

**CARBONDALE BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 26, 2021  
CARBONDALE TOWN HALL AND  
VIA ZOOM  
6:00 P.M.**

**ATTENTION:** All regular Carbondale Board of Trustee Meetings, Special Meetings, Executive Sessions and Works Sessions will be conducted in person and virtually via Zoom. If you wish to attend the meeting virtually, and you have a comment concerning one or more of the Agenda items, please email [kschorzman@carbondaleco.net](mailto:kschorzman@carbondaleco.net) by 5:00 pm on October 26, 2021.

If you would like to comment virtually during Persons Present Not on the Agenda please [kschorzman@carbondaleco.net](mailto:kschorzman@carbondaleco.net) with your full name and email address by 5:00 pm on October 26, 2021.

**PLEASE NOTE THAT ALTHOUGH THE INVITATION TO THE ZOOM MEETING LISTS THE STARTING TIME AS 5:30 THE MEETING ACTUALLY STARTS AT 6:00 P.M.**

**You are invited to a Zoom webinar.**

**When:** Oct 26, 2021 05:30 PM Mountain Time (US and Canada)

**Topic:** Carbondale Board of Trustees 10-26-2021 Regular Meeting

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/84704169940>

**Or One tap mobile :**

US: +16699006833,,84704169940# or +12532158782,,84704169940#

**Or Telephone:**

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID:** 847 0416 9940

International numbers available: <https://us02web.zoom.us/j/84704169940>

<b><u>TIME*</u></b>		<b><u>ITEM</u></b>	<b><u>DESIRED OUTCOME</u></b>
6:10	1.	Roll Call	
6:10	2.	Consent Agenda a. Accounts Payable b. BOT 10/12/2021 Regular Mtg Minutes c. Recommendations for Approval – Carbondale Public Arts Commission d. Liquor License Renewal – Phat Thai e. Liquor License Renewal – Atina Bar & Grille	ATTACHMENT A ATTACHMENT B ATTACHMENT C  ATTACHMENT D ATTACHMENT E

		<b>f. Liquor License Renewal – Silo</b> <b>g. Liquor License Renewal – Black Nugget</b>	<b>ATTACHMENT F</b> <b>ATTACHMENT G</b> <b>BOT Action Desired</b>
<b>6:15</b>	<b>3.</b>	<b>Persons Present Not On The Agenda</b>	
<b>6:25</b>	<b>4.</b>	<b>Trustee Comments</b>	
<b>6:35</b>	<b>5.</b>	<b>Attorney’s Comments</b>	
<b>6:40</b>	<b>6.</b>	<b>Appointment of Planning and Zoning Commissioners</b>	<b>ATTACHMENT H</b> <b>BOT Action Desired</b>
<b>6:50</b>	<b>7.</b>	<b>Consideration of Stage Fee Waiver – Dia de los Muertos</b>	<b>ATTACHMENT I</b> <b>BOT Action Desired</b>
<b>7:05</b>	<b>8.</b>	<b>Police Department Update</b>	<b>ATTACHMENT J</b> <b>Discussion</b>
<b>7:45</b>	<b>9.</b>	<b>Approve Agreement with Municipal Advisor</b>	<b>ATTACHMENT K</b> <b>BOT Action Desired</b>
<b>8:00</b>	<b>10.</b>	<b>Ordinance No. 10, Series of 2021 – Amending Chapter 2, Article 7</b>	<b>ATTACHMENT L</b> <b>BOT Action Desired</b>
<b>8:10</b>	<b>11.</b>	<b>Budget Review and Capital Projects</b>	<b>ATTACHMENT M</b> <b>Discussion</b>
<b>9:00</b>	<b>12.</b>	<b>Administrative Reports/Minutes</b> <b>a. Finance</b> <b>b. Public Works &amp; Utilities</b> <b>c. Planning</b> <b>d. Building</b> <b>e. Police</b> <b>f. Parks and Recreation</b> <b>g. Historic Preservation Commission 9-2-2021 Minutes</b> <b>h. Carbondale Public Arts Commission 9-1-2021 Minutes</b> <b>i. Parks &amp; Recreation 9-8-2021 Minutes</b> <b>j. Planning &amp; Zoning Commission 9-30-2021 Minutes</b> <b>k. Environmental Board 9-20-2021 Minutes</b>	<b>ATTACHMENT N</b> <b>Information Only</b>
<b>9:00</b>	<b>13.</b>	<b><i>Executive Session</i></b> <b><i>For discussion of a personnel matter under C.R.S. 24-6-402(2)(f) and <u>not</u> involving: any</i></b>	<b>Town Manager</b> <b>Selection Process</b>

		<p><i>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;</i></p> <p><i>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)</i></p>	
<b>9:30</b>	<b>14.</b>	<b>Adjourn</b>	

**NOTE: Times Are Approximate**



## Board of Trustees Agenda Memorandum

Item No: Attachment A

Meeting Date: 10.26.2021

**TITLE:** Accounts Payable

**SUBMITTING DEPARTMENT:** Finance

**ATTACHMENTS:** Accounts Payable for 10.26.2021

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**DISCUSSION:** The accounts payable include \$7,409.86 to PR Studio for September town communications. \$5,833.34 for the final payment to Columbia Ltd for the Town Manager search. Cushing Terrel is being paid \$36,238.34 for Comp Plan Update work in August and September. Brite is being paid \$6,756.00 for one year of cloud storage and \$27,136.75 for body cameras for the police. Michael Dunton's sculpture was damaged, and the pass-through insurance payment is \$16,000.00. Taylor Fence Company is being paid \$27,998.00 for the chain link fence at White Hill Cemetery. For the climate action plan and comprehensive plan CLEER is being paid \$26,344.77.

The payroll for 10.15.21 was \$170,154.76. Tax liability for the town was \$10,035.80. Pension and Retirement liability was \$11,080.78.

If you have any questions concerning the Accounts Payable, please contact me.

Renae

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Vendor	Vendor Name	GL Acct No Description	Invoice No	PO No	Invoice Date	Amount
01-36-80 OTHER REVENUES						
38977	ARMOUR, ALEX	EVIDENCE CASE #21.6496	101521	14758	10/15/2021	1,700.00
Total 01-36-80:						1,700.00
01-4194-3410 UTILITIES						
92495	BLACK HILLS ENERGY	PUBLIC WORKS	101521	14738	10/08/2021	48.52
01-4194-3410 UTILITIES						
92495	BLACK HILLS ENERGY	TOWN HALL	101521	14738	10/08/2021	103.77
01-4194-3410 UTILITIES						
92495	BLACK HILLS ENERGY	THOMPSON HOUSE 301 LEWIE	101521-2	14739	10/08/2021	25.83
Total 01-4194-3410:						178.12
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	200 LEWIES LANE	751297024,	14744	10/07/2021	11.43
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	200 JEWELLS LANE	751297024,	14744	10/07/2021	17.28
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	206 JEWELS LANE	751297024,	14744	10/07/2021	38.82
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	204 JEWELS LANE	751297024,	14744	10/07/2021	22.25
Total 01-4310-3410:						89.78
01-4500-3410 UTILITIES						
92495	BLACK HILLS ENERGY	ARENA BUILDING	101521	14738	10/08/2021	28.47
Total 01-4500-3410:						28.47
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	WWTP HEADWORKS	101521	14738	10/08/2021	124.07
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	WW GARAGE	101521	14738	10/08/2021	23.02
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	DIGESTER	101521	14738	10/08/2021	909.14
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	WATER GARAGE	101521	14738	10/08/2021	47.73
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	UTIL ADMIN (1/2) 171 HWY 133	101521	14738	10/08/2021	17.06
31-4335-3410 UTILITIES						
92495	BLACK HILLS ENERGY	A BASIN	101521	14738	10/08/2021	25.35
Total 31-4335-3410:						1,146.37
41-4336-3410 UTILITIES						
92495	BLACK HILLS ENERGY	RFWTP	101521	14738	10/08/2021	56.52
41-4336-3410 UTILITIES						
92495	BLACK HILLS ENERGY	UTIL ADMIN (1/2) 171 HWY 133	101521	14738	10/08/2021	17.06
41-4336-3410 UTILITIES						
25760	HOLY CROSS ENERGY	RF WELL	101521	14733	10/07/2021	809.26
Total 41-4336-3410:						882.84
75-4500-3450 UTILITIES						
92495	BLACK HILLS ENERGY	REC CTR	101521	14738	10/08/2021	90.15

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Vendor	Vendor Name	GL Acct No Description	Invoice No	PO No	Invoice Date	Amount
Total 75-4500-3450:						90.15
75-4512-3410 UTILITIES						
92495	BLACK HILLS ENERGY	POOL - 684 MAIN	101521	14738	10/08/2021	1,174.15
Total 75-4512-3410:						1,174.15
Grand Totals:						5,289.88

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Vendor	Vendor Name	GL Acct No Description	Invoice No	PO No	Invoice Date	Amount
00-1017 UTILITY CASH CLEARING ACCOUNT						
17902	DURANT, ALEXANDER	UTILITY REFUND ACCOUNT #60	603408	95430	10/26/2021	76.58
00-1017 UTILITY CASH CLEARING ACCOUNT						
22745	GOLDEN, BRIAN & ERICA	UTILITY REFUND ACCOUNT#71	714810	95398	10/26/2021	120.06
00-1017 UTILITY CASH CLEARING ACCOUNT						
23665	GRENKO, TONI	UTILITY REFUND ACCOUNT #10	101001	95428	10/26/2021	307.84
00-1017 UTILITY CASH CLEARING ACCOUNT						
70884	OWINGS, MATTHEW & JESSICA	UTILITY REFUND ACCOUNT 101	1012204	95438	10/26/2021	217.21
Total 00-1017:						721.69
01-2175 INSURANCE PAYABLE						
10660	CEBT	Group Health Insurance Premium	INV0044991	14770	10/19/2021	99,229.35
Total 01-2175:						99,229.35
01-2201 DEPOSITS HELD						
38977	AMORY, ALLISON	REFUND PARK DAMAGE DEPO	102621	14748	10/02/2021	100.00
01-2201 DEPOSITS HELD						
38977	ANDERSON, KRISTEN	REFUND PARK DAMAGE DEPO	102621	14760	10/10/2021	100.00
01-2201 DEPOSITS HELD						
38977	BACA, LAURA	REFUND PARK DAMAGE DEPO	102621	14749	10/09/2021	100.00
01-2201 DEPOSITS HELD						
38940	BRELAND, RACHAEL	REFUND PARK DAMAGE DEPO	102621	14747	10/03/2021	100.00
01-2201 DEPOSITS HELD						
38977	CREE, EVAN	REFUND PARK DAMAGE DEPO	102621	14750	10/09/2021	100.00
01-2201 DEPOSITS HELD						
38941	DUFFY, CHRISTINA	REFUND PARK DAMAGE DEPO	102621	14751	10/10/2021	100.00
01-2201 DEPOSITS HELD						
22025	GERUM, SHAWN	REFUND PARK DAMAGE DEPO	102621	14756	10/16/2021	100.00
01-2201 DEPOSITS HELD						
29020	KDNK	REFUND PARK DAMAGE DEPO	102621	103251	09/25/2021	200.00
01-2201 DEPOSITS HELD						
49150	STEVE'S GUITARS	REFUND FOR DEPOSIT FOR SU	102621	103248	07/04/2021	200.00
Total 01-2201:						1,100.00
01-32-11 LIQUOR LICENSES						
22025	GERUM, SHAWN	REFUND LIQUOR PERMIT	102621	14756	10/16/2021	10.00
Total 01-32-11:						10.00
01-36-22 RV PARK FEES						
38975	MOHANTY, BUDDHADEB	REFUND FOR RV PARK CANCE	WRS-1K2Q	103245	10/26/2021	30.00
Total 01-36-22:						30.00
01-36-84 PARKS/GAZEBO USER FEES						
22025	GERUM, SHAWN	REFUND PARK RENTAL	102621	14756	10/16/2021	15.00
Total 01-36-84:						15.00
01-4111-2100 POSTAGE & OFFICE SUPPLIES						
34260	MICRO PLASTICS INC	STUDENT TRUSTEE NAME PLA	138068	14772	10/05/2021	23.10
Total 01-4111-2100:						23.10

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01-4111-2400 MISCELLANEOUS EXPENSE						
52880	UMB BANK	EMPLOYEE/TRUSTEE PICNIC	102621	14757	10/26/2021	1,240.00
Total 01-4111-2400:						1,240.00
01-4111-3541 OTHER PROFESSIONAL SERVICES						
40590	PR STUDIO LLC	SERVICES RENDERED SEPTE	2561	14741	10/06/2021	7,409.66
01-4111-3541 OTHER PROFESSIONAL SERVICES						
76106	SUAREZ, DULCE ANDREA	TRANSLATION COMP PLAN	102621	14769	10/19/2021	30.00
Total 01-4111-3541:						7,439.66
01-4121-3980 CONTRACT LABOR						
28280	JOHN COLLINS PC	JUDGE'S CONTRACT	102621	14730	10/26/2021	1,605.63
Total 01-4121-3980:						1,605.63
01-4150-1421 WORKERS COMP DEDUCTIBLE						
39680	PINNACOL ASSURANCE	WORKER'S COMP DEDUCTIBLE	20632972	14753	10/04/2021	647.25
Total 01-4150-1421:						647.25
01-4150-2110 OFFICE SUPPLIES						
52880	UMB BANK	STAMP	102621	14757	10/26/2021	35.48
Total 01-4150-2110:						35.48
01-4150-3310 ADVERTISING						
48260	SOPRIS SUN	AD ADVISORY BOARD	26822	14736	10/07/2021	160.00
Total 01-4150-3310:						160.00
01-4150-3311 RECRUITING EXPENSES						
38962	COLUMBIA ltd	TOWN MANAGER RECRUITME	3	14735	10/07/2021	5,833.34
01-4150-3311 RECRUITING EXPENSES						
92092	MCC DRUG & ALCOHOL SCREE	PRE-EMPLOYMENT DRUG TES	28006	67117	09/30/2021	40.00
01-4150-3311 RECRUITING EXPENSES						
38971	PSYCHOLOGICAL DIMENSIONS	PRE EMPLOYMENT PSYCHOLO	2495	67128	10/12/2021	375.00
Total 01-4150-3311:						6,248.34
01-4150-5100 MUNICIPAL INSURANCE						
11500	CIRSA	VEHICLE CHANGES - DELETIO	211801	14761	10/15/2021	81.56
Total 01-4150-5100:						81.56
01-4150-5140 DEDUCTIBLE EXPENSE						
11500	CIRSA	DEDUCTIBLE CLAIM #PC601493	211709	14752	10/08/2021	500.00
Total 01-4150-5140:						500.00
01-4150-5310 OFFICE EQUIPMENT RENTAL						
38929	IMPRESSIONS OF ASPEN	MONTHLY PRINTER CHARGE &	33687	14754	10/13/2021	31.40
Total 01-4150-5310:						31.40



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01-4195-2326 RECREATION MAINTENANCE						
76487	TWO VALLEY TIRE LLC	2017 FORD F250 TIRES	34019	27255	10/04/2021	689.12
Total 01-4195-2326:						742.12
01-4210-2110 OFFICE SUPPLIES						
52880	UMB BANK	OFFICE SUPPLIES	102621	14757	10/26/2021	78.72
Total 01-4210-2110:						78.72
01-4210-2200 DRUG & ALCOHOL TESTING						
92092	MCC DRUG & ALCOHOL SCREE	DRUG TESTING - POLICE	28006	67117	09/30/2021	40.00
01-4210-2200	DRUG & ALCOHOL TESTING					
92092	MCC DRUG & ALCOHOL SCREE	DRUG TESTING - POLICE	28096	14731	09/30/2021	40.00
Total 01-4210-2200:						80.00
01-4210-2291 INVESTIGATION EXPENSE						
52880	UMB BANK	INVESTIGATION TOOL	102621	14757	10/26/2021	212.18
Total 01-4210-2291:						212.18
01-4210-2292 CLOTHING ALLOWANCE						
1920	ADAMSON POLICE PRODUCTS	UNIFORM	INV362901	67120	09/28/2021	143.95
01-4210-2292	CLOTHING ALLOWANCE					
92878	MADRESELVA	PATCHES	922947	67119	09/30/2021	880.00
01-4210-2292	CLOTHING ALLOWANCE					
52880	UMB BANK	WINTER HATS	102621	14757	10/26/2021	125.00
Total 01-4210-2292:						1,148.95
01-4210-3300 DUES AND PUBLICATIONS						
44520	ROCKY MOUNTAIN INFO NETW	MEMBERSHIP FEES	26440	67121	07/01/2021	50.00
Total 01-4210-3300:						50.00
01-4210-3360 PUBLIC EDUCATION						
48260	SOPRIS SUN	AD FAITH & BLUE EVENT	26830, 2630	14746	10/07/2021	320.00
01-4210-3360	PUBLIC EDUCATION					
52880	UMB BANK	FAITH & BLUE AND HALLOWEE	102621	14757	10/26/2021	805.03
Total 01-4210-3360:						1,125.03
01-4210-3700 TRAVEL AND CONFERENCE						
38976	ALCORTA, JERRY	PER DIEM	102621	67126	09/07/2021	295.00
01-4210-3700	TRAVEL AND CONFERENCE					
38918	CHACON, CIARA	PER DIEM	102621	67125	10/26/2021	295.00
01-4210-3700	TRAVEL AND CONFERENCE					
38976	THE TRAINER'S EDGE, LTD	FIELD TRAINING OFFICER CER	2021-8-LI	67127	09/24/2021	750.00
01-4210-3700	TRAVEL AND CONFERENCE					
52880	UMB BANK	TRAINING	102621	14757	10/26/2021	2,096.27
Total 01-4210-3700:						3,436.27
01-4210-3980 OTHER SERVICES						
2850	ALL TRAFFIC SOLUTIONS	YEARLY TRAFFIC SOFTWARE S	SIN029948	67123	10/05/2021	3,000.00

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01-4210-3980	OTHER SERVICES					
38948	BRITE	1 YEAR OF CLOUD STORAGE	INV88477	66978	04/07/2021	6,756.00
01-4210-3980	OTHER SERVICES					
52880	UMB BANK	SAVING/SENDING DOCUMENTS	102621	14757	10/26/2021	19.99
Total 01-4210-3980:						9,775.99
01-4210-9410	POLICE EQUIPMENT					
38948	BRITE	CAMERA EQUIPMENT	INV88477	66978	04/07/2021	27,136.75
Total 01-4210-9410:						27,136.75
01-4215-3690	MAINTENANCE RADIOS					
38900	COMPLETE WIRELESS TECHN	RADIO REPAIR	99851	67118	10/05/2021	300.00
Total 01-4215-3690:						300.00
01-4242-2292	CLOTHING ALLOWANCE					
52880	UMB BANK	CLOTHING	102621	14757	10/26/2021	194.98
Total 01-4242-2292:						194.98
01-4242-3210	PRINTING					
52880	UMB BANK	PRINTER CONTRACT	102621	14757	10/26/2021	32.11
Total 01-4242-3210:						32.11
01-4298-3310	ADVERTISING					
48260	SOPRIS SUN	AD BEARS	26856	14768	10/14/2021	320.00
01-4298-3310	ADVERTISING					
48260	SOPRIS SUN	AD BEARS	26830, 2630	14746	10/07/2021	320.00
01-4298-3310	ADVERTISING					
48260	SOPRIS SUN	AD BEARS	26830, 2630	14746	10/07/2021	320.00
01-4298-3310	ADVERTISING					
48260	SOPRIS SUN	AD BEARS	26830, 2630	14746	10/07/2021	160.00
Total 01-4298-3310:						1,120.00
01-4298-5310	DOG POUND BOARDING					
42620	RED HILL ANIMAL HEALTH CEN	DOG POUND BOARDING	256175	67124	09/30/2021	510.33
Total 01-4298-5310:						510.33
01-4310-2250	SAFETY EQUIPMENT					
52880	UMB BANK	TREE SAFETY EQUIPMENT, GL	102621	14757	10/26/2021	457.43
Total 01-4310-2250:						457.43
01-4310-2290	GENERAL SUPPLIES					
52880	UMB BANK	CANOPY/KNIFE SHARPNER	102621	14757	10/26/2021	235.15
Total 01-4310-2290:						235.15
01-4310-3410	UTILITIES					
71380	SUNCENTRAL	DOWNTOWN SIGN	2504578E	14771	10/19/2021	178.82
01-4310-3410	UTILITIES					
71380	SUNCENTRAL	IRRIGATION	2504578E	14771	10/19/2021	121.07

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Vendor	Vendor Name	GL Acct No Description	Invoice No	PO No	Invoice Date	Amount
01-4310-3410 UTILITIES						
71380	SUNCENTRAL	STREET LIGHTS	2504578E	14771	10/19/2021	11.18
01-4310-3410 UTILITIES						
71380	SUNCENTRAL	DT ELECTRIC CIRCUIT	2504578E	14771	10/19/2021	175.24
01-4310-3410 UTILITIES						
52880	UMB BANK	CONDUIT	102621	14757	10/26/2021	104.81
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	269 MAIN STREET IRRIGATION	751498842	14763	10/08/2021	11.02
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	900 HWY 133 LIGHTS	751498842	14763	10/08/2021	101.95
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	UNIT PED LIGHT 101 3RD ST	751498842	14763	10/08/2021	35.92
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	IRRIGATION	752011753	14766	10/13/2021	152.14
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	LIBRARY STREET LIGHTS	752011753	14766	10/13/2021	28.96
01-4310-3410 UTILITIES						
57760	XCEL ENERGY	277 S. 4TH STREET	752011753	14766	10/13/2021	13.70
Total 01-4310-3410:						934.81
01-4310-3680 DOWNTOWN ENHANCEMENTS						
52880	UMB BANK	CHRISTMAS LIGHTS	102621	14757	10/26/2021	1,653.50
Total 01-4310-3680:						1,653.50
01-4310-3683 STREET MAINTENANCE						
52880	UMB BANK	SIGN MAINTENANCE	102621	14757	10/26/2021	79.58
01-4310-3683 STREET MAINTENANCE						
52880	UMB BANK	BROOMS	102621	14757	10/26/2021	34.28
Total 01-4310-3683:						113.86
01-4310-3700 TRAINING						
52880	UMB BANK	LODGING & MEALS FOR CONF	102621	14757	10/26/2021	759.14
Total 01-4310-3700:						759.14
01-4310-7262 PUBLIC ARTS PROGRAM						
64325	DUNTON, MICHAEL	CPAC INSURANCE PAYMENT F	102621	27257	10/13/2021	16,000.00
Total 01-4310-7262:						16,000.00
01-4310-9200 BUILDING IMPROVEMENTS						
52880	UMB BANK	SAND FOR SHED & RATCHET S	102621	14757	10/26/2021	257.39
Total 01-4310-9200:						257.39
01-4310-9410 TOOLS AND EQUIPMENT						
52880	UMB BANK	TOOLS	102621	14757	10/26/2021	434.23
Total 01-4310-9410:						434.23
01-4318-2252 SAFETY COMMITTEE						
69800	MITCHELL AND COMPANY	SECURITY TRAINING	130917, 130	14762	10/15/2021	180.00
01-4318-2252 SAFETY COMMITTEE						
52880	UMB BANK	SAFETY MEETING LUNCH	102621	14757	10/26/2021	316.84

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Total 01-4318-2252:						496.84
01-4318-3310	ADVERTISING					
48260	SOPRIS SUN	AD STREET SMART	26827, 2682	14764	10/07/2021	160.00
01-4318-3310	ADVERTISING					
48260	SOPRIS SUN	AD DITCHES	26827, 2682	14764	10/07/2021	88.00
01-4318-3310	ADVERTISING					
48260	SOPRIS SUN	AD LEAF RECYCLING	26827, 2682	14764	10/07/2021	160.00
Total 01-4318-3310:						408.00
01-4318-3400	Rental Property Expense					
38945	MSP DEVELOPMENT GROUP L	LEASE LOT B	102621	14729	10/26/2021	450.00
Total 01-4318-3400:						450.00
01-4318-3572	TREE BOARD					
48260	SOPRIS SUN	AD TREES	26827, 2682	14764	10/07/2021	480.00
Total 01-4318-3572:						480.00
01-4500-2244	PROGRAM SUPPLIES					
52880	UMB BANK	TAX REFUND	102621	14757	10/26/2021	1.96-
Total 01-4500-2244:						1.96-
01-4500-2290	GENERAL SUPPLIES					
52880	UMB BANK	FITNESS EQUIPMENT	102621	14757	10/26/2021	31.94
Total 01-4500-2290:						31.94
01-4500-2400	MISCELLANEOUS EXPENSE					
52880	UMB BANK	GIFTS FOR OUTGOING COMMI	102621	14757	10/26/2021	83.83
Total 01-4500-2400:						83.83
01-4500-3310	ADVERTISING					
52880	UMB BANK	ADVERTISING	102621	14757	10/26/2021	225.00
Total 01-4500-3310:						225.00
01-4500-3410	UTILITIES					
71380	SUNCENTRAL	N.F. BALLFIELDS	2504578E	14771	10/19/2021	309.56
01-4500-3410	UTILITIES					
71380	SUNCENTRAL	NORTHFACE	2504578E	14771	10/19/2021	39.13
01-4500-3410	UTILITIES					
71380	SUNCENTRAL	REC CENTER	2504578E	14771	10/19/2021	14.16
Total 01-4500-3410:						362.85
01-4500-3630	EQUIP MAINT AND REPAIR					
52880	UMB BANK	BOLT & NUT FOR TRACTOR WH	102621	14757	10/26/2021	4.04
Total 01-4500-3630:						4.04

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01-4500-3652 BBALL/SOCCER FIELD MAINTENANCE						
52880	UMB BANK	BATTING CAGE VINYL BACK DR	102621	14757	10/26/2021	459.69
Total 01-4500-3652:						459.69
01-4500-3655 BIKE PARK MAINTENANCE						
52880	UMB BANK	BIKE PARK RULES BANNER RE	102621	14757	10/26/2021	49.42
Total 01-4500-3655:						49.42
01-4500-3660 BLDG MAINTENANCE EXPENSE						
52880	UMB BANK	RODEO STORAGE BUILDING R	102621	14757	10/26/2021	11.99
Total 01-4500-3660:						11.99
01-4500-8000 SELF FUNDED SPECIAL EVENTS						
38977	HIGHWATER FARM	POTATOES FOR POTATO DAY 2	229	103249	10/13/2021	300.00
01-4500-8000 SELF FUNDED SPECIAL EVENTS						
48260	SOPRIS SUN	AD POTATO DAY INVOICE #263	26820, 2630	14732	10/07/2021	160.00
01-4500-8000 SELF FUNDED SPECIAL EVENTS						
48260	SOPRIS SUN	AD POTATO DAY INVOICE #268	26820, 2630	14732	10/07/2021	300.00
01-4500-8000 SELF FUNDED SPECIAL EVENTS						
52880	UMB BANK	POTATO DAY SUPPLIES	102621	14757	10/26/2021	314.09
Total 01-4500-8000:						1,074.09
01-4520-2250 SAFETY EQUIPMENT						
52880	UMB BANK	GLOVES	102621	14757	10/26/2021	48.36
01-4520-2250 SAFETY EQUIPMENT						
52880	UMB BANK	GLOVES	102621	14757	10/26/2021	42.11
Total 01-4520-2250:						90.47
01-4520-2380 SPRINKLER SYSTEM MAINTENANCE						
52880	UMB BANK	1-25 ROTOR STOCK, SNOWMA	102621	14757	10/26/2021	435.57
Total 01-4520-2380:						435.57
01-4520-2440 PARK MAINTENANCE SUPPLIES						
52880	UMB BANK	WEEDEATER HEADS & MIX, BA	102621	14757	10/26/2021	465.76
Total 01-4520-2440:						465.76
01-4520-3410 UTILITIES						
71380	SUNCENTRAL	MINERS PARK RR	2504578E	14771	10/19/2021	327.77
01-4520-3410 UTILITIES						
71380	SUNCENTRAL	HENDRICKS PARK	2504578E	14771	10/19/2021	62.58
01-4520-3410 UTILITIES						
71380	SUNCENTRAL	PARK RR	2504578E	14771	10/19/2021	22.93
01-4520-3410 UTILITIES						
71380	SUNCENTRAL	SOPRIS PARK	2504578E	14771	10/19/2021	11.18
01-4520-3410 UTILITIES						
71380	SUNCENTRAL	SOPRIS II	2504578E	14771	10/19/2021	13.68
Total 01-4520-3410:						438.14

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01-4520-3600 PARKS MAINTENANCE						
52880	UMB BANK	STAIN & HARDWARE	102621	14757	10/26/2021	311.27
01-4520-3600 PARKS MAINTENANCE						
56350	WESTERN PAPER DISTRIBUTO	PARK CUSTODIAL SUPPLIES IN	4151889, 41	103244	10/04/2021	193.78
Total 01-4520-3600:						505.05
01-4520-3630 PLAYGROUND EQUIPMENT MAINT.						
8680	BSN SPORTS, LLC	VOLLEYBALL NET SHIPPING	913830490-2	14755	09/21/2021	15.00
Total 01-4520-3630:						15.00
01-4520-3660 BLDG MAINTENANCE EXPENSE						
23135	GRAINGER INC	DRINKING FOUNTAIN BUBBLER	9068639815	103255	09/28/2021	469.04
01-4520-3660 BLDG MAINTENANCE EXPENSE						
52880	UMB BANK	HENDRICK BATHROOM EXTERI	102621	14757	10/26/2021	279.88
Total 01-4520-3660:						748.92
01-4520-3684 TRAILS MAINTENANCE						
38949	ROARING FORK SIGNS	TRAIL SIGNS FINAL BALANCE I	6608	103254	10/11/2021	520.50
Total 01-4520-3684:						520.50
01-4520-3687 HIGHWAY 133 MAINTENANCE						
52880	UMB BANK	3" CHECK VALVE HWY 133 PUM	102621	14757	10/26/2021	199.07
Total 01-4520-3687:						199.07
01-4520-9370 CEMETERY IMPROVEMENT/MAINTENAN						
93971	TAYLOR FENCE COMPANY	WHITE HILL CEMETERY FENCE	G54190	103256	10/15/2021	27,998.00
01-4520-9370 CEMETERY IMPROVEMENT/MAINTENAN						
55020	WAGNER RENTS	MINI EX FOR WHITE HILL FENC	C1556501	103247	10/08/2021	909.00
Total 01-4520-9370:						28,907.00
01-4525-3310 RV PARK ADVERTISING						
52880	UMB BANK	RV PARK CLOSED SIGNS	102621	14757	10/26/2021	82.07
Total 01-4525-3310:						82.07
01-4525-3410 RV PARK UTILITIES						
10802	CENTURYLINK	RV PARK INTERNET CLOSING	102621	103250	10/05/2021	128.45
Total 01-4525-3410:						128.45
01-4525-3660 RV PARK BLDG MAINTENANCE EXP						
52880	UMB BANK	DRAIN CLEANER & BUCKET FO	102621	14757	10/26/2021	30.21
Total 01-4525-3660:						30.21
01-4525-9360 RV PARK IMPROVEMENTS/EQUIPMENT						
47860	SNOWMASS WATER & SANITAT	BAC T SAMPLES (1)	15183	95440	09/30/2021	36.00
Total 01-4525-9360:						36.00

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01-4717-7200 ENERGY PLAN							
63020	CLEAN ENERGY ECONOMY RE	CLIMATE ACTION PLAN	3457	14737	09/30/2021	9,845.80	
Total 01-4717-7200:						9,845.80	
31-4335-2111 LAB SUPPLIES							
52880	UMB BANK	PETRI DISH PADS, PIPET BULB	102621	14757	10/26/2021	426.50	
Total 31-4335-2111:						426.50	
31-4335-2251 IMMUNIZATION							
21520	GARFIELD COUNTY TREASURE	IMMUNIZATION	4	95434	10/04/2021	55.00	
Total 31-4335-2251:						55.00	
31-4335-2290 GENERAL SUPPLIES							
52880	UMB BANK	REPAIR DEMO SAW	102621	14757	10/26/2021	1,175.41	
Total 31-4335-2290:						1,175.41	
31-4335-2292 UNIFORMS							
52880	UMB BANK	BOOTS (3) AND PANTS	102621	14757	10/26/2021	251.96	
Total 31-4335-2292:						251.96	
31-4335-2310 VEHICLE FUEL							
52880	UMB BANK	FUEL	102621	14757	10/26/2021	46.92	
Total 31-4335-2310:						46.92	
31-4335-2320 VEHICLE MAINTENANCE							
15615	CUES	CABLE ENCODER FOR CAM VA	598031	95437	10/15/2021	139.20	
31-4335-2320 VEHICLE MAINTENANCE	19600	FARIS MACHINERY COMPANY	2007 VAC TRUCK LIGHT,COUPL	G31631	27259	10/05/2021	791.49
31-4335-2320 VEHICLE MAINTENANCE	52880	UMB BANK	TITLE/REGISTRATION	102621	14757	10/26/2021	12.97
Total 31-4335-2320:						943.66	
31-4335-2380 PLANT MAINTENANCE							
38420	PACIFIC SHEET METAL	DIAGNOSTIC SERVICE (4) MAK	40965	95432	10/12/2021	250.00	
31-4335-2380 PLANT MAINTENANCE	39810	PITKIN COUNTY LANDFILL	COVER DIRT	263805, 106	95426	10/08/2021	96.37
31-4335-2380 PLANT MAINTENANCE	52880	UMB BANK	WEAR PLATES FOR WWTP, DIG	102621	14757	10/26/2021	904.50
Total 31-4335-2380:						1,250.87	
31-4335-2381 SLUDGE DISPOSAL							
39810	PITKIN COUNTY LANDFILL	BIO- SOLIDS	265141	95436	10/15/2021	232.50	
31-4335-2381 SLUDGE DISPOSAL	39810	PITKIN COUNTY LANDFILL	BIO- SOLIDS	263805, 106	95426	10/08/2021	179.70
Total 31-4335-2381:						412.20	
31-4335-2383 COLLECTION SYSTEM MAINTENANCE							
15840	DAHL GLENWOOD SPRINGS	CONDUIT CLAMP & HOLE STRU	S017055841.	95424	10/08/2021	76.90	

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31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1272122, 12	95423	10/06/2021	1,095.50
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1272122, 12	95423	10/06/2021	535.72
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1272122, 12	95423	10/06/2021	915.23
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1272122, 12	95423	10/06/2021	1,105.92
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1272122-1, 1	95435	10/12/2021	156.33
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
23240	FERGUSON WATERWORKS #11	PARTS TO REPAIR PIPING AT W	1273349	95429	10/11/2021	105.81
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
34845	MISSION COMMUNICATIONS LL	ANNUAL MANHOLE MONITOR S	1056207	95433	10/06/2021	227.40
31-4335-2383 COLLECTION SYSTEM MAINTENANCE						
52880	UMB BANK	PARTS FOR ARV REPAIR, GREE	102621	14757	10/26/2021	452.21
Total 31-4335-2383:						4,671.02
31-4335-2385 SCADA MAINTENANCE						
51560	TIMBER LINE ELECTRIC & CON	TROUBLE SHOOT BIO SOLIDS	6091	95442	10/04/2021	1,670.66
Total 31-4335-2385:						1,670.66
31-4335-3575 UTILITY BILL OUTSOURCING						
2080	ADVANCED INFO SYSTEMS	UB OUTSOURCING	15636	95425	10/06/2021	110.28
Total 31-4335-3575:						110.28
31-4335-3580 PERMIT AND LAB FEES						
12920	CDPHE	ANNAUL BIOSOLIDS BILLING P	WU22111247	95439	07/16/2021	1,427.00
31-4335-3580 PERMIT AND LAB FEES						
52880	UMB BANK	POSTAGE FOR WATER SAMPLE	102621	14757	10/26/2021	167.04
Total 31-4335-3580:						1,594.04
31-4335-3581 HAZARDOUS WASTE DAY						
48260	SOPRIS SUN	AD HAZARDOUS WASTE DAY	26827, 2682	14764	10/07/2021	320.00
Total 31-4335-3581:						320.00
31-4335-3630 COMPUTER EQUIPMENT & MAINT.						
69800	MITCHELL AND COMPANY	COMPUTER SUPPORT	130917, 130	14762	10/15/2021	160.00
Total 31-4335-3630:						160.00
31-4335-3660 BLDG MAINTENANCE EXPENSE						
52880	UMB BANK	TEXTURE SPRAY FOR OFFICE	102621	14757	10/26/2021	95.93
Total 31-4335-3660:						95.93
31-4335-3810 TRAINING						
18940	EMPLOYERS COUNCIL SERVIC	WORKPLACE TRAINING	0000393085	14743	09/30/2021	1,150.00
Total 31-4335-3810:						1,150.00



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31-4335-9410 TOOLS AND EQUIPMENT						
52880	UMB BANK	SOCKET SET FOR THE VAC TR	102621	14757	10/26/2021	171.92
Total 31-4335-9410:						171.92
31-4335-9420 COMPUTER EQUIP/SOFTWARE						
52880	UMB BANK	ANNUAL RING SUBSCRIPTION	102621	14757	10/26/2021	30.00
Total 31-4335-9420:						30.00
41-4336-2111 LAB SUPPLIES						
52880	UMB BANK	PETRI DISH PADS, PIPET BULB	102621	14757	10/26/2021	426.49
Total 41-4336-2111:						426.49
41-4336-2210 CHEMICALS						
17580	DPC INDUSTRIES INC	SODIUM HYPOCHLORIDE	737004763-2	95441	10/06/2021	1,777.29
Total 41-4336-2210:						1,777.29
41-4336-2290 GENERAL SUPPLIES						
52880	UMB BANK	CLEANING SUPPLIES & FIRST	102621	14757	10/26/2021	166.94
Total 41-4336-2290:						166.94
41-4336-2292 UNIFORMS						
52880	UMB BANK	BOOTS (3) AND PANTS	102621	14757	10/26/2021	251.99
Total 41-4336-2292:						251.99
41-4336-2320 VEHICLE MAINTENANCE						
22460	GLENWOOD SPRINGS FORD	2013 ESCAPE TIE RODS, ALIGN	99277	27254	10/01/2021	1,375.32
41-4336-2320 VEHICLE MAINTENANCE						
52880	UMB BANK	THREAD SEALANT & DEGREAS	102621	14757	10/26/2021	125.28
Total 41-4336-2320:						1,500.60
41-4336-2380 PLANT & INTAKE MAINTENANCE						
39810	PITKIN COUNTY LANDFILL	COVER DIRT	263805, 106	95426	10/08/2021	96.38
41-4336-2380 PLANT & INTAKE MAINTENANCE						
52880	UMB BANK	5 GALLON PAIL & BEAR SPRAY	102621	14757	10/26/2021	1,194.84
Total 41-4336-2380:						1,291.22
41-4336-2381 METER MAINTENANCE						
52880	UMB BANK	WEATHER STRIPPING FOR ME	102621	14757	10/26/2021	11.05
Total 41-4336-2381:						11.05
41-4336-2382 HYDRANT MAINTENANCE						
52880	UMB BANK	RED SPRAY PAINT FOR HYDRA	102621	14757	10/26/2021	7.49
Total 41-4336-2382:						7.49
41-4336-2383 DISTRIBUTION MAINTENANCE						
23240	FERGUSON WATERWORKS #11	VALVE BOX RISER (3)	1272122-1, 1	95435	10/12/2021	107.27

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41-4336-2383 DISTRIBUTION MAINTENANCE						
52880	UMB BANK	BLUE INVERTED MARKING PAI	102621	14757	10/26/2021	199.48
Total 41-4336-2383:						306.75
41-4336-3410 UTILITIES						
42645	REDI SERVICES LLC	NETTLE CREEK	0000005524	95427	09/30/2021	20.00
41-4336-3410 UTILITIES						
71380	SUNCENTRAL	CRYSTAL WELL	2504578E	14771	10/19/2021	21.50
41-4336-3410 UTILITIES						
71380	SUNCENTRAL	RFWTP	2504578E	14771	10/19/2021	60.61
41-4336-3410 UTILITIES						
52880	UMB BANK	INTERNET SERVICE FOR NETT	102621	14757	10/26/2021	184.84
Total 41-4336-3410:						286.95
41-4336-3575 UTILITY BILL OUTSOURCING						
2080	ADVANCED INFO SYSTEMS	UB OUTSOURCING	15636	95425	10/06/2021	110.29
Total 41-4336-3575:						110.29
41-4336-3580 PERMIT AND LAB FEES						
12920	CDPHE	ANNUAL WATER FEE - RFWTP	WU22111247	95439	07/16/2021	872.00
41-4336-3580 PERMIT AND LAB FEES						
12920	CDPHE	ANNUAL WATER FEE - NETTLE	WU22111247	95439	07/16/2021	580.00
41-4336-3580 PERMIT AND LAB FEES						
47860	SNOWMASS WATER & SANITAT	BAC T SAMPLES (8)	15183	95440	09/30/2021	288.00
41-4336-3580 PERMIT AND LAB FEES						
52880	UMB BANK	HERBICIDE TESTING ON THE D	102621	14757	10/26/2021	2,821.96
Total 41-4336-3580:						4,561.96
41-4336-3630 COMPUTER EQUIPMENT & MAINT.						
69800	MITCHELL AND COMPANY	COMPUTER SUPPORT	130917, 130	14762	10/15/2021	160.00
Total 41-4336-3630:						160.00
41-4336-3660 BLDG MAINTENANCE EXPENSE						
52880	UMB BANK	DRYWALL MUD, TAPE, PAINT S	102621	14757	10/26/2021	112.90
Total 41-4336-3660:						112.90
41-4336-3687 NETTLE CREEK ROAD/BRIDGE MAINT						
15360	CRYSTAL OAKS BRIDGE ASSN	ANNUAL ASSESSMENT	102621	95444	10/13/2021	300.00
Total 41-4336-3687:						300.00
41-4336-3810 TRAINING						
18940	EMPLOYERS COUNCIL SERVIC	WORKPLACE TRAINING	0000393085	14743	09/30/2021	1,150.00
41-4336-3810 TRAINING						
52880	UMB BANK	WATER TREATMENT D TEST AP	102621	14757	10/26/2021	70.28
Total 41-4336-3810:						1,220.28
41-4336-9410 TOOLS AND EQUIPMENT						
52880	UMB BANK	FLASHLIGHT, LITHIUM BATTER	102621	14757	10/26/2021	389.22

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Total 41-4336-9410:						389.22
41-4336-9420 COMPUTER EQUIP/SOFTWARE						
52880	UMB BANK	ANNUAL RING SUBSCRIPTION	102621	14757	10/26/2021	30.00
Total 41-4336-9420:						30.00
41-4337-9342 METERS						
23240	FERGUSON WATERWORKS #11	PLASTIC INNER LIDS FOR MET	1257272-1	95443	10/15/2021	1,231.72
Total 41-4337-9342:						1,231.72
41-4338-2320 VEHICLE MAINTENANCE						
52880	UMB BANK	ROPE, 2 CYCLE OIL, GATOR BE	102621	14757	10/26/2021	359.00
Total 41-4338-2320:						359.00
41-4338-2380 DITCH MAINTENANCE						
52880	UMB BANK	PARTS TO REPAIR DITCH 7TH &	102621	14757	10/26/2021	710.22
41-4338-2380 DITCH MAINTENANCE						
56520	WESTERN SLOPE MATERIALS	3/4" SCREENED ROCK FOR DIT	133723	95431	10/02/2021	430.07
Total 41-4338-2380:						1,140.29
51-4335-3575 UTILITY BILL OUTSOURCING						
2080	ADVANCED INFO SYSTEMS	UB OUTSOURCING	15636	95425	10/06/2021	110.28
Total 51-4335-3575:						110.28
51-4335-3980 CONTRACT SERVICES						
35420	MOUNTAIN WASTE & RECYCLI	YARD WASTE	4828030	27256	10/01/2021	2,270.00
Total 51-4335-3980:						2,270.00
74-4337-7202 ENERGY						
63020	CLEAN ENERGY ECONOMY RE	COMPREHENSIVE PLAN	3457	14737	09/30/2021	16,498.97
Total 74-4337-7202:						16,498.97
75-4500-2100 PRINTING/POSTAGE						
52880	UMB BANK	POSTAGE FOR EMPLOYEE GIF	102621	14757	10/26/2021	4.30
Total 75-4500-2100:						4.30
75-4500-2110 OFFICE SUPPLIES						
52880	UMB BANK	CARD PRINTER SUPPLIES	102621	14757	10/26/2021	180.98
Total 75-4500-2110:						180.98
75-4500-2244 PROGRAM SUPPLIES						
52880	UMB BANK	AQUA PUNCHING BAG, SOCCE	102621	14757	10/26/2021	369.89
Total 75-4500-2244:						369.89
75-4500-2290 GENERAL SUPPLIES						
52880	UMB BANK	HAIR BANDS	102621	14757	10/26/2021	8.22

Oct 20, 2021 12:02PM

Vendor	Vendor Name	Description	Invoice No	PO No	Invoice Date	Amount
75-4500-2290 GENERAL SUPPLIES						
56350	WESTERN PAPER DISTRIBUTO	REC CENTER CUSTODIAL SUP	4151889, 41	103244	10/04/2021	321.23
Total 75-4500-2290:						329.45
75-4500-2292 CLOTHING ALLOWANCE						
52880	UMB BANK	STAFF UNIFORMS	102621	14757	10/26/2021	464.40
Total 75-4500-2292:						464.40
75-4500-2500 CONCESSION PURCHASES						
52880	UMB BANK	TOWELS	102621	14757	10/26/2021	22.04
Total 75-4500-2500:						22.04
75-4500-3310 ADVERTISING						
52880	UMB BANK	ADVERTISING	102621	14757	10/26/2021	225.00
Total 75-4500-3310:						225.00
75-4500-3410 UTILITIES (ELECTRIC)						
52880	UMB BANK	ANNUAL SUBSCRIPTION	102621	14757	10/26/2021	587.64
Total 75-4500-3410:						587.64
75-4500-3530 EQUIP MAINTENANCE & REPAIR						
20100	FITNESS TECH	FITNESS EQUIP MAINTANENCE	34644	103246	10/13/2021	375.00
75-4500-3530 EQUIP MAINTENANCE & REPAIR						
52880	UMB BANK	AUTOBELAY RECERTIFICATION	102621	14757	10/26/2021	1,083.12
Total 75-4500-3530:						1,458.12
75-4500-3560 SOFTWARE SERVICES						
52880	UMB BANK	CLOUD SOFTWARE	102621	14757	10/26/2021	399.95
Total 75-4500-3560:						399.95
75-4500-3700 TRAINING & TRAVEL						
52880	UMB BANK	BUSINESS CONFLUENCE	102621	14757	10/26/2021	50.00
Total 75-4500-3700:						50.00
75-4500-3980 CONTRACT LABOR						
76375	HODDER, RICHARD	TAEKWONDO INSTRUCTION O	102621	103257	10/26/2021	303.00
Total 75-4500-3980:						303.00
75-4512-2500 CONCESSION PURCHASES						
52880	UMB BANK	POOL TO PEAK T SHIRTS	102621	14757	10/26/2021	297.16
Total 75-4512-2500:						297.16
75-4512-3660 BLDG MAINTENANCE & GROUNDS						
41700	R & A ENTERPRISES OF CARB	POOL POWER REPAIR INVOICE	A35647	103253	09/30/2021	337.50
Total 75-4512-3660:						337.50

TOWN OF CARBONDALE

Payment Approval Report - by GL No

Page: 16

Report dates: 10/26/2021-10/26/2021

Oct 20, 2021 12:02PM

Vendor	Vendor Name	GL Acct No Description	Invoice No	PO No	Invoice Date	Amount
75-4512-3661	GENERAL MAINTENANCE & REPAIRS					
2520	AJAX POOL & SPA INC	POOL REPAIR INVOICE #339940	3399409152	103243	10/15/2021	42.00
75-4512-3661	GENERAL MAINTENANCE & REPAIRS					
2520	AJAX POOL & SPA INC	POOL REPAIR INVOICE #298790	3399409152	103243	10/15/2021	1,117.90
75-4512-3661	GENERAL MAINTENANCE & REPAIRS					
2520	AJAX POOL & SPA INC	POOL REPAIR INVOICE #313330	3399409152	103243	10/15/2021	399.36
75-4512-3661	GENERAL MAINTENANCE & REPAIRS					
2520	AJAX POOL & SPA INC	POOL REPAIR INVOICE #298790	3399409152	103243	10/15/2021	300.00
Total 75-4512-3661:						1,859.26
75-4512-8000	SPECIAL EVENTS					
52880	UMB BANK	POOL CHEMICALS	102621	14757	10/26/2021	77.84
Total 75-4512-8000:						77.84
75-4800-3410	UTILITIES					
57760	XCEL ENERGY	SHED	752011753	14766	10/13/2021	21.15
Total 75-4800-3410:						21.15
75-4800-3530	EQUIPMENT MAINTENANCE					
36800	NICE RINK	New 90' x 130' ice rink liner #3	122224	1018218290	09/28/2021	3,517.61
Total 75-4800-3530:						3,517.61
Grand Totals:						332,509.81

**MINUTES  
CARBONDALE BOARD OF TRUSTEES  
REGULAR MEETING  
CARBONDALE TOWN HALL  
AND VIA ZOOM  
OCTOBER 12, 2021  
MEETING**

Mayor Richardson called the Board of Trustees Regular Meeting to order on October 12, 2021, at 6:00 p.m.

