



AGENDA
HAYDEN TOWN COUNCIL MEETING
THURSDAY, NOVEMBER 3, 2016
7:30 P.M.
HAYDEN TOWN HALL – 178 WEST JEFFERSON AVENUE

WORK SESSION 7:00 P.M. – 7:30 P.M.

1. STAFF REPORTS

REGULAR MEETING – 7:30 P.M.

1a. CALL TO ORDER

1b. OPENING PRAYER

1c. PLEDGE OF ALLEGIANCE

1d. ROLL CALL

2. CONSIDERATION OF MINUTES

- A. Special Meeting September 22, 2016 Page 3
- B. Regular Meeting October 6, 2016 Page 4
- C. Special Meeting October 22, 2016 Page 8
- D. Special Meeting October 25, 2016 Page 9

3. CONSIDERATION OF BILLS

- A. Consideration of payment bill vouchers dated October 19, 2016 Page 11
- B. Consideration of payment bill vouchers dated October 27, 2016 Page 16

4. PUBLIC COMMENTS

5. PROCLAMATIONS/PRESENTATIONS

- A. Police Oath – John Kregar
- B. Appreciation Award – Bill Hayden

6. CONSENT ITEMS

- A. Adoption of the 2017 Town Council Meeting Schedule Page 22
- B. Appointment of Cassie Turnipseed to the Hayden Parks and Recreation Board Page 24
- C. Appointment of Police Chief, Greg Tuliszewski as Town of Hayden representative to the Routt County Communications Advisory Board Page 25

7. OLD BUSINESS

8. NEW BUSINESS

- A. Decision: Consideration for approval Marijuana Cultivation License for Emerge Farms, LLC Page 26
- B. Decision: Accept the 2015 Annual Audit Page 38

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

- A. 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.

- B. for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e).

12. ADJOURNMENT

Mayor Haskins called the regular meeting of the Hayden Town Council to order at 6:26 p.m. Mayor Pro Tem Robinson present. Councilmembers Johnson, Redmond, Forrest, Hayden and Hagins present. Also present was Interim Town Manager and Police Chief, Greg Tuliszewski.

New Business

Councilmember Hagins moved to go into Executive Session. Councilmember Redmond seconded. Roll call vote.

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 6:29 p.m.
Executive Session adjourned at 8:27 p.m.

Adjournment

Mayor Haskins adjourned the meeting at 8:28 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 3rd DAY OF November, 2016.

James M. Haskins, Mayor

Staff & Councilmember Reports

Parks and Recreation

- Preparing budgets
- Gearing up for fall events and programs: Harvest Festival (Oct. 15); Basketball Clinics (November), Toddler Tumbling (November/December); HPR Board Strategic Planning and goal setting.
- Fishing is Fun dock ordered.
- Researching grant funding for playground at Dry Creek Park
- Looking for two new HPR board members.

Police

- Keeping an increased presence in the school zones
- Assisted with the Homecoming Parade and Homecoming events.

Town Clerk

- Finalizing Ballot and election requirements
- Certified ballot questions and ballot drafts
- Assisted in background information for plant fees and other admin needs.
- Continued working with planning on another inquiry on a Marijuana Grow Facility. The CUPs are well in the process and the Clerk's Office is now reviewing the Marijuana License Application to meet all the State and Local requirements. The Emerge Farms is the closest to presentation to Town Council for license submission.

Administration

- The Town has a few new faces running around –
 - Public Works filled two vacancies
 - Scott Price as Utilities Manager
 - Mike Colburn - Public Works 1
 - Admin
 - Breann Dale will be starting on the 10th as Temp Help
 - Police
 - Officer John Kregar will be starting Field Training on Oct 16th.
- Several Planning Inquiries and meetings – There is a lot of interest in low cost housing and various developments
- Town Manager Recruitment – Confirmed for 4 candidates on Oct 21st and Oct 22nd.
- YVEA again donated \$1500.00 for Christmas lights to assist with lighting up trees along Jefferson.
- Tonight is the Routt County Planning Commission meeting in reference to Marijuana Wholesale Grows – Land Use, planning and coding – Councilmen Hayden and Forrest were attending.

Mayor Pro Tem Robinson – RG and Assoc. Cost without reimbursement amounts

Councilmember Hayden – Small Park Restrooms

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, and Hagins present. Also present were Interim Town Manager and Police Chief, Greg Tuliszewski, 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 – September 15, 2016

Mayor Pro Tem Robinson moved to approve the minutes of the Regular Town Council Meeting held on September 15, 2016. Councilmember Hagins seconded. Roll call vote. Councilmember Redmond – aye. Councilmember Johnson – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Consideration of Bill Payment Voucher dated September 30, 2016

Councilmember Hagins moved to approve the bill payment voucher dated September 30, 2016 in the amount of \$95,235.07. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Councilmember Hayden – aye. Councilmember Redmond – aye. Mayor Pro Tem Robinson – aye. Mayor Haskins – aye. Motion carried.

Proclamations/ Presentations

Public Comments

Xela Lowe, 551 E Washington Ave requested an event called yarn bombing. The Town Council recommended she request to be placed on the November 3, 2016 agenda and present the plan and additional information for a decision. Tammie Delaney, Wild Goose Coffee @ The Granary, 198 E. Lincoln, informed Town Council of the Echoes of the Past scheduled for October 15, 2016. Thank you to the Town "Small Business Revitalization and Totally Kids is extended to past 5th grade.

Consent Items

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

Liquor License Renewal -Way Station	Mayor Haskins moved to approve the Consent Items. Councilmember Redmond seconded. Roll call vote.
Liquor License Renewal -Hayden Mercantile	Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Johnson – aye.
Street Closure -Trunk or Treat	Councilmember Redmond – aye. Mayor Haskins – aye. Motion carried.
Old Business	None.
New Business	
Public Hearing: Special Events Permit for Hayden Tiger Booster Club	Public Hearing opened at 7:41 p.m. No comments from the public. Public Hearing closed at 7:44 p.m.
Decision: Special Events Permit for Hayden Tiger Booster Club	Councilmember Hagins moved to approve the Special Events Permit for Hayden Tiger Booster Club for annual fundraising event. Seconded by Councilmember Johnson. Roll call vote. Mayor Haskins – aye. Councilmember Johnson – aye. Mayor Pro Tem Robinson – aye. Councilmember Hagins – aye. Councilmember Redmond – aye. Motion carried.
Public Hearing: Emerge Farms, LLC Conditional Use Permit for Marijuana Cultivation Facility	Public Hearing opened at 7:45 p.m. No comments from the public. Public Hearing closed at 7:47 p.m.
Decision: Resolution 2016-30 A Resolution of the Town Council for Hayden, Colorado approving a Conditional Use Permit for 401 and 411 Capital St, Lot 28 & 29, Valley View, Michael Don McCannon, Steve Dietrich and Steve Herron d/b/a Emerge Farms, LLC	Councilmember Hagins moved to approve : Resolution 2016-30 A Resolution of the Town Council for Hayden, Colorado approving a Conditional Use Permit for 401 and 411 Capital St, Lot 28 & 29, Valley View, Michael Don McCannon, Steve Dietrich and Steve Herron d/b/a Emerge Farms, LLC. Councilmember Redmond seconded. Roll call vote. Councilmember Redmond - aye. Councilmember Johnson – aye. Mayor Pro Tem Robinson – nay. Councilmember Hagins – aye. Mayor Haskins – aye. Motion carried.
Decision: Letter of Support for West Routt Fire District submission for a USDA Grant.	Hayden Town Council unanimously supported the West Routt Fire District’s submission of a USDA Grant.
Decision: Letter of Support for Routt County	Hayden Town Council unanimously supported Routt

Fairgrounds submission for a GOCO Grant for the Master Improvements of the Routt County Fairgrounds.

County Fairgrounds submission for a GOCO Grant for the Master Improvements of the Routt County Fairgrounds.

Discussion: Land Use Code Review and Update

John St Pierre requested an agenda item for the Land Use Code Review. In the 2016 Budget, which includes a three year projection, the cost of reviewing and starting the process of Land Use Code review was included in the proposed 2017 budget. Staff has given the planner direction to begin making notes and reviewing various areas of the code needing attention. Mr. St Pierre has been made aware of the budget constraints and the intent to form a committee the first of the year.

Decision: Schedule a date for the 2017 Budget Work Sessions

Town Council scheduled the Budget Work Sessions for November 9, 2016 and November 10, 2016.

Decision: Plant Investment Fees

The Town Council reviewed data provided by staff regarding plant investment fees and the customers not covered by the categories in the Town Code. It was decided to table the topic for more information and meet Tuesday, October 25, 2016 to review.

Pulled Consent Items

None.

Staff and Councilmember Reports Continued None.

Executive Session

None.

Adjournment

Mayor Haskins adjourned the meeting at p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 3rd DAY OF November, 2016.

James M. Haskins, Mayor

Mayor Haskins called the regular meeting of the Hayden Town Council to order at 9:00 a.m. Mayor Pro Tem Robinson present. Councilmembers Johnson, Redmond, Forrest, Hayden and Hagins present. Also present was Interim Town Manager and Police Chief, Greg Tuliszewski.

New Business

Councilmember Hagins moved to go into Executive Session. Councilmember Redmond seconded. Roll call vote.

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 9:00 a.m.
Executive Session adjourned at 5:00 p.m.

Adjournment

Mayor Haskins adjourned the meeting at 5:01 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 3rd DAY OF November, 2016.

James M. Haskins, Mayor

Mayor Haskins called the special meeting of the Hayden Town Council to order at 7:05 p.m. Mayor Pro Tem Robinson present. Councilmembers Johnson, Redmond, Forrest and Hagins 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.

Old Business

Decision: Resolution 2016-31 Councilmember Johnson moved to approve Resolution A Resolution of the Town of 2016-31 A Resolution of the Town of Hayden, Colorado Hayden, Colorado adopting adopting a Fee Schedule Modification. Councilmember a Fee Schedule Modification Hagins seconded. Roll call vote. Councilmember Johnson – nay. Councilmember Redmond – nay. Councilmember Forrest – nay. Councilmember Hagins – aye. Mayor Pro Tem Robinson – nay. Motion fails. Continued discussion and resolve to amend the resolution to set a plant investment fee for Bayou Breeze and F&P Warehouse, both marijuana cultivation facilities, not covered by the classifications in Section 13.05.10. The amounts will remain the same and the plant investment fees will be set for the two customers. Mayor Haskins moved to approve Resolution 2016-31 A Resolution of the Town of Hayden, Colorado to set the plant investment fee for Bayou Breeze and F & P Warehouse. Councilmember Johnson seconded. Roll call vote. Councilmember Johnson – aye. Mayor Haskins – aye. Councilmember Redmond – aye. Councilmember Hagins – aye. Mayor Pro Tem Robinson – nay. Councilmember Forrest – nay. Motion passes.

