 – McCarty 2nd Annexation Plat item

Administration:

- Sharon is on vacation this week and worked very diligently to get a majority of her job items done prior to leaving. Andrea is covering for Sharon while she is on Vacation and assisted greatly in keeping things moving along.

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- County is beginning work on the RV Dump – cost for the contractor is estimated at \$9629.00, which County has agreed to pay. The Town is donating two manholes to assist in fixing the current issue and for future maintenance.
- Contacted Chuck Rohre for update on Town Manager Hiring Process –
 - Several more apps have been received – Chuck has several feelers out and will get back with me next week on moving forward.
 - Chuck is keeping the Interim Town Manager in the loop as to where we are in the process.
- Met with John Kerst along with Councilman Redmond in reference to exploring a second bank option within the Town.
- Attended by Yampa Valley Housing Authority workshop meeting on Monday; this was a stakeholders meeting to start reviewing housing issues and resources within the Yampa Valley.
- Attended a meeting with the Energy Conservation group regarding updating the current building code to the 2015 building code. Energy Conservation has invited anyone that is interested to a phone conference on the 27th. Also present were Councilman Redmond and John St. Pierre. Information shared at the meeting was that the entirety of Routt County was considering changing to the 2015 code, which is not slated until the beginning of 2017.
- The Town of Hayden was approached by the Economic Developer for Craig/Moffat on Tuesday about the possibility of partnering with them for a POWER grant (Partnerships for Opportunity and Workforce and Economic Revitalization). There is a short deadline for the opportunity to apply for the grant and I requested more information about the partnership and grant. In summary the plan is to promote business development and the grant offsets costs associated with the development as well as facilities for the growing business.
- Final payment for Seneca Hill Project request was submitted. The Town of Hayden and Routt County have run into problems with JVA Engineering, Inc. on obtaining detailed account of their time and are wishing to send a joint letter to the project engineer's supervisor or the owner of JVA with our concerns, documentation for the various requests for details, and a request for either the documentation or a refund of monies. County Board of Commissioners approved and signed the letter and I am requesting the Council do the same.
- ICS 402 Elected Officials and Senior officials work shop and training is August 17, 2016 from 5:00 pm to 2100 pm. The invite has been sent to the entire of Routt County and it would be VERY helpful for all elected officials to attend.

Staff reports will continue at the end of the meeting.

Mayor Haskins called the regular meeting of the Hayden Town Council to order at 7:32 p.m. Mayor Haskins present. Mayor Pro Tem Robinson present. Councilmembers
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Hayden, Redmond, Forrest and Hagins present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, Recreation Coordinator, Jill Delay 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 – July 7, 2016 Mayor Pro Tem Robinson moved to approve the minutes of the Regular Town Council Meeting held on July 7, 2016. Councilmember Hagins seconded. Roll call vote. Councilmember Redmond – aye. Mayor Pro Tem Robinson – aye. Councilmember Hayden – abstain/absent. Councilmember Forrest – aye. Mayor Haskins – aye. Councilmember Hagins – aye. Motion carried.

Consideration of Bill Payment Voucher dated July 14, 2016 Councilmember Hayden moved to approve the bill payment voucher dated July 14, 2016 in the amount of \$58,166.74. Councilmember Redmond seconded. Roll call vote. Councilmember Hayden – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Public Comments None.

Proclamations/ Presentations None.

Consent Items

Decision: Resolution 2016-21 A Resolution Revising the Personnel Policy updating administrative requirements and defining a 14 Day Work Period for Town Employees Mayor Haskins moved to approve Resolution 2016-21 A Resolution Revising the Personnel Policy updating administrative requirements and defining a 14 Day Work Period for Town Employees. Councilmember Hagins seconded. Roll call vote. Mayor Pro Tem Robinson – aye. Councilmember Hayden – aye. Councilmember Hagins – aye. Councilmember Redmond – aye. Councilmember Forrest – aye. Mayor Haskins – aye. Motion carried.

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Old Business None.

New Business

Decision: Resolution 2016-22 A Resolution approving an agreement with Ehlers and Associates for Municipal Bond Advisors to assist with the November 2016 Voter Ballot Bond Issue. Mayor Haskins moved to approve Resolution 2016-22 A Resolution approving an agreement with Ehlers and Associates for Municipal Bond Advisors to assist with the November 2016 Voter Ballot Bond Issue. Mayor Pro Tem Robinson seconded. Roll call vote. Mayor Haskins – aye. Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Forrest – aye. Councilmember Redmond – aye. Councilmember Hayden – aye. Motion carried.

Decision: Resolution 2016-23 A Resolution approving the easement transfer and release from the reclamation bond from Sage Creek Holdings a.k.a. Peabody, from Peabody to Routt County for the privately held haul road to be converted into a public Routt County Roadway. Councilmember Forrest – aye. Mayor Pro Tem Robinson – aye. Councilmember Hayden – aye. Mayor Haskins – aye. Councilmember Redmond – aye. Councilmember Hagins – aye. Motion carried.

Pulled Consent Items None.

Staff and Councilmember Reports Continued None.

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Executive Session None.

