



WORK SESSION & REGULAR MEETING – Silverton Board of Trustees

Silverton Town Hall – Monday, July 22, 2024

Call to Order & Roll Call –Work Session @ 5:00pm and 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/UCmJgal9lUXK5TZahHugprpQ

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

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. Please be advised, public comment will not be taken during the work session meetings. Closing Public Comment must be related to an agenda item.

Silverton Housing Authority Work Session @ 5:00pm

- 1) Water and Sewer Rates

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) MODIFIED SPEICAL EVENT: Silverton Creative District's Silverton Creates! 9/6-9/14
- 5) Consent Agenda
 - a) Payroll
 - b) Meeting Minutes 7.8.24
 - c) Accounts Payable
 - d) Sales Tax Report
- 6) Staff Reports
 - a) Grant Updates
- 7) Committee/Board Reports
 - a) 7.11 Personnel and Ordinance Committee Meeting
 - b) 7.16 San Juan Regional Planning Commission Meeting
 - c) 7.17 Silverton Area Chamber of Commerce Meeting
 - d) 7.22 Finance Committee Meeting
- 8) Trustee Reports



- 9) Continued Business
 - 10) Public Comment
 - 11) Request to enter executive session pursuant to CRS 24-6-402(4)(b) Conferences with an attorney for the purposes of receiving legal advice and update on the Silverton Square Building
- Adjourn**

Up-coming Meeting Dates:

- 8.12 Regular Board Meeting
- 8.15 Personnel and Ordinance Committee Meeting
- 8.19 Finance Committee Meeting
- 8.26 Regular Board Meeting

End of Agenda

July 22, 2024
WORK SESSION
MEETING PACKET



WORK SESSION AGENDA MEMO

SUBJECT: Water and Sewer Rates
STAFF CONTACT: John Sites and Gloria Kaasch-Buerger
MEETING DATE: July 22, 2024

Overview:

The Town's Water and Sewer Funds are not currently fiscally sustainable. There are several reasons why this is the case, including not implementing the rate change in 2017, and not raising the rates incrementally. In 2023, the Board of Trustees implemented the 2017 rates to help balance the budgets, but it was pointed out at the time that this would not be enough. The rate study that has been underway since August of 2023, is completed and will be presented at tonight's work session.

Rate Study Summary:

Based upon the utility rate study, it is recommended that we raise the Water Rates to \$283.21 and the Sewer Rates to \$209.92 using our existing rate structure for businesses and residents. A resident (who also pays \$43.50 for refuse) would have a total bimonthly bill of \$536.43 if these rates were implemented immediately. This is a bimonthly increase of \$285.86 for a resident.

Options:

- A. The discussion of EQR (Equivalent Residential Unit) rates occurred at the May 13th, 2024, Work Session. This could be a viable option for a fair implementation of rates. The City of Ouray does not use meters and has an EQR system in place. Click [HERE](#) to see their EQR System Policy Concepts. Direct staff to pursue with the Utility Committee and present a similar structure for Trustee consideration.
- B. Consider rate increase implementation ASAP. Direct staff to come up with an incremental increase schedule with the Utility Committee.
- C. Start EQR research and increase rates immediately by a reasonable percentage.

Current rates:

Water \$125.70
Sewer \$81.57
Landfill \$43.30
Total \$250.57

Examples of rate increase results on the utility bill *total* by percentage (water and sewer only, a refuse increase is not proposed):

5%	\$260.94
10%	\$271.30
15%	\$281.66
20%	\$292.02
25%	\$302.39

Master Plan:

STRATEGY A: Invest in Maintenance and Upgrades of Existing and New Utility Infrastructure



WORK SESSION AGENDA MEMO

SUBJECT: Water and Sewer Rates

STAFF CONTACT: John Sites and Gloria Kaasch-Buerger

MEETING DATE: July 22, 2024

STRATEGY E: Town
Capacity and

Governance; 4. Ensure

that the Town's budget adequately covers the costs of public services that are provided by the Town. Proactively plan to ensure that adequate funding can be maintained over the long-term and can keep pace with future cost increases.

Staff Recommendation:

Staff recommends EQR research and increasing rates by a reasonable percentage. After EQR scenarios and an incremental rate increase schedule have been researched, the Trustees will have more information to consider with respect to utility rate adjustments.

See Rate Study Attachments:

- Recommended Scenario Silverton Sewer Rate
- Recommended Scenario Silverton Water Rate

Suggested Motion or Direction:

Presented at a work session, no formal decision can be made, only staff direction.

TOWN OF SILVERTON SEWER RATE STUDY JULY 2024

Model Inputs, Explanations, And Conclusion

Water Rates by Brandewie LLC

July 2024

This document is meant to show the inputs to the model starting with the financial and model parameters, followed by the Capital Improvements Program (CIP), then budget and then a summary of the customers. The results have been reviewed by the town staff for accuracy. The new rates are suggested at \$283.21 for the bi-monthly billing or \$141.61/month.

The current rate structure does not distinguish between customer size or equivalent usage. It is suggested to including EQR assignment in the rate adjustment for 2026 or near future. However, since EQRs are NOT currently available they are not modeled here.

Based on the fact that 50% of the water meters are not functional, it was decided that adjusting usage tiers and raising usage rates is not possible. The means the only recommendations provided are to raise the rates across the board for all customer.

The explanation of the model built are shown below:

Parameters

Parameters	Enterprise	Sewer			
	System Name:	Town of Silverton			
	System Number	COG641008			
	First year of rate increases	2025			
Financial Constants					
	Return on Invested Funds	0.50	%		
	Past Inflation	3.00	%		
	Future Inflation	5.00	%		
	Future Loan Interest Rate	2.38	%		
	Future Loan fees, legal, costs	0.00	%	(Included in loan)	
Existing Debt					
Description	Annual Payment	Maturity	Reserve Required	Reserve Allocated	Make Up Period
CWPDA SRF LOAN #D18F390 2022 0%	\$ 8,493	2052	\$ -	\$ -	
USDA Loan 2026 \$84,440 40 years				\$ -	
Total	\$ 8,493		\$ -	\$ -	

Existing Reserves	Amount					
Debt Reserve	\$0	As per lending agreement(s)				
Operating Reserve	\$0	Often in Checking Account				
Emergency Reserve	\$0	Often in Savings Account				
Capital Reserve	\$0	Mostly in CDs or other investments				
Total	\$0					
Reserve Targets	Amount	Make Up Period	First Year Reserve Addition	Excess funds to be transfer to CIP	Goal	
Debt Reserve	\$0	See F20:F25	\$0	\$0	As per lending agreement(
Operating Reserve	\$45,065	5	\$9,013	\$0	1.5 times the expenses du	
Emergency Reserve	\$200,000	3	\$66,667	\$0	Critical equipment replacer	
Available for Capital Reserve	\$0	This is the total amount currently available for CIP. Transferred to CIP It is the sum of what you already have in CIP and any excess funds in				
Median Household Income	\$ 64,167		MHI Source	https://censusreporter.org/profiles/16000		
Growth of Consumption over Base year		Year 1	Year 2	Year 3	Year 4	Year 5
Conservation Factor		0.0%	-8.0%	-6.0%	-4.0%	-2.0%
Community Growth Factor		0.0%	0.0%	0.0%	0.0%	0.0%
Total Consumption Adjustment		0.0%	-8.0%	-6.0%	-4.0%	-2.0%
Receivable write off (% of Billing)		0.00%	0.00%	0.00%	0.00%	0.00%
Unit of Service	1000	Gallons				
Billing Cycles	Currently	Proposed				
Billing Cycle	2M	2M				
Billings per year	6	6				

Current Rate Structure						
Are there customer classes in the current rates structure?			No	If no, go to row 85 and ent		
Current Customer Classes	Name of Class	Rate Structure	Schedule			
1	Residential, Com & Large Taps	Tiered Block	A			Go to row 13
2	Seniors 10% Discount	Tiered Block	B			Go to row 13
\$75.65		Rate Schedules				
Tiered Block	Meter Size	A	B	C	D	E
Base	0.625	\$81.57	\$74.01			
	0.750	\$81.57	\$74.01			
	1.000	\$81.57				
Tier Break	1	10,000	10,000			
(All yellow cells in this	2	99,999,999	99,999,999			
	8	99,999,999	99,999,999	99,999,999	99,999,999	99,999,999
Usage Rate per 1000 Gallons	1	\$0.00	\$0.00			
	2	\$7.34	\$7.34			
Total Revenue under Existing Rates		\$326,181.88	This number should closely approximate the sales nu			
	2023 ACTUALS	\$285,281.00				
	2023 BUDGET	\$314,212.00				

Capital Improvements

In order to have a health reserve for replacement of existing assets and to fund future infrastructure improvements it is required to include CIP reserves in the rates moving forward.

Default Funding of Asset Replacements				
Replacement Value From To		Cash	Grant	Loan
\$0	\$20,000	100%	0%	0%
\$20,001	\$100,000	50%	0%	50%
\$100,001	\$500,000	5%	85%	10%
\$500,001	\$9,999,999	5%	85%	10%
\$10,000,000	\$9,999,999	5%	85%	10%
Capitalization Threshold		\$ 5,000	Any asset purchased below this value is no	

This part of the CIP is flexible. The Two Large Capital Expenses are fixed as directed by Utility Director at 0.0% & 1.5%.

On the next pages the table shows all components of the Sewer System in detail, showing replacement dates, costs and the percentages of cash to be saved, financed with grants and financed with loans. This all adds up to an annual reserve contribution which is included as annual expenses in the rate adjustment calculation.

Quantity	Asset	Year Acq'd	Unit Cost (Historic, Current or Future)	Cost Type	% Belong to Sewer	Est'd Remain Life	Est. Future Cost	Fund with Cash	Fund with Grant	Fund with Loan	Annual Reserve Required
Replacement of Existing Capital Assets											
REAL ESTATE											
					100%			0%	0%	100%	0
1	Cairrage House Service Garage and Clinic	1980	1,294,800	C	10%	50	1,484,799	5%	85%	10%	1,311
1	Town Hall - Fire and Restoration in 1993	1993	3,922,200	C	10%	40	2,761,224	5%	85%	10%	3,126
					100%			0%	0%	100%	0
VEHICLES											
					0%			0%	0%	100%	0
	Chevrolet 1968 CE248S124633 Flatbed with Tank \$1500				0%			0%	0%	100%	0
1	International 1987 1HTZNDDR2JH552503 Dumptruck/water tank	1987	20,000	C	20%	10	6,516	100%	0%	0%	637
1	Chevrolet 1988 ICBJV34M2JJ121200	1988	6,000	C	20%	10	1,955	100%	0%	0%	Not Cap.
1	Kenworth 1993 1XKDD69X1PS595193	1993	45,000	C	20%	3	10,419	100%	0%	0%	3,456
1	Dodge 1999 XKDD69X1PS595193	1999	1,800	C	20%	5	459	100%	0%	0%	Not Cap.
1	Ford 1999 IFTNF2ILXXEB86037	1999	3,500	C	20%	5	893	100%	0%	0%	Not Cap.
1	Dodge 2004 3D7KU28D14G209626	2004	80,000	C	20%	20	42,453	50%	50%	0%	1,012
1	Chevrolet 2017 1GNSKEEC0HR267625	2017	40,359	C	20%	20	21,417	100%	0%	0%	1,021
1	Chevrolet 2020 1GCSYSE71LF219910	2020	35,095	C	20%	20	18,623	100%	0%	0%	888
1	2006 International Dump Truck	2024	55,000	C	20%	20	29,186	50%	50%	0%	696
1	Backhoe 2016 Caterpillar	2016	200,000	H	40%	20	212,264	5%	85%	10%	506
1	2007 Mini-Excavator	2007	60,000	H	40%	20	63,679	50%	0%	50%	1,518
COLLECTION SYSTEM (project in 2024/25 will replace)											
								0%	0%	100%	0
540	Forced Mains	1995	50	C	100%	30	116,692	5%	85%	10%	181
60	Forced Mains	1995	50	C	100%	10	4,887	100%	0%	0%	Not Cap.
98	Manholes	2016	15,000	C	100%	20	3,900,348	5%	85%	10%	9,296
Subtotal Replacement of Existing Capital Assets											
											23,646
Quantity	Asset	Year to be Purch'd	Unit Cost (Current or Future)	Cost Type (C, H)	% Belong to Sewer		Est. Future Cost	Fund with Cash	Fund with Grant	Fund with Loan	Annual Reserve Required
Reserves for Additional Capital Assets											
1	USDA Loan 2024 \$4,929,000	2026	4,929,000	C	100%		5,434,223	0.00%	56%	44.00%	0
1	WW Treatment- facility replacement (interim financing scheme?)	2028	25,000,000	C	100%		30,387,656	1.50%	49%	49.25%	112,933
Subtotal Reserves for Additional Capital Assets											
											112,933
Enter Existing Reserves for Additional Capital Assets											
Total Capital Reserves											
											136,579

Budget

EXPENSES AND SOURCES OF FUNDS	2022	2023	2024	% Belonging to Sewer	2025	2026	2027	2028	2029
OPERATIONS & MAINTENANCE EXPENSES									
SEWER Maintenance				100%	0	0	0	0	0
52-432000-402 GRANTS	7,812			100%	0	0	0	0	0
52-43252-430 REPAIR & MAINTENANCE	63,649	22,293	9,596	100%	10,076	10,580	11,109	11,664	12,247
52-43252-430 GRAVEL	8,140	5,419	7,120	100%	7,476	7,850	8,242	8,654	9,087
52-43252-614 OPERATING SUPPLIES	2,858	717	0	100%	0	0	0	0	0
52-43200-750 GRANTS - TREATMENT PLANT				100%	0	0	0	0	0
TREATMENT PLANT				100%	0	0	0	0	0
52-43256-330 ENGINEERING	2,506	10,758	13,900	100%	14,595	15,325	16,091	16,896	17,740
52-43256-345 TESTING & INPSECTION	6,550	5,759	5,000	100%	5,250	5,513	5,788	6,078	6,381
52-43256-346 PERMITS	2,173	1,593	1,593	100%	1,673	1,756	1,844	1,936	2,033
52-43256-430 REPAIRS AND MAINTENANCE	6,694	15,390	8,900	100%	9,345	9,812	10,303	10,818	11,359
SUPPLIES				100%	0	0	0	0	0
52-43256-614 OPERATING SUPPLIES	6,436	2,897	6,399	100%	6,719	7,055	7,408	7,778	8,167
52-43256-615 MAINTENANCE SUPPLIES				100%	0	0	0	0	0
52-43256-616 EQUIPMENT PARTS				100%	0	0	0	0	0
52-43256-620 ELECTRICITY	36,175	24,036	45,000	100%	47,250	49,613	52,093	54,698	57,433
52-43256-622 PROPANE	30	930	1,500	100%	1,575	1,654	1,736	1,823	1,914
SUPPLIES				100%	0	0	0	0	0
52-43257-614 OPERATING SUPPLIES	61			100%	0	0	0	0	0
52-43257-626 FUEL	4,485	6,420	6,000	100%	6,300	6,615	6,946	7,293	7,658
52-432000-402 GRANTS	7,812	1,158	0						
52-43200-750 CIP Expense from GRANTS - TREAT	0	0	75,000		70,000				
Total Operation and Maintenance Expenses:	155,381	97,369	187,508		180,258	115,771	121,560	127,638	134,020

GENERAL & ADMINISTRATIVE EXPENSES	2022	2023	2024	Belonging	2025	2026	2027	2028	2029
Operating Reserve Funding				100	9,013	9,013	9,013	9,013	9,013
Emergency Reserve Funding				100	66,667	66,667	66,667	0	0
Debt Reserve Funding				100	0	0	0	0	0
Replacement of Existing Capital Assets				100	23,646	23,646	23,646	20,451	20,451
Replacement of Funded Project Assets				100	0	0	0	0	0
Reserves for Additional Capital Assets				100	112,933	112,933	112,933	112,933	0
Debt Service	0	0	0	100	8,493	8,493	101,750	101,750	685,480
ADMINISTRATION				100%	0	0	0	0	0
52-43257-340 TECHNICAL	3,025	3,107	2,000	100%	2,100	2,205	2,315	2,431	2,553
52-43257-341 TRAINING	147	0	1,000	100%	1,050	1,103	1,158	1,216	1,276
52-43257-350 ADMINISTRATIVE FEE	230,976	272,457	211,703	100%	222,288	233,403	245,073	257,326	270,193
52-43257-350 TRAVEL 7 MEALS	255	0	500	100%	525	551	579	608	638
				100%	0	0	0	0	0
CAPITAL EXPENSE Interest only on 4.9M 3 draw downs			20,000		120,000				
2026						4,929,000			
2028								25,000,000	
Total General and Administrative Expenses:	234,403	275,564	235,203		566,715	5,387,013	563,132	25,505,727	989,603
TOTAL EXPENSES	389,784	372,933	422,711		746,973	5,502,784	684,692	25,633,365	1,123,623
SOURCE OF FUNDS / REVENUES RECEIVED									
52-34-420000 Sales Revenue (Base + Usage)	237,888	241,098	353,922		596,119	623,967	655,227	688,046	722,501
52-34-421000 New connections	41,682	12,986	31,520	100%	33,096	34,751	36,488	38,313	40,228
Interest income				100%	0	0	0	0	0
Uncollectable Receivables					0	0	0	0	0
52-34-422000 Plant Investment Fee	26,353	11,096	27,740	100%	29,127	30,583	32,113	33,718	35,404
Interim Construction				100%	0	0	0	0	0
52-33-430402 Grant Revenue to be looked at by Gloria			75,000	100%					
52-34-423000 Committed for Future Cap Acq but use	20,071	20,071				2,839,000			
52-33-430402 GRANTS \$75K + \$2.764M						2,165,000		25,000,000	
Loan / Grant Proceeds									
Lodging Tax Proceeds			15,000		30,000	30,000	30,000	30,000	30,000
BEGINNING FUND BALANCE	150,971	87,181	-501		79,970				
TOTAL REVENUE	325,994	285,251	503,182		688,342	5,723,301	753,828	25,790,077	828,133
NET LOSS OR GAIN:	-63,790	-87,682	80,471		-58,632	220,517	69,135	156,712	-295,490
Ending Fund Balance	87,181	-501	79,970		233,597	432,775	281,394	299,109	-266,026
Affordability assuming MHI of \$64167 for residential meters.					2.04%	2.14%	2.25%	2.36%	2.48%
Does the Budget Balance?					No	Yes	Yes	Yes	No
Positive Annual Cash Flow?					Yes	Yes	Yes	Yes	No

Existing Rates after Five-Year Forecast

With Rates as they were set for 2024 staying stagnant at \$81.57 (\$75.65+\$5.92) the revenue is \$2M below required revenue and will be over \$1.1M in Debt after the five-year forecast.