New Business None.

Executive Session None.

Adjournment Mayor Haskins adjourned the meeting at 8:10 p.m.

Recorded by:

Sharon Johnson, Town Clerk

APPROVED THIS 3rd DAY OF November, 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	Date Paid	Voided
6970	Bear River Excavating	771	Haul road base	10/02/2016	2,200.00	10/20/2016	
6970	Bear River Excavating	771	Haul road base	10/02/2016	329.20	10/20/2016	
Total 6970:					2,529.20		
1200	Bear River Valley Co-Op	09252016	Streets Vehicle Expense - Fuel	09/25/2016	952.61	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Streets Vehicle Maintenance - Fu	09/25/2016	155.04	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Weed control - vehicle exp - Fuel	09/25/2016	63.36	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Parks - Vehicle Exp - Fuel	09/25/2016	244.92	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Parks - Vehicle Exp - Fuel	09/25/2016	40.00	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Parks - Trails Vehicle Exp - Fuel	09/25/2016	35.92	10/20/2016	
1200	Bear River Valley Co-Op	09252016	Water vehicle exp - fuel	09/25/2016	77.43	10/20/2016	
1200	Bear River Valley Co-Op	09252016	PD Vehicle Maintenance - Fuel	09/25/2016	300.27	10/20/2016	
1200	Bear River Valley Co-Op	33601	Weed spray tractor	10/06/2016	288.98	10/20/2016	
Total 1200:					2,156.53		
12274	Bell, Kalli Deatherage	10112016	Reimbursement - mileage Sept	10/11/2016	8.64	10/20/2016	
Total 12274:					8.64		
12329	Brown, Douglas	2024.12	Utility deposit refund	09/28/2016	8.21	10/20/2016	
Total 12329:					8.21		
7900	Browns Hill Engineering &	12080	SCADA Lease agreement Nov	09/29/2016	1,485.00	10/20/2016	
Total 7900:					1,485.00		
1400	Caselle Inc	75900	Support Contract Nov	10/01/2016	366.17	10/20/2016	
1400	Caselle Inc	75900	Support Contract Nov	10/01/2016	183.08	10/20/2016	
1400	Caselle Inc	75900	Support Contract Nov	10/01/2016	183.08	10/20/2016	
Total 1400:					732.33		
3770	CenturyLink	3058SEP2016	Water Phones_3058	09/25/2016	53.10	10/20/2016	
3770	CenturyLink	3308SEP2016	PD Phones 77563308	10/03/2016	35.78	10/20/2016	
3770	CenturyLink	3741SEP2016	Admin Phones_3741	09/25/2016	401.28	10/20/2016	
3770	CenturyLink	4330SEP2016	Sewer Phones_4330	09/25/2016	54.72	10/20/2016	
Total 3770:					544.88		
12330	Certified Balance Service Inc	10032016	Lab scale	10/03/2016	850.00	10/20/2016	
Total 12330:					850.00		
12099	Chemtrade Chemicals US LLC	91920491	WTP Chemicals	09/20/2016	4,352.93	10/20/2016	
Total 12099:					4,352.93		
12074	CliftonLarsonAllen LLP	1363617	Accounting services Sept	10/07/2016	2,376.22	10/20/2016	
12074	CliftonLarsonAllen LLP	1363617	Accounting services Sept	10/07/2016	1,187.50	10/20/2016	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
12074	CliftonLarsonAllen LLP	1363617	Accounting services Sept	10/07/2016	1,187.50	10/20/2016	
Total 12074:					4,751.22		
1850	Connell Resources Inc -Steambt	1-2164549	Street Repairs	09/23/2016	5,092.50	10/20/2016	
Total 1850:					5,092.50		
1870	Consolidated Electrical Dist	1534-512561	Water Plant R & M - parts	10/04/2016	126.25	10/20/2016	
1870	Consolidated Electrical Dist	1534-512562	Streets - tools	10/04/2016	466.58	10/20/2016	
1870	Consolidated Electrical Dist	1534-512587	Streets - tools	10/05/2016	110.89	10/20/2016	
Total 1870:					703.72		
12313	Dunn, Steven	119662	Reimbursement for water Ace Hd	09/29/2016	81.76	10/20/2016	
Total 12313:					81.76		
2230	Faris Machinery Company	G24934	Streets R&M - parts	09/26/2016	567.00	10/20/2016	
2230	Faris Machinery Company	G25018	Streets R&M - parts	09/28/2016	1,476.10	10/20/2016	
2230	Faris Machinery Company	G25056	Streets R&M - parts	09/30/2016	386.80	10/20/2016	
Total 2230:					2,429.90		
2250	Fisher Scientific Company LLC	7102541	WTP Lab Equipment	09/29/2016	486.10	10/20/2016	
2250	Fisher Scientific Company LLC	7102541	WWTP lab equipment	09/29/2016	32.12	10/20/2016	
Total 2250:					518.22		
2330	Galls Incorporated	006167516	PD - equipment replacement	10/03/2016	328.94	10/20/2016	
Total 2330:					328.94		
12085	GCR Tires & Service	09012016	Stokes Gulch fencing	09/01/2016	537.20	10/20/2016	
Total 12085:					537.20		
12109	Haskins Cleaning	SEPT2016	Town Hall Cleaning - Sept	10/03/2016	200.00	10/20/2016	
Total 12109:					200.00		
2580	Hayden Merc	01-391029	Legislative - Supplies	09/01/2016	125.81	10/20/2016	
2580	Hayden Merc	02-430256	Legislative - Supplies	09/15/2016	44.24	10/20/2016	
2580	Hayden Merc	03-401753	Shop - supplies	09/07/2016	51.92	10/20/2016	
2580	Hayden Merc	03-402383	Parks - TP	09/08/2016	16.99	10/20/2016	
2580	Hayden Merc	03-409230	Town council meeting meal	09/22/2016	41.12	10/20/2016	
2580	Hayden Merc	03-411463	Shop - supplies	09/27/2016	8.18	10/20/2016	
Total 2580:					288.26		
2640	Holloran LLC, Michael J	09202016	Subdivision code review	09/20/2016	685.42	10/20/2016	
2640	Holloran LLC, Michael J	09202016	Review second agreement	09/20/2016	233.33	10/20/2016	
Total 2640:					918.75		
2730	Jackson's Office Supply	10404522	Laminated maps	09/02/2016	17.00	10/20/2016	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 2730:					17.00		
12331	Kirby, Kimberly	409.10	Utility deposit refund	09/28/2016	48.69	10/20/2016	
Total 12331:					48.69		
4465	LL Johnson	1729487-00	Field Maintenance - coupler chain	09/30/2016	27.18	10/20/2016	
Total 4465:					27.18		
8375	MASON SIEDSCHLAW	1963	New employee setup	08/08/2016	453.75	10/20/2016	
Total 8375:					453.75		
9060	Mid-American Research Chemical	0590255-IN	WWTP chemicals	09/23/2016	1,675.00	10/20/2016	
9060	Mid-American Research Chemical	0590255-IN	Streets R&M supplies	09/23/2016	285.00	10/20/2016	
Total 9060:					1,960.00		
2960	MJK Sales & Feed Inc	212931	Parks - lawn mix	09/26/2016	122.50	10/20/2016	
2960	MJK Sales & Feed Inc	213628	PD - light bulbs	10/06/2016	29.98	10/20/2016	
Total 2960:					152.48		
8920	Murdoch's Ranch & Home Craig	147657/R	PD - compressor	10/01/2016	367.48	10/20/2016	
Total 8920:					367.48		
10080	Neve's Uniforms Inc	LN-342369	PD - uniform replacement	10/06/2016	497.74	10/20/2016	
Total 10080:					497.74		
5010	Newman Traffic Signs	TI-0302749	Street Signs	09/30/2016	403.58	10/20/2016	
Total 5010:					403.58		
12332	Ortiz, Javier	766.09	Utility deposit refund	10/08/2016	63.78	10/20/2016	
Total 12332:					63.78		
12325	Process Performance Manageme	P-2016-8814	ORC coverage - September	10/01/2016	5,520.00	10/20/2016	
Total 12325:					5,520.00		
4230	Redmond Mechanical Services	866326	WWTP - water heater	10/11/2016	667.99	10/20/2016	
Total 4230:					667.99		
2065	Routt County Auto Parts	10065-361094	PD - glass cleaner	09/17/2016	14.85	10/20/2016	
2065	Routt County Auto Parts	10109-360616	Streets R&M - rags	09/01/2016	23.95	10/20/2016	
2065	Routt County Auto Parts	10109-360617	Streets R&M - rags	09/01/2016	23.95	10/20/2016	
2065	Routt County Auto Parts	10109-360643	Streets vehicle maint - filter	09/01/2016	13.49	10/20/2016	
2065	Routt County Auto Parts	10109-360746	Streets vehicle maint - primary wir	09/07/2016	13.38	10/20/2016	
2065	Routt County Auto Parts	10109-360786	Backhoe - bulb	09/08/2016	2.69	10/20/2016	
2065	Routt County Auto Parts	10109-360895	Streets vehicle maint - filters	09/12/2016	28.98	10/20/2016	