**STUDENT OF THE MONTH**

The following students from Ross Montessori and Crystal River Elementary Schools were awarded a Certificate of Achievement from Mayor Richardson:

Liam Beery  
Santiago Feria

Hailey Granados Diaz  
McKenna Morgan

**ROLL CALL:**

The following members were present for roll call:

Mayor  
Trustees

Dan Richardson  
Ben Bohmfalk  
Marty Silverstein  
Lani Kitching  
Erica Sparhawk  
Luis Yllanes

Absent  
Trustee

Heather Henry

Student Trustee

Boden Hamilton

Staff Present:

Interim Town Manager  
Board and Commissions Clerk  
Finance Director

Kevin Schorzman  
Kae McDonald  
Renae Gustine

**CONSENT AGENDA**

- Accounts Payable totaling \$ 294,461.53
- BOT 9-21-2021 Special Meeting Minutes
- BOT 9-28-2021 Regular Meeting Minutes
- Retail Marijuana Cultivation Renewal – Happy Farmer

Trustee Silverstein made a motion to approve the Consent Agenda. Trustee Sparhawk seconded the motion and it passed with:

*6 yes votes: Bohmfalk, Silverstein, Kitching, Richardson, Sparhawk, Yllanes*

### **PERSONS PRESENT NOT ON THE AGENDA**

Susan Rhea, Carbondale, asked the Board to forgo their cars and walk around Carbondale for two weeks to experience the obstacles she is facing. Susan's biggest obstacle is getting to City Market. She has to walk an extra mile to get to an intersection and she can't believe a better intersection wasn't constructed in front of City Market. Kevin had informed Susan that it will be at least three years before an intersection is constructed by City Market. She asked if there can be a temporary solution. Also, drivers need to be made aware that pedestrians have the right of way.

Mayor Richardson suggested that Susan contact the Bike/Pedestrian/Trails Commission and let them know of her experiences.

### **TRUSTEE COMMENTS**

Trustee Silverstein announced that KDNK completed their fall fundraiser and met their goal. He appreciates what KDNK does for the community. Trustee Silverstein noted that the Andy Zanca Youth Empowerment program is also in the midst of fundraising. However, they have not quite met their goal. Trustee Silverstein noted that Potato Day was a great success. Also, the RFHS Rams won their first football game in a few years.

Trustee Bohmfalk informed the Board that he attended the Bike/Pedestrian/Trails (B/P/T) meeting where they received a series of updates. It was more of an informational meeting. Carbondale Age Friendly Community Initiative will be updating the walking obstacles audit. The B/P/T Commission will review the audit at their November meeting and make recommendations as to what Public Works should focus on.

Mayor Richardson told the Board that he attended the RFTA Board meeting where they discussed the budget. New legislation has changed the way the Elected Officials Transportation Commission collects use tax. The new legislation will cause their use tax revenue to decrease while RFTA's will increase. They had used the funding to pay for the free bus service between Aspen and Snowmass. They have asked RFTA to fund the free bus service. Mayor Richardson commented it's a hard decision because RFTA wants to be equitable to all of its members. Mayor Richardson stated that Police Chief Wilson sent the Trustees a memo describing the police department staffing shortages. They are at 65% of full capacity until March when two officers graduate from the academy. As a result, the police department will be modifying priorities and they are asking the community for patience and understanding.

Trustee Yllanes thanked the parks and recreation staff for keeping the pool open longer than usual.

### **ATTORNEY'S COMMENTS**

Mark Hamilton was not present for the meeting.

### **ACCEPT PUBLIC IMPROVEMENTS – 1201 MAIN**

Kevin explained that in 2020 the Board approved the Development Improvement Agreement for the 1201 Main Street project. The majority of the public improvements on this project were related to sidewalk construction as well as the construction of parking areas and drywells in the Colorado Avenue right-of-way. Sopris Engineering was hired to perform periodic inspections on the project. In addition, town staff also visited the project frequently, received copies of materials testing reports, and witnessed required water and sewer service line testing.

Kevin noted that our attorney wants to make changes to the title work.

Staff recommends that the Board accept the public infrastructure installed as required by the Development Improvement Agreement for this project. In addition, staff recommends that the Board approve reducing the security for the project to 10% of the required security or \$25,260.51.

Trustee Bohmfalk made a motion to accept the public improvements related to 1201 Main Street project contingent upon the attorney's satisfaction with the changes to the title, with a warranty start date of October 13, 2021, and authorize the security for the project to be reduced to \$25,260.51. Trustee Kitching seconded the motion and it passed with:

*6 yes votes: Kitching, Bohmfalk, Silverstein, Sparhawk, Yllanes, Richardson*

### **BUDGET – PROPOSED 2022 BUDGET**

Renae noted that there have been two additional budget meetings, so the budget has been well presented. Discussion ensued and the following points were made:

Trustee Yllanes asked if money is being allocated to tackle short-term housing rentals? Kevin stated that staff is proposing to hire a planning tech who would focus on housing issues part-time, or free up some of a planner's time to work on housing issues.

Trustee Bohmfalk suggested that the Board not pursue eliminating plastics for another year due to changing legislation. Mayor Richardson replied that the Board could keep the money in the fund and use it for other things.

Trustee Bohmfalk said that the budget is allocating \$300,000 of the \$325,000 collected from the tobacco tax to the Family and Youth Advisory Group. He thought we were giving them \$250,000. He would like to reserve some of the money for town-specific projects – the Board agreed.



Discussion ensued on whether the Board wants to allocate money to the Manaus Equity Action Project training. Three entities attend each training. Manaus would like staff and police officers (2/3 of the participants) to attend the training at a cost of \$26,000. The Board requested a breakdown of costs and how the costs are allocated. The Board agreed that if they do allocate funding (\$13,000) only the Board/staff would attend because the police department is currently understaffed so they cannot commit to the training.

### **EXECUTIVE SESSION**

At 7:30 p.m. Trustee Sparhawk made a motion to go into an Executive Session for a discussion of a personnel matter under C.R.S. 24-6-402(2)(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; and 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). Trustee Yllanes seconded the motion and it passed with:

*6 yes votes: Yllanes, Bohmfalk, Kitching, Richardson, Sparhawk, Silverstein*

At 9:20 p.m. Trustee Silverstein made a motion to adjourn the Executive Session and return to the regular meeting. Trustee Kitching seconded the motion and it passed with:

*6 yes votes: Sparhawk, Bohmfalk, Kitching, Richardson, Silverstein, Yllanes*

### **ADJOURNMENT**

The October 12, 2021, regular meeting adjourned at 9:20 p.m. The next regularly scheduled meeting will be held in person and virtually on October 26, 2021, at 6:00 p.m.

APPROVED AND ACCEPTED

ATTEST

\_\_\_\_\_  
Dan Richardson, Mayor

\_\_\_\_\_  
Town Clerk, Cathy Derby



# TOWN OF CARBONDALE

511 Colorado Avenue  
Carbondale, CO 81623  
[www.carbondalegov.org](http://www.carbondalegov.org)  
(970) 963-2733 Fax: (970) 963-9140

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## BOARD OF TRUSTEES AGENDA MEMORANDUM

**TITLE:** Public Arts Commission Membership Application Review

**SUBMITTING DEPARTMENT:** Boards and Commissions

**ATTACHMENTS:** Public Arts Commission Membership Renewal Applications

---

### BACKGROUND

The Public Arts Commission reviewed the membership renewal application submitted by Kris Elice. The commission moved to recommend the membership renewal on the Carbondale Public Arts Commission.

### RECOMMENDATION

Town Staff recommends the Board of Trustees move to approve the membership renewal of Kris Elice as a regular voting member of the Public Arts Commission.

Prepared by: Kae McDonald

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Town Manager

## TOWN OF CARBONDALE

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT  
TO TOWN ADVISORY BOARDS AND COMMISSIONSTHIS IS AN APPLICATION FOR APPOINTMENT \_\_\_\_\_ REAPPOINTMENT ☒

NAME OF APPLICANT: Kris L. Elice  
 MAILING ADDRESS: 1005 Crown Dr  
 STREET ADDRESS OF RESIDENCE: same  
 TELEPHONE (Work) \_\_\_\_\_ (Home) 379-5353  
 OTHER PHONE \_\_\_\_\_ E-MAIL: Kris@eliceinc.com

INDICATE WHERE YOU WOULD LIKE YOUR AGENDAS AND INFORMATIONAL  
MATERIALS DELIVERED:Kris@eliceinc.com(If you are seeking reappointment, it is only necessary to fill in your name and those  
informational items which have changed since you were last appointed.)

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT:

CPAC

## NEW APPOINTMENT ONLY:

Describe any special knowledge, abilities, background or interests which you feel will provide a  
positive contribution to the goals and purposes of the board or commission for which you are  
seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.)Kris Elice

Signature

6 Sept 21

Date

CONGRATULATIONS! The \_\_\_\_\_ has  
 appointed you to the \_\_\_\_\_ by official  
 action taken on \_\_\_\_\_. Your term will expire \_\_\_\_\_.

We greatly appreciate your interest and participation in the municipal government  
process.

Mayor and Board of Trustees  
 Town of Carbondale

\*\*\*\*\*



# TOWN OF CARBONDALE

511 Colorado Avenue  
Carbondale, CO 81623  
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(970) 963-2733 Fax: (970) 963-9140

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## BOARD OF TRUSTEES AGENDA MEMORANDUM

**TITLE:** Public Arts Commission Membership Application Review

**SUBMITTING DEPARTMENT:** Boards and Commissions

**ATTACHMENTS:** Public Arts Commission Membership Application

---

### BACKGROUND

The Public Arts Commission reviewed a membership application submitted by Michael Stout. The commission moved to recommend the applicant for full membership appointment on the Carbondale Public Arts Commission.

### RECOMMENDATION

Town Staff recommends the Board of Trustees move to approve Michael Stout be appointed as a regular voting member of the Public Arts Commission.

Prepared by: Kae McDonald

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Town Manager

## TOWN OF CARBONDALE

### APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO TOWN ADVISORY BOARDS AND COMMISSIONS

THIS IS AN APPLICATION FOR APPOINTMENT   X   REAPPOINTMENT       

NAME OF APPLICANT: Michael Stout  
 MAILING ADDRESS: 126 Linden Circle, Carbondale CO 81623  
 STREET ADDRESS OF RESIDENCE: 126 Linden Circle  
 TELEPHONE: (Work) \_\_\_\_\_ (Home) 513-376-1403  
 OTHER PHONE: \_\_\_\_\_ E-MAIL: michael@carbondalearts.com

INDICATE WHERE YOU WOULD LIKE YOUR AGENDAS AND INFORMATIONAL  
 MATERIALS DELIVERED:   Email or mailing address above  

(If you are seeking reappointment, it is only necessary to fill in your name and those  
 informational items which have changed since you were last appointed.)

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT:  
**Public Art Commission**

**NEW APPOINTMENT ONLY:**

Describe any special knowledge, abilities, background or interests which you feel will provide a  
 positive contribution to the goals and purposes of the board or commission for which you are  
 seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.)

---

I have worked in the public art and graphic design fields for over 20 years. Through my graduate  
 studies in community planning, I focused on the urban design and economic benefits of public art,  
 specifically as a community engagement and placemaking strategy. Following that, I worked in a  
 public art non-profit, where I worked closely with the City to implement a number of public works  
 of art. Recently I worked at the landscape architecture office of Design Workshop where I worked  
 closely with teams on experiential design, signage and wayfinding systems and other public  
 projects. Recently I started a position at Carbondale Arts as the Education Director.

  
 Signature

  
 Date

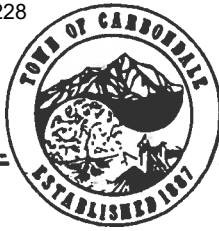
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CONGRATULATIONS! The \_\_\_\_\_ has  
 appointed you to the \_\_\_\_\_ by official  
 action taken on \_\_\_\_\_. Your term will expire\_\_\_\_\_.

We greatly appreciate your interest and participation in the municipal government  
 process.

Mayor and Board of Trustees  
 Town of Carbondale

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# Town of Carbondale Police Department

511 Colorado Avenue, Suite 911 Carbondale, Colorado 81623 (970) 963-2662

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To: Mayor Dan Richardson and  
Carbondale Board of Trustee's

From: Kirk Wilson  
Chief of Police, Carbondale Police Department

Ref.: Liquor License Renewal Application for Phat Thai (Three 43 Main, Inc.)

Date: October 18, 2021

I have completed the requested record check for the establishment and following individual:

Eric Mitchell                      Manager

I have completed the requested-in house record checks for the establishment.

I have found no records that would cause me to recommend denial of this liquor license renewal.

I recommend the approval for the liquor license renewal application.

**PHAT THAI**  
**0302 ESCALANTE**  
**Carbondale CO 81623**

Fees Due		ATTACHMENT D
Renewal Fee		Waived due to 20B-001
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex	\$160.00 per facility	Waived due to 20B-001
Amount Due/Paid		\$

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

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>THREE 43 MAIN INC</b>		Doing Business As Name (DBA) <b>PHAT THAI</b>		
Liquor License # <b>07-72538-0000</b>	License Type <b>Hotel &amp; Restaurant (city)</b>	Sales Tax License # <b>07725380000</b>	Expiration Date <b>11/12/2021</b>	Due Date <b>09/28/2021</b>
Business Address <b>343 MAIN ST Carbondale CO 81623</b>		County <b>Garfield</b>	Phone Number <b>9709637001</b>	
Mailing Address <b>0302 ESCALANTE Carbondale CO 81623</b>		Email <b>lcarigode@gmail.com</b>		
Operating Manager <b>ERIC MITCHELL</b>	Date of Birth	Home Address <b>CARBONDALE CO 81623</b>	Phone Number <b>612 202 9222</b>	

- Do you have legal possession of the premises at the street address above? **Yes** No  
 Are the premises owned or rented? Owned **Rented\*** \*If rented, expiration date of lease **10/25**
- Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes **No**
- 3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes **No**
- 3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes **No**
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes **No**
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes **No**
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes **No**
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. **Yes** No **ATTACH HV**

**Affirmation & Consent**

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

Type or Print Name of Applicant/Authorized Agent of Business <i>LARRY GOCHE</i>	Title <i>owner</i>
Signature <i>[Signature]</i>	Date <i>10/6/21</i>

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For		Date
Signature	Title	Attest

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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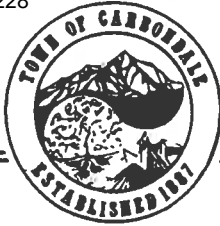
**LIST OF LIQUOR LICENSES WITH DIRECT INTERESTS FROM OWNERS**

**Three43Main Inc.**

**Liquor License #07-72538-000**

**The Pullman LLC**

**Liquor License #14-43114-0000**



# Town of Carbondale Police Department

511 Colorado Avenue, Suite 911 Carbondale, Colorado 81623 (970) 963-2662

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To: Mayor Dan Richardson and  
Carbondale Board of Trustees

From: Kirk Wilson  
Chief of Police, Carbondale Police Department

Ref.: Liquor License Application Atina Bar & Grill

Date: October 18, 2021

I have completed the requested record checks for the following individual(s):

Jessica Hale                      Manager

I recommend approval of the liquor license renewal application.

DR 8400 (07/24/19)  
 COLORADO DEPARTMENT OF REVENUE  
 Liquor Enforcement Division

**Submit to Local Licensing Authority**

**ATINA BAR & GRILLE**  
**PO BOX 853**  
**Carbondale CO 81623**

Fees Due	
Renewal Fee	Waived due to 20B-001
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex \$160.00 per facility	Waived due to 20B-001
Amount Due/Paid	\$

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

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>HALE &amp; COMPANY LLC</b>		Doing Business As Name (DBA) <b>ATINA BAR &amp; GRILLE</b>		
Liquor License # <b>03-12451</b>	License Type <b>Hotel &amp; Restaurant (city)</b>	Sales Tax License # <b>41656743</b>	Expiration Date <b>10/09/2021</b>	Due Date <b>08/25/2021</b>
Business Address <b>1054 HIGHWAY 133 SPACE G &amp; H Carbondale CO 81623</b>		County <b>Garfield</b>		Phone Number <b>9705105695</b>
Mailing Address <b>PO BOX 853 Carbondale CO 81623</b>		Email <b>Jessica@atinagrille.com</b>		
Operating Manager <b>Jessica Hale</b>	Date of Birth <b>1</b>	Home Address <b>1054 Highway 133 Carbondale CO 81623</b>	Phone Number <b>970-319-0382</b>	

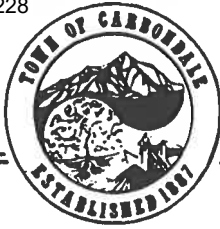
- Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No  
 Are the premises owned or rented? ☐ Owned ☒ Rented\* \*If rented, expiration date of lease **12/31/24**
- Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☐ Yes ☒ No
- 3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☒ Yes ☐ No
- 3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☒ Yes ☐ No
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ Yes ☒ No
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No

DR 8400 (07/24/19)  
COLORADO DEPARTMENT OF REVENUE  
Liquor Enforcement Division

**Affirmation & Consent**

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

Type or Print Name of Applicant/Authorized Agent of Business	Title
Jessica Hale	Owner
Signature	Date
[Signature]	9/29/21
<b>Report &amp; Approval of City or County Licensing Authority</b>	
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.	
<b>Therefore this application is approved.</b>	
Local Licensing Authority For	Date
Signature	Title
	Attest



# Town of Carbondale Police Department

511 Colorado Avenue, Suite 911 Carbondale, Colorado 81623 (970) 963-2662

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To: Mayor Dan Richardson and  
Carbondale Board of Trustees

From: Kirk Wilson  
Chief of Police, Carbondale Police Department

Ref.: Liquor License Renewal for Silo Culinary Productions locates at 1909 Delores Way.

Date: October 18, 2021

I have completed the requested record checks for the establishment and following individual:

Lacy Hughes                      Manager

I have found no liquor violation records that would cause me to recommend denial of this liquor license renewal for this establishment.

I recommend approval for the liquor license renewal.

**SILO**  
**1909 DOLORES WAY**  
**Carbondale CO 81623**

Fees Due		ATTACHMENT F
Renewal Fee		Waived due to 20B-001
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex	\$160.00 per facility	Waived due to 20B-001
Amount Due/Paid		\$

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

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>SILO CULINARY PRODUCTIONS LLC</b>		Doing Business As Name (DBA) <b>SILO</b>		
Liquor License # <b>03-03855</b>	License Type <b>Hotel &amp; Restaurant (city)</b>	Sales Tax License # <b>30503607</b>	Expiration Date <b>11/19/2021</b>	Due Date <b>10/05/2021</b>
Business Address <b>1909 DOLORES WAY Carbondale CO 81623</b>			County <b>Garfield</b>	Phone Number <b>9709631909</b>
Mailing Address <b>1909 DOLORES WAY Carbondale CO 81623</b>			Email <b>eat@silofood.com</b>	
Operating Manager <b>LACY HUGHES</b>	Date of Birth	Home Address <b>CARBONDALE, CO 81623</b>	Phone Number <b>(662)385-6391</b>	
1. Do you have legal possession of the premises at the street address above? <b>Yes</b> No Are the premises owned or rented? <b>Owned</b> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <b>No</b>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes <b>No</b>				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <b>No</b>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes <b>No</b>				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes <b>No</b>				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes <b>No</b>				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes <b>No</b>				

DR 8400 (07/24/19)  
**COLORADO DEPARTMENT OF REVENUE**  
 Liquor Enforcement Division

**Affirmation & Consent**

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

Type or Print Name of Applicant/Authorized Agent of Business <b>Lacy Hughes</b>	Title <b>OWNER</b>
Signature 	Date <b>10/10/21</b>

**Report & Approval of City or County Licensing Authority**

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

**Therefore this application is approved.**

Local Licensing Authority For		Date
Signature	Title	Attest

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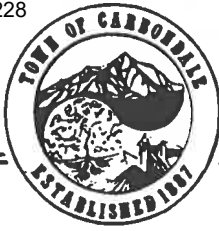
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# Town of Carbondale Police Department

511 Colorado Avenue, Suite 911 Carbondale, Colorado 81623 (970) 963-2662

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To: Mayor Dan Richardson and  
Carbondale Board of Trustees

From: Kirk Wilson  
Chief of Police, Carbondale Police Department

Ref.: Liquor License Renewal Application for The Black Nugget.

Date: October 18, 2021

I have completed the requested record checks for the following individuals:

Jan Balas                      Manager

I recommend approval of the liquor license renewal application.



**BLACK NUGGET  
 PO BOX 5377  
 Eagle CO 81631**

Fees Due		ATTACHMENT C
Renewal Fee		Waived due to 20B-001
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex	\$160.00 per facility	Waived due to 20B-001
Amount Due/Paid		\$

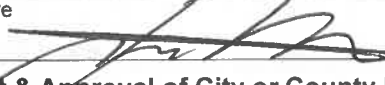
Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient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

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name <b>LEGERDEMAN INC</b>		Doing Business As Name (DBA) <b>BLACK NUGGET</b>		
Liquor License # <b>03-10747</b>	License Type <b>Tavern (city)</b>	Sales Tax License # <b>41234936</b>	Expiration Date <b>11/12/2021</b>	Due Date <b>09/28/2021</b>
Business Address <b>403 MAIN STREET Carbondale CO 81623</b>		County <b>Garfield</b>	Phone Number <b>9709634498</b>	
Mailing Address <b>PO BOX 5377 Eagle CO 81631</b>		Email <b>ascc.hanz@gmail.com</b>		
Operating Manager <b>Jan Balas</b>	Date of Birth	Home Address <b>Carbondale, CO 81623</b>	Phone Number <b>970-306-3442</b>	
1. Do you have legal possession of the premises at the street address above? <b>Yes</b> No Are the premises owned or rented? Owned <b>Rented*</b> *If rented, expiration date of lease <b>06/20/2032</b>				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. Yes <b>No</b>				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes <b>No</b>				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? Yes <b>No</b>				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. Yes <b>No</b>				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. Yes <b>No</b>				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. Yes <b>No</b>				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. Yes <b>No</b>				

<b>Affirmation &amp; Consent</b> I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business <b>Jan Balas</b>		Title <b>President</b>
Signature 		Date <b>10-18-2021</b>
<b>Report &amp; Approval of City or County Licensing Authority</b> The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules. <b>Therefore this application is approved.</b>		
Local Licensing Authority For		Date
Signature	Title	Attest

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**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

## Board of Trustees Memorandum

Meeting Date: 10-26-21

**TITLE:** Appointment for Planning and Zoning Commission

**SUBMITTING DEPARTMENT:** Planning Department

**ATTACHMENTS:** Application for Elizabeth Cammack  
Application for Kade Gianinetti  
Application for Anne Krimmer

### BACKGROUND

Michael Durant and Erica Stahl Golden recently resigned from the Planning and Zoning Commission. Both were regular voting members of the Planning Commission.

Three applications for appointment were submitted for the two open seats. All three candidates live within the Town limits. The Planning Commission interviewed the three candidates at the September 30, 2021 meeting and the October 14, 2021 meeting.


At the conclusion of the interviews, the Commission made a recommendation that Kim Magee, who is currently a 1<sup>st</sup> Alternate, and Jarrett Mork, who is currently is a 2<sup>nd</sup> alternate, be appointed as regular voting members. They also recommended that Kade Gianinetti be appointed as the 1<sup>st</sup> Alternate and Elizabeth Cammack be appointed as the 2<sup>nd</sup> Alternate.

Staff has requested that the three candidates be present (via Zoom or in person) at the October 26, 2021 Board meeting.

### RECOMMENDATION

Staff recommends that the following motion be approved: **Recommend that the Board appoint Kim Magee and Jarrett Mork as regular voting members of the Planning and Zoning Commission and appoint Kade Gianinetti as the 1<sup>st</sup> Alternate and Elizabeth Cammack as the 2<sup>nd</sup> Alternate.**

Prepared By: Janet Buck, Planning Director

	
<div>Town of Carbondale</div> <div>Planning and Zoning Commission</div> <div>Application for Appointment</div>	
Applicant Name: Anne Krimmer	
Mailing Address: 501 Mesa Verde Ave	
Street Address: 501 Mesa Verde Ave, Carbondale, CO 81623	
Telephone: 970-948-8602	
E-mail Address: akrimmer@thekrimmers.com	
<div>Reappointment</div> <div>If you are seeking reappointment, it is only necessary to fill in the top portion of this application.</div>	
<div>Please Answer the Questions Below</div> <div>1.)<div>The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustee meetings a couple of year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues?</div><div>None.</div></div> <div>2.)<div>Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.</div><div>I am curious, like to ask questions to understand the breadth of issues, and feel that discussion is important. I will vote as per the town code and comp plan. As a self-employed resident, I do not have encumbrances that would prevent me from objective evaluation or conflicts of interest.</div></div> <div>3.)<div>Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.</div><div>Roth Lot Split Application at 520 Mesa Verde Ave that was continued to 9/30/21 meeting. This property is across the street from my residence and I have spoken at the previous meetings.</div></div> <div>4.)<div>What do you like best about the Town of Carbondale?</div><div>The variety of people in this small town in a unbelievably stunning location! We have former coal workers, multi-generational ranchers, recent immigrants, retirees, blue collar workers, white collar professionals, and millionaires all calling this little town home. It's an amazing diversity of cultures, experiences, &amp; values.</div></div> <div>5.)<div>What is one thing that would make Carbondale a better place to live?</div><div>More discussion &amp; involvement from our very busy workers to create an inclusive town that can offer attainable housing for our local workforce. We are missing those folks in our community outreach.</div></div> <div>6.)<div>Please identify what you feel are some of the key issues facing the Town in the next 5-10 years,</div><div>Water availability and infrastructure.</div><div>Traffic congestion on 133.</div><div>Attainable housing for our local workforce.</div></div>	
<div>Planning and Zoning Recommendation</div> <div>Date:</div> <div>Selection: YES NO</div>	
<div>Action Taken by Board of Trustees</div> <div>Date:</div> <div>Selection: YES NO</div> <div>Term Expiration:</div>	
Approval Signature: Date:	



**Town of Carbondale  
Planning and Zoning Commission  
Application for Appointment**

**Applicant Name:** Elizabeth Cammack  
**Mailing Address:** Mesa 483 Mesa Verde Ave.  
**Street Address:** Same  
**Telephone:** 970-930-5661  
**E-mail Address:** wiz@sopris.net

**Reappointment**

*If you are seeking reappointment, it is only necessary to fill in the top portion of this application.*

**Please Answer the Questions Below**

- 1.) The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustee meetings a couple of year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues?  
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- 2.) Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.  
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- 3.) Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.  
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- 4.) What do you like best about the Town of Carbondale?  
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- 5.) What is one thing that would make Carbondale a better place to live?  
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- 6.) Please identify what you feel are some of the key issues facing the Town in the next 5-10 years,  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Planning and Zoning Recommendation**

**Date:**

**Selection:** YES NO

**Action Taken by Board of Trustees**

**Date:**

**Selection:** YES NO

**Term Expiration:** \_\_\_\_\_

**Approval Signature:**

**Date:**




**Elizabeth Cammack**

**483 Mesa Verde Ave, Carbondale CO 81623**

**970-930-5661**

**wiz@sopris.net**

1. I do not see any problems attending these meetings. A few times a year I travel back east to see my family so I may be out of town for a meeting then. I can arrange other vacations around the P&Z schedule as much as possible.
2. Yes, I feel I can be objective. It is the job of people sitting on town boards to look at the whole picture of how Carbondale is growing and changing and make the best recommendations based on that information. While I certainly have my own opinions and feelings about what direction I think Carbondale should move I also understand I am one person among many.
3. I do not think I have any conflicts of interest which could get in the way of me performing my responsibilities as a member of this board. The only property I own is my house. My husband has a business in town but does not own the building it is in. I am currently a co-director of Demeter's Garden in Bonnie Fisher Park. But I don't foresee any conflicts with that.
4. There are many things I love about Carbondale. In the 24 years I have lived here I have made many wonderful deep friendships. Carbondale is full of interesting, creative and hard working people who all seem grateful to live here, which means they are all invested in seeing the town be the best it can be. I also love having access to wilderness areas.
5. There are also many things I think would make Carbondale a better place to live so I can't choose just one. Firstly, I think we need to be sure there is enough affordable housing in town to not only keep the diversity we have but to encourage and support more. Secondly, I feel it would be beneficial to the town if we could expand the routes of the circulator bus. With City Market moving farther away from the Senior Living I think adding a stop there and one at the grocery store would help people living there who don't have cars. Adding stops out by the public schools might help alleviate the heavy traffic on 133 which occurs every morning and afternoon during the school year. And some people who live in that area who drive to the park and ride could instead take the bus, thus leaving their cars at home. Finally, I think putting a sidewalk on the north side of west Colorado Ave. would make that road safer for the children who walk it twice a day to get to the school bus which picks them up on 8th St.
6. Over the next 5-10 years I think Carbondale will face an even greater need for affordable housing than we have now. Traffic and parking are already difficult in town. These will get worse unless we come up with some creative solutions. The last few years of heat waves, fires and drought highlight the challenges climate change brings to Carbondale. We will need to look closely at how much and what type of growth makes the most sense given these significant events.

	<b>Town of Carbondale</b> <b>Planning and Zoning Commission</b> <b>Application for Appointment</b>
<b>Applicant Name:</b> Kade Gianinetti	
<b>Mailing Address:</b> 282 N 7th St. Carbondale CO 81623	
<b>Street Address:</b> 282 N 7th St. Carbondale CO 81623	
<b>Telephone:</b> 970-618-3457	
<b>E-mail Address:</b> kadegianinetti@gmail.com	
<b><u>Reappointment</u></b> <i>If you are seeking reappointment, it is only necessary to fill in the top portion of this application.</i>	
<b><u>Please Answer the Questions Below</u></b>	
1.)	The Planning and Zoning Commission requires a commitment on Thursday evenings once or twice a month. The meetings generally fall on the second and fourth Thursday of each month with a few exceptions. The Planning and Zoning Commission occasionally hosts workshops where your attendance may be required. In addition, you may need to attend Board of Trustee meetings a couple of year. Do you foresee any problems attending these meetings on a regular basis? If so, what are the potential attendance issues? I have a very flexible schedule and do not see any issues on making Thursday meeting as well as board of trustee meeting throughout the year.
2.)	Do you feel as a citizen of the community that you are able to provide objective recommendations on various land-use applications and other issues? If yes, please explain.  Yes, I care deeply about the future of Carbondale and want to be an active participant in solving complex issue that will face a growing and changing community.
3.)	Do you feel you have any conflicts of interest that may arise due to your appointment to the Planning and Zoning Commission? If so, please explain.  I am a partner in a design architecture firm that has projects located throughout the state
4.)	What do you like best about the Town of Carbondale?  Carbondale has a rich history that represents a rural dichotomy that straddles coal dust, and cow manurer. As we have grown the ethos established by both parties can still be witnessed.
5.)	What is one thing that would make Carbondale a better place to live?  A progressive forward thinking plan that would establish Carbondale on the frontline of town planning in a world that is facing larger environmental concerns as well as social
6.)	Please identify what you feel are some of the key issues facing the Town in the next 5-10 years,  Holding on to community with the rising cost of living, Making sure the town holds to the highest level of enviromental design.
<b><u>Planning and Zoning Recommendation</u></b>	
<b>Date:</b> _____	
<b>Selection:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b><u>Action Taken by Board of Trustees</u></b>	
<b>Date:</b> _____	
<b>Selection:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Term Expiration:</b> _____	
<b>Approval Signature:</b> _____ <b>Date:</b> _____	



**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

## **Board of Trustees Agenda Memorandum**

**Item No: 7                      Attachment: H**

**Meeting Date:** October 26, 2021

**TITLE:** Town Stage fee waiver request from Carbondale Arts for the First Friday Event Dia De Los Muertos on November 5<sup>th</sup>, 2021

**SUBMITTING:** Parks & Recreation Department

**ATTACHMENTS:** Letter requesting fee waiver.  
Stage lease agreement

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### **PURPOSE:**

Looking for Town stage rental fee waiver for the Dia De Los Muertos event on November 5<sup>th</sup> First Friday on 4<sup>th</sup> Street and Main Street.

### **BACKGROUND:**

The stage would be set up on 4<sup>th</sup> street on Friday afternoon and this section from main to the alley on 4<sup>th</sup> street would be closed. There will be a celebration of the artists who created the mural on the Century Link building from 4-5 sponsored by First Bank, then a procession from the Third Street Center featuring big puppets and Aspen Santa-Fe Ballet Folklorico which will start at 5:30pm. The procession ends at 4<sup>th</sup> and main with performances by Ballet Folklorico and local fire performers where Mexican hot chocolate and other goodies will be served.

The Parks and Recreation Commission did not have a chance to approve of this fee waiver at their last meeting and make a formal recommendation to the Trustees to approve, but since the Town sponsors First Friday activities this fee waiver should be approved. The organization would still need to provide the fee for the additional overtime staff to set up and take down the stage (\$280.00), so this fee waiver is for the non-profit rate of \$250.00 and for the damage deposit of \$1,000.00.

### **RECOMMENDATION:**

Approve of the fee and the damage deposit waiver for the use of the Town stage on 4<sup>th</sup> street for the Dia De Los Muertos First Friday celebration.

**Prepared By:** Eric Brendlinger, Parks & Recreation Department Director





October 14, 2021

**4th Street Plaza Park and 4<sup>th</sup> Street First Friday Stage Use Agreement for**

**Carbondale Arts Dia De Los Muertos.**

**November 5<sup>th</sup>, 2021**

They are requesting use of the Town stage and a street closure of 4<sup>th</sup> street to put up the stage . Also includes a Parade Permit from 3<sup>rd</sup> street center to the 4<sup>th</sup> street plaza park .

Review, comments, concerns and signatures needed. After you sign please place in subsequent staff's box.

If you have any pressing concerns about this event please contact me and contracts can be amended to address those concerns.

Eric Brendlinger Carbondale Parks & Recreation Director

[ebrendlinger@carbondaleco.net](mailto:ebrendlinger@carbondaleco.net)

[www.carbondalerec.com](http://www.carbondalerec.com)

970-510-1277 (O) 970-319-2494 (cell)

Parks & Recreation Director EB

Public Works Director KL

Police Chief B

Town Manager na

Town Clerk na

Town Finance Director na



**Town of Carbondale Police Department**  
511 Colorado Avenue, Suite 911 Carbondale, Colorado 81623 (970) 963-2662

**PARADE PERMIT**

In accordance with the Carbondale Municipal Code, permission is hereby granted to:

**Carbondale Arts**

For the conduct of a parade or procession.

This permit is in effect only on November 5, 2021, from 5:30 to 6:30.

The route is as follows: Depart Third Street Center, process down Third Street to Main Street.

It is understood that all participants will be advised of and shall follow all of the below stated rules and/or restrictions.

1. Candy, toys, or gifts of any kind will not be thrown from floats, and/or conveyance. Out-walkers must hand-out any and all items.
2. Horse or animal drawn conveyances shall be to the rear of the parade away from loud noises or bands.
3. No reckless or careless driving or activity will be permitted, including, but not limited to, wheelies, jumps, stunts, etc.
4. No firearms or firecrackers will be discharged without permission from the Chief of Police.
5. The Town may require proof of Liability Insurance. Please attach a copy of your Certificate of Insurance with the Town of Carbondale as a named insured.

List types and number of anticipated entrants. 200

Parade Applicants are responsible for Post-Parade cleanup.

Conditions of Approval:

We (I), agree to abide by all the conditions and limitations listed on this permit.

[Signature]  
Parade Representative

[Signature]  
Chief of Police

10/9/21  
Date  
10/20/21  
Date



**Carbondale Arts**

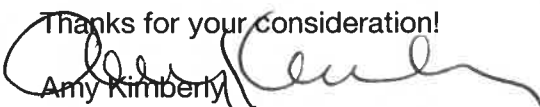
To: Town Trustees  
RE: Town Stage

10/9/21

Dear Trustees,

Thanks so much for considering our request to have most rental fees waived for the use of the stage on November 5, 2021. Dia de Los Muertos is a community celebration that really honors the Latinx culture that is so prevalent here. Carbondale Arts oversees the festivities, and pays for much of it, along with some funding from the chamber. Most of our funding goes towards the performers, tech and the hot chocolate. We have never used the stage before and we always like to support the efforts of our town, but, waiving the rental fee will help us make Dia the best it can be in the "new normal"

Thanks for your consideration!

  
Amy Kimberly  
Carbondale Arts/Carbondale Creative District  
PO BOX 175  
Carbondale, CO 81623



## TOWN OF CARBONDALE MOBILE STAGE USE RENTAL AGREEMENT

Completing this *Mobile Stage Use Agreement* is required for all Renters. The purpose is to assist the Renter with the Mobile Stage reservation so that it meets the rules and regulations established by the Town of Carbondale. This Mobile Stage Use Agreement should be submitted 45- 60 days prior to the event as an addendum to the required *Park (or) Street Rental Use Agreement and Special Event Management Plan* which is required for large special events that will impact the Carbondale community. After review by Town Staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with Town Staff is needed.

This agreement covers the rental of The Town of Carbondale Mobile Stage between the Town of Carbondale and CARBONDALE ARTS as the Renter.

### SECTION 1: RENTER INFORMATION

Name of organization/renter: CARBONDALE ARTS

Contact Person: AMY KIMBERLY Phone: (970) 963-1680

Address: PO Box 175

City/State: Carbondale CO Zip: 81623

Email: amy@carbondalearts.com

On site contact (Person who will meet for stage delivery): Amy Kimberly

Contact Phone: (970) 618 1104

Location of event: 4th & Main St.

Location for stage (include map):

Pending

Date of event: November 5, 2021

Time of event: 5 PM to 8 PM

Setup date of stage: November 5, 2021

Time of setup for stage: BEFORE 4

Takedown date: November 5?

Time of takedown:

Size of group that will be on stage: Ballet Folklórico

Intended Use of Mobile Stage:

TO CELEBRATE DIA DE LOS MUERTOS

### SECTION 2: STAGE SPECIFICATIONS

Stage Floor space : 16' X 20'

Stage height from ground: 3'2"

Front of Stage roof height from ground: 17'2"

Rear of Stage roof height from ground: 13'3"

Front of stage roof to stage floor distance: 10' 9"

Stage material: Non-slip plywood, aluminum guardrails, aluminum stairway

Accessories: Skirts, back upstage windwall, sound wings, rubber pads for bottom of stage, guardrails, access stairs

Maximum stage load is a uniformly distributed load of 150 lbs. sq. ft. (732kg/m<sup>2</sup>)

Roof Rigging Load Management: The SL75 mobile stage is designed with rigging points. The positioning and the load capacity of these points have been established to allow the highest number of light and sound layouts. A presentation of all rigging points, their maximum capacity as well as the load combinations permitted will be available upon request. A rigging plan will be required for light and sound and will need to be approved using the Stageline rigging points and capacity documents. Under no circumstances can loads other than those shown on this document be added.

This stage does not include: chairs, tables, sound system, lighting system, power source and access, power cords

*Stage set up and take down, all hydraulics for set up and take down and leveling, access to breaker boxes, and all other stage mechanicals and controls will be operated only by the Town of Carbondale staff.*

### **SECTION 3: ELECTRICAL SYSTEM**

The stage does not have its own power source. The Renter must provide power if needed.

To utilize the full power of the electrical outlets the stage has a 220-volt cable that may be plugged into an appropriate 220-volt outlet. If no 220-volt outlet is available the Stage has a 110-volt conversion cord; however, there will be a loss in the amount of available power (approximately 20 amps available) from the stage outlets. It is the renter's responsibility to provide access to the appropriate electrical voltage (220 for full power or 110 for reduced power) necessary for the use of the Stage electrical outlets (sound, lights, etc.)

Electrical/Power Plan:

WE CAN RUN POWER FROM CENTURY LINK or  
LAUNCHPAD

*Note: Amplified sound cannot exceed 90 decibels which event organizer is responsible to monitor. Amplified music must be approved by Board of Trustees; Music beyond 9 pm requires Trustee approval.*

Initial Here: CM

### **SECTION 4: SITE REQUIREMENTS**

Prior to approval of the Stage rental, the Director of Parks & Recreation or his representative must approve all event sites. Due to the size of the unit and vehicle that pulls it, the following are required:

- The unit must be positioned so that it may be placed and hauled away with a minimum amount of reversing.
- When the stage is open and extended to its fullest, it will fill an area approximately 20' wide, 50' long, and 20' high
- A minimum clearance of 10' must be available behind the stage.
- A minimum overhead clearance of 20' is required to open the stage
- A minimum clearance of 10' is required at each end of the unit to open the end doors.

*Any damage to the site where the stage is used will be the responsibility of the Renter.*

Initial Here: al

**SECTION 5: WEATHER RELATED POLICIES**

- The stage with a standard installation with all corner posts secured can withstand a gust of 77 MPH with the backdrop wind wall in place. Without the backdrop wind wall in place the unit can withstand a gust of 115 MPH. If the wind is predicted and has the possibility of exceeding 40 MPH it is important to take emergency measures listed below. The Stage windwall will not be installed in winds over 25 mph.
  1. The public and all personnel present must evacuate the area around the stage and remain at least 100ft (30 m) away.
  2. When possible, all sound and lighting equipment should be lowered and secured
  3. The bottom side of the windwall should be detached
  4. The roof structure should be lowered to reduce the exposed surface only if strong winds have not yet begun. Pin and secure downstage corner posts in the second hole. The stage is more vulnerable during lowering and raising operations
  5. If the storm intensifies and the stage starts to move or partially raise, opening should be slashed in the windwall. It is better to sacrifice a windwall than to risk damage to the equipment or injury to its personnel or the public.
- Town of Carbondale has the authority to cancel the activity and close the Stage during inclement weather conditions.