Results of the existing rates	2025	2026	2027	2028	2029	5 Years
TOTAL EXPENSES	\$746,973	\$5,502,784	\$684,692	\$25,633,365	\$1,123,623	\$33,691,437
TOTAL REVENUE	\$322,292	\$5,327,833	\$327,470	\$25,331,286	\$335,287	\$31,644,168
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$424,682	-\$174,951	-\$357,222	-\$302,079	-\$788,336	-\$2,047,269
Ending Fund Balance	-\$132,453	\$37,307	-\$144,963	-\$159,682	-\$758,872	-\$1,158,664
Affordability assuming MHI of \$64167 for residential meters.	0.79%	0.78%	0.78%	0.78%	0.78%	
Are you putting enough money in reserves?	No	No	No	No	No	
Positive Annual Cash Flow?	No	Yes	No	No	No	

Recommended Rates

It is suggested that the rates raise a small percent every year to keep up with inflation so the rates are recommended to be adjusted with a 5% annual increase. This means the Bi-Monthly Base Rate needs to be \$209.92 (\$204.00 + \$5.92) for 2025 to balance the budget.

Results of the new rates	2025	2026	2027	2028	2029	5 Years
TOTAL EXPENSES	\$746,973	\$5,502,784	\$684,692	\$25,633,365	\$1,123,623	\$33,691,437
TOTAL REVENUE	\$671,994	\$5,706,136	\$735,804	\$25,771,152	\$808,263	\$33,693,349
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$74,979	\$203,352	\$51,112	\$137,788	-\$315,360	\$1,912
Ending Fund Balance	\$217,249	\$415,610	\$263,371	\$280,184	-\$285,897	\$890,518
Affordability assuming MHI of \$64167 for residential meters.	1.99%	2.08%	2.18%	2.29%	2.41%	
Are you putting enough money in reserves?	No	Yes	Yes	Yes	No	
Positive Annual Cash Flow?	Yes	Yes	Yes	Yes	No	

This is a 157% increase in the first year. This is significant yet the towns need significant and immediate investment in the sewer infrastructure. The affordability index should be above 2% for funding agencies to provide significant grants and low interest rate loans. An index above 4% is considered a burden for residents. The proposed rates for the next 5 years start just a 2 % then raise to 2.4%.

With this rate recommendation at \$209.92 the Capital Improvements Reserve (required for expected loan downpayment and grant match obligations) is a \$890,00 after the 5-year forecast above. Looking forward to 2029 where the revenue starts to show large negative numbers suggests the dependency on further adjustments to the rates. This can either be from implementing EQR as discussed below or another rate study at the end of this five-year period.

The model is based on the information provided. Assigning customer Equivalent Residential factors (EQRs) is not possible at the time of this document, but highly suggested in the future to allow more equitable rates between different size users. The usage revenue is also not equitable since 50% of the

meters are non-functional. For this reason, changes to the usage tiers and increases to tier prices were not investigated. It is highly recommended to prioritize the determine the functionality of the large commercial customers meters and replace them first. It is also recommended to replace meters systematically across all customers. This will encourage conservation, and also allow more revenue to be generated from usage fee.

Meter Size Rates Option

With the customers connection or meter size it is possible to associate the base rates with the Capacity based on an AWWA chart for potential usage based on volumetric flow. This is similar to EQR pricing for larger customers.

Meter Size	AWWA (capacity)	Factor based on 5/8	Factor based on 3/4	Bi-Monthly Rate
5/8 inch	20	1.00	0.67	\$209.92
3/4 inch	30	1.50	1.00	\$209.92
1 inch	50	2.50	1.67	\$350.57
1-1/2 inch	100	5.00	3.33	\$699.03
2 inch	160	8.00	5.33	\$1,118.87

This would allow the base rate for the 5/8 and 3/4 inch customers to be lowered to \$205.42.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5		
	Base	151.83%	5.00%	5.00%	5.00%		
	Usage						
Results of the new rates		2025	2026	2027	2028	2029	5 Years
	TOTAL EXPENSES	\$746,973	\$5,502,784	\$684,692	\$25,633,365	\$1,123,623	\$33,691,437
	TOTAL REVENUE	\$671,676	\$5,705,802	\$735,454	\$25,770,785	\$807,877	\$33,691,594
	NET LOSS OR GAIN: (Short/Over to Reserves)	-\$75,297	\$203,018	\$50,762	\$137,420	-\$315,746	\$157
	Ending Fund Balance	\$216,932	\$415,277	\$263,020	\$279,817	-\$286,283	\$888,763
Affordability assuming MHI of \$64167 for residential meters.		1.99%	2.08%	2.18%	2.29%	2.41%	

TOWN OF SILVERTON WATER RATE STUDY JULY 2024

Model Inputs, Explanations, And Conclusion

Water Rates by Brandewie LLC

July 2024

This document is meant to show the inputs to the model starting with the financial and model parameters, followed by the Capital Improvements Program (CIP), then budget and then a summary of the customers. The results have been reviewed by the town staff for accuracy. The new rates are suggested at \$283.21 for the bi-monthly billing or \$141.61/month.

The current rate structure does not distinguish between customer size. This rate study suggests consider including EQR assignment in the rate adjustment for 2026. EQRs are NOT currently available and is not modeled here.

Based on the fact that 50% of the water meters are not functional, it was decided that adjusting usage tiers and raising usage rates is not possible.

The explanation of the model built are shown below:

Parameters

Parameters	Enterprise	Water			
	System Name:	Town of Silverton			
	System Number	CO0156600			
	First year of rate increases	2025			
Financial Constants					
	Return on Invested Funds	0.50	%		
	Past Inflation	3.00	%		
	Future Inflation	5.00	%		
	Future Loan Interest Rate	4.00	%		
	Future Loan fees, legal, costs	0.00	%	(Included in loan)	
Existing Debt					
Description	Annual Payment	Maturity	Reserve Required	Reserve Allocated	Make Up Period
CWPDA SRF LOAN #D18F390 2022 0%	\$ 8,488	2052	\$ 8,488	\$ -	10
Total	\$ 8,488		\$ 8,488	\$ -	

The current rate structure is one does not distinguish between customer size. This rate study suggests consider including EQR assignment in the rate adjustment for 2026. EQRs are NOT currently available and is not modeled here.

Based on the fact that 50% of the water meters are not functional, it was decided that adjusting usage tiers and raising usage rates is not possible.

2

Capital Improvements

In order to have a healthy reserve for replacement of existing assets and to fund future infrastructure improvements it is required to include CIP reserves in the rates moving forward.


Default Funding of Asset Replacements		Cash	Grant	Loan
Replacement Value From	To			
\$0	\$20,000	100%	0%	0%
\$20,001	\$100,000	50%	0%	50%
\$100,001	\$500,000	5%	85%	10%
\$500,001	\$9,999,999	5%	85%	10%
\$10,000,000	\$9,999,999	5%	85%	10%
Capitalization Threshold		\$ 5,000	Any asset purchased below this value is no	

This part of the CIP is flexible. The large specific Capital Expenses are fixed as directed by Utility Director at 3.48% 18.18% and 1.5%.

On the next pages the table shows all components of the Drinking Water System in detail, showing replacement dates, costs and the percentages of cash to be saved, financed with grants and financed with loans. This all adds up to an annual reserve contribution which is included in the rate adjustment calculation.

Quantity	Asset	Year Acq'd	Unit Cost (Historic, Current or Future)	% Belong to Water	Fund with Cash	Fund with Grant	Fund with Loan	Existing Reserves	Annual Reserve Required
Replacement of Existing Capital Assets									
REAL ESTATE									
1	Cairrage House Service Garage and Clinic	1980	1,294,800	25%	5%	85%	10%	0	3,277
1	Town Hall - Fire and Restoration in 1993	1993	3,922,200	25%	5%	85%	10%	0	7,816
VEHICLES									
1	International 1987 1HTZNDDR2JH552503	1987	20,000	20%	100%	0%	0%	0	637
1	Chevrolet 1988 ICBJV34M2JJ121200	1988	6,000	20%	100%	0%	0%	0	Not Cap.
1	Kenworth 1993 1XKDD69X1PS595193	1993	45,000	20%	100%	0%	0%	0	3,456
1	Dodge 1999 XKDD69X1PS595193	1999	1,800	20%	100%	0%	0%	0	Not Cap.
1	Ford 1999 IFTNF2ILXXEB86037	1999	3,500	20%	100%	0%	0%	0	Not Cap.
1	Dodge 2004 3D7KU28D14G209626	2004	80,000	20%	100%	0%	0%	0	4,043
1	Chevrolet 2017 1GNSKEEC0HR267625	2017	40,359	20%	100%	0%	0%	0	1,021
1	Chevrolet 2020 1GCSYSE71LF219910	2020	35,095	20%	100%	0%	0%	0	888
1	2006 International Dump Truck	2024	55,000	20%	50%	0%	50%	0	696
1	Backhoe 2016 Caterpillar	2016	200,000	40%	5%	50%	45%	0	860
1	2007 Mini-Excavator	2007	60,000	40%	50%	50%	0%	0	10,560
SOURCE									
1	Bear Creek Intake (IMPROVEMENTS 2025 & 2027)	2002	775,000	100%	5%	85%	10%	0	6,171
1	Boulder Creek Intake (IMPROVEMENTS 2025 & 2027)	2002	775,000	100%	5%	85%	10%	0	6,171

	TREATMENT FACILITY			100%	0%	0%	100%	0	0
1	Water Treatment Plant	2019	15,000,000	100%	5%	85%	10%	0	100,417
	Water Treatment Plant - Utility Building				0%	0%	100%	0	0
1	Utility Meters	2017	2,500	100%	100%	0%	0%	0	Not Cap.
1	Utility Meters (30% need replacement)	2017	2,500	100%	100%	0%	0%	0	Not Cap.
1	Electrical Equipment 5	2019	80,000	100%	5%	85%	10%	0	536
1	Electrical Equipment (5% need replacement)	2002	16,000	100%	50%	0%	50%	0	1,012
1	Instuments and Controls SCADA	2019	10,000	100%	100%	0%	0%	0	1,815
1	Lab Equipment	2019	12,000	100%	100%	0%	0%	0	3,033
1	Motors	2019	10,000	100%	100%	0%	0%	0	1,593
1	Motors (15% need replacement)	2019	2,000	1	100%	0%	0%	0	Not Cap.
1	Pumps 4	2019	20,000	1	50%	0%	50%	0	1,593
1	Pump (15% need replacement)	2019	5,000	100%	100%	0%	0%	0	1,264
6	Treatment Equipment (50% need replacement)	2019	34,750	100%	5%	85%	10%	0	1,318
5	Valves	2024	1,600	100%	100%	0%	0%	0	1,012
	STORAGE			100%	0%	0%	100%	0	0
	Hydrnumatic Tank				0%	0%	100%	0	0
1	WTP - Water Storage Tanke #1 (600k gallons) 50% grant \$200	1985	200,000	100%	5%	85%	10%	0	5,499
1	WTP - Water Storage Tanke #1 (600k gallons) welded steel	1985	1,170,400	100%	5%	85%	10%	0	7,835
1	WTP - Water Storage Tanke #2 (200k gallons) welded steel	2019	890,300	100%	5%	85%	10%	0	5,960
	DISTRIBUTION			100%	0%	0%	100%	0	0
	Main Line Valve c141	1985	300	100%	100%	0%	0%	0	Not Cap.
	Fittings (10% need replacement) 17	1985	300	100%	100%	0%	0%	0	Not Cap.
27179	Water Mains (31975 in total)	1985	150	100%	5%	85%	10%	0	27,292
4796	Water Mains (31975 in total)	1985	150	100%	5%	85%	10%	0	5,729
18400	Service Lateral s	1985	7	100%	5%	85%	10%	0	862
4600	Service Lateral s (20% need replacement)	1985	7	100%	50%	0%	50%	0	2,564
518	Residential Service Meters	2007	350	100%	5%	85%	10%	0	1,444
57	Residential Service Meters (10% need to be preplaced)	2007	350	100%	50%	0%	50%	0	2,521
518	Residential Curbstops	1950	50	100%	50%	0%	50%	0	1,638
57	Residential Curbstops (10% need to be preplaced)	1950	50	100%	100%	0%	0%	0	Not Cap.
	VALVES			100%	0%	0%	100%	0	0
99	Isolation Valves (list as much detail as you have)	1985	700	100%	5%	85%	10%	0	438
5	Isolation Valves (list as much detail as you have)	1985	700	100%	100%	0%	0%	0	Not Cap.
	FIRE HYDRANTS			100%	0%	0%	100%	0	0
54	Hydrants	1990	7,500	100%	5%	50%	45%	0	2,710
7	Hydrants (11% need replacement)	1990	7,500	100%	50%	50%	0%	0	10,079
57	Hydrant Valves	1990	800	100%	50%	50%	0%	0	3,051
4	Hydrant Valves (7% need replacement)	1990	800	100%	100%	0%	0%	0	Not Cap.
	Subtotal Replacement of Existing Capital Assets							0	236,808

	Asset	Year to be Purch'd	Unit Cost (Current or Future)	% Belong to Water	Fund with Cash	Fund with Grant	Fund with Loan	Existing Reserves	Annual Reserve Required
	Reserves for Additional Capital Assets								
1	Water Distribution- replace fire hydrants Water Revenues	2025	10,000	100%	3.48%	48.26%	48.26%	0	365
1	Combined Utilities- Update Development Standards DOLA	2025	12,500	50%	3.48%	48.26%	48.26%	0	228
1	Water Storage- tank recoat, Update Valves to Actuation and SCADA USDA/SRF/DOLA	2025	207,500	100%	18.18%	40.91%	41%	0	39,614
1	Water Distribution- replace remaining old fire hydrants , Loop mains, Replace 800 Mineral, Smart meters USDA/SRF/DOLA	2026	555,000	100%	1.50%	49.25%	49%	0	4,571
1	Intake/Transmission line repair/replace CWCB	2029	1,186,200	100%	5%	50%	45%	0	14,989
1	Water Treatment- Second train; new tank USDA/SRF/DOLA	2040	17,500,000	100%	5%	50%	45%	0	114,963
				100%	0%	0%	0%	0	
	Subtotal Reserves for Additional Capital Assets								174,729
	Enter Existing Reserves for Additional Capital Assets 								
	Total Capital Reserves							0	411,537

Budget

EXPENSES AND SOURCES OF FUNDS	2022	2023	2024	% Belonging to Water	2025	2026	2027	2028	2029
OPERATIONS & MAINTENANCE EXPENSES									
DISTRIBUTION AND STORAGE				100%	0	0	0	0	0
51-42260-730 FIRE HYDRANTS		26,803	15,000	100%	15,750	16,538	17,364	18,233	19,144
51-43310-330 ENGINEERING				100%	0	0	0	0	0
51-43340-340 TECHNICAL	860	1,917	2,500	100%	2,625	2,756	2,894	3,039	3,191
51-43310-430 REPAIRS & MAINTENANCE	18,898	29,834	20,000	100%	21,000	22,050	23,153	24,310	25,526
51-43310-442 RENTALS - EQUIPMENT & VEHICLES				100%	0	0	0	0	0
51-43310-612 GRAVEL	4,070	5,419	7,000	100%	7,350	7,718	8,103	8,509	8,934
51-43310-614 OPERATING SUPPLIES	5,876	3,381	12,000	100%	12,600	13,230	13,892	14,586	15,315
51-43310-616 WATER METERS	12,844	0	5,000	100%	5,250	5,513	5,788	6,078	6,381
51-43340-340 TECHNICAL				100%	0	0	0	0	0
51-43340-614 OPERATING SUPPLIES	0	0	0	100%	0	0	0	0	0
51-43340-626 FUEL	4,484	6,420	6,500	100%	6,825	7,166	7,525	7,901	8,296
TREATMENT				100%	0	0	0	0	0
51-43320-345 TESTING & INSPECTIONS	3,579	3,519	5,714	100%	6,000	6,300	6,615	6,945	7,293
51-43320-346 PERMITS	465	1,120	4,431	100%	4,653	4,885	5,129	5,386	5,655
51-43320-430 REPAIRS & MAINTENANCE	4,149	6,408	10,000	100%	10,500	11,025	11,576	12,155	12,763
51-43320-614 OPERATING SUPPLIES	8,484	10,875	10,000	100%	10,500	11,025	11,576	12,155	12,763
51-43320-620 ELECTRICITY	3,500	2,867	4,500	100%	4,725	4,961	5,209	5,470	5,743
51-43320-622 PROPANE	4,799	7,414	7,770	100%	8,159	8,566	8,995	9,444	9,917
SOURCE/SUPPLY & TRANSMISSION				100%	0	0	0	0	0
51-43330-330 ENGINEERING	1,126	0	0	100%	0	0	0	0	0
51-43330-430 REPAIRS & MAINTENANCE	1,100	10,670	10,000	100%	10,500	11,025	11,576	12,155	12,763
51-43330-730 IMPROVEMENTS OTHER THAN	65,148	3,305	15,000						
51-43331-400 Grant Expenditures	0	0	112,000						
Total Operation and Maintenance Expenses:	139,382	119,951	247,415		126,436	132,758	139,395	146,365	153,683
GENERAL & ADMINISTRATIVE EXPENSES									
Operating Reserve Funding					6,322	6,322	6,322	6,322	6,322
Emergency Reserve Funding					66,667	66,667	66,667	0	0
Debt Reserve Funding					849	849	849	849	849
Replacement of Existing Capital Assets					236,808	236,808	231,584	210,316	210,316
Replacement of Funded Project Assets					0	0	0	0	0
Reserves for Additional Capital Assets					174,729	134,522	129,951	129,951	129,951
Debt Service	11,346	10,622	8,448		8,488	14,577	29,012	29,012	29,012
ADMINISTRATION				100%	0	0	0	0	0
51-43340-321 AUDIT				100%	0	0	0	0	0
51-43340-340 TECHNICAL	5,558	3,907	7,500	100%	7,875	8,269	8,682	9,116	9,572
51-43340-341 TRAINING	900	0	2,000	100%	2,100	2,205	2,315	2,431	2,553
51-43340-342 LEGAL FEES	0	0	1,000	100%	1,050	1,103	1,158	1,216	1,276
51-43340-350 ADMINISTRATIVE FEE	334,518	419,395	357,366	100%	375,234	393,996	413,696	434,381	456,100
51-43340-580 TRAVEL & MEALS	76	722	1,000	100%	1,050	1,103	1,158	1,216	1,276
51-43340-590 ORGANIZATIONAL DUES	990	57	325	100%	341	358	376	395	415
51-43310-619 WATER TAP CONNECTION EQPT		0	7,500						
Total General and Administrative Expenses:	353,388	435,442	385,139		881,512	866,777	891,769	825,204	847,642
TOTAL EXPENSES	492,770	555,394	632,554		1,007,948	999,535	1,031,165	971,569	1,001,325
SOURCE OF FUNDS / REVENUES RECEIVED									
Sales Revenue (Base + Usage)	268,242	284,716	496,752		788,443	825,425	866,773	910,184	955,759
New connections	39,129	7,957	34,672	100%	36,406	38,226	40,137	42,144	44,251
Interest income				100%	0	0	0	0	0
Uncollectable Receivables					0	0	0	0	0
51-34-412000 Plant Investment Fee	54,065	18,604	51,161	100%	53,719	56,405	59,225	62,187	65,296
51-38-100000 WATER DISP REVENUE bulk St	1,785	2,495	3,000	100%	3,150	3,308	3,473	3,647	3,829
51-38-000000 OTHER REVENUE	86	0	200	100%	210	221	232	243	255
51-34-413000 Committed for Future Cap Acq	102,474	103,013		100%					
51-33-133000 AMERICAN RESCUE PLAN (ARF)	83,322								
51-33-430400 GRANTS			112,000						
Lodging Tax Fee			15,000		30,000	30,000	30,000	30,000	30,000
Beginning Balance	373,227	429,560	290,952		371,183				
TOTAL REVENUE	549,103	416,785	712,785		911,928	953,584	999,840	1,048,404	1,099,390
NET LOSS OR GAIN:	56,333	-138,609	80,232		-96,020	-45,951	-31,325	76,835	98,065
Ending Balance	429,560	290,952	371,183		389,354	399,216	404,048	424,273	445,503
Affordability assuming MHI of \$64167 for residential meters.					2.68%	2.80%	2.94%	3.09%	3.25%
Does the Budget Balance?					No	No	No	Yes	Yes
Positive Annual Cash Flow?					Yes	Yes	Yes	Yes	Yes

Note: The 2024 revenue shown in red above includes the "Committed for Future Cap Acq." Moving forward from 2024 and on the total fees (Base + Usage+ Future Cap Acq) are shown in the model as one fee. Suggested Capital Improvements contributions are included in the annual expenses.