2065	Routt County Auto Parts	10109-360915	Shop R&M - paint	09/12/2016	2.99	10/20/2016	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
2065	Routt County Auto Parts	10109-360994	PD vehicle maint - oil	09/14/2016	214.75	10/20/2016	
2065	Routt County Auto Parts	10109-360994	Streets vehicle maint - oil	09/14/2016	214.75	10/20/2016	
2065	Routt County Auto Parts	10109-360994	Parks vehicle maint - oil	09/14/2016	214.75	10/20/2016	
2065	Routt County Auto Parts	10109-360994	Water vehicle maint - oil	09/14/2016	214.75	10/20/2016	
2065	Routt County Auto Parts	10109-361008	Water vehicle maint - 04 chevy ha	09/14/2016	9.29	10/20/2016	
2065	Routt County Auto Parts	10109-361031	Streets R&M - Kwik Weld	09/15/2016	6.29	10/20/2016	
2065	Routt County Auto Parts	10109-361135	Streets R&M - Pelican sweeper	09/19/2016	124.66	10/20/2016	
2065	Routt County Auto Parts	10109-361146	Parks vehicle maint - 4 door map l	09/20/2016	8.07	10/20/2016	
2065	Routt County Auto Parts	10109-361192	Streets R&M - cut-off wheel	09/21/2016	43.98	10/20/2016	
2065	Routt County Auto Parts	10109-361286	WTP R&M - parts	09/26/2016	4.60	10/20/2016	
2065	Routt County Auto Parts	10109-361388	Parks - tools	09/29/2016	98.46	10/20/2016	
Total 2065:					1,278.63		
10220	Routt County Treasurer DEH	09202016	Water Sample Bottles	09/20/2016	144.00	10/20/2016	
Total 10220:					144.00		
10610	SAFEbuilt, Inc.	0026606-IN	Building Department Services	09/30/2016	3,869.91	10/20/2016	
Total 10610:					3,869.91		
12333	Sage Creek Enterprises, LLC	07152016	Hayden Daze	09/27/2016	150.00	10/20/2016	
Total 12333:					150.00		
7090	Samuelson's - Craig	71361	Water Plant R&M parts	10/05/2016	42.42	10/20/2016	
Total 7090:					42.42		
4880	Sprint	918280746-03	Sewer Cell Phone	09/29/2016	85.53	10/20/2016	
4880	Sprint	918280746-03	Streets Cell Phone	09/29/2016	75.28	10/20/2016	
4880	Sprint	918280746-03	Water Cell Phone	09/29/2016	93.30	10/20/2016	
4880	Sprint	918280746-03	Recreation Cell Phone	09/29/2016	52.08	10/20/2016	
4880	Sprint	918280746-03	HPD Cell Phone	09/29/2016	312.48	10/20/2016	
4880	Sprint	918280746-03	Public Works Tablet	09/29/2016	19.00	10/20/2016	
4880	Sprint	918280746-03	Public Works Tablet	09/29/2016	18.99	10/20/2016	
Total 4880:					656.66		
10530	Staples Business Advantage	3317164814	Admin Office Supplies	09/27/2016	48.37	10/20/2016	
10530	Staples Business Advantage	3317164815	Adm Office Supplies	09/27/2016	53.88	10/20/2016	
Total 10530:					102.25		
2185	The Embroidery Shoppe LLC	6088	PD Uniforms	10/05/2016	58.00	10/20/2016	
Total 2185:					58.00		
3710	Town of Hayden	09292016	2066.01 Poplar St RV Dump wate	09/29/2016	77.80	10/20/2016	
3710	Town of Hayden	09292016	2046.01 Lake View park water	09/29/2016	991.85	10/20/2016	
3710	Town of Hayden	09292016	2044.01 Vista Verde park water	09/29/2016	172.86	10/20/2016	
3710	Town of Hayden	09292016	2038.01 Poplar St park	09/29/2016	80.80	10/20/2016	
3710	Town of Hayden	09292016	2035.01 PD water	09/29/2016	122.20	10/20/2016	
3710	Town of Hayden	09292016	1208.01 Poplar St Park water	09/29/2016	37.58	10/20/2016	
3710	Town of Hayden	09292016	761.01 Baseball field water	09/29/2016	48.08	10/20/2016	
3710	Town of Hayden	09292016	534.01 Chestnut St Park water	09/29/2016	83.56	10/20/2016	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
3710	Town of Hayden	09292016	355.01 Sewer Plant water	09/29/2016	60.08	10/20/2016	
3710	Town of Hayden	09292016	232.01 Water plant water	09/29/2016	60.08	10/20/2016	
3710	Town of Hayden	09292016	231.01 229 S 3rd park water	09/29/2016	54.00	10/20/2016	
3710	Town of Hayden	09292016	98.01 New ballfield water	09/29/2016	411.13	10/20/2016	
3710	Town of Hayden	09292016	94.01 Key Pump water	09/29/2016	99.91	10/20/2016	
3710	Town of Hayden	09292016	92.01 Rec water 20%	09/29/2016	16.51	10/20/2016	
3710	Town of Hayden	09292016	92.01 Town hall water 80%	09/29/2016	66.07	10/20/2016	
3710	Town of Hayden	09292016	15.01 Shop water	09/29/2016	71.45	10/20/2016	
3710	Town of Hayden	09292016	11.05 Key pump water	09/29/2016	67.03	10/20/2016	
3710	Town of Hayden	09292016	2090.01 Industrial park water	09/29/2016	6.26	10/20/2016	
Total 3710:					2,527.25		
9545	U.S. Tractor & Harvest, Inc.	P21713	Trails equipment expense - blade	10/06/2016	495.26	10/20/2016	
Total 9545:					495.26		
12121	Ultramax	160951	Ammunition	09/21/2016	777.00	10/20/2016	
Total 12121:					777.00		
7070	USA BlueBook	084650	WTP R&M - parts	09/20/2016	364.88	10/20/2016	
7070	USA BlueBook	088254	Streets - padlocks	09/23/2016	111.81	10/20/2016	
7070	USA BlueBook	072988	WTP R&M - parts	09/29/2016	298.90	10/20/2016	
Total 7070:					775.59		
8740	Visa	SEP2016	Harvest Festival	10/02/2016	63.11	10/20/2016	
8740	Visa	SEP2016	Tumbling	10/02/2016	231.86	10/20/2016	
8740	Visa	SEP2016	Crown Awards	10/02/2016	62.72	10/20/2016	
8740	Visa	SEP2016	Flowers - death family employee	10/02/2016	74.99	10/20/2016	
8740	Visa	SEP2016	Admin monthly meeting	10/02/2016	54.30	10/20/2016	
8740	Visa	SEP2016	Lodging - Sharon clerk training	10/02/2016	318.00	10/20/2016	
8740	Visa	SEP2016	Water Sample testing postage	10/02/2016	2.84	10/20/2016	
8740	Visa	SEP2016	Postage	10/02/2016	15.99	10/20/2016	
8740	Visa	SEP2016	Town council meeting meal	10/02/2016	65.25	10/20/2016	
8740	Visa	SEP2016	Training meal	10/02/2016	33.63	10/20/2016	
8740	Visa	SEP2016	Employee lunch	10/02/2016	47.75	10/20/2016	
8740	Visa	SEP2016	Admin meal	10/02/2016	42.00	10/20/2016	
8740	Visa	SEP2016	Hockaday lodging	10/02/2016	132.56	10/20/2016	
8740	Visa	SEP2016	Boston lodging	10/02/2016	195.90	10/20/2016	
8740	Visa	SEP2016	CACP annual membership	10/02/2016	150.00	10/20/2016	
8740	Visa	SEP2016	PD meal	10/02/2016	53.04	10/20/2016	
Total 8740:					1,543.54		
3880	Wagner Equipment Co	P04C0292159	WWTP R&M - parts	09/29/2016	41.40	10/20/2016	
3880	Wagner Equipment Co	P04C0292160	Streets R&M - Parts	09/29/2016	123.90	10/20/2016	
3880	Wagner Equipment Co	P04C0292184	Streets R&M - Parts	09/30/2016	7.14	10/20/2016	
3880	Wagner Equipment Co	P04C0292212	Streets R&M - Parts	09/30/2016	160.37	10/20/2016	
3880	Wagner Equipment Co	P04C0292213	Streets R&M - Parts	09/30/2016	59.87	10/20/2016	
Total 3880:					392.88		
7580	Wagner Rents	11925	Credit #1341718	09/30/2016	180.00	10/20/2016	
7580	Wagner Rents	1344233-0001	WTP R&M - parts	10/05/2016	1,050.00	10/20/2016	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 7580:					870.00		
9960	Warning, Tanya	OCT2016	Janitorial Services - October 2016	10/06/2016	340.00	10/20/2016	
Total 9960:					340.00		
10600	Waste Management-SBS #001-85	OCT2016	Residential Trash Service	10/03/2016	11,762.66	10/20/2016	
Total 10600:					11,762.66		
12167	WEX Bank	47061504	PD Vehicle Expense - Fuel	09/30/2016	450.81	10/20/2016	
Total 12167:					450.81		
4010	Yampa Valley Electric	1802SEP16	Street lights electric 1510001802	09/29/2016	2,043.54	10/20/2016	
Total 4010:					2,043.54		
3390	Yampa Valley Medical Center	10022016	Pre-employment Screening	10/02/2016	130.00	10/20/2016	
Total 3390:					130.00		
4245	Zirkel Wireless, LLC	4377-2016100	Internet Service Acct 4377 Oct	10/01/2016	79.00	10/20/2016	
4245	Zirkel Wireless, LLC	4378-2016100	Internet Service Acct 4378 Oct	10/01/2016	46.00	10/20/2016	
Total 4245:					125.00		
Grand Totals:					67,233.06		

