AGENDA
HAYDEN TOWN COUNCIL SPECIAL MEETING
THURSDAY, MARCH 26, 2020
7:30 P.M.
HAYDEN TOWN HALL – PLEASE NOTE THAT DUE TO COVID-19 PANDEMIC MEETINGS TILL MAY 7, 2020 WILL BE DONE VIRTUALLY VIA ZOOM MEETING WITH THE BELOW INFORMATION:
Join Zoom Meeting
https://zoom.us/j/961559175
Meeting ID: 961 559 175

One tap mobile
+16699009128,,961559175# US (San Jose)
+13462487799,,961559175# US (Houston)

Dial by your location
+1 669 900 9128 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 253 215 8782 US

Meeting ID: 961 559 175

THE TOWN WILL ALSO BE BROADCASTING MEETING ON FACEBOOK LIVE AT THE TOWN'S FACEBOOK PAGE AT https://www.facebook.com/coloradohayden/

*OFFICIAL RECORDINGS AND RECORDS OF MEETINGS WILL BE VIA ZOOM NOT FACEBOOK*

SPECIAL MEETING – 7:30 P.M.
1a. CALL TO ORDER
1b. OPENING PRAYER
1c. PLEDGE OF ALLEGIANCE
1d. ROLL CALL

2. OLD BUSINESS
   Review and Discuss Routt County Board of Health COVID-19 Standing Public Health Order 2020-01 and Standing Public Health Order 2020-02

3. NEW BUSINESS

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.
A. Review and Consider Approval of Natural Path Botanical LLC DOLA Business Grant Award for $10,000

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

5. EXECUTIVE SESSION (if needed)

6. ADJOURNMENT
Recitals

A. Routt County Resolution 2009-018, established the Routt County Public Health Agency, pursuant to C.R.S. § 25-1-506, designating the Board of County Commissioners of Routt County as the Routt County Board of Health ("Board of Health").

B. Public Health has the statutory authority to investigate and control the causes of epidemic or communicable diseases and conditions affecting public health, as well as to establish, maintain, and enforce isolation and quarantine, and to exercise physical control over persons within its jurisdiction as necessary for the protection of public health. C.R.S. § 25-1-506 (3)(b)(V) and (VI).

C. Public Health has the statutory authority to close schools and public places and to prohibit gatherings of people when necessary to protect public health. C.R.S. § 25-1-506.

D. Public Health has jurisdiction for both incorporated and unincorporated Routt County. C.R.S. § 25-1-506(2)(a).

E. The Director General of the World Health Organization has declared that COVID-19 constitutes a Public Health Emergency of International Concern and characterized it as a pandemic. The Secretary of the U.S. Department of Health and Human Services has declared COVID-19 constitutes a public health emergency and on March 13, 2020, the President of the United States declared a National Emergency. On March 10, 2020, Colorado Governor Jared Polis declared a State of Disaster Emergency. The Colorado Department of Public Health and Environment has confirmed that COVID-19 continues to spread throughout the State of Colorado, and community transmission of the illness has been confirmed in Routt County. On March 13, 2020, Routt County declared a local disaster.

F. In consultation with the Routt County Public Health Director and the Routt County Public Health Medical Officer, the Board of Health issues these orders in order to slow the spread of the COVID-19 virus.

G. These actions are some of the most available and effective tools to help slow the spread of the virus in our community – and, importantly, to reduce the number of potential deaths caused by COVID-19. By slowing the spread, we have a chance to protect our family, friends, and neighbors who are at risk for severe illness. In particular, this includes all adults over age 60 and anyone with an underlying health condition.
These actions will limit the cascading impacts on critical services due to high absenteeism if large numbers of workers become ill. This Order and actions will help hospitals, first responders, and other healthcare services continue to provide services for those who need them (along with utilities, human services, and businesses) in the coming weeks and months. Collective action can save lives and is in support of the most vulnerable in our community. The more united we can be in preventing the spread the greater the benefit for the whole community.

NOW, THEREFORE, IT IS ORDERED:

1. This Order is effective within the entirety of Routt County, including all cities and towns within the County.

2. The issuance of this Order is deemed reasonable and necessary for the preservation of the public health, safety and welfare.

3. All short term lodging (30 days or less), including but not limited to hotels, motels, timeshares, short term rentals (including but not limited to rentals done through direct owner to renter contact, a management company, VRBO, AirBNB, or other similar service), bed and breakfasts, lodges, retreats, RV parks, and camping is prohibited. There shall be no new bookings or reservations for stays during the time period in which this Order is in effect. Reservations beginning on or after 08:00 a.m. on March 27, 2020 shall be cancelled, however, businesses are encouraged to cancel earlier reservations if reasonably practicable without stranding travelers.

4. For purposes of this Order, the following are excepted:
   a. Lodging necessary for emergency or quarantine purposes;
   b. Lodging necessary to provide lodging for essential federal, state, county or local personnel, including, but not limited to, essential personnel for the County’s Emergency Operations Center and Public Health Department;
   c. Advocates of Routt County’s domestic violence shelter;
   d. Lodging necessary because it is not safe or possible for a guest to depart from the County; and
   e. Lodging that is occupied by a local worker.