Number of Drinking Water Customers

<u>Total</u>	532.23 Average gallons per meter per day
596	1241.42 Average Gallons per day per person.

Existing Rates after Five-Year Forecast

With Rates as they were set for 2024 staying stagnant at \$125.70 (\$95.49+\$30.21) the revenue is \$2.5M below required revenue and will be over 5,000,000 in Debt after the five-year forecast.

Results of the new rates	2025	2026	2027	2028	2029	5 Years
TOTAL EXPENSES	\$1,007,948	\$999,535	\$1,031,165	\$971,569	\$1,001,325	\$5,011,541
TOTAL REVENUE	\$478,996	\$481,713	\$487,083	\$492,717	\$498,627	\$2,439,137
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$528,952	-\$517,821	-\$544,082	-\$478,852	-\$502,698	-\$2,572,405
Ending Balance	-\$43,578	-\$72,655	-\$108,709	-\$131,414	-\$155,260	-\$511,615
Affordability assuming MHI of \$64167 for residential meters.	1.20%	1.20%	1.20%	1.20%	1.20%	
Are you putting enough money in reserves?	No	No	No	No	No	
Positive Annual Cash Flow?	No	No	No	No	No	

Rate Recommendation

It is suggested that the rates raise a small percent every year to keep up with inflation so the rates are recommended to be adjusted with a 5% annual increase. This means the Bi-Monthly Base Rate needs to be \$283.21 (\$253.00 + \$31.21) for 2025 to balance the budget.

Results of the new rates	2025	2026	2027	2028	2029	5 Years
TOTAL EXPENSES	\$1,007,948	\$999,535	\$1,031,165	\$971,569	\$1,001,325	\$5,011,541
TOTAL REVENUE	\$911,928	\$953,584	\$999,840	\$1,048,404	\$1,099,390	\$5,013,145
NET LOSS OR GAIN: (Short/Over to Reserves)	-\$96,020	-\$45,951	-\$31,325	\$76,835	\$98,065	\$1,604
Ending Balance	\$389,354	\$399,216	\$404,048	\$424,273	\$445,503	\$2,062,394
Affordability assuming MHI of \$64167 for residential meters.	2.68%	2.80%	2.94%	3.09%	3.25%	
Are you putting enough money in reserves?	No	No	No	Yes	Yes	
Positive Annual Cash Flow?	Yes	Yes	Yes	Yes	Yes	

This is a 125% increase in the first year. This is significant yet the towns water needs significant investment in the next years. The affordability index should be above 2% for funding agencies to provide significant grants and low interest rate loans. An index above 4% is considered a burden for residents. The proposed rates for the next 5 years are between 2-4%.

With this rate recommendation the Capital Improvements Reserve (required for expected loan downpayment and grant match obligations) is just over \$2M after the 5-year forecast above. Remember the water system is looking at a treatment system upgrade in 2030 or 2040 and has not secured grant funding like it has for the sewer upgrades so down payments must be saved for now. The revenue is negative (considering Capital Improvement reserves included in the budget) for the first 3 years, but head in the right direction towards the end of the five year period.

The model is based on the information provided. Assigning customer Equivalent Residential factors (EQRs) is not possible at the time of this document, but highly suggested in the future to allow more equitable rates between different size users. The usage revenue is also not equitable since 50% of the meters are non-functional. For this reason, changes to the usage tiers and increases to tier prices were not investigated. It is highly recommended to determine the functionality of the large commercial customers meters and prioritize those to replace them first. It is also recommended to replace meters systematically across all customers. This will encourage conservation, and also allow more revenue to be generated from usage fee.

Meter Sized Rates Option

With the customers connection or meter size known, it is possible to associate the base rates with the Capacity based on an AWWA chart for potential usage based on volumetric flow. This is similar to EQR pricing for larger customers.

Meter Size	AWWA (capacity)	Factor based on 5/8	Factor based on 3/4	Bi-Monthly Rate
5/8 inch	20	1.00	0.67	\$277.21
3/4 inch	30	1.50	1.00	\$277.21
1 inch	50	2.50	1.67	\$462.94
1-1/2 inch	100	5.00	3.33	\$923.11
2 inch	160	8.00	5.33	\$1,477.53

This would allow the base rate for the 5/8 and 3/4 inch customers to be lowered slightly to \$277.21.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5		
	Base Usage	120.53%	5.00%	5.00%	5.00%		
Results of the new rates		2025	2026	2027	2028	2029	5 Years
	TOTAL EXPENSES	\$1,007,948	\$999,535	\$1,031,165	\$971,569	\$1,001,325	\$5,011,541
	TOTAL REVENUE	\$911,553	\$953,190	\$999,427	\$1,047,970	\$1,098,934	\$5,011,075
	NET LOSS OR GAIN: (Short/Over to Reserves)	-\$96,395	-\$46,344	-\$31,738	\$76,401	\$97,609	-\$466
	Ending Balance	\$388,979	\$398,823	\$403,635	\$423,839	\$445,048	\$2,060,324
Affordability assuming MHI of \$64167 for residential meters.		2.68%	2.80%	2.94%	3.09%	3.25%	

July 22, 2024

**BOARD OF TRUSTEES
REGULAR MEETING PACKET**

July 22, 2024

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.

July 22, 2024

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.

June 24, 2024

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.

July 22, 2024

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.



AGENDA MEMO

SUBJECT: Special Event Notice: Silverton Creates
STAFF CONTACT: Ana Mendiluce
MEETING DATE: 7/22/24

Overview:

Silverton Creative District has submitted a Special Event Permit Application for Silverton Creates, A Celebration of the Arts. Silverton Creates is a returning event, but instead of a weekend celebration it will now be a weeklong celebration of art, culture and heritage. This will take place from September 6th to September 14th, 2024 with various locations throughout Town. SCD will organize several key events during the week and has asked the community to contribute their own offerings to the festival schedule. Some of the events that SCD will host throughout the week include Jazz in Anesi Park, Classical Music in Town Hall, Maker's Market in Memorial Park and will include the last First Friday Art Walk and Summer Sounds of the Season.

Suggested Motion or Direction:

Approve, Deny, or Approve with Conditions.



EVENT ORGANIZER CONTACT INFORMATION

Application Date: 7/8/24 Organization: Silverton Creative District
Contact Name(s): Lori Nixon or Lisa Branner
Mailing Address: PO Box 372, Silverton CO 81433
E-mail Address: info@silvertoncreativedistrict.org
Phone (Primary): 303-881-4393 / 970-749-3244 Phone (Secondary): _____

EVENT INFORMATION

Proposed Event: Silverton Creates! A Celebration of the Arts
Event Date(s): From: 9/6/24 To: 9/14/24
Event Times: From: _____ To: _____

EVENT DESCRIPTION

Silverton Creates! is a week-long celebration of art, culture and heritage. Silverton Creative District will coordinate several anchor events and the community at large will be invited to contribute their own unique offerings to the festival schedule. SCD curated events include:
9/6: First Friday Art Walk (permitted separately)
9/6: Jazz in Anesi Park (included in Summer Sounds contract addendum)
9/8: Classical Music in Town Hall
9/13: Summer Sounds Concert (covered under separate contract)
9/14: Maker's Market in Memorial Park (11 am - 6 pm)
This application is intended to secure permission for the Classical Music Concert and Maker's Market. Other activities are covered by separate permits or not subject to permit requirements. See attached draft event schedule for full week's activities.

PROPOSED EVENT LOCATION/ROUTE/PARKING PLAN

(Please refer to attachment requirements)

The Classical Music concert will take place upstairs in Town Hall on 9/8 and requires little except that chairs be set for the audience. The Maker's Market will take place in Memorial Park and include vending, live music and concessions (including alcohol) from 11 am - 6 pm on 9/14. The set setup will be similar to that used for Summer Sounds with barricades enclosing the festival area. Street parking will be used for vendors and the general public. Bands will park at the south end of the park on the grass near the stage. Entry gate volunteers, bar staff, and Executive Director will use cell phones to communicate in case of emergency. Should a medical emergency or other incident arise, Executive Director will call Sheriff or Ambulance for assistance. In case of an emergency, announcements can be made via the on-stage PA system. The metal barricades will not be locked together to facilitate egress should it be necessary to evacuate the area.

EVENT SCOPE

(List number of participants, employees and volunteers expected as well as a list of events proposed)

We anticipate approximately 50 audience members for the Classical Music concert, which will be overseen by 1 - 2 SCD board members/volunteers. Anticipated attendance for the Maker's Market is approximately 500 people total, though attendance at any one time will be less as people come and go throughout the day. The event will be staffed with SCD Board members and volunteers, with oversight from the SCD's Executive Director (approx. 20 board members/volunteers through the day). To adhere to liquor licensing regulations, an area of roughly 140x80 feet will be enclosed with metal barricades (see attached diagram). Vendor setup will occur between the hours of 9 am - 11 am the day of the event. Barricades, tents and stage will already be in place from the Summer Sounds concert the previous night. Breakdown will occur 6 - 8 pm and will include trash pickup, breakdown and removal/storage of barricades and all other event supplies. An independent contractor is providing the stage and is responsible for its operation and setup/takedown.



- ☒ YES ☐ NO - Will this event have Vendors?
☒ YES ☐ NO - Will this event serve food and drinks?
☒ YES ☐ NO - Will this event have alcoholic beverages?

If Yes, a Special Event Liquor Permit will be required.

- ☐ YES ☒ NO - Will this event have ticket sales or an admission fee?
☐ YES ☒ NO - Will this event host outdoor camping?
☒ YES ☐ NO - Will animals, dangerous materials or explosive materials be used during this event?

If YES, please explain:

Vendors will pay a fee to participate but the event will be free to the public. There may be a petting zoo.

ATTACHMENTS REQUIRED

- Location Map – The Location Map should include clearly marked boundaries and any detour(s), barrier(s) proposed, parking area, security arrangements, and medical personnel location(s).
- Operations Plan with an explanation of Safety, Medical, and Security Plans. (If applicable)
- Certificate of Liability Insurance Naming the Town of Silverton, all Vendors and Event Participants as additionally insured.
- Written permission from property owner to occupy the premises for proposed event.

COMPLIANCE AGREEMENT

The undersigned hereby certifies that I/we agree to assume any and all responsibility and to abide by all rules, regulations and conditions as set forth in the town of Silverton rules, regulations, conditions and stipulations of this permit, and codes for traffic control. The undersigned shall follow the manual on uniform traffic control devices, latest edition, as it relates to this permit and special conditions. If any requirements or conditions of this permit are not in compliance, the permit shall be revoked by order of the Code Enforcement Officer. I/we agree to vacate the right-of-way as directed by the Code Enforcement Officer.

RELEASE AND INDEMNIFICATION

In consideration for being permitted to enter upon the property of the Town of Silverton, Colorado, for the purpose of conducting business, meetings, or events upon said premises, I, the undersigned, hereby acknowledge, represent, and agree as follows:

- I acknowledge that my presence on the Town's property may involve risks of injury, loss or damage.
- I expressly assume all risks of injury, loss, or damage to myself or any third party arising out of or in any way related to my presence on the Town's property.
- I exempt, release, and discharge the Town, its officers, its employees, and its agents from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to my presence on the Town's property.
- I agree to defend, indemnify, and hold harmless the Town, its officers, employee agents, insurers, and self-insurance pool from and against all liability, claims, and demands on account of injury, loss or damage which arise out of or are in any way related to my presence on the Town's property.
- I further agree to be fully responsible for and to render payment to the Town for, any damages to the Town's property, which occurs during my use of such property, and which is in any way related to my presence on or use of town property.



Town of Silverton

Notice of Intent to Conduct a Special Event or Civic Function Within Incorporated Town Limits

This Release and Indemnification Agreement shall be effective as of the date set forth below and shall be binding upon me, my successors, representative, heirs, executors, assigns, transferees, and any other person(s) who may enter the premises upon my invitation.

Executed this, the 8th day of July, 2024, by the person whose name and signature appear below.

Signature of Responsible Party:

[Signature] Date: 7/8/24

Printed Name:

Lisa Branner

Date: 7/8/24

OFFICIAL USE ONLY BELOW THIS LINE

AGENCY	AUTHORIZED SIGNATURE	DATE
San Juan County Sheriff	<u>[Signature]</u>	<u>07/11/24</u>
Silverton/San Juan EMS	<u>[Signature]</u>	<u>07/15/24</u>
Office of Emergency Management		
Silverton Board Of Trustees		

TOWN OF SILVERTON DEPARTMENT	AUTHORIZED SIGNATURE	DATE
Facilities, Parks, Recreation		
Public Works	<u>[Signature]</u>	<u>7/18/24</u>
Administrator	<u>[Signature]</u>	<u>7/18/24</u>
Communications and Events Manager	<u>[Signature]</u>	<u>7/18/24</u>

APPLICATION PROCESSING FEES

< 100 PARTICIPANTS	\$100.00
100-500 PARTICIPANTS	\$200.00
>500 PARTICIPANTS	FEE TO BE NEGOTIATED

Date Payment Received: 7/10/24

Payment Processed By: _____

Payment Amount: \$200.00

Payment Type: CK #1199

THANK YOU FOR CONSIDERING SILVERTON FOR YOUR SPECIAL EVENT!!!

Town of Silverton
1360 Greene ST.
PO Box 250
Silverton, CO 81433
970-387-5522

Application for a Special Events Liquor Permit



Town of
Silverton

In order to qualify for a Special Events Liquor Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

Type of Special Event Applicant is Applying for:

- | | |
|--|-----------------|
| <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$25.00 Per Day |
| <input type="checkbox"/> Fermented Malt Beverage | \$10.00 Per Day |

DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate Silverton Creative District	State Sales Tax Number (Required) 98306111
--	--

2. Mailing Address of Organization or Political Candidate
(include street, city/town and ZIP)

PO Box 372 Silverton CO 81433

3. Address of Place to Have Special Event
(include street, city/town and ZIP)

Memorial Park 1800 Greene St Silverton CO 81433

4. Authorized Representative of Qualifying Organization or Political Candidate
Lisa Branner

Date of Birth
08/24/73

Phone Number
9707493244

Authorized Representative's Mailing Address (if different than address provided in Question 2.)
same as above

5. Event Manager
Lisa Branner

Date of Birth
08/24/73

Phone Number
9707493244

Event Manager Home Address (Street, City, State, ZIP)
1521 Cement St Silverton CO 81433

Email Address of Event Manager
lisa@silvertoncreativedistrict.org

6. Has Applicant Organization or Political Candidate been
Issued a Special Event Permit this Calendar Year?

☐ No ☒ Yes How many days? **6**

7. Is the premises for which your event is to be held currently licensed under the
Colorado Liquor or Beer codes?

☒ No ☐ Yes License Number

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☐ Yes ☐ No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date 09/14/24 Hours From 11 am .m. To 11 pm .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.
Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.	Date Hours From .m. To .m.

Oath of Applicant

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

Signature

Title
Executive Director

Date
07/08/24

Report and Approval of Local Licensing Authority (Town or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (Town or County)

☐ Town
☐ County

Telephone Number of Town/County Clerk

Signature

Title

Date

DO NOT WRITE IN THIS SPACE - FOR TOWN OF SILVERTON USE ONLY

Liability Information

License Number	Liability Date	State	Total
			\$.

(Instructions on Reverse Side)

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ Application must first be submitted to the Local Licensing Authority (town or county) at least thirty (30) days prior to the event.
- ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- ☐ Check payable to the Town of Silverton

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

This permit application is issued, subject to the laws of the State of Colorado under the provisions of Title 44, Articles 3, 4, 5, C.R.S. 1973 as amended, and the Town of Silverton, Colorado Ordinance 2015-02 authorizes the Town of Silverton to approve Special Event Liquor Permits without notification to the State Licensing Authority for its approval or disapproval in accordance with C.R.S. 12-48-107(5).



**Silverton Creates! Maker's Market - 2024
Event Summary**

As part of the Silverton Creates! arts festival, Silverton Creative District will organize a full day Maker's Market in Memorial Park. This document serves as a summary of the event plan for the purpose of obtaining a Special Event Liquor License. These same protocols have been used by SCD for Silverton Summer Sounds the past three summers, and those events have been produced without incident.

Event Name: Silverton Creates! Maker's Market
Date(s): 9/14/24
Time: 11 am – 6 pm
Location: Memorial Park, 1800 Greene St
Organization: Silverton Creative District (SCD)
Contact/Event Manager: Lisa Branner
Phone: 970-749-3244
Email: lisa@silvertoncreativedistrict.org
Anticipated Attendance: Approximately 500 people throughout the day

Event Description: Now in its third year, Silverton Creates! is an evolution of the Silverton Arts Festival. This week-long celebration of art, culture and heritage will be held September 6 – 14, 2024, and is structured to showcase our local artists and creative community. SCD will coordinate several anchor events, and we have issued an open invitation for other Silverton-based organizations and individuals to contribute to the festivities by hosting their own creative events throughout the festival week.

The Maker's Market is one of the anchor events being produced by SCD. This is a free and family friendly event that will take place from 11 am – 6 pm on Saturday, September 14, 2024 and will feature arts and crafts vendors, performances, kid's activities, live music, food trucks and libations. This event will happen rain or shine.

Proposed Event Location/Route/Parking Plan/Road Closures: No closures of the public right of way are required for this event. Parking for bands and stage crew will be immediately behind the stage (see map). Parking for the general public and vendors will be on Greene Street along the park's boundaries.

Event Scope: We anticipate attendance of approximately 500 people, though at any given time the number will be lower because attendance will fluctuate throughout the day as people come and go.