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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	Date Paid	Voided
12213	A & E Tire Inc	243830-00	Sanitary Sewer Vehicle - Tires	10/19/2016	1,047.60		
12213	A & E Tire Inc	243830-00	Streets Vehicle - Tires	10/19/2016	594.08		
Total 12213:					1,641.68		
2440	Atmos Energy	0332OCT16	Water Plant gas 3013140332	10/13/2016	87.06		
2440	Atmos Energy	1967OCT16	Shop gas 3016201967	10/13/2016	71.91		
2440	Atmos Energy	2144OCT16	Sewer plant gas 3016202144	10/13/2016	47.80		
2440	Atmos Energy	2411OCT16	Parks gas 3016202411	10/14/2016	31.82		
2440	Atmos Energy	2626OCT16	Town Hall gas 80% 3016202626	10/13/2016	33.21		
2440	Atmos Energy	2626OCT16	Rec gas 20% 3016202626	10/13/2016	8.30		
2440	Atmos Energy	2886OCT16	Crandall Pump gas 3016202886	10/14/2016	30.25		
2440	Atmos Energy	3116OCT16	Airport Lift Station 3016203116	10/14/2016	28.99		
2440	Atmos Energy	3349OCT16	Dry Creek Lift Station gas 301620	10/13/2016	17.26		
2440	Atmos Energy	3590OCT16	Parks gas 3016203590	10/13/2016	37.30		
2440	Atmos Energy	5208OCT16	Golden Meadows gas 301250520	10/14/2016	29.69		
2440	Atmos Energy	7426OCT16	PD gas 3017767426	10/13/2016	92.16		
Total 2440:					515.75		
3770	CenturyLink	2535OCT16	PD Phones_2535	10/04/2016	322.05		
Total 3770:					322.05		
9230	Chaosink	9173	PD - business cards	10/12/2016	46.31		
Total 9230:					46.31		
1645	Charter Communications	1237OCT16	PD Charter Internet_1237	10/07/2016	87.85		
1645	Charter Communications	6684OCT16	PD Internet 0096684	10/16/2016	24.77		
Total 1645:					112.62		
12334	Cherry, Pam	10242016	Town Mgr recruitment	10/24/2016	230.04		
Total 12334:					230.04		
10590	CIRSA	161835	Adm Insurance	10/20/2016	242.20		
10590	CIRSA	161835	Bldg Insurance	10/20/2016	157.43		
10590	CIRSA	161835	PD Insurance	10/20/2016	254.31		
10590	CIRSA	161835	Streets Insurance	10/20/2016	108.99		
10590	CIRSA	161835	Rec Insurance	10/20/2016	24.22		
10590	CIRSA	161835	Parks Insurance	10/20/2016	121.10		
10590	CIRSA	161835	Mosquito Insurance	10/20/2016	12.11		
10590	CIRSA	161835	Water Insurance	10/20/2016	230.09		
10590	CIRSA	161835	Sewer Insurance	10/20/2016	60.55		
Total 10590:					1,211.00		
12310	CNC Technical Services LLC	P1619	PD - VHF antenna	10/17/2016	44.96		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
2460	Hach Company	10151416	WTP lab supplies	10/14/2016	3,903.51		
Total 2460:					3,903.51		
2640	Holloran LLC, Michael J	10202016	Legal Services	10/20/2016	1,560.41		
Total 2640:					1,560.41		
7095	Identity Graphics, Inc.	8536	Hayden Daze	10/14/2016	64.00		
7095	Identity Graphics, Inc.	8536	Harvest festival	10/14/2016	128.00		
Total 7095:					192.00		
4535	InSite Media, Inc	2148	Social Media	10/20/2016	250.00		
4535	InSite Media, Inc	2148	Website hosting	10/20/2016	100.00		
4535	InSite Media, Inc	2148	Harvest festival	10/20/2016	25.00		
Total 4535:					375.00		
12096	JVA, Inc	62751	WTP Improvement Plan	09/26/2016	1,890.00		
Total 12096:					1,890.00		
8375	MASON SIEDSCHLAW	1977	PD Computer setup	10/05/2016	1,187.88		
8375	MASON SIEDSCHLAW	1977	Admin server	10/05/2016	450.00		
Total 8375:					1,637.88		
12337	Medora Corporation	77620	Aerator at Dry Creek	09/20/2016	6,850.00		
Total 12337:					6,850.00		
12338	Mendisco, Mathew	10252016	Town Manager recruitment	10/25/2016	349.92		
Total 12338:					349.92		
12268	Midwest Electric Systems of S., In	10337	Dry Creek Aerator	09/14/2016	2,450.00		
12268	Midwest Electric Systems of S., In	10338	Dry Creek Aerator	09/14/2016	2,200.00		
Total 12268:					4,650.00		
12336	Miracle Recreation Equipment Co	781147	Parks - plug rockite	10/14/2016	24.00		
Total 12336:					24.00		
2960	MJK Sales & Feed Inc	213917	WTP - supplies	10/11/2016	88.54		
2960	MJK Sales & Feed Inc	214100	Shop - shelves	10/13/2016	113.82		
Total 2960:					202.36		
12315	Municode	168003	Municipal code printing	09/28/2016	10.00		
Total 12315:					10.00		
8920	Murdoch's Ranch & Home Craig	147694/19	Streets - Clothing allowance	10/09/2016	89.97		
8920	Murdoch's Ranch & Home Craig	147694/19	San Sewer - Clothing allowance	10/09/2016	44.99		
8920	Murdoch's Ranch & Home Craig	147694/19	Water - clothing allowance	10/09/2016	44.98		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
Total 8920:					179.94		
12318	Out Doors	969	Shop - door opener repair	10/11/2016	120.00		
Total 12318:					120.00		
12339	Patterson, Guy	10252016	Town Manager recruitment	10/25/2016	169.30		
Total 12339:					169.30		
7515	QDS Communications, Inc.	17513	PD - remote speaker mic	10/21/2016	302.50		
Total 7515:					302.50		
12068	RG & Associates, LLC	1012439	1st & Cleveland	10/10/2016	95.00		
12068	RG & Associates, LLC	1012439	Hayden Green Grow	10/10/2016	665.00		
12068	RG & Associates, LLC	1012439	Hayden Emerge Farms	10/10/2016	1,045.00		
12068	RG & Associates, LLC	1012439	General planning	10/10/2016	285.00		
12068	RG & Associates, LLC	1012455	General planning	10/12/2016	10,578.75		
Total 12068:					12,668.75		
12290	Salazar, Joey	10252016	Water license test	10/25/2016	325.80		
Total 12290:					325.80		
7090	Samuelson's - Craig	71857	WTP - supplies	10/11/2016	59.66		
7090	Samuelson's - Craig	72093	Shop - shelf	10/13/2016	43.96		
Total 7090:					103.62		
1655	STANDARD INSURANCE COMP	11012016	SWR LTD	10/17/2016	42.22		
1655	STANDARD INSURANCE COMP	11012016	STREETS LTD	10/17/2016	98.06		
1655	STANDARD INSURANCE COMP	11012016	WATER LTD	10/17/2016	57.20		
1655	STANDARD INSURANCE COMP	11012016	PARKS LTD	10/17/2016	20.43		
1655	STANDARD INSURANCE COMP	11012016	SWR ADM LTD	10/17/2016	17.02		
1655	STANDARD INSURANCE COMP	11012016	WTR ADM LTD	10/17/2016	17.02		
1655	STANDARD INSURANCE COMP	11012016	ADMIN LTD	10/17/2016	61.29		
1655	STANDARD INSURANCE COMP	11012016	PD LTD	10/17/2016	149.81		
Total 1655:					463.05		
10530	Staples Business Advantage	3317732172	PD Office Supplies	10/08/2016	84.84		
10530	Staples Business Advantage	3317732173	PD Office Supplies	10/08/2016	62.99		
10530	Staples Business Advantage	3318321771	PD Office Supplies	10/15/2016	78.90		
Total 10530:					226.73		
12029	Tuliszewski, Greg	10252016	IACP Conference	10/25/2016	50.88		
Total 12029:					50.88		
3810	Upper Yampa Water Conservancy	1087	2nd half Yamcolo Water Storage	10/21/2016	11,586.00		
Total 3810:					11,586.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Date Paid	Voided
7070	USA BlueBook	075842	WTP - R&M - 4FV	10/03/2016	113.44		
Total 7070:					113.44		
3970	W.P.C.I.	0039860-IN	Random CDL drug testing Pool m	10/21/2016	100.00		
Total 3970:					100.00		
12287	Wild Goose Coffee at the Granary	000011	Town Manager recruitment	10/22/2016	19.25		
12287	Wild Goose Coffee at the Granary	10.21.16	Town manager recruitment	10/21/2016	104.25		
Total 12287:					123.50		
6085	Xerox Corporation	086562328	ADMIN COPIER/PRINTER	10/11/2016	285.12		
6085	Xerox Corporation	086562329	PD COPIER/PRINTER	10/11/2016	279.05		
Total 6085:					564.17		
4010	Yampa Valley Electric	0401OCT16	PD electric 660020401	10/18/2016	338.81		
4010	Yampa Valley Electric	1002OCT16	Dry Ck Lift electric 720021002	10/19/2016	199.09		
4010	Yampa Valley Electric	1401OCT16	Seneca Hill electric 660021401	10/18/2016	130.63		
4010	Yampa Valley Electric	3101OCT16	Poplar St Park electric	10/17/2016	292.25		
4010	Yampa Valley Electric	3202OCT16	Airport Lift Station electric 660013	10/18/2016	229.16		
4010	Yampa Valley Electric	3406OCT16	Town Hall 80% 740003406	10/19/2016	342.74		
4010	Yampa Valley Electric	3406OCT16	Rec electric 20% 740003406	10/19/2016	85.69		
4010	Yampa Valley Electric	3501OCT16	Poplar St Pond electric 73001350	10/17/2016	122.91		
4010	Yampa Valley Electric	5501OCT16	W Jefferson park electric 7200155	10/19/2016	52.11		
4010	Yampa Valley Electric	6002OCT16	Community tree electric 76001600	10/19/2016	28.94		
4010	Yampa Valley Electric	6201OCT16	Shop electric 760016201	10/19/2016	165.09		
4010	Yampa Valley Electric	7601OCT16	Lakewood Dr Park electric 78001	10/17/2016	28.60		
4010	Yampa Valley Electric	7702OCT16	Sewer plant electric 760007702	10/19/2016	4,888.62		
4010	Yampa Valley Electric	7802OCT16	Water plant electric 660007802	10/18/2016	1,762.05		
4010	Yampa Valley Electric	8001OCT16	Washington @ Ash electric 70000	10/17/2016	94.35		
4010	Yampa Valley Electric	8103OCT16	City park electric 730008103	10/17/2016	77.72		
4010	Yampa Valley Electric	8803OCT16	Golden Meadows electric	10/17/2016	792.13		
4010	Yampa Valley Electric	8901OCT16	Hospital Hill electric 720008901	10/19/2016	30.57		
4010	Yampa Valley Electric	9402OCT16	Key Pump Station electric 730009	10/17/2016	41.88		
4010	Yampa Valley Electric	9902OCT16	Crandall Pump House electric 720	10/19/2016	523.00		
Total 4010:					10,226.34		
Grand Totals:					69,561.09		