5. **Most Restrictive Standard Controls.** To the extent any State and/or Federal orders or laws are more restrictive than what is set forth herein, such orders control.

6. **Judicial Review.** Any person aggrieved and affected by this Order has the right to request judicial review by filing an action with the Routt County District Court within 90 days of the date of this Order, pursuant to C.R.S. § 25-1-515. However, you must continue to obey the terms of this Order while your request for review is pending.
7. **Penalties.** Failure to comply with this Order is subject to the penalties contained in C.R.S. §§ 25-1-516 and 18-1.3-501, including a fine of up to five thousand ($5,000) dollars and imprisonment in the county jail for up to eighteen (18) months and may subject the person to a civil action for damages.

8. This Order is in effect as of 5:00 p.m. March 24, 2020 and is in effect through April 24, 2020, unless extended or earlier rescinded.

ORDERED THIS 24th day of March, 2020.

**BY THE BOARD OF HEALTH FOR ROUTT COUNTY, COLORADO.**

______________________________
Timothy V. Corrigan, Chair

ATTEST:

_____________________________________
Kim Bonner,
Routt County Clerk and Recorder
A. Review and Consider Approval of Natural Path Botanical LLC DOLA Business Grant Award for $10,000

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NOW, THEREFORE, IT IS ORDERED:

1. This Order is effective within the entirety of Routt County, including all cities and towns within the County.

2. The issuance of this Order is deemed reasonable and necessary for the preservation of the public health, safety and welfare.

3. All individuals within Routt County shall limit their gathering with other individuals who are not in their immediate household. Any gathering of five or more people who are not members of the same household is prohibited. This includes but is not limited to outdoor activities, by way of example and without limitation, walking, hiking, running, or standing. Gatherings of any number of people shall comply with any state or local rules, orders, or guidelines regarding social distancing, including the Social Distancing Requirements set forth herein.

4. All businesses that remain open must meet the following Mitigation Requirements:
   a. Businesses smaller than 1,000 square feet shall limit its customers to no more than five in the business at any one time. The Social Distancing Requirements must be met.
   b. Businesses larger than 1,000 square feet may allow more customers at any one time so long as the Social Distancing Requirements are met and those Requirements are posted in an obvious fashion at each entry to the business.
   c. All businesses must have a cleaning process in place to reduce cross-contamination by customers when using pens, credit card machines, counters, gas pumps, and any other item that is touched by more than one person.
   d. The Social Distancing Requirements include, but are not limited to, while customers are standing in checkout line, while customers are standing in line to enter the business, and while shopping or otherwise conducting their business.

5. Social Distancing Requirements include:
   a. Limiting contact of people at least 6 feet from each other.
b. Limiting contact to less than 10 minutes  
c. Washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer  
d. Covering coughs or sneezes into the sleeve or elbows  
e. Regularly cleaning high-touch surfaces  
f. Not shaking hands

6. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement personnel, daycares, child care and schools, gatherings at governmental meetings and functions, and gatherings necessary for employment are exempt from this Order.

7. **Most Restrictive Standard Controls.** To the extent any State and/or Federal orders or laws are more restrictive than what is set forth herein, such orders control.

8. **Judicial Review.** Any person aggrieved and affected by this Order has the right to request judicial review by filing an action with the Routt County District Court within 90 days of the date of this Order, pursuant to C.R.S. § 25-1-515. However, you must continue to obey the terms of this Order while your request for review is pending.

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ORDERED THIS 24th day of March, 2020.

**BY THE BOARD OF HEALTH FOR ROUTT COUNTY, COLORADO.**

__________________________________________  
Timothy V. Corrigan, Chair

ATTEST:

_______________________________  
Kim Bonner,  
Routt County Clerk and Recorder
Town of Hayden

Town Council Agenda Item

MEETING DATE:  March 26, 2020

AGENDA ITEM TITLE:  Review and Consideration for Approval and Authorization to Sign a Letter of Award under the Business Improvement Grant Program to Natural Path Botanicals LLC in the amount of $10,000

AGENDA SECTION:  New Business

PRESENTED BY:  Mary Alice Page-Allen

CAN THIS ITEM BE RESCHEDULED:  Yes, but not recommended

BACKGROUND REVIEW:  Typically, applications for Business Improvement Grants go to the Economic Development Committee for review and recommendation. Given the current circumstances limiting group meetings, and the need for a timely decision, the Natural Path Botanicals application is being forwarded directly to the Town Council for consideration of an award.

The $10,000 request is supported by a Natural Path Botanicals expenditure of an additional $66,000 to install a CBD isolate extraction processing booth and accompanying fire suppression, HVAC and electrical systems.

RECOMMENDATION:  Council move to approve and authorize the signing of a Letter of Award as written under the Business Improvement Grant Program to Natural Path Botanicals LLC in the amount of $10,000.

