



HOUSING AUTHORITY, TRUSTEE WORK SESSION, AND REGULAR MEETING – Silverton Board of Trustees

Silverton Town Hall – Monday, February 10, 2025

Call to Order & Roll Call –Housing Authority @5:00pm Trustee Work Session @6pm Regular Meeting @7:00pm

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**ATTENTION:** The Town of Silverton Trustee meetings are being conducted in a hybrid virtual/in-person. Instructions for public participation in Town Trustee meetings are as follows:

- Zoom Webinar Link: <https://us02web.zoom.us/j/88637487127>
- By Telephone: Dial 669-900-6833 and enter Webinar ID 886 3748 7127 when prompted.
- YouTube (live and recorded for later viewing, does not support public comment): [www.youtube.com/channel/UCmJgaI9IUXK5TZhHugprpQ](https://www.youtube.com/channel/UCmJgaI9IUXK5TZhHugprpQ)

**If you would like to make a public comment during a specific Agenda Item, please submit a request to the Town Administrator at [gkaasch-buerger@silverton.co.us](mailto:gkaasch-buerger@silverton.co.us)**

*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Regular Meeting Closing Public Comment must be related to an agenda item.*

**Housing Authority @5:00pm**

- 1) Public Comment - *Comments must be limited to three (3) minutes in duration.*
- 2) Approval of 2.10.25 Meeting Minutes
- 3) Director's Report
- 4) SHA Resolution 2025-02 A Resolution of the Housing Authority of the Town of Silverton Amending the Silverton Affordable Housing Guidelines Sections 100-111 and Definitions Section.
- 5) SHA Resolution 2025-03 A Resolution of the Housing Authority of the Town of Silverton of Delegation of Signatory Authority for Anvil Townhomes LLC.

**Trustee Work Session @6pm**

- 1) Community Update: Brownfields Phase II findings

**Regular Meeting @ 7:00pm**

- 1) Staff and/or Board Revisions to Agenda
- 2) Public Comment - *Comments must be limited to three (3) minutes in duration.*
- 3) Presentations/Proclamations
- 4) New Business



- a) PUBLIC HEARING: Resolution 2025-05 A Resolution of the Town of Silverton Adopting the 2025 Three-Mile Plan
- b) Zoning Map Proposal: Interactive, Public-Facing GIS Map
- c) Resolution 2025-06 A Resolution of the Board of Trustees of the Town of Silverton, Colorado Amending the Town of Silverton's Fee Schedule to Reduce the Special Event Vendor Fees
- d) Library Board Vacancy
- 5) Consent Agenda
  - a) Payroll
  - b) Meeting Minutes 2.10.25
  - c) Accounts Payable
  - d) February Sales Tax Report
  - e) January Financials
- 6) Staff Reports
  - a) Trustee Retreat State of the Town Presentation
- 7) Committee/Board Reports
  - a) 2.18 San Juan Regional Planning Commission
  - b) 2.18 Finance Committee
  - c) 2.20 Library Board Meeting
  - d) 3.6 Personnel and Ordinance Committee Meeting
- 8) Trustee Reports
- 9) Continued Business
  - a) PUBLIC HEARING: Second reading for adoption of Ordinance 2025-03 An Ordinance Amending Chapter 8, Article 4, Transportation Impact Fee of the Silverton Municipal Code Authorizing the Collection of a Transportation Impact Fee
  - b) Resolution 2025-03 A Resolution of the Town of Silverton to waive the tap and plant investment fees for the Anvil Townhomes Affordable Housing Project
- 10) Public Comment
- 11) Request for executive session pursuant to CRS 24-6-402 (4)(f) Personnel matters to discuss the salary of the Town Attorney.

**Adjourn**

**Up-coming Meeting Dates:**

- 3.17 @9am Finance Committee Meeting
- 3.24 @5pm Trustee Work Session
- 3.24 @7pm Regular Trustee Meeting
- 4.8 @ 4pm or 5pm (TBD) Historic Preservation Committee
- 4.14 @ 5pm Silverton Housing Authority
- 4.14 @7pm Regular Trustee Meeting

**End of Agenda**

**March 10, 2025**

**SILVERTON HOUSING AUTHORITY**

**MEETING PACKET**



## HOUSING AUTHORITY - MEETING MINUTES

Silverton Town Hall – Monday, February 10, 2025

Call to Order & Roll Call –Housing Authority @5:30pm

**ATTENTION:** The Town of Silverton Trustee meetings are being conducted in a hybrid virtual/in-person. Instructions for public participation in Town Trustee meetings are as follows:

- Zoom Webinar Link: <https://us02web.zoom.us/j/88637487127>
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*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Regular Meeting Closing Public Comment must be related to an agenda item.*

**Present:** Trustee Halvorson, Trustee Wakefield, Trustee Schnitker, Trustee Gardiner, Trustee George, Mayor Pro Tem Harper, Mayor Kraker

**Absent:**

**Staff:** Administrator Kaasch-Buerger, Housing Director Anne Chase, Clerk Melina Marks

**Housing Authority @5:30pm**

Public Comment (added to agenda)

- No public comment

1) Approval of 12.9.24 Meeting Minutes

**Trustee Goerge moved, and Trustee Gardiner seconded to approve the 12.9.24 Meeting Minutes.**

**Passed unanimously with roll call.**

2) SHA Resolution 2025-01: A Resolution of the Silverton Housing Authority of the Town of Silverton Amending the Silverton Affordable Housing Guidelines to incorporate the SJDA Homeownership Program.

- Housing Director Anne Chase provided context regarding this proposed resolution.

**Trustee Halvorson moved, and Trustee Gardiner seconded to approve SHA Resolution 2025-01: A Resolution of the Silverton Housing Authority of the Town of Silverton Amending the Silverton Affordable Housing Guidelines to incorporate the SJDA Homeownership Program with the following conditions: that the Reception Number and date of the recording of the Affordability Covenants be administratively updated Passed unanimously with roll call.**

3) Request for Special Meeting on 4/7/2025

- This meeting will be held at 5pm for the appeal hearing and Waitlist Drawing for the SJDA Homeownership Waitlist Application.



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Melina Marks, SHA Appointed Secretary

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Dayna Kranker, Chairperson



**Silverton Housing Authority  
Director Report**

Department: Housing  
Head of Department: Anne Chase  
Date of SHA Board meeting: 03/10/2025

**For immediate Trustee consideration:**  
Amending the Silverton Affordable Housing Guidelines

<p><b>Regular Meetings &amp; Communication:</b></p> <ul style="list-style-type: none"><li>• Weekly Region 9 Housing Leads Check In</li><li>• Weekly Housing Check-In w/ Gloria</li><li>• 9 meetings with community members / interested home buyers.</li><li>• 1/24 SJDA Board Meeting</li><li>• 2/11 Colorado State Housing Board Presentation</li><li>• 6 Newsletters / Announcements since beginning of year.</li><li>• 2/26 BOCC Presentation.</li></ul>	<p><b>Top on the TO DO list:</b></p> <ul style="list-style-type: none"><li>• Review applications for the SJDA Homeownership Program &amp; prepare for Waitlist Drawing.</li><li>• Finalize capital stack for Anvil Townhomes.</li></ul>
<p><b>Grants (applications, updates, awards):</b></p> <ul style="list-style-type: none"><li>• Awarded \$616,000 (pending contract) from the CO Division of Housing on 2/11.</li><li>• CHFA \$14K for ADU project – awaiting commencement.</li><li>• EIAF More Housing Now: On Pause for Boxcar Apartment Site.</li></ul>	<p><b>Upcoming Issues:</b></p> <ul style="list-style-type: none"><li>• Waitlist Drawing on 4/7.</li></ul>
<p><b>Notable completed tasks:</b> Conducted a Home Ownership Interest Survey. Submitted project timeline to DOLA for the EIAF More Housing Now Grant.</p>	<p><b>Ongoing Project Updates:</b> <b>Anvil Townhomes</b> awarded \$616K, still need \$450K. Application underway with CO Health Foundation. <b>Boxcar Apartment</b> on pause due to unforeseen need of Avalanche Zone study &amp; significant expected site costs for housing development. To be discussed 4/14. <b>Homebuyer Education</b> classes are expected to return to Silverton April 23, working on a Spanish homebuyer education course. <b>ADU Pattern Book</b> on pause until staff has capacity.</p>

	<p><b>Zanoni Parcel</b> materials management plan is underway.</p> <p><b>Multijurisdictional Housing Authority</b> research and discussions have not begun.</p>
<b>Learning/ Professional Development:</b> Completed 6 of 8 modules of the University of Denver's Executive Certificate in Affordable Housing.	



## AGENDA MEMO

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SUBJECT: Amending the Silverton Affordable Housing Guidelines  
MEETING DATE: 3.10.25  
STAFF CONTACT: Anne Chase

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### Overview:

The SHA Board originally adopted the Silverton Affordable Housing Guidelines in September 2024 for the purpose of establishing clear, transparent, accountable guidelines for affordable housing programs and developments of the SHA.

In the 6 months following the implementation of the Guidelines, Staff has identified errors, issues, and opportunities to better align the Guidelines with industry best practices. The redlined version of the Guidelines with proposed edits is included below, however, this memo will serve as a general overview of the revisions. If the Board or Public wish to see a version without edit history i.e. the adoption version, please contact Staff.

### Guideline Revisions

#### Grammatical / Linguistic Revisions:

Original	Proposed	Reasoning
Lottery	Waitlist Drawing	Industry best practice shift. Lottery may imply “winning” or a guarantee to receive. “Waitlist Drawing” indicates random chance will determine the Waitlist and implies applicants must “wait” or formally be offered an opportunity to graduate from the waitlist.
Priority Entry	Bonus Entry	Per Fair Housing, everyone must have an equal opportunity to access housing opportunities / resources. Subtle tweak for better alignment.
Deed Restriction	Affordability Covenants	Industry best practice as required / strongly recommended by CO Division of Housing.

#### Content Revisions:

1. Removal of “TOS Board of Adjustments.” Due to the LUC Update, the TOS BOT now serves as the Board of Adjustments. The Board of Adjustments was originally included to serve as an appeal mechanism so a decision made by the Board of Adjustments could be appealed to the SHA Board. It doesn’t make sense for

the BOT to have an appeal hearing for an SHA Board decision as the boards are the same. Instead, SHA Staff will make administrative decisions that can be appealed to SHA Board and SHA Board is the final decision.

Additional changes give SHA Board the ability to amend the Guidelines without TOS Board approval – again this eliminates the board redundancy.

2. General Affordable Housing Program Goals: Due to State requirements / recommendations, employment-preferred housing opportunities may contend with Fair Housing.
  - a. Original: The primary goal of the Affordable Housing Programs is to provide Quality, Affordable Housing for residents and their families who make a living primarily from Presence Required Employment.
  - b. Proposed: The primary goal of the Affordable Housing Programs is to provide Quality, Affordable Housing for residents who are otherwise priced out of the housing market in Silverton.
3. General Qualification Standards:
  - a. Eliminated: Employment Standard and Minimum Household Size Standard
  - b. Changed the language to make the other Qualification standards generalized and not automatically applied to all Housing Programs.
4. Maximum Sale Price Calculation – moved sections for clarity.

**Recommended Motion:**

Motion to adopt Resolution 2025-02 A Resolution of the Housing Authority of the Town of Silverton to amend the Silverton Affordable Housing Guidelines (with or without conditions).



## RESOLUTION NO. 2025-02

### **A RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF SILVERTON AMENDING THE SILVERTON AFFORDABLE HOUSING GUIDELINES SECTIONS 100-111 AND DEFINITIONS SECTION**

**WHEREAS**, the Housing Authority of the Town of Silverton (“Silverton Housing Authority”), in the County of San Juan and the State of Colorado is a municipal housing authority duly organized and existing under the laws of the State of Colorado; and

**WHEREAS**, the Silverton Housing Authority Board adopted the Silverton Affordable Housing Guidelines on September 9, 2024; and

**WHEREAS**, the Silverton Affordable Housing Guidelines grant the Silverton Housing Authority Board the authority to amend the Guidelines by means of written resolutions.

### **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF THE HOUSING AUTHORITY OF THE TOWN OF SILVERTON THAT:**

**Section 1:** The Board does hereby amend the Silverton Affordable Housing Guidelines to revise the Definitions Section and Sections 100-111.

**THIS RESOLUTION** was approved and adopted on the 10th day of March 2025, by the Housing Authority of the Town of Silverton.

**SILVERTON HOUSING AUTHORITY:**

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Dayna Kranker, Chairperson

### **ATTEST:**

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Melina Marks, Town Clerk (SHA Appointed Secretary)



# **SILVERTON AFFORDABLE HOUSING GUIDELINES**

**Adopted 09/09/2024**

**Amended 02/10/2025**



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## DEFINITIONS

Affordable Housing - Any Housing Unit restricted to sale or rental at a specified price to a Qualified Household meeting the Income Level requirements of the Affordability Covenants.

Deleted: Deed Restriction

Affordable Housing Program or Housing Program – The set of regulations which apply to a specific Affordable Housing Unit within a specific project or development. Unless specifically excluded, all Housing Programs are subject to the regulations of these Guidelines.

Affordable Housing Unit – A Deed Restricted property that is subject to these Guidelines and any additional covenants that may run with the land.

Applicant – A Household that has submitted the required application for Qualification as a renter, tenant, occupant or buyer of an Affordable Housing Unit, for admittance to the Waitlist and/or program, or for Exceptions, Appeals or Grievances under these Guidelines.

Deleted: inclusion in a housing LotteryWaitlist Drawing

Application – A formal request submitted by an Applicant to the Silverton Housing Authority in the format provided and required by the Silverton Housing Authority within a designated Application Period for a specific Housing Unit within a Housing Program, or, an application for a Leave of Absence, Exception, Appeal, or Grievance.

Application Period – A timeframe within which the Silverton Housing Authority accepts Applications for specific Housing Units or Housing Programs. See Section 105.3: Waitlist Drawing Procedure.

Deleted: Lottery

Area Median Income (AMI) - A metric that represents the midpoint of the income distribution in an area, specifically San Juan County, established by the U.S. Department of Housing and Urban Development (HUD). Also referred to as Income Level. See Appendix A.

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Assets – Anything owned which has tangible, intangible, commercial, or exchange value. Assets consist of specific property or claims against others, in contrast to obligations due others. For the purposes of these Guidelines, Assets are real or personal property including without limitation retirement accounts, education accounts, patents and causes of action, stock in a corporation or interest in any other type of business entity, interest in the estate of a decedent, property of a person, association, corporation, or estate that is applicable or subject to the payment of debts, and funds on property held in a living trust or any similar entity or interest where the person has management rights or the ability to apply the Assets to the payment of debts. Assets are evaluated at current Fair Market Value, not accounting book value.

Gross Assets - All Assets combined of all Household members, including children.

Net Assets - Household Gross Assets less the Household Gross Liabilities.

Compliance Check ~~– Also referred to as Annual Compliance~~ Recertification, is a periodic verification of ongoing Qualification to own or occupy an Affordable Housing Unit. See Section 108.10: Covenant Monitoring.

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Affordability Covenants – ~~Also referred to as Affordability Covenants, is a~~ contract prepared by SHA Staff in coordination with the Town legal counsel and entered between SHA, the Town or County and the Owner, or buyer of real property identifying and burdening the conditions of use, occupancy, and sale of the property in accordance with these Guidelines, which may not be altered without the written consent of all parties.

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Developed Residential Property – Property that contains at least one (1) dwelling unit as defined in the Silverton Municipal Code.

Exception - A variance from these Guidelines granted through the Exception Procedure set forth in Section 109.2. See also Appeal and Grievance definitions in Section 109.

Fair Market Value – The price at which bona fide non-distress sales have been consummated for Assets of like type, quality, and quantity in a particular market.

Fixture – 1) A tangible item which previously was personal property and has been attached or installed on land or a structure thereon in such a way as to become a part of the real property; 2) Any non-portable lighting device built in or attached securely to the structure; or 3) The permanent parts of a plumbing system and fixtures.

Gross Income – The sum of all wages, salaries, profits, interest payments, rents, and other forms of earnings, before any deduction or taxes, also referred to as "income."

Guidelines – These Silverton Affordable Housing Guidelines or specific provisions thereof as context requires, adopted by the Silverton Housing Authority, as may be required, and amended from time to time, that provide definitions, standards and procedures to be applied to specific Affordable Housing Units and Programs.

Deleted: and the Town of Silverton

Household – All owners and/or tenants, their immediate family and any parties who will be occupying the Housing Unit, excluding guests.

HUD – Abbreviation of the U.S. Department of Housing and Urban Development.

Immediate Family – The Qualified Employee and the spouse of the Qualified Employee and their Dependents, siblings, parents and/or children, all of whom may be related either biologically, by marriage, by civil union and/or by legal adoption, and regardless of age. Immediate Family also includes: a minor for whom the Qualified Employee or the Spouse of the Qualified Employee becomes the legal foster parent. Such children shall be treated as biological children and have the same Immediate Family status, regardless of age.

Income Eligibility Level – The standard of Household Gross Income as defined by the Area Median Income that applies to a particular Affordable Housing Unit or Housing Program. See [Appendix A: Income Eligibility Levels](#).

Joint Tenancy - Ownership of real estate between two or more parties who have been named in one conveyance as joint Tenants. Upon the death of one Tenant, surviving joint Tenant(s) have the right of survivorship.

Leave of Absence – An Exception from the requirement that a Qualified Household maintain the Affordable Housing Unit in question as its Primary place of Residence granted according to the [Section 106.1.A1, or otherwise stated in a Housing Program or Affordability Covenants](#).

Liabilities - Financial obligations owed through the transfer of money, Assets, goods or services.

Gross Liabilities – The Household's total amount owed to other persons or entities including loans, liens, mortgages, accounts payable, and other financial obligations as defined by generally accepted accounting practice.

Luxury Items – Luxury Items are non-essential appliances, fixtures or upgrades. See [Appendix E: Permitted Capital Improvements](#).

Local Workforce – A Household with a member currently employed by a business located and licensed in San Juan County a minimum of forty (40) hours a month on an annual average. Additional entries are dependent on length of employment seen in [Section 103.5](#).

Waitlist Drawing~~Waitlist Drawing~~Maximum Rental Rate – The maximum amount per month including utilities that a Qualified Household may be charged when leasing an Affordable Housing Unit.

Maximum Sale Price (MSP) – The maximum amount that an Affordable Housing Unit may be sold for to a Qualified Owner. Unless otherwise defined in the [Affordability Covenants](#) covering the unit, the Maximum Sale price is determined according to [Section 107.4: Maximum Sale Price Calculation](#).

Notice of Violation – A formal written notice from the SHA to an Affordable Housing Unit Owner or Tenant who is in violation of provisions of the [Unit's Affordability Covenants](#), or the provisions of the Silverton Affordable Housing Guidelines.

Option to Purchase – A legal document signed by the mortgagee, and where applicable a co-signer, acknowledging the provisions of the [Affordability Covenants](#) and granting a right to the Town or SHA to purchase the Affordable Housing Unit in a foreclosure under certain conditions.

Comment [AC1]: To be replaced with "Waitlist Drawing"  
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Deleted: – A process with an outcome that is governed by chance for the selection of Qualified Applicants to have the opportunity to purchase or rent a Housing Unit enrolled in the lottery  
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Original Purchase Price (OPP) – The price paid for the Affordable Housing Unit by the current Owner(s) and used as a basis to determine the Maximum Sale Price. The OPP is recorded in the Affordability Covenants attached to each Affordable Housing Unit.

Deleted: Deed Restriction

Owner – An individual or individuals who have a legal right to a property by deed, Tenancy in Common, Joint Tenancy or Tenancy in Entirety or other relationship and who have a proprietary interest in a property. Owners are subject to these Guidelines. See Section 106: Ownership Standards.

Owner-Occupied – At least one Qualified Owner holding title occupies the property as their Primary Residence.

Permitted Capital Improvements - Unless otherwise defined in the Affordability Covenants for an Affordable Housing Unit, a Permitted Capital Improvement is any Fixture or improvement **approved by SHA Staff prior to erection, construction or installation** that is not a Luxury Item and is erected, constructed or installed as a permanent improvement to real property or non-recurring expenses for physical improvement that provide a long-term upgrade or improvement to the Affordable Housing Unit. See Appendix E.

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Policy Statement – A directive formally adopted by the SHA Board to clarify and aid in the application and enforcement of these Guidelines.

Primary Residence – A Household's sole and exclusive place of residence.

Bonus – Specific requirements of Applicants that earn Applicants additional entries into the Waitlist Drawing (see Section 103, and Appendix C).

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Qualification – An Applicant, Household, Owner, or Tenant that meets the and the standards and requirements of the Affordability Covenants of the Housing Units and Housing Program being applied for or subject to.

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Qualified Disabled – A person with disability as is defined in 42 US Code § 12102.

Quality – A Housing Unit that meets the Town of Silverton Municipal Code standards.

Deleted: Qualified Retired

Qualified Volunteer - A person who verifiably performs work locally for one or more of the following non-profit and community organizations for which no monetary or other material compensation is received for a minimum of forty (40) hours per month: Silverton Medical Rescue, Silverton San Juan Fire and Rescue Authority, Silverton Creative District, San Juan Development Association, Silverton Chamber of Commerce, San Juan County Historical Society, Silverton Singletrack Society, Town of Silverton, San Juan County, Silverton Public Library, Silverton Farmers Market, San Juan County Public Health Service, Silverton School District, Silverton Family Learning Center, Silverton Senior Center, KSJC 92.5 FM L.P. Community Radio, Mountain Studies Institute, Silverton Skijoring, San Juan Mountains Association, A Theatre Group, Silverton Community Radio, Silverton Film Office, Silverton Snowmobile Club. Qualified Volunteer hours are eligible for

Deleted: – A person sixty-five (65) years or older who is a member of a Household who has a verifiable history of employment in San Juan County for the ten (10) years immediately prior to retiring to receive Priority Bonus entries that otherwise require employment. See Appendix C: Lottery/Waitlist Drawing Point System.

Deleted: Qualified Employee / Employed – A person employed by a business licensed in San Juan County and is compensated for such work on an hourly, weekly, monthly or commission basis or any combination of such compensation and works for said business for a minimum of forty (40) hours per month on an annualized average. See 103.2 Employment Standard.

the Employment Standard and for the Vital Workforce ~~Bonus~~~~Bonus~~ Qualification, and excluded from the Local Workforce ~~Bonus~~ Qualification – See ~~Bonus Matrix~~.

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Resident – A person who has maintained verifiable residency in San Juan County for twelve (12) months in the past ~~5 years~~ immediately prior to application.

Sale – ~~The exchange of an Affordable Housing Unit for an agreed amount of money or other consideration in which title to the Affordable Housing Unit is Transferred in whole or in part to a new Qualified Owner.~~

Silverton Housing Authority (SHA) – The Silverton Housing Authority of the Town of Silverton, referred herein as SHA. As used in these Guidelines, SHA may also mean the SHA Board of Directors or SHA Staff as the context requires.

~~Deleted: , the TOS Board of Adjustments,~~

SHA Board – The Board of Directors of the Silverton Housing Authority.

SHA Staff – The person or persons who the Silverton Housing Authority or its designee employs for the purpose of administering and enforcing these Guidelines.

Tenancy in Common – Co-ownership in which an individual holds an undivided interest in real property as if they were sole Owner.

~~Deleted: TOS Board of Adjustments~~

~~Deleted: – A committee comprised of a subset of members of the SHA Board and Town Council appointed to oversee and administer these Guidelines in instances when a decision could be appealed to the Silverton Housing Authority Board. Also responsible for Zoning matters in the Town of Silverton. .~~

Tenant – A person who has temporary use and occupancy of real property owned by another and subject to these Guidelines. See Section 106.2: Rental Procedure.

Town – The Town of Silverton, Colorado – municipality.

Transfer – Any transaction, conveyance, settlement, disposition, assignment, or event which introduces a new ownership interest in a Housing Unit or changes the percentage of current ownership interest in a Housing Unit.

Undeveloped Residential Property – Vacant property which allows residential uses as the principal use and uses accessory thereto, as defined in the Silverton Municipal Code Chapter 16 Zoning.

Vacant Property – a home that is no longer occupied as a principal residence by the Qualified Owner or Tenant for a period of 90 consecutive days without a SHA approved Leave of Absence.

Vital Workforce – Any Household with a member employed, or can provide a letter of intent to hire by San Juan County, Town of Silverton, Silverton School, Silverton Family Learning Center, Silverton Medical Rescue, OR any household with a member who has volunteered

for Silverton Fire Department or Silverton Medical Rescue a minimum of forty (40) hours a month for twelve (12) of the previous fourteen (14) months immediately prior to Application. Receives additional entries into the Waitlist Drawing per Section 103.5 Bonus Entry Matrix.

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Waitlist – The order in which Applicants are ranked to be considered for the opportunity to purchase a housing unit.

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Waitlist Drawing – A process with an outcome that is governed by chance for the selection of Qualified Applicants to have the opportunity to purchase or rent a Housing Unit enrolled in the Waitlist Drawing.

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## MISSION AND VISION STATEMENTS

The Silverton Housing Authority's mission is to advocate, promote, plan, and provide the long-term supply of quality affordable housing to support equitable access to housing in the Town of Silverton.

*SHA Mission Statement Adopted 09/09/2024*

Our vision is to support the quality of life and economic vitality of the unique community of Silverton by increasing housing choices, opportunities, and education for residents.

*SHA Vision Statement Adopted 09/09/2024*

## SECTION 100: SILVERTON AFFORDABLE HOUSING GUIDELINES

### Section 101: PURPOSE & APPLICABILITY

**101.1** The purpose of the Silverton Affordable Housing Guidelines is to provide consistent governance of the development of, admission to and occupancy of Deed Restricted Affordable Housing Units throughout San Juan County.

**101.2** These Affordable Housing Guidelines are used to:

- Review Land Use Applications
- Establish Affordable Housing Income Categories
- Establish Affordable Housing Rental Rates
- Establish Affordable Housing Sales Prices
- Establish Criteria for Qualifying and Occupancy of Units

- Provide Information and Process for Developing Affordable Housing
- Provide Information on Monitoring and Compliance

101.3 These Affordable Housing Guidelines will remain in effect until such time as the Board of Directors for the Silverton Housing Authority approve new or amended Guidelines.

101.4 ~~In the event that the Silverton Housing Authority ceases to exist or is otherwise unable to fulfill its obligations under these Guidelines, enforcement and administration of these provisions shall be transferred to the Town of Silverton or another entity designated by the Silverton Housing Authority or Town of Silverton. The successor entity shall assume all responsibilities necessary to ensure continued compliance with these Guidelines in alignment with their original intent and purpose.~~

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101.5 Each Housing Program is subject to provisions that are unique to that program.

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101.6 Every Sale or rental of a Housing Unit is subject to the Guidelines in effect at the time of Sale or rental. Subsequently, Owners and Tenants are expressly subject to the Guidelines in effect as amended during their ownership or lease.

101.7 SHA Staff is charged with administration and enforcement of the Guidelines. To provide SHA Staff with clarification of intent of provisions of these Guidelines, Policy Statements may be adopted by resolution of the SHA Board at a properly noticed public meeting.

101.8 These rules have binding effects on all individuals and courts and run with a Housing Unit in perpetuity in accordance with the recorded Affordability Covenants. In addition to any remedy provided by law for enforcement of the Affordability Covenants and these Guidelines, SHA Board is authorized to establish fees or penalties for violations (see Appendix D).

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101.9 Paragraph or section headings within these Guidelines are inserted solely for convenience of reference and are not intended to and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

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101.10 Whenever the context so requires in these Guidelines, the neuter gender shall include any or all genders and vice versa and the use of the singular shall include the plural and vice versa.

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101.11 DISCLAIMER: The Silverton Housing Authority expressly disclaims any and all warranties, express or implied, including without limitation fitness for a particular purpose with respect to the provision of Housing Units. Silverton Housing Authority does not represent, warrant or promise to construct, finance or otherwise produce, in whole or in part, any Housing Units pursuant to these Guidelines or under any other programs. No Applicant may rely upon any promise implied or expressed that Housing Units shall be constructed, financed or otherwise produced, in whole or in part, by the Silverton Housing Authority. In no event shall Silverton Housing Authority be liable to any Applicant for any direct, indirect, incidental, punitive, or consequential damage of any kind whatsoever, including without limitation lost profits, lost sales, lost business, lost opportunity, lost information, lost or wasted time. None of the information contained in these guidelines constitutes an offer to sell or the solicitation of an offer to buy a Housing Unit.

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**101.12. Fair Housing** – The Silverton Housing Authority shall fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and, to the extent applicable, the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

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Pursuant to the Fair Housing Act and public policy, SHA shall not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, age, religion, national or ethnic origin, familial status, or disability in the lease, sale, use or occupancy of a Unit. Section 24-34-502(1) of the Colorado Revised Statutes prohibits source of income discrimination and requires a non-exempt landlord to accept any lawful and verifiable source of money paid directly, indirectly, or on behalf of a person, including income derived from any lawful profession or occupation and income or rental payments derived from any government or private assistance, grant, or loan program.

To further its commitment to full compliance with applicable civil rights laws, SHA will provide Federal/State/local information to Applicants/tenants under this Policy regarding tenant rights and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the Application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the SHA office and website. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

SHA will assist any applicant or tenant that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. SHA will also assist them in completing the forms if requested and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

In addition to Federal civil rights laws as outlined above, SHA will comply with regulations including but not limited to: the Fair Housing Act Amendments of 1988; Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity; Executive Order 13166 – Limited English Proficiency; Violence Against Women and Justice Department Reauthorization Act of 2013.

**101.13. Fraud Warning** – Signatures on documents submitted to SHA constitute verification that all information provided is true and accurate. If any such information provided is determined to be false or non-verifiable, such person may be disqualified by SHA and referred to law enforcement for investigation and/or prosecution. Disqualified persons may be denied future participation in SHA Programs. Mortgage fraud may be referred to the FBI for investigation.

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## Section 102: GENERAL AFFORDABLE HOUSING PROGRAM GOALS

This Section lays out the general Affordable Housing Program Goals of the Silverton Housing Authority.

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**102.1** The primary goal of the Affordable Housing Programs is to provide Quality, Affordable Housing for residents who are otherwise priced out of the housing market in Silverton.

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This is accomplished by regulating and restricting occupancy of Housing Units to Qualified Households and Ownership to Qualified Owners.

102.2 Ensure ongoing affordability of Housing Units. Most Housing Units are subject to price and appreciation limits for sale, resale and/or rental. These limitations are intended to ensure affordability for both the current Household and for the long-term affordability of the Housing Unit.

102.3 Enhance residents' knowledge, understanding, and access to information about housing-related matters through targeted educational programs. The objective of educational programming is to empower residents across the housing continuum to make informed decisions, access resources, and achieve and maintain safe and healthy living environments.

## Section 103: QUALIFICATION STANDARDS

103.1 There are two (2) levels of evaluation to determine the Qualification of Applicants for the purchase, initial, or continued occupancy of Housing Units known as Qualification and Bonus.

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**Qualification** refers to the most general requirements for all Housing Programs and includes both Initial Qualification Standards and Continuing Qualification Standards per the applicable Housing Program. A Qualified Owner, Qualified Household, or Qualified Tenant must maintain Qualified status for the duration of ownership or rental of a Housing Unit as described in the Housing Unit's Affordability Covenants. Failure to maintain Qualification will require vacation or Sale of the Housing Unit (see Section 108.10).

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**Bonus** refers to specific requirements that earn Applicants additional entries into the Waitlist Drawing based on type of employment, or disability and retirement status, as applicable. See Appendix C for Bonus Point Matrix and Section 103.3.

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### 103.2 Household Initial Qualification Standards

A. **“Qualified Household” Defined** - A Household that has applied or been admitted to a Housing Program that has been verified by SHA to meet the applicable standards according to the Affordability Covenants and Housing Program Guidelines governing the Unit.

B. The following Qualification Standards may be applied to Housing Programs administered under these Guidelines. The application of specific standards will depend on the requirement of each individual Housing program, as outlined in their respective provisions:

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**Ownership** – At least one member of a Household who will hold title to a Housing Unit must demonstrate and be verified as a Qualified Employee by demonstrating and verifying Employment by a business licensed in San Juan County which amount includes a minimum of forty (40) hours per month on an annual average, or can provide a letter of intent to hire from employer and a commitment to work one thousand four hundred (1,400) during the following twelve (12) months from the time of Application. Verification of hiring and employment will be conducted before the Sale of Housing Units.

**Rental and/or Occupancy** – Each person applying to rent or occupy a room in a Housing Unit or, at least one member of each Tenant Household if occupying the entire Unit must be a Qualified Employee, which requires a minimum of forty (40) hours per month, or provide verifiable documentation of intent to work one thousand four hundred (1,400) during the following twelve (12) months from application, or a lesser amount commensurate with the term of the proposed lease (e.g. seven hundred (700) hours for a six (6) month lease.

**Exemptions –**

Members of an Applicant Household who have been determined by SHA to be Qualified Retired or Qualified Disabled and those who are Immediate Family of a Qualified Employee in the Household are exempt from the Employment Standard.

Households with a member who will hold title to a Housing Unit or be a tenant of a rental unit that can demonstrate and be verified as a Qualified Volunteer who has volunteered forty (40) hours per month for at least twelve (12) of the sixteen (16) months immediately prior to submission of an application are exempt from the Employment Standard.

**Minimum Household Size Standard** – To be eligible to purchase or occupy a Housing Unit, the total number of people in a Household must meet or exceed the following Minimum Household Sizes. For Households qualifying to purchase a Housing Unit, Tenants will not count towards meeting the Minimum Household Size unless granted an Exception pursuant to [Section 109.2](#), and may be required to rent a room to attain and maintain the Minimum Household Size for Qualification. If an Applicant Household is pregnant at the time of Application, or if a Qualified Owner or Tenant become pregnant during occupancy of a Housing Unit, the

## 1. **Income-Level Standard**

- i. Income-Level Standards are subject to the Housing Program and Deed Restrictions associated with each Housing Unit. Income Levels for San Juan County are posted in Appendix A and are updated annually, usually in the Spring.
- ii. These Guidelines identify categories of income levels for Households for the purpose of establishing Original Purchase Prices, rental rates, and Housing Program specific Qualifications for Affordable Housing Units. These categories correspond to income levels by Household size provided by the US Department of Housing and Urban Development (HUD) and the Colorado Housing and Finance Authority (CHFA) known as the Area Median Income (AMI) for San Juan County on an annual basis. The SHA will post the annual AMIs on the SHA website and administratively update these Guidelines when made available by CHFA every spring. Area Median Income for San Juan County are found in Appendix A. All Sales, Qualification, Waitlist Drawings, and Programs are subject to the Income Levels of the most recently adopted version of these Guidelines at the time of Sale, Qualification, and Waitlist Drawing drawing.

### iii. INCOME CATEGORIES

Very-Low Income Limit	$\leq 50\%$ AMI
Low Income Limit	$\geq 51\% \geq 80\%$ AMI
Moderate Income Limit	$\geq 81\% \geq 100\%$ AMI
Middle Income Limit	$\geq 101\% \geq 120\%$ AMI
Upper Income Limit	$\geq 121\% \geq 140\%$ AMI

- iv. **Exclusion from Income** – An Applicant may apply to SHA Staff for an exclusion to an Applicant's Household Income for verifiable student loan debt, verifiable necessary medical expenses, paid childcare expenses, and verifiable education, healthcare, and/or retirement account contributions from the prior twelve (12) months. Exclusions being requested require SHA Staff verification. In determining whether an account contribution is eligible for such an exclusion, SHA Staff, the TOS Board of Adjustments, or the SHA Board, as appropriate, will consider the criteria as set forth in Section 103.2E.3. Student loan debt must be related to post-high-school studies (trade school, undergraduate, or graduate degree) from an accredited institution. A combined maximum of ten thousand dollars (\$10,000) of the above expenses or contributions per Household may be excluded from income.

## 2. **Property Ownership Standard**

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- i. For purposes of this Section, "Ownership by any member of a Household" means ownership interest in any form, direct or indirect, including without limitation ownership or membership in a business or entity that owns real property, or a Leasehold Interest in real property for longer than a period of one (1) year. A Household may not circumvent this Section by declaring indirect or non-controlling interest in real property subject to this Section.
- ii. Ownership by any member of a Household of a property outside the boundaries of San Juan County that is a Commercial Property or Undeveloped Residential Property or is Developed Residential Property is not permitted.

2. Ownership by any member of a Household of a property within the boundaries of San Juan County that is Commercial Property or Undeveloped Residential Property is permitted and does not require an Exception.

3. Ownership by any member of a Household of Developed Residential Property within the boundaries of San Juan County is restricted as follows:

- i. **If the residential property is deed restricted as affordable**, the Household is required to enter into a contractual agreement with the Silverton Housing Authority, or its designee, setting forth the terms of the agreement to sell the other residential property. The Household is required to be under contract to sell the property within four (4) months and close the Sale within six (6) months of taking title to the Housing Unit being applied for.
- ii. **If the property is any other form of Developed Residential Property**, the Household is required to:
  - a. Sell the other property under the terms of Section 103.2.E.4.i; OR
  - b. Apply for and be granted an Exception according to the Exception Procedure in [Section 109.2](#) for consideration of the terms under which ownership of other Developed Residential Property will be allowed.
    - (1) In determining the terms under which ownership of other Developed Residential Property will be allowed, the TOS Board of Adjustments or SHA Board, as appropriate, shall take into consideration the location of the other Developed Residential Property, the current Affordable Housing needs in the, and the practicality of

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requiring the other property to be leased to a Qualified Household.

- (2) It is the stated intent of SHA to only allow ownership of other Developed Residential Property within the boundaries of San Juan County if the Household demonstrates a commitment to utilizing the property to meet local or regional Affordable housing needs.
- (3) Exceptions granted for ownership of Developed Residential Property in San Juan County will require the Household to enter into a contractual agreement with the Silverton Housing Authority or its designee that provides for rental of the other property to a Qualified Household under the rental procedures in Section 106.2. The property must be leased beginning no more than ninety (90) days after purchase of the Housing Unit or other property and be continuously leased, reasonable turnover and maintenance time excepted, so long as the Household owns the Housing Unit. If the property remains vacant or out of lease for more than thirty (30) consecutive days, SHA may give notice requiring the Owners to sell either the Housing Unit or the other Developed Residential Property within one (1) year of the date of notice, and will impose daily penalties for non-compliance (see Appendix D).
- (4) The Fair Market Value of any interest in real property owned by any member of a Household will be taken into consideration when determining whether the Household exceeds the limitations of Section 103.2E Net Assets Standard.

### 3. Net Assets Standard

- iii. Household Net Assets shall not exceed eighty percent (80%) the Original Purchase Price of the Housing Unit. As defined, Assets of all members of a Household, including children, must be included in the determination of a Household's Net Assets.
- iv. A one-time gift of up to thirty percent (30%) of the Original Purchase Price used only as a down payment for the purchase of a Housing Unit will be considered an asset and not income for the purposes of initial Qualification.
- v. **Exclusion from Assets** – An Applicant may apply to SHA Staff for an exclusion or partial exclusion to Assets for money held in verifiable

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education, healthcare, and retirement accounts. In determining whether an account is eligible for such an exclusion, the reviewing body, as appropriate, shall consider whether the holder or beneficiary of the account would be penalized for early withdrawals for any reason, or whether withdrawals without penalty are restricted to withdrawals for qualified retirement, medical, or educational expenses. It is the intent of this Section to only allow exclusions for accounts functionally equivalent to a 401(k), 401(a), Roth IRA retirement account, 529 education account, or a Health Savings Account established while an Applicant was enrolled in a high deductible health plan.

vi. **Disposition of Assets** – Any member of a Household who has assigned, conveyed, transferred or otherwise disposed of Assets within the last two (2) years without receiving Fair Market Value for the Assets to qualify under these Guidelines shall render the Household ineligible.