Report Criteria:

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



Town Council Agenda Item

MEETING DATE: November 3, 2016

AGENDA ITEM TITLE: Town Council Meeting Schedule

AGENDA SECTION: Consent Item

PRESENTED BY: Greg Tuliszewski, Chief of Police and Interim Town Manager

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW: The Town of Hayden Home Rule Charter presented the Charter to the citizens of the Town of Hayden, Colorado. The Charter was prepared by the nine elected members of the Commission in accordance with Article XX of the Colorado Constitution and the Municipal Home rule Act of 1971. The Town of Hayden Home Rule Charter was adopted by the citizens on July 21, 2009.

Article 2 – Town Council Section 2-10 Meetings of Town Council (a) Regular Meetings. The Town Council shall schedule a regular meeting at least once each month at a day, hour and place to be fixed by the Council. Adopting the 2016 schedule by motion meets the requirement for the Town Council to fix a day, hour and place for a regular meeting.

RECOMMENDATION: Move to adopt the 2017 Town Council Meeting Schedule as presented.

MANAGER'S RECOMMENDATION: I concur with the recommendation.

TOWN COUNCIL
MEETING DATES 2017

January 5
January 19
February 2
February 16
March 2
March 16
April 6
April 20
May 4
May 18
June 1
June 15
July 6
July 20
August 3
August 17
September 7
September 121
October 5
October 19
November 2
November 16
December 7
December 21

Meetings will be located at Hayden Town Hall Council Chamber
7:30 p.m.

Reference: Town of Hayden Home Rule Charter
Section 2-10 Meetings of Town Council



Town Council Agenda Item

MEETING DATE: November 3, 2016

AGENDA ITEM TITLE: Recommendation to approve the appointment of Cassie Turnipseed to a vacant position and the Parks and Recreation Board.

AGENDA SECTION: Consent Agenda

PRESENTED BY: Jill Delay

CAN THIS ITEM BE RESCHEDULED: Preferably not

BACKGROUND REVIEW: The Hayden Parks and Recreation Board voted to recommend to the Town Council that Cassie Turnipseed be appointed to the board to fill the remainder of Leslie Hockaday's vacant position expiring 12/31/2017. Please see her letter of interest attached. The Board believes Cassie will be a dedicated, working board member and that her contributions will help further improve our programs and activities.

MANAGER'S RECOMMENDATION/COMMENTS: I would recommend that the Town Council approve and appoint Ms Turnipseed to the Hayden Parks and Rec Board. I believe she will be an assets and assist the Board in it's goals, objectives and activities.



Town Council Agenda Item

MEETING DATE: November 03, 2016

AGENDA ITEM TITLE: Communications Board Representative Appointment

AGENDA SECTION: Consent

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Yes but not recommended

BACKGROUND REVIEW:

Per the IGA with Routt County Communications, the Town Council of Hayden is requested to appoint yearly a representative and an alternate to attend the meetings of the Com Board, to provide input and to assist in policy decisions as they relate to Emergency Responder Communications.

Chief Tuliszewski has served as the Town's ComBoard representative for the past two years and as the head of the Town's public safety department is qualified to serve in this position.

Notice of the Town's appointment must be made in writing and delivered to the Routt County Board and to the Routt County Director of the Communications Department by January 5th annually.

RECOMMENDATION:

Move to appoint Chief Tuliszewski as the representative for the Routt County Communications Advisory Board for the 2017 year, with no alternate at this time.

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



Town Council Agenda Item

MEETING DATE: November 3, 2016

AGENDA ITEM TITLE: Approval of Marijuana Cultivation License – Emerge Farms, LLC

AGENDA SECTION: New Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND REVIEW:

The applicant, Emerge Farms, LLC submitted an application to cultivate marijuana in a 9,484 square foot two story warehouse located at 401 and 411 Capital Street. The application is complete and all application requirements:

- A. Pre-application meeting complete
- B. Identification submitted in accordance with C.R.S. 42-2-302
- C. Name, address, date of birth and identifying information for background checks
- D. Colorado Bureau of Investigation successfully completed with fingerprint cards. There was not any criminal activity found which would prevent the issuance of a marijuana license.
 - a. Randall William Hannaway
 - b. Steven Karl Herron
 - c. Kevin Patrick Dietrich
 - d. Michael Don McCannon
- E. Certificate of Good Standing for Emerge Farms, LLC from the Office of the Secretary of State of the State of Colorado was provided and verified.
- F. A copy of a deed reflecting the applicant's ownership of, or a lease reflecting the right of the applicant to possess, the proposed licensed premises with authorization to use the property for a marijuana cultivation facility.
- G. Evidence of the issuance of a valid Town of Hayden Excise license.
- H. A clear legible "to scale" diagram of the proposed licensed premises.
- I. A comprehensive operation plan for the cultivation facility that contains, a description of the security provisions and systems meeting the requirements of Section 5.22.110(E), and exterior lighting plan, description of the cultivation activities, including without limitation, the area in which plants will be grown, a description of the ventilation and odor filtration system for the premises as required by Section 5.22.110(D), a description of the automatic fire suppression system required by applicable building and fire codes, and a map drawn to scale indicating land uses of other properties within a 500 foot radius of the property seeking a license. The map

- shall depict the proximity to the property to any school, park or commercial child care center.
- J. Consideration for a Condition Use Permit by the Planning Commission was deliberated on September 8, 2016. The Planning Commission recommended the approval of the Conditional Use Permit to the Town Council with conditions.
 - K. Town Council reviewed the Planning Commission recommendation October 6, 2016 after a Public Hearing to receive comments and concerns from the public. A notice was published in the Steamboat Pilot September 18, 2016 and a Mail Notice to surrounding properties was mailed for receipt September 18, 2016. Notice sign was posted at the property September 18, 2016. No comments or concerns were received from the public. Town Council approved the Conditional Use Permit October 6, 2016 with conditions (1) Approval of a Building Permit (2) State of Colorado Marijuana Cultivation License (3) Approval of Town of Hayden Marijuana Cultivation License. Building Permit has been issued, waiting for completion of project and Certificate of Occupancy. State of Colorado Marijuana Cultivation License has been issued and verified. Town Council will consider November 3, 2106 to the issuance of a Marijuana Cultivation License.
 - L. Emerge Farms, LLC has paid the Marijuana Cultivation License fee of \$2500.00.
 - M. Emerge Farms has meet the conditions as required by the Town of Hayden's ordinance as it pertains to the issuance of a Marijuana Cultivation License

RECOMMENDATION: Move to approve the issuance of a Marijuana Cultivation License with the following conditions (1) a Certificate of Occupancy is received finalizing the Building Permit (2) Local Authority Inspection to determine compliance of the premises and applicable requirements of Chapter 5.22 Town Code. To include but not limited to, required security provisions and systems, exterior lighting plan, ventilation and odor filtration system, fire suppression system and acceptable signage.

MANAGER'S RECOMMENDATION: I concur with Staff's recommendation of the issuance of a Marijuana Cultivation License to Emerge Farms LLC

Hayden

MARIJUANA CULTIVATION FACILITY LICENSE APPLICATION

New License

License Renewal

It is unlawful for any person, group of persons or entity to cultivate more than twelve (12) marijuana plants on any premises without first having obtained the license required by the Hayden Municipal Code ("Code"), regardless of whether such plants are grown individually or co-operatively, for wholesale, personal use or for provision to another, as a commercial enterprise, as a caregiving enterprise or for purely personal use, and regardless of any other factor(s) concerning such cultivation;

"Applicant" is the legal name of the individual or business entity that will hold the license, if approved.

Applicant is applying as (attach organizational documents):

Corporation

Individual

Partnership

Limited Liability Company

Association or Other

Applicant Name: Emerge Farms LLC

Trade Name of Establishment (doing business as): N/A

Applicant Contact Name (please print): Michael Don McCannon, *sole member/manager of Emurge Capital Holdings LLC, which is the manager and a majority member of Emurge Farms LLC*

Address of Proposed Cultivation Facility:

401 & 411 Capital Street Hayden CO 81639
Street Address Town State Zip Code

Business Mailing Address (if different from above):

P.O. Box 1420 Hayden CO 81639-1420
Street Address Town State Zip Code

Business Phone: (720) 273-7223 Emergency Phone: (970) 389-6745

Business Email Address: mike@mccannon.com Website Address: emurgefarms.com (under construction)

State Marijuana License No.: In process (if known, at time of application) FEIN No.: 81-1871834

If Applicant is an individual, please complete the following:

Home Address:

N/A
Street Address Town State Zip Code

Social Security Number * (last four digits only): N/A Date of Birth: N/A

Driver's License Number: N/A Jurisdiction that issued Driver's License: N/A

If Applicant is a corporation, partnership, association or limited liability company, please list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS, MANAGERS, AND STOCKHOLDERS, AS APPLICABLE TO THE PARTICULAR ENTITY. If necessary, provide additional information on a separate sheet.

The Applicant and each individual listed below must submit a complete set of fingerprints and an executed Investigation Authorization / Authorization to Release Information Form.
(Not required for renewals unless there are amendments.)

NAME	HOME ADDRESS, CITY, STATE, ZIP	DOB	POSITION/TITLE	LAST 4 DIGITS OF SSN #*
Michael Dan McInnes	7103 East Jefferson Dr., Denver CO 80237	4/21/1951	Member/Manager of Emerge Capital Holdings LLC, Member/ Manager of Emerge Farms LLC	0634
Kevin Patrick Danks	85 5 th St. #309, Steamboat Springs, CO 80187	4/18/1980	Member/Manager of Rust Belt Holdings LLC, member of Emerge Farms LLC	9309

The Applicant shall present for recording one (1) of the following forms of identification:

- An identification card issued in accordance with Section 42-2-302, C.R.S.;
- A valid Colorado driver's license;
- A valid driver's license containing a picture issued by another state;
- A United States military identification card;
- A valid passport; or
- An alien registration card.

Did the Applicant meet with Town staff for at least one pre-application meeting? Yes No

Date of the Pre-application meeting(s): 2/22/2016

Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement? Yes No

Ownership Lease Other (explain in detail): _____

If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:

Landlord	Tenant	Expires
<u>Morgan Creek LLC</u>	<u>Emerge Farms LLC</u>	<u>9/30/2021</u>

Building Owner's Mailing Address:

P.O. Box 1390 Hayden CO 81639-1390
Street Address Town State Zip Code

Contact Phone Numbers: Steven Herron, property owner/landlord (719) 661-1141

If premises are leased, attach a written notarized statement from the owner of the property authorizing the use of the property for a marijuana cultivation facility.

Please note that maintenance of complete books and records of the above business accounting is an ongoing obligation of a licensee and that such records are subject to review and audit by the Town. All records must be kept in a legible manner and must be preserved and made available for inspection by the Town for a period of three (3) years after the date of the occurrence and/or transaction.

Is this proposed premises to be licensed within 500 feet of any public or parochial school or the principal campus of any college, university, or seminary; any public park; or any commercial child care center (for initial applications only)?

Yes No

Is this proposed premises to be licensed located in a residential zoning district? Yes No

Locational restrictions apply both to new applications and to applications to re-locate existing licenses.