*In event of weather that poses a likely risk of damage to the Stage (rain, wind, snow, or lightning), the Stage will be closed by Town of Carbondale until they determine that conditions are safe for Stage opening. Renter is required to call Town of Carbondale to close Stage when the above conditions warrant closure.*

Initial Here: 

**SECTION 6: GENERAL USE RULES**

- No alterations may be made to the stage. NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC. ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE STAGE. NO ADHESIVES OF ANY KIND MAY BE APPLIED TO THE STAGE FLOOR. THIS INCLUDES DUCT TAPE, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF UNIT.
- Equipment must be carried or rolled, not slid, across Stage floor. Risers and other heavy equipment must be placed on protective approved cushioning provided by the renter.
- The use of any kind of tobacco products, alcoholic beverages or other intoxicating substances is not permitted on the Stage or extensions.
- No food or gum permitted on the Stage or extensions.

The renter is responsible for the clean up of the Stage at the end of the rental period and prior to stage removal by Town of Carbondale. Clean up is to include sweeping the Stage floor, mopping and removing all spills with water and mild cleaning detergent only, and removal of all decorations, trash, etc. Renter is responsible for providing cleaning materials. Any cleaning performed by The Town of Carbondale staff, attributed to the rental, will be charged to the renter at the overtime rate and will be deducted from the damage deposit.

The Town of Carbondale reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operations, or for any event deemed not in the best interest of The Town of Carbondale or the general public.

Initial Here: 

**SECTION 7: DELIVERY AND SET UP**

Town of Carbondale must approve the physical site and access prior to setting up the Stage.

*Locations where stage may not be used: non-level surface, non-solid surface, (i.e.-mud or snow or ice that could melt) close proximity to power lines or other objective hazards (i.e.- large standing dead trees)*

- The Stage will be delivered and set up on the day of its use and removed at the end of the rental period by Town of Carbondale staff only.
- The renter must be present at the site at the time the unit is scheduled to arrive to assist with orientation of the Stage, accept delivery of rented accessories, and inspect the stage with Town of Carbondale staff for cleanliness and existing damage when the stage is taken down by Town staff.
- Stage delivery and pick up take approximately 1 hour each. Setup of the Stage requires 2 workers 45-60 minutes after the unit has been positioned.
- Once placed and setup, the Stage will remain in place for the duration of the event unless weather becomes a factor at which time renter will notify Town of Carbondale to remove or secure the stage. Renter will be held liable and assume all risk from the time of delivery and setup until pickup by Town of Carbondale.
- Renter agrees to turn over the Stage in the same condition as on delivery. A checklist will be used upon delivery to assess any previous damage with renter and then again upon pick up to assess any new damage or clean-up issues.
- The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to oversee placement of the unity and to accept delivery. The same is needed when the stage is being put away by Town staff during the scheduled pick up time.

*The stage may be delivered and/or set up in advance of its use, as agreed upon by the renter, but such delivery and/or set up requires that the renting party furnish security for the unit. AT NO TIME SHALL THE STAGE BE LEFT UNSECURED.*

*If rental requires the Stage to be on location outdoors overnight, Stage must be closed by Town of Carbondale personnel only. The Stage will be re-opened the following day by Town of Carbondale and call back fees will be charged. When the Stage is closed and not in use overnight the renter must provide Town approved security personnel on site and equipped with a cell phone or some other means of communication to notify police if needed. If Town is not satisfied with the renter's proposed security the Town may choose to provide security with a sworn officer, a contract security person or a Town staff member, at the expense of the renter.*

Security Plan:

*hoping its set up & broke down on same day  
set up 12 noon on Friday Nov 5th -  
Take Down AM on Sat. Nov 6th  
4th street will remain closed during the night of Nov 5th*

*At all times when the stage is in use, all Town ordinances regarding noise, traffic, parades, etc., shall be strictly obeyed by stage staff and the renting organization. The stage staff has the power to stop the program if for any reason there is potential danger to the equipment or to the staff, e.g. winds exceeding 40 mph, unruly behavior of the crowd or the performers, etc.*

Initial Here: 

**SECTION 8: FEES AND DEPOSITS****Mobile Stage Cleanup/Damage Deposit Fee: \$1,000**Paid Date:                     

*requesting this be waived*

These amounts may be increased if it is deemed necessary for a particular event or activity.

Renter shall submit payment by cash, or credit card or check payable to: **TOWN OF CARBONDALE** and will set up a time to pay with a credit card over the phone or in person at Town Hall

*These fees must be submitted with your application and will be returned if denied. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Renter from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.*

Initial Here:                     **SECTION 9: LICENSES, PERMITS, AND FEES**

Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies. Rental of the stage for use on Town property must also include a Park (or) Street Rental Use Agreement and Special Event Management Plan that details the event, with this stage use agreement being an addendum to that permit.

Initial here:                     **SECTION 10: INDEMNIFICATION:**

Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Initial here:                     **SECTION 11: CANCELLATION OF EVENT:**

Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Parks & Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Renter all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

Initial here:                     **SECTION 12: RELEASE OF LIABILITY:**

The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event/Stage Rental, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Renter, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement.



In renting the Stage and accessories, the Town of Carbondale assumes no responsibility:

- For loss of, or damage to, any property placed on the premises by the renter
- For the loss or damage to any property or personal effects, including motor vehicles and their contents, of the renter, agents, employees participants, guests or attendees.
- For any physical injuries sustained by any individual, or group of individuals, during the duration of the rental period.
- For malfunction of any electrical or mechanical equipment provided for the renter (such as sound system, lights, generator, etc.) and the applicant waives any claim thereof.

*The renting party shall indemnify, save and hold harmless the Town of Carbondale and its officers, agents and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing, all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the renting party or his or her agents or employees, in the rental of the Stage.*

Initial here: 

### **SECTION 13: AUTHORITY TO CONTRACT:**

*The Town of Carbondale and Renter represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Renter which is enforceable against the respective parties in accordance with the terms hereof.*

Initial here: 

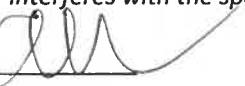
### **SECTION 14: ATTORNEY'S FEES:**

*In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney's fees and costs incurred in connection therewith, including the reasonable value of salaried attorney's time.*

Initial here: 

### **SECTION 15: FIRST AMENDMENT ACTIVITY:**

*The Renter acknowledges that the constitutional right to free speech and expression is afforded careful protection in traditional public forums like Town parks, streets, and sidewalks. If an event is open to the general public and occurring on or within a Town park, street, or sidewalk, the Renter acknowledges that the Town, including its Police Department, will not enforce or otherwise support any restrictions on an individual or group's First Amendment rights, except if determined, in the Town's sole discretion, that the First Amendment activity raises a significant and real issue of governmental concern, including but not limited to public health, safety, or pedestrian or vehicular traffic impediments, or significantly interferes with the specific expressive message of the event.*

Initial here: 

### **SECTION 16: COVID 19 WAIVER:**

*I further acknowledge and accept that there are presently additional health risks associated with my participation in this program during the COVID-19 pandemic, and hereby agree to comply with all Town of Carbondale regulations, policies and rules related to the COVID-19 pandemic for so long as the ongoing local COVID-19 health emergency exists as declared by the Town of Carbondale Board of Trustees. With full awareness and appreciation of the risks involved, I also hereby forever release, waive, discharge, and covenant not to sue, the Town of Carbondale, its Parks & Recreation*

Department, officers, employees and agents, with regard to any and all liability, claims, demands, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, I may sustain related to COVID-19 due to my participation in this program, regardless of any negligence by the Town or its officers, employees and/or agents

Initial here: AK

The Renter certifies that he/she has read and agrees to abide by the attached policies and procedures governing the use of the Town of Carbondale Mobile Stage. The applicant accepts full responsibility for any damage occurring to the Mobile Stage as a result to this rental. The Renter agrees to hold harmless the Town of Carbondale, and all of its employees and/or agents from any and all injuries, losses, damages and liability either to person or property, which may be sustained while using Mobile Stage.

Renter Name: Amy Kimberly / Carbondale Arts

Renter Signature: Amy Kimberly

Date: 10/10/21

## RENTAL RATE FORM

Mobile Stage reservation requests must be submitted to the Town of Carbondale a minimum of 45-60 days to the date requested. Mobile Stage can be rented within Town limits only. A refundable damage deposit of \$1,000 is required 30 days prior to rental date. In case of reservation changes, contact Eric Brendlinger at 970-510-1277.

*The Stage will not be available for rent on the following days: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Any Town events will take precedence over any rental requests.*

### NON-PROFIT / YOUTH / SENIOR / GOVERNMENT RATES

Rates	Price	Subtotal	
Rental Fee Day Rate (up to 12 hours)	\$250	<i>requesting waived</i>	
Damage Deposit/Cleanup Fee	\$1,000	<i>requesting waived</i>	
Setup/Take down Fee*	\$280	<i>\$280.00</i>	
Overtime/Call out fees *includes travel time	\$40/hour		

### BUSINESS OR COMMERCIAL USE

Rates	Price	Subtotal	
Rental Fee Day Rate (up to 12 hours)	\$500		
Damage Deposit/Cleanup Fee	\$1,000		
Setup/Take down Fee	\$280		
Overtime/Call out fees *includes travel time	\$40/hour		

- Set up and takedown fee includes the following: Two Town Employees, at \$35.00 per hour each for 2 hours for set up=\$140 and the same for takedown = \$140 for a total of \$280.00

Subtotal Stage Rental

Reservation Damage Deposit/Clean Up

Set Up/Take Down Fees

Overtime/Call Out Staff Fees

Total Stage Rental Fees

Refundable Damage Deposit Amount CK # \_\_\_\_\_ Cash \_\_\_\_\_

(Can be processed with a Credit card) MC/Visa/Discover

Card Number: \_\_\_\_\_ Expiration Date : \_\_\_\_\_ CVC: \_\_\_\_\_

Name on Card : \_\_\_\_\_

<del>\$250.00</del>
<del>\$1,000.00</del>
<del>\$280.00</del>
<del>_____</del>
<b>\$280.00</b>
<b>NA</b>

<i>waived</i> <i>waived</i> Paid Date _____  Paid Date _____  Return Date _____
---

**PARKS & RECREATION DIRECTOR:**

Must provide own traffic control from 3rd Street Center  
to main street of parade route

Approval: ☒ Approval Pending: \_\_\_\_\_ (see above) Denial: \_\_\_\_\_

Signature: [Signature] Date: 10/14/2021

**PUBLIC WORKS DIRECTOR:**

Approval: ☒ Approval Pending: \_\_\_\_\_ (see above) Denial: \_\_\_\_\_

Signature: [Signature] Date: 10/18/2021

**CHIEF OF POLICE:**

Approval: ☒ Approval Pending: \_\_\_\_\_ (see above) Denial: \_\_\_\_\_

Signature: [Signature] Date: 10/18/2021

**TOWN CLERK:** (Liquor Licensing Approval)

NA

Approval: \_\_\_\_\_ Approval Pending: \_\_\_\_\_ (see above) Denial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN MANAGER:**

NA

Approval: \_\_\_\_\_ Approval Pending: \_\_\_\_\_ (see above) Denial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER License # 0757776</b> <b>HUB International Insurance Services (COL)</b> <b>2000 S. Colorado Blvd</b> <b>Tower 2, Suite 150</b> <b>Denver, CO 80222</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext): (303) 893-0300</b> <b>FAX (A/C, No): (866) 243-0727</b> <b>E-MAIL ADDRESS:</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>INSURER(S) AFFORDING COVERAGE</b>  <b>INSURER A : Alliance of Nonprofits for Insurance, Risk Retention Group (ANI)</b>  <b>INSURER B : QBE</b>  <b>INSURER C :</b>  <b>INSURER D :</b>  <b>INSURER E :</b>  <b>INSURER F :</b> </div> <div> <b>NAIC #</b>  <b>10023</b> </div> </div>
<b>INSURED</b>  <b>Carbondale Arts</b> <b>PO Box 175</b> <b>Carbondale, CO 81623</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>X COMMERCIAL GENERAL LIABILITY</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CLAIMS-MADE           <input checked="" type="checkbox"/> OCCUR         </div> <div> <input checked="" type="checkbox"/> </div> </div> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		2021-18738	2/10/2021	2/10/2022	EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>500,000</b>
							MED EXP (Any one person) \$ <b>20,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>3,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>3,000,000</b>
							<b>LIQUOR LIAB.</b> \$ <b>1,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b> <b>X ANY AUTO OWNED AUTOS ONLY</b> <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			2021-18738	2/10/2021	2/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident			2021-18738 ACC	2/10/2021	2/10/2022	Limit: <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Events

Town of Carbondale, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured with respects to Commercial General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Town of Carbondale</b> <b>510 Colorado Ave</b> <b>Carbondale, CO 81623</b>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>[Signature]</i></p>
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**TOWN OF CARBONDALE**  
511 COLORADO AVENUE  
CARBONDALE, CO 81623

**TITLE:** Police Department Update

**SUBMITTING:** K. Wilson, Chief of Police

**ATTACHMENTS:** The 29 Pillars Recommended by President Obama's Task Force on 21<sup>st</sup> Century Policing, Speed Radar Data

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#### Building Trust and Legitimacy

- Procedural justice should be the guiding principle for both citizen-police interactions, as well as internal policies and practices in police agencies
- Police should focus on a number of trust-building activities, including emphasizing non-enforcement activities in communities and schools and increasing transparency through information sharing.
- Agencies should track the community's level of trust through annual community surveys.
- Agencies should strive to be as diverse as possible with respect to race, ethnicity, gender, religion, and sexual orientation.
- Agencies should residency incentive programs to encourage officers to reside in public housing to improve citizen-police exchanges and public safety.
- Agencies should work to build trust in immigrant communities and decouple immigration enforcement from local policing.

#### Policy and Oversight

- Police departments should strive to reduce discrimination and disparity both within the organization as well as in the actions of officers.
- Police organizations should have clear and consistent departmental policies guiding the use of force, and those policies need to be made public. These policies should also set clear parameters for the release of information to the public on these incidents.
- Police officers should be encouraged to use alternative tools in lieu of use of force when possible and use of force training should include de-escalation techniques and alternatives to arrests or summons when appropriate.

- Agencies should refrain from using practices such as quotas for traffic or pedestrian stops, tickets, and summonses that are not directly related to improving public safety.
- Incidents involving suspect death or officer-involved shootings should be subject to both external and internal oversight.
- Police departments should also implement non-punitive peer review in situations involving critical incidents, sometimes referred to as “near misses” or “sentinel events.”
- Police departments should collect and maintain data on all incidents involving the use of force. Data like these can be analyzed and help provide context to police action.
- Law enforcement agencies should create policies and procedures for policing mass demonstrations that employ a continuum of managed tactical resources that are designed to minimize the appearance of military operation and avoid using proactive tactics and equipment that undermine civilian trust.

#### Technology and Social Media

- The federal government should develop national standards and guidance to address best practices, constitutionality, and privacy concerns surrounding police technologies.
- The federal government should specifically expand the development and evaluation of less-lethal weapons for police.
- Police should engage the public when developing policies for new technologies and evaluate technologies using input from the community and from personnel throughout their agencies. Police should adopt model policies and best practices for community engagement using technologies like social media and the internet.
- Law enforcement agencies should review and consider the Bureau of Justice Assistance’s Body Worn Camera Toolkit to assist in implementing body worn cameras.

#### Community Policing and Crime Reduction

- Collaborate with multiple individuals and organizations to “co-produce” public safety.
- Infuse community policing throughout the police organization.
- Ensure all members of society- particularly those who are vulnerable- are treated with dignity and respect.
- Reduce the marginalization of at-risk youth and ensure youth have a voice in community processes.
- Reduce law enforcement involvement in school discipline and enhance school, community and youth led responses.

#### Training and Education

- Include more community input and engagement into police training and integrate leadership training throughout officers’ careers.

- Integrate new training into existing curricula, including modules on crisis intervention, and responding to mentally ill individuals; implicit bias training and improving social interactions; addiction; policing in a democratic society; and responding to diverse communities, in particular minority, LGBTQ, Muslim, and immigrant communities.
- Incentivize and encourage higher education for officers.

#### Officer Wellness and Safety

- Law enforcement agencies should promote wellness and safety at all levels of the organization, as well as regularly collect and analyze data on officer deaths, injuries, “near misses” and other measures of health and wellness that support this goal.
- Shift lengths should be scientifically supported to reduce fatigue and stress that can negatively impact performance.
- Law enforcement agencies should promote well-established safety measures such as wearing ballistic vests and seat belts, having easy access to tactical first aid kits and training, and using vehicle collision prevention measures.



File Name 05120010.csv

Device SN# 512

Downloaded 9/30/2021 6:10

Study Number 10

Started 9/29/2021 10:00

Ended 9/30/2021 1:00

Mode VDSR

HeaderSize Reading 8

Latitude 0

Longitude 0

Minutes 5

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9/29/2021 10:05	0	0	0	0	0	0	0	0	0	0	0	0	0	0 A
9/29/2021 10:05	0	0	0	0	0	0	0	0	0	0	0	0	0	0 R
9/29/2021 10:10	0	0	0	0	0	0	0	0	0	0	0	0	0	0 A
9/29/2021 10:10	4	3	0	0	1	0	0	0	0	0	0	0	0	0 A
9/29/2021 10:15	3	0	3	0	0	0	0	0	0	0	4	18	7	18 R
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9/29/2021 10:20	9	0	0	0	4	5	0	0	0	0	12	35	13	25 R
9/29/2021 10:20	16	0	0	3	2	8	3	0	0	0	21	23	20	22 A
9/29/2021 10:25	6	0	0	1	5	0	0	0	0	0	23	26	21	26 R
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9/29/2021 10:30	16	0	0	4	8	4	0	0	0	0	19	23	17	22 R
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											19	24	18	24 A

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Minutes 5

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10/2/2021 2:05	1	0	0	1	0	18 A
10/2/2021 2:05	1	0	0	1	0	17 R
10/2/2021 2:10	0	0	0	0	0	0 A
10/2/2021 2:10	5	1	1	1	1	14 R
10/2/2021 2:15	1	0	0	0	0	26 A
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10/2/2021 2:55	1	0	0	1	0	15 A
10/2/2021 2:55	1	0	0	0	1	18 R
10/2/2021 3:05	0	0	0	0	0	0 A
10/2/2021 3:05	0	0	0	0	0	0 R

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Time	Total
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Time	Total
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6\_10                      11\_15

21\_25      26\_30

	Min	Q1	Median	Max	Avg	0 A
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10/3/2021 6:00	0	0	0	0	0	0 R
10/3/2021 6:05	6	0	0	5	1	25 A
10/3/2021 6:05	3	0	0	2	1	21 R
10/3/2021 6:10	4	0	0	3	1	24 A
10/3/2021 6:10	4	0	0	3	1	23 R
10/3/2021 6:15	4	0	0	2	2	23 A
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10/3/2021 6:20	4	0	0	1	2	23 A
10/3/2021 6:20	3	0	0	0	0	18 R
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10/3/2021 6:25	6	0	0	1	2	25 R
10/3/2021 6:30	3	0	0	0	2	22 A
10/3/2021 6:30	2	0	0	0	1	25 R
10/3/2021 6:35	2	0	0	1	0	25 A
10/3/2021 6:35	4	0	0	0	4	25 R
10/3/2021 6:40	6	0	0	1	3	25 A
10/3/2021 6:40	10	0	1	2	5	24 R
10/3/2021 6:45	5	1	0	1	0	24 A
10/3/2021 6:45	4	0	1	1	2	19 R
10/3/2021 6:50	6	0	0	0	3	27 A
10/3/2021 6:50	8	0	3	3	1	19 R
10/3/2021 6:55	0	0	0	0	0	0 A
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10/3/2021 7:05	0	0	0	0	0	0 A
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Time	Total
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Minutes 5

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Minutes	5
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Minutes	5
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Time	Total
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Minutes 5

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Ended 10/7/2021 7:00

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Time	Total
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Minutes 5

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Time	Total
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Minutes	5
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Time	Total
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Minutes	5
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Time	Total
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Minutes 5

[illegible]

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Time	Total
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Minutes	5
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[illegible]

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Time	Total
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Minutes	5
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Time	Total
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Minutes 5

[illegible]

Time	Total
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Minutes	5
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## Board of Trustees Agenda Memorandum

Meeting Date: 10.26.21

**TITLE:** Municipal Advisor Agreement

**SUBMITTING DEPARTMENT:** Interim Town Manager & Finance

**ATTACHMENTS:** Letter of engagement with Hilltop Securities

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**BACKGROUND:** The Town is proposing to move forward with an election question related to the construction of a Municipal Aquatics Facility. As this project, and hence the election question will have a financing component, staff felt that it was appropriate to solicit for a professional municipal advisory firm to supply data, analysis and advice related to the election question, as well as financing options. An RFP was sent to several companies who provide municipal advisory services and three responses were received. All three firms were interviewed by staff on October 14<sup>th</sup>.

**DISCUSSION:** As an aquatic's facility will likely be in the range of \$7-\$8 million, it is appropriate for the town to solicit professional advice on the best way to proceed for financing, bonding, and underwriting. There are two general professions who provide this type of advice: underwriters and municipal advisors. Both are capable of analyzing the Town's finances, financing options, and market trends to provide estimates and advice related to data necessary to generate an election question and to actually finance the project should the election question be approved by the electorate. The main difference between the two can be defined by their "fiduciary" obligations.

In general terms, "fiduciary" means someone acting on behalf of another. It can also be thought of in terms of a duty to look out for the best interest of a certain party. In the case of underwriters, their fiduciary obligations are to their investors or people who will buy bonds or other securities from them. In short, they are trying to maximize their investor's profits in the transaction. By contrast, municipal advisors have a fiduciary obligation to the town. They are obligated to give the town advice base on what options are in the town's best interest.

The advisor will present the financing plan to stakeholder groups, help select bond council, and negotiate with bond underwriting. Based on a review of the proposals and the interviews, staff is recommending that the Board approve the attached letter of engagement with Hilltop Securities.

**RECOMMENDED MOTION:** I move to approve, and authorize the Mayor to execute the attached engagement letter with Hilltop Securities.

**Prepared By:** Renae Gustine & Kevin Schorzman

**Jason Simmons**

Managing Director

Public Finance

October 15, 2021

Ms. Renae Gustine  
Town of Carbondale  
0511 Colorado Avenue  
Carbondale, CO 81623

Dear Ms. Gustine:

On behalf of Hilltop Securities Inc. ("Hilltop Securities" or "Hilltop"), we appreciate the opportunity to serve as Municipal Advisor to the Town of Carbondale, Colorado (the "Issuer" or the "Town"). This letter will confirm the basic terms of our engagement and is dated, and shall be effective as of, the date executed by the Issuer as set forth on the signature page hereof (the "Effective Date").

Hilltop Securities will serve as Municipal Advisor to the Issuer. In this capacity, based on our professional experience and the information made available to us by the Issuer, Hilltop Securities agrees to perform the following services:

Financial Planning. At the direction of Issuer, Hilltop Securities shall:

1. Survey and Analysis. Conduct a survey of the financial resources of the Issuer to determine the extent of its capacity to authorize, issue and service any evidence of indebtedness or debt obligation that may be authorized and issued or otherwise created or assumed by the Issuer (collectively the "Debt Instruments") contemplated. This survey will include an analysis of any existing Debt Instruments as compared with the existing and projected sources of revenues which may be pledged to secure payment of debt service.
2. Future Financings. Consider and analyze future financing needs as projected by the Issuer's staff and consultants, if any, employed by the Issuer.
3. Recommendations for Refinancing of Existing Debt Instruments. On the basis of the information developed by the survey described above, and other information provided by the Issuer or publicly available, submit to the Issuer recommendations regarding the refinancing of Existing Debt Instruments, including an evaluation of maintaining all or a portion of the structure of the Existing Debt instruments and an evaluation of other potential refinancing structures through a direct bank loan or with publicly offered securities. All recommendations will be consistent with the goal of designing the Debt Instruments to be sold on terms which are advantageous to the Issuer, including the lowest interest cost consistent with all other considerations, including but not limited to the market conditions at the time of sale.
4. Market Information. Advise the Issuer of our interpretation of current bond market conditions, other related forthcoming bond issues and general information, including economic data, which



might normally be expected to influence interest rates or bidding conditions so that the date of sale of the Debt Instruments may be set at a favorable time.

Debt Management and Financial Implementation. At the direction of Issuer, HilltopSecurities shall:

1. Method of Sale. Evaluate the particular financing being contemplated, giving consideration to the complexity, market acceptance, rating, size and structure in order to make a recommendation as to an appropriate method of sale, and:
  - a. If the financing is executed as a direct bank loan with a commercial lender, HilltopSecurities will:
    - 1) Assist in the development and distribution of an RFP to commercial banking institutions; and
    - 2) Assist in the review and evaluation of lending proposals.
  - b. If the Debt Instruments are to be sold by negotiated sale, HilltopSecurities will:
    - 1) Assist the Issuer in selecting one or more investment banking firms to act as managers of an underwriting syndicate for the purpose of negotiating the purchase of the Debt Instruments.
    - 2) HilltopSecurities will coordinate the sale of the Debt Instruments to the selected managing underwriter and will assist the Issuer in the review and preparation of a bond purchase contract, an underwriter's agreement, or other comparable documents.
    - 3) Provide a cost comparison for transaction costs and for the interest rates which are suggested by the underwriters, to the then current market.
    - 4) Advise the Issuer as to the fairness of the price offered by the underwriters.
2. Offering Documents. Coordinate with Bond and Disclosure Counsel as may be selected by the Town to prepare any Official Statement as needed and such other documents as may be required and submit all such documents to the Issuer for examination, approval and certification. After such examination, approval and certification, Hilltop Securities shall provide the Issuer with a supply of all such documents sufficient to its needs and distribute by mail or, where appropriate, by electronic delivery, sets of the same to all parties as needed per the method of sale.
3. Credit Ratings. If necessary, make recommendations to the Issuer as to the advisability of obtaining a credit rating, or ratings, for the Debt Instruments and, when directed by the Issuer, coordinate the preparation of such information as may be appropriate for submission to the rating agency, or agencies. In those cases where the advisability of personal presentation of information to the rating agency, or agencies, may be indicated, Hilltop Securities will arrange for such personal presentations, utilizing such composition of representatives from the Issuer as may be finally approved or directed by the Issuer.
4. Trustee, Paying Agent, Registrar. Upon request, counsel with the Issuer in the selection of a Trustee and/or Paying Agent/Registrar for the Debt Instruments and assist in the negotiation of agreements pertinent to these services and the fees incident thereto.
5. Financial Publications. When appropriate, advise financial publications of the forthcoming sale of the Debt Instruments and provide them with all pertinent information.

6. Consultants. After consulting with and receiving directions from the Issuer, arrange for such reports and opinions of recognized independent consultants as may be appropriate for the successful marketing of the Debt Instruments.
7. Issuer Meetings. Attend meetings of the governing body of the Issuer, its staff, representatives or committees as requested at all times when Hilltop Securities may be of assistance or service and the subject of financing is to be discussed.
8. Printing. To the extent authorized by the Issuer, coordinate all work incident to printing of the offering documents and the Debt Instruments.
9. Bond Counsel. Maintain liaison with Bond Counsel selected by the Town in the preparation of all legal documents pertaining to the authorization, sale and issuance of the Debt Instruments.
10. Delivery of Debt Instruments. As soon as a bid for the Debt Instruments is accepted by the Issuer, coordinate the efforts of all concerned to the end that the Debt Instruments may be delivered and paid for as expeditiously as possible and assist the Issuer in the preparation or verification of final closing figures incident to the delivery of the Debt Instruments.
11. Debt Service Schedule; Authorizing Resolution. After the closing of the sale and delivery of the Debt Instruments, deliver to the Issuer a schedule of annual debt service requirements for the Debt Instruments and, in coordination with Bond Counsel, assure that the paying agent/registrar and/or trustee has been provided with a copy of the authorizing ordinance, order or resolution.
12. Elections. In the event it is necessary to hold an election to authorize the contemplated issuance, assisting in coordinating the assembly of such data as may be required for the preparation of necessary petitions, orders, resolutions, ordinances, notices and certificates in connection with the election, including assistance in the transmission of such data to the Issuer's bond counsel.

Term of this Engagement. The term of this Agreement shall begin on the Effective Date and end, unless terminated pursuant the language below, on October 15, 2022 (the "Termination Date"). This Agreement can be renewed on the Termination Date for an additional (1) year period upon mutual agreement between Hilltop Securities and the Issuer.

Termination. This Agreement may be terminated with or without cause by the Issuer or Hilltop Securities upon the giving of at least thirty (30) days' prior written notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. In the event of such termination, it is understood and agreed that only the amounts due Hilltop Securities for services provided and expenses incurred to the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement.

Fees. In consideration of providing the requested services, Hilltop Securities shall receive fees as outlined in Appendix A. In any event regardless of the cause of action, Hilltop Securities' total liability (including loss and expense) to the Issuer in the aggregate shall not exceed the gross amount of fees received by Hilltop Securities pursuant to this letter agreement. The limitations of liability set forth in this letter agreement are fundamental elements of the basis of the bargain between Hilltop Securities and the Issuer, and the pricing of the services set forth above reflect such limitations. This letter agreement shall be constrained and given effect in accordance with the laws of the State of Colorado.

Required Disclosures. Hilltop Securities is providing its Municipal Advisor Disclosure Statement (the "Disclosure Statement"), current as of the date of this Agreement, setting forth disclosures by Hilltop Securities of material conflicts of interest, if any, and of any legal or disciplinary events required to be disclosed pursuant to Municipal Securities Rulemaking Board Rule G-42. The Disclosure Statement also describes how Hilltop Securities addresses or intends to manage or mitigate any disclosed conflicts of interest, as well as the specific type of information regarding, and the date of the last material change, if any, to the legal and disciplinary events required to be disclosed on Forms MA and MA-I filed by Hilltop Securities with the Securities and Exchange Commission.

Independent Contractor Status. Hilltop Securities is an independent consultant and shall not be considered an employee of the Town for any purpose.

Standard of Care. The standard of care applicable to Hilltop Securities' services will be the same degree of care, skill, and diligence normally employed by professionals performing the same or similar services. Hilltop Securities will re-perform any services not meeting this standard without additional compensation.

Indemnity. Hilltop Securities shall hold harmless and indemnify the Town from and against any damages awarded against the Town, or incurred by the Town in defense of any claim (including reasonable attorneys' fees, costs or expert witness fees), related to the professional negligence or intentional wrongful conduct of Hilltop Securities and its respective officers, employees and agents.

Insurance/Non-waiver of Governmental Immunity. Hilltop Securities shall maintain insurance sufficient to indemnify the Town from the Consultant's actions pursuant to the preceding paragraph, including Commercial General or Business Liability insurance with coverage limits of \$1,000,000 per occurrence/\$2,000,000 aggregate with the Town of Carbondale listed as additional insured. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

Governmental Immunity/TABOR. Nothing herein shall be interpreted as a waiver of governmental immunity, to which the Town would otherwise be entitled under § 24-10-101, et seq., C.R.S., as amended. This contract is also contingent upon annual budgeting by the Town of Carbondale and nothing in this contract shall be construed as a multi-year financial obligation of the Town.

Immigration Compliance. Hilltop Securities shall not knowingly employ or contract with an illegal alien to perform work under this contract nor contract with any subcontractor that fails to certify to the contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Hilltop Securities has verified or attempted to verify through participation in the Basic Pilot Program that Hilltop does not employ any illegal aliens. (For the purpose of this paragraph, "Basic Pilot Program" is defined to mean the basic pilot employment verification program created in Public Law 208, 104th Congress, as amended, and expanded in Public Law 156, 108th Congress, as amended, that is administered by the United States Department of Homeland Security). If Hilltop Securities is not accepted into the Basic Pilot Program prior to executing this contract, the Hilltop shall apply to participate in the Basic Pilot Program every three months until it is accepted or this contract has been completed, whichever is earlier. Hilltop shall not use the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this contract is being performed. This paragraph shall not be effective if the Basic Pilot Program is discontinued.

If Hilltop obtains actual knowledge that a subcontractor performing work under this contract knowingly employs or contracts with an illegal alien, the contractor shall notify the subcontractor and the Town within three days that Hilltop has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph, the subcontractor does not stop employing or contracting with the illegal alien. Hilltop shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Hilltop shall also comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the department is undertaking pursuant to C.R.S. Section 8-17.5-102(2).

Subcontractors and Assignees. The providing of professional services required under paragraph this Agreement shall be the responsibility of Hilltop. This Agreement shall not be assigned by Hilltop to a third party and no sub-contractors shall be engaged without the prior express written consent of the Town.

We look forward to working with you during this engagement. Please acknowledge acceptance of these terms by signing in the space provided below and returning via email.

Sincerely,

Jason Simmons  
Managing Director

**Town of Carbondale, Colorado**  
**Agreed and Accepted:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX A COMPENSATION**

This Appendix A sets out the form and basis of compensation to Hilltop Securities for the Municipal Advisory Services provided under this Agreement; provided that the compensation arrangements set forth in this Appendix A shall also apply to any additional services hereafter added to the scope of the Municipal Advisory Services, unless otherwise provided in the amendment to the Agreement relating to such change in scope of Municipal Advisory Services.

### **Fees for Election Analysis**

The Town will pay Hilltop Securities \$10,000 for the work to be completed for the anticipated election. Should the ballot initiative pass, this fee would be waived and the Town would only pay a fee for the transaction as described below. However, should the ballot initiative fail then Hilltop Securities will request payment for this \$10,000 in April 2022.

### **Transaction Fee**

All fees for a transaction are payable on a contingent basis – the Town will only pay Hilltop Securities upon a successful issuance and closing of such financing and is payable out of proceeds from such issuance. For the anticipated issuance from a 2022 ballot initiative, the Town will pay Hilltop Securities a fee of \$35,000. This fee is inclusive of the \$10,000 that would otherwise be invoiced for the election work described above.

## APPENDIX A MUNICIPAL ADVISOR DISCLOSURE STATEMENT

This disclosure statement (“Conflict Disclosures”) is provided by **Hilltop Securities Inc.** (“the Firm”) to you (the “Client”) in connection with our current municipal advisory agreement, (“the Agreement”). These Conflict Disclosures provide information regarding conflicts of interest and legal or disciplinary events of the Firm that are required to be disclosed to the Client pursuant to MSRB Rule G-42(b) and (c)(ii).

### **PART A – Disclosures of Conflicts of Interest**

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

***Material Conflicts of Interest*** – The Firm makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under the Agreement with the Firm, together with explanations of how the Firm addresses or intends to manage or mitigate each conflict.

***General Mitigations*** – As general mitigations of the Firm’s conflicts, with respect to all of the conflicts disclosed below, the Firm mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates the Firm to deal honestly and with the utmost good faith with Client and to act in Client’s best interests without regard to the Firm’s financial or other interests. In addition, because the Firm is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of the Firm is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty. Furthermore, the Firm’s municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of the Firm potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

**I. Affiliate Conflict.** The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm’s advisory activities within the Scope of Services outlined in the Agreement. Hilltop Securities Asset Management (HSAM), a SEC-registered affiliate of the Firm, provides post issuance services including arbitrage rebate and treasury management. The Firm’s arbitrage team verifies rebate and yield restrictions on the investments of bond proceeds on behalf of clients in order to meet IRS restrictions. The treasury management division performs portfolio management/advisor services on behalf of public sector clients. The Firm, through affiliate Hilltop Securities Asset Management (HSAM), provides a multi-employer trust tailor-made for public entities which allows them to prefund Other Post-Employment Benefit liabilities. The Firm has a structured products desk that provides advice to help clients mitigate risk through investment management, debt management and commodity price risk management products. These products consist of but are not limited to swaps (interest rate, currency, commodity), options, repos, escrow structuring and other securities. Continuing Disclosure services provided by the Firm work with issuers to assist them in meeting disclosure requirements set forth in SEC rule 15c2-12. Services include but are not limited to ongoing maintenance of issuer compliance, automatic tracking of issuer’s annual filings and public notification of material events. The Firm administers government investment pools. These programs offer governmental entities investment options for their cash management programs based on the entities specific needs. The Firm and the aforementioned

affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

**II. PlainsCapital Bank Affiliate Conflict.** The Firm, directly and through affiliated companies, provides or may provide services/advice/products to or on behalf of clients that are related to the Firm's advisory activities within the Scope of Services outlined in the Agreement. Affiliate, PlainsCapital Bank, provides banking services to municipalities including loans and custody. The Firm and the aforementioned affiliate's business with a client could create an incentive for the Firm to recommend to a client a course of action designed to increase the level of a client's business activities with the affiliates or to recommend against a course of action that would reduce or eliminate a client's business activities with the affiliates. This potential conflict is mitigated by the fact that the Firm and affiliates are subject to their own comprehensive regulatory regimes.

**III. Other Municipal Advisor or Underwriting Relationships.** The Firm serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. For example, the Firm serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, the Firm could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of the Firm to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that the Firm serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair the Firm's ability to fulfill its regulatory duties to Client.

**IV. Secondary Market Transactions in Client's Securities.** The Firm, in connection with its sales and trading activities, may take a principal position in securities, including securities of Client, and therefore the Firm could have interests in conflict with those of Client with respect to the value of Client's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, the Firm or its affiliates may submit orders for and acquire Client's securities issued in an Issue under the Agreement from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with Client in that it could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing of Client's bond in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by the Firm to Client under this Agreement.

**V. Broker-Dealer and Investment Advisory Business.** The Firm is dually registered as a broker-dealer and an investment advisor that engages in a broad range of securities-related activities to service its clients, in addition to serving as a municipal advisor or underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of new issue and outstanding securities and investment advice in connection with such securities, including securities of Client, may be undertaken on behalf of, or as counterparty to, Client, personnel of Client, and current or potential

investors in the securities of Client. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of Client, such as when their buying or selling of Client's securities may have an adverse effect on the market for Client's securities, and the interests of such other clients could create the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from the firm effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by the Firm to Client.

**VI. Compensation-Based Conflicts.** Fees that are based on the size of the issue are contingent upon the delivery of the Issue. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for the Firm to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. This conflict of interest is mitigated by the general mitigations described above.

Fees based on a fixed amount are usually based upon an analysis by Client and the Firm of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Firm. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Firm may suffer a loss. Thus, the Firm may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Hourly fees are calculated with, the aggregate amount equaling the number of hours worked by Firm personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if Client and the Firm do not agree on a reasonable maximum amount at the outset of the engagement, because the Firm does not have a financial incentive to recommend alternatives that would result in fewer hours worked. This conflict of interest is mitigated by the general mitigations described above.

**VII. Additional Conflicts Disclosures.**

The Firm has not identified any additional potential or actual material conflicts of interest that require disclosure on behalf of the Firm.

**PART B – Disclosures of Information Regarding Legal Events and Disciplinary History**

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, the Firm sets out below required disclosures and related information in connection with such disclosures.

**I. Material Legal or Disciplinary Event.** The Firm discloses the following legal or disciplinary events that may be material to Client's evaluation of the Firm or the integrity of the Firm's management or advisory personnel:

- For related disciplinary actions please refer to the Firm's BrokerCheck webpage.



- The Firm self-reported violations of SEC Rule 15c2-12: Continuing Disclosure. The Firm settled with the SEC on February 2, 2016. The firm agreed to retain independent consultant and adopt the consultant's finding. Firm paid a fine of \$360,000.
- The Firm settled with the SEC in matters related to violations of MSRB Rules G-23(c), G-17 and SEC rule 15B(c) (1). The Firm disgorged fees of \$120,000 received as financial advisor on the deal, paid prejudgment interest of \$22,400.00 and a penalty of \$50,000.00.
- The Firm entered into a Settlement Agreement with Rhode Island Commerce Corporation. Under the Settlement Agreement, the firm agreed to pay \$16.0 million to settle any and all claims in connection with The Rhode Island Economic Development Corporation Job Creation Guaranty Program Taxable Revenue Bond (38 Studios, LLC Project) Series 2010, including the litigation thereto. The case, filed in 2012, arose out of a failed loan by Rhode Island Economic Development Corporation. The firm's predecessor company, First Southwest Company, LLC, was one of 14 defendants. HilltopSecurities' engagement was limited to advising on the structure, terms, and rating of the underlying bonds. Hilltop settled with no admission of liability or wrongdoing.
- On April 30, 2019, the Firm entered into a Settlement Agreement with Berkeley County School District of Berkeley County, South Carolina. The case, filed in March of 2019, arose in connection with certain bond transactions occurring from 2012 to 2014, for which former employees of Southwest Securities, Inc., a predecessor company, provided financial advisory services. The Firm agreed to disgorge all financial advisory fees related to such bond transactions, which amounted to \$822,966.47, to settle any and all claims, including litigation thereto. Under the Settlement Agreement, the Firm was dismissed from the lawsuit with prejudice, no additional penalty, and with no admission of liability or wrongdoing.
- From July 2011 to October 2015, Hilltop failed to submit required MSRB Rule G-32 information to EMMA in connection with 122 primary offerings of municipal securities for which the Firm served as placement agent. During the period January 2012 to September 2015, the Firm failed to provide MSRB Rule G-17 letters to issuers in connection with 119 of the 122 offerings referenced above. From October 2014 to September 2015, the Firm failed to report on Form MSRB G-37 that it had engaged in municipal securities business as placement agent for 45 of these 122 offerings. This failure was a result of a misunderstanding by one branch office of Southwest Securities. Hilltop discovered these failures during the merger of FirstSouthwest and Southwest Securities and voluntarily reported them to FINRA. The Firm paid a fine of \$100,000 for these self-reported violations.

**II. How to Access Form MA and Form MA-I Filings.** The Firm's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at Forms MA and MA-I. The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by the Firms in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by the Firm on Form BD or Form U4 is publicly accessible through reports generated by Broker Check at <http://brokercheck.finra.org/>, and the Firm's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov/>. For purposes of accessing such BrokerCheck reports or Form ADV, click previous hyperlinks.

### **PART C – Future Supplemental Disclosures**

As required by MSRB Rule G-42, this Municipal Advisor Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts

of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of the Firm. The Firm will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

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**TOWN OF CARBONDALE**  
**511 COLORADO AVENUE**  
**CARBONDALE, CO 81623**

## **Board of Trustees Agenda Memorandum**

**Item No: 10      Attachment: K**  
**Meeting Date: October 26, 2021**

**TITLE:** Proposed Changes to Chapter 2, Article 7 of the Municipal Code for Parks & Recreation Commission

**SUBMITTING:** Parks & Recreation Department

**ATTACHMENTS:** Ordinance No. 10, Series of 2021

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### **BACKGROUND:**

In May of 2021, the Parks & Recreation Commission voted on preferred changes to Chapter 2, Article 7 of the Town of Carbondale Municipal Code. This memo and the ordinance language presents the Trustees with those requested changes and is asking the Trustees to approve the revisions to existing sections within the Town Municipal Code.

### **DISCUSSION:**

The Parks & Recreation Commission is proposing four updates to the Town Code:

- An increase in the number of members that comprise the commission from the current number of eight to nine
- With the increase to nine, the commission would be comprised of seven voting members and two alternates—one of the alternate seats would be available for a youth representative
- Change the length of the Youth representative term to one year
- Eliminate the Secretary position

The proposed language to the four changes was presented to the commission during the May 2021 Parks & Recreation Commission meeting and individually voted on. The language is included in the attached ordinance. All four were unanimously approved by the commissioners.

### **RECOMMENDATION:**

Staff recommends that the following motion be approved:

*"Move to approve Ordinance No.10 Series of 2021, Section 2, Article 7 of the Town's Municipal Code modifying the Parks & Recreation Commission membership number, the appointment terms of the youth commissioner, and the elimination of the Secretary position."*

**Prepared By:** Eric Brendlinger, Parks & Recreation Director

**ORDINANCE NO. 8  
SERIES OF 2021**

**AN ORDINANCE OF THE TOWN OF CARBONDALE, COLORADO AMENDING  
CHAPTER 2, ARTICLE 7 OF THE MUNICIPAL CODE OF THE TOWN OF  
CARBONDALE REGARDING PARKS & RECREATION COMMISSION CODE  
REVISIONS**

WHEREAS, pursuant to the Town of Carbondale's Home Rule Charter, the Board of Trustees is authorized to make changes to the municipal codes; and

WHEREAS, Chapter 2, Article 7 of the Municipal Code sets forth regulations regarding the establishment, membership, powers and duties, appointment terms and meeting rules of the Parks & Recreation Commission; and

WHEREAS, the current code language is not reflective of the current realities; and

WHEREAS, on May 12th, 2020, the Parks & Recreation Commission unanimously approved language amending Chapter 2, Article 7 of the Municipal Code; and

WHEREAS, the Board of Trustees desires to update Chapter 2, Article 7 of the Town Municipal Code to address recommended changes.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, COLORADO that the Town of Carbondale Municipal Code shall be amended as follows:

1. The foregoing recitals are hereby adopted as findings and determinations of the Board of Trustees.

2. Chapter 2, Article 7 of the Town of Carbondale Municipal Code shall be amended by deleting the language stricken and adding the language underlined to read as follows:

**Sec. 2-7-10. – Establishment; membership.**

There is hereby created a Parks and Recreation Commission for the Town, consisting of seven voting members, and ~~one~~ two alternate member with voting rights only in the absence of a regular member. ~~Three voting members of the commission, whether voting members or alternate members,~~ may be residents of the area served by the Recreation Department, but need not reside within the Town limits. One of the alternate members shall be a Youth Commissioner, under 18 years of age at the time of appointment, who shall serve a term of ~~two~~ one year. The Parks & Recreation Director shall be an ex officio, nonvoting member of the Parks and Recreation Commission

**Sec. 2-7-30 - Appointment; terms.**

(e) The terms of the regular members including the other alternate member, shall be for a period of three years. The term of the Youth Commissioner shall be for 1 year.