103.3 **Bonus Entry Qualification Standards – The following standards may earn additional entries into the Waitlist Drawing as determined by the Housing Program.**

A. **Vital Workforce:** Any Household with a member Employed, or can provide a letter of intent to hire by San Juan County, Town of Silverton, Silverton School, Silverton Family Learning Center, Silverton Medical Rescue, OR any household with a member who has volunteered for Silverton Fire Department or Silverton Medical Rescue a minimum of forty (40) hours a month on an annual average in the immediate year prior to the Application Period. *To qualify for Bonus entries for Vital Workforce, Applicant's employer must submit a completed Employment Verification Form to the SHA as specified in the application packet.*

B. **Local Workforce:** Any Household with a member currently Employed or can provide a letter of intent to hire by a business located and licensed in San Juan County or meets the Qualified Volunteer definition. Additional entries are dependent on length of employment /volunteerism according to the Bonus Entry Matrix seen in Section 103.5. *Bonus To qualify for Bonus entries for Local Workforce, Applicant's employer or volunteer organization must submit a completed Employment Verification Form to the SHA as specified in the application packet.*

C. **Resident of San Juan County:** Any Household with a member who has lived and resided in San Juan County for a minimum of one (1) year immediately prior to Application. Bonus entries are dependent on length of residency in San Juan County. *To qualify for the Bonus Entries for Resident of San Juan County, the Applicant must complete the residential history within the application packet and*

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– To be eligible to purchase or occupy a Housing Unit, the total number of people in a Household must meet or exceed the following Minimum Household Sizes. For Households qualifying to purchase a Housing Unit, Tenants will not count towards meeting the Minimum Household Size unless granted an Exception pursuant to [Section 109.2](#), and may be required to rent a room to attain and maintain the Minimum Household Size for Qualification. If an Applicant Household is pregnant at the time of Application, or if a Qualified Owner or Tenant become pregnant during occupancy of a Housing Unit, the pregnant person shall constitute as two (2) people for the purpose of calculating Household Size.

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*may be required to provide the following information: executed lease agreements and local utility bills, if applicable.*

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#### 103.4 **Bonus** Stipulations

##### A. For two (2) or more applicants per application:

1. Maximum of three (3) additional entries per Application.
2. Employment and Residence history for **Bonus** qualifications may be applied only to the person in the Household that has worked, or when applicable, lived in San Juan County the longest. Residency length cannot be combined amongst Household members.

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Retired Resident of San Juan County:

Applicants who are Qualified Retired or Qualified Disabled. Additional entries are dependent on length of residency in San Juan County seen in Section 103.5. To qualify for the Priority**Bonus** entries for Qualified Disabled/Retired in San Juan County, the Applicant must complete the residential history within the application packet and show proof of retirement or unemployment based on the required documentation in Section 104 [3]

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#### 103.5 **Bonus** Entry Matrix

The following Qualification Standards earn additional entries into the Waitlist Drawing: Bonus

<b>Bonus</b> Qualification	<b>Sum of Monthly Employment in the Immediate Last 5 Years</b>	Additional Entries
Vital Workforce		+3 entries
Local Workforce	0-12 months (0-1 years)	+2 entries
	13+ months (1+ years)	+3 entries
Resident of San Juan County	<u>Sum of Monthly Residency in the Immediate Last 5 Years</u>	
	12+ months (1+ years)	+ 2 entries
	24+ months (2+ years) of Residency	+3 entries

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#### 103.6 Lawful Presence Standard

Lawful Presence Standards differ between Housing Programs based on funding sources associated with the project. Funding sources will be disclosed in Packet to be given to each prospective Applicant.

##### A. Federally Funded Projects:

- Properties funded by Federal funds, lawful presence in the United States is required. A Residency Declaration form will be included in the Application Informational Packet.

**B. State Funded Projects:**

- Properties funded by State funding, lawful presence is not required pursuant to CRS §24-76.5-103.

**103.7 Criminal Background Check**

SHA Staff may require a criminal background check to determine Qualification for Housing Program. Housing Programs and Applications will specify the types of convictions that disqualify an Applicant.

**103.8 Grounds for Denial**

A. SHA is not required or obligated to Qualify or assist Applicants who:

- Do not meet any one or more of the eligibility criteria;
- Do not supply information or documentation required by the Application process;
- Breach any agreement made between the Applicant and SHA;
- Any material misstatement of fact or deliberate fraud by the members of an Applicant Household in connection with any information submitted to SHA shall be cause for denial, removal from program, and will prohibited from reapplying, individually or as a member of a Household, for Waitlist Drawings for a period of three (3) years;
- Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- Have a history of not meeting financial obligations, especially rent; provided, however, that if a landlord or SHA uses rental history or credit history as criteria in consideration of an application, they shall not consider any rental history or credit history beyond seven (7) years immediately preceding the closing date of the Application Period;
- Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;

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8. Have a history of criminal convictions by any household member involving crimes of physical violence against persons or property and any other criminal convictions including drug-related criminal convictions that would adversely affect the health, safety, or well being of other tenants or Staff or cause damage to the property; provided that if SHA, or landlord, uses criminal history as a criterion in consideration of an application, they shall not consider an arrest record of a prospective tenant from any time or conviction of a prospective tenant that occurred more than five years before the closing date of the Application Period; except that a landlord/SHA may consider any criminal conviction record or deferred judgement relating to:
  - i. The unlawful distribution, manufacturing, dispensing, or sale of a material, compound, mixture, or preparation that contains methamphetamine, as described in Section 18-18-405 of the Colorado Revised Statutes;
  - ii. The unlawful possession of materials to make methamphetamine and amphetamine, as described in Section 18-18-412.5 of the Colorado Revised Statutes;
  - iii. Any offense that required the prospective tenant / Owner to register as a sex offender pursuant to Section 16-22-103 of the Colorado Revised Statutes; or
  - iv. Any offence described in Part 1 or Part 6 of Article 3 of Title 18 of the Colorado Revised Statutes;
9. Have a history of disturbing neighbors or destruction of property;
10. Currently owes rent or other amounts to any housing authority in connection with their public housing or Housing Choice Voucher programs;
11. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program or SHA Program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
12. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. SHA may waive this requirement if:
  - i. The person demonstrates to SHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - ii. Has successfully completed a supervised drug or alcohol rehabilitation program;

- iii. Has otherwise been rehabilitated successfully; or
- iv. Is participating in a supervised drug or alcohol rehabilitation program;

13. Have engaged in or threatened abusive or violent behavior towards any SHA Staff, SHA Board, or residents of Housing Program. Such behavior would include using profane, racially or sexually abusive language;

14. Have a Household member who is currently a registered sex offender.

15. **Denied for Life:** If any Household member has been convicted of manufacturing or producing methamphetamine on assisted housing premises;

16. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

**B. Denial Procedure –**

- i. Applicants will be notified of denial for Waitlist Drawing, also referred to as disqualification, in writing and will include the reason(s) for denial.
- ii. Applicants will have the right to Appeal decision and will be provided Section 109.3 Appeal Procedure information.
- iii. SHA's exercising of the Denial Procedure due to findings of Applicant ineligibility will not violate the rights of persons with Disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a Disability, SHA Staff will verify that there is in fact a Disability and the Disability caused the failure to respond, and may provide a Reasonable Accommodation per Section 109.6.

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## Section 104: HOUSEHOLD INCOME VERIFICATION

The following standards are applicable to the Initial Qualification of Applicants for ownership or rental of Affordable Housing Units.

**104.1 Income Testing and Income Calculation** - Income testing refers to the verification of the annual Household income of an Applicant, either a prospective purchaser or Tenant who wishes to qualify for a Deed Restricted unit. Income testing shall only be done at the time of Qualification for initial purchase or initial occupancy of the unit, and at every subsequent Transfer of occupancy of the Deed Restricted unit.

**104.2 Household** income should be calculated using a standard method for all prospective purchasers and tenants of Affordable Housing restricted to a certain Income Category.

These Guidelines require SHA Staff to use the Colorado Division of Housing's standard method of calculating income. The current standard is Part 5 of section 24 CFR 5.609 of the Code of Federal Regulations.

**104.3** The SHA may request the following documentation including without limitation the following purposes: to calculate Household income, verify Bonus Qualification, verify Qualification for the applicable Standards.

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A. Persons employed by others:

Most recent 2 years complete personal federal tax returns  
Most recent 2 years W-2s from all employers  
Most recent 2 consecutive paystubs from all employers  
Employer Verification of Employment

B. Persons with some kind of self-employment:

Most recent 2 years complete personal federal tax returns  
Most recent 2 years W-2s from all employers  
Employer verification of employment  
Most recent 2 years business tax returns:  
Partnership-K-1 and 1065  
S-Corporation-K-1 and 1120S  
Corporation – 1120 (including W-2's and most recent paystubs)

C. Persons with unearned income:

Most recent 'award letter' stating the monthly or annual Gross Income received (SSI, SSDI, VA Benefits, Unemployment, etc.)

D. Persons newly employed and/or with no previous tax return:

Evidence of income to be earned (employment contract, written verification from new employer of income to be earned, etc).  
Most recent consecutive business and personal bank statements from start of business.

E. Under certain circumstances the SHA may require other, non-traditional forms of documentation to accurately calculate gross household income.

**104.5** SHA may require third-party verification of employment and income records for self-employed Applicants at initial Qualification and during Compliance Checks.

**104.6** SHA may, at the Applicant's expense, require outside accounting expertise to evaluate the reasonability of the Applicant's or Household's representations of income and Assets. It shall be the burden of the Applicant to provide all required information for verification of Qualification, and any missing or incomplete information or

documentation, or information that cannot be verified, shall be construed against the Applicant and may be grounds for denial.

## Section 105: WAITLIST DRAWING PROCEDURE

105.1 SHA Staff administers Waitlist Drawings subject to the provisions of this document established to create an orderly and fair process for offering Housing Units for Sale and rent to Qualified Households and give bonus entries to Qualified Households with Bonus status detailed below.

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105.2 Waitlist Drawing results are not subject to Appeals.

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105.3 Waitlist Drawing Procedure -

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### A. Opening and Announcement of Waitlist Application Information –

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1. Notice of the date, time, and location at which Applications will be accepted shall be published as a "Legal Notice" in a newspaper of general circulation in the Silverton Standard at least twenty-one (21) days prior to the close of an Application Period, through Town of Silverton and Silverton Housing Authority communication channels, and on the Silverton Housing Authority website.
2. Applications and information shall be available online on the Silverton Housing Authority website concurrent with the publication of the Legal Notice.

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### B. Waitlist Drawing Application Requirements -

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1. Qualified Households interested in purchasing or renting a Housing Unit must submit a complete Application to SHA within the Application Period. No late or incomplete Applications will be accepted. Previous and upcoming Application Periods will be posted on the SHA website.
2. Applicant must submit, but not limited to, the following items per Application instructions by the published deadline:
  - i. if applying for ownership: a mortgage pre-qualification letter that considers income from all Household members over eighteen (18) years of age;
  - ii. a sworn statement including without limitation the following certifications:
    - a. the facts contained in the application are true and correct to the best of the Applicant's knowledge; and

b. the Applicant has been given the standard Application information packet by SHA Staff; and

c. the Applicant, on the basis of the application presented, believes that they Applicant Household qualifies to own or occupy the Housing Unit in question according to the Affordability Covenants, these Guidelines, the governing Housing Program and all other applicable procedures, rules, and regulations;

3. Applications submitted without the requisite submissions from each member of the Applicant Household will be deemed incomplete and will render the entire Household ineligible for the Waitlist Drawing.

4. SHA Staff shall only accept Waitlist Drawing Applications during the Application Period and by the method specified in the Legal Notice. If submission of Application is permitted by mail to PO 250 Silverton, CO 81433, mailed Applications are considered received in the proper Application Period if postmarked at least two (2) days prior to the last day of the Application Period and received within two (2) business days after the application period closes. SHA is not responsible for delays in the delivery of mail. Incomplete or late Applications will not be processed for Qualification and will render the entire Household ineligible for the Waitlist Drawing.

5. After Application Period has ended, SHA Staff shall review all complete Applications timely received and inform the Applicant Household of its Qualification status for the Waitlist Drawing no later than fourteen (14) days after the closure of the Application Period.

6. Exceptions shall be requested with the submittal of the Applicant's Application, following the Exception Procedure in Section 109.2.

7. Appeals and Grievances for Qualification Status must be submitted following the Appeal Procedure in Section 109.3 and Grievance Procedure in Section 109.4. Appeals and Grievances must be submitted in writing to SHA within twenty (20) calendar days of the decision or determination being appealed.

C. Waitlist Drawing Proce—

1. **Entering the Waitlist Drawing:** After the end of the Application Period, notification of Qualification status has been communicated to Applicants per 105.3.B.6.5., and completion of Appeal hearings, if any, a list of Qualified Households will be assigned a Waitlist Drawing entries. **Each Qualified Household will receive one (1) Waitlist Drawing entry.** Bonus Entries are assigned as additional entries as explained in Section 105.7. Bonus Entry Matrix. Entries will be assigned as raffle ticket numbers.

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2. **Waitlist Drawing:**

- i. The Waitlist Drawing must be conducted at a duly noticed public meeting, pursuant to Section 105.3.A. Deleted: Lottery Drawing  
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- ii. The SHA appointed secretary shall review assigned entry numbers as they are entered into the Waitlist Drawing. Deleted: Lottery
- iii. An independent San Juan County resident with no direct stake in the Waitlist Drawing outcome shall draw the Waitlist Drawing entries. Deleted: lottery  
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- iv. Once an Applicant's entry is drawn, if any further instances of that Applicant's entries drawn are recorded but ignored in establishing the Waitlist order. Once all entries have been drawn, the drawing shall conclude. The order in which Applicant entries are drawn in the Waitlist Drawing will determine the order in which Applicants are contacted to purchase the Housing Units offered in the Waitlist Drawing. Deleted: Lottery order  
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- v. Waitlist Drawing results are emailed to Applicants no later than fourteen (14) days after the Waitlist drawing. SHA Staff will contact Applicants in Waitlist Drawing rank order. Deleted: Lottery  
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3. **Organization of the Waitlist Drawing Result List -** The Waitlist Drawing Result List will be maintained in accordance with the following guidelines:

- i. The Application will be a permanent file; Deleted: Lottery
- ii. All applications will be maintained in order of the Waitlist Drawing Results; Deleted: Lottery
- iii. Any contacts between SHA Staff and the Applicant will be documented in the Applicant file.
- iv. The Waitlist Drawing Results List will be a public record on the SHA Website. Deleted: Lottery

4. **Waitlist Enactment** - When a Housing Unit appears to be within four (4) months of closing, the Household will be directed to complete and submit verification documents. SHA Staff are required to calculate the Income Level of the Waitlist Drawing ranked Applicants prior to Sale or occupancy of Housing Unit. Failure to meet the Income-Level, or any other Qualification Standards required for the Housing Unit as verified by SHA Staff or provide complete, timely, and accurate financial information, the Applicant will be removed from the program and the next-ranked Household will move up the Waitlist. Deleted: Lottery  
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## Section 106: OWNERSHIP, USE, OCCUPANCY

The primary intent of Affordable Housing Programs is to provide quality Affordable Housing for local residents. Affordability Covenants on Affordable Housing Units may require that the home be Owner-Occupied as a Primary Residence for the owner. Affordability Covenants may allow for a Qualified non-owner, a Tenant, to fulfill the Primary Residence requirement of the home.

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**106.1** **Ownership Standards** – Affordable Housing Units for Ownership according to these Guidelines and the Unit's Affordability Covenants require the Unit to serve as the Primary Residence of the Qualified Owner, or in some circumstances stated in Section 106.2, a Qualified Tenant.

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**A. Continuing Residency Standard** – Qualified Households must occupy their Housing Unit for at least eight (8) of every twelve (12) months on a rolling twelve (12) month basis.

1. **Leave of Absence** - Households who will not occupy their Housing Unit for any period in excess of four (4) months must apply for a Leave of Absence as follows:
  - i. Leaves of Absence for a period of one (1) year or less will be considered and may be approved or denied by SHA Staff as an Administrative Exception pursuant to Section 109.5.
  - ii. Leaves of Absence for any period of time longer than one (1) year, and any extension to a Leave of Absence previously granted by SHA Staff, must be granted by the SHA reviewing body through the Exception Process in Section 109.1.
2. Leaves of Absence will be conditioned upon rental of the Housing Unit during the absence to a Qualified Household at the established Maximum Rental Rate or a rate established by the SHA Board following the Rental Procedure in Section 106.2.
3. Applications for a Leave of Absence must provide clear and convincing evidence showing both a bona fide reason for leaving and a commitment to re-occupy the Housing Unit.

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**106.2** **Rental Procedure:** In cases where rental of a Housing Unit is permitted or required, the following applies:

**A. Tenant Households –**

1. SHA Staff must certify the Qualification of a Tenant prior to the occupancy and/or the signing of a lease. Tenants must meet the Household Qualification Standards of the Unit in question prior to the execution of a lease.

2. Tenants must meet the Household Qualification Standards upon each lease renewal.
3. Tenants must use the Unit as their Primary Residence throughout the entirety of the lease agreement.

B. **Landlords** –

1. Landlords must obtain certification of Qualification of all Tenants from SHA Staff prior to execution of a lease with the Tenants and prior to the occupancy by Tenants.
2. Landlords must execute a written lease with Tenants and must provide a copy of the lease to SHA within five (5) business days of execution.
3. Landlords are subject to a penalty for each day of Tenant's occupancy without proof of Qualification, and for each day late submitting an executed lease to SHA (see Appendix D).

C. Landlords may not charge more than the Maximum Rental Rate published in Appendix B at the time of lease execution. This rate shall apply for the full duration of the lease. **Leases** – Occupancy of a Housing Unit by any person other than a Qualified Owner must be a Qualified Household and must be memorialized by a written lease.

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1. Leases must include:
  - i. Reference to applicable provisions of the Affordability Covenants including without limitation restrictions on rental rates (see Appendix B);
  - ii. A provision stating that it is a material violation of the lease for the Tenant Household to fail to meet or maintain the Qualification Standards and Continuing Residency Standard. Landlords shall promptly enforce this material term of the lease, including initiating an action of Forcible Entry and Detainer when appropriate. Notice of lease violation and/or termination shall follow all requirements of the Colorado Forcible Entry and Detainer Statutes, C.R.S. § 13-40-101, et. seq. as may be amended.
  - iii. A provision stating that the landlord must deliver written notice to Tenants and to SHA a minimum of thirty (30) days prior to lease expiration should Landlord choose not to renew the lease.
  - iv. A provision stating that no subleases are permitted.
2. Leases shall not include:
  - i. A provision stating that the Tenant maintain employment with the Landlord or any other specified person or business as a material term of the lease.

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This prohibition does not preclude landlord from nonrenewing a lease upon expiration, subject to the noticing requirements for nonrenewal as set forth in Section [106.2.C.3.iii](#), or terminating the lease for other reasons or no reason provided all requirements for notice of the same have been met pursuant to C.R.S. § 13-40-101, *et. seq.* as may be amended.

- ii. Any provision which would contradict these Guidelines.
- 3. The lease term must be a minimum of six (6) months and may not exceed twenty-four (24) months depending on the SHA approved length of Leave of Absence.
- 4. Copies of the executed lease must be filed with SHA within five (5) business days of execution. Late fees will be enforced according to [Appendix D](#).
- 5. **Lease Renewal** - At lease renewal the Maximum Rental Rate (See [Appendix B](#)) will be adjusted up or down to comply with the current Guidelines. Landlords are permitted to charge less than, but never more than the Maximum Rental Rate.

## Section 107: INITIAL SALE AND RESALE OF UNITS

**107.1 Initial Sale** – The initial sale of all Housing Units must occur in accordance with the applicable Waitlist Drawing or other Applicant selection procedures as determined by the SHA and may vary depending on the specific Housing Program under which the Housing Units were created.

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**107.2 Resale** – Sellers are required to consult with SHA Staff prior to offering a Housing Unit for Sale for the purpose of obtaining the most current information about the applicable Guidelines and processes, and to verify to Maximum Sale Price and other applicable provisions of the Affordability Covenants affecting the Sale.

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**107.3 Resale Procedures** – Unless otherwise limited or required by the Affordability Covenants or the governing Housing Program, options for selling Housing Units are as follows:

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**A. SHA Ownership** Waitlist Drawing per Section 105 or in applicable Housing Program guidelines

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1. If a SHA Ownership Waitlist Drawing is unsuccessful for the resale of a Unit, Direct Sale or listing with a real estate broker licensed to do business in the State of Colorado provided that:

- i. the chosen buyer is a Qualified Owner approved by SHA prior to closing; and

ii. seller's real estate commissions are borne exclusively by the seller and are not passed on to the buyer and

iii. the Sale Price does not exceed the Maximum Sale Price.

**107.4 Maximum Sale Price** – The Maximum Sale Price of a Housing Unit is calculated by SHA Staff according to the Housing Unit's Affordability Covenants. In no case shall a Housing Unit be sold for more than the Maximum Sale Price. The contracted sale price shall be the only exchange of value between parties to any Sale, and buyer and seller must execute a sworn statement affirming that the contracted sale price is the only exchange of value in the Sale. Any exchange of value outside the contracted sale price shall invalidate the Sale and may result in additional civil and criminal penalties.

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**A. Minimum Standards for Maximum Sale Price** - The Owner and buyer must work together in addressing the repairs necessary to bring a Housing Unit to Minimum Standards for Maximum Resale Price. The Minimum Standards for a Sale at Maximum Resale Price include but are not limited to:

- Clean, odor-free interior;
- Carpets professionally steamed within seven (7) days prior to closing, and are less than seven (7) years old;
- Appliances present, clean and in good working order;
- Surface scratches, marks, holes in doors, floors, walls, woodwork, cabinets, countertops, other than normal wear and tear, repaired;
- Walls in good repair and paint-ready;
- Windows and window locks in good repair, and broken panes replaced;
- Window screens in place and in good repair;
- Doors and door locks in good repair and working keys for all locks;
- Light Fixtures, outlets, switches secure and in working order;
- No apparent plumbing leaks;
- Tile grout in good repair, mold free and clean;
- No apparent roof leaks (if home is single family); and
- No apparent safety hazards.

**B. Maximum Sale Price Calculation** - The following method of calculating the Maximum Sale Price ("MSP") if otherwise not stated in Affordability Covenants:

- An increase of the OPP of three percent (3%) per year from the date of purchase to the date of Owner's Notice Intent to Sell (compounded annually and prorated at the rate of .25 percent (0.25%) per each whole month of any part of a year);
- PLUS, the costs of Permitted Capital Improvements, not to exceed five percent (5%) of the OPP provided that:

- i. Improvements are approved by SHA Staff prior to the commencement of any work or installation, as explained in Appendix E;
- ii. Proof of homeowners' association approval, if applicable, is provided to SHA prior to commencement of work;
- iii. Improvements are property permitted and inspected by the Town Building Official if applicable; and
- iv. Paid invoices and documentation of improvements are submitted to SHA upon completion.

- PLUS, the costs of Permitted Capital Improvements exceeding five percent (5%) of the OPP provided that the improvements have been pre-approved by the SHA Board or TOS Board of Adjustments through the Exception Procedure in Section 109.2. In no case shall Permitted Capital Improvements exceed ten percent (10%) of the OPP. The impact of Exception requests and of any previously approved Maximum Sale Price increased to the Housing Unit will be assessed by SHA when considering any Exception under this Section to ensure continued affordability for Households with respect to this Housing Unit's targeted Income Eligibility Level;
- LESS the depreciation on Permitted Capital Improvements pursuant to the Marshall & Swift Depreciation Guidelines;
- PLUS, any other costs allowed by SHA or Town pursuant to policies in effect on the date of the Notice of Intent to Sell.

**C. Mitigation of Repairs – SHA Staff will perform a limited cursory inspection to assess Minimum Standards only. This inspection is not a substitute for a professional inspection, and SHA strongly encourages all buyers to obtain a professional inspection which may detect health and safety issues and reveal unpermitted or defective work on the Housing Unit. If SHA Staff determines that the Housing Unit does not meet Minimum Standards for Maximum Sale Price, or if a professional inspection reveals health and safety issues needing to be addressed:**

1. The seller must completed identified repairs to meet Minimum Standards prior to closing; or
2. The buyer must agree in writing to complete the identified repairs by a date certain, with one of the following documented at closing:
  - i. A reduction in sales price to cover the cost of repairs; or
  - ii. A credit from seller to buyer sufficient to cover the cost of repairs; or

- iii. Funds placed in escrow by seller in an amount sufficient to ensure satisfactory repairs, the balance of which will be returned to the seller after verified completion of repairs.
- D. To be considered in the calculation of the Maximum Sale Price, Permitted Capital Improvements must be pre-approved by SHA Staff or the SHA Board as appropriate (see Appendix E).

**107.5 Disclosure of Relevant Contracts and Information** – Both buyer and seller of any Housing Unit must sign a release allowing SHA to obtain copies of all documents relevant to the Sale and must disclose all relevant information known to them. All financial information will remain confidential except as noted in Section 104.4.

A. Relevant documents include without limitation:

1. the sales contract for the Housing Unit;
2. the buyer's application for financing and related documentation; and
3. title and escrow documents related to the Sale.

B. If applicable, sellers must inform buyers of any proposed or pending increases in homeowners' association dues, as well as any proposed or pending assessments.

**107.6 Notification Required**- Written notice to SHA of any pending change in financing or ownership interest in a Housing Unit is required, including, but not limited to a refinance, or an ownership change as might happen in a divorce proceeding or in the event of a death of an Owner. Failure to timely notify SHA is considered a material breach of the Affordability Covenants and a violation of the Guidelines and is subject to a Notification Required Penalty for each day the failure to notify persists.

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A. A Notice of Intent to Sell a Housing Unit must be submitted to the SHA at least sixty (60) days prior to the Sale on notice forms available from the SHA.

B. Notice of any Transfer or change in ownership interest in a Housing Unit must be given at least thirty (30) days after the change in ownership interest, and will require execution and recording of a new Affordability Covenants concurrent with the Transfer or change, and may require execution and recording of a new Option to Purchase.

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C. Notice of financing or refinancing of a Housing Unit must be given at least thirty (30) days prior to the closing of the loan, and may necessitate execution and recording of a new Option to Purchase and Affordability Covenants at closing.

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**107.7 Independent Legal Counsel** – All sellers and buyer of Housing Units are advised to consult independent legal counsel at their own expense regarding the examination of title and all contracts, agreements, restrictions, and title documents.

**107.9** **Title Company** – Title documents involved in the closing of Housing Units are unique and technical, and buyers are advised to use title companies and escrow agents experienced in such Sales. Mistakes in closing documents are easily made and difficult to correct. Sellers must authorize SHA to review the conveyance documents prior to closing, however SHA shall not be responsible for any mistakes contained therein.

**107.10** **Affordability Covenants** – SHA Staff in coordination with SHA legal counsel shall prepare Affordability Covenants and Options to Purchase pursuant to Section 108.

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## Section 108: AFFORDABILITY COVENANTS

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**108.1** A Affordability Covenants, also referred to as Covenants must be executed prior to and recorded concurrent with each Sale, change in ownership, or transfer in ownership of a Housing Unit, and may be necessary for any refinance, finance, or transfer by other means. Original executed and recorded Affordability Covenants are retailed by SHA. Provisions herein regarding the form of Affordability Covenants cover some but not all significant policies. Sellers and buyers are advised to consult these Guidelines and the Affordability Covenants for the Housing Unit recorded with the San Juan County Clerk and Recorder which is the principal controlling document to ascertain specific provisions governing the Housing Unit.

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**108.2** Affordability Covenants shall specify:

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- A. The Original Purchase Price ("OPP"). Each Sale of a Housing Unit generates a new OPP. Transfer in ownership by other means or refinance of a Housing Unit does not necessarily change the OPP.
- B. The Maximum Rental Rate. If applicable and not otherwise governed by these Guidelines, the Maximum Rental Rate shall be stated including provisions for any increases.
- C. The designated Income Eligibility Level, if applicable.
- D. The method of calculating the Maximum Sale Price ("MSP") if applicable.
- E. A statement indicating that SHA does not guarantee an Owner's ability to sell a Housing Unit for its Maximum Sale Price or rent a Housing Unit for its Maximum Rental Rate as applicable.
- F. The requirements for use of a portion of Housing Unit for an office of a Home Occupation as defined in the Municipal Code, as amended, or its successor document, is provided to SHA if applicable;
  1. Homeowners' association approval of the office or Home Occupation is filed with SHA if applicable;
  2. That the business holds a current Town of Silverton business license; and

3. That the business holds current Town of Silverton sales and excise tax licenses and timely reports and remits such taxes if applicable.

108.3 Violation of covenants, conditions or terms of the Affordability Covenants shall also be a violation of these Guidelines whether or not a corollary provision exists.

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108.4 Affordability Covenants shall include a provision requiring, at SHA's option, conveyance of an interest in the Housing Unit to SHA (or similar agency acceptable to SHA) meeting the requirements of C.R.S. § 38-12-301 for rent control. SHA may in its sole discretion accept or reject any proposed conveyance of interest pursuant to this Section, and may designate and require conveyance of which interest is best suited to maintain this purpose of rent control under these Guidelines. Such interest may include without limitation:

- A. A fractional undivided ownership or trustee interest in the Housing Unit provided that SHA is indemnified against any and all liability by reason of its interest in the Housing Unit including any and all tax obligations; or
- B. A lease to SHA of the Housing Unit with authorization to SHA to sublet pursuant to these Guidelines, provided that SHA assumes no liability by reason thereof.

108.5 An Option to Purchase shall be granted by the lender to SHA and/or the Town to redeem the Housing Unit in the event of default by purchasing the unit from the holder of the trustee's deed at the redemption price plus reasonable costs of the holder.

108.6 The Affordability Covenants shall be binding on all Owners, successors and assigns including any holder of a deed in lieu of foreclosure.

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108.7 The Affordability Covenants, Option to Purchase, and any amendments thereto must be recorded in the property records of San Juan County. The original executed and recorded documents must be returned to and retained by the SHA.

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108.8 Affordability Covenants may not be transferred off a Housing Unit unless permitted by the governing Housing Program. Transfers require the express consent of the SHA Board which must find that the General Affordable Housing Program Goals are met by such Transfer, and such Transfer promotes the provision of Affordable Housing.

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108.9 No modification or amendment to the Affordability Covenants shall be effective unless agreed to in writing by SHA and any other beneficiary.

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108.10 **Deed Monitoring** - To verify compliance with Affordability Covenants and these Guidelines, SHA will conduct regular Compliance Checks, and may initiate Compliance Checks to investigate complaints or reports of non-compliance. Households must submit all necessary paperwork to verify that they remain in compliance with the Affordability Covenants within twenty-one (21) days of a written notice of Compliance Check or a penalty will be assessed (see Appendix D). It shall be the burden of the Household to provide all required information for compliance, and any missing or incomplete information or documentation, or information that cannot be verified, shall be construed against the Household and may be grounds for a finding of non-compliance.

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108.11 Affordability Covenants shall include a provision requiring Owners to maintain Homeowner's Insurance, pursuant to Section 110.8: Obligation to Maintain Homeowner's Insurance.

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## Section 109: EXCEPTIONS, APPEALS AND GRIEVANCES & REASONABLE ACCOMMODATION

### 109.1 Definitions

A. **Exceptions** – Except as otherwise prohibited herein, a request for an Exception to provisions of these Guidelines may be appropriate when an Applicant understands and acknowledges the requirements of the Guidelines and believes that there exists a legitimate and compelling reason why they should be exempt from or allowed a modification to the requirements.

1. Exceptions to the Guidelines may be granted on a case-by-case basis, provided the reviewing body finds that granting such Exception promotes the provision of Affordable Housing and supports Section 102: General Affordable Housing Program Goals.

B. **Appeals** – An appeal is appropriate when an Applicant understands and acknowledges the requirements of these Guidelines and believes that provisions of the Guidelines have been applied incorrectly by SHA Staff, the TOS Board of Adjustments, or the SHA Board.

C. **Grievances** – A Grievance is any dispute that any person may have with the SHA regarding an action or failure to act in accordance with the individual's rights, duties, welfare, or status. A Grievance may be presented directly to the SHA Board under the procedures in Section 109.4.

### 109.2 Exception Procedure

A. Exception requests must be submitted in writing to SHA on forms available from SHA. Complete Exceptions applications include:

1. The name, mailing and email address, and telephone number of the Applicant(s) and of Applicant's representative, if applicable;
2. A narrative:
  - i. identifying the specific provision(s) or requirement(s) for which the Exception is being requested;
  - ii. detailing the particular ground(s) upon which the Exception is based;
  - iii. describing the action or remedy requested; and
  - iv. addressing the Standards for Review of Exception Applications as set forth in Section 109.2.C applicable to the requested action or remedy.

3. The Exception fee (See [Appendix D](#)).

**B. Process** – All requests for Exceptions will be reviewed by SHA Staff for completeness and addressed administratively pursuant to [Section 109.5](#).

1. Prior to TOS Board of Adjustments consideration, SHA Staff will prepare and distribute to the TOS Board of Adjustments and Applicant(s) a written report analyzing anticipated impacts of the Exception and will include said report in meeting materials for the public hearing. SHA Staff may include a recommendation to TOS Board of Adjustments based on these impacts.
2. Following a hearing by TOS Board of Adjustments, the TOS Board of Adjustments decision may be appealed to the SHA Board pursuant to [Section 109.2](#) Appeals Procedure.
3. Exceptions forwarded to the SHA Board will be heard at the next regularly scheduled meeting, unless not possible due to noticing requirements.

**C. Standards for Review of Exception Applications** – Applicants seeking an Exception must demonstrate to the satisfaction of the reviewing body that granting the Exception would:

1. meet General Affordable Housing Program Goals; and
2. meet one or more of the following additional review standards:
  - i. Promotes greater affordability by:
    - a. decreasing the long-term operating and maintenance costs of the Housing Unit in question;
    - b. enabling the Applicant to take advantage of a financing opportunity that would not otherwise be available; or
    - c. protecting the long-term affordability of the Housing Unit through price control or other means.
  - ii. Demonstrates or recognizes the long-term commitment of the Applicant to residency, employment, and community involvement within the Town of Silverton Town Limits;
  - iii. Provides housing for a critical community need;
  - iv. Increases square footage or increases livability or durability in materials, finishes, Fixtures or appliances (which do not include Luxury Items or items which significantly exceed standards set in recent SHA constructed Housing Units);
  - v. Creates living space for additional member of the Household without compromising the affordability for the Housing Unit's targeted Income Eligibility Level;

- vi. Enables the Qualified Household to own and occupy a Housing Unit more suitable to the Household's needs;
- vii. Furthers currently adopted Town of Silverton Goals and Objectives related to Affordable Housing; or
- viii. Enables the Qualified Household to respond to life circumstances that arise beyond the reasonable control of the Household (such as the need to care for a retired or Disabled Household member).

**D. Exceptions shall not be granted:**

1. for any provision of these Guidelines if an Applicant is under a Notice of Violation;
2. for income to exceed the Income Eligibility Level limit for Transfer, purchase or rental of a Housing Unit, or for exclusion from income to exceed ten-thousand dollars (\$10,000) pursuant to Section 103.2C.4.
3. for an unqualified co-borrower or co-signor unless title is vested 100% in the Qualified Household;
4. for Permitted Capital Improvements in excess of five percent (5%) of OPP, if
5. commencement of any work or installation has already begun or is complete; or
6. to increase the total debt secured by a Housing Unit in excess of the OPP.

**E. Encouraged are Exception requests for:**

1. The requirement that a Housing Unit sell by Waitlist Drawing if:
  - i. the Qualified Owners of two (2) different Housing Units wish to sell to one another resulting in more appropriate housing for both Owners, for example, due to changes in Household size (i.e. a Housing Unit swap);
  - ii. a Qualified Owner wishes to convey to their child their Housing Unit which would otherwise be required to sell by Waitlist Drawing, provided that the child's Household has been certified by SHA as a Qualified Owner for the Housing Unit; or
  - iii. a Qualified Owner of a Housing Unit identifies another Housing unit due to be sold by Waitlist Drawing better suited to their needs provided that the such buyer:
    - a. is deemed a Qualified Owner for purchase of the Housing Unit better suited to their needs; and

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b. agrees in turn to sell their current Housing Unit by Waitlist  
Drawing.

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iv. Guideline requirements not otherwise prohibited for an Exception that might facilitate creative solutions for the development of additional or improvement of existing Affordable Housing, or the advancement of the Town's Affordable Housing goals.

#### 109.3 **Appeal Procedure**

**A.** Appeals must be submitted in writing to SHA on forms available from SHA within twenty (20) calendar days of the decision or determination being appealed and must include:

1. The name, mailing and email address, and telephone number of the appellant(s) and of appellant's representative, if applicable;
2. A narrative:
  - i. identifying the specific determination being appealed;
  - ii. establishing the particular ground(s) upon which the appeal is based; and
  - iii. describing the action or remedy requested; and
3. The Appeal fee (See Appendix D).

**B. Process** – Appeal applications will be reviewed by SHA Staff for completeness and complete submissions will be forwarded to either the TOS Board of Adjustments or the SHA Board, as appropriate.

1. **If an appeal concerns a matter that has not yet been reviewed** by the TOS Board of Adjustments (e.g. a SHA Staff determination), the appeal shall be heard by the TOS Board of Adjustments. Determinations by the TOS Board of Adjustments may be timely appealed to the SHA Board, and if not timely appealed, shall become binding under Section 109.3B.7.
2. **If an appeal concerns a matter that has already been considered and ruled** upon by the TOS Board of Adjustments (e.g. an Exception or an appeal determination by the TOS Board of Adjustments), the appeal shall be heard by the SHA Board. Determinations by the SHA Board shall be final and binding under Section 109.3B.7.
3. Appeals shall be heard at the next regularly scheduled meeting following the submittal of a complete application unless noticing requirements cannot be met or additional time is required to prepare an appeal record. In such cases, the appeal shall be heard as soon thereafter possible.

4. Hearings shall be fair and provide for the basic safeguards of due process, including notice and an opportunity to be heard in a timely, and reasonable manner.
5. The opportunity to examine all relevant documents, records, and regulations must be accommodated. Any document not made available after written request may be relied upon at the hearing. Parties to an appeal have the right to be represented by counsel at their own expense.
6. Hearing shall be conducted by a "Hearing Officer" who shall be a designated member of the TOS Board of Adjustments or SHA Board as appropriate.
  - i. In the event a party fails to appear at the hearing, the hearing body may make a determination to continue the hearing, or a determination based upon the evidence submitted.
  - ii. The hearing shall be recorded and oral or documentary evidence may be received without strict compliance with the Colorado Rules of Evidence.
  - iii. The right to cross-examine shall be at the discretion of the Hearing Officer and may be regulated as the Hearing Officer deems necessary for a fair hearing.
7. **Binding Determination** - The SHA Board or TOS Board of Adjustments, as appropriate, shall provide a final determination with findings to support the determination. Unless timely appealed, the determination shall be binding, and the SHA shall take all actions necessary to carry out or enforce the decision.

Comment [AC5]: Need to determine Appeal Board

#### 109.4 Grievance Procedure

##### A. Grievances must be submitted in writing to SHA and must include:

1. The name, mailing and email address, and telephone number of the complainant(s) and of complainant's representative, if applicable;
2. The particular ground(s) upon which the grievance is based;
3. The action or remedy requested; and
3. The Grievance fee (See [Appendix D](#)).

##### B. Process – The hearing process shall be as presented in [Section 109.3B](#).

109.5 **Administrative Exceptions**- The SHA Board grants SHA Staff the authority to approve specific Exceptions, with or without conditions as deemed appropriate by SHA Staff, to be noticed on the Consent Calendar at the SHA Regular Meeting immediately following SHA Staff approval. SHA Staff, in making its decision, shall follow all procedures and apply all criteria set forth in [Section 109.2](#), and may refer a matter to the SHA Board if, in SHA Staff sole discretion, deemed more appropriate. Administrative Exceptions are authorized for:

Comment [AC6]: Or other appeal board

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- A. Approval of Exceptions for use of a co-borrower or co-signer for unconventional lending after SHA legal counsel review of documents to be recorded pursuant to Section 110.7.
- B. Approval of Exceptions for Leaves of Absences for a period of one (1) year or less pursuant to Section 106.1A.1.

Deleted: Town

#### **109.6 Reasonable Accommodation**

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the SHA Housing Programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with the Disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This section clarifies how to request accommodation, and the procedure SHA will follow in determining whether it is reasonable to provide a requested accommodation. Because Disabilities are not always apparent, SHA will ensure that all Applicants and tenants are aware of the opportunity to request Reasonable Accommodations.

**A. Communications** – Notifications of Compliance Checks, inspection, appointment, or eviction will include information about requesting a Reasonable Accommodation. Any notification requesting action by the Applicant, Tenant, or Owner will include information about requesting a Reasonable Accommodation. Any decision denying a request of a Reasonable Accommodation will be in writing and will include instructions on how to request an Appeal of the decision.

**B. Consideration of Granting the Accommodation:**

1. Is the requestor a person with disabilities? The Fair Housing definition used for this purpose is:

"A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment (The disability may not be apparent to others)."  
- 42 US Code 12101.

If the disability is apparent or already documented, the answer to this question is yes. If the disability is not apparent or documented, SHA will obtain reasonable verification that the person is a person with a disability. Verification shall not include requests for medical records or require an individual to disclose a diagnosis.

2. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, SHA will obtain documentation that the requested accommodation is needed due to the disability. SHA Will not inquire as to the nature of the disability.

3. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
  - i. Would the accommodation constitute a fundamental alteration? SHA's business is housing. If the request would alter the fundamental business that SHA conducts, that would not be reasonable.
  - ii. Would the requested accommodation create an undue financial hardship or administrative burden? If the cost would be an undue burden, SHA may request meeting with the individual to investigate and consider equally effective alternatives.
4. Generally, the individual knows best what it is they need; however, SHA retains the right to be shown how the requested accommodation enables the individual to access or use SHA's programs or services.

If more than one accommodation is equally effective in providing access to SHA's programs or services, SHA retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests will be borne by SHA if there is no one else willing to pay for the modifications.

If the tenant requests as a Reasonable Accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

**C.** Reviewing and granting of Reasonable Accommodations will be conducted pursuant to Section 111.9: Administrative Procedures.

## Section 110: LENDERS, LOANS AND INSURANCE

**110.1 Purpose** – This Section is intended to facilitate the financing of Housing Units while meeting the following goals:

- A. Protect the public investment and regulatory integrity of the Town's overall Affordable Housing Programs in the short and long term.
- B. Minimize financial and other risks to the Town's overall Affordable Housing Program by prohibiting excessive debt or other obligations from being secured by Housing Units.
- C. Minimize the financial risk to Owners of Housing Units.
- D. Increase the potential financing opportunities for Applicants and Owners.

**110.2 Lenders and Mortgages** – Borrowers are restricted to either conventional or governmental guaranteed mortgages with a fixed rate from commercial banking and lending institutions authorized to engage in mortgage lending practices in the State of

Colorado. All other mortgages will require an Exception prior to purchase of a Housing Unit (see Section 109.2).

**110.3 Notification Required** – Notification to SHA as set forth in Section 107.6 is required for any changes in financing or ownership of a Housing Unit. An Owner failing to notify SHA is subject to a Notification Required Penalty for each day the failure to notify persists (see Appendix D), and such violation is grounds for loss of Qualification status for the entire Household.

**110.4 Option to Purchase** – Lenders who are beneficiaries of any Deed of Trust executed in connection with the Sale of a Housing Unit must sign an Option to Purchase acknowledging the provisions of the Affordability Covenants and granting a right to the Town or the SHA to purchase the Housing Unit in a foreclosure.

**Deleted: Deed Restriction**

**110.5 Total Debt** - Owners shall not incur debt, judgments, liens or other obligations secured by the Housing Unit and in no event shall any obligation be secured by the Housing Unit.

**110.6 Refinance** – Owners must notify the SHA immediately when refinance of a mortgage is anticipated and must fully cooperate in securing the required signatures for a new Option to Purchase and also for a new Affordability Covenants if required. Owners must also verify that their Household remains a Qualified Household prior to closing on a refinance. An Owner failing to timely notify the SHA is subject to a Notification Required Penalty for each day the failure to notify persists (see Appendix D), and such violation is grounds for loss of Qualification status for the entire Household (see Section 107.6).

**Deleted: Deed Restriction**

**110.7 Co-borrower or Co-signer** - Co-borrowers or co-signers who are not part of the Qualified Household must be approved through the Administrative Exception Procedure (see Section 109.5). Approved co-borrowers and co-signers must execute a separate agreement requiring Sale of the Housing Unit in the event the Qualified Owner becomes unqualified, is in default under its Affordability Covenants or the Guidelines, or is otherwise required to sell the Housing Unit. Co-signers and co-borrowers may not occupy the Housing Unit unless Qualified by the SHA.

**Deleted: Deed Restriction**

**110.8 Obligation to Maintain Homeowner's Insurance** - The cost to build Affordable Housing Units is often greater than the sales price due to the use of public and private subsidies. Because of this, Owners shall maintain at all times full replacement cost coverage for the Housing Unit through an insurance provider licensed with and compliant with the Colorado Department of Regulatory Agencies which will repair or replace the Housing Unit in the event of damage or destruction. Owners are encouraged to verify whether coverage under any applicable master condominium insurance policy is sufficient to meet this requirement. Failure to maintain adequate homeowner's insurance shall be considered a violation of these Guidelines and material breach of the Affordability Covenants.

**Deleted: Deed Restriction**

## Section 111: GENERAL MISCELLANEOUS PROVISIONS

### 111.1 Legislative History - Silverton Affordable Housing Guidelines adopted 9/9/2024.

The history of the amended, consolidated and reenacted Guidelines is as follows:

1. **02/10/2025** - Amendment to incorporate Section 200: SJDA Homeownership Program. Approved 7/0 on February 10, 2025, by Resolution 2025-01: A RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF SILVERTON AMENDING THE SILVERTON AFFORDABLE HOUSING GUIDELINES TO INCORPORATE THE SJDA HOMEOWNERSHIP PROGRAM.

### 111.2 Amendments – These Guidelines shall be reviewed at least every two (2) years by the SHA Staff and any changes will be recommended to the SHA Board for adoption.

**Deleted:** TOS Board of Adjustments

**Deleted:** Board of Trustees and

### 111.3 Non-administrative amendments to these Guidelines shall be made according to the following procedure:

- A. Proposed amendments must be presented by SHA Staff to the SHA Board for consideration. Additionally, the SHA Board may direct SHA Staff to draft amendments to be considered at a later SHA Board Meeting.

**Deleted:**

**Deleted:** TOS Board of Adjustments

**Deleted:** and recommendation to the Board of Trustees and SHA Board

- B. Amendments shall be adopted by written resolution(s) of the SHA Board.

**Deleted:** The TOS Board of Adjustments must consider such amendments in a timely manner and if recommending adoption, must report to the Board of Trustees and the SHA Board its findings.

### 111.4 Updates to the Area Median Income, Initial Sales Price, and Rental Affordability Standards will be made administratively by SHA Staff annually upon release of HUD updates based on the methodology in place.

**Deleted:** The Board of Trustees and the SHA Board shall timely consider the TOS Board of Adjustments' findings and recommendations at a public hearing, and must adopt, adopt with amendments, or deny any proposed amendments at such hearing.

### 111.5

### 111.6 – Administrative Procedures

- A. **Reasonable Accommodation** - SHA Staff shall administer these Guidelines and SHA's Affordable Housing Programs in compliance with all reasonable accommodation standards, including without limitation the Americans with Disabilities Act. See Section 109.6 Reasonable Accommodations. Staff may require SHA Board review and direction for granting and administering reasonable accommodations.

**Comment [AC7]:** Deleted due to Funding source requirements for methodologies for calculating AMI, purchase prices & maximum rents

- B. **Assignment of Administrative Responsibilities** – The SHA and/or the Town shall have the right to contract with any qualified person or entity for the purpose of administering these Guidelines. The contract for administration shall provide for oversight by the Town, including access to applicable records and the ability to conduct an audit of administrative procedures.

**Deleted:** Amendments to methodologies used in the calculation of Area Median Incomes, Original Purchase Prices, and Rental Affordability Standards may be requested by the Planning Director, Building Inspector, or SHA Staff and may be approved by the TOS Board of Adjustments or recommended for consideration of the Board of Trustees and the SHA Board pursuant to Section 111.3.

### 111.7 – Privacy Statement

All personal and financial information provided to SHA will be kept strictly confidential, except as follows:

- A. Signed contracts between the Applicant or Household and SHA or the Town including without limitation Contract to Purchase a Housing Unit, all recorded documents including Affordability Covenants, and any document that would customarily be a matter of public record in the applicable jurisdiction;
- B. The names and Waitlist Drawing rankings of all Applicants who have participated in any Waitlist Drawing held per Section 105;
- C. Any record that a court of competent jurisdiction rules must be released under the Colorado Open Records Act, C.R.S. § 24-72-200.1 *et seq.*;
- D. Personal and private information to the extent SHA determines the information is necessary for its deliberation of a request for an Exception or for a Grievance or Appeal at a public hearing, or for consideration during a violation hearing.

**Deleted: Deed Restriction**

**Deleted: Lottery**

**Deleted: Lottery**

#### **111.8 – Conflict of Interest**

No employee or official of the Silverton Housing Authority, nor the Town of Silverton Administrator shall participate in a transaction, contract, activity, or service of the Silverton Housing Authority which has a direct or predictable effect on their financial interests or the financial interests of a close relative. A close relative is defined as within first, second, and third degree of consanguinity (blood) (1<sup>st</sup>: Parent, Child, 2<sup>nd</sup>: Grandparent, Brother/Sister, Grandchild, 3<sup>rd</sup>: Great Grandparent, Aunt/Uncle, Niece/Nephew, Great Grandchild) or the first or second degree of affinity (marriage) (1<sup>st</sup>: Spouse, 2<sup>nd</sup>: Parent-in-Law, Daughter/Son-in-Law).

- A. **Disclosure Requirements** - Any employee or official of the Silverton Housing Authority, or the Town of Silverton Administrator, who becomes aware of a potential Conflict of Interest must disclose it in writing to the Board of the Silverton Housing Authority before participating in the relevant transaction, contract, activity, or service.
- B. **Recusal Process** - In the event of a disclosed or identified Conflict of Interest, the individual must recuse themselves from any discussions, decisions, or actions related to the matter. The recusal must be documented, and alternative arrangements should be made to ensure the integrity of the decision-making process.
- C. **Consequences of Non-Compliance** – Failure to comply with this Conflict of Interest policy may result in disciplinary action, up to and including termination of employment, and may be subject to legal consequences as provided by applicable laws and regulations.

pregnant person shall constitute as two (2) people for the purpose of calculating Household Size.

Unit Type	Minimum Household Size	Maximum Household Size
1 Bedroom/Studio	1 person	3 person
2 Bedroom	2 persons	4 persons
3 Bedroom	3 persons	6 persons
4 Bedroom	4 persons	8 persons

\*This chart does not guarantee houses will be built or available in all listed types.

**Qualified Disabled or Qualified Retired Resident of San Juan County:** Applicants who are Qualified Retired or Qualified Disabled. Additional entries are dependent on length of residency in San Juan County seen in Section 103.5. *To qualify for the Priority Bonus entries for Qualified Disabled/Retired in San Juan County, the Applicant must complete the residential history within the application packet and show proof of retirement or unemployment based on the required documentation in Section 104.3C.*

### Priority



## RESOLUTION NO. 2025-03

### **A RESOLUTION OF THE HOUSING AUTHORITY OF THE TOWN OF SILVERTON OF DELEGATION OF SIGNATORY AUTHORITY FOR ANVIL TOWNHOMES LLC**

**WHEREAS**, the Housing Authority of the Town of Silverton ("Silverton Housing Authority"), in the County of San Juan and the State of Colorado is a municipal housing authority duly organized and existing under the laws of the State of Colorado; and

**WHEREAS**, SHA Resolution 2024-04 caused the formation of the Anvil Townhome LLC entity for the purpose of the Anvil Townhome Development; and

**WHEREAS**, on December 9, 2024, the SHA and Anvil Townhomes LLC executed an Operating Agreement designating the SHA as the 100% owner and manager of Anvil Townhomes LLC; and

**WHEREAS**, on December 12, 2024, SHA transferred ownership of Anvil Mountain Subdivision Lots 15, 16 and 17 to Anvil Townhomes LLC; and

**WHEREAS**, Grant Agreement H5AHOP32782 between the State of Colorado and the Housing Authority of the Town of Silverton requires execution of a Use Covenant and Regulatory Agreement by the owner of the real property; and

**WHEREAS**, the SHA Chairperson must be granted signatory authority on behalf of Anvil Townhomes LLC to execute such Use Covenant and Regulatory Agreement.

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF THE  
HOUSING AUTHORITY OF THE TOWN OF SILVERTON ON BEHALF OF ANVIL  
TOWNHOMES LLC THAT:**

**Section 1:** The Board of the Silverton Housing Authority on behalf of Anvil Townhomes LLC does hereby certify that the person named below has full signatory authority in regard to all contracts and corresponding documents associated with agreements entered into by the Silverton Housing Authority and Anvil Townhomes LLC with the Colorado Department of Local Affairs and its Divisions:

Dayna Kranker

*Name of Authorized Signor*

Chairperson

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*Title*

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*Signature*

**Section 2:** If applicable, this statement certifies and hereafter delegates Dayna Kranker, an agent of the Silverton Housing Authority and Anvil Townhomes LLC for the purpose of authorizing and signing Payment Requests, Quarterly Financial Status Reports, Quarterly Project Performance Reports, and Monitoring Documents.

**THIS RESOLUTION** was approved and adopted on the 10<sup>th</sup> day of March 2025, by the Silverton Housing Authority.

**SILVERTON HOUSING AUTHORITY**

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Dayna Kranker, Chairperson

**ATTEST:**

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Melina Marks, Town Clerk (SHA Appointed Secretary)

**March 10, 2025**

**TRUSTEE WORK SESSION**

**MEETING PACKET**

# Silverton Brownfields

Box Car Apartments  
& Lackawanna Mill  
Phase II ESA Results

Kit Carson  
David Heinze, PE



# Agenda

1. Overview of Phase II ESA
2. Box Car Apartments
3. Lackawanna Mill
4. Pathway Forward



## Phase II Environmental Site Assessment

A Phase II Environmental Site Assessment (ESA) is typically performed based on the findings of the Phase I ESA, which involves:

- Soil sample collection; and
- Groundwater sample collection (if encountered).

Soil and/or groundwater samples are submitted to a laboratory for analytical testing to confirm the presence (or absence) of site-specific contaminants of concern (COC).

This assessment informs whether cleanup is necessary and guides the next steps for site redevelopment.



# Soil Comparison Criteria

Ramboll utilized the following soil comparison criteria for screening level purposes:

- **USEPA Residential Regional Screening Levels (RSLs)**
- **USEPA Composite Worker RSLs**
- **Arsenic Site-Specific Screening Level (64 mg/kg)**

Arsenic screening level was adopted from the Rose Walsh Smelter VCUP site. Used most-conservative cleanup objectives or Remedial Action Levels (RALs).

Note that the above are not enforceable regulatory criteria but guides the evaluation of metal concentrations in soil. Soil cleanup levels will be established in the site's Remedial Action Plan (RAP).



# Soil Sample Collection

Surficial and subsurface soil samples were collected from test pits to depths up to 8 feet. Surficial composite, discrete, and waste characterization soil samples were collected from various depth intervals, depending the intended use of the data.

In-field XRF screening was utilized to screen all soil samples for lead and arsenic. Soil sample collection for laboratory analysis occurred if (**Box Car Site only**):

- Lead exceeded USEPA Residential RSL (200 mg/kg), and/or
- Arsenic exceeded site-specific screening level (64 mg/kg)



**Notes:** An excavator completed all shallow pits and test pits, operated by Maisel Excavation.

# Laboratory Analysis

Both the Box Car Apartments and Lackawanna Mill collected soil samples for Target Analyte List (TAL)\* Metals, including mercury. Based on historic site operations, total cyanide was included in soil sample collection protocols from Lackawanna Mill.

Both sites collected waste characterization and leaching potential in composite soil samples for Total RCRA Metals, including TCLP and SPLP analysis, pH, and flash point.



\*TAL metals refers to the following list of 23 metals: silver (Ag), aluminum (Al), arsenic (As), barium (Ba), beryllium (Be), calcium (Ca), cadmium (Cd), cobalt (Co), chromium (Cr), copper (Cu), iron (Fe), mercury (Hg), potassium (K), magnesium (Mg), manganese (Mn), sodium (Na), nickel (Ni), lead (Pb), antimony (Sb), selenium (Se), thallium (Tl), vanadium (V), and zinc (Zn).

# Box Car Apartments

## Box Car Apartments Background & Brief Mining History

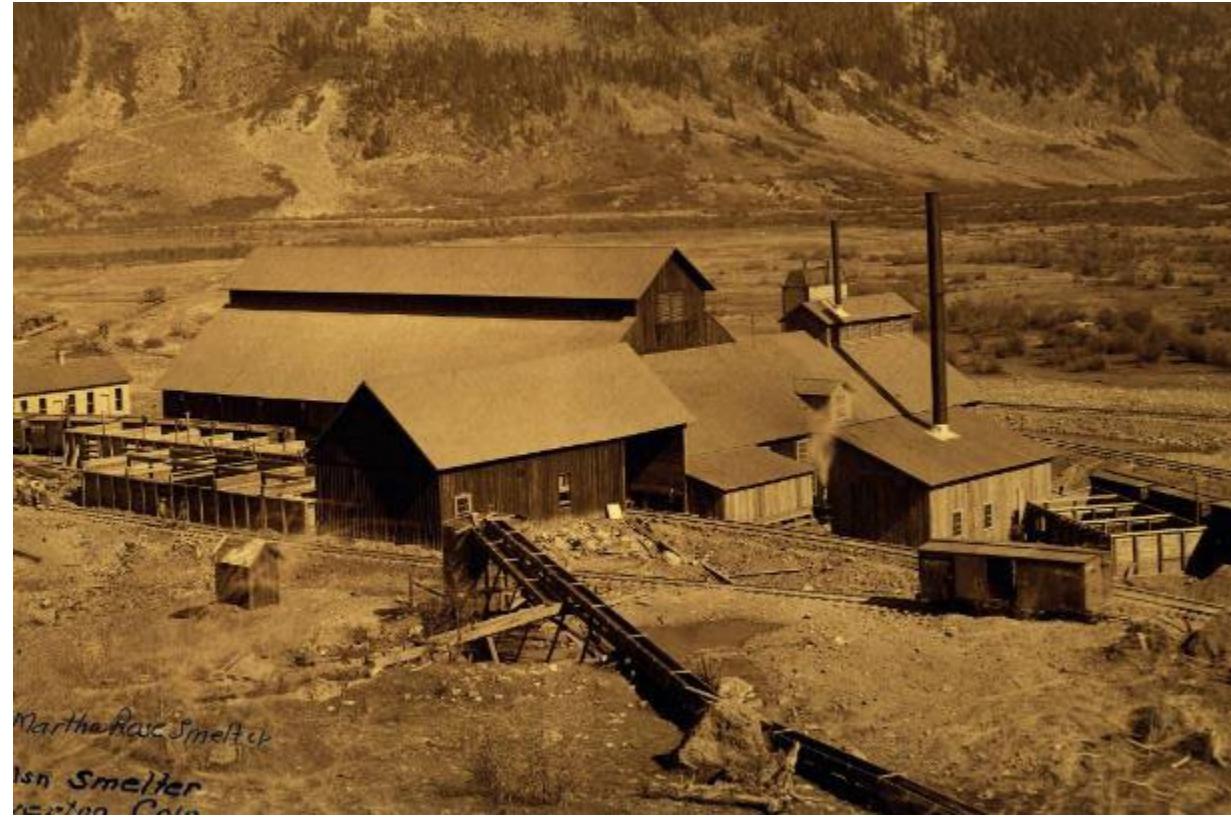
- Two non-contiguous parcels totaling 0.37 acres of primarily vacant land, which is separated by a narrow 0.07-acre right-of-way (ROW). Located adjacent to the Anvil Mountain Apartment complex and the old railroad box car on a small section of old railroad tracks that lead to the historic Martha Rose Walsh Smelter site.
- Historically, adjacent to the Martha Rose Walsh smelter, constructed in 1882. Although it operated for only three months, it later became part of operations that processed copper, silver, and gold until its closure in 1897.
- A lixiviation plant (process of extracting soluble substances from a solid by percolating a liquid through it) operated briefly in 1907, utilizing potassium cyanide for ore extraction. By 1945, aerial photographs indicated that the smelter structures had been demolished.
- San Juan County acquired the smelter site in 2008.

**Following the Phase I ESA, the Town of Silverton plans for to complete land conveyance and lot consolidation (including the ROW) for a low-income housing project.**



## Rose Walsh Smelter Investigation & Remediation Efforts

- Phase I and II assessments in 2003 and 2004 identified metal contamination in soil at the smelter site due to past smelting operations, particularly lead and arsenic.
- In 2006, a Targeted Brownfields Assessment (TBA) confirmed these findings, noting that lead and arsenic levels exceeded the U.S. EPA's Risk-Based Concentrations (RBCs) for residential soil, necessitating remedial action.
- From 2007 to 2009, a \$1.75 million cleanup was performed at the smelter site to mitigate soil contamination. This included consolidating and capping contaminated soil and slag, along with the removal of asbestos. Over 14,000 cubic yards of contaminated material were removed from the site, including some soil from Lot 1.
  - Confirmation soil samples collected from Lot 1 were below regulatory screening levels, however, Lot 32 was not included in the remediation efforts.
- Engineering controls like capping and road construction were implemented, and redevelopment began in 2011, leading to the construction of two apartment buildings and 13 residential parcels.



\*A REC is defined as a site condition that could be hazardous to the community or the environment through the presence of a *hazardous substance* or *petroleum products* are (1) on the property due to a release to the environment, (2) likely on the property due to release to the environment, or (3) poses a material threat of a future release to the environment.

## 2024 Phase I ESA Findings

- Phase I ESA identified two (2) RECs:
  - Historic Smelter Operations
  - Partial Exclusion from Remediation
- Based on the findings from the Phase I ESA, a limited Phase II ESA was recommended to understand current site conditions through the collection of surface and subsurface soil samples to define the nature and extent of metals impact and plan for remedial actions, if required.
- Limited Phase II ESA completed the week of Oct 21<sup>st</sup>
  - October 22<sup>nd</sup> - Private Utility Locate
  - October 22<sup>nd</sup> to 23<sup>rd</sup> - Shallow Pit / Test Pit Soil Sampling
  - October 24<sup>th</sup> - XRF Sample Analysis



## Phase II ESA Scope

Box Car Apartments site was divided into two gridded areas, as described below.

- Grid A – located within a densely forested area in the western portion of Lot 32; and
- Grid B – located in the eastern segment of Lot 32 and the adjacent ROW.

Evaluate of the nature and extent of potential metal impacted soils across a site with significant vegetation and uneven terrain, which limited access of larger equipment such as excavators and/or drill rigs.



## Phase II ESA Scope

Employed similar soil sampling strategy across both gridded areas of surficial soil samples and subsurface soil samples from 1-foot intervals, as follows:

### **Shallow Test Pits\* (A1-A5 or B1-B5)**

- 0-0.2', 0.2-1', 1-2', and 2-3'

### **Deep Test Pit (TP-A or TP-B)**

- 0-0.2', 0.2-1', 1-2', 2-3', 3-4', 4-5' and 5-6'

Note that in-field XRF analysis was completed from the above soil depth intervals (including waste characterization soil samples).

\*Soil samples were collected only if lead and/or arsenic exceeded applicable screening level criteria.



# Phase II ESA Soil Sampling Summary

A summary of the soil samples collected as part of the Box Car Apartments limited Phase II ESA is below:

## 58 XRF soil analysis samples

- Of these, 11 soil samples exceeded applicable screening level criteria for either lead and/or arsenic in the shallow test pits and submitted for laboratory analysis

**26 discrete soil samples** submitted for laboratory analysis

**3 (out of 6) composite waste characterization soil samples** submitted for laboratory analysis



## Phase II ESA Key Findings and Takeaways

Four metals (antimony, arsenic\*, iron, and lead) exceeded USEPA Residential RSLs.

XRF and laboratory analytical results indicated that metal exceedances were primarily observed in **uppermost foot of soil**. Metals concentrations appear to decrease with depth and remained below applicable screening level criteria with only three exceptions from the deep test pit locations:

- Lead exceedance from 1 to 2 feet bgs (Grid B – 1 location);
- Arsenic exceedance from 3 to 4 feet bgs (Grid A – 1 location); and
- Iron exceedance from 5 to 6 feet bgs (Grid A – 1 location).

Good agreement between XRF and laboratory results.

\*arsenic exceeded site-specific screening level of 64 mg/kg



## Phase II ESA Waste Characterization Results

Waste characterization results did not exceed standards in the surficial composite soil samples from Grid A, Grid B, or site-wide. **Not classified as hazardous waste.**

Additional composite waste characterization samples were held and not analyzed at the laboratory.

Based on surficial waste characterization samples and outside of isolated exceedances of lead and/or arsenic above in-field XRF and laboratory results below 1 foot, it is not anticipated subsurface soil sample would be classified as hazardous waste.



# Box Car Apartments Redevelopment Project Next Step(s)

Prior to the Box Car Apartments Redevelopment can commence, the following tasks are required:

- 2024 Phase I ESA (completed)
- 2024 Phase II ESA (completed)
- Land Conveyance & Lot Consolidation (pending)

Sufficient information has been obtained to develop a Remedial Action Plan (RAP) to address shallow metal impacted soils at the Box Car Apartments site. Likely excavation of upper foot of soils. Disposal plan TBD.



A wide-angle photograph of a mountainous landscape. In the foreground, a small wooden building with a dark roof sits on a grassy hillside. Behind it, a winding river or stream flows through a valley. The background features several majestic mountains with steep, rocky peaks and dense forests of coniferous trees. The sky is clear and blue.

# Lackawanna Mill

## Lackawanna Mill Background & Brief Mining History

- Constructed in 1928 and situated on a 26.63-acre parcel above the Animas River.
- Processed ore primarily from the Lackawanna Mine (directly uphill) and connected by a 1,500-foot aerial tramline and a flume pipe for ore transportation. A similar tram connected the mill to the railroad in town.
- Extracted minerals such as gold, silver, copper, lead, zinc, and later, tungsten.
- Ownership passing to the Town of Silverton in 2000. Area is currently used for recreational activities, including four-wheeling, hiking, mountain biking, and winter skiing.

**Town of Silverton plans to repurpose the Lackawanna Mill for recreational/community use.**



## 1999 Phase I Results Prior to Town's Acquisition of the Mill

- No RECs\* were identified. However, concerns were noted about the un-remediated tailings across the site and in the riparian zone of the Animas River and hazardous substances previously used as part of the historic milling operations.
- Approximately 5,000 to 10,000 cubic yards of these tailings were removed to an off-site repository.
- In 2006, the Colorado Department of Public Health and Environment (CDPHE) conducted a Targeted Brownfields Assessment (TBA) through the collection of surface and limited subsurface soil and tailings samples.
  - Identified elevated levels of metals above applicable residential soil screening level criteria, including barium, mercury, selenium, silver, lead, and arsenic.
- Limited diesel range organics (DRO) in soil was also encountered, likely due to minor releases from the former 2,000-gallon diesel AST.



\*A REC is defined as a site condition that could be hazardous to the community or the environment through the presence of a *hazardous substance* or *petroleum products* are (1) on the property due to a release to the environment, (2) likely on the property due to release to the environment, or (3) poses a material threat of a future release to the environment.

## 2024 Phase I ESA Findings

- Phase I ESA identified one (1) REC associated with the Historic Milling Operations at the Lackawanna Mill site. Additionally, there is a concern regarding a suspect collapsed mine adit near the mill building that could pose safety risks.
- Based on the findings, a limited Phase II ESA was recommended to understand current site conditions through the collection of surface and subsurface soil samples and an asbestos survey of the mill's building materials and plan for remedial actions, if required.
- Limited Phase II ESA completed the week of Oct 21<sup>st</sup>
  - October 22, 2024 – Private Utility Locate
  - October 23, 2024 – Soil Sampling
  - October 24, 2024 – Soil Sampling
  - October 25, 2024 – Asbestos Inspection

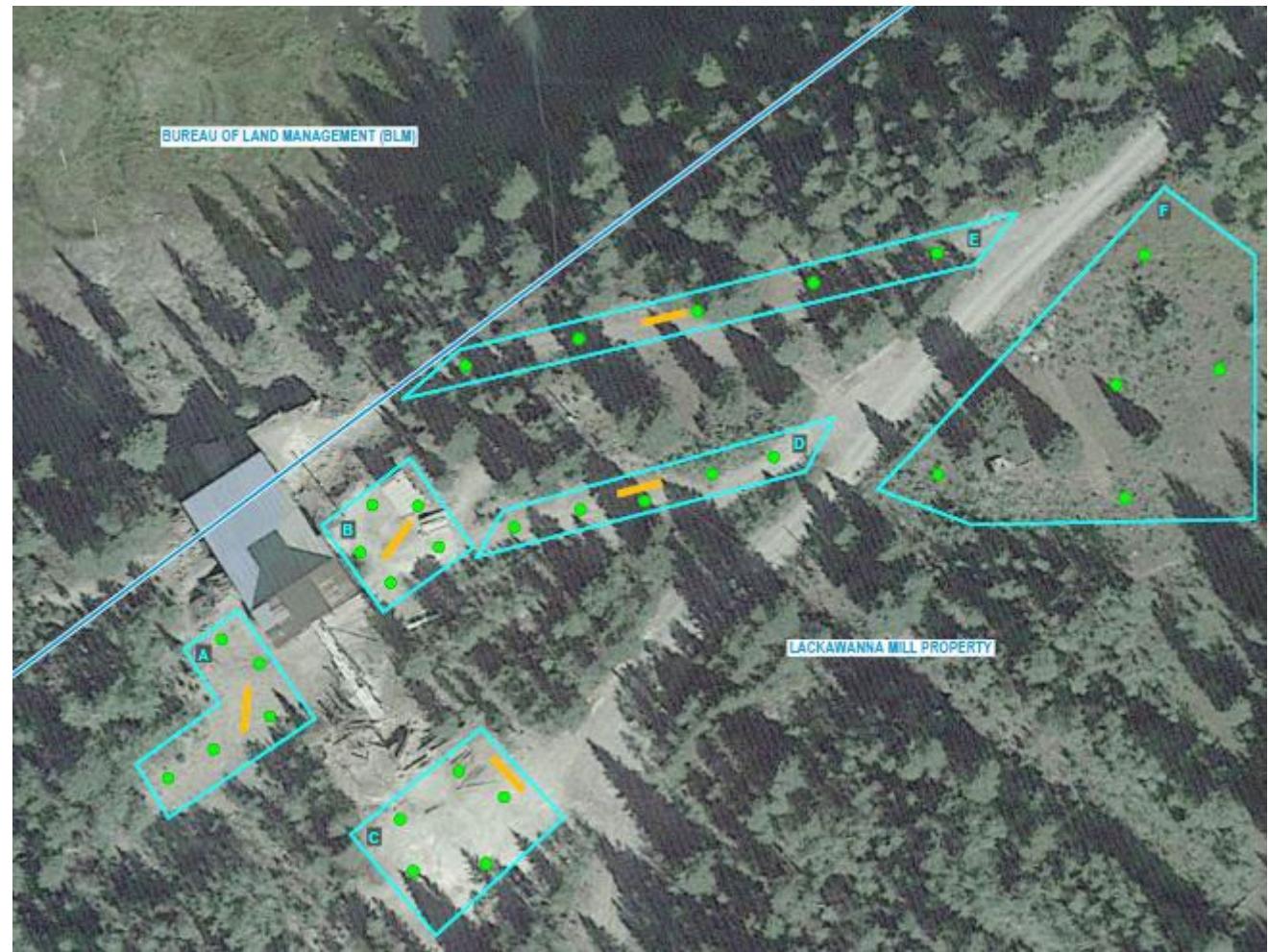


## 2024 Phase II ESA Scope

Box Car Apartments site was divided into six gridded areas, as described below.

- **Grids A, B, and C** – located east, southeast, and west of the mill, respectively;
- **Grids D and E** – upper and lower access roads to the mill, respectively; and
- **Grid F** – open vegetated area east of the mill

Evaluate the nature and extent of potential metal impacted soils based on areas with possible impact due to site operations, as identified in the 2024 Phase I ESA.



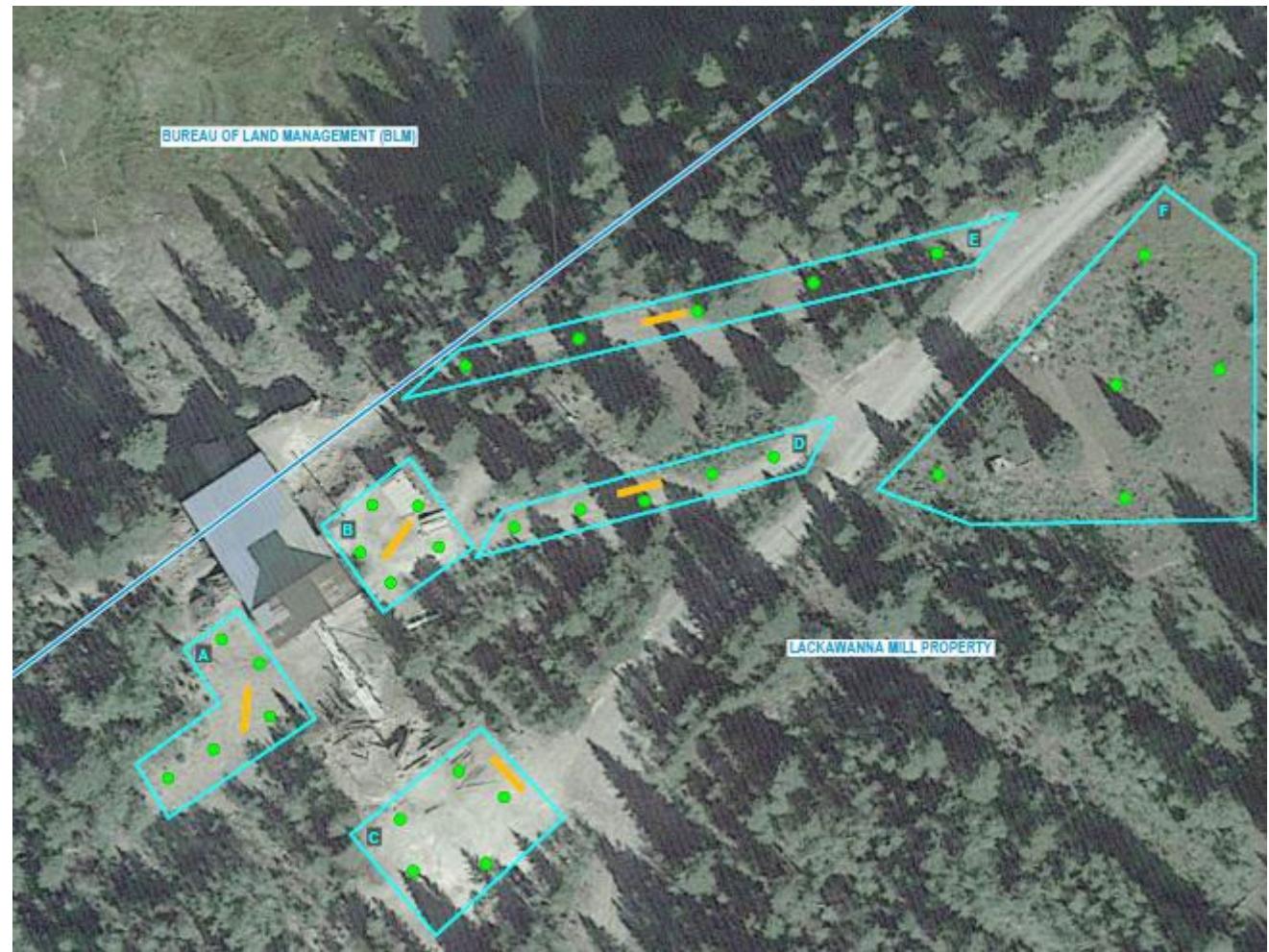
## 2024 Phase II ESA Scope & Soil Sampling Summary

Employed similar soil sampling strategy across both gridded areas of surficial soil samples and subsurface soil samples from 1-foot intervals, as follows:

- **5-point Surficial Composite Soil (all gridded areas)**
- **Deep Test Pits (grids A-E)**

Grid	Test Pit Depth (ft bgs)	Sample Depth Interval (ft bgs)
Grid A	8	0-1, 3-4, and 4-5
Grid B	7	0-1, 1-2 (FD), 2-3
Grid C	8	0-1, 5-6, and 7-8 (FD)
Grid D	6	0-1 and 4-5
Grid E	6	0-1 and 5-6

- **Composite waste characterization soil samples (grids A-C) from shallow test pits the following depth intervals: 0-0.2', 0.2-1', 1-2', and 2-3'. Note that a waste characterization sample was also collected from surficial soils along the access roads.**



## 2024 Phase II ESA Key Findings and Takeaways

Three metals (arsenic\*, cadmium, and lead) exceeded USEPA Composite Worker RSLs.

- Surficial soils exceeded for lead and arsenic near the mill but did not exceed along the access roads and open field.
- Subsurface soils exceeded near the mill only
  - West and southwest of the mill (Grids A and C), impacts observed in the uppermost foot of soil.
  - East of the mill (Grid B), significant metals impacts observed in the upper 2-3 feet at all shallow test pit locations, particularly within a yellowish layer of mine waste (**see photo to the right**).

Good agreement between XRF and laboratory results, except for arsenic concentrations with elevated laboratory concentrations greater than 500 mg/kg– likely due to natural soil heterogeneity.



**Note:** Photo (facing south) of location B2 from Grid B (east of the mill) with a notable yellowish layer within likely mine waste associated with the former mill operations. Yellowish color typically indicates sulfate minerals, likely composed of copper, lead, and/or zinc based on laboratory results, which is similar to ore mined from the Lackawanna Mine and processed at the Lackawanna Mill.

## 2024 Phase II ESA Waste Characterization Results

Waste characterization results indicate the following:

- Surficial soil along access roads is considered hazardous waste for lead; and
- Surficial and subsurface soils near the mill is considered hazardous waste for lead down to 2 feet. Note that lead was not considered hazardous waste from 2-3 feet for soils near the mill.
- Discrete soil results may not be a reliable indicator whether lead exceeds waste characterization criteria due to grain size and/or natural heterogeneity in the soil.



## Asbestos Survey

SME Environmental, Inc. (Durango, CO) conducted an asbestos survey of the exterior and interior of Lackawanna Mill.

A total of 19 samples were collected of suspected asbestos containing material (ACM) or presumed ACM (PACM) material, which included roofing shingles, paper barrier, flooring material, and cement.

None of the samples identified throughout the building were determined to contain more than 1% asbestos by PLM and none of the homogeneous materials were determined to be ACM. **No ACM or PACM was identified in Lackawanna Mill.**



**Note:** Exterior (left photo) and interior (right photo) asbestos sampling locations.

# Lackawanna Mill Redevelopment Project Next Step(s)

Prior to the Box Car Apartments Redevelopment can commence, the following tasks are required:

- 2024 Phase I ESA (completed)
- 2024 Phase II ESA (completed)
- Asbestos Survey (completed)
- Structural Assessment (scheduled for May 2025 with report deliverable in fall 2025)

Future redevelopment will need to consider the results of the structural assessment and shallow soil across the Site are considered hazardous waste for lead. Remediation strategy to consider capping rather than excavation/removal.



# Questions?



Kit Carson  
Ramboll Project Manager  
[kcarson@ramboll.com](mailto:kcarson@ramboll.com)



David Heinze  
Ramboll Project Owner  
[dheinze@ramboll.com](mailto:dheinze@ramboll.com)

**March 10, 2025**

**BOARD OF TRUSTEES**

**REGULAR MEETING PACKET**

**March 10, 2025**

## **1. Staff and/or Board Revisions to Agenda**

This is an opportunity for staff to add, delete or amend items on the agenda as well as an opportunity for the board to revise the agenda as well. Trustees can use this agenda item to pull an item from the consent agenda that they have either need additional information or would like to have a discussion on and put it either in new business or in continued business. Typically, the Town Administrator will make an adjustment to the agenda since managing the agenda is their main responsibility.

# **March 10, 2025**

## **1. Public Comment—Comments must be limited to three (3) minutes in duration.**

The opening Public Comment is intended for a citizen to bring up any topic whether it is on the agenda or not. The citizen will be asked to state their name for the record.

The Mayor or Pro Tem will call out the public to comment as well as time the comment and let the public know when they have run out of time.

If a Trustee would like to discuss the comment, they can do so in Trustee Updates. It is not encouraged to engage in a dialogue on a public comment because if a public comment is not related to an agenda item, staff should be directed to either follow up with the citizen outside the meeting or include the topic in the next appropriate agenda (this can be a committee agenda or a board of trustee agenda).

If the comment is related to an agenda item, their comments can be brought up in the discussion of that agenda item.

Comments that are submitted via email about an agenda item will be accepted up until the agenda packet is constructed on noon on Wednesday before the Regular Meeting. Comments that are received after this deadline will be emailed to the trustees and not included in the packet. Comments that are emailed are not considered “official public comment” unless they are presented at the meeting or submitted for a Public Hearing before the Wednesday deadline.

Public Comments specific to a Public Hearing on the agenda should be encouraged to take place during the public hearing and not during the opening Public Comment, so that their comments can be recorded with the hearing.

Opening Public Comment is not addressed in the Silverton Municipal Code.

**March 10, 2025**

### **3. Presentations and Proclamations**

Presentations can be scheduled with the board on a variety of topics that usually relate to board direction or goals. The Town Administrator schedules these presentations and works with the presenter to keep their presentation in 30 minutes or less including an anticipated questions and answer period with the Trustees.

Proclamations can be used to declare an emergency (SMC 2-7-30) or recognize a community member or organization for their service. Trustees can request a proclamation during the Trustee Updates agenda item.