Adjournment Mayor Haskins adjourned the meeting at 8:14 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 4th DAY OF August, 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	AUG2016	Garnishment	08/01/2016	23.09	.00		
	Total 12134:				23.09	.00		
1000	A-1 LIQUOR	618079	HD Beer Garden	07/20/2016	1,505.30	.00		
	Total 1000:				1,505.30	.00		
2440	Atmos Energy	0332JUL16	Water Plant gas 3013140332	07/13/2016	49.46	.00		
2440	Atmos Energy	1967JUL16	Shop gas 3016201967	07/13/2016	41.51	.00		
2440	Atmos Energy	2144JUL16	Sewer Plant gas 3016202144	07/13/2016	40.27	.00		
2440	Atmos Energy	2411JUL16	Parks Gas 3016202411	07/14/2016	29.28	.00		
2440	Atmos Energy	2626JUL16	Town Hall gas 80% 3016202626	07/13/2016	26.12	.00		
2440	Atmos Energy	2626JUL16	Rec gas 20% - 3016202626	07/13/2016	6.53	.00		
2440	Atmos Energy	2886JUL16	Crandall Pump gas - 3016202886	07/14/2016	28.99	.00		
2440	Atmos Energy	3116JUL16	Airport Lift gas 3016203116	07/14/2016	34.41	.00		
2440	Atmos Energy	3349JUL16	Dry Creek Lift gas 3016203349	07/14/2016	25.07	.00		
2440	Atmos Energy	3590JUL16	Parks Gas 3016203590	07/13/2016	34.75	.00		
2440	Atmos Energy	7426JUL16	PD gas 3017767426	07/13/2016	41.94	.00		
	Total 2440:				358.33	.00		
12274	Bell, Kalli Deatherage	07312016	Mileage reimbursement July	07/31/2016	8.10	.00		
	Total 12274:				8.10	.00		
12157	Boston, Sandra	CONFERENCE	Reimbursement for conference	07/14/2016	33.24	.00		
	Total 12157:				33.24	.00		
1650	CEBT	0014332	Sewer Benefits	07/18/2016	1,274.74	.00		
1650	CEBT	0014332	Streets Benefits	07/18/2016	2,239.53	.00		
1650	CEBT	0014332	Water Benefits	07/18/2016	1,934.55	.00		
1650	CEBT	0014332	Parks Benefits	07/18/2016	1,282.84	.00		
1650	CEBT	0014332	Sewer Admin Benefits	07/18/2016	1,029.45	.00		
1650	CEBT	0014332	Water Admin Benefit	07/18/2016	1,029.45	.00		
1650	CEBT	0014332	Admin Benefits	07/18/2016	2,741.30	.00		
1650	CEBT	0014332	PD Benefits	07/18/2016	6,476.40	.00		
	Total 1650:				18,008.26	.00		
12306	Centerlen Services	AB-14762	Dry Creek Kitchen	06/28/2016	119.55	.00		
	Total 12306:				119.55	.00		
3770	CenturyLink	2535JUL16	PD Phones_2535	07/04/2016	325.10	.00		
	Total 3770:				325.10	.00		
9230	Chaosink	8921	HD Disc Golf	07/14/2016	363.00	.00		
9230	Chaosink	8930	HPR Board	07/15/2016	251.55	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 9230:					614.55	.00		
1645	Charter Communications	1237JUL16	PD Charter Internet_1237	07/07/2016	81.93	.00		
Total 1645:					81.93	.00		
10590	CIRSA	161278	Water Insurance	07/25/2016	23.50	.00		
10590	CIRSA	161278	Sewer Insurance	07/25/2016	23.50	.00		
Total 10590:					47.00	.00		
12074	CliftonLarsonAllen LLP	1314814	Accounting services - June	07/22/2016	2,375.00	.00		
12074	CliftonLarsonAllen LLP	1314814	Accounting services - June	07/22/2016	1,187.50	.00		
12074	CliftonLarsonAllen LLP	1314814	Accounting services - June	07/22/2016	1,187.50	.00		
Total 12074:					4,750.00	.00		
12277	Cook Ford	04823	Streets Vehicle maintenance	07/14/2016	119.90	.00		
Total 12277:					119.90	.00		
7745	Craig Steel	19275	Shop R&M	07/15/2016	206.60	.00		
Total 7745:					206.60	.00		
2150	DPC Industries Inc	737002763-16	Soda ash	07/05/2016	509.60	.00		
2150	DPC Industries Inc	DE73000677-1	WWTP Chemicals	06/30/2016	110.00	.00		
Total 2150:					619.60	.00		
12288	Emtech, Inc	4245	Golden Meadiws electric	06/15/2016	1,398.30	.00		
Total 12288:					1,398.30	.00		
4890	FedEx	5-480-78146	Water Sample Shipping	07/14/2016	36.90	.00		
4890	FedEx	5-487-67065	Water Sample Shipping	07/21/2016	4.17	.00		
Total 4890:					41.07	.00		
12151	Ferguson Enterprises, Inc	5013583	Parks R&M	07/11/2016	23.61	.00		
12151	Ferguson Enterprises, Inc	5024310	Parks R&M	07/19/2016	37.56	.00		
Total 12151:					61.17	.00		
12307	Giessinger, Jack	463.04	Utility deposit refund	07/14/2016	28.93	.00		
Total 12307:					28.93	.00		
2460	Hach Company	10003698	WTP - lamp assembly	07/06/2016	402.89	.00		
Total 2460:					402.89	.00		
1360	Hinton Burdick CPAs & Advisors	151386	Audit	06/30/2016	1,250.00	.00		
Total 1360:					1,250.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2640	Holloran LLC, Michael J	07202016	Legal Services	07/20/2016	568.76	.00		
Total 2640:					568.76	.00		
4535	InSite Media, Inc	2089	Website hosting	07/20/2016	100.00	.00		
4535	InSite Media, Inc	2089	Social Media	07/20/2016	250.00	.00		
Total 4535:					350.00	.00		
12096	JVA, Inc	61168	Bayou Breeze CUP	06/27/2016	360.00	.00		
12096	JVA, Inc	61295	Roadway improvements	06/27/2016	10,173.44	.00		
Total 12096:					10,533.44	.00		
2960	MJK Sales & Feed Inc	208427	Streets - weed control	07/21/2016	280.95	.00		
Total 2960:					280.95	.00		
10620	Mountain Air Spray Co	8810	Aerial Mosquito Spraying	07/13/2016	4,831.20	.00		
Total 10620:					4,831.20	.00		
10080	Neve's Uniforms Inc	LN-337906	PD Uniforms	07/19/2016	198.89	.00		
Total 10080:					198.89	.00		
12308	Noard, Nathan	870.14	Utility deposit refund	07/15/2016	43.95	.00		
Total 12308:					43.95	.00		
12309	O'Toole, Thomas	2039.09	Utility deposit refund	07/15/2016	43.95	.00		
Total 12309:					43.95	.00		
1350	Pinnacol Assurance	18165901	Legislative Work Comp	07/20/2016	29.96	.00		
1350	Pinnacol Assurance	18165901	Court Work Comp	07/20/2016	14.98	.00		
1350	Pinnacol Assurance	18165901	Executive Work Comp	07/20/2016	14.98	.00		
1350	Pinnacol Assurance	18165901	Administration Work Comp	07/20/2016	119.84	.00		
1350	Pinnacol Assurance	18165901	Police Work Comp	07/20/2016	1,198.40	.00		
1350	Pinnacol Assurance	18165901	Streets Work Comp	07/20/2016	928.76	.00		
1350	Pinnacol Assurance	18165901	Rec Work Comp	07/20/2016	89.88	.00		
1350	Pinnacol Assurance	18165901	Parks Work Comp	07/20/2016	89.88	.00		
1350	Pinnacol Assurance	18165901	Mosquito Work Comp	07/20/2016	59.92	.00		
1350	Pinnacol Assurance	18165901	Water Work Comp	07/20/2016	239.68	.00		
1350	Pinnacol Assurance	18165901	Water Adm Work Comp	07/20/2016	29.96	.00		
1350	Pinnacol Assurance	18165901	Sewer Work Comp	07/20/2016	149.80	.00		
1350	Pinnacol Assurance	18165901	Sewer Adm Work Comp	07/20/2016	29.96	.00		
Total 1350:					2,996.00	.00		
12068	RG & Associates, LLC	1012129	General Planning	06/13/2016	6,993.25	.00		
12068	RG & Associates, LLC	1012202	Airport batch	07/07/2016	318.00	.00		
12068	RG & Associates, LLC	1012202	Wagner equipment	07/07/2016	190.00	.00		
12068	RG & Associates, LLC	1012202	Bayou Breeze	07/07/2016	2,042.50	.00		
12068	RG & Associates, LLC	1012202	1st & Cleveland RV	07/07/2016	1,567.50	.00		
12068	RG & Associates, LLC	1012202	McCarty Annexation	07/07/2016	308.75	.00		
12068	RG & Associates, LLC	1012202	Bear River Inn	07/07/2016	679.25	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
12068	RG & Associates, LLC	1012202	Hayden Green Grow	07/07/2016	807.50	.00		
12068	RG & Associates, LLC	1012203	General Planning	07/08/2016	10,393.75	.00		
Total 12068:					23,300.50	.00		
6060	Royal Supply Co.	R304775	Streets R&M - Gloves	07/25/2016	240.00	.00		
6060	Royal Supply Co.	R304779	Streets R&M - Parts	07/22/2016	66.11	.00		
Total 6060:					306.11	.00		
7090	Samuelson's - Craig	63631	WTP - R&M supplies	07/14/2016	50.96	.00		
7090	Samuelson's - Craig	63668	Streets R&M - supplies	07/14/2016	430.36	.00		
7090	Samuelson's - Craig	63669	Streets R&M - supplies	07/14/2016	159.98	.00		
7090	Samuelson's - Craig	64380	Streets R&M - supplies	07/21/2016	102.70	.00		
Total 7090:					744.00	.00		
3450	Shelton Ditch Company	JULY2016	Shelton Ditch R&M	07/14/2016	286.28	.00		
Total 3450:					286.28	.00		
1655	STANDARD INSURANCE COMP	AUG2016	ADMIN LTD	07/18/2016	36.20	.00		
1655	STANDARD INSURANCE COMP	AUG2016	PD LTD	07/18/2016	144.79	.00		
1655	STANDARD INSURANCE COMP	AUG2016	STREETS LTD	07/18/2016	57.33	.00		
1655	STANDARD INSURANCE COMP	AUG2016	PARKS LTD	07/18/2016	25.65	.00		
1655	STANDARD INSURANCE COMP	AUG2016	WATER LTD	07/18/2016	52.78	.00		
1655	STANDARD INSURANCE COMP	AUG2016	WTR ADM LTD	07/18/2016	15.10	.00		
1655	STANDARD INSURANCE COMP	AUG2016	SWR LTD	07/18/2016	45.22	.00		
1655	STANDARD INSURANCE COMP	AUG2016	SWR ADM LTD	07/18/2016	15.09	.00		
Total 1655:					392.16	.00		
10530	Staples Business Advantage	3308118991	Admin Office Supplies	07/05/2016	18.68	.00		
10530	Staples Business Advantage	3308118991	PD Office Supplies	07/05/2016	127.78	.00		
10530	Staples Business Advantage	3308677921	PD Office Supplies	06/02/2016	17.99	.00		
Total 10530:					164.45	.00		
8795	Steamboat Lumber Company	10652168	Stokes Gulch	07/19/2016	537.20	.00		
Total 8795:					537.20	.00		
3620	T Bar G Inc	07192016	Water Dist repair	07/19/2016	1,900.54	.00		
Total 3620:					1,900.54	.00		
7600	Univar USA Inc	DV906757	WTP - chemicals	07/05/2016	3,370.00	.00		
Total 7600:					3,370.00	.00		
3810	Upper Yampa Water Conservancy	1073	Stagecoach Water Storage 2016	07/15/2016	7,000.00	.00		
3810	Upper Yampa Water Conservancy	1078	Yamcolo Storage 1st half pymt	07/14/2016	11,586.00	.00		
Total 3810:					18,586.00	.00		
7070	USA BlueBook	995799	WTP - R&M - feed pump	07/06/2016	1,834.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 7070:					1,834.50	.00		
3880	Wagner Equipment Co	P04C0290795	Streets R&M - Parts	07/22/2016	200.38	.00		
Total 3880:					200.38	.00		
6170	Walmart Community	616700801928	PD - supplies	06/15/2016	110.34	.00		
6170	Walmart Community	619300089111	Town council snacks	07/11/2016	29.48	.00		
6170	Walmart Community	619300089111	Admin office supply	07/11/2016	8.98	.00		
6170	Walmart Community	619400514516	PD - supplies	07/12/2016	21.93	.00		
Total 6170:					170.73	.00		
6085	Xerox Corporation	085372121	ADMIN COPIER/PRINTER	07/12/2016	288.25	.00		
6085	Xerox Corporation	085372122	PD COPIER/PRINTER	07/12/2016	237.84	.00		
Total 6085:					526.09	.00		
4010	Yampa Valley Electric	0401JUL16	PD electric 660020401	07/19/2016	326.99	.00		
4010	Yampa Valley Electric	1002JUL16	Dry Creek Lift electric 720021002	07/20/2016	180.09	.00		
4010	Yampa Valley Electric	1401JUL16	Seneca Hill electric 660021401	07/19/2016	77.36	.00		
4010	Yampa Valley Electric	3101JUL16	Poplar St Parks electric 73001310	07/18/2016	427.26	.00		
4010	Yampa Valley Electric	3202JUL16	Airport lift electric 660013202	07/19/2016	161.46	.00		
4010	Yampa Valley Electric	3406JUL16	Town Hall 80% 740003406	07/20/2016	363.62	.00		
4010	Yampa Valley Electric	3406JUL16	Rec electric 20%	07/20/2016	90.91	.00		
4010	Yampa Valley Electric	3501JUL16	Poplar St Pond electric 73001350	07/18/2016	323.97	.00		
4010	Yampa Valley Electric	4601JUL16	Lakeview Dr Park electric 780017	07/18/2016	32.54	.00		
4010	Yampa Valley Electric	5501JUL16	W Jefferson Parks electric 720015	07/20/2016	54.08	.00		
4010	Yampa Valley Electric	6002JUL16	Community tree electric 76001600	07/20/2016	30.57	.00		
4010	Yampa Valley Electric	6201JUL16	Shop electric 760016201	07/20/2016	129.84	.00		
4010	Yampa Valley Electric	7702JUL16	Sewer plant electric 760007702	07/20/2016	4,787.25	.00		
4010	Yampa Valley Electric	7802JUL2016	Water Plant electric 660007802	07/19/2016	2,299.71	.00		
4010	Yampa Valley Electric	8001JUL16	Washington & Ash electric 70000	07/18/2016	86.17	.00		
4010	Yampa Valley Electric	8103JUL16	City Park 3rd St electric 73000810	07/18/2016	67.87	.00		
4010	Yampa Valley Electric	8803JUL16	Golden Meadows electric 780008	07/18/2016	936.37	.00		
4010	Yampa Valley Electric	8901JUL16	Hospital Hill electric 720008901	07/20/2016	32.54	.00		
4010	Yampa Valley Electric	9402JUL16	Key Pump electric 730009402	07/18/2016	43.28	.00		
4010	Yampa Valley Electric	9902JUL16	Crandall Pump electric 72000990	07/20/2016	567.45	.00		
Total 4010:					11,019.33	.00		
Grand Totals:					113,188.32	.00		