**Sec. 2-7-40 – Meetings, officers.**

(b) The Parks and Recreation Commission shall hold such regular and special meetings as may be required. All proceedings shall be open to the public. The affirmative vote of a majority of the entire membership of the Parks and Recreation Commission shall be necessary for it to take any action except to adjourn. ~~A member of the Parks and Recreation Commission shall serve as Secretary for the recording of minutes for the Parks and Recreation Commission, who shall keep a record of its proceedings and transactions. The Secretary may request a member of the Town administration to keep such minutes and records if he or she so desires.~~ The Parks and Recreation Commission may prescribe regulations for the conduct of its internal affairs, which shall be consistent with this Article and other provisions of this Code. Copies of such regulations shall be kept on file in the office of the Town Clerk, where they shall be available for public inspection.

3. This Ordinance shall become effective thirty (30) days after posting publication in accordance with the Town's Home Rule Charter.

**INTRODUCED, READ, APPROVED AND ORDERED PUBLISHED** this 26th day of October, 2021.

**TOWN OF CARBONDALE**

\_\_\_\_\_  
Dan Richardson, Mayor

**ATTEST:**

\_\_\_\_\_  
Cathy Derby, Town Clerk

Posted: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective: \_\_\_\_\_



# TOWN OF CARBONDALE

## PUBLIC WORKS

511 Colorado Avenue  
Carbondale, CO 81623

### Board of Trustee Agenda Memorandum

Meeting Date: October 26, 2021

**TITLE:** 2022-2026 Capital Improvement Plan

**SUBMITTING DEPARTMENTS:** Public Works/Parks and Recreation

**ATTACHMENTS:** 2022-2026 Transportation CIP; 2022-2026 Parks & Recreation CIP

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### BACKGROUND

From a budget perspective, capital improvement planning is an important tool to allow municipalities to anticipate larger future expenditures, and prioritize these expenditures in a way that allows necessary revenues to be in-place when the expenditures occur. The Town Charter requires the preparation of a 5-year capital improvement plan (CIP) during the budget process each year. Items typically included in a capital improvement plan include:

- Major maintenance, reconstruction or expansion of streets, sidewalks and trails
- Major maintenance or improvements to facilities
- Replacement or expansion of equipment and facilities in parks
- Vehicle replacement

### DISCUSSION

The following items have been included in the proposed CIP that accompanies the proposed 2022 budget:

#### **2022 Transportation**

**8<sup>th</sup> Street Multi-Modal Improvements-** The Town is in the process of developing plans that will improve pedestrian and bicycle mobility, as well as calm traffic on the section of 8<sup>th</sup> Street between the Rio Grande Trail and Village Road. This item is included in the CIP for next year to begin to construct a portion of the improvements developed through the 8<sup>th</sup> Street Study in 2020 and 2021 **Estimated cost:** \$500,000; **Funding:** Capital Construction Fund.

**RVR Maintenance:** Many of the existing roads and trails in RVR are experiencing settling and other forms of failure. This funding allows for repairs to these areas on an annual basis and also allows for potential contracting for the repairs. **Estimated cost:** \$50,000; **Funding:** Capital Construction Fund.

**Trail Maintenance:** This item will be used for maintenance of deteriorated trail sections in various parts of Town. **Estimated cost:** \$40,000; **Funding:** Capital Construction Fund.

Sidewalk Maintenance: This item will be used to maintain and repair existing sidewalks throughout town. **Estimated Cost:** \$50,000; **Funding:** General Fund

Drainage Improvements: This item will be used to fund drainage improvements throughout Town. **Estimated cost:** \$55,000; **Funding:** Wastewater Fund-Storm Water Budget.

Street Light Replacement: This item is intended to be used to work with Xcel Energy to continue replacing older lights in the Hendrick Ranch neighborhood with more efficient LED fixtures which are dark sky compliant. **Estimated cost:** \$40,000; **Funding:** Capital Construction Fund.

Annual Street Maintenance: This item includes funding for seal coating, crack sealing and pavement marking. **Estimated cost:** \$215,000; **Funding:** Capital Construction Fund.

Vehicles/Equipment: This year's vehicle/equipment replacement includes replacement of a police vehicle, one half of the commuter van and one half of a mini-excavator (the other half of the van and mini-excavator is split between the water and wastewater enterprise funds). **Estimated total cost:** \$117,000; **Funding:** Capital Construction Fund

Downtown Surface Parking: This item is included to begin making improvements to the gravel parking lot at the corner of 4<sup>th</sup> and Colorado. Work this year will likely include concrete work, electrical conduit and lighting, and irrigation lines, with paving work next year. **Estimated cost:** \$275,000; **Funding:** Streetscape Fund

## **2022 Parks and Open Space**

Submittal of a *Burke Move With Us* grant: If accepted, this grant would bring the price of the equipment down up to 40% of MSRP. The Recreation Sales and Use Tax would fund this project. (\$102,155 was original quote received from Burke and with the grant discounts a total price with installation and freight would be \$82,604, with a savings of \$19,521). **Estimated Cost:** \$82,604. **Funding:** Recreation Sales and Use Tax (RSUT)

Manage the Fiscal Aspect of the Youth Art Park GOCO Mini-Grant with Carbondale Arts: Implementation of this new playground-art park on the Rio Grande Trail across from the recreation center. **Estimated Cost:** \$35,000; **Funding :** Previously received GOCO Mini-grant, which is a reimbursable grant. Deadline for completion is March 12, 2022, so this will need a grant extension request submitted in January of 2022.

Red Hill Trailhead Amenities Project – Phase 2: Landscaping and picnic shade shelter/outdoor classroom. **Estimated Cost:** \$75,000; **Funding:** Aspen Valley Land Trust GOCO Resilient Communities Grant Program \$55,000 + \$20,00 RSUT. New C-line trail creation. **Estimated Cost:** \$30,000; **Funding:** Aspen Valley Land Trust Red Hill Trail Maintenance Endowment.

Crystal River Restoration and Weaver Ditch Efficiency Project: The Parks & Recreation Department is managing the upland and access grants associated with this project

- a) *Fishing is Fun* Grant (2020) offered by Colorado Parks & Wildlife after review and acceptance of the US Fish and Wildlife Service (USFWS) for the Crystal River Restoration project at Riverfront Park. This grant will partially fund ADA access from the road to the property and an outdoor classroom. Additional Fishing is Fun grant (2021) will enhance the instream fish habitat. **Estimated Cost:**\$109,000 ; **Funding:** \$30,000 from CPW for ADA access and \$50,000 for instream habitat.
- b) *Resilient Communities* grant opportunity through GOCO submitted by Aspen Valley Land Trust to fund the ADA access and outdoor classroom **construction Estimated cost:** \$109,000; **Funding:** Aspen Valley Land Trust received \$55,000 from GOCO
- c) *Colorado Water Conservation Board-CWCB and the Colorado River District -CRD* potential grants **Estimated Cost:**1.4 Million **Funding:** Town of Carbondale \$225,000 ask (CWCB) \$247,262 (CRD) ask with up to \$200,000 in matching funds from the Recreation Sales and Use Tax Fund.

Bear Proof Trash Cans and Recycling Containers : To replace existing trash cans with bear proof trash cans and recycling specific bear proof cans in Town Parks **Estimated cost:** \$6,000; **Funding:** Trash Maintenance in Conservation Trust Fund

Gateway RV Park Improvements: Continue work for the phased project process of adapting all RV sites to 50 amp power pedestals. 5 sites left to hook up to complete project (15-19). Radio Technology WIFI system to be installed and bathhouse roof to be replaced. **Estimated Cost:** 50 amp \$10,000, WIFI \$13,000; Roof \$16,000 **Funding:** RV Park improvements/equipment \$39,000 is budgeted for this year.

Irrigation System Retrofits: Miners Park & South Highway 133 Right of Way. The Miners Park project will allow us to irrigate this park with ditch water from the Rockford ditch vs. potable municipal water. Pump purchased in 2021 so pump house and distribution will be completed in 2022 prior to irrigation season. South Highway 133 Right of Way irrigation system is not functioning properly and has seen its functional life span. New design and rebuild budgeted. **Estimated Costs:** South Highway 133, \$80,000 **Funding:** General Fund Park Improvements /Equipment

Electrification of mow crew equipment: Replacement of gas mowers, blowers and weed whackers with electric units as a start to a multi-year strategy to switch the fleet to electric. Two hand mowers, 2 trimmers and a blower are included in the 2022 budget. **Estimated Costs:** \$5,000; **Funding:** General Fund Tools /Equipment

Sopris Park Improvements: Construct a cement path from middle west bridge to the picnic shade pavilion and additional cement pads poured around the drinking fountains in Sopris Park to accommodate a touch free bottle filler and ADA compatible drinking fountains. **Estimated Costs:** \$10,000; **Funding:** General Fund Park Improvements/Equipment



Ramey-Harvey Park: Retrofit to solar irrigation controllers and a revamp of the irrigation delivery system to match our other park systems. This will take place after the deed is accepted and ownership of the park is secured and finalized

**Estimated Costs:** \$2,000; **Funding:** General Fund Sprinkler Systems Maintenance

North Face Bike Park: Maintenance needs and spring re-build with new capping material. This work would also include a redesign and increase in the height of the roll in for the jump lines. We have contracted with *The Jump Doctors INC.*, to maintain our North Face Bike Park and to do a spring rebuild in 2022. **Estimated Costs:** \$20,000 **Funding:** Bike Park Maintenance

Cemetery Improvements: Purchase and install an information kiosk at the Evergreen Cemetery so details of the rules and regulations can be posted on site in English and Spanish. Plat and survey new grave sites at the Hillcrest Cemetery on the new fenced in portion of the cemetery. **Estimated Costs:** \$6,500 **Funding:** Cemetery Improvements / maintenance

New Parks Building improvements: Additional retrofitting needs of acquired building space for the Parks Department. **Estimated Costs:** \$20,000 **Funding:** Building Maintenance

## **Recreation Facilities**

Recreation Center: The gym skylights are failing and need to be replaced. **Estimated Costs:** \$20,000-\$25,000 **Funding:** Building Maintenance and Repair

Pool Maintenance : Demo and remove existing diving board that was deemed unfit for use and conduct some concrete repairs without an install of a new diving board in this location. New Chemtrol unit needed for distribution of sanitizing chemicals. **Estimated Costs:** Demo and concrete work- \$5,000; New Chemtrol Unit and install- \$15,000 **Funding:** Grounds & General Repairs & Pool Equipment

## **2022 to 2026 Transportation**

Building Condition Assessment: This item is included to fund an assessment of the condition of some of the town buildings in order to determine what repairs may be necessary in the future. While we have a fairly good idea of the condition of town-occupied buildings (town hall, rec center, public works, utilities), it would be good to have a professional assessment of the condition of the Launchpad, Third Street Center and buildings at the rodeo grounds. This would allow staff and the Board to include necessary repairs/maintenance in future CIPs. **Estimated cost:** \$30,000; **Funding:** Future General Fund

4<sup>th</sup> Street Soft Trail-Rio Grande Trail to Delaney Park: This project would construct a gravel surfaced trail on the east side of 4<sup>th</sup> Street between the Rio Grande Trail and Delaney Park. **Estimated cost:** \$40,000; **Funding:** Future Capital Construction Fund.

Village Road Lighting-Gianinetti Park to 8<sup>th</sup> Street: This project would install additional lighting along the north side of the sidewalk from Gianinetti Park to 8<sup>th</sup> Street. **Estimated cost:** \$60,000; **Funding:** Future Capital Construction Fund.

8<sup>th</sup> Street Multi-Modal Improvements: This funding has been included to pay for future improvements to the 8<sup>th</sup> Street corridor which may not be completed in 2022.

**Estimated cost:** \$500,000; **Funding:** Future Capital Construction Fund.

4<sup>th</sup> Street Sidewalk-Colorado Avenue to Rio Grande Trail: This project would fill in the gap that exists on the east side of Town Hall. **Estimated cost:** \$30,000; **Funding:** Future Capital Construction Fund.

Trail Lighting between 3<sup>rd</sup> Street Center and Crystal Valley Trail: This project would add lighting along the trail between the 3<sup>rd</sup> Street Center and the trail along SH-133.

**Estimated cost:** \$20,000; **Funding:** Future Capital Construction Fund budget.

Village Road Mill and Overlay: The existing pavement on Village Road from SH-133 to 8<sup>th</sup> Street is showing signs of distress and the existing pavement should be replaced. Staff is proposing to mill the existing roadway, do minor curb repairs where necessary, and then replace the road surface. This project would be similar to the Meadow Wood project that was completed in 2019, with the addition of traffic calming elements incorporated into the 8<sup>th</sup> Street project. **Estimated cost:** \$400,000; **Funding:** Future Capital Construction Fund budget.

Annual Maintenance Activities: The CIP includes recommended amounts of funding for various annual maintenance activities. **Estimated cost:** \$480,000 annually; **Funding:** As shown, the future funding (beyond 2021) would be largely from the Capital Construction Fund, with the Enterprise funds continuing to provide funding for drainage improvements, and sidewalk maintenance continuing to be funded through the general fund.

Industry Place-Extension to 8<sup>th</sup> Street: This project would extend Industry Place from its current terminus east to 8<sup>th</sup> Street. The project would be associated with redevelopment in the area when that occurs. This property that was acquired on 8<sup>th</sup> Street in 2019 was acquired in anticipation of this project. **Estimated cost:** \$2,000,000; **Funding:** Funding for this project will likely be a combination of Town funds, developer funds and potential grants.

Roundabout (SH-133/Industry Place): This project would construct a roundabout at Industry Place and SH-133. This project would likely be driven by traffic and traffic delays on SH-133, and would be necessary prior to or in conjunction with the Industry Way Extension project. At this time, staff believes that it would be appropriate to consider this project in 2023 based on development and increasing traffic on SH-133. **Estimated Cost:** \$2,500,000. **Funding:** Funding for this project will likely be a combination of Town funds, developer funds and potential grants. It should be noted that the Town has already collected \$225,000 in funds earmarked for highway improvements from the City Market and 1<sup>st</sup> Bank projects. In addition, the approval ordinance for Main Street Marketplace includes an additional \$25,000 in required funding when certain building permits are issued for that project.

Downtown Surface Parking: This project is related to paving and other improvements to the parking lot east of Town Hall that the Town acquired in 2019. The project is proposed to be done in phases with concrete work, electrical conduit and lighting, and irrigation lines being done in 2022 followed by paving and landscaping the following year. **Estimated cost:** \$525,000 (\$275,000 in 2022, \$250,000 in 2023); **Funding:** Future Streetscape Fund budget.

## 2022 to 2026 Parks and Open Space

Renovate Pool and Bath House: Based on results of the planning effort, this funding would be use to renovate/replace the existing pool and bath house. **Estimated Cost:** \$7,000,000-\$8,000,000; **Funding:** \$7,000,000 Bond, \$1,000,000 grants and fundraising

Park Playground Equipment Replace/Retrofit: Colorado Meadows and Sopris  
**Estimated Costs:** \$230,000 **Funding:** Recreation Sales and Use Tax/GOCO Grant

North Face Park Improvements: With the pickleball additional and the mobile stage this venue will see more multi-use activities and more special events.

- a) Park Bathroom expansion and infrastructure improvements. **Estimated Costs:** \$125,000; **Funding:** Recreation Sales and Use Tax/GOCO Community Impact Grant
- b) Lighting Project: Funding is included in future years for planning and implementation for new lighting infrastructure at the Skateboard Park and Darien Tennis and Young-Calaway Alpine Bank Pickleball courts at North Face Park. **Estimated cost:** \$360,000; **Funding:** Recreation Sales and Use Tax/Grant Funding

Bonnie Fischer Park Improvements: This project involves implementation of the next phase of the master plan at Bonnie Fischer Park with bread oven improvements. **Estimated cost:** \$35,000; **Funding:** Recreation Sales and Use Tax/GOCO Grant

Thompson Park and History Park Improvements: This item provides funding for infrastructure improvements at Thompson Park and History Park and informational signage. **Estimated cost:** \$25,000; **Funding:** FMLD Mini-Grant

Nuche Park Improvements: Enhancement of natural vegetation, natural trail and signage **Estimated Costs:** \$25,000; **Funding:** RFOV and or CPW Trail Grants

Mobile Stage Enhancements: Banner package, and side walls add on. **Estimated Costs:** \$9,000; **Funding:** General Fund Recreation Facilities/Equipment

Gateway RV Park Irrigation: This item would fund irrigation improvements at the RV Park. **Estimated cost:** \$90,000; **Funding:** General Fund RV Park Budget

## FISCAL ANALYSIS

Proposed expenditures related to the 2022 Transportation portion of the CIP total \$1,225,000, with \$105,000 of that total coming from the General Fund or Enterprise funds, and \$275,000 from the Streetscape Fund.

Expenditures related to the 2022 Parks and Open Space total \$744,00 with a potential for \$284,521 to be grant funded. This includes the \$35,000 secured from GOCO for the Youth Art Park and \$80,000 secured from Colorado Parks & Wildlife Fishing is Fun Grant for the Crystal River Restoration Project and for the same project, \$55,000 secured from GOCO through Aspen Valley Land Trust Resilient Communities GOCO grant. The AVLTT GOO grant also includes \$55,000 secured for the Red Hill picnic shade shelter and landscaping project.

The Capital Construction Fund also includes \$117,000 for vehicle/equipment replacement and \$30,000 for Energy (CLEER) in 2022.

**RECOMMENDATION**

Discuss the capital projects proposed for inclusion in the 2022-2026 Capital Improvement Plan and provide feedback to staff.

Prepared by: Kevin Schorzman and Eric Brendlinger

**Town of Carbondale**  
**5 - Year Capital Improvement Plan**  
**FY 2022 thru 2026**

	2022	2023	2024	2025	2026
<b>Safety Projects</b>					
Soft trail 4th St. RGT to Delaney Park					\$ 40,000
Village Road Lighting 8th St. to Gianinetti Park			\$ 60,000		
8th Street Multi-Modal Improvements - North of Main Street	\$ 500,000	\$ 500,000			
4th Street Sidewalk - Town Hall to Rio Grnd				\$ 30,000	
Trail Lighting between 3rd St. Center and Crystal Tr.			\$ 20,000		
<b>Sub Total</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 40,000</b>
<b>Maintenance Projects</b>					
Building Condition Assessment (Launchpad, 3rd St. Ctr, etc.)					\$ 30,000
Village Road Mill and Overlay		\$ 400,000			
Hendrick Drive Mill & Overlay				\$ 350,000	
RVR Maintenance - Annual	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Annual Trail Maintenance	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Annual Sidewalk Maintenance	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Annual Concrete Street Maintenance		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Annual Drainage Improvements	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Annual Street Light Replacement	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Annual Street Maintenance (Chip, Crack, Stripe)	\$ 215,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>Sub Total</b>	<b>\$450,000</b>	<b>\$880,000</b>	<b>\$480,000</b>	<b>\$830,000</b>	<b>\$480,000</b>
<b>Expansion Projects</b>					
Industry Place					\$ 2,000,000
Roundabout (SH-133/Industry Place)			\$ 2,500,000		
Downtown Surface Parking	\$ 275,000	\$ 250,000			
<b>Sub Total</b>	<b>\$275,000</b>	<b>\$250,000</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$2,000,000</b>
<b>Total Transportation Capital Outlay</b>	<b>\$1,225,000</b>	<b>\$1,630,000</b>	<b>\$3,060,000</b>	<b>\$860,000</b>	<b>\$2,520,000</b>
General Fund Budget Line Item	Streetscape Fund Budget Line Item				
Enterprise Fund Budget Line Item	Items that will likely have financial contributions from other sources				
Capital Fund Budget Line Item					

Parks and Recreation Department and Open Space 2022-2026 Capital Improvement Plan							
Parks			2022	2023	2024	2025	2026
Renovate Pool & Bath House	GOCO Community Impact Grant and Bonding			\$4,700,000	\$3,300,000		
Bear Proof Park Trash & Recycle Containers	Conservation Trust Fund		\$6,000				
Park Playground Equipment Replace/Retrofit	Colorado Meadows RSUT Grants				\$90,000		
Park Playground Equipment Replace/Retrofit	Hendricks RSUT and grants (Burke Move it)		\$90,000				
Park Playground Equipment Replace/Retrofit	Sopris RSUT and grants						\$90,000
Park Playground Youth Art Park Rio Grand	GOCO Mini-Grant		\$35,000				
Improvements at Bonnie Fischer Park	Bread Oven Solar, power, storage						\$35,000
Crystal River Front Park (ADA access ramp and outdoor classroom Fishing is Fun Grant)			\$30,000				
Crystal River Front Park (River and park restoration Fishing is Fun Grant)			\$50,000				
Crystal River Front Park (river and park restoration work , CWCB Grant)			\$225,000				
Crystal River Front Park (AVLT lead on GOCO Resilient Communitys Grant)			\$55,000				
Thompson Park & History Park Improvements	(Permaculture and Park signage / groundwork)				\$25,000		
North Face Bike Park re-design and maintenance needs			\$20,000				
Park Bathroom Improvements	North Face Park/Gianinetti Park RSUT and grants			\$125,000		\$125,000	
Skateboard Park, Tennis & Pickleball Lighting Project (GOCO Community Impact grant)							\$360,000
Trail Improvements (Red Hill Trailhead picnic shelter/ landscaping )			\$20,000				
Trail Improvements (Red Hill Trailhead picnic shelter/ landscaping) AVLT GOCO Resilient Grant			\$55,000				
Trail Improvements (Red Hill B-line retrofit and new bike only trail creation AVLT Endowment)			\$30,000				
Nuche Park Improvements (CPW trail grant, RFOV trail work, plantings, dedication sign)						\$25,000	
Gateway RV Park Electrical Conversion 30 to 50 amps			\$10,000				
Gateway RV Park Irrigation System						\$45,000	\$25,000
Gateway RV Park Internet Services	Equipment \$10,700 (2021 budget)monthly \$710		\$13,000				
Gateway RV Park Bathhouse roof			\$16,000				
Towable Mobile Stage	additional stage elements , TOC banners and side walls		\$9,000				
VFD Pump and redesign for South Highway 133 corridor Irrigation System			\$80,000				

**Total Capital Outlay****\$744,000****\$4,825,000****\$ 3,415,000****\$195,000****\$510,000**

Potential Grant Funding

\$284,521

\$1,093,000

\$25,000

\$900,000

\$215,000

**Grant Funded %****38%****21%****0%****46%****42%**

bond + grants bond + grants

**CARRY OVER FROM 2021 BUDGET**

Grant accepted

Grant Requested

Grant Denied

## MEMORANDUM

<b>TO:</b>	<b>Mayor Richardson and the Carbondale Board of Trustees</b>
<b>FROM:</b>	<b>S. Renae Gustine, Finance Director</b>
<b>DATE:</b>	<b>October 26, 2021</b>
<b>RE:</b>	<b>3<sup>rd</sup> Quarter Financial Report</b>

Attached please find financial reports for the 3<sup>rd</sup> quarter ending September 30, 2021. Included is a statement with revenues and expenditures for 2020 and 2021 with 2021 compared to the budget, cash balances spreadsheet, an update on retail sales tax collections, bag fee revenues and lodging tax revenues.

The focus will be on revenues and expenditures compared to budget and those areas significantly over/under 75% of the budget that is not due to timing (example would be a membership due in total at the beginning of the year) as of September 30, 2021.

### GENERAL FUND

#### GENERAL FUND REVENUE:

Revenues are trending a above budget.

Taxes are down compared to budget due to Excise Tax and Tobacco Tax. They will probably not hit budgeted amounts.

Permits and Licenses are up mostly due to building permit fees which are \$80,844 above budget.

Intergovernmental is up due to the Town receiving ARPA funds which were received in the General Fund and then transferred to Utilities.

Plan Check Fess are 42.8% above budget.

Mineral Leasing Taxes and Severance Taxes are \$74,158 above budget.

Cemetery Fees are 112.0% over budget.

Transfers are at 97.9% of the budget. (this includes sales tax fund transfer and administration service fees)

Overall General Fund Revenues for year to date ending September 30, 2021, are 2.0% above budget.

#### GENERAL FUND EXPENDITURES:

75% of the budget year has elapsed. Departments that show over the 75% normally reflect expenses that are due at the beginning of the year and by the end of the year they are on budget. Exceptions are:

- Municipal Court – is over budget due to extra legal fees.
- Town Manager – is over budget due to payout vacation and sick time of leaving Town Manager that wasn't budgeted.
- Data Processing - Added security and servers. Some of this is covered by the ARPA money.
- Public Works Administration Department – waste and recycle fees are more than budgeted.
- RV Park-Upgrade electric pedestals service for Wi-Fi system.

- Affordable/Attainable Housing-transfer to Community Housing Fund was done.
- Economic Dev, Environmental Health, Community Affairs incur most of the costs in the beginning of the year.
- Community Affairs Department – The community requests are done at the beginning of the year and this year the transfer of the ARPA funds for \$766,905 to Utilities.
- Contingency Reserve – Transferred more money to the Capital Reserve Fund in September.

**Conservation Trust Fund** – Temporary Labor was not used through this fund for mowing the parks. Seasonal help was paid through Parks as a large variety of work was performed. The parks maintenance will be replacing trash cans before the end of the year.

**Victims Assistance** has spent a bit over the budget in the nine months due to some police department training and revenues are starting to rebound from 2020.

**Lodging Tax** - Revenues received are paid to the Chamber as a direct pass through. Revenues will be over the budget as they are already over 100%.

**Disposable Bag Fee Fund** – Revenue for the Disposable Bag Fee are at 83.4%. A graph is included with the packet for comparison with prior years. The costs for the hazard waste at spring cleanup was more than expected by \$4,900.

**1% for the Arts** – Two pieces of art have been sold this year.

**Wastewater Fund** - Tap fees are 266.3% over budget for unanticipated receipts. The APRA funds are in intergovernmental revenue. The final and retainage for the Automatic Voltage Regulator was paid.

**Water Fund** - The APRA funds are in intergovernmental revenue. Tap Fees are 197.6% above budget, Water Rights Dedication are \$64,413 above budget and meter sales are \$28,294 above budget. Some projects have been delayed until 2022.

**Carbondale Housing Fund** – RETA collected is \$80,756 more than expected. \$50,000 was paid to Aspen-Pitkin Employee Housing.

**Developer Dedication Fee Fund** – General development fees are 420.8% above budgeted.

**Streetscape Fund** – Property Taxes are mostly received in the first six months of the year.



**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	<b>2nd Qtr 2021</b>	<b>3rd Qtr 2020</b>	<b>3rd Qtr 2021</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Budget 2021</b>	<b>% Budget 2021</b>
<b>GENERAL FUND</b>							
REVENUES:							
GENERAL FUND - TAXES	326,281	354,026	302,916	824,047	862,776	1,256,393	68.7%
GENERAL FUND - PERMITS & LICENSES	83,178	80,796	64,815	217,976	239,993	162,700	147.5%
GENERAL FUND - INTERGOVERNMENTAL	975,050	171,120	329,482	395,243	1,376,763	725,796	189.7%
GENERAL FUND - CHARGES & FEES	59,355	47,729	53,897	129,964	165,497	120,500	137.3%
GENERAL FUND - FINES & FORFEITURES	15,454	4,107	9,076	32,877	38,875	50,000	77.7%
GENERAL FUND - OTHER	82,814	90,389	89,436	288,945	284,555	354,700	80.2%
GENERAL FUND - TRANSFERS IN	1,645,345	1,559,921	1,976,845	4,035,964	5,343,802	5,458,484	97.9%
GENERAL FUND - APPROPRIATIONS AND SUNDRY	-	-	-	-	-	20,000	0.0%
<b>TOTAL FUND REVENUES</b>	<b>3,187,477</b>	<b>2,314,156</b>	<b>2,826,465</b>	<b>5,925,016</b>	<b>8,312,260</b>	<b>8,148,573</b>	<b>102.0%</b>
GENERAL FUND EXPENDITURES:							
GENERAL FUND - ATTORNEY DEPT	32,428	28,217	19,695	55,861	67,692	145,000	46.7%
GENERAL FUND - MUNICIPAL ELECTIONS DEPT	7	-	-	9,261	7	9,000	0.1%
GENERAL FUND - BOARD OF TRUSTEES DEPT	38,918	139,820	45,833	220,112	137,010	226,634	60.5%
GENERAL FUND - MUNICIPAL COURT DEPT	8,615	8,108	20,495	28,220	36,836	40,939	90.0%
GENERAL FUND - TOWN MANAGER DEPT	79,010	95,831	118,844	264,430	290,820	347,258	83.7%
GENERAL FUND - ADMINISTRATIVE SERVICES DEP	28,434	29,132	58,825	345,934	354,563	754,600	47.0%
GENERAL FUND - FINANCE DEPT	97,685	100,829	110,851	278,722	307,333	400,209	76.8%
GENERAL FUND - SALES TAX ADMINISTRATION	4,380	4,324	4,497	12,747	13,260	18,900	70.2%
GENERAL FUND - COMMUNITY DEVELOPMENT DI	75,540	85,684	121,388	236,563	280,947	404,345	69.5%
GENERAL FUND - DATA PROCESSING DEPT	30,548	36,675	68,581	127,464	151,844	187,000	81.2%
GENERAL FUND - BUILDING OPERATIONS DEPT	54,726	18,330	38,420	62,255	114,289	371,856	30.7%
GENERAL FUND - GENERAL FUND MOTOR POOL C	84,730	58,144	82,005	165,117	214,779	288,119	74.5%
GENERAL FUND - POLICE DEPT	390,870	511,935	539,049	1,343,046	1,366,399	2,018,442	67.7%
GENERAL FUND - COMMUNICATIONS DEPT	5,447	24,425	5,167	50,579	26,564	52,000	51.1%
GENERAL FUND - BUILDING INSPECTION DEPT	50,385	56,335	57,342	152,076	162,009	242,306	66.9%
GENERAL FUND - ORDINANCE CONTROL DEPT	23,404	18,290	10,189	52,093	52,595	85,049	61.8%
GENERAL FUND - STREETS DEPT	180,844	219,600	254,520	597,349	616,665	905,034	68.1%
GENERAL FUND - PUBLIC WORKS ADMIN DEPT	77,702	88,560	57,545	230,502	188,246	237,881	79.1%
GENERAL FUND - RECREATION DEPT	76,474	151,505	121,564	346,384	299,489	412,908	72.5%
GENERAL FUND - PARKS & CEMETERY DEPT	152,425	189,393	128,173	473,106	369,591	571,037	64.7%
GENERAL FUND - RV PARK	58,602	11,610	16,103	83,773	77,634	60,365	128.6%
GENERAL FUND - BOAT RAMP	3,031	1,140	2,250	4,648	5,280	9,000	58.7%
GENERAL FUND - AFFORDABLE/ATTAINABLE HOU	7,500	57,500	57,500	72,500	72,500	80,000	90.6%
GENERAL FUND - ECONOMIC DEV COUNCIL	10,000	-	-	40,000	50,000	55,000	90.9%
GENERAL FUND - ENVIRONMENTAL HEALTH DEPT	6,477	1,174	3,381	27,798	36,846	60,500	60.9%
GENERAL FUND - COMMUNITY AFFAIRS DEPT	-	73,954	766,905	143,754	905,565	140,000	646.8%
GENERAL FUND - CONTINGENCY RESERVE DEPT	-	600,000	500,000	600,000	500,000	500,000	100.0%
<b>TOTAL FUND EXPENDITURES</b>	<b>1,578,182</b>	<b>2,610,517</b>	<b>3,209,119</b>	<b>6,024,295</b>	<b>6,698,763</b>	<b>8,623,381</b>	<b>77.7%</b>
<b>NET REVENUE (LOSS)</b>	<b>1,609,295</b>	<b>(296,360)</b>	<b>(382,653)</b>	<b>(99,279)</b>	<b>1,613,497</b>	<b>(474,808)</b>	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	2nd Qtr 2021	3rd Qtr 2020	3rd Qtr 2021	YTD 2020	YTD 2021	Budget 2021	% Budget 2021
<b>CONSERVATION TRUST FUND</b>							
REVENUES:							
INTERGOVERNMENTAL	24,398	18,687	18,865	52,608	62,605	72,000	87.0%
OTHER	13	42	10	89	42	600	7.0%
TOTAL FUND REVENUE	24,411	18,729	18,875	52,697	62,647	72,600	86.3%
EXPENDITURES:							
CONSERVATION TRUST	16,770	10,807	16,433	29,797	40,655	68,783	59.1%
TOTAL FUND EXPENDITURES	16,770	10,807	16,433	29,797	40,655	68,783	59.1%
NET REVENUE (LOSS)	7,641	7,922	2,442	22,900	21,992	3,817	
<b>VICTIMS ASSISTANCE FUND</b>							
REVENUES:							
FINES & FORFEITURES	3,127	1,609	1,157	5,360	7,975	10,000	79.7%
TOTAL FUND REVENUE	3,127	1,609	1,157	5,360	7,975	10,000	79.7%
EXPENDITURES:							
VICTIMS ASSISTANCE	(53)	988	5,000	13,051	5,707	5,000	114.1%
TOTAL FUND EXPENDITURES	(53)	988	5,000	13,051	5,707	5,000	114.1%
NET REVENUE (LOSS)	3,180	621	(3,843)	(7,691)	2,268	5,000	
<b>LODGING TAX FUND</b>							
REVENUES:							
TAXES	31,933	14,975	56,562	72,635	105,864	105,000	100.8%
TOTAL FUND REVENUE	31,933	14,975	56,562	72,635	105,864	105,000	100.8%
EXPENDITURES:							
CHAMBER OF COMMERCE	29,114	28,957	49,859	68,495	97,111	105,000	92.5%
TOTAL FUND EXPENDITURES	29,114	28,957	49,859	68,495	97,111	105,000	92.5%
NET REVENUE (LOSS)	2,818	(13,982)	6,702	4,140	8,752	-	
<b>DISPOSABLE BAG FEE FUND</b>							
REVENUES:							
DISPOSABLE BAG FEE	-	1,646	18,341	7,638	18,341	22,000	83.4%
TOTAL FUND REVENUE	-	1,646	18,341	7,638	18,341	22,000	83.4%
EXPENDITURES:							
EXPENDITURES	-	13,799	23,762	28,016	23,762	19,000	125.1%
TOTAL FUND EXPENDITURES	-	13,799	23,762	28,016	23,762	19,000	125.1%
NET REVENUE (LOSS)	-	(12,153)	(5,420)	(20,378)	(5,420)	3,000	
<b>1% FOR THE ARTS</b>							
REVENUES:							
OTHER	5,600	-	3,000	-	8,600	2,000	430.0%
	5,600	-	3,000	-	8,600	2,000	430.0%
EXPENDITURES:							
1% FOR THE ART	4,200	-	2,800	-	6,450	7,000	92.1%
	4,200	-	2,800	-	6,450	7,000	92.1%
NET REVNUUE (LOSS)	1,400	-	200	-	2,150	(5,000)	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	<b>2nd Qtr 2021</b>	<b>3rd Qtr 2020</b>	<b>3rd Qtr 2021</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Budget 2021</b>	<b>% Budget 2021</b>
<b>ENERGY EFFICIENT BUILDING CODE</b>							
REVENUES:							
OTHER	-	-	-	-	-	-	0.0%
	-	-	-	-	-	-	0.0%
EXPENDITURES:							
EXPENDITURES	-	-	-	-	-	2,000	0.0%
	-	-	-	-	-	2,000	0.0%
NET REVENUE (LOSS)	-	-	-	-	-	(2,000)	
<b>WASTEWATER FUND</b>							
REVENUES:							
INTERGOVERNMENTAL	-	-	266,905	-	266,905	-	-
CHARGES & FEES	952,694	605,727	562,541	1,386,251	1,423,797	1,626,805	87.5%
OTHER	7,092	3,274	60	24,285	10,288	213,700	4.8%
TOTAL REVENUES	959,785	609,001	829,506	1,410,536	1,700,990	1,840,505	92.4%
EXPENDITURES:							
WASTEWATER DEPARTMENT	295,272	271,666	295,371	832,747	906,769	1,248,546	72.6%
CAPITAL CONSTR/OUTLAY DEPT	176,233	533,410	393,681	899,296	805,411	430,000	187.3%
STORM WATER	-	-	-	-	-	60,000	0.0%
TOTAL EXPENDITURES	471,505	805,076	689,052	1,732,043	1,712,180	1,738,546	98.5%
NET REVENUE (LOSS)	488,281	(196,075)	140,454	(321,507)	(11,191)	101,959	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	<b>2nd Qtr 2021</b>	<b>3rd Qtr 2020</b>	<b>3rd Qtr 2021</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Budget 2021</b>	<b>% Budget 2021</b>
<b>WATER FUND</b>							
REVENUES:							
STATE GRANT/ARPA	8,148	50,000	580,630	66,250	588,778	600,000	0.0%
CHARGES & FEES	528,306	905,571	672,057	1,655,163	1,701,775	1,642,361	103.6%
OTHER	26,768	16,427	21,124	36,484	71,166	74,800	95.1%
TOTAL REVENUES	<u>563,221</u>	<u>921,998</u>	<u>1,273,810</u>	<u>1,757,897</u>	<u>2,361,719</u>	<u>2,317,161</u>	<u>101.9%</u>
EXPENDITURES:							
WATER DEPARTMENT	275,558	334,302	267,764	870,508	785,732	1,127,675	69.7%
CAPITAL CONSTR/OUTLAY DEPT	65,807	161,467	55,504	311,389	307,303	1,378,200	22.3%
SECONDARY WATER DEPT	73,582	14,793	15,597	75,472	118,704	941,500	12.6%
TOTAL EXPENDITURES	<u>414,946</u>	<u>510,562</u>	<u>338,866</u>	<u>1,257,369</u>	<u>1,211,739</u>	<u>3,447,375</u>	<u>35.1%</u>
NET REVENUE (LOSS)	<u>148,275</u>	<u>411,436</u>	<u>934,945</u>	<u>500,528</u>	<u>1,149,980</u>	<u>(1,130,214)</u>	
<b>TRASH FUND</b>							
REVENUES:							
CHARGES & FEES	155,003	148,435	167,483	400,529	476,983	600,816	79.4%
OTHER	-	-	-	-	238	-	0.0%
TOTAL REVENUES	<u>155,003</u>	<u>148,435</u>	<u>167,483</u>	<u>400,529</u>	<u>477,220</u>	<u>600,816</u>	<u>79.4%</u>
EXPENDITURES:							
TRASH DEPARTMENT	<u>172,308</u>	<u>383,257</u>	<u>182,370</u>	<u>383,257</u>	<u>474,584</u>	<u>650,044</u>	<u>73.0%</u>
TOTAL EXPENDITURES	<u>172,308</u>	<u>383,257</u>	<u>182,370</u>	<u>383,257</u>	<u>474,584</u>	<u>650,044</u>	<u>73.0%</u>
NET REVENUE (LOSS)	<u>(32,193)</u>	<u>(234,822)</u>	<u>(14,888)</u>	<u>17,273</u>	<u>2,636</u>	<u>(49,228)</u>	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	<b>2nd Qtr 2021</b>	<b>3rd Qtr 2020</b>	<b>3rd Qtr 2021</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Budget 2021</b>	<b>% Budget 2021</b>
<b>CARBONDALE HOUSING FUND</b>							
REVENUES:							
RETA	-	9,340	30,246	9,340	85,757	5,000	0.0%
LEASING INCOME	17,785	18,453	20,470	54,063	57,835	56,000	103.3%
TRANSFER IN	-	50,000	50,000	50,000	50,000	50,000	100.0%
TOTAL REVENUES	<u>17,785</u>	<u>77,793</u>	<u>100,716</u>	<u>113,403</u>	<u>193,592</u>	<u>111,000</u>	<u>174.4%</u>
EXPENDITURES:							
GRANT-ART SPACE STUDY	-	-	-	-	-	-	0.0%
RENTAL PROPERTIES EXPENDITURES	389	964	40	4,351	531	6,000	8.9%
HOUSING PURCHASES	-	-	50,000	-	50,000	-	0.0%
RENTAL PROPERTIES RENOVATIONS	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	<u>389</u>	<u>964</u>	<u>50,040</u>	<u>4,351</u>	<u>50,531</u>	<u>6,000</u>	<u>842.2%</u>
NET REVENUE (LOSS)	<u>17,396</u>	<u>76,830</u>	<u>50,676</u>	<u>109,052</u>	<u>143,060</u>	<u>105,000</u>	
<b>DEVELOPER DEDICATION FEE FUND</b>							
REVENUES:							
CHARGES & FEES	48,422	33,843	15,807	81,372	105,209	25,000	420.8%
OTHER	900	680	1,035	1,929	2,663	350	760.8%
TOTAL REVENUES	<u>49,321</u>	<u>34,523</u>	<u>16,842</u>	<u>83,301</u>	<u>107,871</u>	<u>25,350</u>	<u>425.5%</u>
EXPENDITURES:							
EXPENDITURES	-	-	25,000	-	25,000	75,000	0.0%
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>	<u>75,000</u>	<u>0.0%</u>
NET REVENUE (LOSS)	<u>49,321</u>	<u>34,523</u>	<u>(8,158)</u>	<u>83,301</u>	<u>82,871</u>	<u>(49,650)</u>	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	<b>2nd Qtr 2021</b>	<b>3rd Qtr 2020</b>	<b>3rd Qtr 2021</b>	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>Budget 2021</b>	<b>% Budget 2021</b>
<b>STREETSCAPE FUND</b>							
REVENUES:							
TAXES	94,130	64,105	61,384	237,670	244,388	252,341	96.8%
INTEREST INCOME	100	592	48	5,253	307	-	
TOTAL REVENUES	<u>94,230</u>	<u>64,105</u>	<u>61,432</u>	<u>242,923</u>	<u>244,695</u>	<u>252,341</u>	<u>97.0%</u>
EXPENDITURES:							
STREETSCAPE IMPROVEMENTS	1,799	1,203	1,138	4,557	4,652	5,100	91.2%
TOTAL EXPENDITURES	<u>1,799</u>	<u>1,203</u>	<u>1,138</u>	<u>4,557</u>	<u>4,652</u>	<u>5,100</u>	<u>91.2%</u>
NET REVENUES (LOSS)	<u>92,431</u>	<u>62,902</u>	<u>60,293</u>	<u>238,366</u>	<u>240,043</u>	<u>247,241</u>	
<b>CAPITAL CONSTRUCTION FUND</b>							
REVENUES:							
INTERGOVERNMENTAL	-	30,000	-	30,000	-	200,000	0.0%
OTHER	16,049	600,832	701,266	602,360	718,206	639,596	112.3%
TOTAL REVENUES	<u>16,049</u>	<u>630,832</u>	<u>701,266</u>	<u>632,360</u>	<u>718,206</u>	<u>839,596</u>	<u>85.5%</u>
EXPENDITURES:							
CAPITAL CONSTRUCTION DEPT	204,175	139,446	301,616	549,395	565,794	875,000	64.7%
TOTAL EXPENDITURES	<u>204,175</u>	<u>139,446</u>	<u>301,616</u>	<u>549,395</u>	<u>565,794</u>	<u>875,000</u>	<u>64.7%</u>
NET REVENUES (LOSS)	<u>(188,125)</u>	<u>491,387</u>	<u>399,650</u>	<u>82,964</u>	<u>152,412</u>	<u>(35,404)</u>	
<b>REC SALES &amp; USE TAX FUND</b>							
REVENUES:							
TAXES	253,231	239,250	307,719	527,634	722,870	865,175	83.6%
INTERGOVERNMENTAL	-	-	-	-	56,250	280,000	0.0%
CHARGES & FEES	65,458	10,915	64,227	109,065	145,308	117,500	123.7%
OTHER	3,307	(5,512)	4,943	27,398	10,158	19,800	51.3%
TOTAL REVENUES	<u>321,995</u>	<u>244,653</u>	<u>376,889</u>	<u>664,098</u>	<u>934,587</u>	<u>1,282,475</u>	<u>72.9%</u>
EXPENDITURES:							
RECREATION CENTER	97,918	109,151	110,775	368,597	313,340	498,482	62.9%
MUNICIPAL POOL DEPT	47,100	62,215	96,853	102,065	157,302	138,901	113.2%
RECREATIONS SALES & USE TAX	188,489	95,069	85,772	293,582	357,940	655,753	54.6%
TOTAL EXPENDITURES	<u>333,507</u>	<u>266,435</u>	<u>293,400</u>	<u>764,244</u>	<u>828,582</u>	<u>1,293,135</u>	<u>64.1%</u>
NET REVENUES (LOSS)	<u>(11,512)</u>	<u>(21,782)</u>	<u>83,490</u>	<u>(100,146)</u>	<u>106,004</u>	<u>(10,660)</u>	