Operation Plan: The event will be staffed with a combination of SCD Board members and volunteers, with oversight from SCD's Executive Director. To adhere to liquor licensing regulations, an area of roughly 140x80 feet will be enclosed with a combination of metal barricades and rope (see attached diagram). The exact dimensions of the permit area are subject to change depending upon the number of registered vendors and final event layout. Rope may be used to extend the permit area behind vendor tents and food trucks, as these structures can serve as part of the event perimeter. Vendors will be required to use tent weights (minimum of 20 lbs. per leg). Vendor setup will occur between the hours of 9 am - 11 am the day of the event. Barricades, tents and stage will already be in place from the Summer Sounds concert the previous night. Breakdown will occur 6 - 8 pm and will include trash pickup, breakdown and removal/storage of all event supplies. An independent contractor is providing the stage and is responsible for its operation and setup/takedown.

Safety Plan: The main entrance gate will be staffed with two volunteers wearing safety vests who will check IDs, provide wristbands to attendees of legal drinking age, and monitor for outside alcohol, weapons, dogs, smoking/vaping and other prohibited items. A secondary entrance gate will also be staffed by two volunteers. The Executive Director will roam within the event boundaries and monitor the overall event and perimeter. A Bar Captain and volunteers will operate the bar and monitor alcohol consumption and intoxication levels. The Bar Captain and Executive Director will both be TIPS trained. Alcohol will be dispensed into clear plastic cups to make outside alcohol easier to spot and prevent it from entering the event premises. Soft drinks and food will be available through on-site food truck(s). All volunteers will undergo briefing/orientation so that rules, expectations and emergency procedures are communicated. Entry gate volunteers, bar staff, and Executive Director will use cell phones to communicate in case of emergency. Should a medical emergency or other incident arise, Executive Director will call the Sheriff or Ambulance for assistance. In case of an emergency, announcements can be made via the on-stage PA system. The metal barricades will not be locked together to facilitate egress should it be necessary to evacuate the area.

Permitting Plan: SCD will apply for all necessary permits for Silverton Creates! and the Silverton Creates! Maker's Market including a special event license, liquor license, banner permit, facility rental agreements, closure of public right of way, and special event vending license. Maker's Market vendors will be provided with instructions for completing a Town of Silverton Special Event Vending Application and State Sales Tax Application.



Town of Silverton

MEMORIAL PARK & GAZEBO USER APPLICATION

Application Date: 7/8/24 Organization: Silverton Creative District
Contact Name(s): Lori Nixon / Lisa Branner
Mailing Address: PO Box 372 Silverton CO 81433
E-mail Address: info@silvertoncreativedistrict.org
Phone (Primary): 303-881-4393 / 970-749-3244 Phone (Secondary): _____
Proposed Activity: Silverton Creates! Maker's Market with vending, food, librations, entertainment and live music
Inclusive Date(s): From: 9/14/24 To: 9/14/24
Hours Needed: From: 8 am To: 1:00 pm
Estimated Number of Participants: 500

<u>RENTAL SPACE</u>	<u>TOTAL</u>	<u>USER FEE</u>
MEMORIAL PARK & GAZEBO		

WEDDING/EVENT ASSISTANCE DETAILS

Do you have wedding/event

assistance? N/A

Name: _____

E-Mail Address: _____

Phone: _____

REQUEST TO SERVE ALCOHOL AT MEMORIAL PARK & GAZEBO

* The above applicant desires to serve alcohol at the function described above. { ☒ } Yes { ☐ } No

* If alcohol is desired, it must be contained to your private party and you will need to attach to this application documentation showing the following:

- **A LOCATION MAP:** that includes clearly marked boundaries and any barrier(s) proposed enclosing the private party where the alcohol will be served.

USER AGREEMENT

This agreement covers the leasing of the Memorial Park & Gazebo, with the Town of Silverton as the Lessor, Silverton Creative District, as the Lessee.

1. The Lessee agrees to pay lesser a damage deposit in the amount of \$300 payable one month before the event.
2. The Lessee agrees remove all trash, remove all items brought in. The Lessee will be billed for any costs that exceed their deposit.
3. The Lessee will occupy the premises for the purposes stated, will occupy only the space(s) leased, will respect the right of others to use other portions of Memorial Park, and will not permit or suffer any disorderly conduct, noise, or nuisance whatever about said premises which might have a tendency to annoy or disturb any persons occupying other portions of the building.
4. All events will be terminated at midnight, unless prior approval is granted by the Town of Silverton. A minimal of 72 hours is required to extend rental times. No guarantee that such requests will be met.
5. The lessee shall not do any construction work on the premises or make changes without the prior expressed written consent of the Town of Silverton.
6. There will be no animals, dangerous vehicles or materials, or explosives used in this location.

7. No tent staking on the grounds.
8. The use of staples, nails, screws, duct tape or glue is NOT allowed. Removable tape is acceptable for applying decorations.
9. This agreement may be canceled upon the occurrence of any of the following:
 - a. Failure of the Lessee to pay any fees, rents or charges when due or failure of Lessee to comply with the terms of this lease;
 - b. Issuance by any court of an injunction in any way preventing the use of the premises;
 - c. When, through an act of God or other casualty, the premises become unusable;
 - d. Either party may cancel by giving the other notice in writing at least 30 days prior to any event. Failure of Lessee to provide such notice will result in forfeiture of 10% of use of facility fee and non-refundable "hold date" deposit.
 - e. The lesser shall have the right to terminate this agreement at the Lessors discretion, if in Lessor's determination the events planned for the facility might cause damage to the premise, or might not be in the best interest of the public, or Town of Silverton.
10. Lessee acknowledges and agrees that lesser has no obligation to provide Lessee with written accounting of the funds retained from the Lessee's damage deposit.
11. Lesser agrees to pay for any lost keys and the full cost of re-keying or replacing any locks to which such key provides personal access
12. ALCOHOL: Must have a designated "ID checker". No alcohol consumption to any persons under the age of 21. All Colorado state law must be followed.
13. All outstanding balances due are subject to a \$35.00 late fee and a 1.5% interest charge per month.

RELEASE & INDEMNIFICATION

In consideration for being permitted to enter upon the property of the Town of Silverton, Colorado, for the purpose of conducting business, meetings, or events upon said premises, I, the undersigned, hereby acknowledge, represent and agree as follows:

- I acknowledge that my presence on the Town's property may involve risks of injury, loss or damage.
- I expressly assume all risks of injury, loss, or damage to myself or any third party arising out of or in any way related to my presence on the Town's property.
- I exempt, release, and discharge the Town, its officers, its employees, and its agents from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to my presence on the Town's property.
- I agree to defend, indemnify, and hold harmless the Town, its officers, employees agents, insurers, and self insurance pool from and against all liability, claims, and demands on account of injury, loss or damage which arise out of or are in any way related to my presence on the Town's property.
- I further agree to be fully responsible for and to render payment to the Town for, any damages to the Town's property, which occurs during my use of such property and which is in any way related to my presence on or use of town property.

This Release and Indemnification Agreement shall be effective as of the date set forth below and shall be binding upon me, my successors, representative, heirs, executors, assigns, transferees, and any other person(s) who may enter the premises upon my invitation.

This contract executed on the 8 of July, 2024, by the person whose name and signature appear below.

Signature of Responsible Person:  Date: 7/8/24

Printed Name: Lisa Branner Date: 7/8/24

FOR TOWN OF SILVERTON USE ONLY

Reviewed By: Ana Mendilluce Date: 7/9/24

<input type="checkbox"/>	Silverton Resident	<input type="checkbox"/>	Government Entity	<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Non-Resident	<input type="checkbox"/>	Commercial	<input checked="" type="checkbox"/>	(Local) Non-Profit Organization

Reservation Deposit		Payment		Date Paid	
Rental Balance Due		Payment		Date Paid	
Damage Fees Incurred		Payment		Date Paid	

Reservation Deposit required to hold facility rental date; remainder of Rental Balance is due the day before the start of the rental. Non-payment forfeits reservation deposit. The area will be inspected within 5 business days following event/rental. If there is cleaning necessary above the normal janitorial duties it will be withheld from deposit at the rate of \$50.00/ hour.

PLEASE MAKE CHECKS PAYABLE TO: Town of Silverton Box 250, Silverton, CO 81433

THANK YOU FOR CONSIDERING SILVERTON FOR YOUR EVENT!!!



Town of Silverton

TOWN HALL USER APPLICATION

Application Date: July 8, 2024 Organization: Silverton Creative District
Contact Name(s): Lori Nixon, Lisa Branner
Mailing Address: PO Box 372, Silverton CO 81433
E-mail Address: info@silvertoncreativedistrict.org
Phone (Primary): (303) 881-4393 Phone (Secondary): (970) 749-3244
Proposed Activity: classical music recital and concert, readings
Inclusive Date(s): From: September 8, 2024 To: September 8, 2024
Hours Needed: From: 9 am to 9 pm To: _____
Estimated Number of Participants: 50

<u>RENTAL SPACE</u>	<u>TOTAL</u>	<u>USER FEE</u>
TOWN HALL		

FOOD DETAILS

Is this a Catered Event? No
Name of Caterer : _____
Address : _____
Phone : _____

REQUEST TO SERVE ALCOHOL AT TOWN HALL

* The above applicant desires to serve alcohol at the function described above. { ☐ } Yes { ☒ } No
* If alcohol is desired, it must be contained to your private party and not made available to the general public. All that consuming alcohol must be 21+ years of age.

USER AGREEMENT

**This agreement covers the leasing of Town Hall, with the Town of Silverton as the Lessor,
Silverton Creative District, as the Lessee.**

1. The Lessee agrees to pay Lessor a damage deposit in the amount of \$1,000.00, payable one month before the event.
2. The Lessee agrees remove all trash, remove all items brought in. The Lessee will be billed for any costs that exceed their deposit.
3. The Lessee will occupy the premises for the purposes stated, will occupy only the space(s) leased, will respect the right of others to use other portions of Town Hall, and will not permit or suffer any disorderly conduct, noise, or nuisance whatever about said premises which might have a tendency to annoy or disturb any persons occupying other portions of the building.
4. All events will be terminated at midnight, unless prior approval is granted by the Town of Silverton. A minimal of 72 hours is required to extend rental times. No guarantee that such requests will be met.
5. The lessee shall not do any construction work on the premises or make changes without the prior expressed written consent of the Town of Silverton.
6. There will be no animals, dangerous vehicles or materials, or explosives used in this location.
7. The use of staples, nails, screws, duct tape or glue is NOT allowed. Removable tape is acceptable for applying decorations. .
8. This agreement may be canceled upon the occurrence of any of the following:
 - a. Failure of the Lessee to pay any fees, rents or charges when due or failure of Lessee to comply with the terms of this lease;
 - b. Issuance by any court of an injunction in any way preventing the use of the premises;

- c. When, through an act of God or other casualty, the premises become unusable;
 - d. Either party may cancel by giving the other notice in writing at least 60 days prior to any event. Failure of Lessee to provide such notice will result in forfeiture of 10% of use of facility fee and non-refundable "hold date" deposit.
 - e. The lesser shall have the right to terminate this agreement at the Lessors discretion, if in Lessor's determination the events planned for the facility might cause damage to the premise, or might not be in the best interest of the public, or Town of Silverton.
9. Lessee acknowledges and agrees that lesser has no obligation to provide Lessee with written accounting of the funds retained from the Lessee's damage deposit.
 10. Lesser agrees to pay for any lost keys and the full cost of re-keying or replacing any locks to which such key provides personal access
 11. ALCOHOL: Must have a designated "ID checker". No alcohol consumption to any persons under the age of 21. All Colorado state law must be followed.
 12. All outstanding balances due are subject to a \$35.00 late fee and a 1.5% interest charge per month.

RELEASE & INDEMNIFICATION

In consideration for being permitted to enter upon the property of the Town of Silverton, Colorado, for the purpose of conducting business, meetings, or events upon said premises, I, the undersigned, hereby acknowledge, represent and agree as follows:

- I acknowledge that my presence on the Town's property may involve risks of injury, loss or damage.
- I expressly assume all risks of injury, loss, or damage to myself or any third party arising out of or in any way related to my presence on the Town's property.
- I exempt, release, and discharge the Town, its officers, its employees, and its agents from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to my presence on the Town's property.
- I agree to defend, indemnify, and hold harmless the Town, its officers, employees agents, insurers, and self insurance pool from and against all liability, claims, and demands on account of injury, loss or damage which arise out of or are in any way related to my presence on the Town's property.
- I further agree to be fully responsible for and to render payment to the Town for, any damages to the Town's property, which occurs during my use of such property and which is in any way related to my presence on or use of town property.

This Release and Indemnification Agreement shall be effective as of the date set forth below and shall be binding upon me, my successors, representative, heirs, executors, assigns, transferees, and any other person(s) who may enter the premises upon my invitation.

This contract executed on the 8 of July, 2024 by the person whose name and signature appear below.

Signature of Responsible Person: 

Date: July 8 2024

Printed Name: Lisa Branner

Date: July 8 2024

FOR TOWN OF SILVERTON USE ONLY

Reviewed By: 

Date: 7/9/24

<input type="checkbox"/>	Silverton Resident	<input type="checkbox"/>	Government Entity	<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Non-Resident	<input type="checkbox"/>	Commercial	<input checked="" type="checkbox"/>	(Local) Non-Profit Organization

Reservation Deposit		Payment		Date Paid	
Rental Balance Due		Payment		Date Paid	
Damage Fees Incurred		Check #		Date Paid	

Reservation Deposit required to hold facility rental date; remainder of Rental Balance is due at key checkout. The building will be inspected within 5 business days following the event; if damage has occurred during the event, the Lessor will be responsible for all repairs. If there is cleaning necessary above the normal janitorial duties it will be withheld from deposit at the rate of \$50.00/ hour.

PLEASE MAKE CHECKS PAYABLE TO: Town of Silverton Box 250, Silverton, CO 81433

THANK YOU FOR CONSIDERING SILVERTON FOR YOUR EVENT!!!



Town of
Silverton

Public Banner Permit

For the Installation of Temporary Banners

Advertising and Promoting Community-Wide Special Events and Holidays

All applications must comply with the following standards for the display of Banners on town Property and Town Right-of-Way:

1. Banners may NOT be larger than 4' by 20'
2. Banners shall be constructed at no less than the following specification: 8 oz., 70/30 (30% air flow) vinyl banner mesh. This material is printable and commonly available at most retail sign establishments. Any other material preferences must be approved by the Town prior to installation. Banners must have "D" rings installed in the corners and be no less than 4 feet apart and sewn in to a minimum 1 ½ inch hem. Banners must be attached with climbing grade carabiners at each "D" ring provided by the applicant.
3. Banners must advertise events that promote the general interest of the Town as a whole.
4. Banners with commercial advertising including corporate and business trademarks, logos and other identifiers are permitted only if commercial advertising, trade names, logos, etc. take up 50% or less of banner square footage. The special event advertising must be equal to or larger than the commercial ad size.
5. Dates for hanging banners must be reserved with the Town at least 60 days in advance. Banners may be hung for a maximum of two weeks prior to the event. The time may be less if it conflicts with the advertising banner installed for an earlier event. Banners must be scheduled for removal within 24 hours after the completion of the advertised event if there is another banner scheduled to be installed or up to 5 days after the event if no other banner is scheduled for installation. The time allowed to remove a banner may be extended by the authorization of the Town.
6. It is the obligation of the owner of the banner to arrange for the hanging of the banner and the removal of the banner with the Town. Banner installation and removal shall be done only by the Town or an installer approved of by the Town. The Town assumes no responsibility for the



Town of
Silverton

Public Banner Permit

maintenance, damage or storage of any banner. Maintenance of installed banners can be arranged with the Town at a fee of \$100 per hour at the discretion of the Public Works Director. Scheduling the installation and removal may only be done after the banner application has been approved.

7. The Town reserves the right to refuse to allow any banner to be hung that it deems unsafe, damaged, or is constructed in a manner that will become damaged and create a hazard. The Town reserves the right to have any banner removed immediately if the banner becomes damaged, is deemed hazardous, extreme wind conditions exist, or if other safety hazards are a consideration. The removal of the banner shall be at the owner's expense.
8. Banners must be presented to the Town for inspection a minimum of 48 hours prior to installation.
9. These Banner Standards shall be administered by the Code Enforcement Officer, Public Works Director or other Town Staff as delegated by the Town Administrator.
10. The Permit Fee for one week of banner placement at either the entrance to Town or the 14th Street bridge (entrance to Kendall Mountain Recreation Area) is \$100.

APPLICATION DATE: July 8, 2024

NAME OF APPLICANT: Silverton Creative District (Lori Nixon) **PHONE:** 303 881-4393

MAILING ADDRESS: PO Box 372, Silverton CO 81433

DATE BANNER TO BE INSTALLED: September 6 2024 **DATE BANNER TO BE REMOVED:** Sep 15 2024

BANNER INSTALLED BY: TOS **BANNER REMOVED BY:** TOS

INSTALLATION LOCATION (SELECT ONE): x ENTRANCE TO TOWN 14TH STREET (KENDALL)

BANNER SIZE:

LENGTH 18' **HEIGHT** 4' **TOTAL SQ. FT.** 72 sf

TEXT: Silverton Creative District presents/ Silverton Creates! A Celebration of the Arts/ This week!/ www.silvertoncreates.com



Town of Silverton

Public Banner Permit

COMMENTS:

I HEREBY AGREE TO COMPLY WITH TOWN OF SILVERTON STANDARDS FOR THE DISPLAY OF BANNERS ON TOWN PROPERTY AND TOWN PUBLIC RIGHT - OF - WAY.

APPLICANT SIGNATURES:

NAME & TITLE Lori Nixon, Chair, Silverton Creative District SIGN Lori Nixon

PERMIT ISSUED BY:

NAME & TITLE Ama Mendiluce SIGN Ama Mendiluce

DATE: Facilities & Events Coordinator

PAYMENT & LICENSE INFORMATION:

PAYMENT METHOD

CY#1250

AMOUNT PAID

\$100

RECEIVED/ISSUED BY

AM

PERMIT #



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2024

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

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

PRODUCER ALINK Insurance Services - Colorado Springs Branch 2407 W. Colorado Avenue Colorado Springs, CO 80904 License #: 385592	CONTACT NAME: Jessica Bell	
	PHONE (A/C, No, Ext): (719)473-6262 FAX (A/C, No): (719)473-3764	
INSURED Silverton Creative District P.O. Box 372 Silverton, CO 81433	E-MAIL ADDRESS: Jessica@ALINK2ins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Alliance of Nonprofits for Insurance	NAIC # 10023
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 00030060-247920

REVISION NUMBER: 8

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		2024-72073	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Silverton Creates! A Celebration of the Arts. September 6-14, 2024. Town of Silverton is listed as additional insured with regard to General Liability. Coverage is automatic as long as required in a written contract.

CERTIFICATE HOLDER

CANCELLATION

Town of Silverton
PO Box 250
Silverton, CO 81433

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(JPB)

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OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Silverton Creative District

is a

Nonprofit Corporation

formed or registered on 09/12/2019 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20191733560 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/02/2024 that have been posted, and by documents delivered to this office electronically through 07/07/2024 @ 17:12:14 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/07/2024 @ 17:12:14 in accordance with applicable law. This certificate is assigned Confirmation Number 16185605 .