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



Town of Hayden

Town Council Agenda Item

MEETING DATE: August 4th, 2016

AGENDA ITEM TITLE: Annual Routt County Fair Parade

AGENDA SECTION: Consent Items

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Yes

BACKGROUND REVIEW: The Hayden Lion's Club is sponsoring the annual Routt County Fair Parade on August 20, 2016. The parade will begin on South 3rd Street and will run north onto Jefferson Avenue and east to Walnut Street, South on Walnut to Washington, West on Washington to Poplar, south on Poplar in front of the Fair Grounds, and then end at the High School. Traffic will be detoured via North 4th Street and North Aspen Street and then on to Lincoln Avenue in both directions. Jim Schoening from the Hayden Lion's Club will be present for this item.

RECOMMENDATIONS: Move to approve the Consent Items.

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



APPROVED 7/20/2016
FOR 8/4/16 CONSENT AGENDA
ITEM

APPLICATION FOR PARADE/STREET CLOSURE

Date of Request	7-18-16	
Name of Event	Fair Parade	
Type of Event	Parade	Athletic <input type="checkbox"/> Special <input type="checkbox"/>
Brief Description of Event	Parade	

Organization Information (please print or type):

Name	Jim Schoeninger - LIONS CLUB
Mailing Address	4700 CRY RD 78
City	HAYDEN
State	CO
ZIP Code	80639
Contact Person	Jim Schoeninger
Title	Treasurer / Vice Pres.
Telephone	276-1600 C-303-304-1490
Fax	
E-Mail	J.schoeninger@zirkel.us

Description of Event (please print or type):

Dates	8-20-16	Beginning Date & Time:	10:00 AM	Ending Date & Time:	APROX 10:30 AM
Location of Line Up	IN FRONT OF HAYDEN HIGH SCHOOL 2				
Proposed Route (Attach map)	C-MAP				
Proposed Detour (Attach map)	"				
Detailed Description of Event	"				

THE UNDERSIGNED HEREBY AGREES TO PAY FOR AND PROVIDE LIABILITY INSURANCE IN AN AMOUNT TO BE DETERMINED BY THE TOWN OF HAYDEN. THE UNDERSIGNED ALSO AGREES TO PROVIDE MANPOWER TO PLACE AND REMOVE THE BARRICADES (TOWN PROVIDED) AT THE DIRECTION OF THE HAYDEN POLICE DEPARTMENT.

I, THE UNDERSIGNED, FURTHER CERTIFY THAT THE STATEMENTS CONTAINED HEREIN OR ATTACHED HERETO ARE TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Authorized signature	<i>James R. Scheninger</i>	Date:	7-18-16
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FOR OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)