**Town of Carbondale**  
**Revenues Expenditures Summary with Comparison to Budget**  
**For 9 months ending 9.30.21**

ATTACHMENT Na

	2nd Qtr 2021	3rd Qtr 2020	3rd Qtr 2021	YTD 2020	YTD 2021	Budget 2021	% Budget 2021
<b>COMMUNITY ENHANCEMENT FUND</b>							
REVENUES:							
COMMUNITY ENHANCEMENT	-	-	-	7,470	7,470	8,500	87.9%
TOTAL REVENUES	-	-	-	7,470	7,470	8,500	87.9%
EXPENDITURES:							
EXPENDITURES	-	-	-	-	-	-	0.0%
TOTAL EXPENDITURES	-	-	-	-	-	-	0.0%
NET REVENUE (LOSS)	-	-	-	7,470	7,470	8,500	
<b>SALES &amp; USE TAX FUND</b>							
REVENUES:							
TAXES	1,533,361	1,450,729	1,862,158	3,202,407	4,374,033	5,002,605	87.4%
OTHER	340	(1,512)	2,939	4,331	4,248	5,500	77.2%
TOTAL REVENUES	1,533,701	1,449,217	1,865,097	3,206,738	4,378,281	5,008,105	87.4%
EXPENDITURES:							
DEBT SERVICE/TRANSFERS	1,532,048	1,448,313	1,863,802	3,701,737	5,006,646	5,008,105	100.0%
TOTAL EXPENDITURES	1,532,048	1,448,313	1,863,802	3,701,737	5,006,646	5,008,105	100.0%
NET REVENUES (LOSS)	1,653	903	1,295	(494,999)	(628,366)	-	
<b>BOND FUND</b>							
REVENUES:							
OTHER	51,354	51,887	51,354	155,662	154,061	205,415	75.0%
TOTAL REVENUES	51,354	51,887	51,354	155,662	154,061	205,415	75.0%
EXPENDITURES:							
DEBT SERVICE DEPT	10,722	-	-	13,325	10,722	206,208	5.2%
TOTAL EXPENDITURES	10,722	-	-	13,325	10,722	206,208	5.2%
NET REVENUES (LOSS)	40,632	51,887	51,354	142,337	143,339	(793)	

**Town of Carbondale**  
**Cash Balances All Funds**

ATTACHMENT Na

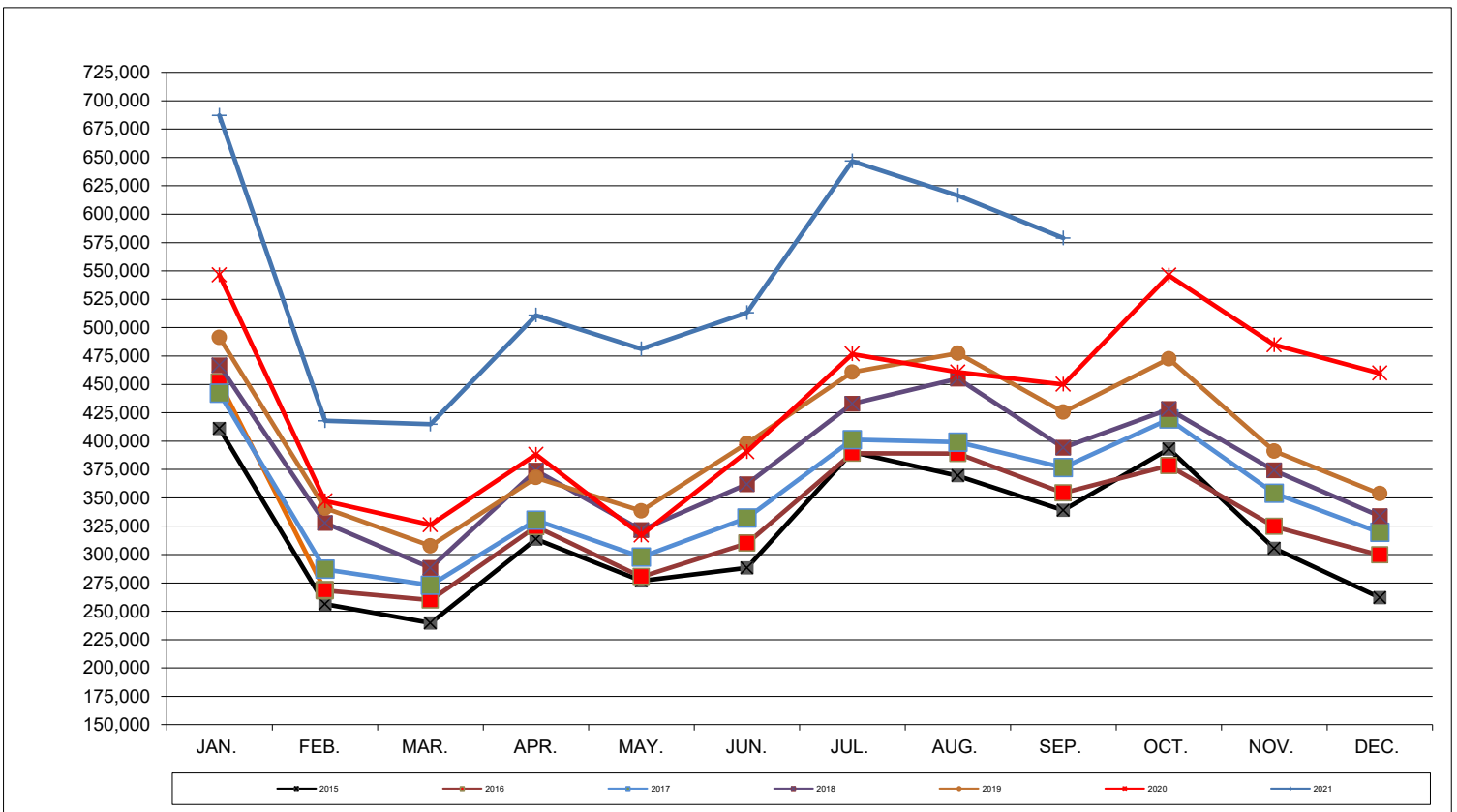
<b>9.30.21</b>	<b>ANB</b>	<b>Alpine MM</b>	<b>CSAFE</b>	<b>Colotrust</b>	<b>1st Bank</b>	<b>Alpine Bank</b>	<b>Total</b>
	01-1042	01-1044	01-1042	01-1042	01.1042	Checking	
General	878,537.71	4,474,697.80	1,226,328.14	3,163,961.39	2,027,374.88	-1,485,287.23	10,285,612.69
Conservation Trust			50,361.90			101,873.60	152,235.50
Victims Assistance						-3,600.30	-3,600.30
Lodging Tax						18,987.56	18,987.56
Disposable Bag Fee						-9,778.25	-9,778.25
1% for Arts						21,803.82	21,803.82
Energy Efficient Bldg						22,018.00	22,018.00
Wastewater	1,570,166.06	2,087,252.38	422,050.34	152,779.11	1,026,864.54	80,910.83	5,340,023.26
Water	371,810.71	769,807.06	422,050.34	152,779.11		1,995,913.83	3,712,361.04
Trash						-142,862.64	-142,862.64
Carbondale Housing						607,360.32	607,360.32
Development Ded Fee		802,760.94				-146,793.54	655,967.40
Streetscape				763,900.94		-666,409.90	97,491.04
Capital Construction		982,072.62				-652,514.50	329,558.12
Recreation S&U Tax		528,632.77	982,598.08			483,253.65	1,994,484.50
Community Enhancement						43,323.80	43,323.80
Sales & Use Tax				203,706.66		-137,015.50	66,691.16
Bond						150,200.89	150,200.89
<b>Total</b>	<b>2,820,514.47</b>	<b>9,645,223.57</b>	<b>3,103,388.80</b>	<b>4,437,127.21</b>	<b>3,054,239.42</b>	<b>281,384.44</b>	<b>23,341,877.92</b>
	12.08%	41.32%	13.30%	19.01%	13.08%	1.21%	100.00%



## TOWN OF CARBONDALE RETAIL SALES TAX REVIEW

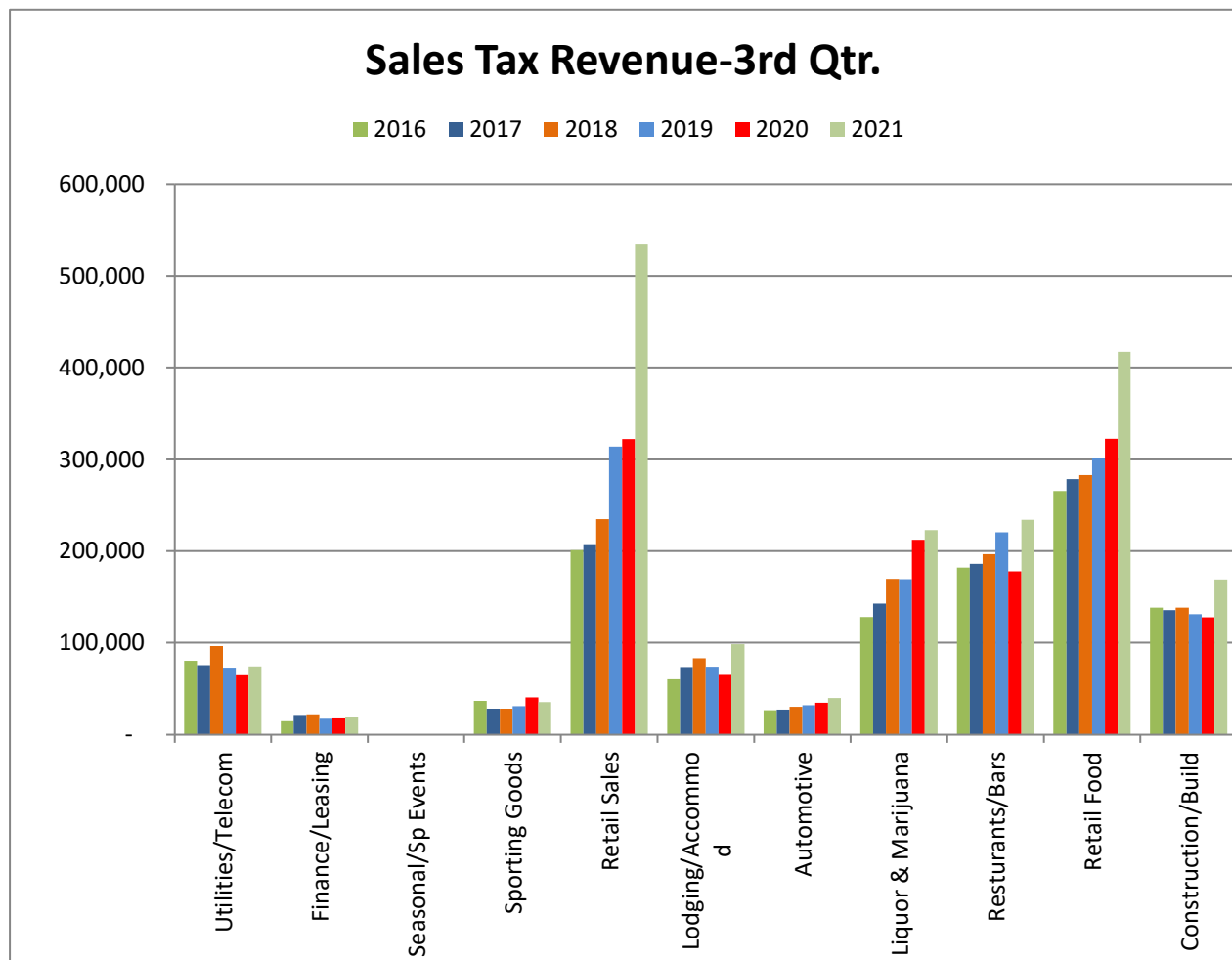
## Sales Tax

REPORT MONTH	2015	2016	2017	2018	2019	2020	2021	2020-2021 % Change	2019-2020 % Change	2018-2019 % Change	2017-2018 % Change	2016-2017 % Change
JAN.	411,031	451,933	442,286	466,732	491,161	546,391	686,882	25.7%	11.2%	5.2%	5.5%	-2.1%
FEB.	256,325	268,392	287,021	327,884	340,937	347,200	417,944	20.4%	1.8%	4.0%	14.2%	6.9%
MAR.	239,569	259,817	273,037	288,193	307,643	326,242	414,821	27.2%	6.0%	6.7%	5.6%	5.1%
APR.	313,635	324,451	330,369	373,941	367,843	388,225	510,877	31.6%	5.5%	-1.6%	13.2%	1.8%
MAY.	276,839	280,445	297,902	321,523	338,565	317,168	481,189	51.7%	-6.3%	5.3%	7.9%	6.2%
JUN.	288,279	309,930	332,166	361,992	398,072	390,546	513,103	31.4%	-1.9%	10.0%	9.0%	7.2%
JUL.	390,492	389,296	401,315	432,990	460,786	476,740	646,805	35.7%	3.5%	6.4%	7.9%	3.1%
AUG.	369,433	388,942	399,004	455,077	477,407	460,707	616,498	33.8%	-3.5%	4.9%	14.1%	2.6%
SEP.	338,918	354,391	376,715	394,154	425,610	450,007	578,986	28.7%	5.7%	8.0%	4.6%	6.3%
OCT.	393,108	378,425	419,404	428,150	472,462	546,035		-100.0%	15.6%	10.3%	2.1%	10.8%
NOV.	305,444	324,692	353,954	374,101	391,135	484,686		-100.0%	23.9%	4.6%	5.7%	9.0%
DEC.	262,131	299,554	319,509	333,759	353,640	459,812		-100.0%	30.0%	6.0%	4.5%	6.7%
Adj			61,400									
Subtotal: (3.5%)	3,845,203	4,030,268	4,294,082	4,558,496	4,825,261	5,193,758	4,867,105		7.6%	5.9%	6.2%	6.5%



# Town of Carbondale

3rd Quarter	2016	2017	2018	2019	2020	2021
Utilities/Telecom	80,151	75,689	96,437	72,897	65,781	74,001
Finance/Leasing	14,467	21,482	22,132	18,088	18,556	19,555
Seasonal/Sp Events	230	-	33	20	-	32
Sporting Goods	36,631	28,279	28,052	30,921	40,412	35,156
Retail Sales	200,856	207,449	234,813	314,026	321,995	534,155
Lodging/Accommod	60,169	73,343	83,133	73,717	65,932	98,246
Automotive	26,331	27,250	30,282	31,889	34,672	39,655
Liquor & Marijuana	128,125	142,641	169,623	169,230	212,369	222,776
Resturants/Bars	182,059	185,998	196,583	220,473	177,770	234,167
Retail Food	265,490	278,555	282,795	301,014	322,275	417,090
Construction/Build	138,223	135,380	138,338	131,204	127,822	168,838
Total	1,132,732	1,176,066	1,282,221	1,363,479	1,387,585	1,843,670



# Town of Carbondale

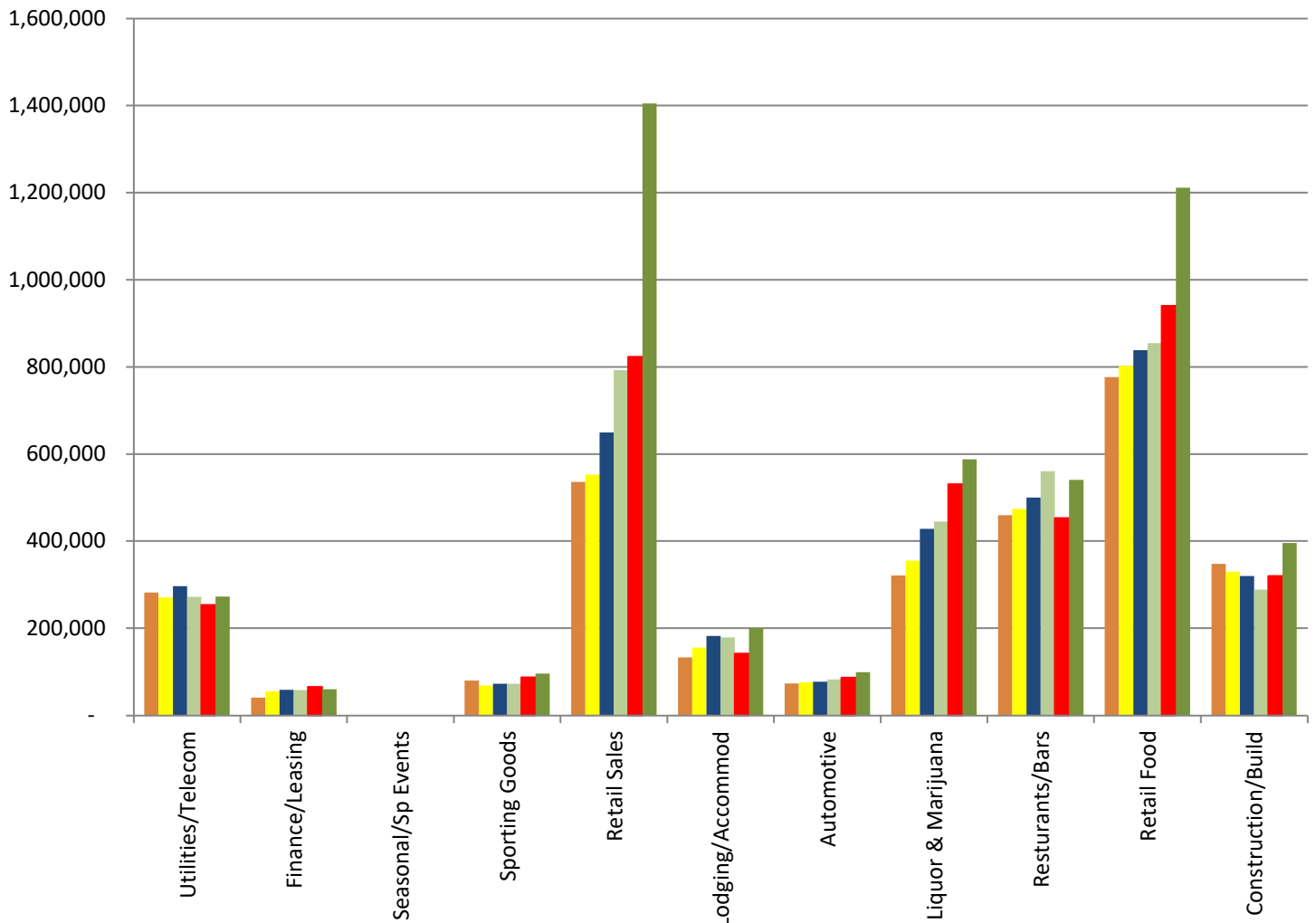
## January - September

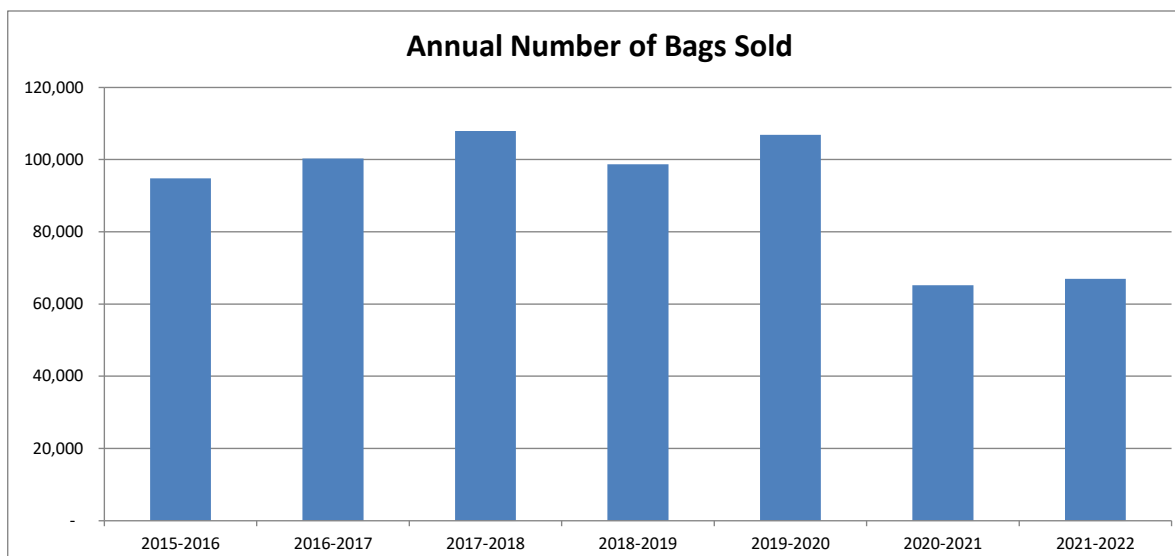
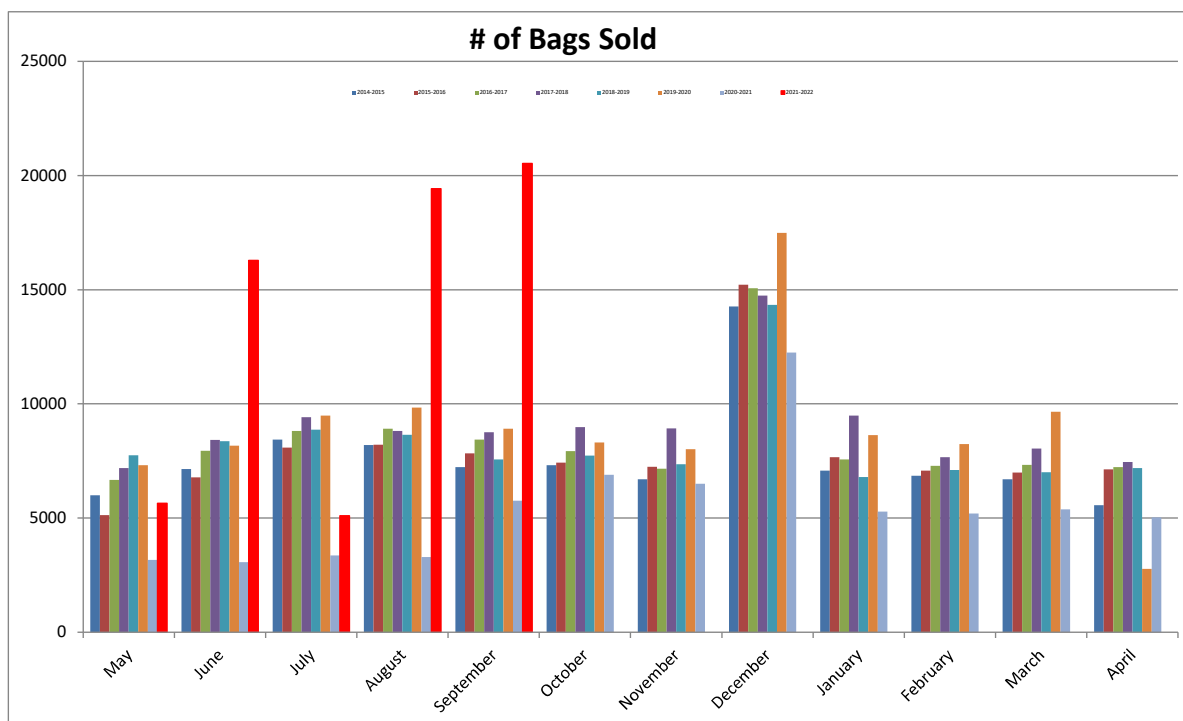
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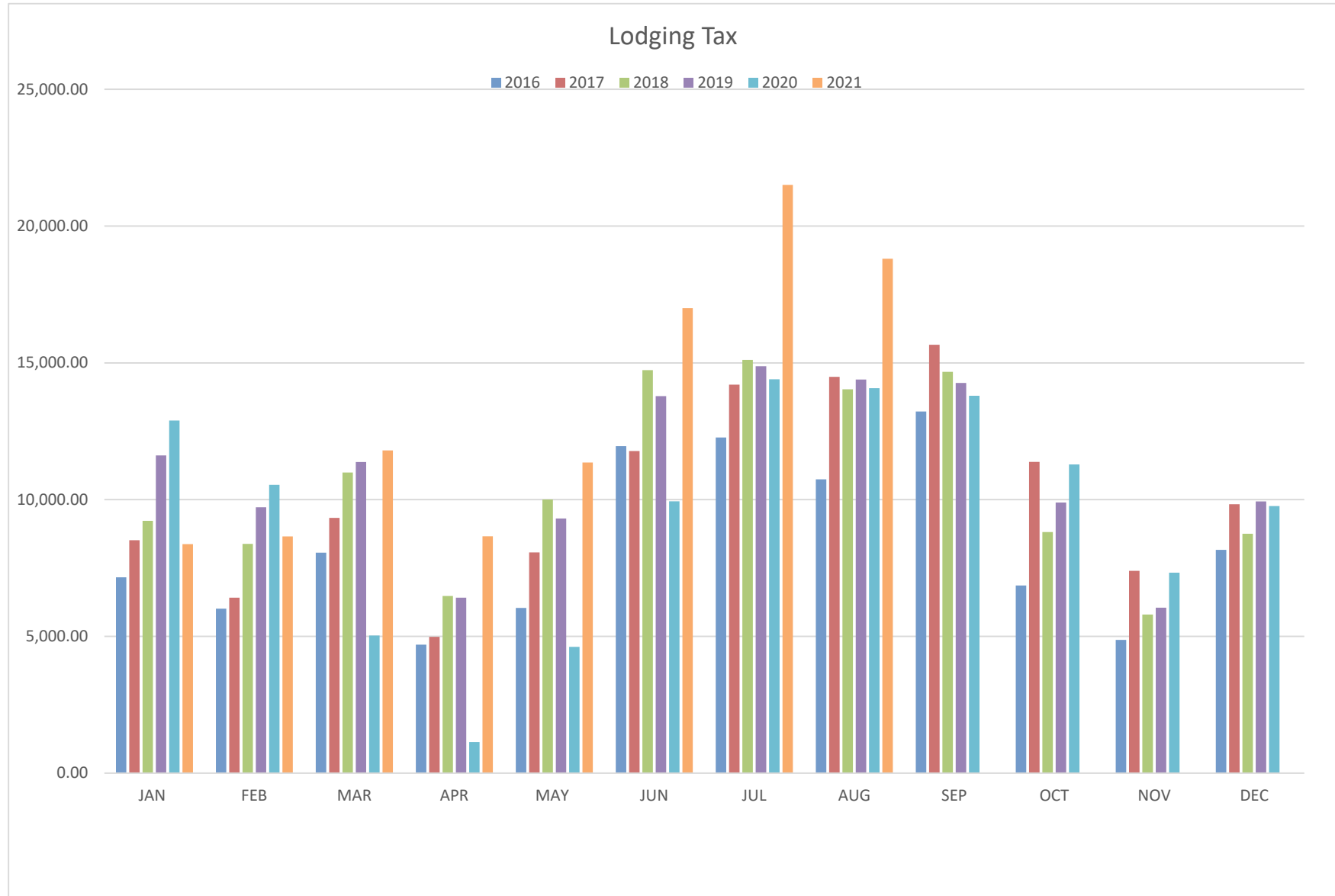
Year to Date	2016	2017	2018	2019	2020	2021	% of Total	2020 vs 2021
Utilities/Telecom	281,593	270,695	296,527	272,222	253,562	272,944	5.6%	7.6%
Finance/Leasing	40,869	55,302	58,451	57,743	65,420	60,107	1.2%	-8.1%
Seasonal/Sp Events	250	55	143	139	-	886	0.0%	
Sporting Goods	80,009	68,306	72,380	72,369	87,289	95,963	2.0%	9.9%
Retail Sales	536,126	552,551	649,346	792,160	823,297	1,404,931	28.9%	70.6%
Lodging/Accommod	132,752	155,624	182,144	179,197	141,352	200,033	4.1%	41.5%
Automotive	73,305	75,683	77,422	82,669	86,450	98,946	2.0%	14.5%
Liquor & Marijuana	321,433	354,928	428,264	444,737	530,511	587,523	12.1%	10.7%
Resturants/Bars	459,508	473,999	499,667	560,541	452,481	540,464	11.1%	19.4%
Retail Food	776,224	802,596	838,219	854,139	940,189	1,211,234	24.9%	28.8%
Construction/Build	347,581	330,041	320,004	288,723	319,602	395,469	8.1%	23.7%
<b>Total</b>	<b>3,049,650</b>	<b>3,139,781</b>	<b>3,422,568</b>	<b>3,604,639</b>	<b>3,700,153</b>	<b>4,868,499</b>	<b>100.0%</b>	

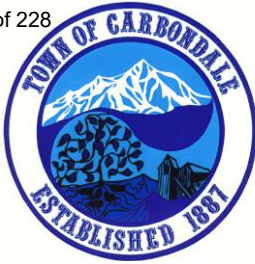
### Sales Tax Revenue-Year to Date

■ 2016 
 ■ 2017 
 ■ 2018 
 ■ 2019 
 ■ 2020 
 ■ 2021









# TOWN OF CARBONDALE

## PUBLIC WORKS

511 Colorado Avenue  
Carbondale, CO 81623

### Board of Trustees Agenda Memorandum

Meeting Date: October 26, 2021

**TITLE:** Public Works/Utilities Third Quarter Report

**SUBMITTING DEPARTMENT:** Public Works

**STREETS DEPARTMENT/ADMINISTRATION:**

Annual Projects: All annual projects (chip seal, striping) have been completed for the year.

Other Projects: The streets crew replaced the old asphalt trail along Hendrick Drive from Holland Drive to SH-133 with a new concrete trail. They also repaired several other sidewalks around town and performed asphalt repairs prior to the trail paving project.

This summer, the streets crew erected the new sand storage structure at the public works shop.

Annual Maintenance Work: As time allows, the streets crew has been sweeping, repairing potholes and trails, and completing sign repairs and replacements.

Development Work: Work on public improvements for the 1201 Main Street project is complete and those improvements were accepted by the Town at the first meeting in October.

The public improvements for Lots 3 and 4 at Thompson Park began this fall. Jewels Drive between North Bridge Drive and Lewies Lane is currently closed and will be closed until the first of the year.

Work began on Carbondale Center Place, the mixed-use development on the site of the old Sopris Shopping Center. The old shopping center has been demolished and the contractor is currently working on public improvements.

Engineering Services: Staff continued to work with Roaring Fork Engineering on preliminary designs for a roundabout on SH-133 at Industry Place and on construction plans for 8<sup>th</sup> Street north of the Rio Grande Trail.

Town Arborist: The Town Arborist and Landscape Technician have been busy trying to manage vegetation in the SH-133 corridor and in the multiple planting areas around town. They also worked on tree pruning and tree maintenance.

Boards and Commissions: Public works staff continues to provide support for several of the town's boards and commissions including the Bike, Pedestrian and Trails Commission, the Environmental Board, the Carbondale Public Arts Commission, the Tree Board and the Board of Trustees.

## **WATER DEPARTMENT**

The average daily flow for the three treatment plants from July through September was 1.17 MGD. The peak day was 1.53 MGD on July 20<sup>TH</sup>. There were only 2 days which production reached 1.5 MGD or higher from July to September. The water treatment plants have been able to keep up with demands without significant concerns. The average irrigation diversions for the Carbondale and Weaver ditches this quarter were 8.2 and 4.1 cfs respectively. The rains were a considerable relief at times throughout the season as we continued to experience drought conditions throughout the quarter. We continue to remain in a severe drought going into the winter season.

Nettle Creek: The South Nettle Creek supply remained at a low base flow starting at an average of 360 gpm (0.518 MGD) at the end of June, flows did increase some as of the first week of July as expected, with the average peak flows observed at 500 gpm (0.72 MGD) but they were still significantly below historical peaks of up to 900 gpm (1.3 MGD).

The hydroelectric turbine has been ordered. We continue to wait for the turbine design to be completed by the manufacturer which will allow us to complete the design of the hydroelectric facility. Bid packets and 100% drawings will then be produced.

The backwash supply tank was drained and recoated in early October. The distribution line from the Nettle Creek treatment plant was closed off at PRV#1 to maintain service for the customers above PRV#1. The Nettle Creek plant remained operational providing water to those customers on the distribution line.

The Nettle Creek pump back final design remains on hold. Correspondence is on-going with the neighboring landowner and Holy Cross for installation of the electric line to the uppermost vault south of town.

Roaring Fork: The Roaring Fork Treatment Plant has been operating as expected with the additional filters and control system. The plant has been operating in conjunction with the Crystal Well plant to supplement the Nettle Creek plant production to meet the seasonal summer demands.

There have been no reported problems with the wells. Investigations continue for an additional well in the Roaring Fork well field.

Crystal Well: The treatment system on the Crystal well continues to run with no reported problems. The plant has been operating in conjunction with the

Roaring Fork Plant to supplement the Nettle Creek plant production and to meet the seasonal summer demands.

Distribution system: There have been no reported problems in the distribution system.

Gateway RV Park: The water system in the RV park operated with no reported problems this season. The campground system has been taken out of service and drained for the season.

Crystal River Restoration Plan: The stakeholders continue to work on grant opportunities and for the implementation of the plan. The Weaver Ditch head gate has been ordered and will be installed when it arrives, weather permitting.

Irrigation ditches: The liner installed in the Carbondale ditch along the Thompson Corner area has worked as expected.

A leak was repaired on the Weaver ditch in the proximity of 7<sup>th</sup> and Garfield. A conduit crossing under the ditch was found to have been broken channeling water to the west shoulder of 7<sup>th</sup> Street.

The ditches have been turned off as of October 15<sup>th</sup>.

## **WASTEWATER DEPARTMENT**

Treatment Plant: The wastewater plant has been operating well. Power outages have caused some disruptions in operations occasionally throughout the summer.

The automatic voltage regulator (AVR) on the main power supply and the backup generator have been repaired and adjusted as deemed necessary through the power outages.

The power to the Utility Administration building was connected to the backup power generator for the plant. This allows for continuous operation of the SCADA system and keep the administration office operational during extended power outages.

Staff has been working with our engineers on the aeration system study to improve efficiencies and reduce power demands of the treatment train. This is primarily targeted toward the efficiencies of aeration systems.

The drainage pipe was replaced in the driveway at the plant. This will alleviate ice buildup in the winter in the areas adjacent to the parking lot.

Staff has been working with CDPHE on the permit renewal for the WWTP. This has been under administrative extension since 2017.

Collection System: Staff continues to perform maintenance of the collection system as time allows with cleaning and video inspections. Staff has assisted



customers with services which have been replaced due to collapsed lines and root infiltration.

**OTHER**

Staffing: We are currently fully staffed. Certification testing and training continues with all staff members.

Mapping: The GIS mapping continues to be updated.



**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

## Board of Trustees Agenda Memorandum

Meeting Date: 10/26/2021

**TITLE:** Planning Department Administrative Report

**SUBMITTING DEPARTMENT:** Planning Department

**ATTACHMENTS:** None

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Comprehensive Plan Update – In May, the Town retained Cushing Terrell (CT) as the consultant to develop the Update to the Comprehensive Plan, titled Chart Carbondale. Since that time, the following has taken place:

- Kick-off at First Friday event on 7-2-21 to generate awareness of project
- Chart Carbondale website set up [carbondalekaleidoscope.org/chart-carbondale](http://carbondalekaleidoscope.org/chart-carbondale) (can translate into Spanish)
- Online and paper survey opened to the public from 7-2-21 to 8-6-21 (524 responses were received.)
- In-person Spanish-speaking Community Meeting on 8-16-21
- In-person English-speaking Community Meeting on 8-17-21
- Two Downtown/Downtown North Design Charettes 8-17-21
- Five Planning Commission meetings to discuss specific topics, i.e., Climate Action Plan, Aging in Community, Multimodal, etc.
- Meetings with E-Board, CLEER, CAFCI, Bike and Ped Commission, and CHPC
- Update with Board of Trustees on 8-24-21
- Six Focus Group Meetings with the following topics:
  - Affordable Housing
  - Local business and economy
  - Access, mobility and aging in community
  - Sustainability, agriculture, and recreation
  - Arts, culture, and community service
  - Development, infrastructure, Downtown and Downtown North
- Climate & the Comprehensive Plan Meeting sponsored by CLEER was held on 9-23-21

The Outreach Strategies that are being used include press releases, social media ads, email blasts, postcards with QR codes, newspaper ads, flyers, one-on-one outreach, personal emails, Chart Carbondale website (including interactive tools on website), etc. PR Studio has played an integral part of the community outreach during this process, including maintaining and updating the Bang the Table (Chart Carbondale) website. Most of the information sent out to the community included a Spanish version.

The Draft Framework and Key Recommendations and the Existing Conditions Report have been drafted. Both are available on the Chart Carbondale website. The Existing Conditions Report provides a detailed summary of community engagement, including a summary of the survey results.

RFTA Regional Bikeshare/ First and Last mile Mobility Study – Planning Staff has been participating in the Technical Advisory Committee which is exploring different governance models, cost sharing and the feasibility of expanding the regional bike share program (WE-Cycle) by utilizing Destination 2040 funds. Jurisdictions have expressed interest in RFTA managing the program.

Eagle and RFV Roadmap - Staff have been participating in this project. The purpose is to build workforce resilience across two regions (Eagle County and the Roaring Fork Valley - Aspen to Glenwood) as they are connected in many ways and vulnerable to various economic and natural crises.

520 Mesa Verde Preliminary Plat and Final Plat - At the June 24, 2021, Planning and Zoning Commission meeting, the Commission reviewed an application for a preliminary plat to subdivide an existing platted lot in Colorado Meadows Subdivision. The Commission made a motion to direct Staff to draft conditions of approval and continued the hearing to July 15, 2021.

At the July 15, 2021 meeting, Staff presented the conditions of approval as requested by the P&Z as well as the original Staff recommendation for denial. After a motion for Denial failed in a tie, a second motion was made to continue the hearing to the September 30, 2021 meeting so that the applicant could have time to have a subdivision plat prepared. The motion passed. The application was again continued to the October 14, 2021 meeting where the Commission approved the Preliminary Plat with conditions. The application will now come before the Trustees for Final Plat.

RVR – UDC Amendment Request – On August 12, 2021, David Myler submitted a letter on behalf of Crystal Outdoors, LLC (Crystal) suggesting that the Planning and Zoning Commission (Commission) consider an amendment to the UDC. The suggestion is to change the existing process for PUD amendments and General Rezoning. Crystal is the owner of the Golf Course Parcels at River Valley Ranch (RVR).

It was a Planning Commission decision whether or not to accept comments from Crystal, the Association, or the public. Approximately 100 letters from the public were received. The item was placed on the August 26, 2021 meeting. On the day of the meeting, the request was withdrawn.

RVR – Request for Interpretation - On September 24, 2021, a letter was submitted by Otten Johnson on behalf of Crystal Outdoors, LLC, the owner of the RVR Golf Course, to the Planning Department requesting that the Planning Director provide a formal written interpretation of the UDC, particularly as it relates to PUD amendments. Planning Staff is working on the interpretation.

Property Inquiries – The demand for housing in the Town and valley remain high. Planning and Building Staff has been dealing with numerous building permit and planning inquiries as well as providing information on affordable housing programs.

Mapping – Roaring Fork Geospatial (RFG) continues to work with Cushing Terrell on the Chart Carbondale effort. In addition to data collection, this effort is to update and upgrade the maps in the Update to the Comprehensive Plan.

Planning Records – Planning Staff continues to work with Jill Peterson on organizing, scanning, and placing planning files in Laserfiche. Approximately 30 years' worth of files (1990 – 2020) have been completed. This will make it easier for Town Staff and the public to do research on properties.

Planning Goals – Staff presented the 2022 Planning Goals to the Board for consideration. Some of the Goals are the completion of the Comprehensive Plan Update and the incorporation of the update into the UDC if required.

Prepared By: John Leybourne and Janet Buck



**TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623**

## Board of Trustees Agenda Memorandum

Meeting Date: 10-26-2021

**TITLE:** Building Department Third Quarter Update

**SUBMITTING DEPARTMENT:** Building Department

**ATTACHMENTS:** Third Quarter Inspection Report

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### **Building Department**

- In the third quarter, the Building Department issued 97 permit applications. Which included: 10 Solar Permits, 13 Plumbing Permits, 39 Mechanical Permits, 3 demo permits and 32 Building Permits.
- 310 inspections were performed in the third quarter of this year. This year's third quarter included 49 final inspections, see the attached report for details. A contract building inspector is occasionally used to help keep up with the inspection workload.
- Some of the larger building permit submittals were 2 mixed-use buildings, the Carbondale Fire Protection District Training Facility, the Sopris Self-Storage and the Eastwood Self-Storage. There have been two larger projects issued, one of the two Carbondale Center Place buildings (the old Sopris Shopping Center) and the third apartment building at Main Street Marketplace.
- The Building Department continues to answer routine inquiries, hold pre-submittal meetings with architects, and perform consultations on site.
- Thru CORE's funding, consultants are completing the work on the amendments to Carbondale's Commercial Green Construction Code.
- A separate consultant is working on amendments to the 2021 International Building Codes to prepare for adoption in 2022.