MANAGER’S RECOMMENDATION/COMMENTS:  I concur with this recommendation
Business Grant Program Application

Applicant / Business Owner: Steve Herron
Business Name: Natural Path Botanicals

Property Owner (if different):

Mailing Address: 401 Capital St. 81630

Property Address or Project Address (if different):

Best Phone Number to Call: 719 661 1141

Best Email: Steve@Naturalpathbotanicals.com

Total Project Cost: $76,000
Grant Request Amount: $10,000

Detailed description of proposed project:
All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.

Instructions for Site Enhancement Grant Applications:
Make sure to specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from the public streets and access. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
C1D1 Dry Chemical Fire Suppression System

In order to be compliant with OSHA regulations, we are planning on installing a C1D1 booth complete with a dry chemical fire suppression system. The booth is approximately 10 x 12 feet and will be primarily used for CBD isolate extraction using ethanol and pentane. We will have a contractor install all necessary electric, thermal detectors, piping, sprinkler heads, HVAC ductwork, alarms, etc. Please refer to the data sheets attached for further information.

Proposed Project Cost: C1D1 Booth - $53,000
   Fire Suppression - $10,000
   HVAC - $8,000
   Electrical - $5,000
   **Total - $76,000**

Schedule: as soon as a contractor is finalized. We have contacted Tri-county Fire Protection, Western States Fire Protection, Johnson Controls and Interior Sprinkler Systems, Inc.

Natural Path currently employs 20 people, the majority of which live in Hayden. With the investment of C1D1 booth, we plan to hire 2-3 more people.

- Current monthly payroll expense is $92K.
- Expansion will increase monthly payroll expense by approximately $10K.
- Utility usage and job supplies sourced from the local economy will also increase as a result of expansion.
- The addition of the CBD isolate reactors will assist Natural Path in staying competitive in a dynamic market.
- Natural Path has previously invested several million dollars in the development of the flagship Hayden extraction facility.
- Natural Path offers a highly competitive employment package including employer sponsored health care and a commitment to a living wage.
March 26, 2020

Steve Herron via e-mail Steve@naturalpathbotanicals.com
Natural Path Botanicals LLC
1625 Mid Valley Dr Unit 1 PMB 143
Steamboat springs, CO 80487

RE: Business Improvement Grant Program
   Natural Path Botanicals – Equipment Purchase
   401 Capital Street, Hayden

Dear Steve:

In response to your recent application and request, the Town of Hayden (Town) Town Council (Council) has agreed to support your efforts in the amount of $10,000 to assist with the above noted project. We are pleased to make this investment in our local community that will encourage growth, diversity and resilience in the local community.

The Effective Date of the award is the date upon which you accept and approve the terms and conditions of this award as noted below and as indicated by your signature below.

**General Terms & Conditions**

1. This award shall terminate on **May 31, 2020** unless the Town, in its sole discretion, authorizes an extension but in no case shall such award extend beyond **June 30, 2020** (the “Termination Date”).

2. The Awardee named above shall complete the work and any other obligations as described and detailed in the Business Grant Program Application and accompanying materials (Application) and which by its reference is incorporated herein.

3. The Town shall not be liable to compensate the Award for any work performed prior to the Effective Date or after the Termination Date.

4. The maximum amount payable under this award to Property Owner by the Town is $10,000 (Ten thousand and no/100 Dollars). Awardee agrees to provide any additional funds required for the successful completion of the work.

P.O. Box 190
178 West Jefferson Avenue
Hayden, CO 81639
970-276-3741
5. Awardee shall initiate any payment requests by submitting invoices and copies of checks or other evidence of payment of such invoices to the Town no later than May 15, 2020 unless the Town, in its sole discretion, authorizes an extension but in no case shall such extension be authorized beyond June 15, 2020. Upon approval of the payment request and acceptance of the performance of the Property Owner by the Town, the Town shall make payment to the Property Owner within 30 days of receipt thereof.

6. Awarded funds shall be used only for eligible costs identified in the Application. Awardee shall provide all matching or leveraged funds as detailed in the Application or needed to complete the work as detailed in the Application.

7. Failure of Property Owner to complete work by the deadline(s) identified herein or to submit timely payment requests may be cause for the Town to seek any remedy available including termination of the award and reimbursement for accepted performance up to the date of termination pursuant to the provisions of the terms and conditions of the Business Improvement Grant Program Contract (Contract) included herewith for signature(s) and notary acknowledgment.

**Specific Terms & Conditions**

1. It is understood that the equipment under this award will be located at 401 Capital Street, Hayden.

If the above terms and conditions are acceptable to you, please indicate your acceptance and approval by signing and dating where indicated and returning this originally signed letter and the signed and notarized Contract to the attention of Mary Alice Page-Allen, Hayden Planning/Economic Development Director.

We wish you every success with this project. Please let us know if you need anything further.

Sincerely,

Accepted and Approved

________________________________________  __________________________  
J. Timothy Redmond, Mayor                   Steve Herron, Manager       Date

JTR:map

xc: file

Mary Alice Page-Allen