**March 10, 2025**

## **4. New Business**

Items that the Board of Trustees have not discussed will appear in this agenda item. If the topic has appeared in a committee prior to the regular meeting, the topic is still considered New Business for the entire board.

Per Silverton Municipal Code [2-2-110\(6\)](#):

*New business. The Board of Trustees shall consider any business not heretofore considered, including the introduction or reading of ordinances and resolutions.*

## STAFF REPORT

**To:** Board of Trustees  
**From:** Lucy Mulvihill, *Community Development Director*  
**Date:** March 10, 2025  
**RE:** Town of Silverton Three-Mile Plan

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### PURPOSE

Colorado Revised Statutes (CRS) requires municipalities to plan for growth and expansion related to infrastructure and services within the three-mile area around the current town limits (CRS 31-12-105). Adopting a Three-Mile Plan is required prior to annexing property into the town's jurisdiction and is to be updated annually.

*CRS 31-12-105 e. I. Except as otherwise provided in this paragraph (e), no annexation may take place that would have the effect of extending a municipal boundary more than three miles in any direction from any point of such municipal boundary in any one year. Within said three-mile area, the contiguity required by section 31-12-104 (1)(a) may be achieved by annexing a platted street or alley, a public or private right-of-way, a public or private transportation right-of-way or area, or a lake, reservoir, stream, or other natural or artificial waterway. Prior to completion of any annexation within the three-mile area, the municipality shall have in place a plan for that area that generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation, and power to be provided by the municipality and the proposed land uses for the area. Such plan shall be updated at least once annually. Such three-mile limit may be exceeded if such limit would have the effect of dividing a parcel of property held in identical ownership if at least fifty percent of the property is within the three-mile limit. In such event, the entire property held in identical ownership may be annexed in any one year without regard to such mileage limitation. Such three-mile limit may also be exceeded for the annexation of an enterprise zone.*

Since the Town adopted its Three-Mile Plan in 2024, the town has annexed the Anvil Mountain Subdivision. The Three Mile Plan Map has been updated to reflect the most recent Town Boundaries.

### SCOPE

The Three-Mile Plan includes sections related to:

1. Eligibility standards;
2. Infrastructure capacity and expansion;
3. Annexation and growth policies;
4. Conformance with Town planning documents and regulations; and
5. Three-Mile Plan Map.

### ANALYSIS OF IMPACTS

Adoption of a Three-Mile Plan does not obligate the Town to accept annexations or development; and it does not obligate property owners within the three-mile boundary to annex to the Town. The document is a planning tool to assist the Town in making reasonable and sound growth decisions. Furthermore, it is required to be adopted for the Town to approve petitions for annexation, if requested by petitioners and found to be compliant and consistent with the Compass Master Plan, the Silverton Municipal Code provisions, and other applicable rules, regulations, standards, and policies of the Town.

### STAFF RECOMMENDATION

Staff recommend the Board of Trustees Adopt the Town of Silverton 2025 Three-Mile Plan to the Board of Trustees.



#### **SAMPLE MOTIONS:**

- **Approval:** *I move to approve Resolution 2025-05: A Resolution of The Town of Silverton Adopting the 2025 Three-Mile Plan.*
- **Approval with Conditions:** *I move to approve Resolution 2025-05: A Resolution of The Town of Silverton Adopting the 2025 Three-Mile Plan, with the following conditions [insert conditions].*
- **Continuance:** *I move to continue the review of Resolution 2025-05: A Resolution of The Town of Silverton Adopting the 2025 Three-Mile Plan, as presented, to [insert date certain].*
- **Denial:** *I move to deny Resolution 2025-05: A Resolution of The Town of Silverton Adopting the 2025 Three-Mile Plan. [insert explanation supported by the evidence here].*

#### **ATTACHMENTS:**

- Resolution 2025-05: A Resolution of The Town of Silverton Adopting the 2025 Three-Mile Plan



## RESOLUTION 2025-05

### A RESOLUTION OF THE TOWN OF SILVERTON ADOPTING THE 2025 THREE-MILE PLAN

**WHEREAS**, the Town of Silverton, in the County of San Juan and State of Colorado (the “Town”) is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

**WHEREAS**, the Town has previously adopted a comprehensive plan for the development of the Town pursuant to C.R.S. 31-23-201, et. Seq; and

**WHEREAS**, the Board of Trustees, has previously adopted a plan for potential annexation of real property within three miles of the present municipal boundaries pursuant to C.R.S. 31-12-105(1)(e); and

**WHEREAS**, the Town has annexed properties known as the Anvil Mountain Subdivision 1 and the Anvil Mountain Subdivision 2 since the adoption of the 2024 Three Mile Plan as approved by the Town on February 26, 2024; and

**WHEREAS**, the Planning Commission held a meeting on and recommended approval of the 2025 Three-Mile Plan on February 18 2025; and

**WHEREAS**, the Board of Trustees held a public hearing on the Three-Mile Plan on March 10, 2025; and

**WHEREAS**, the Board of Trustees believes it in the best interest of the Town that the plan be adopted.

#### **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO THAT:**

**Section 1.** Recitals. The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of the Board of Trustees.

**Section 2.** Findings and Authorizations. The Board of Trustees of Silverton makes the following findings and representations:

- (a) The 2025 Three-Mile Plan, herein attached as Exhibit A, is hereby adopted.
- (b) A copy of this Resolution shall be attached to each copy of the Plan and shall serve as an attestation that each such copy is a true and correct copy of the Three-Mile Plan as adopted.

Section 3. Severability. Should any one or more sections of the provisions of this Resolution be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, the intention being that the various sections and provisions are severable.

Section 4. Effective Date. This Resolution shall become effective upon its adoption by the Board of Trustees.

THIS RESOLUTION was approved and adopted on the 10 day of March 2025 by the Board of Trustees of the Town of Silverton, Colorado.

TOWN OF SILVERTON, COLORADO

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Dayna Kranker, Mayor

ATTEST:

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Melina Marks Lanis, Town Clerk

# Town of Silverton

## 2025

### Three-Mile Plan



Adopted  
Town of Silverton Board of Trustees  
Resolution No.

This document constitutes the Three-Mile Plan for the Town of Silverton, as required by and in conformance with Section 31-12-105(1)(e) of the Colorado Revised Statutes (C.R.S.). This document is adopted as a component of the Town's Master Plan.

## **I. Purpose, Methodology and Criteria**

### **A. Purpose**

Colorado Revised Statutes Section 31-12-105(1)(e)(l) of the Municipal Annexation Act of 1965 requires that each municipality have a plan that generally describes the proposed location, character, and extent of streets, subways, bridges, waterways, waterfronts, parkways, playgrounds, squares, parks, aviation fields, other public ways, grounds, open spaces, public utilities, and terminals for water, light, sanitation, transportation and power for any annexation within three miles of the municipality. The plan shall be in place prior to annexation of additional lands. An update to the plan is required annually.

Accordingly, the intent of the Town of Silverton Three Mile Plan (or the "Plan") is to fulfill the requirements of the Municipal Annexation Act pertaining to such plans. This Plan anticipates that requests will be made over time for the incorporation of areas into the limits of the Town of Silverton.

The Three-Mile Plan does not assume, propose, or guarantee that any property within three miles will be annexed by the Town. The process for annexation is extensive and is regulated by the requirements of C.R.S. Title 31, Article 12. This plan does not propose specific improvements or land uses for extraterritorial areas; if annexation is considered in the future, a more detailed analysis may be required.

### **B. Criteria**

The Town will annex properties in accordance with annexation policies and criteria set forth in the adopted Silverton Municipal Code and will use a process to evaluate benefits and costs of proposed annexations to ensure that the annexations will offer an overall benefit to the community. Annexation should be consistent with the adopted Master Plan.

The benefits and costs of annexation should be considered on a case-by-case basis. The annexation of County enclaves should take into consideration fiscal, social, and land use factors.

## **II. Three Mile Boundary**

The three-mile boundary is generally depicted in Exhibit A. The land areas described by this document include property in unincorporated San Juan County within the three mile boundary.

It should be noted that in the case of identical ownership of properties that are within and extend beyond the three mile area, the extended areas may be annexed so long as fifty percent of the area lies within three mile boundary.

## **III. Annexation Eligibility and Processing Criteria**

Annexation requests that demonstrate favorable benefits to the residents and taxpayers of the

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Town and contribute to the Town's goal for quality growth and enhanced community character will be favorably considered for inclusion into the town. In addition, the Town desires to control the development of adjacent private lands in order to preserve and promote the best interest of the Town and its citizens. An annexation petition must meet all of the requirements of the Municipal Annexation Act and its amendments as well as applicable specific Town of Silverton's Municipal Code criteria. In addition, a conceptual planning map(s) shall be provided that illustrates all streets and other right-of-way connections in the subject property to the existing Town streets and right-of-way; location of the current and proposed Town boundary; location of utilities to which the property will connect; and proposed land use and zoning concepts, if developed. It shall be the general policy of the Town with respect to annexations and the consideration of annexation petitions that:

- a) Annexation is a discretionary act. With the exception of an initiated petition for the annexation of an enclave, the Board of Trustees shall exercise its sole discretion in the annexation of territory to the Town.
- b) The land to be annexed and the uses proposed for the land shall conform to the goals, policies and strategies of the Master Plan, as amended from time to time.
- c) The land to be annexed shall not create an unreasonable burden on the physical, social, economic or environmental resources of the Town.
- d) Certain public facilities and amenities are necessary and must be constructed and/or upgraded to Town standards as part of any territory annexed to the Town to ensure the area is served by adequate public facilities. These facilities include, but are not limited to streets, bridges, public parks, recreation areas, school sites, fire and police station sites, and storm drainage facilities.
- e) The annexation of lands to the Town shall not create any additional cost or burden on the then existing residents of the Town to provide such public facilities to any newly annexed area.
- f) The petitioner for annexation shall be responsible for paying the Town's full cost for processing the annexation petition, from initial discussion with Town staff before submittal of the petition, through the approval and recording of the final annexation documents.

#### **IV. General Policy for Annexations:**

##### **A. Town Services**

In all cases, annexation will be an important consideration before Town services are provided by the Town.

##### **B. Coordination with San Juan County**

The Town will use good faith efforts to work with San Juan County to ensure that the Town will be notified of any impending major development activity within one mile of the Town's existing boundary, particularly those that propose primary accesses through the Town or are judged to have other significant impacts on the Town. In addition, the Town will seek comments from San Juan County as a referral entity on annexations petitions received.

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### **C. Conformance with Existing Town Planning Documents**

All annexed property shall substantially conform to the current adopted versions of the Town of Silverton Municipal Code, Master Plan, Building Codes and all other applicable local and state statutes.

### **D. Open Space Requirements**

Open space and park or trails dedication shall be a part of any annexation request considering protection of sensitive ecological areas, critical view areas, and prime habitat areas, where appropriate.

### **E. Benefits/Liabilities**

In processing and reviewing annexation requests, Town staff shall prepare Annexation Impact Report, pursuant to SMC 15.1.40, based on the proposed annexation and outline the financial costs and benefits to the taxpayers of the Town.

### **F. Growth Projections**

The Town should continue to develop and update the following projections in order to properly analyze the potential impact of any annexation request and update as necessary:

- Sewer and sewer line capacity;
- Public raw water capacity;
- Public water treatment capacity;
- Public water line capacity;
- Storm water capacity; and
- Minimum water pressure.

The Town shall require that each request for annexation include projections for service needs for the above items and substantiate projections for expected population increase to Silverton as a result of the annexation request.

## **V. Elements**

### Land Use

Land uses will be evaluated for consistency with the Town's Master Plan and for compatibility with adjacent land use patterns. Land uses should be consistent with current Town zoning districts allowed and uses by special review.

### Utility Provisions

Water and sewer lines may need to be extended to new areas annexed into the Town. All new water, sanitary sewer and storm water facilities shall meet the Town's Development Standards. Properties annexing into the Town may be required to pay for extensions of utilities including: water, sewer, electric (San Miguel Power Association). Developers are typically responsible for infrastructure costs.

### Zoning

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Zoning of annexed areas should allow for provisions of parks, open space and recreation as referenced in the Town Master Plan and Silverton Municipal Code. Areas adjacent to Rivers, Streams, and Lakes are encouraged to be incorporated into open space, parks and recreational opportunities. Parkland dedication or cash in-lieu may be required for new residential subdivisions and development.

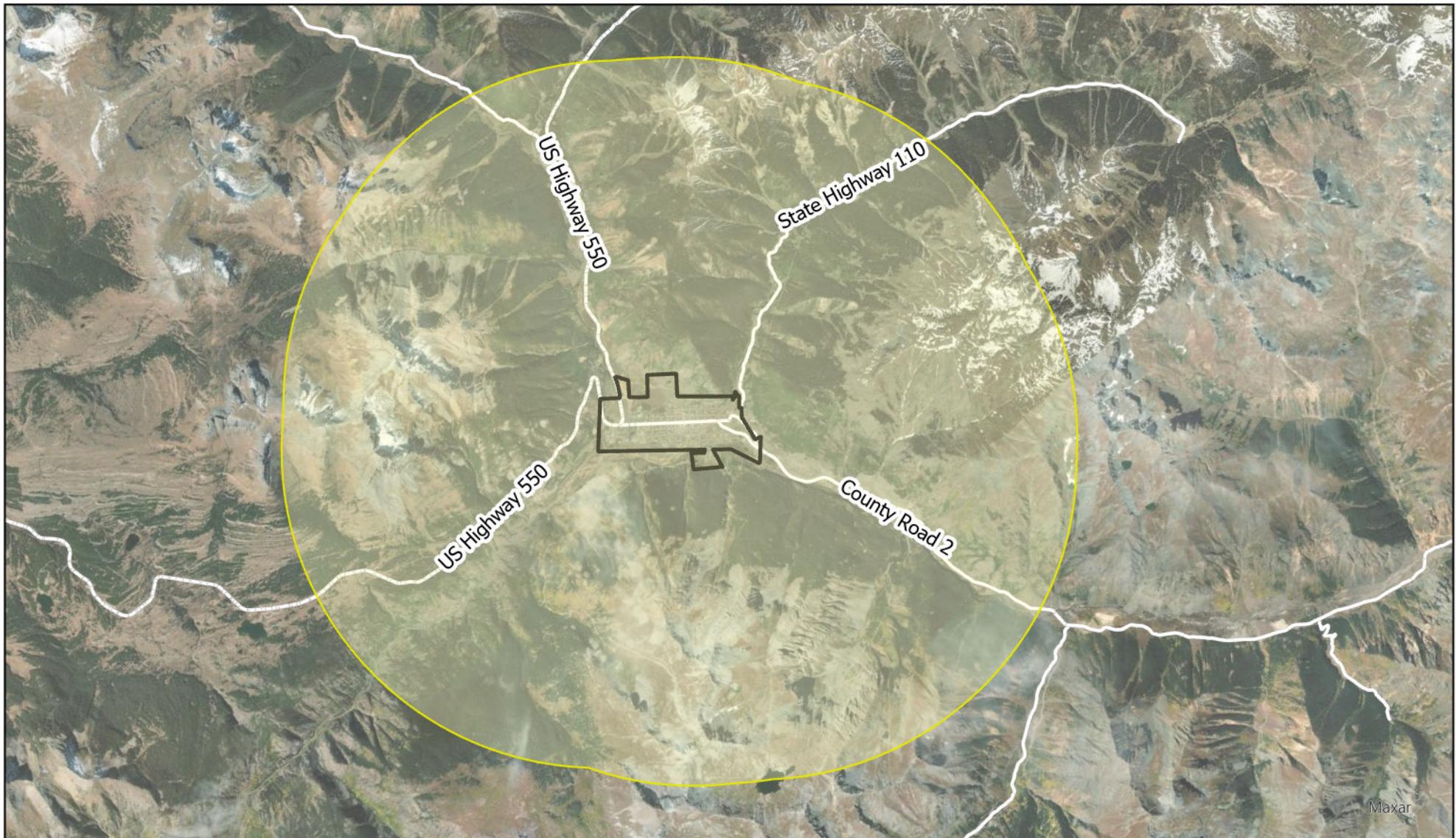
## **VI. Three Mile Area Acreage Tabulation**

The Total Acreage of the three mile area is approximately 26,565 acres.

## **VII. Summary**

The Town of Silverton considers this an important guiding document for our potential growth. It is expected that any annexation consideration, county development, or known or unknown competing interests will follow the principles of this and other community planning documents in the areas identified.

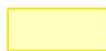
## **Exhibit A: Three Mile Plan**



## THREE MILE PLAN

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Legend



Silverton Three-Mile Area



Town of Silverton Boundary



Roadways



0 0.75 1.5 Miles



Disclaimer: No warranty is made by the producers of this map as to the accuracy, reliability, or completeness of this data. This product was developed through digital means and data used in this map may be updated without notification. Site inspection or verification of this data was not conducted in the production of this product and it is only intended to be used for reference purposes.



Prepared By: LK/TD  
Preparation Date: 2/6/2025

Adopted Date: TBD



## AGENDA MEMO

SUBJECT: Zoning Map Proposal: Interactive, Public-Facing GIS Map  
STAFF CONTACT: Lucy Mulvihill  
MEETING DATE: 3.10.2025

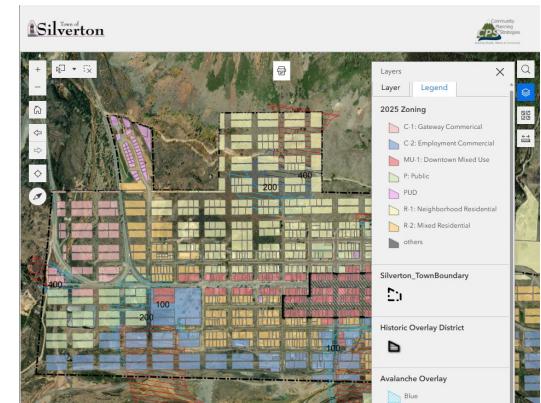
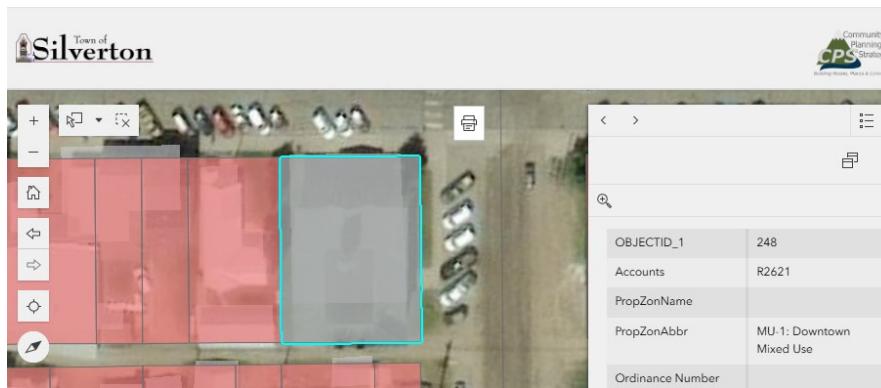
### Overview:

Following updates to the Land Use Code and Zoning Map, the Community Development Department is also updating internal processes, application forms, and the town's website. To enhance transparency and accessibility, a PDF version of the Zoning Map has been added to the website.

However, there is an opportunity to collaborate with Community Planning Strategies (CPS) to integrate an interactive, public-facing GIS map on the town's website. An interactive map is recommended as a more accessible alternative to a PDF and offers additional information that may impact development and redevelopment decisions.

### Proposed Interactive GIS Map Features:

- Layers – Users can toggle the following layers on and off:
  - Parcels
  - Building Footprints
  - Zoning Districts
  - Historic Overlay District
  - FEMA Flood Hazard Area
  - Avalanche Hazard Area
  - Slope Hazard Area
  - Roads
  - River
- Property information – Users can select specific parcels to view public information related to zoning, overlay districts, and environmental hazards. Parcel numbers, account numbers, and ownership details (as provided by the San Juan County Assessor) will also be available.
- User-Friendly Interface – Unlike a static PDF, users will be able to zoom in and out, identify their property or a property of interest, and toggle layers to evaluate applicable zoning districts, overlay districts, and environmental hazard standards.



### CPS Proposal:

CPS will host, maintain, and update the GIS site, ensuring it remains functional and up to date. Their proposal includes the following scope, timeline, and costs:

#### Scope of Work:

1. Update the existing internal map to reflect the adopted zoning and town boundaries.
2. Design an ESRI "Experience" for public access on the town's website.



## AGENDA MEMO

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SUBJECT: Zoning Map Proposal: Interactive, Public-Facing GIS Map

STAFF CONTACT: Lucy Mulvihill

MEETING DATE: 3.10.2025

3. Host both the internal and external GIS maps on CPS's ArcOnline account and provide routine maintenance, including quarterly checks and troubleshooting as needed.

### Timeline:

1. CPS and Staff will work together over the next two months to have the map online by late April or early May
2. Minor edits or adjustments may be made post-launch to improve accessibility and clarity.

### Cost:

- One-time setup fee: \$4,175 (invoiced upon delivery of the final map).
- Ongoing maintenance: \$75 per month (\$900 annually).

### Budget

- One-time setup fee: \$4,175 (invoiced upon delivery of the final map).
- Ongoing maintenance: \$75 per month (\$900 annually).

This project was not included in the 2025 budget.

### Master Plan

- Develop systems for property owners by creating more efficient and predictable development review and permitting processes

### Staff Recommendation

Staff recommend selecting an option that balances community accessibility with budgetary considerations.

### Motion or Direction:

- Direct staff to proceed with the CPS proposal to develop a public-facing GIS platform.

OR

- Direct staff to forgo the public-facing GIS platform and continue using PDF zoning maps.



## AGENDA MEMO

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**SUBJECT: RESOLUTION 2025-06 AMENDING THE FEE SCHEDULE OF THE TOWN OF SILVERTON REDUCING SPECIAL EVENT VENDOR FEES**  
**STAFF CONTACT: Melina Marks**  
**MEETING DATE: 3/10/2025**

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### **Overview:**

In 2024, the Town of Silverton vendor fees for special events were set at \$35 per day or \$50 for an annual permit. Local business license holders were exempt from paying these fees if they wished to participate in a local special event. For the 2025 fee schedule, vendor fees were increased to \$55 per day and \$100 for an annual permit. This increase was part of a broader adjustment in town fees, which resulted in higher fees across various categories. While local business license holders continue to be exempt from the special event vendor fee, feedback from the community and research of neighboring communities have highlighted that our current fees are significantly higher than those charged by comparable towns.

### **Budget Impact:**

The proposed changes to the vendor fees aim to strike a balance between supporting local vendors and maintaining a modest source of revenue to help with budgetary needs. By lowering vendor fees to a more competitive and reasonable rate, the Town of Silverton can remain attractive to local vendors while also fostering community participation. The anticipated decrease in fees may lead to a reduction in revenue from special event vendor permits, but it will support the local economy and contribute to the overall well-being of the community.

### **Staff Recommendation:**

Staff recommends the Board of Trustees approve Resolution 2025-05 amending the 2025 fee schedule to lower the special event vendor fees. The proposed new rates are as follows:

- **Local Price:** \$10 per day or \$20 for an annual permit.
- **Non-Local Price:** \$15 per day or \$30 for an annual permit.
- Local business license holders will continue to be exempt from paying these fees.

These adjustments will bring Silverton's vendor fees more in line with neighboring communities such as Snowmass Village, Buena Vista, Telluride Mountain Village, and Pagosa Springs, which charge between \$10 and \$25 for vendor permits. The revised fee structure will help support local businesses, strengthen community ties, and ensure that the fees remain manageable and fair for all participants.

### **Master Plan Priority:**

By reducing the special event vendor fees, the Town of Silverton will continue to encourage community participation, support local businesses and non-profits, and enhance the overall experience of local events.

### **Suggested Motion or Direction:**

Motion to approve Resolution 2025-06 A Resolution of the Board of Trustees of the Town of Silverton, Colorado Amending the Town of Silverton's Fee Schedule to Reduce the Special Event Vendor Fees

Subject: Proposed special event vendor permit fee increase  
Date: November 21, 2024

Dear Silverton Town Trustees,

I am writing as a small business owner/vendor and volunteer special event organizer regarding the proposed fee increase for the special event vendor permit (per the meeting packet from the Finance Committee meeting of 11/18/24). Currently the town of Silverton charges \$35 for a one-day event and \$50 for an annual, multi event vendor permit. The proposed fee increase would raise this to \$55 and \$100 respectively. This is a huge increase that will disproportionately impact many of our local creatives and other vendors and discourage special events from happening in our community.

In my opinion, the proposed fee increase would be counterproductive, making participation in events like the Silverton Creates Maker's Market and Mistletoe Market untenable for both local and visiting artists. For a one-day market, an artisan vendor may only generate a few hundred dollars in sales. Factoring in booth fees, which incorporate town special event permit fees, cost of goods, sales tax, equipment, travel, lodging, and time, many small vendors are barely making a profit. As a result, even a \$35 vendor fee can represent a significant hit to their bottom line.

Current Town of Silverton vendor permit fees are already much higher than those charged by other communities. It was challenging to find even a handful of other towns that require special event vendor permits. Of those that do, **their fees are all significantly lower than the current Silverton fees**. None of the other towns where I have participated in a special event (artisan market) require a vendor permit. A short list of the few towns I could find requiring a special event vendor permit along with the requirements as well as for several other western slope towns is below. I will also note that when I asked town staff for information about comparable vendor fees from other towns, I was told that no such comparison had been done.

Town, State	Vendor Permit Required	Cost	Exceptions
Silverton	Yes	\$35 to \$100	None
Snowmass Village	Yes	\$15	None
Buena Vista	Yes	\$0 to \$15	Locals
Florence, AZ	Yes	\$0 to \$10	Nonprofits & sellers with <\$3k annual sales
Telluride Mountain Village	Yes	\$0 to \$25	Nonprofits
Pagosa Springs	Yes	\$20	
Ridgway	No	\$0	
Ouray	No	\$0	
Durango	No	\$0	
Paonia	No	\$0	

As a volunteer event organizer, I can attest to the difficulty of attracting both local and regional vendors to participate, and thus grow, our events. It takes considerable effort to attract and recruit enough vendors to have "critical mass" for an event in our remote little town, in part because of the many financial and bureaucratic barriers that vendors already face. Rather than absorb this fee increase, many will likely choose not to participate in such Silverton-based events at all, especially when our neighboring towns do not charge this vendor fee. This in turn will negatively impact not only our local artists, but also the economic benefits, sales tax revenue and sense of community that these events bring. Note that events like the Ridgway Rendezvous and Paonia Mountain Harvest Festival, both of which I participated in this year, bring substantial economic benefits to those small towns.

At my request, the town clerk provided me with a printout of special event vendor permits issued for 2024. As of November 18<sup>th</sup>, a total of 15 annual and 11 one-day permits had been issued resulting in \$1135 in total revenue for the town. The costs in both staff and vendor time for this minimal revenue, however, are not

insignificant as I learned when I ended up making multiple visits to town hall to track down a permit for an out-of-town vendor at the SC Maker's Market.

In my opinion, the special event vendor permit fee should be eliminated altogether. I realize you are trying to balance the budget in a difficult budget cycle, but I believe that this fee increase will be counterproductive. It will make it harder for both vendors and event organizers to succeed and discourage sales activities and special events in our area. Eliminating the fee would bring Silverton in line with our neighboring western slope towns with whom we compete for special event vendors and create a more business friendly environment that supports economic development and diversification..

Respectfully,



Wesley Berg  
Silverton Resident



## **RESOLUTION NO. 2025-06**

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, AMENDING THE TOWN OF SILVERTON'S FEE SCHEDULE TO REDUCE THE SPECIAL EVENT VENDOR FEES**

**WHEREAS**, the Town of Silverton established special event vendor fees in 2024 at \$35 per day or \$50 for an annual permit, with local business license holders being exempt from paying these fees for participation in local special events; and

**WHEREAS**, the 2025 fee schedule increased the vendor fees to \$55 per day and \$100 for an annual permit, as part of a broader adjustment in town fees; and

**WHEREAS**, feedback from the community and research on neighboring towns, including Snowmass Village, Buena Vista, Telluride Mountain Village, and Pagosa Springs, show that the Town of Silverton's vendor fees are higher than those of comparable communities; and

**WHEREAS**, the Town of Silverton wishes to strike a balance between maintaining a modest source of revenue and supporting local vendors, enhancing community participation, and fostering a thriving local economy;

### **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO THAT:**

Section 1: The Board of Trustees of the Town of Silverton, Colorado, hereby amends the 2025 fee schedule to lower the special event vendor fees as follows:

- **Local Price:** \$10 per day or \$20 for an annual permit.
- **Non-Local Price:** \$15 per day or \$30 for an annual permit.

Section 2: Local business license holders will continue to be exempt from paying special event vendor fees.

Section 3: The revised fee structure will align Silverton's vendor fees with neighboring communities and aims to encourage participation from local and non-local vendors, while also supporting local businesses and community events.

Section 4: This resolution will be in full force and effect upon its passage and approval.

Section 5: The Board of Trustees hereby authorizes the Town Administrator to make the necessary adjustments to the fee schedule and implement these changes effective immediately.

THIS RESOLUTION was approved and adopted this \_\_\_\_\_ day of March, 2025, by the Board of Trustees of the Town of Silverton, Colorado.

TOWN OF SILVERTON, COLORADO

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Dayna Kranker, Mayor

ATTEST:

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Melina Marks, Town Clerk



## AGENDA MEMO

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SUBJECT: Appointment of Library Board Members  
STAFF CONTACT: Gloria Kaasch-Buerger  
MEETING DATE: March 10, 2025

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### Overview:

According to Silverton Municipal Code Section 2-8-20-Library Board- "The Board of Trustees of the public library shall consist of four members plus the president, who shall be the Mayor, or, in case of a conflict or his or her inability to serve, the Mayor Pro Tem... Each Library Trustee shall serve for a term of two years, with terms staggered. A Library Trustee may serve two consecutive full terms."

### The seated board:

Gloria Kaasch-Buerger	reappointed 4/8/2024
Christine Fonner	appointed 6/24/2024
Kim Medved	reappointed 4/8/2024
Kelly Habecker	appointed 5/13/2024
Megan Brosh	appointed 3/27/2023

Kim Medved has stepped down from her position after serving on the library board since April 2022. We thank Kim for her service.

### Attachments:

- Kim Medved's resignation email

### Motion or Direction:

Direction for staff to solicit interest in the Library Board to be presented at the April 14<sup>th</sup> Regular Meeting for consideration.

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**library board**

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**From** Kim Medved <kimloumed@gmail.com>

**Date** Mon 2/24/2025 2:22 PM

**To** Gloria Kaasch-Buerger <gkaasch-buerger@silverton.co.us>

Hello Gloria,

Please accept this email as my resignation from the library board. I'm very grateful to have been a member at large on this board for the past 4 years. I'm happy to assist in the transition any way I can. I will make our next meeting, March 20, be my last.

Thanks again,

Kim Medved

**March 10, 2025**

## **5. Consent Agenda**

The Consent Agenda's purpose is to group routine meeting discussion points into a single action item. If Trustees would like to pull an item from this agenda for discussion to amend or deny this can take place at the beginning of the meeting during agenda item #1 Staff and/or Board Revisions to the Agenda.

Typical items found in the consent agenda:

1. Payroll report (for transparency)
2. Meeting Minutes
3. Accounts payable (for transparency)
4. Sales Tax (for transparency)
5. YTD Actuals (for transparency)
6. Renewal Licenses
7. Special Event Applications for established events
8. Contracts

Suggested Motion:

Motion to approve the consent agenda items.

## Statistical Summary

Company:Z9X - Town of Silverton Service Center:0075 Northern California Status:Cycle Complete  
 Week#:10 Pay Date:03/07/2025 P/E Date:03/01/2025  
 Qtr/Year:1/2025 Run Time/Date:13:10:18 PM EST 03/04/2025

<b>Taxes Debited</b>	Federal Income Tax	4,147.79
	Earned Income Credit Advances	0.00
	Social Security - EE	3,090.34
	Social Security - ER	3,090.34
	Social Security Adj - EE	0.00
	Medicare - EE	722.75
	Medicare - ER	722.74
	Medicare Adj - EE	0.00
	Medicare Surtax - EE	0.00
	Medicare Surtax Adj - EE	0.00
	Federal Unemployment Tax	0.00
	FMLA-PSL Payments Credit	0.00
	FMLA-PSL ER FICA Credit	0.00
	FMLA-PSL Health Care Premium Credit	0.00
	Employee Retention Qualified Payments Credit	0.00
	Employee Retention Qualified Health Care Credit	0.00
	COBRA Premium Assistance Payments	0.00
	State Income Tax	1,867.36
	Non Resident State Income Tax	0.00
	State Unemployment Insurance - EE	0.00
	State Unemployment Insurance Adj - EE	0.00
	State Disability Insurance - EE	0.00
	State Disability Insurance Adj - EE	0.00
	State Unemployment/Disability Ins - ER	99.69
	State Family Leave Insurance - EE	0.00
	State Family Leave Insurance - ER	0.00
	State Family Leave Insurance Adj - EE	0.00
	State Medical Leave Insurance - EE	0.00
	State Medical Leave Insurance - ER	0.00
	State Medical Leave Insurance Adj - EE	0.00
	State Parental Leave Insurance - EE	0.00
	State Parental Leave Insurance - ER	0.00
	State Parental Leave Insurance Adj - EE	0.00
	State Cares Fund - EE	0.00
	Transit Tax - EE	0.00
	Workers' Benefit Fund Assessment - EE	0.00
	Workers' Benefit Fund Assessment - ER	0.00
	State Child Care Fund - EE	0.00
	State Child Care Fund - ER	0.00

## Statistical Summary

Local Income Tax	0.00	
School District Tax	0.00	
<b>Total Taxes Debited</b>	<b>13,741.01</b>	
Other Transfers	ADP Check Acct. No. XXXXXXXXX8915Tran/ABAXXXXXXX	2,666.00
	Full Service Direct Deposit Acct.	36,186.99
	<b>Total Amount Debited From Your Account</b>	<b>52,594.00</b>
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00
Taxes- Your Responsibility	None this payroll	
		<b>Total Liability</b>
		<b>52,594.00</b>
		<b>52,594.00</b>
		<b>52,594.00</b>

**Statistical Summary - Statistics**

Company:Z9X - Town of Silverton  
 Week#:10  
 Qtr/Year:1/2025

Service Center:0075 Northern California  
 Pay Date:03/07/2025  
 Run Time/Date:13:10:18 PM EST 03/04/2025

Status:Cycle Complete  
 P/E Date:03/01/2025

Statistics	Amount	Number of Pays
Gross Pay	49,903.34	
Vouchers		
eVouchers		33
Checks (A)	2,666.00	3
Direct Deposits (B)	36,186.99	32
Adjustments/Prepay/Voids (C)	0.00	
Net Payroll (A + C)	2,666.00	
Net Cash (A + B)	38,852.99	
Net Pay Liability (A + B + C)	38,852.99	
Other Transfers (D)	38,852.99	
Taxes - debited from your account (E)	13,741.01	
Total Amount Debited from your Account (D + E)	52,594.00	
Taxes - your responsibility (F)	0.00	
Company Liability (C + D + E + F)	52,594.00	
Net Cash pays 1,000.00 or more		18
Flagged Pays		9

**Statistical Summary - Federal Taxes**

Company: Z9X - Town of Silverton  
 Week#: 10  
 Qtr/Year: 1/2025

Service Center: 0075 Northern California  
 Pay Date: 03/07/2025  
 Run Time/Date: 13:10:18 PM EST 03/04/2025

Status: Cycle Complete  
 P/E Date: 03/01/2025

Federal Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount
Federal Income Tax	4,147.79		48,681.23	
Social Security	3,090.34	3,090.34	49,844.18	49,844.18
Medicare	722.75	722.74	49,844.18	49,844.18
FMLA-PSL Payments Credit		0.00		
FMLA-PSL ER FICA Credit		0.00		
FMLA-PSL Health Care Premium Credit		0.00		
Employee Retention Qualified Payments Credit		0.00		
Employee Retention Qualified Health Care Credit		0.00		
COBRA Premium Assistance Amount		0.00		

**Statistical Summary - State Taxes**

Company:Z9X - Town of Silverton  
Week#:10  
Qtr/Year:1/2025

Service Center:0075 Northern California  
Pay Date:03/07/2025  
Run Time/Date:13:10:18 PM EST 03/04/2025

Status:Cycle Complete  
P/E Date:03/01/2025

State Code	State Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount	Experience Rate	State Tax Rebate Amount
CO	State Income Tax	1,867.36		48,681.23			
CO	Unemployment Tax		99.69		49,844.18	0.20	

Company:Z9X - Town of Silverton  
 Week#:10  
 Qtr/Year:1/2025

### Statistical Summary - Hours & Earnings

Service Center:0075 Northern California  
 Pay Date:03/07/2025  
 Run Time/Date:13:10:18 PM EST 03/04/2025

Status:Cycle Complete  
 P/E Date:03/01/2025

Field Number	Hours/Earnings Code	Description	Hours	Earnings
1	Regular		1,476.65	46,038.53
2	Overtime		11.23	430.36
3	PTO	P.T.O.	134.44	2,237.13
3	HOL	holiday work	20.28	478.95
3	CTM	Comp Time T	29.00	718.37

## Statistical Summary - Deductions

Company:Z9X - Town of Silverton  
Week#:10  
Qtr/Year:1/2025

Service Center:0075 Northern California  
Pay Date:03/07/2025  
Run Time/Date:13:10:18 PM EST 03/04/2025

Status:Cycle Complete  
P/E Date:03/01/2025

Deduction Code	Description	Deduction	Category
401	CCOERA EE 4	1,162.95	Other
AFL	AFLAC PRETAX	36.48	Other
CK1	CHECKING	33,594.78	Deposit
CK2	CHECKING	1,790.72	Deposit
DEN	Den Pre Tax	20.00	Other
SV1	SAVINGS	801.49	Deposit
VIS	Vis Pre Tax	2.68	Other

### Statistical Summary - Memos

Company:Z9X - Town of Silverton  
 Week#:10  
 Qtr/Year:1/2025

Service Center:0075 Northern California  
 Pay Date:03/07/2025  
 Run Time/Date:13:10:18 PM EST 03/04/2025

Status:Cycle Complete  
 P/E Date:03/01/2025

Memo Code	Description	Memo
DEN	Employer De	370.50
HLT	Employer He	8,538.00
LIF	Employer Li	51.03
LIN	EmployerLin	87.74
MAT	CCOERA ER 4	1,162.95
PTO	PTO Availa	2,248.84
VIS	Employer Vi	74.58
X01	401K MAX EL	50,621.71



HOUSING AUTHORITY, TRUSTEE WORK SESSION, AND REGULAR MEETING – Silverton Board of Trustees

Silverton Town Hall – Monday, February 10, 2025

Call to Order & Roll Call –Housing Authority @5:30pm Trustee Work Session @6pm Regular Meeting @7:00pm

**ATTENTION:** The Town of Silverton Trustee meetings are being conducted in a hybrid virtual/in-person. Instructions for public participation in Town Trustee meetings are as follows:

- Zoom Webinar Link: <https://us02web.zoom.us/j/88637487127>
- By Telephone: Dial 669-900-6833 and enter Webinar ID 886 3748 7127 when prompted.
- YouTube (live and recorded for later viewing, does not support public comment): [www.youtube.com/channel/UCmJgaI9IUXK5TzahHugprpQ](https://www.youtube.com/channel/UCmJgaI9IUXK5TzahHugprpQ)

**If you would like to make a public comment during a specific Agenda Item, please submit a request to the Town Administrator at [gkaasch-buerger@silverton.co.us](mailto:gkaasch-buerger@silverton.co.us)**

*MEETING PROTOCOLS: Please turn off cell phones; be respectful and take personal conversations into the lobby. The public is invited to attend all regular meetings and work sessions of the Board of Trustees. Regular Meeting Closing Public Comment must be related to an agenda item.*

**Present:** Trustee Halvorson, Trustee Wakefield, Trustee Schnitker, Trustee Gardiner, Trustee George, Mayor Pro Tem Harper, Mayor Kranker

**Absent:**

**Staff:** Administrator Kaasch-Buerger, Housing Director Anne Chase, Clerk Melina Marks

**Housing Authority @5:30pm**

Public Comment (added to agenda)

- No public comment

1) Approval of 12.9.24 Meeting Minutes

**Trustee Goerge moved, and Trustee Gardiner seconded to approve the 12.9.24 Meeting Minutes.**

**Passed unanimously with roll call.**

2) SHA Resolution 2025-01: A Resolution of the Silverton Housing Authority of the Town of Silverton Amending the Silverton Affordable Housing Guidelines to incorporate the SJDA Homeownership Program.

- Housing Director Anne Chase provided context regarding this proposed resolution.