Jena Griswold

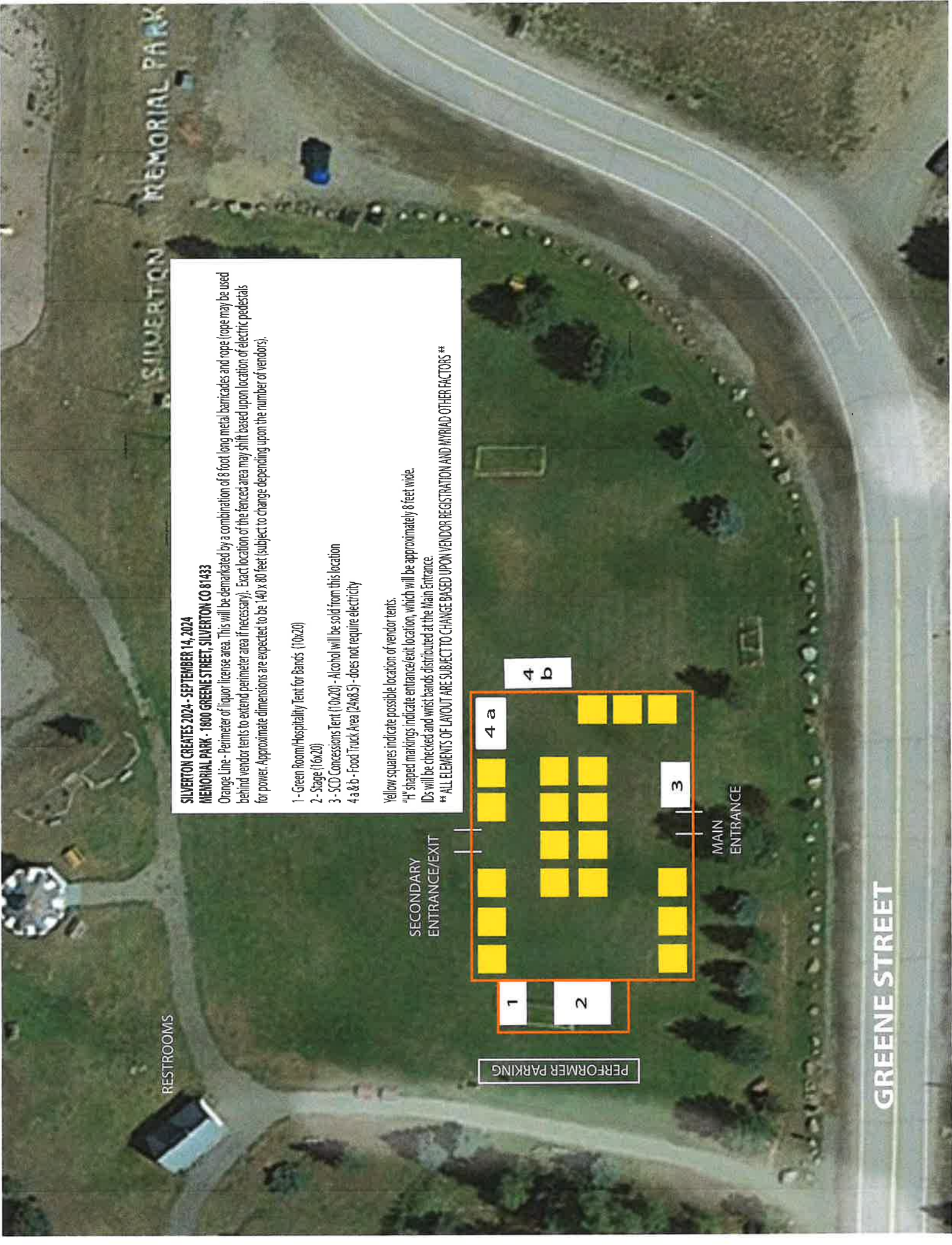
Secretary of State of the State of Colorado

*****End of Certificate*****

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

Overview of Activities (DRAFT ONLY!)

Day	Time	Activity	Where	Notes	Permit(s)
Friday Sep 6	4:30-7:30 pm	First Friday Art Walk	Around Town	SCD Event. Chalk Art!	Permit already submitted separately for 2024 season
Friday Sep 6?	7:30-9:30 pm	Jazz concert	Anesi Park	Joint SCD and TOS Event.	SCD to addend Summer Sounds contract, submit permit for special event liquor license, public right of way
Saturday Sep 7	daytime	Painting workshop part 1 (Beth Anderson)	9318 Collective	Activity at a private business	NA
Saturday Sep 7	4 - 7 pm	San Juan County Historic Society 60th Anniversary	Museum?	Historical Society event. Art Auction, exhibit and more	Activity hosted by SJCHS
Sunday Sep 8	~ midday	Violin student recital	Town Hall	SCD sponsored	SCD to submit Town Hall user application for Sunday Sep 8
Sunday Sep 8	~ midday	Anvil String Quartet Debut	Town Hall	Benefit for kids' music program?	
Sunday Sep 8	late morning? or evening?	Author's event?/150th exhibition	Town Hall	spoken word activity	
Sunday Sep 8	daytime	Painting workshop part 2 (Beth Anderson)	9318 Collective	Activity at a private business	NA
Monday Sep 9	11 am-5 pm	Cindy Coleman pastel painting demo	9318 Collective	Activity at a private business	NA
Tuesday Sep 10		Ian Tanner original music	9318 Collective	Activity at a private business	NA
Wednesday Sep 11	tbd; evening?	Silverton Film Festival	Grand Imperial	By Deanne G (Chamber of Commerce)	Activity hosted by Silverton Chamber of Commerce
Wednesday Sep 11	Evening	Music (Ronnie & RW)	Columbine Roadhouse	Columbine Roadhouse closing the season out	NA
Thursday Sep 12	daytime	Ski pole plunger workshop	9318 Collective	Activity at a private business	NA
Fri-Sun	daytime	Gourd workshop with Janice Reich	9318 Collective	Activity at a private business	NA
Friday Sep 13	6-9 pm	SSS Concert	Memorial Park	SCD Event per contract with TOS	Permit(s) already submitted for 2024 season (SCD)
Saturday Sep 14	8-11 am	SFLC Pancake breakfast	Anesi Park	SFLC fundraiser	SFLC (activity host) to submit user application
Saturday Sep 14	11am - 6 pm	Music & Maker's Market	Memorial Park	SCD Event. Liquor license/event permit	SCD to submit user application for Memorial Park and special event liquor license
All week	daytime	Historical Treasure Hunt	Around Town	SCD sponsored activities	NA
All week	10 am-5 pm	Art Competition Display	Library	Library sponsored event	NA
All week	daytime	Mine/Mill Tours and Museum	Mine and Mill (County)	Ongoing activity at SJCHS locations	NA
TBD	TBD	Yoga classes (ongoing and special sessions)	Move Studio	Activity at a private business	NA
TBD	TBD	Salsa Lesson	Anesi Park, < 30 people	Christine Fonner will teach a free class	SCD will coordinate with TOS for a time to convene a small group; no permit
TBD	TBD	Curated Nature Walk	Shrine Hill, < 20 people	Christine Fonner will host	NA
Mon, Wed	6-7 pm	Zumba	Silverton School	Ongoing activity open to the public	NA



SILVERTON CREATES 2024 - SEPTEMBER 14, 2024

MEMORIAL PARK - 1800 GREENE STREET, SILVERTON CO 81433

Orange Line - Perimeter of liquor license area. This will be demarkated by a combination of 8 foot long metal barricades and rope (rope may be used behind vendor tents to extend perimeter area if necessary). Exact location of the fenced area may shift based upon location of electric pedestals for power. Approximate dimensions are expected to be 140 x 80 feet (subject to change depending upon the number of vendors).

- 1 - Green Room/Hospitality Tent for Bands (10x20)
- 2 - Stage (16x20)
- 3 - SCD Concessions Tent (10x20) - Alcohol will be sold from this location
- 4 a & b - Food Truck Area (24x8.5) - does not require electricity

Yellow squares indicate possible location of vendor tents.

"H" shaped markings indicate entrance/exit location, which will be approximately 8 feet wide.

IDs will be checked and wrist bands distributed at the Main Entrance.

**** ALL ELEMENTS OF LAYOUT ARE SUBJECT TO CHANGE BASED UPON VENDOR REGISTRATION AND MYRIAD OTHER FACTORS ****

SECONDARY
ENTRANCE/EXIT

PERFORMER PARKING

MAIN
ENTRANCE

GREENE STREET

RESTROOMS

SILVERTON MEMORIAL PARK

Town of Silverton
1360 Greene ST.
PO Box 250
Silverton, CO 81433
970-387-5522

Application for a Special Events Liquor Permit



Town of
Silverton

In order to qualify for a Special Events Liquor Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

Type of Special Event Applicant is Applying for:

- | | |
|--|-----------------|
| <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor | \$25.00 Per Day |
| <input type="checkbox"/> Fermented Malt Beverage | \$10.00 Per Day |

DO NOT WRITE IN THIS SPACE

Liquor Permit Number

1. Name of Applicant Organization or Political Candidate Silverton Creative District	State Sales Tax Number (Required) 98306111
--	--

2. Mailing Address of Organization or Political Candidate
(include street, city/town and ZIP)

PO Box 372 Silverton CO 81433

3. Address of Place to Have Special Event
(include street, city/town and ZIP)

Anesi Park 1239 Blair St Silverton CO 81433

4. Authorized Representative of Qualifying Organization or Political Candidate

Lisa Branner

Date of Birth

08/24/73

Phone Number

9707493244

Authorized Representative's Mailing Address (if different than address provided in Question 2.)

same as above

5. Event Manager

Lisa Branner

Date of Birth

08/24/73

Phone Number

9707493244

Event Manager Home Address (Street, City, State, ZIP)

1521 Cement St Silverton CO 81433

Email Address of Event Manager

lisa@silvertoncreativedistrict.org

6. Has Applicant Organization or Political Candidate been
Issued a Special Event Permit this Calendar Year?

☐ No ☒ Yes How many days? **5**

7. Is the premises for which your event is to be held currently licensed under the
Colorado Liquor or Beer codes?

☒ No ☐ Yes License Number

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☐ Yes ☐ No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date 09/06/24	Date	Date	Date	Date
Hours From 11 am .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To 11 pm .m.	To .m.	To .m.	To .m.	To .m.
Date	Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.
Date	Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
To .m.	To .m.	To .m.	To .m.	To .m.

Oath of Applicant

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

Signature

Title

Executive Director

Date

07/08/24

Report and Approval of Local Licensing Authority (Town or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (Town or County)

☐ Town
☐ County

Telephone Number of Town/County Clerk

Signature

Title

Date

DO NOT WRITE IN THIS SPACE - FOR TOWN OF SILVERTON USE ONLY

Liability Information

License Number	Liability Date	State	Total
			\$.

(Instructions on Reverse Side)

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ Application must first be submitted to the Local Licensing Authority (town or county) at least thirty (30) days prior to the event.
- ☐ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☐ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- ☐ Check payable to the Town of Silverton

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

This permit application is issued, subject to the laws of the State of Colorado under the provisions of Title 44, Articles 3, 4, 5, C.R.S. 1973 as amended, and the Town of Silverton, Colorado Ordinance 2015-02 authorizes the Town of Silverton to approve Special Event Liquor Permits without notification to the State Licensing Authority for its approval or disapproval in accordance with C.R.S. 12-48-107(5).



**Anesi Park Jazz Concert - 2024
Event Summary**

The Silverton Creative District (SCD) and Town of Silverton have entered into a contract agreement for the SCD to produce a concert in Anesi Park on September 6, 2024. The concert will help celebrate the Town of Silverton’s 150th anniversary and also kick off the week-long Silverton Creates! arts festival (September 6 – 14, 2024) being organized by SCD. This document serves as a summary of the Anesi Park Jazz Concert event for the purpose of applying for a special event liquor license and closure of the public right of way. These same protocols and layout were used by SCD for the Anesi Park Grand Opening in September 2023, which was produced without incident.

Event Name: Anesi Park Jazz Concert
Date(s): 9/6/24
Time: 6 – 9 pm
Location: Anesi Park, 1239 Blair Street
Organization: Silverton Creative District (SCD)
Contact/Event Manager: Lisa Branner (SCD Executive Director)
Phone: 970-749-3244
Email: lisa@silvertoncreativedistrict.org
Anticipated Attendance: 150 – 200 people

Event Description: The Anesi Park Jazz Concert will take place on Friday, September 6, 2024. This event will be free to the public and will include live music, food and libations utilizing the Mike Geryak Sound Stage. A wine tasting may also be incorporated into the event. This event will happen rain or shine.

Proposed Event Location/Route/Parking Plan/Road Closures: A closure of the public right of way (gated sidewalk and parking spaces) is requested in front of Anesi Park to accommodate a food truck and picnic tables. To adhere to liquor licensing regulations, both the park and closure area will be enclosed with metal barricades (see attached diagram). Two gates will allow unimpeded sidewalk access and will be manned by SCD volunteers during the event. The gated area will remain in place until after the concert, allowing parking spaces and sidewalk in front of the park to serve as a food court and overflow for concert-goers. Parking for bands and stage crew will be immediately behind the restroom structure, next to the Mike Geryak Sound Stage. Parking for the general public will be on Blair Street.



Event Scope: We anticipate attendance of approximately 150 - 200 people.

Operation Plan: Similar to Summer Sounds, the event will be staffed with a combination of SCD Board members, volunteers and Town of Silverton Parks & Recreation staff, with oversight from the SCD's Executive Director and the Town's Facilities, Parks and Recreation Director. Event setup will occur between the hours of 12 – 3 pm and involves setup of the sound system, perimeter barricades, hospitality tents, trash receptacles, etc. Event takedown will occur between the hours of 9 – 11 pm and will include trash pickup, breakdown and removal/storage of barricades and all other event supplies. An independent contractor is providing the sound system and is responsible for its operation and setup/takedown.

Safety Plan: Entrance gates will be staffed with two volunteers wearing safety vests who will check IDs, provide wristbands to attendees of legal drinking age, and monitor for outside alcohol, weapons, dogs, smoking/vaping and other prohibited items. The Executive Director will roam within the event boundaries and monitor the overall event and perimeter. A bar captain and volunteers will operate the bar and monitor alcohol consumption and intoxication levels. The Bar Captain and Executive Director will both be TIPS trained. Alcohol will be served from the concessions area in the restroom building and will be dispensed into clear plastic cups to make outside alcohol easier to spot and prevent it from entering the event premises. Soft drinks and food will be available through on-site food truck. All volunteers will undergo briefing/orientation so that rules, expectations and emergency procedures are communicated. Entry gate volunteers, bar staff, and Executive Director will use cell phones to communicate in case of emergency. Should a medical emergency or other incident arise, Executive Director will call Sheriff or Ambulance for assistance. In case of an emergency, announcements can be made via the on-stage PA system. The metal barricades will not be locked together to facilitate egress should it be necessary to evacuate the area.

Permitting Plan: As the Anesi Park Jazz Concert is being produced under contract with the Town of Silverton (as an addendum to the Silverton Summer Sounds contract), a Special Events Permit is not required. SCD will file an application for a Special Events Liquor Permit (and pay associated fee), as well as an application for a Public Right of Way closure (no fee required).

JAZZ CONCERT
SEPTEMBER 6, 2024
ANESI PARK
1239 BLAIR STREET

BLAIR STREET

ALLEY



AGREEMENT FOR SILVERTON SUMMER SOUNDS CONCERT SERIES

THIS AGREEMENT FOR SILVERTON SUMMER SOUNDS CONCERT SERIES ("Agreement") is entered into this 14th day of February 2022, by and between the Town of Silverton, Colorado, a body politic and corporate (the "Town"), and the Silverton Creative District ("SCD"), a Colorado nonprofit corporation (collectively, the "Parties").

WITNESSETH:

WHEREAS, the Board of Trustees of the Town of Silverton, Colorado has authority pursuant to C.R.S. § 31-15-101 to enter into agreements for the provision of services to town government; and

WHEREAS, Silverton Summer Sounds Concert Series (hereinafter referred to as "Summer Sounds") is an open-air music series that takes place monthly from June through September; and

WHEREAS, the Town has determined that the events and activities surrounding Summer Sounds require professional management and considerable resources; and

WHEREAS, the Town and SCD recognize the Summer Sounds Concert Series requires significant resources and approximately \$10,000 in seed funding to properly initiate event preparation; and

WHEREAS, SCD desires to provide the Town with certain services associated with Summer Sounds, as specified herein; and

WHEREAS, the Town desires to contract with SCD to oversee Summer Sounds, as specified herein; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, CONDITIONS AND OBLIGATIONS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. **Marketing and Communications.** The following shall be the Parties' respective obligations and responsibilities for marketing of Summer Sounds and communications surrounding Summer Sounds:
 - a. **SCD.** SCD is responsible for all marketing and communications relating to Summer Sounds. The Town will receive recognition as the presenting sponsor of the series and logo inclusion in all marketing materials.
 - b. **The Town.** The Town will share marketing and communications via their website, social media, and other channels as appropriate. The Town will transfer the silvertonsummersounds.com domain to the Silverton Creative District.
2. **Licensed Use.** The Town agrees that under the terms of this Agreement and as applicable to the Summer Sounds Concert Series only, SCD shall pay no fees to the Town for the

use of Memorial Park, Columbine Park, Kendall Mountain Recreation Area, and Town streets, sidewalks, and right-of-way (collectively, the "Licensed Facilities"). The Town separately licenses the use of Columbine Park to SCD on the 3rd Fridays of the month each June through September, unless a different facility or set of dates is mutually agreed upon by both parties.

- a. This Agreement shall not be construed to authorize use of any property that is not owned by the Town and SCD warrants that it shall obtain express permission from all private property owners prior to allowing by act or omission the use of such property.
- b. The Licensed Facilities are in "as is" condition with all faults and without warranties of any kind. The Town ensures facilities reserved will be compliant with public health and safety requirements required to hold the event.

3. Events and Activities. SCD and the Town shall have the following obligations and responsibilities relating to events and activities for Summer Sounds:

- a. **SCD.** SCD shall provide the following services for events and activities for Summer Sounds:
 - i. Book and subcontract with bands, vendors, and entertainment for four (4) concerts running from June through September annually.
 - ii. Specify and procure appropriate materials and equipment to support the event.
 - iii. Recruit and manage volunteers or staff to help with the ticketing, vendors, hospitality, setup and take down.
 - iv. Set up and take down of all event equipment.
 - v. Procure any necessary licenses or permissions.
 - vi. Provide a written post event report annually after the conclusion of the series.
 - vii. Provide event insurance that meets Town requirements.
- b. **The Town.** The Town shall provide the following services for events and activities for Summer Sounds:
 - i. Provide staff time for planning meetings, as Town staff's time and resources allow
 - ii. Provide staff time to help set up and break down event venue, as Town staff's time and resources allow
 - iii. Provide man lift and staff time to operate man lift to mount PA system.
 - iv. Provide waste receptacles and waste pickup, portable bathroom facilities, barricade, chairs and other equipment, as necessary.
 - v. Provide access and use of available Town physical resources and storage facilities necessary to set up and break down event venue should Town staff be unable to assist in the event.