Has the Applicant paid the application licensing fees to the State Licensing Authority in connection with their review of the application, if applicable? Yes No

On-site manager information: Name: <u>Kevin Patrick Dietrich</u>			
Home Address: <u>35 5th Street #309 Steamboat Springs CO 80487</u>			
Street Address		Town	State Zip Code
Business Cell Phone Number: <u>970-389-6245</u>		Email Address: <u>Kevin@mybrokers.com</u>	
Social Security Number * (last four digits only): <u>9309</u>		Date of Birth: <u>4/18/1980</u>	
Driver's License Number: <u>04-112-0650</u>		Jurisdiction that issued Driver's License: <u>Colorado</u>	

Is the business a change of use or occupancy for this location? Yes No

Will there be ANY remodeling or building alterations? Yes No

Does the Applicant have a comprehensive operation plan? Yes No

A comprehensive operation plan must be attached and contain, at a minimum, the following:

- A description of the security provisions and systems meeting the requirements of Section 5.22.110.E. of the Hayden Municipal Code ("Code") and
- An exterior lighting plan; and
- A description of the cultivation activities, including without limitation, the area in which plants will be grown, a description of the ventilation and odor filtration system for the premises, if required by Code Section 5.22.110.D, and a description of the automatic fire suppression system, if required by applicable building and fire codes.

Oath of Application		
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 and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Hayden Municipal Code and all rules and regulations which govern this application and marijuana cultivation facilities. I further acknowledge that it is my responsibility to provide the Town with amendments to this application in the event that any information changes after the date of application.		
Authorized Signature	Printed Name and Title	Date
	Michael Don Moran sole member/manager of Emerge Capital Holdings, LLC, which is member/manager of Emerge Farms LLC	6-22-16

* Will be maintained by the Town as confidential, not available for public inspection, pursuant to C.R.S. 24-72-3-102.

Hayden

**MARIJUANA CULTIVATION FACILITY LICENSE
Indemnification Agreement and Affidavit of Acknowledgement**

Name of Applicant:	<i>Emerge Farms, LLC (a/o Michael Don McElhannon)</i>
Business Name:	<i>Emerge Farms, LLC</i>
Proposed Location:	<i>409 1/2 Mill Capital Street, Hayden CO 81639</i>

As an Applicant for a Marijuana Cultivation Facility License individually or on behalf of an entity, I on my behalf or on behalf of the entity for which I am applying, hereby acknowledge and agree to the following (please initial):

MM I have obtained and examined a copy of the following provisions of the Hayden Municipal Code ("Code"): Chapter 5.22; Article 14 of Title 16. These Code provisions govern the location and operation of marijuana cultivation facilities in the Town of Hayden and I agree to abide by and conform to these provisions and to any and all conditions lawfully placed on the Marijuana Cultivation Facility License.

MM I understand that by accepting a License issued pursuant to the Code, the licensee waives any claim concerning, and releases the Town, its officers, elected officials, employees, attorneys and agents from any liability for injuries or damages of any kind that result from any arrest or prosecution of business owners, operators, employees, clients or customers of the licensee for any violation of state or federal laws, rules or regulations.

MM I understand that by accepting a License issued pursuant to the Code, the licensee, jointly and severally if more than one, agree to indemnify, defend and hold harmless the Town, its officers, elected officials, employees, attorneys, agents, insurers and self-insurance pool against all liability, claims and demands on account of any injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever arising out of or in any manner connected with the operation of the medical marijuana dispensary business that is the subject of the license.

MM I understand that the issuance of a License pursuant to the Code shall not be deemed to create an exception, defense or immunity for any person in regard to any potential criminal liability the person may have under state or federal law for the cultivation, possession, sale, distribution or use of marijuana.

MM I understand that the Applicant and the employees of the Applicant of the marijuana cultivation facility may be subject to prosecution under federal marijuana laws.

MM I understand that compliance with applicable provisions of the Colorado Medical Marijuana Code, Article 43.3, Title 12, C.R.S., and the Colorado Retail Marijuana Code, Article 43.4, Title 12, C.R.S., is also required.

MM I understand that if a marijuana cultivation facility license is issued, it is valid for a period of one (1) year from the date of issuance.

Applicant's Signature	Date
<i>Michael Don McElhannon</i>	<i>6-22-16</i>

Hayden

MARIJUANA CULTIVATION FACILITY LICENSE
Property Owner Affidavit

Name of Applicant:	Emerge Farms LLC, a Colorado limited liability co.	
Business Name:	Emerge Farms LLC	
Proposed Business Location:	401 Capital Street, Hayden, CO 81639-1420	
Property Owner's Printed Name		

LAST <u>Herron</u>	First <u>Steven</u>	Middle <u>Karl</u>
as Member/Manager of Hayden Morgan LLC, a CO LLC, the Member/Manager of Morgan Creek LLC is.		

I, Steven Karl Herron hereby state that I am the owner of record of the property located at 401 Capital Street, Hayden, CO 81639 Hayden, Colorado, and further acknowledge that by signing this affidavit I authorize the submission of the application and the use of the property for a marijuana cultivation facility.



 Signature of Property Owner
 Date 5/31/2016
Member/Manager
 Title of signor, if on behalf of an entity

State of Colorado
 County of Rock

Sworn to before me this 31st day of May, 2016, by Steven Karl Herron, as Member/Manager of Hayden Morgan LLC, a Colorado limited liability company, the Member/Manager of Morgan Creek LLC, a Colorado limited liability company.

Notary Public 

(Seal)
 My commission expires: 1/12/2019

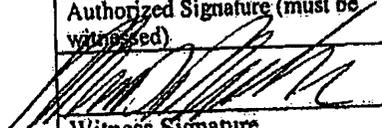
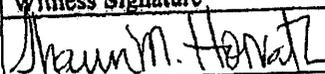
JOHN P HOLLOWAY JR
NOTARY PUBLIC
STATE OF COLORADO
 NOTARY ID 19924000430
 MY COMMISSION EXPIRES JANUARY 12, 2019

Hayden

INVESTIGATION AUTHORIZATION/AUTHORIZATION TO RELEASE

I, Michael Don McCarron, as an authorized agent for the Applicant, hereby authorize the Town of Hayden, Colorado ("Town") to conduct a complete investigation into my personal background, using whatever legal means they deem appropriate. I hereby authorize any person or entity contacted by the Town to provide any and all such information deemed necessary by the Town. I hereby waive any rights of confidentiality in this regard. I understand that by signing this authorization, a financial record check may be performed. I authorize any financial institution to surrender to the Town a complete and accurate record of such transactions that may have occurred with that institution, including, but not limited to, internal banking memoranda, past and present loan application, financial statements and any other documents relating to my personal or business financial records in whatever form and wherever located. I understand that by signing this authorization, a financial record check of my tax filing and tax obligation status may be performed. I authorize the Colorado Department of Revenue to surrender to the Town a complete and accurate record of any and all tax information or records relating to me. I authorize the Town to obtain, receive, review, copy, discuss and use any such tax information or documents relating to me. I authorize the release of this type of information, even though such information may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Town to obtain and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding). I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal laws.

The Town reserves the right to investigate all relevant information and facts to its satisfaction. I understand that the Town may conduct a complete and comprehensive investigation to determine the accuracy of all information gathered. However, the Town shall not be held liable for the receipt, use, or dissemination of inaccurate information. I, on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the Town, its agents and employees for any damages resulting from any use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclose, or publication of this material or information. Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Town, shall be accessible to law enforcement agents of this or any other state, the government of the United States, or any foreign country.

Authorized Signature (must be witnessed)	Print Name	Title	Date
	Michael Don McCarron	sole Member/Manager of Emerge Capital Holdings LLC, which is Member/Manager of Emerge Farms LLC	
Witness Signature	Witness Printed Name	City	State
	Shawn M. Horvath	Glendale	Colorado

Signature of Town agent presenting Request:		Date:
Shawn M. Horvath		
Witness Signature	Witness Printed Name	City
[Signature]	Michael Don McManon	Colorado
Print Name of Applicant - Print	Title	Date
Michael Don McManon	Member/Manager of Energy Farms LLC	

Energy Farms LLC

- 1) I/We hereby authorize and request all persons to whom this request is presented having information relating to or concerning the applicant named below to furnish such information to a duly appointed agent of the Town of Hayden ("Town"), whether or not such information would otherwise be protected from the disclosure by any constitutional, statutory, or common law privilege.
- 2) I/We hereby authorize and request all persons to whom this request is presented having documents relating to or concerning the above named applicant to permit a duly appointed agent of the Town to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
- 3) I/We hereby authorize and request the Colorado Department of Revenue to permit a duly appointed agent of the Town to obtain, receive, review, copy, discuss and use any such information or documents relating to or concerning the above named applicant, whether or not such information or documents would otherwise be protected from disclosure by any constitutional, statutory, or common law privilege.
- 4) If the person to whom this request is presented is a brokerage firm, bank, savings and loan, or other financial institution or an officer of the same, I/We hereby authorize and request that a duly appointed agent of the Town be permitted to review and obtain copies of any and all documents, reports or correspondence pertaining to me/us, including but not limited to past loan information, notes co-signed by me/us, checking account records, savings deposit records, safe deposit box records, passbook records, and general ledger folio sheets.
- 5) I/We do hereby make, constitute, and appoint any duly appointed agent of the Town, my/our true and lawful attorney in fact for me/us in my/our name, place, stead, and on my/our behalf and for my/our use and benefit. To request, review, copy, sign for, or otherwise act for investigative purposes with respect to documents and information in the possession of the person to whom this request is presented as I/We might:
- a. To name the person or entity to whom this request is presented and insert that person's name in the appropriate location in this request; and
- b. To place the name of the agent presenting this request in the appropriate location on this request.
- 6) I grant to said attorney in fact full power and authority to do, take, and perform all and every act and thing whatsoever requisite, proper, or necessary to be done, in the exercise of any of the rights and powers herein granted, as fully to all intents and purposes as I/We might or could do if personally present, with full power of substitution or revocation, hereby ratifying and confirming all that said attorney in fact, or his substitute or substitutes, shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers herein granted.
- 7) The power of attorney ends twenty-four (24) months from the date of execution.
- 8) The above named applicant has filed with the Town an application for a Marijuana license. Said applicant understands that it is seeking the granting of a privilege and acknowledges that the burden of proving its qualifications for a favorable determination is at all times on the applicant. Said applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action of financial loss, which may result from action with respect to this application.
- 9) I/We do, for myself/ourselves, my/our heirs, executors, administrators, successors, and assigns, hereby release, remit, and forever discharge the person to whom this request is presented, including reasonable attorneys' fees arising out of or by manner or actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the applicant ever had, now has, may have, or claims to have against the person to whom this request is being presented or his agents or employees arising out of or by reason of complying with the request.
- 10) I/We agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.
- 11) A reproduction of this request by photocopying or similar process shall be for all intents and purposes as valid as the original.