Prepared By: John Plano  
Building Official

KS  
Interim Town Manager

Inspection Date	Inspection	Inspector	Property Address
07/02/2021	Consultation	John Plano	55 7TH Street
07/16/2021	Consultation	John Plano	89 Meadowood Drive
07/29/2021	Consultation	John Plano	214 Lewies Circle
07/29/2021	Consultation	John Plano	216 Lewies Circle
07/29/2021	Consultation	John Plano	212 Lewies Circle
07/29/2021	Consultation	John Plano	218 Lewies Circle
08/10/2021	Consultation	John Plano	295 RIO GRANDE Avenue
08/12/2021	Consultation	John Plano	2111 Cross Street
08/13/2021	Damp Proofing	John Plano	301 Meadowood Drive
08/13/2021	Deck	John Plano	460 BOYD Drive
07/09/2021	Drywall	John Plano	1279 WALD Drive
07/14/2021	Drywall	John Plano	2051 Cross Street
07/26/2021	Drywall	John Plano	2051 Cross Street
07/28/2021	Drywall	John Plano	3520/3540 Crystal Bridge Drive
08/13/2021	Drywall	John Plano	206 Linden Circle
08/25/2021	Drywall	John Plano	3520/3540 Crystal Bridge Drive
08/25/2021	Drywall	John Plano	215 Lewies Circle
08/25/2021	Drywall	John Plano	217 Lewies Circle
08/30/2021	Drywall	John Plano	211 Lewies Circle
08/30/2021	Drywall	John Plano	213 Lewies Circle
09/01/2021	Drywall	John Plano	633 PERRY RIDGE
09/03/2021	Drywall	John Plano	2051 Cross Street
09/15/2021	Drywall	John Plano	2051 Cross Street
09/15/2021	Drywall	John Plano	211 EUCLID Avenue
09/17/2021	Drywall	John Plano	645 NORTH BRIDGE Drive
09/20/2021	Drywall	John Plano	89 Meadowood Drive
09/22/2021	Drywall	John Plano	2051 Cross Street
09/24/2021	Drywall	John Plano	2051 Cross Street
09/08/2021	Fence	John Plano	1341 BARBER Drive
09/21/2021	Fence	John Plano	1341 BARBER Drive
07/02/2021	Final Building	John Plano	914 CEDAR CREEK
07/07/2021	Final Building	John Plano	345 Coloarado Avenue
07/07/2021	Final Building	John Plano	370 OAK RUN Road

07/07/2021	Final Building	John Plano	370 OAK RUN Road
07/14/2021	Final Building	John Plano	665 North Bridge Drive
07/16/2021	Final Building	John Plano	55 7TH Street
07/21/2021	Final Building	John Plano	901 Highway 133 Unit E
07/28/2021	Final Building	John Plano	901 Highway 133 Unit F
07/28/2021	Final Building	John Plano	212 Lewies Circle
07/28/2021	Final Building	John Plano	214 Lewies Circle
07/28/2021	Final Building	John Plano	216 Lewies Circle
07/28/2021	Final Building	John Plano	218 Lewies Circle
07/30/2021	Final Building	John Plano	275 South Fourth Street
08/04/2021	Final Building	John Plano	901 Highway 133 Unit F
08/11/2021	Final Building	John Plano	233 CRYSTAL CANYON Drive
08/20/2021	Final Building	John Plano	785 SOPRIS Avenue
08/25/2021	Final Building	John Plano	158 SOPRIS MESA Drive
08/25/2021	Final Building	John Plano	350 Highway 133
08/25/2021	Final Building	John Plano	778 SOPRIS Avenue
08/25/2021	Final Building	John Plano	2111 Cross Street
08/27/2021	Final Building	John Plano	785 SOPRIS Avenue
08/30/2021	Final Building	John Plano	481/483 Boundary Lane
09/01/2021	Final Building	John Plano	627 NORTH BRIDGE Drive
09/10/2021	Final Building	John Plano	883 PERRY RIDGE
09/10/2021	Final Building	John Plano	325 CLEVELAND Place
09/20/2021	Final Building	John Plano	1368 BARBER Drive
09/22/2021	Final Building	John Plano	1200 HERITAGE Drive
09/29/2021	Final Building	John Plano	695 BUGGY Circle
07/02/2021	Final Heating/Ventilation	John Plano	1201 Main Street
07/07/2021	Final Heating/Ventilation	John Plano	55 7TH Street
07/14/2021	Final Heating/Ventilation	John Plano	665 North Bridge Drive
07/21/2021	Final Heating/Ventilation	John Plano	120 CAPITOL Avenue
07/21/2021	Final Heating/Ventilation	John Plano	405 OAK RUN Road
07/21/2021	Final Heating/Ventilation	John Plano	1215 IVY Lane
08/04/2021	Final Heating/Ventilation	John Plano	120 CAPITOL Avenue
08/04/2021	Final Heating/Ventilation	John Plano	494 MESA VERDE Avenue
08/11/2021	Final Heating/Ventilation	John Plano	2111 Cross Street

08/27/2021	Final Heating/Ventilation	John Plano	494 MESA VERDE Avenue
08/30/2021	Final Heating/Ventilation	John Plano	481/483 Boundary Lane
09/15/2021	Final Heating/Ventilation	John Plano	335 OAK RUN Road
09/24/2021	Final Heating/Ventilation	John Plano	1200 HERITAGE Drive
09/29/2021	Final Heating/Ventilation	John Plano	695 BUGGY Circle
07/02/2021	Final Plumbing	John Plano	1201 Main Street
07/07/2021	Final Plumbing	John Plano	55 7TH Street
07/14/2021	Final Plumbing	John Plano	665 North Bridge Drive
08/11/2021	Final Plumbing	John Plano	2111 Cross Street
08/30/2021	Final Plumbing	John Plano	481/483 Boundary Lane
09/24/2021	Final Plumbing	John Plano	1200 HERITAGE Drive
09/29/2021	Final Plumbing	John Plano	695 BUGGY Circle
07/28/2021	Fireplace/Gas Stove	John Plano	832 PERRY RIDGE Road
09/29/2021	Fireplace/Gas Stove	John Plano	633 PERRY RIDGE
09/29/2021	Fireplace/Gas Stove	John Plano	807 PERRY RIDGE
07/07/2021	Footing	John Plano	743 EUCLID Avenue
07/14/2021	Footing	John Plano	681 PERRY RIDGE
07/16/2021	Footing	John Plano	649 NORTH BRIDGE Drive
07/16/2021	Footing	John Plano	681 PERRY RIDGE
07/30/2021	Footing	John Plano	218 CRYSTAL CANYON Drive
08/04/2021	Footing	John Plano	301 Meadowood Drive
08/06/2021	Footing	John Plano	311 Meadowood Drive
08/06/2021	Footing	John Plano	245 CRYSTAL CANYON Drive
08/13/2021	Footing	John Plano	618 SOPRIS Avenue
09/03/2021	Footing	John Plano	655 PERRY RIDGE
09/03/2021	Footing	John Plano	2001 Cross Street
09/17/2021	Footing	John Plano	49 CLEARWATER Road
09/22/2021	Footing	John Plano	417 Sopris Avenue
09/27/2021	Footing	John Plano	167 GARFIELD Avenue
07/26/2021	Foundation	John Plano	681 PERRY RIDGE
07/30/2021	Foundation	John Plano	649 NORTH BRIDGE Drive
08/09/2021	Foundation	John Plano	301 Meadowood Drive
08/11/2021	Foundation	John Plano	245 CRYSTAL CANYON Drive
08/16/2021	Foundation	John Plano	218 CRYSTAL CANYON Drive



08/27/2021	Foundation	John Plano	618 SOPRIS Avenue
09/20/2021	Foundation	John Plano	655 PERRY RIDGE
09/22/2021	Foundation	John Plano	2001 Cross Street
09/27/2021	Foundation	John Plano	2001 Cross Street
07/30/2021	Foundation Drain	John Plano	681 PERRY RIDGE
07/01/2021	Framing	John Plano	20 PATTERSON Drive
07/02/2021	Framing	John Plano	695 BUGGY Circle
07/14/2021	Framing	John Plano	785 SOPRIS Avenue
07/14/2021	Framing	John Plano	3520/3540 Crystal Bridge Drive
07/30/2021	Framing	John Plano	206 Linden Circle
07/30/2021	Framing	John Plano	2051 Cross Street
08/02/2021	Framing	John Plano	2051 Cross Street
08/04/2021	Framing	John Plano	633 PERRY RIDGE
08/04/2021	Framing	John Plano	211 Lewies Circle
08/04/2021	Framing	John Plano	213 Lewies Circle
08/04/2021	Framing	John Plano	215 Lewies Circle
08/04/2021	Framing	John Plano	217 Lewies Circle
08/06/2021	Framing	John Plano	633 PERRY RIDGE
08/09/2021	Framing	John Plano	3520/3540 Crystal Bridge Drive
08/09/2021	Framing	John Plano	807 PERRY RIDGE
08/11/2021	Framing	John Plano	743 EUCLID Avenue
08/11/2021	Framing	John Plano	3520/3540 Crystal Bridge Drive
08/13/2021	Framing	John Plano	290 CRYSTAL CANYON Drive
08/13/2021	Framing	John Plano	211 Lewies Circle
08/13/2021	Framing	John Plano	213 Lewies Circle
08/13/2021	Framing	John Plano	215 Lewies Circle
08/13/2021	Framing	John Plano	217 Lewies Circle
08/16/2021	Framing	John Plano	290 CRYSTAL CANYON Drive
08/23/2021	Framing	John Plano	807 PERRY RIDGE
08/23/2021	Framing	John Plano	211 EUCLID Avenue
08/25/2021	Framing	John Plano	2010 EASTBANK
08/25/2021	Framing	John Plano	61 CRYSTAL CANYON Drive
08/25/2021	Framing	John Plano	1368 BARBER Drive
08/27/2021	Framing	John Plano	645 NORTH BRIDGE Drive

09/01/2021	Framing	John Plano	61 CRYSTAL CANYON Drive
09/03/2021	Framing	John Plano	211 Lewies Circle
09/03/2021	Framing	John Plano	213 Lewies Circle
09/03/2021	Framing	John Plano	215 Lewies Circle
09/03/2021	Framing	John Plano	217 Lewies Circle
09/10/2021	Framing	John Plano	242 CRYSTAL CANYON Drive
09/17/2021	Framing	John Plano	778 SOPRIS Avenue
09/20/2021	Framing	John Plano	66 North 2ND Street
09/22/2021	Framing	John Plano	308 Jewel's Court
09/22/2021	Framing	John Plano	306 Jewel's Court
09/22/2021	Framing	John Plano	304 Jewel's Court
09/24/2021	Framing	John Plano	275 South 4TH Street
09/27/2021	Framing	John Plano	660 LINCOLN Avenue
09/29/2021	Framing	John Plano	153 SOPRIS MESA Drive
07/02/2021	Gas Piping	John Plano	212 Lewies Circle
07/02/2021	Gas Piping	John Plano	214 Lewies Circle
07/02/2021	Gas Piping	John Plano	216 Lewies Circle
07/02/2021	Gas Piping	John Plano	218 Lewies Circle
07/09/2021	Gas Piping	John Plano	4066 CRYSTAL BRIDGE Drive
07/16/2021	Gas Piping	John Plano	401/403 Boundary Lane
07/30/2021	Gas Piping	John Plano	401/403 Boundary Lane
08/25/2021	Gas Piping	John Plano	405/407 Boundary Lane
09/13/2021	Gas Piping	John Plano	405/407 Boundary Lane
09/23/2021	Gas Piping	John Plano	295 RIO GRANDE Avenue
07/09/2021	In Floor Heat	John Plano	415 SOPRIS Avenue
08/11/2021	In Floor Heat	John Plano	290 CRYSTAL CANYON Drive
07/09/2021	Insulation	John Plano	2051 Cross Street
07/16/2021	Insulation	John Plano	3520/3540 Crystal Bridge Drive
07/21/2021	Insulation	John Plano	785 SOPRIS Avenue
07/30/2021	Insulation	John Plano	883 PERRY RIDGE
08/04/2021	Insulation	John Plano	206 Linden Circle
08/16/2021	Insulation	John Plano	3520/3540 Crystal Bridge Drive
08/20/2021	Insulation	John Plano	3520/3540 Crystal Bridge Drive
08/20/2021	Insulation	John Plano	211 Lewies Circle

08/20/2021	Insulation	John Plano	213 Lewies Circle
08/20/2021	Insulation	John Plano	215 Lewies Circle
08/20/2021	Insulation	John Plano	217 Lewies Circle
08/20/2021	Insulation	John Plano	2051 Cross Street
08/20/2021	Insulation	John Plano	633 PERRY RIDGE
08/23/2021	Insulation	John Plano	2051 Cross Street
08/25/2021	Insulation	John Plano	633 PERRY RIDGE
08/30/2021	Insulation	John Plano	211 EUCLID Avenue
09/03/2021	Insulation	John Plano	61 CRYSTAL CANYON Drive
09/08/2021	Insulation	John Plano	645 NORTH BRIDGE Drive
09/27/2021	Insulation	John Plano	275 South 4TH Street
07/19/2021	Plumbing Underground	John Plano	4069 CRYSTAL BRIDGE Drive
08/02/2021	Plumbing Underground	John Plano	4057 CRYSTAL BRIDGE Drive
08/20/2021	Plumbing Underground	John Plano	778 SOPRIS Avenue
08/25/2021	Plumbing Underground	John Plano	778 SOPRIS Avenue
09/15/2021	Plumbing Underground	John Plano	1201 Main Street Unit A
09/24/2021	Plumbing Underground	John Plano	660 LINCOLN Avenue
07/28/2021	Radon Mitigation	John Plano	1101 Dolores Way
07/28/2021	Radon Mitigation	John Plano	4069 CRYSTAL BRIDGE Drive
07/28/2021	Radon Mitigation	John Plano	875 PERRY RIDGE
07/30/2021	Radon Mitigation	John Plano	4069 CRYSTAL BRIDGE Drive
08/04/2021	Radon Mitigation	John Plano	1101 Dolores Way
08/04/2021	Radon Mitigation	John Plano	4057 CRYSTAL BRIDGE Drive
08/31/2021	Radon Mitigation	John Plano	245 CRYSTAL CANYON Drive
07/09/2021	Roofing	John Plano	92 CRYSTAL Circle
07/14/2021	Roofing	John Plano	525 North 8TH Street
07/16/2021	Roofing	John Plano	92 CRYSTAL Circle
07/16/2021	Roofing	John Plano	761 MELISSA Lane
07/23/2021	Roofing	John Plano	761 MELISSA Lane
07/30/2021	Roofing	John Plano	101 Highway 133
07/30/2021	Roofing	John Plano	1201 Highway 133
08/06/2021	Roofing	John Plano	514 JACOBS Place
08/06/2021	Roofing	John Plano	517 JACOBS Place
08/06/2021	Roofing	John Plano	763 SEBREE Place

08/06/2021	Roofing	John Plano	775 SEBREE Place
08/06/2021	Roofing	John Plano	620 BRIDGEWATER Place
08/11/2021	Roofing	John Plano	525 North 8TH Street
08/20/2021	Roofing	John Plano	1017 HERITAGE Drive
08/20/2021	Roofing	John Plano	535 JACOBS Place
08/20/2021	Roofing	John Plano	547 JACOBS Place
08/20/2021	Roofing	John Plano	584 JACOBS Place
08/20/2021	Roofing	John Plano	590 JACOBS Place
08/20/2021	Roofing	John Plano	594/596 JACOBS Place
08/30/2021	Roofing	John Plano	1017 HERITAGE Drive
09/01/2021	Roofing	John Plano	60 OLD BARN Lane
09/01/2021	Roofing	John Plano	514 JACOBS Place
09/01/2021	Roofing	John Plano	517 JACOBS Place
09/01/2021	Roofing	John Plano	535 JACOBS Place
09/01/2021	Roofing	John Plano	547 JACOBS Place
09/01/2021	Roofing	John Plano	584 JACOBS Place
09/01/2021	Roofing	John Plano	590 JACOBS Place
09/01/2021	Roofing	John Plano	594/596 JACOBS Place
09/01/2021	Roofing	John Plano	763 SEBREE Place
09/01/2021	Roofing	John Plano	775 SEBREE Place
09/01/2021	Roofing	John Plano	620 BRIDGEWATER Place
09/08/2021	Roofing	John Plano	4135 CRYSTAL BRIDGE Drive
09/08/2021	Roofing	John Plano	1017 HERITAGE Drive
09/10/2021	Roofing	John Plano	93 CRYSTAL CANYON Drive
09/20/2021	Roofing	John Plano	879,883,887,891,895,899, 864,868,872 Main and Colorado Avenue
09/22/2021	Roofing	John Plano	618 SURREY Road
07/02/2021	Rough Heating/Ventilation	John Plano	2051 Cross Street
07/14/2021	Rough Heating/Ventilation	John Plano	3520/3540 Crystal Bridge Drive
07/30/2021	Rough Heating/Ventilation	John Plano	206 Linden Circle
08/06/2021	Rough Heating/Ventilation	John Plano	211 Lewies Circle
08/06/2021	Rough Heating/Ventilation	John Plano	215 Lewies Circle
08/06/2021	Rough Heating/Ventilation	John Plano	213 Lewies Circle
08/06/2021	Rough Heating/Ventilation	John Plano	217 Lewies Circle
08/09/2021	Rough Heating/Ventilation	John Plano	3520/3540 Crystal Bridge Drive

08/13/2021	Rough Heating/Ventilation	John Plano	645 NORTH BRIDGE Drive
08/20/2021	Rough Heating/Ventilation	John Plano	645 NORTH BRIDGE Drive
08/25/2021	Rough Heating/Ventilation	John Plano	211 EUCLID Avenue
08/25/2021	Rough Heating/Ventilation	John Plano	1201 Main Street Unit A
08/25/2021	Rough Heating/Ventilation	John Plano	2010 EASTBANK
09/01/2021	Rough Heating/Ventilation	John Plano	807 PERRY RIDGE
09/03/2021	Rough Heating/Ventilation	John Plano	1201 Main Street Unit A
09/22/2021	Rough Heating/Ventilation	John Plano	304 Jewel's Court
09/22/2021	Rough Heating/Ventilation	John Plano	306 Jewel's Court
09/22/2021	Rough Heating/Ventilation	John Plano	308 Jewel's Court
07/09/2021	Rough Plumbing	John Plano	2051 Cross Street
07/14/2021	Rough Plumbing	John Plano	3520/3540 Crystal Bridge Drive
07/16/2021	Rough Plumbing	John Plano	2051 Cross Street
07/30/2021	Rough Plumbing	John Plano	206 Linden Circle
08/06/2021	Rough Plumbing	John Plano	211 Lewies Circle
08/06/2021	Rough Plumbing	John Plano	213 Lewies Circle
08/06/2021	Rough Plumbing	John Plano	215 Lewies Circle
08/06/2021	Rough Plumbing	John Plano	217 Lewies Circle
08/09/2021	Rough Plumbing	John Plano	3520/3540 Crystal Bridge Drive
08/11/2021	Rough Plumbing	John Plano	16 CRYSTAL Circle
08/13/2021	Rough Plumbing	John Plano	2010 EASTBANK
08/13/2021	Rough Plumbing	John Plano	645 NORTH BRIDGE Drive
08/25/2021	Rough Plumbing	John Plano	1368 BARBER Drive
08/25/2021	Rough Plumbing	John Plano	807 PERRY RIDGE
09/13/2021	Rough Plumbing	John Plano	66 North 2ND Street
09/17/2021	Rough Plumbing	John Plano	778 SOPRIS Avenue
09/22/2021	Rough Plumbing	John Plano	304 Jewel's Court
09/22/2021	Rough Plumbing	John Plano	306 Jewel's Court
09/22/2021	Rough Plumbing	John Plano	308 Jewel's Court
09/24/2021	Rough Plumbing	John Plano	275 South 4TH Street
07/02/2021	Shower Pan	John Plano	234 CRYSTAL CANYON Drive
08/16/2021	Shower Pan	John Plano	206 Linden Circle
09/20/2021	Shower Pan	John Plano	778 SOPRIS Avenue
09/24/2021	Shower Pan	John Plano	66 North 2ND Street

07/07/2021	Solar Inspection	John Plano	1314 WESTRIDGE Court
07/14/2021	Solar Inspection	John Plano	140 Ash Lane
08/02/2021	Solar Inspection	John Plano	246 SOPRIS Avenue
08/02/2021	Solar Inspection	John Plano	3836 CRYSTAL BRIDGE Drive
08/09/2021	Solar Inspection	John Plano	279 CLEARWATER Road
08/09/2021	Solar Inspection	John Plano	325 LINDEN Circle
08/20/2021	Solar Inspection	John Plano	187 Tenth Street
09/24/2021	Solar Inspection	John Plano	401/403 Boundary Lane
07/01/2021	Temporary Certificate of Occupa	John Plano	295 RIO GRANDE Avenue
07/16/2021	Temporary Certificate of Occupa	John Plano	212 Lewies Circle
07/16/2021	Temporary Certificate of Occupa	John Plano	214 Lewies Circle
07/16/2021	Temporary Certificate of Occupa	John Plano	216 Lewies Circle
07/16/2021	Temporary Certificate of Occupa	John Plano	218 Lewies Circle
07/27/2021	Temporary Certificate of Occupa	John Plano	1201 Main Street
08/06/2021	Temporary Certificate of Occupa	John Plano	401/403 Boundary Lane
08/13/2021	Temporary Certificate of Occupa	John Plano	187 Tenth Street
08/16/2021	Temporary Certificate of Occupa	John Plano	187 Tenth Street
08/23/2021	Temporary Certificate of Occupa	John Plano	187 Tenth Street
08/30/2021	Temporary Certificate of Occupa	John Plano	401/403 Boundary Lane
09/01/2021	Temporary Certificate of Occupa	John Plano	883 PERRY RIDGE
09/03/2021	Temporary Certificate of Occupa	John Plano	405/407 Boundary Lane
09/22/2021	Temporary Certificate of Occupa	John Plano	695 BUGGY Circle
07/14/2021	Thicken Slabs	John Plano	1101 Dolores Way
07/15/2021	Thicken Slabs	John Plano	1101 Dolores Way
07/21/2021	Thicken Slabs	John Plano	290 CRYSTAL CANYON Drive
08/02/2021	Thicken Slabs	John Plano	4069 CRYSTAL BRIDGE Drive
08/30/2021	Thicken Slabs	John Plano	301 Meadowood Drive
09/10/2021	Thicken Slabs	John Plano	290 CRYSTAL CANYON Drive
07/19/2021	Underlayment	John Plano	101 Highway 133
07/07/2021	Weather Proofing	John Plano	875 PERRY RIDGE
07/16/2021	Weather Proofing	John Plano	415 SOPRIS Avenue
08/18/2021	Weather Proofing	John Plano	245 CRYSTAL CANYON Drive
07/12/2021	Window Inspection	John Plano	210 10TH Street
08/11/2021	Window Inspection	John Plano	1053 CARA Court

08/16/2021	Window Inspection	John Plano	1053 CARA Court
09/08/2021	Window Inspection	John Plano	1628 DEFIANCE Drive
09/13/2021	Window Inspection	John Plano	1628 DEFIANCE Drive
09/20/2021	Window Inspection	John Plano	210 10TH Street

## **Police Department Administrative Quarterly Report**

### **July 1 to September 30, 2021**

2021 Third Quarter total number of Calls for Service was 2,777. (See attached Incident Analysis Report) The total number of cases was 100.

#### **July Items:**

Criminal Mischief	1 Closed
Domestic Violence	1 Jailed / 2 Warrants
DUI	2 Summoned
Fraud	2 Closed
Theft	1 Jailed / 3 Closed
Traffic Violation	4 Summoned
Warrant	4 Jailed

#### **July Cases of Interest:**

Chief Wilson met with Carbondale Fire Chief Rob Goodwin and Amy Kimberly about Mountain Fair preparations. Carbondale Police Department prepared for the festivities for Mountain Fair. Officers wore their traditional tie-dye shirts.

Sergeant Rupp attended at Red Dot training.

Chief Wilson attended a Zoom meeting with Psychological Dimensions about their resources to assist the police department with recruiting officers and meeting the department and state requirements.

Officer Lazo and Chacon attended a STOPS instructor training, STOPS stands for Strategies and Tactics of Patrol Stops.

Chief Wilson rode a horse during the Garfield County parade in Rifle wearing the traditional tie dye shirt.

Officer Paul Lazo was assigned to the School Resource Officer program. SRO Lazo and Chief Wilson met with area school officials.



**August Items:**

Accident	1 Jailed / 3 Closed
Damage to Property	2 Closed
Disturbance	2 Summoned
Domestic Violence	2 Jailed
Drugs	1 Summoned
Fraud	1 Closed
Harassment	1 Summoned / 1 Closed
Motor Vehicle Theft	1 Closed
Traffic Violation	1 Summoned
Theft	6 Closed
Sex Offense	1 Open
Warrant	3 Jailed

**August Cases of Interest:**

Carbondale Police Department hosted its first National Night Out at Sopris Park, local resources came out and gave out information.

This week Chief Wilson made two conditional job offers to Police Officer Applicants. Applicants started the CLETA program.

Carbondale Police Department met with Amy Kimberly and debriefed about Mountain Fair.

The Carbondale Police Department trained on a new Body Worn Camera system.

Chief Wilson attended a training on Colorado Open Records Act

Officer Chacon attended a FBI Leadership class.

Sergeants attended a Train the Trainer class.

Chief Wilson met with Jennifer Wherry and Wendy Huber to discuss future trainings.

Officers started to attend school sport events. Officers will continue to attend.

Officers began to use the new body cameras.

Chief Wilson and SRO Lazo attended overdose awareness event hosted by Aperture of Hope.

Chief Wilson attended the Recovery Continuum Recovery Task Force meeting.

Chief Wilson and SRO Lazo met with Maggie Seldeen with High Rockies Harm Reduction.

Officers were downtown during First Friday wearing tie dye shirts for the Pride Parade and Block Party.

### **September Items:**

Assault	2 Closed
Criminal Mischief	1 Summoned
Criminal Trespass	1 Summoned
Damage to Property	1 Closed
Domestic Violence	3 Jailed
Drugs	1 Closed
DUI	2 Summoned
Fraud	3 Closed
Harassment	1 Closed
Sex Offense	1 Closed
Theft	5 Closed
Tobacco Violation	Referred to YouthZone
Traffic Violation	1 Closed
Violation of Court Order	1 Jailed
Violation of Restraining Order	Warrant Issued
Warrant	3 Jailed

### **September Cases of Interest:**

Chief Wilson attended the Garfield County Mental Health Conversation. The meeting included mental health professionals, first responders, school officials and other groups from the region that are working on providing the best mental health services for our community.

Officer Chacon attended a FBI LEEDA leadership course.

School Resource Officer Lazo and Chief Wilson attended a Mental Health First Aid for Youth in Crisis course. This course was presented by Sonja Linman.

Officers worked in preparing for the Faith & Blue event which was on October 9<sup>th</sup> and 10<sup>th</sup>.

Officers assisted with Bicycle Safety course at CRES with Mr. Madsen.

**July 1 through September 30, 2021 Trainings**

**Trainings attended for the third quarter of 2021:**

March 22-24

Force Encounters (Lazo, Rupp)

June 28-30

Ground Control Instructor (Kirkland, Farias)

**October 1 through December 31, 2021 Trainings**

**Planned for the fourth quarter of 2021:**

July 3-4

Red Dot Pistol (Rupp)

**MEMORANDUM**

To: Mayor Dan Richardson and Board of Trustees  
From: Chief Kirk Wilson  
Re: Police Stats for Administrative 3<sup>rd</sup> Quarterly Report  
Date: October 26, 2021

.....

The following are the requested statistics from July 1, 2021 to September 30, 2021.

**Citations**

RVR	20
Assault	3
Careless Driving	5
Criminal Mischief	2
Criminal Trespass	5
Cont. to the Delinquency of Minor	1
Disobeyed Traffic Control Device	4
Disorderly Conduct	5
Domestic Violence	3
Driving Under Restraint	7
Drug Paraphernalia	1
Duty to Report Accident	2
DUI	4
Failed to Pay Sales Tax	1
Fictitious Plates	1
Habitual Traffic Offender	2
Harassment	4

MIP-Marijuana	1
No Valid Driver's License	3
Obstruction of gov/police officer op	1
Operated Uninsured vehicle	1
Plates/Registration	4
Possession of Contraband	1
Possession of Marijuana	1
Possession of Substance Control	1
Resisting Arrest	2
Speeding	24
Violation of Restraining Order	2
Violation of Bail Bond Condition	2
Other	8

### **Cases**

Accidents	6
Assault	4
Child Abuse	1
Code Violation	1
Criminal Mischief	2
Criminal Trespass	1
Damage to Private Property	2
Damage to Public Property	3
Disturbances	6
Domestics	8

Drugs	3
Driving Under Influence/ Driving with Ability Impaired	4
Fraud/Forgery	6
Harassment	3
Motor Vehicle Theft	1
Sex Offense	3
Suicide – Attempt	1
Suspicious Activity	1
Thefts	19
Tobacco Violation	1
Traffic Violation	8
Violation of a Court Order	2
Warrants	13
Weapons Violation	1

100 cases reported for this period.

Attached are the Carbondale school incidents for July, August and September of 2021.

# SRO Quarterly Report 2021

## July, August & September

Schools	Calls for Service
Roaring Fork High School	59
Bridges High School	5
Carbondale Middle School	23
Crystal River Elementary	50
Carbondale Community School	1
Ross Montessori School	14

### Cases:

- 1 Tobacco Violation
- 2 Harassment

**\*\*Calls for Service include code violations, suspicious events, directed patrol etc.**

Information	1
Juvenile	10
Liquor/Alcohol	14
Lost Property	31
Missing Person	9
Motor Vehicle Theft	3
Motorist Assist	28
Noise Complaint	24
Parking Prob/Comp	89
Phone Call	1
Private Tow	2
REDDI Report	5
Restraining Order	7
Sex Offense	3
Special Assignments	6
Suicidal Subject	4
Suspicious Event	100
Theft/Larceny	36
Traffic	518
Transient	15
Trespass	16
Vehicle Lockout	32
VIN Inspection	121
Warrant	5
Weapons	7
Welfare Check	44
<b>Total:</b>	<b>2777</b>



## **Parks & Recreation Department Quarterly Directors' Report– July, August, September 2021**

### **ADMINISTRATION REPORT**

1. **Human Resources:** FTE position with the Parks & Recreation Department the **Parks Maintenance Position** has been filled by Panatleon Chaparro. Position performs various skilled duties In the construction, operations and maintenance activities on town parks, mowing in the summer, snow removal in the winter, on athletic fields, cemeteries, trails and open space, irrigation systems, ditch maintenance, buildings and related town facilities and equipment. **Recreation Facilities Maintenance Lead** position has been filled by Chris Gleason. Chris has worked for the recreation department as a part-time CSR and Program Assistant, and for the Parks Department on the mow crew. Chris will be replacing Derek Miller and conducting recreation facility maintenance as a full time position.
2. **Parks Report:** Park uses returned to normal during this time with bathrooms and drinking fountains fully functional. Reservations of our picnic shade shelters resumed and organized use of our athletic fields resumed. During this time were the *KDNK Frisbee Golf Tournament*, *Roaring Fork Vally Soccer Club's* use of Miners, Hendricks and Triangle soccer fields for their youth programs. They also continued with their adult soccer league at the North Face Bill Hanks Baseball field outfield and we conducted a Coed Softball League and Youth Baseball and Softball. We encourage users of any Town Parks & Recreation amenities to follow the five levels of containment: 1. Wash your hands, 2. Wear a mask while indoors and continue to remain at least 6 feet away from non-household contacts who are not fully vaccinated 3. Avoid large crowds, 4. Stay home when sick and seek testing for Covid-19 right away, 5. Isolate or quarantine if you test positive or have been in close contact with someone who tests positive.
3. **Crystal River Restoration and Weaver Ditch Efficiency Project.** The Parks & Recreation Department is managing the upland and access grants associated with this project. Managing a Federal Fishing is Fun Grant from 2020 offered by Colorado Parks & Wildlife of \$30,000 . This grant will partially fund ADA access from the road to the property. Collaborate with stakeholders on a phased approach with other grant opportunities. This would include the Aspen Valley Land Trust grant of \$55,000 awarded from the GOCO Resilient Communities Grant cycle. The Town has entered as a grant partner and will be fiscally responsible for this reimbursable grant expenditures and contractual relationships. This grant is also earmarked for river access and classroom landscaping at the entrance to the project as a potential phase 1 of the Crystal River Restoration and Weaver Ditch Efficiency Project. A secondary Fishing is Fun grant for 2021 was applied for during the last grant cycle and \$50,000 was promised and is earmarked for instream fish habitat improvements.
4. **Aquatic Facility Report:**  
The Town publicized the conceptual plan and design of a future pool that was the product of our Aquatics Facility Master Plan.. FYI- fiscal year for GOCO is July 1 to June 30. Additional granting options will be available in June of 2022 and in 2023 for implementation of the Aquatics Facility Master Plan recommendations, specifically with the *Community Impact Grants*. This grant program replaced the *LPOR (Local Parks & Outdoor Recreation)* grant cycle. An RFP for professional services from a company specializing in municipal bonding has received two proposals. Finance Department is hiring a financial advisor to re-open the search for a bond underwriter through a new RFP process. The goal is to have a bonding question on the ballot for the April 2022 election.

## 5. **Trails Report:**

The 25 acres at the base of Red Hill that were acquired through Aspen Valley Land Trust's successful "Save Red Hill" fundraising campaign, had a very busy summer season. With this increased use the B-Line and Ruthies Run trails were in need of some maintenance. Roaring Fork Outdoor Volunteers started an "Adopt-a-Trail" program on an annual basis. *Osmia* adopted Ruthies Run and *Basalt Bike and Ski* adopted B-line. They both conducted three days of trail maintenance on their respective trails. RFOV organizes this program with our Facility Maintenance Lead position providing support and direction. Trail shortcutting restoration and trail armoring were conducted where needed. Additional trail armoring is needed to help the b-line trail become more sustainable.

6. **RV Park Capital Improvements Report:** Continue work for the phased project process of adapting all rv sites to 50 amp power pedestals. The final phase will be conducted next year to hook up sites 15-19 to 50 and 30 amp power. Radio Wifi technology will allow the RV Park to be covered with 1G/1G bandwidth with a line of site infrastructure from the wastewater treatment plant across the river. We are working with Ting and Vall Technologies to phase this project in 2021-22 with the operations functional at the start of the 2022 season in May. After the infrastructure investment of \$10,714 the monthly dues will be \$710 which includes the service and an IT maintenance contract. Roof replacement will also be scheduled prior to opening day on the Bath House with a metal seam material. Benchmarking of RV park rates have been conducted and presented to the Parks & Recreation Commission and then approved by the Board of Trustees. This will provide the park with a new rate structure for the 2022 season, which will help to recoup some of these infrastructure expenditures, and bring the rates parallel to the industry norms.

## **PARKS MANAGEMENT:**

1. **Summer Parks Crew Duties and Accomplishments:**, Weed mitigation, cemetery duties when needed leveling head stones and burials, mowing, leaf removal, fertilization, aeration, top dressing, rodent mitigation, dog waste removal, trash pickup, Hillcrest Fence removal, Miners Park volleyball project, Nuche Park parking lot project, and special event set up and clean up.
2. **Weed Management Plan Information:** The comprehensive plan can be found on the Carbondale Recreation Center website : <https://www.carbondalerec.com/rec-misc/parks/>. Park-specific plans and the information on the techniques used in 2021 can be found here <https://www.carbondalerec.com/rec-misc/parks/>. In 2021 we conducted numerous test plots to receive additional data on the efficacy of three separate products. We used a Natural Land Managers proprietary organic product , Avenger, a natural burn down herbicide, and Tenacity, a chemical based herbicide developed for specific plants with a selective spot spray application. These test plots were conducted at the Highway 133 round about, the Nature Park and the North Face Bike park. The data showed us that the topical, burn down, non-selective organic herbicide treatment of broad leaf noxious weeds worked to stem the growth and spread of the problem, but does not eradicate the problem. Additional treatment of the topical herbicide, Avenger, is needed every three weeks for this to be effective. We also utilized the steamer in between the application of Avenger and this multi-pronged technique showed beneficial results. The Natural Land Managers proprietary product worked on the bind weed at the bike park, but did not have a noticeable effect in our other test plots. We will be looking to use that product on our baseball infield diamonds in 2022 to help with our bind weed issue. Tenacity worked when combined with the weed steamer, but this will only be used on property that the public does not access, such as the round about. We have recently found an organic systemic over the counter herbicide called Eco Might Pro. If this new product works, we will adapt our management

techniques and recommendations for the Integrated Weed Management Plan for 2022 to include this in our present techniques. We have also received data from an independent study that tested this product and they found glyphosate in the test samples. Additional research will be conducted before we use this product on Town property.

3. **Gus Darien Rodeo Arena:** The 12 rodeos took place with record crowds. Electric project was completed before the rodeos started, so caterers had power and also there was power at the picnic shade shelter. Two Gymkhanas took place this summer and the Roaring Fork Ranch Roping Competition. The Mexican Rodeos that were scheduled did not happen this year.
4. **Gateway RV Park:** Gateway RV Park, located on County Road 106, directly above the Bob Terrell State Wildlife Area and the Carbondale Boat Ramp. Reservations for next year went live on October 15<sup>th</sup>. For comparison 2019 had 153 days of operations and 2020 had 136 due to covid. 2021 had 154 days of operations. Without the overflow RV data, which is used during reservation changeovers and overlap, or the group tent site, the occupancy percentage for the season for all of the available sites is 89.49%

The 2021 season had the following data:

- Out of 154 days of operations, 76 days were sold out which is 49% of our operating schedule
- 62% of those reservations were made prior to opening day
- June, July and September broke all previous revenue records, since 2013
- August numbers were down due to Grizzly Creek I-70 closures that impacted reservations and cancellations
- For 2021: Sites 1-14 had new electrical 20/30/50 amp service. The electric switch over project will be complete when sites 15-19 get hooked up. The new pedestals are already in place so the electricians just need to pull wire and activate the new service which will be complete prior to opening in 2022
- A record 2,502 stays in 2021, compared to 1807 in 2020 and 2314 in 2019.

<b>2021 Utilization Report Gateway RV Park</b>	<b>Calendar Nights</b>	<b>Total Nights</b>	<b>Booked Nights</b>	<b>Booked %</b>
RV Electric Only (20 ft max)	153	306	255	83.33
RV Water / Electric Only (24 ft max)	153	765	646	84.44
RV Full Hookup (34 ft max)	153	918	857	93.35
RV Full Hookup (45 ft max)	153	765	741	96.86
Overflow RV	153	153	36	23.53
Tent Camping Group Site	153	153	39	25.49

5. **Community Garden at Hendricks Ranch:** Stephanie Riverman was elected as the Garden Leader for 2021 with Linda Giesecke as co-leader. This will be in place until the Fall election of officers for the 2022 gardening season at the annual meeting on the 4<sup>th</sup> Thursday in October. The plots sold out this year.
- Demeters Garden at Bonnie Fisher Park:** Elizabeth Cammack and Tami Stroud are continuing to manage this garden. We installed signs that say “no overnight parking” and “parking for garden and park use only” which has helped with the abandoned car and equipment that was ending up in the parking spots for the garden.

**SPECIAL EVENTS** Most events went back to normal with some covid precautions. Most of these events took place outside. Two events scheduled during this time had to be cancelled. The O2 Women's Festival sponsored by Outside Magazine and the 5 Point Film Festival, which had been rescheduled from the normal April dates.

1. *The Carbondale Farmers Market*, an essential food distribution business, was held from June 16th-September 29<sup>th</sup> at 4<sup>th</sup> and Main Street.
2. *Mt. Sopris Music Fest First Friday* July 2<sup>nd</sup>
3. *First Friday* August 6<sup>th</sup> concert in 4<sup>th</sup> street.
4. *Summer Park Concert Series* July 4<sup>th</sup>, July 11, August 8<sup>th</sup>, Sept. 12.
5. The 50<sup>th</sup> Annual *Mt. Fair Carbondale Mt. Fair* July 23,24,25
6. *Thompson House Garden Concert Series*, July 29 and August 8<sup>th</sup>.
7. *Our Town One Table* August 15<sup>th</sup>
8. *Roaring Fork Pickleball Association Tournament* August 20—22
9. *Thompson House Dance performance* August 21<sup>st</sup>
10. *Cowboy Up* August 27
11. *First Friday Family Block Party and Pride Parade* Sept 3
12. *Roaring Fork Ranch Roping* Sept. 10-12
13. *Carbondale Clay Center Event* Sept 18<sup>th</sup>
14. *Wilderness Workshop Community Party* Sept 24<sup>th</sup>
15. *First Friday Band in 4<sup>th</sup> street Park* October 1

#### **RECREATION CENTER AND PROGRAMS: Manager's Report July, August, September 2022**

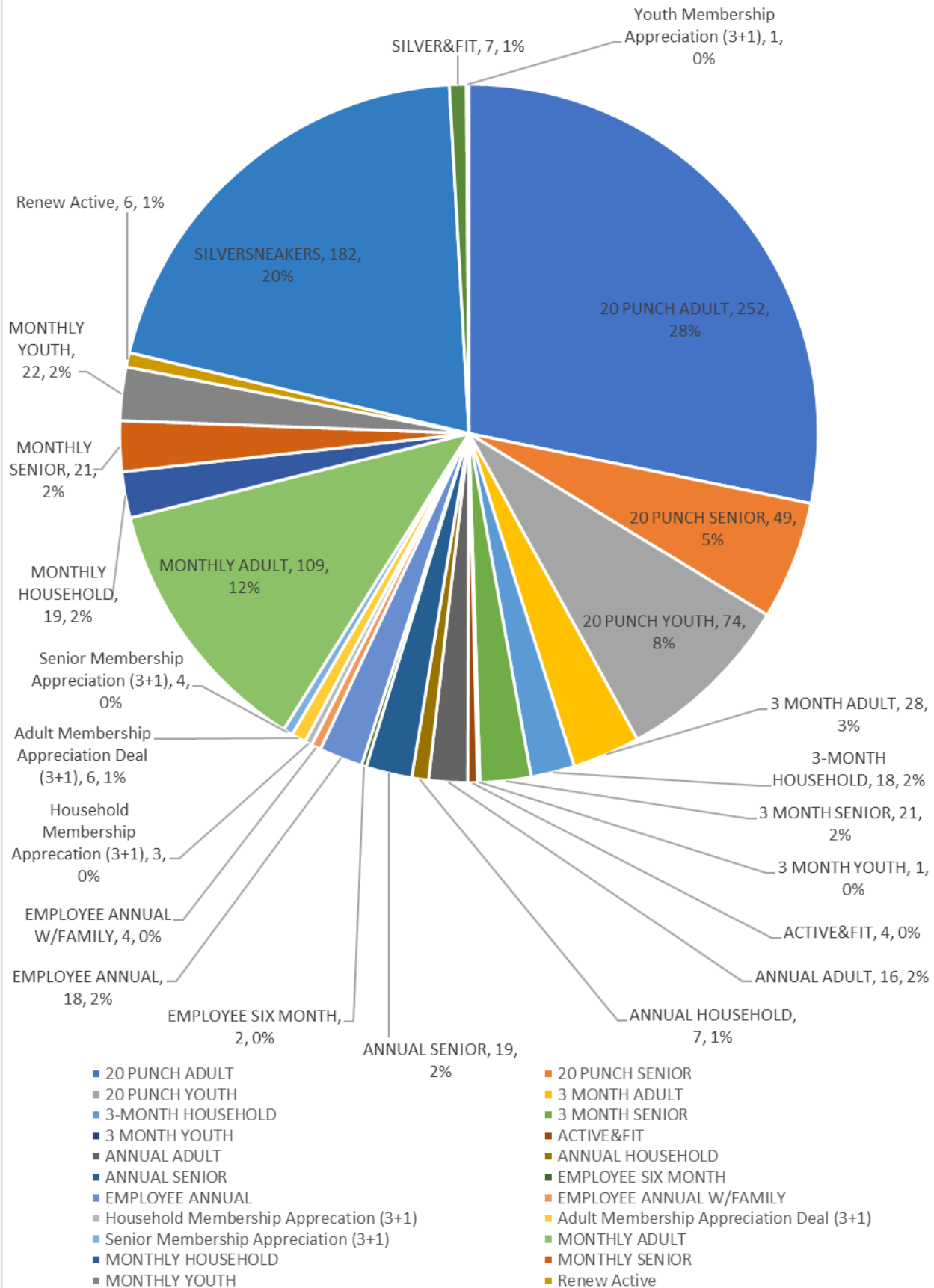
1. **Building Configuration:** The fitness area and basketball gymnasium remained rearranged to comply with social distancing with all the cardio machines set in the east side of the basketball gym, and the weight equipment spaced out in the original fitness area.

The west side of the basketball gym is utilized for fitness classes and is available for regular ½ court rentals and also drop-in play. There were 20 rentals during Quarter Three.

All of this was in place through May.

2. **Building Improvements:** We brought back the lobby furniture and opened the Activity Room for general use (stretching, cycling, etc).
3. **COVID-19 Hours:** Monday-Thursday, 6am-7pm, Friday, 6am-5pm, and Saturday, 9am-1pm. We remained closed on Sundays.
4. **Rec Center Memberships:** We continue to honor memberships affected by COVID by crediting back the days missed. All pre-COVID pricing and membership options available. Active Memberships for Q3 total 893. That is 250 more than Q2. (Pre-Covid Q3 memberships totals was 1,402.)
5. **Blood Drives:** During Q3 we offered 2 Blood Drives (July 7, August 18, September 15). All but 2 appointment spots were filled. We will continue to offer Blood Drives every month through Quarter 4 and plan to continue in 2022.
6. **Senior Trips:** We offered 3 Senior Trips during Q3. We took 8 Seniors to Twin Lakes for a Boat Tour, 10 Seniors to Leadville for a Train Ride, and 8 Seniors to Paonia for Wine Tasting.

### Active Memberships Q3: July, August, September 2021



7. **Trainings:** 2 Full-Time Staff members attended a Risk Management Seminar presented by CIRSA. 1 Full-Time Staff Member and 3 Part-Time Staff members attended a training by River Bridge Regional Center on Child Abuse 101 and How to Respond. 1 Full-Time Staff member attended an ADA refresher course.
8. **Events:** Our Town One Table: Very smooth event. Table set up was successful and break down was smooth. Event patrons are very helpful with breakdown. Next year, get more diversity from Latinos.

<b>Final Analysis</b>	
<b>Expenses</b>	<b>\$ 2,329.78</b>
<b>Revenue</b>	<b>\$ 2,000.00</b>
<b>Additional Revenue</b>	<b>\$ -</b>
<b>Cost Recovery</b>	<b>85.85%</b>

9. **Group Fitness Classes**

Circuits and Conditioning (July and August only), SilverSneakers Boom, SilverSneakers Classic, Tai Chi (July only), Water Aerobics, and Yoga

Total Classes: 190

Total Participants: 1824

Class Average: 9.6

**PARKS AND RECREATION PROGRAM COST ANALYSES:**

**Youth Programs Report: July, August, September 2021**

Program	Participants	Expenses	Revenue	Cost Recovery
Youth Climbing (2)	10	\$499.88	\$450.00	<b>90.02%</b>
Youth Hikes (4)	35	\$1,043.41	\$1,225.00	<b>117.40%</b>
Youth Tennis (4)	25	\$544.98	\$1,250.00	<b>229.37%</b>
Youth Baseball/Softball	75	\$4,629.43	\$5,390.00	<b>116.43%</b>
<b>TOTALS</b>	<b>145</b>	<b>\$6,717.70</b>	<b>\$8,315.00</b>	<b>123.78 %</b>

We brought back climbing in September after taking the summer off. We had a good turnout and the program recovers its costs. We are continuing to offer it through winter and classes are already filling up!

Our youth hikes are strong and in July we went to Hunter creek the Grottos and Thomas Lakes. The hikes don't always completely fill up, but they remain fairly popular, and the kids enjoy them.

This year we re-worked our tennis program, and we are having John Williams a former tennis pro head things up. The program recovers its cost which is also a plus! We will look to keeping the same format next summer and potentially offer more options.

Baseball was a success this year and we had one softball team. We recovered our cost and next year parents are very interested in sponsoring teams.

## Adult Programs Report: July, August, September 2021

Program	Participants	Expenses	Revenue	Cost Recovery
Coed Softball League	6 TEAMS	\$2,126.00	\$2,700.00	127.00%
TOTALS	6 TEAMS	\$2,126.00	\$2,700.00	127.00%

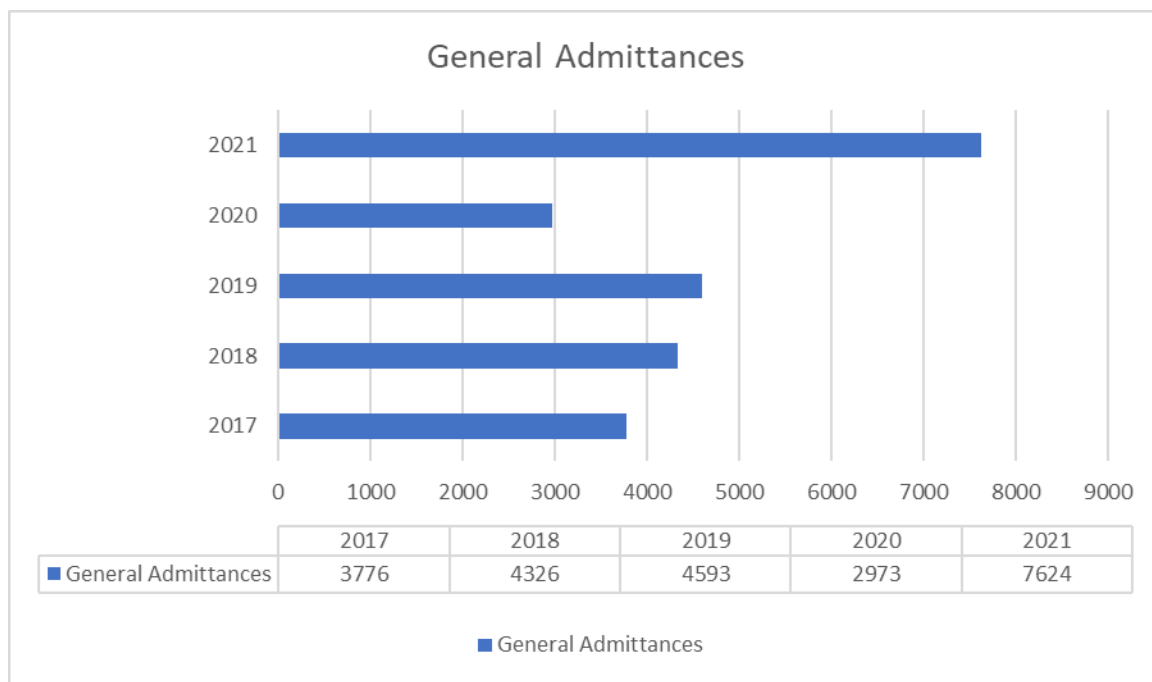
**Final Analysis:** Softball was a success following the pandemic, and we recovered our costs. We'll look to expand the season and include more teams in 2022.