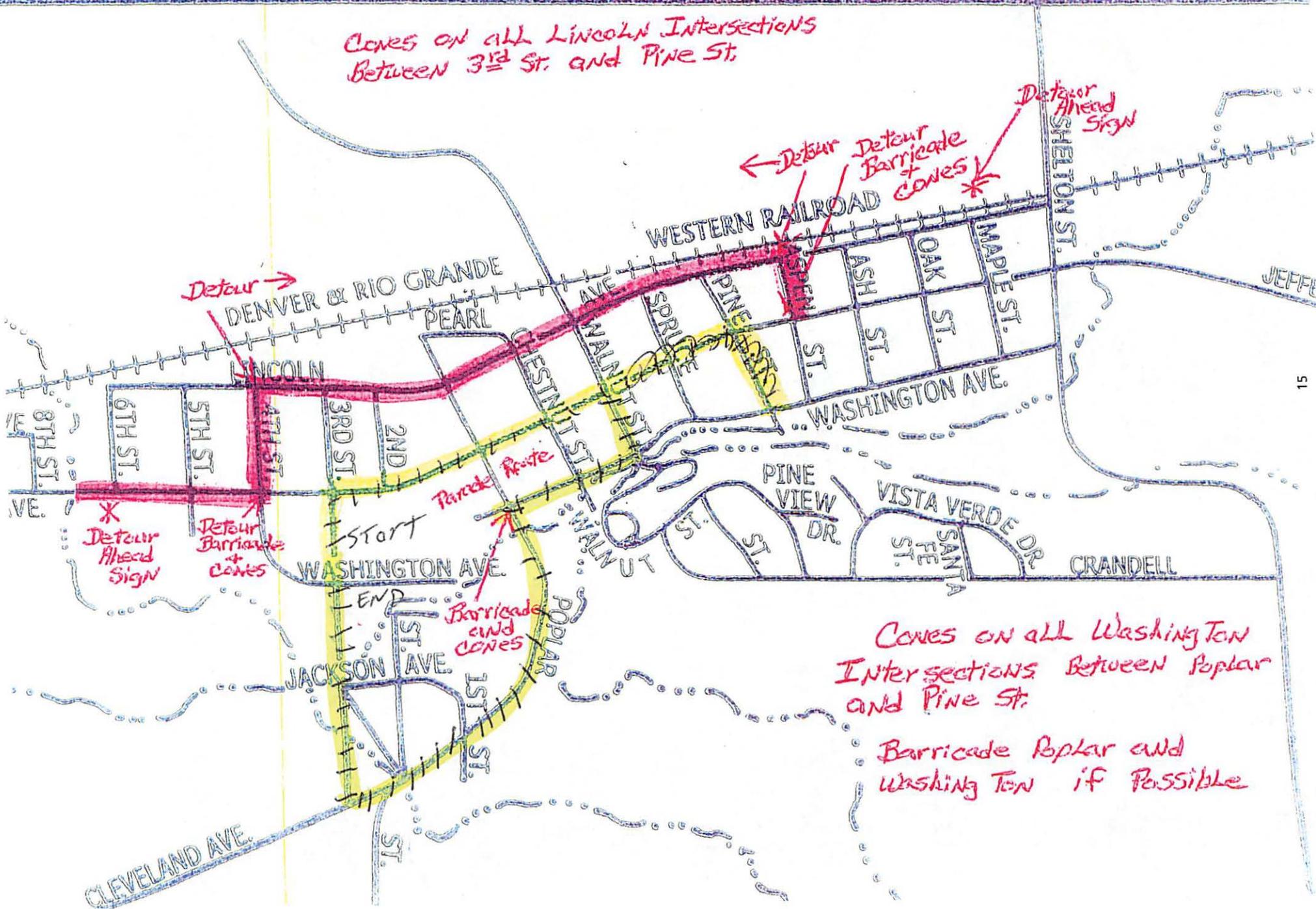
New ROUTT in Pen.

B

Fair + Hayden Daze Parade
2012 2016

C

CONES on ALL LINCOLN Intersections
Between 3rd St. and Pine St.



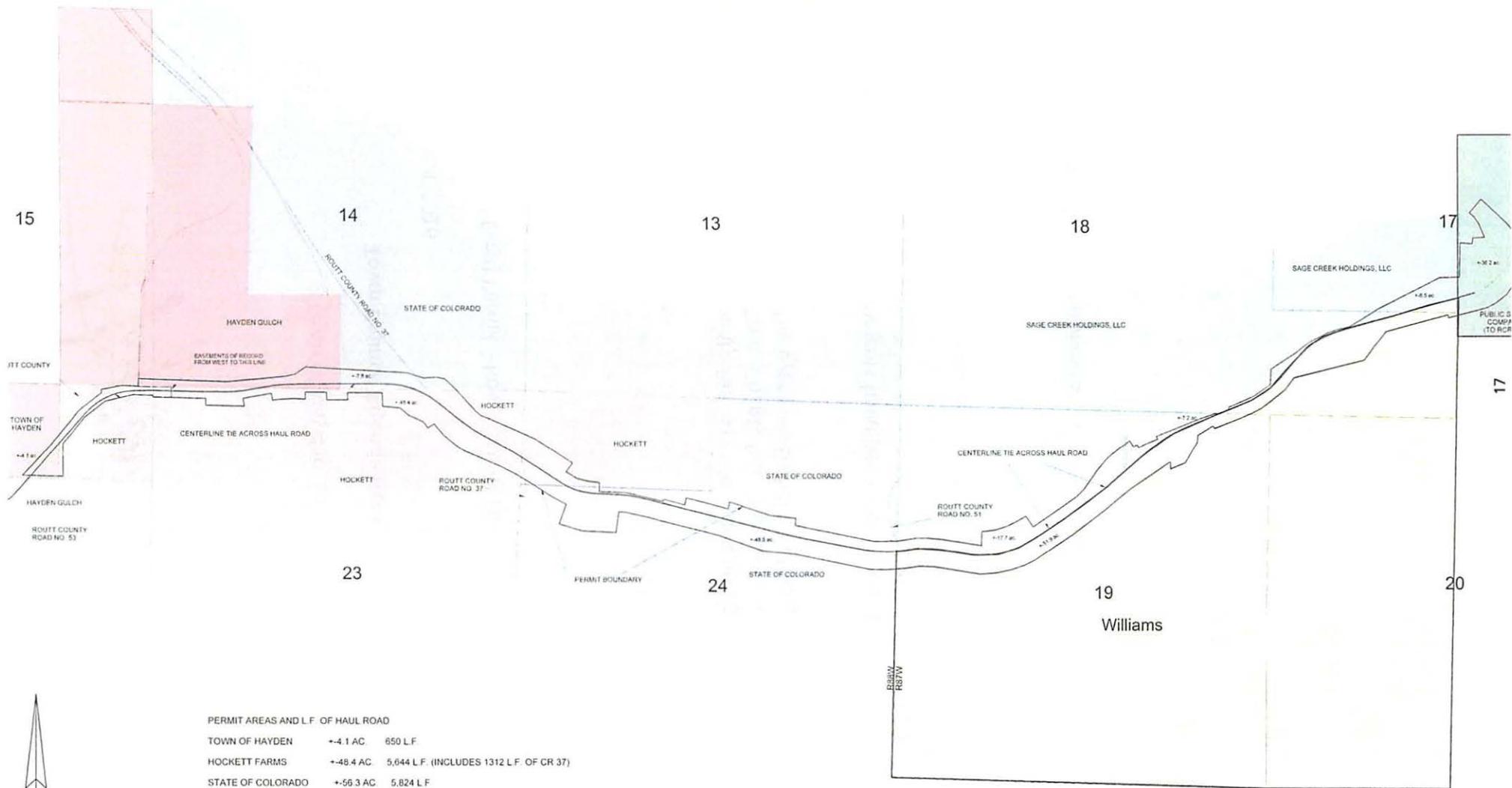
CONES on all Washington
Intersections Between Poplar
and Pine St.

Barricade Poplar and
Washington if possible



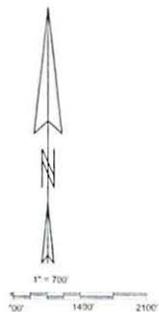
LOCATION MAP

PEABODY TIE ACROSS HAUL ROAD



PERMIT AREAS AND L.F. OF HAUL ROAD

TOWN OF HAYDEN	+4.1 AC	650 L.F.
HOCKETT FARMS	+48.4 AC	5,644 L.F. (INCLUDES 1312 L.F. OF CR 37)
STATE OF COLORADO	+56.3 AC	5,824 L.F.
SAGE CREEK HOLDINGS	WEST BNDY TO PIT ROAD NORTH SIDE OF HAUL ROAD	+17.7 AC 3,615 L.F.
	PIT ROAD TO PEABODY/SAVAGE SUBD.	+7.2 AC 4,662 L.F.
	PEABODY/SAVAGE SUBD	+6.5 AC 760 L.F.
	SOUTH OF HAUL ROAD EXCLUDING PEABODY/SAVAGE SUBD	+51.9 AC now owned by Williams
PUBLIC SERVICE CO.	+36.2 AC	+1,400 L.F.