In the event of any natural disasters or other detrimental occurrences of a magnitude determined to prohibit any of the above, the Parties shall jointly decide and mutually agree to alternatives to the above.

4. **Emergency Services.** SCD and the Town shall have the following obligations and responsibilities relating to emergency services for Summer Sounds:
 - a. **SCD.** SCD shall coordinate with local EMS representatives prior to Summer Sounds to discuss plans and contingencies. A written plan shall be created by SCD if requested by EMS. SCD shall provide medical personnel for events if required by EMS.
 - b. SCD shall receive approval from the Sheriff through the Liquor License process. A written plan shall be created by SCD if requested by the Sheriff. SCD shall provide security for events if required by the Sheriff.
5. **Facilities Management and Maintenance.** SCD and the Town shall have the following obligations and responsibilities relating to facilities management and maintenance for Summer Sounds:
 - a. **SCD.** SCD shall immediately notify the Facilities, Parks and Recreation Director of any maintenance or repair at Memorial Park, Columbine Park, Kendall Mountain Recreation Center and Town streets, sidewalks, and right-of-way (the "Facilities"), which is required to accommodate Summer Sound's anticipated volume of guests. During Summer Sounds, SCD shall immediately notify the Facilities Director of any problems or concerns with restroom facilities or the waste dumpsters/receptacles.
 - b. **The Town.** The Town shall maintain the Facilities in working order and to meet health and safety requirements. Where existing Town facilities will not accommodate the attendance anticipated, the Town shall provide and maintain throughout Summer Sounds an appropriate number of portable restroom facilities at locations agreed upon by the Facilities, Parks and Recreation Director and SCD. The Town shall provide and maintain an appropriate number of dumpsters or other waste receptacles at the Facilities to accommodate Summer Sounds guests at locations to be determined at locations agreed upon by the Facilities, Parks and Recreation Director and SCD. The Town will provide a working sound stage with appropriate electricity and lighting. The Town will provide an appropriate number of metal barricades.
6. **Financing.** SCD and the Town shall have the following obligations and responsibilities relating to financing for Summer Sounds:
 - a. **SCD.** Upon request, SCD will provide the Town's Board of Trustees its financial statements for the preceding year including: Revenues, Expenditures, a general P&L and its most recent tax filing.
 - b. **The Town.** The Town shall, subject to State law restrictions, including but not limited to TABOR, endeavor to maintain a line item in its budget in an amount sufficient to help facilitate the activities herein defined. The annual payment to SCD shall be made on January 1st. This amount shall be reviewed each year during the

wrap up meeting, defined herein. Waste receptacles, portable bathroom facilities, staff hours, facility rental fees, barricade and equipment usage, and special event licensing fees will be made as a separate in-kind donation from the Town to SCD. In 2022, the Town will provide \$3,000 for marketing Summer Sounds as stipulated in the Town's agreement with San Juan County Tourism Fund Board. Because this Agreement involves the expenditure of public funds, this Agreement is contingent upon continued availability and appropriation of such funds by Town. The obligations described herein shall not constitute a general obligation, indebtedness or multiple year direct or indirect debt, or other financial obligation whatsoever within the meaning of the constitution or the laws of the State of Colorado.

7. **Contracting.** The Parties may contract independently with third parties in order to meet their respective obligations and responsibilities under this Agreement.
8. **Schedules and Joint Meetings.** The Parties agree to participate in the following joint meetings between the SCD Summer Sounds Committee and appropriate Town Staff:
 - a. An Annual Kick-Off Meeting shall occur in November or as mutually scheduled by the parties between the Summer Sounds Committee and appropriate Town Staff. Content shall include: date review for the upcoming Summer Sounds, proposed changes or additions to this Agreement, relationship, and assessment.
 - b. An Action Review Meeting shall occur not more than 10 days following the first concert or as mutually scheduled by the parties between the Summer Sounds Committee and Facilities, Parks and Recreation Director. Contents shall include: review of the season's first event, safety or logistics concerns arising from the same, modifications needed for successful operation of the remaining events in the series, and staff/volunteer feedback.
 - c. A Post-Event Wrap Up Meeting shall occur not more than 30 days after the last concert in the series or as mutually scheduled by the parties between the Summer Sounds Committee and appropriate Town Staff. Contents shall include: after action review of the series, modifications needed for successful operation of next year's series, financial needs for the next year's series, and any community feedback.
 - d. It will be the responsibility of SCD to secure time with designated Town Staff for these meetings. Either party may bring documented issues and concerns to these meetings to be discussed.
 - e. Additional joint planning meetings may occur from time to time, as needed. The Facilities, Parks and Recreation Director, or other designee of the Town shall be provided notice and invited to all Summer Sounds joint planning meetings held by SCD.
9. **Permitting.** This Agreement in conjunction with the liquor licensing process will serve as the process required for issuing permits to the Summer Sounds events. A special event permit will be issued pursuant to the terms of this Agreement in lieu of a special event permit application subject to any exceptions expressly state herein. The Town agrees that by following the terms under this contract, SCD shall not be required to complete annual

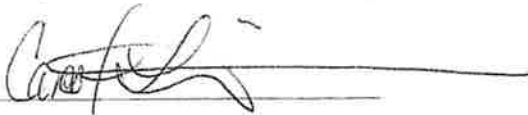
permitting requests for the Licensed Facilities and the events described herein. Except for liquor licenses, the fees for these permits will be absolved by the Town. In the event changes occur to the Town's permitting process for the Facilities, the parties agree to incorporate said changes by way of Amendment to the Agreement.

- 10. Insurance.** SCD shall obtain and keep in full force a policy of commercial general liability insurance under which SCD is named as the insured and the Town is named as an additional insured. The minimum limits of liability shall be a combined single limit with respect to each occurrence of not less than One Million Dollars (\$1,000,000.00) and Two Million Dollars (\$2,000,000.00) aggregate. The policy shall insure against any liability arising out of or related to use of the Town property described herein and SCD's services and obligations described herein. Proof of such insurance shall be provided to Town at the Annual Kick-off Meeting.
- 11. Collaboration and Issue Resolution.** By way of the terms and conditions herein, the Parties agree to engage in a supportive and collaborative relationship wherein each party, working together will provide support for the community and its visitors. In the event any issues or conflicts arise in direct relation to this Agreement, the Parties agree to pay for a mediator to resolve the conflict. Should issues arise in the course of a day-to-day fulfillment of this Agreement, the agents of the Parties being involved in such issue(s) should be brought to resolve such issue(s) in an amicable and immediate manner. In the event such is not possible, or that further consultation with leadership of either party is necessary, the issue(s) should be brought to either the Town Administrator or the Chair of the SCD Board (collectively, the "Leaders") directly. Should the Leaders be unable to remedy the issue(s) with amicability and immediacy, the matter shall be referred to the next joint meeting for resolution by a quorum of the Boards of both parties.
- 12. Indemnification and Release.** SCD agrees to indemnify, defend, and hold harmless the Town from any and all damages and liabilities arising from the SCD's and its contractors' performance of the responsibilities and scope of services described herein. As part of this obligation, SCD shall compensate the Town for the time, if any, spent by its legal counsel in connection with such claims or actions. If an additional Scope of Services contains any provisions purporting to require the Town to defend, indemnify, or hold harmless SCD or purporting to affect a waiver or limitation of the SCD's liability (either by type of liability or amount), the Town does not agree or accept such provisions and such provisions are not part of the Agreement. The Town is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses and protections provided by the CGIA or otherwise available to the Town or its officers or employees. The Town is not responsible for any accidents, or injuries to person or property that occurs at the Licensed Facilities during Summer Sounds or as a result of the services being provided SCD under this Agreement. SCD shall at its expense defend, indemnify, and hold the Town, its Board of Trustees, employees and agents harmless from and against any and all claims, arising out of or in connection with this Agreement and SCD's services and operations provided for Summer Sounds.

- 13. Term.** The Term of this Agreement shall be from January 1, 2022 through December 31, 2024. The Parties may agree to renew this Agreement on an annual or other basis as determined by the Parties. Services rendered and payments made pursuant to this Agreement are subject to and contingent upon the continuing availability of funds for the purpose thereof, and this agreement may be immediately terminated if funds are unavailable. Otherwise, this Agreement may be terminated with or without cause by either party with thirty (30) days written notice.
- 14. Default.** Upon a breach of the terms of this Agreement, the non-breaching party shall provide the other party with written notice of the default and seven (7) days to cure the default. If the default is not cured in the prescribed time, the non-defaulting party may elect at its option to terminate at a meeting of their respective Board. If SCD fails to put on the four (4) concerts pursuant to Section 3(a) of this Agreement, SCD will pay back the funds provided to it by the Town, less the pro rata amount for any of the concerts that were produced and the non-refundable expenses already incurred.
- 15. Compliance with Laws.** SCD shall, at its own cost and expense, promptly and properly observe and comply with all present and future orders, regulations, directions, rules, laws, ordinances, and requirements of all governmental authorities (including, without limitation, state, municipal, county and federal governments and their departments, bureaus, boards and officials and) arising from this Agreement and SCD's management and operations appurtenant to or in connection with the enjoyment of the Premises.
- 16. Assignment.** SCD may not assign its responsibilities and obligations as described herein without the express written consent of the Town.
- 17. No Waiver of Sovereign Immunity.** Nothing herein shall be construed as a waiver of the Town's sovereign immunity and SCD agrees that the Town through this Agreement has not waived any provision of the Colorado Government Immunity Act.
- 18. Attorney Fees.** If either party brings any action or legal proceeding for damages for an alleged breach of any provision of this Agreement or to enforce, protect or establish any term, condition or covenant of this Agreement, the substantially prevailing party shall be entitled to recover as a part of such action or proceedings, or in a separate action brought for that purpose, attorneys' fees and costs actually incurred by the substantially prevailing party.
- 19. General.**
- a. **Captions.** The captions and headings used in this Agreement are for the purpose of convenience only and shall not be construed to limit or extend the meaning of any part of this Agreement.
 - b. **Severability.** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

- c. **Waiver.** Any waiver of any terms and conditions hereof must be in writing, and signed by the parties hereto. No failure to insist upon strict compliance with any of the provisions of this Agreement shall operate or be construed as a waiver of any subsequent breach of the same or any other provision of this Agreement. A waiver of any term or condition hereof shall not be construed as a future waiver of the same or any other term or condition hereof.
- d. **Entire Agreement.** This Agreement is the entire agreement between the parties, and supersedes any prior agreements, representations, negotiations or correspondence between the parties except as expressed herein. The parties shall not be deemed affiliates, partners, joint venturers, or hold a fiduciary obligation to the other and, to the extent permitted by law, the parties agree to indemnify and hold the other harmless from any and all claims, actions or causes of action arising out of or having to do with, directly or indirectly, the business operations of the other. Except as otherwise provided herein, no subsequent charge or addition to this Agreement shall be binding unless in writing and signed by the parties hereto.
- e. **Authority.** Each individual executing this Agreement on behalf of a party to this Agreement represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of such party, and that this Agreement is binding upon such party in accordance with its terms.
- f. **Governing Law.** The laws of the State of Colorado, without giving effect to its conflicts of law principles, govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.
- g. **Compliance.** SCD acknowledges that it has been notified of the immigration compliance requirements of C.R.S. § 8-17.5-101, et. seq. (House Bill 06-1343), and hereby CERTIFIES that SCD and all third-party contractors will comply with all local, state and federal laws and regulation.

IN WITNESS WHEREOF, the undersigned have executed this instrument as of the date and year first above written.



Carol Wilkins

Chairperson

Silverton Creative District



Shane Fuhrman

Mayor

Town of Silverton

Addendum to Agreement for Silverton Summer Sounds Concert Series

The Town of Silverton ("Town") and Silverton Creative District ("SCD") agree to the addition of a concert in Anesi Park ("Event"), to be held on September 6, 2024 as a one-time Event subject to the terms and conditions of the Agreement for Silverton Summer Sounds Concert Series ("Agreement"), dated February 14th, 2022, and extended by the Town of Silverton Board of Trustees until December 31st, 2024.

SCD and the Town shall have the following obligations and responsibilities relating to the organization and facilitation of the Event:

1. **Town and SCD** will fulfill all respective obligations and responsibilities and provide all support according to the terms and conditions as outlined in the Agreement.
2. **SCD**, in accordance with 3.a.i. of the Agreement, shall book and subcontract with bands, vendors, and entertainment for the Event.
3. **SCD** shall perform all applicable responsibilities in accordance with paragraphs 3.a.i. – 3.a.vii. of the Agreement for the Event, excluding paragraph 3.a.vi.
4. **Town** agrees to provide staff and resources for mobilization and breakdown of Event (barricades, chairs, street closure, trash service, etc.).
5. **SCD** will have access to the concessions area of the Anesi Park facility for the purposes of providing concessions activities.
6. **Town** agrees to pay SCD \$1,000 in the aggregate for time and expenses related to organizing and facilitating the Event. SCD is responsible for paying all sub-contractors necessary to fulfill their obligations within this agreement.
7. This addendum was approved on the 8 of July 2024 by:



Lisa Branner, Silverton Creative District



Sarah Friden, Town of Silverton



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/08/2024

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

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

PRODUCER ALINK Insurance Services - Colorado Springs Branch 2407 W. Colorado Avenue Colorado Springs, CO 80904 License #: 385592	CONTACT NAME: Jessica Bell PHONE (A/C, No, Ext): (719)473-6262 FAX (A/C, No): (719)473-3764 E-MAIL ADDRESS: Jessica@ALINK2ins.com														
INSURED Silverton Creative District P.O. Box 372 Silverton, CO 81433	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Alliance of Nonprofits for Insurance</td><td>10023</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Alliance of Nonprofits for Insurance	10023	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER: 00030060-247920****REVISION NUMBER: 8**

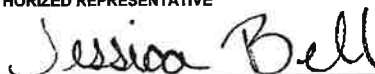
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		2024-72073	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Silverton Creates! A Celebration of the Arts. September 6-14, 2024. Town of Silverton is listed as additional insured with regard to General Liability. Coverage is automatic as long as required in a written contract.

CERTIFICATE HOLDER**CANCELLATION**

Town of Silverton PO Box 250 Silverton, CO 81433	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (JPB)
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OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Silverton Creative District

is a

Nonprofit Corporation

formed or registered on 09/12/2019 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20191733560 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 07/02/2024 that have been posted, and by documents delivered to this office electronically through 07/07/2024 @ 17:12:14 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 07/07/2024 @ 17:12:14 in accordance with applicable law. This certificate is assigned Confirmation Number 16185605 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

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

July 22, 2024

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#: 28 Pay Date: 07/12/2024 P/E Date: 07/06/2024
 Qtr/Year: 3/2024 Run Time/Date: 16:31:58 PM EDT 07/09/2024

Taxes Debited	Federal Income Tax	3,844.04
	Earned Income Credit Advances	0.00
	Social Security - EE	3,029.72
	Social Security - ER	3,029.77
	Social Security Adj - EE	0.00
	Medicare - EE	708.53
	Medicare - ER	708.57
	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	1,801.95
	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	22.35
	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 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
	Local Income Tax	0.00
	School District Tax	0.00
	Total Taxes Debited	13,144.93

Other Transfers	ADP Check Acct. No.XXXXXXXXXX8915Tran/ABAXXXXXXXXX	3,222.60		
	Full Service Direct Deposit Acct.	35,123.23		
Total Amount Debited From Your Account			51,490.76	Total Liability 51,490.76
Bank Debits & Other Liability	Adjustments/Prepay/Voids	0.00		51,490.76
Taxes- Your Responsibility	None this payroll			51,490.76

Statistical Summary - Statistics

Company:Z9X - Town of Silverton

Service Center:0075 Northern California

Status:Cycle Complete

Week#:28

Pay Date:07/12/2024

P/E Date:07/06/2024

Qtr/Year:3/2024

Run Time/Date:16:31:58 PM EDT 07/09/2024

Statistics	Amount	Number of Pays
Gross Pay	48,926.35	
Vouchers		
eVouchers		33
Checks (A)	3,222.60	3
Direct Deposits (B)	35,123.23	30
Adjustments/Prepay/Voids (C)	0.00	
Net Payroll (A + C)	3,222.60	
Net Cash (A + B)	38,345.83	
Net Pay Liability (A + B + C)	38,345.83	
Other Transfers (D)	38,345.83	
Taxes - debited from your account (E)	13,144.93	
Total Amount Debited from your Account (D + E)	51,490.76	
Taxes - your responsibility (F)	0.00	
Company Liability (C + D + E + F)	51,490.76	
Net Cash pays 1,000.00 or more		20
Flagged Pays		11

Statistical Summary - Federal Taxes

Company:Z9X - Town of Silverton
 Week#:28
 Qtr/Year:3/2024

Service Center:0075 Northern California
 Pay Date:07/12/2024
 Run Time/Date:16:31:58 PM EDT 07/09/2024

Status:Cycle Complete
 P/E Date:07/06/2024

Federal Tax Type	EE Withheld	ER Contribution	EE Taxable Amount	ER Taxable Amount
Federal Income Tax	3,844.04		47,730.07	
Social Security	3,029.72	3,029.77	48,867.19	48,867.19
Medicare	708.53	708.57	48,867.19	48,867.19
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

Service Center:0075 Northern California

Status:Cycle Complete

Week#:28

Pay Date:07/12/2024

P/E Date:07/06/2024

Qtr/Year:3/2024

Run Time/Date:16:31:58 PM EDT 07/09/2024

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	1,801.95		47,730.07			
CO	Unemployment Tax		22.35		11,173.92	0.20	

Statistical Summary - Hours & Earnings

Company:Z9X - Town of Silverton
Week#:28
Qtr/Year:3/2024

Service Center:0075 Northern California
Pay Date:07/12/2024
Run Time/Date:16:31:58 PM EDT 07/09/2024

Status:Cycle Complete
P/E Date:07/06/2024

Field Number	Hours/Earnings Code	Description	Hours	Earnings
1	Regular		1,371.52	40,415.73
2	Overtime		22.85	919.90
3	CTM	Comp Time T	64.58	
3	PTO	P.T.O.	322.70	7,358.13
3	HOL	holiday work	17.83	232.59

Statistical Summary - Deductions

Company: Z9X - Town of Silverton

Week#: 28

Qtr/Year: 3/2024

Service Center: 0075 Northern California

Pay Date: 07/12/2024

Run Time/Date: 16:31:58 PM EDT 07/09/2024

Status: Cycle Complete

P/E Date: 07/06/2024

Deduction Code	Description	Deduction	Category
401	CCOERA EE 4	1,137.12	Other
AFL	AFLAC PRETAX	36.48	Other
CK1	CHECKING	33,291.43	Deposit
CK2	CHECKING	1,546.04	Deposit
DEN	Den Pre Tax	20.00	Other
SV1	SAVINGS	285.76	Deposit
VIS	Vis Pre Tax	2.68	Other



REGULAR MEETING – Silverton Board of Trustees
Silverton Town Hall – Monday, July 8, 2024
Call to Order & Roll Call –@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/UCmJgal9lUXK5TZahHugprpQ

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

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. Please be advised, public comment will not be taken during the work session meetings. Closing Public Comment must be related to an agenda item.