**Trustee Halvorson moved, and Trustee Gardiner seconded to approve SHA Resolution 2025-01: A Resolution of the Silverton Housing Authority of the Town of Silverton Amending the Silverton Affordable Housing Guidelines to incorporate the SJDA Homeownership Program with the following**



**conditions: that the Reception Number and date of the recording of the Affordability Covenants be administratively updated. Passed unanimously with roll call.**

1) Request for Special Meeting on 4/7/2025

- This meeting will be held at 5pm for the appeal hearing and Waitlist Drawing for the SJDA Homeownership Waitlist Application.

**Present: Trustee Halvorson, Trustee Wakefield, Trustee Schnitker, Trustee Gardiner, Trustee George, Mayor Pro Tem Harper, Mayor Kranker**

**Absent:**

**Staff: Administrator Kaasch-Buerger, Clerk Melina Marks, Community Development Director Lucy Mulvihill**

**Trustee Work Session @6pm**

1) RV Workforce Housing Ordinance Review

- Community Development Director Lucy Mulvihill led the discussion on the potential RV Workforce Housing Ordinance.

**Present: Trustee Halvorson, Trustee Wakefield, Trustee Schnitker, Trustee Gardiner, Trustee George, Mayor Pro Tem Harper, Mayor Kranker**

**Absent:**

**Staff: Administrator Kaasch-Buerger, Clerk Melina Marks, PW Director John Sites**

**Regular Meeting @ 7:02pm**

1) Staff and/or Board Revisions to Agenda

- Added to Consent Agenda 5g) Bakers Park Resolution 2025-04

2) Public Comment - *Comments must be limited to three (3) minutes in duration.*

3) Presentations/Proclamations

4) New Business

- a) First Reading of Ordinance 2025-03 An Ordinance Amending Chapter 8, Article 4, Transportation Impact Fee of the Silverton Municipal Code Authorizing the Collection of a Transportation Impact Fee
  - PW Director John Sites provided context regarding the amendments proposed by this Ordinance.
  - Trustee Wakefield asked about outside contractors looking for loopholes.
  - John said he would defer to the board on a case-by-case basis.
  - The board discussed the details of this ordinance regarding the burden of cost being on the entity or owner of a project rather than on the hired haulers, the main purpose of these amendments to this Ordinance.

**Trustee Gardiner moved, and Trustee George seconded to approve the First Reading of Ordinance 2025-03 An Ordinance Amending Chapter 8, Article 4, Transportation Impact Fee of the Silverton Municipal Code Authorizing the Collection of a Transportation Impact Fee. Passed unanimously with roll call.**



b) Employee Handbook Amendments

- Administrator Kaasch-Buerger provided background information regarding the discussion held around these amendments in the Personnel & Ordinance Committee and the committee's recommendations.
- The correct memo for this agenda item was lost – the memo presented in this board packet was from the Personnel & Ordinance Committee meeting.

**Trustee Gardiner moved, and Trustee Schnitker seconded to approve the 2025 Employee Handbook edits, updates, and revisions, with the exception of the proposed family benefits coverage outlined in Section 301. Passed unanimously with roll call.**

c) Employment Agreement for Clayton Buchner

- Administrator Kaasch-Buerger provided context around this agenda item.
- The board suggested adding an hourly requirement in the employment agreement (i.e. 40 hours per month).

5) Consent Agenda

- Payroll
- Meeting Minutes 1.27.25 and 1.28.25
- Accounts Payable
- December Financials
- Service Agreement with SZL Services LLC
- EVENT NOTICE: Silverton Banked Slalom 2/22 @Kendall Mountain
- Added under staff revisions → Bakers Park Resolution 2025-04

**Trustee Halvorson moved, and Trustee George seconded to approve the Consent Agenda. Passed unanimously with roll call.**

6) Staff Reports

7) Committee/Board Reports

8) Trustee Reports

9) Continued Business

10) Public Comment

- Melody Skinner commented on retaining Attorney Buchner

**Adjourn @ 7:39pm**

**Up-coming Meeting Dates:**

2.18 @9am Finance Committee Meeting

2.18 @7pm San Juan Regional Planning Commission

No second Regular Meeting in February due to Trustee retreat.

3.10 @5pm Silverton Housing Authority

3.10 @7pm Regular Meeting

**End of Agenda**

## Report Criteria:

Report printed and checks created

Due Date	Vendor Number	Name	Invoice Number	Net Due Amount	Pay	Payment Amount	Discount Amount	Remittance
03/10/2025	24	ADAMS OVERHEAD	34334	100.00	Y	100.00	.00	Vendor Address
03/10/2025	2145	Ballantine Communications	45567	770.72	Y	770.72	.00	Vendor Address
03/10/2025	220	Bruin Waste Management	2205669	7,732.80	Y	7,732.80	.00	Vendor Address
03/10/2025	220	Bruin Waste Management	2207652/2	32.55	Y	32.55	.00	Vendor Address
03/10/2025	239	CAL STEEL & SHEET METAL	111464	92.60	Y	92.60	.00	Vendor Address
03/10/2025	259	CASELLE INC	139222	551.00	Y	551.00	.00	Vendor Address
03/10/2025	272	CEBT	2025-04	18,997.36	Y	18,997.36	<i>Insurance</i>	.00
03/10/2025	322	CJB Auto Supply	ACCT#33	524.54	Y	524.54	.00	Vendor Address
03/10/2025	2214	Claremont Lincoln University	LVC-SI-01	1,500.00	Y	1,500.00	.00	Vendor Address
03/10/2025	407	Community Planning Strategies	2025-1131	1,104.75	Y	1,104.75	.00	Vendor Address
03/10/2025	439	Creative Crackerjack	3842	594.00	Y	594.00	.00	Vendor Address
03/10/2025	519	DIVISION OF OIL & PUBLIC S	CP10-001	30.00	Y	30.00	.00	Vendor Address
03/10/2025	686	FOUR CORNERS WELDING	DD317852	60.57	Y	60.57	.00	Vendor Address
03/10/2025	1251	MUNRO SUPPLY INC	469076	9.96	Y	9.96	.00	Vendor Address
03/10/2025	1408	PROFESSIONAL ELEVATOR I	21071	250.00	Y	250.00	.00	Vendor Address
03/10/2025	2130	Professional Management Solu	85040	4,957.50	Y	4,957.50	.00	Vendor Address
03/10/2025	1425	QUILL CORPORATION	42868087/	86.74	Y	86.74	.00	Vendor Address
03/10/2025	1425	QUILL CORPORATION	42982103	20.59	Y	20.59	.00	Vendor Address
03/10/2025	2181	Ramboll Americas Engineering	19400608	612.85	Y	612.85	.00	Vendor Address
03/10/2025	1598	SAN MIGUEL POWER ASSOC	27213 2/2	6,612.63	Y	6,612.63	.00	Vendor Address
03/10/2025	1598	SAN MIGUEL POWER ASSOC	37168/374	214.95	Y	214.95	.00	Vendor Address
03/10/2025	2119	Sarah Moore	2025-31	1,839.47	Y	1,839.47	.00	Vendor Address
03/10/2025	1632	SGM	2015-513.	3,339.00	Y	3,339.00	.00	Vendor Address
03/10/2025	1664	SILVERTON GROCERY	5522 3/25	158.85	Y	158.85	.00	Vendor Address
03/10/2025	1666	SILVERTON HARDWARE	2503-3236	898.93	Y	898.93	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2272	372.46	Y	372.46	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2283	581.29	Y	581.29	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2287	685.87	Y	685.87	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2290	879.09	Y	879.09	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2293	2,431.28	Y	2,431.28	.00	Vendor Address
03/10/2025	1670	SILVERTON LP GAS	2387	405.15	Y	405.15	.00	Vendor Address
03/10/2025	1684	SILVERTON SNOWMOBILE C	126	1,625.00	Y	1,625.00	.00	Vendor Address
03/10/2025	1686	SILVERTON STANDARD & TH	202665	59.84	Y	59.84	.00	Vendor Address
03/10/2025	1686	SILVERTON STANDARD & TH	202680	42.88	Y	42.88	.00	Vendor Address
03/10/2025	1745	SPRUCE ELECTRICAL SERVI	8011	5,925.00	Y	5,925.00	.00	Vendor Address
03/10/2025	1755	STATE OF COLORADO	21-0016	898.81	Y	898.81	.00	Vendor Address
03/10/2025	1837	THE CLEAN TEAM	736927	1,410.00	Y	1,410.00	.00	3
03/10/2025	1970	VISION SERVICE PLAN	82228363	167.59	Y	167.59	.00	Vendor Address
03/10/2025	1978	WAGNER EQUIPMENT CO	C8725202	9,021.32	Y	9,021.32	.00	Vendor Address
03/10/2025	1978	WAGNER EQUIPMENT CO	P01C0333	1,148.02	Y	1,148.02	.00	Vendor Address
03/10/2025	1978	WAGNER EQUIPMENT CO	S01W080	334.39	Y	334.39	.00	Vendor Address
03/10/2025	1978	WAGNER EQUIPMENT CO	S01W080	1,924.66	Y	1,924.66	.00	Vendor Address
03/10/2025	1979	WAGNER RENTS	C8725302	1,874.13	Y	1,874.13	.00	Vendor Address
Totals:				80,879.14		80,879.14	.00	

Number of invoices to be fully paid:

43

Number of invoices to be partially paid:

0

Number of invoices with no payment:

0

Total number of invoices listed:

43

Total checks from invoices selected:

31

Total adjustment checks: 0  
Total adjusted invoices: 0  
Total negative checks not created: 0

## Cash Requirements Summary

Date	Net Due Amount	Payment Amount	Discount Taken
03/10/2025	80,879.14	80,879.14	.00
	<u>80,879.14</u>	<u>80,879.14</u>	<u>.00</u>

Admin		Cash acct	01-10000020		
	0 Period: 1/25	AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description
7-Jan	8-Jan	DISA INC 281-6732400 TX	\$ 87.50	10-43120-341	Safety & Training
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (220.00)		
Clerk Dept		Cash acct	01-10000020		
	0 Period: 1/25	AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description
6-Jan	6-Jan	Garmin 800-5112459 ME	\$ 34.95	10-45110-801	Grooming
10-Jan	10-Jan	FP MAILING SOLUTIONS 630-8275773 IL	\$ 621.00	10-41940-531	Postage
14-Jan	15-Jan	JOBCASE* MNTRSE-DLY-PR WWW.JOBCASE.C MA	\$ 370.00	10-41940-540	Advertising
21-Jan	21-Jan	Mailchimp 678-9990141 GA	\$ 46.00	10-41940-531	Postage
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (3,609.47)		
21-Jan	22-Jan	CANVA* I04400-52194956 HTTPSCANVA.CO DE	\$ 119.99	10-41940-614	operating supplies
22-Jan	23-Jan	ZOOM.COM 888-799-9666 ZOOM.US CA	\$ 11.04	10-41940-443	internet
24-Jan	24-Jan	CRAIGSLIST.ORG 415-399-5200 CA	\$ 60.00	10-41940-540	Advertising
24-Jan	26-Jan	ADOBE 800-443-8158 CA	\$ 386.99	10-41940-614	operating supplies
27-Jan	28-Jan	AMZN Mktp US Amzn.com/bill WA CREDIT	\$ (115.97)	10-41940-743	Furniture & Fixtures
Events Dept		Cash acct	01-10000020		
	0 Period: 1/25	AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description
27-Dec	29-Dec	ID EDGE INC LOUISVILLE CO	\$ 154.00	10-45121-614	Season Passes (ID Badges)
28-Dec	29-Dec	RELIABLE RACING SUPPLY 518-793-5677 NY	\$ 184.74	10-45121-614	Gate Drill Bit/Ski Team
2-Jan	3-Jan	AMAZON MKTPL*ZP4KN41K0 Amzn.com/bill WA	\$ 111.12	10-45121-614	Lanyards and zipties
5-Jan	6-Jan	HTTPS://SCRIBE.HOW/B SCRIBEHOW.COM CA	\$ 29.00	10-41940-614	operating supplies
15-Jan	16-Jan	AMZN Mktp US*ZD0M17R31 Amzn.com/bill WA	\$ 39.76	10-46100-614	Snowscape supplies
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (472.71)		
24-Jan	26-Jan	AMAZON MKTPL*ZC5FJ6KH2 Amzn.com/bill WA	\$ 109.09	10-46100-614	Snowscape supplies
27-Jan	28-Jan	THESTUDIO 877-395-9119 CA	\$ 163.00	10-46100-541	Apparel patches
FPR Dept		Cash acct	01-10000020		

Tran Date	Post Date	Description	Amount	Acct #	Full Description
30-Dec	31-Dec	SQ *WILDMTN INNOVATIONS L Durango CO	\$ 182.22	10-45121-614	Higgins Memorial Plaque
30-Dec	31-Dec	FASTSIGNS 371601970-2478000 CO	\$ 665.72	10-43120-613 (Sites approved)	Signage for PW (No Park)
31-Dec	1-Jan	SP ROCKY.TALKIES HTTPSROCKYTAL CO	\$ 990.00	10-45121-614	Radios for FPR/PW/Bevan
31-Dec	1-Jan	SQ *ELEVATED COFFEE COMPA Silverton CO	\$ 363.29	10-46100-614	Employee Meals – Dec.
6-Jan	7-Jan	FASTSIGNS 371601970-2478000 CO	\$ 519.87	10-43120-613 (Sites approved)	Signage req. from Bruce
6-Jan	8-Jan	OFFICE DEPOT #639 DURANGO CO	\$ 10.83	10-46100-614	Markers
16-Jan	17-Jan	MAVERIK #701 DURANGO CO	\$ 8.65	10-46100-614	Meal – Night Skiing Lights
16-Jan	17-Jan	MAVERIK #701 DURANGO CO	\$ 112.30	10-43120-626	Fuel – Night Skiing Event
18-Jan	19-Jan	AMZN Mktp US*ZG6JP72M2 Amzn.com/bill WA	\$ 101.94	10-46100-614	Weights for event tents
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (880.62)		
21-Jan	23-Jan	FUN CENTER 76178673 DURANGO CO	\$ 297.35	10-45120-430	Snowmobile Repair
21-Jan	23-Jan	CENEX-BASIN COOP INC DURANGO CO	\$ 64.83	10-43120-626	Fuel for snowmobile (EF)
22-Jan	24-Jan	THE HOME DEPOT #1534 DURANGO CO CREDIT	\$ (70.77)	10-45121-430	Refund - drillbit
27-Jan	28-Jan	ADMIT ONE PRODUCTS 714-4423888 CA	\$ 843.00	10-45121-430	Ski Lift tickets

Tran Date	Post Date	Description	Amount	Acct #	Full Description
8-Jan	9-Jan	NTLREST SERVSAFE 312-7151010 IL	\$ 15.00	11-45500-341	Training
12-Jan	13-Jan	BUZZSPROUT* INVOICE 71 BUZZSPROUT.CO FL	\$ 12.00	11-45500-540	Advertising
12-Jan	13-Jan	Amazon.com*Z59LQ8OM0 Amzn.com/bill WA	\$ 406.56	11-45500-641	Collection
15-Jan	16-Jan	USPS PO BOXES ONLINE 800-344-7779 DC	\$ 266.00	11-45500-441	PO Box Rental
16-Jan	17-Jan	Amazon.com*ZG3075X62 Amzn.com/bill WA	\$ 8.79	11-45500-610	General & office supplies
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (1,923.85)		
24-Jan	26-Jan	AMZN Mktp US*ZC91O22Q2 Amzn.com/bill WA	\$ 22.75	11-45500-641	Collection
25-Jan	26-Jan	Amazon.com*ZG6K55131 Amzn.com/bill WA	\$ 153.68	11-45500-641	Collection
26-Jan	28-Jan	MARIAS BOOKSHOP DURANGO CO	\$ 185.20	11-45500-641	Collection
27-Jan	28-Jan	Amazon.com*ZG1HX96M1 Amzn.com/bill WA	\$ 270.64	11-45500-614	Programs

Planning Dept	Cash acct	01-10000020
0 Period: 1/25	AP CC	10-20210000
Tran Date	Post Date	10-20210000

Tran Date	Post Date	Description	Amount	Acct #	Full Description
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (69.99)		
Public Works		Cash acct	01-10000020		
	0 Period: 1/25	AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description
30-Dec	31-Dec	OPENSNOW OPENSNOW.COM CO	\$ 31.99	10-43120-614	weather
2-Jan	3-Jan	OPENSNOW OPENSNOW.COM CO	\$ 17.75	10-43120-614	weather
2-Jan	3-Jan	SXM*SIRIUSXM.COM/ACCT 888-635-5144 NY	\$ 62.93	10-43120-614	Operating Supplies
7-Jan	9-Jan	THE HOME DEPOT #1534 DURANGO CO	\$ 217.91	10-43120-430	repair & maintenance
10-Jan	13-Jan	PAYPAL *INDIGOWATER 3034899226 CO	\$ 40.00	52-43257-341	JE WW training
13-Jan	14-Jan	COLORADO CWP 719-5456748 CO	\$ 85.00	52-43257-341	JE WW cert
21-Jan	21-Jan	AUTOMATIC PAYMENT - THANK YOU	\$ (1,218.30)		

Complete Yes

Town of Silverton 5% Total Sales Tax Collection  
2 months in the rear

Row Label	Column Labels							Change from year prior							Change from year prior (%)											
	2018	2019	2020	2021	2022	2023	2024	2025	2018	2019	2020	2021	2022	2023	2024	2025	2018	2019	2020	2021	2022	2023	2024	2025		
Complete	\$51,123	\$54,324	\$82,498	\$106,383	\$128,667	\$112,929	\$120,016	\$153,404	\$3,201	\$28,175	\$23,884	\$22,284	-\$15,738	\$7,087	\$33,388	6%	52%	29%	21%	-12%	6%	28%				
1	\$21,571	\$22,639	\$34,825	\$51,466	\$59,049	\$52,640	\$57,203	\$60,633	\$1,068	\$12,186	\$16,641	\$7,583	-\$6,410	\$4,564	\$3,429	5%	54%	48%	15%	-11%	9%	6%				
2	\$29,552	\$31,685	\$47,673	\$54,916	\$69,617	\$60,289	\$62,813	\$92,771	\$2,133	\$15,988	\$7,243	\$14,701	-\$9,328	\$2,524	\$29,958	7%	50%	15%	27%	-13%	4%	48%				
Incomplete	\$835,089	\$1,068,850	\$989,814	\$1,497,194	\$1,468,340	\$1,683,824	\$1,686,946		\$233,762	-\$79,036	\$507,380	-\$28,854	\$215,484	\$3,123	-\$1,686,946	28%	-7%	51%	-2%	15%	0%	#NULL!				
3	\$27,249	\$41,082	\$42,112	\$56,087	\$100,503	\$66,074	\$67,962		\$13,833	\$1,031	\$13,974	\$44,416	-\$34,429	\$1,889	-\$67,962	51%	3%	33%	79%	-34%	3%	#NULL!				
4	\$30,782	\$95,301	\$45,547	\$56,689	\$73,587	\$70,373	\$80,987		\$64,519	-\$49,754	\$11,142	\$16,898	-\$3,214	\$10,614	-\$80,987	210%	-52%	24%	30%	-4%	15%	#NULL!				
5	\$26,325	\$39,113	\$30,192	\$74,733	\$72,096	\$79,287	\$86,738		\$12,788	-\$8,921	\$44,541	-\$2,637	\$7,191	\$7,451	-\$86,738	49%	-23%	148%	-4%	10%	9%	#NULL!				
6	\$20,876	\$26,150	\$26,612	\$53,071	\$50,652	\$118,620	\$55,031		\$5,274	\$463	\$26,459	-\$2,418	\$67,968	-\$63,589	-\$55,031	25%	2%	99%	-5%	134%	-54%	#NULL!				
7	\$65,849	\$62,039	\$35,471	\$91,726	\$88,207	\$53,803	\$114,400		-\$3,810	-\$26,568	\$56,255	-\$3,519	-\$34,404	\$60,598	-\$114,400	-6%	-43%	159%	-4%	-39%	113%	#NULL!				
8	\$99,552	\$131,639	\$111,567	\$238,529	\$202,941	\$230,955	\$229,211		\$32,087	-\$20,072	\$126,962	-\$35,588	\$28,014	-\$1,744	-\$229,211	32%	-15%	114%	-15%	14%	-1%	#NULL!				
9	\$188,368	\$222,786	\$212,227	\$290,429	\$269,781	\$318,372	\$315,873		\$34,418	-\$10,559	\$78,202	-\$20,648	\$48,591	-\$2,499	-\$315,873	18%	-5%	37%	-7%	18%	-1%	#NULL!				
10	\$151,055	\$188,565	\$192,949	\$240,614	\$239,549	\$297,609	\$291,920		\$37,510	\$4,384	\$47,665	-\$1,065	\$58,060	-\$5,689	-\$291,920	25%	2%	25%	0%	24%	-2%	#NULL!				
11	\$163,255	\$182,168	\$190,968	\$234,204	\$226,111	\$293,745	\$284,825		\$18,913	\$8,800	\$43,236	-\$8,093	\$67,634	-\$8,921	-\$284,825	12%	5%	23%	-3%	30%	-3%	#NULL!				
12	\$61,779	\$80,009	\$102,170	\$161,114	\$144,914	\$154,987	\$160,000		\$18,230	\$22,161	\$58,944	-\$16,200	\$10,073	\$5,013	-\$160,000	30%	28%	58%	-10%	7%	3%	#NULL!				
Grand To	<b>\$886,211</b>	<b>\$1,123,174</b>	<b>\$1,072,313</b>	<b>\$1,603,577</b>	<b>\$1,597,007</b>	<b>\$1,796,753</b>	<b>\$1,806,963</b>	<b>\$153,404</b>	<b>\$236,963</b>	<b>-\$50,861</b>	<b>\$531,264</b>	<b>-\$6,570</b>	<b>\$199,746</b>	<b>\$10,210</b>	<b>-\$1,653,559</b>	<b>27%</b>	<b>-5%</b>	<b>50%</b>	<b>0%</b>	<b>13%</b>	<b>1%</b>	<b>-92%</b>				

TOWN OF SILVERTON  
COMBINED CASH INVESTMENT  
JANUARY 31, 2025

**COMBINED CASH ACCOUNTS**

01-10000001	XPRESS DEPOSIT ACCOUNT	14,609.35
01-10000010	CTF FUNDS ACCOUNT	80,969.44
01-10000020	GLACIER BK--CHECKING--8915	756,411.68
01-10000025	CITIZENS ST BK--CHECKING--8876	11,468.10
01-10200000	CASH CLEARING - UTILITY	( 55,581.37)
01-10380010	COLOTRUST--GENERAL FUND	155,091.93
01-10380020	COLOTRUST--SEWER DEBT SRV RES	20,492.80
01-10390000	INVESTMENTS - CD'S	510,696.07
 TOTAL COMBINED CASH		1,494,158.00
01-10100000	TOTAL ALLOCATION TO FUNDS	( 1,494,158.00)
 TOTAL UNALLOCATED CASH		.00

**CASH ALLOCATION RECONCILIATION**

10	ALLOCATION TO GENERAL FUND	1,005,711.52
11	ALLOCATION TO LIBRARY FUND	5,541.19
19	ALLOCATION TO HOUSING AUTHORITY FUND	( 71,751.80)
20	ALLOCATION TO CONSERVATION TRUST (PARKS)	81,005.37
21	ALLOCATION TO MOLAS LAKE PARK FUND	410,362.03
22	ALLOCATION TO CEMETERY FUND	55,010.67
51	ALLOCATION TO WATER FUND	34,482.15
52	ALLOCATION TO SEWER FUND	69,781.00
53	ALLOCATION TO REFUSE FUND	( 95,984.13)
 TOTAL ALLOCATIONS TO OTHER FUNDS		1,494,158.00
ALLOCATION FROM COMBINED CASH FUND - 01-10100000		( 1,494,158.00)
 ZERO PROOF IF ALLOCATIONS BALANCE		.00

TOWN OF SILVERTON  
 BALANCE SHEET  
 JANUARY 31, 2025

GENERAL FUND

ASSETS

10-10100000	CASH - POOLED	1,005,711.52
10-10110000	PETTY CASH	500.00
10-10130000	CASH DRAWER KENDALL MT	300.00
10-10500000	TAXES RECEIVABLE	426,952.00
		<hr/>
	TOTAL ASSETS	1,433,463.52
		<hr/>

LIABILITIES AND EQUITY

LIABILITIES

10-20090000	ACCRUED SALARIES & BENEFITS	37,724.54
10-20130000	FICA PAYABLE	( 75.29)
10-20141000	HEALTH INSURANCE PAYABLE	( 15,951.12)
10-20142000	VISION PAYABLE	( 32.42)
10-20144000	LIFE INSURANCE PAYABLE	1,077.45
10-20180000	RETIREMENT PAYABLE	( 7,914.79)
10-20192000	AFLAC PAYABLE	36.49
10-20200000	ACCOUNTS PAYABLE	177,317.39
10-22210000	DEFERRED REV-PROPERTY TAXES	426,952.00
		<hr/>
	TOTAL LIABILITIES	619,134.25

FUND EQUITY

10-27500000	COMMITTED TO FUTURE CAP OUTLAY	50,000.00
UNAPPROPRIATED FUND BALANCE:		
10-27900000	FUND BALANCE UNRESERVED	633,707.51
	REVENUE OVER EXPENDITURES - YTD	130,621.76
		<hr/>
	BALANCE - CURRENT DATE	764,329.27
		<hr/>
	TOTAL FUND EQUITY	814,329.27
		<hr/>
	TOTAL LIABILITIES AND EQUITY	1,433,463.52
		<hr/>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT
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	YTD ACTUAL	BUDGET	PCN
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**TAXES**

10-31-110000	PROPERTY TAXES	.00	.00	.00	426,951	.0
10-31-120000	SPECIFIC OWNERSHIP TAXES	2,017.51	1,946.78	2,536.54	2,536.54	25,635
10-31-300000	GENERAL SALES TAXES	52,640.04	57,203.37	60,632.88	60,632.88	1,600,000
10-31-320000	MARIJUANA SALES TAX	479.40	219.49	365.23	365.23	36,000
10-31-420000	CIGARETTE TAXES	184.94	468.37	388.59	388.59	2,132
10-31-460000	FUEL TAXES	.00	.00	.00	3,000	.0
10-31-810000	SEVERANCE TAX PAYMENT	.00	.00	.00	2,250	.0
10-31-820000	FRANCHISE TAX	8,520.60	9,148.09	9,342.22	9,342.22	35,343
10-31-900000	PENALTIES AND INTEREST	.00	.00	.00	1,899	.0
<b>TOTAL TAXES</b>		<b>63,842.49</b>	<b>68,986.10</b>	<b>73,265.46</b>	<b>73,265.46</b>	<b>2,133,210</b>
						3.4

**LICENSES AND PERMITS**

10-32-110000	LIQUOR LICENSES	35.00	325.00	.00	.00	5,250	.0
10-32-160000	PROFESSIONAL & OCCUP LICENSES	12,700.00	6,450.00	4,000.00	4,000.00	28,000	14.3
10-32-170000	LODGING FEE	2,024.00	2,712.00	5,874.00	5,874.00	73,417	8.0
10-32-180000	STREET IMPACT FEE	.00	.00	.00	.00	177,000	.0
10-32-210000	BUILDING PERMITS - TOWN	487.50	.00	475.00	475.00	55,000	.9
10-32-250000	DINING PERMITS	.00	.00	.00	.00	5,632	.0
10-32-260000	ANIMAL PERMITS	15.00	.00	.00	.00	50	.0
10-32-270000	MISCELLANEOUS PERMITS	.00	.00	.00	.00	375	.0
10-32-310000	MARIJUANA LICENSE	.00	.00	.00	.00	3,000	.0
10-32-320000	VACATION RENTAL FEES	3,000.00	19,800.00	14,000.00	14,000.00	30,215	46.3
<b>TOTAL LICENSES AND PERMITS</b>		<b>18,261.50</b>	<b>29,287.00</b>	<b>24,349.00</b>	<b>24,349.00</b>	<b>377,939</b>	<b>6.4</b>

**INTERGOVERNMENTAL REVENUE**

10-33-134000	2022 BROWNFIELDS GRANT	.00	.00	66,194.51	66,194.51	100,000	66.2
10-33-410001	2023 SJDA DOLA REDI GRANT	.00	12,753.25	3,986.82	3,986.82	62,500	6.4
10-33-410007	2023 DOLA CO MAIN ST GRANT	.00	.00	937.32	937.32	0	.0
10-33-420000	DOLA EIAF CODE REWRITE GRNT	.00	10,003.20	28,351.59	28,351.59	0	.0
10-33-540000	HIGHWAY USERS TAX	3,164.40	3,210.07	23,236.51	23,236.51	37,572	61.9
10-33-550000	MOTOR VEHICLE REGISTRATION	.00	2,309.46	1,781.17	1,781.17	4,923	36.2
10-33-700000	LOCAL GOVERNMENT GRANTS	.00	.00	.00	.00	4,500	.0
10-33-730000	SAN JUAN COUNTY ROAD & BRIDGE	.00	.00	.00	.00	5,430	.0
10-33-740000	TOWN/COUNTY SHARED EXPENSES	.00	.00	.00	.00	45,128	.0
10-33-750000	SNOWMOBILE CLUB REIMBURSEMENT	.00	.00	.00	.00	8,740	.0
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>3,164.40</b>	<b>28,275.98</b>	<b>124,487.92</b>	<b>124,487.92</b>	<b>268,793</b>	<b>46.3</b>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT
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	YTD ACTUAL	BUDGET	PCN
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CHARGES FOR SERVICES

10-34-130000	PLANNING REVIEW FEES - TOWN	.00	1,500.00	.00	.00	3,000	.0
10-34-140000	COPIES & FAXES	.00	.00	.00	.00	20	.0
10-34-741000	KMRA MERCHANDISE	.00	.00	.00	.00	300	.0
10-34-741100	KENDALL MTN SKI AREA CONCESS	4.00	.00	.00	.00	100	.0
10-34-800000	EXPENSE REIMBURSEMENT	.00	.00	.00	.00	3,000	.0
10-34-810000	WORK/SERVICES PROVIDED	300.00	5,826.00	625.00	625.00	0	.0
10-34-820000	ADMINISTRATIVE FEE	.00	.00	58,917.33	58,917.33	706,708	8.3
<b>TOTAL CHARGES FOR SERVICES</b>		<b>304.00</b>	<b>7,326.00</b>	<b>59,542.33</b>	<b>59,542.33</b>	<b>713,128</b>	<b>8.4</b>

FINES AND FORFEITURES

10-35-110000	COURT FINES	75.00	25.00	.00	.00	2,053	.0
10-35-140000	PENALTY ASSESSMENT FEES	775.00	1,295.00	535.00	535.00	11,218	4.8
<b>TOTAL FINES AND FORFEITURES</b>		<b>850.00</b>	<b>1,320.00</b>	<b>535.00</b>	<b>535.00</b>	<b>13,271</b>	<b>4.0</b>

MISCELLANEOUS REVENUE

10-36-100000	INTEREST REVENUE	46.27	.00	506.31	506.31	13,000	3.9
10-36-210000	ANESI PARK SHOWERS	.00	.00	990.00	990.00	7,000	14.1
10-36-301000	MEMORIAL PARK RENTAL FEE	.00	.00	.00	.00	1,000	.0
10-36-303000	KMRA SP. EVENT REVENUE	525.00	.00	.00	.00	29,000	.0
10-36-304000	KM COMMUNITY CENTER RENT	2,911.25	1,437.50	6,925.00	6,925.00	49,000	14.1
10-36-305000	SKI LIFT TICKETS	19,666.15	21,163.57	17,913.20	17,913.20	40,000	44.8
10-36-320000	CELL TOWER LEASE	.00	.00	.00	.00	11,169	.0
10-36-370000	EQUIPMENT RENTAL	.00	520.00	1,418.00	1,418.00	5,000	28.4
10-36-500000	KMRA DONATIONS	.00	250.00	.00	.00	0	.0
10-36-501000	COLUMBINE PARK RENTAL FEE	.00	.00	.00	.00	1,000	.0
10-36-503000	DOE PRIZE DONATION	.00	.00	.00	.00	20,000	.0
10-36-720000	SPECIAL EVENT REVENUE	135.00	300.00	120.00	120.00	12,000	1.0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>23,283.67</b>	<b>23,671.07</b>	<b>27,872.51</b>	<b>27,872.51</b>	<b>188,169</b>	<b>14.8</b>

OTHER REVENUES

10-38-000000	OTHER REVENUES	7,958.71	4,016.15	3,930.09	3,930.09	25,000	15.7
<b>TOTAL OTHER REVENUES</b>		<b>7,958.71</b>	<b>4,016.15</b>	<b>3,930.09</b>	<b>3,930.09</b>	<b>25,000</b>	<b>15.7</b>

CONTRIBUTIONS AND TRANSFERS

10-39-370000	PROCEEDS FROM CAPITAL LEASES	24,373.30	.00	.00	.00	0	.0
<b>TOTAL CONTRIBUTIONS AND TRANSFERS</b>		<b>24,373.30</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>0</b>	<b>.0</b>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
TOTAL FUND REVENUE	142,038.07	162,882.30	313,982.31	313,982.31	3,719,510	8.4

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
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**TOWN BOARD**

10-41110-110	REGULAR EMPLOYEES	2,111.34	2,111.32	2,111.30	2,111.30	27,447	7.7
10-41110-220	SOCIAL SECURITY CONTRIBUTIONS	161.54	161.52	161.52	161.52	2,498	6.5
10-41110-250	UNEMPLOYMENT INSURANCE	4.26	4.22	4.22	4.22	82	5.2
10-41110-341	TRAINING	.00	.00	.00	.00	3,000	.0
10-41110-580	TRAVEL	.00	.00	.00	.00	500	.0
10-41110-590	ORGANIZATIONAL DUES	.00	.00	.00	.00	1,058	.0
10-41110-802	COMMUNITY CONTRIBUTIONS	54,762.00	.00	.00	.00	0	.0
<b>TOTAL TOWN BOARD</b>		<b>57,039.14</b>	<b>2,277.06</b>	<b>2,277.04</b>	<b>2,277.04</b>	<b>34,585</b>	<b>6.6</b>

**MUNICIPAL JUDGE**

10-41210-110	REGULAR EMPLOYEES	612.00	690.56	711.28	711.28	9,247	7.7
10-41210-220	SOCIAL SECURITY CONTRIBUTIONS	46.82	52.84	54.42	54.42	845	6.4
10-41210-250	UNEMPLOYMENT INSURANCE	.00	1.38	1.42	1.42	19	7.5
10-41210-640	BOOKS & PERIODICALS	.00	.00	.00	.00	500	.0
<b>TOTAL MUNICIPAL JUDGE</b>		<b>658.82</b>	<b>744.78</b>	<b>767.12</b>	<b>767.12</b>	<b>10,611</b>	<b>7.2</b>

**TOWN ADMINISTRATOR**

10-41310-110	REGULAR EMPLOYEES	9,616.00	10,000.80	10,240.52	10,240.52	109,050	9.4
10-41310-200	PAY FOR PERFORMANCE	.00	.00	.00	.00	2,000	.0
10-41310-211	HEALTH AND LIFE INSURANCE	935.09	928.12	1,423.68	1,423.68	12,101	11.8
10-41310-220	SOCIAL SECURITY CONTRIBUTIONS	666.67	695.73	778.19	778.19	9,913	7.9
10-41310-230	RETIREMENT CONTRIBUTIONS	288.48	360.02	307.22	307.22	3,169	9.7
10-41310-250	UNEMPLOYMENT INSURANCE	17.42	18.18	20.35	20.35	218	9.3
10-41310-260	WORKERS COMPENSATION	.00	.00	.00	.00	833	.0
10-41310-340	PROFESSIONAL SERVICES	.00	13,000.00	.00	.00	0	.0
10-41310-341	TRAINING	.00	340.00	.00	.00	1,000	.0
10-41310-590	ORGANIZATIONAL DUES	.00	.00	.00	.00	500	.0
<b>TOTAL TOWN ADMINISTRATOR</b>		<b>11,523.66</b>	<b>25,342.85</b>	<b>12,769.96</b>	<b>12,769.96</b>	<b>138,784</b>	<b>9.2</b>

**PARTNER ORGANIZATIONS**

10-41330-800	PARTNERING	15,000.00	13,164.00	.00	.00	0	.0
10-41330-809	REGION 9 EDD	.00	.00	1,664.00	1,664.00	1,664	100.0
<b>TOTAL PARTNER ORGANIZATIONS</b>		<b>15,000.00</b>	<b>13,164.00</b>	<b>1,664.00</b>	<b>1,664.00</b>	<b>1,664</b>	<b>100.0</b>

TOWN OF SILVERTON  
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TOWN CLERK-TREASURER

10-41350-110	REGULAR EMPLOYEES	4,320.00	8,087.22	8,373.10	8,373.10	63,860	13.1
10-41350-112	DEPUTY CLERK SALARY	3,200.00	.00	.00	.00	44,990	.0
10-41350-130	OVERTIME/PAID COMP TIME	.00	63.00	.00	.00	0	.0
10-41350-211	HEALTH AND LIFE INSURANCE	2,034.08	2,031.46	2,078.46	2,078.46	26,722	7.8
10-41350-220	SOCIAL SECURITY CONTRIBUTIONS	574.44	623.50	640.54	640.54	9,905	6.5
10-41350-230	RETIREMENT CONTRIBUTIONS	225.60	214.62	147.36	147.36	3,138	4.7
10-41350-250	UNEMPLOYMENT INSURANCE	15.02	16.30	16.74	16.74	218	7.7
10-41350-260	WORKERS COMPENSATION	.00	.00	.00	.00	1,666	.0
10-41350-340	PROFESSIONAL SERVICES- CPA	.00	10,070.00	.00	.00	55,000	.0
10-41350-341	TRAINING	.00	.00	.00	.00	1,000	.0
10-41350-580	TRAVEL	.00	.00	.00	.00	500	.0
10-41350-590	ORGANIZATIONAL DUES	.00	.00	.00	.00	200	.0
<b>TOTAL TOWN CLERK-TREASURER</b>		<b>10,369.14</b>	<b>21,106.10</b>	<b>11,256.20</b>	<b>11,256.20</b>	<b>207,199</b>	<b>5.4</b>

FINANCIAL ADMINISTRATION

10-41500-332	SUPPORT AGREEMENT	648.00	530.00	1,102.00	1,102.00	6,600	16.7
10-41500-340	BANK CHARGES	1,213.57	61.15	1,464.26	1,464.26	12,200	12.0
10-41500-800	CASH OVER/SHORT	.00	.98-	.00	.00	0	.0
<b>TOTAL FINANCIAL ADMINISTRATION</b>		<b>1,861.57</b>	<b>590.17</b>	<b>2,566.26</b>	<b>2,566.26</b>	<b>18,800</b>	<b>13.7</b>

LEGAL SERVICES

10-41530-340	CONTRACT SERVICES-LEGAL	.00	.00	.00	.00	49,000	.0
<b>TOTAL LEGAL SERVICES</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>49,000</b>	<b>.0</b>

COMMUNITY DEVELOPMENT

10-41915-110	REGULAR EMPLOYEES	3,056.46	4,800.00	5,384.62	5,384.62	70,000	7.7
10-41915-115	PART TIME EMPLOYEES	1,416.60	4,342.50	.00	.00	0	.0
10-41915-130	OVERTIME	11.55	772.65	.00	.00	0	.0
10-41915-211	HEALTH AND LIFE INSURANCE	986.75	1,541.12	1,047.74	1,047.74	13,361	7.8
10-41915-220	SOCIAL SECURITY CONTRIBUTIONS	343.07	758.51	411.92	411.92	6,370	6.5
10-41915-230	RETIREMENT CONTRIBUTIONS	.00	216.00	161.54	161.54	2,100	7.7
10-41915-250	UNEMPLOYMENT INSURANCE	6.13	19.83	10.76	10.76	269	4.0
10-41915-260	WORKERS COMPENSATION - GEN GOV	.00	.00	.00	.00	1,666	.0
10-41915-330	PROFESSIONAL SERVICES	425.00	13,117.75	.00	.00	5,000	.0
10-41915-341	TRAINING	.00	.00	.00	.00	1,000	.0
10-41915-540	ADVERTISING	.00	.00	.00	.00	1,000	.0
10-41915-580	TRAVEL	.00	.00	.00	.00	300	.0
10-41915-640	BOOKS & PERIODICALS	.00	440.00	.00	.00	500	.0
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>6,245.56</b>	<b>26,008.36</b>	<b>7,016.58</b>	<b>7,016.58</b>	<b>101,566</b>	<b>6.9</b>