PEABODY RECREATIONAL LANDS					LOCAL
TIE ACROSS HAUL ROAD					
ROUTT COUNTY, COLORADO					LAN P HAY (97 FF
SCALE	DWG	DATE	REV	FILE	
1" = 700'	02D	6/12/14	6/12/14	peabody	

NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF CERTIFICATION SHOWN HEREON.



Town of Hayden

Town Council Agenda Item

MEETING DATE: August 4, 2016

AGENDA ITEM TITLE: Special Event Permit – Routt County Fair – Beer / Wine Contest

AGENDA SECTION: Consent

PRESENTED BY: Sharon Johnson

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW: The Routt County Fair has submitted an application to allow malt, vinous and spirituous liquor sales at the Routt County Fair. The event will be open to the public and will involve one day of liquor sales. The event will be held on Friday, August 19th from 5:30 p.m. to 11:30 p.m.

RECOMMENDATION: If no written comments have been received by the Town Clerk prior to the July 21th Town Council meeting then move to approve the Special Events permit for the Routt County Fair – Beer and Wine Contest. No written comments have been received by the Town Clerk as of July 21st, 2016. Move to approve the consent items.

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

DR 8439 (06/28/06)
 COLORADO DEPARTMENT OF REVENUE
 LIQUOR ENFORCEMENT DIVISION
 1375 SHERMAN STREET
 DENVER CO 80261
 (303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

2110 MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY

2170 FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE State Sales Tax Number (Required)

Routt County Fair

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP)

*PO Box 1000
Harden, CO 81635*

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP)

*398 S. Poplar St.
Harden, CO 81635*

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
------	---------------	---	--------------

4. PRES./SECY OF ORG. or POLITICAL CANDIDATE			
<i>Linda Long, Secretary</i>			<i>970 736-4318</i>

5. EVENT MANAGER			
<i>Till Deley</i>			<i>970 276-3068</i>

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?

NO YES HOW MANY DAYS? _____

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

NO YES TO WHOM? _____

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	Date	Date	Date	Date
Hours From	Hours From	Hours From	Hours From	Hours From
To	To	To	To	To
<i>Aug. 19, 2016</i>				
<i>5:30 p.m.</i>				
<i>11:30 p.m.</i>				

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE <i>Till Deley</i>	TITLE <i>Fairgrounds Mgr / Fair Coord.</i>	DATE <i>7-18-16</i>
-----------------------------	--	---------------------

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
--	--	---------------------------------------

SIGNATURE	TITLE	DATE
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DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.

Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.

- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)
- AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.
- CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

FAIR VOUCHER

DATE: 7.18.16

ROUTT COUNTY

P.O. BOX 773598
STEAMBOAT SPRINGS, CO
80477

33342
VENDOR #

VENDOR Town of Hayden

(970) 879-0108

NAME P.O. Box 190

(970) 879-3992 FAX

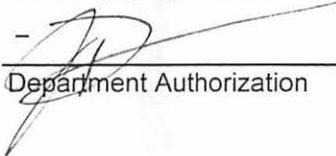
AND Hayden, CO 81639

ADDRESS 

INVOICE	DESCRIPTION	ACCOUNT	COST
7.18.16	Special Events Permit application	01-20-24-102-7747	\$100.00
	Fair wine & beer contest		

TOTAL COST \$100.00

I do solemnly swear that the above goods and services have been received, that the attached invoices are correct, that no part of any invoice has previously been paid by Routt County, and that the expenditure has been properly classified according to the chart of accounts, so help me God.



Department Authorization

Chairman, Board of County Commissioners

Chairman Pro-tem, Board of County Commissioners

XX and conduct said fair then these presents shall be void and the premises above described and the title thereto shall immediately revert to the grantor.

429

No. 92008

This Deed, Made this 10th day of March in the year of our Lord one thousand nine hundred and Thirty-one between The Routt County Fair and Racing Association

a corporation duly organized and existing under and by virtue of the laws of the State of Colorado, of the first part, and Routt County of the County of Routt and State of Colorado, of the second part:

WITNESSETH, That the said part Y... of the first part, for and in consideration of the sum of Two (\$2.00) DOLLARS, to the said party of the first part in hand paid by the said part Y... of the second part, the receipt whereof is hereby confessed and acknowledged, has granted, bargained, sold and conveyed, and by these presents doth grant, bargain, sell, convey and confirm unto the said part Y... of the second part, its heirs and assigns forever, all the following described lot... or parcel... of land, situate, lying and being in the County of Routt and State of Colorado, to-wit:

A tract of land located in the Northeast Quarter of the Southeast Quarter of Section 9 and the Northwest Quarter of the Southwest Quarter of Section 10 in Township Six north of Range 88 West of the 6th P.M., more particularly described as follows, to-wit:

Corner No.1 is at a point whence the E corner between Sections 9 and 10 Township 6 North of Range 88 West of the 6th P.M., bears North 470 feet; thence East 100 feet to Corner No.2; thence South 71°51' East 493 feet to Corner No.3; thence South 336 feet to Corner No.4; thence South 64°36' West 148 feet to Corner No.5; thence South 32°52' West 333 feet to Corner No.6; thence West 300 feet to Corner No.7; thence North 67°55' West 281 feet to Corner No.8; thence North 86°30' West 85 feet to Corner No.9; thence North 74°55' West 188 feet to Corner No.10; thence North 46°9' West 256 feet to Corner No.11; thence North 497 feet to Corner No.12; thence East 756 feet to Corner No.1 the place of beginning, said tract containing 21.1 acres, more or less in the County of Routt and State of Colorado.

Except a tract conveyed to George E. Jones and located in the Northeast Quarter of the Southeast Quarter of Section 9 in Township 6 North of Range 88 West of the 6th P.M., more particularly described as follows, to-wit: Beginning at a point whence the East E Corner of Section 9 Township 6 North of Range 88 West of the 6th P.M. bears East 520 feet and North 470 feet; thence North 89°46' West 236 feet along north line of the Routt County Fair and Racing Association property; thence South 135 feet along West E line of said property; thence North 60°35' East 271.4 feet to the place of beginning, embracing an area of 36/100 acres, more or less.

Provided these presents are on the express condition that the grantee shall each year conduct County Fairs on the said premises, and in case it shall during any one year fail to hold such County Fairs with all and singular the hereditaments and appurtenances thereto belonging or in anywise appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof; and all the estate, right, title, interest, claim and demand whatsoever of the said party of the first part, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances.

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the said part Y... of the second part, its heirs and assigns forever. And the said Routt County Fair and Racing Association

party of the first part, for itself, its successors and assigns, doth covenant, grant, bargain and agree to and with the said part Y... of the second part, its heirs and assigns, that at the time of the executing and delivery of these presents it is well seized of the premises above conveyed, as of a good, sure, perfect, absolute and indefeasible estate of inheritance, in law, in fee simple, and hath good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form aforesaid, and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments and incumbrances of whatever kind or nature soever, except B. Trust Deed of \$1,000 to Frank B Colburn, which grantee assumes and agrees to pay

and the above bargained premises in the quiet and peaceable possession of the said part Y... of the second part, its heirs and assigns, against all and every person or persons lawfully claiming or to claim the whole or any part thereof, the said party of the first part shall and will WARRANT AND FOREVER DEFEND.

IN WITNESS WHEREOF, The said party of the first part hath caused its corporate name to be hereunto subscribed by its President, and its corporate seal to be hereunto affixed, attested by its Secretary, the day and year first above written.

(Seal-The Hayden Co-Operative Elevator) The Routt County Fair and Racing Association
Attest: Geo. W. Smith Secretary By: Coke T. Roberts President

STATE OF COLORADO,)
COUNTY OF ROUTT.) ss.