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

Absent:

Staff: Administrator Kaasch-Buerger, Clerk Melina Marks, CDD Lucy Mulvihill

Regular Meeting @ 7:01pm

- 1) Staff and/or Board Revisions to Agenda
 - Staff requested that agenda item 4b be removed from the agenda.
 - The board approved this revision.
 - Administrator Kaasch-Buerger added a letter of support under agenda item 5d.
- 2) Public Comment - *Comments must be limited to three (3) minutes in duration.*
 - No public comment.
- 3) Presentations/Proclamations
 - No presentations/ proclamations.
- 4) New Business
 - a) Emergency Management Operation Plan and Wildfire Management Group
 - Jim Donovan presented his slides to the board regarding the Emergency Management Operations Plan and the formation of the Wildfire Management Group.
 - The board thanked Jim Donovan for his presentation.
 - Trustee Wakefield volunteered to join the Wildfire Management Group.

Trustee Halvorson moved, and Mayor Pro Tem Harper seconded to approve the updated Intergovernmental Agreement for the reaffirmation of the Unified Emergency Management between



San Juan County and the Town of Silverton and to appoint Trustee Wakefield and the Building and Code Enforcement Officer to the Wildfire Risk Management Group. Passed unanimously with roll call.

~~b) Led and Copper Self Certify Water Rate Discount~~

c) ADA Digital Accessibility Plan

- Administrator Kaasch-Buerger provided background information regarding this agenda item and shared the accessibility updates that have been made to the Town website.

Trustee Schnitker moved, Mayor Pro Tem Harper seconded to adopt the Town of Silverton ADA Digital Accessibility Plan. Passed unanimously with roll call.

5) Consent Agenda

a) Payroll

b) Meeting Minutes 6.24.24

c) Accounts Payable

d) Contract with Grady Ham for Kendall lift maintenance

- Mayor Kranker asked if the proposal is meant to address Grady Ham as a business or independent contractor.
- Administrator Kaasch-Buerger stated that Mr. Ham is waiting on his LLC paperwork.

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

6) Staff Reports

- Administrator Kaasch-Buerger provided several updates for the Trustees and the community.
- Administrator Kaasch-Buerger stated that the Finance Committee Meeting will be moved to the following Monday than previously scheduled (7.15 → 7.22)

7) Committee/Board Reports

- Trustee Wakefield provided an update on the Utility Committee Meeting.

8) Trustee Reports

- Mayor Kranker spoke about the success of the 4th of July celebrations last Thursday.
- Mayor Pro Tem Harper spoke about the success of the duck derby races on the 4th.
- Trustee Halvorson recalled a discussion with Administrator Kaasch-Buerger on how to show off town assets/ events/ services etc. to bring more attention to town happenings and growth.
- Trustee Wakefield thanked Trustee George and EMS for all their work over the holiday weekend and today's emergency situation.

9) Continued Business

a) Historic Review Committee Vacancy

- Community Development Director Lucy Mulvihill provided background information regarding this agenda item.
- Staff recommended appointing the single applicant, Charles (Alex) Lanis, to the HRC.
- Mayor Kranker expressed support.

Trustee Schnitker moved, and Trustee Halvorson seconded to appoint Charles Lanis to the Historic Review Committee. Passed unanimously with roll call.

b) Resolution 2024-15 A Resolution Setting a Land Use Application Meeting Schedule and Limiting the Number of Land Use Applications for the Board of Trustee Meetings



- Administrator Kaasch-Buerger provided background information regarding the proposed Resolution 2024-15.

Trustee Schnitker moved, and Trustee Wakefield seconded to approve Resolution 2024-15 A Resolution Setting a Land Use Application Meeting Schedule and Limiting the Number of Land Use Applications for the Board of Trustee Meetings. Passed unanimously with roll call.

10) Public Comment

- No public comment.

Adjourn @ 8:13pm

Up-coming Meeting Dates:

7.11 @12pm Personnel and Ordinance Committee Meeting
7.15 @9am Finance Committee Meeting
7.16 @7pm San Juan Regional Planning Commission Meeting
7.22 @5pm Housing Authority Meeting
7.24 @4pm LUC Stakeholder 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
10/09/2023	1403	Prineth	23050068	1,225.56-	N	.00	.00	Vendor Address
10/23/2023	1962	LAWSON PRODUCTS INC	93109653	278.33-	N	.00	.00	Vendor Address
10/23/2023	1980	Lincoln National Life Insurance	46096521	556.27-	N	.00	.00	Vendor Address
07/22/2024	2145	Ballantine Communications	41753	621.03	Y	621.03	.00	Vendor Address
07/22/2024	220	Bruin Waste Management	1891275	28,624.43	Y	28,624.43	.00	Vendor Address
07/22/2024	259	CASELLE INC	133867	551.00	Y	551.00	.00	Vendor Address
07/22/2024	272	CEBT	INV 00675	15,880.06	Y	15,880.06	.00	Vendor Address
07/22/2024	342	CODY BRAFORD CONSTRUC	001715	912.50	Y	912.50	.00	Vendor Address
07/22/2024	407	Community Planning Strategies	4/2/24	11,623.00	Y	11,623.00	.00	Vendor Address
07/22/2024	422	CORE & MAIN	V096625	4,520.72	Y	4,520.72	.00	Vendor Address
07/22/2024	652	Ferguson Waterworks #1116	6/28/24 56	909.50	Y	909.50	.00	Vendor Address
07/22/2024	786	GREEN ANALYTICAL LABORA	2407077&	630.00	Y	630.00	.00	Vendor Address
07/22/2024	951	JENSCO LLC	1213	11,680.00	Y	11,680.00	.00	Vendor Address
07/22/2024	1062	LAWSON PRODUCTS INC	93116817	569.92	Y	569.92	.00	Vendor Address
07/22/2024	1080	Lincoln National Life Insurance	8/1/24-105	175.40	Y	175.40	.00	Vendor Address
07/22/2024	1114	MAISEL EXCAVATION LLC	775	2,280.00	Y	2,280.00	.00	Vendor Address
07/22/2024	1340	Partners Environmental Consul	31839	3,422.50	Y	3,422.50	.00	Vendor Address
07/22/2024	2181	Ramboll Americas Engineering	19400534	8,548.70	Y	8,548.70	.00	Vendor Address
07/22/2024	1598	SAN MIGUEL POWER ASSOC	6/27/2427	6,322.36	Y	6,322.36	.00	Vendor Address
07/22/2024	2119	Sarah Moore	24-15	1,691.50	Y	1,691.50	.00	Vendor Address
07/22/2024	1686	SILVERTON STANDARD & TH	202490	1,134.00	Y	1,134.00	.00	Vendor Address
07/22/2024	1874	TITAN GREASE SERVICES	21851	700.00	Y	700.00	.00	Vendor Address
07/22/2024	1978	WAGNER EQUIPMENT CO	P01C0329	463.65	Y	463.65	.00	Vendor Address
Totals:				99,200.11		101,260.27	.00	

Number of invoices to be fully paid:	20
Number of invoices to be partially paid:	0
Number of invoices with no payment:	3
Total number of invoices listed:	23
Total checks from invoices selected:	20
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
10/09/2023	1,225.56-	.00	.00
10/23/2023	834.60-	.00	.00
07/22/2024	101,260.27	101,260.27	.00
	99,200.11	101,260.27	.00

JE for transactions, CD2 transaction type for payment.

Admin

		Cash acct		01-10000020		
		Period: 6/24		10-20210000		
		AP CC				
Tran Date	Post Date	Description	Amount	Acct #	Full Description	
	30-May	31-May AMZN Mktp US*JJ92D66E3 Amzn.com/bill WA	\$ 41.70	10-45120-430	Park Maintenance	
	3-Jun	5-Jun CBI ONLINE 800-882-0757 CO	\$ 6.00	10-41310-340	Professional Services	
	7-Jun	9-Jun COLORADO MUNICIPAL LEAGU 303-831- CREDIT	\$ (245.00)	10-41310-341	Training	
	11-Jun	12-Jun AMZN Mktp US*8K83A9WX3 Amzn.com/bill WA	\$ 105.95	10-41940-610	Office Supplies	
	14-Jun	16-Jun TST* GRASSBURGER-CO - DUR Durango CO	\$ 48.31	10-41310-580	Travel	
	18-Jun	19-Jun MAVERIK #653 CLIFTON CO	\$ 37.97	10-41310-580	Travel	
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (882.06)			
	21-Jun	23-Jun EXXON SILVERTHORNE 7 ELEV SILVERTHORNE CO	\$ 85.41	10-41310-580	Travel	
	21-Jun	23-Jun Mailchimp 678-9990141 GA	\$ 39.50	10-41310-531	Postage	
	21-Jun	23-Jun HOLIDAY INN EXP & SUITES 9706630057 CO	\$ 742.67	10-41310-580	Travel	
	22-Jun	23-Jun ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$ 11.04	10-41944-614	Operating Supplies	

Clerk Dept.

		Cash acct		01-10000020		
		Period: 6/24		10-20210000		
		AP CC				
Tran Date	Post Date	Description	Amount	Acct #	Full Description	
	29-May	30-May COMPLIANCE SIGNS 800-237-1001 IL	\$ 73.20	10-41350-614	Operating Supplies	
	30-May	30-May FP MAILING SOLUTIONS 630-8275773 IL	\$ 207.00	10-41350-531	Postage	
	6-Jun	6-Jun Garmin 800-5112459 KS	\$ 0.52	10-45110-801	Grooming	
	17-Jun	18-Jun ADOBE *ADOBE 408-536-6000 CA	\$ 362.19	10-41940-331	Software	
	18-Jun	19-Jun COLORADO MUNICIPAL LEAGU 303-831-6411 CO	\$ 400.00	10-41350-341	Training	
	18-Jun	20-Jun FUZZYS TACO SHOP - 12010 WINDSOR CO	\$ 14.74	10-41350-580	Travel	
	20-Jun	20-Jun UBER EATS HELP.UBER.COM CA	\$ 47.58	10-41350-580	Travel	
	21-Jun	21-Jun UBER EATS HELP.UBER.COM CA	\$ 32.84	10-41350-580	Travel	
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (1,465.39)			
	20-Jun	23-Jun FUZZYS TACO SHOP - 12010 WINDSOR CO	\$ 16.65	10-41350-580	Travel	
	21-Jun	23-Jun 7-ELEVEN 17211 GLENWOOD SPRI CO	\$ 8.38	10-41350-580	Travel	
	25-Jun	26-Jun TST* EL BANDITO SILVERTON CO	\$ 185.77	10-41110-341	Training (town board)	

FPR Dept.

		Cash acct		01-10000020		
		Period: 6/24		10-20210000		
		AP CC				
Tran Date	Post Date	Description	Amount	Acct #	Full Description	
	7-Jun	9-Jun THE WHISTLE STOP STATION SILVERTON CO	\$ 45.88	10-45120-626	Fuel	
	12-Jun	13-Jun EXPEDIA 72852647687446 EXPEDIA.COM WA	\$ 145.56	10-45110-341	Training	
	12-Jun	14-Jun CRESTED BUTTE FRONT DESK CRESTED BUTTE CO	\$ 29.21	10-45110-341	Training	
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (2,132.71)			

Public Works

		Cash acct		01-10000020		
		Period: 6/24		10-20210000		
		AP CC				

Tran Date	Post Date	Description	Amount	Acct #	Full Description
	29-May	30-May POLLARDWATER.COM #3325 844-872-3857 WA	\$ 952.75		
	30-May	31-May AMZN Mktp US*5D2359CE3 Amzn.com/bill WA	\$ 29.33		
	30-May	31-May Amazon Prime*GV2AN9DV3 Amzn.com/bill WA	\$ 16.55		
	31-May	2-Jun HOMEDEPOT.COM 800-430-3376 GA	\$ 9.32		
	31-May	2-Jun HOMEDEPOT.COM 800-430-3376 GA	\$ 35.96		
	2-Jun	3-Jun SXM*SIRIUSXM.COM/ACCT 888-635-5144 NY	\$ 62.93	10-43120-614	heavy eq XM
	5-Jun	6-Jun SOUTHWEST AG INC BAYFIELD CO	\$ 1,494.18		
	5-Jun	6-Jun SP HW PART STORE SEALKITSELECT TX	\$ 107.12		
	5-Jun	6-Jun KROEGERS ACE HARDWARE DURANGO CO	\$ 421.59	199.95 - 10-45121-614/ 110.82 - 51-43310-614/ 110.82 - 52-43256-614	
	6-Jun	7-Jun AMZN Mktp US*ER94Z0KD3 Amzn.com/bill WA	\$ 16.83		
	6-Jun	7-Jun AMZN Mktp US*1P7AW6ZQ3 Amzn.com/bill WA	\$ 44.03		*Waiting for codes from PW
	13-Jun	14-Jun AMZN Mktp US*OU2WE88P3 Amzn.com/bill WA	\$ 19.31		
	13-Jun	14-Jun AMZN Mktp US*XU3BO4EJ3 Amzn.com/bill WA	\$ 56.01		
	14-Jun	16-Jun HOMEDEPOT.COM 800-430-3376 GA	\$ 1,358.48	10-42300-615	
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (5,332.26)		

Library

Cash acct 01-10000020
Period: 6/24 AP CC 10-20210000

Tran Date	Post Date	Description	Amount	Acct #	Full Description
	29-May	30-May AMAZON.COM*NP05582I3 SEATTLE WA	\$ 27.45	11-45500-641	Collection
	29-May	31-May SILVERTON GROCERY SILVERTON CO	\$ 19.99	11-45500-614	Programs
	30-May	2-Jun BEAVER RUN RESORT BRECKENRIDGE CO	\$ 158.88	11-45500-580	Travel & Meals
	30-May	2-Jun SILVERTON GROCERY SILVERTON CO	\$ 34.77	11-45500-614	Programs
	31-May	2-Jun IN *SILVERTON STANDARD & 800-262-3246 CA	\$ 108.00	11-45500-540	Advertising
	10-Jun	11-Jun BOOKSHOP.ORG BOOKSHOP.ORG NY	\$ 23.77	11-45500-641	Collection
	11-Jun	12-Jun THRIFT BOOKS GLOBAL, LLC 253-275-2241 WA	\$ 59.11	11-45500-614	Programs
	12-Jun	12-Jun BUZZSPROUT* INVOICE 63 WWW.BUZZSPROU FL	\$ 12.00	11-45500-614	Programs
	20-Jun	21-Jun AMAZON MKTPL*PK9GJ3FP3 Amzn.com/bill WA	\$ 122.98	11-45500-610	General & Office Supplies
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (1,531.31)		
	21-Jun	23-Jun AMAZON RET* 111-259013 WWW.AMAZON.CO WA	\$ 10.37	11-45500-641	Collection
	23-Jun	25-Jun MARIAS BOOKSHOP DURANGO CO	\$ 243.82	11-45500-641	Collection
	24-Jun	25-Jun AMAZON RET* 111-259013 WWW.AMAZON.CO WA	\$ 344.56	11-45500-641	Collection
	24-Jun	25-Jun AMAZON RET* 111-059227 WWW.AMAZON.CO WA	\$ 12.86	11-45500-641	Collection
	24-Jun	26-Jun THE LIQUOR STORE MONTROSE CO	\$ 136.13	11-45500-614	Programs
	26-Jun	27-Jun AMAZON MKTPLACE PMTS Amzn.com/bil CREDIT	\$ (6.99)	CREDIT	

Planning Dept.

Cash acct 01-10000020
Period: 6/24 AP CC 10-20210000

Tran Date	Post Date	Description	Amount	Acct #	Full Description
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (912.77)		

Building Dept.

Building Dept.			Cash acct	01-10000020		
	Period: 6/24		AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description	
	18-Jun	19-Jun HARBOR FREIGHT TOOLS3032 MONTROSE CO	\$ 7.34	10-41940-743	Silverton Square	
	18-Jun	19-Jun IN *KAYLOR FENCING, LLC OLATHE CO	\$ 52.50	10-41940-743	Silverton Square	
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (20.39)			
	26-Jun	28-Jun THE HOME DEPOT 1534 DURANGO CO	\$ 299.00	10-41946-200	Grant Code Rewrite	

Events & Communications

Events & Communications		Cash acct	01-10000020		
	Period: 6/24	AP CC	10-20210000		
Tran Date	Post Date	Description	Amount	Acct #	Full Description
	5-Jun	6-Jun HTTPS://SCRIBE.HOW/B SCRIBEHOW.COM CA	\$ 29.00	10-46100-340	Professional Services
	13-Jun	14-Jun K D FLAGS LLC 970-2416783 CO	\$ 129.30	10-41944-610	General Supplies
	13-Jun	14-Jun SQ *ELEVATED COFFEE COMPA Silverton CO	\$ 44.61	10-45110-344	4th of July Committee
	17-Jun	20-Jun PAYPAL *CHUGACHPUBL 4029357733 CA	\$ 117.50	10-41940-614	Operating Supplies
	18-Jun	20-Jun GOLDEN BLOCK BREWERY LLC SILVERTON CO	\$ 88.81	10-41940-614	Operating Supplies
	21-Jun	21-Jun AUTOMATIC PAYMENT - THANK YOU	\$ (455.56)		
	26-Jun	27-Jun NATALIAS OF SILVERTO SILVERTON CO	\$ 48.21	10-45110-344	4th of July Committee
	27-Jun	28-Jun AMZN Mktp US*RC9U15SG0 Amzn.com/bill WA	\$ 132.37	10-45120-616	4th of July Supplies

Complete

Yes

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

	Column Labels																				
	Combined sales tax receipts							Change from year prior							Change from year prior (%)						
Row Labels	2018	2019	2020	2021	2022	2023	2024	2018	2019	2020	2021	2022	2023	2024	2018	2019	2020	2021	2022	2023	2024
Complete months (YTD)	\$222,203	\$318,007	\$262,433	\$438,687	\$513,711	\$501,085	\$525,135		\$95,804	-\$55,574	\$176,255	\$75,024	-\$12,626	\$24,050		43%	-17%	67%	17%	-2%	5%
1	\$21,571	\$22,639	\$34,825	\$51,466	\$59,049	\$52,640	\$57,203		\$1,068	\$12,186	\$16,641	\$7,583	-\$6,410	\$4,564		5%	54%	48%	15%	-11%	9%
2	\$29,552	\$31,685	\$47,673	\$54,916	\$69,617	\$60,289	\$62,813		\$2,133	\$15,988	\$7,243	\$14,701	-\$9,328	\$2,524		7%	50%	15%	27%	-13%	4%
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		51%	3%	33%	79%	-34%	3%
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		210%	-52%	24%	30%	-4%	15%
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		49%	-23%	148%	-4%	10%	9%
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		25%	2%	99%	-5%	134%	-54%
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		-6%	-43%	159%	-4%	-39%	113%
Incomplete months	\$664,009	\$805,167	\$809,880	\$1,164,890	\$1,083,296	\$1,295,668			\$141,159	\$4,713	\$355,010	-\$81,594	\$212,372	-\$1,295,668		21%	1%	44%	-7%	20%	#NULL!
8	\$99,552	\$131,639	\$111,567	\$238,529	\$202,941	\$230,955			\$32,087	-\$20,072	\$126,962	-\$35,588	\$28,014	-\$230,955		32%	-15%	114%	-15%	14%	#NULL!
9	\$188,368	\$222,786	\$212,227	\$290,429	\$269,781	\$318,372			\$34,418	-\$10,559	\$78,202	-\$20,648	\$48,591	-\$318,372		18%	-5%	37%	-7%	18%	#NULL!
10	\$151,055	\$188,565	\$192,949	\$240,614	\$239,549	\$297,609			\$37,510	\$4,384	\$47,665	-\$1,065	\$58,060	-\$297,609		25%	2%	25%	0%	24%	#NULL!
11	\$163,255	\$182,168	\$190,968	\$234,204	\$226,111	\$293,745			\$18,913	\$8,800	\$43,236	-\$8,093	\$67,634	-\$293,745		12%	5%	23%	-3%	30%	#NULL!
12	\$61,779	\$80,009	\$102,170	\$161,114	\$144,914	\$154,987			\$18,230	\$22,161	\$58,944	-\$16,200	\$10,073	-\$154,987		30%	28%	58%	-10%	7%	#NULL!
Grand Total	\$886,211	\$1,123,174	\$1,072,313	\$1,603,577	\$1,597,007	\$1,796,753	\$525,135		\$236,963	-\$50,861	\$531,264	-\$6,570	\$199,746	-\$1,271,618		27%	-5%	50%	0%	13%	-71%

July 22, 2024

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

Department: Administration
Head of Department: Gloria Kaasch-Buerger
Date of Trustee Meeting: July 22, 2024

For immediate Trustee consideration:

Regular Meetings & Communication:

7.3 Historic Review Committee Chair Meeting
7.8 Meeting with Anvil resident
7.8 Team GOLD
7.11 Fading West Financing
7.11 Personnel and Ordinance Committee Meeting
7.11 Team GOLD
7.12 Clarion LUC Rewrite
7.16 DRK interview for Community Builders
7.16 Partick Rondinelli- Water Tank Recoat Project

Top on the TO DO list:

2023 Audit
Assist with WWTP and Water Funding
Code Rewrite Grant Reporting
Finance Organization- Starting with SOPs for GL Codes
Rate Study Assistance
Energizing Rural Communities Prize Administration
Assist with Affordable Housing Projects
Social Media Communications
RV Ordinance revisions
Contract Management
Visitor's Room at Town Hall

Grants (applications, updates, awards):

Applied/Awaiting Award:

See Grant Spreadsheet attached.