TOWN OF SILVERTON  
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GENERAL GOVT OPERATIONS

10-41940-310	TREASURERS FEES	.00	.00	.00	6,236	.0
10-41940-321	AUDIT SERVICES	.00	.00	.00	10,500	.0
10-41940-330	ENGINEER SERVICES	.00	4,392.90	10.00	10.00	15,000
10-41940-331	SOFTWARE	.00	148.99	.00	.00	0
10-41940-340	PROFESSIONAL SERVICES - IT & M	.00	1,566.81	1,335.89	1,335.89	20,000
10-41940-420	CLEANING SERVICES	.00	.00	.00	4,300	.0
10-41940-442	COPIER LEASE	292.00	.00	279.42	279.42	7,000
10-41940-443	INTERNET - TOWN HALL	1,034.50	1,289.48	1,342.73	1,342.73	18,000
10-41940-520	INSURANCE - WC, PROP & LIA	17,069.78	21,150.44	21,189.46	21,189.46	66,217
10-41940-521	INSURANCE-DEDUCTIBLE	.00	.00	.00	1,000	.0
10-41940-531	POSTAGE	476.60	1,263.46	154.00	154.00	5,000
10-41940-532	TELEPHONE	.00	2,395.52	.00	.00	8,900
10-41940-540	ADVERTISING	146.33	636.19	530.40	530.40	10,000
10-41940-610	OFFICE SUPPLIES	6,863.22	1,507.56	40.78	40.78	9,000
10-41940-741	MACHINERY	50.00	.00	.00	2,000	.0
10-41940-743	FURNITURE & FIXTURES	.00	.00	.00	1,000	.0
10-41940-800	CITIZEN ENGAGEMENT	79.68	.00	.00	2,000	.0
<b>TOTAL GENERAL GOVT OPERATIONS</b>		<b>26,012.11</b>	<b>34,351.35</b>	<b>24,882.68</b>	<b>24,882.68</b>	<b>186,153</b>
						<b>13.4</b>

VISTOR'S CENTER OPERATIONS

10-41942-420	CLEANING SERVICES	123.25	.00	.00	3,590	.0
10-41942-421	DISPOSAL	.00	.00	.00	4,445	.0
10-41942-423	CUSTODIAL	333.33	.00	.00	.00	.0
10-41942-430	REPAIRS & MAINTENANCE	1,765.30	.00	.00	4,500	.0
10-41942-620	ELECTRICITY	.00	259.00	.00	3,000	.0
10-41942-622	PROPANE	2,971.23	1,826.40	2,615.66	2,615.66	9,000
10-41942-801	CHAMBER CONTRACT	3,750.00	.00	.00	30,000	.0
<b>TOTAL VISTOR'S CENTER OPERATIONS</b>		<b>8,943.11</b>	<b>2,085.40</b>	<b>2,615.66</b>	<b>2,615.66</b>	<b>54,535</b>
						<b>4.8</b>

SENIOR CENTER

10-41943-304	GRANT EXPENDITURES SR CTR	.00	506.26	.00	0	.0
10-41943-443	INTERNET	.00	50.00	.00	.00	600
10-41943-614	MODULAR OPERATING SUPPLIES	50.00	992.71	.00	.00	5,000
10-41943-620	MODULAR ELECTRICITY	263.69	88.74	.00	.00	5,500
10-41943-622	MODULAR PROPANE	.00	357.39	357.84	357.84	4,000
<b>TOTAL SENIOR CENTER</b>		<b>313.69</b>	<b>1,995.10</b>	<b>357.84</b>	<b>357.84</b>	<b>15,100</b>
						<b>2.4</b>

TOWN OF SILVERTON  
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<b>TOWN HALL OPERATIONS</b>							
10-41944-330	OTHER PROFESSIONAL	.00	.00	.00	.00	600	.0
10-41944-345	TESTING & INSPECTIONS	.00	1,162.75	.00	.00	3,000	.0
10-41944-420	CLEANING SERVICES	205.87	.00	.00	.00	3,500	.0
10-41944-421	DISPOSAL	.00	.00	.00	.00	732	.0
10-41944-423	CUSTODIAL	333.33	1,485.00	.00	.00	10,000	.0
10-41944-430	REPAIRS & MAINTENANCE	808.24	665.28	115.00	115.00	10,000	1.2
10-41944-614	OPERATING SUPPLIES	.00	.00	.00	.00	500	.0
10-41944-620	ELECTRICITY	.00	171.00	.00	.00	2,244	.0
10-41944-622	PROPANE	4,120.90	2,510.13	2,935.24	2,935.24	14,800	19.8
10-41944-741	MACHINERY & EQUIPMENT	.00	702.19	.00	.00	1,000	.0
10-41944-743	FURNITURE & FIXTURES	.00	.00	.00	.00	500	.0
<b>TOTAL TOWN HALL OPERATIONS</b>		<b>5,468.34</b>	<b>6,696.35</b>	<b>3,050.24</b>	<b>3,050.24</b>	<b>46,876</b>	<b>6.5</b>
<b>FEDERAL GRANT EXPENDITURES</b>							
10-41945-100	GRANTS	3,587.00	8,111.14	15,937.32	15,937.32	55,000	29.0
10-41945-104	2022 BROWNFIELDS GRANT	.00	.00	.00	.00	80,000	.0
<b>TOTAL FEDERAL GRANT EXPENDITURES</b>		<b>3,587.00</b>	<b>8,111.14</b>	<b>15,937.32</b>	<b>15,937.32</b>	<b>135,000</b>	<b>11.8</b>
<b>STATE GRANTS EXPENDITURES</b>							
10-41946-210	2023 SJDA DOLA REDI GRANT	.00	.00	1,513.00	1,513.00	0	.0
<b>TOTAL STATE GRANTS EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>1,513.00</b>	<b>1,513.00</b>	<b>0</b>	<b>.0</b>
<b>LAW ENFORCEMENT</b>							
10-42100-340	CONTRACT SERVICES	24,910.00	.00	.00	.00	378,189	.0
<b>TOTAL LAW ENFORCEMENT</b>		<b>24,910.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>378,189</b>	<b>.0</b>
<b>FIRE DEPARTMENT</b>							
10-42200-340	CONTRACT SERVICES	18,725.00	13,687.50	.00	.00	57,750	.0
<b>TOTAL FIRE DEPARTMENT</b>		<b>18,725.00</b>	<b>13,687.50</b>	<b>.00</b>	<b>.00</b>	<b>57,750</b>	<b>.0</b>

TOWN OF SILVERTON  
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CARRIAGE HOUSE

10-42300-330	OTHER PROFESSIONAL-PHYSICIAN	.00	.00	.00	400	.0
10-42300-345	TESTING & INSPECTIONS	.00	.00	.00	350	.0
10-42300-423	CUSTODIAL	.00	.00	.00	2,200	.0
10-42300-430	REPAIRS & MAINTENANCE	.00	1,360.10	.00	3,000	.0
10-42300-615	MAINTENANCE SUPPLIES	.00	.00	.00	1,500	.0
10-42300-620	ELECTRICITY	.00	838.00	.00	3,300	.0
10-42300-622	PROPANE	2,208.54	1,072.05	2,043.69	10,000	20.4
<b>TOTAL CARRIAGE HOUSE</b>		<b>2,208.54</b>	<b>3,270.15</b>	<b>2,043.69</b>	<b>20,750</b>	<b>9.9</b>

BUILDING AND CODE OFFICER

10-42400-110	REGULAR EMPLOYEES	4,780.00	4,825.60	4,970.36	4,970.36	86,260	5.8
10-42400-115	PART-TIME/SEASONAL EMPLOYEES	.00	70.00	.00	.00	0	.0
10-42400-211	HEALTH AND LIFE INSURANCE	978.30	1,027.88	1,051.38	1,051.38	13,361	7.9
10-42400-220	SOCIAL SECURITY CONTRIBUTIONS	365.68	374.51	380.24	380.24	7,848	4.9
10-42400-230	RETIREMENT CONTRIBUTIONS	.00	217.14	149.12	149.12	1,988	7.5
10-42400-250	UNEMPLOYMENT INSURANCE	9.56	9.80	9.94	9.94	173	5.8
10-42400-260	WORKERS COMPENSATION	.00	.00	.00	.00	833	.0
10-42400-341	TRAINING	.00	.00	.00	.00	2,500	.0
10-42400-580	TRAVEL	.00	.00	.00	.00	500	.0
10-42400-590	ORGANIZATIONAL DUES	.00	.00	.00	.00	500	.0
10-42400-640	BOOKS & PERIODICALS	.00	.00	.00	.00	500	.0
<b>TOTAL BUILDING AND CODE OFFICER</b>		<b>6,133.54</b>	<b>6,524.93</b>	<b>6,561.04</b>	<b>6,561.04</b>	<b>114,463</b>	<b>5.7</b>

PUBLIC WORKS PERSONNEL

10-43100-110	REGULAR EMPLOYEES	26,952.74	31,134.86	36,971.46	36,971.46	466,440	7.9
10-43100-130	OVERTIME	7,324.15	2,288.28	532.81	532.81	20,000	2.7
10-43100-200	PAY FOR PERFORMANCE	.00	.00	.00	.00	12,000	.0
10-43100-211	HEALTH LIFE & DENTAL INSURANCE	5,490.47	4,605.56	7,249.23	7,249.23	89,048	8.1
10-43100-220	SOCIAL SECURITY CONTRIBUTIONS	2,610.49	2,551.29	2,863.49	2,863.49	42,446	6.8
10-43100-230	RETIREMENT	716.44	1,229.81	861.83	861.83	12,643	6.8
10-43100-250	UNEMPLOYMENT INSURANCE	68.26	183.66	74.86	74.86	933	8.0
10-43100-580	TRAVEL	.00	.00	.00	.00	2,000	.0
<b>TOTAL PUBLIC WORKS PERSONNEL</b>		<b>43,162.55</b>	<b>41,993.46</b>	<b>48,553.68</b>	<b>48,553.68</b>	<b>645,510</b>	<b>7.5</b>

TOWN OF SILVERTON  
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**STREET MAINTENANCE**

10-43120-330	OTHER PROFESSIONAL	.00	.00	.00	1,500	.0	
10-43120-341	SAFETY & TRAINING	.00	.00	.00	516	.0	
10-43120-345	TESTING & INSPECTIONS	.00	.00	.00	3,191	.0	
10-43120-420	CLEANING SERVICES	428.40	.00	.00	3,924	.0	
10-43120-430	REPAIRS & MAINTENANCE	1,007.77	2,620.98	311.55	311.55	66,500	
10-43120-442	RENTALS - EQUIPMENT & VEHICLES	.00	.00	.00	30,000	.0	
10-43120-520	INSURANCE	.00	.00	.00	500	.0	
10-43120-521	INSURANCE-DEDUCTIBLE	.00	.00	.00	1,000	.0	
10-43120-580	TRAVEL & MEALS	.00	14.58	.00	.00	207	.0
10-43120-611	DUST CONTROL	.00	.00	.00	42,000	.0	
10-43120-612	GRAVEL	.00	.00	.00	52,000	.0	
10-43120-613	SIGNS	.00	.00	.00	5,000	.0	
10-43120-614	OPERATING SUPPLIES	461.08	6,492.58	.00	.00	26,700	.0
10-43120-618	CLOTHING ALLOWANCE	.00	416.08	.00	.00	1,500	.0
10-43120-620	ELECTRICITY	.00	936.00	.00	.00	13,948	.0
10-43120-626	FUEL	3,473.61	2,063.69	.00	.00	35,650	.0
10-43120-741	MACHINERY & EQUIPMENT	24,373.30	20,000.00	.00	.00	0	.0
<b>TOTAL STREET MAINTENANCE</b>		<b>29,744.16</b>	<b>32,543.91</b>	<b>311.55</b>	<b>311.55</b>	<b>284,136</b>	<b>.1</b>

**FACILITIES AND PARK ADMIN**

10-45110-110	REGULAR EMPLOYEES	21,899.34	11,823.35	14,459.52	14,459.52	159,383	9.1
10-45110-115	PART-TIME/SEASONAL EMPLOYEES	.00	5,872.51	7,792.50	7,792.50	50,000	15.6
10-45110-130	OVERTIME	2,588.29	1,859.51	1,137.13	1,137.13	5,000	22.7
10-45110-211	HEALTH AND LIFE INSURANCE	3,796.96	3,852.16	3,517.36	3,517.36	53,445	6.6
10-45110-220	SOCIAL SECURITY CONTRIBUTIONS	1,870.08	1,496.00	1,789.27	1,789.27	18,997	9.4
10-45110-230	RETIREMENT CONTRIBUTIONS	293.79	298.31	454.25	454.25	4,763	9.5
10-45110-250	UNEMPLOYMENT INSURANCE	48.90	39.11	46.78	46.78	418	11.2
10-45110-341	TRAINING	45.92	.00	.00	.00	2,000	.0
10-45110-801	RECREATION PROGRAMS	105.90	35.47	.00	.00	0	.0
<b>TOTAL FACILITIES AND PARK ADMIN</b>		<b>30,649.18</b>	<b>25,276.42</b>	<b>29,196.81</b>	<b>29,196.81</b>	<b>294,006</b>	<b>9.9</b>

**PARK MAINTENANCE**

10-45120-430	REPAIRS & MAINTENANCE	.00	.00	.00	.00	11,000	.0
10-45120-614	OPERATING SUPPLIES	1,765.29	551.62	.00	.00	25,000	.0
10-45120-616	SUPPLIES JULY 4TH CAMPGROUND	.00	.00	.00	.00	14,700	.0
10-45120-620	ELECTRICITY	.00	24.00	.00	.00	2,000	.0
10-45120-626	FUEL	.00	.00	.00	.00	1,000	.0
10-45120-701	COLUMBINE PARK	.00	1,370.88	590.98	590.98	0	.0
10-45120-702	COLUMBINE PARK LOAN EXP	68,226.06	.00	.00	.00	0	.0
<b>TOTAL PARK MAINTENANCE</b>		<b>69,991.35</b>	<b>1,946.50</b>	<b>590.98</b>	<b>590.98</b>	<b>53,700</b>	<b>1.1</b>

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**KENDALL MOUNTAIN PARK**

10-45121-330	TECHNICAL SERVICES	.00	1,274.75	100.00	100.00	6,500	1.5
10-45121-340	SNOW GROOMING	561.41	.00	.00	.00	9,000	.0
10-45121-345	TESTING & INSPECTIONS	.00	.00	.00	.00	6,000	.0
10-45121-421	DISPOSAL	.00	.00	.00	.00	2,800	.0
10-45121-423	CUSTODIAL	.00	.00	.00	.00	5,780	.0
10-45121-430	REPAIRS & MAINTENANCE	.00	1,996.48	.00	.00	12,000	.0
10-45121-442	RENTALS	.00	.00	.00	.00	2,500	.0
10-45121-614	OPERATING SUPPLIES	14,716.16	983.42	.00	.00	18,000	.0
10-45121-620	ELECTRICITY	.00	208.69	.00	.00	11,600	.0
10-45121-622	PROPANE	1,860.27	902.07	1,866.09	1,866.09	11,000	17.0
10-45121-730	IMPROVEMENTS OTHER THAN BLDGS	.00	670.00	.00	.00	10,000	.0
<b>TOTAL KENDALL MOUNTAIN PARK</b>		<b>17,137.84</b>	<b>6,035.41</b>	<b>1,966.09</b>	<b>1,966.09</b>	<b>95,180</b>	<b>2.1</b>

**MEMORIAL PARK**

10-45123-430	REPAIRS & MAINTENANCE	.00	.00	.00	.00	2,500	.0
<b>TOTAL MEMORIAL PARK</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,500</b>	<b>.0</b>

**COMMUNICATIONS & EVENTS**

10-46100-110	REGULAR EMPLOYEES	3,903.70	5,192.30	3,963.44	3,963.44	51,524	7.7
10-46100-211	HEALTH & LIFE INSURANCE	963.87	1,023.38	1,033.76	1,033.76	13,361	7.7
10-46100-220	SOCIAL SECURITY CONTRIBUTIONS	297.62	397.21	303.20	303.20	4,689	6.5
10-46100-230	RETIREMENT	117.12	186.93	118.90	118.90	1,546	7.7
10-46100-250	UNEMPLOYMENT INSURANCE	7.78	10.38	7.92	7.92	104	7.6
10-46100-340	PROFESSIONAL SERVICES	.00	.00	.00	.00	1,000	.0
10-46100-341	TRAINING	.00	.00	.00	.00	500	.0
10-46100-423	CUSTODIAL	333.34	.00	.00	.00	4,000	.0
10-46100-541	MARKETING	3,500.00	1,201.70	.00	.00	6,500	.0
10-46100-580	TRAVEL	.00	.00	.00	.00	500	.0
10-46100-614	OPERATING SUPPLIES	182.64	1,097.82	.00	.00	3,500	.0
10-46100-621	REPLACEABLE FURNITURE	.00	.00	.00	.00	500	.0
<b>TOTAL COMMUNICATIONS &amp; EVENTS</b>		<b>9,306.07</b>	<b>9,109.72</b>	<b>5,427.22</b>	<b>5,427.22</b>	<b>87,724</b>	<b>6.2</b>

**LONG TERM DEBT PAYMENTS**

10-47110-746	CATERPILLAR LEASES	.00	1,085.59	1,085.59	1,085.59	89,177	1.2
10-47110-747	GENIE BOOM LIFT LEASE	1,453.91	.00	.00	.00	1,085	.0
10-47110-751	PRINOTH SNOW GROOMER	950.00	950.00	950.00	950.00	11,400	8.3
10-47110-754	COLUMBINE PARK LEASE	.00	.00	.00	.00	95,665	.0
10-47110-755	2006 DUMP TRUCK	.00	.00	.00	.00	9,827	.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>		<b>2,403.91</b>	<b>2,035.59</b>	<b>2,035.59</b>	<b>2,035.59</b>	<b>207,154</b>	<b>1.0</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>OPERATING TRANSFERS OUT</b>						
10-49110-980 TRANSFER TO LIBRARY FUND	.00	.00	.00	.00	110,000	.0
10-49110-990 TRANSFER TO HOUSING AUTHORITY	.00	.00	.00	.00	29,756	.0
<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>139,756</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>401,394.28</b>	<b>284,896.25</b>	<b>183,360.55</b>	<b>183,360.55</b>	<b>3,380,691</b>	<b>5.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>259,356.21-</b>	<b>122,013.95-</b>	<b>130,621.76</b>	<b>130,621.76</b>	<b>338,819</b>	<b>38.6</b>

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

LIBRARY FUND

ASSETS

11-10100000	CASH-POOLED	5,541.19
	TOTAL ASSETS	5,541.19

LIABILITIES AND EQUITY

FUND EQUITY

11-27300000	FUND BAL RESERVED - LIBRARY	7,753.00
11-27500000	COMMITTED TO FUTURE CAP OUTLAY	1,500.00
UNAPPROPRIATED FUND BALANCE:		
11-27900000	FUND BALANCE UNRESERVED	5,144.80
	REVENUE OVER EXPENDITURES - YTD	( 8,856.61)
	BALANCE - CURRENT DATE	( 3,711.81)
	TOTAL FUND EQUITY	5,541.19
	TOTAL LIABILITIES AND EQUITY	5,541.19

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

LIBRARY FUND

		YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>INTERGOVERNMENTAL REVENUES</b>							
11-33-132100	FEDERAL GRANT - USAC (UNIVRSL	.00	.00	.00	.00	7,018	.0
11-33-410010	GRANT REVENUE-2024 SCHOOL GRAN	.00	5,000.00	.00	.00	0	.0
11-33-493000	STATE GRANTS-LIBRARY	.00	.00	994.41	994.41	9,000	11.1
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>.00</b>	<b>5,000.00</b>	<b>994.41</b>	<b>994.41</b>	<b>16,018</b>	<b>6.2</b>
<b>MISCELLANEOUS REVENUE</b>							
11-36-500000	CONTRIBUTIONS	.00	.00	.00	.00	500	.0
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>500</b>	<b>.0</b>
<b>TRANSFERS</b>							
11-39-110000	TRANSFERS IN - GENERAL FUND	.00	.00	.00	.00	110,000	.0
	<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>110,000</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>5,000.00</b>	<b>994.41</b>	<b>994.41</b>	<b>126,518</b>	<b>.8</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

LIBRARY FUND

		YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>LIBRARY</b>							
11-45500-110	REGULAR EMPLOYEES	4,196.54	6,200.00	5,697.92	5,697.92	66,414	8.6
11-45500-115	PART-TIME/SEASONAL EMPLOYEES	.00	1,066.38	1,498.09	1,498.09	23,459	6.4
11-45500-211	HEALTH AND LIFE INSURANCE	52.75	135.20	135.20	135.20	1,500	9.0
11-45500-220	SOCIAL SECURITY CONTRIBUTIONS	321.04	555.87	550.49	550.49	8,179	6.7
11-45500-230	RETIREMENT CONTRIBUTIONS	.00	223.20	153.26	153.26	1,992	7.7
11-45500-250	UNEMPLOYMENT INSURANCE	8.39	14.54	14.39	14.39	180	8.0
11-45500-260	WORKERS COMPENSATION	.00	.00	.00	.00	833	.0
11-45500-321	AUTOMATION	.00	.00	.00	.00	1,950	.0
11-45500-341	TRAINING	.00	1,712.71	.00	.00	2,000	.0
11-45500-420	CLEANING SERVICES	53.01	.00	.00	.00	430	.0
11-45500-423	CUSTODIAL	.00	.00	.00	.00	2,000	.0
11-45500-430	REPAIRS & MAINTENANCE	.00	.00	.00	.00	3,000	.0
11-45500-441	PO BOX RENTAL	.00	264.00	.00	.00	264	.0
11-45500-442	RICOH COPIER LEASE	.00	.00	75.14	75.14	1,700	4.4
11-45500-443	INTERNET DSL	.00	143.76	324.53	324.53	3,425	9.5
11-45500-531	POSTAGE	.00	.00	.00	.00	100	.0
11-45500-532	TELEPHONE	.00	205.96	105.27	105.27	1,200	8.8
11-45500-540	ADVERTISING	.00	12.00	.00	.00	2,000	.0
11-45500-580	TRAVEL & MEALS	.00	.00	.00	.00	3,000	.0
11-45500-590	ORGANIZATIONAL DUES	.00	.00	.00	.00	1,000	.0
11-45500-610	GENERAL & OFFICE SUPPLIES	172.02	171.67	.00	.00	5,000	.0
11-45500-614	PROGRAMS	170.83	278.63	.00	.00	3,000	.0
11-45500-620	ELECTRICITY	.00	123.00	.00	.00	1,500	.0
11-45500-624	HEATING OIL	1,320.41	1,048.61	1,296.73	1,296.73	8,000	16.2
11-45500-641	COLLECTION	508.68	156.27	.00	.00	8,000	.0
 <b>TOTAL LIBRARY</b>							
		6,803.67	12,311.80	9,851.02	9,851.02	150,126	6.6
 <b>TOTAL FUND EXPENDITURES</b>							
		6,803.67	12,311.80	9,851.02	9,851.02	150,126	6.6
 <b>NET REVENUE OVER EXPENDITURES</b>							
		6,803.67-	7,311.80-	8,856.61-	8,856.61-	23,608-	37.5-

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

HOUSING AUTHORITY FUND

ASSETS

19-10100000 CASH - POOLED	( 71,751.80)
TOTAL ASSETS	( 71,751.80)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

19-27900000 FUND BALANCE UNRESERVED	( 53,799.74)
REVENUE OVER EXPENDITURES - YTD	( 17,952.06)
BALANCE - CURRENT DATE	( 71,751.80)
TOTAL FUND EQUITY	( 71,751.80)
TOTAL LIABILITIES AND EQUITY	( 71,751.80)

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

HOUSING AUTHORITY FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
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<u>INTERGOVERNMENTAL REVENUE</u>						
19-33-430201	2021 DOLA IHOI GRANT	.00	.00	.00	.00	35,531 .0
19-33-430202	2024 LOCAL PLANNING CPACTY GRT	.00	.00	.00	.00	41,469 .0
19-33-430203	2024 MORE HSING NOW GRANT	.00	.00	.00	.00	79,281 .0
19-33-430204	2024 CHFA ADU GRANT	.00	.00	.00	.00	14,000 .0
19-33-430205	2024 DOH GAP GRANT	.00	.00	.00	.00	616,000 .0
19-33-430206	2025 CHF ANVIL GRANT	.00	.00	.00	.00	450,000 .0
19-33-430301	COUNTY GRANTS	.00	.00	.00	.00	10,000 .0
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>1,246,281</b>	<b>.0</b>
<u>MISCELLANEOUS REVENUE</u>						
19-36-700000	SALE OF ANVIL PROPERTY	.00	.00	.00	.00	2,693,486 .0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,693,486 .0</b>
<u>OTHER REVENUES</u>						
19-38-320000	REGION9 LOAN PROCEEDS-DOWNPMT	.00	.00	.00	.00	147,314 .0
<b>TOTAL OTHER REVENUES</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>147,314 .0</b>
<u>CONTRIBUTIONS AND TRANSFERS</u>						
19-39-100000	TRANSFERS FROM GENERAL FUND	.00	.00	.00	.00	29,956 .0
<b>TOTAL CONTRIBUTIONS AND TRANSFERS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>29,956 .0</b>
<b>TOTAL FUND REVENUE</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>4,117,037 .0</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

HOUSING AUTHORITY FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT
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	YTD ACTUAL	BUDGET	PCN
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**HOUSING AUTHORITY OPERATIONS**

19-45300-110	REGULAR EMPLOYEES	.00	.00	4,800.00	4,800.00	0	.0
19-45300-115	PART TIME EMPLOYEES	.00	.00	.00	.00	62,400	.0
19-45300-211	HEALTH AND LIFE INSURANCE	.00	.00	1,033.76	1,033.76	13,361	7.7
19-45300-220	SOCIAL SECURITY CONTRIBUTIONS	.00	.00	367.20	367.20	5,635	6.5
19-45300-230	RETIREMENT	.00	.00	144.00	144.00	1,860	7.7
19-45300-250	UNEMPLOYMENT INSURANCE	.00	.00	9.60	9.60	0	.0
19-45300-330	ENGINEER SERVICES	.00	.00	.00	.00	10,000	.0
19-45300-331	LEGAL SERVICES	.00	.00	.00	.00	1,000	.0
19-45300-341	TRAINING	.00	.00	.00	.00	1,000	.0
19-45300-800	CITIZEN ENGAGEMENT	.00	.00	.00	.00	1,500	.0
<b>TOTAL HOUSING AUTHORITY OPERATIONS</b>		<b>.00</b>	<b>.00</b>	<b>6,354.56</b>	<b>6,354.56</b>	<b>96,756</b>	<b>6.6</b>

**STATE GRANTS EXPENDITURES**

19-45346-201	2021 DOLA IHOI GRANT CLEANUP	.00	.00	.00	.00	15,000	.0
19-45346-214	ENGINEERING - MORE HSING NOW	.00	.00	11,597.50	11,597.50	79,281	14.6
19-45346-215	2024 CHFA ADU PLANNING	.00	.00	.00	.00	14,000	.0
<b>TOTAL STATE GRANTS EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>11,597.50</b>	<b>11,597.50</b>	<b>108,281</b>	<b>10.7</b>

**CAPITAL OUTLAY**

19-45350-700	TOWNHOME DOWNPAYMENT	.00	.00	.00	.00	147,314	.0
19-45350-720	ANVIL TOWNHOME CONSTRUCTION	.00	.00	.00	.00	3,759,486	.0
<b>TOTAL CAPITAL OUTLAY</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>3,906,800</b>	<b>.0</b>

**DEBT SERVICE**

19-45370-751	REGION 9 LOAN INTEREST	.00	.00	.00	.00	5,200	.0
<b>TOTAL DEBT SERVICE</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>5,200</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>17,952.06</b>	<b>17,952.06</b>	<b>4,117,037</b>	<b>.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>.00</b>	<b>.00</b>	<b>17,952.06-</b>	<b>17,952.06-</b>	<b>0</b>	<b>.0</b>

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

CONSERVATION TRUST (PARKS)

ASSETS

20-10100000	CASH - POOLED	81,005.37
		<hr/>
	TOTAL ASSETS	81,005.37
		<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

20-27900000	FUND BALANCE UNRESERVED	81,005.37
	REVENUE OVER EXPENDITURES - YTD	<hr/>
	BALANCE - CURRENT DATE	81,005.37
		<hr/>
	TOTAL FUND EQUITY	81,005.37
		<hr/>
	TOTAL LIABILITIES AND EQUITY	81,005.37
		<hr/>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CONSERVATION TRUST (PARKS)

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>INTERGOVERNMENTAL REVENUE</b>						
20-33-780000 LOTTERY FUNDS	.00	.00	.00	.00	7,956	.0
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,956</b>	<b>.0</b>
<b>MISCELLANEOUS REVENUE</b>						
20-36-100000 INTEREST REVENUE	10.00-	.00	.00	.00	21	.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>10.00-</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>21</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>10.00-</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,977</b>	<b>.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10.00-</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,977</b>	<b>.0</b>

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

MOLAS LAKE PARK FUND

ASSETS

21-10100000	CASH - POOLED	410,362.03
		<hr/>
	TOTAL ASSETS	410,362.03
		<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

21-27500000	COMMITTED TO FUTURE CAP OUTLAY	30,000.00
		<hr/>
UNAPPROPRIATED FUND BALANCE:		
21-27900000	FUND BALANCE UNRESERVED	284,066.36
	REVENUE OVER EXPENDITURES - YTD	96,295.67
		<hr/>
	BALANCE - CURRENT DATE	380,362.03
		<hr/>
	TOTAL FUND EQUITY	410,362.03
		<hr/>
	TOTAL LIABILITIES AND EQUITY	410,362.03
		<hr/>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

MOLAS LAKE PARK FUND

		YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>USER FEES</b>							
21-34-741100	CAMPGROUND RESERVATIONS	66,939.56	55,439.50	103,708.00	103,708.00	220,000	47.1
21-34-743000	DOG SLED TOURS	.00	.00	1,458.00	1,458.00	500	291.6
	<b>TOTAL USER FEES</b>	<b>66,939.56</b>	<b>55,439.50</b>	<b>105,166.00</b>	<b>105,166.00</b>	<b>220,500</b>	<b>47.7</b>
	<b>TOTAL FUND REVENUE</b>	<b>66,939.56</b>	<b>55,439.50</b>	<b>105,166.00</b>	<b>105,166.00</b>	<b>220,500</b>	<b>47.7</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

MOLAS LAKE PARK FUND

		YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>MOLAS LAKE PARK</b>							
21-45220-330	OTHER PROFESSIONAL SERVICES	3,220.00	1,625.00	2,304.40	2,304.40	8,000	28.8
21-45220-340	MANAGEMENT SERVICES	.00	.00	.00	.00	53,250	.0
21-45220-341	CREDIT CARD FEES	45.99	26.08	171.35	171.35	1,000	17.1
21-45220-350	ADMINISTRATIVE FEE	.00	.00	6,394.58	6,394.58	76,735	8.3
21-45220-410	OPERATING EXPENSES	110.00	240.00	.00	.00	30,000	.0
21-45220-421	REFUSE AND SEPTIC	.00	.00	.00	.00	4,056	.0
21-45220-430	REPAIRS & MAINTENANCE	.00	.00	.00	.00	15,000	.0
21-45220-540	ADVERTISING	1,761.67	.00	.00	.00	800	.0
21-45220-610	SUPPLIES	.00	.00	.00	.00	5,000	.0
21-45220-620	ELECTRICITY	.00	236.00	.00	.00	1,600	.0
<b>TOTAL MOLAS LAKE PARK</b>		<b>5,137.66</b>	<b>2,127.08</b>	<b>8,870.33</b>	<b>8,870.33</b>	<b>195,441</b>	<b>4.5</b>
<b>TOTAL FUND EXPENDITURES</b>							
<b>NET REVENUE OVER EXPENDITURES</b>		<b>61,801.90</b>	<b>53,312.42</b>	<b>96,295.67</b>	<b>96,295.67</b>	<b>25,059</b>	<b>384.3</b>

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

CEMETERY FUND

ASSETS

22-10100000	CASH - POOLED	55,010.67
		<hr/>
	TOTAL ASSETS	55,010.67
		<hr/>

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

22-27900000	FUND BALANCE UNRESERVED	55,010.67
	REVENUE OVER EXPENDITURES - YTD	<hr/>
	BALANCE - CURRENT DATE	55,010.67
		<hr/>
	TOTAL FUND EQUITY	55,010.67
		<hr/>
	TOTAL LIABILITIES AND EQUITY	55,010.67
		<hr/>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CEMETERY FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<u>MISCELLANEOUS REVENUE</u>						
22-36-510000 CEMETERY SITE FEES	.00	.00	.00	.00	6,000	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	.00	.00	6,000	.0
TOTAL FUND REVENUE	.00	.00	.00	.00	6,000	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

CEMETERY FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b><u>HILLSIDE CEMETERY</u></b>						
22-44190-430 CONTRACTED SERVICES	.00	.00	.00	.00	5,000	.0
TOTAL HILLSIDE CEMETERY	.00	.00	.00	.00	5,000	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	5,000	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	1,000	.0

TOWN OF SILVERTON  
 BALANCE SHEET  
 JANUARY 31, 2025

WATER FUND

ASSETS

51-10100000	CASH - POOLED	34,482.15
51-11500000	ACCOUNTS RECEIVABLE	111,326.90
51-14100000	INVENTORIES - MATERIAL & SUPPL	112,855.18
51-16200000	BUILDINGS	222,775.00
51-16300000	IMPROVEMENTS OTHER THAN BLDGS	2,167,227.21
51-16310000	ACCUMULATED DEPRECIATION-OTHER	( 1,381,912.43)
51-16400000	MACHINERY & EQUIPMENT	253,060.99
51-16410000	ACCUMULATED DEPRECIATION-MACH	( 152,854.00)
<u>TOTAL ASSETS</u>		<u>1,366,961.00</u>

LIABILITIES AND EQUITY

LIABILITIES

51-22550000	CWRPDA #18F390 LOAN PAYABLLE	212,189.95
<u>TOTAL LIABILITIES</u>		<u>212,189.95</u>

FUND EQUITY

51-27500000	COMMITTED TO FUTURE CAP OUTLAY	323,276.33
UNAPPROPRIATED FUND BALANCE:		
51-27900000	RETAINED EARNINGS	924,304.93
	REVENUE OVER EXPENDITURES - YTD	( 92,810.21)
<u>BALANCE - CURRENT DATE</u>		<u>831,494.72</u>
<u>TOTAL FUND EQUITY</u>		<u>1,154,771.05</u>
<u>TOTAL LIABILITIES AND EQUITY</u>		<u>1,366,961.00</u>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>CHARGES FOR SERVICES</b>						
51-34-410000 WATER FEES	1,769.05-	210.08-	.00	.00	486,663	.0
51-34-411000 WATER TAP CONNECTION FEES	.00	.00	.00	.00	39,873	.0
51-34-412000 PLANT INVESTMENT FEES	.00	90.00	.00	.00	58,835	.0
51-34-413000 OPERATING ASSESSMENT	60.42-	33.23-	.00	.00	30,000	.0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>1,829.47-</b>	<b>153.31-</b>	<b>.00</b>	<b>.00</b>	<b>615,371</b>	<b>.0</b>
<b>OTHER REVENUES</b>						
51-38-000000 OTHER REVENUES	.00	.00	.00	.00	200	.0
51-38-100000 WATER DISPENSER REVENUE	.00	.00	.00	.00	3,000	.0
51-38-150000 BACKFLOW TESTING	.00	.00	1,205.00	1,205.00	0	.0
<b>TOTAL OTHER REVENUES</b>	<b>.00</b>	<b>.00</b>	<b>1,205.00</b>	<b>1,205.00</b>	<b>3,200</b>	<b>37.7</b>
<b>TOTAL FUND REVENUE</b>	<b>1,829.47-</b>	<b>153.31-</b>	<b>1,205.00</b>	<b>1,205.00</b>	<b>618,571</b>	<b>.2</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>FIRE HYDRANT REPAIR SERVICES</b>						
51-42260-730 FIRE HYDRANTS	.00	.00	.00	.00	8,000	.0
TOTAL FIRE HYDRANT REPAIR SERVICES	.00	.00	.00	.00	8,000	.0
<b>DISTRIBUTION (INCL TANK)</b>						
51-43310-340 TECHNICAL	400.00	.00	.00	.00	2,582	.0
51-43310-430 REPAIRS & MAINTENANCE	.00	4,301.95	2,631.81	2,631.81	24,000	11.0
51-43310-450 WATERLINE PROJECT	.00	.00	.00	.00	17,000	.0
51-43310-612 GRAVEL	.00	.00	.00	.00	9,100	.0
51-43310-614 OPERATING SUPPLIES	.00	.00	.00	.00	12,392	.0
51-43310-730 IMPROVEMENTS OTHER THAN BLDGS	.00	.00	.00	.00	10,000	.0
TOTAL DISTRIBUTION (INCL TANK)	400.00	4,301.95	2,631.81	2,631.81	75,074	3.5
<b>TREATMENT</b>						
51-43320-330 OTHER PROFESSIONAL	.00	.00	.00	.00	15,000	.0
51-43320-345 TESTING & INSPECTIONS	.00	.00	138.00	138.00	5,901	2.3
51-43320-346 PERMITS	.00	.00	.00	.00	4,576	.0
51-43320-430 REPAIRS & MAINTENANCE	1,700.99	.00	.00	.00	10,327	.0
51-43320-614 OPERATING SUPPLIES	.00	1,258.03	1,412.20	1,412.20	10,327	13.7
51-43320-620 ELECTRICITY	.00	545.00	.00	.00	4,647	.0
51-43320-622 PROPANE	840.50	583.98	820.62	820.62	8,024	10.2
TOTAL TREATMENT	2,541.49	2,387.01	2,370.82	2,370.82	58,802	4.0
<b>SOURCE/SUPPLY &amp; TRANSMISSION</b>						
51-43330-430 REPAIRS & MAINTENANCE	.00	.00	.00	.00	10,327	.0
51-43330-730 IMPROVEMENTS OTHER THAN BLDGS	.00	.00	.00	.00	15,000	.0
TOTAL SOURCE/SUPPLY & TRANSMISSION	.00	.00	.00	.00	25,327	.0
<b>GRANT EXPENDITURES</b>						
51-43331-401 SIPA GRANT 2024 EXPENDITURES	.00	.00	57,120.00	57,120.00	0	.0
TOTAL GRANT EXPENDITURES	.00	.00	57,120.00	57,120.00	0	.0

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

WATER FUND

	<u>YTD ACTUAL 2023-</u>	<u>YTD ACTUAL 2024-</u>	<u>PERIOD ACT</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>PCN</u>
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**ADMINISTRATION**

51-43340-340	TECHNICAL	220.00	97.85	188.83	188.83	7,745	2.4
51-43340-341	TRAINING	.00	.00	.00	.00	2,065	.0
51-43340-342	LEGAL FEES	.00	.00	.00	.00	1,000	.0
51-43340-350	ADMINISTRATIVE FEE	.00	.00	31,383.75	31,383.75	376,605	8.3
51-43340-580	TRAVEL & MEALS	.00	.00	.00	.00	1,033	.0
51-43340-590	ORGANIZATIONAL DUES	.00	300.00	320.00	320.00	336	95.2
51-43340-626	FUEL	562.06	.00	.00	.00	6,713	.0
<b>TOTAL ADMINISTRATION</b>		<b>782.06</b>	<b>397.85</b>	<b>31,892.58</b>	<b>31,892.58</b>	<b>395,497</b>	<b>8.1</b>

**DEBT SERVICE**

51-47220-723	CWPDA SRF LOAN DEBT PRINCIPAL	.00	.00	.00	.00	8,488	.0
<b>TOTAL DEBT SERVICE</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>8,488</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>3,723.55</b>	<b>7,086.81</b>	<b>94,015.21</b>	<b>94,015.21</b>	<b>571,188</b>	<b>16.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>5,553.02-</b>	<b>7,240.12-</b>	<b>92,810.21-</b>	<b>92,810.21-</b>	<b>47,383</b>	<b>195.9</b>

TOWN OF SILVERTON  
 BALANCE SHEET  
 JANUARY 31, 2025

SEWER FUND

**ASSETS**

52-10100000	CASH - POOLED	69,781.00
52-11500000	ACCOUNTS RECEIVABLE	89,423.60
52-14100000	INVENTORIES - MATERIAL & SUPPL	6,985.20
52-16100000	LAND	670.10
52-16300000	IMPROVEMENTS OTHER THAN BLDGS	1,114,534.66
52-16310000	ACCUMULATED DEPRECIATION-OTHER	( 836,799.00)
52-16400000	MACHINERY & EQUIPMENT	224,294.00
52-16410000	ACCUMULATED DEPRECIATION-MACH	( 120,386.00)
<b>TOTAL ASSETS</b>		<b>548,503.56</b>