I, Stella M. Wright, a Notary Public

in and for said Routt County, in the State aforesaid, do hereby certify that Coke T. Roberts and George Smith

who are personally known to me to be the same persons whose names are subscribed to the foregoing deed as having executed the same respectively as president and secretary of The Routt County Fair and Racing Association

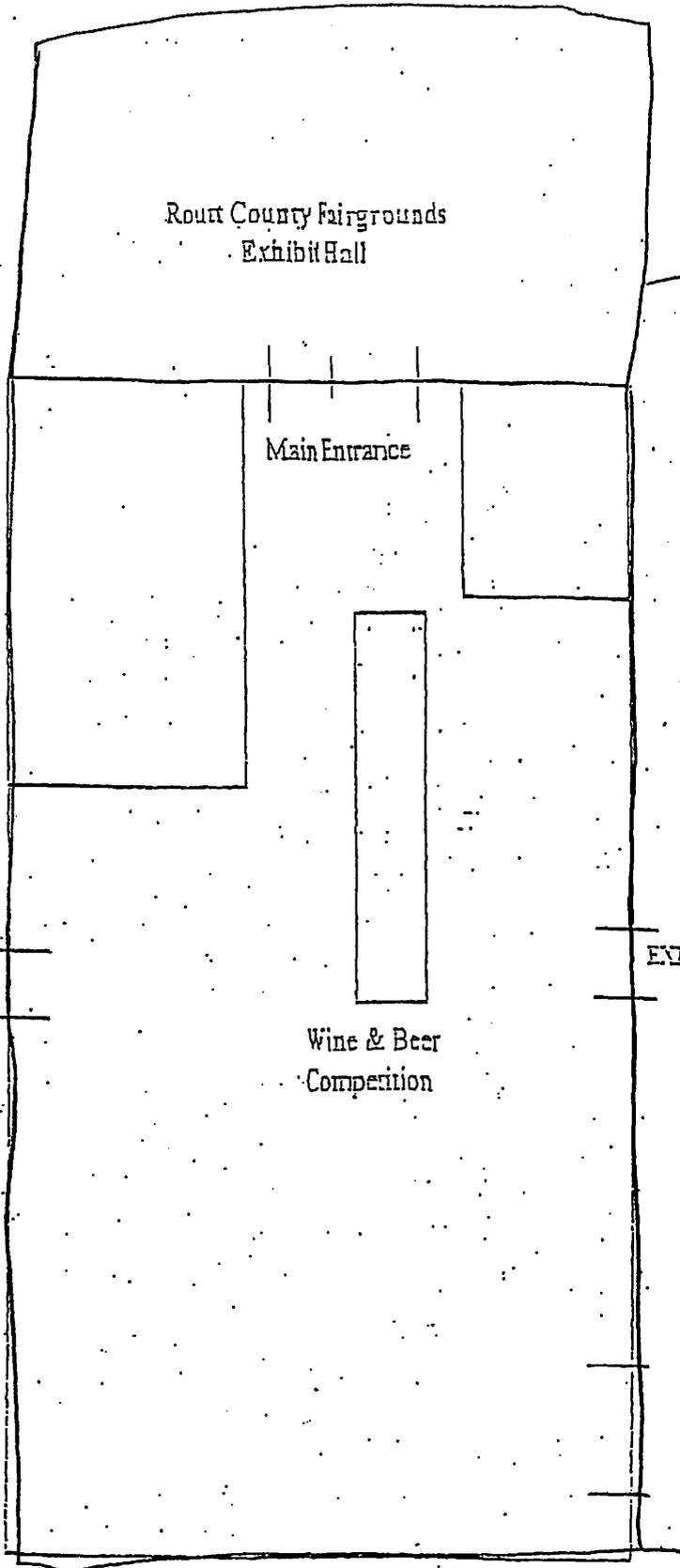
a corporation, and who are known to me to be such officers respectively, appeared before me this day in person, and severally acknowledge: That the seal affixed to the foregoing instrument is the corporate seal of said corporation; that the same was thereunto affixed by the authority of said corporation; that said instrument was by like authority subscribed with its corporate name; that the said Coke T. Roberts is the president of said corporation, and the said George Smith is the secretary thereof; that by the authority of said corporation they respectively subscribed their names thereto as president and secretary, and that they signed, sealed and delivered the said instrument of writing as their free and voluntary act and deed, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and Notarial seal, this 10th day of March A. D. 1931
My commission expires March 14, 1934

(Seal-Stella M Wright, Notary Public, Routt County, Colorado.) Stella M. Wright Notary Public

Filed for record this 7th day of April A. D. 1931 at 4:05 o'clock P. M.

J. D. Crawford Recorder
By: Deputy



Permit to include white area.

STATE OF COLORADO)
)
COUNTY OF ROUTT)

RESOLUTION NO 2010- 004

A RESOLUTION ESTABLISHING THE ROUTT COUNTY FAIR ADVISORY BOARD, ESTABLISHING THE REPRESENTATION ON THE ROUTT COUNTY FAIR ADVISORY BOARD, AND SETTING FORTH THE PURPOSE AND DUTIES OF THE ROUTT COUNTY FAIR ADVISORY BOARD.

Recitals

A. Routt County is the owner of the Routt County Fairgrounds (the "Fairgrounds") and sponsors the annual County Fair on the Fairgrounds.

B. Routt County and the Routt County Fair Association (the "Fair Association") have been parties to a Memorandum of Understanding initially dated June 1, 1993 that sets forth the basis on which the Fair Association would act on behalf of the County to plan and produce the annual County Fair, with appropriations of funds on an annual basis by the Board of County Commissioners ("BCC").

C. The BCC and members of the Board of Directors of the Fair Association have agreed to a restructuring of the relationship between the County and the Fair Association so that the BCC can appoint a Fair Advisory Board to plan and produce the annual County Fair and the Fair Association can revise its purposes to independently support and sponsor activities and projects at the Routt County Fairgrounds.

D. The BCC and members of the Board of Directors of the Fair Association have jointly agreed to terminate the Memorandum of Understanding dated June 1, 1993, subject to the adoption of a resolution establishing the Fair Advisory Board.

E. The BCC has agreed that current members of the Fair Association that desire to serve on the Fair Advisory Board will be appointed as initial members of the Fair Advisory Board.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Establishment of the Routt County Fair Advisory Board

There is hereby established the Routt County Fair Advisory Board ("Advisory Board") to plan and produce the annual Routt County Fair and advise the BCC on matters related to the Routt County Fairgrounds.

Section 2. Membership of the Advisory Board

There shall be nine (9) members of the Advisory Board appointed by the BCC. One member shall be chosen from each county

road district, and there shall be six (6) at-large members. All members shall serve at the pleasure of the Board of County Commissioners and may be removed at any time, with or without cause. The terms of all members shall be for three years, with the terms of the initial members staggered to create alternating ending dates. Members may be appointed to serve successive terms without limitation.

All members of the Advisory Board shall serve without compensation except for such amounts determined appropriate by the BCC to offset expenses incurred by Advisory Board members in the performance of their duties in such capacity.

Initial members and term ending dates for the Advisory Board shall be as follows:

Name	Term Ending
Tracy Bye (at-large)	December 31, 2010
Jeannie Jo Logan (at-large)	December 31, 2010
Alicia Samuelson (at-large)	December 31, 2010
David Long (at-large)	December 31, 2011
Sharon Clever (at-large)	December 31, 2011
Missy Wilhelm (district #3)	December 31, 2011
Linda Long (district #1)	December 31, 2012
Don Hayes (district #2)	December 31, 2012
Kim Gittleson (at-large)	December 31, 2012

The Colorado State University Extension Agents responsible for the Routt County Extension program and the Future Farmers of America (FFA) Advisor for the Routt County Chapter of FFA shall be non-voting ex officio members of the Advisory Board

Section 3. Duties of the Advisory Board

a. Oversee the planning, preparation and production of the County Fair within the confines of the budget appropriated for the County Fair by the BCC.

b. Make recommendations to the BCC regarding the annual County Fair operating budget.

c. Make recommendations to the BCC concerning capital improvements and the prioritization of capital improvements at the Fairgrounds, taking into consideration input received from other organizations.

d. Make recommendations to the BCC concerning updates to the Fairgrounds Master Plan.

Section 4. Meetings

a. The Advisory Board shall meet at least quarterly.

b. Annually, at their January meeting, the board shall elect a chair, vice chair, treasurer and secretary for the ensuing year.

c. Minutes shall be kept of all Advisory Board meetings.

d. The Advisory Board shall comply with all requirements of the Open Public Meetings Act, (C.R.S. § 24-6-401 et seq.) applicable to "local public bodies" as defined in that Act.