### POOL REPORT:

## JOHN M FLEET SUMMER 2021 REPORT

Season: May 29 – October 3

18 Weeks/103 Days



**Total Lap Lanes reserved for the season: 591**

**Swim Lessons: 156**

**Youth Triathlon/Tri Training: 30**

**Lifeguard Training: 7**

**Days:****Tuesday – Sunday (May 29 – August 15) Friday – Tuesday (August 16 – October 3)**

- Closures due to Thunder: 6/5, 6/6, 6/20, 6/24, 6/25, 6/26, 7/1, 7/8, 7/13, 7/14, 7/16, 7/22, 7/23, 7/28, 7/29, 7/30, 8/1, 8/3, 8/6, 8/21, 9/3, 9/28
- Fecal Matter Closure: 6/16
- Pool closure due to electrical power outage: 9/16
- Pool closure due to mechanical issue: 9/26

*\*all closures were partial day closures this year*

**Hours:****Tuesday – Sunday (May 29 – August 15):** Weekdays 7am – 5:30pm/Weekends 9am – 4:30pm

- Open Swim – Weekdays 4.5 hours/Weekends 4.5 hours
- Lap Swim – Weekdays 6 lanes 6 hours, Weekends 3 hours, lap lanes available every hour for five hours for a private lane reservation for an additional \$3.
- Water Aerobics – Weekdays one hour

**Friday – Tuesday (August 16 – October 3):** Weekdays 10am – 6:14pm/Weekends 10am – 5pm

- Open Swim – Weekdays 2.5 hours/Weekends 4 hours
- Lap Swim – Weekdays 6 lanes 5.25 hours, Weekends 3 hours, the last three weeks when the weather turned cold 2 lap lanes were in all day, 2 lap lanes available every hour for five hours for a private lane reservation for an additional \$3.
- Water Aerobics – Weekdays one hour

Gross Revenue: \$53,880.75 (pool entrance fees on site)

Revenue of 20 Punch Passes: Adults 945 admittance = \$5906.25

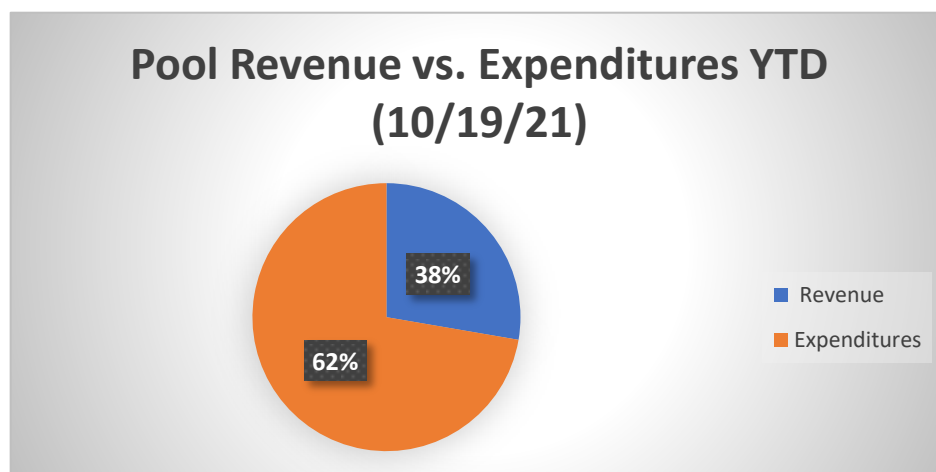
Youth and Seniors 541 admittance = \$2299.25

SilverSneakers Revenue: 441 admittances = \$1323

Total Revenue = \$63,409.25

Expenditures Year to Date (10/19/2021): \$165,447.21

*Please note that historically 20 punch pass sales and SilverSneakers admittance are allocated to the Recreation Center regardless of where they are purchased and where they are used. The admittances of adults, youth and seniors using these punch passes at the pool last season have been added in to reflect a more accurate revenue source for the pool.*





**MINUTES  
CARBONDALE HISTORIC PRESERVATION COMMISSION  
September 2, 2021**

**CALL TO ORDER**

Nick Miscione called the in-person/virtual September 2, 2021, meeting to order at 6:30 p.m.

**ROLL CALL**

The following members were present for roll call:

Members:	Nick Miscione, Chair John Williams, Member Carole Klein, Member Eric Doud, Member Melissa Jones, Member Jess Pederson, Member (Late) Heather MacDonald, Alternate
Town Staff Present:	John Leybourne, Town of Carbondale Staff Liaison Kae McDonald, Boards & Commissions Clerk
Guests:	Keith Walzak, Cushing Terrell Dave Dixon, Cushing Terrell

**CONSENT AGENDA**

***Motion Passed:*** John Williams ***moved*** to approve the Carbondale Historic Preservation Commission (CHPC) meeting minutes from August 5, 2021. Eric Doud ***seconded*** the motion, and it was ***unanimously approved***.

**PERSONS PRESENT NOT ON THE AGENDA**

There was no one present, not on the agenda, to address the CHPC.

**COMPREHENSIVE PLAN UPDATE**

Keith Walzak of Cushing Terrell opened the discussion. He asked the commissioners to refer to the packet attachment and consider it as it relates to historic preservation. To provide a collective understanding of the project's progress, he reviewed what has been done and what is next. Keith stressed that this is an update to the Comprehensive Plan, and they have been tasked with addressing specific topics. There are six key plan elements including:

- Vision and Goals
- Growth Projections and Capacity
- Future Land Use Map
- Mobility (Multi-modal focus)
- Aging in Community
- Climate Action Plan

There are three key geographic focus areas:

- Downtown (HCC Zone)
- Downtown North
- High Density Residential Areas

Keith noted that they were working through the Community Engagement Plan and were able to conduct several meetings that included the Spanish-speaking members of the community. Based on feedback from the survey results and the community meetings, there are six emerging themes:

- Attainable housing for Carbondale's workforce
- Preserve Carbondale's small town, funky character

- Recent growth is overwhelming and there is a desire to grow slowly and intentionally
- Traffic congestion needs to be addressed
- Focus on sustainability and Climate Action plan
- Protect/preserve natural resources and open space

Keith specifically noted the responses to the two survey questions addressing historic preservation:

- 85% of survey respondents thought having a historic downtown was an economic boost for Carbondale
- 84% of survey respondents would like to see incentives to preserve Carbondale's historically significant buildings
- Demographics for survey showed over 50% of the respondents were over age 55

Keith noted that they will be meeting with the Project Steering Committee three more times, and later in the fall/early winter they will be submitting the draft update to the Planning and Zoning Commission and Board of Trustees for their review and eventual adoption. It is possible that the consultants will meet with the six different topical focus groups after the draft update has been reviewed.

Dave Dixon presented the information on the slides that outlined growth projections, projected housing unit demand, and residential pipeline activity:

- Ten-year projections suggest up to 1,200 new residents of Carbondale
- Projected need for 450 new housing units
- Approximately 75% of that projected need has either been recently completed, is currently being built or has been approved for construction
- Remaining housing needs can be accommodated within the current town limits
- The existing housing inventory is located in a compact and dense area
- Key for residential focus area is to maintain compatibility
- Downtown North will be an extension of the downtown area and opportunity for housing diversity

Keith wrapped up the presentation by highlighting the Town of Carbondale's Climate Action Plan and comparing it to the 2013 Comprehensive Plan:

- Current strategies are different than those presented in 2013
- Carbondale is progressive compared to many communities of the same size
- Cushing Terrell is proposing a new framework that covers climate protection, resilience, and equity

Keith summarized overall findings to date:

- Carbondale is an engaged community
- Growth isn't a stress point
- Possible adjustments to the UDC
- Residential infill is a focus and must be compatible
- Aging in the Community is important
- Climate Action Plan components are also of concern

Questions/Comments:

Eric Doud noted that the two historic zones in town are very different—one is commercial and the other is residential. He thought it was important to discuss why development isn't happening in the Historic Commercial Core and how to enhance development while preserving buildings at the same time.

Keith appreciated Eric's comments and agreed that he pointed out a critical issue—whether it viewed through a historic preservation lens or not, there are reasons why development hasn't happened in the downtown area.

John Williams pointed out that the HCC needs to be preserved, but by remodeling owners will destroy the integrity. John would like to see financial incentives to preserve historic building exteriors within the HCC. He also feels like the Old Town Residential faces similar issues and would like to see the Board of

Trustees establish a fund to help homeowners maintain architectural features while upgrading their buildings. John emphasized the importance of retaining the historic feeling in the downtown area.

Heather suggested considering a historic overlay district. She also asked whether there will be a density change in zoning.

Keith responded that the update will not propose zone changes and noted that if anything, the update will clarify current zoning and clearly describe uses.

Eric Doud observed that economic activity is directly proportional to available parking. He suggested developing a “parking district” that would ease parking requirements on individual property owners—the TOC could purchase available empty lots for surface parking and build parking structures as needed.

Keith responded that they have heard similar observations from other people. He pointed out that compared to other municipalities the parking requirement might be on the high side, but acknowledged it is not the only issue. In terms of economic development, he noted other issues include building height restrictions and requiring retail on the ground floor. Keith thought the historic overlay district deserves some consideration and observed that while it has worked well in other municipalities (Durango, for example) it does prove challenging for property owners.

Melissa replied that the Commission didn’t discuss historic overlay districts in that way, but rather discussed providing placards for property owners to post on their buildings/property. She added that a historic overlay district would add to that, but also acknowledged that there will be some pushback from property owners.

Keith pointed out that interpretive plaques can be done now, while an overlay district requires zoning regulation. He suggested spending more time researching this option to clearly understand what the Commission wants to accomplish.

Eric Doud added that the Commission has discussed folding the OTR into the review process to ensure compatibility with infill, so the historic character isn’t overwhelmed by new architecture. He noted that the OTR design guidelines would be similar to the HCC’s but also acknowledged that the Commission wants to avoid impinging on property rights.

Keith suggested requesting that the Planning & Zoning Commission develop more specific residential infill design standards as part of the code.

John Leybourne explained that with the adoption of the UDC, that type of design standard was eliminated because many felt it wasn’t working as it should.

Eric Doud noted that with the heightened need for residential density, ADUs are an important part of that and suggested an easing of requirements to help property owners.

Keith agreed that the TOC should be able to find balance between property rights and design standards and suggested reviewing the City of Durango’s infill standards.

Nick voiced his opinion that the HCC needs to be activated both for residential and economic purposes. He pointed out the number of vacancies that exist along Main Street along with the number of vacant lots available for development. He thought that historic preservation in the Downtown Core should be linked to maintaining pedestrian scale as opposed to the development along the Highway 133 corridor which caters to “windshield” scale. He noted that while “restaurant row” is successful on Main Street, there isn’t much retail—he has heard from business owners that they just don’t get the same volume compared to the Highway 133 corridor. He added that the community has sacrificed Main Street for convenience and pointed out that pedestrian walkability is now wielded as a political issue. He asked the consultants if they had any recommendations that could promote pedestrian scale and thereby bring back vitality to the Downtown Core.

Keith responded that the strategy is about economics and place-making. He stressed the creation of a focal point but wondered if that focal point needs to be four or five stories would it still enhance a pedestrian experience.

Nick replied that he wasn't opposed to that type of focal point and observed that given the current height restrictions and required commercial and affordable housing components currently in place, most developers can't currently pencil it out.

Heather suggested offering the affordable housing unit to a business's employee as an employment incentive--similar to many places in Aspen.

Nick pointed out that Aspen is different because there are a lot of programs property owners can tap into, so the cost isn't all the developer's responsibility. He reiterated his support for increasing building height.

Keith suggested reviewing the parking ratios and allow the market to determine the necessary parking.

Nick asked about the future for Downtown North.

John Leybourne replied that, except for Sopris Lodge, there is a single owner for the two designated plats that comprise Downtown North.

Keith added that there has been some discussion concerning its development, but the property owner wants to wait for the Comprehensive Plan update to be complete before he submits his proposal.

Jess noted that blocking off Main Street has been successful for the restaurants during the pandemic.

John Williams noted a more extensive closure might also be successful for retailers, as well, and it would add to the historic downtown character.

Jess also noted that the Farmer's Market has also been successful, but it also comes at a cost to the lunchtime eateries.

Nick suggested the need for a big draw for the downtown area—like a Trader Joes.

Eric Doud pointed out that the Downtown North development will evict a few small businesses, and the community that will be most impacted is the artist live/work community.

Keith responded that there are currently 50 or 60 tenants in that area providing up to 160 jobs. He thought the property owner would be sensitive to their displacement.

Eric Doud added the need to expand the open ditch system because access to ditchwater is a benefit to property owners.

### **ADJOURNMENT**

The September 2, 2021, regular meeting adjourned at 7:45 p.m. The next regular meeting is scheduled for October 7, 2021 at 6:30 pm.

**MINUTES**  
**CARBONDALE PUBLIC ARTS COMMISSION**  
**September 1, 2021**

**CALL TO ORDER**

Susan Johnson called the in-person/virtual meeting of the Carbondale Public Arts Commission to order at 5:35 pm on September 1, 2021.

**ROLL CALL**

The following members were present for roll call:

CPAC Members:	Ann Harris, Co-Chairperson Susan Johnson, Co-Chairperson Carol Klein, Member Beth White, Member David Thickman, Member Suzanne Frazier, Member Joe Burleigh, Member
Town Staff Present:	Luis Yllanes, Board of Trustees Liaison Laurie Lindberg, Town of Carbondale Staff Liaison Kae McDonald, Boards & Commissions Clerk
Guests:	Michael Stout, CPAC Member Applicant

**CONSENT AGENDA**

**Motion Passed:** David ***moved*** to approve the minutes from the July 7, 2021, meeting. Ann ***seconded*** the motion, and it was ***unanimously approved***.

**PERSONS PRESENT NOT ON THE AGENDA**

There was no one present, not on the agenda, to address the Commission.

**MEMBER APPLICATION: MICHAEL STOUT**

Michael briefly introduced himself, stating that he has degrees in graphic design and community planning and his interest in serving on the Public Arts Commission stems from his employment in the public arts realm for more than 20 years. He explained that he first started working with non-profits in the Philadelphia area, but his formative experience in public arts came while working in Cincinnati. He recently started working at Carbondale Arts as the Education Director and is implementing a program where youth are paid to participate in art projects.

Susan asked Michael how long he has lived in Carbondale and why he relocated here.

Michael replied that he has lived in Carbondale since 2015, after following his soon-to-be wife who got a job with a local landscape architecture firm. He noted that they now have two kids and stable housing and are ready to contribute to the community.

Luis asked Michael if he would be willing to attend the Board of Trustees meeting when his application comes up for a decision.

Michael indicated he would be willing to do so.

Beth commented that Michael has a great background and will be a good fit for the commission.

Ann detailed some of the requirements of board members:

- CPAC meets the first Wednesday of every month
- There is an attendance requirement
- Prospective applicants must attend three meetings prior to a decision on their application
- The primary function of CPAC is to solicit and complete a jury selection of the rotating sculpture collection

### **BUDGET UPDATE**

Susan noted that Laurie was ill and not in attendance at the meeting; Laurie also needed to finalize some details on the current budget accounting, so there was not a copy in the packet. Susan related that the budget ending on June 30<sup>th</sup> that was included in the July packet listed \$3,700.00 remaining in the 2021 budget and out of that total:

- \$1,000.00 needed to be journaled at that time
- \$250.00 was appropriated to pay Margaret for her work on the banners
- \$1,000.00 was to be awarded to "Best in Show."

Susan wasn't sure if the upcoming CAFÉ costs would be journaled in 2021 or 2022.

David asked where the 1% art program was accounted for along with the proceeds from the sale of artwork.

Luis didn't have a clear answer and suggested checking with the Finance Director for clarification.

Susan asked what the possibility was for an increase in CPAC's 2022 budget; she also asked for clarification on the budget process and who might bring that to the BOT's attention.

Luis explained that that usually occurs when the advisory boards have their yearly check-in with the BOT. He pointed out that CPAC has not yet had their check-in and emphasized the importance on getting on an agenda so commission members can inform the BOT about what they do and the need for a budget increase.

Susan noted that two sculptures have been sold from this year's show and she expressed curiosity into which account the money is deposited. She pointed out that if it goes into the 2021 budget, CPAC won't have a chance to spend the money before the end of the fiscal year.

David suggested that the Co-Chairs report to the BOT.

Luis pointed out that this is a routine item for advisory boards and reiterated the necessity of requesting time on an upcoming agenda.

### **DISCUSSION OF ARTIST VOUCHER 2022**

Susan began the discussion by noting that over the past few years CPAC has had money, in varying amounts, left over at the end of the year. She noted that the money doesn't get carried over into the next years' budget and suggested revisiting previously discussed options of a lodging voucher or Honorarium increase.

Ann suggested an honorarium increase to \$1,000.00.

Suzanne agreed with Ann and noted that vouchers might be more complicated.

David prefers the voucher to encourage the artists to come to Carbondale. He wondered if the artists would think to use the money for travel expenses if the honorarium were increased.

Joe noted that if the honorarium was recently increased to \$900.00.

Carole preferred the voucher—if there were a budget shortfall, the voucher would be easier to eliminate than a reduction in the Honorarium.

Ann noted that while this is currently more of a philosophical discussion, a request for a nominal budget increase could cover either cost.

Luis also preferred the voucher option and suggested purchasing "Chamber Bucks." He explained that many of the artists end up camping and the Chamber Bucks could be used at restaurants. He noted that unless CPAC works with the Parks Department to reserve spaces at the RV Park, he wasn't sure how they would be used for lodging.

Beth asked for clarification on the honorarium versus the voucher: 1) is the honorarium discretionary? 2) is the voucher redeemable at local businesses? (if so, this would be a way to help fuel those businesses) 3) How/where would the vouchers be purchased?

Luis responded that the Carbondale Chamber of Commerce is set up to sell the vouchers.

Beth asked if local hotels accepted them.

Luis responded that that detail would have to be confirmed.

Joe suggested reducing the Honorarium to \$750.00 and provide a two-night stay at a hotel so the artists can be with their sculptures during the Artwalk.

Susan noted that there is nearly an even split in consensus, but the Commission is leaning slightly more in favor of vouchers.

Suzanne suggested clarifying exactly what the Chamber Bucks cover and reiterated Carole's point that in the case of a budget shortfall, vouchers can be pulled back, but the honorarium is more difficult to change.

Ann pointed out that the use of Chamber Bucks would resolve the issue of artists who camp instead of staying at a hotel, and the Chamber Bucks could go towards any cost.

### **TENTATIVE SIX-MONTH CALENDAR**

Ann would like to develop a six-month calendar, so the commission members are aware of:

- When the call for artists goes out
- When it closes
- When voting begins
- When commission members meet at CMC for final jury
- Dates for Artwalk and Reception

Since Laurie is not in attendance, Susan and Ann agreed to meet with Laurie prior to the October meeting to develop a calendar through July 2022.

David asked if the calendar could be emailed to commission members in advance of next month's meeting.

### **THIRD STREET UPDATE**

Susan noted that an action item from July's meeting was for Brian to email local artists about the opportunity to display their work on the Third Street spaces; those spaces are reserved for local artists who were not accepted for the Artwalk, or—in the case that there are no local artists that applied for the Artwalk—a local artist who is interested is displaying their work.

Susan asked if Joe would be interested in displaying one of his works, or if he knew of someone interested in displaying until May 31, 2022.

Joe was willing to consider it and noted that he also knew others that might be interested.

Ann pointed out that Jim Mason was eliminated during the last jury. She asked if the damaged marble base had been removed.



David replied that there is one empty base and two with sculptures installed. He noted that the space across from Mi Casita will remain empty.

Luis asked if the works installed at Third Street go back to the artists.

Susan replied that it was her understanding that Richard Arnold would like his sculpture back.

### **OTHER BUSINESS**

Susan recapped the Action Items from the July meeting:

- Ann completed writing the Thank You notes to Sopris Liquors and the Clay Center
- Kris was going to write Thank You notes to patrons that purchased sculptures (status unknown)
- Brian will include a call for artists for the Third Street Center in the Carbondale Arts newsletter and will also re-post the Best in Show Facebook survey link on the Carbondale Arts website (status unknown)
- Consider the timing of a thank you lunch/dinner for Public Works at an upcoming meeting

Joe would like to pursue getting "Helping Hands" powdercoated; the estimated cost is \$2,000.00

David noted that "One Percent for the Arts Program" as listed on the CPAC webpage includes the following language:

"The Town of Carbondale passed a resolution, (2005-14), creating a "One Percent for the Arts" program. The intent was to enhance the aesthetic environment of its public spaces, buildings, and property by integrating high quality urban design and art into its capital improvements projects, and 2) to create a more visually pleasing environment and expand the opportunities for residents and visitors to experience quality works of art by facilitating the acquisition, display, and development of such works of art in public places.

The ordinance authorizes the allocation of funds for art in the construction of certain Town capital improvements projects, establishes a method of calculating art appropriations for Town capital projects, provides for an art selection process, and establishes a separate "1% for the Arts Fund".

David pointed out that PR Studios presented plans for the Storage Facility at the entrance to Carbondale and wondered if it fits the criteria stated above will CPAC included in the review.

Ann responded that the 1% fund is specific to CPAC and is earmarked for the maintenance and upkeep of the permanent collection.

David wondered if, based on a detailed reading of the Resolution, the commission should be more than the annual Artwalk and permanent collection.

Luis thought that was a good question, but thought it needed clarification at the administrative level.

David countered that if private developers are required to invest in artwork, he thought it would be in the best interests of the Town for CPAC to review the proposals.

Michael noted that if developers elect not to include public art, the money goes to the Town and may be at the discretion of CPAC to use.

Luis noted that the Storage Facility is working with Carbondale Arts to complete the murals.

Ann pointed out that in past conversations with the Town Manager he was very clear that CPAC's primary responsibility was public art on public right-of-way.

Susan suggested that David check with the Finance Director to gain a clearer understanding of the 1% Fund, where the commission goes for the sale of the two pieces of artwork and fold in the question concerning Resolution 2005-14.

September Meeting Action Items:

- Susan will contact the Finance Director for an updated budget
- Ann and Susan will meet with Laurie to go over the budget
- Ann, Susan, and Luis will work with the Town to review money spent and the status of the 1% fund and commission from recently purchased pieces
- Susan will check with the Carbondale Chamber of Commerce about Chamber Bucks
- Joe will reach out to local artists to gauge interest in displaying at the Third Street Center
- David will contact Renae Gustine to obtain clarification about 1% Fund, money from sale of sculptures, public and/or private projects and art. Beth White and Michael Stout expressed interest in attending the meeting, as well.

**ADJOURNMENT**

The September 1, 2021, regular meeting adjourned at 6:35 pm. The next regularly scheduled meeting will be on October 6, 2021, at 5:30 pm.

Respectfully submitted,  
Kae McDonald

**MINUTES  
CARBONDALE PARKS & RECREATION COMMISSION  
September 8,  
2021**

Hollis Sutherland called the in-person/virtual meeting of the Carbondale Parks & Recreation Commission to order at 7:00 p.m. at Carbondale Town Hall on September 8, 2021.

**ROLL CALL**

The following members were present for roll call:

Members: Hollis Sutherland, Chair  
Rose Rossello, Vice Chair  
Leslie Keery, Member  
Ashley Hejtmanek, Member  
Susan Rhea, Member  
Misha Logan, Youth Member  
Brian Soby, Alternate

Town Staff Present: Eric Brendlinger, Parks & Recreation Department Director  
Jessi Rochel, Recreation Center & Recreation Programs Manager  
Luis Yllanes, Board of Trustees Liaison  
Kae McDonald, Boards & Commission Clerk

**CONSENT AGENDA**

**Motion Passed:** Rose ***moved*** to approve the minutes from the August 11, 2021, meeting. Ashley ***seconded*** the motion, and it was ***unanimously approved***.

**ITEMS FROM CITIZENS PRESENT NOT ON THE AGENDA**

There was no one present, not on the agenda, to address the Commission.

**WELCOME TO NEW PARKS & RECREATION COMMISSION MEMBERS. DECISION OF ONBOARDING DATES AND RECOGNITION OF OUTGOING MEMBERS**

I'd like to welcome our new commission members, Leslie, Susan and Misha, we are delighted to have you join us. John congratulations on your reappointment. It is good to have you continuing on with us. I want to thank each of you for being a part of this team. Everyone's life is full and for you to give of your time, talents, energy, and expertise to be on this volunteer committee is a gift to the staff, trustees, citizens and visitors of Carbondale.

Thank you for entrusting me as the Chair of the Commission again this year. It means a lot to me that you put your faith in me to lead our team. We have a smart, thoughtful, experienced group of diverse individuals who have come together to do fantastic things for our community. While we may not always agree on priorities, the approach, or the process, we come out with a better product having these differing viewpoints.

The Commission has been operating under a set of standards which I'd like to remind the returning Commissioners of and share with the new Commissioners.

- Elevate Your Perspective
- We all come in with our own passions, preferences, and individual biases. I ask that each time you enter this meeting room, you check those personal filters at the door and acknowledge that our role is to serve the Town of Carbondale and the diverse interests of our citizens. To look at what is possible and where opportunities lie and what is best in serving the Town, even if that is different from our own interests.
- Listen to understand
- Assume value and good intent - in each of us
- Respect the inherent worth and dignity of every person
- Separate the person from the behavior
- It's not me vs. you, but us vs. the issues

- Stay open and non-defensive
- Value diverse perspectives
- Create an environment where everyone feels free to speak and guests feel welcome
- Share “air-time” and don’t belabor a topic
- No side bars
- Maintain a sense of humor
- Have fun!

We are the ‘Commission on Fun’, so let’s make this a fun year! We have a lot of exciting things going on. How lucky are we to be working on things that involve people’s leisure time and supports their health and wellbeing? Thank you again for being on this Commission – each of you is integral to our success! I invite you to contact me outside these meetings to talk about what’s on your mind and how we can make this Commission even better than it is.

Hollis also explained that she is working to complete an onboarding packet that should be ready for the October meeting. She went on to say that she has been on the Parks & Recreation Commission since 2010 and there has never been any training, including what is required for boards and commissions under Colorado’s Sunshine Law. Hollis stated that her goal was to help everyone feel comfortable with the process. She also noted that she does want to recognize Celeste, Becky, and Tracy for their service and there are plans for a short “Meet and Greet” just prior to the October meeting. Hollis noted that both Rose and Ashley expressed an interest in planning the party and she expressly asked them to do so.

### **BENCHMARKING RV PARK FEES AND PROPOSED FEE INCREASE FOR 2022**

Eric noted that there is a memo in the packet that outlined the proposed fee increase at the Gateway RV Park. He explained that reservations at the park have exploded and there was direction at previous Parks & Recreation Commission meeting to consider raising the rates at the park. During the benchmarking process against similar facilities in the area as well as a municipally owned RV Park in Golden, Eric found that they are undercharging. Eric noted that a rate increase can be justified by the infrastructure improvements at the RV Park including a four-year project revamping the electric service along with improvements to the Wi-Fi service. Eric is proposing a 35% increase on all site reservation costs and noted that the benchmarking process also illustrated that Carbondale is too lenient on the cancellation policy, so that was changed as well. Eric also explained that normally this process would be covered under Schedule A work in November and December, but because the RV Park begins taking reservations for 2022 on October 1st, he would like to submit a resolution for the Board of Trustee’s approval at their September 28th meeting.

#### **Questions/Comments:**

Rose asked if Eric had investigated “Starlink” to supply internet to the RV Park.

Brian noted that you must be invited to use that product, and, in his experience, it goes down a lot.

Eric responded that the Wi-fi will be a line-of-site radio transmission system and it will be secure with plenty of bandwidth.

Ashley thanked Eric for his work and thought this was a good move. She added that the cost increase is appropriate and won’t overwhelm returning guests. She also applauded the proposed change to the cancellation policy. Ashley asked that this item be added to the calendar so it can be reviewed every two to five years. Brian noted that the proposed increase to \$55.00 for a full hook-up is still slightly on the low side but added that it is also high enough to discourage long-term stays; he thought the two-week maximum stay was appropriate. Brian proposed a two-week cancellation policy because 48 hours isn’t enough time to re-book the site. He also asked if the RV Park had a notification system.

Jessie replied that the Camp Hosts keep a manual waitlist in a google document.

Ashley commented that some locations charge the full first-night fee if there is a no-show.

Eric responded that there is language in the reservation agreement that if a guest doesn’t call to cancel or doesn’t show up, they forfeit their entire reservation.

Susan pointed out that reservations at National Park sites are held for 24 hours, but after that the reservation is cancelled and there is no refund. She thought that the 48-hour requirement was generous but added that that could be extended to 72 hours. She suggested that the length of time required for a cancellation be based on the length of the reservation.

Hollis agreed with the other commission members but added that the water and water/electric site fees might be too low. She agreed with Ashley's request that the fees be reviewed again next year or at least in two years.

Luis was appreciative of Eric's work and thought that there was room to go slightly higher—possibly by \$5 or \$10 per night. He didn't think there would be a problem renting the sites at that cost and noted that if the fees aren't going to be reviewed for another two years it was better to increase them by a little more now.

Brian pointed out that the benchmarking was against the RV Park on Highway 133 where an equivalent site goes for \$90.00/night and there is double the density. He thought the market rate for the Gateway RV Park would be \$120.00/night.

Susan asked what the toilet and shower facilities were like.

Eric replied that there was a bathhouse with two showers and a toilet in the women's bathroom and one shower and toilet in the men's bathroom.

Susan pointed out that the Gateway RV Park isn't in the greatest location compared to the other two locations used as benchmarks—both of those are along a river. It was her opinion that it might not be people's first choice.

Leslie asked what the vacancy rates were at the RV Park.

Eric replied that they have been breaking records—that as of now the RV Park had 2,436 reservations, which was 122 more than in pre-Covid years. He added that if you look at the reservation calendar, almost all the sites are rented out with very few sequential days available. Eric referred to the proposed cancellation policy in the memo and noted it is more stringent than the present cancellation policy.

Jessie commented that the cancellation fee can be either a flat rate or percentage, so any other option would have to be completed manually.

Eric preferred to go with a percentage. He added that there was a 35% increase on all sites except for the full hook-up which was increased 20%.

Susan commented that rather than accepting reservations on October 1st for next year, perhaps go to a 60 or 90-day cycle with a stiffer penalty for cancellations. She asked if reservations are really booked that far out?

Eric thought that if they changed the reservation process, it might discourage their return business and pointed out that reservations are cancelled for a variety of reasons. He didn't want to discourage those people that reserve spaces every year.

Luis thought that the BOT would have an appetite to approve higher rates and suggested a 50% increase from the original rates (which would be 10 to 25% higher than the currently proposed rates).

Rose **moved** to recommend to the Board of Trustees a 45% increase from the current rates across all the sites at the Gateway RV Park. Brian **seconded** the motion.

Discussion:

Susan asked why there is a rate increase proposal.

Eric responded that it is based on supply and demand and to pay for the infrastructure improvements.

Leslie pointed out that the costs cover the use of the RV Park infrastructure—like trash, for example.

Susan asked how the infrastructure improvements were funded—bonds? cash?

Hollis replied that the improvements were made using money from the Parks and Recreation Department budget and were intended to improve the guests' experience. She explained that the benchmarking was a required process.

Luis added that the Recreation Center and the pool are amenities geared towards the community and operate at a loss, but the RV Park is used by visitors to the community with the intent to use what is available to them at the park. He noted that given the types of rigs that utilize the park, he thought the rates were extremely affordable and the BOT will support the proposed rate increase.

Ashley didn't think a 45% increase was drastic and supported the motion.

**Motion Passed:** Rose ***moved*** to recommend to the Board of Trustees a 45% increase from the current rates across all the sites at the Gateway RV Park. Brian ***seconded*** the motion. One person was opposed, and the remaining members supported the motion, so the ***motion carried***.

Hollis asked for questions or comments on the proposed cancellation policy.

Eric reminded the commission members that the currently proposed policy is 48 hours for a full refund minus a processing fee. He noted the suggestion of 72 hours or up to one week.

Hollis asked if that timeframe is sufficient to fill the vacancy.

Jessi replied that she will check with the camp hosts. She noted that there are a lot of returning guests, so making a lot of changes at once might be overwhelming for them.

Brian didn't think the changes were that drastic and commented that it was going from a "sweetheart" deal to the "best" deal.

Rose noted that in the hospitality industry, Marriott requires a 30-day cancellation in the premium settings. She suggested a two-week cancellation requirement across the board.

Jessi commented that with their current system, the rates are automatically applied and it is a single rate across the board.

Hollis asked how realistic it was to require a one-week cancellation policy.

Jessie replied that the one-week requirement would replace the 48-hour policy and the cancellation fee would be a fixed percentage of the reservation.

Brian asked what the cancellation timeline usually was.

Jessie responded that they don't get many day-of or 24-hour cancellations.

Eric noted that the one-week cancellation requirement would allow the opportunity to re-fill the reservation. He thought a percentage of the overall reservation would level the playing field along with an administrative fee to process the cancellation. If the cancellation is made within the one-week window, there would be no refund.

Susan thought that the cancellation fee needed to be a flat rate plus a percentage based on the length of the reservation.

Brian replied that a small fee for cancelling prior to the deadline is okay, but the cancellation fee needs to be more stringent for short notice cancellations. He thought that, in the case of a no-show, the site should be held for 24 hours.

Susan agreed that if there is a no-show the reservation should be held for 24 hours and if no contact is made in that timeframe, the reservation should then be cancelled.

Eric commented that he has heard the commission member recommendations and they will distill them based on the software capabilities.

**Motion Passed:** Rose *moved* that there would be no refund within the seven-day cancellation period and staff will work on the appropriate rates. Susan *seconded* the motion, and it was *unanimously approved*.

### **THOMPSON HOUSE PERMACULTURE GARDEN AND THE CARBONDALE HISTORIC FOOD FOREST**

Eric introduced Adrian Fielder and Erin Anderson, who have been working on the Thompson House Permaculture Garden and the Carbondale Historic Food Forest. He asked the commission members to refer to the updated map in the meeting packet and related tables that describe plant maintenance, protocols, and future plans.

Adrian pointed out that the site map identifies the seven plant “guilds” and explained that a guild is a group of organisms planted together that support each other. He reminded the commission members that this came about because of input from the community and the goal is to create a thriving learning center at this location.

Erin added that the garden is within the Carbondale Historical Society’s easement, but the historical society prefers to put their efforts towards the Thompson House.

Adrien noted that they have several items on their wish list including a shade shelter, herb garden, and a teepee. He added that while the sprinkler infrastructure is in place, it is set up for a traditional sod lawn. He related that the growth of quack grass is strangling the irrigation system—which is an ongoing frustration because they don’t have the authority to change it and the current mowing schedule hasn’t included the park, so it has been a lot of work to maintain. They would like to request some help from the Parks Department in mowing between the guilds, which would improve the aesthetics, show visitors where to walk, allow the irrigation to work properly, and by clearing spaces would help promote community events.

Erin commented that they have spent a lot of time defining the guild and a mowing schedule would substantively change what they could do with their time.

Hollis asked if the area was being mowed currently.

Adrian replied in the affirmative but noted that it is on their own time and with their own equipment/money; they have a tool shed on the wish list, as well. He noted that the parcel to the north is currently maintained by the Parks Department, and they think it is a reasonable ask to mow their space, as well.

Erin added that the Thompson House grounds are mowed every week and all they are asking for is once per month.

Hollis asked if there is a way to get rid of the quack grass.

Adrian replied that you can use solarization, but the area needed to cover is too large.

Hollis asked if they got rid of the quack grass, what would the next steps be?

Adrian responded that they would actively let the beneficial plants go to seed and these would eventually drown out the quack grass. Adrian also pointed out that they are also getting noxious weed seeds blowing in from the nearby construction site and the quack grass captures these seeds and helps them germinate.

Eric commented that the equipment used to mow the Thompson House grounds is different than what is needed to mow at this location. He noted that the Parks Department does have a rider lawnmower, but its use is on a different mobilization schedule. Eric thought, however, that it might be possible to mow the area two or three times per summer. Eric asked what other plans they might have for the area.

Adrian responded that with the amount of work it is to weed the quack grass, it is hard to envision adding more. He did note that the locust grove is important, and it can be harvested for fencing.

Erin added that they have been hosting student groups and they have been holding garden workshops. They have also seen some involvement from the RVR community. Erin pointed out that the trees and shrubs are growing and producing, so there is progress, and it is beginning to look more like what the community expects.

Adrian commented that Amy Kimberly has taken a personal interest in the garden when Carbondale Arts hosted several events at the Thompson House. She is interested in using the garden as a backdrop to events, as well as learning how to harvest and use plants.

Susan pointed out that she has ridden by, but she didn't see any signage indicating it was a TOC park rather than an RVR park. She also noted there wasn't any signage at Triangle Park, either.

Eric responded that there is some signage in the works that will be posted at the Thompson House. He added that the garden is a passive park.

Hollis asked if there was a way to add the permaculture garden to the Weed Management Plan so it can be included in maintenance planning.

Eric commented that there has been a lot of work that has been done at the garden and that the TOC is responsible for the irrigation infrastructure.

Adrian reiterated that the issue is the sprinkler heads must be free of vegetation to reach the guilds.

Hollis asked if reporting to the Parks & Recreation Commission once per year is the right cycle.

Erin noted that she is in regular contact with Eric and the maintenance crew.

Adrian added that they don't have the capability of making big moves right now, but as the opportunity arises, they will report to the Commission.

Rose thanked them for taking care of the area. She requested that they clarify what the garden currently has and what is on the wish list.

Adrian responded that they currently have the raised beds and the locust grove; the wish list includes a tool shed, the education center and pathways.

#### **AQUATICS FACILITY MASTER PLAN—NEXT STEPS: RFP RESPONSES**

Eric reported that there are two finalists for the Aquatic Facility RFP—Steiffel and RDC Capital Markets. He noted that they got good information during the interview with Steiffel, but because the responses are currently under consideration, the responses weren't included in the meeting packet. The topic is on the agenda for the September 28<sup>th</sup> BOT meeting.

Ashley asked if Eric could include the RFP as well as the responses in the next packet.

#### **REPORT & UPDATES: STAFF AND COMMISSION MEMBERS**

Eric Brendlinger, Parks & Recreation Department Director:

- The Parks Department is now fully staffed with the new hire of a fulltime Parks employee. Chris Gleason has also been hired to fill the maintenance position.
- The nonprofit "Safe and Healthy Communities" and CAFCI have created an "Outdoor Livability Assessment Tool" that will assess and Carbondale's parks. Once they have data, they will present the information to the Commission. It is a useful tool, and the data can be used in applying for grants
- Fall projects include the Nuche Park parking lot, Bonnie Fischer signage and the installation of a fence at White Hill.

Hollis asked if there will be a check-in with RVR concerning the Weed Management Plan.



Eric responded that they are still working on controlling weeds within TOC parks. He wants to meet with them once they have recommendations. He added that a report on the Nature Park test plots is planned for the November meeting.

Susan asked about the Gianinetti Park GoCo grant.

Eric responded that they weren't awarded any grants for the proposed work, so no further work is planned at this time. Eric pointed out that they were awarded a Resilient Communities grant in conjunction with AVLTT for Red Hill.

Rose asked Eric to add Carbondale Historical Society to page 24 in the Master Calendar.

Jessi Rochel, Recreation Center & Recreation Programs Manager:

- There is a Blood Drive on Wednesday, September 15<sup>th</sup>
- There are youth pickleball, tennis, and climbing classes in September.
- Older Adult programming at the Rec Center is booming; unfortunately, they have lost their other fitness instructors
- The pool will be open through Sunday, October 3<sup>rd</sup>

Luis Yllanes, Board of Trustees Liaison:

- Luis thanked Eric and Jessi for the recent First Friday
- Luis noted that some of the feedback he has received on the One Town, One Table is to reach out to the LatinX population

Hollis Sutherland, Parks & Recreation Commission Chair:

- Happy Birthday to all those with recent birthdays
- Becky sent a letter to the Parks and Recreation Commission; it is included in the packet. Any questions or comments?
  - Rose thanked Becky for the letter and apologized for not acknowledging Becky and Tracy's service. She pointed out that the letter brings attention to the need for more training opportunities
  - Hollis noted the intent to recognize Becky, Tracy, and Celeste before the next meeting.
  - Becky responded that she didn't care about the recognition—the whole point of the letter was to make sure everyone was aware that Eric and Hollis violated the open meeting law and to point out how they are leading the Commission.
  - Rose responded that she appreciated the letter but didn't think it was malicious. She suggested adding some aspect of training to every meeting.
  - Brian asked for context with respect to the BOT—are they involved in the minutiae of every Commission's action, or do they prefer higher level thinking?
  - Luis responded that there is always discussion on each agenda topic—if it is related to TOC facility's, they often have in-depth discussions, but if it is about other things, they prefer Eric or Hollis to summarize decisions reached.
  - Rose asked that new members have all the available information.
  - Hollis replied in the affirmative and noted that it will be in the onboarding material.

## **ADJOURNMENT**

The September 8, 2021, regular meeting adjourned at 9:01 pm. The next regularly scheduled meeting is scheduled for October 13, 2021, at 7:00 pm.

Respectfully submitted,  
Kae McDonald

## **MINUTES**

### **CARBONDALE PLANNING AND ZONING COMMISSION**

Thursday September 30, 2021

#### **Commissioners Present:**

Jay Engstrom, Vice-Chair  
Nick Miscione  
Marina Skiles  
Kim Magee (1<sup>st</sup> Alternate)  
Nicholas DiFrank

#### **Staff Present:**

Janet Buck, Planning Director  
John Leybourne, Planner  
Mary Sikes, Planning Assistant

#### **Commissioners Absent:**

Jarrett Mork (2<sup>nd</sup> Alternate)  
Jeff Davlyn

#### **Other Persons Present Virtually & In Person**

Keith Walzak/Cushing Terrell  
Nora Bland/Cushing Terrell  
Dave Dixon/Cushing Terrell  
Anne Krimmer, 501 Mesa Verde Avenue  
Elizabeth Cammack, 483 Mesa Verde Avenue

The meeting was called to order at 7:00 p.m. by Jay Engstrom

#### **August 26, 2021 Minutes:**

Nick made a motion to approve the August 26, 2021, minutes. Kim seconded the motion, and they were approved unanimously, with Marina and Nicholas abstaining.

#### **Public Comment – Persons Present Not on the Agenda**

There were no persons present to speak on a non-agenda item.

#### **Continue Public Hearing – 520 Mesa Verde Plat Amendment**

Nicholas made a motion to continue the public hearing for 520 Mesa Verde to October 14, 2021. Marina seconded the motion, and it was approved unanimously.

#### **Comprehensive Plan Update – Consultant Team Cushing Terrell (CT) Meeting #4**

The consultant team discussed the Draft Plan Framework + Goals, Future Land Use Map, Key Recommendations, and Next Steps.

Keith thanked everyone and said that they are looking forward to an in person meeting in November, if things are in good shape and we can do it in person, for the draft plan. He said that tonight is the fourth meeting with the steering committee. He said that the

key recommendations are coming together based on a lot of input that we have been receiving from the community, the commission and focus group discussions. He said that it's coming from a lot of different points of view. He said that these recommendations are important because they are leaning towards policy recommendations, which will be stated in the supplemental draft plan update. He said after the commission reviews it and the Board approves it, it will become policy. He said that there will be a lot of actionable items that need to be done concurrently or beyond the update. He said that it is an important milestone and that we want to make sure we give you the opportunity to give us your input. He said that every time that we have met that we have presented very specific topical items and that we've always tried to make sure that there was opportunity for discussion, dialog, input and direction from everyone. He said that we do need some more specific input as we go forward at the next couple of meetings.

Keith said that we are more than midway in the process. He said key recommendations will be developed into policy. He said that since the last meeting was moved to tonight, we have a short duration until the next meeting on October 14, to talk about implementation strategies. He said the difference is that the recommendations start to formulate policy. He said that the implementation strategy is more about the actionable plan going forward. He said that in Chapter five in the current plan, a series of matrix tables that are the high, medium, and low priorities and who is responsible for those actionable items. He said that is what we are going to focus on October 14.