Applicant's Request to Release Information

Hayden

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Emerge Farms LLC

is a

Limited Liability Company

formed or registered on 02/11/2016 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20161104145 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 06/27/2016 that have been posted, and by documents delivered to this office electronically through 06/28/2016 @ 10:07:03 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 06/28/2016 @ 10:07:03 in accordance with applicable law. This certificate is assigned Confirmation Number 9717106 .



A handwritten signature in cursive script that reads "Wayne W. Williams".

Secretary of State of the State of Colorado

*****End of Certificate*****
Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

LEASE AMENDMENT

This Lease Amendment ("Amendment") is made this 28th day of June, 2016, between Morgan Creek LLC, a Colorado limited liability company ("Lessor") and Emerge Farms LLC, a Colorado limited liability company ("Lessee").

RECITALS

WHEREAS, Lessor and Lessee executed a Commercial Lease (the "Lease") on May 31, 2016 that leases the improvements, FF&E, and real property legally described as:

Lot 28 and Lot 29, Valley View Business Park, in Routt County, Colorado.

Also known as: 401 and 411 Capital Street, Hayden, CO 81639.

WHEREAS, the start of the Lease's term was to be effective October 1, 2016; and

WHEREAS, Lessor and Lessee desire to amend the Lease to change the effective start date, so that Lessee has immediate possession of the Premises as of today, June 28, 2016.

Now therefore, in consideration of the mutual covenants herein contained, and with each of the parties hereto intending to be legally bound hereby, it is agreed as follows:

AGREEMENT

1. **AMENDMENT.** Sections 2(a) and 2(b) of the Lease shall be deleted in their entirety and replaced with the following:
 - 2(a) **Term.** The term of this Lease shall commence immediately, upon execution of this Amendment on June 28, 2016 by Lessor and Lessee, and shall continue until September 30, 2021, subject to earlier termination pursuant to the terms and provisions hereinafter provided, and subject to the possible extension of this Lease as provided in Subsection 2(c). In the event that both parties agree that the term shall start on a different date, the parties shall execute an amendment to this Lease in writing that states the new term.
 - 2(b) **Possession.** Possession of the Premises shall be delivered from Lessor to Lessee immediately upon execution of this Amendment by Lessor and Lessee.
2. **CONFIRMATION.** Lessor and Lessee hereby confirm and ratify all other terms and conditions of the Lease and agree that the terms and conditions of such as modified by this Amendment shall apply during the remaining term of the tenancy.

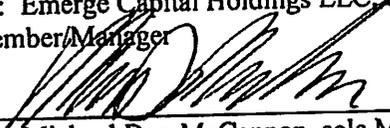
3. **BINDING EFFECT.** This Amendment shall be binding upon Lessor and Lessee and all of their successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Amendment, as of the day and year first appearing above.

~~LESSOR: MORGAN CREEK LLC, a Colorado limited liability company
By: Hayden Morgan LLC, a Colorado limited liability company, its Member/Manager~~

~~By: Steven Kay Herron, sole Member/Manager of Hayden Morgan LLC~~

LESSEE: EMERGE FARMS LLC, a Colorado limited liability company
By: Emerge Capital Holdings LLC, a Colorado limited liability company, its
Member/Manager


By: Michael Don McCannon, sole Member/Manager of Emerge Capital Holdings LLC



Town Council Agenda Item

MEETING DATE: November 3rd, 2016

AGENDA ITEM TITLE: Accept the 2015 Annual Audit Report and 2015 Single Audit Report

AGENDA SECTION: New Business

PRESENTED BY: Greg Tuliszewski

CAN THIS ITEM BE RESCHEDULED: No

BACKGROUND REVIEW:

Each year, per Colorado statutes, the Town has an audit conducted to identify that the Town is following GASB requirements which are sound accounting practices by governmental bodies. Additionally in accordance with the Federal Single Audit Act of 1984 all non-Federal entities that expend \$500,000 or more of Federal awards in a year the Town auditors conducted a Single Audit Act Report. In 2014 the Town Council hired the accounting firm of Hinton Burdick, PLLC to replace Chris Catterson, the Town's auditor for the 12 prior years. Representing Hinton Burdick, PLLC was Mike Spilker, a certified public accountant with over 25-years auditing experience. The completed 2015 Audit Report and the 2015 Single Audit Act Report are attached and have been submitted to the State per statutory requirement.

RECOMMENDATION:

Move to accept the Annual Financial Report for the Year Ended December 31, 2015 and the Single Audit Act Report for the Year Ended December 31, 2015.

MANAGER'S RECOMMENDATION/COMMENTS:

I concur with the recommendation. The auditor did make some recommendations and findings during the audit and most of these recommendations are being addressed by the hiring of CliftonLarsonAllen, CPA's, by dividing the responsibilities for accounts payable, accounts receivable. Hinton Burdick noted in their review that some of their recommendations from the 2014 Audit have either been addressed completely or that improvements in the financial systems were made. Town staff and CLA will continue working together to address each of Hinton Burdick's recommendations.



Memorandum

To: Hayden Town Council and
Chief Greg Tuliszewski, Acting Town Manager

From: Ross Culbertson, Hayden Planning Consultant

Date: October 27, 2016

Re: Hayden Planner's Report – October 2016 Planning Activities

This Memo is provided as a re-occurring Report of monthly Planning activities. Its purpose is to inform Councilmembers and the Town Manager of active planning related items coordinated by RGA as Town Planners for the Town of Hayden. The items presented include Planner of the Day Coordination, Pre-Planning/Pre-Application Meetings, and Current Land Use Applications as of 10/28/2016.

Planner of the Day (POD) Phone & Email Project Inquiries:

POD consists of receiving resident, consultant, or development stakeholder calls and emails for project/property research and or requiring planning related responses. Staff tracks POD activities with a phone log and tracking spreadsheet reflecting Planner "On-Call" times of **Mondays (8am-12 Noon), Wednesdays (1pm-4pm) and Fridays (8am-12 Noon).**

POD Activities from **10/1/16 to 10/27/16** = Estimated at **10** inquiries with **2** Pre-Discussion Meetings.

Staff has had preliminary due-diligence discussions with applicants over the following proposed large scale projects (Note due to Client Confidentiality, general project type is listed):

- **RV Repair Shop** at 150 N 2nd Street. A business owner desired to reuse the existing car repair facility on the property for RV repairs and include 1-3 on-site RV hook-ups for customer overnight stay. Additionally the property contains 3 non-conforming/inhabitable residential structures that would best serve the town to be removed if new commercial activity occurs on the property. Staff worked with the interested business owner however Commercial Zoning does not permit the on-site RV Park use. Overnight RV hookups could be applied for commercial patrons only and not public use. However, to situate the property for the highest and best use, the condemned structures would need to be removed with future site plan development. Staff has not received further direction from the applicant in pursuit of this development proposal.
- **Architectural Requirements at Valley View Business Park.** Potential buyer of an Industrial Lot at VVBB inquired as to architectural building requirements and zoning standards for new marijuana grow facility. Staff has worked with the applicant before in vetting potential lots and facilities for housing MJ facility.

Pre-Application Submittals & Conferences

- Pre-Application Conferences are a semi-formal project reviews requiring a fee of \$250 and scheduled as one-on-one time with Staff by phone or in-person at Town Hall on **Thursday's (10am-4pm)**. These meetings are intended for staff to work with applicants on specific development items and coordination steps prior to a formal submittal and project review.
- **Pre-App Meeting Held on 10/6/16** regarding **Rezoning of 15 to 30 Acres of Dry Creek Village from RLD to MHD.** Staff discussed with Development Team desire to rezone Dry Creek Property from RLD to MHD for a Manufacture Home Park. The original Dry Creek Village Plat indicates the proposed area is included in the overall plat and not yet

subdivided for immediate development. Applicant evidenced marketing documents that the area can be developed if property is owned by the Bank. Regardless, the property needs to be Replatted. All separate ownerships to sign on both Rezoning and Plat applications. Town Manager and Planning Staff have tentative support for the proposed rezoning. The area was designed/preliminary platted for the continuation of single family residential homes and not manufactured/mobile homes. Rezoning to MHD would affect adjacent higher-end residential property values and would discourage marketing to quality builders for higher priced homes. Planning Staff suggested an alternative site to the northwest having street access from Crandell Avenue to be better suited for an enclosed Mobile Home/Manufactured Home Park. The Development Team presented a marketing brochure indicating desire to implement a quality development for the community. Follow-up is needed to determine plat issues on the original proposed property and if they could buy the adjacent land better suited for the project.

NOTE: Due to Planning Cost over-runs in August-September 2017; planning staff would like to propose and gain Town Manager and Town Council feedback on discontinuing open-ended planning/POD activities and start a 1hour limit to Planning POD and PRE-APP due-diligence research. Any phone, email, or in-person property investigation or planning process research over the 1 hour limit will be required to go through a formal Pre-Application Meeting Process with required \$250.00 fee to accommodate staff time instead of passing time to General Planning budgets.

Current Planning Project Status

Staff is utilizing a spreadsheet system to track project planning reviews, coordinated Referral Agency comments, applicant returns, and anticipated approval dates before the Planning Commission and Town Council. Below is a synopsis of current planning projects:

Annexations

None this month

Zoning

None this month

Conditional Use Permit

*Emerge Farms CUP – PC recommended approval of 3rd Marijuana Cultivation Facility on 9/8. TC held Public Hearing and approved CUP on 10/6. **Project Completed***

Plats

*F&P Warehouse Addition Replat/Minor Plat (AKA Hayden Green Grow) – Applicant submitted project on 10/21 and Staff made a Completeness Review on 10/24 requiring items from the Minor Plat Checklist. Items were turned and Staff coordinated Referral Agency Review and initiated the Public Hearing Notification process for publication on 10/30. Project is pending 1st Review Comments from all Agencies. Town Staff (Town Manager, Planning, & Town Clerk are accommodating a “Special Called” Planning Commission Meeting on November 15th to hear and recommend on this plat with future approval actions by Town Council on the November 17th. **Project in Process***

Site Plans

*Bear River Inn – Staff is awaiting new Site Plan items to review. Project scope changed from a Hotel/Inn and Restaurant to an 8-10 unit apartment building. Staff needs new deposit from applicant to continue a new review. **Project Inactive/Project in Process***

Variances

None this month

NOTE: RGA has applied a new billing code (1060.0001:04) to track planner's time associated with Building Permits, Plot Plan Reviews, and Certificates of Occupancy Review. Although this billing is tied to RGA's contractual General Planning accounts (i.e. 1060.0001:01), itemizing Building Permit time and coordination separately will help evidence to Town Leaders quantity and quality of planning time associated with review and approving construction activities.