Section 5. Insurance

When performing its responsibilities in accordance with this Resolution, the Advisory Board and its individual members shall be covered in accordance with County's liability insurance coverage.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE Board of County Commissioners of the County of Routt, Colorado, this 26th day of January, 2010.

BY THE BOARD OF COUNTY COMMISSIONERS

Nancy J. Stahoviak
Nancy J. Stahoviak, Chairman



Diane E. Mitsch Bush	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent
Douglas B. Monger	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent
Nancy J. Stahoviak	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Absent

ATTEST:

Kay Weinland
Kay Weinland, County Clerk



Town Council Agenda Item

MEETING DATE: August 4, 2016
AGENDA ITEM TITLE: McCarty Addition Minor Subdivision Plat, Lot 1
AGENDA SECTION: New Business
PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULE: Not Recommended

BACKGROUND REVIEW:

The applicant, Dowling Land Surveyors representing the property owner Terry McCarty, has submitted a Minor Plat to establish a new residential lot on property containing 0.76 acres located on the east side of South 1st Street, approximately 475 feet north of South Popular Street. The Town Council recently approved the annexation of this property into to the Town of Hayden on June, 16, 2016, and approval was also granted for the property’s initial zoning into the Residential Low Density (RLD) zoning district. The owner intends to install a modular single-family home on a slab foundation with driveway access from 1st Street on the property.

Compliance with Review Criteria

The Town’s Land Use Code, Section 16.04.080.C.1 lists the Minor Subdivision Plat review criteria which staff used to evaluate the applicant’s request:

- 1. The Minor Subdivision Plat is in compliance with this Code and Comprehensive Plan.*

Staff finds the technical requirements of the plat have been met, and the plat is in order as submitted. The subject property is identified as a Medium Density Residential land use category within the Town’s Future Land Use Map. As stated above, the property has been placed in a Residential Low Density Zoning District. The creation of a single-family residential lot on the subject property is in compliance with both the Land Use Code and the Comprehensive Plan.

Referral Agency and Department Comments

The Minor Plat was referred to the following agencies for a development review

- Planning
- Building Inspections
- Havden Fire District
- Public Works
(Water/Sewer/Streets)
- Engineering
- Yampa Valley Electric Association

No major comments were made by referral agencies during the Minor Plat's review.

Public Input

As required by the Land Use Code 16.04.080.B.7, a notice was sent to property owners within 150 feet of the property, a sign was posted on the property and a public notice was placed in the newspaper at least 15 days prior to this Planning Commission public hearing date.

Staff took comments from Ms. Loita Mauer, an adjacent property owner to the south, who asked staff to verify if public water and sewer easements were necessary on the McCarty property. The Town's Public Works Water/Sewer Plant Manager verified no public water or sewer lines crossed the subject property and that easements were not required. Public Works staff also clarified that adequate water and sewer is provided to the subject property from 1st Street and that a "private" sewer line does traverse the subject property north to south along the eastern property line which serves an adjacent off-site property. However, the town cannot impose public easements on private lines.

RECOMMENDATION:

Based on the above observations and findings as presented to the Planning Commission on July 28, 2016; The Commission recommends approval to the Town Council for the McCarty Addition Minor Plat as it is compliance with the Town Land Use Code and Comprehensive Plan as submitted.

Town Council Approval Options

The Council may choose to take the following action:

1. Approve the Minor Plat as submitted.
2. Approve the Minor Plat with conditions.
3. Deny the Minor Plat.
4. Postpone consideration to a date certain.

Attachments

- Application
- Planning Commission Staff Report
- McCarty Addition Minor Plat

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the Hayden Planning Commission and the Town's Planner and recommend that the Hayden Town Council Approve the Plat as presented.

RESOLUTION NO. 2016 - 25

**A RESOLUTION APPROVING THE PLAT OF
MCCARTY MINOR SUBDIVISION**

RECITALS

1. The property owners, The McCarty's, requested, applied and were approved to annex into the Town of Hayden and were at that time zoned Low Density Residential
2. The McCarty's are seeking to Plat the Annexed land for a single residential dwelling.
3. Public Hearings have been scheduled and conducted as part of the regular process to review subdivisions in the Town of Hayden including a Planning Commission hearing which was held on July 28, 2016;
4. Posting and notice regarding this subdivision was made in accordance with the Town of Hayden regulations;
5. This McCarty Minor Subdivision has been reviewed by Town Staff and meets the criteria for a subdivision of land in the Town of Hayden;
6. This McCarty Minor Subdivision, as described in Exhibit A (attached) and depicted in Exhibit B (attached) has been reviewed in open public meetings;
7. Both the Hayden Planning Commission and Town Staff support and recommend that the Town of Hayden Town Council approve this Plat
8. Approval of this McCarty Minor Subdivision is in the best interests of the Hayden community.

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

The Town Council desires to approve the McCarty Minor Subdivision Plat, as described in Exhibit A (attached) and depicted in Exhibit B (attached), and as proposed in accordance with the Town of Hayden, Charter, Ordinances, Land Use Code and Recommendations.

PASSED, APPROVED, AND RESOLVED THIS 4TH DAY OF AUGUST, 2016.

ATTEST

James M. Haskins, Mayor

Sharon Johnson, Town Clerk

EXHIBIT A
Legal Description – McCarty Minor Subdivision

LEGAL DESCRIPTION

A tract of land in the NE1/4SE1/4 of Section 9, Township 6 North, Range 88 West of the 6th P.M., bounded by a line described as follows:

Beginning at a point which is 80 feet east of the northeast corner of Block 18 of the First Addition of the West Hayden Townsite Company to Hayden, Colorado;

Thence East 218.8 feet;

Thence S 23°35' E, 54.5 feet;

Thence S 28°21' W, 124.0 feet;

Thence West 181.7 feet;

Thence North 154.0 feet to the point of beginning.

County of Routt, State of Colorado



Town of Hayden

Planning Commission

Staff Report

Project: McCarty Addition Minor Subdivision Plat, Lot 1

Address/Location: East side of South 1st Street, approximately 475 feet north of South Popular Street

Applicant: Dowling Land Surveyors c/o Mr. Terry McCarty (Owner)

Prepared by: Ross Culbertson, Hayden Consulting Planner

Hearing Date: July 28, 2016

Background

The applicant has submitted a Minor Plat to establish a new residential lot on property containing 0.76 acres located on the east side of South 1st Street, approximately 475 feet north of South Popular Street. The Town Council recently approved the annexation of this property into to the Town of Hayden on June, 16, 2016, and approval was also granted for the property’s initial zoning into the Residential Low Density (RLD) zoning district. The owner intends to install a modular single-family home on a slab foundation with driveway access from 1st Street on the property.

Compliance with Review Criteria

The Town’s Land Use Code, Section 16.04.080.C.1 lists the Minor Subdivision Plat review criteria which staff used to evaluate the applicant’s request:

- 1. The Minor Subdivision Plat is in compliance with this Code and Comprehensive Plan.*

Staff finds the technical requirements of the plat have been met, and the plat is in order as submitted. The subject property is identified as a Medium Density Residential land use category within the Town’s Future Land Use Map. As stated above, the property has been placed in a Residential Low Density Zoning District. The creation of a single-family residential lot on the subject property is in compliance with both the Land Use Code and the Comprehensive Plan.

Referral Agency and Department Comments

The Minor Plat was referred to the following agencies for a development review:

- Planning
- Building Inspections
- Hayden Fire District
- Public Works (Water/Sewer/Streets)
- Engineering
- Yampa Valley Electric Association

No major comments were made by referral agencies during the Minor Plat's review.

Public Input

As required by the Land Use Code 16.04.080.B.7, a notice was sent to property owners within 150 feet of the property, a sign was posted on the property and a public notice was placed in the newspaper at least 15 days prior to this Planning Commission Public Hearing date.