Upcoming Issues:

2025 Budget
CDOT Shed relocation
Power Redundancy/Micro Grid
Signs/Parking around town
Entrance Monument
Snow Route Code Rewrite
Municipal Court Code Rewrite
Blair Street Project
Marijuana Code Rewrite
Perimeter Trail Planning
PW and FPR Capital Improvements Plan
Perimeter Trail

Notable completed tasks:

Learning/ Professional Development:

7.17 Interpersonal Skills Training CIRSA

Grant	Kendall Planning Grant	DOLA- IHOI Grant	Colorado Water Resources Power Development Authority	REDI-Sustainability & Community Project Coordinator	Brownfields Grant	DOLA EIAF Tier 1 Technical Assistance Grant	CDOT-Transportation Alternatives Grant	Energizing Rural Communities Prize	USDA WW System Rehab	Local Planning Capcity Grant	More Housing Now Planning Grant	SJC Tourism Board	Energizing Rural Communities Prize	SIPA Gov Grants	BPMD Natural Resources Damages	T-Mobile Community Grant	Congressional Direct Spending Request
Amount Granted/Requested	\$37,500	\$395,020	\$10,000	\$75,000	\$800,000	\$75,000	\$956,952	\$100,000	\$2,764,000	\$85,000	\$88,090	\$10,000	\$200,000	\$110,000	Not Determined Yet	\$50,000	\$921,600
Match Amount	\$6,250-DOLA expended \$6,250-TOS \$4,860 expended to date 4/14	\$98,755	\$2,000	\$37,500-SJDA	None	\$75,000	\$239,240 includes \$40K from Blair Street	None	USDA loan \$2,165,000	Benefits	County provided \$8,809 match	None	No match, but will be shared with County, SMPA and EcoAction Partners	None	Letter of Interest Submitted on 7/15/24	No match	\$180,400- State Historic Fund \$50,000- Friends of the Library
Administration Fee	None	\$43,750	None	None	\$40,000	None	None	20,000			None	None	\$20,000	None			None
Total Project	\$ 37,500.00	\$ 493,775.00	\$ 12,000.00	\$ 112,500.00	\$ 800,000.00	\$ 150,000.00	\$ 1,169,000.00	\$ 100,000.00	\$ 4,929,000.00	\$ 68,000.00	\$ 79,281.00	\$ 10,000.00	\$ 200,000.00	\$110,00		\$ 50,000.00	\$ 1,152,000.00
Description	Original proposal-Kendall Mountain Recreation Area Plan Amended proposal- Animas River Trail and Perimeter Trail Planning	HB 1271 For the Purchase of property adjacent to Anvil Mountain and phase 1, 2 and assessment and housing coordinator \$20,000 for Phase 1 and 2	Engineering plans for the WWTP	SJDA will be hiring the Sustainability& Community Projects Coordinator, Grant will be administered through the Town	Multi Purpose Grant - Zanoni Site, Lackawanna Mill, Cement Creek Site	Rewrite the Silverton Municipal Code and Development Standards	Blair Street Revitalization Grant	Public, NGO, Utility Partnership for Resiliency Plan, BE plan, and Microgrid Plan	WWTP and Collections	Housing soordinator Position	Boxcar apartment engineering plans	\$5K Marketing Funds and \$5K for the Visitor Room at TH	Continue microgrid efforts and resiliency hubs as well as a local rebate program	Water Main Leak Detection System		Kendall Lift operations	Library Renovations through the USDA Rural Facilities Program
Grantee	GOCO	DOLA	CWRPDA	DOLA	CDPHE	DOLA	CDOT	US Dept. of Energy	USDA	DOLA	DOLA	SJC	US Dept. Of Energy	COSIPA		T Mobile	Senator Bennett & Hickenlooper
Status	Extended/Awarded In Progress	Awarded, In Progress	Awarded	4.28.24 Update: Total project funds remaining \$42,236.74. SJDA needs to write check to town for about \$10K for match requirement	Awarded	Awarded	Awarded	Awarded	Awarded	Awarded	Awaiting award	Awaiting Award	Awaiting Award	Awaiting Award			Compiling Application
Apply Date	6/27/2019	3/4/2022	9/6/2023	Dec-22	11/1/2022	3/28/2023	3/29/2023	5/24/2023	4/1/2023		12/24/2023	6/13/2024	7/12/2024	6/15/2024		3/31/2024	3/31/2024
Award Date	Extension Approved on 3/13/23 REQUESTING ANOTHER EXTENSION 4/13/24 - EXTENDED	5/2/2022	10/23/2023	2/10/2023	5/25/2023	5/31/2023	6/2/2023	7/14/2023	12/18/2023	3/8/2024							
Completion Date	7/30/2024	12/31/2024	8/1/2024	Approved Extension to 6/30/25	2027			2024	12/31/2024	10/1/2026							
Budgeted?	Yes	Yes	No	SJDA paid match with other grant	No	Yes in 2023	Resolution to budget for in 2024	No	Yes	No	No						
Administrator	Town of Silverton	Town of Silverton	Town of Silverton	SJDA	Town of Silverton	Town of Silverton	Town of Silverton	Town of Silverton	Town of Silverton	Town of Silverton							Town of Silverton
Reporting Schedule	End of Grant Report	Quarterly Payout and Status Reports		SJDA will administer				SMPA will administer									
State or Federal	State	State	State	State	State	State	State	Federal Prize, not grant	Federal	STATE	State	Local	Federal prize	State	State		Federal
Notes	Extension and Scope approved	\$10,950 Admin Fee spent 8/1-4/10		Contract in place for this grant			Orgininal award \$554,703 adjusted in April 2024			Original award was \$68K							

TOTAL GRANTS BEING ADMINISTERED IN 2024	TOTAL PENING GRANTS	TOTAL NOT AWARDED
\$5,399,581	\$320,000	\$971,600

Town of Silverton Staff Report

Department: Public Works Head of Department: John Sites Date of Trustee meeting: July 22, 2024	
For immediate Trustee consideration:	
Regular Meetings & Communication: Administration / Board meetings and communication with Staff. Daily crew meetings; Admin Staff meetings; random communication with customers and community members regarding utility concerns.	Top on the TO DO list: Fire hydrant maintenance and repairs; Wastewater Collections Project and Reclamation Facility Pre-Engineering completion; water plant generator commissioning; meter overhaul ongoing; Lead and Copper Rule Revision data collection; asset management plan / utility rate study completion; Water Tank Recoat grant / loan application.
Grants (applications, updates, awards): Wastewater Collections System Rehabilitation Project grant and loan funds awarded. Construction expected in 2024, 2025 and possibly 2026. Wastewater Reclamation Project (sewer plant replacement) Preliminary Engineering for Project Needs Assessment is underway. SIPA grant application for leak detection system is submitted. Water Tank Recoat grant / loan application is underway.	Upcoming Issues: Ongoing development considerations / plan review; asset management plan and utility rate study analysis and action; GIS updates to infrastructure mapping; Development Standard rewrite (after LUC).
Notable completed tasks: Drainage improvements ongoing; tap installations WTP valve replacements; Molas Lake water system start up; Anvil tap locates; line painting.	Ongoing Project Update: WTP generator installation is expected. Holding for electrician.
Learning/ Professional Development: Staff safety, water, and wastewater training ongoing. Mead water / sewer training and GPS infrastructure and data entry training.	Other:

Town of Silverton

Department: Public Works
Head of Department: John Sites
Meeting Date: 7/22/24

For immediate Trustee consideration:

Regular Meetings & Communication:
Daily Crew Meetings
Weekly Town Staff Meetings
Monthly meetings with CDOT on TAP
funds for Blair St Sidewalks

Top on the TO DO list:
Supporting the crew when and where it is
needed, helped install my first water valve

Lead and Copper Compliance inventory

Continue to improve my understanding of Caselle
and metering, inspecting meters

Grants (applications, updates, awards):

Upcoming Issues:

Notable completed tasks:
Worked with John on SIPA grant for leak
detection system

Ongoing Project Update:
Blair St Sidewalks moving towards a crossroads
of discussions of pursue
full scope,
partial scope
or go to RFQ to allow for grant funds to be spent
on design and engineering.

Learning/ Professional Development:
Water/Wastewater training ongoing .

Other: EV Chargers

Town of Silverton Staff Report

Department: Community Development / Planning Head of Department: Lucy Mulvihill Date of Trustee meeting: 07.22.2024	
For immediate Trustee consideration: N/A	
Regular Meetings & Communication: 6.26 Land Use Code Stakeholder Meeting 6.18 San Juan Regional Planning Commission Meeting 6.11 Historic Review Committee Meeting Biweekly Meeting with Ramboll Biweekly Meeting with Clarion Weekly Meeting with Community Planning Strategies	Top on the TO DO list: Application Processing - 3 in pre-app process Land Use Code Update Create a Federal Drawdown Standard Operating procedure to follow. Facilitating Brownfields Phase I & II Environmental Assessment for Lackawanna Mill Site & Box Car Apartment Site
Grants (applications, updates, awards): Brownfields- Eligibility Forms approved. Phase I proposal approved. Awaiting Phase II proposals.	Upcoming Issues: Land Use Code Update – Zoning Maps Zononi Land Conveyance to Silverton Housing Authority
Notable completed tasks: June Brownfields Community Kick off Event June Land Use Code Community Event 6.26 Land Use Code Stakeholder Meeting 6.18 San Juan Regional Planning Commission Meeting 6.11 Historic Review Committee Meeting Annexation- Zoning of Anvil in complete. Brownfields –Eligibility Forms complete. Coordinating with Ramboll and EPA on Community Kick off Matting June 17 th 6pm at Kendal!	Ongoing Project Update Brownfields Build Out Analysis- on Pause until after LUC update Code Update- Full Draft is out and can be reviewed on Silvertonluc.org. Community Engagement Session held end of June CLG- is being addressed in the Land Use Code update. Housing – Zononi: Conceptual Plans in process. Phase I is updating through the Environmental Protection Agency (EPA) Targeted Brownfields Assessment program. Once complete the land will be conveyed to Silverton Housing Authority who will apply for Clean up through CDPHE. Anvil: Assisting the Housing Director with zoning regulations for site plan approval for the anticipated multi-unit housing.

	<p>Boxcar Apartment Site: Coordinating with the County regarding land conveyance, that will be necessary for clean-up activities paid for through EPA Brownfields Grant. Coordination with EPA and contractors for the site assessment and clean-up activities. Coordinating with the Housing Director to align clean-up activities with pre-development work.</p> <p>Electric Vehicle Chargers- Helios Charging was awarded the DCFC Plazas Program grant to install EV chargers in Silverton. Waiting on Helios Charging to begin coordinating the project. Awaiting proposal from Helios.</p> <p>GIS- Town boundaries are being adjusted following the annexation of Anvil.</p> <p>Prop 123- Committed.</p> <p>Bonita Peak Mining District Planning Group- Met with AG to discuss NRDs funds and potential projects. Received an Update EPA, Bureau of Land Management, Division of Recommendation, Mining and Safety, and Forest Service on summer activities and road closures in the County. Please attend the open house May 30th, 6pm at Kendal for more information.</p> <p>Natural Resource Damages funds – Coordinating with Town departments, County, and BLM to establish a project proposal related to the 2007 Animas River Corridor Plan for NRDs funding.</p>
Applications in Process:	Professional Development:

To: Gloria Kaasch-Buerger, Silverton Town Administrator
Lucy Mulvihill, Community Development Director

From: Shelia Booth, AICP, *Contracted Town Planner, CPS*

Date: July 5, 2024

Subject: Planning Department Activity Report - June 2024

This activity report provides an overview of existing and anticipated work tasks assigned to the Planning Department. The Department work plan will be developed by prioritizing these tasks through regular communication between CPS and Town Staff. Priorities will be regularly evaluated and adjusted based on these discussions, direction from the Board, community inquiries received, and development application submittals.

1) ON CALL SERVICES (GENERAL PLANNING)

General Inquiries & Meetings: CPS staff responded to general inquiries and meeting requests for various projects and CPS met weekly with Town Staff. Attended the June 24th Board workshop on hazards. (Lead: *Shelia Booth/Chris Masar*)

Code Update: CPS attended bi-weekly update meetings, offered professional guidance on hazards and rezoning map. Finished review of final draft. (Lead: *Shelia Booth*)

Murals & Street Art: CPS continued providing guidance on the installation of public art and murals in the downtown and Historic Overlay District. (Lead: *Shelia Booth*)

Pre-Application Meetings & Inquiries

1111 Mineral Street: CPS researched code and attended a preapplication meeting. The property owner proposes to rezone one lot of a joined parcel to allow construction of a lodging facility. Several options were discussed due to the pending Town rezoning as part of the code update. (Lead: *Shelia Booth/Chris Masar*)

1057 Empire Sauna: CPS researched the Code and prepared for a pre-application meeting to discuss a proposal for side yard setback variance request. The property owners propose to place an existing sauna closer to the property line than code allows. (Lead: *Chris Masar*)

2) ACTIVE DEVELOPMENT APPLICATIONS

24-04 OVR 1104 Blair: This project is on hold pending resubmittal of documents by the property owner after legal determinations were provided regarding interpretations of the SMC, Builders Handbook and HRC checklist requirements. No hearing dates have been determined yet. (Lead: *Chris Masar*)

24-15 OVR 1337 Greene: CPS finalized its application review, drafted the HRC a Board staff reports and presentations. Staff attended and presented the application at the June 11, 2024 Historic Review Committee and the June 24, 2024, Board of Trustees meeting. (Lead: *Chris Masar*)

3) SPECIAL PROJECTS

Digital Mapping Services: CPS is working to update the Town's boundary to include the Anvil Subdivision and to update all zoning including Rathmel and Anvil rezonings. (Lead: *Shelia Booth*)

Build-Out Analysis. On hold pending Town Staff's internal discussion and response to CPS's memo seeking guidance for the final product. *(Lead: Shelia Booth)*

4) "ON THE RADAR"

The following are items recommended to create more efficient and effective interpretation, administration, and guidance for property owners or projects that are anticipated based on discussion with the Town or updates to the Land Development Code. These projects can be kept on this list until they are either elevated to an active project or determined unnecessary.

- Completion of the Certified Local Government Ordinance which is needed once the historic local government committee is created.
- Update applications and checklists post adoption of the Land Development Code in fall 2024.
- Finalize Build Out Analysis

5) MEETINGS ATTENDED

HISTORIC REVIEW COMMITTEE: JUNE 11, 2024- CPS attended and presented the following.

- 24-15 OVR 1337 Greene *(Lead: Chrus Masar)*

PLANNING COMMISSION: JUNE 18, 2024- No CPS items.

- Avalanche and Hazards Workshop *(Lead: Clarion/Shelia Booth)*

BOARD OF TRUSTEES: JUNE 24, 2024 - CPS attended and presented the following.

- 24-15 OVR 1337 Greene *(Lead: Chrus Masar)*
- Avalanche and Hazards Workshop *(Lead: Clarion/Shelia Booth)*

6) UPCOMING PLANNING RELATED MEETINGS AND AGENDA ITEMS:

We anticipate attending the following meetings to either present or support the identified planning department items. The project lead is identified next to each item:

BOARD OF TRUSTEES: JULY 8TH

- No agenda items.

HISTORIC REVIEW COMMITTEE: JULY 9TH

- No agenda items.

PLANNING COMMISSION: JULY 16TH

- No agenda items.

BOARD OF TRUSTEES: JULY 22ND

- No agenda items.

BOARD OF ADJUSTMENT: TBD

- No agenda items.

Town of Silverton

Department: Facilities and Events Coordinator
Head of Department: Facilities, Parks, and Recreations Director
Meeting Date: July 22nd, 2024

For immediate Trustee consideration:

Regular Meetings & Communication:

- Ongoing staff meetings and communication
- Weekly meetings with Deanne Gallegos planning 4th of July events/150th celebration
- Ongoing communication/meetings with event organizers

Top on the TO DO list:

- Library Movie in the Park
- Blood Drive
- Cruisers on the rocks
- Hardrockers Holidays
- Shakespeare in the Park

Grants (applications, updates, awards):

Upcoming Issues:

Notable completed tasks:

- 4th of July Celebrations
- Silverton Alpine Marathon/Kendall Mountain Run
- Hardrock Hundred Run
- Summer Sounds

Ongoing Project Update:

- Reviewing and updating Facility rental agreements
- Checking for all documents needed for upcoming rentals and events.
- Updating Facilities Calendar

Learning/ Professional Development:

- CIRSA Interpersonal Skills Seminar

Other:

July 22, 2024

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>

July 22, 2024

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.

July 22, 2024

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.

July 22, 2024

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.