Building Permits = 2

1. 16HAY-00042_159 N. Poplar – Planning Staff approved a BP for an Accessory Building “Art Studio” within a residential lot on 10/11. **Project Completed.**
2. Plot Plan Review_959 Dry Creek South Road. Planning Staff approved a Plot Plan for a new single family residence a building footprint in conformance to RLD zoning setbacks and zoning standards. Future Planning sign-off on a Building Permit submittal is required for project construction. **Plot Plan Completed/Requires Building Permit Approval.**

Building/Site Inspection Activities

None this month

Certificate of Occupancy (CO's) = 3

None this month

Special Planning Projects

1. **Continuation of RGA Preliminary Research for Title 16 Code Update** – Staff is reviewing the Zoning and Subdivision Code to document and earmark specific code items for possible Code Amendments. A full Land Use Code Audit is to commence January 2017, followed by a citizen steering committee/stakeholder meetings, consultant code revision process, and new code adoption.

Should you have any questions about the above referenced projects or have questions about general development issues, contact Ross Culbertson with RGA at rculbertson@rgengineers.com or 303-468-8486.

Ant Contact	Activity Request / Activity Completed	Status	Date Closed
0986, .com	Discussed CUP process and applicable forms to review for MJ Cultivation. Provided direction Pre-App process and contacting Chief Greg for general business introduction	Complete	9/14/2016
361	Discussed general use of Mobile Home District. Research Code and set up Pre-Discussion meeting on 9/15 at Town Hall	Complete	9/14/2016
970-2620 amaciel@msn.com	Discussed general use of Primary and Accessory Dwelling Units. Intent to use adjacent property to house structure. Research Code to determine unit can only be Accessory Dwelling if replatted to 1 lot, not separate lot	Complete	9/19/2016
46-8575	Discussed appropriateness of rezoning unused land in Dry Creek Village from RLD to MHD. Provided Research to Mobile Home code and gave staff perspective to the need and possible support to the rezoning.	Complete	9/19/2016
-0986, .com	Discussed CUP process and applicable forms to review for MJ Cultivation. Provided direction Pre-App process and contacting Chief Greg for general business introduction	Complete	9/14/2016
	Property owner at 137 N 3rd Street complaining about neighborhood nuisance from 154 N 4th Street holding excessive garage sales. Discussed property zoning/setbacks and directed complaint to Police Dept.	Complete	9/26/2016
il.com	Discussed Planning sign-off of CO with Conditions that the owner/developer will bring in a Variance Application to the Town within 1 year to establish on record the 5 foot building pad and building line off the	Complete	9/27/2016
970-846-3483 Cell, 970-879-	Question regarding placement of a studio structure as an accessory dwelling unit as art studio. Discussed zoning req. and setbacks. BP will go thru Planning and BI review/approval. Replat if placing a Accessory DU	Complete	9/29/2016
970-846-3805 or 970-276-	Project was started in 2008 with Aspen Alley Survey but not approved by PC and TC. Researched RGA archived folders and RLD zoning and subdivision code criteria. Set meeting for Friday 10/7 at 11am	Complete	9/30/2016
970-879-6255	Desire to use property as a RV Repair Shop with 4-6 Stalls for RV overnight accomodation. Property is zone Commercial C which does not indicate direct permitting of a RV Park Use. Article 10 does not indicate	Complete	10/1/2016
alf of Karen OuyeSelbe, l	Question regarding code standards for night sky lighting. Emailed Andrea code section 16.02.200 to share with citizen inquiry.	Complete	10/4/2016
@yahoo.com	Joshua has come to understand major foundation and slab issues for reuse of 499 Enterprise. He is seeking to purchase a lot and add new building for MJ Grow	Complete	10/4/2016
970-879-6255, n	Desire to use property as a RV Repair Shop with 4-6 Stalls for RV overnight accomodation. Property is zone Commercial C which does not indicate direct permitting of a RV Park Use. Article 10 does not indicate	Complete	10/1/2016
	Researched Light Industrial District standards. Researched archived plat indicateing lot defination for Lot 38 in Valley View Business Park	Complete	10/4/2016
970-879-6255, n	Kyle indicated it is not cost effective (over \$100K) to remove existing non-conforming structures. Staff indicated property would be conditioned to remove as it is in the Town's best interest to create a truly conforming	Complete	10/12/2016
970-970-276-4283	Karen indicated she was suing Yampa Valley Brewery for damages and cost for planning application and prior contracts on 108 S Walnut building. YVB chose to end contracts and received apporval in 106 B E Jefferson	Complete	10/13/2016
horr@gmail.com	Researched Light Industrial District standards. Sent Email with link to Land Use Code criteria for Industrial Use and specific Valley View Business Park architectural guidelines	Complete	10/14/2016
-9039/Clayton Homes	Clayton Home Representative representing owner of 645 E Lincoln to replace single-wide with double wide manufactured home. Indicated Building Permit is coordinated by Safebuilt. Remove & Replace is	Complete	10/27/2016

4th Comments Out	5th Returned Submittal	5th Referral Comments	5th Comments Out	Staff Completed	PC 2nd & 4th Thurs 7PM	CC 1st R & 3rd Thurs 7PM	CC 2nd H 1st & 3rd Thurs 7PM	Approval/Denial Letter	Status	Description
					6/9/2016	NA	7/7/2016		Approved	PC Recmd App on 6/9, Pending TC App 7/7
					5/26/2016	6/2/2016	6/16/2016		Approved	PC Recmd App Zoning on 5/26, TC 1st Reading 6/2, TC App 6/16
					5/26/2016	6/2/2016	6/16/2016		Approved	PC Recmd App Zoning on 5/26, TC 1st Reading 6/2, TC App 6/16
					8/25/2016	9/15/2016			Approved	PC Recmd App on 8/25, TC approved on 9/15
					9/8/2016	10/6/2016			Approved	PC Recmd App on 9/8, TC Approved on 10/6
					6/9/2016	6/16/2016	7/7/2016		Approved	PC Recmd App on 6/9, TC 1st Reading 6/16, TC App 7/7
					7/28/2016	8/4/2016			Approved	PC Recmd App on 7/28, TC App 8/4
					11/15/2016	11/17/2016				
5/8/2015	5/21/2015				3/12/2015			8/10/2015	Approved	Site Plan is approved, RGA tracking Sign Permit Request to this project
					10/29/2015		11/19/2015		Approved	Planning Staff to follow up on status/completion of CUP Conditions
									Denied	Project on Hold
5/8/2015	5/21/2015				8/25/2016			8/10/2015	Approved	PC App on 8/25
				5/10/2016					Approved	
									Approved	
				5/10/2016				5/6/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				5/10/2016				5/10/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				5/27/2016				5/27/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				6/6/2016				6/6/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				6/9/2016				6/9/2016	Complete	Planning Review Complete, Sent to SAFEBuilt
				6/9/2016				6/9/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				7/7/2016				7/7/2016	Complete	Planning Review Complete, Sent to SAFEBuilt
				8/11/2016				8/11/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				8/17/2016				8/17/2016	Complete	Planning Review Complete, Sent to SAFEBuilt
				9/19/2016				9/19/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				9/12/2016				9/12/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				9/13/2016				9/13/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				9/19/2016				9/19/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				9/27/2016				9/27/2016	Approved	Planning Review Complete, Sent to SAFEBuilt/ Conditioned with VA
									Under Review	Permit Set Reviewed/Approved by Planning, Pending Plat and Photo
				9/27/2016				9/27/2016	Approved	Planning Review Complete, Sent to SAFEBuilt
				9/30/2016				9/30/2016	Approved	Planning Review Complete, Sent to SAFEBuilt

Breann Dale

From: leslie hockaday <leslie81639@yahoo.com>
Sent: Thursday, October 27, 2016 3:56 PM
To: breann.dale@haydencolorado.org
Subject: Pueblo CO Pot- 60 Minutes show airs 11/6/16

Could you please forward this onto the town board members and the chief of police. I know this topic has come up in Hayden numerous times and this is an interesting read. I look forward to watching 60 minutes and learning further on this continually hot topic. Wanted to make sure anyone interested in seeing program knew that it was airing.

Thanks so much!
Leslie Hockaday

A quick read on the impacts of the marijuana industry in Pueblo, Colorado.

Pueblo, CO, will be on 60 MINUTES on Sunday night NOVEMBER 6th, 2 days before the election.

Pueblo, Colorado Portends Grim Future for Marijuana Based Communities

Concerned Citizens Organize to Throw the Industry Out at the Ballot Box

October 27, 2016—Pueblo, Colorado-- The story of Pueblo is a cautionary tale of what happens when County commissioners try to resolve their financial difficulties with tax revenue from marijuana. This small city with a population of 120,000 is a former steel mill town which fell on hard times. It ranks #2 in the state for poverty.

Seventy percent of the counties in Colorado opted out of Amendment 64, which commercialized and legalized marijuana. The city of Pueblo banned retail marijuana, but the county of Pueblo began to give licenses to marijuana grows and retail stores. Pueblo County commissioners saw marijuana as an opportunity to fill empty factories and create jobs. They made the decision against the wishes of most of the county's 160,000 residents.

An influx of 15,000 migrants moved to Pueblo for the drug, and some looking for jobs in the industry. Pueblo now has a tremendous homeless problem. Tent villages are housing newcomers who can't afford or find homes. Social services, soup kitchens and emergency rooms are stressed to the breaking point. So far in 2016, 5800 people have asked the local homeless center for assistance, a 49% increase since 2013. Approximately one-third of county residents, 67,000 are on Medicaid.

Concerned citizens started a campaign, *Citizens for a Healthy Pueblo*, raising concerns about the social costs of public health, traffic safety, crime and teen use. The campaign succeeded in getting two initiatives on the ballot (Prop 200, Prop 300) which will give the citizens a voice on whether or not to allow the marijuana industry to continue to do business in the county. A "yes" vote on both initiatives will end Pueblo's marijuana drug trade. See the *Citizens for a Healthy Pueblo Safety Fact Sheet*.

Parents Opposed to Pot is a 501c3 nonprofit committed to educating parents and other citizens about the dangers of marijuana. The group shares personal testimonies, news and science via social media. Visit poppot.org for more information. Fan them in Facebook @poppotorg. Follow in Twitter @poppotgroup.

Media Contact:

Kimberly Hartke, publicist Parents Opposed to Pot