**LIABILITIES AND EQUITY**

**FUND EQUITY**

52-27500000	COMMITTED TO FUTURE CAP OUTLAY	66,343.41
<b>UNAPPROPRIATED FUND BALANCE:</b>		
52-27900000	RETAINED EARNINGS	491,541.81
	REVENUE OVER EXPENDITURES - YTD	( 9,381.66)
<b>BALANCE - CURRENT DATE</b>		<b>482,160.15</b>
<b>TOTAL FUND EQUITY</b>		<b>548,503.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>548,503.56</b>

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

		YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>GRANT REVENUE</b>							
52-33-131000	FEDERAL GRANT - CAPITAL	.00	.00	.00	.00	2,800,000	.0
52-33-430402	GRANT REVENUE	.00	.00	10,000.00	10,000.00	75,000	13.3
	<b>TOTAL GRANT REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>2,875,000</b>	<b>.4</b>
<b>CHARGES FOR SERVICES</b>							
52-34-420000	SEWER FEES	137.46-	83.21-	.00	.00	337,461	.0
52-34-421000	SEWER TAP CONNECTION FEES	.00	.00	.00	.00	36,248	.0
52-34-422000	PLANT INVESTMENT FEES	.00	.00	.00	.00	31,901	.0
52-34-423000	COMMITTED FOR FUTURE CAP ACQ	11.84-	6.51-	.00	.00	30,000	.0
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>149.30-</b>	<b>89.72-</b>	<b>.00</b>	<b>.00</b>	<b>435,610</b>	<b>.0</b>
<b>MISCELLANEOUS REVENUE</b>							
52-36-100000	INTEREST REVENUE	.00	.00	78.49	78.49	0	.0
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>78.49</b>	<b>78.49</b>	<b>0</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>149.30-</b>	<b>89.72-</b>	<b>10,078.49</b>	<b>10,078.49</b>	<b>3,310,610</b>	<b>.3</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>GRANT EXPENDITURES</b>						
52-43200-750 GRANTS--TREATMENT PLANT	.00	.00	.00	.00	2,870,000	.0
TOTAL GRANT EXPENDITURES	.00	.00	.00	.00	2,870,000	.0
<b>SANITARY SEWER MAINTENANCE</b>						
52-43252-430 REPAIRS & MAINTENANCE	.00	.00	.00	.00	9,910	.0
52-43252-612 GRAVEL	.00	.00	.00	.00	9,256	.0
52-43252-730 IMPROVEMENTS OTHER THAN BLDGS	.00	.00	.00	.00	28,657	.0
TOTAL SANITARY SEWER MAINTENANCE	.00	.00	.00	.00	47,823	.0
<b>TREATMENT PLANT</b>						
52-43256-320 PROFESSIONAL	.00	.00	.00	.00	15,000	.0
52-43256-330 ENGINEERING	.00	241.25	.00	.00	13,900	.0
52-43256-345 TESTING & INSPECTIONS	.00	231.00	282.00	282.00	5,164	5.5
52-43256-346 PERMITS	.00	.00	.00	.00	1,645	.0
52-43256-430 REPAIRS & MAINTENANCE	.00	.00	.00	.00	9,191	.0
52-43256-614 OPERATING SUPPLIES	.00	.00	.00	.00	6,608	.0
52-43256-620 ELECTRICITY	.00	3,236.00	.00	.00	40,000	.0
52-43256-622 PROPANE	.00	.00	.00	.00	1,549	.0
TOTAL TREATMENT PLANT	.00	3,708.25	282.00	282.00	93,057	.3
<b>SEWER ADMINISTRATION</b>						
52-43257-340 TECHNICAL	165.00	73.38	141.62	141.62	2,065	6.9
52-43257-341 TRAINING	.00	.00	.00	.00	1,033	.0
52-43257-350 ADMINISTRATIVE FEE	.00	.00	18,628.33	18,628.33	223,540	8.3
52-43257-580 TRAVEL & MEALS	.00	.00	.00	.00	516	.0
52-43257-626 FUEL	562.06	.00	.00	.00	6,196	.0
TOTAL SEWER ADMINISTRATION	727.06	73.38	18,769.95	18,769.95	233,350	8.0
<b>DEBT INTEREST</b>						
52-47220-751 SEWER FUND-INTEREST ON NOTES	.00	.00	408.20	408.20	0	.0
TOTAL DEBT INTEREST	.00	.00	408.20	408.20	0	.0
TOTAL FUND EXPENDITURES	727.06	3,781.63	19,460.15	19,460.15	3,244,230	.6

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

SEWER FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
NET REVENUE OVER EXPENDITURES	876.36-	3,871.35-	9,381.66-	9,381.66-	66,380	14.1-

TOWN OF SILVERTON  
BALANCE SHEET  
JANUARY 31, 2025

REFUSE FUND

ASSETS

53-10100000	CASH - POOLED	( 95,984.13)
53-11500000	ACCOUNTS RECEIVABLE	70,438.35
53-16400000	MACHINERY & EQUIPMENT	17,638.00
53-16410000	ACCUMULATED DEPR - MACH/EQUIP	( 17,638.00)
	TOTAL ASSETS	( 25,545.78)

LIABILITIES AND EQUITY

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:

53-27900000	RETAINED EARNINGS	( 22,893.49)
	REVENUE OVER EXPENDITURES - YTD	( 2,652.29)
	BALANCE - CURRENT DATE	( 25,545.78)
	TOTAL FUND EQUITY	( 25,545.78)
	TOTAL LIABILITIES AND EQUITY	( 25,545.78)

TOWN OF SILVERTON  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

REFUSE FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b>INTERGOVERNMENTAL REVENUE</b>						
53-33-800000 RECYCLING REBATES - STATE	.00	.00	.00	.00	6,200	.0
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>6,200</b>	<b>.0</b>
<b>CHARGES FOR SERVICES</b>						
53-34-430000 REFUSE FEES	86.60-	43.30-	.00	.00	276,453	.0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>86.60-</b>	<b>43.30-</b>	<b>.00</b>	<b>.00</b>	<b>276,453</b>	<b>.0</b>
<b>OTHER REVENUES</b>						
53-38-000000 BEAR AWARE DONATIONS	250.00	15.00	.00	.00	6,000	.0
<b>TOTAL OTHER REVENUES</b>	<b>250.00</b>	<b>15.00</b>	<b>.00</b>	<b>.00</b>	<b>6,000</b>	<b>.0</b>
<b>CONTRIBUTIONS AND TRANSFERS</b>						
53-39-110000 TRANSFERS IN FROM GENERAL FUND	.00	.00	.00	.00	46,726	.0
<b>TOTAL CONTRIBUTIONS AND TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>46,726</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>163.40</b>	<b>28.30-</b>	<b>.00</b>	<b>.00</b>	<b>335,379</b>	<b>.0</b>

TOWN OF SILVERTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

REFUSE FUND

	YTD ACTUAL 2023-	YTD ACTUAL 2024-	PERIOD ACT	YTD ACTUAL	BUDGET	PCN
<b><u>SANITATION</u></b>						
53-43200-330 PROF SERVICES	165.00	73.38	141.62	141.62	4,000	3.5
53-43200-340 CONTRACT SERVICES	.00	10,392.45	.00	.00	275,643	.0
53-43200-350 ADMINISTRATIVE FEE	.00	.00	2,510.67	2,510.67	30,128	8.3
<b>TOTAL SANITATION</b>	<b>165.00</b>	<b>10,465.83</b>	<b>2,652.29</b>	<b>2,652.29</b>	<b>309,771</b>	<b>.9</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>165.00</b>	<b>10,465.83</b>	<b>2,652.29</b>	<b>2,652.29</b>	<b>309,771</b>	<b>.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>1.60-</b>	<b>10,494.13-</b>	<b>2,652.29-</b>	<b>2,652.29-</b>	<b>25,608</b>	<b>10.4-</b>

**March 10, 2025**

## **6. Staff Reports**

Staff submits a department report to the Trustees that covers projects updates, meetings, grants, and items for immediate consideration. If a Trustee desires to know more about the report, the Staff is typically available to answer their question, or the Town Administrator will research the question and report back to the Board of Trustees. Staff submits a report once a month and are currently able to pick which meeting depending on their workload.

## Town of Silverton Staff Report

<b>Department:</b> Administration <b>Head of Department:</b> Gloria Kaasch-Buerger <b>Date of Trustee Meeting:</b> March 10, 2025	
<b>For immediate Trustee consideration:</b>	
<b>Regular Meetings &amp; Communication:</b> 2.7 NRDs Funding Meeting 2.10 Clarion LUC finalization 2.11 My Town AI introduction meeting 2.12 Monthly Financial Check Up with Accountant 2.19 Team GOLD 2.20 Library Board Meeting 2.26 Silverton Healthcare Meet Up 2.27 DOLA federal Funding Webinar 2.28 USDA Collection System Clarification Meeting 2.28 PIO/EOC Training 2.28 Town Administrator and County Administrator Picnic 3.3 Congressionally Directed Spending Request Webinar 3.3 Boman Engineering WWTP application 3.3 Fire Chief meeting on streets and PW operations 3.3 NRDs Funding Meeting 3.4 Southwest Water Conservation District Meeting 3.4 DOLA Townhomes Grant kickoff meeting	<b>Top on the TO DO list:</b> Trustee Retreat follow up Recruitment for Public Works Position Recruitment for Fire Inspector Position NRDs Funding Application CPW Grant Application RREO Grant Application Congressionally Directed Funding Requests Collection System Project Energizing Rural Communities Prize Administration Assist with Affordable Housing Projects Social Media Communications
<b>Grants (applications, updates, awards):</b> <b>Current Active TOS grants:</b> \$75,000 REDI Grant for SJDA position \$800,000 Brownfield Grant \$956,952 CDOT TAP Grant \$2,764,000 USDA Collection System Rehab \$200,000 Energizing Rural Communities Prize \$110,000 SIPA Grant <b>Awaiting Awards from:</b> \$260,990 MMOF Grant <b>Upcoming Grant Applications:</b> RREO Grant- Fund internet, security and position at transfer station CPW-Fund code enforcement officer position CDF- Fund WWTP USDA- WWTP	<b>Upcoming Issues:</b> Rewrite Development Standards RV Ordinance revisions CDOT Shed relocation Power Redundancy/Micro Grid Psilocybin Healing Center Code Wildlife Protection Code Signs/Parking around town Entrance Monument Snow Route Code Rewrite Municipal Court Code Rewrite Marijuana Code Rewrite Perimeter Trail Planning Psilocybin Healing Center Ordinance Cemetery Committee Formation EV charging stations locations
<b>Notable completed tasks:</b>	<b>Learning/ Professional Development:</b> Currently reading: <i>The Amazing City</i> by James C. Hunt

# Trustee Retreat

State of the Town  
February 24, 2025



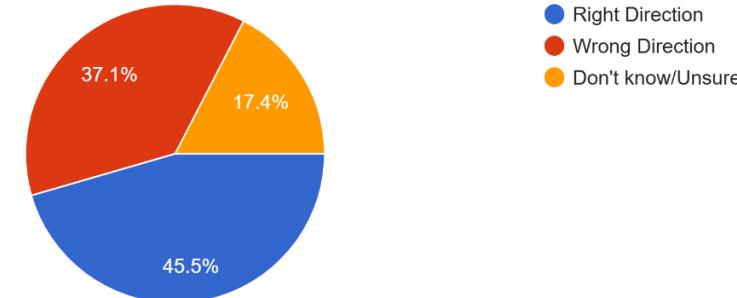
# Citizen Comments Summary

178  
Responses

## Positive Feedback and Acknowledgments:

- Appreciation for hard work, open communication, and community dedication.
- Praise for Sarah's leadership and staff's commitment.
- Satisfaction with the availability of meetings on YouTube/Zoom and summer events.

Would you say, generally, that things in the Town of Silverton are going in the right direction, or the wrong direction?  
178 responses

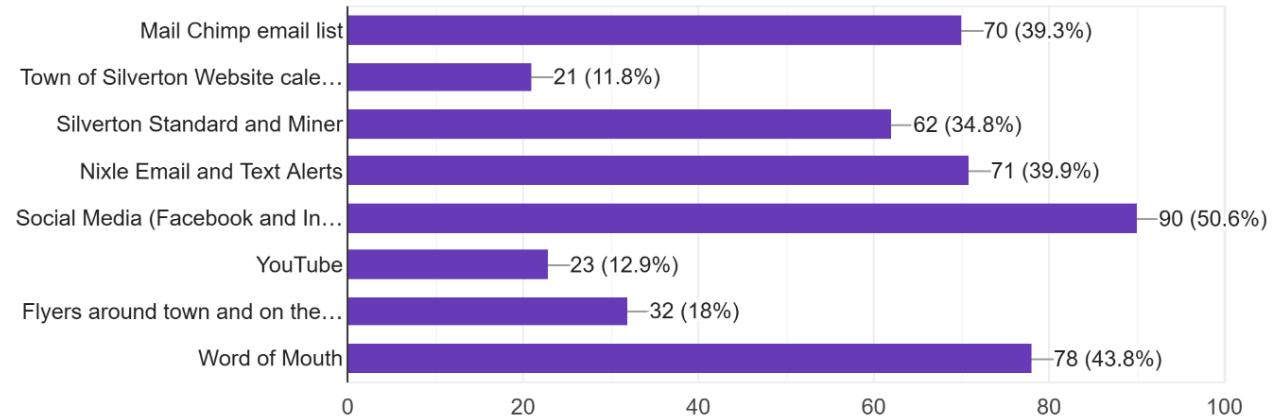


# Communication and Community Engagement:

- Frustration with reliance on social media (especially Facebook) for town communication.
- Suggestions for a weekly email newsletter to improve event promotion and community connection.
- Desire for more transparent and proactive communication from town officials.

How do you receive your information for upcoming meetings, past meetings, alerts and events put on by the Town of Silverton? (click all that apply)

178 responses

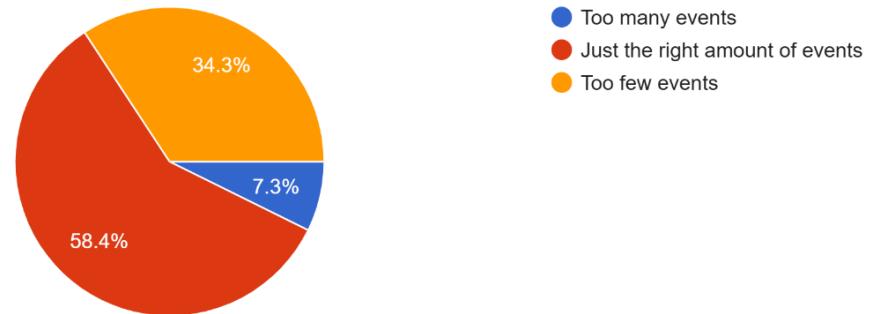


## Tourism and Economic Development:

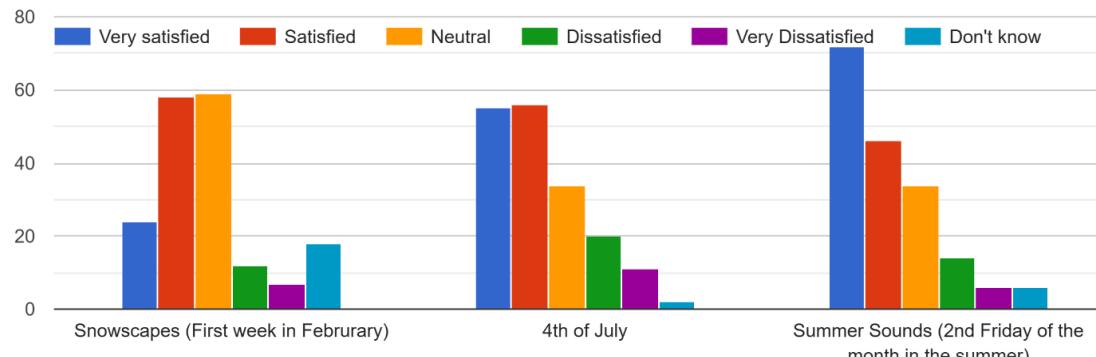
- Recognition that tourism is the backbone of Silverton's economy.
- Calls for better hospitality toward tourists, improved town cleanliness, and enhanced visitor amenities (trash disposal, water access).
- Suggestions to diversify activities for tourists and expand the winter economy.
- Opinions on utilizing hotel bed taxes for tourism promotion and not just going into the general fund

How do you feel about the current level of events happening in Silverton?

178 responses

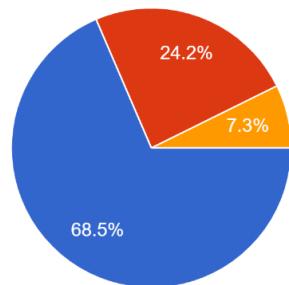


How satisfied are you with the following events? (On a phone, swipe right for more response choices)



The Town of Silverton invests in various events in Silverton. In general, what is your opinion of events as an economic development strategy for Silverton?

178 responses



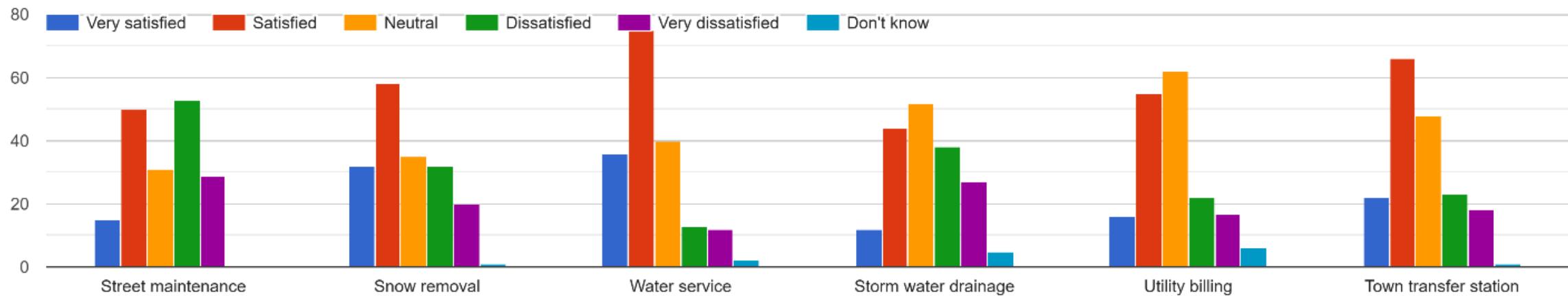
- Yes, events are an integral part of economic development in Silverton
- No, events should not be the main focus of economic development in Silverton
- Unsure/no opinion



# Infrastructure and Public Services:

- Demand for bear-proof trash cans to prevent wildlife issues.
- Concerns about poor road conditions, drainage issues, and outdated infrastructure.
- Requests to fix potholes, sidewalks, and public bathrooms for visitors.
- Suggestions for improved public parking and traffic safety measures.

Please rate your satisfaction in the following areas: (On a phone, swipe right for more response choices)

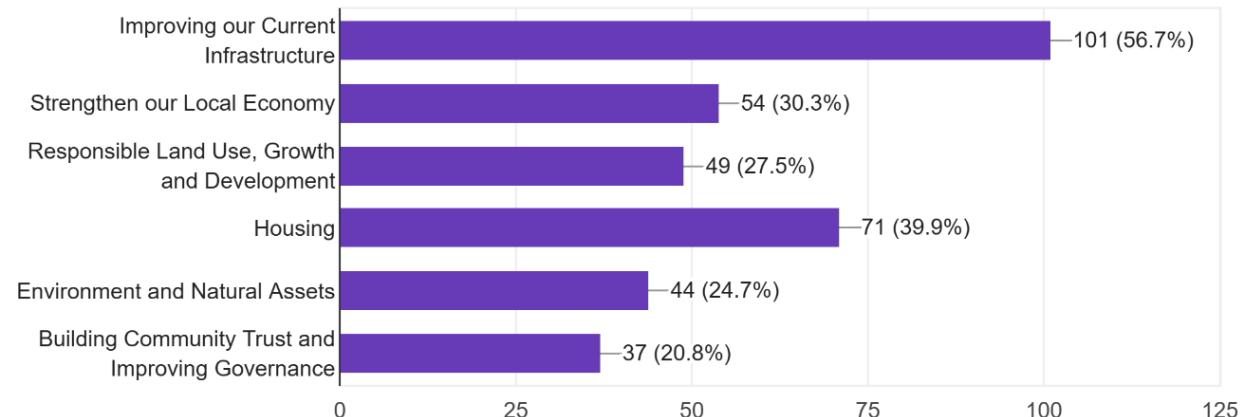


# Housing and Development:

- Acknowledgment of the need for more employee housing and affordable living options.
- Mixed opinions on historical preservation and new building aesthetics.
- Criticism of new land use codes, particularly restrictions on middle housing and large parcel requirements.

Which two strategies in the Silverton Compass Master Plan do you think the town should prioritize over the next four years?

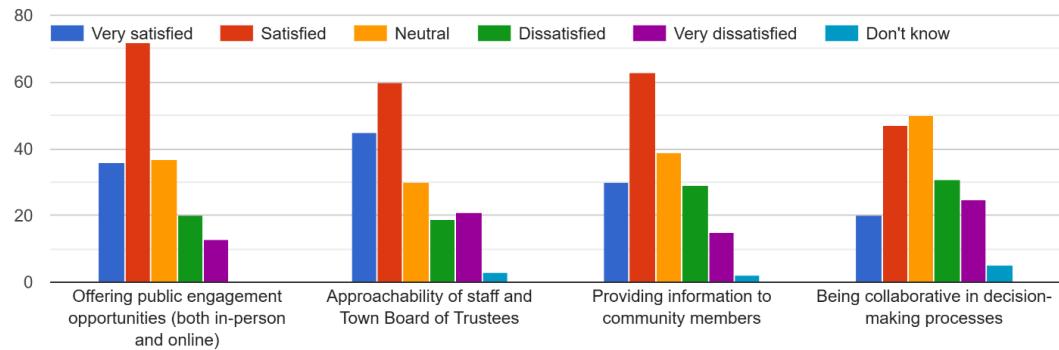
178 responses



# Town Governance and Staffing:

- Concerns about perceived staff expansion and budget management.
- Suggestions to evaluate salaries and benefits, reduce the number of employees, and increase accountability.
- Criticism of code enforcement and inconsistent adherence to town ordinances.

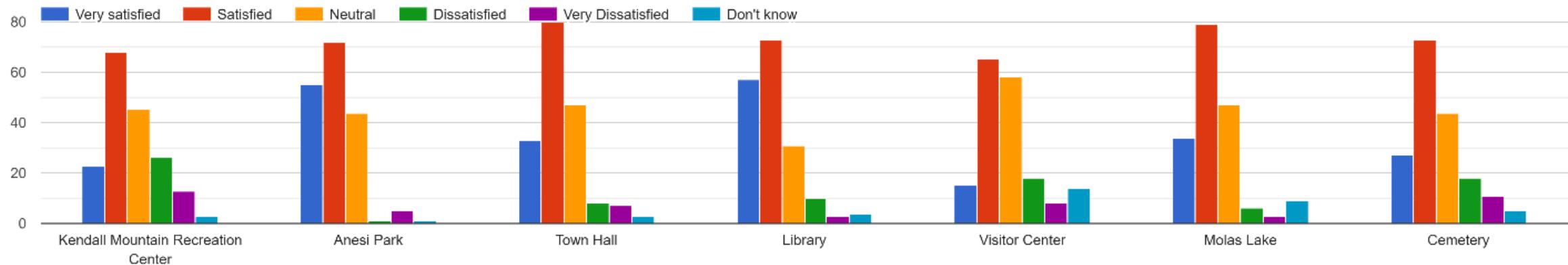
How satisfied are you with the Town of Silverton local government in the areas defined below: (On a phone, swipe right for more response choices)



# Beautification and Community Spaces:

- Desire for improved town beautification, including the entrance to Silverton and public parks.
- Ideas for community-driven beautification initiatives like "adopt-a-street" programs.
- Calls for outdoor recreational facilities, including a community garden, improved ice rink, and pickleball courts.

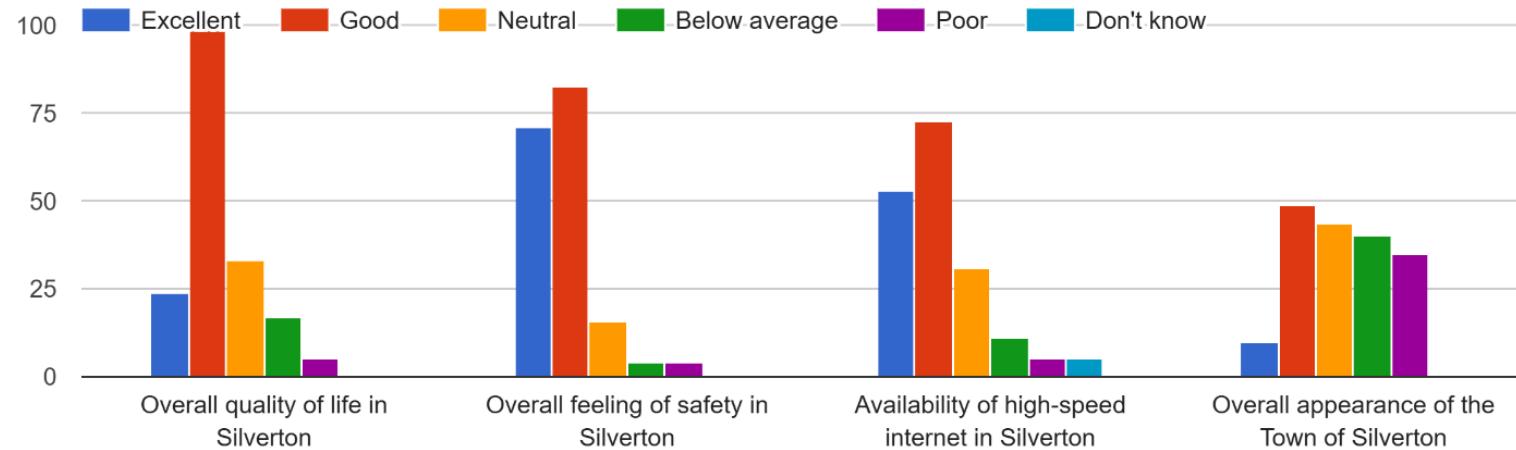
How satisfied are you with the Facilities and Parks Department management of the following town assets? (On a phone, swipe right for more response choices)



# Environmental Concerns and Safety:

- Strong advocacy for bear-proof trash solutions to prevent wildlife conflicts.
- Suggestions for dark-sky compliant lighting to reduce light pollution.
- Concerns about stormwater drainage and environmental impacts on housing.

Please rate the following: (On a phone, swipe right for more response choices)

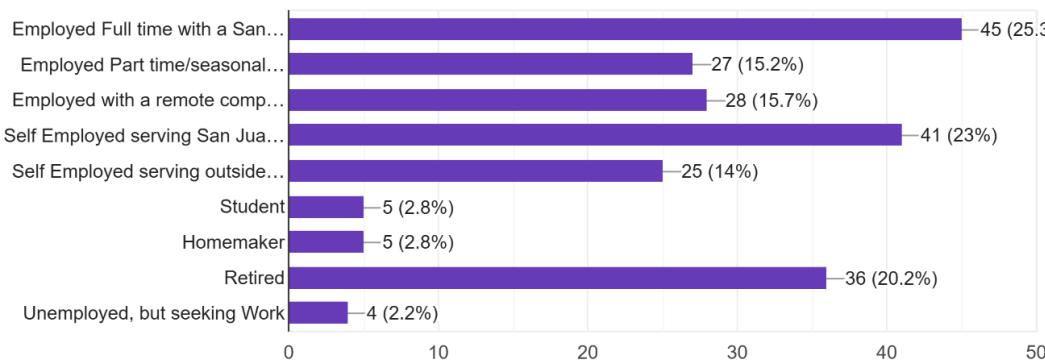


# Community and Social Dynamics:

- Some residents expressed frustration with perceived social divisions and public discourse dynamics.
- Concerns about the influence of newcomers on community culture and economic attitudes.
- Mixed views on tourism's impact on community life and local businesses.

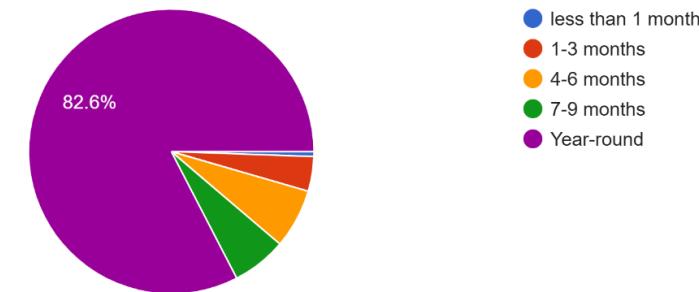
Which of the following best describes your current employment status? (check all that apply)

178 responses



How many months a year do you live in Silverton

178 responses



# **Additional Suggestions and Feedback:**

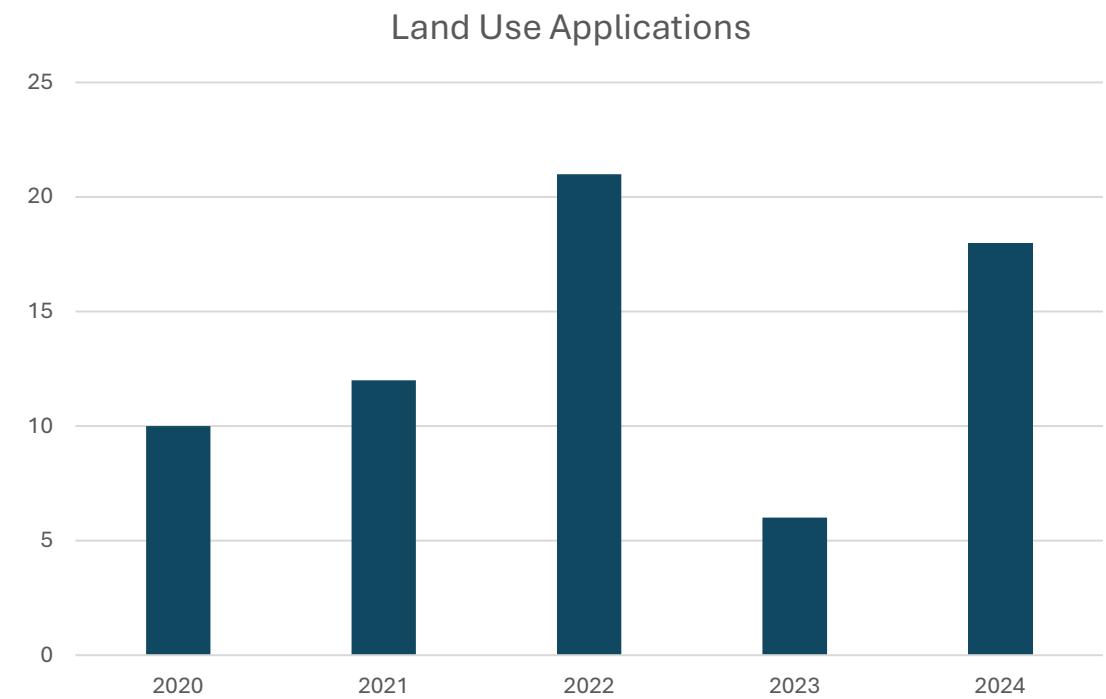
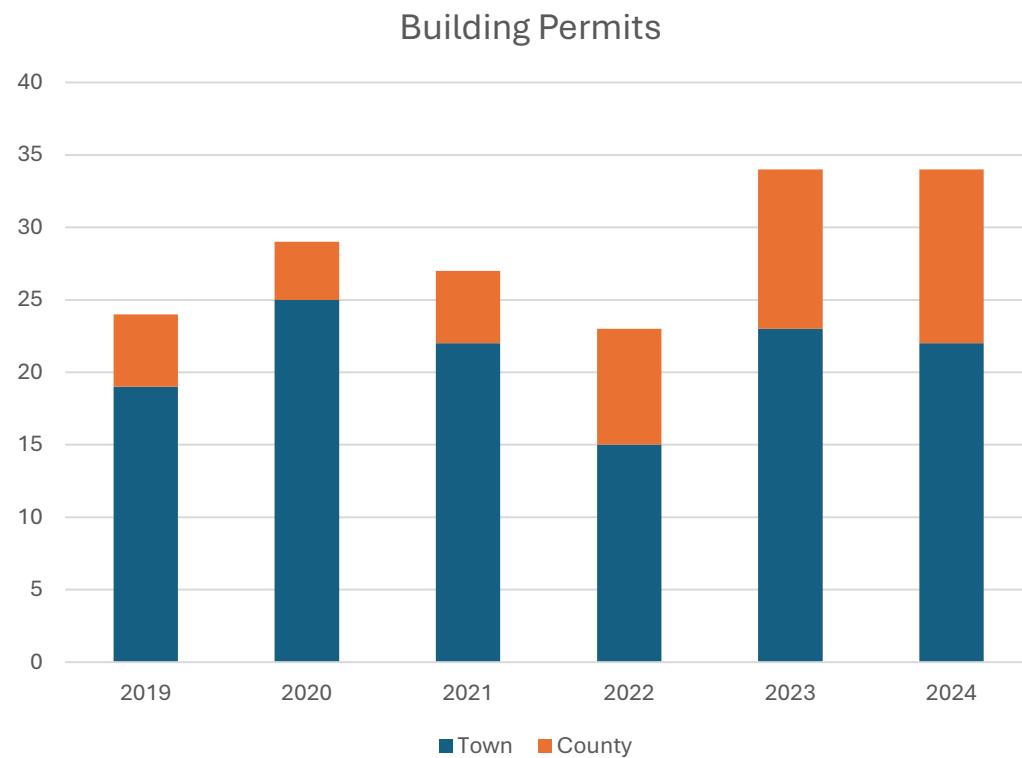
- Desire for implementation of the existing master plan rather than continuous planning.
- Requests for improved recreational opportunities at Kendall Mountain and Molas Lake.
- Calls for accountability and consequences for town staff actions.
- Feedback on local governance, including opinions on law enforcement and public safety.

# 2022 Master Plan Progress

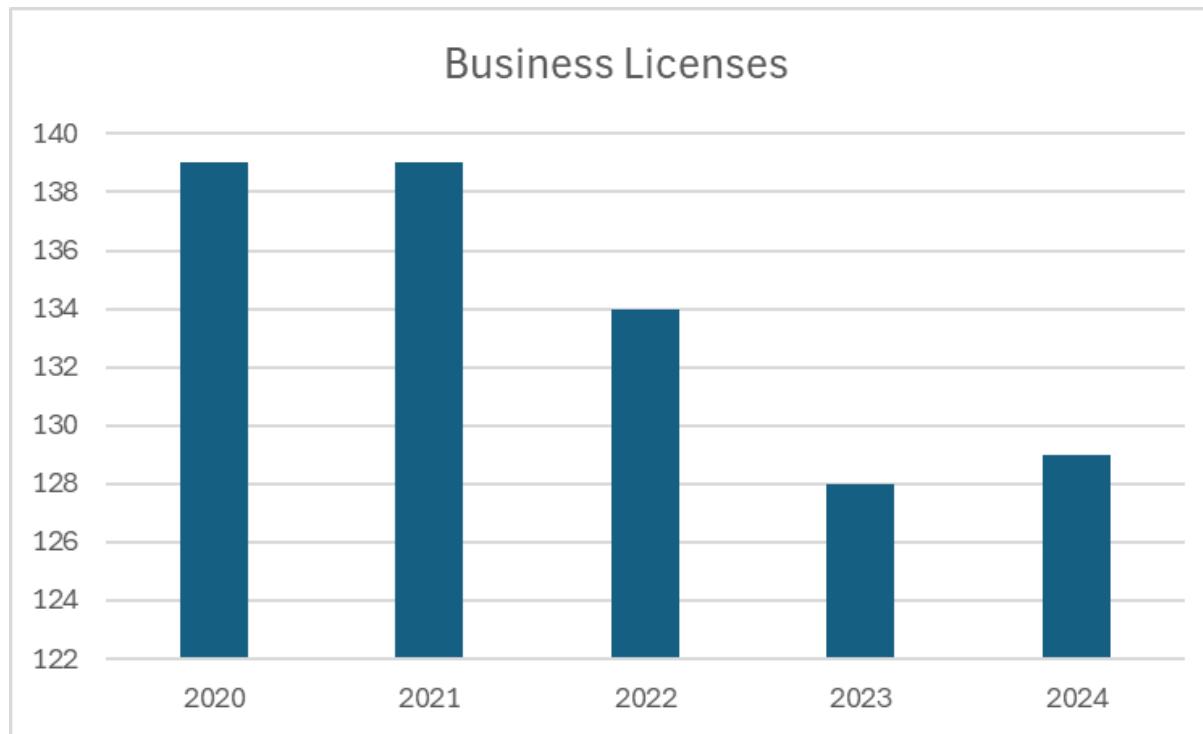
- **59** Action items “In Progress”
- **28** Action items “Completed”
- **10** Action items “On Hold”
- **27** Action items “Not Started”
- **23** Action items “No Update”



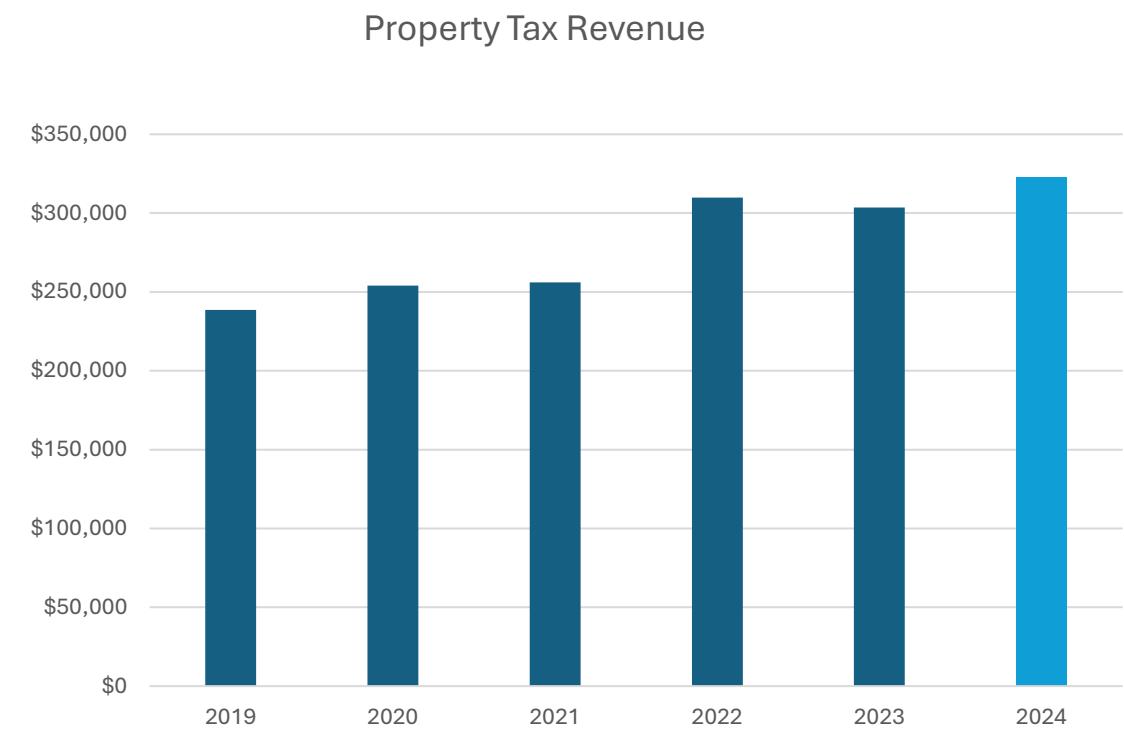
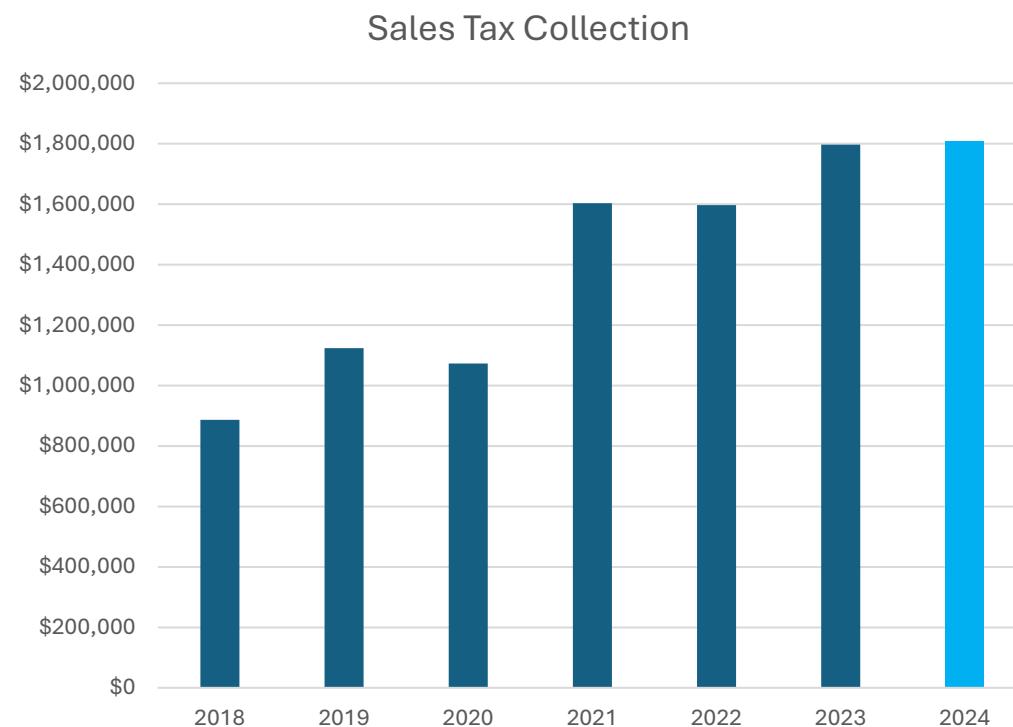
# Development