Keith said that in front of you tonight is the existing conditions summary report that is open for comments, we want to welcome that information and we will make amendments accordingly. He said that we will also be talking about the future Land Use Map. He said that in November we will have a draft Comprehensive Plan Update, in its entirety.

#### Community Engagement Update – Nora

What we've done since we last met;

- Spanish-speaking community meeting (8/16/21)
- Open House (8/17/21)
- 2 Design Charettes (8/17/21)

What's Next;

- 3 PSC meetings (10/14/21,11/18/21)
- Virtual Spanish speaking public meeting (10/27/21)
- Virtual public meeting in English (10/28/2021)
- Adoption hearing (December 2021/January 2022)

Nora said that we are in discussions about holding a larger work session to talk through the implementation strategies with some of the departments and organizations that are

actually going to implement the plan, potentially around the November meeting date so we can have it in person.

### Spanish- Speaking Community Meeting

Key takeaways;

- Participants want to be included and stay involved.
- Meetings are more inclusive if led in Spanish.
- Personal outreach is most effective

Discussion Highlights:

- Affordable Housing + access to housing.
- Public Transportation.
- Access to extracurriculars for youth.
- Community beautification – good or bad?

### English- Speaking Community Meeting

Discussion Highlights;

- Need for affordable housing and diverse housing types – get creative!
- Trade-offs between slowing/stopping growth and increase in cost of living.
- Need to regulate short-term rentals.
- How to discourage driving by providing access to transit (beyond the circulator) and ped/bike infrastructure.
- Traffic concern on Highway 133.
- Keep Carbondale “Funky”.
- Need for homes with Universal Access for aging community members.

### Emerging Themes

1. More locally attainable housing for Carbondale’s workforce.
2. Preserve Carbondale’s small town, funky character.
3. Recent growth is overwhelming – desire to grow slow + intentionally.
4. Traffic congestion needs to be addressed.
5. Focus on sustainability and Climate Action Plan.
6. Protect/preserve natural resources + open space.

Keith stated that last week that there was a climate focus seminar event that CLEER put on with the E-Board. He said that it was held on the 23<sup>rd</sup> and over fifty participants were there, forty in person and another ten on Zoom. He said as a result of that discussion over one hundred and eighty-two comments were provided. He said that it was focused on few key topics, energy, buildings, transportation, water, waste, food and agriculture, trees and vegetation. He said that they broke it up into various themes and then at each

table there was a dialogue so you could rotate around to go to different tables. He said that we just got a summary from Zack at CLEER. He said that there is more information that has not been folded into what we gave to you in your packets, from this meeting. He said that the community engagement is ongoing and that we are not stopping and that we are still reaching out to get opinions and viewpoints as we formulate the policy recommendations going forward.

### Vision

Consider adopting/amending the statement below:

“To maintain and enhance an environmentally sensitive, culturally diverse, family oriented small town, with town government providing quality service to the Carbondale community.” (Town of Carbondale Strategic Plan, 2021 Budget)

Keith said that your homework assignment for everyone, is to think about what should the vision statement be for the Comprehensive Plan, could it be the 2013 statement that says a sustainable future for Carbondale, or could it be this statement that is carried over from the Strategic Plan, or could it be something else.

Keith said this is where, as consultants, writing a vision statement on behalf of a town, or a city, or a client, should not be from us. He said that it should come from you. He said that we wanted to bring this statement back to you and suggest that maybe this is a vision statement that carries over from your strategic plan into your Comprehensive Plan. He said that it is something that is very possible and that it could happen. He said that we are not suggesting that this should be the vision statement in the Comprehensive Plan supplement, but it certainly is documented in Town’s information right now. He said give it some thought. He said that it is an important piece of the plan.

Keith said that once you go from the vision statement, the high-level future statement of what the community is all about in the future, then we go into these goal statements. He said that from the first time we met, that he was letting you know that in Chapter 2 of the current plan, that you have several goal statements. He said that there was also documented additional commentary from youth in the community back then in 2013, about governance. He said that we have taken all that information and compiled nine suggested goal statements, the items italicized are new, they don’t exist anywhere in your Comp Plan right now. He stated that Goal #5, the 2013 Plan, talks about mobility but it hasn’t risen to the level of the goal statement, that we are suggesting that maybe you give some consideration with actually inserting a goal statement that talks about mobility. He said that Goal #7, was in your Comp Plan, that came from the youth discussion. He said that there was lots of great dialogue and discussion in there and we have taken that information but need to talk about a goal statement that talks about social equity, health, and wellbeing.

## Draft Goals Framework

Goal #1: Embrace Carbondale's small-town character.

Goal #2: Promote economic growth, diversification, and self-sufficiency.

Goal #3: Address housing affordability and diversity.

Goal #4: Ensure long-term, sustainable infrastructure systems to meet community growth projections.

Goal #5: *Promote universal access, active mobility, and multi-modal options in the Community.*

Goal #6: Celebrate the natural resources and ecological values of the region.

Goal #7: *Prioritize social equity, health and well-being, creativity, and education in the Community.*

Goal #8: Ensure the long-term fiscal health of the community.

Goal #9: Guarantee high-quality responsive governance.

Keith explained that then what we did was taken each goal statement and we've been very specific about creating measurable objective statements for each goal statement. He said that goal statements are typically thought of as aspirational, far-reaching, they are very clear statements. He said that Objective statements are measurable, when we talk about embrace Carbondale's small-town character, the questions are how do we do that? He said that objective statements are ways of going about achieving that goal or reaching towards that goal. He said for each one of these ten objective statements, they have been reconfigured from your 2013 Plan, they are not new, to be written as objective statements. He said that he wanted to give you context that everything you are going to see on the next few slides is repeating the goal statement and showing you objectives statements that coincide with that goal statement.

Marina asked how Objective 1.10 was measurable, as well as all of the objectives.

Keith said that how it is measurable is not by the statement itself but by the fact you can quantify how many volunteer groups are actually in the community, what are all of the groups about, what kinds of things they are addressing, which can be measured. He said that making Highway 133 attractive is measured through your zoning code and your design guidelines for that corridor. He said that the statement itself is not measurable but points towards measurable outcomes, more so than a goal statement. He said that Highway 133 has been brought up a lot and there are a lot of opinions about is it successful or is it not successful, is it safe, are the developments along the corridor attractive. He said that the zoning code and development standards with architectural design guidelines are then the tool that you use to measure outcomes, have you achieved that objective. He said maybe the word visual in this sentence is not appropriate.

Dave added that when you are making findings on whether or not a project is furthering these goals and objectives, is that project making the environment more visually attractive in Carbondale. He said those are all measurable things when it comes to actual review or a call on something.

Keith said how do you use the Comp Plan once it is adopted, that is the question. He said that when a development project comes to you and you are evaluating it, you are going to look at the Comp Plan, the goals and the objectives, as a starting point. He said then you are going to look at the more concrete tool, which is your zoning code and your design standards. He said that you are going to look at all of that in its totality and you are going to weigh in on that development project.

Marina said that we have a limit to what is in our purview, up until this point.

Keith said what is important is going to be in the next two steps, which is the zoning requirements and the architectural design guidelines. He said are those two tools at a point where you can actually use them to make judgements about whether a project is visually compatible.

Keith said for example prioritize housing affordability and diversity, that is a carry forward from the 2013 plan. He said that we have been hearing it over and over again. He said that this is a priority of your community, no question. He said that when we went to the 2013 Plan, we were able to decipher one objective statement, 3.1 below; He said that we interjected another *Objective 3.2: Establish an affordable housing policy*. He said right now your community has deed restrictions, but we don't have a formal policy in place. He said establishing an affordable housing policy gets into how you achieve affordable in your community that is also diverse housing, is really important. He said that we are thinking you are not at that level of detail that you need to be because its becoming more and more an important directive and priority in your community. He said an actionable item, is to develop a more detailed affordable housing policy.

### Draft Goals and Objectives

#### Goal #1:

Embrace Carbondale's small-town character.

Objective 1.1: Support the existence of an ethnically and culturally diverse community.

Objective 1.2: Preserve and enhance access to the local decision-making process.

Objective 1.3: Protect the physical and natural environment.

Objective 1.4: Maintain the diversity of population in Carbondale that make the Town  
The quality progressive place that it is.

Objective 1.5: Maintain and/or create a diversity of housing types through land use  
Codes and planning goals.

Objective 1.6: Broaden and enhance recreational opportunities and facilities in the  
Community.

Objective 1.7: Maintain the importance of the individual in the community and the ability  
Of the individual to make a difference.

Objective 1.8: Facilitate and enhance the opportunity for people to work together and  
Preserve community networking systems.

Objective 1.9: Maintain and promote a high level of community volunteerism.

Objective 1.10: Ensure the Highway 133 corridor is visually attractive.

Goal #2:

Promote economic growth, diversification, and self-sufficiency.

Objective 2.1: Build from Carbondale's economic strengths to cultivate a unique role in  
The regional economy.

Objective 2.2: Capture more local spending.

Objective 2.3: Facilitate business development with growth and development  
Processes, standards and decisions that are clear, predictable, fair,  
Consistent, timely and cost-effective.

Objective 2.4: Support the enhancement of local food production systems (i.e., growing  
Processing, marketing, and consumption).

Goal #3:

Prioritize housing affordability and diversity.

Objective 3.1: Promote the development of diversity of housing types providing for  
Residents with different economic and housing needs and giving  
Employees the opportunity to live affordably close to where they work.

*Objective 3.2: Establish an affordable housing policy.*

Keith said that sustainable structures that's linked to what he's reading about in the notes from the CLEER workshop that was held last week, there might be some additional objective statements that are pointing towards sustainable infrastructural systems, whether water systems or waste systems. He said that it is important for us to get this summary from CLEER to you all, as you start to deliberate and think about these Objective statements in more detail and that it is a work in progress.

Goal #4:

Ensure long-term, sustainable infrastructure systems to meet community growth projections.

Objective 4.1: Support the development and maintenance of infrastructure necessary  
For a sustainable local economy.

Keith said that Goal #5 is the mobility goal, the first three objectives are new. He said that there were nuggets from the 2013 Comp Plan that talked about mobility, we just brought those forward. He said that our consultants, Fehr & Peers, helped us craft based on what we were hearing throughout this process.

Draft Goals and Objectives

Goal #5:

Promote universal access, active mobility, and multi-modal options in the community.

*Objective 5.1: Develop a Transportation Master Plan (TMP) for the Town of Carbondale.*

*Objective 5.2: Establish policy guidance to address universal and equitable  
transportation access for all community members.*



*Objective 5.3: Conduct a bicycle and pedestrian facility inventory and identify missing Gaps in the Town. Build off the 2019 High Priority Bicycle and Pedestrian Corridors Map and modify with additional high priority corridors.*

Objective 5.4: Support local businesses to provide more opportunities and convenience To shop in Carbondale and help reduce the need to drive.

Objective 5.5: Implement programmatic and infrastructure strategies to reduce the need To drive a single occupancy vehicle.

Objective 5.6: Conduct a parking study to understand parking utilization and need for Additional marketing of parking locations or additional parking supply.

Keith said that natural resources were pulled from the 2013 plan. He said that as he is looking at the CLEER summary that there is a theme, talking about trees and vegetation. He said that there might be something that we are going to glean from in that summary that needs to be inserted into this set of objectives. He said that it is a work in progress, and we aren't done yet.

Goal #6:

Celebrate the natural resources and ecological values of the region.

Objective 6.1: Reduce the demand for energy and produce energy locally.

Objective 6.2: Embrace the river corridors by preserving them and making them more Accessible for recreation.

Objective 6.3: Improve watershed health and water quality.

Objective 6.4: Preserve and protect views, trails, rivers, and other natural assets that Make Carbondale a great place.

Keith stated that health and wellness were not elevated to the level we think they should be, based on the community input. He said that these objectives were sprinkled in the discussion in 2013, coming from the youth. He said we tried to formulate that information into objective statements. He said they are trying to respect what was brought forward in the 2013 Plan and they are bring them forward as objective statements.

Goal #7:

Prioritize social equity, health and well-being, creativity, and education in the community.

Objective 7.1: Retain Carbondale's small-town feel that fosters individuality, diversity, And respect for one another.

Objective 7.2: Embrace Carbondale as a welcoming and caring place to everyone Regardless of economic circumstances or appearance.

Objective 7.3: Promote schools and community centers as places that are well Supported and help bring us together and retain a family-oriented Community.

Objective 7.4: Support community arts and culture and special events that inspire Civic pride, volunteerism, and unity.

Objective 7.5: Promote opportunities for the youth of Carbondale to have fun in town

During all seasons through festivals and celebrations. A wide variety of Year-round indoor and outdoor activities for young people to gather and Hang-out in town will make Carbondale a fun and healthy place to grow Up.

Objective 7.6: Support the community to prosper, grow and change just enough to keep It interesting, but not so much that it is no longer a safe, friendly, and Familiar small town.

Objective 7.7: Maintain Carbondale as a viable and affordable location for young people To build their lives and their careers.

Objective 7.8: Recognize the benefit of great schools.

Keith explained said this one is pointing to the economic fiscal health of the community. He said a lot of this is talked about in the Town's Strategic Plan. He said while it is important for the Comprehensive Plan to also discuss this, there is another document that talks about fiscal health and governance and how the Town manages itself. He said that we have made this into a formal goal as well.

Goal #8:

Ensure the long-term fiscal health of the community.

Objective 8.1: align fiscal policies and levels of service with future land use strategies.

Objective 8.2: Diversify town revenues.

Keith stated that the first three objectives were brought forward from the 2013 Plan and the next two were crafted, in addition to the first three objectives.

Goal #9:

Guarantee high quality, responsive governance.

Objective 9.1: Communication across the community will be effective, issues will be Debated openly, and citizens will be confident in a responsive and Decisive town government.

Objective 9.2: Town officials and residents will respect the importance of private Property rights and respect the applicable provisions of the Colorado And United States Constitutions.

Objective 9.3: Community members will engage in productive partnerships with other Organizations and governments to achieve our goals because we Recognize that the whole is greater than the sum of the parts.

*Objective 9.4: Create/refine development review standards and policies that are Predictable and manageable.*

*Objective 9.5: Ensure timely project development reviews.*

Keith said this is an overview of the goals and objectives to date.

Jay said that he knows we had a long list of objectives, when Cushing Terrell started on this, and it seems a lot of this still seems wordy. He said he thought a lot of this could be

simplified and more to the point. He said that he thinks we have the opportunity to condense it. He said that this is a big list.

Keith said when he was talking about our long list that it was from our chapter five, implementation strategies. He told Jay that we haven't even gotten to that list, which was one hundred and eleven actionable items in chapter five. He said your point is well taken and we can be more succinct about the objective statements. He said that he doesn't want it to be construed with objectives verses the strategies that are going to be talked about next month. He said that we found historical Comp Plans were like War and Peace novels and nobody read them. He said the faster we can get there the more successful the Plan will be.

### Key Recommendations: Downtown - Dave

What was heard:

- Somewhat stalled development.
- Desire restaurants, retail, and development.
- Highway 133 attracts growth.
- Trade-off between historic scale and redevelopment.
- Main Street affected by commercial development elsewhere.

### Recommendations:

1. UDC and Parking (HCC Zones)
  - Credits adjacent to public (future) transit.
  - Provide/clarify an on-street credit.
  - Eliminate bedrooms parking requirement.
  - In lieu fees.
2. Centralized shared parking.
3. Demand management strategies.

Dave said more ideas are design framework for frontages that is not use driven. He said that we know we want the streetscape to be vibrant and as places transition into residential areas, consider a different type of form-based parameter for the frontage. He said that we know that there are key intersections, and we want all four corners to be active. He said maybe there are other places with a different standard for designing a building, without a use-based requirement. He explained the colored coded map, with HCC zoned areas, primary activated frontage, secondary activated frontage, and corner activations.

### Other UDC Recommendations:

4. Amend standards to promote flexible design.
5. Reconsider 14' first floor height requirement, change max height to an acceptable Height (i.e., 38 feet)
6. Acknowledge on-street parking within a block may count for residential uses.
7. Consider a tiered frontage design framework for HCC blocks.

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### Key Recommendations: Downtown North - Dave

What was heard:

- Light industrial/creative industry jobs loss.
- Potential pedestrian/vehicle mobility impacts.
- Transitions between unlike uses.
- Greenways, connections, gathering spaces.
- Mixed use and income neighborhood.

#### Recommendations:

1. Flexible uses and building forms along Fourth Street and Rio Grande Trail.
2. Density transition down from higher in south/east.
3. Neighborhood-scale retail/commercial uses near the Fourth Street and Rio Grande Trail intersection.
4. Flexible ground floor plan (light industrial/commercial/creative/makers space).
5. Allow non-residential uses to evolve.
6. Optimize density to grow inside and not annex.
7. Populate downtown core to benefit businesses and access.
8. Allow subdivision to create varying lot sizes and uses.
9. Do not preclude rail corridor use.

### Key Recommendations: Residential Focus Areas

What was heard:

- R/HD may contribute to incompatible urban form and scale (35' tall structures next to R/LD).
- May lose older more affordable housing.

#### Recommendations:

1. Revise "Transitions between unlike land uses" to strengthen compatibility.
2. Consider design guidelines (e.g., the Mixed-Use zone) in these areas.
3. Incorporate transition areas into the Future Land Use Map and revisit.

### Key Recommendations: Housing + Jobs - Dave

What was heard:

- Residents "trapped" in deed-restricted units.
- Look beyond inclusionary zoning/deed restrictions.
- Undocumented community members not eligible for deed-restricted units.
- Conversion into short-term vacations rentals.
- Shortage of small spaces for lease for artists (makers spaces, live/work).

Recommendations:

1. Remove barriers to affordable housing.
2. Implement anti-displacement tools.
3. Allow ADU's in SF zones.
4. Maintain/refine inclusionary zoning regulations.
5. Explore programs allowing limited sale/transfer of unit.
6. Leverage County efforts including participation in State and Federal programs/subsidies.
7. Use recent modifications to GarCO codes to allow "Tiny Homes".
8. Support and expand efforts to create arts—oriented space.
9. Expand deed-restricted housing through CLT's.
10. Engage with regional housing providers.
11. Housing summit to develop a Carbondale Action Plan.

Nick asked what an example of community land trust options would be for affordable housing.

Dave explained that a trust would acquire land providing home ownership at a subsidized rate with parameters. He said because it is subsidized the appreciation might only rise 1.5% a year. He said it gets people into housing and to bring them up a step at a time, building equity. He said the land trust can use some of the equity to do another one.

Keith added that sometimes the community land trust and the housing trust are synonymous. He said that it is a mechanism to help accumulate or acquire land that can be repositioned for housing providers to build on that land. He said that the community land trust can build the units as well or sometimes they are just accumulating the land to set aside for affordable housing projects.

Dave said that the Aspen Valley Land Trust for example generally does that for conservation purposes.

Nicholas said that it brings up a general point that there a lot of good points listed and there seems to be a next step. He said remove barriers for affordable housing, good start but how? He said what are the barriers currently in place. He said it might be helpful to have that identified to some degree to understand what are the barriers currently in place. He said regarding ADU's in SF zones is clear and we can see that and follow through on that. He said he is wondering where we are falling short on many of these items. He asked if we were going to be given more to work with.

Dave answered yes that there is a longer statement to that point in the recommendations. He said that one was abbreviated for the presentation. He said their consultant suggested that covenants also typically provided a barrier to some of these things. He said that in some parts of town CC&R's might be preventing ADU's or carriage houses etc. He said that there are some that are identified that are not shown in their presentation.

Keith said that item number eleven is one of the most important high priority items. He said that there are a lot of great tools in place but there isn't a long-range Strategic Housing Policy Plan in place. He said to answer the question that was just asked, how do we get there. He said that bringing in the professionals in the region, Aspen, Roaring Fork Valley or Glenwood Springs, bringing everyone together and conducting a housing summit. He said it would result in actionable items of what are the highest priorities and how do we achieve and accomplish those things. He said that the Comp Plan can only do so much. He said drilling down into the details there is an actionable item that he sees that points towards bringing those coalitions together, find out who those resources are, figure out what the real problems are, land and affordability. He said then figure out an actionable plan going forward and how to achieve that. He said next month when we bring the implementation strategies to you it will be in a matrix table and that might be one of the items. He said it could be one of the highest priority items that you should try to accomplish in the next one to two years, facilitate the housing summit.

Nicholas requested that the acronyms be limited in use because these documents will be shared with those outside of the planning world. He said it would be great if all of the community residents have a fair shot understanding and interpreting all the great input that is being provided.

Keith said that we will include a definition supplement and that we don't have a definition section in our Comp Plan right now and that it is hugely valuable and not to put the definitions in the back.

Dave said that we will make sure to clean up the version that makes it to the website and for the presentations.

Marina said that short-term rentals is not showing as a negative or a positive.

Dave said that there is a concern of long-term rentals being converted into short-term rentals, which was taken as a negative.

Marina asked if there were any action items for that.

Dave said that the movement of the market is always very dynamic.

Marina said that it is a heavy issue in Carbondale right now. She said that she was in the remote part of Scotland recently and that everyone there was talking about their town was being killed by Airbnb's.

Dave said that there are demand side solutions and supply side solutions. He said it is a good point to clarify how those supply and demand recommendations do solve that issue.

Marina said that from what she has heard, parking has been one of the problems.

## Key Recommendations: Climate Action – Dave

Climate Action – Recommendations being compiled from CLEER/E-Board Event 9/23)

1. Track and report progress carbon neutral progress.
2. Evaluate implementation methods, technologies, opportunities, and issues.
3. Codes, plans, and strategies for climate protection, resilience, equity.
4. Emission reduction targets and decarbonization strategies for existing buildings.
5. Respond to updated versions of the CAP plan.
6. Expand renewable energy resources at regional and State level.
7. Three County solar and storage, Regional Energy Inventory study programs.
8. Pursue a Zero Energy District.
9. Expand zero emission vehicle infrastructure.

## Resiliency

1. Advance resiliency concepts and strategies.
2. Respond VCAPS findings.
3. Include performance targets and enforcement.
4. Develop building, community, regional and ecosystem resiliency scales.
5. Advance interconnectedness and shared systems.

## Equity

1. Advance social equity that reflects values and social identities.
2. Include and engage stakeholders and allow for community engagement and input.
3. Align affordable housing developments with sustainable building practices for low to moderate income households.
4. Promote energy transition around lower to moderate income households.

## Key Recommendations: Mobility + Access - Dave

What was heard:

- Emphasis: equity, sustainability, and safety.
- Concerns on lack of overall connectivity.
- Expand transit to connect adults/kids to jobs, grocery, after-school programs.
- Prioritize safe crossings on Hwy 133.
- Lack comprehensive transportation plan.
- First and last mile connections are lacking.

## Recommendations

1. Develop Transportation Master Plan (TMP).
2. Implement sidewalks and upgrade deficient sidewalks.
3. Evolve the 2019 High Priority Bicycle and Pedestrian Corridors Map.

4. Build off the Eighth Street Corridor project toolbox.
5. Identify bike/ped cut-throughs.
6. Conduct a study (with partners) to expand transit service.
7. Plan/design enhanced bike/ped crossings of Hwy 133.
8. Invest in TDM strategies that promote different modes.
9. Implement infrastructure when areas develop or redevelop.
10. Conduct a parking study.
11. Maintain Main Street as a neighborhood gateway to Downtown.
12. South entry at Hwy 133 and Lewis Lane/Weant Blvd.

#### Key Recommendations: Aging in Community - Dave

##### What was heard:

- Retrofit housing for Universal Design for aging in place.
- Expand/maintain sidewalks for all ages.
- Paratransit not a viable service for many.
- Lack of affordable childcare.

#### Recommendations

##### Transportation

1. Audit upgrade sidewalks.
2. Develop a sidewalk maintenance program.
3. Partner to enhance paratransit program.
4. Integrate electric-bikes (parking, integrated design).
5. Implement local transit enhancements per the Multi-Modal Access and Circulation recommendations.

##### Housing and Services

6. Committee to implement CAFCI projects and efforts.
7. Include childcare into new development.
8. Supply housing for younger families and older adults.
9. Implement Universal Design elements into the UDC.
10. Establish a unit target for University Designed units.
11. Elevate age-friendly concepts to be part of CIP.

#### Key Recommendations: Historic Preservation - Dave

##### What was heard:

- Good existing framework and guidelines; expand to residential.
- Additional preservation incentives/funds.



## Recommendations

1. Dedicated funding source for preservation efforts.
2. Façade improvement program and funding sources.
3. Expand historic design guidelines and for residential uses.
4. Ensure important area boundaries are clear.
5. CHPC consideration review of projects.
6. Form-based residential infill compatibility standards.

Marina said that she appreciates this addition as it hasn't been part of the P&Z's purview.

Dave said that it came from the discussions about the Downtown and HCC zone district.

## Future Land Use Map - Dave

What does the FLUM DO (and Not Do)?

- Provide an accurate vision of transition.
- Guidebook for zoning.
- No change in property rights.
- Not permanent.

Notes:

1. Shift toward land use basis (rather than neighborhoods/existing use types).
2. Redefinition/clarification of some Land Use categories.
  - Residential/Medium Density
  - Residential/High Density
  - Light Industrial/Mixed Uses (Dolores, Downtown North)
3. Clarification of use types for each designation.
4. Clarification of "transition areas between unlike land uses".
5. Key multi-modal connections.
6. Garfield County in-holdings and vision for Future Land Uses.
7. Old Town Land Use category.

Nicholas asked if there would be an "Areas of Change" map to help illustrate what is staying and what is in motion. He said even as a black and white map for folks to interpret between the old and the new.

Nicholas said that we have a small community with the keep us "Funky" on the top ten list. He said that when we think about funky, we think about diversity and creative qualities and the nuances of a small town, where folks appreciate the eclectic nature. He said he wonders how the removal of a neighborhoods concept or a character area orientation toward a land use approach or grey approach, is still respecting and reinforcing the qualities of our neighborhoods throughout our community.

Dave said a lot of it is the where and in the Old Town neighborhood its keeping that neighborhood. He said in a lot of places they haven't changed too much. He said there are capabilities to define R/MD and R/HD. He said if we find it needs to be called residential-mixed or such, he said that we have to go through the process. He said that R/MD is where there is funkiness and that you are able to qualify what that funkiness is defined as still. He said this is one step closer to getting to an accurate representation of the futures.

Further discussion ensued regarding the Future Land Use Map

Keith said that if we need to describe in detail what acronyms are, we need to decide how to define eclectic and funky. He said that it is really hard to do that. He said that if you really wanted to be funky and eclectic get rid of the zoning map and get rid of the land use map and let it go to do its thing.

Further discussion ensued regarding a "character area"

#### Next Steps - Keith

Virtual Public Meetings – October 27 & 28, 2021

Project Steering Committee #5 – October 14, 2021

Draft Plan - November

#### Public Comments

Anne Krimmer, **501 Mesa Verde** said regarding "funkiness" and its definition, if you go back far enough it used to be messy vitality that everyone wanted. She said that her question is in use, funkiness in use, funkiness in design, that she agrees that it needs to be defined further. She said that she's not sure what people mean with it either, other than it's come up for the last twenty-two years that she has been here. She said that she thinks it has to do with creativity but that she's not sure if its just design. She said that it makes her sad that the Pour House floor is gone, she said that some people would say that's a Carbondale thing. She said that she's not sure if there is anything else that people can point to that this is what I define as funky.

#### Commissioner Comments

Marina said that we need more specific takeaway from the community events.

Nora suggested that everything in the future be both in Spanish in English and to continue to engage the Spanish speaking community.

Further discussion ensued regarding Latinx community communications

Jay asked how we could help with people displaced from their homes.

Dave said there are ways to share costs through Linkage Fees, rent subsidies as well as rent committees that need to be established to guide where the money goes. He said that Paycheck Protection is one too, if you increase income, it decreases housing. He said that they're in the recommendations but not in the presentation.

Nora said a lot of what they heard was that in mobile home parks that lot rent keeps increasing.

Nick asked if there was a way to set up a community trust to acquire the mobile home parks, to disperse those lots among those residents.

Dave gave an explanation of a scorecard from San Francisco, which shows how every application is scored, including land trusts, foreclosure assistance and impact fees. He said that having the score card allows you to start and evaluate what you need to do.

Keith said another option is to provide financial means for home repairs to maintain the product that is there, the home that is in place. He said that all those topics can be covered in the housing summit concept that we were suggesting.

Jay said that he really loves the idea of having a housing summit.

Kim said that she is fascinated by the conversation and that she especially likes the idea of the character overlays.

Jay said that he didn't see much regarding increasing the bus loop for RFTA, in the key recommendations.

Keith said that there is one item that is getting lost here regarding the importance of developing a stand-alone Transportation Master Plan, that's all encompassing of all of the issues. He said that right now it is a chapter in your Comp Plan. He said that in Glenwood Springs they have developed a much more detailed collaboration with RFTA to understand how they can bring in Federal dollars to create operational dollars to expand services. He said that Carbondale is at that point that we are starting to grow into that level of detail.

Dave said that when it comes to economies of scale you need to start looking at a true local transit system and that there are three ways to do it.

Nicholas said that the cost of that is an interesting point, he said after meeting with Mayor Dan, that he learned that Carbondale is run lean and mean and that we don't carry debt, which is a streamline process. He said that what he sees in the draft documents is a lot of great ideas and how it is balanced with fiscal conservancy. He said how is the Plan also accommodating or supporting these add-ons for our community?

Keith said that often times when you do a Comprehensive Plan there is a fiscal analysis component to that Comp Plan, to understand revenues and costs, to then start to

combine the vision, goals, and strategies and link it to your capital improvement program with funding sources that support these projects. He said that in this update we are not being asked to do that, because we are trying to focus on a handful of priority areas. He said that with a whole Comp Plan it would bring in that fiscal analysis piece as well, he said that it is an important piece to tie everything together. He said that the implementation strategies that we are going to be developing, high, medium, and low priorities, will have criteria. He said some of the criteria will be, can you afford these things. He said that we are confined with the scope of parameters we have with this update.

Nicholas said that we need to have something in place with this update so as we are planning for a Ferrari but not able to afford it at this point, the community needs to understand that there's a lot of recommendations but that it's just not possible. He said that is important for us to figure out a way to communicate that, even without it being a proper Comp Plan process being in the scope at this time.

Nick said that's a great point, he said we don't necessarily need to solve the problem. He said that what we are trying to do is have a ten-year plan that would arrive at that at that solution. He said that a big piece of the puzzle is trying to figure out how to make more money, through the tax base. He said that the residents of Carbondale have been very resistant to opportunities to make more money in the past. He said that some of the community just doesn't want to take the steps to make the money to make these things happen. He said how do we change the sentiment, which needs to be part of the conversation.

Dave said that is a really good point and that this Plan might help you as leaders and as a Commission understand what people might choose relative to one another. He said that if you were to say, do you want affordable housing or a multimodal corridor, everyone is going to choose affordable housing. He said when you bring in the wrinkle that you just mentioned, you need to have the money to do it. He said it might be easier to get money for a multimodal corridor. He said that he hopes in the outcome of this process you can see the ratios of people's sentiment to make those decisions.

Nicholas said that might also be helpful to think about a process whereas we are also investing what we have right now. He said today with have our sharrows without thermoplastics on the streets and basic infrastructure that isn't being reinforced. He said that these might be nice transition tools to implement on our way up to higher end solutions and planning throughout

Nick asked if we could summarize some of the bullet points that we have been talking about tonight;

- Climate Action,
- Multimodal Transportation,
- Mobility and Access,
- Affordability,
- Equity,
- Community Involvement

- Connectivity
- Traffic Reduction
- Parking
- Aging in Place
- Universal Design

Nick said that it seems perhaps we could come up with some multi-optimized solution that touches on all of these, is it possible, one silver bullet that really touches on all of these topics that we keep bringing up. He said maybe we tweak the Comp Plan to promote density and walkability.

Nicholas asked if this was part of the vision statement or top-level statement.

Nick said to come up with a short list of bullet points that we could draft policy and language around, that would hit all of these topics that we are bringing up as well as inexpensive to implement.

Further discussion ensued regarding the objectives

Keith said that you guys are going to see something interesting next month with the implementation strategies, the action plan. He said that two things that he said at the very beginning when we first met, you have one hundred and eleven strategies, this big grab bag of stuff, seventy of those were high priority. He said that what we are doing with Janet right now is figuring out how many did you accomplish, and we are going to whittle that list down to a manageable bucket. He said that it is going to start to be clear, it is achievable to get to this point that Nick is making, that here are half to a dozen things that are really important. He said that the next step will be, what are the trade-offs that you are facing, to wrestle with these high priority items, is it mobility, is it density, is it walkability, is it housing, what is it? He said that you are going to have this conversation next month, whittling the strategies down to a manageable number and what are the trade-offs and figuring out the actionable plan going forward. He said that we are not going to whittle down the objective statement, they are what they are. He said that it is translating those items into strategies going forward, high, medium, and low priorities. He said and to the conversation earlier, how do you overlay on top of that the fiscal implications of those elements, those are the next steps.

Dave said that he has a visual in his head of a dart board, with each one of these important things, converging on the bull's eye, pieces of the pie. He said and if the bull's eye was the highest impact, projects you could do, plot on the dart board all of the projects that you want to do, to narrow down your bull's eye. He said that we might be able to provide some kind of graphic that might help you understand that, once we come up with some of these projects and recommendations.

Nicholas said that in general one of his comments was more diagrams, less words. He said that there is great opportunity here to distill this down and bringing in prioritization, as a component to this, for our larger community.

Nicholas asked where the Existing Conditions Report was located.

Nora said that if it isn't on the website, it will be there by tomorrow.

Nicholas said regarding the engagement process, a lot of great references to what you have heard, but please show your work. He said that there is a disconnect for him, how can the comments be documented, in a manner that gives respect to the processes, where those comments were made. He said some sort of reference to, which event, actual comments, scans of the charrette items. He said that he has heard comments in the community that these comments are really coming through.

Nora said that she wrote the community engagement report, and we will point you to where that is, and it is all very well documented.

Keith said that in the live meetings we had people scribe notes and we take pictures of those items, as well as unedited. He said that the online surveys is all true to form. He said that we always try not to manipulate the data. He said that we scribe it, document it and then through a series of processes like this conversation, after meetings with various focus groups, then we try to distill it. He said that it sounds like a simple graphic, how did we do that.

Keith said that the homework assignment is;

- The vision statement
- The nine goals
- The objective statements

Marina asked what the deliverable process is, since its not going to happen tonight.

Keith said that we are moving the recommendations that we talked about tonight along, then present implementation strategies in a couple of weeks and we are going to move those two things along parallel. He said then they are going to merge and then they are going to be put in the draft plan. He said that what was presented tonight is viewable to the public, but it is evolving.

Nicholas said personally speaking the turn-around time is not reasonable, for those with families and kids, one week or less in some cases. He said that there needs to be a proper moment in this for the steering committee to work together, to have a conversation amongst ourselves and dig into this.

Further discussion ensued on a work session and a Doodle Poll to schedule a work session.

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### **Election of Chair and Vice-Chair**

Nick made a motion to recommend Jay Engstrom as Chair and Nicholas DiFrank as Vice-Chair of the P&Z Commission. Marina seconded the motion, and the recommendation was approved unanimously.

### **P&Z Interviews**

The Commission interviewed Anne Krimmer in person and Elizabeth Cammack on Zoom. The Commission decided to postpone any decisions until they could interview Kade Gianinetti at the next meeting.

### **Staff Update**

Janet said that the Board gave Michael a plaque for his years on the Commission, with Ben and Dan giving a presentation.

Mary said the plans came in for Dr. Stein's storage units on Colorado Avenue today.

### **Commissioner Comments**

Nicholas said that he is looking forward to bringing this Comp Plan process into a focused closure. He said that we are all under tight timetables, he said that he does see some things that could be cleaned up in CT's process. He said that he looks forward to us as a Commission holding them accountable. He said he hopes we can all show up, give clear guidance and that it is for the greater good. He said that he hopes that we can do this work session and that we can speak clear if we aren't seeing what we want. He said that it is the next decade of our town at a pivotal moment, with population increase, environmental impacts, with development impacts, all converging.

Nick said that he is just an architect and that he feels underdone and quite humbled by the whole experience. He said that he doesn't know most of what they are talking about and that he doesn't have a lot to offer.

Marina said that she echoes Nick and applauds Nicholas. She said that she is not a Planner but that she plays one on TV sometimes.

Further discussion ensued regarding the process with the Comp Plan.

### **Motion to Adjourn**

A motion was made by Marina to adjourn, and the meeting was adjourned at 10:32 p.m.

**MINUTES  
ENVIRONMENTAL BOARD  
September 20, 2021**

**CALL TO ORDER**

Colin Quinn called the in-person/virtual EBoard meeting to order at 5:05 pm on September 20, 2021.

**ROLL CALL**

The following members were present for roll call:

E-Board Members:     Colin Quinn, Chair  
                               Sandy Marlin, Member  
                               Genevieve Villamizar, Member  
                               Nicole Rebeck-Stout, Member  
                               Pat Hunter, Alternate  
                               Scott Mills, Alternate

Town Staff Present:     Mark O'Meara, Staff Liaison  
                                   Heather Henry, Board of Trustees Liaison  
                                   Kae McDonald, Boards and Commissions Clerk

Guests:                     Katharine Rushton, CLEER Representative  
                                   Alyssa Reindel, Evergreen Zero Waste

**CONSENT AGENDA**

***Motion Passed:*** Pat ***moved*** to approve Environmental Board meeting minutes from the August 2021 meeting. Colin ***seconded*** the motion, and the minutes were ***unanimously approved***.

**PERSONS PRESENT NOT ON THE AGENDA**

Alyssa asked if one of the EBoard members was interested in helping her with her presentation on Waste at the upcoming CLEER meeting on Thursday night. She was also open to any ideas EBoard members might like to share.

Sandy wondered how many people would be attending, and whether it might be better to be in the audience asking questions rather than being on the dais for a presentation.

Alyssa explained that there will be a short presentation on each topic with the entire group and then there will be break-out sessions for more in-depth discussions.

**ENERGY SUPPLY/RENEWABLE ENERGY ACTION ITEMS**

Katharine shared her screen to go over the Energy Supply and Renewable Energy spreadsheet tab.

Strategy 1: Town of Carbondale owned buildings:

- A combination of on-site solar, plus a subscription to HCE's PURE program bring the town owned facilities to 100% renewable energy offset



- RFSD buildings in Carbondale are also 100% renewable energy offset through onsite solar PPA plus CSG subscriptions.
- TOC is moving forward with a hydropower project on Nettle Creek

Strategy 2: Accelerate the installation of renewable energy systems on homes and businesses:

- The TOC is a member of Garfield Clean Energy
- “Solarize Garfield County” was a group-buy campaign for solar PV that resulted in a gain of 368 kW of rooftop solar
- Efforts are currently falling short in providing rooftop solar to the low-to-middle income category
- Encourage and develop incentives for battery backup—this is realistically in the realm of the utility companies. Holy Cross has a pilot program to incentive battery storage
- Continue to streamline the permitting process
- Identify barriers to the use of solar thermal

Strategy 3: Pursue the Concept of Zero Energy Districts

- There is a Zero Energy District concept project along Third Street that includes the Third Street Center, the library, and some residences
  - The challenge is the financial difficulty in converting gas to electric
- The District Heating Systems concept is centered on geothermal feasibility at Third Street

Strategy 4: Advocate for Comprehensive Policies at the Regional and State Level

- CLEER works with COSSA and Garfield Clean Energy on a variety of lobbying projects
- CLEER has successfully supported community solar array proposals with all suitable parcels in Garfield County mapped
- The Regional Solar + Storage Project and Action Plan is now in draft form

Katharine also noted that while it isn’t listed, a relevant piece of information is that the TOC just adopted new codes increasing renewables requirements over time

Questions/Comments:

Scott asked how the code mechanisms work because he keeps getting directed back to the UDC.

Katharine responded that the process isn’t new or different and that the renewable energy requirement is in the new codes.

Scott pointed out that the UDC is the overarching road map, and he wants to make sure no opportunities are missed with regards to net zero requirements. He asked if CLEER is compiling anything for the UDC review in 2022.

Katharine wasn’t sure what the status of the UDC review was and noted that that would be the purview of TOC staff.

Heather clarified that the building codes are not part of the UDC and noted that the current review is for the Comprehensive Plan update. She went on to point out that the UDC

wouldn't define the number of charging stations required, for example—that would be found in the Commercial Green Code. She explained that the Planning and Zoning Commissions reviews projects against the UDC, while the Comprehensive Plan is a policy-level document that guides what goes into the other documents.

Nicole asked Katharine to clarify her comments on equity—specifically for new and existing solar arrays and income levels.

Katharine explained that they found the low-to-middle income opportunities were missing, and they want to be able to expand rooftop solar opportunities to everyone. She added that solar gardens are one possibility, but the challenge is finding locations that are suitable.

Scott asked if there was anything available on the regional level, such as residential-pace financing.

Katharine wasn't sure and noted there are issues with that type of financing. She added that the Colorado Clean Energy fund is a non-profit focused on under-served clean energy opportunities.

Colin asked if Solarize Garfield County will be extended or expanded.

Katharine responded that that would be a question for the Garfield Clean Energy Board. She noted that most of the installations were in Glenwood Springs or Carbondale, rather than in Rifle or Parachute where they would have benefited the most. She added that with a group-buy program contractor, one contractor gets most of the work, and if CLEER pursues this type of program again they would do it differently.

Colin commented that if CLEER needs the EBoard's help with recommendations to the BOT, to let them know. He also offered the EBoard's assistance in addressing the equity issue.

### **SEPTEMBER 23<sup>RD</sup> EVENT SPONSORED BY CLEER TO GAIN INPUT INTO THE COMP PLAN**

Colin reminded the board members of the CLEER-sponsored meeting focusing on integrating the Climate Action Plan into the Comprehensive Plan Update. Katharine shared her screen showing the tentative agenda which is broken out into presentations and breakout groups. Colin suggested those EBoard members planning to attend help facilitate conversations within the breakout groups. He encouraged everyone to seek solutions and not just gripe about problems. He added that the results will be communicated to Cushing Terrell and the TOC Planning and Zoning Commission.

Sandy asked if people will be allowed to go to different breakout groups. She asked how the information will be gathered and if representatives from Cushing Terrell will be present.

Katharine responded that people will be able to attend physically and virtually; representatives from Cushing Terrell will be attending virtually. She added that each breakout group will be provided with paper and sticky notes, so everyone's thoughts can be captured and then Zach at CLEER will code the data into a spreadsheet and give it to Cushing Terrell.

Heather echoed Colin and urged everyone to lean into community-based solutions. She suggested jotting down ideas before the meeting.

Colin provided an example of hearing how builders perceive the concept of small-town character and how that language could be incorporated into the Comprehensive Plan update.

Scott agreed with Colin and commented that he would hate to see the “Big-Box” attitude in Carbondale. He asked if there will be a design element to go along with the Comprehensive Plan update and UDC?

Heather explained that the best path to understand the updated Comprehensive Plan and design is to look at the existing Comprehensive Plan—and the current Comprehensive Plan was all about getting away from strip malls.

Colin commented that the current Comprehensive Plan is impressive and says all the right things, but there is no definition of small-town character. He noted that there was a clear focus on infill versus annexing. He underscored the importance of providing input into the current update process.

Heather pointed out that their current client—the City of Glenwood Springs—requested that “small-town character” not be used because it means something different to different people. She added that it has become a catch phrase that isn’t actionable.

Nicole asked if Carbondale has considered participating in the LEED for Cities program and noted it might help with achieving measurable results.

Katharine responded that Carbondale is part of Colorado Communities for Climate Action (CC4CA), which does a lot of policy and actions. She thought the LEED for Cities program might be a good resource.

Pat commented that in visiting with a neighbor she thought Carbondale has lost its serenity—there are more buildings, more traffic, more people. He thought that the more that is added, the more Carbondale is getting away from what attracted people here in the first place. He would like to see an emphasis on the bigger picture and worries that with the rush to add people, the affect it has on those already here isn’t considered.

Genevieve related that Sunday afternoon she noticed a lot of helicopters circling Carbondale and spent time observing them with binoculars trying to figure out what they were doing. She noted that she has become increasingly protective of the town and related a second experience of watching a longtime local blow through the stop sign at Snowmass Village and Main—which is an important intersection for pedestrians and cyclists and could have ended badly—so it isn’t just newcomers or visitors that are exhibiting poor behavior. Genevieve acknowledged that change is inevitable, and you can’t close the doors on those that want to be here. She reiterated the importance of the upcoming CLEER meeting and suggested using the break-out session to pinpoint the key elements of the changes that are instigating fear and alarm and explore solutions to mitigate that tension.

Pat noted that the overwhelming populations aren’t just affecting Carbondale, but that it is symptomatic of the western United States in general, especially tourist towns. He added

that you can't accept everyone who wants to live here and that that needs to be a part of the discussion.

Mark suggested quantifying those things that characterize small-town character such as carrying capacity and density. He suggested it might also be helpful to serialize development so not everything is getting built at the same time.

Scott added that small-town character can also be equated to big box versus small business—despite the idea that bigger is better in terms of economic gain, small businesses are more likely to recirculate the money in town. He wondered how you can codify that spirit and keep the money here.

### **ADJOURNMENT**

The September 20, 2021, regular meeting adjourned at 6:25 p.m. The next regular meeting is scheduled for October 18, 2021 at 5:00 pm.

Respectfully submitted,  
Kae McDonald