Staff took comments from Ms. Loita Mauer, an adjacent property owner to the south, who asked staff to verify if public water and sewer easements were necessary on the McCarty property. The Town's Public Works Water/Sewer Plant Manager verified no public water or sewer lines crossed the subject property and that easements were not required. Public Works staff also clarified that adequate water and sewer is provided to the subject property from 1st Street and that a "private" sewer line does traverse the subject property north to south along the eastern property line which serves an adjacent off-site property. However, the town cannot impose public easements on private lines.

Staff Recommendation

Based on the above observations and findings of compliance with the Hayden Town Codes, staff recommends **Approval** of the Minor Plat as submitted.

Planning Commission Recommending Options

The Planning Commission may choose to take the following action after the Public Hearing:

1. Recommend to the Town Council approval as submitted.
2. Recommend to the Town Council approval subject to additional Planning Commission Conditions.
3. Recommend to the Town Council project denial.

Attachments

Application
McCarty Addition Minor Plat



LAND USE APPLICATION FORM

Staff Use Only	
Application Number:	<u>201676</u>
Received By:	<u>smj</u>
Date:	<u>7/6/16</u>

350
TR #5553

1. Application is made for: (please circle one of the following)

- | | | |
|----------------------|---------------------------|--------------------------|
| Administrative Plat | Annexation | Conditional Use |
| Historic Designation | Historic Renovation | Major Subdivision 1 2 3 |
| Petition | Planned Development | <u>Minor Subdivision</u> |
| Zoning | Right of Way Construction | Sign Permit |
| Site Plan | Variance or Appeal | Waiver |
| Other: _____ | | |

2. Project Name: McCreary Addition
please print or type legibly

3. Contact information: (a list of additional contacts may be attached)

Owner Name: TERRY McCREARY Applicant Name: Gordon Dowling
 Address: 345 W. JACKSON AVE Address: 172 3rd ST.
 Telephone: 276-4170 Fax: _____ Telephone: 276-5613 Fax: _____
 E-mail: TMcCREARY@MSW.COM E-mail: dowling@plots.biz

4. Property Description:

Address or Location: 385 W. JACKSON
 Existing Zoning: RLD Existing Use: _____
 Proposed Zoning: _____ Proposed Use: _____

5. Purpose: (describe intent of this application in 1-2 sentences)

To be able to receive building permits

6. Certification: (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: Terry McCreary Date: 7/13/16 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Hayden must be submitted prior to having this application processed.

Applicant: [Signature] Date: 7/1/16



Town Council Agenda Item

MEETING DATE: August 4th, 2016

AGENDA ITEM TITLE: Contract for Responsible Operator in Charge, Consulting and Oversight Services

AGENDA SECTION: New Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not recommended

BACKGROUND REVIEW:

The Town of Hayden provides, treats, distributes, collects, and processes its own water. All of these processes are handled internally and are a part of the Public Works Department. The State of Colorado Department of Health and the US Federal Department of Environment and Department of Health and Services, as we are aware have very strict certification and reporting requirements in order to be in compliance. Failure to meet these requirements usually involve serious consequences, and could potentially result in health hazards to our residents.

The level of certification that is required for a water treatment / waste water system such as the town operates is:

Small Systems Distribution Certification

Water Treatment – Class B License

Waste Water Treatment – Class C License

(The State of Colorado licenses start at Class D and progress upward with Class A being at the top of the list – All license require both testing, mathematical ability, and on the job demonstration and experience – Average time to obtain a Class B Water Treatment License is 4 years – Average time to obtain a Class C Waste Water License is 3 years)

Our current Responsible Operator in Charge has given notice to the Town of Hayden. We immediately placed ads and are in the process of reviewing applications and



conducting interviews. Bryan has been very helpful in arranging the transition as he leaves. Given the requirements on the Town of Hayden, until a qualified Responsible Operator in Charge is hired and brought up to speed, it is necessary to seek outside assistance.

Process Performance Management is a consultant company, who has a representative who lives here in Hayden. At this time Process Performance Management LLC (PPM) is offering / bidding to provide a Responsible Operator in Charge, Consulting and Oversight Services as it applies to water treatment, waste water, distribution and collections. The contract is scalable as the Town's needs increase or decrease. PPM also offers the ability to oversee and transition a new Utility Manager, when and if one is hired, while maintaining our required certifications.

MANAGER'S RECOMMENDATION/COMMENTS: I would recommend that the Town Of Hayden Town Council authorize entering into a contract with Process Performance Management LLC for the need services.

RESOLUTION 2016-24

A RESOLUTION APPROVING AN AGREEMENT WITH PROCESS PERFORMANCE MANAGEMENT, LLC (PPM) FOR SERVICES AS RELATED TO WATER, WASTE WATER, DISTRIBUTION AND COLLECTIONS AND THE TOWN OF HAYDEN

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 provides water treatment, waste water, distribution and collections for the Town of Hayden and is required to meet State of Colorado Department of Health and Federal Regulations as part of providing these services.
3. The Town of Hayden finds itself in need of professional services, that provide the proper licensure in order to be compliant with State and Federal Regulations;
4. The Town of Hayden Town Manager requested a proposal from Process Performance Management LLC (PPM) for Responsible Operator in Charge, Consulting and Oversight Services as it applies to water treatment, waste water, distribution and collections.
5. The proposal has been reviewed and will meet the requirements of the Town of Hayden as needed for Water and Waste Water reporting and oversight. The proposal provides flexibility of scheduling and scaling of services as the Town of Hayden's needs change;

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

Section 1. The Town Council desires to retain Process Performance Management LLC (PPM) for Responsible Operator in Charge, Consulting and Oversight Services as it applies to water treatment, waste water, distribution and collections. The Town Council further instructs the Town Manager to execute this contract, monitor the ongoing needs of the Town and adjust the services as needed. If at such time the services of PPM are no longer needed, the Town Manager is authorized to provide the proper notices and terminate the contract, and report the same to the Council.

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

PASSED, APPROVED, AND RESOLVED THIS 4th DAY OF AUGUST, 2016.

James M. Haskins, Mayor

ATTEST:

Sharon Johnson, Town Clerk



Process Performance Management, LLC - P.O. Box 18127 Denver, CO 80218-0069 - 303-991-0037

July 27, 2016

Greg Tuliszewski
Chief of Police / Acting Town Manager
Town Of Hayden
249 Hawthorne St
P.O. Box 190
Hayden, Colorado 81639
970-276-2535 (Office)
970-276-9175 (Fax)

Subject: Responsible Operator in Charge, Consulting and Oversight Services.

Dear Sir,

Process Performance Management, LLC (PPM) is pleased to submit the following proposal for Consulting Services. These services will allow Mr. Steve Dunn to act as Responsible Operator in Charge for water, waste water, distribution and collections for the City of Hayden as required by the State of Colorado. Mr. Dunn, a resident of Hayden Colorado, currently maintains and supports the retention of (via continuing education) the following licenses: Class A drinking water, Level 4 distribution, Class A domestic waste water, Class A industrial waste water and Level 4 waste water collections.

PPM consulting service rates have been adjusted to reflect a two tier daily rate, based upon an estimated two to three month duration and the varying needs to Hayden, Colorado.

- **½ day Rate: \$ 460.00 up to 4 hours**
- **Full day: \$920.00 up to 8 hours**

Worst case estimate example August 2016 –

Assumes 5 days per week, 8 hours per day – 23 days total –

\$21,160.00. Costing model may vary, once level of effort is realized, for example –

Three – half (½) days for the same period (August 2016) - \$ 6,900.00

Consulting Service to include: Oversight and review of operating reports and resultant monthly and yearly analytical reports, ensure that monthly and yearly compliance samples are sent when required by the City of Hayden monitoring schedule. Handle correspondence with the state department of health concerning Hayden drinking water system, etc.

Responsible Operator in Charge (Mr. Steve Dunn); shall provide said oversight and review services as needed and adjusted schedule can be provide after one month for budgeting purposes after level of effort is thoroughly recognized.

PPM thanks you for your consideration and you can feel free to contact Mr. Dunn or myself, if you have any questions or need additional information.

Respectfully,

Process Performance Management



E. B. Wigglesworth
Manager
P.O. Box 18127
Denver, CO 80218
303-886-5677 cell
303-991-0037 Office
ewigglesworth@ppmconsults.com