# Economy

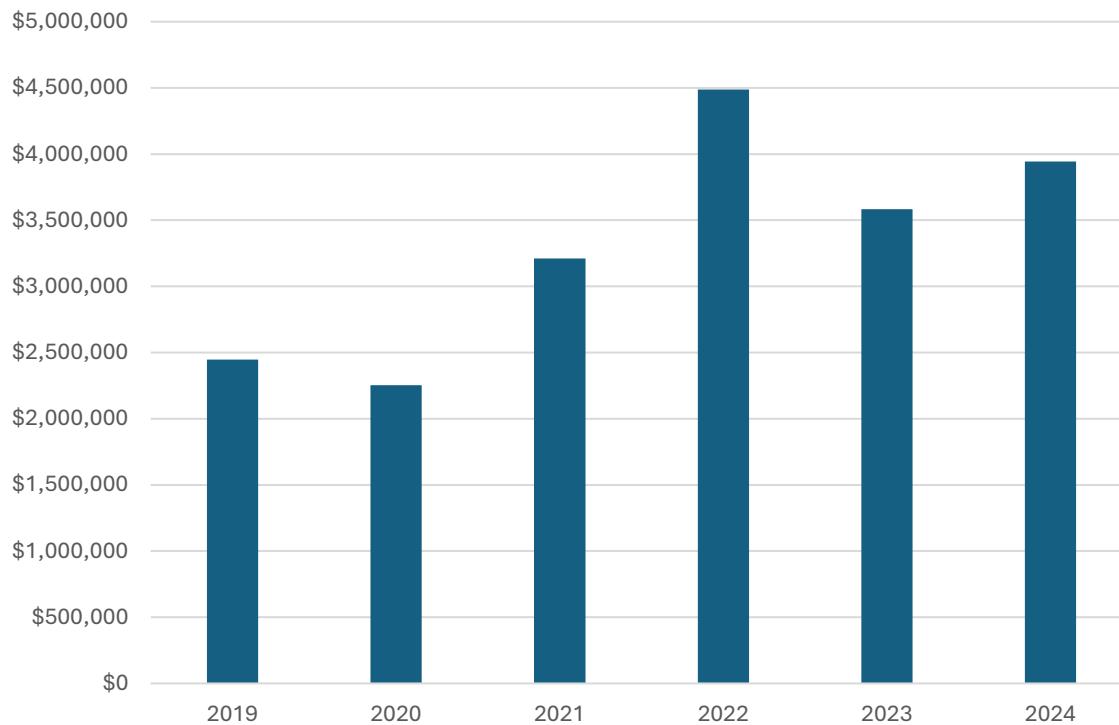


# Revenue

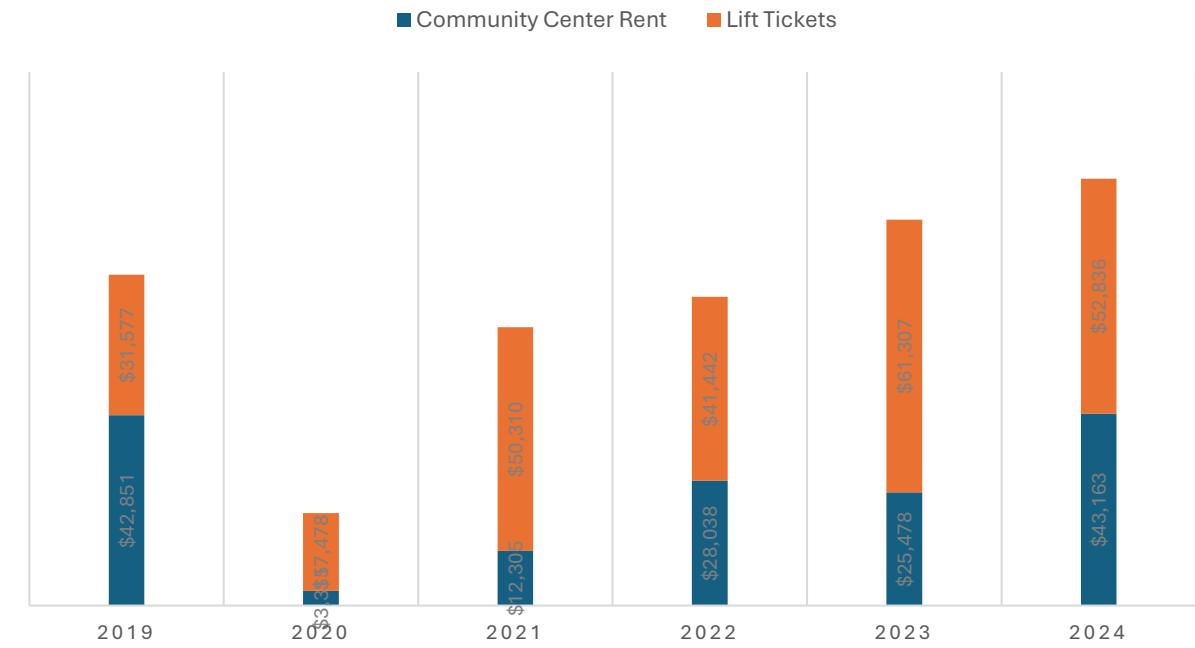


# Revenue

General Fund Revenue



KENDALL MOUNTAIN REVENUE



# Revenue

- Implemented EQRs for Refuse
- Implemented EQRs for Water and Sewer and increased rate
- Increased Fees for Molas
- Increased Facility Rental Fee
- Charging for Bumpouts
- Implemented a Transportation Impact Fee
- Increased MJ Sales Tax from 1% to 5% (effective this year)
- Increased Lodging Fee to be split between water and sewer
- Created Pass-Through Policies
- Created Financial Management Policies
- Awarded over \$5,000,000 in Grants in three years

# Upcoming/Current Applications Grants

## **Natural Resource Damages Fund (NRDs) MAY**

- Up to \$3 million for Animas River Corridor including river walk, bifurcation of Animas and Cement, bridges, boardwalk.

## **USDA RD ROLLING**

- Wastewater Treatment Plant (WWTP) still working with Element Engineering for scope and scale.

## **Congressionally Directed Spending (CDS) MARCH**

- WWTP

## **Circular Communities Grant MARCH**

- Internet for the Transfer Station with Point of Sale and Attendant

## **Colorado Parks and Wildlife (CPW) MARCH**

- Code Enforcement Officer

# General Fund Expenses



\$1,468,046 IN PERSONNEL COSTS

34% OF EXPENSES

A typical local government might spend anywhere between 50% to 70% of its budget on labor costs.



\$654,092 IN CONTRACTED SERVICES

15% OF EXPENSES



\$332,494 LONG TERM DEBT PAYMENTS

8% OF EXPENSES



\$203,504 CAPITAL PROJECTS (NON DEBT)

5% OF EXPENSES

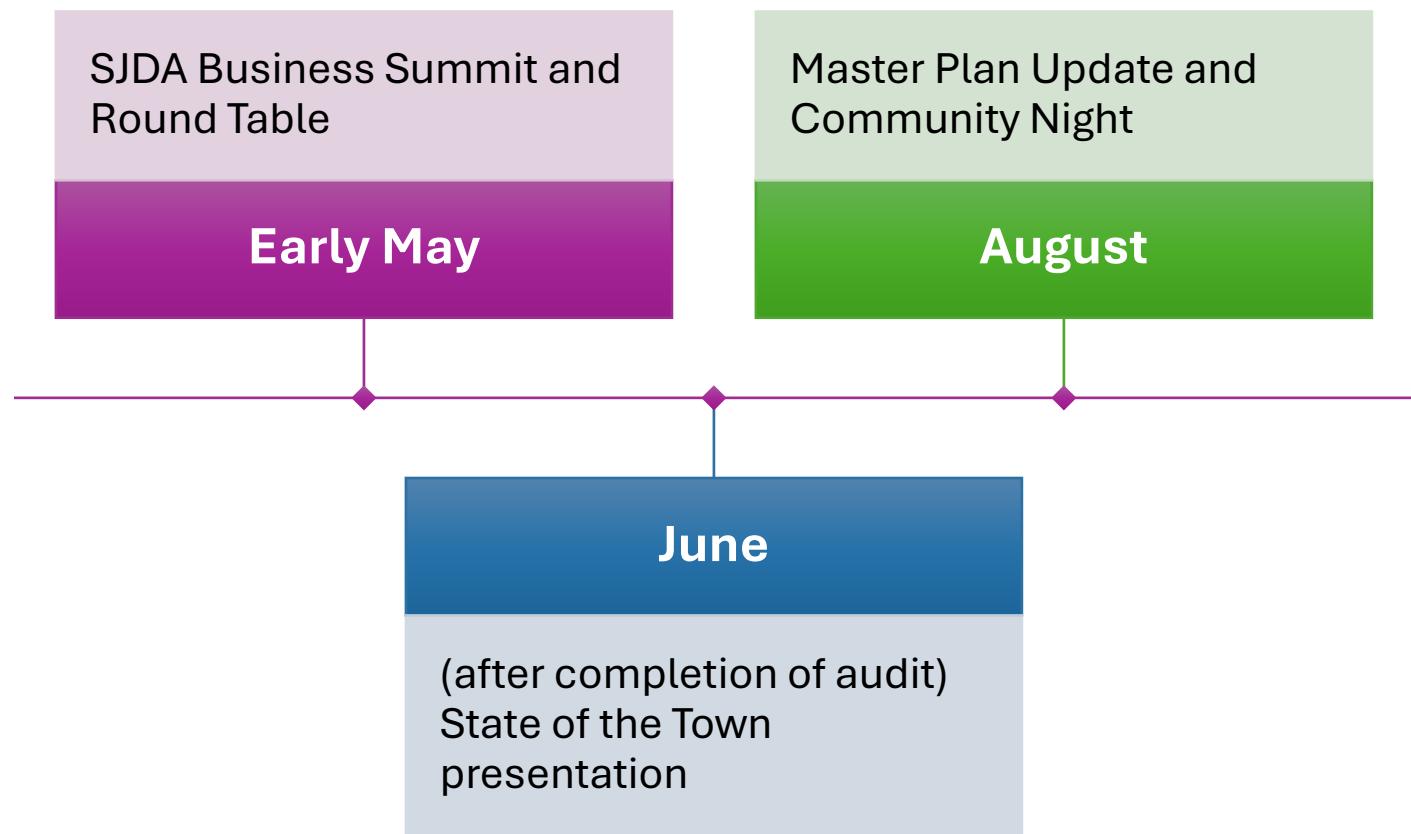
A typical benchmark for a local government's debt spending is around 10-15% of their annual budget.

# Staff Changes

- Reevaluating the Events and Facility Coordinator Role
- Public Works Director Interviews
- Fire Inspector will be absorbed by Building and Code Enforcement Officer
- Applying for Grants for summer transfer station attendant and refuse manager
- Exploring contracting out positions and incorporating AI



# 2025 Engagement Plan



The Community Development Department will be conducting public outreach on the new land use code, but this has not been scheduled.

Code Enforcement will also be conducting public outreach this summer.

# Looking forward

- \$32 Million in Capital Improvements over the next 10 years
- Refuse Fund needs stability
- More code rewrites ahead (MJ, Judicial, Chapter 13, Reorganization of entire code)



**DO YOU HAVE AN ISSUE  
TO REPORT TO TOWN  
STAFF?**

**TEXT 970-903-3328**

**THIS PHONE WILL BE  
MONITORED MON-FRI**

**7:30AM-4:30pm**

My street needs to  
be plowed

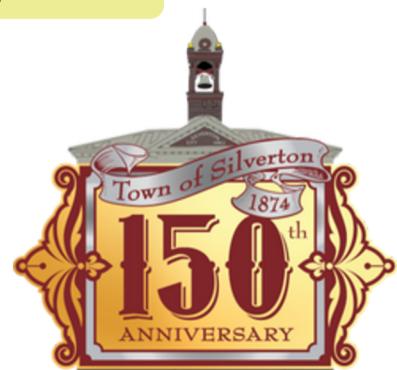
There is a water  
leak

A dumpster is  
overturned

The sidewalk is  
damaged

A branch fell on the  
trail

Someone is camping  
illegally



## Town of Silverton

Department: Facilities, Parks and Recreation  
Head of Department: Sarah Friden  
Meeting Date: March 10<sup>th</sup>, 2024

For immediate Trustee consideration: The Kendall Lift passed its 2025 unannounced inspection but requires an action plan for repairing the service brake. The day following inspection, the lift went down due to an electrical issue, which we are addressing with 21 Stinger LLC. The lift will remain closed until the repair is complete.

Regular Meetings & Communication:  --Weekly Staff Meeting --Winter/Summer Event/Wedding Hosts --Ramboll/MSI – Perimeter Trail --Grady Ham, Lift Maintenance --Snowmobile Club --CPRA Facility Manager Roundtable --DORA (Kendall Lift, Elevator)	Top on the TO DO list:  --Address Kendall Lift Repair --Solidify summer operations plan --Spring facility maintenance --SOPs & Department-related Policies --MOU Senior Center
Grants (applications, updates, awards):  Pursuing AARP grant for ADA Ramp construction (repair) at Visitor Center	Upcoming Issues:  --Summer operations/departmental capacity --Summer Event/Wedding support --Building maintenance – Town Hall, EMS (CH)
Notable completed tasks:  --Passed annual unannounced lift inspection --Repaired Town Hall elevator, passed inspection --Heat repairs across facilities held all winter	Ongoing Project Update:  --Deferred maintenance --Streamlining operations --Facility cost analysis --Perimeter Trail Planning
Learning/ Professional Development:  --Heavy equipment operation (5 hours) --POMA Lift Schematics Course (May) --CPRA Continuing Education	Other:  Department has recovered from an unexpected reduction in staff. Although we expect improved efficiency in some operational areas, handy man services and Anesi facility support will need to be reconsidered.

## Town of Silverton Staff Report

Department: Community Development  
Head of Department: Lucy Mulvihill  
Date of Trustee meeting: 3.10.2025

For immediate Trustee consideration:

1. RESOLUTION 2025-05: A RESOLUTION OF THE TOWN OF SILVERTON  
ADOPTING THE 2025 THREE-MILE PLAN
2. Consideration of public-facing GIS on the Town Website

<p>Regular Meetings &amp; Communication:</p> <p><b>2.18 San Juan Regional Planning Commission Meeting</b></p> <p><b>Biweekly Meeting with Ramboll</b></p>	<p>Top on the TO DO list:</p> <p><b>Planning Inquiries</b></p> <p><b>Application Processing</b></p>
<p>Grants (applications, updates, awards):</p> <p><b>Brownfields</b>- Update given during meeting</p> <p>Box Car Apt Site Phase I: Completed</p> <p>Lackawanna Site Phase I Completed</p> <p>Box Car Apt Site Phase II: Completed</p> <p>Lackawanna Site Phase II: Completed</p> <p>Website Development: LIVE</p>	<p>Upcoming Issues:</p> <p>Seasonal Occupancy of RVs for local workforce: March</p> <p>Silverton Municipal Code reorganization: April</p> <p>Anvil Boxcar apartments request for direction: April</p>
<p>Notable completed tasks:</p> <p>Land Use Code adopted</p> <p>Land Use Application forms updated</p> <p>Application processing SOPs updated</p> <p>The Community Development website tab has been updated</p> <p>The Board of Adjustments website tab has been updated</p> <p>The Planning Commission website tab has been updated</p> <p>The Historic Preservation Committee website tab has been updated</p> <p>Anvil Townhomes Affordable Housing Site Plan has been approved</p>	<p>Ongoing Project Update</p> <p><b>Brownfields</b></p> <p>Box Car Apt Site Phase I: Completed</p> <p>Lackawanna Site Phase I Completed</p> <p>Box Car Apt Site Phase II: In process</p> <p>Lackawanna Site Phase II: In process</p> <p>Website Development: In process</p> <p><b>Build Out Analysis</b>- on Pause until after LUC update</p> <p><b>Code Update</b>- Completed</p> <p><b>CLG</b>- To be addressed later this year</p> <p><b>Anvil</b>: Assisting the Housing Director with zoning regulations for site plan approval for the anticipated multi-unit housing.</p> <p><b>Boxcar Apartment Site</b>: Awaiting Direction from the Board of Trustees on how to proceed with clean up – upcoming in April</p>
<p>Applications in Process:</p> <p>2</p>	<p>Professional Development:</p>

**Pre-Applications in Process:**

7

I am pleased to announce that I have been accepted into the Lincoln Vibrant Communities Fellows Program hosted by The Lincoln Institute of Land Policy and Claremont Lincoln University. The program for public sector leaders will run from May to October and focus on investing in leadership, policy, and advanced public sector practice skills to engage municipalities in building vibrant, engaged communities marked by trust and agency for positive change.

## Town of Silverton

<p>Department: Building Head of Department: Bevan Harris Meeting Date: 3/6/25</p>	
<p>For immediate Trustee consideration:</p>	
Regular Meetings & Communication: 2024 IRC/IBC Code adoption by end of year.	Top on the TO DO list: Confirm Code update recommendations and next Code year adoption. Finalize IRC/IBC code adoption w/ EcoAction and State. Identify necessary amendments to the Energy Code for our area. RV's and workforce housing plan. Wildlife Code Enforcement
Grants (applications, updates, awards): Energy Code Cohort – \$30K grant for code adoption thru EcoAction Partners	Upcoming Issues: Silverton Square Appeal – Court decision delayed till Summer. Wildland fire mitigation planning with OEM Bear Aware education and ordinance finalization
Notable completed tasks: Assisted in overseeing facilities management, i.e. heating at County Court House and Health Clinic. Snow removal w/ SPW	Ongoing Project Update: Anvil Apartment sump pumps to be installed. Purchase and pick up a temporary heater for County/Town.
Learning/ Professional Development: Colorado Energy Code Webinars, IRC/IBC training and new code adoption evaluation, Wildland Fire preparedness w/ Jim Donovan (Town & County) Fire Inspector training	Other: Correcting address, Dark Sky Retrofitting, Assisting with Affordable Housing, ADU confirmations, Begin notifying and summonsing property owners w/ excessive trash/vehicles. Wildland fire Mitigation education for residents by late Spring/early Summer

**Town of Silverton**  
**Staff Report**

**Department: Town Clerk/ Treasurer**  
**Head of Department: Melina Marks**  
**Date of Trustee Meeting: March 10<sup>th</sup>, 2025**

**For Immediate Trustee Consideration: None**

<b>Regular Meetings &amp; Communication:</b> <ul style="list-style-type: none"><li>- Weekly Staff Meetings</li><li>- Bi-weekly Regular Trustee Meetings</li><li>- Housing Authority Meetings</li><li>- P&amp;O Committee Meetings</li><li>- Monthly Finance Committee Meetings</li><li>- HRC Meetings when necessary.</li><li>- Consistent communication with the rest of staff daily</li><li>- Consistent communication with the town accountant</li></ul>	<b>Top on the TO DO List:</b> <ul style="list-style-type: none"><li>- 2025 Audit Prep</li><li>- Marijuana Code – Municipal Code</li><li>- Code Reorganization</li><li>- Reformation of Cemetery Committee in the Spring</li><li>- Research State Statues surrounding the publishing of bills yearly in the Silverton Standard.</li><li>- Track down original Refuse Fund Resolution/ Ordinance.</li></ul>
<b>Grants (applications, updates, awards):</b> <ul style="list-style-type: none"><li>- Upcoming grant opportunities for bear-proof trash cans.</li><li>- Searching for grant opportunity for Cemetery funding in 2025.</li></ul>	<b>Upcoming Items:</b> <ul style="list-style-type: none"><li>- Special Event Vendor Fee Resolution – March 10<sup>th</sup> Meeting</li><li>- Special Improvement District Petition – March 24<sup>th</sup> Meeting</li></ul>
<b>Notable Completed Tasks:</b> <ul style="list-style-type: none"><li>- CIRSA payroll audit completed</li><li>- CEBT CAA reporting completed</li><li>- 2025 Audit work in progress</li><li>- All 2024 Ordinances &amp; Resolutions submitted and accepted by Municode</li><li>- LUC accepted by Municode: will take some time to fully incorporate but is accessible &amp; searchable within the code via PDF</li></ul>	<b>Ongoing Project Updates:</b> <ul style="list-style-type: none"><li>- Continue to work on grant organization cheat-sheet for the front office.</li><li>- Continue to work on GL Code cheat-sheets for front office.</li><li>- Continue to help colleagues with ADP issues.</li><li>- Continue to understand Caselle/ budgeting/ GL coding.</li><li>- Help support events &amp; facilities bookings during time of transition (support staff with calendar management and communication</li></ul>

	<b>with community members/ customers)</b>
<b>Learning/Professional Development:</b> - Accounting support and education from our accounting firm.	<b>COVID Related:</b> None

## Town of Silverton

<p>Department: Public Works          Head of Department: Interim Mead          Meeting Date: 3/10/25</p>	
<p>For immediate Trustee consideration:</p>	
<p>Regular Meetings &amp; Communication:          Daily Crew Meetings          Weekly Town Staff Meetings</p>	<p>Top on the TO DO list:          Supporting staff where needed          Coordinating equipment repairs          Coordinating leak repairs 811 American Leak detection          SIPA grant coordinating updates to GIS files so the Sentryx listening system can accurately locate leaks, it identified 6 due to incorrect data in GIS files location is questionable          Caselle competency By this meeting I hope bills have been printed which would mean the EQR data entry is indeed complete          Drafting RFQ for design of Blair St          Lead and Copper inputting data as it comes in          Waste water treatment plant keeping up with options and just learning, augmentation ponds hooray,          EV charging Communicating and supporting Helios in their pursuit of options for their chargers growing my understanding of the potential revenue to be generated for town          Meter research definitely back burner</p>
<p>Grants (applications, updates, awards):          Q1 report for SIPA grant turned in, this documentation included SIPA reimbursement request for leak detection hardware</p>	<p>Upcoming Issues: GIS data set corrections to get leak detection dialed          The transition from John Sites to future PWD</p>
<p>Notable completed tasks: EQR inventory</p>	<p>Ongoing Project Update:          See to do list</p>
<p>Learning/ Professional Development:</p>	<p>Other:</p>

**March 10, 2025**

## **7. Committee Reports**

Trustees will report on their respective committees if they have met. A list of the committees can be found at <https://townofsilverton.colorado.gov/government/boards-commissions>

**March 10, 2025**

## **8. Trustee Reports**

This is an opportunity for Trustees to have a moment to speak on behalf of their constituents, highlight happenings in the community, call out for action, or give thanks. This has also been used as a place where Trustees can request agenda items for the next meeting.

**March 10, 2025**

## **9. Continued Business**

The board has discussed these items in previous meetings or Work Sessions. There is typically a Board Packet Agenda Memo with the item, but not always.

Per Silverton Municipal Code 2-2-110 (5):

*Old business. The Board of Trustees shall consider any business that has been previously considered and which is still unfinished.*



## AGENDA MEMO

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SUBJECT: Transportation Impact Fee Code Amendment

STAFF CONTACT: John Sites

MEETING DATE: March 10, 2025

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### **Overview:**

The Transportation Impact Fee (TIF), which was adopted by Resolution 2023-06 to recover revenue for Town road maintenance caused by the long-term effects of heavy hauling impacts is written in a way that could also negatively affect local businesses and, is not inclusive of all Town roadways. Staff believes that the intent of this Resolution is to pass maintenance costs on to Developers and other outside entities rather than to directly restrict the ventures of local businesses. Staff was given direction at the October 28, 2024 meeting to review and edit the current code to improve the local contractor impact and enforcement measures. Additionally, Staff has included all Town roadways to fall under the Ordinance and not specifically Greene Street, as unpaved streets in Town are vulnerable to heavy traffic and expensive to maintain.

The Ordinance passed its first reading on February 10<sup>th</sup> and was published in the Silverton Standard on February 20<sup>th</sup> noticing this public hearing.

### **Budget Impact:**

By exempting local businesses from the TIF for any reason, the Town would forfeit those revenues, which are not expected to be significant.

### **Attachments:**

- Ordinance 2025-03 An Ordinance Amending Chapter 8, Article 4, Transportation Impact Fee of the Silverton Municipal Code Authorizing the Collection of a Transportation Impact Fee

### **Staff Recommendation:**

Staff recommends adoption of Ordinance 2025-03 to clarify and improve the existing TIF Code language.

### **Master Plan Priority:**

5.1 b. Streamline, define, refine policies & processes for clarity and predictability

### **Suggested Motion or Direction:**

Make a motion to conduct the second reading for adoption of Ordinance 2025-03 An Ordinance Amending Chapter 8, Article 4, Transportation Impact Fee of the Silverton Municipal Code Authorizing the Collection of a Transportation Impact Fee



## ORDINANCE NO. 2025-03

### AN ORDINANCE AMENDING CHAPTER 8, ARTICLE 4, TRANSPORTATION IMPACT FEE OF THE SILVERTON MUNICIPAL CODE AUTHORIZING THE COLLECTION OF A TRANSPORTATION IMPACT FEE

**WHEREAS**, the Town of Silverton, Colorado is a statutory town incorporated under the laws of the state of Colorado; and

**WHEREAS**, C.R.S. §29-20-104.5 authorizes local governments to impose development fees on new development, pursuant to a schedule that is legislatively adopted, applicable to a broad class of property within the Town, and intended to defray the projected impacts on the roadway network caused by proposed development; and

**WHEREAS**, the Town has considered the Road Test Study conducted by the American Association of State Highway and Transportation Officials (AASHTO), which established an equivalent single axle load (ESAL) method for modeling the damage produced by traffic and heavy vehicles; and

**WHEREAS**, the AASHTO Road Test and ESAL methods are widely established and standard in the transportation industry for determining heavy truck traffic impacts on roadways; and

**WHEREAS**, the impact fees recommended are proportional to the burdens created on the roadway and such impact fees will be used to defray the costs of maintaining, repairing, and replacing the roadway; and

**WHEREAS**, the Town of Silverton desires to impose a transportation impact fee to defray the impacts of heavy truck traffic on the Town's roadways to ensure the delivery of adequate roadway infrastructure within the Town; and

**WHEREAS**, the Town of Silverton has previously adopted a Traffic Impact Fee for Greene St. and wishes to expand the fee to all Silverton roadways; and

**WHEREAS**, the Town of Silverton has determined that it is in the best interests of the Town and its citizens and is necessary for the protection of the public's health, safety, and welfare, for the Town to impose impact fees on heavy truck traffic for the protection of public safety and other public services.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, as follows:

Section 1. That the Town Board of Trustees (BOT) hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. The Town is authorized by law under C.R.S. § 29-20-101 et seq. to impose an impact fee in order to fund expenditures by the Town on the transportation network needed to support the Town infrastructure.

Section 3. The Town and County will be experiencing new projects, development, and construction such are projected to disproportionately impact and cause damage to the roadway network of the Town.

Section 4. The protection of the health, safety, and general welfare of the citizens of the Town requires that impacts to Town roadways be offset by the heavy traffic users.

Section 5. The taxes and other revenues generated from the new projects, development, and construction in and outside the Town do not generate sufficient funds to defray the impacts to the roadway network to accommodate and serve the new projects, development, and/or construction.

Section 6. Amendment to Chapter 8, Article 4. Chapter 8, Article 4, Sections 8-4-10 and 8-4-70, are hereby amended with the deletion of stricken text and the addition of emboldened, double-underlined text to read as follows:

## ARTICLE 4 – Transportation Impact Fee

### Sec. 8-4-10. - Applicability.

It is hereby declared that Transportation Impact Fees (“TIF”) shall be required wherever an entity, or owner, ~~and/or contractor~~ transports material in excess of 50 tons (not including vehicle weight) over a one-year period by and/or through Town Roadways. Independent entities ~~contractors~~ are not required to aggregate separate and distinct projects. It is the purpose of this part to require the payment of TIF whenever any project, development, and/or construction of any kind requires the transportation of materials in excess of the limits stated above. TIF will be applied and administered as separate fees. TIF is limited to defray the projected impacts caused by project, development, and construction traffic to the Town’s capital infrastructure, specifically the road systems, inclusive of Greene Street

### Sec. 8-4-20. - Schedule.

An entity, or owner, ~~and/or contractor~~ shall pay \$5.00 per ton of material as set out by the Town’s Fee Schedule for material transported on Town streets, roadways, and alleys ~~Greene Street~~ in excess of 50 tons over a one-year period. If weight tracking is unavailable, then weight should be estimated based off cubic yardage and standard material weight.

### Sec. 8-4-30. - Satisfaction.

The TIF provided for in this part shall be recalculated by the Silverton Town Clerk/Treasurer on an annual basis to reflect cost inflation experienced in the average of July to June of each year as calculated by the U.S. Bureau of Labor Statistics, Producer Price Index by Industry (or a similar index if Producer Price Index is no longer published). The TIF shall be payable directly to the Town. No alternative means shall exist to satisfy this obligation except as set forth herein.

Sec. 8-4-40. - Collection. TIF shall be paid to the Town following a determination by the Public Works Director that an entity, or owner, ~~and/or contractor~~ has exceeded the transported material limit set forth in Section 8-4-10 above. TIF shall be collected prior to

issuance of an excavation permit, where applicable, or, if no permit is required for the project, upon approval of a development plan, final plat or other entitlement authorizing or requiring the use of Town Roadways.

Sec. 8-4-50 – Permit

A TIF permit will be issued by the Public Works Director prior to starting the project, or when the contractor recognizes that the project will be over the allowable limit requiring the permit. The Public Works Director and Town Staff shall exercise vigilance with respect to monitoring haulers in Town and notifying them of the Permit requirement as soon as is practicable.

Sec. 8-4-60—Enforcement

If a project does not apply for a TIF permit, the Public Works Director may require hauling records to be produced and the Town will require back-payment for the material hauled.

Sec. 8-4-70. - Alternative Fee to TIF.

An entity, or owner, and/or contractor determined to be subject to this Ordinance (“Applicant”) may file an objection to the TIF only at the time of such determination, or within seven (7) calendar days of such determination. Concurrent with the filing of the objection, the Applicant must submit an alternative impact fee analysis. If the alternative impact fee analysis, at the discretion of the Public Works Director, establishes by clear and convincing evidence that: (a) it is more reasonable than the study underlying this section; (b) it is no less rigorous than that used to establish the fees set forth herein; (c) the fees established herein will substantially impact the viability of the Applicant’s development; (d) the fee established herein will have a disproportionate impact on the Applicant’s development in relation to other applicants; (e) the fee established herein will have a negative impact on a local business solely, that is not easily passed on to an entity or owner; and the alternative fee analysis study meets all state and Town statutory requirements for impact fees, then the Director may adopt the alternative fee set forth by the Applicant which will be applicable only to the application at issue.

Section 7. Validity. All ordinances of a general and permanent nature enacted on or before the adoption date of this Ordinance, which are inconsistent with the provisions of the Silverton Municipal Code, to the extent of such inconsistency, are hereby repealed. The repeal established in this Section 9 shall not be construed to revive any ordinance or part thereof that had been previously repealed by any ordinance which is repealed by this Ordinance. Neither the adoption of this ordinance nor its action repealing or amending any other ordinances of the Town of Silverton shall in any manner affect prosecution for violations of ordinances committed before the effective date of this ordinance. This ordinance shall not waive any license, fee, or penalty or other penal provisions applicable to any violation thereof.

Section 8. Additions, Amendments, Adoptions. Additions or amendments to the Code, when passed in the form as to indicate the intention of the Town to make the same a part of the Code, shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments. Ordinances adopted after this Ordinance that amend or

refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to those provisions of the Code.

Section 9. Severability. If any part, section, subsection, sentence, clause, or phrase if this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the ordinance. The Board of Trustees of the Town of Silverton hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause, or phrase is declared invalid.

Section 10. Posting, Publication and Effective Date. Following the passage of this Ordinance on second reading, the Town Clerk shall publish this Ordinance in full in a newspaper published within the limits of the Town. This Ordinance shall take effect 30 days after such publication

INTRODUCED, READ, AND ORDERED FOR SECOND READING BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF SILVERTON, ON THE 10th DAY OF FEBRUARY, 2025.

TOWN OF SILVERTON

By: \_\_\_\_\_ signed \_\_\_\_\_  
Dayna Kranker, Mayor

ATTEST:

\_\_\_\_\_ signed \_\_\_\_\_  
Melina Marks, Town Clerk

FINALLY PASSED, ADOPTED AND APPROVED ON SECOND AND FINAL READING AND ORDERED POSTED AND PUBLISHED IN THE MANNER PROVIDED IN SECTION 6 HEREOF BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN HALL ON THE \_\_\_\_ DAY OF MARCH 2025, BY A VOTE OF THIS ORDINANCE AS IS ON FILE IN THE TOWN CLERK'S OFFICE FOR PUBLIC INSPECTION.

TOWN OF SILVERTON

By: \_\_\_\_\_  
Dayna Kranker, Mayor

ATTEST:

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Melina Marks, Town Clerk



## AGENDA MEMO

SUBJECT: Resolution 2025-03  
STAFF CONTACT: Gloria Kaasch-Buerger  
MEETING DATE: March 10, 2025

### Overview:

At the November 25<sup>th</sup> Regular Board Meeting staff was directed to draft an ordinance to amend Sec 13-1-50 of the Silverton Municipal Code to allow for fee waivers for plant investment fees for affordable housing projects. Ordinance 2024-10 passed second reading on January 13, 2025 and was enforceable on February 12, 2025. The impetus of the ordinance amendment was to allow the Trustees to waive tap and plant investment fees on affordable housing projects including the proposed Anvil Townhomes.

### Background:

At the November 12<sup>th</sup> Regular Board Meeting staff was directed to draft a resolution for the waiver of development fees for the affordable housing project of 9 units through the Silverton Housing Authority. In reviewing the code, the following code was found that would not allow the Board of Trustees to waive the plant investment fees as outlined below.

### Budget:

The Silverton Housing Authority's Anvil Townhome project is in a predevelopment phase to determine the financial feasibility of the project. The project has a \$1,164,981 funding gap to ensure the units are sold at an affordable price to Silverton's local workforce.

Staff and the Development Consultants have identified the Water and Sewer Plant Investment and Tap Fees as an opportunity to reduce the funding gap and serve as a match for grant applications. The proposed project budget includes a \$103,047 waiver for Town of Silverton Water and Sewer Plant Investment Fees, Tap Fees, Planning Review Fees and Building Permit Fees. A \$103,047 Fee Waiver is a match to the DOH Awarded grant of \$616,000. This was committed in November when the application was drafted.

Below is a cost breakdown of the Fee Waiver Request:

Town of Silverton - Fee	Cost per Unit	EQR Multiplier	Number of Units	Total
Water Plant Investment – 4 Unit	\$4,651.00	3.4 each	2	\$31,626.80
Water Plant Investment – Single Family	\$4,651.00	1 each	1	\$4,651.00
Sewer Plant Investment – 4 Unit	\$2,774.00	3.4 Each	2	\$18,863.20
Sewer Plant Investment – Single Family	\$2,774.00	1 each	1	\$2,774.00
¾" Water Tap	\$3,467.00	n/a	1	\$3,467.00
1" Water Tap	\$3,757.00	n/a	2	\$7,514.00
Variance	\$750.00	n/a	2	\$1,500
Simple Subdivision	\$100.00	n/a	2	\$200.00



## AGENDA MEMO

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SUBJECT: Resolution 2025-03  
STAFF CONTACT: Gloria Kaasch-Buerger  
MEETING DATE: March 10, 2025

Final Plat	\$500.00	n/a	2	\$1,000.00
Site Plan Review	\$500	n/a	9	\$4,500.00
Building Permit	\$2,6951	n/a	1	\$2,6951.00
<b>Total</b>				<b>\$103,047</b>

**Master Plan:**

Housing

**Attachments:**

- Resolution 2025-03

**Suggested Motion or Direction:**

Motion to approve Resolution 2025-03 A Resolution of the Town of Silverton to waive the tap and plant investment fees for the Anvil Townhomes Affordable Housing Project



## RESOLUTION NO. 2025-03

### A RESOLUTION OF THE TOWN OF SILVERTON TO WAIVE THE TAP AND PLANT INVESTMENT FEES FOR THE ANVIL TOWNHOMES AFFORDABLE HOUSING PROJECT

**WHEREAS**, the Town of Silverton, in the County of San Juan and State of Colorado (the “Town”) is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

**WHEREAS**, Ordinance 2024-10 An Ordinance of the Town of Silverton Amending Chapter 13, Article 1, Section 13-1-50 – Tap Fees of the Silverton Municipal Code allowing the Board of Trustees to waive plant investment charges and tap fees for affordable housing projects was adopted after its second reading on January 13, 2025, and made enforceable on February 12<sup>th</sup>, 2025; and

**WHEREAS**, the Town of Silverton has identified affordable housing as one of its top priorities in the 2022 Silverton Compass Master Plan; and

**WHEREAS**, the Silverton Housing Authority is constructing 9 affordable housing units as defined by the Silverton Municipal Code Section 1-2-10; and

**WHEREAS**, the Silverton Housing Authority’s 9 unit project needs the Town of Silverton’s in-kind contribution of the waiver of the tap and investment fees to ensure that the units will be sold at an “affordable” price as defined by the Department of Housing’s grant guidelines;

### NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILVERTON, COLORADO THAT:

Section 1. The following fees will be waived by the Board of Trustees:

Town of Silverton - Fee	Cost per Unit	EQR Multiplier	Number of Units	Total
Water Plant Investment – 4 Unit	\$4,651.00	3.4 each	2	\$31,626.80
Water Plant Investment – Single Family	\$4,651.00	1 each	1	\$4,651.00
Sewer Plant Investment – 4 Unit	\$2,774.00	3.4 Each	2	\$18,863.20

Sewer Plant Investment – Single Family	\$2,774.00	1 each	1	\$2,774.00
¾" Water Tap	\$3,467.00	n/a	1	\$3,467.00
1" Water Tap	\$3,757.00	n/a	2	\$7,514.00
Variance	\$750.00	n/a	2	\$1,500
Simple Subdivision	\$100.00	n/a	2	\$200.00
Final Plat	\$500.00	n/a	2	\$1,000.00
Site Plan Review	\$500	n/a	9	\$4,500.00
Building Permit	\$2,6951	n/a	1	\$2,6951.00
<b>Total</b>				<b>\$103,047.00</b>

THIS RESOLUTION was approved and adopted the \_\_\_\_\_ day of February, 2025 by the Board of Trustees of the Town of Silverton, Colorado.

TOWN OF SILVERTON, COLORADO

\_\_\_\_\_  
Dayna Kranker, Mayor

ATTEST:

\_\_\_\_\_  
Melina Marks, Town Clerk

**March 10, 2025**

## **10. Public Comment**

The closing Public Comment is intended for a to comment only on agenda items that have been presented.

The Mayor or Pro Tem will call out the public to comment as well as time the comment and let the public know when they have run out of time. This has been limited to 3 minutes even though it has not stated this on the agenda.

It is not encouraged for Trustees to engage in a dialogue on a public comment, but Trustees can direct staff to follow up with the citizen.

Comments that are submitted via email about an agenda item will be accepted up until the agenda packet is constructed on noon on Wednesday before the Regular Meeting. Comments that are received after this deadline will be emailed to the trustees and not included in the packet.

Comments that are emailed are not considered “official public comment” unless they are presented at the meeting or submitted for a Public Hearing before the Wednesday deadline.

Public Comments specific to a Public Hearing on the agenda should be encouraged to take place during the public hearing and not during the opening Public Comment, so that their comments can be recorded with the hearing.

Closing Public Comment is not addressed in the Silverton Municipal Code.